



City of Fayetteville

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CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

October 12, 2015

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: October 5th through October 11th

CITY ADMINISTRATION

- Attended the GGFOA Conference in Jekyll Island October 5th through October 7th. Finance and Administrative Services Director Mike Bush was named the 2015-16 GGFOA President.
- Sent out email invitations for the Focus Group Meetings regarding the Economic Development Plan/Strategy. The meetings will be held on November 5th.
- Worked on a personnel matter which involved correspondence with attorneys.
- Attended the Recreational Trails Program Pre Application Workshop in Roswell on Thursday, October 8th at the Chattahoochee Nature Center.
- Attended a volunteer meeting for the Uniting for a Cleaner Fayetteville initiative on the evening of Thursday, October 8th with Assistant City Manager/Fire Chief Alan Jones. As a result of the poor turnout and the fact that GDOT will not allow for garbage pick-up along State routes that are not part of the Adopt-a-Highway program. The group will reorganize and prepare for a new date.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Worked on Council Agenda the following Council Agenda items for the October 15th Council Meeting:
 - Second Reading for the FY2016 Budget Amendment
 - FY2015 Budget Transfer
 - Georgia Fund I (LGIP) authorization user change – Resolution
 - GEFA Loan
 - FY2014 CAFR Award – 19th year
 - Resolution to amend the City Retirement Plan based on the approved FY2016 Budget
- Received an extension from GFOA for the Budget Award Book. The new due date is November 30th.
- Continued with preparation for the upcoming audit.

Accounts Payable

- Keyed payment data for 147 invoices and processed payments to 87 vendors.
- Prepared 96 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received five (5) new business applications.
- Issued seven (7) new business licenses.
- Collected \$260.00 for new and delinquent 2015 licenses.
- Collected \$0 from the Hotel/Motel Tax.
- Collected \$11,633.42 from Alcohol Beverage Sales.
- Collected \$2,270.33 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: 10/08/2015
 - Check Count: 148
 - Regular Weekly Payroll: Week 1/Bi-Weekly
- Total Payroll: \$182,750.91

Utility Billing

- Assigned late fees to delinquent accounts.
- Received \$18,852.27 in Sanitation and Stormwater revenues.
- Established new Water and Sewer service for twenty-five (25) new customers.
- Sent bills out to 1,611 customers.
- Issued 1 Purchase Order.
- Received \$84,335.08 in Water and Sewer revenues.

Human Resources

- Dealt with some personnel matters.
- Employment Opportunities included the following:
 - Fire Fighter (All Levels) open until filled
 - Maintenance Worker I – open until filled but no later than 10/31/2015
 - Deputy Clerk of Court (PT) – closed
- Resumes from Week 9/28 – 10/2
 - Maintenance Worker I:
 - City Planner: 4
 - Court Administrator: 6
- Background Check for Court Administrator as the position has been offered to one of the candidates.
- Assisted in the Police Department assessment being completed by the Georgia Association of Chiefs of Police.

Information Technology

- GIS Projects
 - Sidewalk Map Update
 - Continued working on the Villages Subdivision mapping to address fire access issues.
- Technology Projects
 - AP Documents Scanning
 - Scanning past and current AP documents into Laserfiche
- Open Records Request
 - DVD Request of Traffic Stops and Investigations – 6
- Web Site Visits for the Week
 - Total Pages Viewed – 11,333
 - Total Unique Pages - Viewed 8,431 (Excludes Repeated Pages viewed)
 - Average Time Spent on Each Page – 53 seconds
- Top 10 City Web Pages

1.	Official Website Main Page	2,143	18.81%
2.	Jobs Listing	650	7.39%
3.	Events List	634	6.11%
4.	Government	302	3.06%
5.	New On Line	273	2.76%
6.	Events Information	260	2.63%
7.	Police Department	246	2.49%
8.	Search	240	2.43%
9.	I Want To	237	2.40%
10.	City Departments	235	2.38%

COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development

- Focus Group lists were finalized and emailed out for the November 5th Economic Development Plan/Strategy meetings.

Planning & Zoning

- Attended a GDOT meeting to monitor the progress of the Environmental Document for the Piedmont Fayette Hospital area trails/bridge project.
- Preliminary Field Plan Review was sent to GDOT for hospital intersection improvements.
- Met with developers regarding the potential annexation of Banks/Ellis Road properties for residential development.
- Met with developers regarding the old Mrs. Winners site.
- The new Planning & Zoning Administrative Assistant continued with training.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

Main Street

- Held the second focus group meeting for the Downtown Master Plan, and there were 7 attendees.
- Held three downtown events: Moovie Night, Suds on the Square, and 80's Music Fest at the amphitheater.
- Continued with design review for the Gateway Sign civic logos.
- Event preparation for: Beer Fest, Moovie Night and the Pumpkin Festival.

DDA

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

Building

- Number of Building Inspections Performed: **34**
- Number of Permits Issued: **21**
 - **5**: Building
 - **3** Residential Repair/Remodel
 - **2** Commercial Repair/Remodel
 - **1**: Demolition
 - **6**: Electrical
 - **1**: Foundation Only
 - **4**: Mechanical
 - **3**: Plumbing
 - **1**: Fence
- Plans Received: **0**
- Training / Certification Updates: **0**

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

Public Works

- Cleaned and mowed grass in the following areas:
 - Highway 92 South
 - Bradley Drive
 - City Gazebo, Holiday House, Depot
 - Highway 54 West at Stonewall Avenue
 - Amphitheater
 - City owned lot in Lakeside on Redwine Road
 - Jeff Davis Drive North
 - Highway 314/Highway 85
 - New Hope Road, White Road
 - Veterans Memorial at Patriot Park
- Cleaned City Hall.
- Cleaned the Police Department.
- Took supplies to Municipal Court.

Sewage Department

- Average daily flow treated was 2.320 million gallons per day.
- Performed weekly maintenance at 25 lift stations sites.
- Continued the process of annual lift station inspections and maintenance through the maintenance contractor.

Stormwater

- Cleaned detention ponds at Burch Lakes.
- Repaired catch basin at 195 Monmouth Drive

Water Department

- Average daily flow of 1.146 of system demand.
- Installed 2 meters in Logan Park.
- Performed hydrant flushing at Stratford Station.
- Repaired a broken hydrant at the Water Plant.
- Replaced a hot water heater at the Wastewater plant.

Utility Locates

- Located the water and sewer for 36 locate tickets.

POLICE DEPARTMENT

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

- **Disorderly Conduct:** Hot Atlanta Wings. Female came inside restaurant and struck a female employee after she received the incorrect order in the drive thru. The suspect had left the scene prior to PD arrival. The incident is under investigation.
- **Theft:** Piedmont Fayette Hospital. Unknown subject using an expired hospital badge went behind an unsecured area of the hospital and took blank prescriptions. The incident is under investigation.
- **Prescription Fraud:** Jones Pharmacy. One suspect arrested after attempting to purchase fraudulent prescriptions.
- **Violent Mental Person:** Lakeside subdivision. One juvenile was transported by EMS after a violent outburst. The juvenile has a history of violent behavior.
- **Stolen Vehicle:** GA Hwy. 85/Promenade Parkway. The vehicle appeared to have lost control and entered the ditch, deploying the airbag and blowing out a tire. No driver was located at the scene. Vehicle was towed by Fayette Wreckers. The incident is under investigation.
- **Burglary:** 190 Walden Way. Officers responded to the residence for a burglary in progress. On arrival it was determined the complainants were high on drugs and there was no burglary. Two individuals were arrested on drug possession.
- **Runaway Juvenile:** Mimosa Drive. A GCIC entry was made after a 15 year old juvenile ran away from his residence after an altercation with his parents. The juvenile has a history with the department. The altercation was over a gun which the juvenile is believed to have taken and sold.

- **Cleveland Elementary Fall Festival:** 500 citizen contacts were made at the fall festival. A and D Team participated in the event on Thursday
- **Domestic:** Report in lobby of PD. Female reported that her ex-boyfriend posted nude photos of her on Facebook. Warrants were obtained for distributing obscene materials.
- Numerous arrests for shoplifting at Wal-Mart, Kohl's and Kroger during the week. Wal-Mart had 11 shoplifting offences during the week.
- Numerous traffic accidents. 3 injuries reported. One driver arrested for driving on a Suspended license.
- Numerous traffic related arrests for DUI, driving on suspended license, and possession of Narcotics.

Training Division

- Two officers attended training at GPSTC for the week.
- The first of three legal updates and Taser training classes was conducted along with the job simulation test.
- Order for new Tasers were submitted for approval and law books were ordered for all officers.

Criminal Investigations

- The Detectives had a slow week and were able to catch up on several cases and attend various training classes.
- Weekly Stats:
 - Investigations assigned **10** cases this week.
 - Investigations cleared **17** cases this week.

Warrants

- Lt. Mask assisted the judge with 5 first appearance hearings and made prisoner transports from Chatham County and Houston County.
- Weekly Stats:
 - Bailiff Hours: **8** Code 5: **1**
 - Supplemental Reports: **14** Arrest: **6**
 - Warrants Served: **5** Person Contacts: **1**
 - Warrants Re-Called: **2** Warrant Entry: **9**
 - Fines/Forfeiture: **\$3,095.00** Court Transports: **5**

School Resource Officers

- No problems to report at any of the City schools.

Office of Professional Standards

- Lt. Mike Whitlow arranged a demonstration meeting regarding Cashtrack, for tracking stolen money from banks. Lt. Whitlow continues to work on updating police department policies.

FIRE DEPARTMENT

Operations

- **Incidents**: Units responded to 55 emergency calls for service during the week.
- **Training**: Volunteer FF Quayn Hervey completed week 6 of Georgia Basic FF Training Course.
- **Volunteer**: The October 5th volunteer meeting was held at Station 91.

Projects

- **GRANT** - Firehouse Subs Public Safety Foundation has approved the City of Fayetteville Fire Department's grant request in the amount of \$16,845.90 for the purchase of extrication equipment. This equipment will assist in outfitting the City's three primary response units with full extrication capabilities. This will ensure that critical extrication operations can be initiated without delay instead of waiting for the tools to arrive on another responding. This also reduces the need for additional units to respond in most cases, unless additional personnel are specifically needed.
- The Department accepted delivery of the Pierce 75' aerial apparatus on October 8th. Training is scheduled for October 20 – 22. Personnel continue to order and receive necessary equipment that will be mounted and arranged in the interim period.
- Cleaning and repainting of the Station 91 apparatus bay was completed.