



CITY ADMINISTRATOR'S MONTHLY REPORT

DECEMBER 2022

FAIRBURN, GA

AUTHORED BY: TONY M. PHILLIPS



CITY ADMINISTRATOR

MR. TONY M. PHILLIPS, CPM®

Greetings Honorable Mayor & City Council Members,

I am privileged to present a summary of the City's monthly administrative activities for December 2022. As we come to the end of the calendar year we are fortunate to look back on a record of sustained success and achievements. Our government continues to maintain its contact focus on the improvement of city operations and service delivery. As the economy begins to show the earliest signs of moderation, after a year of inflationary pressures, our experienced city staff continues to successfully traverse various challenges and obstacles as we provide daily services to our residents. Fairburn maintains a solid financial standing while continuing to consistently manage smart growth. Our growing status as one of the state's best live, work, play communities is built on a foundation of multiple assets which include among others:

- Being the 9th largest Metropolitan Statistical Area (MSA) in the country;
- Proximity to the world's busiest airport;
- Excellent access to major interstate and state highways;
- Historically low crime rate; and
- Residential neighborhoods with historic homes and new development.

Staff maintains a daily focus on providing extraordinary 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 for December 2022. The City, under the leadership of the Honorable Mayor Mario Avery, continues its “Fairburn Forward” initiative highlighted by our three R’s (Refresh, Rebrand, Renew).

December 2022 Highlights

- Christmas Tree Lighting Event
- Christmas Gala (Staff & Stakeholders Recognition)
- New Business: Lady Fannie Mae’s Ultimate Seafood
- Angel Tree Program in conjunction with Fairburn Housing Authority
- Shop with a Cop Annual Event
- Wellness Team sponsored Financial Wellness Lunch & Learn “Mastering Your Money” in partnership with Ameris Bank
- December Holiday Break Camp
- Golden Holiday Brunch
- Transition of Code Enforcement to the Planning and Zoning Department
- Old Campbell Courthouse post fire Asbestos abatement and debris removal completed
- Temporary Fire Station Building delivered; work to establish utilities and provide furnishings in progress

We have a first class management team of experienced professionals poised to aide our city to continue its track record of positive outcomes. The year ahead is full of exciting opportunities and plans for the City of Fairburn. I am confident and enthusiastic that 2023 will bring another year of hard work and continued success.

Fairburn is an extraordinary city with a bright path ahead. 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 December 2022.

Tony M. Phillips, CPM®
City Administrator
City of Fairburn



CITY CLERK



CITY CLERK

CITY CLERK: BRENDA JAMES

DECEMBER 2022

Department Highlights/Accomplishments:

- Received 82 open records request for November – researched and processed
- Amounts Collected in Open Records to date: \$12,664.34
- Processed incident reports to Travelers insurance
- Processed City Council Credit Card requests
- Prepared City Council Meeting packets for December 12th
- Emailed weekly open requests report to Attorney, Mayor, and City Administrator
- Prepared City Council Minutes
- Signed all Business Licenses
- Arranged travel accommodations for Council
- Prepared checks for Council Travel
- On-Going Management of Mayor's Calendar
- Prepared invoices for payment
- Worked at Annex supplying water to citizens
- Finished CivicClerk Training



COMMUNICATIONS

CONSULTANT: ASHLEY NICOLE COMMUNICATIONS DECEMBER 2022

Department Updates:

Written and Distributed Press Releases

- Press Release: Hattie Portis-Jones Elected to the National League of Cities Board of Directors
 - Distribution Date: December 15, 2022
- Press Release: The City of Fairburn Police Department Hosts Shop with a Cop and Brings Holiday Cheer to Children and Families
 - Distribution Date: December 20, 2022
- Press Release: City of Fairburn works to combat the low water pressure/no water in the City and encourages residents to report their water emergencies
 - Distribution Date: December 28, 2022

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

- New Business of the Month Post
- City of Fairburn Open Positions:
 - Finance Director
 - Information Technology Manager
- Single Post for:
 - Building Operations Director
 - Procurement Manager
 - Code Enforcement Manager
 - Other Open Positions
- Holiday Break Camp
- Youth Track & Field
- Street Closing Notification (Fayetteville Road to Chestnut Street)
- Christmas Closure Notice

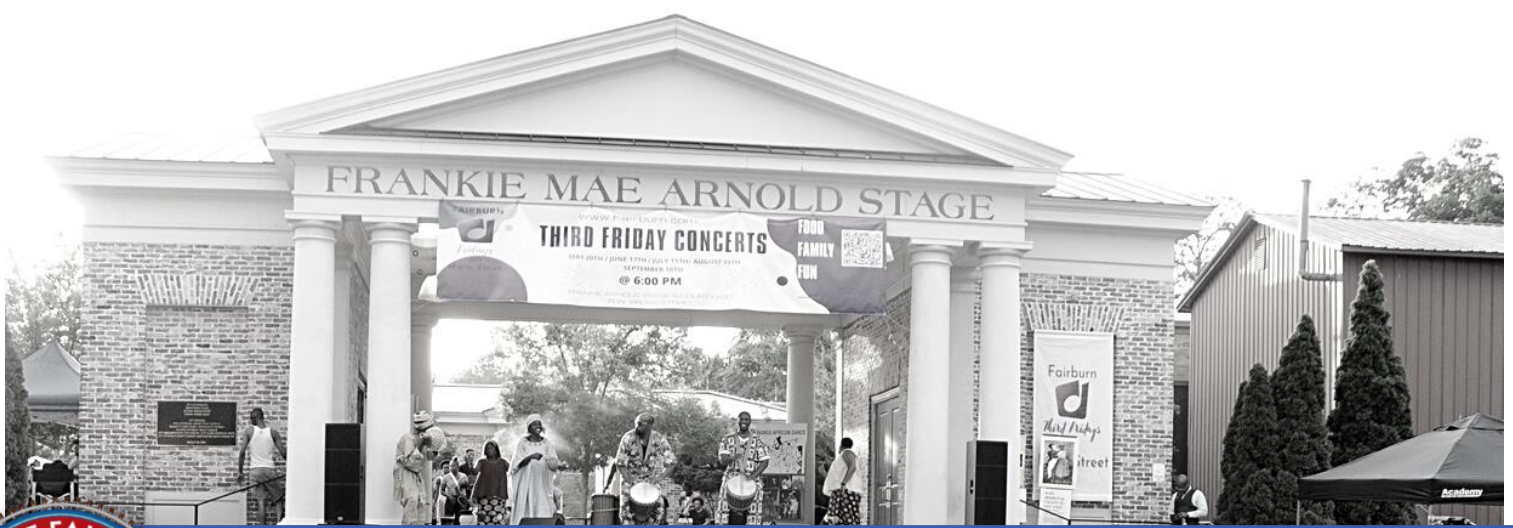
- Merry Christmas Message
- Office Closure Notice
- Youth Soccer
- Filming Notice
- Winter Warming Resources
- Holiday Safety Tips
- Teen Basketball Referee Clinic
- Power Outage
- GFL Trash Pickup

Projects & Marketing Materials Created

- Project: Holiday Affair
 - Created invitation/save the date
 - Collected greetings for video
 - Worked with videographer to create 2 videos
 - Edited Service Awards Presentation
- Project: Service Award Certificates
- Project: Financial Wellness Flyer
- Project: Water Pipe/Water Outage Issue
 - Created:
 - Talking points
 - Web images
 - Social images
- Provided consistent updates via:
 - Website
 - Social Media
 - App
 - Push Notification
 - Press release
- January Newsletter – provided edits

Website Management

- Uploaded City Newsletters to website
- Uploaded City Administration Reports
- Updated Board of Appeals Meetings
- Updated Planning & Zoning Calendars
- Updated Planning Commission Meeting
- Posted Bid Opening Results
- Posted Annual Report



ECONOMIC DEVELOPMENT

DIRECTOR: SYLVIA ABERNATHY

DECEMBER 2022

Department Highlights/Accomplishments:

- Ribbon-cutting event for Lady Fannie Mae's Ultimate Seafood, business recruitment of new restaurant in downtown Fairburn's Historic Commercial District. Grand Opening with community, Mayor, City Council, and staff.
- State of Aerotropolis Atlanta, meeting of regional partners, and annual review of local projects, including a bus tour of Fairburn's catalytic sites, career expo, and Blueprint 2.0.
- Christmas Tree Lighting Event Tree Installation and Downtown Decorations, local business support, coordination of VIP reception, and promotions activities in conjunction with Parks & Recreation, Streets, and Utilities.
- Prepared and wrote December City Connect Newsletter, Duracell expansion, and 'Angel' donations in conjunction with Human Resources, Around Fairburn, and city updates.

Department Updates:

- Fulton County Arts Council 2022-2023 Community Application for Creative Placemaking Underpass Project, seeking funding for mural installation, public art placement, venue development, and entertainment activities. (In Process)
- Downtown Development Authority – Tax Abatement for South City Partners, Ren Park Development, Bond for Title Lease. (Ongoing)

- Panel recommendation to re-open bid to broaden respondent pool – November 2022
 - Issuance of new RFP. December – February 2023
- Utility Box Murals – Submitted Draft Call to Arts Advisory Council. – November 17th
 - Vote approving solicitation of artists.
 - Approval by Art Advisory Council of mural locations.
 - Call for Artists. – February 2023
- Adopt-A-Planter Program – submitted a proposal for the implementation of the program. In Process
- Façade Grant Program
 - Funding Approved
 - Reviewing with consultants options to establish technical design support options and a downtown look-book guide beautification process.
- Film Permit Fee Schedule
- Town Square Historic Clock
 - Fact-finding phase.
 - Submission for Art Advisory Council review and input. January/February
- Downtown Catalytic Site Development:
 - Review of potential Catalytic Site in downtown Fairburn, Off Broad. –Ongoing
 - 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 – Ongoing
 - 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
- Soofa Navigational System Report
- Art Advisory Council Meeting – January 19th
- Development Authority (DA) Meeting – February 28th
- Main Street Board Meeting -February 21st



FINANCE

DIRECTOR: BRYAN STEPHANS

DECEMBER 2022

Department Updates:

Daily Operations

- Business Licenses
 - New Licenses: 3
 - Renewals: 3
 - Outstanding: 80
- New services
 - Electric: 27
 - Water: 66
 - Garbage: 34
- Personal Property Tax
 - Collected: \$1,392.17
 - Outstanding: \$7,216,573.24
- Real Property Tax
 - Collected: \$8,802.83
 - Outstanding: \$2,599,294.13
- Public Utility Tax
 - Collected: \$78,640
 - Outstanding: \$1,951

Project Status:

Fiscal Year 2022 closeout should be completed by January 23, 2023

Fiscal Year 2022 audit fieldwork to start on January 30, 2023

Upcoming Events/Actions/Meetings:

- Policies & Council Items
- Procurement Policy
- Budget Amendment



FIRE

CHIEF CORNELIUS ROBINSON

DECEMBER 2022

Department Highlights/Accomplishments:

- Participated in the Angel Tree Program in conjunction with Fairburn Housing Authority; donated gifts to Mason family (2 girls, 1 boy)
- Received another EMT/Paramedic Training Grant from Atlanta Technical College
- 3 new personnel members added
- Personnel helped pass out water to community residents during shortage caused by freezing weather
- 15 plan reviews completed
- Live Burn Training completed with Recruits
- South Fulton Chief's Meeting held to discuss plans for freezing weather

Department Updates:

- Recruits have begun Hazmat Training
- Department back to normal business as of 12/30 from water shortage caused by freezing weather
- Project Status:
 - Companies being evaluated for the building of an apparatus bay for the temporary station
- Upcoming Events/Actions/Meetings:
 - More AFG Grants expected to be available within the coming months
 - Fire Department Headquarters will be closed Monday, January 16, 2023, in observance of MLK Holiday



HUMAN RESOURCES



HUMAN RESOURCES

DIRECTOR: TALISHA CHAMPAGNE

DECEMBER 2022

Department Highlights/Accomplishments:

- Paycom HRIS, Payroll, Time & Attendance, and Personnel Action Form training conducted in December 2022.
- Paycom Employee Self-Service feature implemented city-wide to include City Council in December 2022.
- Financial wellness dimension recognized city-wide for December 2022.
- Wellness Team sponsored Financial Wellness Lunch & Learn “Mastering Your Money” held on December 13, 2022, in partnership with Ameris Bank.
- Employment Engagement Team city-wide employee holiday contest held on December 21, 2022, which included the Fairburn Youth camp.
- Human Resources, in partnership with the Fairburn Housing Authority, sponsored Angel Tree. Various City department contributions successfully adopted 12 families in need for the holidays.
- Humans Resources, City Administration, Economic Development, in partnership with our Duracell corporate partner successfully sponsored two (2) families.

Department Updates:

City’s Hiring & Turnover stats for December 2022:

- New Hires – Six (6) employees
- Separations – Four (4) employees
- Five (5) conditional offers extended to new hires for the January 2023 new hire orientations.

Project Status:

- Implementation of Paycom first payroll date scheduled for January 6, 2023.
- Paycom Applicant Tracking module manager training to be held beginning January 2023.



MUNICIPAL COURT

ADMINISTRATOR: LISA BROWNLEE-MACK

DECEMBER 2022

Department Highlights/Accomplishments:

- Renewed contract with Professional Probation Services
- Completed all scheduled court sessions
- Responded to Open Records Requests
- Processed Monthly State Funds Report
- Completed Municipal Court Clerks Training

Upcoming Events/Actions/Meetings:

- On-going review and revision of Court forms, fines and SOP
- Preparing statistics for AOC caseload data report



PARKS & RECREATION

DIRECTOR: CHAPIN SCOTT

DECEMBER 2022

Department Highlights/Accomplishments:

- Fairburn Tree Lighting & Fireworks Show – Dec. 3rd – 500 participants
- December Holiday Break Camp – 30 youth participants
- Golden Holiday Brunch – Dec. 13th – 50 senior participants
- Youth Basketball Practice – on going
- New Program: Music Education Group – 15 teen participants
- Weekly Senior programs – Walking Club, Chair Aerobics, Line Dancing
- Fairburn Master Event Calendar – complete

Department Updates:

- Duncan Park Pool & Splash Pad – Lifeguard recruitment starts Feb 1st
- New Program: Soccer in the Streets – Registration open
- New Program: Teen Referee Clinic – planning
- Mother/Son & Father/ Daughter Sneaker Ball - planning - Feb. 10th
- Senior Walking Club – Every Monday & Wednesday
- Youth Track & Field – Registration open
- Youth Baseball – Registration opens March 1st
- Youth Football 2023 – Registration opens March 6th
- Youth Basketball – Registration closed – 70 participants
- New Program: Fairburn Afterschool & Summer Camp – planning

Project Status:

- Parks Master Plan – RFP complete – releases Jan. 17th
- Master Event Calendar – Complete
- 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
- Youth Center access control – Complete
- Dedication Signs – Duncan Park Pool – Installed
- Installation of (2) additional cameras at Duncan Park – In process

Upcoming Events/Actions/Meetings:

- January 5th – Elder Abuse Awareness
- January 18th – CPR Certification Class – Sensational Seniors
- February 8th – On-Site Medicare counseling
- February 10th – Family Sneaker Ball

Marketing Materials



City of Fairburn Parks & Recreation Department
presents...

*Mother/Son &
Father/Daughter*

SNEAKER BALL

Friday, February 10th
6:30 PM – 8:30 PM



Fairburn Youth Center
149 S.W. Broad Street
Fairburn, GA 30213

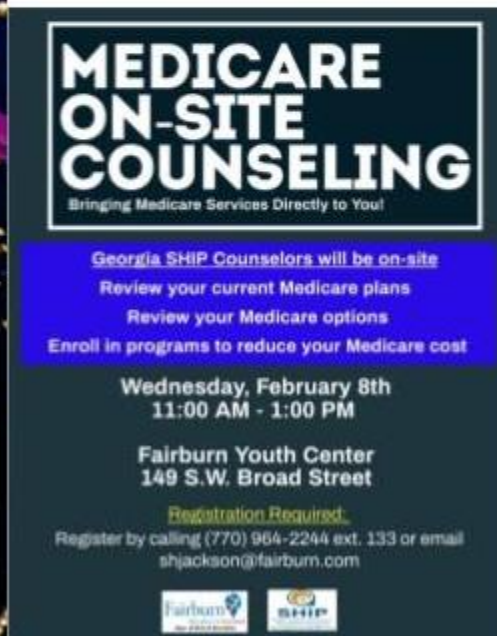
Music – Food – Dance – Photo Booth

Register Online:
www.fairburn.com

For more information:
Contact Us at
jaberry@fairburn.com

\$15
Per person

Price increase on Jan 21st



MEDICARE ON-SITE COUNSELING

Bringing Medicare Services Directly to You!

Georgia SHIP Counselors will be on-site



- Review your current Medicare plans
- Review your Medicare options
- Enroll in programs to reduce your Medicare cost

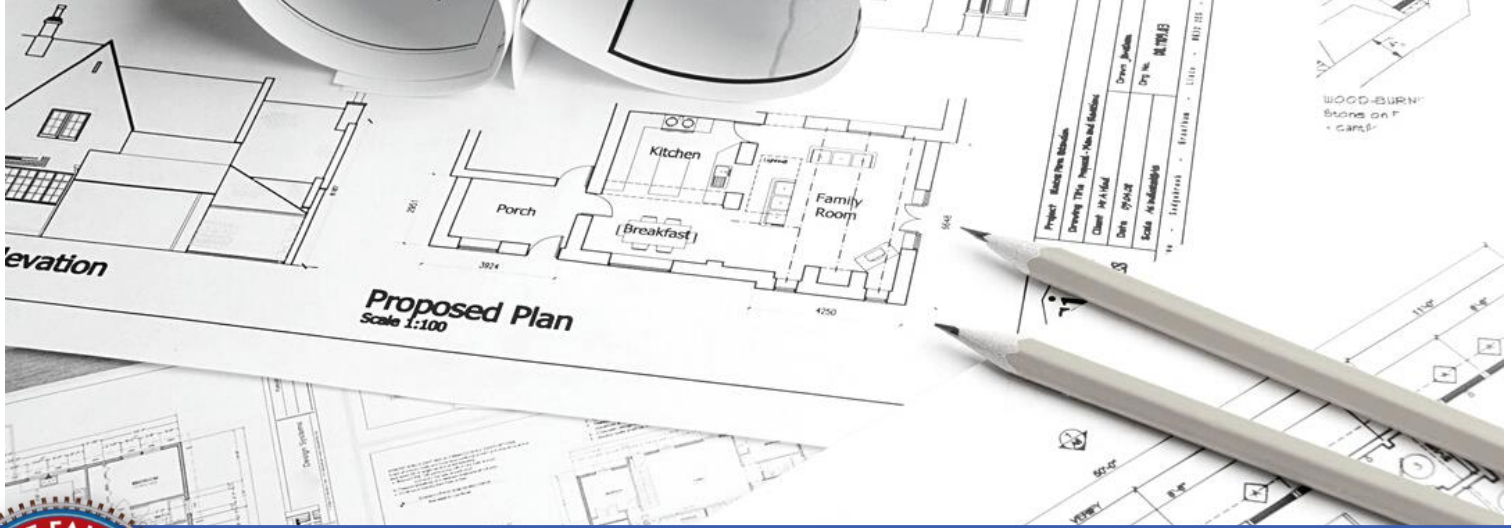
Wednesday, February 8th
11:00 AM - 1:00 PM

Fairburn Youth Center
149 S.W. Broad Street

Registration Required.

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





PLANNING & ZONING

DIRECTOR: DENISE BROOKINS

DECEMBER 2022

Department Highlights/Accomplishments:

- Conducted one on one assessments of the review process with all reviewing departments
- Scheduled the iWorQ training session
- Transition the Code Enforcement office to the Planning and Zoning Department
- New Code Enforcement officer training is underway

Boards & Commissions Meetings

- The January Planning and Zoning Commission meeting was held on January 10, 2023.

Community Meetings and other Meetings:

- There will not be a Planning and Zoning Commission meeting on February 7, 2023.

Planning Permits:

Permit Type & Other	Number Issued
Sign Permit	0
Film Permit	2
Short Term Rental Permit	0
Special Event Permit	0
Occupational Tax License Review	2
Zoning Verification Letter	3
Yard Sale Permit	0

Development Projects Under Review:

Project Name	Review Stage
96 Howell	LDP
Buckingham - Google	Site Development Plan
Vickers Point - Lennar	Site Development Plan
Fairburn Village Center	Conceptual Site Plan
Ferndale Residential Subdivision	Site Development Plan
Copart	LDP
South Park Building C	Site Development Plan
Mini Storage Depot	Site Development Plan
Gabriel's Redemption:	Film Permit
Curry Bend	Conceptual Site Plan
Living Word Church	Conceptual Site Plan
Renaissance Parkway Phase 2	LDP
Legends Creek	Site Development Plan

Processed Rezoning/Use Permit Petitions:

There were no processed rezoning/use permit petitions for the month of January.

Processed Variance Petitions:

The secondary variance petition was review by the Planning and Zoning Commission.

Upcoming Rezoning/Use Permit Petitions:

There are no upcoming variance petitions for the month of January.

Upcoming Variance Petitions:

There are no upcoming variance petitions for the month of January.

Processed Plats:

Andy Anderson, Jr Final Plat – three residential lots

Meeting Dates: City Council – **January 09, 2022 APPROVAL**

Habitat for Humanity, Final Plat – three residential lots

Meeting Dates: City Council – **January 09, 2022 APPROVAL**

Upcoming Plats:

Fairburn Fire Station Plat, Final Plat – three residential lots

Meeting Dates: City Council – **February 13, 2022 APPROVAL**

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
- Zoning Procedures Law procedural amendments
- Conceptual Plat expiration period.
- Define front, side, and rear yard.
- Define allowed uses in the DTMU zoning district.
- Add regulations for patios and uncovered decks to encroach in the required setbacks.
- Film Permit Policy requires additional updates to cover any request to rent public facilities

Code Enforcement Data

- Total Calls for Service – 32
- Self-Initiated Responses – 63
- Door Hangers issued – 18
- 5-Day Notices issued – 5
- Stop Work Orders issued -5
- Complaints resolved – 25
- Signs Removed – 150
- Care of Premises notices – 22
- Citations issued – 1
- Citations warnings issued – 0
- Opened cases on IWorQ (for month) – 31

- Citations issued – 1
- Citations warnings issued – 0
- Opened cases on IWorQ (for month) – 31
- Closed cases (for month) – 187

Building Permit Data:

(No new permits were issued)

Permit Type	Number Issued
Interior/Addition Commercial Permit	7
Interior/Addition Residential Permit	11
Total Permits:	18



POLICE

INTERIM CHIEF ANTHONY BAZYDLO

DECEMBER 2022

Department Highlights/Accomplishments:

- Intern Stevelle Charles begins internship 1/05/2022
- Shop with a Cop event was successful; the department provided 25 monetary gift cards to children from the City

Department Updates:

- Promotional processes underway for multiple ranks
- 2022 Annual Report is in progress

Project Status:

- January begins process of upgrading report system to web-based system

Upcoming Events/Actions/Meetings:

- Command Staff meeting every Wednesday at 10 AM
- Department-wide meeting pending with new chief appointment, date TBD



Fairburn Police Department

Anthony Bazydlo

Interim Chief of Police

191 SW Broad Street
Fairburn, GA 30213

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



December 2022 Crime Report

Total Part 1 Crime Incidents

○ 2022	353
○ 2021	325
○ 2020	413
○ 2019	591
○ 2018	709
○ 2017	827

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

<u>Month</u>	<u>Increase / Decrease</u>	<u>Total Part 1 Crimes</u>
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	- 39%	25
November 2021	28%	32
December 2021	- 26.3%	28
January 2022	7.6%	28
February 2022	- 20%	20
March 2022	- 12.9%	27
April 2022	4.7%	22
May 2022	30.7%	34
June 2022	17.2%	34
July 2022	- 37.5%	20
August 2022	41.6%	34
September 2022	- 3.8%	25
October 2022	40%	35
November 2022	9.3%	35
December 2022	39%	39



Fairburn Police Department

Anthony Bazydlo

Interim Chief of Police



Executive Summary December 2022

 Copy

- **Uniform Patrol Division**
 - Total Calls Answered: 870
 - Self-Initiated 1,809
 - Dispatched 870
 - Arrests 27
 - Arrest – Released 42
 - Citations 463
 - Warnings 1,166
 - Incident Reports 362
 - Accident Reports 109

- **Special Ops**
 - Total Calls Answered: 13
 - Self-Initiated 265
 - Dispatched 13
 - Arrests 8
 - Arrest – Released 12
 - Citations 58
 - Warnings 190
 - Incident Reports 60
 - Accident Reports 0

- **Criminal Inv. Division – December**
 - Cases Assigned 85
 - Ex-Cleared 6
 - Cleared by Arrest 0
 - Unfounded 5
 - Inactivated 17

- **CID – Cases Prior to December**
 - Carry Over 218
 - Ex-Cleared 12
 - Cleared by Arrest 14
 - Unfounded 4
 - Inactivated 41

- **Internal Affairs**
 - Vacancies
 - 3 officers
 - 1 military leave (PD)
 - 2 out on medical leave

Code Enforcement

December 2022

- Care of Prem. 22
- Self-Initiated 63
- Stop Work 5
- Signs Rmvd 150
- Door Hngrs 18
- 5 Day Notice 5
- Citations 1
- Complaints Resolved 25
- Opened cases 31
- Closed cases 187



Fairburn

Situated to Succeed

IN DEDICATION OF

THE CITY OF FAIRBURN

CORA ROBINSON PARK

MAYOR: MARIO B. AVERY

CITY COUNCIL MEMBERS:

MAYOR PRO TEM HATTIE PORTIS-JONES

LINDA J. DAVIS – HIRAM "ALEX" HEATH III

PAT PALLEND – ULYSSESS SMALLWOOD

JAMES WHITMORE

CITY ADMINISTRATOR: TONY PHILLIPS

CITY CLERK: BRENDA B. JAMES

CITY ATTORNEY: RORY STARKS

CITY ENGINEER: LESTER THOMPSON



PROPERTY MANAGEMENT

DIRECTOR: VACANT

DECEMBER 2022

Department Highlights/Accomplishments:

- Repaired plumbing and HVAC leaks at Police HQ.
- Repaired plumbing leaks at the Youth Center, Municipal Court, and Casablanca.
- Performed HVAC repairs at GMC campus buildings.
- Old Campbell Courthouse post fire Asbestos abatement and debris removal is completed. Post abatement and debris removal walkthrough with insurance company scheduled for next month.
- Temporary Fire Station Building has been delivered, work to establish utilities and provide furnishings in progress.
- Temporary Fire Station apparatus bay pricing is ongoing.
- Structural Assessment of Old Bank Old Campbell Courthouse has been completed.
- Facility Condition Assessments have begun.
- Fire Station #21 electrical work has completed for new ice machine.
- Repairs to Finance Dept restroom scheduled for next month.
- Repairs to Municipal Court access controls completed.

Department Updates:

- The Buildings Operations Director position has been created and advertised to fill the vacancy.
- Project Status:
 - Fire Station # 23 design by POH is in progress, the floor plan is nearly complete.
 - New breakroom for Utilities' electrical workers is nearly complete, work on the HVAC and doors is completed.
 - Planning Office reorganization for Utilities customer service staff to improve work conditions and productivity is in progress.
 - RFP for On Call Design Services has been closed and is under review.
- Overhead Door repairs at the Fleet Maintenance are scheduled for next month.
- Brick dumpster enclosures at Armando's and Casablanca scheduled for spring 2023.
- Follow up on Scheduled elevator inspections for Educational Campus Administration building with Georgia Department of Insurance and Safety Fire.
- Several leaks developed at Duncan Park Pool House because of December 2022 winters storm/water outage. Repairs are being priced and insurance is investigating.
- Tree trimming at HR and Municipal court buildings scheduled for next month.

Upcoming Events/Actions/Meetings:

- 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).
- Soliciting vendors for backup generator Utilities and Fire HQ/FS#22/Youth Center buildings.
- Assess emergency power and generator connections at Police HQ.
- Facility Condition Assessment Report will be provided after assessments are completed.



PUBLIC WORKS

DIRECTOR: LESTER THOMPSON

DECEMBER 2022

Department Highlights/Accomplishments:

- The City of Fairburn's 2022 LMIG Report of Accomplishment and Statement of Final Project Expenditures was submitted to the GDOT District 7 State Aid Coordinator on December 8, 2022.
- The Oakley Industrial Boulevard Waterline Relocation Design was completed on December 14, 2022. The design will be incorporated into the overall Oakley Industrial Boulevard (SC Johnson) Turn Lane Project Design, which is anticipated to be put out to bid in the third quarter of 2023.
- The Southeast Broad Street Pedestrian Improvements Project (23-002) bid opening date was December 14, 2022.
- The Virlyn B. Smith Pedestrian Improvements Project (23-003) bid opening date was December 14, 2022.
- The Golightly Street Pedestrian Improvements Project (23-004) bid opening date was December 14, 2022.
- The City of Fairburn's 2022 Local Maintenance Improvement Grant (LMIG) Application request was submitted through the Georgia Grant Application System (GGAS) on December 16, 2022.
- The City of Fairburn's TSPLOST I 2022 Year End Report was published in the legal organ (South Fulton Neighbor) pursuant to Senate Bill 369, Section 48-8-269-6 on December 21, 2022.
- The City of Fairburn's Local Issuing Authority (LIA) Monthly Reports for the months of October 2022 and November 2022 were submitted to the Georgia Soil & Water Conservation Commission (GSWCC) and the Fulton County Soil and Water Conservation District on December 15, 2022.

Department Updates:

Community Development Projects Under Construction		
Project Name	Permit Type	Permit Issuance Date
Copart Fairburn	Clearing & Grading Permit	November 17 th , 2022
Ren Park Apartments	Land Disturbance Permit	November 10 th , 2022
South Park, Building B	Land Disturbance Permit	November 8 th , 2022
SIXTY-NINE ZERO FIVE DEV CO. - 6905 Virlyn B. Smith (Renaissance Festival)	Timber Harvesting Permit	October 26 th , 2022
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 DC, Howell Avenue	Land Disturbance Permit	February 8 th , 2022
Trillium Reserve Subdivision	Land Disturbance Permit	September 29 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 Let Date: October 15 th , 2023
Southeast Broad Street/McLarin Road Pedestrian Improvements Project	Pond & Company	Letting	November 9 th , 2022
CDBG, Golightly Street Pedestrian Improvements Project	Pond & Company	Letting	November 9 th , 2022
Virlyn B. Smith Pedestrian Improvements Project	Pond & Company	Letting	November 9 th , 2022
CDBG, Lightning Community Rain Garden & Greenspace Project	Pond & Company	Preliminary Design	March 15 th , 2023 (anticipated)
Park Road Extension/Duncan Park Secondary Access Road	Southeastern Engineering, Inc.	Environmental Screening/Databas e 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 fifty-seven (57) parcels; the preliminary parcel count was fifty (50) parcels. GDOT has closed on twenty-seven (27) parcels. Forty-four (44) appraisals have been released and approved for negotiation. A couple of high-level appraisals are schedule to be completed by the end of January 2023. No condemnations have been filed as of yet.

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)

Public Works/Capital Improvement Projects Completed in 2022:

- Oakley Industrial Full-Depth Reclamation Project - Phase II (21-001). An IGA with the South Fulton CID for \$606,008.33 was secured to help deliver this project.
- Rivertown Road Pedestrian Improvements Project (21-002)
- Cora Robinson Park Improvements Project - Phase II (21-003). A Community Development Block Grant (CDBG) Award of \$200,000 was secured to deliver this project.
- Dodd Street Community Plaza Project, CDBG (21-003). A Community Development Block Grant (CDBG) Award of \$250,000 was secured to deliver this project.
- 2021 LMIG/TSPLOST Resurfacing Project/Roadway Improvements on Various City Roads (21-004).
- Margaret Street Pedestrian Improvements Project (21-005). A Community Development Block Grant (CDBG) Award of \$239,338.00 was secured to deliver this project.
- 2022 LMIG/TSPLOST Resurfacing Project/Roadway Improvements on Various City Roads (22-001).

Upcoming Events/Actions/Meetings:

- It is anticipated that the Contract Award for the Southeast Broad Street Pedestrian Improvements Project (23-002) will be presented at the February 27, 2023, City Council Meeting.
- It is anticipated that the Contract Award for the Virlyn B. Smith Pedestrian Improvements Project (23-003) will be presented at the February 27, 2023, City Council Meeting.
- It is anticipated that the Contract Award for the Golightly Street Pedestrian Improvements Project (23-004) will be presented at the February 27, 2023, City Council Meeting.



STREETS

DIRECTOR: GALE HIGGS

DECEMBER 2022

Department Highlights/Accomplishments:

- 4 Employees Received Flagger Certifications
- 1 New Employee Hired

Department Updates:

- Tree Removal @ City Buildings
- Departmental Office Moves
- Pothole Repair on Multiple City Streets
- Multiple Roadway Tree Cutbacks
- Sewer / Gutter Cleanouts Throughout City
- Continuous Sign Replacements / Installation Throughout City

Project Status: Pending

- Canopy Cutbacks on various City Streets
- Parking Lot Striping at City Hall
- SeeClickFix Release

Upcoming Events/Actions/Meetings:

None.



UTILITIES

DIRECTOR: JOHN MARTIN

DECEMBER 2022

Department Highlights/Accomplishments:

- Webinar- “Marketing Resources-Successful Communication Strategies for Utilities” (December 13th)
- Utilities Department Weekly Leadership Meeting (Every Monday)
- Qualified Water Loss Auditor Booster Class (December 15th-16th)
- Teams Meeting: Paycom PAF Manager Training (December 19th)
- Teams Meeting: Discussion about Utility Assistance Program-(December 19th)
- Teams Meeting: Discussion about Northstar with IT Manager (December 19th)
- Teams Meeting: Severe Weather Forecast (December 21st)
- Teams Meeting: Water Issues Check-in with City Administrator (December 29th)
- Teams Meeting: Briefing Water Issues with the City of Atlanta (December 28th)
- Teams Meeting: Briefing Water Issues/ COA (December 29th)
- Monthly Project Meeting with Integrated Science Engineering (December 12th)
- Department Leadership meeting (December 7th)-*Attended by Quakita Lane*
- Middle Chattahoochee Water Authority Meeting (December 13th)
- MEAG Meeting: Review of Fairburn Annual Participation Transmission Report (December 14th)
- ECG On-site Meeting with Engineers- (December 14th)

Customer Service/Meter Reading:

Meetings:

- PayCom Training with the Human Resources Department & Leadership Team.
- Meeting with New IT Manager to discuss current maintenance charges for old billing system (Northstar).
- Meeting held with Utilities Director & FACAA to discuss potential partnership with handling the utility assistance program.

Trainings: N/A

Activities: Participated in Angel Tree Donation program, along with other City Department (staff).

- Christmas Holiday event for employees.
- Ugly Christmas Sweater contest for employees. (*Visited each department and took pictures.*)

Tasks:

- Updated the master spreadsheet that includes all water/electric meters for Landmark Christian School accounts.
- Sent information to Metropolitan North Georgia Water Planning District for toilet rebate customers.
- Watched storm water videos for informational purposes.
- Finalized the new phone prompt for City Hall's main line.
- Submitted monthly report for November 2022.
- Worked closely with GFL Leadership Team to rectify escalated service issues.
- Worked closely with FACAA to provide information on customers that are eligible for utility assistance through the agency.
- Reached out to seriously delinquent customers, via email/phone, to settle past due balances.
- Worked closely with the Billing Team to enter reads and audit accounts for December 2022 billing.
- Responded to over 500 customers, via email correspondence related to the water crisis happenings, during the Christmas holiday.

Billing Information:

Utility Bill Count: **7,108** (TOTAL), **6,522** (MAILED)

- **313 work order requests** (**252** – Meter Readers, **34** – Water Team, **23** – Electric, **2** – Unassigned, **2** – Billing) were completed for the month of December.
- **11** service disconnections issued on seriously delinquent accounts.
- Meter Reading & Water Staff collected visual electric/water reads for billing.

Electric:

- Finished transfer of pole on Rivertown Rd/ Continued preparation for tree lighting ceremony/ Replaced 3 antiquated mainline switches (1967 date on switches) at East Broad St. and Fayetteville Rd. (Dec 1st)

- Completed wiring of CT meter at 92 Howell Ave./ Final check of lighting program for Christmas ceremony/ Fleet Maintenance-Delivered line truck for repairs at Terex/ Final check on lighting for Christmas event. (Dec 2nd)
- Saturday Team on site for Christmas ceremony/ successful lighting array completed (Dec 3rd)
- Working on CT meter build for 610 Bohannon Rd./Continued re-organization of underground side. (Dec 5th)
- Crew assignments for trouble report surveys of Fo882 and Fo862/ Meeting with Director/ Ordered materials/Completed plans for start of Fo882 Tree trimming of Sir Charles and Pinehurst/ Tree crew arrived at 9:20 am to begin the contract. (Dec 6th)
- Tree crews continued on Sir Charles/ 8 work orders created for Fo882 crew/ began corrections to distribution lines and transformer switches at Sir Charles, Woodland, & Pinehurst streets/ Attended Teams meeting with water superintendent on new time keeping system. (Dec 7th)
- Crew built 3 phase CT meter array for 610 Bohannon/ received 750 KVA 3 phase 277/480 pad mount transformer purchased from Transformer Maintenance Services/ continued work orders for Fo882 and Fo862 area/ Meeting at Google to turn light maintenance over to customer. (Dec 8th)
- Crew replacing primary line on Pinehurst St./ Brian Wilburn ITS qualification completed/ Tree trimmers off/ Pre marking new service underground taps in Avalon subdivision for installation/ Georgia DOT flagging cards distributed. (Dec 9th)
- Tree trimming continues Pinehurst Dr./Tall Deer Dr./ Blue Flag Ln./ Elks Court/ Meeting with Director/ Continued work orders for line maintenance/ Called location tickets to Ga. 811 for pole replacements and additions. (Dec 12th)
- Replaced 6 cutout switches/ wildlife protection in Sir Charles & Pinehurst area/ tree trimming hot spots at Tall Deer & West Campbellton. (Dec 13th)
- Tree trimming at 555 Spence Road tap/ East Campbellton to Azalea tap. (Dec 14th)
- Tree trimming at Southpark 3 phase tap/ crew stocking trucks, stocking warehouse, and receiving/ Made 149 spring St. tap and installed meter/ Christmas shutdown 12:00 (Dec 15th)
- Meeting with Director/ 610 Bohannon Road completed/ tree trimmers off/ stocking of trucks (Dec 16th)
- Met with Pro-source contractors for quote on 4-way vertical replacement on East Broad//dug service tap in at Avalon homes/ Tree trimming in Fireside subdivision. (Dec 19th)
- Confab with ECG Greg Lee on staking of Valleybrook Drive/Tree trimming in Fireside subdivision/Received 37.5 KVA transformers from Gresco (Dec 20th)

- Tree trimming at Elder/ Deep South at station 1 and 2 for Maintenance/ Severe weather preparation on fleet and line equipment/ Moving transformers to pad in yard. (Dec 21st)
- Tree trimming continues at Broad Street/ prepping for severe winter temperatures, fueling fleet stocking trucks staging transformers. (Dec 22nd)
- Leak detection citywide all hands (Dec 27th)
- Crew off (no water) tree trimming on Valley brook. (Dec 28th)
- Work orders Water distribution to citizens leak detection (Dec 29th)
- Leak detection citywide all hands. (Dec 30th)

Water/Sewer:

- Unclogged sewer lateral: None
- Check for leaks: 16
- Hydrant Flushing: 6
- Rereads: 18
- Meter Leaks: 10
- Service line leaks Repaired: 2
- Meter Installations: 16
- Locates: 5
- Check Low or No Water Pressure: 954
- Meter Maintenance:
- Replaced meter lids: 2
- Monthly On-calls:
- Sewer Back-ups: 7

Contractor Water & Sewer Repairs:

- 212 Fayetteville Road-Sewer
- 857 Tall Deer-Sewer
- 273 Strickland Street-Leaking Valve
- 17 Pine Street-Water Main Repair
- Dodd Street and Broad Street-Broke Water Main Valve
- 209 Clayton-Leaking Service Line
- Pearl Street & Green Street- Leaking Service Line

Stormwater:

- Identifying and inspecting of damaged storm drains
- Jetted overflowing storm drains
- Superintendent Stormwater Training: Utilities Administration & Meter Reading

FOG (Fats, Oils, & Grease):

- Identified all commercial FOG customers
- 47 FOG letters mailed

Department Updates:

- Customer Service/Meter Reader Work orders completed: 252
- Water/Sewer Work orders completed: 37

Project Status:

- Lift Station Project-Preconstruction Meeting (01/17/2023)
- Fire Hydrant Replacement Project (69% *completed*)
- Upgrade Power Grid (Elder & Poplar)- (*In Progress*)
- Water Meter Exchange-29 accounts changed out (*In progress*)
- 2021 Storm Drain Lining Project (*In Progress-final meeting*)

Upcoming Events/Actions/Meetings:

- Upgrade Power Grid (Elder & Poplar) FY23
- Overhead to Underground Power Installation (Rivertown Road) FY23
- Implementation of the FOG software (*On-going*)
- Prepare Backflow Ordinance for Mayor and Council approval (*Ready for Submittal*)
- Review meter details for new developments and renovations- (*Meeting planned for this month*)