



# City of Fayetteville

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James B. Williams

CITY MANAGER  
Ray Gibson

CITY CLERK  
Anne Barksdale

October 6, 2015

**TO:** Honorable Mayor and City Council

**FROM:** Ray Gibson, AICP, City Manager

**SUBJECT:** CITY MANAGER'S WEEKLY REPORT: September 28<sup>th</sup> through October 4<sup>th</sup>

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## CITY ADMINISTRATION

- Attended a financial software demo with management staff conducted by Open Gov.
- Prepared documentation for the Summit Point Subdivision Town Hall meeting and the Uniting for a Cleaner Fayetteville organizational meeting.
- Met with Britt Grisham from The Garland Company, Incorporated to discuss City building infrastructure
- Attended a site meeting at the Villages Subdivision along with Alan Jones and Roch deGolian. The meeting was to look at proposed amendments to the development agreement including fire lanes and access improvements.
- Attended the Summit Point Subdivision Town Hall meeting on the evening of September 29<sup>th</sup> at the Train Depot. Dan Davis from ISE was also in attendance at the meeting.
- Attended an organization meeting for the Uniting for a Cleaner Fayetteville initiative on the evening of September 29<sup>th</sup>. Assistant City Manager/Fire Chief Alan Jones led the meeting. A volunteer organizational meeting will be held on October 8<sup>th</sup> at 6:30 PM in the Council Chambers.
- Held a meeting with Jeff Mellin to discuss the November 14<sup>th</sup> Veterans Memorial Rededication ceremony along with some projects pertaining to the Master Gardeners of Fayette County.
- Held a staff meeting to discuss the October 1<sup>st</sup> Council Meeting agenda and receive updates on department projects/issues.
- Met with Alan Jones and Brian Wismer to finalize the focus groups contact information and invitation letters for the Economic Development Plan. The final list has three focus groups with 30 to 35 individuals being invited to each group.
- Attended the regularly scheduled City Council Meeting on the evening of October 1<sup>st</sup>.
- Participated in the annual Main Street golf tournament at Whitewater Creek Golf Course.
- Attended the first day of the Georgia Government Finance Officers Association (GGFOA) conference in Jekyll Island on October 4<sup>th</sup>.

## **FINANCE & ADMINISTRATIVE SERVICES**

### **Finance**

- Worked on FY 2016 Budget Amendments and the FY2015 Budget Transfers for the October 1<sup>st</sup> Council Meeting.
- Continued working on the annual Budget Award Book. Staff is requesting an extension on this project.
- Continued working on audit preparation.
- Administrative & Financial Services Director Mike Bush and Assistant Director Carleetha Talmadge attended the first day of the GGFOA Conference in Jekyll Island on October 4<sup>th</sup>.

### **Accounts Payable**

- Keyed payment data for 126 invoices and processed payments to 71 vendors.
- Prepared 79 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

### **Occupational Tax**

- Received eight (8) new business applications.
- Issued eight (8) new business licenses.
- Collected \$1,387.15 for 2015 delinquent and new licenses.
- Collected \$24,110.11 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: no payroll
  - Check Count:
  - Regular Weekly Payroll:
- Total Payroll: \$0

### **Utility Billing**

- Assessed late fees to delinquent accounts.
- Received \$24,498.33 in Sanitation and Stormwater revenues.
- Established new Water and Sewer service for thirty-two (32) new customers.
- Billed out for 3,207 customers.
- Issued 1 purchase order.
- Received \$104,762.99 in Water and Sewer Revenues.

### **Human Resources**

- GIRMA Training for Workers' Compensation
  - Met with a CorVel Representative. CorVel is a national provider of workers compensation solutions to employers and is working in partnership with GMA to handle all future Workers' Compensation claims.

- Property Liability Claims: 1
  - Property 0
  - Liability 1
- Wellness/Community Activity
  - A blood drive was held at City Hall.
- Personnel Matters
- Retirement
  - Request for retirement estimate from GMA.
  - Request for survivor benefits paperwork from GMA.
- Employment Opportunities
  - Fire Fighter (All Levels) Open until filled
  - City Planner – open until filled but no later than 9/30/2015
  - Maintenance Worker I – open until filled but no later than 10/31/2015
  - Court Administrator – closed
  - Deputy Clerk of Court (PT) - closed
- Resumes from Week 9/20 – 9/26
  - Maintenance Worker I: 4
  - City Planner: 1
  - Court Administrator: 1
- Interviews were held for the Court Administrator position. Seven individuals were interviewed for the position.

### Information Technology

- GIS Projects
  - Hydrant Maps
    - West Side Updates
    - Villages Fire Routes and Lanes (Updated)
- Technology Projects
  - Scanning past and current AP documents into Laserfiche.
- Open Records Request
  - DVD Request of Traffic Stops and Investigations: 8
- Web Site Visits for the Week
  - Total Pages Viewed: **9,878**
  - Total Unique Pages: Viewed **7,350** (Excludes Repeated Pages viewed)
  - Average Time Spent on Each Page: **57 seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,858	18.81%
2.	Jobs Listing	730	7.39%
3.	Events List	604	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**

- Developed and refined Focus Group lists for Economic Development Plan meetings.

### **Planning & Zoning**

- Provided daily training for the new Planning & Zoning Administrative Assistant.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

### **Main Street**

- Held the annual Main Street Golf Tournament at Whitewater Creek Golf Club. 11 teams participated.
- Conducted further design review for the Gateway Sign civic logos.
- Event preparation for: Golf Tournament, Beer Fest, and Pumpkin Festival.

### **DDA**

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

### **Building**

- Number of Building Inspections Performed: **35**
- Number of Permits Issued: **18**
  - 7 - Building
    - 1 New SFD (Logan Park)
    - 5 Residential Repair/Remodel
    - 1 Commercial Repair/Remodel
  - 2 – Demo
  - 4 – Electrical
  - 3 – Mechanical
  - 1 – Plumbing
- Plans Received: **2**
  - 770 N Glynn Ste A (Interior Remodel – Wing Shop)
  - 719 West Lanier (Interior Remodel - Dentist)
- Training / Certification Updates:
  - Miguel received his Certified Building Inspector certificate
  - Charles passed his Commercial Electrical Inspector exam

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

### **Public Works**

- Mowed grass and cleaning of ROW areas:
  - Hood Avenue
  - Highway 92 N
  - Jeff Davis Drive North and South
  - Beauregard Boulevard
  - Church Street Park

- Habersham Drive
- Jimmy Mayfield
- Highway 85 North
- Distribution/Public Works Building
- Cleaned City Hall
- Cleaned Police Department
- City-wide trash can pickup
- Changed light bulbs at the Main Street Depot
- Help set up for blood drive

### **Sewage Department**

- Average daily flow treated is 2.350 million gallons per day
- Performed weekly maintenance at 25 lift stations sites
- Continued the process of the annual lift station inspection and maintenance with our maintenance contractor.

### **Water Department**

- Average daily flow of 1.042 of system demand

### **Utility Locates**

- Located the water and sewer for 22 locate tickets.

## **POLICE DEPARTMENT**

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

- **Dispute**: 230 Carriage Chase Drive. The complainant advised there was a female at the house and she refused to leave.
- **Alarm Call**: Tractor Supply. On arrival officers found an alarm wire that had been tampered with out front. A key holder responded and determined that a motor less go cart was stolen. Within minutes officers located the go cart in front of Classic Cue. Officers entered Classic Clue and found the two subjects still wearing their camo hoodies. They were questioned and admitted to taking the go cart. Both were arrested.
- **Accident**: Ga. Hwy 85 and Promenade Parkway. The cross walk sign was knocked down. DOT was notified and arrived on scene to assess the damage.
- **Indecent exposure**: Ollie's. Male subject exposed himself in the isle. The victim left the store before calling. Subject was not located.
- **Phone Scam**: 265 Saddle Ridge Way. Unidentified subject called an elderly female and told her that her grandson was in jail in Alabama and to send money. \$350.00 was electronically sent.
- **Entering Auto**: Walgreens North. Damage to drivers side lock. No entry was made.
- **Fayette Elementary 5k**: 150 runners participated in the Fayette Elementary 5k on Saturday.
- **Hit and Run BOLO/ Pursuit**: Fayette County aired a BOLO reference for a hit and run driver just North of Fayetteville. The driver was believed to be intoxicated. FVPD intercepted the vehicle at Georgia Hwy 85 and Banks Rd. A short pursuit began, ending



## **FIRE DEPARTMENT**

### **Operations**

- **Incidents**: Units responded to 62 emergency calls for service during the week.
- **Training**: Volunteer FF Quayn Hervey completed week 5 of Georgia Basic FF Training Course.
- On October 1<sup>st</sup> the City of Fayetteville conducted a safety training course conducted by City of Atlanta Battalion Chief David Rhodes. Sixteen department members attended the course.
- Lieutenant Erran Brown and Lieutenant Sean Venza successfully completed the testing requirements to obtain National Registry Paramedic certification.
- **Volunteer**: The September 28<sup>th</sup> volunteer meeting was held at Station 91.

### **Projects**

- Staff met with Roch deGolian and Bill Barnwell to discuss the fire lane, curb modifications, and tree canopy height modifications for the Villages at LaFayette Park subdivisions. Consensus was generally reached on a plan pending cost estimates; staff will be drafting language for the proposed agreement.
- On October 2<sup>nd</sup> the new aerial apparatus was delivered to Ten 8 Fire in Forsyth, Georgia to complete pre-delivery certification inspections.