



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

May 24, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: May 16th through May 22nd

CITY ADMINISTRATION

- Attended a records retention meeting on Monday, May 16th with city staff. The meeting was led by Doug Rollo who works with Georgia Archives.
- Held a meeting on Monday, May 16th with Public Services Director Chris Hindman and Finance and Administrative Services Director Mike Bush to finalize materials for the SPLOST Citizen Advisory Group meeting to be held the same evening.
- Attended the SPLOST Citizen Advisory Committee meeting on Monday, May 16th. The meeting was the final meeting of the Committee with the project list to be presented to the City Council on June 2nd.
- Attended a meeting with Larry Dell and Jeff Mellin on Tuesday, May 17th to discuss plans for the 2016 Veterans Day Dinner.
- Reviewed reports for the Water and Sewer Department provided by GMC Engineering.
- Prepared for the May 19th City Council Meeting.
- Attended a meeting on Wednesday, May 18th with Council Members Paul Oddo and Jim Williams.
- Held a staff meeting on Wednesday, May 18th.
- Held a meeting with a group of community residents on Wednesday, May 18th to discuss the Downtown Master Plan. The group is seeking the assistance of UGA EMBA students to assist with the preparation of a marketing plan for the downtown project.
- Attended a site inspection meeting, led by GMC Engineering, on Thursday, May 19th at the City's Waste Water Treatment Plant. Also in attendance was Mayor Ed Johnson, Mayor Pro Tem Scott Stacy, Assistant City Manager Alan Jones, Finance & Administrative Services Director Mike Bush, Public Services Director Chris Hindman, and Water and Wastewater Manager Doug Gonsalves.
- Attended a meeting held by FCBOE Superintendent Dr. Joseph Barrow on Thursday, May 19th, to discuss the proposed cultural arts facility. Also in attendance were John Stephenson

Chick-fil-a representative John Stephenson, County Manager Steve Rapson, Tyrone Town Manager Kyle Hood, and FCBOE staff member Sam Sweat.

- Attended the Regularly Scheduled City Council Meeting on Thursday, May 19th.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Continue to clean-up the 2016 Budget departmental line items.
- Working on the following bids
 - Cleaning Services
- Bid opening for the Bill Printing/Mailing Services for Utility Billing was held on 5-19-16 and we received the following 3 responses:
 - Municipal Code Corporation (MCC)
 - Infosend
 - Southwest Direct
- Bid opening for Image was held on 5-19-16 and we received the following 3 responses:
 - Global Web Advisors, LLC
 - Civic Plus
 - Zimmerman Agency
- Working on the FY2017 Budget.

Accounts Payable

- Keyed payment data for 114 invoices and processed payments to 77 vendors.
- Prepared 80 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received twelve (12) new business applications.
- Issued nine (9) new business licenses.
- Collected \$6,241.17 for 2015 delinquent and new licenses.
- Collected \$872.95 from the Alcohol Beverage Sales.
- Collected \$136.53 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: 5-19-16
 - Check Count: 159
 - Regular Weekly Payroll: 3
- Total Payroll: \$194,905.39

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$26,808.81 in Sanitation and Stormwater revenues.
- Established Water and Sewer service for 18 new customers.
- Billed out for 1,790 customers

- Issued 1 work order.
- Received \$95,719.60 in Water and Sewer revenues.
- Pilot Program: Delinquent Accounts Callout
 - Cut off report generated for cycle 7 on 05/18/16 produced 60 delinquent accounts.
 - Out of the 60 accounts, 31 were called and 25 received tag through mail due to bad or no phone numbers.
 - Account Clerks received about 12 calls from these customers.

Human Resources

- Personnel Issues
- Employment Opportunities
 - Fire Fighter – Opened 5/2/2016 – until filled
- Resumes Submitted:
 - Fire Fighter: 4
- Developing intern program with AV Pride.
- New World Systems data input positions.

Court

- Number of citations received: **199**
- Number of warrants issued (FTA & VOP): **5**
- Number of citations (FTA) sent to DDS: **20**
- Number of scheduled arraignment cases: **72**
- Number of scheduled trial cases: **20**
- Total amount collected for the week: **\$12,410**

Information Technology

- GIS Projects
 - Rewired and setup the training room.
- Technology Projects
 - Payroll data conversion is in progress.
- Police Technology Projects
 - Archived 1 months of icop videos to storage.
 - Downloaded 8 icop drives.
 - Downloaded 27 body cameras.
 - Cleaned out trash from the body camera server.
 - Archived 1 month's body camera video to cloud storage.
 - Re-loaded 1 laptop and 2 desktops.
- Open Records Request
 - DVD Request of traffic stops and investigations: **9**
- Web Site Visits for the Week
 - Total pages viewed: **10,828**
 - Total unique pages viewed: **8,009** (Excludes Repeated Pages viewed)
- Average time spent on each page: **57 Seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,637	15.35%
2.	Jobs	675	6.85%

3.	Events	598	5.12%
4.	Events calendar	368	3.42%
5.	Government	356	3.39%
6.	Police	318	2.19%
7.	Search	296	2.17%
8.	On-line Payment	265	2.06%
9.	Residents	244	2.05%
10.	Departments	239	2.00%

- Facebook Insights
 - Total Page Likes (Fans) 5,522
 - Total Reached 2,534
 - People Engaged 1,002
 - Fans
 - Women **77%**
 - Men **23%**

COMMUNITY & ECONOMIC DEVELOPMENT

Planning & Zoning

- Preparation for last week's City Council agenda.
- Preparation for the upcoming Planning Commission Meeting.
- Held an AAAC meeting for a new floor plan in the Villages.
- Met with a food truck vendor that is interested in purchasing the old Melear's site. Will require Peddler's ordinance amendment to have the project move forward.
- Met with Dollar General engineers who are interested in developing the vacant site on SR54 next to the old Ace Hardware building.
- Discussed amendments to the City's Special Event alcohol permits with the City Attorney and the Police Chief.
- Worked on the CIE Annual Update required modifications per the ARC's review comments.
- Reviewed multiple sign applications and code enforcement coordination for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

Main Street

- Held Spotlight Series movie with Pinewood Studios at the amphitheater. Over 400 in attendance.
- Completed a post event analysis of Taste of Fayette. The event raised \$6,200 for Main Street.
- Preparation for the Main Street meeting.
- Finalizing the layout for the amphitheater program.
- Continued evaluation of sites for potential downtown area brewpub.

DDA

- Held DDA board meeting.
- Continued analyzing options and seeking bids for a second downtown dumpster location in the south quadrant.
- Finalizing details for DDRLF (Downtown Development Revolving Loan Fund) loan closing with OZ Pizza.
- Inspection of 101 S. Glynn building found asbestos tiles. Currently seeking bids for asbestos abatement.
- Finalizing lease negotiations with future tenant at 101 S. Glynn Street.

Building

- Number of Building Inspections Performed: **88**
- Number of Permits Issued: **15**
 - **3:** Building
 - Commercial Repair/Remodel: **0**
 - Commercial New: **1**
 - Residential Repair/Remodel: **1**
 - Residential New: **1**
 - **0:** Demolition
 - **3:** Mechanical
 - **0:** Utility Restoration
 - **1:** Foundation Only
 - **4:** Electrical
 - **2:** Plumbing
 - **0:** Land Disturbance
 - **1:** Fence
 - **0:** Pool
 - **1:** Low Voltage
 - **0:** Construction Trailer
- Plans Received: **0**
 - Commercial Repair/Remodel: **0**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **0**

Code Enforcement

- Total Inspections: 94
 - Proactive: 72
 - Complaint: 22
- Verbal Warnings: 6
- Written Warnings: 1
- Notice of Violations: 22
- Stop Work Orders: 0
- Citations Issued: 0

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:
 - Church Street Park
 - City Cemetery
 - Patriot Park
 - Amphitheater
 - Ramah Road
 - Highway 85 @ 54
 - Hood Avenue
 - Highway 92 North Sidewalk
- Pulled weeds and sprayed weed killer in the downtown area.
- Trash detail in the downtown area.

Sewage Department

- Average daily flow treated is 2.314 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 1 sewer backups.
- Pulled clogged pumps at 2 lift station sites.

Water Department

- Average daily flow of 1.462 of system demand.
- Repaired 6 water leaks.
- Installed 3 new water meters.
- Helped GEFA contractor with testing large meters.

Utility Locates

- Located the water and sewer for 47 utility locate tickets

POLICE DEPARTMENT

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

- **Obstruction**: Patrol units were in the area of Wal-Mart conducting a traffic stop when a Wal-Mart employee began to interfere. Officers asked the employee several times to back up from the scene and not to interfere. The employee was arrested for interference.
- **Criminal Damage**: Patrol units responded to the Stevie B's pizza in reference to someone spray painting graffiti on the building. An incident report was generated for further investigation.
- **Theft from Building**: Patrol units responded to the area of Industrial Way in reference to someone taking a large amount of copper that was being stored in the building. CSI and CID were notified.
- **Traffic Stop**: Patrol units stopped a vehicle for a stop sign violation. Upon searching the vehicle, marijuana was located as well as \$20,464.00 cash. Warrants were taken on the

driver for intent to distribute. The money was seized and placed into evidence. The driver was a convicted felon.

- Numerous arrest for traffic offenses (6), DUI (8)
- Several Arrest for shoplifting (3)
- 3 Wanted persons located
- Several arrest for offenses not listed above (4)

Training Division

- Five Officers attended training at various locations during the week.
- Use of Force and annual Qualifications continued.
- Four Officers were registered for training classes

Criminal Investigations

- Detectives have been working diligently with the District Attorney's Office in preparation for upcoming trials.
- Detectives attended a forensic interview at the Southern Crescent Sexual Assault and Child Advocacy Center in Hampton, Georgia.
- Investigations assigned **14** cases this week.
- Investigations cleared **5** cases this week.
- SRO's are preparing for the last week of school.

Office of Professional Standards

- OPS disseminated press releases regarding the parental escort policy at Tinsel Town.
- OPS personnel are working with the administration to conduct background investigations on the applicants for accreditation manager.
- The front office answered 125 phone calls, handled 75 walk-ins, referred 47 accident reports and 9 incident reports, processed 19 alcohol IDs and 1 impound releases, ran 4 backgrounds, 11 tags and 11 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 40 emergency calls for service during the week.
 - The May 16th volunteer meeting was held at Station 91.
- Projects:
 - Fire department personnel assisted in the Uniting for a Cleaner Fayetteville initiative on May 21. Personnel delivered tables and supplies to the event and assisted with set-up.
 - Fayetteville instructors delivered an in-house Vehicle Extrication Course for several members of the department which needed the training to obtain required department certifications. LKQ of Fayetteville donated five vehicles for use in the 24 hr. training course.