



City of Fayetteville

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CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

December 8, 2015

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: November 30th through December 6th

CITY ADMINISTRATION

- Worked with the Finance Department staff to finalize the Budget Book so it could be sent to GFOA. The document was forwarded to GFOA on Monday, November 30th to meet the required deadline.
- Attended a meeting with Carl Martin at 235 Stonewall Avenue to discuss some issues regarding fire rated walls for his redevelopment project. The project is proposing to have a residential apartment on the top floor and a commercial unit on the main floor.
- Attended a meeting with EPD and City staff (Greg Taliercio, Chris Hindman, Brian Wismer, and Jason Walls) at the Ridge Nature Area located at 415 Burch Road. The purpose of the meeting was to discuss complaints that were filed with the EPD regarding the large debris pile that has encroached on the City's property from property owned by D&S Environmental Inc.
- Attended the Special Called Meeting for the City Council on Tuesday, December 1st at 6:00 PM for a public hearing regarding the proposed TAD amendment.
- Prepared for the December 3rd Regularly Scheduled City Council Meeting.
- Attended an advisory committee meeting for the Fayette Youth Leaders Pride held at the offices of AVPRIDE in the City of Fayetteville on December 2nd.
- Held a management meeting on with department heads to discuss project updates and to prepare for the December 10th new Council Member orientation.
- Attended a site visit meeting at the Villages Subdivision on December 2nd to discuss some issues within the subdivision with resident Ken Johnson.
- Held a meeting with Don Collins from Waste Industries on December 2nd to discuss recycling routes and other issues regarding the solid waste collection services within the City.
- Provided information for an Open Records Request having to do with a recent employee termination.
- Dealt with numerous inquiries regarding the proposed TAD amendment and met with Council Members elect Kathaleen Brewer and Harlan Shirley to provide some additional information.
- Attended a weekly meeting with Human Resources Manager Barbara Dudley.

- Attended the Regularly Scheduled City Council Meeting on Thursday, December 3rd at 7:00 PM.
- The community survey for the Economic Development Plan/Strategy closed on December 4th with 182 responses received. A group of forty local youth will also be taking the survey on December 12th as part of the City's participation in Fayette Youth Leaders Pride.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Completion and submission of the Budget Book Award.
- Presentation of the first reading of FY2015 Amendment.
- Finalized the audit.
- Worked towards finalizing the selection of a software vendor.

Accounts Payable

- Keyed payment data for 102 invoices and processed payments to 57 vendors.
- Prepared 64 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 \$42,182.66 for 2015 new and delinquent licenses.
- Collected \$0 from the Hotel/Motel Tax.
- Collected \$7,936.80 from the Alcohol Beverage Sales.
- Collected \$2,021.11 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: 1st week
- Total Payroll: \$181,349.37

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$23,795.79 in Sanitation and Stormwater revenues.
- Established new Water and Sewer service for twenty-three (23) customers.
- Billed out for 1619 customers.
- Issued 0 Purchase Orders.
- Received \$91,160.74 in Water and Sewer revenues.
- Pilot Program – Delinquent Accounts Callout.
 - Cut off report generated for cycle 3 on 12/3/15 - 96 delinquent accounts.
 - Out of the 96 accounts, 54 were called and 35 received a tag through the mail due to bad or no phone numbers.

- Account Clerks received 0 calls from those customers.
- 12 are showing on the cutoff list as of 12/08/2015.

Human Resources

- Personnel Issues
 - Rejection letters Fire and Water positions.
 - Completed background check for Maintenance Worker I (Water).
 - Processed New Hire paperwork for Fire and Water positions.
- Employment Opportunities **
 - Fire Fighter: All Levels – Open until filled
- Processed Open Records Request
- Resumes for week November 30th – December 4th:
 - Fire Fighter: 2
- RFP for Brokerage Services Closed on 12/3/15.
- Rescheduled the annual Harassment/Drugs/Diversity Training
 - New dates December 15, 16 and 17th – 7am and 9am each day
- November Turn Over Report
 - Two employees hired in the month of November.
 - One termination in the month of November.

Turn Over Report November 2015				
	Resigned	Retired	Terminated	2015
Admin	0	0	0	0
Court	0	0	3	3
Engineering	0	0	0	0
Finance	0	0	0	0
Fire	6	0	0	6
Main Street	0	0	0	0
Planning and Zoning	0	0	0	0
Police	2	0	2	4
Public Works	0	0	0	0
Water	0	0	1	1
Total	8	0	6	14
Average # Employees				150
Current # Employees (FT)				125
Current # Employees (PT)				25
Open Positions				3
Total Employees				153
Percent Average Employees				9.333%

Court

- # of citations received: 238
- # of warrants issued (FTA & VOP): 5
- # of citations (FTA) sent to DDS: 11
- # of scheduled arraignment cases: 138
- # of scheduled trial cases: 26

Total amount collected for the week: \$60,589.88

Information Technology

- GIS Projects
 - Reviewing and adding asset data (from the County) to the Fayette Visioning asset map while continuing to work on the Asset Map Project.
 - Recorded GIS points at the Ridge Property for map layer and to assist with the Georgia Department of Natural Resources Recreation Trails Program grant application.
- Technology Projects
 - Worked on the Fire Headquarters security camera project.
 - Installed backup software upgrades on all servers.
 - Completed computer upgrades at all Fire Stations.
 - Resolved and fixed issues with the City website links.
- Police Technology Projects
 - Setup 3 laptops within the department.
 - Resolved issues with Courtware and Crywolf software.
 - Setup new body cameras for the B Team.
- Open Records Request
 - DVD Request of Traffic Stops and Investigations: **14**
- Web Site Visits for the Week
 - Total Pages Viewed: **12,745**
 - Total Unique Pages: Viewed **9,061** (Excludes Repeated Pages viewed)
- Average Time Spent on Each Page: **1:01** Min/Secs
- Top 10 City Web Pages

1.	Official Website Main Page	2,212	17.36%
2.	Events List	1,499	17.76%
3.	Jobs	590	4.63%
4.	Government	498	3.91%
5.	Events Information	416	3.26%
6.	Residents	324	2.54%
7.	Search Results	316	2.48%
8.	On-Line Payments	289	2.27%
9.	I Want To:	257	2.02%
10.	City Departments	247	1.94%

COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development

- The community surveys for the City's Economic Development Plan/Strategy closed on Dec 4th.
- Preparation of TAD documents for the City Council Public Hearings on December 1st and 4th.

Planning & Zoning

- Met with multiple developers regarding potential future projects in the City (downtown, West side and East side properties).
- Pre-construction meeting for Oakleigh Manor subdivision at Beauragard/Ramah with Meritage Homes.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

Main Street

- Continued coordination with Atlanta Gas Light regarding repairs and relocation of the gas meter for the Train Depot. Temporary heaters have been purchased for the building until repairs are made. The City is currently awaiting a state permit to move forward.
- Held the Christmas Parade and Tree Lighting event on Saturday, December 5th. An estimated 2,000 people were in attendance.
- Preparation for the Main Street Volunteer/Sponsor party on Thursday, December 10th, and continued the process of hiring a facilitator for Strategic Planning meeting in February of 2016.
- Continued negotiations with artists for the 2016 summer concerts.

DDA

- The mural design for the downtown is nearly finished as it is scheduled to be completed the week of December 7th. Also decorated the City's building in the downtown area.
- Held a December 5th storytelling and music event at HDF Museum and provided ornament making at the Tree Lighting event later that evening.

Building

- Number of Building Inspections Performed: **54**
- Number of Permits Issued: **34**
 - **19:** Building
 - **12** - Residential Repair/Remodel
 - **3** – Residential New SFD
 - **4** – Commercial Repair/Remodel
 - **1:** Foundation Only
 - **2:** Utility Restoration
 - **2:** Electrical
 - **2:** Low Voltage
 - **1:** Demolition

- 5: Plumbing
- 2: Mechanical
- Plans Received: 3
 - 1: Commercial Remodel
 - 2: New Residential
- Training / Certification Updates: 0

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

Public Works

- Cut and maintained the following areas:
 - Jeff Davis Drive South
 - Patriot Park
 - Ramah Road
 - Helen Sams Parkway
- Cleaned City Hall.
- Repaired the steps at the Gazebo.
- Assisted with the Annual Christmas Parade held on December 5th.

Sewage Department

- Average daily flow treated is 2.265 million gallons per day.
- Performed weekly maintenance at 25 lift stations sites.
- Changed out a defective air valve.

Stormwater

- Ditch cleaning performed at 210 Hillsdale Drive.
- Vacuum performed for leaves to decrease blockages in the catch basin at City Hal and the Gazebo area.
- Cleaned drains on Highway 54 West near Tiger Trail.

Water Department

- Average daily flow of 1.146 of system demand.
- Repaired 9 water leaks in the system.
- Installed 1 new water meter.
- Repaired 1 water main break in the system at Jeff Davis South/Stonewall Avenue.
- Repaired fire hydrant that was damaged due to vehicle accident.

Utility Locates

- Located the water and sewer for 29 locate tickets.

POLICE DEPARTMENT

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

- **Burglary:** 100 Knight Way. An unknown suspect kicked in the front door. An Xbox game system taken. CID notified.

- **Burglary:** 110 Heathdale Court. An unknown suspect kicked in the back door. Jewelry was taken from the home. CID notified.
- **Employee Theft:** Wal-Mart. An employee of Wal-Mart was arrested after stealing money from the register over a two week period.
- **Person Deceased:** South Jeff Davis Drive. 55 year old male was found deceased by his wife when she woke up. She stated he complained of not feeling well the night before. CID notified.
- **Theft in progress:** 260 North Jeff Davis Drive @ Carver Street. Subjects were caught going through construction tools and when confronted, threatened the owners by pointing a pistol at them and left the location. FCSO located the vehicle the subjects were traveling in and stopped them on GA Hwy 279. A search of the vehicle located the pistol along with other stolen items from Atlanta. All suspects were arrested with warrants pending.
- **Traffic Stop/K-9 search:** JC Penney. A large amount of marijuana was located in the vehicle after the K-9 approached the vehicle. One suspect was arrested.
- **Domestic:** Swan Brook Drive. A domestic fight between a boyfriend and girlfriend resulted in the male being arrested on marijuana charges.
- **Run-a-way Juvenile:** Running Bear Trail. A 16 year old juvenile ran away from her home. FVPD located her in Decatur staying with friends. The juvenile refused to return home and would not provide a good address in Decatur. A juvenile complaint form was signed and her probation Officer was contacted.
- Numerous arrests for shoplifting at Wal-Mart (6).
- Numerous traffic accidents. No injuries reported.
- Numerous traffic related arrests for DUI (5), driving on suspended license (3), and possession of Narcotics (5) and wanted persons located (2).

Community Events

- City of Fayetteville Christmas Parade held on December 5th.
- Hanukkah Menorah Lighting at Stonewall Village held on December 5th.

Training Division

- Completed deadly force and firearms training for the department.
- Registered 3 Officers for training classes
- Officer's Hernandez and Forrester are preparing for their finale week at the Police Academy.

Criminal Investigations

- Detectives responded to the two reports of burglary this week and processed the scene and are following up on all available leads.
- Detectives assisted patrol and the coroner's office with the deceased person call on South Jeff Davis Drive.
- Detectives assisted with the annual City Christmas parade.
- Weekly Stats:
 - Investigations assigned **9** cases this week.
 - Investigations cleared **4** 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 Christmas Parade and attended training classes this week.
 - Bailiff Hours: **8** Supplemental: **9**
 - Arrest: **4** Warrants Served: **4**
 - Person Contacts: **5** Warrants Re-Called: **1**
 - Warrant Entry: **5** Fines/Forfeiture: **\$ 1,001.00**
 - Court Transports: **3**

School Resource Officers

- The SRO taught 4th Amendment classes at Fayette Middle School during the week.

Office of Professional Standards

- OPS personnel continued working on the Christmas with Police activities and completed the election process for the officer of the year for 2015.
- The front office answered 140 phone calls, handled 51 walk-ins, referred 35 accident reports and 26 incident reports, processed 10 alcohol IDs, handled 5 impound releases, 4 backgrounds, and ran 23 tags and 24 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 60 emergency calls for service during the week.
- Volunteer: The November 30th volunteer meeting was held at Station 91.
- Personnel conducted a station tour on December 6th.
- An officers meeting was held on December 1st to prepare to discuss various issues with personnel and staffing, training, apparatus, etc. Priorities for calendar year 2016 were also discussed.
- Significant alarms: On December 1st units responded to 280 Stayman Park to investigate the report of a natural gas line on fire. Upon arrival, fire crews found a gas line with an active leak in close proximity to several homes. The electric utility company had damaged the gas line with a torch while making a repair to a nearby electric line. The resulting gas fire was extinguished by the electric company prior to arrival of fire units. Fire crews secured the area, contacted the gas utility to repair the gas line, and conducted air monitoring in the area to establish a safe perimeter. Two homes were evacuated due to the proximity to the leak. Once the leak was secured, fire crews conducted additional air monitoring in the area and within the homes to ensure it was safe for the residents to reoccupy. Fire personnel operated on the scene for approximately 2.5 hours.

Projects

- Personnel participated in the annual Main Street Christmas Parade held on December 5th.
- Shift personnel continued to work on annual hydrant maintenance and annual hose testing during the week.

- The new and replacement SCBA recently received were assembled, inventoried, assigned and placed into service during the week.