



# City of Fayetteville

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

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July 19, 2016

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** CITY MANAGER'S WEEKLY REPORT: July 11<sup>th</sup> through July 17<sup>th</sup>

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## **CITY ADMINISTRATION**

- Held an organizational meeting with Jahnee Prince from The Collaborative Firm on Monday, July 11<sup>th</sup>. Also in attendance were Economic Development Director Brian Wismer, Senior Planner Julie Brown, and Council Member Kathleen Brewer.
- Worked on a number of presentations for the week.
- Attended a meeting at Fayette Senior Services on Tuesday, July 12<sup>th</sup> along with Mayor Ed Johnson to make a presentation of the latest happenings at the City.
- Attended the weekly Fayette Kiwanis Club meeting on Tuesday, July 12<sup>th</sup> to make a presentation on a number of plans and projects within the City.
- Held a meeting with Angela Chapman, the owner of 235 Bates Avenue, on Tuesday, July 12<sup>th</sup> to discuss the City Engineers' hydrology report for said property. Also in attendance were Public Services Director Chris Hindman and ISE staff Dan Davis and Richard Greuel.
- Attended a meeting on Tuesday, July 12<sup>th</sup> to discuss the Trak Star performance management software. The meeting was held to discuss some revisions to the personnel evaluation system in order to make it more effective and efficient. Also in attendance were Assistant City Manager Alan Jones, Finance and Administrative Services Director Mike Bush, and Human Resources Manager Barbara Dudley.
- Attended a meeting on Wednesday, July 13<sup>th</sup> with Fayette County staff and officials to discuss the Fayette Ventures annexation request. Also in attendance from the City were Assistant City Manager Alan Jones, Economic Development Director Brian Wismer, Senior Planner Julie Brown, and City Council Member Kathleen Brewer.
- Attended a meeting with Stone Workman of Hospitality Development Partners, LLC and Stan Sanders from Wyndham Hotel Group on Thursday, July 14<sup>th</sup> to discuss the downtown master plan. Also in attendance was Council Member Harlan Shirley.
- Attended the Fayette County BOC meeting on Thursday, July 14<sup>th</sup>.
- Held a meeting with Charles Branch from r360 Retail Consulting Group out of Birmingham, Alabama on Friday, July 15<sup>th</sup> to discuss the downtown master plan.

- Held a meeting with Kevin Kunich from NORESO on Friday, July 15<sup>th</sup> to discuss possible energy savings projects within the City.

## **FINANCE & ADMINISTRATIVE SERVICES**

### **Finance**

- Continue to clean-up the FY2016 Budget departmental line items.
- Preparing for the year-end close-out.
- Onsite Occupational Tax Training was held for the new financial software.
- Completed an assessment on the restructuring of the department.

### **Accounts Payable**

- Keyed payment data for 114 invoices and processed payments to 72 vendors.
- Prepared 76 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

### **Occupational Tax**

- Received one (1) new business application.
- Issued five (5) new business licenses.
- Collected \$3,312.42 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.
- Established Water and Sewer service for 40 new customers.
- Billed out for 3224 customers.
- Issued 2 Work Orders.
- Received \$77,889.61 in Water and Sewer revenues.

### **Human Resources**

- Personnel Issues
  - Held a Disciplinary Committee Meeting
- Employment Opportunities
  - Fire Fighter: Opened 5/2/2016 until filled
  - Customer Service: Closed 7/14/16
  - Administrative Clerk: Closed 7/14/16
- Resumes Submitted: 75
  - Fire Fighter: 3
  - Customer Service: 37
  - Administrative Clerk: 35
- EAP Peer Review Meeting for Police Department
  - EPIC was in-house July 5 from 8:00 AM to 11:00 AM.
- New Port Group/GMA Retirement Group presentation and individual meetings scheduled for Tuesday, July 19<sup>th</sup> for employees who work 30 hours or more a week.
  - Forms and a sign-up sheet were made available in Human Resources Department.

## Court

- # of citations received: **85**
- # of warrants issued (FTA & VOP): **4**
- # of citations (FTA) sent to DDS: **10**
- # of scheduled arraignment cases: **61**
- # of scheduled trial cases: **18**
- Total amount collected for the week: **\$56,575.00**

## Information Technology

- GIS Projects
  - Worked with Planning and Zoning on maps.
  - Worked Ridge Nature Area maps.
  - Sent map corrections to the Atlanta Regional Commission (ARC)
- Technology Projects
  - General Ledger conversion data corrected and sent to New World.
  - Business License conversion data corrected and sent to New World.
- Police Technology Projects
  - Archived 1 months of icop videos to storage.
  - Downloaded 7 icop drives.
  - Downloaded videos for 15 body camera.
  - Cleaned out trash from the body camera server.
  - Archived body camera video to cloud storage.
  - Re-loaded 2 laptops.
  - Re-loaded 2 desktops
- Open Records Request
  - DVD Request of traffic stops and investigations: **9**
- Web Site Visits for the Week
  - Total pages viewed: **11,079**
  - Total unique pages viewed: **8,077** (Excludes Repeated Pages viewed)
- Average time spent on each page: **53 Seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,694	15.29%
2.	Jobs	1,171	10.75%
3.	Jobs Applications	701	6.33%
4.	Events	394	3.56%
5.	Government	306	2.76%
6.	Searches	300	2.71%
7.	Police	243	2.19%
8.	Residents	243	2.19%
9.	On-Line Payments	239	2.16%
10.	Municipal Court	220	1.99%

- Facebook Insights
  - Total Page Likes (Fans) **4,672**
  - Total Reached **141**
  - People Engaged **127**

- Fans
  - Women **77%**
  - Men **23%**

## **COMMUNITY & ECONOMIC DEVELOPMENT**

### **Economic Development**

- Completed a review of the Market Analysis for the downtown master plan that was submitted by Noell Consulting Group.
- Presented and advertising commitment proposal to recruit FM radio station to Downtown Fayetteville. Will require Council approval before it can be executed.

### **Planning & Zoning**

- Staff welcomed The Collaborative Firm planners and began the assignment of planning duties between City staff and the firm.
- Discussed application procedures for development of a Bojangles restaurant at Summit Point outparcel.
- Continued discussions on the Fayette Ventures annexation and met with County officials to discuss options to remove their objection to the proposal.
- 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 Market Day on Saturday, July 16<sup>th</sup> on the courthouse lawn.
- Prepared for the next concert to be held on July 30<sup>th</sup>: The Guess Who.

### **Building**

- Number of Building Inspections Performed: **117**
- Number of Permits Issued: **27**
  - **5:** Building
    - Commercial Repair/Remodel: **0**
    - Commercial New: **0**
    - Residential Repair/Remodel: **5**
    - Residential New: **0**
  - **2:** Demolition
  - **8:** Mechanical
  - **2:** Utility Restoration
  - **0:** Foundation Only
  - **3:** Electrical
  - **6:** Plumbing
  - **0:** Land Disturbance
  - **0:** Fence
  - **0:** Pool
  - **1:** 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: **30**
  - Proactive: **23**
  - Complaint: **7**
- Verbal Warnings: **2**
- Written Warnings: **0**
- Notice of Violations: **11**
- Stop Work Orders: **1**
- Citations Issued: **0**

## **PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)**

### **Public Works**

- Cleaned City Hall
- Cleaned Police Department
- Cut and maintained
  - Highway 85 South
  - Lee Street
  - Grady Avenue
  - Highway 54 West
  - Jimmy Mayfield
  - Jeff Davis Drive South
  - Patriot Park
  - City Cemetery
- Cut-up a fallen tree in the City Cemetery.
- Put up new road signs on Helen Sams Parkway, Rosewood Drive, and Georgia Avenue.
- Repaired curbing on Georgia Avenue.
- Road patching on Chase Drive and Winona Drive.

### **Sewage Department**

- Average daily flow treated is 2.168 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 1 sewer backup.

### **Water Department**

- Average daily flow of 1.258 of system demand.
- Installed 1 new meter.
- Repaired 5 water leaks.
- Replaced 1 damaged meter box.
- Installed water tap in Logan Park.

- Replaced damaged fire hydrant on White Dove Drive.

### **Utility Locates**

- Located the water and sewer for 55 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 Beauty World in reference 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. An unknown amount of weaves was taken.
- **Shoplifting**: Patrol units responded to the area of Wal-Mart in reference to a shoplifting suspect. The suspect was walking around the store with a large tote containing a large amount of electronic devices. FVPD stopped the suspect outside the store and after a short foot chase, apprehended the suspect without further incident. It was determined that the suspect was the same male that had previously shoplifted a large amount of electronic devices in April of 2016. The total amount was over \$5,000.00.
- Numerous arrest for traffic offenses (9), DUI (5)
- Several Arrest for shoplifting (8)
- 1 Wanted persons located
- Several arrest for offenses not listed above (2)

### **Training Division**

- Registered five officers for training classes at various locations.

### **Community Events**

- Coffee with a Cop was held at Truett's Luau on July 12<sup>th</sup> from 8:00 AM to 10:00 AM.
- Active Shooter Class was held at Kindred Rehabilitation Center.

### **Criminal Investigations**

- Detectives attended the Fayette County Investigator meeting which was held at the Fayetteville Police Department. During this meeting cases are briefed by the different agencies allowing the sharing of information.
- Detectives were called out to a burglary at 127 Pavilion Parkway (Beauty World). Unknown offender busted out the glass of the front door and took a large number of hair extensions.
- Detectives assisted with preparations for the upcoming Junior Police Academy.

### **Office of Professional Standards**

- Lt. Whitlow conducted an Active Shooter Class at the Kindred Rehabilitation Center.
- The front office answered 175 phone calls, handled 71 walk-ins, referred 24 accident reports and 9 incident reports and processed 20 alcohol IDs and 7 impound releases, ran 10 backgrounds, 7 tags and 7 VINs.

## **FIRE DEPARTMENT**

### **Operations**

- Incidents: Units responded to 59 emergency calls for service during the week.
- Projects/Training:
  - The July 11<sup>th</sup> volunteer meeting was held at Station 91.
  - Attended a meeting to discuss the Trakstar appraisal system and proposed changes.
  - Conducted three employment interviews for the position of firefighter.
  - Attended an annexation meeting at Fayette County regarding the south side development.
  - Attended the quarterly 9-1-1 Communications Board meeting.
  - Worked on department reorganization and job description changes.
  - Attended Fayette County Commission meeting for the SPLOST discussion.