



City of Fayetteville

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CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

November 2, 2015

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: October 26th through November 1st

CITY ADMINISTRATION

- Finalized the paperwork regarding a personnel matter which involved correspondence with attorneys. This matter required review of a 450 page transcript and an audio recording of an 8.5 hour appeal hearing.
- Edmunds & Associates conducted an all-day financial software demo. This was the final presentation of the three top firms with the staff to review the presentations and make a recommendation to Mayor and Council in December.
- Attended a meeting at City Hall with Rick Halbert and Bill Foley to discuss the new draft plan for Pinewood Forrest. Also attending from the City were Community Development Direct, Brian Wismer, Public Services Director, Chris Hindman, and Mayor Clifton.
- Attended a meeting organized by Human Resources Manager, Barbara Dudley, regarding drug screening facilities. The City is currently considering a move to another facility from Detect & Protect given the numerous concerns with the services they provided.
- Attended a meeting held by Geographical Information Systems (GIS) Analyst, Jonas Lydon, and IT Manager, Kelvin Joiner, to discuss GIS issues that impact the Public Services and Community Development Departments. The items discussed in the meeting included parcel addresses, survey control points, and, electronic submittals of plans.
- Discussed the Villages Subdivision issues with Mayor Clifton, including the lack of outreach to the residents of the subdivision throughout the process of amending the development agreement.
- Started the process of putting together the grant application for the Georgia Recreation Trails Program which is part of the Georgia Department of Natural Resources.
- Held a phone conference with Jay Garner of Garner Economics, LLC to discuss the November 5th Focus Group Meetings to take place at the Fayette Chamber of Commerce.
- Handled an issue with regards to water being cut-off in error at 145 Creek Wood Trail. The decision was to credit the customer's account in the amount of their October bill.
- Communicated over the weekend with Jeffrey Mellin regarding the November 14th Veterans Memorial Rededication ceremony to be held at Patriot Park.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Continued preparation for the FY2015 Audit.
- Working on Final FY2015 Amendments.
- Working on Budget Book Award with Department Heads.
- Reviewed the last financial software presentation by Edmunds & Associates on October 29th.

Accounts Payable

- Keyed payment data for 100 invoices and processed payments to 64 vendors.
- Prepared 66 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received two (2) new business applications.
- Issued seven (7) new business licenses.
- Collected \$1,394.25 for 2015 delinquent and new licenses.
- Collected \$0 from the Hotel/Motel Tax.
- Collected \$0 from the Alcohol Beverage Sales.
- Collected \$0 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: No payroll for this time period.
 - Check Count:
 - Regular Weekly Payroll:
- Total Payroll:

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$20,605.26 in Sanitation and Stormwater revenues.
- Established new Water and Sewer service for twenty-eight (28) new customers
- Billed out for 3204 customers.
- Issued 0 Purchase Orders.
- Received \$82,847.15 in Water and Sewer revenues.
- Pilot Program – Delinquent Accounts Callout
 - Cut off report generated 78 delinquent accounts.
 - Out of the 78 delinquent accounts, 34 were called and 44 received a tag through the mail as a result of not having a valid phone number.
 - Account Clerks received about 18 calls regarding the delinquent accounts.
 - The next day after the calls, 31 out of the 34 that were called paid their bills.

Human Resources

- Handled personnel matters.
- Employment Opportunities
 - Fire Fighter (All Levels): Open until filled
 - Maintenance Worker I: Closed
- Resumes from Week 10/26 – 10/30
 - Maintenance Worker I: 4
 - Fire Fighter: 1
- Training GIRMA Simulator
 - Fire Department
- New Hire Orientation
 - Court Administrator
- Employee Stat for October 2015
 - There was 1 employee hired in the month of October, 1 Court Administrator. There were 2 resignations in the month of October. There are 3 vacant positions; 1 in Public Services, 1 Full-time Fire Fighter, and 1 Court Clerk.

Average # Employees	149
Current # Employees (FT)	123
Current # Employees (PT)	26
Open Positions	3
Total Employees	152
Percent Avg. Employees	6.579%

Information Technology

- GIS Projects
 - Sidewalk Map Update
 - Asset Map Project
- Technology Projects
 - AP Documents Scanning
 - Scanning past and current AP documents into Laserfiche
 - Exchange and Active Directory Upgrade.
 - Continued with the upgrades to the following City computers:
 - Utility Billing Customer Service
 - Fire Stations
 - Fire Chief Alana Jones and Deputy Fire Chief Linda Partridge
- Open Records Request
 - DVD Request of Traffic Stops and Investigations: 8
- Web Site Visits for the Week
 - Total Pages Viewed: 9,885
 - Total Unique Pages: Viewed 7,371 (Excludes Repeated Pages viewed)
- Average Time Spent on Each Page: 1:01

➤ Top 10 City Web Pages

1.	Official Website Main Page	1,876	18.98%
2.	Events List	667	6.75%
3.	Jobs	581	5.88%
4.	Events Information	565	5.72%
5.	Government	305	3.09%
6.	Residents	255	2.58%
7.	I Want To	240	2.43%
8.	Search Results	240	2.27%
9.	On-Line Payments	224	2.27%
10.	Municipal Court	200	2.02%

COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development

- Preparation for the upcoming Focus Group meetings to be held on November 5th.
- Preparation for TAD adoption meetings with FCBoE. The work session will be held on November 2nd at 7:00 pm.

Planning & Zoning

- Attended meetings with Pinewood developers for new production stage to be used for the Georgia Film Academy. There were also discussions about locating a campus to the Pinewood Forrest property.
- Preparation for the November 5th Town Hall meeting to discuss the Downtown Master Plan. The meeting will begin at 6:00 pm in the City Hall Council Chamber.
- Reviewed multiple sign application for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

Main Street

- There were HVAC issues at the Train Depot that resulted in no heat due to an underground gas line leak. Coordinated repairs and the relocation of the gas meter.
- Final design review for Gateway Sign civic logo as the signs have been ordered.
- Preparation and coordination for the annual Zac Brown Band fundraiser. The event was held on the evening of November 29th.
- Met with event planners interested in doing a food/music festival at Southern Ground Amphitheater next spring.
- Began negotiations with artists for the 2016 summer concert series.

DDA

- Continued lease negotiations with future tenant at 101 S. Glynn Street.

Building

- Number of Building Inspections Performed: **32**
- Number of Permits Issued: **30**
 - **20:** Building
 - **1** Commercial Repair/Remodel

- **11** New Commercial (Lafayette Square non-residential buildings)
- **6** New Multi-Family (Lafayette Square residential buildings)
- **2** Residential Repair/Remodel
- **2:** Electrical
- **3:** Mechanical
- **1:** Fence
- **1:** Land Disturbance
- **2:** Plumbing
- **1:** Utility Restoration
- Plans Received: **3**
 - 2 – Commercial Remodels
 - 1 – New Commercial (Pinewood Warehouse 6)
- Training / Certification Updates: 0

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

Public Works

- Maintenance and mowing of ROW areas:
 - Highway 85 North
 - Jimmy Mayfield
- Cleaned City Hall and the Police Department.
- Mulch beds on Highway 54 West at the Fountain.
- Mulch beds installed at Grady Avenue and Sharon Drive.
- Completed trash can pick-up through the Downtown Area.
- Picked up cones, chairs, tables and tents for the Chili Fest and Market Day and Fire Department event on Monday.

Sewage Department

- Average daily flow treated is 1.979 million gallons per day.
- Performed weekly maintenance at 24 lift stations sites.
- Ran the sewer jet machine at Weatherly Walk Apartments and Lee Street Car Wash.

Water Department

- Average daily flow of .991 of system demand.
- Repaired 1 water leak in the system.
- Checked meters for the GEFA large meter testing program.
- Investigated meter dispute on Holly Avenue.

Utility Locates

- Located the water and sewer for 39 locate tickets.

POLICE DEPARTMENT

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

- **Stolen Vehicle Recovered:** Enterprise. Vehicle was stolen from Enterprise rental and recovered in the parking lot of Enterprise Fayetteville (Hwy 85 Location).
- **Found Money:** In Town apartments. A citizen found a large sum of money lying on the ground in the parking lot. Officers recovered the money and attempted to locate the owner. No owner was located. The money was placed into evidence for safe keeping.
- **Domestic:** 375 Lee Street. Complainant came into police station to file a report alleging the father of her child was abusing him. Juvenile Officer responded.
- **Stalking:** 130 Briarsweet Way. Female complainant reported someone had been walking around her house at night leaving muddy footprints on her walk way.
- **Suspicious Activity:** 215 Chase Drive. Complainant reported she received a strange phone call stating her account/business was charged some money. She stated her business had been closed for over 2 years. Caller would not give his name and the number was unlisted.
- **Suspicious Activity:** Lowes. A possible shoplifting subject fled Lowes after attempting to steal a drill. Subject fled on foot from JC Penny without stealing anything. FVPD was notified and the subject was located in the woods behind Lowes.
- **Criminal damage:** 220 Robinson Drive. Graffiti sprayed on the back of the building.
- **Criminal damage:** 350 Bates Avenue. Unknown person struck the mailbox and left the scene.
- **Theft:** 335 Legend Drive. Homeowner believes home care nurse possible stole jewelry from the homeowner.
- **Entering Auto:** 100 Walton Way. A gun and iPhone was taken from an unlocked vehicle in the driveway. Was not reported for several days after the incident.
- **Agency Assist:** Piedmont Fayette Hospital. Assisted Tyrone PD for a possible Elderly abuse subject being treated at the hospital.
- **Person Deceased:** 255 Jeff Davis Place. 100 year old female being treated by hospice care passed away from natural causes.
- Numerous arrests for shoplifting at Wal-Mart, JC Penny and Lowes during the week. Wal-Mart had 5 shoplifting offences during the week.
- Numerous traffic accidents. 5 different injuries reported.
- Numerous traffic related arrests for DUI (2), driving on suspended license (2), and possession of Narcotics and wanted persons located.

Community Events

- Patrol units assisted in the Zack Brown Concert and the Fall festival at Bennett's Mill Middle School.

Training Division

- Lesson plan and final preparation for November range dates was completed.
- Finale review of P.O.S.T. training records for the year started.
- Four Officers were registered for classes at various academies this week.

Criminal Investigations

- Detectives went to Pike County Sheriff's Office and conducted an interview on a suspect found to be involved in several automobile entries in Fayetteville. These cases are still under investigation with charges pending.
- Detectives assisted with the Peachtree City Air Show by operating the mobile command vehicle to assist with their command resources.
- Weekly Stats:
 - Investigations assigned **9** cases this week.
 - Investigations cleared **17** cases this week.

Warrants

- Warrant officers transported prisoners from Liberty County and Lamar County to Fayette County.
 - Bailiff Hours: **8** Code 5: **1**
 - Supplemental: **12** Arrest: **3**
 - Warrant Attempts: **1** Warrants Served: **1**
 - Person Contacts: **8** Warrants Re-Called: **3**
 - Warrant Entry: **9** Fines/Forfeiture: **\$ 3,573.00**
 - Court Transports: **3**

School Resource Officers

- Bennett's Mill Middle School
 - SRO Kevin Ingram made an arrest for a student stealing his bus driver's cellphone. Incident # F15-22522.
 - This week was "Red Ribbon Week" at Bennett's Mill. SRO Ingram advised that the school had a great turnout for activities throughout the week.
- Fayette County High School
 - SRO Bob Stavenger conducted a texting while driving demo where the students had to negotiate through a series of cones while texting. Approximately 20-30 students participated in the demo.
- Fayette County Alternative School
 - Nothing to Report.

Office of Professional Standards

- Lt. Whitlow is working with records personnel to address files and reporting issues and assisting with their evaluation system training.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 61 emergency calls for service during the week.
- Training: 27 personnel completed an emergency vehicle operator's course conducted by Local Government Risk Management Services. The training course included a driving simulation.

- Volunteer: The October 26th volunteer meeting was held at Station 91.

Projects

- On October 30, personnel participated in the AV Pride Fall Festival event at the Fayette Middle Learning Center with approximately 100 in attendance.
- On October 29, personnel participated in a block party at Bennett's Mill Middle School with approximately 200 in attendance.
- On October 29, personnel participated in a fire safety education event at Kroger North with approximately 100 in attendance.
- Preventive maintenance was completed on two fire apparatus.
- Six new Self-Contained Breathing Apparatus units were received for Truck 9; eight additional SCBA units were also received to replace existing units which have reached the end of their serviceable life. Twenty-seven of the department's total inventory of thirty-five SCBA units was previously replaced through a DHS Fire Act Grant in FY 2013.