



City of Fayetteville

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CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

October 20, 2015

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

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

CITY ADMINISTRATION

- Organized a meeting with staff to discuss the night walk to take place on Saturday, October 24th from 6:00 PM to 8:00 PM.
- Sent out cancellation notices to local churches regarding the cancellation of the October 17th clean-up initiative. The group leadership will meet in the next few weeks to discuss a new event date.
- Continued to work on a personnel matter which involved correspondence with attorneys.
- Attended a meeting with Paul Randall from Insurance Services Office (ISO) and Building Official Greg Taliercio. ISO is responsible for evaluating all jurisdictions that have a building code enforcement department. The City last had an evaluation in 2010 and received a Class 3, which was one of the best scores in the State of Georgia.
- Met with Municipal Advisor Tony King from Kidwell and Company to discuss future project financing options.
- Held a Management meeting on Wednesday, October 14th.
- Attended a meeting with Carlotta Ungaro, Larris Marks, and Vickie Butler at the Fayette Chamber of Commerce on Wednesday, October 14th to discuss the Place Committee and other items relevant to the Fayette Visioning Initiative.
- Had an introductory meeting with Dr. David Campbell the Senior Pastor at Fayetteville First United Methodist.
- Attended a meeting with NORESKO regarding their review of potential energy savings options for the City. NORESKO utilizes design-build and a variety of performance-based contracting vehicles to deliver energy and maintenance savings and significant infrastructure upgrades to existing facilities.
- Attended portions of a financial software demo conducted by BS&A, a firm located in Lansing, Michigan. The City currently utilizes their community development software.
- Attended the Regularly Scheduled City Council Meeting on Thursday, October 15th at 7:00 PM.

- Organized a meeting with Pam Young from Southern Conservation Trust, regarding the grant application for the Recreational Trails Program. Also attending the meeting were Brian Wismer, Julie Brown, Chris Hindman, and Greg Taliercio.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Preparing for the audit.
- Working on final FY2015 amendments.
- Continue to work on the Budget Book award.
- Attended a software presentation by BS&A.

Accounts Payable

- Keyed payment data for 85 invoices and processed payments to 58 vendors.
- Prepared 63 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received six (6) new business applications.
- Issued one (1) new business license.
- Collected \$2,225 for new and delinquent 2015 licenses.
- Collected \$16,645.93 from the Hotel/Motel Tax.
- Collected \$14,600.06 from the Alcohol Beverage Sales.
- Collected \$1,542.59 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: N/A
 - Check Count: 0
 - Regular Weekly Payroll: None
- Total Payroll: \$0

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$33,346.60 in Sanitation and Stormwater revenues.
- Established new Water and Sewer service for twenty-two (22) new customers.
- Billed out for 1958 customers.
- Issued 0 Purchase Orders.
- Received \$79,710.36 in Water and Sewer revenues.

Human Resources

- Personnel Matters
 - Rejection letters were sent out for the Court Administrator position.
 - Rejection letters were sent out for the Fire Department position.*

- Employment Opportunities
 - Fire Fighter (All Levels) Open until filled.
 - Maintenance Worker I – open until filled but no later than 10/31/2015.
- Resumes from Week 10/5 – 10/10
 - Maintenance Worker I: 1
 - City Planner: Closed
 - Fire Fighter: 2
- Continue to assist with information gathering for the Police Department Assessment.
- Wellness: Flu Shots
 - 42 Participants (40 employees and 2 family members over 13)
 - Administrative Department: 100%
 - Finance Department: 35%
 - Public Service Department: 52%
 - Police Department: 16%
 - Fire Department: 21%
 - PZ/MS Department: 50%
- Retirement
 - Received 2 inquiries regarding retirement.

** Public Safety submits rejected application on periodic basis. Older applications may be held for consideration. Rejected applications are no longer considered for hire by the department's hiring committee, policies, or applicant's qualifications.*

Information Technology

- GIS Projects
 - Sidewalk Map Update
 - Asset Map Project to commence.
 - Met with the City Manager regarding map preparation for the Recreational Trails Grant Program application to be completed for the Ridge Nature Area.
 - Dealt with numerous computer issues within the utility billing section of City Hall.
- Technology Projects
 - AP Documents Scanning
 - Scanning past and current AP documents into Laserfiche.
 - Exchange and Active Directory upgrade.
- Open Records Request
 - DVD Request of Traffic Stops and Investigations – 6
- Web Site Visits for the Week
 - Total Pages Viewed: 10,527
 - Total Unique Pages: Viewed 7769 (Excludes Repeated Pages viewed)
 - Average Time Spent on Each Page: 60 seconds

➤ Top 10 City Web Pages

1.	Official Website Main Page	2,032	19.30%
2.	Jobs Listing	678	6.44%
3.	Events List	579	5.50%
4.	Government	562	5.34%
5.	New On Line	306	2.91%
6.	Events Information	280	2.66%
7.	Police Department	240	2.28%
8.	Search	228	2.17%
9.	I Want To	226	2.15%
10.	City Departments	216	2.05%

COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development

- Organizational meeting on the Ridge Nature Center in preparation for the Recreational Trails Grant application.

Planning & Zoning

- Met with the property owner regarding redevelopment of his 16 acre residential tract on Forrest Avenue for a 32 lot neighborhood concept. Would require rezoning to R22.
- Began preparation for ROW acquisition procedures for the hospital intersection improvement project
- Site visit to the old Mrs. Winners site to determine the classification of the waterway at the rear of the site. It was determined that the waterway was not state waters.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

Main Street

- Held an organizational committee meeting to discuss the 2016 amphitheater lineup.
- Held one, two-day downtown event on October 16th and 17th: Cemetery Walk.
- Event preparation for: Cemetery Walk, Night Walk and the Main Street/DDA board meetings.

DDA

- Received confirmation of DDRLF loan for Oz Pizza build-out. DDA will extend approx. \$90K in low interest loan funds from the state to this project.
- Continued lease negotiations with future tenant at 101 S. Glynn St.

Building

- Number of Building Inspections Performed: **51**
- Number of Permits Issued: **19**
 - **3:** Building
 - **3** Residential Repair/Remodel
 - **1:** Demo
 - **2:** Electrical
 - **2:** Foundation Only

- 3: Mechanical
- 4: Plumbing
- 2: Low Voltage
- 2: Impact Fee
- Plans Received: 0
- Training/Certification Updates: 0

PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)

Public Works

- Maintenance and mowing in the following ROW areas:
 - Highway 314
 - Finish White Road/New Hope Road
 - City Cemetery
 - City Hall and Station 91
 - Amphitheater
 - Highway 54 East
 - Dickson Spring Park
 - Gingercake
 - Grady Avenue
 - Bradford Square
- Cleaned City Hall.
- Cleaned the Police Department.
- Repaired pot holes on Lester Road.
- Picked up cones, chairs, and tables used for the Beer fest event.
- Delivered cones, chairs, tables and tents for the Cemetery Walk.

Sewage Department

- Average daily flow treated is 2.163 million gallons per day.
- Performed weekly maintenance at 25 lift stations sites.
- Completed the process of the annual lift station inspection and maintenance with the City's maintenance contractor.
- Installed odor block at lift station B due to complaints received from residents.

Water Department

- Average daily flow of 1.166 of system demand
- Performed hydrant flushing Ashland Way.
- Repaired 5 water leaks in the system.
- Replaced hot water heater at the Wastewater plant.

Utility Locates

- Located the water and sewer for 50 locate tickets.

POLICE DEPARTMENT

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

- **Domestic in progress:** 235 Sharon Drive. A male subject was arrested for simple battery and one warrant was taken on the female subject for providing a false name.
- **Theft/entering Auto:** 260 Normandy Drive. Several items were taken from a vehicle parked in the driveway.
- **Medic Call:** Classic Cue. Male subject was punched in the face and knocked unconscious. All patrons on the scene told officers that they did not see anything. Victim's wife refused to cooperate with officers. He was transported to Piedmont Fayette for treatment.
- **Domestic:** 120 Fenwick Commons. 20 year old male broke into his mother's house. He was given a criminal trespass warning.
- **Theft/entering Auto:** 208 Otter circle. A handgun was stolen from a vehicle parked in the driveway two days before calling Police. No forced entry of the vehicle.
- **Entering Auto:** Pet smart. An unknown subject damaged the driver's side door lock and entered the vehicle. No items were taken.
- **Public Intoxication:** Old Courthouse Tavern. Patrol units dispatched to a disturbance between intoxicated patrons of the Tavern. One individual arrested for public intoxication.
- **Safety Road Check:** GA Hwy 85/Allan Vigil Ford. Four subjects were arrested for possession of marijuana and two subjects were arrested for DUI. Three subjects that came through the rad check had eaten their marijuana prior to reaching the officers. One of those individual's was arrested.
- **Person Deceased:** Weatherly Walk Apartments #304. An 18 year old male possibly overdosed on narcotics. CID was notified and they processed the scene.
- **Stolen Vehicle:** 245 Belle Drive. A 2003 Chevrolet Yukon was taken from the driveway.
- Numerous arrests for shoplifting at Wal-Mart, and Kohl's during the week. Wal-Mart had 3 shoplifting offences during the week.
- Numerous traffic accidents. 1 injury reported. The injury was an overturned vehicle in the parking lot of Publix. A 92 year old man lost control of vehicle and struck the light pole causing his vehicle to overturn. No serious injury.
- Numerous traffic related arrests for DUI, driving on suspended license, and possession of Narcotics and wanted persons located.

Community Events

- Traffic Units attended the Metro Atlanta Traffic Enforcement meeting held in Henry County.
- Patrol units assisted in the Cemetery Walk on October 16 and 17.

Training Division

- Two Taser training and legal update classes were conducted along with the job task simulation test.

Criminal Investigations

- Fayetteville detectives made an arrest in the hospital forgery case and executed a search warrant at the suspect's residence in Senoia. Detectives are assisting other agencies with investigations of this suspect.
- Detectives were called to the scene of an unresponsive male that was later pronounced deceased at the hospital. The case has been referred to the Fayette County Coroner's office.
- Detectives are investigating a report of child molestation; the child was transported to Scottish Rite Hospital for a forensic interview.
- Detectives attended in service training at the police department.
- Weekly Stats:
 - Investigations assigned **9** cases this week.
 - Investigations cleared **12** cases this week.
 - **2** Call outs for investigators this week.
 - **1** Call outs for CID Supervisor's this week
 - **1** Call outs for crime scene investigators this week.

Warrants/Bailiff

- Warrant units assisted detectives with the arrest and search warrant in Senoia and handled the transport duties for the Applebee's murder suspects.
 - Bailiff Hours: **8** Code 4: **1**
 - Code 5: **2** Supplemental: **4**
 - Arrest: **1** Warrant Attempts: **2**
 - Warrants Served: **2** Person Contacts: **4**
 - Warrants Re-Called: **2** Warrant Entry: **3**
 - Court Transports: **3**

School Resource

- No problems to report at any of the City schools, this was a short week with school being out on Monday and Tuesday. All SRO's attended Legal Updates, Taser, and complete the job simulation test during the week.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 72 emergency calls for service during the week.
- Training: Volunteer FF Quayn Hervey completed week 7 of the Georgia Basic FF Training Course. A training course was conducted this week to update the Department's Driver training program. Seven personnel completed the week long course.
- Volunteer: The October 12th volunteer meeting was held at Station 91.

Projects

- GRANT - Firehouse Subs Public Safety Foundation sent invitation to attend the grant award dedication on November 12th at 2:00 pm at the Cobb County Safety Village.

- Worked to complete the conditions for the amended Villages development agreement approved by Council.
- Completed and sent press releases for the department's 75th anniversary to local media. Continue to hand out flyers in the community.
- Friendly Firefighter/Fire Safety Education completed at Spring Hill Elementary and Fayette County Head Start.
- Fire Extinguisher class taught at Piedmont Fayette Hospital.