



City of Fayetteville

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MAYOR
Edward Johnson

COUNCIL
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Paul C. Oddo, Jr.,
Harlan Shirley
James B. Williams

CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

November 8, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: October 31st through November 6th

CITY ADMINISTRATION

- Attended a meeting at the Fayette County Administration Building on Monday, October 31st along with the other cities within the County to discuss SPLOST education. Also attending from the City was Finance & Administrative Services Director Mike Bush.
- Held a meeting with Maurice Ungaro from The Collaborative Firm on Monday, October 31st to discuss various Planning & Zoning projects.
- Participated in the Fayette County Developers Day event on Tuesday, November 1st. Mayor Ed Johnson spent most of the day with the State Economic Development Project Managers updating them on the many great projects within the City.
- Assisted with preparation for the November 1st Comprehensive Plan Public Information Meeting.
- Attended the Public Information Meeting for the Comprehensive Plan on the evening of Tuesday, November 1st.
- Held interviews for the Media Relations Specialist position all day on Wednesday, November 1st. Also attending the interviews were Assistant City Manager Alan Jones, Finance & Administrative Services Director Mike Bush, and Human Resources Manager Barbara Dudley.
- Held a meeting with Assistant City Manager Alan Jones on Thursday, November 3rd to discuss personnel matters including departmental reorganization.
- Prepared for the November 3rd Regularly Scheduled City Council Meeting on Thursday November 3rd.
- Held a staff meeting on Thursday, November 3rd to discuss the preparation of exhibit boards for the SPLOST town hall open house meetings in 2017.
- Attended the Regularly Scheduled Council Meeting on the evening of Thursday, November 3rd.
- Held interviews for the Media Relations Specialist position all day on Friday, November 4th. Also attending the interviews were Assistant City Manager Alan Jones, Finance &

Administrative Services Director Mike Bush, and Human Resources Manager Barbara Dudley.

- Worked throughout the week on bonding information for the SPLOST Intergovernmental Agreement (IGA). The City supported some bonding language within the IGA but could not get support from the other jurisdictions.
- A number of City staff and Council attended the Southern Crescent Habitat for Humanity event at Church Street Park on Saturday, November 5th.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Continued the Audit preparation as the Auditor's will be on site the week of November 14th.
- Budget Book Award was submitted to GFOA on Tuesday, November 1st.
- Working with the Utilities Management Module of the new software as staff is trying to get back on task for the scheduling of utility bills. All Billing Cycles have now been billed on the new system at least once
- HR/Payroll module of the new software:
 - HR/Payroll is at a standstill and will not go-live on November 28th.

Accounts Payable

- Keyed payment data for 153 invoices and processed payments to 149 vendors.
- Prepared 85 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received one (1) new business applications.
- Issued five (5) new business licenses.
- Collected \$450 for 2015 delinquent and new licenses.
- Collected \$75.45 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: 11/03/2016
 - Check Count: 145
 - Regular Weekly Payroll: 1
- Total Payroll: \$195,780.35

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$129,286.48 in revenues consists of Water, Sewer, Sanitation, Stormwater, and Penalties.
- Established new Water and Sewer service for 22 new customers.
- Billed out for 3,046 customers.

- Billed out \$148,777.15 in expenses consists of Water, Sewer, Sanitation and Stormwater charges.

Human Resource

- Handled personnel issues throughout the week.
- Employment opportunities
 - Fire Fighter: Opened 5/2/2016 until filled
 - Police Officer: Opened 9/19/2016 until filled
 - Maintenance Worker I: Closed
 - Police Chief: Opened 10/10/2016 through 11/30/2016
- Resumes Submitted: 12
 - Fire Fighter: 3
 - Police: 0
 - Maintenance Worker I: 1
 - Chief of Police: 8
- Insurance on-boarding
- Interview
 - Public Relations PIO
- New World Payroll/HR Conversion is in progress.
- Completed Trakstar revisions for new employee evaluation process.
- Turn over Report: There were 3 employees hired in October, and two Police Officers and 1 Administrative Clerk for the Police Department.

Turn Over Report				
	Resigned	Retired	Terminated	2016
Admin				0
Court				0
Engineering	1			1
Finance				0
Fire	3			3
Main Street				0
Planning and Zoning				0
Police	4			4
Public Works	1			1
Water		1		1
Total	9	1	0	10
Average # Employees				148
Current # Employees (FT)				125
Current # Employees (PT)				23
Open Positions				11
Total Employees				159
Turn Over Percentage				6.757%

Court

- # of citations received: **101**
- # of warrants issued (FTA & VOP): **0**
- # of citations (FTA) sent to DDS: **6**
- # of scheduled arraignment cases: **51**
- # of scheduled trial cases: **3**
- Total amount collected for the week: **\$14,617**

INFORMATION TECHNOLOGY

GIS Projects

- Created maps for the Comprehensive Plan Meeting that took place on Tuesday, November 1st.

Technology Projects

- Continued to install Kaspersky software on the Police computers (80% completed).
- Spent time with the Technology Assessment team from DynaSis.
- Converted asset data for the Finance staff.
- Worked on getting electricians to provide power for the new projector to be located in the Council Chambers.
- Researched a standing desk monitor mount for the Finance Department.
- Setup a drop box for the Economic Development department.
- Setup and installed new fax machines for the Fire and Building Permits departments.
- Handled day-to-day service calls.

Police Technology Projects

- Archived ICOP videos to storage.
- Downloaded 13 ICOP drives.
- Downloaded video from body cameras.
- Archived body camera video to cloud storage.
- Reloaded 2 laptops.
- Worked on the panel 9 access control system.

Open Records Request

- DVD Request of traffic stops and investigations: **6**

Web Site Visits for the Week

- Total pages viewed: **3,737**
- **Total unique pages viewed: 10,210** (Excludes Repeated Pages viewed)
- Average time spent on each page: **51 Seconds**
- **Top 10 City Web Pages**

	Web Page	Number of Hits	Percentage
1.	Official Website Main Page	2,031	14.78%
2.	On-Line Payments	753	5.48%
3.	Events	721	5.25%
4.	Jobs	610	4.44%

5.	Events Calendar	573	4.17%
6.	Election Information	485	3.53%
7.	I Want To	376	2.74%
8.	Residents	367	2.67%
9.	Government	364	2.65%
10.	On-Line Services	350	2.55%

Facebook Insights

- Total Page Likes (Fans) 6,147
- Total Reached 3,530
- People Engaged 1,756
- Fans
 - Women **77%**
 - Men **23%**

ECONOMIC DEVELOPMENT

Economic Development

- Gave a presentation on downtown development, the downtown master plan, and city projects to the Southern Crescent Business Network on Tuesday, November 1st.
- Gave a presentation on downtown development, the downtown master plan, and city projects to the FFUMC seniors group on Tuesday, November 1st.
- Discussed the TAD info at the public town hall for the Comprehensive Plan on the evening of Tuesday, November 1st.

Main Street

- Attended “Mobilizing your Market” seminar in Douglasville on Thursday, November 3rd. Topics included gap financing and business recruitment/retention.
- Assisted with the Veterans parade on Saturday, November 5th in downtown Fayetteville.
- Participate in the Church Street Park perimeter fence project also on Saturday, November 5th via the Southern Crescent Habitat for Humanity.

COMMUNITY DEVELOPMENT

Planning & Zoning

- Handled multiple customer/public inquiries for zoning uses.
- Legal ads sent in for the December City Council meetings.
- Reviewed plans for the November 15th Planning and Zoning Commission meeting. Bojangles site development plan, Fayetteville Animal Hospital rezoning from O&I to C-3, L’Amour Chic Salon Suites (285 South Glynn Street) building elevations.
- Had a booth for the Comprehensive Plan community outreach at the Saturday, October 29th Market Day (Community Workshop meeting invitation flyers distributed and 158 paper community surveys completed).
- Community Workshop #1 was held on Tuesday, November 1st, with over 100 attendees. The next Community Workshop is on Tuesday, November 29th. Meeting invitation flyers

are available for pick up in the Planning Department. Outreach for the November 29th Community Workshop has already started.

- The Visual Preference Survey, showed at the November 1st Community Workshop, has been uploaded to Survey Monkey for those who could not attend the meeting.

Building

- Number of Building Inspections Performed: **62**
- Number of Permits Issued: **9**
 - **1: Building**
 - Commercial Repair/Remodel: **1**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **0**
 - **0: Demolition**
 - **3: Mechanical**
 - **0: Utility Restoration**
 - **0: Foundation Only**
 - **1: Electrical**
 - **3: Plumbing**
 - **0: Land Disturbance**
 - **0: Fence**
 - **1: Low Voltage**
 - **0: Construction Trailer**
 - **0: Pool**
- Plans Received: **0**
 - Commercial Repair/Remodel: **0**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **0**

Code Enforcement

- Total Inspections: **14**
 - Proactive: **5**
 - Complaint: **9**
- Verbal Warnings: **1**
- Written Warnings: **0**
- Notice of Violations: **2**
- Stop Work Orders: **0**
- Citations Issued: **0**

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

Public Works

- Cleaned City Hall and the Police Department.
- Cut and maintained Veterans Parkway, Highway 85 South, and City Hall.

- Continued trimming tree canopies on Jeff Davis Drive North for resurfacing project.
- Set up for the Main Street events held on Saturday, November 5th.
- Picked up trash on Jimmy Mayfield, Grady Avenue and Redwine Road.
- Picked up trash on Bradley Drive and Highway 54 West.

Sewage Department

- Average daily flow treated was 2.084 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 2 sewer backups.
- Inspected 5 grease traps for compliance with our Fats, Oils, and Grease (FOG) program.

Water Department

- Average daily flow of 1.548 of system demand.
- Repaired eight water leaks.
- Repaired one of the radio meter units.
- Responded to low water pressure concern.
- Flushed one fire hydrant.

Utility Locates

- Located the water and sewer for 62 utility locate tickets

POLICE DEPARTMENT

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

- **Entering Autos:** Patrol units responded to 3 entering autos (one at a residence, one at Jan's Flowers and one at Pet Smart). Unsure if they were related. CSI notified.
- **Deceased Person:** Patrol units responded to the area of Fern Cliff Lane in reference to a welfare check. An elderly female was located in her bedroom deceased and had been for approximately 48 hours. CSI and CID notified. No foul play suspected at this time.
- **Robbery:** Patrol units responded to McDonalds (summit) in reference to a robbery. Entry was made through the driver thru window. The alarm system was off and the safe was not locked. Approximately \$1000.00 taken. CSI notified.
- Numerous arrest for traffic offenses(14), DUI (8)
- Several Arrest for shoplifting (4)
- 4 Wanted persons located
- Several arrest for offenses not listed above (6)

Training Division/ Warrants

- Registered 7 Officers for upcoming training.
- Warrant pick-ups in Fayette, Coweta and Clayton counties.
- All warrants were checked and verified during the week.

Community Events

- VFW Veterans Day Parade on Saturday, November 5th.
- Conducted Active Shooter training at Southern Credit Union and Hope Memory Care.

Criminal Investigations

- Investigations assigned **20** cases this week.
- Investigations cleared **16** cases this week.
- **3** Call outs for investigators this week.
- **1** Call outs for CID Supervisor's this week
- **4** Call outs for crime scene investigators this week.
- The front office answered 195 phone calls, handled 75 walk-ins, referred 16 accident reports and 2 incident reports processed 20 alcohol IDs and 4 impound releases, ran 3 backgrounds, 13 tags and 13 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 56 emergency calls for service during the week.
- Volunteer: The October 31st volunteer meeting was cancelled.
- Projects:
 - Continued annual hydrant maintenance.
 - Continued no outdoor burning.
 - Attended staff SPLOST meeting.
 - E-91 provided Fire Safety Education at Rising Star Montessori.
 - Participated on interview panel for City PIO.
 - Attended City Comprehensive Plan public meeting.
 - Our department participated in the annual Veteran's Day parade with multiple trucks in the parade and flag displayed from T-91.