



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

May 17, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: May 9th through May 15th

CITY ADMINISTRATION

- Held a meeting on Monday, May 9th with Assistant City Manager Alan Jones and Finance & Administrative Services Director Mike Bush to discuss the organizational chart for the Public Services Department.
- Held a meeting on Monday, May 9th with Assistant City Manager Alan Jones and Finance & Administrative Services Director Mike Bush to review a report by Stevenson & Palmer. Also in attendance at the meeting was Mayor Ed Johnson.
- Attended a meeting on Tuesday, May 10th with Scott Gallacher to discuss IT items at the City. Also in attendance was IT Director Kelvin Joiner.
- Attended a meeting on Tuesday, May 10th at the Fayette County Development Authority (FCDA) to discuss FCDA funding and overall budget. Also in attendance was Mayor Ed Johnson and elected officials from all the County jurisdictions.
- Prepared information for the Fayette Visioning Initiative Place Committee Meeting held on Wednesday, May 11th.
- Attended the Fayette Visioning Initiative Place Committee Meeting on Wednesday, May 11th. Also in attendance from the City was Council Member Kathleen Brewer.
- Attended a meeting on Wednesday, May 11th with Dave Dixon from NorSouth Development and Bill Foley from Foley Design Group to discuss the senior's development in front of the Villages at Lafayette Subdivision. Also in attendance was Community Development Director Brian Wismer.
- Prepared SPLOST information for the Citizen Advisory Committee meeting to be held on Monday, May 16th.
- Held a meeting with Dan Davis from ISE on Friday, May 13th to discuss the City's water and sewer system. Also in attendance was Finance & Administrative Services Director Mike Bush.

- Attended a meeting on Friday, May 13th at Pinewood Studios with Rick Halbert, Dan Cathy, Brent Scarborough, and staff from Rochester Engineering to discuss the first phase of the Pinewood Forrest Subdivision plan.
- Held a meeting on Friday, May 13th with a citizen from the community regarding current and proposed developments within the City.
- Attended and made a brief presentation to the Fayette Democratic Committee on Saturday, May 14th.
- Attended and made a presentation at the Apple Orchard Subdivision HOA meeting on Saturday, May 14th.
- Volunteered at the Taste of Fayette event on Sunday, May 15th.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Continue to clean-up the 2016 Budget departmental line items.
- Working on the following RFP:
 - Cleaning Services
- Bid opening for Banking Services was held on Wednesday 4-6-16 with a recommendation to award the bid to:
 - United Community Bank
- Bid opening for 2016 Storm Drain Lining Project was held on Thursday, April 2nd and the bid was awarded to:
 - Enviro Trenchless LLC
- Fleet Management Services bid opening was held on Thursday, May 5th with a recommendation to award the bid to:
 - Enterprise Rental
- Fayette County High School Drainage Improvements bid opening was held on Thursday, May 5th with a recommendation to award the bid to:
 - Brent Scarborough & Company
- Continue to work on the FY2017 Budget.
- New Software training on Utility 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 six (6) new business applications.
- Issued seven (7) new business licenses.
- Collected \$4,242.30 for 2015 delinquent and new licenses.
- Collected \$19,414.19 from the Alcohol Beverage Sales.
- Collected \$4,575.28 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 \$24,610.63 in Sanitation and Stormwater revenues.
- Established new Water and Sewer service for 19 new customers.
- Billed out for 1,631 customers.
- Issued 5 Work Orders.
- Received \$71,259.14 in Water and Sewer revenues.
- Pilot Program: Delinquent Accounts Callout
 - Cut off report generated for cycle 5 on 05/11/16 produced 49 delinquent accounts
 - Out of the 49 accounts, 29 were called and 16 received a tag through the mail due to bad or no phone numbers.
 - Account Clerks received 6 calls from these customers.

Human Resources

- Personnel Issues
- Employment Opportunities
 - Meter Reader: Opened 4/11/16 – 5/11/16 - Closed
 - Fire Fighter: Opened 5/2/2016 – until filled
- Resumes Submitted: 12
 - Meter Reader: 7
 - Accounting Clerk: Closed
 - Fire Fighter: 6

Court

- # of citations received: **152**
- # of warrants issued (FTA & VOP): **0**
- # of citations (FTA) sent to DDS: **13**
- # of scheduled arraignment cases: **81**
- # of scheduled trial cases: **9**
- Total amount collected for the week: **\$56,404.64**

Information Technology

- GIS Projects
 - Assisted Detective Scott Israel with displays for a trial.
 - Generated 4 additional maps for Public Services Director Chris Hindman including a watershed map with acreage and percent of total calculated.
 - Scanned multiple sets of drainage and grading plans for the Public Services Department's ISO audit.
 - Set up 4 laptops for financial software training.
 - Ran cable for backup security project.
 - Built additional network cables for training room.
- Technology Projects
 - Financial Occupation Tax data conversion test data FTP to New World Systems Project for testing and validation.
- Police Technology Projects
 - Archived 2 months of icop videos to storage.

- Downloaded 8 icop drives.
 - Downloaded 27 body cameras.
 - Cleaned out trash from the body camera server.
 - Archived 1 month's body camera video to cloud storage.
 - Re-loaded 2 laptops and 2 desktops.
- Open Records Request
 - DVD Request of traffic stops and investigations: **9**
 - Web Site Visits for the Week
 - Total pages viewed: **14,872**
 - Total unique pages viewed: **11,367** (Excludes Repeated Pages viewed)
 - Average time spent on each page: **53 Seconds**

➤ Top 10 City Web Pages

1.	Official Website Main Page	1,985	13.35%
2.	Events - List	1,911	12.85%
3.	Events	1,654	11.12%
4.	Jobs	806	5.42%
5.	Government	355	2.39%
6.	Search Results	326	2.19%
7.	Police	322	2.17%
8.	Main Street Information	305	2.06%
9.	Residents	219	2.05%
10.	On-Line Payments	297	2.00%

➤ Facebook Insights

- Total Page Likes (Fans) 5,504
- Total Reached 33,672
- People Engaged 7,771
- Fans
 - Women **77%**
 - Men **23%**

COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development

- Met with David Cleveland of Coweta-Fayette EMC to discuss their support services for business recruitment and expansions.

Planning & Zoning

- Met with Dave Dixon of NorSouth Developers to discuss the nearly expired, but approved development plan for Lafayette Place Senior Community. They are interested in developing the Phase I independent living component, but will likely request permits/zoning for commercial uses instead of the assisted living proposed in future phases.
- Met with Brian Rochester to discuss possible amendment to the Southside Master Plan to replace undeveloped commercial zones with single-family zones. Will also involve annexation of adjacent property to the south.
- 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 Taste of Fayette event on Sunday, May 16th that was very well attended.
- Continued discussions with consultant to develop an overall communications strategy for Main Street.
- Finalizing the layout for the amphitheater program.
- Evaluating sites for potential downtown area brewpub.
- Event preparation for Taste of Fayette, and other Upcoming Events.

DDA

- Continued analyzing options and seeking bids for a second downtown dumpster location in the south quadrant.
- Finalizing details for DDRLF (Downtown Development Revolving Loan Fund) loan closing with OZ Pizza.
- Finalizing lease negotiations with future tenant at 101 South Glynn Street.

Building

- Number of Building Inspections Performed: **78**
- Number of Permits Issued: **39**
 - **9:** Building
 - Commercial Repair/Remodel: **1**
 - Commercial New: **3**
 - Residential Repair/Remodel: **1**
 - Residential New: **4**
 - **0:** Demolition
 - **9:** Mechanical
 - **0:** Utility Restoration
 - **5:** Foundation Only
 - **9:** Electrical
 - **6:** Plumbing
 - **0:** Land Disturbance
 - **0:** Fence
 - **0:** Pool
 - **1:** Low Voltage
 - **0:** Construction Trailer
- Plans Received: **5**
 - Commercial Repair/Remodel: **0**
 - Commercial New: **2**
 - Residential Repair/Remodel: **0**
 - Residential New: **3**

Code Enforcement

- Total Inspections: 17
 - Proactive: 1

- Complaint: 6
- Verbal Warnings: 1
- Written Warnings: 0
- Notice of Violations: 6
- 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:
 - Veterans Parkway
 - Sandy Creek Road
 - Highway 314
 - North Jeff Davis Drive
 - Jimmy Mayfield
 - Helen Sams
 - Gingercake Road
- Trimmed trees at the Gazebo and Holiday-Fife House.
- Helped with Taste of Fayette Event.
- Trash detail in downtown area.

Stormwater Department

- Maintained retention area at Emily Park.
- Repaired catch basin at Woodbriar Lane.

Sewage Department

- Average daily flow treated is 2.342 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 2 sewer backups.
- Repaired roadway leading to Old Norton and 92 South lift stations.
- Repaired track hoe.
- Pulled pumps at Beaverbrook and Walmart lift stations due to blockage.

Water Department

- Average daily flow of 1.642 of system demand.
- Repaired 3 water leaks.
- Installed 7 new water meters.

Utility Locates

- Located the water and sewer for 52 utility locate tickets.

POLICE DEPARTMENT

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

- **Domestic**: Patrol units responded to the area of Hunter Lane in reference to a domestic between a husband and wife. The wife accused the husband of abusing their teenage daughter. An incident report was generated for further investigation.
- **Medical Assist**: Patrol units responded to the Joseph Sam's School to a female not breathing, CPR was in progress, a patrol unit assisted with CPR until EMS arrived on scene.
- **Theft from Building**: Patrol units responded to the area of Walker Avenue in reference to someone taking items from a shed on the property. The owner advised FVPD that the home was a rental property and he noticed that items were missing from a work shed in the rear of the property.
- **Traffic Stop**: Patrol units stopped a vehicle on Tiger Avenue. Upon searching the vehicle, a stolen handgun was located as well as marijuana. The driver was a convicted felon. Warrants were taken.
- Numerous arrest for traffic offenses (10), DUI (8)
- Several Arrest for shoplifting (11)
- 2 Wanted persons located
- Several arrest for offenses not listed above (8)

Training Division

- Six Officers attended training at various locations during the week.
- Use of Force and annual Qualifications continued.

Community Events

- Taste of Fayette event on May 15th.

Criminal Investigations

- Detectives are working with the District Attorney's Office in preparation for the upcoming trial week.
- Detectives attended departmental training.
- No items to report from the school resource officers.
- Investigations assigned **7** cases this week.
- Investigations cleared **6** cases this week.

Office of Professional Standards

- OPS personnel assisted with the Taste of Fayette and attended training this week.
- The front office answered 130 phone calls, handled 43 walk-ins, referred 17 accident reports and 4 incident reports, processed 15 alcohol IDs and 4 impound releases, ran 5 backgrounds, 9 tags and 9 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 54 emergency calls for service during the week.
 - The May 9th volunteer meeting was held at Station 91.
- Projects:
 - Six members of the department attended the 2016 Leadership conference hosted by the Peachtree City Fire Department on May 11th. The event was held at the Crowne Plaza in PTC with members from over a dozen Metro Atlanta public safety agencies in attendance. Speakers included FDNY Deputy Assistant Chief (retired) John Norman and Col. (retired) Royal Mortenson, the current director of the Illinois Fire Service Institute.
 - Participated jointly with the Fayette County Sheriff's Department in a public safety education event at Chick-fil-A in Banks Station on May 12th.
 - On Saturday, May 14th, members again participated in the "Developing an Aerial Attitude - Aerial Operations on the Fire Ground" course in Clayton County.