



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

June 7, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: May 30th through June 5th

CITY ADMINISTRATION

- Organized files and prepared of numerous projects and upcoming presentations.
- Prepared paperwork for a SPLOST Citizen Advisory Committee meeting with Rich Hoffman.
- Held a meeting with Mayor Ed Johnson on Tuesday, May 31st to discuss City projects.
- Held an organizational meeting with Finance & Administrative Services Director Mike Bush on Tuesday, May 31st.
- Held a meeting with Finance & Administrative Services Director Mike Bush and Human Resources Manager Barbara Dudley on Tuesday, May 31st to discuss the City's employee safety committee.
- Took the City's management team for a tour of Midwest Food Bank on Wednesday, June 1st. Executive Director Will Garner gave the staff a tour and provided an excellent overview of the non-profit business. Staff will be organizing a team building volunteer schedule in the near future.
- Held a meeting with a group of community residents on Wednesday, June 1st to discuss the Downtown Master Plan.
- Held a conference call with Nick Mastronardi of POLCO and IT Director Kelvin Joiner on Thursday, June 2nd. The meeting was to discuss the platform for a downtown master plan survey.
- Attended a meeting with Frank James and Brian Gosselin of Brent Scarborough Company on Thursday, June 2nd. The meeting was about a property in the eastern part of Fayette County.
- Attended the Regularly Scheduled City Council Meeting on Thursday, June 2nd at 6:00 PM.
- Held a meeting with military veteran Abe Morrall on Friday, June 3rd to discuss veteran activities within the city and to discuss other city happenings.

- Attended a meeting with Fayette County Chairman Charles Oddo, Commissioner Randy Ognio, Fayette County Planning & Zoning Director Pete Frisina, and Community Development Director Brian Wismer on Friday, June 3rd. The meeting was held to discuss a proposed annexation rezoning requests on the south side of Fayetteville.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Continuing to clean up the 2016 Budget departmental line items.
- Working on the following bids
 - Cleaning Services
- Utility Billing software training was held during the week.
- Working on the FY2017 Budget
- Working on organizational matters with the City Manager.

Accounts Payable

- Keyed payment data for 129 invoices and processed payments to 72 vendors.
- Prepared 85 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received six (6) new business applications.
- Issued one (1) new business licenses.
- Collected \$16,975 for 2015 delinquent and new licenses
- Collected \$48.63 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: 6/2/16
 - Check Count: 144
 - Regular Weekly Payroll: 1
- Total Payroll: \$175,837.32

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$10,646.09 in Sanitation and Stormwater revenues.
- Established Water and Sewer service for 26 new customers.
- Received \$90,267.94 in Water and Sewer revenues.
- Pilot Program: Delinquent Accounts Callout
 - Cut off report generated for cycle 3 on 06/01/16 produced 104 delinquent accounts.
 - Out of the 104 accounts, 47 were called and 44 received tag through mail due to bad or no phone numbers.
 - Account Clerks received about 7 calls on that from these customers.

Human Resources

- Personnel Issues
 - 2 resignations, PT Job Share Fire Fighter and Maintenance Worker I
- Employment Opportunities
 - Fire Fighter: Opened 5/2/2016 – until filled
 - Maintenance Worker I (W): Opened 5/25/16 – 6/30/16
- Resumes Submitted: 4
 - Fire Fighter: 3
 - Maintenance Worker I: 1
- Held a health insurance renewal meeting with EPIC

Court

- # of citations received: **136**
- # of warrants issued (FTA & VOP): **2**
- # of citations (FTA) sent to DDS: **0**
- # of scheduled arraignment cases: **0**
- # of scheduled trial cases: **0**
- Total amount collected for the week: **\$12,093**

Information Technology

- GIS Projects
 - Continued to work on the asset map project for the Fayette Visioning Initiative.
 - Reviewed MUTCD (Manual on Uniform Traffic Control Devices) for traffic sign codes and standards.
 - Researched the Best Practices for Sign Inventory creation and management.
 - GIS data “spring-cleaning” started with the clearing out of redundant or outdated spatial data from Databases.
 - More Zoning Map updates and corrections were made in coordination with the Planning & Zoning Department.
 - Made FLUM updates and corrections.
 - Read through each of the website and rebranding proposals and reviewed websites created by each company.
 - Updated POC info with Verizon.
 - Created Ridge map to assist in Emergency response plan (with K. Harris) and also put him in contact with Mike Swanson at Southern Conservation Trust.
- Technology Projects
 - The Business License data conversion project continues to be a priority.
- Police Technology Projects
 - Four DVD records request for city and state court.
 - Archive one month of icop videos to storage.
 - Downloaded 15 icop drives.
 - Downloaded video from 27 body cameras.
 - Cleaned out trash from the body camera server.
 - Cleared Spillman software that was no longer needed.
 - Archived body camera video to cloud storage.

- Reloaded two laptops and one desktop.
- Updated the Crywolf server.
- Open Records Request
 - DVD Request of traffic stops and investigations: **4**
- Web Site Visits for the Week
 - Total Pages Viewed: **10,517**
 - Total Unique Pages Viewed: **7,887** (excludes repeated pages viewed)
- Average Time Spent on Each Page: **57 seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,608	15.29%
2.	Events Calendar	641	6.09%
3.	Jobs	576	5.48%
4.	Solid Waste	417	3.97%
5.	Search Results	363	3.45%
6.	Government	292	2.78%
7.	On-Line Payments	288	2.74%
8.	Events Details	254	2.42%
9.	Residents	254	2.42%
10.	I Want To:	244	2.32%

- Facebook Insights
 - Total Page Likes (Fans) 5,547
 - Total Reached 2017
 - People Engaged 818
 - Fans
 - Women 77%
 - Men 23%

COMMUNITY & ECONOMIC DEVELOPMENT

Planning & Zoning

- Prepared for June 16th City Council Meeting and upcoming agenda items.
- Held AAAC meeting to review two Main Street sign submittals.
- Prepared zoning verification letters.
- Met with Citizens group at City Hall to discuss and get feedback on Downtown Master Plan.
- Met with County Planning & Zoning Director to discuss Rolader annexation.
- Reviewed multiple sign applications and code enforcement coordination for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

Main Street

- Completed first concert for the season on June 4th. Only had a few tickets left and the second concert is scheduled for June 18.
- Staff has confirmed band, sponsor and food for upcoming Lunch on the Lawn on June 17th. Continue to work on the first Market Day for 2016 scheduled for June 18th.

- Joyce Waits is part of a committee that will bring the first Restaurant Week to Fayette County. This will be in conjunction with Georgia Restaurant Week – July 21st through 24th.
- Joyce Waits and Brian Wismer will be working on preparing for the DDA and Main Street Board Meetings, as well as Promotion Meeting.

Building

- Number of Building Inspections Performed: **55**
- Number of Permits Issued: **18**
 - **4: Building**
 - Commercial Repair/Remodel: **0**
 - Commercial New: **0**
 - Residential Repair/Remodel: **1**
 - Residential New: **3**
 - **1: Demolition**
 - **5: Mechanical**
 - **0: Utility Restoration**
 - **4: Foundation Only**
 - **1: Electrical**
 - **1: Plumbing**
 - **0: Land Disturbance**
 - **1: Fence**
 - **1: Pool**
 - **0: Low Voltage**
 - **0: Construction Trailer**
- Plans Received: **1**
 - Commercial Repair/Remodel: **0**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **1**

Code Enforcement

- Total Inspections: 34
 - Proactive: 24
 - Complaint: 10
- Verbal Warnings: 1
- Written Warnings: 3
- Notice of Violations: 8
- Stop Work Orders: 1
- 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:
 - Highway 54 East
 - Jeff Davis Drive North
 - Amphitheater
 - Highway 85 North
 - City Hall
 - Lester Road
 - Stonewall Avenue
 - Beaugard Boulevard
 - Fountain Area
 - Gingercake Road
 - Hood Avenue
 - Jimmy Mayfield
 - Patriot Park
- Trimmed debris on the Beaugard cart path for accessibility.
- Took flags down at City Hall.
- Installed a stop sign on Helen Sams Parkway.

Sewage Department

- Average daily flow treated is 2.195 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Ran the jet cleaning machine at 1 location.

Water Department

- Average daily flow of 1.466 of system demand.
- Repaired 3 water leaks.
- Abandoned a 2" water main at This Is It BBQ location.
- Repaired 1 water main break.
- Located 6" water main and potholed to get depth for 92/Hood project.

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:

- **Domestic**: Patrol units responded to the area of Cobblestone Apartments in reference to a domestic situation between a juvenile and his mother. The juvenile struck the mother with a frying pan and left the located with his grandmother. A juvenile petition was signed.
- **Threats**: Patrol units responded to the area of Movies 10 in reference to a subject being intoxicated and making threats to other patrons. FVPD located the male subject inside a theater where he was arrested for possession of alcohol by a minor and disorderly conduct.
- **Suspicious vehicle**: While conducting a security check, Officers located a suspicious vehicle parked in the cul-de-sac of Promenade Parkway. All five occupants of the vehicle were arrested for possession of marijuana less than an ounce.

- Numerous arrest for traffic offenses (10), DUI (1)
- Several Arrest for shoplifting (3)
- 6 Wanted persons located
- Several arrest for offenses not listed above (13)

Training Division

- Five Officers attended training at various locations during the week.
- Use of Force and annual Qualifications were completed.
- Five Officers were registered for training classes.
- The applicant testing phase was completed with two candidates passing the written test and oral interview board.

Criminal Investigations

- Detectives are continuing with the Applebee's murder trial.
- No items to report from the School resource officers.
- **Weekly Stats:**
 - Investigations assigned **7** cases this week.
 - Investigations cleared **3** cases this week.

Office of Professional Standards

- OPS personnel are currently working on background investigations.
- The front office answered 149 phone calls, handled 55 walk-ins, referred 35 accident reports and 9 incident reports, processed 8 alcohol IDs and 4 impound releases, ran 3 backgrounds, 4 tags and 4 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 39 emergency calls for service during the week.
- Projects/Training:
 - The May 30th volunteer meeting was held at Station 91.
 - On June 1st, an officers meeting was held in the conference room at City Hall to discuss training issues, incident reporting changes, upcoming projects and events.
 - On June 1st, members of the department participated in an active shooter tabletop exercise at Piedmont Fayette Hospital.
 - On June 1st, representatives of the department meet with developers of Pinewood Forrest to discuss access and street issues. Deputy Chief Linda Black, Captain Bill Rieck, Fire Marshal Marty Mundok, and Jason Davis of ISE attended the meeting in College Park.