



City of Fayetteville

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CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

May 5, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: April 25th through May 1st

CITY ADMINISTRATION

- Attended a pre-trial meeting at the offices of Smith Welch Webb & White in the City of McDonough on Monday, April 25th regarding a detention pond matter in the City of Stockbridge. Served as a witness for Ultima Corporation.
- Prepared paperwork for the SPLOST Citizen Advisory Committee Meeting held on Monday, April 25th.
- Held a SPLOST Citizen Advisory Group Meeting on the evening of Monday, April 25th. The group heard from Police Chief Scott Pitts, Assistant City Manager Alan Jones, and Public Services Direct Chris Hindman on their departments various needs.
- Coordinated with City departments and outside agencies throughout the week regarding various projects.
- Thoroughly reviewed the City's 2010 LCI Supplemental Study.
- Attended the Planning Commission Meeting on Tuesday, April 26th.
- Worked on the City's e-newsletter by reviewing and completing articles.
- Prepared a Power Point presentation for the May 3rd Southern Crescent Business Network meeting.
- Attended court in Henry County for most of the day on Thursday, April 28th to serve as a witness for Ultima Corporation in a detention pond case.
- Held a meeting with Michael Mumper and Kelvin Joiner on Thursday, April 28th to finalize the e-newsletter so it could be released on May 2nd.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Continue to clean-up 2016 Budget departmental line items
- Continue to train Danielle Ballard on the RFP/Bid process:

- Fleet Management Services RFP was posted on 4-6-16 and proposals are due by 5-5-2016.
- Fayette County High School Drainage Improvements RFP was posted on 4-6-16 and proposals are due by 5-5-16.
- Bill Printing & Mailing Services for Utility Billing RFP was posted on 4-20-16 and proposals are due by 5-19-16.
- New Website and City Logo RFP was posted on 4-20-16 and proposals are due by 5-20-16.
- Working on the following bids:
 - Cleaning Services
- The bid opening for the 2016 Storm Drain Lining Project was held on Thursday, April 28th and the following five (5) companies submitted proposals:
 - Layne inLiner
 - IPR Southeast LLC
 - VacVision Environmental
 - Video Industrial Services
 - Enviro Trenchless LLC
- ** Staff are in the process of reviewing the proposals **
- Working on the FY2017 Budget and planned meetings for the Finance Committee Meetings.
- Provided answers to the Department of Audits and Accounts.
- New Software training was provided for HR/Payroll & Utility Billing.

Accounts Payable

- Keyed payment data for 104 invoices and processed payments to 62 vendors.
- Prepared 69 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received nine (9) new business applications.
- Issued seven (7) new business licenses.
- Collected \$14,112.52 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.
- Received \$20,589.91 in Sanitation and Stormwater revenues.
- Established Water and Sewer service for 20 new customers.
- Issued 2 Work Orders.
- Received \$78,098.90 in Water and Sewer revenues

Human Resources

- Personnel Issues
- Employment Opportunities
 - Accreditation Manager: Opened 3/28/16 – 4/30/2016
 - Meter Reader: Opened 4/11/16 – 5/11/16
 - Accounting Clerk: Opened 4/22/16 – until filled
- Resumes Submitted: 2
 - Accreditation Manager: 6
 - Meter Reader: 2
 - Accounting Clerk: 14
- New World Training
 - Human Resources
 - Payroll
- Turn over report
 - There was 1 fire fighter hired in the month of April. There were no terminations and 1 part-time job share fire fighter resigned in the month of April. There are 4 vacant positions; 1 in MS&PZ, 1 in Public Service, and 2 in Police.

Turn Over Report				
	Resigned	Retired	Terminated	2016
Admin				0
Court				0
Engineering				0
Finance				0
Fire	1			1
Main Street				0
Planning and Zoning				0
Police				0
Public Works				0
Water		1		1
Total	1	1	0	2
Average # Employees				148
Current # Employees (FT)				124
Current # Employees (PT)				24
Open Positions				4
Total Employees				152
Turn Over Percentage				1.351%

Court

- # of citations received: **114**
- # of warrants issued (FTA & VOP): **5**
- # of citations (FTA) sent to DDS: **15**
- # of scheduled arraignment cases: **74**
- # of scheduled trial cases: **20**
- Total amount collected for the week: **\$14,444.50**

Information Technology

- GIS Projects
 - GIS: Procured all data needed for maps and general data upkeep for this year.
 - Ordered Trimble GPS Accessories.
- Technology Projects
 - Financial Occupation Tax data conversion project is in progress for the New World Systems financial software project.
 - Utility Billing conversion is 97% complete.
- Police Technology Projects
 - Archived 2 months of ICOP videos to storage.
 - Downloaded 8 ICOP drives.
 - Downloaded 22 body camera videos.
 - Cleaned out unwanted files from the body camera server.
 - Archived 2 months of body camera video to cloud storage.
 - Reloaded 2 laptops.
 - Worked with a Cry Wolf technician on false alarms data transfer.
- Open Records Request
 - DVD Request of traffic stops and investigations: **13**
- Web Site Visits for the Week
 - Total pages viewed: **10,541**
 - Total unique pages viewed: **7,899** (Excludes Repeated Pages viewed)
- Average time spent on each page: **56 Seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,601	15.19%
2.	Events	725	6.88%
3.	Job Listings	644	6.30%
4.	Job Applications	429	4.07%
5.	Government	315	2.86%
6.	Search Results	288	2.73%
7.	Police Department	267	2.72.%
8.	Residents	248	2.48%
9.	City Departments	214	2.28%
10.	I Want To	211	2.00%
- Facebook Insights
 - Total Page Likes (Fans) 5,110
 - Total Reached 595
 - People Engaged 145

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

COMMUNITY & ECONOMIC DEVELOPMENT

Planning & Zoning

- Presented the Downtown Master Plan to the Fayetteville Rotary Club. It was received favorably.
- Held the monthly Planning Commission meeting on Tuesday, April 26th.
- P&Z/Fire/Building department staff met with Pinewood development group to discuss setbacks, building code, and fire safety issues at Pinewood Forrest.
- Preliminary Field Plan Review meeting with GDOT staff regarding the Hospital Area path and pedestrian bridge. Construction still slated for March 2018.
- Met with developers regarding a rezoning and amendment to the Southside Master Plan to convert multiple, commercially-zoned parcels to residential classifications.
- Reviewed multiple sign applications and code enforcement coordination for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

Main Street

- Added the Southern Ground Amphitheater to Google's 360-degree viewing option. Patrons and potential renters can now take an online virtual walk-through of the facility.
- Continued preparation and coordination with promoter for Food Truck festival, held this past Saturday and Sunday at amphitheater.
- Met with a prospect for a new downtown brewpub.
- Event preparation for the Taste of Fayette, Lunch on the Lawn, and other Upcoming Events.

DDA

- Analyzing options for a second downtown dumpster location in the south quadrant.
- Lease negotiations with prospective tenant at 101 S. Glynn Street continues.

Building

- Number of Building Inspections Performed: **93**
- Number of Permits Issued: **26**
 - **6:** Building
 - Commercial Repair/Remodel: **3**
 - Commercial New: **2**
 - Residential Repair/Remodel: **1**
 - Residential New: **0**
 - **1:** Demolition
 - **2:** Mechanical
 - **0:** Utility Restoration
 - **3:** Foundation Only
 - **5:** Electrical

- **4:** Plumbing
- **2:** Land Disturbance
- **3:** Fence
- **0:** Pool
- **0:** Low Voltage
- **0:** Construction Trailer
- Plans Received: **4**
 - Commercial Repair/Remodel: **0**
 - Commercial New: **3**
 - Residential Repair/Remodel: **0**
 - Residential New: **1**

Code Enforcement

- Total Inspections: 39
 - Proactive: 26
 - Complaint: 13
- Verbal Warnings: 6
- Written Warnings: 4
- 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 and Police Department
- Cut and maintained the following areas:
 - Amphitheater
 - Patriot Park
 - Holiday-Fife Museum
 - North Jeff Davis
 - Jimmy Mayfield
 - South Jeff Davis
 - White Road
 - Highway 314
 - New Hope Road
 - Lauren Street
 - Jefferson Avenue
 - May Harp Park
 - City Cemetery
 - Helen Sams Parkway
 - Veterans (in front of GMC)
 - Gazebo
 - Grady Avenue

Stormwater Department

- Repaired a stormwater pipe at 200 Rock Hill Drive.

Sewage Department

- Average daily flow treated is 2.246 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 3 sewer backups.
- Pulled pump at Old Norton station to send for repair.

Water Department

- Average daily flow of 1.544 of system demand.
- Repaired 8 water leaks.
- Responded to 1 low water complaint found to be on the customer side.
- Repaired 1 water main break.
- Responded to 1 sewer backup.

Utility Locates

- Located the water and sewer for 54 utility locate tickets.

POLICE DEPARTMENT

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

- **Fraudulent Prescription:** Patrol units responded to the Walgreen's South location in regards to a male subject attempting to fill an order of fraudulent pain medication. The subject was stopped in the drive-thru. Upon searching his vehicle, FVPD located 30 small packages of marijuana, packaged to sell and a loaded .45 pistol. CID was notified. This was the third similar transaction during the week.
- **Medical assistance:** Patrol units responded to the area of Cobblestone Apartments to assist a female that thought her beverage might have been drugged. She advised that she was visiting friends when she became dizzy and thought she had blacked out. She was transported to Piedmont Fayette Hospital for treatment.
- **Domestic:** Patrol units responded to the area of Pine Circle for a physical altercation between a husband and wife. The husband was intoxicated and assaulted his wife by throwing her around in the bedroom of their residence. The husband was arrested and transported to the Fayette County Jail on charges.
- Numerous arrest for traffic offenses (2), DUI (3)
- Several Arrest for shoplifting (4)
- 4 Wanted persons located
- Several arrest for offenses not listed above (8)

Training Division

- Five Officers attended training at various locations during the week.
- Seven Officers were registered for classes.

Community Events

- Attended First United Methodist Church Public Safety Day.

- Attended First Baptist Church L.E. appreciation day.
- Had staff working at the Down South Food Truck Music Festival.
- Officer Tilley and Riviere received their Bronze DUI award from MADD at the MATEN Banquet.

Criminal Investigation

- Detectives assisted Uniform Division with w forged Prescription at Walgreens, 880 South Glynn Street. One subject was arrested and two other cases are under active investigation as possible being linked.
- Progress is being made in the property and evidence room, several purge orders were completed and executed.
- Detectives were called out to a person deceased at 100 Knight Way, Apt # 305. This appears to be a natural death of 49 years of age male.
- Weekly Stats
 - Investigations assigned **8** cases this week.
 - Investigations cleared **11** cases this week.
 - **1** Call outs for investigators this week.
 - **1** Call outs for crime scene investigators this week.

Office of Professional Standards

- OPS personnel spoke to approximately 20 residents of the Legends on Redwine Home Owners Association and presented an introduction to Neighborhood Watch.
- Members of the FAF and OPS distributed all of the LAW Publications brochures to all of the businesses which had purchased ads.
- A press release was sent out to local media regarding the upcoming 2016 Junior Police Academy.
- The front office answered 143 phone calls, handled 102 walk-ins, referred 42 accident reports and 18 incident reports and processed 12 alcohol IDs and 4 impound releases. They conducted 3 background checks, and ran 14 tags and 14 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 62 emergency calls for service during the week.
 - Significant Incidents:
 - Vehicle Fire – Fayette County High School – Units responded to find a small truck fully involved with fire in a parking lot. Crews deployed 100' of 1.75' attack hose line and used approximately 200 gallons of water on extinguishment and overhaul.
 - Vehicle Accident – 1307 North Highway 85 – Units responded to investigate a 2 vehicle accident with a total of 3 patients. Two patients were trapped in one of the vehicles; crews initiated extrication operations to remove the doors so the patients could be removed safely from the vehicle.
- Volunteer: The April 25th volunteer meeting was cancelled.
- Projects:
 - Attended 911 meeting to finalize EMS protocols
 - Participated with other Metro Atlanta Fire Departments in an aerial operations class in Clayton County

