



# City of Fayetteville

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

[www.fayetteville-ga.gov](http://www.fayetteville-ga.gov)



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James B. Williams

CITY MANAGER  
Ray Gibson

CITY CLERK  
Anne Barksdale

June 28, 2016

**TO:** Honorable Mayor and City Council

**FROM:** Ray Gibson, AICP, City Manager

**SUBJECT:** CITY MANAGER'S WEEKLY REPORT: June 20<sup>th</sup> through June 26<sup>th</sup>

## **CITY ADMINISTRATION**

- Attended a funeral in Canada from Thursday, June 16<sup>th</sup> through Tuesday, June 21<sup>st</sup>.
- Attended a meeting with Goodwyn Mills and Cawood (GMC) on Wednesday, June 22<sup>nd</sup> to discuss their assessment of the WWTP. Also in attendance were Assistant City Manager Alan Jones and Finance & Administrative Services Director Mike Bush.
- Held a meeting with city resident Kathy Bohannon on Wednesday, June 22<sup>nd</sup> to discuss the Future Land Use Map (FLUM).
- Attended a meeting with Jeff Mellin on Thursday, June 23<sup>rd</sup> to discuss the Veterans Day dinner.
- Held a meeting with The Zimmerman Agency on Thursday, June 23<sup>rd</sup> to discuss their proposal for the Website/Branding RFP. Also in attendance were IT Director Kelvin Joiner, IT/GIS Specialist Jonas Lydon, and Community Development Director Brian Wismer.
- Held a meeting with Chris Murray and Joel Willis from a public relations company on Thursday, June 23<sup>rd</sup> about a possible relocation to the City of Fayetteville. Also in attendance was Community Development Director Brian Wismer.
- Attended the annual Georgia Municipal Association (GMA) conference in Savannah on Friday, June 24<sup>th</sup>.

## **FINANCE & ADMINISTRATIVE SERVICES**

### **Finance**

- Cleaning up the 2016 Budget departmental line items
- Working on 2017 Budget for Finance Committee Meeting on July 7<sup>th</sup>.
- Reviewed the three bids for Printing and Mailing Services and worked on a memo recommending to award the bid to:
  - Municipal Code Corporation (MCC)

## **Accounts Payable**

- Keyed payment data for 134 invoices and processed payments to 81 vendors.
- Prepared 87 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

## **Occupational Tax**

- Received seven (7) new business applications.
- Issued nine (9) new business licenses
- Collected \$2,124.71 for 2015 delinquent and new licenses.
- Collected \$23,868.31 from the Hotel/Motel Tax.
- Collected \$107.71 from Alcohol Beverage Sales.
- Collected \$950.77 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 \$29,260.43 in Sanitation and Stormwater revenues.
- Established Water and Sewer service for 23 new customers.
- Billed out for 1,815 customers.
- Received \$108,595.37 in Water and Sewer revenues.
- Pilot Program: Delinquent Accounts Callout
  - Cut off report generated for cycle 1 on June 22<sup>nd</sup> produced 74 delinquent accounts.
  - Out of the 74 accounts, 38 were called and 29 received a tag through the mail due to bad or no phone numbers.
  - Account Clerks received no calls from these customers.

## **Human Resources**

- Personnel Issues
  - Handled new hire paperwork.
- Employment Opportunities
  - Fire Fighter: Opened 5/2/2016 – until filled
  - Maintenance Worker I (W): Opened 5/25/2016 – 6/30/2016
- Resumes Submitted: 4
  - Fire Fighter: 3
  - Maintenance Worker I: 1
- Open enrollment planning meetings
  - EPIC Brokers in house from 7:00 am to 10:00 am on 6/21 and 6/22.
  - Approximately one third of employees attended the meetings.
  - Staying with BCBS as medical carrier with the following plan:
    - Only one plan a 90% POS plan offered.
    - Increase in co pay from 25/50 to 30/60.
    - Increase in deductible from \$3,500 to \$5,000.
    - Most employees will see a reduction in overall insurance cost.
- EPIC Way2Wellness: Stress go to webinar open to employees
- HRA will increase to \$4,500

- August to December employees who already met the deductible will need to make only the remaining \$1,500 to meet the remaining deductible.
- Deductible will reset in January of 2017.
- Changing Ancillary carrier to Standard
  - All Ancillary cost have reductions to cost.
  - Employees will be grandfathered in to the plan.
  - EOI will only be required for increase changes.
- Extra Plans
  - Hyatt Legal, Teledoc, Wellness and Pet Insurance will no longer be available for payroll deduction
  - Legal Shield and AFLAC will be offered for payroll deductions.
  - Teledoc is being replaced by an offering from BCBS.
  - Wellness program will be directed more from EPIC.
- Open Enrollment Dates June 27 through July 6
  - EPIC and other Vendors will be in house June 28 and June 30 from 7:00 am – 10:00 am.

## Court

- # of citations received: **111**
- # of warrants issued (FTA & VOP): **7**
- # of citations (FTA) sent to DDS: **16**
- # of scheduled arraignment cases: **74**
- # of scheduled trial cases: **20**
- Total amount collected for the week: **\$12,060.00**

## Information Technology

- GIS Projects
  - Continued to update the Future Land Use Map (FLUM) and Official Zoning Map.
  - Continued working with data from County for the following:
    - Imagery
    - Lidar
    - Orthos
    - DEMS
    - TINS
  - Researched python coding in GIS.
- Technology Projects
  - GL Data conversion data corrected and sent to New World.
  - Asset Data conversion data corrected and sent to New World.
  - Payroll Data conversion data corrected and sent to New World.
- Police Technology Projects
  - Archived 1 months of icop videos to storage.
  - Downloaded 9 icop drives.
  - Downloaded 26 body cameras.
  - Cleaned out trash from the body camera server.
  - Archived body camera video to cloud storage.

- Re-loaded 2 laptops.
- Re-loaded 1 desktop.
- Worked on the Spillman server with a Spillman technician.
- Worked on a GCIC issue with State GCIC.
- Open Records Request
  - DVD Request of traffic stops and investigations: **8**
- Web Site Visits for the Week
  - Total pages viewed: **10,819**
  - Total unique pages viewed: **8,114**(Excludes Repeated Pages viewed)
- Average time spent on each page: **50 Seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,793	16.57%
2.	Events	761	7.03%
3.	Jobs	581	5.37%
4.	Events Calendar	350	3.24%
5.	Search Results	321	2.97%
6.	Police Department	317	2.93%
7.	Government	275	2.54%
8.	Residents	275	2.54%
9.	On-Line Payments	237	2.19%
10.	City Departments	231	2.14%

- Facebook Insights
  - Total Page Likes (Fans)           5,645
  - Total Reached                       11,452
  - People Engaged                   2,398
  - Fans
    - Women **77%**
    - Men **23%**

## **COMMUNITY & ECONOMIC DEVELOPMENT**

### **Economic Development**

- Met with The Zimmerman Agency, a web design/branding firm that submitted an RFP.
- Met with a public relations company about a possible relocation to Fayetteville. They asked about incentive package. Staff is awaiting more detail to bring forth to Council.
- Noell Consulting has submitted their draft report of their Downtown market analysis. Staff is currently reviewing the document for comments.

### **Planning & Zoning**

- Answered multiple citizen (mostly County/Kingswood residents) inquiries for the Rolader annexation and rezoning project.
- Discussed FLUM update with West Fayetteville annexed property owners. All discussions were productive and supportive of the recommended updates.
- Prepared staff recommendations for the upcoming Planning Commission meeting.

- Discussions for potential annexation/development plan on State Route 85 North, adjacent to the Verizon store.
- Held the City/County planner's quarterly meeting with FCBOE on Thursday, June 23<sup>rd</sup>.
- Reviewed multiple sign applications and code enforcement coordination for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

### **Main Street**

- Site visit for amphitheater rental (concert) on Sunday June 26
- Held Moovie Night – Cinderella – at amphitheater

### **DDA**

- Discussions with 101 tenant about amendments to Growler ordinance. Currently researching other communities to see how other issues are addressed.

### **Building**

- Number of Building Inspections Performed: **64**
- Number of Permits Issued: **15**
  - **5: Building**
    - Commercial Repair/Remodel: **2**
    - Commercial New: **0**
    - Residential Repair/Remodel: **3**
    - Residential New: **0**
  - **1: Demolition**
  - **3: Mechanical**
  - **0: Utility Restoration**
  - **0: Foundation Only**
  - **3: Electrical**
  - **3: Plumbing**
  - **0: Land Disturbance**
  - **0: Fence**
  - **0: 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: 177
  - Proactive: 178
  - Complaint: 1
- Verbal Warnings: 1

- Written Warnings: 0
- Notice of Violations: 123
- 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:
  - South Jeff Davis
  - Helen Sams
  - Dickson Springs Park
  - Gazebo Area
  - Highway 85 South
  - Williamsburg Way
  - Grady Avenue
  - Highway 54 West
  - Gingercake Road
  - Church Street Park
  - Bradford Square
  - Beaugard Boulevard
  - Jeff Davis Drive North
  - Patriot Park
- Set up traffic control for tree removal on Grady Avenue.
- Cut overhanging tree which was a hazard on Beaugard Boulevard.

### **Sewage Department**

- Average daily flow treated is 2.174 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Installed new gear box for chemical mixer at North 85 pump station.
- Pulled pump at North Hampton pump station for evaluation.

### **Water Department**

- Average daily flow of 2.018 of system demand.
- Repaired 4 water leaks.
- Checked high usage meters at 6 locations.
- Flushed 1 fire hydrant due to odor concern.

### **Utility Locates**

- Located the water and sewer for 45 utility locate tickets.

## **POLICE DEPARTMENT**

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

- **Suicidal patient:** Patrol units responded to the area of Bates Avenue in reference to a mental subject/heavy drug user. The subject was displaying violent behavior and was possibly armed. FVPD was able to secure the subject after a brief altercation. He was transported to Piedmont Fayette Hospital for treatment. FVPD secured all firearms and other weapons for safe keeping.
- **Suspicious person:** Patrol units responded to the area of Heritage Lake Drive in reference to a suspicious person roaming the area. Upon arrival, Officers made contact with a suspect wearing a ski mask and ballistic vest. The subject ran into the residence and FVPD followed. He was detained and a firearm was located in the bedroom that he had attempted to run into. He was taken to Piedmont Fayette Hospital for treatment. FVPD located firearms, knives and other weapons inside the residence. All items were taken for safe keeping.
- **Entering Auto:** Patrol units responded to the area of Lowes in reference to an entering auto incident. The complainant advised that he had left his vehicle unsecure and when he returned noticed a firearm had been taken from his vehicle.
- Numerous arrest for traffic offenses (4), DUI (4)
- Several Arrest for shoplifting (5)
- 7 Wanted persons located
- Several arrest for offenses not listed above (6)

### **Training Division**

- Attended the firearms equipment expo at GPSTC.
- Worked with GA. POST with application concerns with current police officer applicant.
- Registered four officers for training classes at various locations.

### **Criminal Investigations**

- Detectives responded to J&R Clothing for a stolen vehicle call. The vehicle was located shortly thereafter in Stockbridge. Detectives traveled to the location for further investigation.
- Detectives went to 155 Emily Park and executed an arrest warrant for a subject involved in a domestic dispute (subject was arrested without incident).
- **Weekly Stats:**
  - Investigations assigned **17** cases this week.
  - Investigations cleared **15** cases this week.
  - **1** Call outs for investigators this week.
  - **1** Call outs for crime scene investigators this week.

### **Office of Professional Standards**

- Lt. Whitlow assisted the Emory Springs Subdivision with developing and implementing a neighborhood watch program. Signs were recently installed in the subdivision.
- Lt. Whitlow disseminated recent crime information to the local media to assist with a recent burglary at Firehouse subs.

- The front office answered 153 phone calls, handled 84 walk-ins, referred 26 accident reports and 9 incident reports, processed 24 alcohol IDs and no impound releases, ran 8 backgrounds, 13 tags and 13 VINs.

## **FIRE DEPARTMENT**

### **Operations**

- Incidents: Units responded to 57 emergency calls for service during the week. Some of the more significant calls were as follows:
  - June 20<sup>th</sup>: Residential Building Fire at 390 Bates Avenue where units responded to this location to investigate a reported residential fire. Units arrived to find a split level, wood frame residence with heavy fire showing from the second floor and attic. Two crews completed an interior fire attack to extinguish fire on the first and second floors and the fire extension into the attic.
  - June 25<sup>th</sup>: Residential Building Fire at 309 Ebenezer Road where units responded through automatic aid to assist Fayette County Fire with a residential fire at this location. Crews assisted with fire attack and check for fire extension.
  - June 26<sup>th</sup>: Commercial Building Fire at 186 Banks Crossing where units responded to this location to investigate a reported commercial building fire. Units arrived to find a light haze of smoke on the inside. Crews investigated and found the source to be from an A/C unit that had been damaged from a lightning strike.
- Projects/Training:
  - The June 20<sup>th</sup> volunteer meeting was held at Station 91.
  - Fire department staff attending training session for the new financial software.
  - Fire department personnel attended insurance overview meetings.
  - Fire department purchased a used grill for use at open house or other City events. The grill is mounted on a trailer for use at any location.