



City of Fayetteville

240 Glynn Street South • Fayetteville, Georgia 30214
Telephone (770) 461-6029 • Facsimile (770) 460-4238

www.fayetteville-ga.gov



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CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

December 1, 2015

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: November 23rd through November 29th

CITY ADMINISTRATION

- Attended a meeting at the offices of AVPRIDE to discuss the possibility of utilizing students for internships with the City in various positions.
- Worked on sections of the FY2016 Budget Book which are due to GFOA by November 30th.
- Prepared agenda item information for the December 3rd Regularly Scheduled Council Meeting.
- Started preparation for the December 10th New City Council Member orientation.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Completion of the FY2015 Audit.
- Working on the final FY2015 Budget Amendments.
- Working on Budget Book Award to be forwarded to GFOA.

Accounts Payable

- Keyed payment data for 134 invoices and processed payments to 59 vendors.
- Prepared 64 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received three (3) new business applications.
- Issued (0) new business licenses.
- Collected \$1,108.33 for 2015 new and delinquent 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: N/A
 - Check Count:
 - Regular Weekly Payroll:
- Total Payroll:

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$21,057.05 in Sanitation and Stormwater revenues.
- Established new Water and Sewer service for ten (10) customers.
- Billed out for 0 customers.
- Issued 0 Purchase Orders.
- Received \$74,420.93 in Water and Sewer revenues.
- Pilot Program – Delinquent Accounts Callout
 - Cut off report generated for cycle 1 on 11/25/15 had 86 delinquent accounts.
 - Out of the 86, 52 accounts called and 23 received a tag through the mail due to bad or no phone numbers.
 - Account Clerks received about 6 calls on that from those customers.
 - 12 are showing on the cutoff as of 11/30/15.
 - It has been a month since we first initiated the program and on average about 12 customers had their service cut-off weekly and about 50 monthly. The City used to average about 30 cut-offs weekly and about 120 monthly. We have spent about \$72.48 in postage over the past month.

Human Resources

- Personnel Issues
- Employment Opportunities
 - Fire Fighter (All Levels) Open until filled
- Resumes from Week Nov. 16 -20
 - Fire Fighter: 1
- Final questions posted for RFP IB-017
 - RFP for Brokerage Services Closing 12/3/2015
- Thanksgiving Holiday

Court

- # of citations received: 109
- # of warrants issued (FTA & VOP): 0
- # of citations (FTA) sent to DDS: 0
- # of scheduled arraignment cases: 0
- # of scheduled trial cases: 0

Information Technology

- GIS Projects
 - Reviewing and adding Asset data (from the County) to the Fayette Visioning Asset map Continued to work on the Asset Map Project.
 - Recorded GIS points at the Ridge Property for map layer.
- Technology Projects
 - Fire HQ Security Camera Project
 - Minor Email Upgrade
 - Continued to upgrade computers as follows:
 - Fire Stations
- Police Technology Projects
 - Setup new body cameras for the B Team.
- Open Records Request
 - DVD Request of Traffic Stops and Investigations – 1
- Web Site Visits for the Week
 - Total Pages Viewed – 6911
 - Total Unique Pages - Viewed 5221 (Excludes Repeated Pages viewed)
- Average Time Spent on Each Page – 49 Seconds
- Top 10 City Web Pages

1.	Official Website Main Page	1,290	18.67%
2.	Jobs	360	5.21%
3.	Events	321	4.64%
4.	Solid Waste	226	3.27%
5.	Searches	195	2.82%
6.	Residents	190	2.25%
7.	Events	189	2.73%
8.	I Want To:	189	2.73%
9.	On-Line Payments	181	2.62%
10.	Government	174	2.52%

COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development

- TAD documents submitted to the County Commission for consideration the December 10th Regularly Scheduled BOC Meeting.

Planning & Zoning

- Prepared minutes from the November 24th Planning Commission Meeting.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning matters.

Main Street

- Continued coordination with Atlanta Gas Light regarding repairs and relocation of gas meter for Train Depot.

- Preparation for the Christmas Parade and Tree Lighting event to be held on December 5th; the Main Street Volunteer/Sponsor party on December 10th; and the hiring of a facilitator for the Strategic Planning meeting in February.
- Continued negotiations with artists for the 2016 summer concerts.

DDA

- Coordination on final touches to the downtown mural design which is scheduled for completion in a couple of weeks.
- Continued preparation for the December 5th storytelling and music event at HDF Museum.

Building

- Nothing to report.

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

Public Works

- Cleaned City Hall and the Police Department.
- Trash pick-up on Highway 54 West and Highway 85 North.
- Completed asphalt repairs in the Lafayette Villages subdivision.
- Placed mulch on the Highway 54 East and Highway 54 West medians.

Sewage Department

- Average daily flow treated is 2.278 million gallons per day.
- Performed weekly maintenance at 25 lift stations sites.
- Ran the sewer jet machine at Wilbanks Drive due to sewer backup.

Stormwater

- Repaired catch basin and sidewalks in the Lafayette Villages subdivision.
- Labeled storm drain catch basins with the Girl Scouts in the Autumn Glen subdivision as part of the City's NPDES requirements.

Water Department

- Average daily flow of .993 of system demand.
- Repaired 3 water leaks in the system.
- Installed 1 new water meter.
- Repaired 1 water main break in the system.
- Performed pressure tests in the Woodbyne subdivision.

Utility Locates

- Located the water and sewer for

POLICE DEPARTMENT

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

- **Domestic Dispute:** Reported at FVPD. A female reported that her husband had struck her and her child at their residence. Warrants were obtained for simple battery and cruelty to children. The male subject was not located.
- **Criminal Damage:** Bed Bath and Beyond. Someone attempted to enter a vehicle in the parking lot causing damage to the driver's side lock. No entry was made.
- **Domestic Dispute:** Virginia Highlands. 17 year old being unruly towards parents. His probation officer was contacted.
- **Criminal Damage:** Pier One. Someone attempted to enter a vehicle in the parking lot causing damage to the driver's side lock. No entry was made.
- **Vehicle Fire:** Chucky Cheese. Vehicle caught fire in the parking lot. FFD contacted to put out fire.
- **Domestic Dispute:** Booker Ave. Someone removed a chair from inside the residence and left it in the driveway. Homeowner believes the landlord removed the chair.
- **Criminal Damage:** Tinsel town. Someone attempted to enter a vehicle in the parking lot causing damage to the driver's side lock. No entry was made.
- Numerous arrests for shoplifting at Wal-Mart (6) and Kohl's (2) during the week.
- Numerous traffic accidents. 1 injury reported.
- Numerous traffic related arrests for DUI (2), driving on suspended license (1), and possession of Narcotics (1) and wanted persons located (2).

Training Division

- Firearms and use of force training for Patrol this week. Entered the training to POST.
- Most of the department completed the on-line Elder Abuse Training.
- 2015 ammunition order arrived at FVPD.

Criminal Investigations

- Detectives had a slow week allowing for them to catch up on current cases and assist patrol division with increased patrols in the Fayette Pavilion during the Thanksgiving Holiday.
- Weekly Stats:
 - Investigations assigned 4 cases this week.

Warrants

- Both warrant officers attended departmental training this week. Only one arrest made.

School Resource Officers

- No school this week, officers attended training and assisted patrol and CID.

Office of Professional Standards

- OPS personnel continued working on Christmas with police and the nominations and the selection process for the officer and employee of the year.

- The front office answered 119 phone calls, handled 30 walk-ins, referred 15 accident and 5 incident reports, processed 8 alcohol IDs, handled 1 impound, 1 background and 1 restriction.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 56 emergency calls for service during the week.
- Volunteer: The November 23rd volunteer meeting was cancelled due to Thanksgiving holiday.
- A fire extinguisher class was conducted for 8 employees at Piedmont Fayette Hospital.
- Personnel conducted a station tour during the week.

Projects

- Shift personnel started annual hose testing during this week. There is approximately 2,600 feet of fire hose carried on each fire apparatus. Annual hose testing is also an ISO grading item.