



City Administrator's Monthly Report

September 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 September 2022. City operations and service delivery continue to be a consistent focus with improvements in both efficiency and effectiveness. The ongoing inflationary economy that is both unpredictable and inflationary has created challenges that our staff continues to successfully manage. Fairburn has maintained a sound financial position while continuing to grow. Our multiple and diverse assets are key in Fairburn's status as one of the state's best live, work, play communities. Staff is daily focused on our unwavering commitment to provide each resident exceptional 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 September 2022. The City continues its "Fairburn Forward" focus under the leadership of the Honorable Mayor Mario Avery.

- Old Campbell Courthouse post fire investigation by Fire Investigators and the Insurance company was completed. The post fire building stabilization and mitigation is ongoing. The Asbestos abatement and debris removal is scheduled for next month.
- Begin design of utilities for temporary Fire Station.
- The Ribbon Cutting & Grand Re-Opening of Core Robinson Park & the Dodd Street Community Plaza is scheduled for October 18th, 2022.
- Hispanic Heritage Month Concert – Third Friday Event – September 16th
 - Featured 23 vendors and cultural foods, retailers, and artisans
 - Featured performers: DJ Ortiz, Conjunto Double D, and Mixfina
- FY22-23 Budget Ordinance established
- FY22-23 Millage rate established

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- 4 Administrative Staff Members, 3 Battalion Chiefs, 1 Lieutenant and 1 Firefighter attended the Ronnie Thames Silent Hero Awards Banquet
 - The Fire Department attended New Beginnings Senior Center as they fed Fairburn Seniors on Friday, September 30, 2022. Chief Robinson helped prepare meat for the event.
 - Fairburn Flames Football season kick-off
 - Launch of Fall Walking Club – 25 senior participants
 - Started Citizen Police Academy class
 - 27 Trees Have Been Removed from Duncan Park
 - Water Meter Replacement Program “Attentive week”. Meter contractor team replaced 29 meters, in billing route 5, as test phase.
 - Worked closely with the Utilities Administration Staff to send out over 150 emails and phone calls to seriously delinquent customers.
 - We are continuing to actively recruit and we are making consistent progress in filling open positions in the City to help elevate departmental service delivery.

I remain excited and enthusiastic about our path forward in Fairburn. We are assembling a first-class 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 September 2022.

Tony M. Phillips, CPM®

City Administrator

City of Fairburn



Buildings Department

Program Manager: Dana Smith

September 2022

Department Highlights/Accomplishments:

- Repaired leaking HVAC system at Police HQ.
- Repaired broken door at Fire Station # 22.
- Performed HVAC repairs at GMC Classroom building.
- Old Campbell Courthouse post fire investigation by Fire Investigators and the Insurance company was completed. The post fire building stabilization and mitigation is ongoing. The Asbestos abatement and debris removal is scheduled for next month.
- Roofing replacement at Police HQ completed.
- Temporary Fire Station vendor was awarded.
- Temporary Fire Station apparatus bay pricing is ongoing.
- Repaired leaking roof at Educational Campus Student Center.
- RFP for janitorial services has been published and pre-proposal meeting was completed.

Department Updates:

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

Project Status:

- RFP for design services for Fire Station 23 under review.
- RFP for City Facility Property Condition Assessment under review.
- RFP for On Call Design Services to be published next month.
- Temporary Fire Station scheduled to be delivered at the end of October.
- Scheduled a vendor to perform roofing assessments of Fire Station HQ, Fire Station 21, and Municipal Court buildings.
- Structural Assessment of Old Campbell Courthouse has begun and will resume after abatement and debris removal.
- Structural Assessment of Old Bank building is scheduled for next month.



- Roofing assessment of Utilities and Fleet/Maintenance Buildings scheduled for next month.
- Pricing installation of exterior hose bibs at Armando's.
- Pricing brick dumpster enclosures at Armando's and Casablanca.
- Scheduled elevator inspections for Educational Campus Administration building with Georgia Department of Insurance and Safety Fire.

Upcoming Events/Actions/Meetings:

- Begin design of utilities for temporary Fire Station.
- Publish RFPs for on Call/Preferred Maintenance Contractor services.
- Publish RFP for Preventive Maintenance contracts.
- Spatial planning of unused Fairburn Educational buildings (Breneau and Shell buildings).
- Assess emergency power and generator connections at Police HQ.
- Soliciting vendors for backup generator at Fire HQ/FS#22/Youth Center.



City Clerk

Director: Brenda James

September 2022

Department Highlights/Accomplishments:

Received 106 open records request for September 2022 – researched and processed

Processed incident reports to Travelers insurance

Processed City Council Credit Card Requests.

Prepared City Council Meeting packets for September 12th and September 26th

Reviewed ordinances sent to Municode

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

Prepared City Council Minutes

Prepared ad for Increase in Mayor and Council Salaries

CivicClerk Training

Signed all Business Licenses

Travel Arrangements for Council

Managing Mayor Calendar

Preparing payment of invoices

Attend Leadership Meetings

Project Status:

Continue to organize City records

Continue to work on the Charter updates



Court Services

Director: Lisa Brownlee-Mack

September 2022

Department Highlights/Accomplishments:

- Deputy Clerk and Chief Clerk completed Municipal Court Clerks Training
- Completed New Fines & Fee System training with GSCCCA
- Retrieved and entered old Failure to Appear Records in to current Court software
- Completed all scheduled court sessions
- Responded to Open Records
- Processed Monthly State Funds Report
- Completed Court Calendar for 2023

Upcoming Events/Actions/Meetings:

- Continue review Court forms, fines and SOP
- Coordinating with Fulton County Alarm Board to test Alarms



Community Development Department

Director: Lester Thompson, MPA

September 2022

Department Highlights/Accomplishments:

Completion of GDOT Plan Development Process (PDP) Training.

Department Updates:

Permit Type	Number Issued
Right-of-Way Encroachment Permits	5
Clearing & Grading Permits	0
Land Disturbance Permits (LDPs)	2

Project Status:

Community Development Projects Under Construction

Project Name	Permit Type	Permit Issuance Date
96 Howell Avenue, Lot 3, Water and Sewer Project	Land Disturbance Permit	September 28 th , 2022
1162 Hwy 54 East, LLC	Land Disturbance Permit	September 28 th , 2022
Project Miles Trailer Parking	Land Disturbance Permit	July 29 th , 2022
South Park, Building A	Land Disturbance Permit	July 20 th , 2022
Package Depot Plaza	Land Disturbance Permit	April 12 th , 2022
Fairburn Station	Land Disturbance Permit	March 16 th , 2022
Tractor Supply Company	Land Disturbance Permit	February 11 th , 2022
Fairburn DC, Howell Avenue	Land Disturbance Permit	February 8 th , 2022
Trillium Reserve Subdivision	Land Disturbance Permit	September 29 th , 2021
TEREX (TRX) – USA – Fairburn	Land Disturbance Permit	August 20 th , 2021



Fern Dale Subdivision	Land Disturbance Permit	March 31 st , 2021
Legend Creek Subdivision	Land Disturbance Permit	October 15 th , 2020

Public Works/Capital Improvement Projects Under Design

Project Name	Design Firm	Current Design Phase	Let Date
I-85 @ SR 74/Senoia Road Interchange Project (PI# 0007841)*	TranSystems Corporation	Right-of-Way Acquisition/Final Design	Management: October 15 th , 2023
Southeast Broad Street/McLarin Road Pedestrian Improvements Project	Pond & Company	Preliminary Design	October 19 th , 2022, (anticipated)
CDBG, Golightly Street Pedestrian Improvements Project	Pond & Company	Preliminary Design	October 19 th , 2022 (anticipated)
Virlyn B. Smith Pedestrian Improvements Project	Pond & Company	Preliminary Design	January 18 th , 2023 (anticipated)
CDBG, Lightning Community Detention Pond & Greenspace	Pond & Company	Database Development/Preliminary Design	March 15 th , 2023 (anticipated)
Park Road Extension/Duncan Park Secondary Access Road	Southeastern Engineering, Inc.	Environmental Screening/Database Development	March 15 th , 2023 (anticipated)
Oakley Industrial Boulevard Roadway Extension to Gullatt Road via Cleckler Road	Southeastern Engineering, Inc.	Field Survey/Database Development	May 31 st , 2023 (anticipated)

* The I-85 @ SR 74/Senoia Road Interchange Project currently has 55 parcels; the preliminary parcel count was 50 parcels. GDOT has closed



GOVERNMENT OF THE CITY OF FAIRBURN

on twenty (24) parcels, and ten (10) options are with their attorney for closing.

Public Works/Capital Improvement Projects Under Construction		
Project Name	Notice to Proceed Date (NTP)	Completion Date(s)
Downtown LCI Streetscape Project [SR 14; CS 4130/W CAMPBELLTON ROAD & CS 4050/SMITH STREET-LCI] (19-005/PI #0012636)	July 6 th , 2020	Substantial: April 13 th , 2022 Final: May 22 nd , 2022 (outstanding)
Rivertown Road Pedestrian Improvements Project (21-002)	October 4 th , 2021	Substantial: March 31 st , 2022 Final: September 30 th , 2022
Roadway Improvements on Various City Roads Project (22-001), 2022 Local Maintenance Improvement Grant (LMIG)/TSPLOST City-Wide Resurfacing Project	June 6 th , 2022	Substantial: August 31 st , 2022 Final: September 30 th , 2022
CDBG, Dodd Street Community Plaza Project (21-003)	September 27 th , 2021	Substantial: June 30 th , 2022 Final: March 31 st , 2023 (anticipated)

Upcoming Events/Actions/Meetings:

- It is anticipated that a Resolution authorizing the City of Fairburn to enter into an Intergovernmental Agreement (IGA) with the City of South Fulton for the White Mill Road Full-Depth Reclamation Project will be presented at the October 10th City Council Meeting.
- It is anticipated that the Contract Awards for On-Call Construction Management & Project Management (CM/PM) Services and On-Call Professional Engineering & Landscape Architectural (PE/LA) Services will be presented at the October 10th City Council Meeting.
- The Ribbon Cutting & Grand Re-Opening of Core Robinson Park & the Dodd Street Community Plaza is scheduled for October 18th, 2022.



Economic Development

Director: Sylvia Abernathy

September 2022

- Hispanic Heritage Month Concert – Third Friday Event – September 16th
 - Featured 23 vendors and cultural foods, retailers, and artisans
 - Featured performers: DJ Ortiz, Conjunto Double D, and Mixfina
- Completed Small Business Grant RFP Selection for presentation to Mayor and City Council. – Agenda Item for November 14th
- Inaugural Taste of Fairburn – Featured at Fall Festival -October 15th
 - Ten Fairburn Restaurants featured, showcasing diverse cuisine, which included Jamaican, Mexican, Caribbean, Southern, Italian, Mediterranean, Fairburn’s local brewing company, and Cigar Studio Lounge
 - Fairburn businesses provided over 1,500 free samples to restaurants. Many of the participating restaurants completely sold out of their product.
 - Premiered new restaurant coming soon to Fairburn’s downtown in the VIP reception area, with a ultimate seafood and southern cuisine experience.
 - Featured celebrity Emcees Frank Ski, Casual Cal, and DJ Reggie Bees.
 - 1 Off-Premises Special Event Permit Issued
 - Taste of Fairburn Product sales.
- Completed Installation of Soofa Systems
 - Provides public with regular community event updates
 - Weekly polls
 - Transit, weather, governmental updates, and business promotions.
- First Installation of Creative Crosswalk Murals at Mahone and East Broad, by Jason Tetlak at the Landmark Christian School Site.
- Participated in weekly Fall Festival Meetings with Parks and Recreation, Administration, and Fairburn Department Heads
- Prepared and wrote October City Newsletter, featuring Cora Robinson Park Reopening, Around Fairburn: Events and Civic Programs; and City of Fairburn’s Breast Cancer Awareness Walk.

Department Updates:

- Conducted Redevelopment Opportunities Meeting with prospective downtown developer/property owner regarding potential projects and retailers with Administration, Buildings Director, and Economic Development Consultant. – September 28th
- Participated in Advisory Art Council presentation of Creative Cross Walks. Conducted artists scoring and presented selection to Mayor and City Council.



- Crosswalk Murals – **Agenda Item Submitted and approved on September 12th.**
- Distillery Special Permit – **Agenda Item Submitted and approved on July 11th**

- Completed August 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. **Completed.**

Project Status:

- Adopt-A-Planter Program – submitted a proposal for the implementation of the program. ***In Process***
- Façade Grant Program
 - Funding Approved
 - Working with Communications
- 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***
 - 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 – October 28th
- Betty Hannah Building Lettering Dedication Ceremony- October 24th
- Hotel Motel Tax/Funds Report
- Economic Development Strategic Plan
 - Back to School Celebration – =Rescheduled to October 28th



Finance

Director: Peterson David

September 2022

Department Updates: Month of September, 2022

Daily Operations

- FY22-23 Budget Ordinance established
- FY22-23 Millage rate established
- Paymentus agreement signed – new city payment system
- Debtbook agreement signed – Debt & Lease management
- FY20-21 Annual Comprehensive Financial Report presentation to Council
- Internal Finance Policies
- Business Licenses
 - New Licenses: 6
 - Renewals: 5
 - Outstanding: 98
- New services
 - Electric: 39
 - Water: 65
 - Garbage: 37

Personal Property Tax

- Collected: \$2,757,839.01
- Outstanding: \$38,790.21

Real Property Tax

- Collected: \$6,634,594.45
- Outstanding: \$88,706.97

Public Utility Tax

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

Project Status:

Upcoming Events/Actions/Meetings:

1. Policies
 - a. Fund Balance & Reserve: 10/24/2022
 - b. Procurement – Submitted to City Administrator office for review
 - c. P-Card



Fire Department

Director: Chief Cornelius Robinson

September 2022

Department Highlights/Accomplishments:

- 4 Administrative Staff Members, 3 Battalion Chiefs, 1 Lieutenant and 1 Firefighter attended the Ronnie Thames Silent Hero Awards Banquet
- 1st Responders honored at Landmark Christian School
- The Fire Department was awarded AER & ASE Grants for recruits to attend EMT school.
- Emergency S. Fulton Chief's Meeting was held to discuss plans to prepare for Hurricane Ian
- Met with Asst. City Administrator, City Administrator, Procurement Manager, and Project Manager for Fire Station 23 Design RFP Evaluation
- Met with Human Resources team to discuss findings from the Evergreen Solutions Classification & Compensation Study
- The Fire Department attended New Beginnings Senior Center as they fed Fairburn Seniors on Friday, September 30, 2022. Chief Robinson helped prepare meat for the event.

Department Updates:

- Fire Inspector/Fire & Safety Educator: Battalion Chief Charles Figures

Project Status:

- Building of Temporary Fire Station underway
- Squad 22 scheduled for pickup around middle of October

Upcoming Events/Actions/Meetings:

- Recruit school will begin on Monday, October 17, 2022
- National Fire Prevention Week October 9-15, 2022
- Georgia Renaissance Festival turns into The Village up until Halloween. The Fire Department will offer Emergency Medical Services during the event dates.



- Meeting with Strack, Inc., Project Manager & Concrete Engineers for Temporary Fire Station Bays
- Fairburn Fall Festival & Parade: Saturday, October 15, 2022



Parks & Recreation

Director: Chapin Payne

September 2022

Department Highlights/Accomplishments:

- Fairburn Flames Football season kick-off
- Launch of Fall Walking Club – 25 senior participants
- Youth Cross Country program launch – 20 participants
- Senior Self Defense – 25 participants
- Fall Festival Save the Date released – October 1, 2022
 - Theme: Yes, its Back!
 - Vendor Applications Received- 22
 - 2 – College Bands confirmed/ 3- High School bands confirmed
 - Carnival rides – confirmed

Department Updates:

- Pool & Splash Pad Information
 - Pool closed – Sunday, Sept. 4th
- Fall Festival – Planning Meeting #4 held
- New Program: Senior Walking Club – Every Monday & Wednesday / May – August
- New Program: Fairburn Flames Football/Cheer – Monday through Thursday July- November
- New Program: Fairburn Cross Country – Beginning September- Registration now open
- Youth Basketball – Registration opens Oct. 10th

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 Dana Smith
- Dedication Signs – Duncan Park Pool – Installed



Upcoming Events/Actions/Meetings:

- October 5th – Medicare/ Medicaid Presentation
- October 18th – Cora Robinson Re-Opening – 5:30p
- October 28 – Breast Cancer Walk – 9am
- November 10th – Dementia Awareness

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



**UPCOMING EVENTS
Fairburn Sensational Seniors!**

OCT. 05 <small>Wednesday</small>	11AM - Medicare/ Medicaid Presentation <small>Fairburn Youth Center 149 SW Broad St.</small>
OCT. 19 <small>Wednesday</small>	11AM - CPR for Seniors <small>Get CPR Certified with our Fairburn Fire Department. Fairburn Youth Center 149 SW Broad St.</small>
OCT. 28 <small>Friday</small>	9AM - Breast Cancer Walk <small>Wear PINK! Join us for a 1-mile community walk starting at the Fairburn Youth Center Fairburn Youth Center 149 SW Broad St.</small>
NOV. 10 <small>Thursday</small>	9AM - Dementia Awareness Presentation <small>Fairburn Youth Center 149 SW Broad St.</small>





Fairburn
Situating to Succeed
Dept. of Parks & Recreation



**FAIRBURN
YOUTH BASKETBALL**

REGISTRATION OPENS OCT. 10TH

Age Groups: 3-4, 5-6, 7-8, 9-10, 11-12
Boys & Girls

Registration Fee: \$100.00 per child
payment plans available in-person

**REGISTER ONLINE @
WWW.FAIRBURN.COM**

"HOW DO I"

For more information:
770-964-2244 ext. 134

FREE FOOD, FUN,
MUSIC, FOOD TRUCKS,
&
PLANT GROW
GIVEAWAYS

FEATURING:
THE SNACKS ON THE GO
FOOD TRUCK
FACE PAINTING BY
Q FACES
A LIVE DJ!

**GRAND
RE-OPENING &
RIBBON CUTTING**

Corra Robinson Park & Dodd Street
Community Plaza

TUESDAY, OCTOBER 18, 2022
5:30pm - 7:30pm



You are cordially invited to join the City of Fairburn as we celebrate the grand re-opening and ribbon cutting of the Corra Robinson Park & Dodd Street Community Plaza. This is a family friendly event with food, fun & activities for all!
RSVP: <https://bit.ly/CorraRobinsonParkandDoddStreetPlaza>

155 DODD STREET, FAIRBURN, GA 30213

Fairburn
Situating to Succeed
Dept. of Parks & Recreation

**2022/2023
Fairburn Youth Basketball**



**Volunteer
Coaches Wanted!**

Benefits of Coaching

- * Get involved with the community
- * Build relationships with youth and families
- * Discount on participant registration fee
- * Free Fairburn gear
- * It's fun!

If interested, contact the Fairburn Parks & Recreation Department at (770) 964-2244 ext. 134 or email cbarnes@fairburn.com





Planning and Zoning

Interim Director: Rebecca Keefer

September 2022

Department Highlights/Accomplishments:

1. Implemented motion sheets at Planning and Zoning Commission meetings – a step-by-step guide for Commissioners to develop motions at their meetings in concurrence with staff recommendations or with desired alterations
2. Implemented agenda scripts for Planning and Zoning Commission Chair to effectively and efficiently manage meetings (a precursor to the procedures training scheduled for November)
3. Scheduled Planning and Zoning Commission rules and procedures training for November 1, 2022
4. The Department began providing copies of procedures and review criteria at public meetings in compliance with state law

Boards & Commissions Meetings

1. The Planning and Zoning Commission meeting was held on September 13th, 2022. The October Planning and Zoning Commission meeting was held on November 4th, 2022.
2. The Board of Appeals meeting was held on September 15th, 2022.

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	1
Occupational Tax License Review	5
Zoning Verification Letter	3
Yard Sale Permit	5

Project Status:

Community Development Projects Under Review



Project Name	Plan Type
96 Howell	Site Development Plan
Buckingham - Google	Site Development Plan
Vickers Road - Lennar	Site Development Plan
Evergreen Subdivision	Preliminary Plat
Fairburn Village Center	Conceptual Site Plan
Mini Storage Depot at Fairburn	Conceptual Site Plan
South Park Building B & C	Conceptual Site Plan
Renaissance at South Park Phase V (Water & Sewer) LDP	Site Development Plan
Ferndale Residential Subdivision	Site Development Plan

Upcoming Events/Actions/Meetings:

Upcoming Planning and Zoning Commission meetings – November 1st

Upcoming Board of Appeals meetings – October 20th

Processed Rezoning Petitions

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

2022077 Primary Variance Black & Loe - A request to reduce the side yard setback from 30' to 7' feet to allow for an accessory dwelling unit at 281 Malone Street.

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

Conceptual Plat 2022091 – Evergreen Residential Subdivision for 73 single-family detached homes.

Meeting Date: Planning and Zoning Commission September 13, 2022 APPROVAL

Conceptual Plat 2022103 - Renaissance Park Apartments for 288 apartment units.

Processed Variance Petitions

Meeting Dates: Planning and Zoning Commission – October 4, 2022 APPROVAL

Jose Gomes - A request to reduce the side yard setback from 10' to 5' to allow for an addition to an existing home.

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 – October 4, 2022 REC. DENIAL
City Council – November 14, 2022

Fairburn 55 – Use permit request to allow senior housing in the AG zoning district with four concurrent variances including, reducing the front yard setback along Oakley Industrial Blvd from 100' to 50'; allowing rent-occupied units; increasing the lot coverage maximum from 15% to 28.6%; and allowing parking in the minimum front yard setback.

Meeting Dates: Planning and Zoning Commission – October 4, 2022 REC. DENIAL
City Council – November 14, 2022

Logistics Acquisitions, LLC – Use permit request to allow trailer parking in the M-2 zoning district at 8105 Cleckler Road.

Meeting Dates: Planning and Zoning Commission – November 1, 2022
City Council – December 12, 2022

BCW Enterprises, LLC – Use permit request to allow a group home in the R-3 zoning district at 98 Orchard Street

Meeting Dates: Planning and Zoning Commission – November 1, 2022 (tentatively)
City Council – December 12, 2022 (tentatively)

Upcoming Variance Petitions

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 – October 20, 2022 (deferred from September)

Upcoming Plats

Evergreen Subdivision Preliminary Plat – **November 1, 2022**

Fairburn Village Center Conceptual Plat – **November 1, 2022 (tentative)**

South Park Buildings B & C Conceptual Plat - **November 1, 2022 (tentative)**

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
5. Conceptual Plat expiration period.
6. Define front, side, and rear yard.
7. Define allowed uses in the DTMU zoning district.
8. Add regulations for patios and uncovered decks to encroach in the required setbacks.

The above-mentioned text amendments are under legal review.



Police Department

Director: Chief James A. McCarthy

September 2022

Department Highlights/Accomplishments:

- Started Citizen Police Academy class
- A student began an internship that will last until December

Department Updates:

- Currently have 5 vacancies

Project Status:

- Power DMS software integration started and in progress

Upcoming Events/Actions/Meetings:

- Command Staff meeting every Wednesday at 10 AM



Fairburn Police Department

James McCarthy

Chief of Police



Executive Summary September 2022

- **Uniform Patrol Division**
 - Total Calls Answered: 834
 - Self-Initiated 1669
 - Dispatched 834
 - Arrests 53
 - Arrest – Released 35
 - Citations 654
 - Warnings 997
 - Incident Reports 326
 - Accident Reports 87

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

- **Criminal Inv. Division – September**
 - Cases Assigned 21
 - Ex-Cleared 3
 - Cleared by Arrest 0
 - Unfounded 0
 - Inactivated 17

- **CID – Cases Prior to September**
 - Carry Over 127
 - Ex-Cleared 3
 - Cleared by Arrest 2
 - Unfounded 2
 - Inactivated 14

- **Internal Affairs**
 - Vacancies
 - 5 police officers
 - 1 military leave (PD)
 - Extended until end of 2023

Police	
September 2020	
• Citations	630
• Warnings	1,396
• Arrests	20
• A/R	72
September 2021	
• Citations	596
• Warnings	1,457
• Arrests	29
• A/R	58
September 2022	
• Citations	654
• Warnings	997
• Arrests	53
• A/R	35
<i>Sept. '21 compared to Sept. '22 0% Part 1 crime increase</i>	

Code Enforcement	
September 2022	
• Care of Prem.	107
• Self-Initiated	163
• Stop Work	7
• Signs Rmvd	26
• Door Hngrs	58
• 5 Day Notice	79
• Citations	1
• Complaints Resolved	44
• Closed cases	129



Fairburn Police Department

James McCarthy

Chief of Police

191 SW Broad Street
Fairburn, GA 30213

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



September 2022 Crime Report

Total Part 1 Crime Incidents

○ 2022 YTD	245
○ 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
August 2022	37.5%	33
September 2022	0%	26



STREET DEPARTMENT

Director: Gale Higgs

September 2022

Department Highlights/Accomplishments:

1 New Employee Hired

Department Updates:

27 Trees Have Been Removed from Duncan Park

Parking Lot Re-Striping @ the Youth Center, Utilities, and Maintenance Shop

Multiple Sidewalk Repairs

Fuel Master Software Update

Sign Replacements / Installation Throughout City

Project Status: Pending

Employee Flagger Training 10/24/2022

SeeClickFix Software Upgrade

Community Fall Clean Up / Shred Event / Chipper Program

Median Plant Removal

Upcoming Events/Actions/Meetings:

City Fall Festival 10/15/2022

City Concert Scheduled for 10/28/2022



Utilities Department

Director: John D. Martin, QWLA

September 2022

Department Highlights/Accomplishments:

Director's Office:

- Fee Collection Meeting- Utilities Meeting (September 5th)
- Utilities Department Weekly Leadership Meeting (Every Monday)
- Evaluation Panel-RFP# 22-014 Residential Solid Waste Collection and Disposal (September 7th)
- Teams Meeting: GFL Discussion (September 15th)
- Zoom Meeting: Integration and Capability Discussion-Brightly Software (September 9th)
- Zoom Meeting: Brightly Software Presentation (September 20th)
- Notice of Violation Discussion with City Administrator (September 14th)
- Occupational Medical Vaccination (September 23rd)
- GFL Meeting (September 26th)
- Zoom Meeting with GMA Cities (September 27th)
- Teams Meeting with PCA (September 30th)
- Conference Call to discuss IPR Contract (September 30th)
- Handled (2) JustFOIA requests (September 16th)
- Monthly Project Meeting with Integrated Science Engineering (September 8th)
- Department Leadership meeting (September 8th & September 26th)
- Meeting with NxKem- Medicine Cabinets and AED Services (September 20th)
- Middle Chattahoochee Water Authority Meeting (September 13th)

Customer Service/Meter Reading:

Meetings:

- Meeting with Utilities Team (John, Tom, Quakita), City Administrator's Office (Jamila) & Property Management (Tia S.) Teams regarding the fee collection process.
- Demonstration meeting with Billy Doolittle (Brightly Software) to discuss system capabilities and possible integration.
- Meeting with GFL Leadership (Eric, Dakari, Jason), Utilities Team (John, Quakita) and City Administrator's Office (Tony) regarding progress and future objectives.
- Meeting with City Administrator's Office about utility payment arrangement policy with the Utilities Director.



Tasks:

- Water Meter Replacement Program “Attentive week”. Meter contractor team replaced 29 meters, in billing route 5, as test phase.
- Worked closely with the Utilities Administration Staff to send out over 150 emails and phone calls to seriously delinquent customers.
- Compiled job functions with –
- Worked closely with the Billing Team on closing out end of fiscal year reporting and billing tasks.
- Sent out email correspondence to customers with “higher than average” water consumption as notification before billing cycle post.
- Joined “Employee Engagement Committee”.
- Drafted a “Standard Operating Procedure” (SOP) for new temporary power requests.
- Worked closely with Fulton Action Community (Ms. Teresa Pearsall) to provide customer data for utility assistance.
- 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.
- Reached out to seriously delinquent customers, via email/phone, to settle past due balances.
- Worked on special project for Landmark Christian Academy, with representative Nita Elliott; regarding all electric/water meters for the school.

Billing Information:

Utility Bill Count: 7,033 (TOTAL), 6,402 (MAILED)

- Meter Reading Staff successfully collected over **1,000 manual reads for billing**.

Electric:

- Crew preparing for cabinet repair on Hwy 92/Electrolux. Tree trimming continues Hwy 29 locations, hot spot-on Fayetteville Rd. Chestnut St. Meeting with Director on Fairfield Inn project, Over and Under Contractors on-site to begin emergency repairs.
- Staging material for Electrolux, fleet maintenance, checking correct phasing at Electrolux, work orders.
- Terminated 7200v cables at transformer and terminating cabinet at Electrolux/Re-energized Electrolux and Discount tire warehouses, outage, and terminations successful. Changed out meters at NEFAB and installed ECG Nighthawk meters.
- Seed and hay at Electrolux, outage at Elder St., Over/Under at Fairfield Inn job.



- Right of way clearing/work orders
- Finished pole at Senoia Rd./ Repaired damage at police station riser.
- work orders/ trouble call fire station 22/ Removed large tree from lane Dr.
- Fleet maintenance/ work orders
- Work orders/Cole and myself ITS training
- Work orders shop maintenance Cole and me ITS training
- Campbell elementary emergency cable repair transformer change out
- Emergency Campbell elementary Over and Under contractors completed.
- Switching order underground Fairfield Inn/Over and under completed emergency job, 4/o feed to Fairfield inn
- pole broke on 148 spring St. Work orders
- Replaced Broke secondary pole on W. Campbellton/ Demoed lot at 450 Senoia Rd./ work orders.
- Sent bad 3 phase pad and 8 single phase overhead transformers to Emerald for re- build. Cut power to 610 Bohannon for Wallace Electric for service upgrade/ Work orders
- Fleet maintenance/Electrolux termination 3 phase trans/ Electrolux electricians mismarked phase/ wired 3 phase 9-s meter for Electrolux 500 to 5 Ct's installed.
- Preparing all outlets for festival/ checking voltage. Installed temporary panel and outlets at stage area.
- Work orders, work on festival outlets, and corresponding areas on Washington St.
- Preparations and inventory for approaching storm fueled all fleet trucks, prepared spare poles stocked all bucket trucks with service wire and associated hardware. Work orders Met contractors at 450 Senoia Enterprise car lot Job briefing. Picked up breaker replacements for Washington St. 208 v outlets.
- Rotating fleet through garage to remove cameras, checked low hanging line at Duncan Park, work continues at 92 Howell Ave temporary pot head for service to warehouse. High winds, crew worked on ROW rehab.
- Fleet maintenance, work orders, terminated riser cabinet at 92 Howell Ave.

Water/Sewer:

- Fire Flow Test (450 Senoia Road)
- Flushed fire hydrant on Rivertown Road, 93 Green Street, & 149 W. Broad Street
- Unclogged sewer lateral: None
- Rereads: 6
- Meter Leaks: 9
- Meter Installations: 4
- Locates: 1
- Check Low Water Pressure: 1
- Meter Maintenance: 3



- Replaced meter lids: 2
- Monthly On-calls: 8
- Sewer Back-ups: 6

Stormwater:

- Identifying and inspecting of damaged storm drains
- Jetted overflowing storm drains

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: 312
- Water/Sewer Work orders completed: 67

Project Status:

- Lift Station Project-Lowest Bidder-Crawford Grading and Piping-(*Approved*)
- Fire Hydrant Replacement Preconstruction Meeting (*Completed*)
- Shockley Plumbing, Inc. Kick-off Meeting (*Completed*)
- Upgrade Power Grid (Elder & Poplar)- (*In Progress*)
- 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- (*In Progress*)