



City of Fayetteville

240 Glynn Street South • Fayetteville, Georgia 30214
Telephone (770) 461-6029 • Facsimile (770) 460-4238

www.fayetteville-ga.gov



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 31, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: May 23rd through May 29th

CITY ADMINISTRATION

- Organized files and prepared of numerous projects and upcoming presentations.
- Attended a fundraising event for Fayetteville United Methodist Church on Monday, May 23rd.
- Held a meeting with Cody Foltz of Left Digital Media, LLC on Tuesday, May 24th to discuss videos for the City website. Left Digital Media is located at Pinewood Studio.
- Attended a Community & Economic Development Committee Meeting on Tuesday, May 24th to discuss the Pinewood Forrest development. Also in attendance were Council Members Scott Stacy and Kathleen Brewer and Community Development Director Brian Wismer.
- Held a meeting with developer Miles Hill on Wednesday, May 25th to discuss various projects within the City.
- Attended a meeting with citizen Mickey Edwards on Wednesday, May 25th.
- Held a meeting with Rich Neumann from Brailsford Dunleavy regarding a potential city project on Wednesday, May 25th. Also in attendance were Assistant City Manager Alan Jones, Mayor Ed Johnson, County Manager Steve Rapson, County Chairman Charles Oddo, FCDA Executive Director Joan Young, Tyrone Town Manager Kyle Hood, and attorney Blake Sharpton.
- Held a meeting with Brian Rochester and Jeff Collins of Rochester Engineering on Thursday, May 26th to discuss the Pinewood Forrest development. Also in attendance was Community Development Director Brian Wismer.
- Held a preparation meeting for the Small Business Town Hall Meeting on Thursday, May 26th. Also in attendance were Assistant City Manager Alan Jones and Finance & Administrative Services Director Mike Bush.
- Attended a preconstruction meeting for the Summit Point Subdivision detention pond clean-up project held by ISE on Thursday, May 26th.

- Attended a development ordinance review meeting on Friday, May 27th held by ISE. Also in attendance were Community Development Director Brian Wismer, Public Services Director Chris Hindman, and Building Official Greg Taliercio.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Continue to clean-up 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 branding/website was held on 5-19-16 and we received the following 3 responses:
 - Global Web Advisor, LLC
 - Civic Plus
 - Zimmerman Agency
- Working on FY2017 Budget

Accounts Payable

- Keyed payment data for 109 invoices and processed payments to 66 vendors.
- Prepared 70 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received eleven (11) new business applications.
- Issued eight (8) new business licenses.
- Collected \$8,683.75 for 2015 delinquent and new licenses.
- 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 \$38,724.19 in Sanitation and Stormwater revenues.
- Received \$80,859.85 in Water and Sewer revenues.
- Pilot Program – Delinquent Accounts Callout
 - Cut off report generated for cycle 1 on May 25th produced 87 delinquent accounts.
 - Out of the 87 accounts, 41 called and 38 received a tag through the mail due to bad or no phone numbers.
 - Account Clerks received no calls on that from those customers.

Human Resources

- Personnel Issues
- Employment Opportunities
 - Fire Fighter: Opened 5/2/2016 until filled
 - Maintenance Worker I (W): Opened 5/25/16 – 6/30/16
- Resumes Submitted: 2
 - Fire Fighter: 2
 - Maintenance Worker I: 0
- Developing an intern program for the City.
- Turn Over Report: There were no employees hired in the month of May. There were no terminations and no resignations in the month of May. There are 9 vacant positions; 1 in MS&PZ, 1 Public Service, 1 Finance, 1 in Water*, 3 Fire and 2 in Police

*Water employee submitted resignation effective June 3. Position is open for application.

Turn Over Report				
	Resigned	Retired	Terminated	2016
Admin				0
Court				0
Engineering				0
Finance				0
Fire	1			1
Main Street				0
Planning and Zoning				0
Police				0
Public Works				0
Water		1		1
Total	1	1	0	2
Average # Employees				148
Current # Employees (FT)				124
Current # Employees (PT)				24
Open Positions				9
Total Employees				157
Turn Over Percentage				1.351%

Court

- # of citations received: **123**
- # of warrants issued (FTA & VOP): **4**
- # of citations (FTA) sent to DDS: **9**
- # of scheduled arraignment cases: **67**
- # of scheduled trial cases: **0**
- Total amount collected for the week: **\$10,917**

Information Technology

- GIS Projects
 - Updated the Future Land Use Map (FLUM).
 - Updated the Zoning Map.
 - Setup and tested the new GPS equipment.
 - Repaired a PC at the Water Plant.
 - Created a parks, recreation, and historically significant area layer for the PARKSERV project.
 - Prepared for the sign inventory project.
- Technology Projects
 - Payroll data conversion was sent to New World for validation.
 - Fixed Assets conversion data was corrected and sent to New World.
 - Records request on City Hall video.
- Police Technology Projects
 - Archived 1 months of icop videos to storage.
 - Downloaded 11 icop drives.
 - Downloaded video from 25 body cameras.
 - Cleaned out trash from the body camera server.
 - Archived 1 month's body camera video to cloud storage.
 - Re-loaded 1 laptop.
- Open Records Request
 - DVD Request of traffic stops and investigations: **6**
- Web Site Visits for the Week
 - Total pages viewed: **10,631**
 - Total unique pages viewed: **8,069**(Excludes Repeated Pages viewed)
- Average time spent on each page: **55 Seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,585	14.91%
2.	Events	691	6.50%
3.	Jobs	564	5.31%
4.	Election Information	375	3.53%
5.	Government	344	3.24%
6.	Search	289	2.72%
7.	Solid Waste	250	2.35%
8.	Residents	241	2.27%
9.	City Departments	234	2.20%
10.	I Want To:	218	2.05%

- Facebook Insights
 - Total Page Likes (Fans) 5,545
 - Total Reached 2,187
 - People Engaged 384
 - Fans
 - Women **77%**
 - Men **23%**

COMMUNITY & ECONOMIC DEVELOPMENT

Planning & Zoning

- Held the monthly Planning & Zoning meeting.
- Meeting with Fayette Ventures to annex property on the south side and make amendments to the Southside Master Plan. Their goal is to change commercial zoned property to small lot residential use.
- Final inspections conducted on the Starbucks/Mattress Firm building.
- Met with Mr. Bradford to discuss his apartment rezoning application across from Piedmont Fayette hospital. He is considering a deferment of his request to gather more supportive data for his project.
- Staff met with ISE to discuss ordinance and procedural amendments to stormwater issues.
- Met with Pinewood Forrest engineers to discuss deficiencies in their submittal documents for the initial development phase.
- Development moratorium for PCD projects was discussed with City Attorney.
- Worked on CIE Annual Update required modifications per 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 Main Street board meeting.
- Held Promotions Committee meeting.
- Working on logistics/details for the first amphitheater concert.
- Continued evaluation of sites for potential downtown area brew pub.

DDA

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

- Number of Building Inspections Performed: **91**
- Number of Permits Issued: **14**

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

Code Enforcement

- Total Inspections: 32
 - Proactive: 23
 - Complaint: 9
- Verbal Warnings: 3
- Written Warnings: 1
- Notice of Violations: 9
- Stop Work Orders: 2
- 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:
 - New Hope Road
 - Highway 314
 - White Road
 - Grady Avenue
 - Jimmy Mayfield
 - City Hall
 - Highway 54 West to Tiger Trail
 - Highway 92 South

- Helen Sams
 - Jeff Davis Drive South
 - Church Street Park
 - Dickson Spring Park
 - Lee Street
 - Highway 85 South
- Trimmed debris on the Redwine Road cart path for accessibility.
 - Put up flags at City Hall for Memorial Day.
 - Asphalt repair conducted on Crestview Drive.

Sewage Department

- Average daily flow treated is 2.156 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Located and raised manhole on Highway 85 North.
- Reset repaired pump at Park Place lift station.

Water Department

- Average daily flow of 1.892 of system demand.
- Repaired 3 water leaks.
- Repaired a fire hydrant on Industrial Way.
- Installed 1 new water meter,
- Worked with contractor at Oakleigh Manor to install hot valve,
- Finished working with GEFA contractor with the testing of large meters.

Utility Locates

- Located the water and sewer for 54 utility locate tickets.

POLICE DEPARTMENT

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

- **Domestic**: Patrol units responded to the area of Stonebriar Pass in reference to a domestic situation between a mother and daughter. The mother was arrested after damaging the front door attempting to gain access into the residence. She was not allowed at the residence. The daughter was living with her father.
- **House Fire**: Patrol units responded to the area of Hillsdale Drive in reference to a house fire. The fire started when a contractor was 'sweating pipes' and caused the floor joists to catch fire. No one was injured. FFP was on scene and FVPD assisted with traffic control.
- **Shoplifting**: Patrol units responded to the area of Lowes to report a leaf blower was taken from the side of the building. FVPD checked pawn shops where the leaf blower was located. The subject was identified and warrants were taken for his arrest.
- **Unruly Juveniles**: Patrol units responded to Sharon Drive in reference to juveniles playing at an abandoned house for sale. When FVPD arrived several juveniles ran from the residence while two others were caught in the residence. FVPD located the two other juveniles that had ran away. Juvenile petitions were taken on all of the offenders.
- Numerous arrest for traffic offenses (5), DUI (7)

- Several Arrest for shoplifting (7)
- 3 Wanted persons located
- Several arrest for offenses not listed above (8)

Training Division

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

Criminal Investigations

- Detectives have been preparing and testifying in the Applebee's murder trial this week.
- Detective Shawn Albea and Officer Christopher Coulter assisted the uniform division on a theft call at 1030 Highway 85 North (Lowes). Offender stole items from Lowes and then immediately pawned the items at Sunnyside Pawn (101 Kenwood Road). Property was recovered and warrants taken on the offender.
- Weekly Stats:
 - Investigations assigned **7** cases this week.
 - Investigations cleared **14** cases this week.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 58 emergency calls for service during the week.
 - Significant Alarms: On Friday, May 27, personnel responded to 215 Hillsdale Avenue to investigate the report of residential structure fire with flames reported in the kitchen. Units arrived to find smoke visible from the exterior of the two-story home over a basement. Crews entered the home to find heavy smoke conditions in the kitchen area but were unable to visualize any fire. Crews entered the basement area to find fire conditions in a void space, extending into the first floor from below. Crews extinguished the fire and checked for additional extension into the second floor and attic areas which sustained significant amounts of smoke damage. Crews spent several hours checking for hidden fire in the void spaces behind the cabinets in the kitchen. Red Cross was contacted to provide assistance to the displaced residents.
- Projects/Training:
 - The May 23rd volunteer meeting was held at Station 91.
 - Completed routine quarterly maintenance on all fire apparatus.
 - Captain Keith Harris completed "New Fire Chief 3," a 16 course delivered at the Georgia Public Safety Training Center.