

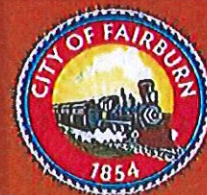


City Administrator's Monthly Report

October & November 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 October & November 2022. The focus and intention on the improvement of city operations and service delivery remains an operational constant. The current economic dynamics that are frequently erratic and inflationary has created challenges that city staff continues to effectively navigate. Fairburn maintains a solid financial standing while continuing to consistently manage smart growth. Our status as one of the state's best live, work, play communities is built on a foundation of multiple inherent assets which include among others, being the 9th largest MSA (*metropolitan statistical area*) in the country, near the world's busiest airport; having excellent access to major interstate and state highways; a historically low crime rate; residential neighborhoods with historic homes and new development. Staff is daily focused on our steadfast commitment to provide each resident 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 October & November 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).

- 2022 Fairburn Fall Festival & Parade
- Inaugural Taste of Fairburn – 10 Participating Restaurants
 - 1,500 free samples distributed
 - Celebrity Emcees Frank Ski and Casual Cal
 - Chef Mike Simpson of South Fulton
- Completion of Phase I -Creative Crosswalk Project Installation
 - 91 Elder St – Campbell Elementary School

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- Malone & SE Broad – Landmark Christian School
 - Installation of Smart City Soofa System within Downtown Historic Commercial District
 - Location 1 – Frankie Arnold Stage & Courtyard Area
 - Location 2 – Pedestrian Bridge
 - Art Advisory Council facilitated completion of Phase II of Creative crosswalk Mural Installation at Duncan Park and Fairburn Youth Art Center.
 - Old Campbell Courthouse post fire investigation by Fire Investigators and the Insurance company was completed. The post fire building stabilization and mitigation is ongoing.
 - Municipal Court Failure to Appear Amnesty Program completed
 - Diabetes Awareness Month recognized city-wide for November 2022.
 - Parks & Recreation hosted Holiday Break Camp – 17 youth participants
 - New Teen Music Program
 - Thanksgiving Food Drive & Giveaway
 - Downtown Commercial District Christmas decorations and installation for main street and business promotions with department teams.
 - 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. Two new Department Director hires completed (Planning & Zoning & Finance, along with the city's new Information Technology Manager.

I am excited and passionate about our path forward in Fairburn. We are building a first-class management team and staff to serve our residents with excellence. Each day we are focused on ways to better serve our citizens and provide opportunities to make Fairburn our region's most accessible and impactful government.

Fairburn is an exceptional 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 October & November 2022.

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



City Clerk

Director: Brenda James

November 2022

Department Highlights/Accomplishments:

Received 81 open records request for November – researched and processed

Amounts Collected in Open Records to date: \$10,291.41

Processed incident reports to Travelers insurance

Processed City Council Credit Card Requests.

Prepared City Council Meeting packets for November 14th

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

Prepared City Council Minutes

CivicClerk Training

Signed all Business Licenses

Travel Arrangements for Council

Prepared Checks for Council Travel

Managing Mayor Calendar

Preparing payment of invoices

Attend Leadership Meetings

Attended Insurance Training with Travelers

Project Status:

Continue to work on the Charter updates/ Spoke with GMA



Community Development Department

Director: Lester Thompson, MPA

November 2022

Department Highlights/Accomplishments:

The Invitation for Bid (IFB) for the Southeast Broad Street Pedestrian Improvements Project (23-002) was advertised on November 9th, 2022.

The Invitation for Bid (IFB) Virlyn B. Smith Pedestrian Improvements Project (23-004) was advertised on November 9th, 2022.

The Invitation for Bid (IFB) for the Golightly Street Pedestrian Improvements Project (23-004) was advertised on November 9th, 2022.

Department Updates:

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

Project Status:

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



GOVERNMENT OF THE CITY OF FAIRBURN

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
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
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	Final Design/Letting	November 9 th , 2022



CDBG, Golightly Street Pedestrian Improvements Project	Pond & Company	Final Design/Letting	November 9 th , 2022
Virlyn B. Smith Pedestrian Improvements Project	Pond & Company	Final Design/Letting	November 9 th , 2022
CDBG, Lightning Community Rain Garden & Greenspace Project	Pond & Company	Preliminary Design	March 15 th , 2023 (anticipate d)
Park Road Extension/Dun can Park Secondary Access Road	Southeast ern Engineeri ng, Inc.	Environmental Screening/Data base Development	March 15 th , 2023 (anticipate d)
Oakley Industrial Boulevard Roadway Extension to Gullatt Road via Cleckler Road	Southeast ern Engineeri ng, Inc.	Field Survey/Databas e Development	May 31 st , 2023 (anticipate d)

* The I-85 @ SR 74/Senoia Road Interchange Project currently has fifty-six (56) parcels; the preliminary parcel count was fifty (50) parcels. GDOT has closed on twenty-three (23) parcels, and two (2) options are with their attorney for closing. The remaining parcels are set to be reappraised in the next few months. Condemnations will start over due to expired appraisals.

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)

Upcoming Events/Actions/Meetings:

- The Southeast Broad Street Pedestrian Improvements Project (23-002) bid opening date is December 14th, 2022.
- The Virlyn B. Smith Pedestrian Improvements Project (23-003) bid opening date is December 14th, 2022.
- The Golightly Street Pedestrian Improvements Project (23-004) bid opening date is December 14th, 2022.



Court Services

Director: Lisa Brownlee-Mack

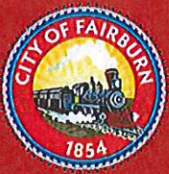
November 2022

Department Highlights/Accomplishments:

- Completed Failure to Appear Amnesty Program
- Completed Record Restriction applications
- Completed all scheduled court sessions
- Responded to Open Records
- Processed Monthly State Funds Report
- Received information on the TRIP

Upcoming Events/Actions/Meetings:

- Continue review and revise Court forms, fines and SOP



Economic Development

Director: Sylvia Abernathy

November 2022

Department Highlights/Accomplishments:

- Comprehensive Economic Development (CED) Forum with Georgia Municipal Association, participated in economic development summit to review regional and local strategies.
 - CEDS findings, goals, and actions in conjunction with the Atlanta Regional Commission staff.
 - Economic Development Administration funding opportunities
 - Tour of Underground Atlanta Redevelopment project.
- Launched Annual Amex Neighborhood Champion #Shop Small Event, participating businesses engage in national small business promotions and retail opportunities.
- Georgia Trend – Economic Development Editorial and
- Art Advisory Council facilitated completion of Phase II of Creative crosswalk Mural Installation at Duncan Park and Fairburn Youth Art Center.
- Downtown Commercial District Christmas decorations and installation for main street and business promotions with department teams.
- Prepared and wrote November City Newsletter, featuring Annual #Shop Small Program, update regarding Local Option Sales Tax, and Around Fairburn

Department Updates:

- Development Authority (DA)/ Downtown Development Authority (DDA) Special-Called Meeting to review Ren Park Development and Historic Bank Building Project.
- ARC Land Use Committee, participated in LCI and CDAP Downtown Development Tour
- Monthly Main Street Program meeting with Georgia Main Street.
- Façade Grant Program business recruitment activities.
- Completed November 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. Weekly updates of digital platform with downtown events calendar, business promotions, and analytics.

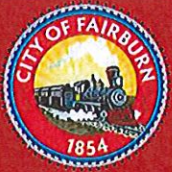


Project Status:

- 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 – Submitted Draft Call to Arts Advisory Council. – November 17th
 - Vote approving solicitation of artists.
 - Approval of mural locations.
- 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
- Main Street Board Meeting
- Hotel Motel Tax/Funds Report
- Economic Development Strategic Plan
- Third Friday Events & Concert Series
 - Back to School Celebration –Reschedule to September 9th
 - Hispanic Cultural Celebration Month – September 16th
- Fall Festival & Taste of Fairburn – October 1st



Fire

Director: Chief Cornelius Robinson

November 2022

Department Highlights/Accomplishments:

- Temporary station delivered and installed
- The City of Fairburn hosted a Veterans Day Program at the Frankie Arnold Stage & Courtyard to honor all employees that have served in the military. Our Honor Guard presented the colors for the program. A special tribute was paid to Lt. Jean-Harold Astree for his 29 years of service in the United States Air Force.
- Tanker 24 has been added to the apparatus fleet.
- Our Administrative Assistant, LaQuisha Redmon, won 1st Place in the 1st Annual Rip the Runway Contest for Diabetes Awareness—spearheaded by our Wellness Team.

Department Updates:

- All CPR Training recertifications complete for all personnel
- Tanker Shuttle training with Tanker 24 has been completed

Project Status:

- Met with Brindlee Mountain on work for Truck 21
- Met with Randall Brackett on work for Truck 21
- Five more weeks remaining in Recruit School

Upcoming Events/Actions/Meetings:

- Annual Fairburn Tree Lighting & Fireworks Show
- Several personnel members will be testing for Advanced EMT Certification



Human Resources

Director: TaLisha Champagne

November 2022

Department Highlights/Accomplishments:

- Paycom HRIS, Payroll, Time & Attendance, and Personnel Action Form HR training held beginning November 2022.
- Diabetes Awareness Month recognized city-wide for November 2022.
- Diabetes Awareness Lunch and Learn held on November 14th.
- Rip the Runway” event in recognition of Diabetes Awareness held on November 18th.

Department Updates:

- ✚ Human Resources in partnership with the Employee Engagement Team honored the City’s Finance Team in November in recognition of Accounting Professionals Day.
- ✚ City’s Hiring & Turnover stats for October 2022:
 - New Hires – Six (6) employees
 - Separations – Two (2) voluntary employees
- ✚ Extended three (2) conditional offers to new hires for the December 2022 and January 2023 new hire orientations.

Project Status:

- Sick Leave Donation Policy presented before Mayor and Council and approved.
- Paycom HRIS and Applicant Tracking implementation underway with first payroll date 01.06.23; Fully go live date of 01.30.23.



- Policy updates in progress (Pandemic Leave, Standards of Conduct, Military Leave, Maternity/Parental Leave, On-Call Policy, Telework policy, Workers' Comp policy, Comp Plan/Incentive Pay policy).

Upcoming Events/Actions/Meetings:

- ✚ Paycom Time & Attendance and ESS manager and employee training to be held beginning December 6, 2022. HR training held beginning December 6, 2022.
- ✚ Paycom Personnel Action Forms (PAF) and Applicant tracking for managers to be held beginning December 19th.
- ✚ Wellness Team to hold Financial Wellness Lunch & Learn to be held on December 13th.
- ✚ Employee Service Award and Holiday Party to be held on December 15th.
- ✚ Wellness Team to hold Self Defense class, in recognition of Domestic Violence Awareness event to be held on December 17th in partnership with the Police Department.
- ✚ Employee Appreciation Day moved to May 2023, date to be determined.
- ✚ Mental Health awareness leadership training in FY23; date to be determined.



Parks & Recreations

Director: Chapin Scott

November 2022

Department Highlights/Accomplishments:

- Holiday Break Camp – 17 youth participants
- Youth Basketball – 70 youth participants
- Host 2022 MAYFL Playoffs – Nov. 12th – Nov. 13th
- 12U MAYFL Cheerleading Champions
- 6U MAYFL Runner- ups
- Thanksgiving Food Drive & Giveaway – Nov. 22nd
- Dementia Awareness Community Conversation – Nov. 10th
- Fairburn Sensational Seniors Bingo Fridays – Launched Nov. 7th
- Cookie Decorating Class – Nov. 16th
- Weekly Senior programs – Walking Club, Chair Aerobics, Line Dancing

Department Updates:

- Duncan Park Pool & Splash Pad – Winterized for the off season
- Fairburn Tree Lighting & Fireworks Show – Planning
- New Program: December Holiday Break Camp – Planning
- New Program: Music Education Group partnership – Launches Monday, Dec. 5th
- New Program: Soccer in the Streets – planning
- New Program: Teen Referee Clinic – planning
- Golden Holiday Senior Brunch – planning
- Mother/Son & Father/ Daughter Sneaker Ball - planning
- Senior Walking Club – Every Monday & Wednesday
- Fairburn Flames Football/Cheer – Complete
- Fairburn Cross Country – Complete
- Youth Basketball – Registration closed – 70 participants



Project Status:

- Parks Master Plan – planning
- Master Event Calendar – planning
- 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

Upcoming Events/Actions/Meetings:

- December 3rd – Fairburn Tree Lighting
- December 13th – Golden Holiday Brunch
- December 19th – December 22nd – Holiday Break Camp
- January 5th – Elder Abuse Awareness
- January 18th – CPR Certification Class – Sensational Seniors

Marketing Materials:

The image displays three promotional posters for City of Fairburn events. The left poster is for the 'Annual Fairburn Tree Lighting & Fireworks Show' on December 3rd at 6PM-8PM at the Frankie Arnold Stage & Courtyard. The middle poster is for 'Holiday Break Camp' from December 19th to 22nd at the Fairburn Youth Center, for ages 5-12, with a \$50.00 registration fee. The right poster is for the 'Golden Holiday Brunch' on Tuesday, December 13th, from 11:00am to 1:00pm at the Fairburn Youth Center. All posters include contact information for registration and more details.





Planning and Zoning

Interim Director: Rebecca Keefer

November 2022

Department Highlights/Accomplishments:

1. Transitioned plan review letters to the permit clerk duties and updated workflow.
2. Started communicating decision letters to City Clerk's office.
3. Incorporated presentation slides for City Council and board meetings to better illustrate case information and recommendations.
4. Conducted legal and procedural training for Planning and Zoning Commission (11.01.2022)

Boards & Commissions Meetings

1. The November Planning and Zoning Commission meeting was held on November 1st, 2022.

Community Meetings and other Meetings:

1. There will be a Planning and Zoning Commission meeting on December 6th, 2022.

Planning Permits:

Permit Type & Other	Number Issued
Sign Permit	6
Film Permit	1
Short Term Rental Permit	0
Special Event Permit	0
Occupational Tax License Review	2
Zoning Verification Letter	2
Yard Sale Permit	2



Community Development Projects Under Review:

Project Name	Plan Type
Buckingham - Google	Site Development Plan
Vickers Road - Lennar	Site Development Plan
Fairburn Village Center	Conceptual Site Plan
Ferndale Residential Subdivision	Site Development Plan
Copart of Connecticut	Clearing & Grading Plan
South Park Building B	Site Development Plan
South Park Building C	Site Development Plan
Mini Storage Depot	Site Development Plan
Renaissance Park Apartments	Site Development Plan
Curry Bend	Conceptual Site Plan
Atlanta Habitat for Humanity	Final Plat
Andy Anderson, Jr.	Final Plat

Building Permits:

Permit Type	Number Issued
Interior/Addition Commercial Permit	8
Interior/Addition Residential Permit	14
New Commercial Building Permit	0
New Residential Building Permit	1

Upcoming Events/Actions/Meetings:

The Zoning Procedures Law for the State of Georgia was amended in July of this year. In partnership with the Zoning Attorney, the Planning and Zoning Department will be summarizing the proposed changes in December prior to bringing a text amendment forward with the required changes to the Zoning Ordinance.





New Planning and Zoning Director starts on December 7, 2022.

Processed Rezoning/Use Permit 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 DENIAL

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 DENIAL

Processed Variance Petitions:

No variance petitions were processed in November.

Upcoming Rezoning/Use Permit Petitions:

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 REC. APPROVAL
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 REC. DENIAL
City Council – December 12, 2022

Upcoming Variance Petitions:

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

Processed Plats:

Evergreen Subdivision Preliminary Plat – November 1, 2022 APPROVED

Mini Storage Depot Conceptual Plat – November 1, 2022 APPROVED

South Park Buildings C Conceptual Plat - November 1, 2022 APPROVED



Upcoming Plats:

Andy Anderson, Jr Conceptual Plat – three residential lots

Meeting Dates: Planning and Zoning Commission – December 6, 2022

City Council – January 23, 2022

Habitat for Humanity Atlanta Conceptual Plat – two residential lots

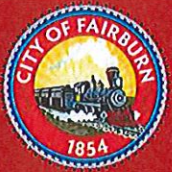
Meeting Dates: Planning and Zoning Commission – December 6, 2022

City Council – January 23, 2022

Proposed Text Amendments:

1. Add liquor stores to the list of prohibited uses within the Highway 74 Overlay District
2. Revise the text for prohibited tire treading and recapping uses to add tire repair shops and add a separation distance requirement for automobile repair shops (to include oil change, body repair, and tire repair shops)
3. Notice of public hearing letters to property owners distance increase from 500 feet
4. Zoning Procedures Law procedural amendments
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. Some will be brought forward with the Zoning Procedures Law amendments in the first quarter of 2023.



Police

Director: Chief James A. McCarthy

November 2022

Department Highlights/Accomplishments:

- Intern Takila Maldonado completes her internship Friday, 12/02/2022
- A new intern will begin in January

Department Updates:

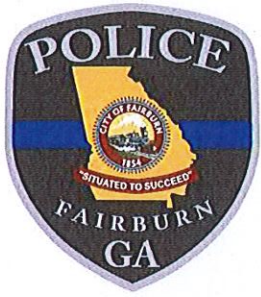
- Currently have 1 vacancy with 3 recruits awaiting the start of the police academy

Project Status:

- Beginning upgrade to new report system. Courtware RMS has become JusticeOne and will include web-based report system.

Upcoming Events/Actions/Meetings:

- Command Staff meeting every Wednesday at 10 AM



Fairburn Police Department

James McCarthy

Chief of Police

191 SW Broad Street
Fairburn, GA 30213

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



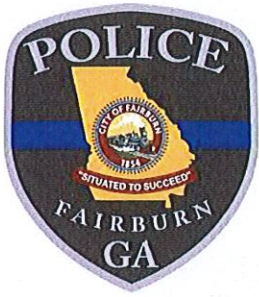
November 2022 Crime Report

Total Part 1 Crime Incidents

○ 2022 YTD	315
○ 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

Month	Increase / Decrease	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	- 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	44%	36
November 2022	9.3%	35



Fairburn Police Department

James McCarthy

Chief of Police



Executive Summary November 2022

- **Uniform Patrol Division**
 - Total Calls Answered: 755
 - Self-Initiated 1,668
 - Dispatched 755
 - Arrests 41
 - Arrest – Released 52
 - Citations 592
 - Warnings 1,006
 - Incident Reports 350
 - Accident Reports 94

- **Special Ops**
 - Total Calls Answered: 16
 - Self-Initiated 184
 - Dispatched 16
 - Arrests 14
 - Arrest – Released 5
 - Citations 97
 - Warnings 129
 - Incident Reports 48
 - Accident Reports 1

- **Criminal Inv. Division – November**
 - Cases Assigned 67
 - Ex-Cleared 6
 - Cleared by Arrest 2
 - Unfounded 3
 - Inactivated 13

- **CID – Cases Prior to November**
 - Carry Over 212
 - Ex-Cleared 4
 - Cleared by Arrest 4
 - Unfounded 5
 - Inactivated 26

- **Internal Affairs**
 - Vacancies
 - 1 police officer
 - 1 military leave (PD)
 - 2 out on medical leave
 - 3 new hires

Code Enforcement	
November 2022	
• Care of Prem.	21
• Self-Initiated	91
• Stop Work	5
• Signs Rmvd	44
• Door Hngrs	37
• 5 Day Notice	37
• Citations	1
• Complaints Resolved	25
• Opened cases	25
• Closed cases	79



Property Management

Program Manager: Dana Smith

November 2022

Department Highlights/Accomplishments:

- Repaired plumbing and HVAC leaks at Police HQ.
- Performed HVAC repairs and routine maintenance at GMC campus buildings.
- Old Campbell Courthouse post fire Asbestos abatement and debris removal is in progress.
- Temporary Fire Station Building has been delivered, work to establish utilities and provide furnishings in progress.
- Temporary Fire Station apparatus bay pricing is ongoing.
- Utilities/Street Building Access Controls installation is completed.
- Exterior hose bibs at Armando's and Casablanca completed.
- Structural Assessment of Old Bank building is completed.
- Roofing repairs at Fire Station HQ, Fire Station 21, Municipal Courts, Utilities and Fleet Maintenance buildings completed.
- Unused Remote storage building rented by the City has been empty and closed.

Department Updates:

- Second Building Maintenance Technician position was filled for this department.

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 in progress.
- 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.
- RFP for City Facility Property Condition Assessment has been awarded to Bureau Veritas and contract execution is nearly complete.
- Structural Assessment of Old Campbell Courthouse has begun and will resume after abatement and debris removal.
- Overhead Door repairs at the Fleet Maintenance are scheduled for next month.
- Pricing brick dumpster enclosures at Armando's and Casablanca ongoing.
- Follow up on Scheduled elevator inspections for Educational Campus Administration building with Georgia Department of Insurance and Safety Fire.
- Security upgrades are being installed at the Duncan Park concession stand area.

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.



Public Relations & Community Engagement Consultant

Contractor: Ashley Nicole Communications, LLC

November 2022

Department Updates:

Written and Distributed Press Releases

- Press Release: The City of Fairburn Invites Residents & Visitors to the Annual Christmas Tree Lighting & Fireworks Show
 - Distribution Date: November 18th
 - South Fulton Neighbor News:

https://www.mdjonline.com/neighbor_newspapers/south_metro/community/fairburn-invites-residents-to-see-christmas-tree-lighting-and-fireworks-show/article_fae60cb2-6bd7-11ed-8fe2-bb0c6f4106cc.html

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:
 - Revenue Specialist I
 - Building Maintenance Technician
 - Firefighter Basic
 - Firefighter Advanced Emergency Medical Technician
 - Firefighter Paramedic
 - Police Officer
- Hwy 29 & Church Street Closure Notice
- Council Meeting Cancellation Notice
- Teen Music Program
- Veterans Day
- Holiday Safety - Thanksgiving
- Notice of Sunday Sales



- Notice of Filming
- Mayor Pro Tem Hattie Portis-Jones was elected to the National League of Cities Board of Directors
- Water Main Break on Elder Street
- Holiday Break Camp
- Golden Holiday Brunch
- Early Voting Locations Update
- Tree Lighting & Fireworks Show

Projects & Marketing Materials Created

- Project: SoFu Lifestyle Editorial
 - Edited Mayor response for editorial
- Project: Veteran's Day
 - Materials Created:
 - Program
 - Banner
 - Flyer
 - Closure Notice
- Project: Christmas Tree Lighting & Fireworks Show
 - Secured Billboard & South Fulton Neighbor Newspaper Ad
 - Materials Created:
 - Flyer
 - Press Release
- Project: World Diabetes Day (HR Event)
 - Material Created:
 - Flyer
- Project: Thanksgiving
 - Materials Created:
 - Closure Notice
 - Turkey Frying Safety Flyer
 - Happy Thanksgiving
- Project: Sunday's Best/Fairburn Rip the Runway Flyer (HR Event)
- Project: Thanksgiving Food Drive Flyer
- Project: Financial Wellness Flyer
- Project: Failure to Appear Amnesty Month Flyer
- Project: Employee Self Defense Class Flyer
- Project: Christmas Affair Holiday Event
 - Working with Videographer/Photographer on project and quotes
 - Materials Created:
 - Save the Date



Website Management

- Added Parks & Recreation activity registration tab to Homepage
- Updated Parks & Recreation webpage
- Updated Main Street webpage
- Updated the Development Authority & Downtown Development Authority webpage
- Updated Voter & Election Information webpage
- Added City Administrator's Monthly Reports





Streets

Director: Gale Higgs

November 2022

Department Highlights/Accomplishments:

1 Employee Received ASE Certification Part Two

All Employees Received Sewer Maintenance Training

Department Updates:

Multiple Sidewalk Repairs

Pothole Repair on Multiple City Streets

SeeClickFix Software Upgrade

Multiple Roadway Tree Cutbacks

Sewer / Gutter Cleanouts Throughout City

Continuous Sign Replacements / Installation Throughout City

Project Status: Pending

Canopy Cutbacks on various City Streets

Tree Removal at Several City Buildings

Parking Lot Striping at City Hall

Departmental Office Moves



Upcoming Events/Actions/Meetings:

Christmas Tree Lighting 12/3/2022

Christmas Celebration 12/15/2022





Utilities

Director: John Martin

November 2022

Department Highlights/Accomplishments:

Director's Office:

- Mandatory Training on Reporting Liability Claims-HR (November 7th)
- Utilities Department Weekly Leadership Meeting (Every Monday)
- Zoom Meeting with Fulton County concerning Sewer Monitoring Investigation (November 28th)
- Teams Meeting: GFL Bikes for Christmas Giveaway (November 29th)
- Christmas Tree Lighting Meetings (Frankie Arnold Stage & Courtyard) - (November 9th)/Teams-(November 16th)
- Veteran's Day Celebration Event-Utilities Veterans honored: Tom Banks, Michael Grant, and Willie Smith) (November 10th)
- ECG Safety Meeting: Flagging Class (November 8th)
- Holiday Community Outreach Meeting-HR Office (November 4th)
- Bi-weekly Department Meeting with Assistant City Administrator (November 3rd)
- Zoom Meeting: Civic Clerk User Training -(November 3rd)
- Teams Meeting: Telco Wiz (November 15th)
- GFL New Management Introduction Meeting (November 7th)
- Teams Meeting: Sewer Agreement between Fairburn and Tyrone Discussion (November 16th)
- Monthly Project Meeting with Integrated Science Engineering (November 10th)
- Department Leadership meeting (November 9th)
- Review of Fairburn Pipe Lining Project with IPR and ISE (November 9th)
- Middle Chattahoochee Water Authority Meeting (November 8th)
- MEAG Meeting: Fairburn Annual Participation Transmission Report (November 29th)



- Christmas Lights Poles Evaluation (November 2nd)
- On-site Flow Test-121 Roberts Street (November 2nd)

Customer Service/Meter Reading:

Meetings:

- “Kick-Off” Meeting about the Finance Team & Paymentus to discuss new payment features (implementation).
- Meeting with City Administrator’s Office & Lisa Harris (Telco Wiz), regarding phone prompt features and updates.
- Meeting with Mrs. Criss, Finance Team and Incode, to discuss the new payment options offered through the Incode System.

Trainings:

- Mandatory Training on reporting liability claims (with Leadership Team) in Council Chambers.

Activities:

- Assisted with the Veteran’s Day Event (Frankie Arnold Stage)
- Departmental Holiday feast for Thanksgiving
- Donated 50 care packages to the Senior Activity Center on 66 Brooks Drive

Tasks:

- Worked closely with GFL Leadership Team to rectify escalated service issues.
- Reached out to seriously delinquent customers (between 75-100), via email/phone, to settle past due balances.
- Drafted and finalized a memorandum for Utility Administration staff, regarding work schedules and lunch breaks.
- Implemented new work order structure for Meter Reading staff. Field audit visit with Fairburn Meter Reader, Water & Sewer Technician and Landmark Facilities Manager; to identify all electric/water meters.
- Worked closely with Incode & VC3 Support teams to get user profiles reset in the iPads/Incode.





- Drafted and finalized a new phone prompt for the Utilities Department main phone line.
- Worked closely with Human Resources Director with finalizing job summary and tasks for pending “Utilities Collection Specialist” position.

Billing Information:

Utility Bill Count: **7,058** (TOTAL), **6,459** (MAILED)

- **366 work order requests** (257 – Meter Readers, **84** – Water Team, **17** – Electric, **3** – Unassigned, **3** – Billing, **1**- Sanitation, **1**- Stormwater) were completed for the month of October.
- **21** service disconnections issued on seriously delinquent accounts.
- Meter Reading & Water Staff successfully collected visual electric/water reads for billing

Electric:

- Received stock from Gresco/Daily Operations (November 1st)
- Completed inventory on meter sockets for 3-phase and warehouse (November 2nd)
- Followed up on pole survey delinquent transfers/ Pulled poles in various locations in city limits/Attended Christmas decorations meeting at Frankie Arnold Stage (November 3rd)
- Organized water meter stock for Director in warehouse/ completed work orders (November 4th)
- Began decorations layout for tree and courtyard/ Partial tree building completed (November 7th)
- Continuation installing of Christmas decorations, banners, and tree building (November 8th)
- Crews continued tree building and decorations on tree light testing and banners/ Work orders in the afternoon (November 9th)
- Veteran’s Day Celebration at Courtyard/Meeting with Director on electric meter security/ Received McGard order of lock rings for apartment electric meters/ Prepared trucks for oncoming storm (November 10th)
- Crews dedicated to Christmas lights (November 14th)
- Crews continued Christmas banner installation (November 15th)
- Crews organizing underground inventory, inclement weather (November 16th)



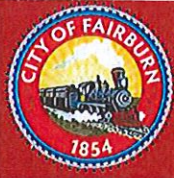
- Wiring transformer at 92 Howell Avenue for installation of meter base/ Christmas decorations with Economic Development (November 17th)
- Christmas decorations with Economic Development (November 18th)
- Meter investigation at Green Oil for 3- phase meter change out program (November 21st)
- Continued organizing of underground stock in warehouse/ Completion of power installation at 92 Howell Avenue, and Christmas decorations (November 21st)
- Christmas decorations and tree lighting check (November 22nd & 23rd)
- Repaired damaged primary line 507 Rivertown Road (November 28th)
- Meeting with Stuart Jones (MEAG)/ Replace primary pole and service tap to 507 Rivertown Road/ Replaced overhead 25 KVA transformer on Bay Street (November 29th)
- Clean-up storm damage/ Decorations meeting / Investigated lights for Director/Planned pole and bank replacement at Fairburn Ready Mix (November 30th)

Water/Sewer:

- Unclogged sewer lateral: None
- Hydrant Flushing: 3
- Rereads: 6
- Meter Leaks: 10
- Meter Installations: 42
- Locates: 5
- Check Low Water Pressure: 2
- Meter Maintenance: 2
- Replaced meter lids: 4
- Monthly On-calls: 8
- Sewer Back-ups: 15

Stormwater:

- Identifying and inspecting of damaged storm drains
- Jetted overflowing storm drains
- Storm Drain Repair Assessment: 301 Bay Street & 4003 Castle Way
- Superintendent Stormwater Training: Streets & Electric



Department Updates:

- Customer Service/Meter Reader Work orders completed: 366
- Water/Sewer Work orders completed: 301

Project Status:

- Lift Station Project-Pumps and monitoring systems ordered.
- Fire Hydrant Replacement Project (45% completed)
- Upgrade Power Grid (Elder & Poplar)- (In Progress)
- Water Meter Exchange-29 accounts changed out (Pilot)
- 2021 Storm Drain Lining Project (In Progress-awaiting easements)

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 (In Progress)
- Review meter details for new developments and renovations- (In Progress)