



City of Fayetteville

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CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

November 10, 2015

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: November 2nd through November 8th

CITY ADMINISTRATION

- Reviewed the City's Strategic Plan to provide an overview of 2015 action item accomplishments.
- Met with Michael Howe, the owner of property located at 150 Meadowbrook. He believes that a portion of the City ROW, which is not shown as a part of Mr. Howe's property, was actually deeded the previous land owner. I advised Mr. Howe that the City needed to see paper work indicating the land transfer or sale.
- Attended the Fayette County Board of Education Work Session Meeting on Monday, November 2nd at 6:00 PM for the Tax Allocation District (TAD) amendment presentation to the Board by Community Development Director, Brian Wismer, and Ken Bleakly with Bleakly Advisory Group.
- Prepared for the Economic Development Plan Focus Group Meetings that took place on Thursday, November 5th.
- Prepared for the Regularly Scheduled City Council Meeting that was held on Thursday, November 5th at 7:00 PM.
- Sent out invitations and completed some preparation work for the Veterans Memorial Rededication Ceremony to take place on November 14th at 9:00 AM at Patriot Park.
- Dealt with numerous issues regarding election signage on the day prior to and the day of the General Election.
- Held a Management Meeting on Wednesday, November 4th.
- Attended the Economic Development Plan Focus Group Meetings on November 5th held by Garner Economics, LLC. The three focus groups were well attended with great input and feedback from all those attending. A survey will be available online at the City's website the week of November 16th for businesses and residents to complete.
- Attended a Town Hall Meeting for the presentation of the first draft of the downtown master plan on Thursday, November 5th at 6:00 PM. The meeting was well attended and many good questions were asked to help improve the plan as it goes through the process.
- Attended the Regularly Scheduled City Council Meeting that was held on Thursday, November 5th at 7:00 PM.

- Continued with the process of putting together the grant application for the Georgia Recreation Trails Program which is part of the Georgia Department of Natural Resources.
- Attended the Fayette Chamber of Commerce new board member orientation on Friday, November 6th as I will be serving as an ex-officio board member for 2016.
- Many City Staff attended the Heritage Bank City Government Appreciation Day on Friday, November 6th. This is the third year the Bank has held such an event and the City is very thankful.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Continued preparation for the Audit which will begin on November 16th.
- Working on Final FY2015 amendments.
- Continues working on Budget Book Award. Currently under review by the City Manager and Finance Director.

Accounts Payable

- Keyed payment data for 93 invoices and processed payments to 56 vendors.
- Prepared 61 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received five (5) new business applications.
- Issued four (4) new business licenses.
- Collected \$14,998.50 for 2015 delinquent and new licenses.
- Collected \$0 from the Hotel/Motel Tax.
- Collected \$0 from the Alcohol Beverage Sales.
- Collected \$1,597.69 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: 11/5/2015
 - Check Count:
 - Regular Weekly Payroll:1
- Total Payroll:\$190,318.66

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$20,104.97 in Sanitation and Stormwater revenues.
- Established Water and Sewer service for twenty-five (25) new customers.
- Bill preparation for 1,615 customers.
- Issued no Purchase Orders.
- Received \$84,178.00 in Water and Sewer revenues.
- Pilot Program – Delinquent Accounts Callout
 - Cut off report generated 75 delinquent accounts.

- Out of the 75 delinquent accounts, 45 accounts were called and 30 received tags through mail as a result of having an incorrect or disconnected phone number.
- Account Clerks received about 9 calls from these customers.
- On the next day, 39 out of the 45 customers that were called either paid or had their payment in transit.

Human Resources

- Personnel Matters
- Employment Opportunities
 - Fire Fighter (All Levels) Open until filled
- Resumes from Week 10/26 – 10/30
 - Fire Fighter: 3
- Training GIRMA Simulator
 - Police
- Interviews
 - Deputy Clerk of Court
- New Employee Background Check
 - Deputy Clerk of Court
 - Maintenance Worker I Water

Information Technology

- GIS Projects
 - Submitted the most up-to-date municipal boundary for the City to GDOT.
 - Created a boundary for the Ridge Nature Area to be used by the Alpha Team Search and K9 Rescue Program. This allows them to add the site as one of the parks throughout the State where they do their training exercises.
 - Assisted Chris Hindman in displaying parcel data over aerial imagery for possible litigation off of First Manassas.
 - Continued to work on the Asset Map Project.
- Technology Projects
 - AP Documents Scanning
 - Scanning past and current AP documents into Laserfiche
 - Unboxed and set-up the new exchange server on Wednesday, November 4th, and took Thursday and Friday (with help from Jeremy from C-Pak IT Solutions) to have everything switched over to the server. Had to take care of numerous requests to update the exchange email on phones, tablets, and PC's as a result of the change.
 - There were numerous requests for service from fire, finance, water, and Main Street including, but not limited to, VMware password resets and lockouts.
 - Continued to upgrade computers as follows:
 - Fire Stations
 - Chief Jones and Partridge
 - The voicemail server went down at one point on Wednesday, November 4th for a few hours. The issue was rectified.
- Open Records Request

- DVD Request of Traffic Stops and Investigations – 9
- Web Site Visits for the Week
 - Total Pages Viewed – 13,106
 - Total Unique Pages - Viewed 9644 (Excludes Repeated Pages viewed)
- Average Time Spent on Each Page – 1:03
- Top 10 City Web Pages

1.	Official Website Main Page	2,360	18.01%
2.	Jobs	720	5.49%
3.	Mayor and Council Contacts	524	4.00%
4.	Election Information	458	3.49%
5.	Nov. 3 rd Election News	433	3.30%
6.	Government	428	3.27%
7.	Mayor and Council	4.25	3.24%
8.	Elections	353	2.69%
9.	Search Results	344	2.62%
10.	Municipal Court	336	2.56%

COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development

- Three Focus Group meetings were held at Chamber for the City's Economic Development Plan/Strategy. Administrative staff assisted with the sign-in.
- Made a presentation regarding the proposed TAD amendment at the monthly work session meeting of the Fayette County Board of Education on Monday, November 2nd.

Planning & Zoning

- Held a Town Hall meeting to seek input on first concept of the Downtown Master Plan. The documents that were presented by Bill Foley, of Foley Design Group, were uploaded to the City website.
- Prepared an agenda and submittal documents for the November 17th Planning Commission meeting. There are seven agenda items.
- Completed multiple site plan reviews.
- Met with Spurgeon Richardson and Bill Mixon on potential uses for the 38 acres located on the western side of Grady Avenue. They were encouraged to attend the Town Hall meeting.
- Had discussions with the City Attorney regarding a parcel of land formerly designated as a future City road bed (150 Meadowbrook Road).
- Reviewed multiple sign application for compliance with the City Code.
- Handled multiple customer/public inquiries regarding zoning matters.

Main Street

- Held the final Main Street Board meeting for 2015.
- Continued coordination with Atlanta Gas Light regarding repairs and relocation of the gas meter for the Train Depot.
- Completed the final design of the 2015 Christmas ornament and made the orders.
- Preparation for the Christmas Parade and the Tree Lighting event, along with the Main Street Volunteer/Sponsor party in December.

- Continued negotiations with musical artists for the 2016 summer concert series.

DDA

- Nothing new to report

Building

- Number of Building Inspections Performed: **4**
- Number of Permits Issued: **23**
 - **4:** Building
 - **1** Commercial Repair (Hospital addition)
 - **3** Residential Repair/Remodel
 - **6:** Electrical
 - **1:** Demolition
 - **2:** Foundation Only
 - **1:** Land Disturbance
 - **4:** Plumbing
 - **2:** Utility Restoration
 - **3:** Mechanical
- Plans Received: **1**
 - **1:** Commercial Remodel
- Training / Certification Updates: **0**

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

Public Works

- Cleaned City Hall and the Police Department.
- Continued to mulch beds on Highway 54 West and began to mulch beds on Highways 85 (working towards the Pavilion) and 314.
- Picked up trash cans throughout the Downtown area.
- Changed out light bulbs for the Christmas lights in preparation of them being hung.
- Helped with Shred-It Day/Electronic Recycling at City Hall on Friday, November 6th from 9:00 AM to 12:00 PM. 560 pounds of electronic equipment was dropped off.

Sewage Department

- Average daily flow treated is 3.977 million gallons per day.
- Performed weekly maintenance at 24 lift stations sites.
- Ran the sewer jet machine for five sewer backups in the City.
- Cleaned the fence line of brush at the water plant, wastewater plant, and two lift station sites.

Water Department

- Average daily flow of 1.145 of system demand.
- Repaired one water leak in the system.
- Installed one new meter.
- Performed an investigation of the Woodland Subdivision water system to locate existing valves.

Utility Locates

- Located the water and sewer for 58 locate tickets.

POLICE DEPARTMENT

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

- **Burglary**: 125 Rising Mist Drive. Forced entry to back door. No one was home at the time of the incident. CID notified.
- **Traffic Stop/Chase**: GA Hwy 92 North. A traffic stop was initiated from a traffic violation and a pursuit followed. Suspect wrecked outside the city limits on GA Hwy 92 North when he lost control of the vehicle. The suspect was apprehended and charged with numerous felonies.
- **Property Dispute**: Pies on Pizza. New owners wanted the old owner removed from the property. He was asked to leave without further action needed.
- **Accident with injuries**: South Jeff Davis Drive/Meadowbrook Court. Single vehicle accident that resulted in an AT&T phone box and fire hydrant being hit. Vehicle had to be lifted up and moved by Fayette Wrecker. School buses had to be re-routed. Street was closed for over an hour.
- **Structural Damage**: 115 Habersham Drive. As a result of the heavy rainfall, the retaining wall collapsed at the location. Six vehicles had minor damage. The building department responded.
- **Entering Auto**: 300 North Glynn Street. A report taken as the time of the break-in was unknown. Miscellaneous items were taken from the vehicle.
- **Child abuse**: Piedmont Fayette Hospital. Child was slapped by a parent reported by other parent. The CID was notified.
- **Child abuse**: Unknown location of abuse. Father of the child came to the Police Department to advise the child's mother abused him while she had visitation rights. The CID was notified.
- **Person Deceased**: Autumn Glen assisted Living. 94 year old female died during her sleep. CID notified.
- **Information for Officer**: Hightower Drive. A 15 year old female willingly sent nude photos to an unknown subject over the internet. The unknown subject threatened to post them on social media. The CID was notified.
- **Public Drunkenness**: Cornerstone gas station. Subject walking in the area extremely intoxicated, was arrested for public intoxication.
- **Vehicle Accident**: Captain Crawshaw's patrol vehicle was struck by a deer causing damage to the front end of the vehicle.
- Numerous arrests for shoplifting at Wal-Mart (2) and Marshalls (3) during the week.
- Numerous traffic accidents. 3 different injuries reported.
- Numerous traffic related arrests for DUI (4), driving on suspended license (2), and possession of Narcotics (4) and wanted persons located (2).

Training Division

- Firearms and use of force training for Patrol during the week.
- Driving Simulator training for the department during the week.

- Four Officers were registered for classes at various academies this week.

Criminal Investigations

- Detectives received information about an older case involving the theft of the ATM machine at the Delta Credit Union. The detectives assigned the case are following up on the new leads.
- CID and command staff met with all the other law enforcement agencies in the county to discuss crime analysis and trends in the county. They discussed options and strategies for combating the recent trends. Detectives were called out to a residential burglary at Rising Mist Drive.
- Detectives recovered stolen jewelry that was sold as scrap in Griffin GA from a theft earlier this year and arrested the suspected thief.
- Weekly Stats:
 - Investigations assigned **6** cases this week.
 - Investigations cleared **13** cases this week.
 - **1** Call out for investigators this week.
 - **1** Call out for crime scene investigators this week.

Warrants

- Warrant officers assisted with the Fayette County Warrant round up, approximately 10 city warrants were attempted to be served, netting four arrests. Warrant units assisted detectives with the execution of the warrant for the arrest of the jewelry thief.
- Weekly Stats:
 - Bailiff Hours: **8** Code 4: **1**
 - Code 5: **2** Supplemental: **8**
 - Arrest: **7** Warrant Attempts: **21**
 - Warrants Served: **6** Person Contacts: **6**
 - Warrants Re-Called: **1** Warrant Entry: **2**
 - Fines/Forfeiture: **\$ 2,849.00** Court Transports: **2**

School Resource Officers

- All three resource officers participated in departmental training.

Projects

- Body worn cameras have been ordered, with anticipated delivery of 1 to 2 weeks.
- New patrol vehicles have been ordered.
- New replacement Tasers have been ordered.
- Increased daytime patrols in the Pavilion have started.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 58 emergency calls for service during the week.
- Significant Incidents: On Monday, November 2nd, units responded to 115 Habersham Drive to investigate the report of a wall collapse. Upon arrival, personnel found a retaining wall had been displaced due to the heavy rains; as a result, the brick veneer had

fallen off, damaging five vehicles parked in the adjacent parking lot. Fire department personnel secured the area and called for utility companies to respond and evaluate for possible damage to underground utilities. Building department personnel were also called to evaluate the damage to determine if the weakened wall presented any hazards to the nearby buildings.

- Volunteer: The November 2nd volunteer meeting was held at Station 91.

Projects

- Several fire department personnel, along with other City employees, attended the Heritage Bank City Government Appreciation Day on Friday, November 6th. This was the third year for this event and was certainly appreciated by all.