



# City of Fayetteville

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MAYOR  
Edward Johnson

COUNCIL  
Scott Stacy, Mayor  
Pro Tem  
Kathleen Brewer  
Paul C. Oddo, Jr.,  
Harlan Shirley  
James B. Williams

CITY MANAGER  
Ray Gibson

CITY CLERK  
Anne Barksdale

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March 15, 2016

**TO:** Honorable Mayor and City Council

**FROM:** Ray Gibson, AICP, City Manager

**SUBJECT:** CITY MANAGER'S WEEKLY REPORT: March 7<sup>th</sup> through March 13<sup>th</sup>

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## **CITY ADMINISTRATION**

- Attended the Fayette Forward event on Monday, March 7<sup>th</sup> at Pinewood Studios.
- Held a meeting on Tuesday, March 8<sup>th</sup> with Public Services Director Chris Hindman and ISE staff to discuss the drainage issues at 335 Bates Avenue.
- Attended a meeting on Tuesday, March 8<sup>th</sup> with Council Member Kathaleen Brewer, Finance & Administrative Services Director Mike Bush, and Community Development Director Brian Wismer to discuss marketing options and budget for DDA and Main Street.
- Held a meeting with City Attorney David Winkle, Public Services Director Chris Hindman, and ISE staff to discuss the drainage issues at 335 Bates Avenue.
- Attended a meeting on Wednesday, March 9<sup>th</sup> with Council Members Paul Oddo and Jim Williams to hear a development proposal by REA Ventures Group. The proposal is for an 80 unit 3 story apartment complex at the southwest corner of Lafayette Avenue and Highway 54. The proposal will have some commercial on the bottom floor adjacent to Highway 54.
- Held a meeting on Wednesday, March 9<sup>th</sup> with Michael Mumper to discuss social media updates with the main emphasis on the City's e-newsletter.
- Held a City Council Retreat preparation meeting on Wednesday, March 9<sup>th</sup> with the management team.
- Attended the Chamber of Commerce Board Meeting on Thursday, March 10<sup>th</sup> and gave an update to the Board on the Fayette Forward event.
- Continued to work on the presentations for the City Council Retreat.
- Attended the City Council Retreat on Friday, March 11<sup>th</sup>. The retreat lasted from 8:00 am to 5:00 pm with all City Council and management in attendance along with facilitator Jay Garner.

## **FINANCE & ADMINISTRATIVE SERVICES**

### **Finance**

- Working on Financial DCA Report for submittal.
- Continue to prepare the Chart of Accounts entries for the new software.
- Attended the City Council Retreat on Friday, March 11<sup>th</sup>.
- Continued to clean-up the 2016 Budget departmental line items.
- Training Danielle on the RFP and Bid processes
  - Summit Point Subdivision Stormwater Management
    - Set to be posted 3-16-16

### **Accounts Payable**

- Keyed payment data for 94 invoices and processed payments to 68 vendors.
- Prepared 74 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

### **Occupational Tax**

- Received five (5) new business applications.
- Issued four (4) new business licenses.
- Collected \$66,666.10 for 2015 delinquent and new licenses.
- Collected \$0 from the Hotel/Motel Tax.
- Collected \$2,440.20 from the Alcohol Beverage Sales.
- Collected \$13,301.15 from the Beer, Wine & Liquor Tax.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit and balance reports.

### **Payroll**

- QBA Gross Earnings Report for Pay Date: 3/10/16
  - Check Count: 144
  - Regular Weekly Payroll: 2
- Total Payroll: \$176,748.60

### **Utility Billing**

- Assessed late fees to delinquent accounts.
- Received \$18,323.66 in Sanitation and Stormwater revenues.
- Established water and sewer service for 47 new customers.
- Billed out for 1621 customers.
- Issued 0 Purchase Orders.
- Received \$61,922.42 in Water and Sewer revenues.
- Pilot Program: Delinquent Accounts Callout
  - Cut off report generated for cycle 5 on 03/09/16 which resulted in 69 delinquent accounts.
  - Out of the 69, 40 accounts called and 22 received a tag through the mail due to bad or no phone numbers.
  - Account Clerks received about 10 calls from these customers.

## Human Resources

- Personnel Issues
- Attended GIRMA Training in Macon
  - Personnel Liability
- Employment Opportunities
  - Police Officer I and II: Opened 3/7/16
- Resumes Submitted
  - Police Offer: 1
- Worker's Comp Claims: 1

## Court

- # of citations received: **158**
- # of warrants issued (FTA & VOP): **3**
- # of citations (FTA) sent to DDS: **4**
- # of scheduled arraignment cases: **58**
- # of scheduled trial cases: **15**
- Total amount collected for the week: **\$20,445**

## Information Technology

- GIS Projects
  - Continued to work on the asset map project for the Fayette Visioning Initiative.
  - Network analyst training class (in progress when time allows).
- Technology Projects
  - The financial data conversion project continues to be a priority.
- Police Technology Projects
  - Archived 2 months of ICOPS video.
  - Downloaded videos from 28 body cameras.
  - Setup 2 ICOP systems for new police vehicles.
- Open Records Request
  - DVD Request of traffic stops and investigations: **8**
- Web Site Visits for the Week
  - Total Pages Viewed: **9,984**
  - Total Unique Pages Viewed: **7,295** (excludes repeated pages viewed)
- Average Time Spent on Each Page: **54 seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,756	17.59%
2.	Jobs	685	6.86%
3.	Government	496	4.97%
4.	Events	300	3.00%
5.	Search Results	264	2.64%
6.	Job Applications	262	2.62%
7.	Downtown Master Plan	247	2.47%
8.	On-Line Payments	234	2.34%
9.	Residents	218	2.18%
10.	Police	209	2.09%

- Facebook Insights
  - Total Page Likes (Fans) 4,922
  - Total Reached 379
  - People Engaged 161
  - Fans
    - Women 77%
    - Men 23%

## **COMMUNITY & ECONOMIC DEVELOPMENT**

### **Economic Development**

- Attended the Fayette Forward event all day on Monday, March 7<sup>th</sup>.
- Staff is currently reviewing the final report draft from Garner Economics, LLC.

### **Planning & Zoning**

- Developed new revisions to the Downtown Master Plan in preparation for the presentation to the Fayette Senior Services group.
- Preparation for the City Council retreat.
- Staff continued working on the Management Development Project for Julie Brown to include requests for zoning ordinance amendments that will improve efficiency.
- Prepared staff recommendations and booklets for the March 22<sup>nd</sup> Planning Commission Meeting.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

### **Main Street**

- Staff attended the annual Georgia Downtown Conference in Athens (Wednesday through Thursday).
- Continued outreach to new potential amphitheater sponsors for 2016.
- Further negotiations required for concert series with a replacement offer pending.
- Continued preparation for the 2016 series ticket marketing materials and outreach.

### **Building**

- Number of Building Inspections Performed: **71**
- Number of Permits Issued: **8**
  - **4:** Building
    - Commercial Repair/Remodel: **1**
    - Commercial New: **0**
    - Residential Repair/Remodel: **3**
    - Residential New: **0**
  - **0:** Demolition
  - **2:** Mechanical
  - **0:** Utility Restoration
  - **0:** Foundation Only
  - **0:** Electrical
  - **2:** Plumbing

- **0:** Land Disturbance
- **0:** Fence
- **0:** Pool
- Plans Received: **2**
  - Commercial Repair/Remodel: **1**
  - Commercial New: **0**
  - Residential Repair/Remodel: **1**
  - Residential New: **0**

### **Training/Certifications**

- Charles McKeehan: Commercial Mechanical Inspector
- Miguel Pabon: Commercial Plumbing Inspector

### **Code Enforcement**

- Total Inspections: 43
  - Proactive: 40
  - Complaint: 3
- Verbal Warnings: 8
- Written Warnings: 0
- Notice of Violations: 8
- Stop Work Orders: 0
- Citations Issued: 0

## **PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)**

### **Public Works**

- Cleaned City Hall and Police Department.
- Cut and maintained the following areas:
  - Holiday-Fife House
  - Train Depot
  - Church Street Park
  - Highway 314
  - Highway 54 W (Burch to Grady)
- Pruned crepe myrtles on the Highway 85 medians.

### **Sewage Department**

- Average daily flow treated is 2.610 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 2 sewer backup complaints.

### **Stormwater**

- Repaired pipe and headwall at 220 Oak Street.

### **Water Department**

- Average daily flow of 1.162 of system demand.
- Repaired 5 water leaks.

## Utility Locates

- Located the water and sewer for 48 utility locate tickets.

## POLICE DEPARTMENT

Among the numerous calls for service the **Patrol Division** handles; these are some of the highlights:

- **Burglary:** Patrol units responded to the area of Pilgrim Way. Unknown offenders entered the residence by kicking in the backdoor. Jewelry and credit cards were taken. The home owners were not home at the time of the incident. CSI notified.
- **Domestic:** Patrol units responded to the area of Maple Court. A female had notified dispatch that her and her children were in the bathroom of the residence and her husband was attempting to use a butter knife to open the locked door. He was extremely aggressive and intoxicated. Officers made contact with the male subject before he could harm his wife and children. Force was used to subdue the male subject. No one was seriously injured.
- **Shoplifting:** Patrol units responded to the area of JC Penny's where three individuals (one male, two females) and attempted to shoplift over \$1,800.00 in clothing. The male subject fled the scene and FVPD apprehended him in the parking lot of Kroger. The two females were taken into custody without incident.
- **Domestic:** Patrol units responded to the area of Weatherly Drive in reference to a domestic dispute between a husband and wife. During the investigation of the dispute Officers noticed a smell of burnt marijuana inside the residence. They asked permission to search the residence; however, the home owner denied the consent to search. CID was notified and a search warrant was prepared and signed by a Judge. Upon searching the residence, a small amount of marijuana and methamphetamine was located inside the residence. The home owner denied possession and was arrested without incident.
- Numerous arrest for traffic offenses (3), DUI (5)
- Several Arrest for shoplifting (5)
- 2 Wanted persons located
- Several arrest for offenses not listed above (4)

## Training Division

- Three officers attended training at various locations during the week.
- Registered four officers for upcoming training classes.
- Began CPR/Communications/pursuit training.

## Criminal Investigations

- Detectives attended the Fayette County Investigators meeting at the Peachtree City Police Department. During this meeting investigators are able to discuss current cases and get other investigator input to help with investigations.
- Detectives conducted interviews on two subjects currently in the Coweta County Jail in reference to the robbery at 760 North Glynn Street Flash Foods, which occurred on Sunday, February 7, 2016. Warrants were taken and subjects entered GCIC. We are in line with 5 different agencies to press charges.
- Detectives were called out to a burglary at 205 Pilgrim Way, forced entry through a rear door, jewelry taken.

- Detectives were called out to assist the uniform division by typing a search warrant for a residence on Weatherly Drive, after officers responded to a domestic situation and smelled the odor of marijuana,
- Detectives were called out to a burglary at 125 Chalmers Court, forced entry through a rear window, jewelry and guns taken.
- **Weekly Stats:**
  - Investigations assigned **10** cases this week.
  - Investigations cleared **10** cases this week.
  - **4** Call outs for investigators this week.
  - **3** Call outs for CID Supervisor's this week
  - **3** Call outs for crime scene investigators this week.

## **FIRE DEPARTMENT**

### **Operations**

- Incidents: Units responded to 61 emergency calls for service during the week.
- Volunteer: The March 7<sup>th</sup> volunteer meeting was held at Station 91.
- Projects:
  - Attended Fayette Forward event at Pinewood Atlanta Studios
  - Officially placed Truck 9 in service – coordinated dispatch changes with Fayette County 9-1-1.
  - Attended City Council retreat to discuss goals and action plans – prepared a review of fire department activities for 2015 and presented a review of the ISO report.