



# City of Fayetteville

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Harlan Shirley  
James B. Williams

CITY MANAGER  
Ray Gibson

CITY CLERK  
Anne Barksdale

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September 13, 2016

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** CITY MANAGER'S WEEKLY REPORT: September 5<sup>th</sup> through September 11<sup>th</sup>

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## **CITY ADMINISTRATION**

- Out of the office on vacation from Wednesday, August 31<sup>st</sup> through Wednesday, September 7<sup>th</sup>.
- Attended the Fayette Chamber of Commerce Board meeting on Thursday, September 8<sup>th</sup>.
- Attended a meeting with Pam Young and Katie Pace from Southern Conservation Trust (SCT) on Thursday, September 8<sup>th</sup> to discuss the short and long term goals of the City as they relate to The Ridge Nature Area. Also in attendance was Economic Development Director Brian Wismer.
- Held a meeting with Economic Development Director Brian Wismer and Finance & Administrative Services Director Mike Bush on Thursday, September 8<sup>th</sup> to discuss the program management process for the implementation of the Downtown Master Plan.
- Held a meeting with Michael Mumper on Friday, September 9<sup>th</sup> to discuss the October E-Newsletter. Also in attendance was IT Director Kelvin Joiner.
- Worked on responding to numerous emails and phone calls as a result of being out of the country for a week.

## **FINANCE & ADMINISTRATIVE SERVICES**

### **Finance**

- Continued preparation for the year-end closeout.
- Audit preparation
  - Received PBC letter from the Auditors
    - Duties have been delegated to the Accounting Supervisor and Accountant.
- The Budget Book Award preparation is underway.
- Remodeling of the City Hall main lobby area is underway.
- Mandatory Site Visit was held for the Janitorial Cleaning Services RFP on September 9<sup>th</sup>.
  - 19 Vendors showed up

## **Accounts Payable**

- Keyed payment data for 66 invoices and processed payments to 40 vendors.
- Prepared 41 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

## **Occupational Tax**

- Received three (3) new business applications.
- Collected \$2212.55 from the Alcohol Beverage Sales.
- Collected \$10,299.32 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: September 8<sup>th</sup>
  - Check Count: 144
  - Regular Weekly Payroll: 2
- Total Payroll: \$188,425.60

## **Utility Billing**

- Assessed late fees to delinquent accounts
- Received \$38,657.18 in Sanitation and Stormwater revenues
- Established new Water and Sewer service for 18 new customers
- Billed out for 0 customers
- Issued 0 Work Orders
- Received \$105,807.29 in Water and Sewer revenues
- Pilot Program: Delinquent Accounts Callout
  - Cut off report generated for cycle 5 on September 9<sup>th</sup> produced 92 delinquent accounts.

## **Human Resource**

- Personnel Issues
- Monday, Labor Day Holiday
- Onboarding of New Hire
- Employment Opportunities
  - Fire Fighter: Opened 5/2/2016 until filled
  - Police Officer: Closed
  - Administrative Clerk: Closed
  - Waste Water Treatment Plant Operator: 8/19/2016 through 10/20/2016
  - Code Enforcement Officer: 9/9/2016 open until filled
  - Public Relations Specialist (PIO): 9/9/2016 open until filled
  - Planner: 9/9/2016 open until filled
- Resumes Submitted: 20
  - Fire Fighter: 3
  - Police: 5
  - Administrative Clerk: 1

- Waste Water Treatment Plant Operator: 0
- New World Conversion data corrections were worked on.
- Met with Elian Group Training and Consulting.

**Court**

- # of citations received: **106**
- # of warrants issued (FTA & VOP): **3**
- # of citations (FTA) sent to DDS: **0**
- # of scheduled arraignment cases: **0**
- # of scheduled trial cases: **0**
- Total amount collected for the week: **\$4,256.10**

**INFORMATION TECHNOLOGY**

**Technology Projects**

- Installed 3 new desktops
- Upgraded BS&A software.
- Setup new users onto the network.
- Improved the lighting in large conference room.
- Drafted a newsletter article on BS&A software for the E-Newsletter.
- Converted more payroll data for the New World software project.
- Sent utility billing data to new world for GO Live.
- Fixed day-to-day IT problems for staff throughout the City.

**Police Technology Projects**

- Archived ICOP videos to storage.
- Downloaded 14 ICOP drives.
- Downloaded video from 16 body cameras.
- Archived body camera video to cloud storage.
- Reloaded 2 Laptops.
- Repair door access panel.
- Working on 1 new desktop.
- Repaired access control panel for card entry.

**Open Records Request**

- DVD Request of traffic stops and investigations: **13**

**Web Site Visits for the Week**

- Total pages viewed: **12,240**
- Total unique pages viewed: **8,911** (Excludes Repeated Pages viewed)
- Average time spent on each page: **56 Seconds**
- Top 10 City Web Pages

	Web Page	Number of Hits	Percentage
1.	Official Website Main Page	1768	14.44%
2.	Jobs	902	7.37%
3.	Events	668	5.46%

4.	Events Calendar	602	4.92%
5.	Jobs Applications	580	4.74%
6.	Government	418	3.42%
7.	Residents	340	2.78%
8.	Police Department	339	2.77%
9.	Search Results	276	2.25%
10.	Solid Waste	275	2.25%

### **Facebook Insights**

- Total Page Likes (Fans)            5,903
- Total Reached                         6,353
- People Engaged                       1,199
- Fans
  - Women **77%**
  - Men **23%**

## **ECONOMIC DEVELOPMENT**

### **Economic Development**

- Met with Pam Young and Katie Pace regarding future goals (short/long term) at The Ridge Nature Area.
- Discussion and analysis of Program Management services needed to assist the City with implementation of new downtown projects.
- Met with City Staff to review recently approved amendments to Chapter 10 Alcoholic Beverages of the City Code regarding the administration and processing of new licenses.

### **Main Street**

- Staff continued to assist with final prep for the interfaith 9/11 memorial event on the square.
- Met with Office of Downtown Development design studio to discuss façade enhancements to existing Holiday Inn Express.
- Site visit with contractor to build new downtown dumpster on Lee Street.
- Site visit with concession vendors to prep for upcoming Camp Southern Ground fundraiser at the amphitheater.
- Continued event preparation for Fayette Idol and the Main Street Golf tournament.

### **DDA**

- Final edits to the Museum Manager job description were completed. Now posted at the GSU graduate program website and have also distributed locally via email.

## **COMMUNITY DEVELOPMENT**

### **Planning & Zoning**

- No report submitted for the week.

## **Building**

- Number of Building Inspections Performed: **64**
- Number of Permits Issued: **11**
  - **5: Building**
    - Commercial Repair/Remodel: **0**
    - Commercial New: **0**
    - Residential Repair/Remodel: **4**
    - Residential New: **0**
  - **1: Demolition**
  - **2: Mechanical**
  - **0: Utility Restoration**
  - **0: Foundation Only**
  - **2: Electrical**
  - **0: Plumbing**
  - **0: Land Disturbance**
  - **1: Fence**
  - **0: Low Voltage**
  - **0: Construction Trailer**
- Plans Received: **1**
  - Commercial Repair/Remodel: **1**
  - Commercial New: **0**
  - Residential Repair/Remodel: **0**
  - Residential New: **0**

## **Code Enforcement**

- Total Inspections: **20**
  - Proactive: **11**
  - Complaint: **9**
- Verbal Warnings: **4**
- Written Warnings: **1**
- Notice of Violations: **5**
- Stop Work Orders: **0**
- Citations Issued: **0**

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

### **Public Works**

- Cleaned City Hall
- Cleaned Police Department
- Cut and maintained the following areas:
  - Hood Avenue
  - Pye Lake
  - Highway 92 South
  - Jeff Davis North
  - White Road

- New Hope Road
- Highway 314 Grady Avenue
- Bradford Square
- Lee Street
- Highway 85 South
- Completed patch concrete/asphalt work in the Woodbyne Subdivision due to a sinkhole.
- Cut tree limbs on Buckeye Lane.
- Set up for the 9/11 Event at the Courthouse.

### **Sewage Department**

- Average daily flow treated is 2.109 million gallons per day
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 3 sewer backups.

### **Water Department**

- Average daily flow of 1.643 of system demand.
- Repaired 7 water leaks.
- Repaired damaged hydrant hit by a vehicle.

### **Utility Locates**

- Located the water and sewer for 36 utility locate tickets.

## **POLICE DEPARTMENT**

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

- **Fraudulent Prescription:** Patrol units responded to the area of Rite-Aid west in reference to two females attempting to pass fraudulent prescriptions. FVPD arrived quickly and arrested both subjects. Both women were connected to several other incidents.
- **Elderly Abuse:** Patrol units responded to the Police Department and met with an elderly female who reported being the victim by her caregiver. She advised FVPD that her caregiver had been partially paying her bills and stealing the rest for her own use, including purchasing a vehicle in her name. CID was notified. Warrants Pending.
- **Disorderly Conduct:** Patrol units responded to the area of Publix (Pavilion) in reference to a female screaming at the staff in the deli area. She was upset over sandwiches that she had ordered were not what she wanted. The female refused to stop screaming and threatening the staff after FVPD arrived. She was arrested on scene.
- Numerous arrest for traffic offenses (11), DUI (4)
- Several Arrest for shoplifting (4)
- 3 Wanted persons located
- Several arrest for offenses not listed above (7)

### **Training Division/ Warrants**

- Registered seven officers for training classes at various locations.
- Served 6 warrants in Fayette and Coweta Counties
- Some staff attended a Dragon Boat practice for upcoming race in Peachtree City.

## **Community Events**

- Officers attended breakfast for 9/11 at White Water High School.
- Officers attended the PoPo Car Show.
- Officers assisted FFD with the Stone Mountain climb on 9/11
- Officers attended remembering 9/11 at the Old Courthouse.

## **Criminal Investigations**

- Investigations assigned **6** cases this week.
- Investigations cleared **16** cases this week.
- **1** Call out for investigators this week.
- **1** Call out for CID Supervisor's this week
- **1** Call out for crime scene investigators this week.
- The front office answered 172 phone calls, handled 46 walk-ins, referred 15 accident reports and 12 incident reports, processed 17 alcohol IDs and 3 impound releases, ran 4 backgrounds, 11 tags and 11 VINs.

## **FIRE DEPARTMENT**

### **Operations**

- Incidents: Units responded to 51 emergency calls for service during the week.
  - On September 5<sup>th</sup>, fire units responded to a reported brush fire in a large wooded area between Pye Lake, Chase Drive, and Sharon Drive. Fire personnel found a large area of brush and downed trees (approximately 300 feet x 300 feet) involved with fire. Personnel advanced hose lines from Chase Drive down to the fire areas and worked for several hours on extinguishment. Fire units returned again on September 7<sup>th</sup> and 8<sup>th</sup> to extinguish rekindles and hot spots found primarily in a pile of downed trees. On these dates, personnel accessed the fire area with the City's brush truck by way of Sharon Drive.
- Projects/Training:
  - The September 5<sup>th</sup> volunteer meeting was cancelled due to Labor Day.
  - Fire personnel attended a public safety appreciation lunch at Whitewater Creek High School.
  - Truck 9 personnel participated in benefit car show (PoPo Car Show) for Fayette County Deputy Toby Daley.
  - Fire personnel attended the annual Ronnie Thames Foundation awards banquet held at the Oceans Ballroom at the Atlanta Aquarium on September 10<sup>th</sup>.
  - Fire and police personnel completed the Stone Mountain Climb Challenge to honor the victims and heroes of September 11, 2001
  - Fire personnel attended a public safety recognition during the morning worship service at Harps Crossing Baptist Church on September 11<sup>th</sup>.
  - Fire personnel participated in the remembrance event for 9/11 at the Courthouse Square.