



City of Fayetteville

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CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

December 22, 2015

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: December 14th through December 20th

CITY ADMINISTRATION

- Held a meeting with Nick Mastronardi of POLCO to discuss civic engagement software for municipal governments. IT Director Kelvin Joiner also attended the meeting.
- Discussed personnel matters regarding potential litigation with legal counsel.
- Prepared and finalized the Power Point presentation for the new Council Member orientation to be held on Thursday, December 10th.
- Held a management meeting on Wednesday, December 16th.
- Held a meeting with Pam Young, the Executive Director of Southern Conservation Trust, and IT Analyst/GIS Specialist Jonas Lydon, to finalize the GDNR Recreational Trails Program Grant. The application was hand delivered on Thursday, December 17th to the Stockbridge GDNR office.
- Held a meeting with Robert Kurbes, the Manager of Environmental Health for Fayette County, on Wednesday, December 16th. Mr. Kurbes presented ordinance amendments to be approved by City Council in January of 2016.
- Attended the Harassment, Drugs Don't Work, and Diversity in the workplace training on Thursday, December 17th.
- Prepared for the City Council Meeting held on Thursday, December 17th at 7:00 PM.
- Attended the Villages Subdivision HOA meeting on Wednesday, December 16th at 6:00 PM. The meeting was held to discuss fire access issues within the subdivision and to get additional feedback from the community. A committee of 6 or 7 members was formed to prepare recommendations to be presented back to the HOA. Also in attendance were Assistant City Manager Alan Jones, Mayor Pro Tem Ed Johnson, and Council Member elect Kathaleen Brewer.
- Held a meeting with Kevin Kunich of NORESKO and Finance & Administrative Services Director Mike Bush, to discuss possible energy saving projects for the City.
- Attended the Christmas luncheon for the Public Works Department on Thursday, December 17th.
- Attended the Regularly Scheduled City Council Meeting on Thursday, December 17th at 7:00 PM.

- Attended a Fayette Visioning Initiative leadership meeting to discuss the annual meeting and to prepare for 2016.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Financial Software Bid was awarded to Tyler Technologies (New World Systems).
- The Finance Department was limited on staffing due to illness.
- Working with the City's Auditor's to close out FY2015.
- The 2nd Reading of Final FY2015 Budget Amendment was presented and approved by City Council.

Accounts Payable

- Keyed payment data for 93 invoices and processed payments to 55 vendors.
- Prepared 55 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received three (3) new business applications.
- Issued six (6) new business licenses.
- Collected \$3,375 for 2015 for new and delinquent licenses.
- Collected \$21,381.59 from the Hotel/Motel Tax.
- Collected \$67.35 from the Alcohol Beverage Sales.
- Collected \$15886.08 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: 12/17/15
 - Check Count: 161
 - Regular Weekly Payroll: 3rd week
- Total Payroll: \$188,885.00

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$26,310.65 in Sanitation and Stormwater revenues.
- Established water and sewer service for eighteen (18) new customers.
- Billed out for 1,799 customers.
- Issued 0 purchase orders.
- Received \$51,653.31 in Water and Sewer revenues.

Human Resources

- Personnel Issues
 - Held a Disciplinary Committee Meeting
- Employment Opportunities
 - Fire Fighter: All Levels – Open until filled

- Resumes for week December 14-18
 - Fire Fighter: 1
- Mandatory Training
 - Harassment, Drugs Don't Work, and Diversity in the workplace training (6 classes provided)
 - 92% of employees attended the classes.
 - Three elected officials attended the training.
 - 12 employees will be required to take three online classes as a make-up
- Notification to those who did not attend the classes sent to department heads.
 - Make-up courses will be available on-line through GIRMA and the courses must be completed by 1/1/2016.
- Reviewed the RFP IB-017 Broker Services bids.
- Attended a Cobra Insurance Meeting.

Court

- # of citations received: 120
- # of warrants issued (FTA & VOP): 1
- # of citations (FTA) sent to DDS: 10
- # of scheduled arraignment cases: 76
- # of scheduled trial cases: 32
- Total amount collected for the week: \$17,297

Information Technology

- GIS Projects
 - Continued reviewing and adding asset data (from the county) to the Fayette Visioning Asset map.
 - Finalized and submitted the grant application for the Ridge Nature Area.
- Technology Projects
 - Assisted with correspondence regarding the selection of the new financial software vendor.
 - Updated backup software on the servers.
 - PC Upgrade at the Water Plant.
- Police Technology Projects
 - Setup new body cameras for C Team.
 - Installed 3 Docking Stations for Body Cameras (Download Data).
- Open Records Request
 - DVD Request of Traffic Stops and Investigations: **8**
- Web Site Visits for the Week
 - Total Pages Viewed: **7,769**
 - Total Unique Pages: **Viewed 5,812** (Excludes Repeated Pages viewed)
- Average Time Spent on Each Page: **54 Seconds**

➤ Top 10 City Web Pages

1.	Official Website Main Page	1,383	17.80%
2.	Events List	470	6.05%
3.	Jobs	276	3.55%
4.	Government	273	3.51%
5.	Events Information	220	2.83%
6.	Residents	217	2.79%
7.	New Online Payment	213	2.74%
8.	Search Results	212	2.73%
9.	City Departments	181	2.33%
10.	Municipal Court	165	2.12%

COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development

- No economic development activity for the week.

Planning & Zoning

- Taco Bell elevations were approved for final inspection, but the landscape plan is still not completed. Working with contractor to meet requirements.
- Met with developer interested in purchasing May Harp Park and connecting it to an adjacent parcel he owns. Further discussion needed.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

Main Street

- Compiling data/documents for the Main Street annual assessment with DCA.
- Continued coordination with Atlanta Gas Light regarding repairs and relocation of the gas meter for the Train Depot. Scheduled for installation on December 28th.
- Continued negotiations/contracts with artists for the 2016 summer concerts. This is 75% completed.

DDA

- The downtown mural is 99% complete.
- Restoration of the existing mural is still in progress. Due to inclement weather, the restoration is now scheduled for completion December 28th.

Building

- Number of Building Inspections Performed: **43**
- Number of Permits Issued: **13**
 - **2:** Building
 - **2** - Residential Repair/Remodel
 - **1:** Foundation Only
 - **1:** Utility Restoration
 - **3:** Electrical
 - **1:** Plumbing

- 5: Mechanical
- Plans Received: 0
- Training / Certification Updates: 0

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

Public Works

- Cut and maintained the Church Street/City Park.
- Cleaned City Hall and the Police Department.
- Trimmed hedges at beds on the Beauregard Blvd/Redwine Road cart path.
- Fixed a pothole on Meadowbrook Court.

Sewage Department

- Average daily flow treated is 2.647 million gallons per day
- Performed weekly maintenance at 25 lift stations sites
- Investigated sewer availability for 730 Glynn Street area

Stormwater

- Vacuum performed for leaves to decrease blockages in catch basin Buckeye Lane, City Hall, Fire Department Station 91

Water Department

- Average daily flow of 1.173 of system demand
- Repaired 2 water leaks in the system
- Installed 1 new water service including meter and backflow
- Abandoned water service in the downtown square

Utility Locates

- Located the water and sewer for 15 utility locate tickets

POLICE DEPARTMENT

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

- **Dispute:** Hot Atlanta Wings. A dispute between a customer and management resulted in the customer being issued a criminal trespass warning not to return.
- **Stolen Vehicle:** Enterprise Rent a Car. A customer rented a vehicle in October and has refused to return the vehicle. Contact was made with the customer who hung up on the Officer. Warrants were obtained and the vehicle was listed as stolen.
- **Vehicle Stop:** GA Hwy 85 and GA Hwy 314. Driver refused to stop and drove to her residence instead. Refused to exit her vehicle and Officers were required to use a Taser to place her into custody. She was arrested for assault on a Police officer and DUI.
- **Criminal Damage:** Fayette County High School. Unknown suspect(s) kicked in the door to the softball field house. Nothing appeared to be taken. The door frame was severely damaged.

- **Attempted Auto Entry:** Wal-Mart. Damage to the door locks of a vehicle in the parking lot. Entry was not made.
- **Entering Auto:** Ruby Tuesday's. 2 vehicles were entered by popping the door locks in the parking lot. Numerous items were taken.
- **Entering Auto:** O'Charleys. A vehicle was entered by popping the door lock in the parking lot. Numerous items were taken.
- **Employee Theft:** Target. Employee was arrested after stealing money from her register.
- **Fight:** School Bus #431. Incident caused the bus to stop on GA Hwy 54. Officers escorted the bus back to Bennett's Middle School. The School Resource Officer took over the investigation.
- **Intoxicated Subject:** Flash Foods East. A male subject wandered into Flash Foods intoxicated and began insulting customers. He was arrested without incident.
- Numerous arrests for shoplifting at Wal-Mart (8) and JC Penney (2).
- Numerous traffic accidents. 3 injuries reported. None serious
- Numerous traffic related arrests for DUI (5), driving on suspended license (2), and possession of Narcotics (3) and wanted persons located (3).

Training Division

- Two Officers attended training at GPSTC.
- Officer's Hernandez and Forrester began Field Training.

Criminal Investigations

- Detectives are investigating the criminal damage incident at Fayette County High School and the three incidents of automobile entry.
- One detective participated in a forensic interview at the Southern Crescent Sexual Assault and Child Advocacy Center in Hampton, Georgia.
- Weekly Stats:
 - Investigations assigned **13** cases this week.
 - Investigations cleared **13** cases this week.
 - **3** Call outs for investigators this week.
 - **0** Call outs for CID Supervisor's this week
 - **1** Call outs for crime scene investigators this week.

Warrants

- Warrant officers participated in city training this week and attempted to serve a warrant with CID.
- Both court sessions were completed without incident.
- Weekly Stats:

• Bailiff Hours: 8	Supplemental: 4
• Arrest: 3	Warrant Attempts: 11
• Warrants Served: 3	Person Contacts: 9
• Warrants Re-Called: 3	Warrant Entry: 1
• Court Transports: 1	

School Resource Officers

- No information to report this week.

Office of Professional Standards

- OPS personnel attended city training and completed and closed out the Christmas with police project.
- Lt. Whitlow handled several media information request and prepared press releases as needed.
- The front office answered 167 phone calls, handled 93 walk-ins, refereed 28 accident reports and 14 incident reports, processed 14 alcohol IDs and 3 impound releases, ran 8 backgrounds, 20 tags and 22 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 69 emergency calls for service during the week.
- Volunteer: The December 14th volunteer meeting was held at Station 91.
- Training: Acting Lieutenant Josh Collins completed the Georgia Fire Academy Structural Fire Control Course at the GPSTC.

Projects

- Shift personnel continued work on annual hydrant maintenance and annual hose testing during the week.
- Attended a meeting with the Villages at LaFayette Park HOA to discuss fire department access issues.
- Fire and building staff met with building owner at 235 Stonewall Avenue to evaluate options for a needed two-hour rated ceiling assembly to permit residential over commercial building use.