



City Administrator's Monthly Report

July 2022

Fairburn, GA

Authored by: Tony M. Phillips, CPM®



Government of the City of Fairburn



Greetings Honorable Mayor & City Council Members,

I am honored to present a summary of the City's monthly administrative activities for July 2022. Fairburn continues to make positive strides in city operations and service delivery. The current operating environment brings with it some very specific challenges for all organizations. Increasing covid infection data, and inflationary economic indicators have not muted our progress. Fairburn continues to utilize its many assets to build, maintain, and promote one of the state's best live, work, play communities. Our staff is dedicated to our commitment to provide each resident best in class customer service, while listening to our neighborhoods, communities, and local businesses. Our goal is to support a safe, inclusive, innovative, and economically vibrant city.

This report summarizes activities through the end of July 2022. The City continues its "Fairburn Forward" focus under the leadership of the Honorable Mayor Mario Avery.

- Downtown Development Authority (DDA) and Development Authority Training with new board members at University of Georgia, Carl Vinson Institute of Government in Dublin, GA, regarding role of DA/DDA as a developer, financial incentive tools, project management and development and more.
- Human Resources developed and City Council approved a COVID-19 policy inclusive of a pandemic leave benefit which provides up to five (5) days of paid leave for employees who meet the eligibility requirements.
- Benefits Event "Getting to Know Your Benefits" was held on July 25, 2022 facilitated by our benefits broker and United Health Care account manager.
- Wellness Wednesday Fitness Initiative Completed – over 100 participants for season.
- Rebecca Keefer and Richard Edwards named Interim Director of Planning and Zoning and Interim Senior Planner, respectively.

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- We are continuing our proactive recruitment and making significant progress for all open positions in the City to help elevate departmental service delivery.

I am enthusiastic and dedicated to our path forward in Fairburn. We are continuing to put together a superb management team and staff to serve our residents with excellence. Each day we are focused on ways to connect with our citizens and provide opportunities to make Fairburn our region's most accessible government.

We have something *exceptional* in the city of Fairburn. This report highlights our initial and ongoing efforts to improve delivery of services in line with your collective vision as our elected leaders. Please review a summary of the City's successful outcomes from July 2022.

Tony M. Phillips, CPM®

City Administrator

City of Fairburn



City Clerk

Director: Brenda James

July 2022

Department Highlights/Accomplishments:

Received 80 open records request for July 2022 – researched and processed

Processed incident reports to Travelers insurance

Processed City Council Credit Card Requests.

Prepared City Council Meeting packets for July 11th , July 20th and July 25th, 2022

Reviewed ordinances sent to Municode

Emailed weekly open requests report to Attorney, Mayor, City Administrator

Prepared City Council Minutes

Demo on Zoom with JustFoia for Administrative Training 3 people in Office

Budget Meeting with Finance Director

Clear Gov Training

Working on Charter updates

Signed all Business Licenses

Continue to Setup each department person for JustFoia training

Project Status:

Continue to work with open records request several times a day

Continue to organize City records

Continue to work on the Charter updates



Economic Development

Director: Sylvia Abernathy

July 2022

- Participated in Downtown Development Authority (DDA) and Development Authority Training with new board members at University of Georgia, Carl Vinson Institute of Government in Dublin, GA, regarding role of DA/DDA as a developer, financial incentive tools, project management and development and more.
- Completed the planning and production of Third Fridays on Main Street – Summer Music Festival featuring live music and performance arts to promote downtown arts and entertainment. – July 15th
- Prepared and wrote August City Newsletter, featuring the City of Fairburn’s policy position on L.O.S.T, Main Street Accreditation and Affiliate Status.

Department Updates:

- Participated in meeting Assistant Administrator regarding Fulton County CDBG CV3 Covid and City of Fairburn updates, project status and annual reporting for Digital Toolkit program.
- Agenda Item for Mayor and Council: Approval of plaque installation, updating regarding different stages and lettering for the Education Building, honoring former Mayor Betty Hannah. Obtained quotes for two additional dedication plaques, one replacement plaque, and building lettering for the education building. – July 11th

Off-Premises Special Event Permit: In response to business owners' desire to participate in ongoing downtown events, research, and planning as to the benefits to the city. – **Agenda item submitted and approved for July 11th**

- Distillery Special Permit – **Agenda Item Submitted and approved on July 11th**
- Completed July Community Activities Report for Georgia Main Street/ Department of Community Affairs (DCA), which includes data on job creation, real estate sales, housing, new construction, rehab, and public improvement projects for Main Street reporting.
- Soofa System digital wayfinding kiosk installation. A pilot project to enhance pedestrian traffic within the downtown district and community engagement regarding governmental services, community announcements, special events, business services, and more. Agenda Item for August 3, 2022 City Council Meeting

Project Status:



- Adopt-A-Planter Program – submitted a proposal for the implementation of the program.
- Façade Grant Program – Draft Proposal for review and submission. – July 14th
- Utility Box Murals – Draft Request for Proposals submitted for review.
- Downtown Catalytic Site Development:
 - Review of potential Catalytic Site in downtown Fairburn, Off Broad. **-In Process**
 - Retail Strategies meeting regarding retail recruitment and downtown implementation efforts. Review of case studies with comparable Fairburn communities. – **In Process**
 - Urban Pulse to discuss upcoming projects with downtown development, funding incentives, and economic development activities - May 27th
 - Redevelopment of downtown parcels.

Business Development and Activation: Ongoing discussions with business and property-owner stakeholders.

Upcoming Events/Actions/Meetings:

- Economic Development Strategic Plan Update
- Business Alliance Meeting - TBA
- Planter Program/ Adopt-A-Spot
- Main Street Board Meeting
- Frankie Arnold Stage Lettering Dedication – TBA (tentative August 19th)
- Betty Hannah Building Lettering Dedication Ceremony- TBA (tentative September 6th)
- Hotel Motel Tax/Funds Report
- Economic Development Strategic Plan
- Third Friday Events & Concert Series
 - Summer Music Festival – July 15th
 - Back to School Celebration – August 19th
 - Hispanic Cultural Celebration Month – September 16th
- Fall Festival & Taste of Fairburn – October 1st
- DDA/DA Board Meeting – 23rd (Upcoming Training on August 3rd)



Finance

Director: Peterson David

July 2022

Department Updates: Month of July, 2022

Daily Operations

- One on one Department head budget meetings
- Finalized FY22-23 Proposed Budget
- Homestead Ordinance presented & approved by Mayor & Council
- Budget Amendment Ordinance – Retention Bonus presented & approved by Mayor & Council
- Procurement Manager started July 6th
- Registered entire Finance department for Pryor Training
- Business Licenses
 - New Licenses: 4
 - Renewals: 6
 - Outstanding: 113
- New services
 - Electric: 25
 - Water: 57
 - Garbage: 39

Personal Property Tax

- Collected: \$2,752,839.12
- Outstanding: \$43,790.10

Real Property Tax

- Collected: \$6,609,313.52
- Outstanding: \$113,987.90

Public Utility Tax

- Collected: \$224,227.74
- Outstanding: \$12,851.41

Project Status:

FY20-21 Single Audit: Finished

Upcoming Events/Actions/Meetings:

1. Policies
- a. Fund Balance
- b. Reserve
- c. P-Card



Fire Department

Director: Chief Cornelius Robinson

July 2022

Department Highlights/Accomplishments:

- Hired 4 New Members of Personnel
- Provided Emergency Medical Services for 3rd Fridays on Main Street
- Participated in city-wide Open Records Training
- Received 15 plans for review
- 1 Fire Investigation Completed
- Deployed Emergency weather radios to city buildings

Department Updates:

- The fire department has started back providing blood pressure checks at New Beginnings Senior Center. They take place every Tuesday at 10 am.
- Received 10 New Sets of Gear

Project Status:

- Floors at Station 21 have been completed
- Engines 21 & 22 in process of repair at Ten-8

Upcoming Events/Actions/Meetings:

- Bi-weekly meetings with Assistant City Administrator
- New members of personnel slated for hire: recruitment in progress
- 3 people are being sent to CPR Instructor Training



Human Resources

Director: TaLisha Champagne

July 2022

Department Highlights/Accomplishments:

- Developed COVID-19 policy inclusive of a pandemic leave benefit which provides up to five (5) days of paid leave for employees who meet the eligibility requirements.
- Benefits Event “Getting to Know Your Benefits” was held on July 25, 2022 facilitated by our benefits broker and United Health Care account manager.
- Employee Navigator benefits module went live. Current employee benefit and dependent election were finalized on July 30th with benefits audit being conducted.

Department Updates:

- ✚ Leadership Training event “Workers’ Comp Made Easy” to be held on August 10, 2022; training event will be facilitated by Georgina Municipal Association (GMA).
- ✚ City’s Hiring & Turnover stats for June 2022:
 - New Hires – fifteen (15) employees
 - Separations – seven (7) employees; 5-Voluntary, 1-Involuntary; 1- Deceased
- ✚ Extended six (6) conditional offers to new hires for the August new hire orientations; Various offers included the hiring incentive pay; a total of 12 potential new hires for August 2022 (total inclusive of two (2) Police Officers and four (4) Firefighter recruits).

Project Status:

- Classification & Compensation Study kick off to be held on August 1st. Employee orientation sessions and focus groups to be held on August 3rd. The Job Assessment Tool to be completed by all employees and supervisors will launch on August 8th and conclude on August 19th. Market analysis to begin on August 22nd.
- Policy updates in progress (Pandemic Leave, Standards of Conduct, Military Leave, Maternity/Parental Leave, On-Call Policy, Telework policy, Workers’ Comp policy, Comp Plan/Incentive Pay policy).
- HR Staff training for Employee Navigator benefits module to be held on August 3rd. Next phase is new hire online benefit election option by August 17th.



Upcoming Events/Actions/Meetings:

- ✚ Employee event “Understanding Your Retirement Benefits” to be held on August 22, 2022 and facilitated by Georgia Municipal Association (GMA).
- ✚ Employee Appreciation Day to be held on Sept 9, 2022 in Dunkin Park from 11:00am – 2:00pm.
- ✚ Mental Health awareness leadership training in FY23; date to be determined.



Parks & Recreation

Director: Chapin Payne

July 2022

Department Highlights/Accomplishments:

- Fairburn Flames Football/Cheer season registration completed- 250 participants
- Wellness Wednesday Fitness Initiative Completed – over 100 participants for season
- Summer Teen Retrieve 22 participants- Completed
 - Program paused due to A/C installation at the Youth Center
 - Teen Session – Leadership through Music
- Water Aerobics – 170 July participants
- Program Launch – Sensational Senior Summer
 - Walking Club – 35 senior participants
 - Jewelry Making Class – 25 senior participants
 - Tote Bag Decorating Class- 22 senior participants
 - Chair Aerobics - 20 senior participants
- Afterschool Services RFP released – proposals received; RFP canceled
- Fall Festival Save the Date released – October 1, 2022
 - Theme: Yes, its Back!
 - Vendor Applications Received- 7
 - 4 – College Bands confirmed/ 3- High School bands confirmed
 - Carnival rides – confirmed

Department Updates:

- Pool & Splash Pad Information
 - Back to School Splash – \$2.00 admission with a packaged school supply donation - Completed
 - Last weekday at the pool July 29th – Weekends only
 - Pool closes – Sunday, Sept. 4th
- Fall Festival – Planning Meeting #3 held
- New Program: Fairburn After School Enrichment Program - Applying for After School Boost Grant through GRPA



- New Program: Senior Walking Club – Every Monday & Wednesday / May – August
- New Program: Wellness Wednesdays – Every 1st and 3rd Wednesday June – July
- New Program: Fairburn Flames Football/Cheer – Monday through Thursday July- November
- New Program: Fairburn Cross Country – Beginning September- Registration now open

Project Status:

- Youth Center HVAC installation –Complete
- Duncan Park entrance gate repair – Complete
- Outdoor basketball court fence repair – Complete
- Duncan Park field maintenance – on going
- Youth Center landscape – Complete
- Fall Festival planning – on-going
- Youth Center access control – Moved to D. Parks
- Dedication Signs – Duncan Park Pool – Received, scheduling installation

Upcoming Events/Actions/Meetings:

- August 20th – Art in Lights
- August 24th – Senior Self Defense
- Oct. 1st – Fairburn Fall Festival



Marketing Materials:

**Fairburn Parks and Recreation
Youth Cross Country**

**REGISTRATION
NOW OPEN!**

\$75.00
PRACTICE HELD TUESDAY & THURSDAY
6:15pm - 7:15pm (starting Sept. 27th)

AGES: 7-14

Register Online @ www.fairburn.com
"How Do I!"



MORE INFO & REGISTRATION:
CONTACT: (770) 964-2244 EXT. 450
OR Cpayne@fairburn.com




**SELF
DEFENSE
FOR
SENIORS**

Learn Techniques
of Self Defense &
Feel Confident

Instructor:
Fairburn Police
Department

**August 24, 2022
11:00 AM - 1:00 PM**

**Fairburn Youth Center
149 S.W. Broad Street**

Register by calling (770) 964-2244 ext. 133 or email
shjackson@fairburn.com





Planning and Zoning

Interim Director: Rebecca Keefer

July 2022

Department Highlights/Accomplishments:

1. Successful transition of department
2. Rebecca Keefer and Richard Edwards named Interim Director of Planning and Zoning and Interim Senior Planner, respectively
3. Begin recruiting for permanent director

Boards & Commissions Meetings

1. The Planning and Zoning Commission meeting was held on July 12th.

Community Meetings and other Meetings:

Department Updates:

Permit Type & Other	Number Issued
Sign Permit	2
Film Permit	0
Short Term Rental Permit	0
Special Event Permit	0
Occupational Tax License Review	6
Zoning Verification Letter	5
Yard Sale Permit	0



South Park Building B – A request to approve the conceptual site plan for the development of a 206,960 square feet warehouse.

Meeting Date: Planning and Zoning Commission - July 12th, 2022 – CONDITIONAL APPROVAL

Upcoming Rezoning Petitions

MCRT SFR Investment/Battle Law - A request to rezone 41.89 acres from AG (Agriculture) to RM-12 (Multi-family Residential) for a 194-unit multi-family townhouse development.

**Meeting Dates: Planning and Zoning Commission – September 13, 2022 (tentative)
City Council – October 10, 2022**

Upcoming Variance Petitions

Rhys Black & Shannon Loe - A request to reduce the side yard setback to allow the renovation of an existing structure into an accessory dwelling structure.

Meeting Dates: Planning and Zoning Commission – September 13, 2022

Bohannon Road Distribution Center – Requests to encroach 23,186 square feet into the 25’ impervious stream buffer and to encroach 26,058 square feet into the 25’ stream buffer feet.

Meeting Dates: Board of Appeals – September 15, 2022

Upcoming Plats

Evergreen Subdivision Concept Plat – **September 13, 2022**

Proposed Text Amendments

1. Add liquor stores to the list of prohibited uses within the Highway 74 Overlay District
2. Revise the text for prohibited tire treading and recapping uses to add tire repair shops and add a separation distance requirement for automobile repair shops (to include oil change, body repair, and tire repair shops)
3. Notice of public hearing letters to property owners distance increase from 500 feet
4. Zoning Procedures Law procedural amendments

The above-mentioned text amendments are under legal review.

Creative Placemaking and Public Art Initiatives

1. Call for Artists for Creative Crosswalks

SCHEDULE

1. Publish Call for Artist on **June 22, 2022**
2. Deadline for all artist proposal submissions on **July 21, 2022**, by 5:00 p.m. EST
3. Proposal reviewed and selected by City Staff and Art Advisory Council late **August 2022**
4. Final designs and artists presented to Fairburn City Council in late **September 2022**



Project Status:

Community Development Projects Under Review

Project Name	Plan Type
Popeye's	Site Development Plan
South Park Bldg. A	Site Development Plan
Buckingham - Google	Site Development Plan
South Park Bldg. B & C	Conceptual Site Plan
Copart	Clearing and Grading
Project Miles Trailer Space	Site Development Plan
Renaissance Park Apartments	Conceptual Site Plan

Upcoming Events/Actions/Meetings:

Upcoming Planning and Zoning Commission meetings – September 13th (Rescheduled from September 6)

Upcoming Board of Appeals meetings – September 15th

Life In the Lights: August 20th

Fairburn Community Yard Sale: July 23rd, August 6th and August 20th Friday August 19th – Back to School Celebration – Main Street

Processed Rezoning Petitions

Meeting Dates: Planning and Zoning Commission - **June 7, 2022 – **DENIAL**
City Council - **July 11, 2022****

South City Partners - A request to rezone 14.979 acres from C-2 (General Commercial) to PD (Planned Development) for 288 multi-family units with a clubhouse, 4,000 square feet of retail space, and conservation open space with a concurrent variance to reduce the number of parking spaces from 2 per unit to 1.5 per unit.

Meeting Dates: Planning and Zoning Commission - **June 7, 2022 - **APPROVAL**
City Council - **July 11, 2022****

Vickers Point Subdivision – A request to approve the preliminary plat for Vickers Point Subdivision

Meeting Date: Planning and Zoning Commission **July 12th, 2022 **CONDITIONAL APPROVAL****



5. Selected Artist(s) notified, public announcement and showcase of artists and design late **September 2022**
 6. Crosswalks completed by late **October 2022**
2. Summer Art Event in the Alley - August 20, 2022 (rain date August 21st)



Public Relations & Community Engagement Consultant

Contractor: Ashley Nicole Communications, LLC

July 2022

Department Updates:

Written and Distributed Press Releases

- Press Release: City of Fairburn Third Fridays on Main Street Presents the Summer Concert Series
 - Distribution Date: July 7th
 - South Fulton Neighbor News:
 - https://www.mdjonline.com/neighbor_newspapers/south_metro/community/fairburn-kicks-off-summer-with-main-street-concerts/article_c58e54bc-febc-11ec-950c-a714ca730469.html
- Press Release: City of Fairburn Opposes Fulton County Board of Commissioners Local Option Sales Tax (L.O.S.T.) Increase
 - Distribution Date: Friday, July 15th
 - South Fulton Neighbor News:
 - https://www.mdjonline.com/neighbor_newspapers/south_metro/news/fulton-cities-unite-to-oppose-countys-increased-l-o-s-t-share/article_a4bb50a0-06dc-11ed-9cc8-ef6985524999.html
- Press Release: City of Fairburn Mourns Loss of Decorated Officer, Sgt. Jean-Harold Astree
 - Distribution Date: Thursday, July 28th
 - South Fulton Neighbor News:
 - https://www.mdjonline.com/neighbor_newspapers/south_metro/news/fairburn-mourns-death-of-decorated-police-sergeant/article_4d073a56-0e9b-11ed-adb7-af7440698471.html

Created and Posted Social Media Content (some posts scheduled multiple days)

- July 4th Closure Notice
- Pool Closure Notice
- Loss of Sgt. Jean-Harold Astree Post
- Event Post: Push-In Ceremony Recap Post
- Event Posts: Third Fridays on Main Summer Concert Series
- Event Posts: Fairburn Community Yard Sale
- Water Aerobics Class Cancellation
- Parks & Recreation Newsletter Post
- Planning & Zoning Director Position



- Important Notice: Lane Closure on E. Broad Street
- Important Notice: Duncan Park Pool & Splash Pad Capacity
- Juneteenth Closure Notice

Projects & Marketing Materials Created

- Project: GMA Press Release Quote
 - Materials Created
 - Created the quote
- Project: Third Fridays on Main Summer Concert Series
 - Materials Created
 - Flyer
 - Social Media Post
 - Eventbrite
- Project: Fall Festival & Taste of Fairburn
 - Worked with design vendor to create event logo
 - Created Save the Date
 - Created Social Media Post
- Project: GFL Sanitation Services
 - Materials Created:
 - City's Statement on Services
- Project: Human Resources Understanding Your Retirement Benefits
 - Materials Created:
 - Flyer
- Project: City Newsletter – provided edits and suggestions
- Project: City Hall Face Mask Requirement
 - Materials Created:
 - Flyer
- Loss of Decorated Officer, Sgt. Jean-Harold Astree
 - Materials Created:
 - Email Image
 - Social Post
 - Press Release
- Project: Human Resources Employee of the Quarter
 - Materials Created:
 - Employee Certificate Template
- Provided edits to the GFL Work session Presentation

Website Management

- Removed the previous holiday trash pick-up schedule
- Added City Administrator's Monthly Report
- Added Planning & Zoning Interim Team Pictures and Contact Information



- Added that Fairburn's Georgia Main Street was recently recognized s a 2022 Affiliate Program
- Added all special events as web banners and pop-up alerts



Property Management

Project Manager: Dana Smith

July 2022

Department Highlights/Accomplishments:

- Exterior soffit repaired at the Out-Building #2 at the Educational Campus.
- Fire Station 21 modification/renovations completed per latest scope of work.
- Met with Fire Chief to review temporary Fire Station Location.
- Replaced the defective wiring on the HVAC system in Planning and Zoning suite.
- RFP for design services for Fire Station 23 published for solicitation.

Department Updates:

- Facility Manager position, vacant for over two years is advertised to fill the vacancy for this department.

Project Status:

- Finalizing RFP for City Facility Property Assessment.
- Working on roofing assessments of Police HQ, Fire Station HQ and Fire Station 21.
- Pricing temporary housing structures for temporary Fire Station.
- Pricing installation of exterior hose bibs at Armando's.
- Pricing brick dumpster enclosures at Armando's and Casablanca.
- Acquire and install generator for Fire Station 22/Youth Center Building.
- Coordinating annual elevator inspection for Educational Campus Administration building with Georgia Department of Insurance and Safety Fire.

Upcoming Events/Actions/Meetings:

- Publish RFP for On Call Design services.
- Begin design of utilities for temporary Fire Station.
- Publish RFP for on Call/Preferred Contractor services.



- Publish RFP for Preventive Maintenance contracts.
- Spatial planning of unused Fairburn Educational buildings (Brenau and Shell buildings).



Police Department

Director: Chief James A. McCarthy

July 2022

Department Highlights/Accomplishments:

- 8/02 National Night Out, Villages at Fairburn

Department Updates:

- Currently have 3 vacancies
- Response to active shooter training next week at 13 Stories in Newnan

Project Status:

- Electronic door lock conversion complete
- Power DMS software upcoming

Upcoming Events/Actions/Meetings:

- Command Staff meeting every Wednesday at 10 AM
- Senior self-defense class 8/24 at youth center



Fairburn Police Department

James McCarthy

Chief of Police

191 SW Broad Street
Fairburn, GA 30213

Phone: 770-964-1441
Fax: 770-774-7908



July 2022 Crime Report

Total Part 1 Crime Incidents

○ 2022 YTD	185
○ 2021	328
○ 2020	416
○ 2019	589
○ 2018	709
○ 2017	824

Part 1 crimes are murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, theft, and arson

Month	Increase / Decrease Same Month Prior Year	Total Part 1 Crimes
January 2021	- 56.9%	26
February 2021	- 7.4%	25
March 2021	- 19.4%	31
April 2021	- 22.2%	21
May 2021	4%	26
June 2021	- 9.6%	29
July 2021	- 14.2%	32
August 2021	- 35.2%	24
September 2021	- 30.5%	26
October 2021	- 31%	27
November 2021	36%	32
December 2021	- 23.6%	28
January 2022	7%	28
February 2022	- 8%	23
March 2022	- 9.6%	27
April 2022	4.7%	22
May 2022	30.7%	34
June 2022	17.2%	34
July 2022	- 37.5%	20



Fairburn Police Department

James McCarthy

Chief of Police



Executive Summary July 2022

- **Uniform Patrol Division**
 - Total Calls Answered: 814
 - Self-Initiated 1,712
 - Dispatched 814
 - Arrests 33
 - Arrest – Released 70
 - Citations 720
 - Warnings 974
 - Incident Reports 328
 - Accident Reports 84

- **Special Services**
 - N/A for June, units assigned to patrol division

- **Criminal Inv. Division – July**
 - Cases Assigned 61
 - Ex-Cleared 1
 - Cleared by Arrest 1
 - Unfounded 1
 - Inactivated 15

- **CID – Cases Prior to July**
 - Carry Over 176
 - Ex-Cleared 9
 - Cleared by Arrest 9
 - Unfounded 2
 - Inactivated 22

- **Internal Affairs**
 - Vacancies
 - 3 police officers
 - 1 code enforcement
 - 1 military leave (PD)
 - 1 officer in academy

Police	
July 2020	
• Citations	406
• Warnings	1,253
• Arrests	4
• A/R	69
July 2021	
• Citations	661
• Warnings	1,242
• Arrests	22
• A/R	47
July 2022	
• Citations	720
• Warnings	974
• Arrests	33
• A/R	70
<i>July '21 compared to July '22 37.5% Part 1 crime decrease</i>	

Code Enforcement	
July 2022	
• Care of Prem.	105
• Self-Initiated	160
• Stop Work	2
• Signs Rmvd	62
• Door Hngs	49
• 5 Day Notice	157
• Citations	3
• Complaints Resolved	9
• Closed cases	91



STREET DEPARTMENT

Director: Gale Higgs

July 2022

Department Highlights/Accomplishments:

One New Employee Hired

Department Updates:

5 Trees Have Been Removed From Duncan Park

Walk Bridge Pressure Washed

Sidewalk Repaired on Senoia Rd

Playground Mulch Installed @ Cora Robinson Park

Road Patchwork Complete on Oakley Ind Blvd

Project Status: Pending

Paint the Walk Bridge on E Broad St

Road Patchwork on John Rivers Rd

Monument Landscaping

Fuel Software Upgrade

Tree Analysis for Duncan Park

Upcoming Events/Actions/Meetings:

City Concert Scheduled for 8/19/2022

City Arts Event Scheduled for 8/20/2022



Utilities Department

Director: John D. Martin, QWLA

July 2022

Department Highlights/Accomplishments:

Director's Office:

- Attended Cleargov FY23 Budget Utilities Meeting (July 1st)
- Utilities Department Weekly Leadership Meeting (Every Monday)
- GFL Work Session Presentation Review (July 5th)
- Interviews: Groundman, and Electric Lineman (July 15th and 16th)
- Mayor Avery Meeting with Council and Directors (City Hall) -(July 19th)
- Fairburn Utilities Pump Station Meeting with Engineers (July 26th)
- Bi-weekly Department Meeting with Asst. City Administrator (July 6th)
- Attended Outdoor Conversation Lunch and Learn (Fulton County) - (July 27th)
- Personnel Discussion Meeting (July 25th)
- Budget Meeting (City Hall) -(July 19th)
- Budget Meeting (Microsoft Teams) -(July 27th)
- Cintas Safety Meeting (July 25th)
- Water Needs Projections Meeting for Middle Chattahoochee Authority (July 27th)
- Zoom Meeting Elan South Fulton Power (July 28th)
- Monthly Project Meeting with Integrated Science Engineering (July 14th)
- EPD submittal of Fairburn 2021 Water Loss Audit (July 27th)
- Department Leadership meeting (July 20th & July 27th)
- MEAG Power 101 (July 27th)

Customer Service/Meter Reading:

Meetings

- Annual budget review meeting for the Utilities Department, with City Administrator's Office, Finance and Human Resources.
- Meeting with Northstar Support & VC3 for software installation.
- Safety Meeting with Cintas representatives and City Administration's Office; to discuss program and equipment options.
- Meeting with Electric Cities of Georgia (ECG) representatives (Chau & Tory) to discuss Fulton County School accounts.
- Phone conference with Russell Holly to discuss and review billing matters for Fulton County School accounts.



- Zoom meeting with ECG representative (Chau) to review and rectify billing issues for some of the “special-billed” large commercial customers.
- Attended the City Meeting to discuss upcoming water meter change out program and deficiencies with GFL services.
- Phone conference with Erin Elsen (Online Information Services) to discuss bad debt/collections payment process and to schedule future training.
- Meter Replacement Program Meeting with Kevin Purcell & Contractor, Mr. Charles Bowden (June 9th)
- Meeting about Meter Change out Program with City Administrator’s Office & Kevin Purcell (June 9th)
- Cintas Safety Meeting with Ryan McLelland (June 15th)
- Meeting with Incode Leadership Team (Alea Karnbach) about Migration Issues (June 21st)
- Meeting with the Paymentus Team (Peter Guido) & Finance Team for payment system demo (June 28th)

Tasks

- Worked closely with GFL Leadership Team to rectify escalated service issues.
- Conducted “Citywide” field audits to gather information for yard waste, recycling, waste, and bulk scheduling.
- Implemented “Route Assignment” schedules for the Meter Reader Staff’s work distribution.
- Established relationship with key contacts at “Fulton Atlanta Community Action Authority” for the LIHWAP program (utility assistance).
- Drafted the job description for the proposed “Utilities Collections Specialist” position for FY 2023.
- Received/installed the new medical cabinet for employee use.
- Reached out to Fulton County Sewer Department to inquire about the new sewer connections, for the newly constructed townhomes, in the Renaissance South subdivision.

Billing Information

- Utility Bill Count: 7,032 (TOTAL), 6,409 (MAILED)
- **248 work order requests** were completed for the month of July
- Meter Reading Staff successfully collected **1,138 visual reads for billing**.

Electric:

- Tree trimming by contractual agreement completed on the following streets: Willow Creek, Greenwood, Orme, Azalea, Fayetteville, Spence, East Campbellton, Pine, Shannon Chase, and Lake Esther. Trimmed hot spots on Bohannon and Hwy 74
- Received overhead transformers from February order with Solomon
- Groundman, Jesse Cox promoted to Electric Lineman
- Security locks applied to equipment and enclosures in Lake Esther, Magnolia, Colony Trail, Wood Way, St. Johns, Creekwood, Smucker’s, Google, SC Johnson, NEFAB, Bohannon Road and Evergreen Apartments



- Met with Brian Jaynes and Greg Lee of ECG along with Brian Thompson (G.C.) on movement of circuit W-1222 due to encroachment boundaries on private property for Greystar properties at Ella Lane and Oakley industrial Blvd
- Met with Pro Source, Jody Bennett for quote on movement of W-1222 Circuit
- Met with UTEC, David Mathis for quote on movement of W- 1222 circuit
- Installed 3 phase line in coordination for A/C at Youth center
- Repaired lights and power at Duncan Park at Pavilion #1
- Prepared for Juneteenth holiday at Frankie Arnold Stage
- Interviewed Matthew Cole for Journeyman Lineman position
- Met with Brian Jaynes of ECG at Google to test transformer hotspot with infrared camera
- Completed yearly preventive maintenance on fleet vehicles through ALTEC
- Monthly On-calls: 110
- Completed Work orders: 25

Water/Sewer:

- Flushed fire hydrant on 109 Meadow Court
- Unclogged sewer lateral: None
- Rereads: 6
- Meter Leaks: 9
- Meter Installations: 4
- Locates: 1
- Check Low Water Pressure: 1
- Meter Maintenance: 7
- Replaced meter lids: 3
- Monthly On-calls: 11
- Sewer Back-ups: 1

Stormwater:

- Identifying and inspecting of damaged storm drains
- Jetted overflowing storm drains
- Repaired storm drain-Meadow Glen and Castle Way



COVID-19:

- Water and Sewer personnel are maintaining restrictions and social distancing.
- Utilities buildings are wiped down on Mondays and Thursdays to prevent exposure.

Department Updates:

- Customer Service/Meter Reader Work orders completed: 248
- Water/Sewer Work orders completed: 92

Project Status:

- FOG (Fats, Oils, and Grease) software implemented
- Fire Hydrant Replacement Project (06/13/22). Council approved for lowest bidder. Shockley Plumbing, Inc. Kick-off Meeting scheduled for August 17th
- Upgrade Power Grid (Elder & Poplar)-Bid preparation
- 2021 Storm Drain Lining Project (*In Progress-awaiting easements*)

Upcoming Events/Actions/Meetings:

- Upgrade Power Grid (Elder & Poplar)
- Overhead to Underground Power Installation (Rivertown Road) FY23
- Implementation of the Backflow software (*On-going*)
- Prepare Backflow Ordinance for Mayor and Council approval (*In Progress*)
- Review meter details for new developments and renovations-Scheduled for August 17th meeting