



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

April 19, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: April 11th through April 17th

CITY ADMINISTRATION

- Attended a County leadership hosted by School Board Superintendent Dr. Joseph Barrow on Monday, April 11th. At the meeting Dr. Barrow talked about the cultural arts/performing arts facility. Also in attendance from the City was Mayor Ed Johnson.
- Held a meeting with Public Works Director Jermaine Taylor on Monday, April 11th to discuss the overall operations of the department.
- Held a SPLOST Citizen Advisory Group Meeting on the evening of Monday, April 11th. The group heard from Community Development Director Brian Wismer and Public Services Direct Chris Hindman on projects related to Transportation.
- Assistant City Manager Alan Jones attended a "Uniting for a Cleaner Fayetteville" meeting on the evening of Monday, April 11th at City Hall. The plan is to have the clean-up event on the morning of May 21st.
- Attended a Minority Small Business meeting at "This is it BBQ" on Tuesday, April 12th along with Mayor Ed Johnson.
- Held a meeting with Council Member Harlan Shirley and resident Rachel Lester on Tuesday, April 12th to talk about a design concept for downtown Fayetteville.
- Held a meeting with Council Members Jim Williams and Paul Oddo on Wednesday, April 13th to discuss projects and other business of the City.
- Attended a meeting with staff from GIRMA on Wednesday, April 13th to discuss the annual quote for property and casualty, and worker's compensation. Also in attendance were Finance and Administrative Services Director Mike Bush, Assistant Director Carleetha Talmadge, and Human Resources Manager Barbara Dudley.
- Prepared for the Quality of Life Subcommittee Meeting to be held on Friday, April 15th at City Hall.
- Attended a meeting with Larry Dell and Jeff Mellin on Friday, April 15th to organize the Veterans Day Dinner to be held on Friday, November 11th.

- Attended a site meeting at the Sams property located within Downtown Fayetteville on Friday, April 15th. Also attending the meeting were Council Members Harlan Shirley and Kathaleen Brewer and city residents Rachel Lester, Lauren Panter, and Michelle Fowler.
- Attended a meeting with APEX Insurance Brokers on Friday, April 15th to discuss a quote or property and casualty, and worker's compensation. Also in attendance at the meeting were Finance and Administrative Services Director Mike Bush and Assistant Director Carleetha Talmadge.
- Held a meeting with City Engineer Dan Davis and Community Development Director Brian Wismer on Friday, April 15th to discuss the TIGER Grant report prepared by Parsons Brinckerhoff.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Cleaning up 2016 Budget departmental line items.
- Training Danielle Ballard on the RFP/Bid process including the following:
 - 2016 Storm Drain Lining Project that was posted on 3-30-16 and due 4-28-16
 - Fleet Management Services that was posted on 4-6-16 and due 5-5-16
 - Fayette County High School Drainage Improvements that was posted on 4-6-16 and due 5-5-16
 - Bill Printing and Mailing Services for Utility Billing that will go out on 4-20-16
 - Image Rebranding that will go out on 4-20-16
- Working on the following bids:
 - Cleaning Services
- Bid opening for Banking Services was held on Wednesday 4-6-16 and the following three responses were received:
 - United Community Bank
 - BB&T
 - Suntrust
- Working on FY2017 Budget
- Supplying answers to Department of Audits and Accounts
- Finance Department Staff Meeting

Accounts Payable

- Keyed payment data for 84 invoices and processed payments to 64 vendors.
- Prepared 69 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received four (4) new business applications.
- Issued twelve (12) new business licenses.
- Collected \$13,450.31 for 2015 delinquent and new licenses.
- Collected \$22,0371.71 from the Hotel/Motel Tax.
- Collected \$10,931.61 from the Alcohol Beverage Sales.
- Collected \$2,407.84 from the Beer, Wine & Liquor Tax.
- Entered payments into the A/S 400 System.

- Submitted the financial post, edit and balance reports.

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$32,900.84 in Sanitation and Stormwater revenues.
- Established Water and Sewer service for 32 new customers.
- Billed out for 1,998 customers.
- Issued 0 Work Orders.
- Received \$80,167.32 in Water and Sewer revenues.
- Pilot Program: Delinquent Accounts Callout
 - No Cut-offs during this week

Human Resources

- Personnel Issues
 - Retirement request submitted for the end of April 2016
- Drafted new positions
 - Purchasing Agent
 - Accountant
- Employment Opportunities
 - Police Officer I and II: Closed
 - Accreditation Manager: Opened 3/28/16 through 4/30/2016
 - Meter Reader: Opened 4/11/16 through 5/11/16
- Resumes Submitted
 - Police Offer: Closed
 - Accreditation Manager: 1
 - Meter Reader: 1
- GIRMA Insurance Quote Meeting
- Finance Department Staff Meeting
 - Conducted Lunch and Learn on Positivity “Come Together”

Court

- # of citations received: **146**
- # of warrants issued (FTA & VOP): **6**
- # of citations (FTA) sent to DDS: **19**
- # of scheduled arraignment cases: **86**
- # of scheduled trial cases: **22**
- Total amount collected for the week: **\$38,536.10**

Information Technology

- GIS Projects
 - Working with County data for the ISO audit for the Water Department.
 - Updated City’s flood plain map affected by parcel list.
 - Calculated the amount of flood plain acreage gained by annexations.
 - Prepared a map showing the amount of managed waterways for the city and percentage managed versus unmanaged.
 - Prepared map of the city showing new flood plain data.

- Working with Chris Hindman to create data and maps for ISO.
- Technology Projects
 - Financial Assets data conversion project is in progress for the New World Systems Project.
 - Voicemail server upgrade completed and tested.
 - Installed printers, various service calls, and set up new email and network accounts.
 - Worked on Kaspersky labs rollout project by Jonas and Kelvin. This is an upgrade to our antivirus program.
 - Upgraded building departments BS&A software and corrected issues.
- Police Technology Projects
 - 11 record request for DVD's for city & state court.
 - Archived 2 months of icop video to storage.
 - Downloaded 27 body camera videos.
 - Cleaned out trash from the body camera server.
 - Archived 2 months' body cam video to cloud storage.
 - Reloaded 2 in-car laptops with spam.
 - Upgraded the cloud cop software with tech.
 - Updated the cry wolf software.
 - Stripped the old video equipment from command vehicle.
 - Downloaded 40 body cameras.
- Rebuilt 3 mobile data computers for officers in vehicles.
- Open Records Request
 - DVD Request of traffic stops and investigations: **11**
- Web Site Visits for the Week
 - Total pages viewed: **10,835**
 - Total unique pages viewed: **7,686** (Excludes Repeated Pages viewed)
- Average time spent on each page: **49 Seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,755	16.20%
2.	Jobs	668	6.17%
3.	Events	635	5.86%
4.	Residential Information	553	5.10%
5.	Event Calendar	350	3.23%
6.	Job Applications	271	2.50%
7.	Police Department	263	2.43.%
8.	Residents	260	2.40%
9.	On-Line Payments	254	2.34%
10.	Searches	246	2.27%
- Facebook Insights
 - Total Page Likes (Fans) 5,075
 - Total Reached 2,288
 - People Engaged 480
 - Fans
 - Women **77%**

- Men **23%**

COMMUNITY & ECONOMIC DEVELOPMENT

Planning & Zoning

- Attended a meeting with GDOT to discuss progress on Hospital area bridge/trail project. Right of way plans scheduled for review this summer.
- Met with the FCBOE Superintendent to discuss the Downtown Master Plan and get feedback.
- Met with Dairy Queen store owner on N. Glynn Street to discuss the demo/new development plans for their existing location.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

Main Street

- Viewed a webinar discussing the listing process for the National Register of Historic Places.
- Held Suds on the Square event on Saturday, April 16. There were approximately 400 paid attendees.
- Continued preparation for the Taste of Fayette, Lunch on the Lawn, and other upcoming Events.
- Agenda items preparation for the Main Street monthly meeting.

DDA

- Agenda items preparation for the DDA monthly meeting.
- Living History weekend event preparation for the HDF.
- Negotiations with the prospective tenant at 101 S. Glynn Street continued.

Building

- Number of Building Inspections Performed: **84**
- Number of Permits Issued: **15**
 - **3:** Building
 - Commercial Repair/Remodel: **2**
 - Commercial New: **0**
 - Residential Repair/Remodel: **1**
 - Residential New: **0**
 - **0:** Demolition
 - **2:** Mechanical
 - **0:** Utility Restoration
 - **1:** Foundation Only
 - **2:** Electrical
 - **4:** Plumbing
 - **0:** Land Disturbance
 - **1:** Fence
 - **1:** Pool
 - **0:** Low Voltage

- **1:** Construction Trailer
- Plans Received: **2**
 - Commercial Repair/Remodel: **1**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **1**

Code Enforcement

- Total Inspections: 28
 - Proactive: 17
 - Complaint: 11
- Verbal Warnings: 2
- Written Warnings: 2
- Notice of Violations: 9
- Stop Work Orders: 2
- Citations Issued: 4

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

Public Works

- Cleaned City Hall and the Police Department.
- Cut and maintained the following areas:
 - Gazebo Area
 - Downtown Square
 - Stonewall Avenue
 - Highway 54 West
 - Bennet to Tiger Trail
 - Jeff Davis North
 - Highway 314 medians
 - Dickson Spring Park
 - Pye Court
 - Grady Avenue roundabout
 - Bearegard Boulevard
 - Patriot Park
 - Veterans Parkway
- Picked up trash on Highway 85 N, White Road, Highway 314, New Hope Road, Jimmy Mayfield, Redwine, Bearegard Boulevard, and Grady Avenue.
- Emptied the downtown trash bins.
- Set up the stage for the Suds on the Square event.
- Provided tables and chairs for the Suds on the Square event.
- Repaired potholes on Winona Drive and Sharon Drive.

Sewage Department

- Average daily flow treated is 2.380 million gallons per day
- Performed weekly maintenance at 26 lift stations sites
- Repaired Public Works backhoe

- Replaced two actuator valves at the wastewater plant

Water Department

- Average daily flow of 1.240 of system demand.
- Repaired 1 water leak.
- Repaired 1 water main break.
- Pulled two meters due to the possibility of demolition.
- Performed water flow test ahead of the Oakleigh Manor water lowering project.
- Replaced water service from the main at Partridge Pointe.

Utility Locates

- Located the water and sewer for 52 utility locate tickets.

POLICE DEPARTMENT

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

- **Stolen Vehicle**: Patrol units responded to the area of Commerce Drive in reference to a stolen vehicle. The vehicle was used to pick up individuals from a secondary stolen vehicle used in a burglary attempt at Cycle Specialty. Vehicle was located in Atlanta by Georgia State Patrol. CID notified.
- **Fight**: Patrol units responded to Tinseltown to assist FVPD officers working an extra duty detail at the theater. Over 40 juveniles and young adults began to verbally argue and then became physical with each other in the lobby. FVPD stopped the fight and arrested two juveniles for fighting. They were released to their parents after a juvenile complaint form was completed.
- **Robbery**: Patrol units responded to Burger King after a male subject followed the manager into the store. When the manager arrived to open the store the male subject took cash from the safe. The suspect never displayed a firearm but made references that he was armed. CID was notified. After gathering information including videos of the incident, arrest warrants were obtained and the suspect was arrested later that evening.
- **Disorderly Conduct**: Patrol units responded to Wendy's (Pavilion) where a subject had screamed profanities at customers and staff causing them to be in fear of the subject. The subject was arrested outside the restaurant without incident.
- **Road Safety Check**: A multi-jurisdictional road safety check was held on April 13, 2016 on GA Hwy. 85 north. This road safety check provided approximately 340 contacts with motorists. Several arrests were made for DUI, license violations, and drug possession.
 - Numerous arrest for traffic offenses (6), DUI (2)
 - Several Arrest for shoplifting (15)
 - 1Wanted persons located
 - Several arrest for offenses not listed above (2)

Training Division

- Four Officers attended training at various locations during the week.
- Seven Officers were registered for classes.

Criminal Investigation

- Detectives were called out to a Robbery in progress at Burger King, 655 North Glynn Street; The Burger King Manager stated that she was robbed by intimidation as she opened the restaurant for business. Detectives worked nonstop investigating the incident with an arrest being made later in the evening. Shedrick Harris was arrested and detective's conducted a search warrant in Griffin with assistance from Griffin Police Department.
- No items to report from the School Resource Officers.
- Weekly Stats:
 - Investigations assigned **7** cases this week.
 - Investigations cleared **7** cases this week.
 - **1** Call outs for investigators this week.
 - **2** Call outs for CID Supervisor's this week
 - **1** Call outs for crime scene investigators this week.

Community Events

- Metro Atlanta Traffic Network meeting with road safety check.
- Meet and greet for children at Trinity Medical.
- Provided security at the Suds on the Square event.
- A self-defense class was presented at the police department.
- Attended the DFACS Child Safety Fair.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 50 emergency calls for service during the week.
- Volunteer: The April 11th volunteer meeting was held at Station 91.
- Projects:
 - Continued work on budget for FY 2017.
 - FF Stephaene Core received the 2016 American Legion Post 105 Public Safety Award for the City of Fayetteville Fire Department.
 - Completed work on 911 Dispatch protocols for EMS calls; work will begin on Fire protocols shortly.
 - Participated in Georgia Cities week with a truck display during the Shred-it Event.
 - Distributed fire safety materials and displayed fire apparatus at the Fayetteville First Baptist Church on April 16 during their car show.
 - Distributed fire safety materials and displayed fire apparatus at Trinity Medical and Dental Facility on April 16 during an event.