



# City of Fayetteville

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MAYOR  
Edward Johnson

COUNCIL  
Scott Stacy, Mayor  
Pro Tem  
Kathaleen Brewer  
Paul C. Oddo, Jr.,  
Harlan Shirley  
James B. Williams

CITY MANAGER  
Ray Gibson

CITY CLERK  
Anne Barksdale

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September 27, 2016

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** CITY MANAGER'S WEEKLY REPORT: September 19<sup>th</sup> through September 25<sup>th</sup>

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## **CITY ADMINISTRATION**

- Completed the Meals on Wheels route with Assistant City Manager Alan Jones on Monday, September 19<sup>th</sup>.
- Attended a meeting with Michael Mumper and Becky Smith from Fayette FACTOR on Tuesday, September 20<sup>th</sup> regarding the Drug Free Fayette Coalition.
- Held a phone conference with Power 10 Firm out of Sandy Springs on Tuesday, September 20<sup>th</sup> to discuss potential funding for the Downtown Master Plan. Also in attendance were Council Member Harlan Shirley and Assistant City Manager Alan Jones.
- Held a meeting with developer Miles Hill on Tuesday, September 20<sup>th</sup> to discuss some development issues with the Lafayette Square Apartments.
- Held a meeting with Jay Garner from Garner Economics, LLC on Tuesday, September 20<sup>th</sup> to discuss economic development incentives for the City. Also in attendance was Economic Development Director Brian Wismer.
- Worked on the City's SPLOST project exhibit book for most of the day on Wednesday, September 21<sup>st</sup>.
- Attended a meeting with Fayette's County Manager Steve Rapson on Thursday, September 22<sup>nd</sup> to discuss Fire/EMS service.
- Attended a meeting on Thursday, September 22<sup>nd</sup> to discuss the fees associated with Courtware software for the Police Department. Also in attendance were Finance & Administrative Services Director Mike Bush, Assistant Director Carleetha Talmadge, IT Director Kelvin Joiner, and Court Administrator Lakesiya Cofield.
- Held a meeting with Kevin Kunich from NORESO on Thursday, September 22<sup>nd</sup> to discuss energy saving opportunities within the City. Also in attendance was Finance & Administrative Services Director Mike Bush.
- Attended a lunch meeting with developer Tom Lamb on Thursday, September 22<sup>nd</sup> to discuss his property located adjacent to the Pinewood Forrest mixed-use development.

- Held a conference call on Thursday, September 22<sup>nd</sup> with City Attorney David Winkle and Fayette Ventures attorney Kathryn Zickert to discuss the arbitration hearing process for Fayette Ventures.
- Assisted with Open Records Requests on Friday, September 23<sup>rd</sup> and reviewed some personnel evaluations submitted to Trakstar.
- Worked with IT Director Kelvin Joiner on Friday, September 23<sup>rd</sup> to review the options for a new projector system in the Council Chambers.
- Participated in the Peachtree City Dragon Boat competition on Lake Peachtree on Saturday, September 24<sup>th</sup>. The City team, called Fayetteville's Finest, was made up of 11 participants from the City and in the Mayor's Cup race Peachtree City won a very close race. Overall Fayetteville's finest finished 4<sup>th</sup> out of 42 teams. Mayor Ed Johnson was in attendance supporting the team throughout the competition.

## **FINANCE & ADMINISTRATIVE SERVICES**

### **Finance**

- Continuing to clean-up the 2016 Budget departmental line items.
- Continued with the Budget Book Award preparation.
- Remodeling of City Hall main lobby area is still in progress.
- Janitorial Cleaning Services Bid Opening was held on Wednesday, September 26<sup>th</sup>.
  - The following 9 proposals were received:
    - N-Vest Property Solutions, LLC
    - American Facility Services
    - TRI Bond
    - Diamond Standard Comm
    - Albright Janitorial
    - Myricks Cleaning Services
    - Magann Cleaning Services
    - Kaizon Enterprises, LLC
    - Executive Cleaning
- Utilities Management module of the new financial software has been up and running for a week. The main focus was on getting all payments entered in the new system and the file maintenance updated.
- The go live date for HR/Payroll has been moved from October 3<sup>rd</sup> to October 17<sup>th</sup> in order to make certain that all the data collected is correct.

### **Accounts Payable**

- Keyed payment data for 86 invoices and processed payments to 57 vendors.
- Prepared 59 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

### **Occupational Tax**

- Received nine (9) new business applications
- Issued six (6) new business licenses
- Collected \$3,077.67 for 2015 delinquent and new licenses
- Collected \$0 from the Hotel/Motel Tax

- Collected \$0 from the Alcohol Beverage Sales
- Collected \$131.80 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: September 22, 2016
  - Check Count: 157
  - Regular Weekly Payroll: 3
- Total Payroll: \$191,670.20

### **Utility Billing**

- Assessed late fees to delinquent accounts.
- Received \$127,901.77 in revenues consisting of Water, Sewer, Sanitation, Stormwater, and Penalties.
- Established Water and Sewer service for 24 new customers.
- Billed out for 1,991 customers.
- Pilot Program: Delinquent Accounts Callout
  - Due to the learning process of the new financial system, there were no courtesy call-outs.

### **Human Resource**

- Dealt with personnel issues throughout the week.
- Employment Opportunities are as follows:
  - Fire Fighter: Opened 5/2/2016 until filled
  - Waste Water Treatment Plant Operator: 8/19/2016 – 10/20/2016
  - Code Enforcement Officer: Opened 9/9/2016 until filled
  - Public Relations Specialist (PIO): Open 9/9/2016 until filled
  - Planner: Open 9/9/2016 until filled
  - Police Officer: Open 9/19/2016 until filled
- Resumes Submitted: 9
  - Fire Fighter: 1
  - Police: 3
  - Waste Water Treatment Plant Operator: 1
  - Code Enforcement Officer: 0
  - Public Relations Specialist (PIO): 4
  - Planner: 0
- New World Conversion data correction
- New Employee Insurance Sign-up – EPIC in house
- Benefits Highlights Guide creation
- Standard Acceptance and Denial data entry began

### **Court**

- # of citations received: **101**
- # of warrants issued (FTA & VOP): **3**
- # of citations (FTA) sent to DDS: **0**

- # of scheduled arraignment cases: **60**
- # of scheduled trial cases: **37**
- Total amount collected for the week: **\$12,047.20**

## **INFORMATION TECHNOLOGY**

### **GIS Projects**

- Created two maps for planner Maurice Ungaro regarding a planning and zoning request. The maps were as follows:
  - Map 1: City as a whole
  - Map 2: North side of the City zoned for Crematorium
- Began adding emergency management numbers for trail signs at the Ridge Nature Area.

### **Technology Projects**

- Setup laptop for Senior Planner Julie Brown.
- Repaired 3 phones.
- Fixed several computer display issues after the Windows update.
- Worked on the equipment list.
- Began converting employee history data for the new finance system.
- Getting specs for council chambers regarding the new projector system.

### **Police Technology Projects**

- Archived ICOP videos to storage.
- Downloaded 11 ICOP drives.
- Downloaded video from 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: **12,141**
- **Total unique pages viewed: 8,665** (Excludes Repeated Pages viewed)
- Average time spent on each page: **49 Seconds**
- Top 10 City Web Pages

	<b>Web Page</b>	<b>Number of Hits</b>	<b>Percentage</b>
1.	Official Website Main Page	1,933	15.92%
2.	Jobs	784	6.46%
3.	Events	707	5.82%
4.	On-Line Payments	694	5.72%
5.	Jobs Applications	495	4.08%
6.	Events Calendar	401	3.30%
7.	I Want To	385	3.17%
8.	Government	330	2.72%

9.	Residents	316	2.60%
10.	On-Line Services	305	2.51%

### **Facebook Insights**

- Total Page Likes (Fans)            5,944
- Total Reached                            14,653
- People Engaged                        1,722
- Fans
  - Women **77%**
  - Men **23%**

## **ECONOMIC DEVELOPMENT**

### **Economic Development**

- Staff met with Jay Garner to discuss Economic Development consulting services to assist with development of a local incentives program to recruit the businesses identified in the City’s Strategy report.
- Attended the Fayette Ventures annexation arbitration case on September 21<sup>st</sup>. The hearing was postponed due to a full panel of arbiters not being present. Currently awaiting new hearing date to be set in October.
- Met with Global Web Advisors to continue review of new website layout and design.

### **Main Street**

- Event security meeting with Camp Southern Ground regarding the October 15<sup>th</sup> “Night of Candles” event featuring Zac Brown Band at the amphitheater.
- Met with County Public Works Department to discuss landscape enhancements to the courthouse grounds. The goal is to make the space more functional and accommodating for active use.
- Held the Fayette Idol event and Market Day on September 24<sup>th</sup>.
- Held the monthly Main Street board meeting and Promotions Committee meeting on September 20<sup>th</sup>.
- Event preparation for monthly Market Day, upcoming Movie Night on the courthouse lawn (September 30<sup>th</sup>), and the Main Street Golf tournament.

### **DDA**

- Held monthly DDA meeting on September 21<sup>st</sup>. Future projects were discussed and prioritized.
- City’s building department has tentatively approved the renovation plans for Gremlin Growlers at 101 South Glynn Street pending final approval from the County Health Department.

## **COMMUNITY DEVELOPMENT**

### **Planning & Zoning**

- Handled multiple customer/public inquiries for zoning uses.

- Followed up on citizen complaint regarding dumpsters at demolition site across from Mask Tire.
- Held a meeting to discuss the effectiveness of the Art and Architectural Advisory Committee and any procedural or other changes that could be made.
- Assembled the Planning and Zoning Commission packets.
- Transmitted revised draft cell tower ordinance to City Attorney David Winkle for review.
- Reviewed and signed the construction approval for one sign.
- Compiled and emailed out the first installment of background reading for Comprehensive Plan Steering Committee.
- All staff (City and Collaborative Firm) attended the Georgia Planning Association conference in Augusta. Jahnee Prince was a speaker at the conference.

### **Building**

- Number of Building Inspections Performed: **105**
- Number of Permits Issued: **10**
  - **3: Building**
    - Commercial Repair/Remodel: **0**
    - Commercial New: **0**
    - Residential Repair/Remodel: **2**
    - Residential New: **1**
  - **0: Demolition**
  - **2: Mechanical**
  - **0: Utility Restoration**
  - **0: Foundation Only**
  - **2: Electrical**
  - **2: Plumbing**
  - **1: Land Disturbance**
  - **0: Fence**
  - **0: Low Voltage**
  - **0: Construction Trailer**
  - **0: Pool**
- Plans Received: **0**
  - Commercial Repair/Remodel: **0**
  - Commercial New: **0**
  - Residential Repair/Remodel: **0**
  - Residential New: **0**

### **Code Enforcement**

- Total Inspections: **25**
  - Proactive: **10**
  - Complaint: **14**
- Verbal Warnings: **1**
- Written Warnings: **0**
- Notice of Violations: **1**
- 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:
  - Jeff Davis Drive South
  - Jimmy Mayfield
  - Helen Sams
  - Highway 54 East
  - Highway 314 medians
  - Beaugard Boulevard
  - Police Department
  - Train Depot
  - Church Street Park
  - Patriot Park
- Trash pickup on White Road, Beaugard Boulevard, New Hope Road
- Sidewalk repairs throughout Argonne Forest Subdivision.
- Pulled weeds from the middle median @ Highway 85 and Highway 54.
- Took necessary equipment to Amphitheater for Fayette Idol.
- Picked up supplies for City Hall.

### **Sewage Department**

- Average daily flow treated is 2.087 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 1 sewer backups.
- Helped Lowes in troubleshooting lift station issues for their private station.

### **Water Department**

- Average daily flow of 2.078 of system demand.
- Repaired 8 water leaks.
- Moved two meters that were in conflict at the Hood/92 Project.

### **Utility Locates**

- Located the water and sewer for 37 utility locate tickets.

## **POLICE DEPARTMENT**

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

- **Accident:** Patrol units responded to the area of GA. Hwy 54 and Yorktown Drive in reference to a truck striking the fiber optics cable causing damage to the line and pole. Traffic was diverted for 4 hours until repairs could be made.
- **Mentally Disabled Person:** Patrol units responded to the area of Wal-Mart in reference to a mentally disabled person being dropped off at the location. He was at the store all night

when FVPD was notified. FVPD was able to locate his mother after several hours and made sure he was cared for.

- **Vehicle break-in:** Patrol units responded to the area of O'Charley's in reference to an iPhone stolen from the vehicle. The vehicle was unlocked when the phone was taken from the vehicle.
- Numerous arrest for traffic offenses (7), DUI (5)
- Several Arrest (7)
- 4 Wanted persons located
- Several arrest for offenses not listed above (6)

### **Training Division/ Warrants**

- Registered 7 Officers for upcoming training.
- Warrant pickups in Henry and Coweta Counties.
- 2 arrests in court this week.

### **Community Events**

- Attended and participated in the Dragon Boat race in Peachtree City.
- Recruitment day at Destiny Ministries and Market Day.
- Attended Fayette Idol over the weekend.

### **Criminal Investigations**

- Investigations assigned **16** cases this week.
- Investigations cleared **7** cases this week.
- **1** Call outs for investigators this week.
- **1** Call outs for CID Supervisor's this week
- **1** Call outs for crime scene investigators this week.
- The front office answered 44 phone calls, handled 49 walk-ins, referred 13 accident reports and 8 incident reports processed 21 alcohol IDs and 2 impound releases, ran 6 backgrounds, 10 tags and 10 VINs.

## **FIRE DEPARTMENT**

### **Operations**

- Incidents: Units responded to 71 emergency calls for service during the week.
- Projects/Training:
  - The September 19<sup>th</sup> volunteer meeting was held at Station 91.
  - Completed the SAFER grant quarterly performance report.
  - Worked on article for City newsletter.
  - Completed SAFER grant reimbursement request for FY 2016.
  - Completed update of Department Standard Operating Procedure for Promotional Processes.
  - Released Lieutenant Promotional Process information.
- Significant Calls:
  - West Highway 54 and Yorktown Drive (Lines down call). Oversize truck pulled down power lines, cable lines and telephone lines across highway 54 causing road closure for 3 hours.