



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

August 30, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: August 22nd through August 28th

CITY ADMINISTRATION

- Attended a meeting regarding body cameras on Monday, August 22nd held by IT Director Kelvin Joiner. Also in attendance were Police Major Jeff McMullan and IT analyst Mike Yearty.
- Held a meeting with citizen Jeff Mellin on Monday, August 22nd to discuss the November 11th Veterans Day Dinner and the Butterfly project at Patriot Park.
- Held a meeting with Fayette Chamber President/CEO Carlotta Ungaro on Tuesday, August 23rd to discuss the work plan for the Place Committee of the Fayette Visioning Initiative.
- Held an organization meeting with the Planning & Zoning Department on Tuesday, August 23rd. Also in attendance were Senior Planner Julie Brown and Collaborative Firm Consultants Jahnee Prince and Maurice Ungaro.
- Attended the Public Safety Committee Meeting on the evening of Tuesday, August 23rd.
- Attended a meeting with Len Gough from Promaker and Bill Foley from Foley Design Group on the evening of Tuesday, August 23rd to discuss various downtown projects.
- Attended a meeting at the Fayette County Administration offices on Wednesday, August 24th to discuss issues regarding service delivery as it pertains to EMS/Fire Department. Also in attendance were Mayor Ed Johnson, Assistant City Manager Alan Jones, Deputy Fire Chief Linda Black, and Finance & Administrative Services Director Mike Bush.
- Attended a policy review meeting on Wednesday, August 24th. Also in attendance were Assistant City Manager Alan Jones, Finance & Administrative Services Director
- Held a meeting regarding the Fayette Ventures Annexation request on Thursday, August 25th. Also in attendance were developer Bob Rolader, City Attorney David Winkle, Economic Development Director Brian Wismer, Senior Planner Julie Brown, and Collaborative Firm Consultant Jahnee Prince.
- Attended a meeting with canal design consultant Bob Bekoff from Bob Bekoff, LLC on Thursday, August 25th. Also in attendance were City Council Members Harlan Shirley and

Kathaleen Brewer, Economic Development Director Brian Wismer, Senior Planner Julie Brown, and local residents Michelle Fowler and Rachel Goergen.

- Attended a meeting on Friday, August 26th to see a police department software demo from Courtware representatives. Also in attendance at the meeting were IT Director Kelvin Joiner, Major Jeff McMullan, CID Director Captain Jeff Harris, Captain Lynn Crawshaw, and Office Keith Jojola.
- Held a meeting with the Pinewood Forrest development team on Friday, August 26th to discuss stormwater plans for the proposed mixed-use development.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Continued preparation for the year-end close out.
- Purchasing Agent continued to work on the Cleaning Services RFP.
 - RFP was published on Wednesday, August 24th with responses due by September 21st with a mandatory site visit to be held on September 9th at 10:00 am.
- Audit preparation
 - Received a PBC letter from City Auditors, Mauldin & Jenkins.
 - Duties have been delegated to the Accounting Supervisor and Accountant.
- Budget Book Award preparation are underway.

Accounts Payable

- Keyed payment data for 78 invoices and processed payments to 78 vendors.
- Prepared 62 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received three (3) new business applications.
- Issued five (5) new business licenses.
- Collected \$27,115.28 from the Alcohol Beverage Sales.
- Collected \$4,902.31 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: 8/25/2016
 - Check Count: 189
 - Regular Weekly Payroll: 4
- Total Payroll: \$213,804.95

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$18,971.15 in Sanitation and Stormwater revenues.
- Established Water and Sewer service for 15 new customers.
- Billed out for 1,818 customers.
- Received \$87,138.14 in Water and Sewer revenues.

- Pilot Program: Delinquent Accounts Callout
 - Cut off report generated for cycle 1 on 08/24/16 produced 90 delinquent accounts.
 - Out of the 90 accounts, 50 were called and 35 received a tag through the mail due to bad or no phone numbers.
 - Account Clerks received about 11 calls from these account customers.

Human Resource

- Personnel Issues
 - A Disciplinary Committee meeting was held to deal with a personnel matter.
- Employment Opportunities
 - Fire Fighter: Opened 5/2/2016 – until filled
 - Police Officer: Opened 8/9/2016 – 9/5/2016
 - Administrative Assistant: Opened internally 8/18/2016 – 8/25/2016
 - Waste Water Treatment Plant Operator: 8/19/2016 – 10/20/2016
- Resumes Submitted: 5
 - Fire Fighter: 3
 - Police: 1
 - Internal Opening Administrative Assistant: 1
 - Waste Water Treatment Plant Operator
- EPIC in house New Hire Benefits Meeting
- New World Conversion data correction
- Request for Open Records Salary for 2015
- Wellness Committee meeting redesign of Wellness Program

Court

- # of citations received: **97**
- # of warrants issued (FTA & VOP): **5**
- # of citations (FTA) sent to DDS: **2**
- # of scheduled arraignment cases: **56**
- # of scheduled trial cases: **34**
- Total amount collected for the week: **\$8,279**

INFORMATION TECHNOLOGY

GIS Projects

- Created map for the Williams property located in West Fayetteville.

Technology Projects

- Converting Payroll Data
 - Payroll data is ready for testing.
 - Data sent to New World for validation.
- Converting AP History
 - Writing scripts to build AP history data (still in progress).
 - Working with Neptune and New World on water meter data.
- Completed new desktop installation in Building and Planning & Zoning departments.
- Met with Global Web Advisors on Web Site and Trello setup.

- Met with City Manager and Planning and Zoning department on SPLOST project.

Police Technology Projects

- Archived 1 month of ICOP videos to storage.
- Downloaded 12 ICOP drives.
- Downloaded video for 20 body cameras.
- Archived body camera video to cloud storage.
- Started setting up 10 new desktops.

Open Records Request

- DVD Request of traffic stops and investigations: **2**

Web Site Visits for the Week

- Total pages viewed: **11,656**
- Total unique pages viewed: **8,648** (Excludes Repeated Pages viewed)
- Average time spent on each page: **59 Seconds**
- Top 10 City Web Pages

	Web Page	Number of Hits	Percentage
1.	Official Website Main Page	1,976	16.95%
2.	Jobs	688	5.90%
3.	Events	500	4.29%
4.	Government	381	3.27%
5.	Police Department	364	3.12%
6.	Jobs Applications	360	3.09%
7.	Search Results	314	2.69%
8.	City Department	303	2.60%
9.	On-Line Payments	281	2.41%
10.	Residents	246	2.11%

Facebook Insights

- Total Page Likes (Fans) 5,807
- Total Reached 9,971
- People Engaged 364
- Fans
 - Women **77%**
 - Men **23%**

ECONOMIC DEVELOPMENT

Economic Development

- Met with consultant Bob Bekoff regarding the hurdles and parameters for constructing a water canal through the new downtown expansion area.
- Received initial right-of-way cost estimates for the Hospital Bridge/Paths project in the amount of \$840,000. This amount is higher than originally estimated, but we expect to make it up when the City is able to officially negotiate with the property owners.

Main Street

- Met with Mayor and community leaders to begin organizing a 9-11 memorial event on the square.
- Attended 100th anniversary celebration of the Perry House (now Earth Mama store, located across from City Hall on Fisher Avenue).
- Attended a volunteer work day at Camp Southern Ground with the Main Street Board on Saturday, August 27th.
- Received approval to claim surplus basketball goals and poles from the County Parks/Recreation Department. If these prove to be in good enough condition, the plan is to locate them at the Church Street Park.
- Prepared and launched an email blast for the Zac Brown Band ticket presale to sponsors/series ticket holders.
- Event preparation for Fayette Idol applications and Main Street Golf tournament invitations and mail out.

COMMUNITY DEVELOPMENT

Planning & Zoning

- Handled multiple customer/public inquiries for zoning uses.
- Attended a meeting regarding the Fayette Ventures annexation arbitration preparation.
- Attended an organizational meeting with the City Manager.
- Completed preparation work for the August 25th Planning Commission meeting.
- Held the Planning Commission meeting on Thursday, August 25th.
- Reviewed numerous sign permit applications.
- Continued work on the SPLOST document and met with the City Manager to discuss.

Building

- Number of Building Inspections Performed: **148**
- Number of Permits Issued: **19**
 - **4: Building**
 - Commercial Repair/Remodel: **3**
 - Commercial New: **0**
 - Residential Repair/Remodel: **1**
 - Residential New: **0**
 - **0: Demolition**
 - **2: Mechanical**
 - **1: Utility Restoration**
 - **0: Foundation Only**
 - **6: Electrical**
 - **4: Plumbing**
 - **0: Land Disturbance**
 - **1: Fence**
 - **1: Low Voltage**
 - **0: Construction Trailer**
- Plans Received: **3**
 - Commercial Repair/Remodel: **2**

- Commercial New: **1**
- Residential Repair/Remodel: **0**
- Residential New: **0**

Code Enforcement

- Total Inspections: **73**
 - Proactive: **67**
 - Complaint: **6**
- Verbal Warnings: **2**
- Written Warnings: **0**
- Notice of Violations: **8**
- Stop Work Orders: **3**
- 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:
 - Southern Ground Amphitheater
 - Lafayette Avenue
 - Holiday-Fife House
 - City Lakes
 - 92 South
 - Helen Sams Parkway
 - Retention Area on Jeff Drive
 - Jimmy Mayfield
 - Dickson Spring Park
 - Bradley Drive
- Cut limbs on Maple Court
- Helped at City Hall moving furniture and picked up supplies from the FCBOE.
- Trimmed hedges and put out pine straw at City Hall.
- Replaced a damaged sign on the Sandy Creek Road.

Sewage Department

- Average daily flow treated is 2.190 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 4 sewer backups.

Water Department

- Average daily flow of 1.464 of system demand.
- Repaired 9 water leaks.
- Performed 1 radio unit maintenance change out.
- Installed 1 new meter.

Utility Locates

- Located the water and sewer for 50 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 Bay Branch Boulevard in reference to a burglary. Unknown person took 2 TV's and 2 vacuum cleaners from the closed garage. Did not make entry into the main house. CID notified.
- **Domestic Disturbance**: Patrol units responded to the area of Winesap Way in reference to a father in a physical altercation with his son. After multiple attempts to separate the subjects, FVPD deployed a taser and compliance was gained. Both individuals were arrested.
- **Counterfeit Money**: Patrol units responded to the area of Wal-Mart in reference a subject attempting to pass counterfeit money. When approached by FVPD the subject ran. He was located hiding underneath a vehicle at Tinseltown. He was arrested without further incident.
- Numerous arrest for traffic offenses (11), DUI (3)
- Several Arrest for shoplifting (6)
- 2 Wanted persons located
- Several arrest for offenses not listed above (12)

Training Division

- Registered seven officers for training classes at various locations.
- Shotgun qualification class held. Assisted as a SRO for Fayette Alternative.

Community Events

- Officers attended Market Day.
- Officers dropped off 'tabs' at the Ronald McDonald House.

Criminal Investigations

- Investigations assigned **9** cases this week.
- Investigations cleared **16** cases this week.
- **0** Call outs for investigators this week.
- **0** Call outs for CID Supervisor's this week
- **0** Call outs for crime scene investigators this week.
- Seven warrant pickups from surrounding areas.
- The front office answered 184 phone calls, handled 74 walk-ins, referred 27 accident reports and 16 incident reports processed 25 alcohol IDs and 4 impound releases, ran 8 backgrounds, 26 tags and 26 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 62 emergency calls for service during the week.
- Projects/Training:
 - The August 22nd volunteer meeting was held at Station 91.
 - Assistant City Manager/Fire Chief Alan Jones was on call throughout the week as a witness for the 2014 arson case at 100 Holly Avenue.
 - Attended a policy review committee meeting to discuss pay adjustments.
 - Held a public safety committee meeting to discuss ambulance response to City fire calls.
 - Attending a meeting with Fayette County to discuss ambulance response to City fire calls.