



# City of Fayetteville

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

CITY MANAGER  
Ray Gibson

CITY CLERK  
Anne Barksdale

March 2, 2016

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** CITY MANAGER'S WEEKLY REPORT: February 21<sup>st</sup> through February 28<sup>th</sup>

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## **FINANCE & ADMINISTRATIVE SERVICES**

### **Finance**

- Working on Financial DCA Report for submittal.
- Chart of Accounts entries for new software continue to be made.
- Banking Service RFP went out on February 16<sup>th</sup>:
  - Due Date is March 25, 2016
- Working on the budget presentation for the Council Retreat on March 11<sup>th</sup>.
- Cleaning up 2016 Budget departmental line items.

### **Accounts Payable**

- Keyed payment data for 102 invoices and processed payments to 67 vendors.
- Prepared 74 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

### **Occupational Tax**

- Received six (6) new business applications.
- Issued eight (8) new business licenses.
- Collected \$110,910.20 for new and delinquent licenses.
- Collected \$89.31 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: 2/25/16
  - Check Count: 158
  - Regular Weekly Payroll: 4
- Total Payroll: \$193,791.67

## Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$33,024.33 in sanitation and stormwater revenues.
- Established water and sewer service for 26 new customers.
- Billed out for 1791 customers.
- Issued 0 Purchase Orders
- Received \$100,288.92 in Water and Sewer revenues.
- Pilot Program: Delinquent Accounts Callout
  - Cut off report generated for cycle 1 on 02/25/16 resulted in 87 delinquent accounts.
  - Out of the 87 accounts, 37 were called and 24 received a tag through mail due to bad or no phone numbers.
  - Account clerks received about 6 calls from those customers.

## Human Resources

- Addressed personnel issues.
- A salary survey was completed.
  - City of Decatur
- Reviewed the pay scale.
- Completed preparation work for financial software upgrade.
- Monthly Turn Over Report
  - There were no hirings, terminations, or resignations in the month of February. There are 4 vacant positions as follows: 1 in Mains Street/Planning & Zoning, 1 in Fire, and 2 in Police.

<b>Turn Over Report</b>				
	Resigned	Retired	Terminated	2016
Admin				0
Court				0
Engineering				0
Finance				0
Fire				0
Main Street				0
Planning and Zoning				0
Police				0
Public Works				0
Water				0
Total	0	0	0	0
Average # Employees				149
Current # Employees (FT)				124
Current # Employees (PT)				25
Open Positions				4
Total Employees				153
Turn Over Percentage				0.000%

## Court

- # of citations received: **103**
- # of warrants issued (FTA & VOP): **0**
- # of citations (FTA) sent to DDS: **9**
- # of scheduled arraignment cases: **69**
- # of scheduled trial cases: **24**
- Total amount collected for the week: **\$22,361.00**

## Information Technology

- GIS Projects
  - Network Analyst Training Class (In progress when time allows)
  - Yearly BAS Report was sent to the US Census Bureau.
- Technology Projects
  - Worked on the financial data conversion project.
  - Installed mobile data terminal for new Truck 9.
- Police Technology Projects
  - Archived 2 months of ICOPS video.
  - Updated Courtware Server for the new IVR System.
  - Installed two network switches.
  - Installed ICOP Pro System (tag reader) in new police car.
  - Appeared in superior court for testimony.
- Open Records Request
  - DVD request of traffic stops and investigations: **14**
- Web Site Visits for the Week
  - Total pages viewed: **10,588**
  - Total Unique Pages viewed: **7,644** (Excludes Repeated Pages viewed)
- Average time spent on each page: 48 seconds
- Top 10 City Web Pages

1.	Official Website Main Page	1,666	15.73%
2.	Jobs	857	8.09%
3.	Events	372	3.51%
4.	Government	320	3.02%
5.	Police Department	293	2.77%
6.	Search Results	290	2.74%
7.	Residents	274	2.59%
8.	City Departments	266	2.51%
9.	Municipal	255	2.41%
10.	OnLine Payment	143	2.30%

- Facebook Insights
  - Total Page Likes (Fans) 4,893
  - Total Reached 1,591
  - People Engaged 149
  - Fans
    - Women 77%
    - Men 23%

## **COMMUNITY & ECONOMIC DEVELOPMENT**

### **Economic Development**

- Provided info to and had discussion with Jay Garner to assist with preparation of the final report documents.

### **Planning & Zoning**

- Held the monthly Planning Commission meeting.
- Held a Town Hall meeting to further refine the Downtown Master Plan. Approximately 50-100 were in attendance and the overall response was extremely positive.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

### **Main Street**

- Made additional website updates on SouthernGroundAmp.com site.
- Assisted Kiwanis with prep for Suds on the Square event.
- Met with PTC CVB director Jennifer Johnson to discuss cross marketing and promotion.
- Continued coordination of plan to save/relocate historic home at 210 S Jeff Davis. Future owner now seeking alternate bids, and working on legal documents for the proposed use.
- Beginning outreach to new potential amphitheater sponsors for 2016.
- Further negotiations required for concert series, as one group cancelled their entire U.S. tour. Replacement offer pending.
- Continued preparation for the 2016 series ticket marketing materials and outreach.

### **DDA**

- Provided additional loan assistance with OZ Pizza and Department of Community Affairs.

### **Building**

- Number of Building Inspections Performed: **70**
- Number of Permits Issued: **13**
  - **3:** Building
    - Commercial Repair/Remodel: **1**
    - Commercial New: **0**
    - Residential Repair/Remodel: **2**
    - Residential New: **0**
  - **0:** Demolition
  - **5:** Mechanical
  - **1:** Utility Restoration
  - **2:** Foundation Only
  - **1:** Electrical
  - **1:** Plumbing
  - **0:** Land Disturbance
  - **0:** Fence
  - **0:** Pool
- Plans Received: **1**
  - Commercial Repair/Remodel: **0**

- Commercial New: **1**
- Residential Repair/Remodel: **0**
- Residential New: **0**

### **Code Enforcement**

- Total Inspections: 74
  - Proactive: 11
  - Complaint: 7
- Verbal Warnings: 1
- Written Warnings: 0
- Notice of Violations: 15
- Stop Work Orders: 1
- Citations Issued: 0

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

### **Public Works**

- Cleaned City Hall and the Police Department.
- Picked up limbs on Hood Avenue and Tiger Trail.
- Cut and maintained Patriot Park and the fountain area.
- Asphalt patch work at Highway 54 @ Tiger Trail, North Jeff Davis Drive, GA Avenue, and Highway 85 South.

### **Sewage Department**

- Average daily flow treated is 2.425 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to one sewer backup complaint.

### **Stormwater**

- Repaired catch basin issue at 435 Woodbyne Drive.
- Checked multiple storm basins throughout the City.

### **Water Department**

- Average daily flow of 1.096 of system demand.
- Repaired 1 broken fire hydrant.
- Flushed out 3 homes due to discolored water.

### **Utility Locates**

- Located the water and sewer for 57 utility locate tickets.

## **POLICE DEPARTMENT**

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

- **Theft**: Patrol units responded to the area of Camford Stone Path where an open trailer was located. Heavy construction equipment was stolen from the trailer. The trailer was parked on the street and being used by home builders in the area.
- **Domestic**: Patrol unit responded to Lockmeade Way where a juvenile had struck his mother and father after being confronted with marijuana possession. The responding officer completed a juvenile complaint form along with an incident report.
- **Runaway Juvenile**: Patrol units responded to Mimosa Drive where a 15-year old female had run away from home. Her Mother believed that she had gone to her boyfriend's house but could not provide any information about him. The child was placed on GCIC and a BOLO was issued. A juvenile complaint form was filled out by her parents for a runaway.
- Numerous arrest for traffic offenses (11), DUI (1)
- Several Arrest for shoplifting (7)
- 3 Wanted persons located
- Several arrest for offenses not listed above (3)

### **Training Division**

- Four officers attended training at regional and state training academies.
- Registered eight officers for upcoming training classes.
- Escorted representative for the annual fire extinguisher check and set up a follow up date.
- Working on the CPA and in-service training for March.

### **Criminal Investigations**

- Detectives spent several different days in Grand Jury.
- Detective Albea recovered a stolen ring at Town Square Jewelers with the assistance of Leads On-Line. A warrant was taken and served and this case was cleared by arrest. During the interview the offender admitted to the theft and gave the location of stones removed from ring. The victim was able to recover the missing stones. Detective Albea was also able to recover a stolen TV and computer at pawn shop in Riverdale on this same case.
- Lieutenant Mike Francis and Detective Albea testified in Fayette County State Court on a similar occurrence on a Domestic Violence incident.
- Detective Israel attended and completed a 16 hours course on Islamic Ideology at the Georgia Public Safety Training Center.

### **Office of Professional Standards**

- An Active Shooter response class was presented to approximately 20 members of the Fayette Republicans at their headquarters.
- A press release was sent out to local media outlets regarding the 7<sup>th</sup> annual Citizen's Police Academy.

- The front office answered 147 phone calls, handled 75 walk-ins, 27 accident reports and 18 incident reports processed, 17 alcohol IDs and 3 impound releases were processed, 12 backgrounds, 11 tags and 11 VINs were checked.
- Presented the initial Neighborhood Watch Association program to approximately 30 residents of the Emory Springs subdivision.
- The front office answered 94 phone calls, handled 35 walk-ins, referred 22 accident reports and 13 incident reports, processed 20 alcohol IDs and 7 impound releases, ran 8 backgrounds, 24 tags and 26 VINs.

## **FIRE DEPARTMENT**

### **Operations**

- Incidents: Units responded to 60 emergency calls for service during the week. Some of the significant calls are as follows:
  - Responded to assist Fayette County on a reported gas leak at the Fayette County Jail.
  - Responded to investigate the odor of smoke at 103 Banks Station.
  - Responded to a vehicle fire call at 210 West Stonewall.
  - Responded to a reported apartment fire at 201 Cobblestone Boulevard. An electrical short caused the odor of smoke.
  - Responded to a wreck with entrapment at Hwy 85 and Ellis Road.
  - Responded to 165 Virginia Highlands for a reported building fire. Cause of the alarm was food on the stove.
- Volunteer: The February 22<sup>nd</sup> volunteer meeting was held at Station 91.
- Projects:
  - Assisted with the evaluation of a complaint located at 230 Buckeye Lane.
  - Responded to investigate a report of flooding at 130 Bates Avenue.
  - Attended the Town Hall for the updated Downtown Master Plan.