



# City of Fayetteville

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Edward Johnson

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Kathleen Brewer  
Paul C. Oddo, Jr.,  
Harlan Shirley  
James B. Williams

CITY MANAGER  
Ray Gibson

CITY CLERK  
Anne Barksdale

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May 10, 2016

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** CITY MANAGER'S WEEKLY REPORT: May 2<sup>nd</sup> through May 8<sup>th</sup>

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## **CITY ADMINISTRATION**

- Attended a meeting on Monday, May 2<sup>nd</sup> with David Laube and his team from Noell Consulting Group. Noell Consulting Group is the firm that was hired by the City to conduct the Market Analysis for the Downtown Master Plan. Also in attendance was Community Development Director Brian Wismer.
- Finalized a presentation for the Southern Crescent Business Network, held on Tuesday, May 3<sup>rd</sup>.
- Reviewed the budget and program of work document for the FCDA. Also coordinate with FCDA Executive Director Joan Young regarding potential sites in Fayetteville for industrial development.
- Made a presentation along with Assistant City Manager Alan Jones to the Southern Crescent Business Network on Tuesday, May 3<sup>rd</sup>.
- Held a meeting with Public Services Director Chris Hindman and City Engineer Jason Walls on Tuesday, May 3<sup>rd</sup> to discuss concerns expressed by Concrete Supply regarding the Hood Avenue/Highway 92 Road Realignment Project.
- Attended the Fayette County Intergovernmental Committee (FCIC) meeting on Tuesday, May 3<sup>rd</sup>. Also in attendance from the City was Mayor Ed Johnson.
- Attended a meeting with realtor Bill Mixon and developer G.K. Johnson on Tuesday May 3<sup>rd</sup> to discuss the Downtown Master Plan. Also in attendance was Mayor Ed Johnson.
- Held a management meeting on Wednesday, May 4<sup>th</sup>.
- Attended a meeting with FCDA Executive Director, Joan Young on Wednesday, May 4<sup>th</sup> to discuss funding for the FCDA and potential land in Fayetteville for industrial development.
- Held a meeting with a group of community residents on Wednesday, May 4<sup>th</sup> to discuss the Downtown Master Plan. The group consists of the following individuals and we are trying to meet every other Wednesday to keep discussing the Downtown Master Plan and other developments within the City:

- Lauren Panter
  - Scott Gallacher
  - Marc Grunden
  - Tanya Latson
  - Tobi Lovelace
  - Ralph Larson
  - Sherita Harkness
  - Ray Gibson
  - Brian Wismer
- Held a meeting with Larry Bailey of Concrete Supply on Thursday, May 5<sup>th</sup> to discuss his concerns with property access as a result of the Hood Avenue/Highway 92 Road Realignment project. Also in attendance were Public Services Director Chris Hindman and City Engineer Jason Walls.
  - Held a Fayette Visioning Initiative Place Committee organizational meeting on Thursday, May 5<sup>th</sup> with Chamber President Carlotta Ungaro and Committee Chair Vickie Butler. The meeting was held to organize for the May 11<sup>th</sup> Place Committee Meeting.
  - Attended the regularly scheduled City Council Meeting on the evening of Thursday, May 5<sup>th</sup>. One note was the City Council adopted an ordinance amendment that changed the Council meetings from 7:00 PM to 6:00 PM on the first and third Thursday's of each month.
  - Held a meeting with Andy Pippin and Charles Welch Stevenson & Palmer Engineers on Friday, May 6<sup>th</sup> to discuss the water and sewer system assessment. Also in attendance were Assistant City Manager Alan Jones and Finance and Administrative Services Director Mike Bush.
  - Held a meeting with Kevin Kunich from Noresco on Friday, May 6<sup>th</sup> to discuss potential projects for the water and sewer system. Also in attendance was Finance and Administrative Services Director Mike Bush.

## **FINANCE & ADMINISTRATIVE SERVICES**

### **Finance**

- Continue to clean up the 2016 Budget departmental line items.
- Continue to train Danielle Ballard on RFP/Bid process. The current RFPs are as follows:
  - Bill Printing & Mailing Services for Utility Billing RFP was posted on 4-20-16 with responses due by 5-19-16.
  - Image Rebranding RFP was posted on 4-20-16 with responses due by 5-20-16.
- Working on the following bids:
  - Cleaning Services
- The Fleet Management Services bid opening was held on Thursday, May 5 with only one (1) proposal received from Enterprise Rental.
- The Fayette County High School Drainage Improvements bid was held on Thursday, May 5<sup>th</sup> with the following seven (7) proposals received:
  - Crawford Grading
  - Strack, Inc.
  - Remi Construction Co

- Site Engineering
- McLeRoy, Inc.
- Southeastern Site Development
- Brent Scarborough & Co
- Continue to work on the FY2017 Budget.
- Continue to train on the new financial software (financial management).

### **Accounts Payable**

- Keyed payment data for 108 invoices and processed payments to 65 vendors.
- Prepared 71 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

### **Occupational Tax**

- Received four (4) new business applications.
- Issued three (3) new business licenses.
- Collected \$8,363.98 for 2015 delinquent and new licenses.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit and balance reports.

### **Payroll**

- QBA Gross Earnings Report for Pay Date: 5/5/2016
  - Check Count: 148
  - Regular Weekly Payroll: 1
- Total Payroll: \$176,395.66

### **Utility Billing**

- Assessed late fees to delinquent accounts
- Received \$22,734.66 in Sanitation and Stormwater revenues
- Established new Water and Sewer service for 62 new customers
- Billed out for 3,212 customers
- Issued 2 Work Orders
- Received \$87,612.38 in Water and Sewer revenues
- Pilot Program for Delinquent Accounts Callout:
  - Cut off report generated for cycle 3 on 05/04/16 produced 77 delinquent accounts.
  - Out of the 77 accounts, 30 were called and 27 received a tag through the mail due to bad or no phone numbers.
  - Account Clerks received 11 calls from these account customers.

### **Human Resources**

- Personnel Issues
- Employment Opportunities
  - Accreditation Manager: Closed
  - Meter Reader: Opened 4/11/16 – 5/11/16
  - Accounting Clerk: Opened 4/22/16 – Closed
  - Fire Fighter: Opened 5/2/2016 – until filled
- Resumes Submitted: 12

- Accreditation Manager: Closed
- Meter Reader: 2
- Accounting Clerk: 10
- Fire Fighter: 0
- Training on performance appraisal systems updates
- Consideration of AV Pride Intern program for 16 to 24 year olds
- Pre-Renewal meeting with EPIC

## **Court**

- Number of citations received: **142**
- Number of warrants issued (FTA & VOP): **3**
- Number of citations (FTA) sent to DDS: **18**
- Number of scheduled arraignment cases: **77**
- Number of scheduled trial cases: **19**
- Total amount collected for the week: **\$14,998**

## **Information Technology**

- GIS Projects
  - Created 10 maps for Water/Sewer for 30 days for the ISO audit letter.
  - Revised the calculations for open space and open space floodplain acreage.
  - Created some data to and created a reference map for Mike Swanson with the Southern Conservation Trust (SCT) for emergency management at the Ridge.
- Technology Projects
  - Financial Occupation Tax data conversion project is in progress for the New World Systems Project.
  - Kelvin Joiner attended the GMIS Conference.
    - Future trends of technology
    - Organizational Culture
    - Millennials new demands on IT
      - Millennials are now driving IT
      - Data, anytime, any places, in real time
      - “Just-in-Time”, Uber, Airbnb and instacart and so on.
      - Free ranger workers
      - Expected to be contactable at anytime (email, texting, twitter)
      - Keep up to data with emerging technology
      - Millennials will not need customer service counters to pay bills (On-line pay)
- Police Technology Projects
  - Archived 2 months of icop videos to storage.
  - Downloaded 10 icop drives.
  - Downloaded 25 body camera videos.
  - Cleaned out trash from the body camera server.
  - Archived 1 month’s body camera video to the cloud storage.
  - Re-loaded 1 laptop.

- Open Records Request
  - DVD Request of traffic stops and investigations: **13**
- Web Site Visits for the Week
  - Total pages viewed: **10,696**
  - Total unique pages viewed: **7,936** (Excludes Repeated Pages viewed)
- Average time spent on each page: **56 Seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,675	15.66%
2.	Jobs Listing	752	7.03%
3.	Events	475	4.44%
4.	Jobs Applications	355	3.32%
5.	Government	339	3.17%
6.	On-Line Payments	278	2.60%
7.	Events Calendar	275	2.57%
8.	Search Results	262	2.45%
9.	City Departments	253	2.37%
10.	Police	245	2.29%

- Facebook Insights
  - Total Page Likes (Fans)           5,177
  - Total Reached                   13,057 (Clint Black boosted)
  - People Engaged                 1213
  - Fans
    - Women **77%**
    - Men **23%**

## **COMMUNITY & ECONOMIC DEVELOPMENT**

### **Economic Development**

- Met with a group from Noell Consulting who are conducting the City's market analysis for the Downtown Master Plan to discuss goals and desired outcomes from the study. They also took a driving tour of the City afterward.

### **Planning & Zoning**

- Held AAAC meeting to discuss new house plans/colors in the Villages Subdivision.
- Met with a Citizens group at City Hall to discuss and get feedback on Downtown Master Plan.
- Met with County and PTC planners to discuss future land use designations near City/County borders. Intent is to create transitions from rural to urban land uses.
- 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 a Lunch on the Lawn event on Friday, May 6<sup>th</sup>.
- Met with consultant to develop an overall communications strategy for Main Street.

- Evaluating sites for potential downtown area brewpub.
- Event preparation for Taste of Fayette, Lunch on the Lawn, and other Upcoming Events.

### **DDA**

- Continued analyzing options and seeking bids for a second downtown dumpster location in the south quadrant.
- Finalizing lease negotiations with future tenant at 101 S. Glynn Street.

### **Building**

- Number of Building Inspections Performed: **50**
- Number of Permits Issued: **33**
  - **5: Building**
    - Commercial Repair/Remodel: **1**
    - Commercial New: **0**
    - Residential Repair/Remodel: **4**
    - Residential New: **0**
  - **0: Demolition**
  - **4: Mechanical**
  - **0: Utility Restoration**
  - **1: Foundation Only**
  - **17: Electrical**
  - **2: Plumbing**
  - **0: Land Disturbance**
  - **3: Fence**
  - **0: Pool**
  - **1: Low Voltage**
  - **0: Construction Trailer**
- Plans Received: **2**
  - Commercial Repair/Remodel: **2**
  - Commercial New: **0**
  - Residential Repair/Remodel: **0**
  - Residential New: **0**

### **Code Enforcement**

- Total Inspections: 16
  - Proactive: 7
  - Complaint: 6
- Verbal Warnings: 1
- Written Warnings: 0
- Notice of Violations: 0
- 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:
  - North Jeff Davis Drive
  - Highway 85 at Highway 314
  - Commerce Drive
  - Jimmy Mayfield
  - Highway 54 West
  - Fountain Area
  - Grady Avenue
  - Beauregard
  - Redwine Road
- Assisted with the Lunch on the Lawn event
- Tack sealed Innisbrook Way

### **Stormwater Department**

- Cleaned out retention area at Wyngate Circle.
- Repaired catch basin on Pecan Court.
- Cleaned out catch basins at Georgia Avenue and Creekwood Trail.
- Repaired sink hole at Ridgewood Drive.
- Cleaned out retention area at Weatherly Drive.

### **Sewage Department**

- Average daily flow treated is 2.380 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 2 sewer backups.
- Repaired Public Works backhoe.
- Repaired the sludge hopper at the Wastewater Treatment Plant.

### **Water Department**

- Average daily flow of 1.565 of system demand.
- Repaired 5 water leaks.
- Abandoned two water service lines at the water main.
- Flushed 1 fire hydrant due to color concern.
- Installed 2 new water meters.

### **Utility Locates**

- Located the water and sewer for 43 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 Beaverbrook Lane in reference to a burglary. An elderly female stated that she had been gone for approximately one-hour shopping and when she returned she noticed her back door damaged and her master bedroom ransacked. Several items were missing.
- **Vehicle fire**: Patrol units responded to the La Parilla in reference to a vehicle fire in the parking lot. This occurred during the Cinco de Mayo celebration. FVPD was able to move the vehicles and patrons out of danger until FFD arrived on scene.
- **Vehicle Search**: FVPD conducted a traffic stop for expired registration. Upon searching the vehicle, Officers located a large amount of marijuana, Xanax, alprazolam, cocaine, methamphetamine and Roxy. The driver was arrested and transported to the Fayette County Jail.
- Numerous arrest for traffic offenses (8), DUI (5)
- Several Arrest for shoplifting (7)
- 4 Wanted persons located
- Several arrest for offenses not listed above (14)

### **Training Division**

- Four Officers attended training at various locations during the week.
- Four Officers were registered for classes.
- Use of Force and annual Qualifications began.

### **Criminal Investigations**

- Detectives and Crime Scene responded to a burglary at 105 Beaverbrook Lane, Entry was made by shattering the back door glass
- **Weekly Stats:**
  - Investigations assigned **11** cases this week.
  - Investigations cleared **19** cases this week.
  - **1** Call outs for investigators this week.
  - **1** Call outs for crime scene investigators this week.

### **Office of Professional Standards**

- The front office answered 179 phone calls, handled 85 walk-ins, referred 34 accident reports and 12 incident reports, processed 17 alcohol IDs and 8 impound releases, ran 9 backgrounds, 14 tags and 14 VINs

## **FIRE DEPARTMENT**

### **Operations**

- **Incidents**: Units responded to 66 emergency calls for service during the week.
  - Significant Incidents: Residential Building Fire Call – 190 Stratford Way
    - On May 5<sup>th</sup> at 7:34 PM, units were dispatched to the report of a residential building fire at the above location. Units arrived at 7:37 PM to find a single

story, wood frame residence with no visible signs of fire from the exterior. Upon entering the residence, crews located moderate smoke and heat conditions in the kitchen as a result of a cooking fire that was extinguished prior to arrival. Crews shut off electrical power to the kitchen and initiated a check for fire extension in the cabinets and attic. Crews set up positive pressure ventilation for smoke removal. Fire damage was confined to the stove top, microwave, and cabinets with minor smoke damage throughout the kitchen.

- The May 2<sup>nd</sup> volunteer meeting was held at Station 91.

➤ Projects:

- On Tuesday, May 3<sup>rd</sup>, members of the department participated in a pilot program to be delivered during the upcoming Metro Atlanta Firefighter's Conference. The program is titled "Developing an Aerial Attitude - Aerial Operations on the Fire Ground." The training took place at the Clayton County Fire training facility. Fayetteville provided Tower 91 as one of the five aerials used for training, as well as three instructors and one student. Cobb County was the lead department for the program; other participating departments included Clayton County, Smyrna, Forest Park, and Union City.