



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 21, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: June 13th through June 19th

CITY ADMINISTRATION

- Held a meeting with Mayor Ed Johnson and City Attorney David Winkle on Monday, June 13th to talk about various projects in the City.
- Attended a meeting to discuss the Website RFP proposals on Monday, June 13th. Also in attendance were Finance & Administrative Services Director Mike Bush, IT Director Kelvin Jones, IT/GIS Analyst Jonas Lydon, and Community Development Director Brian Wismer.
- Attended a meeting at Pinewood Studios on Monday, June 13th to discuss the Pinewood Forrest project and permit process with Rick Halbert.
- Attended the Huie and Bea Bray Appreciation dinner on the evening of Monday, June 13th. The event is held on a yearly basis by the Fayette Chamber of Commerce.
- Attended a breakfast meeting with Piedmont Fayette Hospital CEO Michael Burnett on Tuesday, June 14th to discuss various city projects. Also in attendance was Mayor Ed Johnson.
- Held a meeting with Jahnee Prince from the Collaborative Firm on Tuesday, June 14th to discuss the planning and zoning department operations.
- Held a phone conference with real estate broker Chitra Subbarayan on Tuesday, June 14th to discuss possible parks and recreation developments in the city.
- Held a meeting with the citizen downtown master planning group on Tuesday, June 14th to discuss the Pinewood Forrest mixed-use development. Bill Lynch and Jim Pace from Group VI, John Stephenson from Chick-fil-A, and Rick Halbert from Halbert Construction made a presentation on the latest concept plan.
- Held a staff meeting on Wednesday, June 15th. Mayor Ed Johnson attended the meeting.
- Left for Canada on Thursday, June 16th to attend a meeting.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Had the first reading on the FY 2017 Budget.
- Had the first reading on Water & Sewer Rate Increase, which is 2.4%.
- The FY 2016 Budget transfer was approved by the Mayor and Council.
- Continued cleaning up the 2016 Budget departmental line items.
- Working on the following bids:
 - Cleaning Services

Accounts Payable

- Keyed payment data for 106 invoices and processed payments to 78 vendors.
- Prepared 81 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received four (4) new business applications.
- Issued three (3) new business licenses.
- Collected \$5,803.78 for 2015 delinquent and new licenses.
- Collected \$700.82 from Alcohol Beverage Sales.
- Collected \$15,518.79 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: June 16, 2016
 - Check Count: 157
 - Regular Weekly Payroll: 2nd week
- Total Payroll: \$196,961.85

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$30,671.35 in Sanitation and Stormwater revenues.
- Established Water and Sewer services for 18 new customers.
- Billed out for 2005 customers.
- Issued 2 Work Orders.
- Received \$75,622.40 in Water and Sewer revenues.
- Pilot Program: Delinquent Accounts Callout
 - Cut off report generated for cycle 7 on 06/15/16 that produced 56 delinquent accounts.
 - Out of the 56 accounts, 30 were called and 23 received a tag through the mail due to bad or no phone numbers.
 - Account Clerks received no calls from these customers.

Human Resources

- Handed personnel issues throughout the week.
- Employment Opportunities
 - Fire Fighter: Opened 5/2/2016 – until filled
 - Maintenance Worker I (W): Opened 5/25/2016 – 6/30/2016
- Resumes Submitted:
 - Fire Fighter: 4
 - Maintenance Worker I: 0
- Risk Control Meeting was held with Travelers Insurance
 - Closed remaining Workers' Comp Claims from Corvel.
 - Closed 6 out of the 13 Property/Liability Claims from GMA.
 - Travelers provided examples of Accident Review materials including a sample safety manual to help develop a City Wide Accident Review Committee.
- Open enrollment planning meetings
 - Informational Meeting for open enrollment will be 6/21 and 6/22 at 7:00 am and 9:00 am with the City's health insurance broker EPIC.
 - Open Enrollment is scheduled from 6/27 – 7/6.
 - EPIC, Legal Shield, and AFLAC will be in house 6/28 and 6/30 meetings at 7:00 am and 9:00 am.
- EPIC Way2Wellness: Stress go to webinar open to employees that discussed the following:
 - Finding right levels of stress.
 - Recognizing stress and its effect on the body.
 - Learning about stress managers
 - Mindful thinking
 - Exercise
 - Eating better
 - Scheduling breaks for yourself
- Wellness reboot with EPIC
 - EPIC is assisting in the rebranding of the City's wellness program.
 - EPIC wellness is helping to restructure the City's wellness program in the following ways:
 - Focus on more challenges appropriate for all fitness levels
 - Financial Wellness
 - Utilization of EAP
 - Looking to bring back biometric screenings
 - Find funding from insurance provider for program and incentives

Court

- # of citations received: **86**
- # of warrants issued (FTA & VOP): **2**
- # of citations (FTA) sent to DDS: **10**
- # of scheduled arraignment cases: **76**
- # of scheduled trial cases: **21**
- Total amount collected for the week: **\$18,248.10**

Information Technology

- GIS Projects
 - Updated the Future Land Use Map (FLUM) and Official Zoning Map.
 - Worked with data from the County for the following:
 - Imagery
 - Lidar
 - Orthos
 - DEMS
 - TINS
- Technology Projects
 - Fixed Assets conversion data corrected and sent to New World.
- Police Technology Projects
 - Archived 1 months of icop videos to storage.
 - Downloaded 9 icop drives.
 - Downloaded 25 body cameras.
 - Cleaned out trash from the body camera server.
 - Archived body camera video to cloud storage.
 - Re-loaded 1 laptop.
 - System Update on Spillman Server
- Open Records Request
 - DVD Request of traffic stops and investigations: **5**
- Web Site Visits for the Week
 - Total pages viewed: **10,655**
 - Total unique pages viewed: **8,003**(Excludes Repeated Pages viewed)
- Average time spent on each page: **54 Seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,680	15.77%
2.	Events	585	5.49%
3.	Jobs	527	4.95%
4.	Search Results	385	3.61%
5.	Government	329	3.09%
6.	Events	320	3.00%
7.	Police Department	267	2.51%
8.	On-Line Payments	249	2.34%
9.	City Departments	243	2.28%
10.	Residents	232	2.18%

- Facebook Insights
 - Total Page Likes (Fans) 5,592
 - Total Reached 6,352
 - People Engaged 2,676
 - Fans
 - Women **77%**
 - Men **23%**

COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development

- Reviewed bids for the new website development and city branding. Individual vendor meetings to be scheduled this week.
- Met with the Sams family to discuss the future of their property and its impact on the Downtown Master Plan. A follow up meeting to be scheduled in the near future.

Planning & Zoning

- Answered multiple citizen inquiries for the Rolader annexation and rezoning project. Also met with the applicant who has submitted a revised concept plan with approximately 15 fewer lots on the property proposed for annexation.
- Prepared for the June 16th City Council Meeting.
- Held a Pinewood Forrest update meeting with key stakeholders. The project still requires Planning & Zoning development plan approval. Application not yet received.
- Held AAAC meeting to review new floor plan in the Villages (from a new developer).
- Held bi-monthly project meeting for Hospital Area path/bridge project with GDOT. Engineering is near completion and ROW authorization is expected in January 2017.
- Reviewed multiple sign applications and code enforcement coordination for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

Main Street

- New part-time assistant began at the Welcome Center (courthouse) to assist Staff with Depot management and general help with Main Street items.
- Held three events this past week: Lunch on the Lawn, Market Day, and amphitheater concert. The Atlanta Rhythm Section concert was completely sold out.
- Attended the ribbon-cutting with Main Street board and staff for the new downtown business, Tribal Chick, located next to Twisted Taco.

DDA

- Held the monthly DDA meeting.
- Scheduled 101 S. Glynn lease signing (5-year) for later this week.

Building

- Number of Building Inspections Performed: **105**
- Number of Permits Issued: **25**
 - **10: Building**
 - Commercial Repair/Remodel: **3**
 - Commercial New: **1**
 - Residential Repair/Remodel: **5**
 - Residential New: **1**
 - **1: Demolition**
 - **4: Mechanical**
 - **1: Utility Restoration**
 - **0: Foundation Only**

- **2:** Electrical
- **6:** Plumbing
- **0:** Land Disturbance
- **1:** Fence
- **0:** Pool
- **0:** Low Voltage
- **0:** Construction Trailer
- Plans Received: **1**
 - Commercial Repair/Remodel: **1**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **0**

Code Enforcement

- Total Inspections: 47
 - Proactive: 34
 - Complaint: 13
- Verbal Warnings: 5
- Written Warnings: 0
- Notice of Violations: 7
- 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:
 - Grave Yard
 - Highway 54
 - West to Burch Road
 - White Road
 - City Lakes
 - Amphitheater
- Put up signs at Carriage Chase and sign post in Woodgate Subdivision.
- Set up for lunch on the lawn, including supplies and clean-up.
- Completed patch work on Sparrow Cove.

Stormwater Department

- Cleaned out curbing on 54 east middle medians to help keep debris out of storm system.

Sewage Department

- Average daily flow treated is 2.215 million gallons per day.
- Performed weekly maintenance at 26 lift station sites.

Water Department

- Average daily flow of 1.854 million gallons of system demand.
- Repaired 3 water leaks at the meter.
- Flushed Hydrant Mr. Wade customer has been contacted all set.

Utility Locates

- Located the water and sewer for 25 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 Phone Depot in reference to an alarm call with broken glass. Several laptops and tablets were taken. CID was notified.
- **Domestic**: Patrol units responded to the area of the Commerce Drive to a report of a physical altercation between a male and female inside a vehicle parked on the street. Upon locating the vehicle FVPD arrested the female for battery of her husband.
- **Burglary**: Patrol units responded to the area of Beauty World in reference to an alarm call with broken glass. Several items were taken from the business. CID was notified.
- **Burglary**: Patrol units responded to the area of Firehouse Subs in reference to an alarm call with broken glass. Several thousand dollars and a safe were taken from the business. CID was notified.
- Numerous arrest for traffic offenses (5), DUI (5)
- Several Arrest for shoplifting (4)
- 4 Wanted persons located
- Several arrest for offenses not listed above (11)

Training Division

- All Officers have completed the Use of Force and Firearms qualification for the year.
- Completed the hiring process of new officer, Monica Glenn.
- Submitted 16 training request for officers.

Criminal Investigations

- Detective Albea and CSI Melissa Peacock were called out to a burglary at Phone Depot located at 105 North 85 Parkway. Offender busted out the glass of the front door and took 6 laptops.
- Detective Albea and CSI Scott Israel were called out to a burglary at Beauty World located at 127 Pavilion Parkway. Three Offenders busted out the glass of the front door and took a large number of hair extensions.
- Detectives Albea and CSI Israel were called out to a burglary at Firehouse Subs located at 39 Hudson Plaza. Suspects broke the front glass window, made entry and removed a safe that contained approximately \$500.00 cash.

Office of Professional Standards

- Lt. Whitlow assisted the Emory Springs HOA with placement of a Neighborhood Watch Sign.

- The front office answered 151 phone calls, handled 50 walk-ins, referred 27 accident reports and 7 incident reports, processed 18 alcohol IDs and 2 impound releases, ran 6 backgrounds, 12 tags and 12 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 48 emergency calls for service during the week.
- Projects/Training:
 - The June 13th volunteer meeting was held at Station 91.
 - Captain Keith Harris and Captain Mike Matthews attended a four-day Chief Fire Officer Orientation course at the Georgia Public Safety Training Center.
 - Chief Jones attended a ribbon cutting/open house event for the Ronnie Thames Foundation on Thursday, June 16th.