



City of Fairburn Work Session

Agenda

October 24, 2022
6:00 pm

The Honorable Mayor Mario Avery, Presiding

The Honorable Mayor Pro-Tem Hattie Portis-Jones
The Honorable Alex Heath
The Honorable Ulysses J. Smallwood

The Honorable Linda J. Davis
The Honorable Pat Pallend
The Honorable James Whitmore

Mr. Rory Starkey
Mr. Tony Phillips
Ms. Brenda B. James

City Attorney
City Administrator
City Clerk

- I. Meeting Called to Order: The Honorable Mayor Avery
- II. Roll Call: City Clerk
- III. Agenda Items:
 1. Atlas Program Management Facilities Update **(Building)**
 2. Fund Balance & Reserve Balance Policy **(Finance)**
- IV. Adjournment



CITY OF FAIRBURN CITY COUNCIL AGENDA ITEM

SUBJECT: Atlas Program Management Facilities Update

☐ AGREEMENT

☐ POLICY / DISCUSSION

☐ CONTRACT

☐ ORDINANCE

☐ RESOLUTION

☒ OTHER

Submitted: 10/17/2022

Work Session: 10/24/2022

Council Meeting: N/A

DEPARTMENT: Buildings

BUDGET IMPACT: N/A

PUBLIC HEARING: ☐ Yes ☒ No


PURPOSE: Presentation by Atlas Program Management/Buildings Department regarding the City of Fairburn facilities.

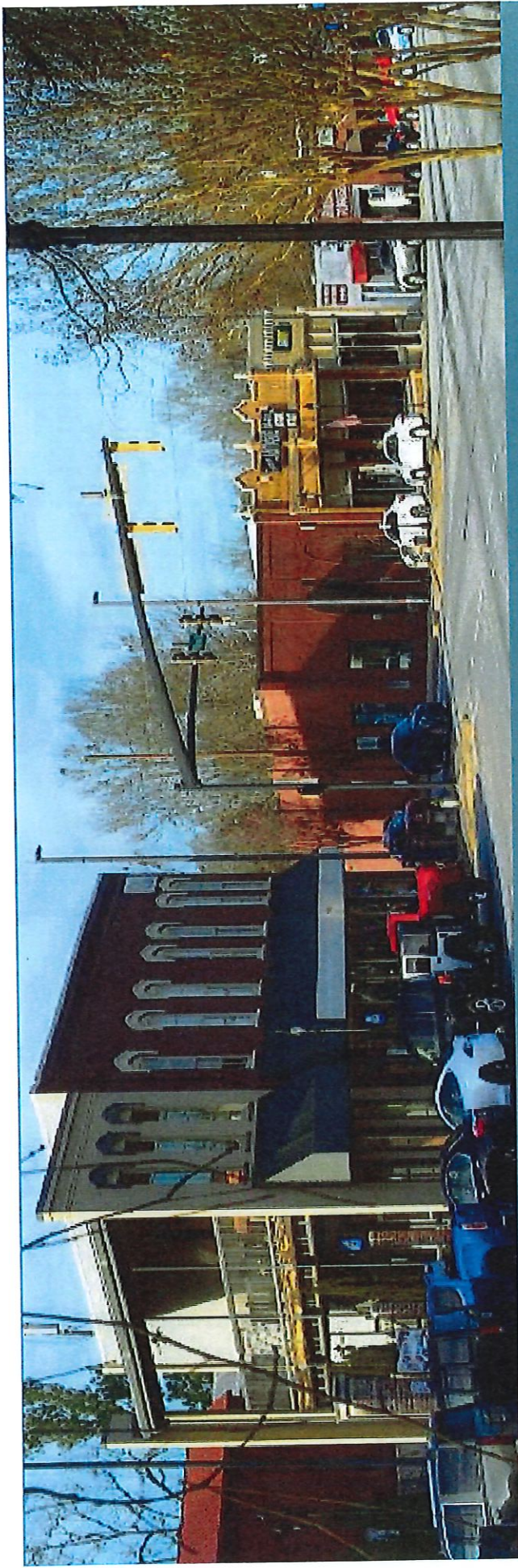
HISTORY: Atlas began Program Management services with the City of Fairburn in July of 2022. Since that time there has been assessments, public solicitations and work that has taken place.

FACTS AND ISSUES: The City of Fairburn has several facilities that are being assessed, repaired, and scheduled for future renovations.

FUNDING SOURCE: No Budget Impact.

RECOMMENDED ACTION: Presentation to Mayor and Council regarding the Facilities Program.


Tony M. Phillips, City Administrator



City of Fairburn Program Management, Facilities Update

Presented by: Dana Smith
October 24, 2022



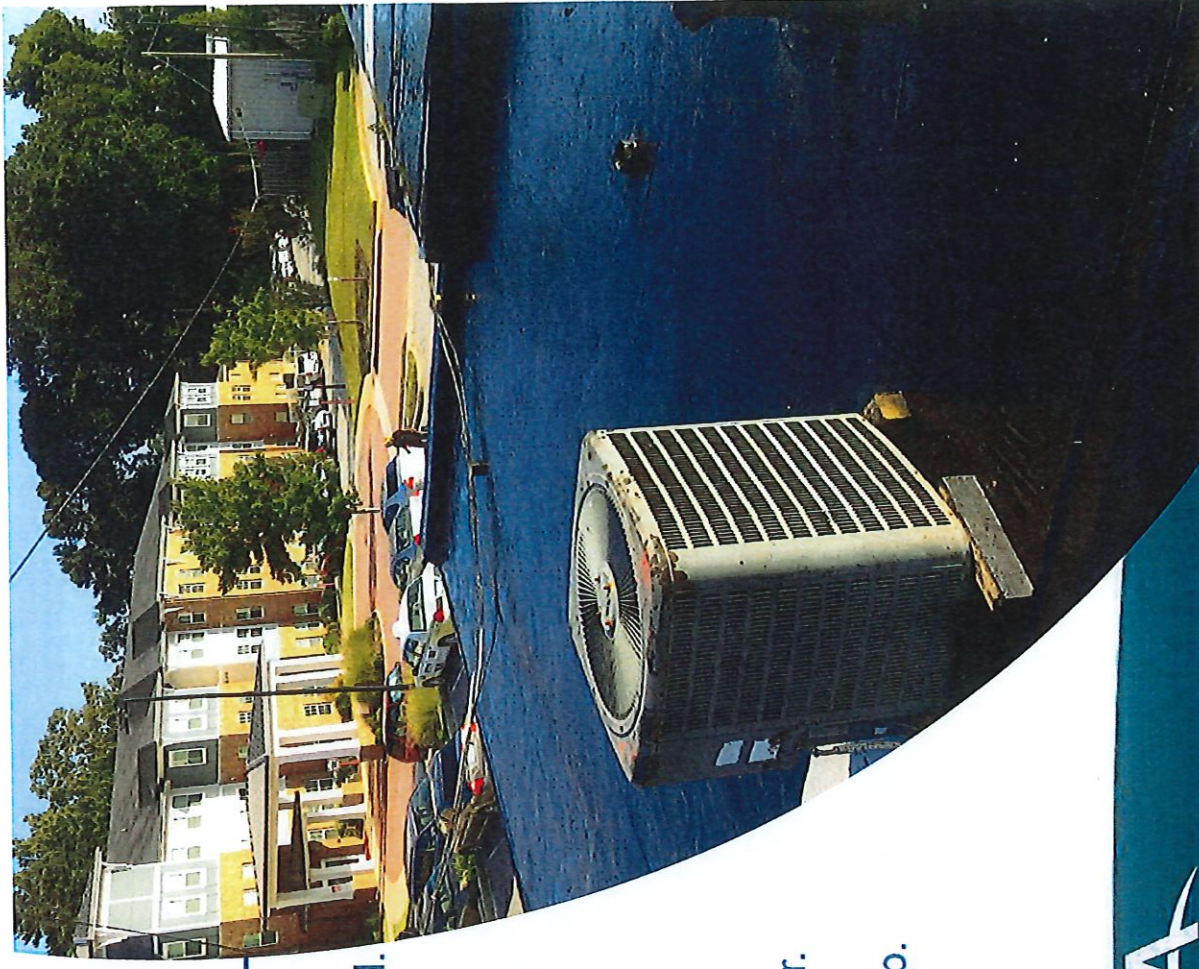
Facilities Overview

- Accomplishments
- Projects in Progress
- Where we are going - Future Outlook



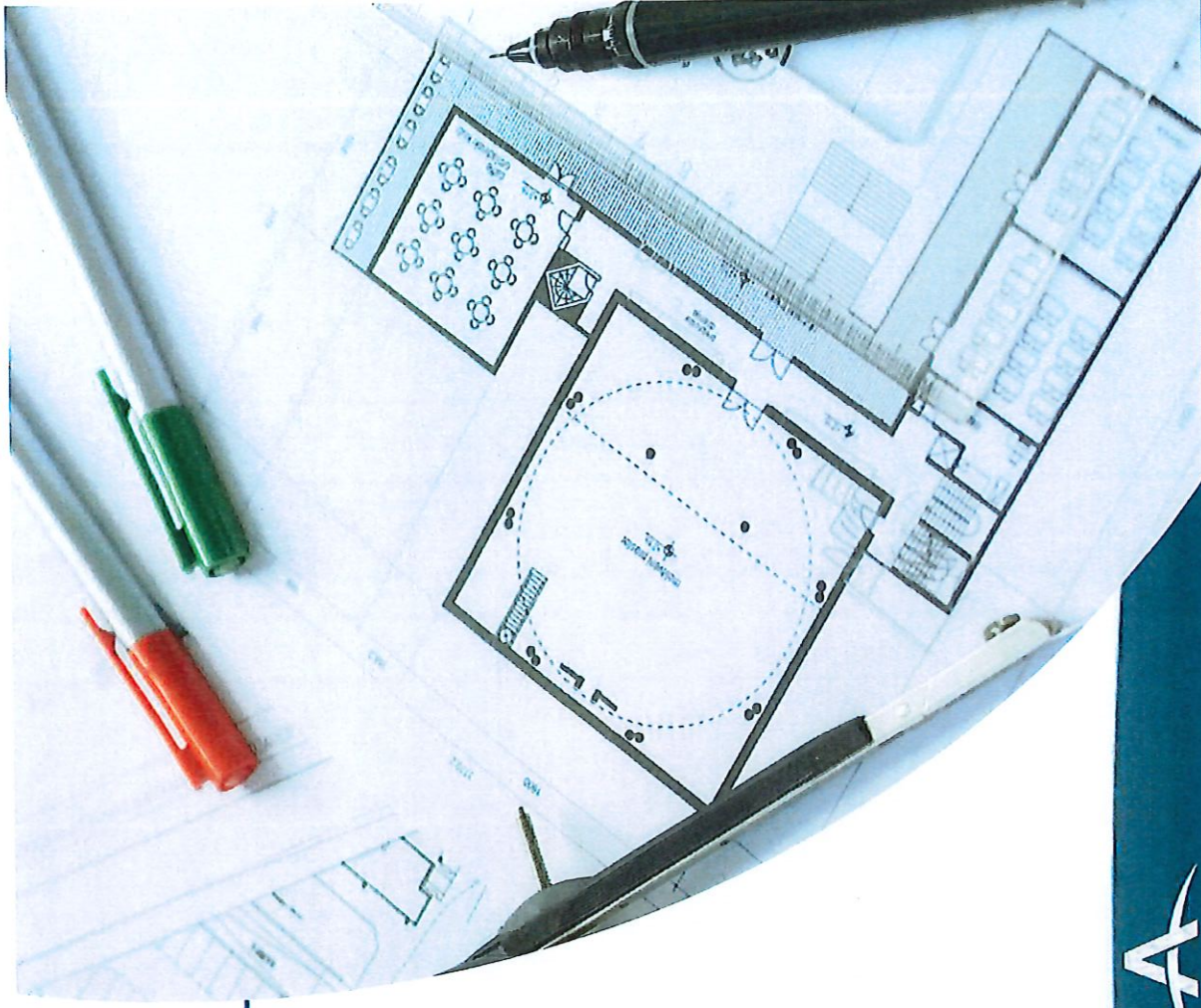
Accomplishments

- RFPs for Fire Station # 23, Property Condition Assessment and Janitorial services have been published and closed.
- Updated Maintenance Work Order process.
- Assessed roofing on most staff occupied buildings.
- Replacement of Police HQ Roofing.
- Repairs to HVAC systems at Police HQ, Fire HQ and GMC.
- Repairs to roofing at GMC student center.
- Repairs to the Overhead doors at Fire Station # 22 and Fleet Maintenance Shop.
- Structural Assessment of the Old Bank Building.
- Assisting Facilities staff with acquiring necessary tools and equipment.



Fire Station # 23

- Design & Construction
 - Executing Contract with Architect
 - Construction to begin after design
- Updating the Bedford School



Projects in Progress

- Repairs to roofing and mechanical systems.
- Key FOB installation on remaining City buildings.
- RFP for janitorial services is under review.
- Hose bid installation at Armando's.
- Repairs to roofing at Fire HQ/Fire Station # 22, Fire Station # 21 and Municipal Court building.
- Temporary Fire Station is being fabricated.
- Temporary Fire Station apparatus Bay is being priced.
- Reviewing automated work order system.



Old Campbell Courthouse

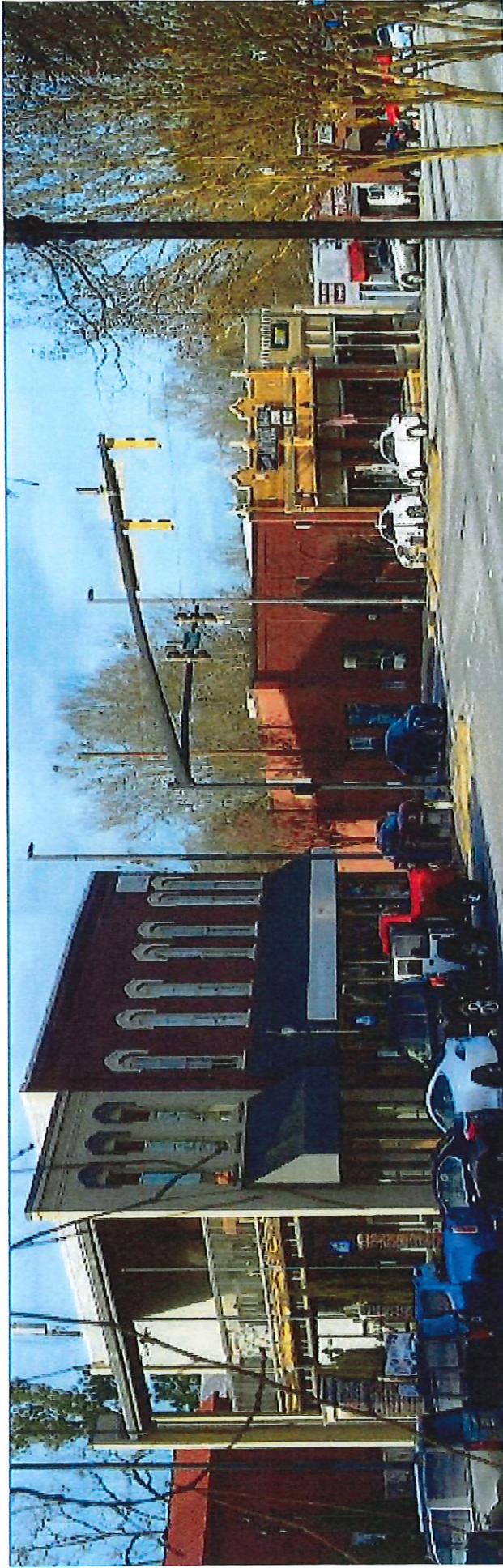
- Fire investigation completed
- Asbestos abatement and debris removal ongoing
- Structural assessment has begun and will resume after debris removal is complete
- Next Steps
 - Review assessment
 - Compile preliminary recommendations for renovations
 - Verify insurance claim and reimbursements
 - Report recommendation to Mayor & Council



Where we are going

- Award on-call Design Services RFP.
- Spatial assessments of City buildings.
- Publish on-call preferred/maintenance contractor services RFP.
- Generator for Fire Station HQ/Fire Station # 22 and Youth Center building.
- Assess emergency power and generator at Police HQ.
- Continuing to assist Economic Development with property management.
- Replacement of roofing systems in poor condition.
- Formulate priority renovation and capital project list in conjunction with Property Condition Assessment report and City plans.





Questions and Answers

ATLAS

Fairburn
Situating to Succeed



CITY OF FAIRBURN

CITY COUNCIL AGENDA ITEM

SUBJECT: Fund Balance & Reserve Balance Policy

☐ AGREEMENT

☒ POLICY / DISCUSSION

☐ CONTRACT

☐ ORDINANCE

☐ RESOLUTION

☐ OTHER

Submitted: 10/10/2022

Work Session: 10/24/2022

Council Meeting: 11/14/2022

DEPARTMENT: Finance

BUDGET IMPACT: N/A

PUBLIC HEARING? ☐ Yes ☒ No

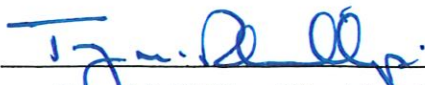
PURPOSE: For Mayor and Council to review and provide guidance on proposed fund balance and reserve balance policy.

HISTORY: Each municipality must maintain a fund balance. The fund balance ensures that the city can operate, pay its bond debts, and operating expenses.

FACTS AND ISSUES: Currently the City does not have a written fund balance or reserve balance policy. This proposed policy will ensure that staff maintains the fund balance and establishes a reserve fund.

FUNDING SOURCE: N/A

RECOMMENDED ACTION: Staff recommends that Mayor and Council review and provide insight and guidance.



Tony M. Phillips, City Administrator

Fund Balance & Reserve Policy

Purpose

The primary purpose of financial policies is to provide guidelines for the Mayor, City Council, and Staff to use in making financial decisions that ensure core services are maintained and the Mayor and City Council's vision for the City is achieved.

A fund balance and reserve policy establish minimum levels for designated funds to ensure stable service delivery, meet future needs, and protect against financial instability. This enables the City to deal with unforeseen emergencies, capital projects, and changes in economic conditions.

GASB 54

GASB Statement 54 distinguishes fund balance classified based on the relative strength of the constraints that control the purposes for which specified amounts can be spent.

Nonspendable Fund Balance - amounts that are not in a spendable form (e.g., inventory) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).

Restricted Fund Balance - amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed Fund Balance - amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Assigned Fund Balance - amounts to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Unassigned Fund Balance - the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned. Governments are required to disclose information about the processes through which constraints are imposed on amounts in the committed and assigned classifications.

Fund Balance Level

General Fund: The City shall maintain a minimum unassigned fund balance of no less than three months or 25% of operating expenditures in the general fund. The fund balance refers to any dollar amount of unencumbered funds. This excludes any amounts held in the reserve fund. If the unassigned fund balance falls below its goal, the City shall develop a corrective action plan within the same year and take actionable steps. May and City Council shall seek to preserve fund balance in the budget process when considering new programs and services and will consider

financial resources available or needed in other funds in assessing the adequacy of the general fund.

Enterprise Funds: The City shall maintain a minimum unassigned fund balance of no less than forty-five (45) days or 12.3% of operating expenditures in each enterprise fund. The fund balance refers to any dollar amount of unencumbered funds. This excludes any amounts held in the reserve fund. If the unassigned fund balance falls below its goal, the City shall develop a corrective action plan within the same year and take actionable steps. Mayor and City Council shall seek to preserve fund balance in the budget process when considering pricing of services intended to cover costs of those services fully or partially.

Reserves

The City shall create and maintain a reserve account separate from the City's Pooled Cash account. This account can be funded with both General Fund and Enterprise Fund dollars. At the end of each Fiscal Year, Mayor and City Council will review the City's Financials, if a surplus exists, they will determine a percentage from that current years surplus to move into the reserve account. This percentage cannot exceed twenty-five percent (25%). Mayor and Council may also choose not to fund the reserve account even in a year where a surplus exist. All expenditures drawn from the reserve account shall require Mayor & City Council approval.

Withdrawals: To withdraw funds from the reserve account, Mayor & City Council must have a unanimous vote. These funds are not intended for daily operational expenditures. These funds are set aside in case of an emergency, such as financial, health, infrastructure, and economic shut down.



City of Fairburn Council Meeting

Agenda

October 24, 2022

7:00 pm

The Honorable Mayor Mario Avery, Presiding

The Honorable Mayor Pro-Tem Hattie Portis-Jones
The Honorable Alex Heath
The Honorable Ulysses J. Smallwood

The Honorable Linda J. Davis
The Honorable Pat Pallend
The Honorable James Whitmore

Mr. Rory Starkey
Mr. Tony Phillips
Ms. Brenda B. James

City Attorney
City Administrator
City Clerk

- I. Meeting Called to Order: The Honorable Mayor Avery
- II. Roll Call: City Clerk
- III. Invocation: Dr. LaReese Howell, New Horizons In Faith Church
- IV. Pledge of Allegiance:
- V. Presentations and Proclamations:
- VI. Adoption of the City Council Agenda:
- VII. Approval of the Minutes: Regular Council Meeting Minutes of October 10, 2022
- VIII. Public Comments: Thirty (30) minutes shall be available for public comments. Each speaker shall be limited to three (3) minutes; however, a speaker may transfer his or her three (3) minutes to another speaker, but no speaker shall be permitted to speak for more than (6) minutes; further in the event, if more than ten (10) speakers desire to speak, each speaker shall be limited to two (2) minutes and no speaker may speak more than four (4) minutes. Issues raised at this time are generally referred to City Administration for review. Responses will be provided later.

IX. AGENDA ITEMS:

1. 2023 Annual Subscription Under Supplemental Power Supply Policy with MEAG

Recommendation: Staff recommends Mayor and Council approve the 2023 Annual Subscription Under Supplemental Power Supply Policy between Municipal Electric Authority of Georgia and the City of Fairburn. **(Utilities Electric Department)**

2. Resolution Authorizing Execution of the Georgia Water and Wastewater Agency Response Network Mutual Aid Agreement

Recommendation: Staff recommends Mayor and Council approve the Resolution to authorize execution of the Mutual Aid Agreement between the Georgia Water and Wastewater Agency Response Network and the City of Fairburn. **(Utilities)**

X. Monthly Financial Report:

XI. City Administrator's Report:

XII. Council Comments:

XIII. Adjournment:

When an Executive Session is required, one will be called for the following issues:

(1) Personnel (2) Real Estate or (3) Litigation



City of Fairburn
Mayor and Council Meeting
Minutes
October 10, 2022
7:00 pm

- I. The meeting was called to order at 7:00 pm by Honorable Mayor Mario Avery.
- II. Roll call by Deannia Ray, Deputy City Clerk, found the following members present:

The Honorable Mayor Mario Avery

The Honorable Mayor Pro Tem Hattie Portis-Jones (Zoom)	The Honorable Pat Pallend
The Honorable Linda J. Davis	The Honorable Ulysses Smallwood
The Honorable Alex Heath	The Honorable James Whitmore

Also present was Assistant City Administrator Jamila Criss, City Administrator Tony Phillips, Deputy City Clerk Deannia Ray, Attorney Rory Starkey, and Assistant Attorney Serena Nowell.

- III. Invocation: The invocation was led by Pastor Deris Coto with First Baptist Church of Fairburn.
- IV. The Pledge of Allegiance was said in unison.
- V. Presentations and Proclamations: N/A
- VI. Adoption of the Agenda:

Mayor Avery requested to move agenda item #1 to #9 and #9 to #1. Councilman Heath made a motion to approve the changes on the agenda, with the second provided by Councilwoman Davis. **The motion carried unanimously.**

- VII. Approval of Minutes:

Councilman Smallwood made a motion to approve the September 26, 2022, Regular Council Meeting minutes as submitted with the second provided by Councilman Heath. **The motion carried unanimously.**

- VIII. Public Comments: None

- IX. Agenda Items:

1. **Contract Award for On-Call Construction Management & Project Management Services with Atlas Technical Consultants**

Community Development Director, Lester Thompson presented this item and stated the Request for Proposals (RFP) was released on May 25, 2022. The scope of work includes construction

and project management of the City's CDBG, LMIG and SPLOST programs for a period of three years, and other special projects as required. Four proposals were received. After completion of the evaluation of the proposals, it was determined that Atlas Technical Consultants was the respondent most qualified to perform the work based on the established evaluation criteria.

Councilman Whitmore made a motion to approve the Contract Award with Atlas Technical Consultants for On-Call Construction Management & Project Management Services and authorize the Mayor to sign the Agreement for Professional Services for these services. The second was provided by Councilwoman Davis. **The motion carried unanimously.**

2. Ratification of Emergency Roof Replacement for Police Department Headquarters

Dana Smith presented this item and asked Mayor and Council to ratify the emergency procurement and replacement by Five Starr Commercial Roofing, Inc., for the roof at Fairburn's Police Department Headquarters. He stated the previous roofing was in poor condition and in need of several repairs. There were multiple leaks throughout the building that posed many hazards. These issues continued to worsen to the point of constant water infiltration into the building in sensitive areas. Due to the time sensitive need for services to remedy the roofing issues and hazards, the City of Fairburn procured a vendor to replace the roof as an emergency purchase request. The vendor installed a new roofing system with a 10-year warranty.

Councilman Heath made a motion to ratify the procurement with Five Starr Commercial Roofing, Inc., for replacement of the roof at the Fairburn Police Department Headquarters in the amount of \$48,510.00. The second was provided by Councilman Pallend.

Councilman Whitmore asked what the difference was in the ten- and twenty-year warranty.

Mr. Smith stated that these are different roofing systems. The ten-year system has a topcoat that's a rubberized roofing or tar system. The twenty-year roofing system is an aluminum chip system. Based on the condition of the building and the problems with leaks and water infiltration, we recommended the ten-year rubber system because it is better at infiltration protection, mitigating, reducing, and eliminating water leaks into the building. Once that system sets up, cures, and becomes hard it is very hard to penetrate and protects against summer sunlight and radiation reflection versus the aluminum chip application. With the aluminum chip roofs, they tend to become weaker in the areas of protecting against leaks around the three-to-five-year mark, which bubble up and expand more. Since this was the problem with the roof, we recommended a product that would be strong in the areas that were weak.

Councilman Whitmore asked if the roofing system would need to be replaced at the ten-year mark or later. Mr. Smith stated depending on the weather conditions and the building itself, with preventative maintenance, the roof they can last longer.

City Administrator, Tony Phillips stated that water intrusion became a primary consideration in the due diligence that Mr. Smith conducted, but the biggest leak impacted the evidence room which could be problematic. We needed the system that was least likely to be subject to water intrusion and the ten-year system is known to be more substantial to water intrusion.

Councilman Heath asked how old was the roof. Police Chief James McCarthy, stated they had patched the roof when he was here before, but the roof had never been replaced.

Councilman Whitmore thanked Mr. Smith and Mr. John Martin for negotiating a reduction in price by placing a dumpster onsite so they wouldn't add additional costs to the city.

Mayor Avery stated the motion has been made and properly seconded. **The motion carried unanimously.**

3. Pump Station Improvement Project

Utilities Director, John Martin presented this item and stated City Council voted to approve eligible projects for the American Rescue Funding Act on June 14, 2021, and the Pump Station Improvement Project was selected as a necessity to prevent future sewage overflow. Integrated Science & Engineering (ISE) assisted City staff during the competitive bidding process. The bid was closed on June 30, 2022, with one (1) bid received for \$508,915.00. Under staff recommendation, a revised cost value engineering meeting was held to lower costs. During the meeting, certain items were deemed not as urgent and removed from the project. It was also recommended that Fairburn buy direct from Goforth Williamson, Inc., (GWI) to avoid sales tax. A total of \$51,153.45 was saved from the original cost of the project. As such, Crawford Grading & Pipeline, Inc., was awarded the bid award recommendation as the official bidder in the amount of \$457,761.55.

Councilman Heath made a motion to approve the bid award recommendation for Crawford Grading & Piping, Inc., in the amount of \$457,761.55 for the Pump Station Improvement Project, with a second provided by Councilman Smallwood.

Councilman Whitmore stated during his position as President of Durham Lakes, they had several pump station failures on John Rivers Road. Since that time, there has been major growth within the city and knows that they are at full capacity. He asked what preventative actions are being taken to look at replacing some of the pumps with larger pumps to accommodate the growth.

Mr. Martin stated the bid includes an estimate to upsize all four pumps to a larger capacity and the outlet areas of the sewer have been enlarged to get more flow to accommodate the growth.

Mayor Pro Tem Portis-Jones asked if there were plans to develop an additional pump station.

Mr. Phillips stated this agenda item addresses increasing the capacity for the existing four pump stations. Those questions are on the table but have not completed the research for a fifth pump station. The item tonight will be adding capacity for the foreseeable future, with increasing the size of the pump stations and will position us to continue development so we will not have to deny any developments. It is not the long-term solution, and we anticipate with growth a fifth pump station.

Mayor Pro Tem Portis-Jones stated with the Biden Infrastructure Bill and its potential funding is for this kind of project, she wanted to encourage them to take advantage of these funds.

Mayor Avery stated the motion has been made and properly seconded. **The motion carried unanimously.**

4. RFP 22-017 Property Condition Assessment

Dana Smith stated this item was for Mayor and Council to approve the award of contract for RFP 22-017 that was issued August 26, 2022, for the property condition assessments to Bureau Veritas. The city has several buildings with ongoing issues and deficiencies. As the city continues to grow, their facilities will need preventative maintenance, repair, and renovation projects. The RFP was to solicit property condition assessment services. By awarding this RFP to Bureau Veritas they will perform condition assessments on the city's current facilities and gather the information that will assist with identifying deficiencies, cataloging issues, prioritizing immediate facility projects, and future capital projects.

Councilwoman Davis made a motion to approve the award of RFP 22-017 to Bureau Veritas for property assessment services in the amount not to exceed \$66,138.00, with the second provided by Councilman Whitmore.

Councilwoman Davis asked if the bid was an assessment only for the buildings listed and asked for a timeline. Mr. Smith stated yes, which includes its amenities like the parking lot, sidewalks around the buildings, roof, mechanical, electrical, plumbing, walls, floors, and anything that can be seen, they will assess the integrity and the conditions of those systems. In the bid package, it gives them twenty-five days from the notice to proceed meeting to complete the assessment and another couple of weeks to provide a draft report and final report of the assessment.

Mr. Phillips stated Council already approved the \$3.1 million dollars of facility improvements in the American Rescue Plan Act. We need to know what we are looking at in every facility, things that may be most obvious to the eye may not be the most critical. This vendor will assess every facility and will prioritize the issues in each building in terms of an immediate repair, a secondary, and things that can wait.

Mayor Avery said he noticed that one vendor scored above the rest and asked for an explanation.

Mr. Smith stated this vendor stood out because of their understanding of the project and their administration of software and reporting they plan to provide; all the other vendors did not provide the same level of information on how they plan to administer the project as well as the understanding of what we are looking for as assessments and through investigations. This vendor stood out in terms of expertise, staffing qualifications and project administration.

Mayor Avery stated the motion has been made and properly seconded. **The motion carried unanimously.**

5. Purchase of One Engine/Pumper for the Fire Department

Fire Chief, Cornelius Robinson stated in 2020, the Fire Department made a purchase of one (1) Pierce Saber Engine/Pumper utilizing an AFG Grant. Unfortunately, the fire engine has not held up to the expectations of providing reliable service to our community. The fire engine has had major computer and mechanical issues since being placed in service. Pierce Manufacturing has agreed to take the fire engine back and will build the Fire Department a brand-new engine at a fraction of the cost. The cost of a new engine would be \$679,100.00 and the cost to replace the 2020 engine would be \$226,000.00. This purchase would give the city a cost savings of \$453,100.00. This unit will aid us in firefighting operations and rescue response in the southeast

area of the city.

Councilman Pallend made a motion to approve the replacement fire engine from Ten-8 Fire & Safety, Inc. at a cost not to exceed \$226,000.00, with the second provided by Councilman Heath.

Councilman Whitmore asked if this purchase was in the new budget.

Mr. Phillips said this item will need a budget amendment which is on this agenda.

Finance Director, Peterson David explained the budget amendment that will be presented tonight, will detail the funding requirements for the fire pumper. Due to the cost savings when we initially made the FY23 budget, the pumper is funded. The increase is due to other projects and other revenue sources that will be coming in.

Councilwoman Davis stated this item was discussed in the previous work session for \$235,000.00, and thanked him for negotiating the service agreement. Chief Robinson stated Mr. John Martin helped with the negotiating.

Councilman Heath asked how long it would take to rebuild this engine. Chief Robinson stated we should get it in May of 2023. They will also provide us a loaner at no cost to the city.

Mayor Avery stated the motion has been made and properly seconded. **The motion carried unanimously.**

6. RFP 2022-015 Fire Station #23 Design Services

Dana Smith stated due to the major growth of the city and the extended response times of fire and rescue apparatus, the city needs a new fire station. The land has already been acquired and the new fire station will be located at Milam Road. RFP 22-015 was issued on August 9, 2022, to solicit design services for Fire Station #23. Awarding RFP 22-015 to Piper O'Brien Herr Architects will allow them to fully design the new Fire Station.

Councilman Whitmore made a motion to approve the award of RFP 22-015 to Piper O'Brien Herr Architects for design services for Fire Station #23 in the amount not to exceed \$266,660.00. The second was provided by Councilwoman Davis. **The motion carried unanimously.**

7. Resolution Authorizing the City of Fairburn to Enter into an IGA with the City of South Fulton For the White Mill Road Full-Depth Reclamation Project

Community Development Director, Lester Thompson stated White Mill Road is partially inside the City of South Fulton and partially inside the City of Fairburn and is in desperate need of maintenance. Both cities feel it is in the mutual interest of both parties to enter this IGA for the purpose of the regional transportation improvement project which will beautify and provide roadway improvements to both cities. Through the proposed agreement, the City of Fairburn will be responsible for \$158,400 or 9% of the construction costs (\$1,760,000). The City of South Fulton would be responsible for \$1,601,600 or 91% of the construction costs. The proposed IGA is how the funding agreement between the two cities will be formalized. The project expenditures will come out of the T-SPLOST infrastructure roadway account.

Councilman Heath made a motion to approve the Resolution to enter into the Intergovernmental Agreement with the City of South Fulton for the White Mill Road Full-Depth Reclamation Project, with the second provided by Councilman Smallwood.

Councilman Whitmore asked when the project would start. Mr. Thompson stated they are waiting for the notice to proceed date.

Mayor Avery stated the motion has been made and properly seconded. **The motion carried unanimously.**

8. Contract Award for On-Call Professional Engineering & Landscape Architectural Services with Pond & Company

Community Development Director, Lester Thompson stated the Request for Proposal (RFP) was released on May 25, 2022, and the scope of work includes civil engineering/site development plan review services to include landscape plan review services and other special projects as needed over a period of three years. The proposals were due on June 24, 2022, and a total of five (5) proposals were received. It was determined that Pond & Company was the respondent most qualified to perform the work based on the established evaluation criteria.

A motion was made by Councilwoman Davis to approve a contract award with Pond & Company for On-Call Construction Management & Project Management Services and authorize the Mayor to sign the Agreement for Professional Services for these services. The second was provided by Councilman Smallwood.

Mayor Avery stated Council approved a change order in the amount of \$149,000.00 a few months ago for the location of Oz Pizza, which is unacceptable and wanted to know what type of vehicle is being used to determine these types of change orders. He wanted to know if this vendor will help us ensure we never encounter this type of major change orders. Mr. Thompson stated they can do peer reviews which is when one professional engineering firm can review the plans of another professional firm to look at constructability issues. This would prevent something like that happening in the future.

Mayor Avery stated the motion has been made and properly seconded. **The motion carried unanimously.**

9. Proposed FY 2022-2023 Budget Amendment

Finance Director, Peterson David stated the FY 2022-2023 Budget was approved on September 12, 2022. A budget of \$23,547,873.00 for the general fund, \$39,470,584.00 for other funds, with an overall budget of \$63,018,457.00. The amended budget for FY 2022-2023 will fund two new IT positions, the cost to replace a fire engine, acceptance of the Recreation Grant, the LCI Master Plan, and lift stations. The budget amendment will increase the general fund by \$196,493.00 other funds by \$817,762.00 for a total of \$1,014,255.00. The new FY 2022-2023 budget will be \$23,744,366.00 in general funds, \$40,288,346.00 in other funds, for a total of \$64,032,712.00.

Councilman Smallwood made a motion to approve the proposed FY 2022-2023 Budget Amendment, with the second provided by Councilman Heath.

Councilwoman Davis asked for an explanation of the IT staff members and why is it such a need for us right now as we spent a lot of time discussing the budget.

Mr. David stated he does not have a background in IT and a couple of weeks ago we had an issue where our servers were down in the city. We do have a third-party vendor that provides services but because they were not on site, staff had to maneuver and use wi-fi devices and personal phone devices just to get work done in the city. Administration had a discussion and part of the comp study was to make sure we have enough resources on hand that does not stop services from being provided to our citizens. When we do not have someone on site when internet services go down, it's a problem. We have police officers that depend on those internet services to perform their tasks and duties, as well as firefighters. We are trying to make sure that when something happens we have someone who can immediately get things done.

Mr. Phillips stated this was contemplated throughout the process when we were looking at the budget, this is not a new need. This is one of the number of services in the city that had been tasked to employees who had other primary functions. One of the employees that is essentially by default functioned as an onsite IT Manager is out on medical leave. Our systems went down, and we had no connectivity in any city department for five business days. The comp study identified for a city our size have an IT Manager on staff. We have grown to the point where we have a need to have someone on site, we still utilize VC3 as our network administrator but there's no one here every day from VC3, their contract does not provide that. We do need onsite IT staff and that may change our needs going forward as it relates to contracts like VC3.

Councilwoman Davis asked if we would continue to use VC3 and how much does their contract cost the city in addition to the cost of the new IT people we will hire for us to have to go through this entire budget and reduce departments budgets. Mr. Peterson stated the reason the departments budgets were reduced was because in the beginning when we did the FY 23 budget, we kicked in a 20% budget increase due to the comp study. Once that study was finalized across the board in the city, there was a decrease in everyone's budget.

Mr. Phillips stated the operational budget was not decreased, only personnel line items. Not knowing what that number was, we set aside enough in the budget to ensure whatever came back we could fund it, that's where the refund essentially comes from. Councilwoman Davis asked if everyone got a five percent increase. Mr. David explained that certain departments had about five percent and others were fifteen percent. Mr. Phillips stated five percent was the minimum, but all employees were brought to the minimum of the new classification pay range, so if he's ten percent below the new minimum, he would get a ten percent increase. It was not a consistent five percent for everyone, it varied depending on where you were via the new pay scale.

Councilwoman Davis asked if these changes would compensate the two new IT people that we need and did the comp study come back saying we needed two IT people in this fiscal year. Mr. Phillips stated yes and that was in the presentation that Evergreen presented at the work session.

Mayor Avery reminded Council during his inauguration; this was an area of concern because our systems were substantially hacked. This is an area that is needed, our government has grown and demands this level of IT expertise on site.

Mr. Phillips stated that VC3 serves as our network administrators but as it relates to the day-to-day operational needs, there is no one here to manage that. That goes for everything from setting up computers, to managing cell phones, and helping formulate the IT budget. We need an IT person on staff to determine what our needs are, what type of computers to purchase and who to purchase from. Mr. David has been helping departments get their computers going and appreciates his efforts for helping.

Councilman Smallwood stated that most IT staff would provide training on phishing and other digital landscapes. That would be beneficial for us.

Councilman Whitmore stated he thought part of VC3's contract was to have someone physically on site to perform those functions to get us back up quickly. Mr. Phillips made it very clear that we needed someone on site and from that time were diagnosing the issue which was some on our side but also with Comcast. Between the two entities they were here diagnosing the issue for several days under scrutiny from city staff. VC3 will still be providing that level of support, their level of contractual obligations has not changed. Councilman Whitmore asked if VC3's contract can or cannot be reduced once we get staff on board. Mr. Phillips stated we would completely review our IT needs as a city and make cost appropriate adjustments where we can.

Mayor Avery stated the motion has been made and properly seconded. **The motion carried unanimously.**

X. Council Comments:

Mayor Pro Tem Portis-Jones had no comment.

Councilman Whitmore said he visited the HOA for Victoria Estates to speak from a president's perspective in reference to their covenants, and stated they have a very good HOA community. He also had the opportunity to go to Margie's House First Annual Golf Tournament that was held at Top Golf. Margie's House serves 800 families each month. They have outgrown using the inside of the church and they are trying to find a building that they can work from. If anyone would like to contribute, please go to Margieshouse.com.

Councilman Pallend had no comment.

Councilman Heath had no comment.

Councilman Smallwood wanted to thank staff for all they do.

Councilwoman Davis had no comment.

Mayor Avery gave an update on the Local Option Sales Tax that is activated by local referendum. In 45 states, every county and city negotiate a one percent sales tax. The Department of Revenue issues a lump sum and every ten years, every state that has LOST, negotiates terms. LOST is one of the most significant sources of revenues, it accounts for nineteen percent of municipal funds. The loss of these funds would cause the City of Fairburn to increase property taxes. All the Mayors from fifteen cities met and agreed that the cities within Fulton County could face a fiscal crisis for residents, businesses, and taxpayers if we cannot agree and come to terms. LOST has one purpose and that is to reduce property taxes for essential services. Unfortunately, the services

that Fulton County mentioned they needed to fund was the jail and some other services that do not qualify under State law. The City of Atlanta has the biggest amount to lose, and all fifteen cities stand united behind the City of Atlanta as they take lead in the negotiations. Mayor Avery asked all residents to contact your County Commissioners and ask them to please negotiate with all the Mayors and come to agreement on the LOST negotiations. Mayor Avery announced the Fairburn Fall Festival this weekend and invited everyone to come out.

XI. Executive Session:

Councilman Whitmore made a motion to go into executive session to discuss litigation with the second provided by Councilwoman Davis. **The motion carried unanimously.**

Councilman Heath made a motion to exit Executive Session with the second provided by Councilwoman Davis. **The motion carried unanimously.**

Councilman Smallwood made a motion to return to regular session with the second provided by Councilman Davis. **The motion carried unanimously.**

XII. Adjournment:

Councilwoman Davis made a motion to adjourn the meeting with Councilman Heath providing the second. The meeting adjourned at 8:26 p.m. **The motion carried unanimously.**

Brenda B. James, City Clerk

Mario Avery, Mayor



CITY OF FAIRBURN

CITY COUNCIL AGENDA ITEM

SUBJECT: 2023 ANNUAL SUBSCRIPTION UNDER SUPPLEMENTAL POWER SUPPLY POLICY BETWEEN MUNICIPAL ELECTRIC AUTHORITY OF GEORGIA (MEAG) AND THE CITY OF FAIRBURN

(X) AGREEMENT () POLICY / DISCUSSION () CONTRACT
() ORDINANCE () RESOLUTION () OTHER

Submitted: 10/05/2022

Work Session: N/A

Council Meeting: 10/24/2022

DEPARTMENT: Utilities (Electric)

BUDGET IMPACT: The budget impact will be included in the FY23 budget. The proposed expenditures will come out of the Electric Account (510-0000-53-1530).

PUBLIC HEARING: () Yes (X) No

PURPOSE: For Mayor and Council to review and approve the 2023 Annual Subscription Under Supplemental Power Supply Policy between Municipal Electric Authority of Georgia (MEAG) and the City of Fairburn.

HISTORY: The City of Fairburn has authorized MEAG to aggregate all MEAG Participant nominations to adequately supply power that will be needed annually.

FACTS AND ISSUES: This is an annual agreement that the projections provided identify needs for both supplemental power and reserves. The supplemental power product reflects the value of capacity with energy priced at the hourly market, while the reserve capacity product is the capacity price only.

FUNDING SOURCE: The budget impact will be included in the FY23 budget. The proposed expenditures will come out of the Electric Account (510-0000-53-1530).

RECOMMENDED ACTION: Staff recommends that the Mayor and Council approve the 2023 Annual Subscription Under Supplemental Power Supply Policy between Municipal Electric Authority of Georgia (MEAG) and the City of Fairburn and authorize the Mayor to sign the agreement for the City of Fairburn.

A handwritten signature in blue ink, appearing to read "Tony M. Phillips", is written over a horizontal line.

Tony M. Phillips, City Administrator

AUTHORIZATION AGREEMENT
Year 2023 Annual Subscription
Under Supplemental Power Supply Policy
between
Municipal Electric Authority of Georgia
and
City of Fairburn
(Participant)

In accordance with the MEAG Supplemental Power Supply Policy, the Undersigned Participant hereby elects to: (all Participants must elect one option and return)

- (i) _____ (Opt-out) Acquire the necessary resources for its Supplemental Power Supply Requirements itself;
- (ii) _____ (Annual Self Supply) acquires the necessary resources for its Supplemental Power Supply Requirements for the Power Supply year itself through an Inter-Participant Transfer (IPT) Agreement [or off system purchase power contract];
- (iii) _____ (Subscription) Subscribe to one or more of the power supply alternatives identified in the attached Nomination Form in specific amounts;
- (iv) X (Agent) Designate MEAG as its agent to nominate and acquire any combination of resources to optimize their Supplemental Power Supply Requirements. Please specify agency limitations if any, _____;
- or
- (v) _____ Nominate my excess capacity for supplemental at \$15.37/kW-Yr plus the hourly energy market price or for reserves at \$13.87/kW-Yr at DP. Supplemental will be allocated first, then any remaining amounts will be allocated to reserves. Please specify amount and limitations if any, _____.

By executing this Authorization Agreement, Participant understands that MEAG will aggregate all MEAG Participant nominations and attempt to contract for the total amount of Participant supplemental power supply requirements nominated under this Annual Subscription. Participant also understands that MEAG will purchase the capacity necessary to ensure that system planning reserve requirements are met and assign this capacity for one or more years to those Participants deemed capacity deficient. Participant agrees that these reserve capacity purchases may be made at "market" prices from other Participants.

Participant agrees to and accepts the above nomination, this _____ day of _____, 2022.

Participant: _____

By: _____

Mayor or other authorized representative



CITY OF FAIRBURN

CITY COUNCIL AGENDA ITEM

SUBJECT: RESOLUTION AUTHORIZING EXECUTION OF THE GEORGIA WATER AND WASTEWATER AGENCY RESPONSE NETWORK MUTUAL AID AGREEMENT

☐ AGREEMENT
☐ ORDINANCE

☐ POLICY / DISCUSSION
☒ RESOLUTION

☐ CONTRACT
☐ OTHER

Submitted: 10/19/2022

Work Session: N/A

Council Meeting: 10/24/2022

DEPARTMENT: Utilities (Water & Sewer)

BUDGET IMPACT: None.

PUBLIC HEARING? ☐ Yes ☒ No


PURPOSE: For Mayor and Council to approve a Resolution and mutual aid agreement between the Georgia Water & Wastewater Agency Response Network (Georgia WARN) and the City of Fairburn and to authorize the Mayor to execute the same on behalf of the City of Fairburn.

HISTORY: After Hurricane Katrina, it became apparent that even with the extraordinary efforts of utilities, water associations, and state regulatory agencies, the demand for resources and knowing where those resources were available overwhelmed the ability to effectively coordinate the initial response. The Georgia WARN was formed to share resources and to assist each other in the event of emergencies that disrupt utility services.

FACTS AND ISSUES: There is no cost to participate, and this single agreement provides access to all member utilities statewide. It is also consistent with the National Incident Management System (NIMS).

FUNDING SOURCE: There is no budget impact to the city.

RECOMMENDED ACTION: Staff recommends that the Mayor and City Council approve the Resolution authorizing execution of the Mutual Aid Agreement between the Georgia Water & Wastewater Agency Response Network and the City of Fairburn.



Tony M. Phillips, City Administrator

1 STATE OF GEORGIA
2 COUNTY OF FULTON
3

RESOLUTION NO: _____

4 **A RESOLUTION AUTHORIZING THE CITY OF FAIRBURN TO ENTER INTO THE**
5 **GEORGIA WATER AND WASTEWATER AGENCY RESPONSE NETWORK MUTUAL**
6 **AID AGREEMENT; TO ESTABLISH AN EFFECTIVE DATE; AND FOR OTHER**
7 **RELATED PURPOSES.**

8
9 **W I T N E S S E T H:**

10
11 **WHEREAS**, certain Georgia water and wastewater agencies (the "Parties") have formed
12 the "Georgia Water & Wastewater Agency Response Network" ("Georgia WARN"), to share
13 resources and to assist each other in the event of emergencies that disrupt utility services; and

14 **WHEREAS**, the Parties have agreed to enter into the "Georgia Water & Wastewater
15 Agency Response Network Mutual Aid Agreement" (hereinafter, the "Mutual Aid Agreement")
16 to set forth the terms and conditions by which emergency assistance may be requested and
17 provided; and

18 **WHEREAS**, by executing the Mutual Aid Agreement, the Parties expressed their intent to
19 participate in a program for Mutual Aid and Assistance within the State of Georgia, as authorized
20 by the Georgia Emergency Management Act, O.C.G.A. §38-3-1, *et seq.* (the "Act"); and

21 **WHEREAS**, the Act was enacted to protect public health and safety and to preserve the
22 lives and property of the people of this state; and

23 **WHEREAS**, the Act authorizes political subdivisions of the State of Georgia, such as the
24 City of Fairburn, to enter into mutual aid plans and agreements with other public and private
25 agencies for the furnishing or exchange of equipment, personnel, services and supplies and for
26 reimbursement of costs and expenses incurred in responding to emergencies, including temporary
27 restoration of public utility services and other functions related to civilian protection; and

28 **WHEREAS**, the City, after due consideration, has determined that it is in the best interest
29 of the citizens of the City to enter into the Mutual Aid Agreement.

30 **NOW THEREFORE BE IT RESOLVED** that the Mayor is authorized to execute the
31 Mutual Aid Agreement, in substantially the form attached hereto as **Exhibit "A"**.

32
33 **BE IT FURTHER RESOLVED**, in the event any section, subsection, sentence, clause,
34 or phrase of this Resolution shall be declared or adjudged invalid or unconstitutional, such
35 adjudication shall in no manner affect the previously existing provisions of the other sections,
36 subsections, sentences, clauses or phrases of this Resolution, which shall remain in full force and
37 effect as if the section, subsection, sentence, clause or phrase so declared or adjudicated invalid or
38 unconstitutional were not originally a part thereof. The City Council declares that it would have

39 passed the remaining parts of this Resolution if it had known that such part or parts hereof would
40 be declared or adjudicated invalid or unconstitutional.

41 **BE IT FURTHER RESOLVED**, this Resolution shall become effective immediately
42 upon signature by the Mayor.

43
44 **BE IT FINALLY RESOLVED**, that any and all resolutions in conflict with this resolution
45 be and the same are hereby repealed, only to the extent of such conflict.

46
47 This ____ day of _____, 2022.
48
49
50

51 _____
52 Mario B. Avery, Mayor
53

54
55 ATTEST:

APPROVED AS TO FORM:

56
57
58 _____
59 Brenda B. James, City Clerk

Rory K. Starkey, City Attorney

EXHIBIT "A"

**GEORGIA WATER AND WASTEWATER AGENCY RESPONSE NETWORK
MUTUAL AID AGREEMENT**

GEORGIA WATER & WASTEWATER AGENCY RESPONSE NETWORK
MUTUAL AID AGREEMENT

**Georgia Water/
Wastewater
Agency Response
Network**



**Utilities helping
Utilities**



**GA WARN Mutual Aid Agreement Instruction Sheet for Drinking Water and Wastewater
Public and Private Utilities**

- Review the Mutual Aid Agreement
- Submit the MAA to your utility's Director, or who ever has governing authorities and can enter your utility into a Mutual Aid Agreement (ex. City Mayor) for their signature.
- Download, review and edit the GA WARN Sample Operations Manual to address applicable procedures within your utility.
- Familiarize your self with the AWWA Resource Typing Manual which is available on the GA WARN website: www.gawarn.org
- Inventory your resources and assess your ability to respond to assistance requests.
- Please mail a copy of the signed Mutual Aid Agreement to the following EPD address:

**Georgia Environmental Protection Division
Floyd Towers East, Suite 1362
2 Martin Luther King Jr. Drive S.E.
Atlanta, GA 30334
ATTN: Amy Rammo**

- Also please include below your utility name, GA water system ID number and the emergency contact name and number for your water system.

Utility Name: _____

GA water system ID number: _____

Utility Emergency Contact Name: _____

Utility Emergency Contact Number: _____

GEORGIA WATER & WASTEWATER AGENCY RESPONSE NETWORK MUTUAL AID AGREEMENT

RECITALS

WHEREAS, certain Georgia water and wastewater agencies (the "Parties") have formed the "Georgia Water & Wastewater Agency Response Network," ("Georgia WARN"), to share resources and to assist each other in the event of emergencies that disrupt utility services; and

WHEREAS, the Parties have agreed to enter into this "Georgia Water & Wastewater Agency Response Network Mutual Aid Agreement," (hereinafter, the "Agreement"), to set forth the terms and conditions by which emergency assistance may be requested and provided; and WHEREAS, by executing this Agreement, the Parties hereto express their intent to participate in a program for Mutual Aid and Assistance within the State of Georgia, as authorized by the Georgia Emergency Management Act, O.C.G.A. Chapter 38-3, (the "Act"); and

WHEREAS, the Act was enacted to protect public health and safety and to preserve the lives and property of the people of this state; and

WHEREAS, the Act authorizes political subdivisions of the State of Georgia to enter into mutual aid plans and agreements with other public and private agencies for the furnishing or exchange of equipment, personnel, services and supplies and for reimbursement of costs and expenses incurred in responding to emergencies, including

temporary restoration of public utility services and other functions related to civilian protection.

NOW, THEREFORE, in consideration of the promises and the mutual undertaking as hereinafter set out, the Members of the Georgia WARN, each acting by and through their duly authorized officials and governing authorities, pursuant to resolutions duly, legally and properly adopted all as same appear of record on the official minutes of the respective governing authorities, mutually agree as follows:

ARTICLE I. **PURPOSE**

The Parties recognize that emergencies may overwhelm the ability of a Georgia WARN member utility to provide services to its customers and may require assistance in the form of personnel, equipment, services and supplies from outside the area of the impact of the emergency. Therefore, the Georgia WARN member utilities hereby establish within the State of Georgia an Intrastate Program for Mutual Aid and Assistance. Through the Mutual Aid and Assistance Program, the Parties shall coordinate response activities and shall share resources during emergencies. This Agreement sets forth the procedures and standards for the administration of the Intrastate Mutual Aid and Assistance Program.

ARTICLE II. **DEFINITIONS**

A. Emergency—A natural or manmade catastrophic event that threatens life or property and that is, or is likely to be, beyond the control of the services, personnel, equipment, and facilities of a Mutual Aid and Assistance Program Member.

B. Member—Any Party to this Agreement.

C. Authorized Official—An employee of a Member that is authorized by the Member's governing board or management to request assistance or offer assistance under this Agreement.

D. Requesting Member—A Member who requests assistance in accordance with the terms and conditions of this Agreement and of the Mutual Aid and Assistance Program.

E. Responding Member—A Member that responds to a request for assistance under the terms and conditions of this Agreement and the Mutual Aid and Assistance Program.

F. Period of Assistance—A specified period of time when a Responding Member assists a Requesting Member. The period commences when personnel, equipment, or supplies depart from a Responding Member's facility and ends when all personnel of the Responding Member return to their residence or place of work, whichever is first, (portal to portal). All protections identified in the agreement apply during this period. The specified

Period of Assistance may occur during response to or recovery from an emergency, as previously defined.

G. National Incident Management System (NIMS)—A national, standardized approach to incident management and response that sets uniform processes and procedures for emergency response operations.

H. Work or work-related period - Any period of time in which either the personnel or equipment of the Responding Member are being used by the Requesting Member to provide assistance. Specifically included within such period of time are rest breaks when the personnel of the Responding Member will return to active Work within a reasonable time. Also, included is mutually agreed upon rotation of personnel and equipment.

ARTICLE III. **ADMINISTRATION**

The Mutual Aid and Assistance Program shall be administered through Regional Committees, as needed, and a Statewide Committee. The purpose of a Regional Committee is to provide local coordination of the Mutual Aid and Assistance Program before, during, and after an emergency. The designated regions are consistent with the existing public health or emergency management regions of the state. Each Regional Committee, under the leadership of an elected Chairperson, shall meet annually to address Mutual Aid and Assistance Program issues. Each Regional Committee shall also meet annually to review emergency preparedness and response procedures. The Chairper-

son of each Regional Committee represents their Regional Committee's interests on the Statewide Committee. In addition to representing the interests of the Members, the Statewide Committee includes representatives from Georgia Rural Water Association, Georgia Association of Water Professionals, Georgia Environmental Protection Division and the U.S. Environmental Protection Agency. Under the leadership of the Chair, the Statewide Committee members shall plan and coordinate emergency planning and response activities for the Mutual Aid and Assistance Program.

ARTICLE IV.

OPERATIONAL AND PLANNING PROCEDURES

In coordination with the Regional Committees, the Georgia Department of Emergency Management, and the public health system of the state of Georgia, the Statewide Committee shall develop operational and planning procedures for the Mutual Aid and Assistance Program. These procedures shall be updated at least annually. Each of the Members agrees that it shall participate in the development of operational and planning procedures that identify the critical parts of its own infrastructure. The Members recognize that the Committees, set forth in Article III, above, shall develop a Mutual Aid and Assistance Program Manual and a Mutual Aid and Assistance Handbook to set forth general procedures and standards that shall be followed by each Member. The general procedures and standards of the Mutual Aid and Assistance Program Manual and the Mutual Aid and Assistance Handbook are incorporated into the terms and conditions of this Agreement by reference.

ARTICLE V.

REQUESTS FOR ASSISTANCE

1. Member Responsibility: Within forty-eight (48) hours after execution of this Agreement, Members shall identify an Authorized Official and alternates; provide contact information including 24-hour access; and maintain resource information made available for mutual aid and assistance response. In the event of an Emergency, a Member's Authorized Official may request mutual aid and assistance from a participating Member. Requests for assistance can be made orally or in writing. When made orally, the request for assistance shall be prepared in writing as soon as practicable. Requests for assistance shall be directed to the Authorized Official of the participating Member. Specific protocols for requesting aid shall be provided in the procedures and standards to be adopted, (see Article IV).

2. Response to a Request for Assistance: After a Member receives a request for assistance, the Authorized Official evaluates whether resources are available to respond to the request for assistance. As soon as possible after completing the evaluation, the Authorized Representative shall inform the Requesting Member whether it has the resources to respond. If the Member is willing and able to provide assistance, the Member shall inform the Requesting Member about the type of available resources and the approximate arrival time of such assistance.

3. Discretion of Responding Member's Authorized Official: Each of the Members recognize and agree that execution of this Agreement does not create any duty to respond to a request for assistance. When a Member receives a request for assistance, the Authorized Official shall have absolute discretion as to the ability of that Member to

respond to a request for assistance. An Authorized Member's decisions on the availability of resources shall be final.

ARTICLE VI.
RESPONDING MEMBER PERSONNEL

National Incident Management System: When providing assistance under this Agreement, the Requesting Utility and Responding Utility should be organized and should function under the National Incident Management System.

The National Incident Management System (NIMS) provides a consistent nationwide approach that allows federal, state, local, and tribal governments as well as private sector and nongovernmental organizations to work together to manage incidents and disasters of all kinds. To be eligible for federal emergency management assistance, water and wastewater mutual aid and assistance programs must meet NIMS standards for emergency preparedness and response.

Control: Personnel sent by a Responding Member shall remain under the direct supervision and control of the Responding Member. The Requesting Member's Authorized Official shall coordinate response activities with the designated supervisor(s) of the Responding Member(s). Whenever practical, Responding Member personnel must be self-sufficient for up to 72 hours.

Food and Shelter: The Requesting Member shall supply reasonable food and shelter for Responding Member personnel. If the Requesting Member fails to provide food and shelter for Responding personnel, the Responding Member's designated supervisor is authorized to secure the resources necessary to meet the needs of its personnel. The cost for such resources must not exceed the per diem rates established by the State of Georgia for that area. The Requesting Member remains responsible for re-

imbursing the Responding Member for all costs associated with providing food and shelter, if such resources are not provided.

Communication: The Requesting Member shall provide Responding Member personnel with radio equipment as available, or radio frequency information to facilitate communications with local responders and utility personnel.

Status: Unless otherwise provided by law, the Responding Member's officers and employees retain the same privileges, immunities, rights, duties, and benefits as provided in their respective jurisdictions.

Licenses and Permits: To the extent permitted by law, Responding Member personnel who hold licenses, certificates, or permits issued by the State of Georgia evidencing the meeting of qualifications for professional, mechanical, or other skills and when such assistance is sought by the Requesting Member, shall be allowed to carry out activities and tasks relevant and related to their respective credentials during the specified Period of Assistance.

Right to Withdraw: The Responding Member's Authorized Official retains the right to withdraw some or all of its resources at any time. Notice of intention to withdraw must be communicated to the Requesting Member's Authorized Official as soon as possible.

ARTICLE VII. COST REIMBURSEMENT

Unless otherwise mutually agreed in whole or in part, the Requesting Member shall reimburse the Responding Member for each of the following categories of costs incurred while providing aid and assistance during the specified Period of Assistance.

Personnel: Responding Member personnel are to be paid for work completed during a specified Period of Assistance according to the terms provided in their employment contracts or other conditions of employment. The supervisor(s) designated by the Responding Member must keep accurate records of work performed by personnel during the specified Period of Assistance. Requesting Member reimbursement to the Responding Member must consider all personnel costs, including salaries or hourly wages, costs for fringe benefits, and indirect costs.

Equipment: The Requesting Member shall reimburse the Responding Member for the use of equipment during a specified Period of Assistance. As a minimum, rates for equipment use must be based on the Federal Emergency Management Agency's (FEMA) Schedule of Equipment Rates. If a Responding Member uses rates different from those in the FEMA Schedule of Equipment Rates, the Responding Member must provide such rates in writing to the Requesting Member prior to supplying resources. Mutual agreement on which rates are used must be reached in writing prior to dispatch of the equipment. Reimbursement for equipment not referenced on the FEMA Schedule of Equipment Rates must be developed based on actual recovery of costs.

Materials and Supplies: The Requesting Member must reimburse the Responding Member in kind or at actual replacement cost, plus handling charges, for use of expendable or non-returnable supplies. The Responding Member must not charge direct fees or rental charges to the Requesting Member for other supplies and reusable items that are returned to the Responding Member in a clean, damage-free condition. Reusable supplies that are returned to the Responding Member with damage must be treated as expendable supplies for purposes of cost reimbursement.

Payment Period: The Responding Member must provide an itemized bill to the Requesting Member for all expenses it incurred as a result of providing assistance under this Agreement. The Requesting Member must send the itemized bill not later than ninety (90) days following the end of the Period of Assistance. The Requesting Member must pay the bill in full on or before the forty-fifth (45th) day following the billing date. Unpaid bills become delinquent upon the forty-sixth (46th) day following the billing date, and, once delinquent, the bill accrues interest at the rate of prime, as reported by the *Wall Street Journal*, plus two percent (2%) per annum.

ARTICLE VIII. INSURANCE

Each Member shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. Nothing herein shall act or be construed as a waiver of any sovereign immunity or other exemption or limitation on liability that a Member may enjoy.

In determining the insurance coverage to be purchased pursuant to this Article, each Member is directed to the provisions of Articles IX and X.

ARTICLE IX.
LIABILITY

Employees of a Responding Member rendering aid to a Requesting Member pursuant to this Agreement shall be considered agents of the Requesting Member for tort liability and immunity purposes, and no Member or its officers or employees rendering aid to a Requesting Member pursuant to this Agreement shall be liable on account of any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith in this article shall not include willful misconduct, gross negligence, or recklessness.

ARTICLE X.
REQUESTING MEMBER'S DUTY TO INDEMNIFY

The Requesting Member shall assume the defense of, fully indemnify and hold harmless, the Responding Member, its officers and employees, from all claims, loss, damage, injury and liability of every kind, nature, and description, directly or indirectly arising from responding Member's work during a specified Period of Assistance. The scope of the Requesting Member's duty to indemnify includes, but is not limited to, suits arising from or related to, negligent or wrongful use of equipment or supplies on loan to the Requesting Member, of faulty workmanship or other negligent acts, errors, or omissions by Requesting Member or the Responding Member personnel.

ARTICLE XI.
DISPUTES

All disputes between two or more Members arising from participation in this Agreement, which cannot be settled through negotiation, shall be submitted to binding arbitration before a panel of three persons chosen from the Parties to this Mutual Aid Agreement, excluding those Members that are parties to the dispute. Each party to the dispute shall choose one panel member and those panel members shall agree on one additional panel member. The panel shall adopt rules of procedure and evidence, shall determine all issues in dispute by majority vote and shall assess damages. Any court of competent jurisdiction may enter the judgment rendered by the arbitrators as final judgment that is binding on the parties.

ARTICLE XII.
SIGNATORY INDEMNIFICATION

Each and every Requesting Member shall and does hereby fully indemnify each and every Responding Member for each and every mutual aid assistance of any type or kind provided pursuant to the terms of this Mutual Aid Agreement or any emergency service provided herein. In consideration of the mutual covenants contained herein, each Requesting Member hereby does and will forever release, discharge and covenant to hold harmless the Responding Member and its officials, employees and agents from any and all claims, demands, damages, costs, expenses, attorneys fees, loss of services, actions and causes of actions arising out of any act or occurrence related to the providing of any service of aid or other service provided under the terms and conditions set forth in this Mutual Aid Agreement.

ARTICLE XIII.
WORKER'S COMPENSATION CLAIMS

The Responding Member is responsible for providing worker's compensation benefits and administering worker's compensation. The Requesting Member shall reimburse the Responding Member for all costs, benefits, and expenses associated with worker's compensation and other claims that arise from or are related to providing assistance under this Agreement. Reimbursement shall be made on a quarterly basis, or on other terms mutually agreed upon by the Requesting Member and Responding Member.

ARTICLE XIV.
NOTICE

A Member who becomes aware of a claim or suit that in any way, directly or indirectly, contingently or otherwise, affects or might affect other Members of this Agreement shall provide prompt and timely notice to the Members who may be affected by the suit or claim. Each Member reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

ARTICLE XV.
EFFECTIVE DATE

This Agreement shall be effective after the Member's governing authority executes the Agreement and the applicable Regional Committee Chair receives the Agreement. The Regional Committee Chair shall maintain a list of all Members in the respective region. The Statewide Committee Chair shall maintain a master list of all members of the Mutual Aid and Assistance Program.

ARTICLE XVI.
WITHDRAWAL

A Member may withdraw from this Agreement by providing written notice of its intent to withdraw to the applicable Regional Committee Chair and the Statewide Chair. Withdrawal takes effect 60 days after the appropriate officials receive notice.

ARTICLE XVII.
MODIFICATION

This Agreement may be modified to accommodate operational changes as the Members gain experience with the procedures established by the Agreement and the Georgia WARN. No provision of this Agreement may be modified, altered, or rescinded by individual Parties to the Agreement. Modifications require a simple majority vote of Members within each region and a unanimous agreement between the regions. The Statewide Committee Chair must provide written notice to all Members of approved modifications to this Agreement. Approved modifications take effect 60 days after the date upon which notice is sent to the Members.

ARTICLE XVIII.
PRIOR AGREEMENTS

This Agreement supersedes all prior Agreements between Members to the extent that such prior Agreements are inconsistent with this Agreement.

ARTICLE XIX.
PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES

This Agreement is for the sole benefit of the Members and no person or entity shall have any rights under this Agreement as a third-party beneficiary. Assignments of

benefits and delegations of duties created by this Agreement are prohibited and shall be without effect.

ARTICLE XX.
INTRASTATE AND INTERSTATE MUTUAL AID AND ASSISTANCE PROGRAMS

To the extent practicable, Members of this Agreement may participate in Mutual Aid and Assistance activities conducted under the State of Georgia Intrastate Mutual Aid and Assistance Program and the Interstate Emergency Management Assistance Compact (EMAC). Members may voluntarily agree to participate in an interstate Mutual Aid and Assistance Program for water and wastewater utilities through this Agreement if such a Program were established.

NOW, THEREFORE, in consideration of the covenants and obligations set forth in this Agreement, the Water and Wastewater Utility listed here manifests its intent to be a Member of the Intrastate Mutual Aid and Assistance Program for Water and Wastewater Utilities by executing this Agreement on this _____ day of _____ 2009.

Water/Wastewater Utility: _____

By: _____

By: _____

Title: _____

Title _____

Please Print Name

Please Print Name



For more information call:

- Sandy Smith - Gwinnett County
770-904-3206
Sandy.Smith@gwinnettcountry.com
- Ed Urheim - Georgia Rural Water Association
770-934-2075 or 770-358-0221
eu2002grwa@yahoo.com
- Bryan Wagoner
Georgia Association of Water Professionals
770-618-8690
bwagoner@gawp.org
- Amy Rammo
Georgia Environmental Protection Division
404-463-8011
Amy_Rammo@dnr.state.ga.us
- Dave Apanian
Environmental Protection Agency
404-562-9477
Apanian.David@epamail.epa.gov

"Utilities Helping Utilities"

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City Administrator's Monthly Report

September 2022

Fairburn, GA

Authored by: Tony M. Phillips, CPM®



Government of the City of Fairburn



Greetings Honorable Mayor & City Council Members,

I am honored to present a summary of the City's monthly administrative activities for September 2022. City operations and service delivery continue to be a consistent focus with improvements in both efficiency and effectiveness. The ongoing inflationary economy that is both unpredictable and inflationary has created challenges that our staff continues to successfully manage. Fairburn has maintained a sound financial position while continuing to grow. Our multiple and diverse assets are key in Fairburn's status as one of the state's best live, work, play communities. Staff is daily focused on our unwavering commitment to provide each resident exceptional customer service, while listening to our neighborhoods, communities, and local businesses. Our goal is to support a safe, inclusive, innovative, and economically vibrant city.

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

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

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

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

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

Tony M. Phillips, CPM®

City Administrator

City of Fairburn



Buildings Department

Program Manager: Dana Smith

September 2022

Department Highlights/Accomplishments:

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

Department Updates:

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

Project Status:

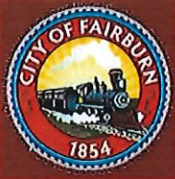
- RFP for design services for Fire Station 23 under review.
- RFP for City Facility Property Condition Assessment under review.
- RFP for On Call Design Services to be published next month.
- Temporary Fire Station scheduled to be delivered at the end of October.
- Scheduled a vendor to perform roofing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



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

Upcoming Events/Actions/Meetings:

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



City Clerk

Director: Brenda James

September 2022

Department Highlights/Accomplishments:

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

Processed incident reports to Travelers insurance

Processed City Council Credit Card Requests.

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

Reviewed ordinances sent to Municode

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

Prepared City Council Minutes

Prepared ad for Increase in Mayor and Council Salaries

CivicClerk Training

Signed all Business Licenses

Travel Arrangements for Council

Managing Mayor Calendar

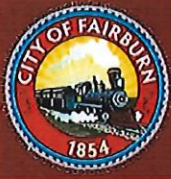
Preparing payment of invoices

Attend Leadership Meetings

Project Status:

Continue to organize City records

Continue to work on the Charter updates



Court Services

Director: Lisa Brownlee-Mack

September 2022

Department Highlights/Accomplishments:

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

Upcoming Events/Actions/Meetings:

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



Community Development Department

Director: Lester Thompson, MPA

September 2022

Department Highlights/Accomplishments:

Completion of GDOT Plan Development Process (PDP) Training.

Department Updates:

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

Project Status:

Community Development Projects Under Construction

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



GOVERNMENT OF THE CITY OF FAIRBURN

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

Public Works/Capital Improvement Projects Under Design

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

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



GOVERNMENT OF THE CITY OF FAIRBURN

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

Public Works/Capital Improvement Projects Under Construction

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

Upcoming Events/Actions/Meetings:

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



Economic Development

Director: Sylvia Abernathy

September 2022

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

Department Updates:

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



- Crosswalk Murals – **Agenda Item Submitted and approved on September 12th.**
- Distillery Special Permit – **Agenda Item Submitted and approved on July 11th**
- Completed August Community Activities Report for Georgia Main Street/ Department of Community Affairs (DCA), which includes data on job creation, real estate sales, housing, new construction, rehab, and public improvement projects for Main Street reporting.
- Soofa System digital wayfinding kiosk installation. A pilot project to enhance pedestrian traffic within the downtown district and community engagement regarding governmental services, community announcements, special events, business services, and more. **Completed.**

Project Status:

- Adopt-A-Planter Program – submitted a proposal for the implementation of the program. ***In Process***
- Façade Grant Program
 - Funding Approved
 - Working with Communications
- Utility Box Murals – Draft Request for Proposals submitted for review.
- Downtown Catalytic Site Development:
 - Review of potential Catalytic Site in downtown Fairburn, Off Broad. ***-In Process***
 - Retail Strategies meeting regarding retail recruitment and downtown implementation efforts. Review of case studies with comparable Fairburn communities. – ***In Process***
 - Redevelopment of downtown parcels.

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

Upcoming Events/Actions/Meetings:

- Economic Development Strategic Plan Update
- Business Alliance Meeting - TBA
- Planter Program/ Adopt-A-Spot
- Main Street Board Meeting
- Frankie Arnold Stage Lettering Dedication – October 28th
- Betty Hannah Building Lettering Dedication Ceremony- October 24th
- Hotel Motel Tax/Funds Report
- Economic Development Strategic Plan
 - Back to School Celebration – =Rescheduled to October 28th



Finance

Director: Peterson David

September 2022

Department Updates: Month of September, 2022

Daily Operations

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

Personal Property Tax

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

Real Property Tax

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

Public Utility Tax

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

Project Status:

Upcoming Events/Actions/Meetings:

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



Fire Department

Director: Chief Cornelius Robinson

September 2022

Department Highlights/Accomplishments:

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

Department Updates:

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

Project Status:

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

Upcoming Events/Actions/Meetings:

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



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



Parks & Recreation

Director: Chapin Payne

September 2022

Department Highlights/Accomplishments:

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

Department Updates:

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

Project Status:

- Youth Center HVAC installation –Complete
- Duncan Park entrance gate repair – Complete
- Outdoor basketball court fence repair – Complete
- Duncan Park field maintenance – on going
- Youth Center landscape – Complete
- Fall Festival planning – on-going
- Youth Center access control – Moved to Dana Smith
- Dedication Signs – Duncan Park Pool – Installed



Upcoming Events/Actions/Meetings:

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

Marketing Materials:

Fairburn Parks and Recreation Youth Cross Country

REGISTRATION NOW OPEN!

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

AGES: 7-14

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



MORE INFO & REGISTRATION:
CONTACT: (770) 944-2244 EXT. 450
OR Cpayne@fairburn.com



UPCOMING EVENTS Fairburn Sensational Seniors!

OCT. 05

Wednesday

**11AM - Medicare/
Medicaid Presentation**

Fairburn Youth Center 149 SW Broad St.

OCT. 19

Wednesday

11AM - CPR for Seniors

Get CPR Certified with our Fairburn Fire
Department.
Fairburn Youth Center 149 SW Broad St.

OCT. 28

Friday

9AM - Breast Cancer Walk

Wear PINK! Join us for a 1-mile community walk
starting at the Fairburn Youth Center.
Fairburn Youth Center 149 SW Broad St.

NOV. 10

Thursday

**9AM - Dementia Awareness
Presentation**

Fairburn Youth Center 149 SW Broad St.





Fairburn
Succeed to Succeed
Dept. of Parks & Recreation



**FAIRBURN
YOUTH BASKETBALL**

REGISTRATION OPENS OCT. 10TH

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

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

**REGISTER ONLINE @
WWW.FAIRBURN.COM
"HOW DO I"**

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

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

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

**GRAND
RE-OPENING &
RIBBON CUTTING**

Cora Robinson Park & Dodd Street
Community Plaza

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



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

155 DODD STREET, FAIRBURN, GA 30213

Fairburn
Succeed to Succeed
Dept. of Parks & Recreation

**2022/2023
Fairburn Youth Basketball**



**Volunteer
Coaches Wanted!**

Benefits of Coaching

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

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



Planning and Zoning

Interim Director: Rebecca Keefer

September 2022

Department Highlights/Accomplishments:

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

Boards & Commissions Meetings

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

Community Meetings and other Meetings:

Department Updates:

Permit Type & Other	Number Issued
Sign Permit	2
Film Permit	0
Short Term Rental Permit	0
Special Event Permit	1
Occupational Tax License Review	5
Zoning Verification Letter	3
Yard Sale Permit	5

Project Status:

Community Development Projects Under Review



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

Upcoming Events/Actions/Meetings:**Upcoming Planning and Zoning Commission meetings – November 1st****Upcoming Board of Appeals meetings – October 20th****Processed Rezoning Petitions****Meeting Dates: Planning and Zoning Commission – September 13, 2022 – APPROVAL**

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

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

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

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

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

Processed Variance Petitions**Meeting Dates: Planning and Zoning Commission – October 4, 2022 APPROVAL**

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

Upcoming Rezoning Petitions



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

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

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

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

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

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

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

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

Upcoming Variance Petitions

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

Meeting Dates: Board of Appeals – October 20, 2022 (deferred from September)

Upcoming Plats

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

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

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

Proposed Text Amendments

1. Add liquor stores to the list of prohibited uses within the Highway 74 Overlay District
2. Revise the text for prohibited tire treading and recapping uses to add tire repair shops and add a separation distance requirement for automobile repair shops (to include oil change, body repair, and tire repair shops)
3. Notice of public hearing letters to property owners distance increase from 500 feet
4. Zoning Procedures Law procedural amendments
5. Conceptual Plat expiration period.
6. Define front, side, and rear yard.
7. Define allowed uses in the DTMU zoning district.
8. Add regulations for patios and uncovered decks to encroach in the required setbacks.

The above-mentioned text amendments are under legal review.



Police Department

Director: Chief James A. McCarthy

September 2022

Department Highlights/Accomplishments:

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

Department Updates:

- Currently have 5 vacancies

Project Status:

- Power DMS software integration started and in progress

Upcoming Events/Actions/Meetings:

- Command Staff meeting every Wednesday at 10 AM



Fairburn Police Department

James McCarthy

Chief of Police

Executive Summary September 2022



- **Uniform Patrol Division**

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

- **Special Services**

- N/A, units assigned to patrol division

- **Criminal Inv. Division – September**

- **Cases Assigned** 21
- **Ex-Cleared** 3
- **Cleared by Arrest** 0
- **Unfounded** 0
- **Inactivated** 17

- **CID – Cases Prior to September**

- **Carry Over** 127
- **Ex-Cleared** 3
- **Cleared by Arrest** 2
- **Unfounded** 2
- **Inactivated** 14

- **Internal Affairs**

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

Police

September 2020

- **Citations** 630
- **Warnings** 1,396
- **Arrests** 20
- **A/R** 72

September 2021

- **Citations** 596
- **Warnings** 1,457
- **Arrests** 29
- **A/R** 58

September 2022

- **Citations** 654
- **Warnings** 997
- **Arrests** 53
- **A/R** 35

*Sept. '21 compared to Sept. '22
0% Part 1 crime increase*

Code Enforcement

September 2022

- **Care of Prem.** 107
- **Self-Initiated** 163
- **Stop Work** 7
- **Signs Rmvd** 26
- **Door Hngs** 58
- **5 Day Notice** 79
- **Citations** 1
- **Complaints Resolved** 44
- **Closed cases** 129



Fairburn Police Department

James McCarthy

Chief of Police

191 SW Broad Street
Fairburn, GA 30213

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



September 2022 Crime Report

Total Part 1 Crime Incidents

○ 2022 YTD	245
○ 2021	328
○ 2020	416
○ 2019	589
○ 2018	709
○ 2017	824

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

Month	Increase / Decrease Same Month Prior Year	Total Part 1 Crimes
January 2021	- 56.9%	26
February 2021	- 7.4%	25
March 2021	- 19.4%	31
April 2021	- 22.2%	21
May 2021	4%	26
June 2021	- 9.6%	29
July 2021	- 14.2%	32
August 2021	- 35.2%	24
September 2021	- 30.5%	26
October 2021	- 31%	27
November 2021	36%	32
December 2021	- 23.6%	28
January 2022	7%	28
February 2022	- 8%	23
March 2022	- 9.6%	27
April 2022	4.7%	22
May 2022	30.7%	34
June 2022	17.2%	34
July 2022	- 37.5%	20
August 2022	37.5%	33
September 2022	0%	26



STREET DEPARTMENT

Director: Gale Higgs

September 2022

Department Highlights/Accomplishments:

1 New Employee Hired

Department Updates:

27 Trees Have Been Removed from Duncan Park

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

Multiple Sidewalk Repairs

Fuel Master Software Update

Sign Replacements / Installation Throughout City

Project Status: Pending

Employee Flagger Training 10/24/2022

SeeClickFix Software Upgrade

Community Fall Clean Up / Shred Event / Chipper Program

Median Plant Removal

Upcoming Events/Actions/Meetings:

City Fall Festival 10/15/2022

City Concert Scheduled for 10/28/2022



Utilities Department

Director: John D. Martin, QWLA

September 2022

Department Highlights/Accomplishments:

Director's Office:

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

Customer Service/Meter Reading:

Meetings:

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



Tasks:

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

Billing Information:

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

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

Electric:

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



- Right of way clearing/work orders
- Finished pole at Senoia Rd./ Repaired damage at police station riser.
- work orders/ trouble call fire station 22/ Removed large tree from lane Dr.
- Fleet maintenance/ work orders
- Work orders/Cole and myself ITS training
- Work orders shop maintenance Cole and me ITS training
- Campbell elementary emergency cable repair transformer change out
- Emergency Campbell elementary Over and Under contractors completed.
- Switching order underground Fairfield Inn/Over and under completed emergency job, 4/0 feed to Fairfield inn
- pole broke on 148 spring St. Work orders
- Replaced Broke secondary pole on W. Campbellton/ Demoed lot at 450 Senoia Rd./ work orders.
- Sent bad 3 phase pad and 8 single phase overhead transformers to Emerald for re- build. Cut power to 610 Bohannon for Wallace Electric for service upgrade/ Work orders
- Fleet maintenance/Electrolux termination 3 phase trans/ Electrolux electricians mismarked phase/ wired 3 phase 9-s meter for Electrolux 500 to 5 Ct's installed.
- Preparing all outlets for festival/ checking voltage. Installed temporary panel and outlets at stage area.
- Work orders, work on festival outlets, and corresponding areas on Washington St.
- Preparations and inventory for approaching storm fueled all fleet trucks, prepared spare poles stocked all bucket trucks with service wire and associated hardware. Work orders Met contractors at 450 Senoia Enterprise car lot Job briefing. Picked up breaker replacements for Washington St. 208 v outlets.
- Rotating fleet through garage to remove cameras, checked low hanging line at Duncan Park, work continues at 92 Howell Ave temporary pot head for service to warehouse. High winds, crew worked on ROW rehab.
- Fleet maintenance, work orders, terminated riser cabinet at 92 Howell Ave.

Water/Sewer:

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



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

Stormwater:

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

COVID-19:

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

Department Updates:

- Customer Service/Meter Reader Work orders completed: 312
- Water/Sewer Work orders completed: 67

Project Status:

- Lift Station Project-Lowest Bidder-Crawford Grading and Piping-(*Approved*)
- Fire Hydrant Replacement Preconstruction Meeting (*Completed*)
- Shockley Plumbing, Inc. Kick-off Meeting (*Completed*)
- Upgrade Power Grid (Elder & Poplar)- (*In Progress*)
- 2021 Storm Drain Lining Project (*In Progress-awaiting easements*)

Upcoming Events/Actions/Meetings:

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