



# City of Fayetteville

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MAYOR  
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Pro Tem  
Kathleen Brewer  
Paul C. Oddo, Jr.,  
Harlan Shirley  
James B. Williams

CITY MANAGER  
Ray Gibson

CITY CLERK  
Anne Barksdale

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July 5, 2016

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** CITY MANAGER'S WEEKLY REPORT: June 27<sup>th</sup> through July 3<sup>rd</sup>

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## **CITY ADMINISTRATION**

- Attended the annual Georgia Municipal Association (GMA) conference in Savannah from Friday, June 24<sup>th</sup> through Tuesday, June 28<sup>th</sup>.
- Finalized GEMA paperwork in order to receive approximately \$21,000.00 in reimbursement funding as a result of the heavy rainfall events of December 2015.
- Attended a meeting with County Manager Steve Rapson, County Building Official Joe Scarborough, and Halbert Development owner Rick Halbert on Wednesday, June 29<sup>th</sup> to discuss building inspections and the building inspection process. Also in attendance was Finance and Administrative Services Director Mike Bush.
- Attended a Community & Economic Development Committee Meeting on Wednesday, June 29<sup>th</sup>. The Mayor and Council were all in attendance along with Assistant City Manager Alan Jones, Community Development Director Brian Wismer, and Senior Planner Julie Brown. Developer Bob Rolader made a brief presentation about his proposed development/annexation on the south side.
- Held a meeting with Fayette Chamber President/CEO Carlotta Ungaro and county resident Jeff Mellin on Thursday, June 30<sup>th</sup> to discuss the plans for the November 11<sup>th</sup> Veterans Day Dinner.
- Attended a Special Called City Council Meeting on Thursday, June 30<sup>th</sup> to approve a contract for Municipal Court Judge Michael T. Martin.
- Attended a remote software demonstration with Nathan Staub from Boondockcities on Friday, July 1<sup>st</sup>. Also attending the demonstration was IT Director Kelvin Joiner.
- Attended a meeting on Friday, July 1<sup>st</sup> with Public Services Director Chris Hindman, City Engineer Jason Walls, and Finance and Administrative Services Director Mike Bush to discuss change orders for the Hood Avenue/Highway 92 Road Realignment Project.

## **FINANCE & ADMINISTRATIVE SERVICES**

### **Finance**

- Financial DCA Report was submitted on June 29<sup>th</sup>.
- GDOT Local Road and Street Questionnaire was submitted on June 30<sup>th</sup>.
- Continued to clean-up the 2016 Budget departmental line items.
- Worked on the 2017 Budget for the July 7<sup>th</sup> Finance Committee meeting.
- Reviewed the 3 bids for Printing and Mailing Services and worked on a memo recommending to award the bid to the following firm:
  - Municipal Code Corporation (MCC)

### **Accounts Payable**

- Keyed payment data for 92 invoices and processed payments to 50 vendors.
- Prepared 56 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

### **Occupational Tax**

- Received two (2) new business applications.
- Issued one (1) new business license.
- Collected \$6,157.20 for 2015 delinquent and new licenses.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit and balance reports.

### **Payroll**

- QBA Gross Earnings Report for Pay Date: 6/30/16
  - Regular Weekly Payroll: 4
- Total Payroll: \$176,267.54

### **Utility Billing**

- Assessed late fees to delinquent accounts.
- Received \$22,856.00 in Sanitation and Stormwater revenues.
- Established Water and Sewer service for 61 new customers.
- Billed out for 3,224 customers.
- Issued 2 work orders.
- Received \$108,882.24 in Water and Sewer revenues.
- Pilot Program: Delinquent Accounts Callout
  - Cut off report generated for cycle 3 on June 29<sup>th</sup> produced 112 delinquent accounts.
  - Out of the 112 accounts, 58 were called and 44 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
  - New Hire
- Employment Opportunities
  - Fire Fighter: Opened May 2<sup>nd</sup> until filled

- Maintenance Worker I (W) Closed on June 30<sup>th</sup>.
- Resumes Submitted: 1
  - Fire Fighter: 0
  - Maintenance Worker I: 1
- Open enrollment Dates June 27<sup>th</sup> through July 6<sup>th</sup>
  - EPIC and other Vendors were in-house June 28 and June 30 from 7:00 am to 10:00 am.
  - 120 Employees attended
    - 55 attendees June 28<sup>th</sup> meeting
    - 63 attendees June 30<sup>th</sup> meeting
    - 2 FMLA employees were excused: HR spoke with both to assist in the enrollment.
- Turn Over Report
  - There were 3 employees hired in the month of June. There were no terminations and 3 resignations in the month of June. There are currently 6 vacant positions; 1 in Planning & Zoning, 2 in Public Service, 1 in Finance, 1 in Fire, and 1 in Police.

<b>Turn Over Report</b>				
	Resigned	Retired	Terminated	2016
Admin				0
Court				0
Engineering				0
Finance				0
Fire	3			3
Main Street				0
Planning and Zoning				0
Police				0
Public Works	1			1
Water		1		1
<b>Total</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>5</b>
Average # Employees				148
Current # Employees (FT)				<b>124</b>
Current # Employees (PT)				<b>24</b>
Open Positions				<b>6</b>
Total Employees				156
<b>Turn Over Percentage</b>				<b>1.351%</b>

### **Court**

- # of citations received: **72**
- # of warrants issued (FTA & VOP): **5**
- # of citations (FTA) sent to DDS: **6**
- # of scheduled arraignment cases: **59**

- # of scheduled trial cases: **20**
- Total amount collected for the week: **\$12,913.10**

**Information Technology**

- GIS Projects
  - Worked with data from County for
    - Imagery
    - Lidar
    - Orthos
    - DEMS
    - TINS
  - IT/GIS Specialist Jonas Lydon was on vacation.
- Technology Projects
  - GL Data conversion data corrected and sent to New World.
  - AP Data conversion data corrected and sent to New World.
- Police Technology Projects
  - Archived 1 months of icop videos to storage.
  - Downloaded 5 icop drives.
  - Downloaded 18 body cameras.
  - Cleaned out trash from the body camera server.
  - Archived body camera video to cloud storage.
  - Re-loaded 3 laptops.
  - Re-loaded 1 desktop.
  - Worked on Spillman Server and removed 1,249 bad reports
  - Access control panel was damaged by lighting which resulted in equipment having to be replaced.
- Open Records Request
  - DVD Request of traffic stops and investigations: **5**
- Web Site Visits for the Week
  - Total pages viewed: **9,953**
  - Total unique pages viewed: **7,423** (Excludes Repeated Pages viewed)
- Average time spent on each page: **53 Seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,586	16.57%
2.	Events	1031	10.03%
3.	Jobs	491	4.37%
4.	Government	293	2.94%
5.	Search Results	248	2.47%
6.	On-Line Payments	236	2.33%
7.	Police	234	2.24%
8.	Residents	227	2.23%
9.	I want to:	195	2.96%
10.	City Departments	193	1.93%

- Facebook Insights
  - Total Page Likes (Fans) **5,672**

- Total Reached 141
- People Engaged 227
- Fans
  - Women **77%**
  - Men **23%**

## **COMMUNITY & ECONOMIC DEVELOPMENT**

### **Economic Development**

- Multiple issues were discussed at the Community & Economic Development committee Meeting held on June 29<sup>th</sup>. Ordinance amendments will be forthcoming based on the committee recommendations.

### **Planning & Zoning**

- Held the monthly P&Z Commission meeting on June 28<sup>th</sup>.
- Updated Council memo to provide further analysis on Comprehensive Plan language regarding the Future Land Use Map (FLUM) update and West Fayetteville annexations.
- Received an application for annexation/development plan on SR85 North, adjacent to the Verizon store. Proposed use is a Biolife plasma donation center.
- 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 the monthly Main Street board meeting on June 28<sup>th</sup>.
- The Soul of Summer rented the amphitheater on June 26<sup>th</sup>.
- Prepared for the upcoming concert – The Commodores.

### **DDA**

- Asbestos abatement for floor tiles at 101 Glynn Street. A five-year lease, effective July 1<sup>st</sup>, has been signed.

### **Building**

- Number of Building Inspections Performed: **122**
- Number of Permits Issued: **29**
  - **6:** Building
    - Commercial Repair/Remodel: **2**
    - Commercial New: **0**
    - Residential Repair/Remodel: **1**
    - Residential New: **3**
  - **1:** Demolition
  - **7:** Mechanical
  - **0:** Utility Restoration
  - **1:** Foundation Only
  - **7:** Electrical
  - **5:** Plumbing

- **0:** Land Disturbance
- **2:** Fence
- **0:** Pool
- **0:** 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: 37
  - Proactive: 31
  - Complaint: 6
- Verbal Warnings: 7
- 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 Police Department.
- Cut and maintained the following areas:
  - Hood Avenue
  - Veterans Parkway
  - Sandy Creek Road
  - Jeff Davis Drive South
  - Patriot Park
  - Highway 54 East
  - Fountain Area
  - Lafayette Avenue
  - Highway 54 Wes
  - City Hall
  - Highway 85 North sidewalk area
- Picked-up trash on Jeff Davis Drive North.
- Completed road patching on Berry Lane.

### **Stormwater Department**

- Cleaned out limbs in the creek at Monmouth Drive.

### **Sewage Department**

- Average daily flow treated is 2.156 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.

- Located 2 manholes for Fayette High School stormwater project.

### **Water Department**

- Average daily flow of 1.673 of system demand.
- Installed 1 new meter.
- Repaired 4 water leaks.
- Repaired 1 water main break.
- Abandoned 1 water service as part of the Hood/92 Project
- Checked meter information for 18 locations.

### **Utility Locates**

- Located the water and sewer for 53 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 Zaxby's north in reference to an alarm for broken glass. FVPD secured the location and contacted the general manager. CID and CSI were contacted and arrived on the scene to process the area.
- **Attempted Suicide**: Patrol units responded to the area of Joann's (pavilion) in reference to a young male cutting his wrists in front of the store. FVPD arrived on scene and assisted in stopping the bleeding and contacted his parents. He was transported to Piedmont Fayette for additional treatment.
- **Domestic Dispute**: Patrol units responded to the area of Hampton Inn in reference to a domestic dispute between a husband and wife. The wife had caught her husband having an affair at the hotel. She caused a 'scene' in the lobby and fled the area when the police were called. FVPD located her in the area and she was arrested for DUI.
- Numerous arrest for traffic offenses (7), DUI (7)
- Several Arrest for shoplifting (4)
- 4 Wanted persons located
- Several arrest for offenses not listed above (6)

### **Training Division**

- Entered two Officers for their Intermediate Certificates.
- Met with and discussed a training opportunity with Police Experience Solutions.
- Registered six officers for training classes at various locations.

### **Criminal Investigations**

- Detectives were in the Fayette County Superior Court testifying on a 2014 robbery case.
- Detective Albea followed up on leads of the Firehouse Subs burglary. Several safes were located in a park in College Park. The case is still under investigation.
- Detective Scott Gibson and CSI Melissa Peacock were called out to a burglary at Zaxby's north. The offender busted out the glass of the front door and entered to find the register drawers empty. Offender left without taking any items.

## **Office of Professional Standards**

- OPS personnel provided instruction to the patrol division on entering e-warrants and proper GCIC procedures.
- 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 73 emergency calls for service during the week. One of the most significant calls is as follows:
  - June 30<sup>th</sup> Residential building fire at 715 James Dixon Drive: Clothes dryer fire extinguished with a fire extinguisher by fire personnel. Crews provided smoke removal from the home and also installed 2 smoke detectors due to no detectors in the home.
- Projects/Training:
  - The June 27<sup>th</sup> volunteer meeting was held at Station 91.
  - Fire department personnel attended open enrollment for insurance.
  - Attended community development committee meeting on June 29<sup>th</sup>.
  - Provided a station tour and fire safety materials for 16 people on July 1<sup>st</sup>.
  - Selected a proposal from Eagle Watch Roofing to remove and replace the fire bay roof at Fire Station 91. Five proposals were received to complete the work.
  - Hired Robert Eidson as a probationary Firefighter 1.