



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

September 20, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: September 12th through September 18th

CITY ADMINISTRATION

- Held a meeting with Donna Thompson and Tina Brown from the Fayette County Public Arts Committee on Monday, September 12th at City Hall to find out more about the direction of the committee.
- Held a phone conference with Tracy Glanton and Read Gignilliat of Elarbee Thompson Law Firm on Monday, September 12th to discuss a personnel matter.
- Held a meeting with Virgil Flood from the Carvir Group (Executive Search Firm) on Monday, September 12th at City Hall to discuss the Police Chief search process.
- Held a meeting with Jim Ivey and Mark Van Allen from Rosser International on Tuesday, September 13th at City Hall to discuss program management options for the implementation of the Downtown Master Plan. Also in attendance were Finance & Administrative Services Director Mike Bush and Economic Development Director Brian Wismer.
- Attended a project kick-off meeting with staff from Goodwyn Mills & Cawood on Tuesday, September 13th at City Hall to discuss the wastewater treatment plant design development process. Also in attendance were Assistant City Manager Alan Jones, Finance & Administrative Services Director Mike Bush, Public Services Director Chris Hindman, Water & Sewer Manager Doug Gonsalves, and Senior Planner Julie Brown.
- Attended a meeting with Rick Halbert and Jim Pace at Pinewood Studios on Tuesday, September 13th to discuss access issues for a proposed data center off of Veterans Parkway. Also in attendance at the meeting were public Services Director Chris Hindman and City Engineer Jason Walls.
- Held a meeting with Cinemark Manager Angela Franklin on Tuesday, September 13th at City Hall to discuss short and long term city projects and to discuss a potential site for a cine-bistro. Also in attendance were Economic Development Director Brian Wismer and Senior Planner Julie Brown.

- Attended a Veterans Day Dinner Committee meeting on Tuesday, September 13th at City Hall to discuss the dinner arrangements. After the meeting it was determined that the dinner would be cancelled for 2016.
- Attended the Fayette Visioning Place Committee meeting on Wednesday, September 14th at the Fayette Chamber of Commerce.
- Held a City management meeting with on Wednesday, September 14th.
- Attended the City's Community & Economic Development Committee meeting on Wednesday, September 14th at City Hall.
- Attended the Fayette County Intergovernmental Committee Meeting (FCIC) on Wednesday, September 14th at the Fayette Chamber of Commerce. Also in attendance was Mayor Ed Johnson.
- Attended the Fayette County Development Authorities Economic Development 101 training at the Old County Courthouse on Thursday, September 15th. Also in attendance were Mayor Ed Johnson and Council Members Kathaleen Brewer and Harlan Shirley.
- Prepared for the Regularly Scheduled City Council meeting.
- Attended the Regularly Scheduled City Council Meeting held on Thursday, September 15th.
- Worked on numerous projects and correspondence throughout the day on Friday, September 16th.
- Held a meeting with Economic Development Director Brian Wismer and Finance & Administrative Services Director Mike Bush on Friday, September 16th to discuss program management services for the implementation of the Downtown Master Plan. This item will be further discussed at a Council Retreat in October.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Continued preparation for the year-end close out
- Audit preparation
 - Received PBC letter from the Auditors
 - Duties have been delegated to the Accounting Supervisor and Accountant.
- Continued to work on the Budget Book.
- Questions and Answers were due for the Janitorial Cleaning Services RFP.
- Utility Billing went live this week for the new financial software. Staff are still working on the processes and kinks to the system.
- The HR/Payroll module of the new financial software should go live the week of October 3rd.

Accounts Payable

- Keyed payment data for 66 invoices and processed payments to 40 vendors.
- Prepared 41 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received two (2) new business applications.
- Issued two (2) new business licenses.

- Collected \$0 for 2015 delinquent and new licenses.
- Collected \$0 from the Hotel/Motel Tax.
- Collected \$1,548.97 from the Alcohol Beverage Sales.
- Collected \$22,198.11 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 \$122,605.18 in revenues consisting of Water, Sewer, Sanitation, Stormwater, and penalties.
- Established Water and Sewer service for 23 new customers.
- Billed out \$153,118.89 in expenses consisting of Water, Sewer, Sanitation and Stormwater charges.
- Pilot Program: Delinquent Accounts Callout
 - Cut-off report generated for cycle 5 on September 13th that produced 91 delinquent accounts.
 - Out of 91 accounts, 62 were called and 24 were mailed tags. Six calls were received by the Account Clerks regarding these accounts.
 - Due to the new system going online, there were no cut-offs.

Human Resource

- Personnel Issues
- Employment Opportunities
 - Fire Fighter: Opened 5/2/2016 until filled
 - Waste Water Treatment Plant Operator: 8/19/2016 – 10/20/2016
 - Code Enforcement Officer: 9/9/2016 open until filled
 - Public Relations Specialist (PIO): 9/9/2016 open until filled
 - Planner: 9/9/2016 open until filled
- Resumes Submitted: 14
 - Fire Fighter: 3
 - Police: closed
 - Administrative Clerk: closed
 - Waste Water Treatment Plant Operator: 0
 - Code Enforcement Officer: 1
 - Public Relations Specialist (PIO): 6
 - Planner: 3
 - Unsolicited: 1

Court

- # of citations received: **105**
- # of warrants issued (FTA & VOP): **3**
- # of citations (FTA) sent to DDS: **0**
- # of scheduled arraignment cases: **73**
- # of scheduled trial cases: **2**

- Total amount collected for the week: **\$57,025.46**

INFORMATION TECHNOLOGY

GIS Projects

- Created a new Ortho map for the Annexation Arbitration Hearing with Fayette County, including:
 - Streets and parcels for Southside annexation
 - Sewer lines

Technology Projects

- Replaced 2 phones and repaired other phone issues.
- Reinstalled Windows 10 on 2 desktops.
- Installed new MIFI at Fire Station 92 and Fire Station 93.
- Worked on the equipment list.

Police Technology Projects

- Archived ICOP videos to storage.
- Downloaded 11 ICOP drives.
- Downloaded video for 20 body cameras.
- Archived body camera video to cloud storage.
- Reloaded 1 Desktop.
- Setup 2 New Desktop with BCAM Dock.

Open Records Request

- DVD Request of traffic stops and investigations: **10**

Web Site Visits for the Week

- Total pages viewed: **12,283**
- Total unique pages viewed: **9,076** (Excludes Repeated Pages viewed)
- Average time spent on each page: **53 Seconds**
- Top 10 City Web Pages

	Web Page	Number of Hits	Percentage
1.	Official Website Main Page	1810	14.74%
2.	Jobs	909	7.40%
3.	Events	667	5.43%
4.	Events Calendar	556	4.43%
5.	Jobs Applications	524	4.27%
6.	Municipal Court	441	3.59%
7.	Government	379	3.09%
8.	Police Department	312	2.54%
9.	Search Results	312	2.54%
10.	On-Line Payments	297	2.42%

Facebook Insights

- Total Page Likes (Fans) 5,921

- Total Reached 11,805
- People Engaged 1,329
- Fans
 - Women **77%**
 - Men **23%**

ECONOMIC DEVELOPMENT

Economic Development

- Discussions with Cinemark about the feasibility of a “Cine-bistro” concept in the downtown district. Staff connected them with private developers that may be able to assist.
- Continued discussion and analysis of Program Management services needed to assist the City with implementation of new downtown projects. Decided to bring to upcoming Council retreat.
- Community & Economic Development Committee meeting was held last Wednesday to discuss and hear findings of Noell Consulting Group’s market analysis, and to review pending development applications.
- Attended VIP Sales/Economic Development 101 Training class hosted by FCDA on September 15th.
- Met with attorney Kathryn Zickert regarding the Fayette Ventures annexation case and to prepare for the upcoming arbitration hearing.

Main Street

- AAAC meeting to review elevation changes to commercial building at 110 Braxton Court.
- Volunteers and staff reviewed all Fayette Idol submissions and selected nine entries from each age category. The event will be held on September 24th.
- Held the Lunch on the Lawn event on September 16th.
- Held Ant-Man movie night at the amphitheater on September 17th in partnership with Pinewood Atlanta Studios.
- Continued event preparation for Fayette Idol and the Main Street Golf tournament.

DDA

- Prepared documents for the monthly DDA meeting.

COMMUNITY DEVELOPMENT

Planning & Zoning

- Handled multiple customer/public inquiries for zoning uses.
- Continued Fayette Ventures annexation arbitration preparation.
- Reviewed and signed off on final approval for 1 sign permit.
- Application for modifications to 110 Braxton court was put before AAAC members for their review and comment at their meeting on Wednesday, September 14th. All were in favor of the application.
- Researched state law regarding crematoriums with the Georgia Board of Funeral Services.

- Drafted changes to the Zoning Ordinance to accommodate crematoria in other zoning districts, as long as they are 1,000-feet from residentially used or zoned properties (in accordance with state law).
- Received comments from City Attorney David Winkle regarding the Cell Tower ordinance and incorporated changes.
- Met with Dana Bryant from Raven Homes about two new houses to be built at the Villages.
- Finalized Comprehensive Plan Steering Committee.
- The Comprehensive Plan Steering Committee was appointed by City Council on September 15th.
- Finalized the overall Comprehensive Plan schedule.
- Met with the Atlanta Regional Commission (ARC) staff regarding the Comprehensive Plan.

Building

- Number of Building Inspections Performed: **95**
- Number of Permits Issued: **8**
 - **2: Building**
 - Commercial Repair/Remodel: **2**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **0**
 - **0: Demolition**
 - **3: Mechanical**
 - **0: Utility Restoration**
 - **0: Foundation Only**
 - **1: Electrical**
 - **1: Plumbing**
 - **0: Land Disturbance**
 - **0: Fence**
 - **0: Low Voltage**
 - **0: Construction Trailer**
 - **1: Pool**
- Plans Received: **1**
 - Commercial Repair/Remodel: **1**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **0**

Code Enforcement

- Total Inspections: **25**
 - Proactive: **14**
 - Complaint: **11**
- Verbal Warnings: **4**
- Written Warnings: **0**
- Notice of Violations: **2**

- 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:
 - West Fayetteville medians
 - Lester Road
 - Brandywine Boulevard
 - SR 85 N medians
 - Georgia Avenue
 - Church Street
 - Amphitheater
 - Veterans Parkway
 - Sandy Creek Road
 - Church Street Park
 - Tiger Trail
 - Veterans Memorial
- Set up completed for the Lunch on the Lawn event.
- Cut sidewalks in Argonne Forest subdivision in preparation of repairs.
- Replaced the banners from the 9/11 event.

Sewage Department

- Average daily flow treated is 2.043 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 2 sewer backups.
- Raised manhole on Weatherly Drive due to settling.

Water Department

- Average daily flow of 1.673 of system demand.
- Repaired 9 water leaks.
- Flushed two fire hydrants.
- Performed landscaping at two locations post leak repair.

Utility Locates

- Located the water and sewer for 57 utility locate tickets.

POLICE DEPARTMENT

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

- **Robbery by Force**: Patrol units responded to the area of Piedmont Fayette Hospital in reference to a carjacking in the parking lot. The officer was brought to the Hospital for a mental evaluation by FCSO. FCSO left him unattended. He ran from the hospital and

proceeded to assault an elderly female ultimately stealing her vehicle. He was arrested the same day when he was located at his residence.

- **Interfering with Police:** Patrol units responded to the area of Camford Stone Path in reference to a domestic situation between home owners and a male subject staying at the residence. The male subject became hostile with FVPD resulting in him being tased. He was transported to the Jail without further conflict.
- **Stolen Vehicle:** Patrol units responded to the area of Publix (Summit Point) in reference to a stolen vehicle report. A 2000 Ford F-250 was stolen while parked and the owner inside shopping. CID and CSI notified.
- Numerous arrest for traffic offenses (8), DUI (3)
- Several Arrest for shoplifting (4)
- 6 Wanted persons located
- Several arrest for offenses not listed above (5)

Training Division/ Warrants

- Tested 9 applicants for Police Officer with 3 passing the written exam.
- Warrants pickups – Atlanta Pre-Trial and Alpharetta Detention Center.
- 2 arrests in court this week.

Community Events

- Officers assisted in the Fayette Elementary 5k run.
- Major McMullan attended a community meeting in Peachtree City to discuss interactions between children with disabilities and Law Enforcement.
- Attended the Law Enforcement Summit at National Heights Baptist Church.

Criminal Investigations

- Investigations assigned **13** cases this week.
- Investigations cleared **15** 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.
- The front office answered 166 phone calls, handled 70 walk-ins, referred 18 accident reports and 12 incident reports processed 22 alcohol IDs and 3 impound releases, ran 5 backgrounds, 16 tags and 16 VINs.

FIRE DEPARTMENT

Operations

- **Incidents:** Units responded to 54 emergency calls for service during the week.
- **Projects/Training:**
 - The September 12th volunteer meeting was held at Station 91.
 - On Monday, September 12, fire personnel attended a public safety appreciation lunch at Dogwood Forest Assisted Living facility.
 - Attended a Rotary Club meeting on September 12.
 - Attended a team meeting with GMC to discuss wastewater plant operations.

- All portable radios were reprogrammed on September 13 to correct an issue with emergency radio operations.
- On September 14th, attended a public safety appreciation breakfast at Somerby of Peachtree City.
- On September 14th, personnel participated in a Health Fair for residents of Azalea Estates.
- Attended a Community and Economic Development Committee meeting on September 14th.
- Met with Rhodes Consulting to discuss issues for upcoming lieutenant assessment.
- Attended a public safety appreciation lunch at Fayetteville Fire Baptist Church on September 15th.
- Fayetteville delivered the National Fire Academy STRATEGY & TACTICS FOR INITIAL COMPANY OPERATIONS as a Georgia Fire Academy field training course. A total of 11 students attended, including four Fayetteville students.
- Participated in an Old Navy Kids Safety Event on September 17th.
- Failsoft test performed by the 911 center on September 18th to test programming issue.