



City Administrator's Monthly Report

April 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. After an unprecedented pandemic, and in the midst of a challenging economic environment Fairburn continues to be undeniably "Situated to Succeed". A city that uniquely combines multiple assets into one of the state's best live, work, play communities. Our staff is focused on our daily commitment to ensuring our residents receive best in class customer service, while being responsive to our neighborhoods, communities, and local businesses to support a safe, inclusive, innovative, and economically vibrant city.

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

- Parks & Recreation hosted a successful City-wide Easter Egg Hunt with 150 participants.
- We are continuing our proactive recruitment for all open positions in the City to help elevate departmental service delivery. In the month we onboarded nine (9) new employees across seven (7) departments (Parks & Rec, Human Resources, Administration, Police, Property Management, Streets, and Municipal Court)
- Our staff and departments hosted a week long series of events and activities in recognition of GA Cities Week.
- The city hosted its "Third Fridays on Main Street" Kick-off event, which included Norma's Dance Academy-50 Year Anniversary performances, local talent, and jazz and R & B artists.
- The city welcomed a new business in our downtown corridor. "Restored Promises" provide holistic wellness products to Fairburn residents.
- We held a Good Friday Cookout for city staff to kickoff Easter weekend.

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- The City Administrators office facilitated a Mayor & Council Retreat on April 29th and 30th at the Georgia Municipal Association's (GMA) recently renovated headquarters. Our elected officials spent 11 hours over two days receiving expert presentations from industry leaders and putting in substantive strategic work and planning. The highly valuable effort resulted in "*Fairburn Forward 2023: Refresh, Rebrand, Renew*" (*the 3 R's*). A collaborative and dynamic framework for Fairburn's future.

I am a passionate advocate of our path forward in Fairburn. We are continuing to thoughtfully assemble a topflight management team and staff to serve our residents at the highest level. On a daily basis, we are looking to implement innovative ways to connect with our citizens and provide opportunities to make Fairburn our region's most accessible government. We have something *special* 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 April 2022.

Tony M. Phillips, CPM®

City Administrator

City of Fairburn



City Clerk

Director: Brenda James

April 2022

Department Highlights/Accomplishments:

Received 112 open records request for April 2022 – researched and processed

Processed incident reports to Travelers insurance

Processed City Council Credit Card Requests.

Prepared City Council Meeting packets for 04/11/2022 and 04/25/2022

Processed the annual liability insurance policies, and renewal agenda item

Reviewed ordinances sent to Municode

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

Prepared City Council Minutes

Visited City of Forest Park for demo on Municode for Agenda Management

Spoke with Municode to change to electronic posting and twice a year paper

Signed all Business Licenses especially for the Renaissance Festival

Project Status:

Continue to work with open records request several times a day

Continue to organize City records



Upcoming Events/Actions/Meetings:

Index four (4) filing cabinets with contracts and agreements- Review 4 boxes of paperwork in Deputy Clerk's office



Community Development Department

Director: Lester Thompson, MPA

April 2022

Department Highlights/Accomplishments:

The Contract Award to Magnum Paving, LLC for an award amount of \$1,750,141.07 for the 2022 Local Maintenance Improvement Grant (LMIG)/TSPLOST City-Wide Resurfacing Project; Roadway Improvements on Various City Roads Project (22-001), was approved at the April 25th, 2022, City Council Meeting.

The Notice of Award to Magnum Paving, LLC was issued on April 27th, 2022. It is anticipated that the Preconstruction Meeting will be held on May 20th, 2022, after which time the Notice to Proceed (NTP) with Construction will be issued.

Department Updates:

Permit Type	Number Issued
Right-of-Way Encroachment Permits	2
Clearing & Grading Permits	0
Land Disturbance Permits (LDPs)	1

Project Status:

Community Development Projects Under Construction		
Project Name	Permit Type	Permit Issuance Date
Package Depot Plaza	Land Disturbance Permit	April 12 th , 2022
Fairburn Station	Land Disturbance Permit	March 16 th , 2022
1162 Hwy 54 East, LLC	Land Disturbance Permit	February 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		August 20 th , 2021
Iron Horse Storage	Land Disturbance Permit	April 20 th , 2021
Graham Road Site	Land Disturbance Permit	April 2 nd , 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	Current Design Phase	Let Date
I-85 @ SR 74/Senoia Road Interchange Project (PI# 0007841)	Right-of-Way	Management: October 15 th , 2022

The project currently has 53 parcels. GDOT has closed on nineteen(19) parcels, six (6) parcels are pending condemnation with one (1) filed, and ten (10) options are with their attorney for closing. GDOT had to reissue a Task Order to have about twenty (20) parcels reappraised.

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
Rivertown Road Pedestrian Improvements Project (21-002)	October 4 th , 2021	Substantial: March 31 st , 2021 Final: August 31 st , 2022
Cora Robinson Park Improvements Phase II Project (21-003)	September 27 th , 2021	Substantial: June 30 th , 2022 Final: May 31 st , 2022



Dodd Street Community Plaza Project (21-003)	September 27 th , 2021	Substantial: May 31 st , 2022 Final: August 31 st , 2022
Roadway Improvements on Various City Roads Project (21-004), 2021 Local Maintenance Improvement Grant (LMIG)/TSPLOST City-Wide Resurfacing Project	September 20 th , 2021	Substantial: December 17 th , 2021 Final: May 31 st , 2022

Upcoming Events/Actions/Meetings:

Task Order #12 with Atlas Technical Consultants (Moreland Altobelli) for an amount not to exceed \$58,000 for Construction Engineering and Inspection (CEI) Services on the Roadway Improvements on Various City Roads Project (22-001), will be presented at the May 9th, 2022, City Council Meeting.



Economic Development

Director: Sylvia Abernathy

April 2022

- Participated in Aerotropolis Atlanta Developers' Bus Tour, presenting to approximately 35 commercial realtors, developers, project managers, and investors regarding Fairburn's catalytic sites and development opportunities along Hwy 74 and the downtown Historic Commercial District– April 21st
Outcome: Identified prospective developers and conducting ongoing meetings regarding catalytic sites and development opportunities.
- Participated in City of Fairburn Council Retreat regarding the Mayor and City Council priorities and vision. – April 29th
- New Business Opening – Restored Promises Ribbon Cutting Ceremony – April 23rd
The new Downtown business owners provide holistic wellness products. Mayor, Council, and City Administrator were on hand to welcome new business owners to the community.
- Completed monthly Community Activities Report to 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.
- Georgia Cities Week: Third Fridays on Main Street Kick-off event, which included Norma's Dance Academy-50 Year Anniversary performances, local talent, and jazz and R & B artists; to promote downtown arts and entertainment and businesses. – April 29th
- May City Newsletter, highlighting new executive team members and a business spotlight.

Department Updates:

- Presented to Mayor and Council during April 25th work session regarding the Soofa System, business advertisement, kiosk design, revenue share, and possible locations. Scheduled to follow-up with recommendation for installation near high pedestrian areas, hotels, and other sites within the city.
- Downtown Courtyard Beautification Project: update existing plaques on the front of the Frankie Arnold Stage and Courtyard that were damaged due to weathering with replacement plaques.
- Conducted Community Beautification Ambassador (CBA) meeting regarding upcoming volunteer opportunities, VFW Community Services Day,



Project Status:

- **Development Projects.**
 - **LCI Roosevelt Highway Study:** Application completed and scope of work review underway.
 - Redevelopment of downtown parcels.
 - Ongoing discussions with business and property-owner stakeholders.
- **Workforce Development Initiatives:**
 - Mentoring/ Apprenticeship program in a development-An apprenticeship program for ready-to-work youth. Meeting to review GMA, *Starts with Me* program model.
 - The Economic Development department conducts ongoing meetings with education and business stakeholders regarding student apprenticeships, including Creekside and Zena's House. – April 28th
- **Business Activation & Retention:**
 - Cochran Mill Brewing Company 2nd Anniversary Ribbon Cutting – scheduled for May 7th (confirmation pending)
 - Participated in VFW Women's Entrepreneurship & Small Business Owners Workshop, presenting on City of Fairburn's Economic Development Initiatives in conjunction with Carl Vinson Institute/Georgia State University Business Consulting Services. – April 30

Upcoming Events/Actions/Meetings:

- Hotel Motel Tax/Funds Report
- Economic Development Strategic Plan
- Wayfinding Kiosks
- Taste of Fairburn Kick-Off – May 20th
- Third Friday Events & Concert Series
 - Juneteenth Celebration – June 17th
 - Juneteenth ATL Parade – June 18th
 - Summer Music Festival – July 15th
 - Back to School Celebration – August 19th
 - Hispanic Cultural Celebration Month – Sept 16th
- Fall Festival & Taste of Fairburn – October 1st
- Adopt-A-Planter Program/ Adopt -A-Spot Program Proposal – May 15th
- Main Street Board Meeting – May 17th
- Community Beautification Ambassador Meeting – May 24th
- DDA/DA Board Meeting - TBD



Fire Department

Director: Fire Chief Cornelius Robinson

April 2022

Department Highlights/Accomplishments:

- Prepared Good Friday Cookout food for City of Fairburn employees
- Coupled Public Safety Day and Education Day along with Parks & Recreation to display fire apparatus
- Provided First Aid Assistance at the Georgia Renaissance Festival
- Attended the South Fulton Chief's Meeting in East Point
- Ordered new Engine 21, Engine 23, and Truck 23

Department Updates:

- Congratulations to our new Battalion Chief Jordan Moore as well as our newly assigned TAD positions
- Dates for Lieutenant and Sergeant Assessment to be announced in May

Project Status:

- Fire truck purchased from Cobb County scheduled to be picked up from Brindlee Mountain in May
- Attended first set of bi-weekly meetings with Assistant City Administrator
- Picked up Squad 22

Upcoming Events/Actions/Meetings:

- National Incident Command Training at the Comfort Inn (The Fairburn) May 23-May 27
- Working on temporary Station #23
- Newly approved staff vehicles being picked up on May 12
- Burn ban officially in effect from May 1 to September 30
- May 4: recognized as International Firefighter's Day



Finance

Director: Peterson David

April 2022

Department Updates: Month of April, 2022

Daily Operations

- Travel Policy approved by Council
- ACH Payments for vendors established
- Delinquent Tax list mailed out to citizens
- Presented Mid-year Budget vs Actual report to Council
- Submitted 1st ARPA report under revenue loss replacement
- Short-Term Rentals & Business Licenses moved to Finance

Cleargov platform approved

- Staff submitted historical data
- Department Head & Staff trainings set

Personal Property Tax

- Collected: \$2,727,609.43
- Outstanding: \$69,019.79

Real Property Tax

- Collected: \$6,565,792.26
- Outstanding: \$167,947.82

Public Utility Tax

- Collected: \$10,510.26
- Outstanding: \$226,568.89

New services, April 1 – 30, 2022

- Electric: 53
- Water: 66
- Garbage: 61

Project Status:

FY20-21 Single Audit: Final stages

Upcoming Events/Actions/Meetings:

1. Finalize FY22 budget request
2. Policies
 - a. Fund Balance
 - b. Reserve
 - c. P-Card
 - d. Homestead Exemptions



Human Resources

Director: TaLisha Champagne

April 2022

Department Highlights/Accomplishments:

- First New Hire Orientation to be held on (05/25/22)
- CivicHR hiring manager access to include real-time access to online applications complete
- Employee exit interviews have been implemented
- Streamlining customer service and process through HR distribution email

Department Updates:

- ✚ Dept is promoting Wellness; first initiative is Mental Health Awareness Month (May 1-May 31)
- ✚ Benefits Event “Getting to Know Your Benefits” upcoming in July 2022; date TBD; partnership with BKS; box lunch will be provided

Project Status:

- Classification & Compensation Study vendor quotes along with SOW submitted and complete
- Policy updates in progress (Standards of Conduct, Internship, Incentive Pay; Military Leave, Maternity/Parental Leave)
- Formation of City Wellness Committee in progress
- Administrative Assistant (P&R, Fire, & PW) salary currently under review to address inequity

Upcoming Events/Actions/Meetings:

- ✚ City Hiring Event (05/25/22)
- ✚ Meeting with City Administration on 05.16 to discuss benefit action items/recommendations
- ✚ Mental Health Awareness City podcast (Tentative date 05/31/22); (panel to include HR Dir, United Healthcare representative, and P&R Dir)
- ✚ Restructuring of HR staff & services; meeting to be requested for Administration’s review, feedback, and approval of recommendations



Parks and Recreation

Director: Chapin Payne

April 2022

Department Highlights/Accomplishments:

- City-wide Easter Egg Hunt – 150 participants
- GRPA B/C District Championships – 45 youth athletes moved to the State Championship
- Tot Ball & Tee Ball season opening day
- GA Cities Week
- City-wide Career Fair
- Coffee & Canvas- 18 senior participants
- Easter Wreath Making Class – 21 senior participants
- Popcorn & A Movie – 16 senior participants
- Youth Football Registration opened
- Mental Fitness Summer Camp facility usage agreement

Department Updates:

- Pool & Splash Pad Information
 - Opening Day – May 28th
 - Water Aerobics – Tuesday & Thursday 9AM / Wednesday 6PM
- Pool staff hiring – on going
- Pool opening inspections – May 17th and May 20th
- Afterschool program request for proposal
- Youth Football registration opens April 11, 2022
- New Program: Fairburn Teen Retrieve – Summer teen program starting June 20th
- New Program: Senior Walking Club – Every Monday & Wednesday / May – August
- New Program: Wellness Wednesdays – Every 1st and 3rd Wednesday June – July
- GRPA State Track & Field Meet – Jefferson, GA / May 6-7
- Weekly Youth Track & Field Meets – Season ending May 6, 2022
- Weekly Youth Tee-Ball Practice – Every Tuesday & Thursday



Project Status:

- Youth Center HVAC installation –vendor selected. Electrical in process
- Duncan Park entrance gate repair – scheduled – waiting for materials
 - Damaged by a vehicle / gate re-located to front of the park
- Outdoor basketball court fence repair – Complete
- Duncan Park field maintenance – on going
- Youth Center landscape – schedule with Streets Department
- Fall Festival planning – on-going
- Youth Center access control – reviewing best options

Upcoming Events/Actions/Meetings:

- Pool staff training – May 16th – May 26th
- Career Fair – May 26th
- Wellness Wednesday – June 1st
- Movie Night @the Pool – June 24th

Marketing Materials:

Fairburn Flames Youth Football

REGISTRATION OPENS
APRIL 11TH



Age Groups:
Flag Football - 3 & 4
5U, 6U, 7U, 8U, 9U
10U, 11U, 12U, 14U

Register Online at www.fairburn.com
"How Do I" - Register for an Activity

For More information contact us
770-964-2244 ext. 134 or
jaberry@fairburn.com

Payment Plans Available




DUNCAN PARK

POOL & SPLASH PAD



**SEASON SPLASH PASSES
NOW ON-SALE**

A SEASON SPLASH PASS PROVIDES ACCESS TO THE DUNCAN PARK POOL AND SPLASH PAD DURING OPEN SWIM HOURS FOR THE 2022 SEASON (MAY 28, 2022 - SEPTEMBER 4, 2022).

VISIT WWW.FAIRBURN.COM - PARKS & RECREATION
TO PURCHASE A SEASON PASS OR
USE THE QR CODE





WELLNESS WEDNESDAY'S
 EVERY FIRST AND THIRD WEDNESDAY IN JUNE AND JULY

HEALTHY FOOD AND LIFESTYLE VENDORS NEEDED

PLEASE EMAIL JABERRY@FAIRBURN.COM IF YOU WOULD LIKE TO TAKE PART IN THESE WELLNESS EVENTS. WE ARE CURRENTLY LOOKING FOR HEALTHY FOOD AND LIFESTYLE VENDORS!

City of Fairburn Parks & Recreation

LINE DANCING CLASS

Every Tuesday & Thursday

Free Class
Ages 55 and Older

11:30 AM - 12:30 PM

FAIRBURN YOUTH CENTER
149 S.W. Broad Street

Physical Distancing Enforced

DUNCAN PARK POOL & SPLASH PAD
 6000 RIVERTOWN RD., FAIRBURN, GA 30213

Now Open!
Saturday & Sunday
1:00pm- 6:00pm

Session Schedule:
 1:00 PM - 3:00 PM
 4:00 PM - 6:00 PM
 3:00pm - 4:00pm (closed for cleaning)

General Admission - \$4.00
2 & Under - FREE

Pool closes September 26th for the season



Planning and Zoning

Director: Tarika Peeks

April 2022

Department Highlights/Accomplishments:

Boards & Commissions Meetings

- The Planning and Zoning Commission meeting scheduled for April 5th was canceled due to the lack of agenda items. The next meeting is on May 3rd.
- The Art Advisory Council meeting was held on April 21st.

Community Meetings and other Meetings:

The Community Garden Plan Steering Committee meeting was held on April 21st.

Department Updates:

Permit Type & Other	Number Issued
Sign Permit	1
Film Permit	2
Short Term Rental Permit	1
Special Event Permit	3
Occupational Tax License Review	2
Zoning Verification Letter	2
Yard Sale Permit	2

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



Upcoming Events/Actions/Meetings:

Rezoning Petitions

DRB Group Georgia, LLC – A request to rezone 18.26 acres from R-1 (Single-family Residential) to R-4 (Single-family Residential) for 86 single-family residential lots.

Meeting Dates: Planning and Zoning Commission - January 11, 2022 - APPROVAL
City Council - February 14, 2022 - Deferred to March 28, 2022 - FAILED
Rescheduled to May 23, 2022

Hernan Creek - A request to rezone 26.35 acres from AG (Agriculture) to R-4 (Single-family Residential) for 56 single-family residential lots.

Meeting Dates: Planning and Zoning Commission - May 3, 2022 - APPROVAL
City Council - June 13, 2022

Liberty Communities - A request to rezone 46.1 acres from AG (Agriculture) to R-4 (Single-family Residential) for 175 single-family residential lots.

Meeting Dates: Planning and Zoning Commission - May 3, 2022 - DENIAL
City Council - June 13, 2022

Grind Capital Group - A request to rezone 32.3 acres from AG (Agriculture) to M-1 (Light Industrial Residential) for a 273,000 square foot warehouse with a future build-out for an additional 128,000 square feet.

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

Richard Lindsey - A request to rezone 3.14 acres from R-1 (Single-family Residential) to C-2 (General Commercial) for a convenience store with six pumps and two retail spaces.

Meeting Dates: Planning and Zoning Commission - July 5, 2022 (Date may change to July 12th)
City Council - August 8, 2022

Proposed Text Amendments

- Add liquor stores to the list of prohibited uses within the Highway 74 Overlay District
- 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)
- Notice of public hearing letters to property owners distance increase from 500 feet



Creative Placemaking and Public Art Initiatives

- Call for Artist for Painted Crosswalks - Late June to Early July
- Summer Art Event in the Alley - August 20, 2022



Police Department

Director: Chief James A. McCarthy

April 2022

Department Highlights/Accomplishments:

- Lieutenant assessment: all three candidates passed. LT Graham assigned to Admin Services, LT Giddens assigned to patrol division

Department Updates:

- Working on securing dates / location for active shooter response training

Project Status:

- Electronic door lock conversion upcoming

Upcoming Events/Actions/Meetings:

- Command Staff meeting every Wednesday at 10 AM
- US Foods truck rodeo 5/14
- Landmark / Campbell field day on 5/19
- Sergeant assessment on 5/20



Fairburn Police Department

James McCarthy

Chief of Police

191 SW Broad Street
Fairburn, GA 30213

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



April 2022 Crime Report

Total Part 1 Crime Incidents

○ 2022 YTD	101
○ 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, 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%	28
April 2022	4.7%	22



Fairburn Police Department

James McCarthy

Chief of Police



Executive Summary April 2022

- **Uniform Patrol Division**
 - Total Calls Answered: 680
 - Self-Initiated 1,178
 - Dispatched 680
 - Arrests 41
 - Arrest – Released 40
 - Citations 548
 - Warnings 611
 - Incident Reports 303
 - Accident Reports 102

- **Special Services**
 - Total Calls Answered: 4
 - Self-Initiated 67
 - Dispatched 4
 - Arrests 3
 - Arrest – Released 4
 - Citations 56
 - Warnings 35
 - Incident Reports 11
 - Accident Reports 1

- **Criminal Inv. Division – April**
 - Cases Assigned 56
 - Ex-Cleared 0
 - Cleared by Arrest 3
 - Unfounded 1
 - Inactivated 14

- **CID – Cases Prior to April**
 - Carry Over 67
 - Ex-Cleared 0
 - Cleared by Arrest 4
 - Unfounded 0
 - Inactivated 15

- **Internal Affairs**
 - Vacancies
 - 4 police officers
 - 1 resignation effective 5/17

Police	
April 2020	
• Citations	200
• Warnings	213
• Arrests	8
• A/R	40
April 2021	
• Citations	598
• Warnings	1,441
• Arrests	30
• A/R	90
April 2022	
• Citations	548
• Warnings	611
• Arrests	41
• A/R	40
<i>April '21 compared to April '22 4.7% Part 1 crime increase</i>	

Code Enforcement	
April 2022	
• Care of Prem.	459
• Stop Work	0
• Signs Rmvd	51
• Door Hngrs	55
• 5 Day Notice	20
• Citations	0
• Complaints Resolved	21



Property Management

Director: Harvey Stokes

April 2022

Department Highlights/Accomplishments:

- **Fire Station 21 upstairs portion of the renovation is 85% complete, working on the lower level of the facility including the bay area this week.**
- **Keyless fob entry access and security system installed and functioning in the Human Resources building located at 131 Washington Street.**
- **Electrical wiring completed to separate the lighting fixtures in the two offices, and added an additional receptacle also installed a refrigerator and microwave oven.**
- **Reviewed, approved and released the construction documents and permits for the new warehouse located at 92 Howell Avenue.**
- **Assisted with the modifications and installation of the new monitors, electrical wiring and sound system in the Mayor and Council Chambers at City Hall.**
- **Organized and restocked each of the custodian storage areas at each city facility.**
- **Building inspections performed on both residential and commercial projects.**
- **To-date at least six solar panel permits have been issued for residential installation since January 1, 2022.**

Department Updates:

- **This department participated in at least 10 (ORR) Open Records Request for the month of April**
- **Our new custodian personnel, (Mrs. Lisa Smith) have been on the job for a couple of weeks and have make a huge difference in the overall cleanliness of our facilities.**
- **The Facility Manager position is being advertised for this department.**



Project Status:

- **Mailbox for Council, waiting on hardware to complete the installation from vender.**
- **Fairburn Utility: Streets Directors and staff newly created office space will be ready to occupy the week of 5-16-22.**
- **Annex Building: All stored files are to be relocated from the rear of the building and stored in my office. The overhead projector system to be installed.**
- **Replace the defective wiring on the HVAC system in Planning and Zoning suite, due to the deenergizing of the power to the building, this work to occur after hours or weekend, as to not interfere with the functions of other departments in the facility.**
- **Replacement of HVAC system in IT room at Fairburn Utility.**
- **Human Resources Install a land line for fax machine.**
- **Youth Center, adding an additional HVAC unit in the building being for health reasons and will be converting the electrical system into a three phase unit.**

Upcoming Events/Actions/Meetings:

- **Security access system at the Police Dept. initial meeting to design the system is 5/17/22.**
- **Install a wall mounted monitor for training purposes at the H.R. Center on Washington St.**
- **Security access system at Fairburn Youth Center. To be scheduled after completion of Police Dept.**
- **Continue to monitor the homeowner's complaint located at 2019 Broadmoor Way, to include 59 & 41 Somerset Hills.**



Public Relations & Community Engagement Consultant

Contractor: Ashley Nicole Communications, LLC

April 2022

Department Updates: Month of April, 2022 (Start Date: Monday, April 18th)

Written and Distributed Press Releases

- Press Release: The City of Fairburn Encourages Community Members to "Clean House" and Attend FREE Spring Clean Up & Document Shred-It Events
 - Distribution Date: Wednesday, April 20th
- Press Release: The City of Fairburn Celebrates Georgia Cities Week 2022
 - Distribution Date: Friday, April 22nd

Created and Posted Social Media Content

- Date: Wednesday, April 20th
 - Post: Annual Spring Clean & Shred It Events
- Date: Thursday, April 21st
 - Post: Important Alert - Accident on Highway 29
 - Also prepared language for the website alert and mobile app alert
- Date: Friday, April 22nd
 - Post: Important Alert - Planned Power Outage
 - Also prepared language for the website alert and mobile app alert
- Date: Friday, April 22nd
 - Post: Georgia Cities Week Events
- Date: Saturday, April 23rd
 - Post: Jazz Concert
- Date: Tuesday, April 26th
 - Post: Important Alert - Planned Power Outage Completed
- Date: Tuesday, April 26th
 - Post: Georgia Cities Week Event Schedule Change
- Wednesday, April 27th
 - Post: Spring Cleanup Recap
- Date: Thursday, April 28th
 - Post: New Business Post – Restored Promises
- Friday, April 29th
 - Post: GA Cities Week Concert Reminder



Marketing Materials Created

- Project: GFL Sanitation Services Change
 - Materials Created:
 - Flyer
 - Social Media Post
 - Provided edits to postcard

Other Project Support

- Planning & Zoning Presentation: created cover page
- Fairburn Focus 2023 Presentation: Created cover and provided edits



STREET DEPARTMENT

Director: Street Department

April 2022

Department Highlights/Accomplishments:

Two staff members received their Fuel A/B operator certifications

Department Updates:

Landscape improvements at City Buildings

Several Potholes filled on Gullat Rd

Continuous litter pick up and lawn maintenance

GFL new rollout dates for all services will begin June 1, 2022

Several training classes scheduled for staff

Collaboration with Economic Development on planter box project

Project Status:

Repairs to the damaged guardrails on Fayetteville Rd were reschedule for 5/18/2022 due to Steel production delays

Fairhaven Trace sinkhole repair scheduled for 5/18/2022

Upcoming Events/Actions/Meetings:

City Concert Scheduled for 5/20/2022

City wide Job Fair scheduled 5/25/2022



Utilities Department

Director: John D. Martin, QWLA

April 2022

Department Highlights/Accomplishments:

Director's Office:

- Utilities Department Weekly Leadership Meeting
- Meeting with Kendall Metering to identify priorities
- Meeting with ECG to discuss the rollout for citywide trash day
- Meeting with Finance to discuss finance and billing procedures
- GFL Environmental Landfill Presentation Meeting
- Virtual Class-GRWA Topic: Math Made Easy
- Meeting with Kendall Metering to discuss multiplier and meter setup
- Assigned water crews to assist P2K with leakage at 50 East Broad Street
- Monthly Project Meeting with Integrated Science Engineering
- Monthly Budget Meeting with Finance Director (04/04/2022)
- Senior Leadership meeting

Customer Service/Meter Reading:

- Mailed out 8,819 utility bills in April 2022
- Successful Billing Process Completed on April 29th
- Started using the City's "purchased" Meter Reading Software instead of the demo software;
- Test run with the software appeared to be successful.
- Pending meeting with Incode Leadership to discuss major migration concerns & implementation of tablet use for field technician.
- Completed field/audit review of all the pulse (demand) electric meters that are read and billed through ECG now.

Electric:

- Installation of new power poles on Senoia Road
- 120 Green Street-Removal of bad bank pole



- Replacement of primary overhead phases on Green Street
- Replacement of 3 poles damaged from major outages (Invert Elevation)
- Trimmed trees on East Broad Street and Spence Road
- Monthly On-calls: 27

Water/Sewer:

- Repaired fire hydrant leak (137 East Malone Street)
- Flushed fire hydrant on Margaret Street
- Unclogged sewer lateral: 579 Sir Charles
- Meter Leaks: 3
- Meter Installations: 15
- Monthly On-calls: 6
- Sewer Back-ups: 10

Stormwater:

- Identifying and inspecting of damaged storm drains
- Jetted overflowing storm drains
- Unclogged and cleaned out storm drain-535 Lake Joyce

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: 682
- Water/Sewer Work orders completed: 63

Project Status:

- Fire Hydrant Replacement Project bid award letter (04/04/22). Need Council approval.
- Upgrade Power Grid (Elder & Poplar)-Bid preparation
- 2021 Storm Drain Lining Project (*In Progress*)
- 2021-2022 Impaired Waters Monitoring-Winter period sampling (*Completed*)
- 2021-2022 NPDES Phase I Compliance Activities-Inspections (*Completed*)



Upcoming Events/Actions/Meetings:

- Upgrade Power Grid (Elder & Poplar)
- Overhead to Underground Power Installation (Rivertown Road)
- Purchase of Case CX-57C Mini Excavator
- Implementation of the Backflow/FOG (Fats, Oils, and Grease) software
- Prepare Backflow Ordinance for Mayor and Council approval
- Ordering of (2) trucks for meter readers
- Tree trimming contract for Council approval
- Review meter details for new developments and renovations