



City of Fairburn Work Session

Agenda

January 23, 2023
6:00 pm

The Honorable Mayor Mario Avery, Presiding

The Honorable Mayor Pro Tem Linda J. Davis
The Honorable Hattie Portis- Jones
The Honorable Ulysses J. Smallwood

The Honorable Alex Heath
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. Update on Municipal Election Cost and Precinct Changes (**City Clerk**)
 2. Update on City Water Services & Infrastructure (**City administrator**)
- IV. Adjournment



CITY OF FAIRBURN

CITY COUNCIL AGENDA ITEM

SUBJECT: UPDATE ON MUNICIPAL ELECTION COST AND PRECINCT CHANGES

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

Submitted: 01/18/2023 **Work Session:** 01/23/2023 **Council Meeting:** N/A

DEPARTMENT: City Clerk

BUDGET IMPACT: \$78,967.98

PURPOSE: To provide an update on the new charges and changes regarding the Municipal Election from Fulton County Board of Registrations and Elections.

FACTS AND ISSUES: Fulton County has increased the cost for the municipal election by \$78,967.98. They have also suggested changes to the voting precincts and early voting precinct.

Recommendation: N/A


Tony M. Phillips, City Administrator



CITY OF FAIRBURN

CITY COUNCIL AGENDA ITEM

SUBJECT: Update on City Water Services & Infrastructure

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

Submitted: 1/17/2023

Work Session: 1/23/2023

Council Meeting: N/A

DEPARTMENT: City Administrator's Office

BUDGET IMPACT: N/A

PUBLIC HEARING: () Yes (X) No

PURPOSE: To provide an update to Mayor and Council on the City's water services and infrastructure.

FACTS AND ISSUES: Representatives from Integrated Science & Engineering, Inc. (ISE) will provide Mayor and Council with an update on the state of the City's water services and infrastructure.

FUNDING SOURCE: N/A

RECOMMENDED ACTION: N/A



Tony M. Phillips, City Administrator



**City of Fairburn
Council Meeting Agenda
January 23, 2023
7:00 pm**

The Honorable Mayor Mario Avery, Presiding

The Honorable Mayor Pro-Tem Linda J. Davis
The Honorable Hattie Portis-Jones
The Honorable Ulysses J. Smallwood

The Honorable Alex Heath
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. Moses Woodruff, Fairburn United Methodist 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 January 9, 2023
- 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. **FY 2022-2023 Budget Amendment**

Recommendation: For Mayor and Council to approve the Ordinance which would amend the FY 2022-2023 Budget to support the positions of Building Operations Director, Administrative Assistant, and transfer of funding from Downtown Development Authority from General Fund to Fund 860. **(Finance Department)**.

2. Purchase of Apparatus Bay Structure for Temporary Fire Station

Recommendation: For Mayor and Council to approve the purchase of an apparatus bay structure for the temporary fire station on Bohannon Road in an amount not to exceed \$46,210.07 utilizing the Omnia Partners Governmental Cooperative Purchasing Program contract with Hunter Kneppshield Company, Inc. **(Property Management)**

3. Installation of Apparatus Bay Structure for Temporary Fire Station

Recommendation: For Mayor and Council to approve the installation of an apparatus bay structure for the temporary fire station on Bohannon Road in an amount not to exceed \$39,864.00 utilizing the Omnia Partners Governmental Cooperative Purchasing Program contracted with Brown & Root Industrial Services, LLC. **(Property Management)**

X. City Administrators Report:

XI. Council Comments:

XII. 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
Council Meeting Minutes
January 9, 2023
7:00 pm**

- I. The meeting was called to order by the Honorable Mayor Avery.
- II. Roll Call by City Clerk, Brenda B. James found the following members present:

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

Also present was City Administrator Tony Phillips, Assistant City Administrator Jamila Criss, Assistant City Attorney Serena Nowell, Attorney Amber Qualls, and City Clerk Brenda James.

- III. The invocation was provided by Pastor Ingrid Thompson, Harvest Rain International.
- IV. Pledge of Allegiance was in Unison.
- V. Presentations and Proclamations:

City Administrator, Tony Phillips gave a presentation on the winter weather event that Fairburn experienced the week of Christmas. He said he began receiving forecasts from Atlanta Fulton County Emergency Management agency earlier in the week that there would be extreme cold temperatures in the teens with wind chills at or below freezing with maximum winds up to 50 miles per hour. According to National Weather Service, that was about 20-35 degrees below normal for this time of year. It was the coldest seen in our area for at least five years. The Governor declared a State of Emergency on December 21st in anticipation of these freezing temperatures. The weather forecast and its impact to aging infrastructure throughout our region for water service led to a regional challenge.

Mr. Phillips stated Fairburn purchases water wholesale from the City of Atlanta Watershed Management and water plants and water treatment processes that provide clean, stable drinking water for residents and businesses is a costly undertaking. The infrastructure that provides most of that water was put in place up to 60 years ago. Fairburn has 24 water meters that are arrayed around the city that connect to the City of Atlanta's water system and after the third consecutive day of subfreezing temperatures, we began receiving initial reports of water service impacts of low pressure and at that time some outages on the evening of Christmas Day. Fairburn staff and utility crews began checking the Fairburn water system for any signs of operational issues or water leaks and reached out to the City of Atlanta because they are our source for water. We

use on average of 1.5 to 1.8 million gallons of water a day. We started looking for flooded streets and busted water mains and found a few small water leaks that we repaired. During that time, we were not able to identify a significant water leak in the City of Fairburn that would clarify where all that water was going. The City of Atlanta did have a series of water main breaks throughout that entire week which they were posting on Twitter and their website. We began issuing communication updates as well as Fire Chief Robinson purchasing 200 cases of water and staff started giving it out to our residents. Over the course of the next four days, we distributed close to 2,000 cases of water to anyone that needed it as well as distributed water to the Manor and Fairburn Health and Senior Care Facility for the residents.

The City of Fairburn was talking with Atlanta Watershed Management on a daily basis and by Wednesday, Mayor Avery intervened. City of Atlanta and Fairburn was on a zoom call at 10:30 pm trying to figure out how to fix the problem. By Thursday as temperatures started to warm up, the city began to see some restoration of water service and moved into the weekend, which we are still experiencing low water pressure in some areas. On Monday evening, we posted updates on all social media platforms to keep our residents informed. Mr. Phillips said staff started responding on Christmas Day and continued through the holiday season, some were working 12-to-15-hour days. They did an outstanding job on being dedicated and committed to respond quickly.

Mayor Pro Tem Portis-Jones asked if there was a determination of the location of the water not flowing and asked about the low water pressure. Mr. Phillips said there is no definitive answer as to what single issue may have caused the water outage and low pressure over the span of those four days, there was a regional impact. The aging infrastructure was one of the existing issues and from conversations from the City of Atlanta, their main transmission line had some valve issues before the weather event so, it was a combination of all those things. Mayor Pro Tem Portis-Jones stated we need to do an assessment of our Emergency Management Plan in terms of preparing to respond. Her biggest concern was the lack of communication to those who are not on social media, and we need to explore ideas and strategies that we need to have in place. She appreciated all the efforts of staff during the holidays.

Councilwoman Davis asked what we learned in reference to the communication between the City of Fairburn and the City of Atlanta. She has lived in Fairburn for 28 years and never experienced anything like this. This has called our attention to what we need to do in advance of crises. She thanked staff for the true exhibit of servant leadership. It was a great display of their duties and how they feel about our citizens.

Councilman Whitmore asked administration to look into robocalls since everyone does not use social media. He recommended finding a way to collect data on the seniors so we can do well checks on them.

Councilman Smallwood echoed everything his colleagues discussed. He was one that did not have water for four days and it was not pleasant. He knew that everything was being done behind the scenes. We are a city that is on top of things, it wasn't perfect, but we

need to go beyond the normal modes for communication. He thanked staff for everything.

Mr. Phillips said it was very stressful on everyone and encouraged citizens to contact him if they had questions.

Mayor Avery stated we now have an open line of communication with the City of Atlanta and said Councilman Whitmore's recommendation was a great suggestion. The Governor declared a State of Emergency on Wednesday night for the whole state. Several cities had to come together despite it being Christmas Day and prepare for anything we could. Mayor Avery thanked staff for everything, they were here 12 to 15 hours a day, this was a crisis that was not just Fairburn. He thanked the City of Atlanta and Mayor Dickins for having their employees showing up at Durham Lakes and Vickers during the water outage.

Councilman Pallend stated he appreciates everything the staff did and thanked them.

VI. Adoption of the City Council Agenda:

Mayor Avery asked for items # 5 and #7 to be switched. Councilman Smallwood made a motion to adopt the agenda as changed with Councilwoman Davis providing the second. **The motion carried unanimously.**

VII. Approval of the Minutes: Regular Council Meeting Minutes of December 12, 2022

Councilman Whitmore made a motion to approve the minutes as written, with Councilman Heath providing the second. **The motion carried unanimously.**

VIII. Public Comments:

Samantha Hudson, resident thanked city staff for the diligent work they did through the water crisis. She stated our city has experienced exponential growth and with growth, change must occur. City ordinances that preserve and protect the quality of life of Fairburn is needed. The recent water crisis coupled with weak infrastructure threatens the quality of life for the residents. You will never know when an emergency will strike our community which is why early preparation, community education, and constant vigilance is essential to keeping citizens safe. One of the most effective ways of preparing our citizens for a possible disaster is to involve them directly in the education, training, and response process. She encouraged the city to develop a Community Emergency Response Team. She prays that Fairburn government take a vested interest in reviewing ordinances and processes to implement the required changes to help improve the safety of our citizens.

Pastor Johnny Rich stated he just moved back from Marietta after being away for 26 years. They found a wonderful piece of property on Fayetteville Road, and they've been treated so warm by all the leadership in the city and is excited about coming back. Mayor Pro

Tem Portis-Jones came by the church on Sunday and represented Fairburn very well. She made us feel we were in the right place. Councilman Whitmore will be at our church next Sunday and the Chief of Police has volunteered to come by and speak. Our desire as a church is to partner with city government. The name of the church is Acts 2 Community Church located at 7915 Fayetteville Road. He also thanked Nell Smith, she has been really instrumental in making sure that we get to meet the right people and we get a warm welcome. He loves the way Ms. Smith loves this city, he knew her years ago and glad she's here. She's made a mark in Fairburn and is looking forward to working with the city. He introduced his wife, Verlene Rich to everyone.

IX. AGENDA ITEMS:

1. Appointment of Mayor Pro Tem for the City of Fairburn

Councilman Heath made a motion to appoint Council Member Linda J. Davis as the Mayor Pro Tem for 2023, with Councilman Smallwood providing the second. **The motion carried unanimously.**

2. Appointment of the Legal Organ for the City of Fairburn

Councilmember Smallwood made a motion to appoint the South Fulton Neighbor Newspaper as the official legal organ for the City of Fairburn for 2023, with Mayor Pro Tem Davis providing the second. **The motion carried unanimously.**

3. Appointment of the City Attorney for the City of Fairburn

Councilmember Whitmore made a motion to appoint Rory Starkey as City Attorney for the City of Fairburn, with Mayor Pro Tem Davis providing the second. **The motion carried unanimously.**

4. Appointment of the City Clerk for the City of Fairburn

Mayor Pro Tem Davis made a motion to appoint Brenda James as City Clerk for the City of Fairburn for 2023, with Councilman Heath providing the second. **The motion carried unanimously.**

6. Appointment of Chief Judge for Municipal Court of the City of Fairburn

Councilmember Whitmore made a motion to appoint Judge Monica Ewing as Chief Judge of the Municipal Court for the City of Fairburn, with Mayor Pro Tem Davis providing the second. **The motion carried unanimously.**

7. Appointment to Planning and Zoning Commission

Mayor Pro Tem Davis made a motion to appoint LaVonne Deavers to the Planning and Zoning Commission for a four (4) year term beginning January 31, 2023, and expiring

January 31, 2027, with Councilman Heath providing the second. **The motion carried unanimously.**

5. Appointment of the Chief of Police for the City of Fairburn

Councilman Whitmore made a motion to appoint Anthony Bazydlo Chief of Police for the City of Fairburn, with Mayor Pro Tem Davis providing the second. **The motion carried unanimously.** Mayor Avery administered the Oath of Office to Chief Bazydlo.

I, **Anthony Bazydlo**, do solemnly swear or affirm that I will faithfully and truly perform the duties of **Chief of Police** of the City of Fairburn, and I will support and defend the United States Constitution, the Constitution of the State of Georgia, the Charter and Codes of the City of Fairburn, to the best of my skill and ability and observe all rules and regulations of the Fairburn Police Department. I do further swear or affirm that I am not the holder of any unaccounted-for public money due this State or any political subdivision or authority thereof, that I am not the holder of any office or trust under the government of the United States, any other state, or any foreign state which, by the laws of the State of Georgia, I am prohibited from holding; and that I am otherwise qualified to be a public officer according to the Constitution and Laws of the State of Georgia. I further swear or affirm as the Chief of Police, I will faithfully serve and protect all citizens of this city. I accept the Law Enforcement Code of Ethics of the International Association of Chiefs of Police as my standard code while on or off duty and swear to faithfully abide and defend the same. SO, HELP ME GOD This 9th day of January 2023.

8. City Council 2023 Meeting Schedule Calendar

Councilman Whitmore made a motion to approve the 2023 meeting schedule, with Mayor Pro Tem Davis providing the second. **The motion carried unanimously.**

9. Final Plat 2022146FP Andy Anderson Jr. Residential Subdivision

Director of Planning and Zoning, Denise Brookins presented this item and stated the applicant is requesting to subdivide a parcel into three different lots. All the requirements for zoning codes are confirmed, staff has reviewed the request and finds that it adheres to all the subdivision regulations in the code of ordinance such as minimum lot size, setbacks, and buffer standards. The Planning Commission recommended approval of the requests.

Councilman Pallend made a motion to approve the Final Plat for the Andy Anderson, Jr. Residential Subdivision, with Mayor Pro Tem Davis providing the second. **The motion carried unanimously.**

10. Final Plat 2022161FP Habitat for Humanity Residential Subdivision

Director of Planning and Zoning, Denise Brookins presented this item and stated the plat consists of three residential zone lots that are being combined into two residential lots. Currently, the lots are 0.48 acres, 0.11 acres, and 0.14 acres. The applicant is here, and staff finds that it does conform to all applicable zoning regulations in the code of ordinance such as minimum size, setbacks, and buffers.

Mayor Pro Tem Davis made a motion to approve the Final Plat for the Habitat for Humanity Residential, with Councilman Whitmore providing the second. **The motion carried unanimously.**

X. Council Comments:

Councilwoman Portis-Jones congratulated all the appointees on tonight's agenda, they will continue to have a good group of leaders and specifically shouted out to the new Chief of Police. Bazydlo is one of those individuals that came up through the ranks and one of the few that has grown up here and I am proud that we have an opportunity to grow our own and have him in the position to take on this challenge as Chief of Police. She looks forward to the great work that he will continue to do. She congratulated the new Serena restaurant that is attached to the Cigar Lounge. She expressed her condolences to the City Attorney, Rory Starkey on the loss of his father. She congratulated the University of Georgia, our Georgia Bulldogs who are playing in the National Championship. She discussed the injury that occurred by Demar Hamlin of the Buffalo Bills and stated that was a rude awakening to all of us how dangerous football can be and wanted to continue to keep them in our prayers and support them as they play.

Mayor Pro Tem Davis said Happy New Year to everybody and congratulated Chief Bazydlo. She said she remembered the first time she became a council member and walked in the chambers, he handed her his telephone number and she will never forget that. She is excited to still be a member of this body and to see him as Chief of Police for the City of Fairburn. Prayers has gone out to our City Attorney, Starkey, she did have an opportunity to give him a call to express her condolences and prayers for his loss. She congratulated everybody that has been appointed tonight and special thanks to the mayor and her colleagues for exhibiting the confidence that they have shown in her to appoint her as Mayor Pro Tem.

Councilman Smallwood said Go Dawgs.

Councilman Pallend said another year we shall continue to head in the correct direction which will make this a much more interesting place, Happy New Year. Councilman Whitmore echoed what his colleagues have said in reference to all the appointees as well as Chief Bazydlo. Many years ago, when he was president of Durham Lakes, Chief Bazydlo came out many occasions to address the residents and he had a lot of information to share in reference to what the city was doing, how to protect ourselves, home watch and he is happy of his appointment. Condolences to Mr. Starkey

in the loss of his father and he believes that 2023 is going to be a great year because the City of Fairburn is situated to succeed.

Councilman Heath said he was so glad to see Chief Bazydlo become Chief. When he started work here seventeen years ago, he was Bazydlo's Field Training Officer, he was just out of the academy and had to ride with someone for twelve weeks and he rode with him. He was always very kind and helpful to whoever we had to go out on a call for. He thanked everyone for their patience on the water outage. He prays that 2023 will be a more prosperous time in our city and blessings be bestowed upon every citizen.

Mayor Avery thanked the staff again for what Fairburn endured during the water crisis. He discussed the after-action review so you can determine what you did right or wrong. He publicly thanked the City of Atlanta for the meeting they had in which created major movement. He thanked the City Administrator and the Assistant City Administrator who led the charge that took place with the coordination on the next steps during the crisis. He is excited about the State of the City Address in which they are discussing the date. We are planning another retreat to refine what was talked about and go to the execution phase. Condolences to the City Attorney in the loss of his dad, he and the City Clerk was able to attend the wake, such an awesome family. As we go forward in 2023, we will have hurdles to endure but one thing he is excited about is the City of Fairburn is in better condition in the end of 2022 than it was in the beginning. We are under new management in so many capabilities and thanked all the managers that has been hired this year. His proudest moment is that our city is at 80% staffing. He thanked council for everything as we start 2023.

XI. Adjournment:

Councilwoman Davis made a motion to adjourn the meeting with Councilman Heath providing the second. The meeting adjourned at 8:10 pm. **The motion carried unanimously.**

Brenda B. James, City Clerk

Mario Avery, Mayor



CITY OF FAIRBURN

CITY COUNCIL AGENDA ITEM

SUBJECT: FY 2022-2023 Budget Amendment

☐ AGREEMENT
☒ ORDINANCE

☐ POLICY / DISCUSSION
☐ RESOLUTION

☐ CONTRACT
☐ OTHER

Submitted: 01/17/2023

Work Session: N/A

Council Meeting: 01/27/2023

DEPARTMENT: Finance

BUDGET IMPACT: \$0

PUBLIC HEARING? ☐ Yes ☒ No

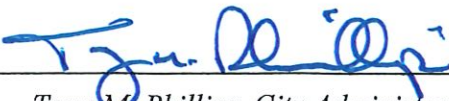
PURPOSE: For Mayor and Council to approve the Ordinance which would amend the FY 2022-2023 Budget to support the positions of Building Operations Director, Administrative Assistant, and transfer of funding for Downtown Development Authority from General Fund to Fund 860.

HISTORY: The FY 2022-2023 Budget was approved on September 12, 2022. A budget of \$23,547,873 for the general fund, \$39,470,584 for other funds for a total budget of \$63,018,457. An amended budget was approved on October 10, 2022, \$23,744,366 for the general fund, \$40,288,346 for other funds for a total budget of \$64,032,712.

FACTS AND ISSUES: This amendment to the FY 2022-2023 budget will support the full-time hiring of a Building Operations Director & Administrative Assistant in the Property Department. It will also transfer the Downtown Development Authority budget from the General Fund to Fund 860. The budget amendment will increase the general fund budget by \$132,678 & decrease other funds by \$132,678. The new FY 2022-2023 budget will be \$23,877,044 in general funds, \$40,155,668 in other funds, for a total of \$64,032,712.

FUNDING SOURCE: American Rescue Plan Funds

RECOMMENDED ACTION: Staff recommends that Mayor and Council approve the amended FY 2022-2023 Budget amendment for re-allocation of funds.


Tony M. Phillips, City Administrator

1 CITY OF FAIRBURN
2 STATE OF GEORGIA
3 COUNTY OF FULTON
4

ORDINANCE NO. _____

5 BUDGET ORDINANCE
6
7

8 AN ORDINANCE TO AMEND THE FISCAL YEAR 2022-2023 BUDGET TO
9 SUPPORT THE POSITIONS OF BUILDING OPERATIONS DIRECTOR AND
10 ADMINISTRATIVE ASSISTANT; TO TRANSFER FUNDING FOR THE
11 DOWNTOWN DEVELOPMENT AUTHORITY OF FAIRBURN FROM
12 GENERAL FUND TO FUND 860; AND FOR OTHER RELATED PURPOSES.
13

14 WHEREAS, The Mayor and City Council of the City of Fairburn, Georgia, have considered
15 the terms and provisions of an amended budget for Fiscal Year 2022-2023; and

16 WHEREAS, it has been recommended by the City Administrator and City Finance Director
17 that the Mayor and City Council amend the FY 2022-2023 budget as set forth below; and

18 NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of
19 Fairburn, Georgia and it is hereby ordained by the authority of same as follows:

20 Section 1.

21 The amended budget for the operations, capital programs, and debt service maintained for the
22 City of Fairburn for the Fiscal Year ending September 30, 2023, is \$64,032,712 in expenses
23 and \$64,032,712 in revenues. The budget includes all revenues and expenditures for
24 governmental, special revenue and enterprise purposes as detailed in the budget document
25 attached hereto as Attachment "A", adopted in accordance with Georgia law, and
26 incorporated herein by reference.

27 Section 2.

28 This ordinance shall become effective this 23rd day of January and shall govern all FY 2022 –
29 2023 revenues and expenditures.

30 Section 3. In the event any section, subsection, sentence, clause, or phrase of this Ordinance
31 shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner
32 affect the previously existing provisions of the other sections, subsections, sentences, clauses

or phrases of this Ordinance, which shall remain in full force and effect as if the section, subsection, sentence, clause or phrase so declared or adjudicated invalid or unconstitutional were not originally a part thereof. The City Council declares that it would have passed the remaining parts of this Ordinance or retained the previously existing Ordinance if it had known that such part or parts hereof would be declared or adjudicated invalid or unconstitutional.

Section 4.

All previous ordinances, or parts of ordinances, in conflict with this Ordinance are hereby repealed to the extent of any such conflict.

Adopted and approved by the Mayor and City Council of the City of Fairburn this 23rd day of January 2023.

Mario B. Avery, Mayor

ATTEST:

Brenda B. James, City Clerk

APPROVED AS TO FORM:

Rory K. Starkey, City Attorney

Revenues			Expenditures		
Fund	GL Description	(FY2022-23) APPROVED BUDGET	(FY2022-23) AMENDED BUDGET	(FY2022-23) APPROVED BUDGET	(FY2022-23) AMENDED BUDGET
100	Taxes	17,535,616	17,535,616	388,911	369,037
100	Licenses and Permits	589,000	589,000	408,996	384,191
100	Intergovernmental	-	-	1,647,964	1,611,209
100	Charges for Services	134,000	134,000	1,132,629	1,068,913
100	Fines and Forfeitures	800,000	800,000	423,640	587,486
100	Investment Income	50,000	50,000	569,357	538,594
100	Contributions-Donations	40,000	40,000	945,203	1,017,471
100	Miscellaneous Revenue	67,747	67,747	894,067	883,617
100	Other Financing Sources	4,331,510	4,528,003	5,006,321	5,022,183
		23,547,873	23,744,366	4,252,733	4,184,920
220	Confiscated	5,010	5,010	552,734	537,531
230	American Rescue Act	6,191,600	6,191,600	2,016,047	1,912,182
250	Grants	1,221,133	1,530,133	252,656	242,939
260	Tree Fund	-	-	1,118,315	1,091,288
270	Technology Fee	50,000	50,000	469,795	505,832
275	Hotel/Motel Tax	205,000	205,000	478,807	471,542
350	Capital Projects	1,155,020	1,381,020	387,622	374,208
351	Go Bond	2,714,126	2,714,126	155,247	171,772
360	TSPLOST	5,400,000	5,400,000	20,700	-
505	Water and Sewer	8,608,973	8,891,735	2,426,129	2,902,129
506	Storm Water	723,592	723,592	23,547,873	23,877,044
507	Water and Sewer Bond	330,610	330,610	5,010	5,010
510	Electric	10,530,195	10,530,195	6,191,600	6,038,222
540	Sanitation	898,000	898,000	1,221,133	1,530,133
580	Educational Complex	1,437,325	1,437,325	-	-
		39,470,584	40,288,346	50,000	50,000
				205,000	205,000
				1,155,020	1,381,020
				2,714,126	2,714,126
				5,400,000	5,400,000
				8,608,973	8,891,735
				723,592	723,592
				330,610	330,610
				10,530,195	10,530,195
				898,000	898,000
				1,437,325	1,437,325
				-	20,700
				39,470,584	40,155,668
Total Revenues		63,018,457	64,032,712		
Total Expenditures Budget				63,018,457	64,032,712

**CITY OF FAIRBURN
Budget Amendment**

DATE: January 17, 2023

TO: City Council

FROM: Bryan Stephens, Finance Director

SUBJECT: REQUEST FOR BUDGET AMENDMENT –

I do hereby request and submit the following budget amendment to be approved.

INCREASE EXPENSE:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>
Salaries and Wages	100-1565-51-1300	\$109,175
Group Insurance	100-1565-51-2100	\$32,752
F.I.C.A. & Medicare Taxes	100-1565-51-2200	\$8,352
Worker's Compensation	100-1565-51-2700	\$3,100

DECREASE EXPENSE:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>
Contract Services	230-0000-52-3900	\$153,378

REASON: To support hiring of Building Operations Director and Administrative Assistant positions
in Property Management department.

According to the Statement of Policy, the above-listed transfer has been approved.

<u>Date</u>	<u>Bryan Stephens, Finance Director</u>
<u>Date</u>	<u>Tony Phillips, City Administrator</u>

Vote: Approved # _____ Denied # _____



CITY OF FAIRBURN

CITY COUNCIL AGENDA ITEM

SUBJECT: Purchase of Apparatus Bay Structure for Temporary Fire Station

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

Submitted: 1/13/2023

Work Session: N/A

Council Meeting: 1/23/2023

DEPARTMENT: Property Management

BUDGET IMPACT: \$46,210.07

PUBLIC HEARING: () Yes (X) No

PURPOSE: Mayor and Council to approve the purchase of an apparatus bay structure for the temporary fire station on Bohannon Road.

HISTORY: Due to major growth within the City and the extended response times of fire and rescue apparatus, there exist an emergency need to put a fire station on the eastside of the city for better service and fire protection for our citizens and businesses. The temporary fire station was approved by Mayor and Council on September 9, 2022 and has been installed at the Public Safety Training Center on Bohannon Road.

FACTS AND ISSUES: According to the City's procurement policy, purchases may be made utilizing inter-governmental and public cooperative agreements and contracts. Through the Omnia Partners Governmental Cooperative Purchasing Program, Hunter Knepshield Company will provide the apparatus bay structure for the temporary fire station on Bohannon Road in an amount not to exceed \$46,210.07.

FUNDING SOURCE: Buildings/Build Improvement Fund: 230-0000-54-1300 (\$46,210.07)

RECOMMENDED ACTION: Mayor and Council approval of the purchase of an apparatus bay structure for the temporary fire station on Bohannon Road in an amount not to exceed \$46,210.07 utilizing the Omnia Partners Governmental Cooperative Purchasing Program contract with Hunter Knepshield Company, Inc.



Tony M. Phillips, City Administrator



Detailed easy-to-follow instruction manuals and engineering plans mean hassle-free assembly.

Flexibility to match your needs.

There is no such thing as a standard size with COLD FORMED buildings. You decide what length, width and height you need . . . in any direction down to the sixteenth of an inch. There are no additional costs for choosing the exact size you require.

Other companies call this flexibility a custom building and charge more for it. Not us. As a result, you get exactly what you need and don't have to settle for only what's available.

Choose from a variety of styles—American Barn, Gambrel, Gable, Single Slope or any combination of these. Options such as mezzanine floors, overhangs and variable bays can be added in the planning stage with the click of a button.



When you order a COLD FORMED steel building, you will be able to choose from a variety of styles, including American Barn, Gambrel, Gable and Single Slope—or any combination of these.



You're at the starting point, but we're taking nothing for granted.

You are in the driver's seat. Our goal is the same as yours—a building that fits your needs to a tee. The attached quote is based on the details you have given us for the building you requested.

Need to rethink the size of the building? No problem. We can alter the size of this building to better suit your needs. Need to change the door size or location? We're on it.

Want to add roll-up sheet doors or sectional/insulated garage doors? Sure. Add framing for windows? Easily done.

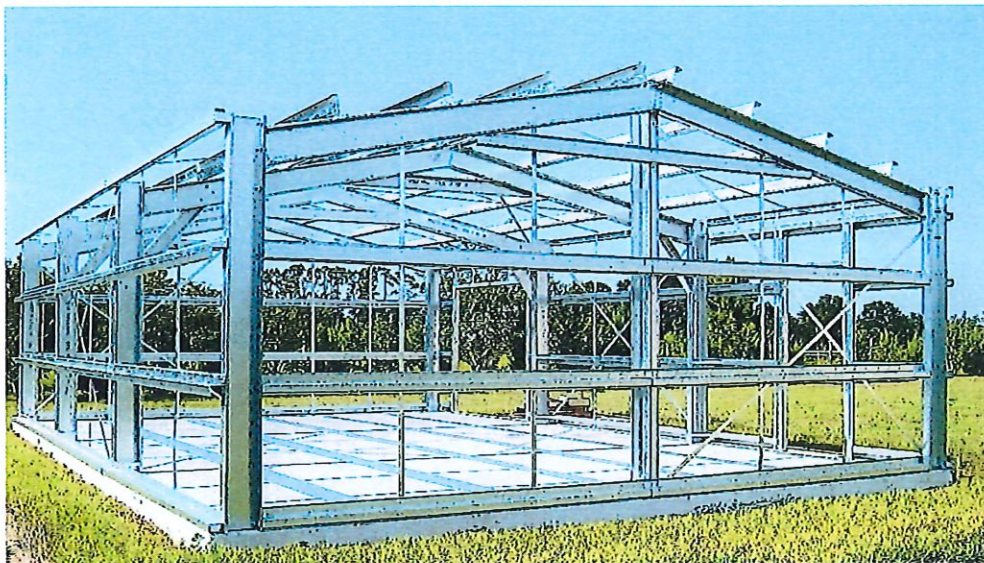
- **Synced with your weather and conditions.** All of our buildings are custom designed and engineered to meet the specific wind and snow loading of your geographic area.
- **Our foundation engineering could save you up to \$1,500.** This is virtually exclusive with Metal Sales Manufacturing Corp. You will also receive stamped engineered drawings for **both** the building and foundation specific to your location. Our engineers are licensed in all 50 states.
- **A complete kit.** The building shell kits we sell come complete with all materials and hardware—down to *every* nut and bolt needed to erect the main structure. We even supply anchor bolts, a plus no competitor offers. The roof and wall siding as well as window and door trim are also included. Floor plans for our kits are not supplied because every building is custom designed and engineered.
- **More usable space.** Our structures are completely self-supporting. That means none of the interior walls will be load bearing. The benefit to you? A clear span design eliminates trusses so you get maximum usable space. In fact, you get more usable space than other building types of identical footprint.
- **Do-it-yourself simplicity.** Although our building kits are designed for do-it-yourself assembly, you may choose to hire a local licensed contractor to erect your building. If you assemble it, we offer construction videos, a construction package specific to your building, instruction manuals and the engineering plans to build it.
- **American made.** All materials are made in America by American workers and companies.

When it comes to experience and break-through pricing, COLD FORMED is the name of the game. And for versatility and long-term value, the name's the same—a COLD FORMED steel building from Metal Sales Manufacturing Corp.

Just look at all the extras you get!

Add up the benefits of a COLD FORMED steel building and you'll know you made the right decision!

- ✓ 1. Your building will be a wise investment, thanks to extremely competitive cost-of-entry pricing and long-term value.
- ✓ 2. Your building is backed by experience and reliability that have been proven in thousands of installations.
- ✓ 3. Your building will be designed and engineered to meet the requirements of your local building permit.
- ✓ 4. Your kit will include stamped engineered plans for the building.
- ✓ 5. Your kit will also include an industry-exclusive—stamped engineered plans for the foundation slab or piers, a saving of hundreds of dollars.
- ✓ 6. Your building will be delivered *fast*.
- ✓ 7. You will receive everything you need for DIY construction, including construction videos you can watch on a desktop computer or even a cell phone or laptop onsite. You'll also get detailed instruction manuals.
- ✓ 8. You will be able to erect your building with absolutely NO welding.
- ✓ 9. You'll benefit from more headroom and maximum usable interior space, thanks to a clear span design that eliminates trusses.
- ✓ 10. You'll have peace of mind because you'll have no worries about wood rotting in the ground, termites or the maintenance of wood construction.
- ✓ 11. You'll enjoy a long usable life span with a completely recyclable structure.
- ✓ 12. You'll benefit from tech support while you erect your building—and attentive service if questions arise in the future.



Tom Knepshield Jr., here is your complete building quotation.

Quote #91087075, 10/31/2022

Building Type

40' - 0" wide x 66' - 0" long x 18' - 0" high building
with roof pitch of 3:12

Building Options

(4) Roll up door openings
Roof finish: 26G painted
Wall finish: 26G painted

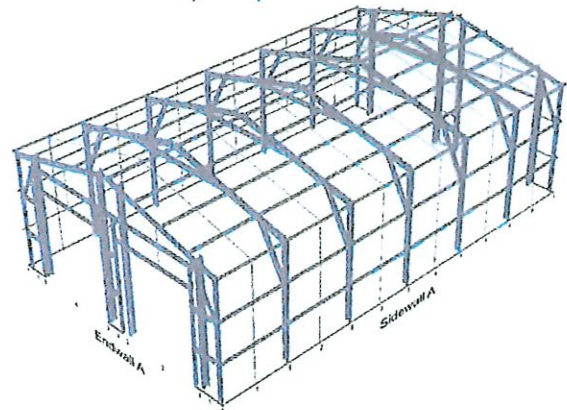
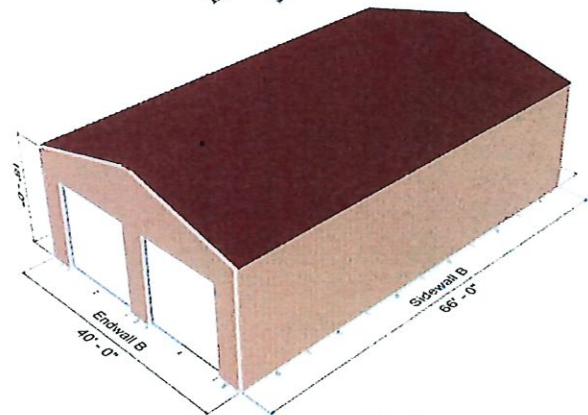
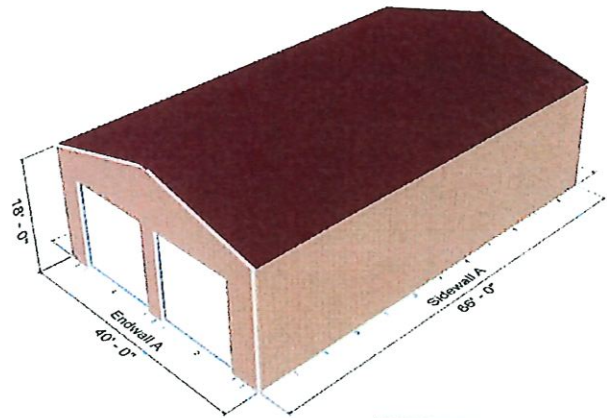
Stamped Engineering Plans

Slab foundation plans included
5 psf ground snow load
115 mph wind speed, exposure 'C'
2015 IBC

Total Price

\$46,210.07

Delivery included, no taxes included
Price valid for 30 days



**Next Step: If you are happy with your quote and ready to lock in years of value,
secure your building at the best price today by signing the following Building
Component Sales Agreement**

Building Specifications

Building Site Address:

56 Malone St. SW, Fairburn, GA, 30213

Building and Site Requirement:

Ground Snow Load: 5 psf
Design Roof Snow Load: 3 psf
Wind Load/Exposure: 115 mph C
Soil Bearing Capacity: 1500 psf
Building Code: 2015 IBC
Building Occupancy Category: II
Building Heating: Heated
Extra Roof Dead Load: N/A
Extra Wall Dead Load: N/A

Building Dimensions:

Width: 40' - 0"	Length: 66' - 0"
Eave Height: 18' - 0"	Roof Pitch: 3:12
# Sidewall Bays: 6	# Endwall Bays: 5

Leanto A Details:

Span: N/A	Bays: N/A
Drop: N/A	Roof Pitch: N/A
Eave Height: N/A	

Leanto B Details:

Span: N/A	Bays: N/A
Drop: N/A	Roof Pitch: N/A
Eave Height: N/A	

Mezzanine Details:

Floor Height: N/A	Bays: N/A
Live Load: N/A	Joist Spacing: N/A

Sheeting and Trim Details:

Roof Type: PBR Panel 26GA SMP Color
Roof Color: Red (24)
Wall Type: PBR Panel 26GA SMP Color
Wall Color: Mocha Tan (22)
Eave Trim/Gutter Type: Eave Trim
Trim Color: Polar White (80)

Opening Details:

Personnel doors: None
Drive Doors: None
Windows: None
Framed Openings: (4) Four - 14'x14' framed openings for Roll Up Door
Open Bays: None
Translucent Panels: None

Insulation Details:

None

Extra Options:

N/A

Modular Buildings, Portable Storage, and Relocatable Walkways

Region 4 ESC - TX

Contract Number: R210501

October 1, 2021 through September 30, 2024

Option to renew for two (2) additional one-year periods through 2026

Executive Summary

- [Executive Summary](#)
- [Pricing](#)
- [Due Diligence](#)

Master Agreement Documents

- [Official Signed Contract](#)
- [Contract Award Documents](#)

Response Evaluation

- [Supplier Response to RFP](#)
- [Evaluation Documents](#)

Solicitation Process

- [Original RFP Document](#)
- [RFP Addendum 1](#)
- [RFP Addendum 2](#)
- [RFP Addendum 3](#)
- [RFP Addendum 4](#)
- [RFP Addendum 5](#)
- [RFP Addendum 6](#)
- [RFP Clarification Statement](#)
- [RFP Questions and Answers](#)
- [Proof of Publication](#)
- [RFP Request List](#)
- [Historically Underutilized Business Outreach](#)
- [RFP Opening Documents](#)



MODULAR BUILDINGS, PORTABLE STORAGE, AND RELOCATABLE WALKWAYS
Executive Summary

Lead Agency: Region 4 Education Service Center

Solicitation: 21-05

RFP Issued: December 3, 2020

Pre-Proposal Date: December 17, 2020

Response Due Date: March 30, 2020

Proposals Received: #6

Awarded to: Hunter Kneppshield Company Inc.

Region 4 Education Service Center Department of Procurement issued RFP 21-05 on December 3, 2020, to establish a national cooperative contract for Modular Buildings, Portable Storage, and Relocatable Walkways.

The solicitation included cooperative purchasing language on page 2, under Section I. Scope of Work:

Region 4 ESC, as the Principal Procurement Agency, defined in Appendix D, has partnered with OMNIA Partners, Public Sector ("OMNIA Partners") to make the resultant contract (also known as the "Master Agreement" in materials distributed by OMNIA Partners) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through OMNIA Partners' cooperative purchasing program. Region 4 ESC is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners (a "Participating Public Agency") and by using the Master Agreement, any such Participating Public Agency agrees that it is registered with OMNIA Partners, whether pursuant to the terms of a Master Intergovernmental Cooperative Purchasing Agreement, a form of which is attached hereto on Appendix D, or as otherwise agreed to. Appendix D contains additional information about OMNIA Partners and the cooperative purchasing program.

The solicitation included federal contract provisions on page 5, under Section I. Scope of Work and on page 57 through page 69, under FEMA Special Conditions. 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II, Required Contract Clauses begin on page 58.

Notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- Region 4 Education Service Center website
- OMNIA Partners website
- USA Today, nationwide
- Arizona Business Gazette, AZ

- San Bernardino Sun, CA
- Honolulu Star-Advertiser, HI
- The Advocate – New Orleans, LA
- New Jersey Herald, NJ
- Times Union, NY
- Daily Journal of Commerce, OR
- The State, SC
- South Carolina website/newsletter
- Houston Community Newspapers, Cy Creek Mirror, TX
- Deseret News, UT
- Richmond Times, VA
- Seattle Daily Journal of Commerce, WA
- Helena Independent Record, MT
- Kennebec ME Journal

Socio-economic Outreach: To encourage participation of small businesses, minority owned businesses and women owned businesses, Texas Historically Underutilized Businesses were notified of the Request for Proposal.

On March 30, 2021 proposals were received from the following offerors:

- Hunter Kneppshield Company Inc.
- Hydro Extrusion USA LLC
- Nadler Mobile, LLC
- Satellite Shelters, Inc.
- TSG Industries
- Williams Scotsman, Inc.

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee elected to enter into negotiations with Hunter Kneppshield Company Inc. and proceeding with contract award upon successful completion of negotiations.

Geographic Preferences: No geographic preferences were included in the evaluation of the responses.

Region 4 Education Service Center, OMNIA Partners, and Hunter Kneppshield Company Inc. successfully negotiated a contract, and Region 4 Education Service Center executed the agreement with a contract effective date of October 1, 2021.

Contract includes but is not limited to:

- Rental, leasing, purchasing, delivery, setup, and removal of portable/modular buildings and on-site containers along with related products and services such as re-locatable ramps, walkways, covers, managed services, and other amenities.

Hunter Kneppshield Company Inc. can meet a variety of needs to include:

- A complete range of modular public use buildings for parks and sporting venues. Standard or custom designed modular buildings for restrooms, concessions, shower, laundry, storage, shelter or combination structures are engineered to meet needs for functionality and low maintenance with fast installation.

Term:

Initial three-year agreement from October 1, 2021 through September 30, 2024 with the option to renew for two (2) additional one-year periods through 2026.

Pricing/Discount:

To be provided upon request.

Congratulations, Tom Kneppshield Jr.! You've made a wise decision—and taken an all-important first step.

That's because requesting a quotation from Hunter Kneppshield Company is the start of building satisfaction. Here's why.

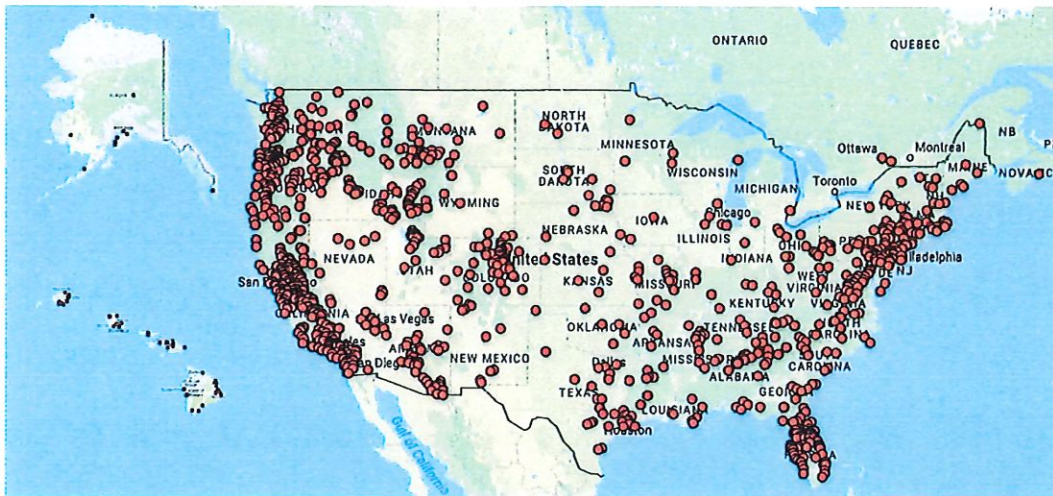
The best price today. The best value for years of tomorrows.

Cost is important to you. That's why we are fiercely competitive in pricing. But we also know that you're looking beyond bottom-line price to long-term value—the years of versatile and trouble-free service a COLD FORMED steel building will deliver.

Experience that's earned the trust of thousands of building owners just like you.

We partner with the leader in the development and implementation of building systems for the COLD FORMED steel building industry. For us, that means no barriers of entry into supplying, selling and construction of COLD FORMED steel buildings.

For owners like you, it means the satisfaction and peace of mind that come from precise planning, accuracy, timely delivery and flawless onsite assembly. We supply steel buildings, but we build trust.



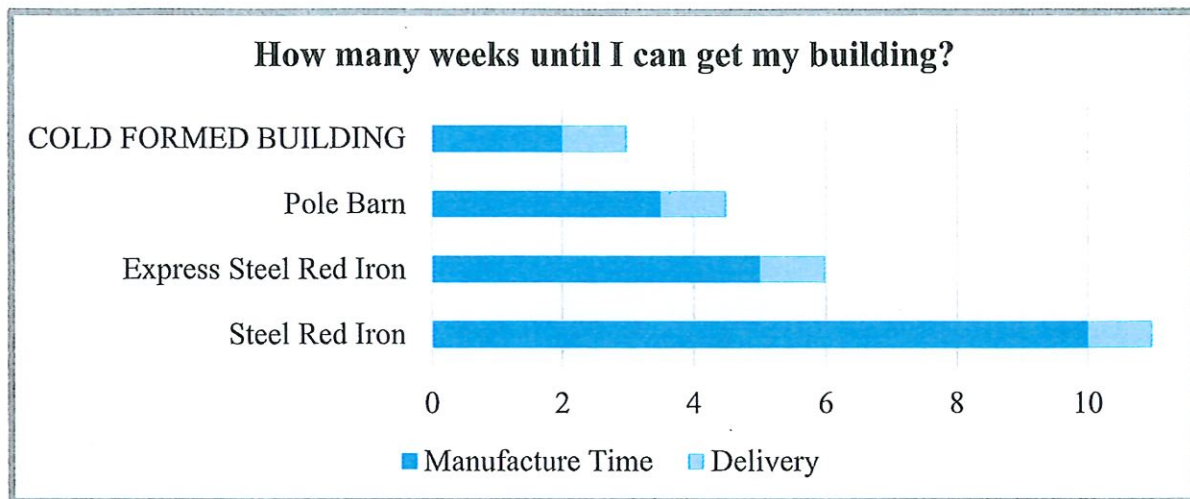
Leverage the experience and expertise that have earned the respect of thousands of satisfied building owners across the country.

Local permit requirements and our building kit—a perfect fit.

Rest assured that all our building designs are engineered to meet the requirements of your local building permit office.

A beautiful building your neighbors will envy—ready to deliver in two weeks.

Manufacturing time on roll form machines for the average COLD FORMED steel building is a lot faster than other types of buildings. In most cases we can have your building manufactured and ready to deliver in less than two weeks. Compare that to other building types.



Compare our response time for a COLD FORMED building to that of other building types.



Everything you need to assemble your building will be delivered promptly to your job site.

In no time at all, your new building will be up and in service—and in compliance with all local and state regulations. All of the components are standard cold rolled steel products such as cees, zees, channels, siding and trim. Fasteners and clips are also standard.



CITY OF FAIRBURN CITY COUNCIL AGENDA ITEM

SUBJECT: Installation of Apparatus Bay Structure for Temporary Fire Station

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

Submitted: 1/18/2023

Work Session: N/A

Council Meeting: 1/23/2023

DEPARTMENT: Property Management

BUDGET IMPACT: \$39,864.00

PUBLIC HEARING: () Yes (X) No

PURPOSE: Mayor and Council to approve the installation of an apparatus bay structure for the temporary fire station on Bohannon Road.

HISTORY: Due to major growth within the City and the extended response times of fire and rescue apparatus, there exist an emergency need to put a fire station on the eastside of the city for better service and fire protection for our citizens and businesses. The temporary fire station was approved by Mayor and Council on September 9, 2022 and has been installed at the Public Safety Training Center on Bohannon Road.

FACTS AND ISSUES: An apparatus bay is needed at this location to protect the emergency vehicles that will be assigned to this temporary fire station. According to the City's procurement policy, purchases may be made utilizing inter-governmental and public cooperative agreements and contracts. Through the Omnia Partners Governmental Cooperative Purchasing Program, Brown & Root Industrial Services will install the apparatus bay structure for the temporary fire station on Bohannon Road in an amount not to exceed \$39,840.00.

FUNDING SOURCE: Buildings/Build Improvement Fund: 230-0000-54-1300 (\$39,864.00)

RECOMMENDED ACTION: Mayor and Council approval of the installation of an apparatus bay structure for the temporary fire station on Bohannon Road in an amount not to exceed \$39,864.00 utilizing the Omnia Partners Governmental Cooperative Purchasing Program contract with Brown & Root Industrial Services, LLC.



Tony M. Phillips, City Administrator



Brown & Root

Forged from the past. Engineered for the future.

December 21, 2022
(Cost Proposal)

Letter No.: 22-0045/CJ
File No.: AT 230.1

**City of Fairburn
26 W Campbellton Street
Fairburn, Georgia 30213**

Attention: Dana Smith

Subject: RFP No.: R0045, Steel Building Erection ONLY

Contingent upon receipt of a signed Delivery Order to formally obligate Brown and Root Industrial Services, attached hereto is our Cost Proposal for the above referenced project, to accomplish the subject work.


Provide Labor Only for Installation / Erection of the 40' x 66' x 18' Cold Rolled Steel Building Provided by Others.

Project Cost: \$39,864.00

Thank you for this opportunity to serve you. If you have any questions, please contact the undersigned at (404) 377-6440.

Sincerely,

BROWN & ROOT INDUSTRIAL SERVICES



Curtis Jackson
Project General Manager

CJ/CJ

Attachments:

Scope of Work
RS Means Estimate
Building Quote (Owner Provided)

DATE: December 21, 2022
RFP: R0045
TITLE: Building Erection ONLY

1.0 SCOPE OF WORK

In accordance with the general contractor's instructions, subcontractor shall furnish all labor, material, supervision, equipment, insurance, taxes, overhead, and all other services necessary to provide Erection ONLY of Building for City of Fairburn as per this scope of work, local and National codes and specifications at 8563 Bohannon Road, Fairburn, Georgia 30213.

GENERAL INFORMATION:

- 1.0.1 Specifications are available for review at the BROWN & ROOT office upon request.
- 1.0.2 Subcontractor shall submit a complete progress schedule and a schedule of values to BROWN & ROOT at least 7 days prior to the commencement of any work.
- 1.0.3 Subcontractor[s] shall submit a written safety plan, within **5 days** of mobilizing on site, for approval by BROWN & ROOT Quality Control/Safety Manager. Safety plans shall consider all possible work activities and appropriate safety considerations.
- 1.0.4 Subcontractor[s] shall obtain all necessary building permits prior to the commencement of any work. All permits shall be maintained onsite throughout the construction period. Permitting costs/requirements are unknown at this time and are not included.
- 1.0.5 Upon the discovery of, or the suspicion of, any hazardous materials in the construction zone, the subcontractor shall immediately stop all work, leave the area, and notify BROWN & ROOT. Examples of hazardous materials are asbestos (in floor tile, ceiling tile, adhesives, insulation, etc), lead-based paint, possible toxic fumes, or a chemical spill of an unknown substance. Abatement of these materials is NOT included in this scope of services. Others shall perform any hazardous material abatement required prior to resuming work activities.
- 1.0.6 Subcontractor[s] shall restore the surrounding area/grounds, interior and exterior, at the subcontractor's expense, which may have been damaged during the construction period in the performance of the required work.
- 1.0.7 City of Fairburn /BROWN & ROOT is not responsible for tools, equipment, and/or material left on the job site.
- 1.0.8 Subcontractor[s] shall follow all OSHA and BROWN & ROOT safety regulations. Always have an emergency contact list available on site.
- 1.0.9 Subcontractor[s] shall provide a daily report for each activity on the job site to BROWN & ROOT at the beginning of the following day. Safety meeting reports shall be provided once a week to BROWN & ROOT.

DATE: December 21, 2022
RFP: R0045
TITLE: Building Erection ONLY

1.0.10 Trash and debris from construction and demolition become the property of the subcontractor, unless otherwise specified. Clean up and removal of construction debris shall be done on a daily basis. All debris is to be disposed in contractor containers and dumpsters. Owner equipment, facilities, cleaning supplies, dumpsters, etc are not to be used.

NOTE: These General Terms and Conditions are written for the protection of all parties involved in this construction project. These terms are not negotiable and are the guidelines by which all work will be completed.

Work is to include, but is not limited to, the following.

1.1 BUILDING ERECTION ONLY:

1.1.1 Contractor shall provide labor ONLY for installation/erection of the 40" x 66" x 18' cold rolled steel building provided by others per attached quote (MLOU91087075)221005-01547. Note: Must include engineered / erection drawings, hardware kit and installation directions from manufacturer.

2.0 DRAWINGS, SKETCHES AND SPECIFICATIONS:

2.1 Drawings and Sketches: N/A

2.2 Specifications:

2.2.1 N/A

8.0 Material Safety Data Sheets: A Material Safety Data Sheet is required to be on site five days prior to a hazardous material being brought on to any GHC Facility. The activity Hazard Analysis shall identify the person responsible for maintaining the MSDS documentation, ensuring personnel training, and proper container labeling. Each material must have its own separate data sheet.

9.0 CODES AND STANDARDS. All work by all trades should be in accordance with Federal, State, and Local Building Codes. GHC and BROWN & ROOT standards require careful attention to detail to ensure a durable, clean, and professionally constructed product. Work, which does not meet these standards, is unacceptable and will be redone until satisfactorily completed.

10.0 SPECIAL CONSIDERATIONS.

10.1 CLARIFICATIONS/SPECIAL CONSIDERATIONS:

Owner must provide clear, unobstructed access to construction site.

10.2 EXCLUSIONS: Permit, Engineering, Foundation Work, Grading, Utilities, Site Work, Architectural Finishes, Mechanical, Plumbing, Electrical, Doors, Windows, Any Building Metal Panels, Framing, Or Hardware, Insulation, Any Changes or Errors In Foundation Layout & Material Errors.

10.3 EXCEPTIONS: None

10.4 SALVAGEABLE/REPAIRABLE MATERIALS FOR TURN-IN: None

DATE: December 21, 2022

RFP: R0045

TITLE: Building Erection ONLY

10.5 PROTECTION OF WORK AND PROPERTY:

10.5.1 The Contractor shall continuously maintain protection of all work from damage and shall protect the owner's property from damage or loss arising in connection with the work to be performed.

10.5.2 Daily cleanup is mandatory. All debris generated by this project shall become the property of the Contractor and shall be removed from the job site to an approved landfill in accordance with applicable federal, state and/ or local regulations.

10.6 QUALITY ASSURANCE/ QUALITY CONTROL

10.6.1 All materials shall be installed per manufacturer's installation instructions and all applicable codes (UPC, UMC, NED, NPC, NFPAQ, and SMACNA), the GHC specifications, approved submittal requirements, and recognized good work practices.

10.7 SUBMITTALS

10.7.1 Daily Reports

Cost Estimate Report

Date: 12/21/2022

Dana Smith
Fairburn, Georgia, 30213
8563 Bohannon Road

Steel Building Erection for City of Fairburn

Year 2022

Unit Detail Report

Prepared By: Curtis Jackson

KHAFFA ENGINEERING CONSULTANTS

LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
Division 13 Special Construction					
133419501000	Pre-engineered steel building, clear span rigid frame, 30 psf roof and 20 psf wind load, 50' to 100' W x 20' eave H, incl. 26 ga. colored ribbed roofing & siding, excl. footings, slab, anchor bolts	2,640.00	SF Flr.	\$15.10	\$39,864.00
Division 13 Special Construction Subtotal					
					\$39,864.00
Subtotal					
				0.00%	\$0.00
General Contractor's Markup on Subs					
Subtotal					
				0.00%	\$0.00
General Conditions					
Subtotal					
					\$39,864.00
General Contractor's Overhead and Profit					
				0.00%	\$0.00
Grand Total					
					\$39,864.00



DISASTER AND NON-DISASTER RESTORATION OF OPERATIONAL SERVICES
Executive Summary

Lead Agency: Region 4 ESC

Solicitation: 19-16

RFP Issued: November 13, 2019

Pre-Proposal Date: December 4, 2019

Response Due Date: January 8, 2020

Proposals Received: #8

Awarded to: Brown & Root Industrial Services, LLC – R191603

The Board of Directors of Region 4 Education Service Center (ESC) issued RFP 19-16 on November 13, 2019, to establish a national cooperative contract for Disaster and Non-Disaster Restoration of Operational Services.

The solicitation included cooperative purchasing language in Sections I. Scope of Work:

NATIONAL CONTRACT

Region 4 ESC, as the Principal Procurement Agency, defined in Appendix D, has partnered with OMNIA Partners to make the resultant contract (also known as the "Master Agreement" in materials distributed by OMNIA Partners) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through OMNIA Partners' cooperative purchasing program. The Region 4 is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners (a "Participating Public Agency"). Appendix D contains additional information about OMNIA Partners and the cooperative purchasing agreement.

Notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- Region 4 ESC website
- OMNIA Partners, Public Sector website
- USA Today, nationwide
- Arizona Business Gazette, AZ
- San Bernardino Sun, CA
- Honolulu Star-Advertiser, HI
- The Advocate – New Orleans, LA
- New Jersey Herald, NJ
- Times Union, NY
- Daily Journal of Commerce, OR
- The State, SC
- Houston Community Newspapers, Cy Creek Mirror, TX
- Deseret News, UT
- Richmond Times, VA
- Seattle Daily Journal of Commerce, WA
- Helena Independent Record, MT

On January 8, 2020 proposals were received from the following offerors:

- DKI Restoration, LLC dba DKI Commercial Solutions, LLC
- HARBRO, Inc.
- CORE Construction Services of Texas
- Belfor USA Group, Inc.
- Cotton Commercial USA, Inc.
- Brown & Root Industrial Services, LLC
- Aqua One
- BMS CAT, LLC

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee determined that six (6) companies (DKI Restoration, LLC dba DKI Commercial Solutions, LLC, HARBRO, Inc., CORE Construction Services of Texas, Belfor USA Group, Inc., Cotton Commercial USA, Inc., Brown & Root Industrial Services, LLC) all demonstrating the ability to provide the services outlined in the solicitation while offering competitive pricing to members.

Region 4 ESC executed agreements with a contract effective date of May 1, 2020.

Contract includes:

- Restoration Services, Construction/Reconstruction/Renovation, Mobile lodging/Mobile Command Facilities, Environmental Response, Debris Removal and Industrial Hygiene Services
- Pricing is included in our warranty for one year.

Term:

Initial two-year agreement from May 1, 2020 through April 30, 2022 with the option to renew for three (3) additional one-year periods through April 30, 2025.

Pricing/Discount: Pricing structure is "Time and Materials".

OMNIA Partners, Public Sector Web Landing Pages: <https://public.omniapartners.com/suppliers/brown-and-root/contract-documentation#c35727>

Region 4 Education Service Center (ESC)

Contract # R191603

for

Disaster and Non-Disaster Restoration of Operational Services

with

Brown & Root Industrial Services, LLC

Effective: May 1, 2020

The following documents comprise the executed contract between the Region 4 Education Service Center and Brown & Root Industrial Services, LLC, effective May 1, 2020:

- I. Vendor Contract and Signature Form
- II. Supplier's Response to the RFP, incorporated by reference

APPENDIX A

CONTRACT

This Contract ("Contract") is made as of May 1, 2020 by and between Brown & Root Industrial Services, LLC ("Contractor") and Region 4 Education Service Center ("Region 4 ESC") for the purchase of Disaster and Non-Disaster Restoration of Operational Services ("the products and services").

RECITALS

WHEREAS, Region 4 ESC issued Request for Proposals Number R191603_ for Disaster and Non-Disaster Restoration of Operational Services ("RFP"), to which Contractor provided a response ("Proposal"); and

WHEREAS, Region 4 ESC selected Contractor's Proposal and wishes to engage Contractor in providing the services/materials described in the RFP and Proposal;

WHEREAS, both parties agree and understand the following pages will constitute the Contract between the Contractor and Region 4 ESC, having its principal place of business at 7145 West Tidwell Road, Houston, TX 77092.

WHEREAS, Contractor included, in writing, any required exceptions or deviations from these terms, conditions, and specifications; and it is further understood that, if agreed to by Region 4 ESC, said exceptions or deviations are incorporated into the Contract.

WHEREAS, this Contract consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth below shall control.

WHEREAS, the Contract will provide that any state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies") may purchase products and services at prices indicated in the Contract upon the Public Agency's registration with OMNIA Partners.

- 1) Term of agreement. The term of the Contract is for a period of two (2) years unless terminated, canceled or extended as otherwise provided herein. Region 4 ESC shall have the right to renew the Contract for three (3) additional one-year periods or portions thereof. Region 4 ESC shall review the Contract prior to the renewal date and notify the Contractor of Region 4 ESC's intent renew the Contract. Contractor may elect not to renew by providing three hundred sixty-five days' (365) notice to Region 4 ESC. Notwithstanding the expiration of the initial term or any subsequent term or all renewal options, Region 4 ESC and Contractor may mutually agree to extend the term of this Agreement. Contractor acknowledges and understands Region 4 ESC is under no obligation whatsoever to extend the term of this Agreement.
- 2) Scope: Contractor shall perform all duties, responsibilities and obligations, set forth in this agreement, and described in the RFP, incorporated herein by reference as though fully set forth herein.
- 3) Form of Contract. The form of Contract shall be the RFP, the Offeror's proposal and Best and Final Offer(s).

- 4) Order of Precedence. In the event of a conflict in the provisions of the Contract as accepted by Region 4 ESC, the following order of precedence shall prevail:
- i. This Contract
 - ii. Offeror's Best and Final Offer
 - iii. Offeror's proposal
 - iv. RFP and any addenda
- 5) Commencement of Work. The Contractor is cautioned not to commence any billable work or provide any material or service under this Contract until Contractor receives a purchase order for such work or is otherwise directed to do so in writing by Region 4 ESC.
- 6) Entire Agreement (Parol evidence). The Contract, as specified above, represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.
- 7) Assignment of Contract. No assignment of Contract may be made without the prior written approval of Region 4 ESC. Contractor is required to notify Region 4 ESC when any material change in operations is made (i.e. bankruptcy, change of ownership, merger, etc.).
- 8) Novation. If Contractor sells or transfers all assets or the entire portion of the assets used to perform this Contract, a successor in interest must guarantee to perform all obligations under this Contract. Region 4 ESC reserves the right to accept or reject any new party. A change of name agreement will not change the contractual obligations of Contractor.
- 9) Contract Alterations. No alterations to the terms of this Contract shall be valid or binding unless authorized and signed by Region 4 ESC.
- 10) Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to the Contractor unless otherwise approved by Region 4 ESC. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.

11) TERMINATION OF CONTRACT

- a) Cancellation for Non-Performance or Contractor Deficiency. Region 4 ESC may terminate the Contract if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this Contract due to failure by Contractor to carry out any obligation, term or condition of the contract. Region 4 ESC may issue a written deficiency notice to Contractor for acting or failing to act in any of the following:
- i. Providing material that does not meet the specifications of the Contract;
 - ii. Providing work or material was not awarded under the Contract;
 - iii. Failing to adequately perform the services set forth in the scope of work and specifications;
 - iv. Failing to complete required work or furnish required materials within a reasonable amount of time;

- v. Failing to make progress in performance of the Contract or giving Region 4 ESC reason to believe Contractor will not or cannot perform the requirements of the Contract; or
- vi. Performing work or providing services under the Contract prior to receiving an authorized purchase order.

Upon receipt of a written deficiency notice, Contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in Contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by Contractor under the Contract shall immediately become the property of Region 4 ESC.

- b) Termination for Cause. If, for any reason, Contractor fails to fulfill its obligation in a timely manner, or Contractor violates any of the covenants, agreements, or stipulations of this Contract Region 4 ESC reserves the right to terminate the Contract immediately and pursue all other applicable remedies afforded by law. Such termination shall be effective by delivery of notice, to the Contractor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps, models and reports prepared by Contractor will become the property of the Region 4 ESC. If such event does occur, Contractor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.
- c) Delivery/Service Failures. Failure to deliver goods or services within the time specified, or within a reasonable time period as interpreted by the purchasing agent or failure to make replacements or corrections of rejected articles/services when so requested shall constitute grounds for the Contract to be terminated. In the event Region 4 ESC must purchase in an open market, Contractor agrees to reimburse Region 4 ESC, within a reasonable time period, for all expenses incurred.
- d) Force Majeure. If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.

- e) Standard Cancellation. Region 4 ESC may cancel this Contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.
- 12) Licenses. Contractor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by Contractor. Contractor

shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the Contract. Region 4 ESC reserves the right to stop work and/or cancel the Contract if Contractor's license(s) expire, lapse, are suspended or terminated.

- 13) Survival Clause. All applicable software license agreements, warranties or service agreements that are entered into between Contractor and Region 4 ESC under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Contractor shall survive expiration or termination of the Contract.
- 14) Delivery. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period, the Contractor must receive authorization for the delayed delivery. The order may be canceled if the estimated shipping time is not acceptable. All deliveries shall be freight prepaid, F.O.B. Destination and shall be included in all pricing offered unless otherwise clearly stated in writing.
- 15) Inspection & Acceptance. If defective or incorrect material is delivered, Region 4 ESC may make the determination to return the material to the Contractor at no cost to Region 4 ESC. The Contractor agrees to pay all shipping costs for the return shipment. Contractor shall be responsible for arranging the return of the defective or incorrect material.
- 16) Payments. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.
- 17) Price Adjustments. Should it become necessary or proper during the term of this Contract to make any change in design or any alterations that will increase price, Region 4 ESC must be notified immediately. Price increases must be approved by Region 4 ESC and no payment for additional materials or services, beyond the amount stipulated in the Contract shall be paid without prior approval. All price increases must be supported by manufacturer documentation, or a formal cost justification letter. Contractor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC. It is the Contractor's responsibility to keep all pricing up to date and on file with Region 4 ESC. All price changes must be provided to Region 4 ESC, using the same format as was provided and accepted in the Contractor's proposal.

Price reductions may be offered at any time during Contract. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all users equally; 2) reduction is for a specific period, normally not less than thirty (30) days; and 3) original price is not exceeded after the time-limit. Contractor shall offer Region 4 ESC any published price reduction during the Contract term.

- 18) Audit Rights. Contractor shall, at its sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Contract. Region 4 ESC reserves the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. Region 4 ESC shall have the authority to conduct random audits of Contractor's pricing at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Contractor's pricing at Contractor's sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third-

party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC.

- 19) Discontinued Products. If a product or model is discontinued by the manufacturer, Contractor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.
- 20) New Products/Services. New products and/or services that meet the scope of work may be added to the Contract. Pricing shall be equivalent to the percentage discount for other products. Contractor may replace or add product lines if the line is replacing or supplementing products, is equal or superior to the original products, is discounted similarly or greater than the original discount, and if the products meet the requirements of the Contract. No products and/or services may be added to avoid competitive procurement requirements. Region 4 ESC may require additions to be submitted with documentation from Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 4 ESC may reject any additions without cause.
- 21) Options. Optional equipment for products under Contract may be added to the Contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.
- 22) Warranty Conditions. All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.
- 23) Site Cleanup. Contractor shall clean up and remove all debris and rubbish resulting from their work as required or directed. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean, safe and unobstructed condition.
- 24) Site Preparation. Contractor shall not begin a project for which the site has not been prepared, unless Contractor does the preparation work at no cost, or until Region 4 ESC includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.
- 25) Registered Sex Offender Restrictions. For work to be performed at schools, Contractor agrees no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Contractor agrees a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at Region 4 ESC's discretion. Contractor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.
- 26) Safety measures. Contractor shall take all reasonable precautions for the safety of employees on the worksite and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Contractor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

- 27) Smoking. Persons working under the Contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.
- 28) Stored materials. Upon prior written agreement between the Contractor and Region 4 ESC, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Region 4 ESC prior to payment. Such materials must be stored and protected in a secure location and be insured for their full value by the Contractor against loss and damage. Contractor agrees to provide proof of coverage and additionally insured upon request. Additionally, if stored offsite, the materials must also be clearly identified as property of Region 4 ESC and be separated from other materials. Region 4 ESC must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Region 4 ESC, it shall be the Contractor's responsibility to protect all materials and equipment. Contractor warrants and guarantees that title for all work, materials and equipment shall pass to Region 4 ESC upon final acceptance.
- 29) Funding Out Clause. A Contract for the acquisition, including lease, of real or personal property is a commitment of Region 4 ESC's current revenue only. Region 4 ESC retains the right to terminate the Contract at the expiration of each budget period during the term of the Contract and is conditioned on a best effort attempt by Region 4 ESC to obtain appropriate funds for payment of the contract.
- 30) Indemnity. Contractor shall protect, indemnify, and hold harmless both Region 4 ESC and its administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the Contractor, Contractor employees or subcontractors in the preparation of the solicitation and the later execution of the Contract. Any litigation involving either Region 4 ESC, its administrators and employees and agents will be in Harris County, Texas.
- 31) Marketing. Contractor agrees to allow Region 4 ESC to use their name and logo within website, marketing materials and advertisement. Any use of Region 4 ESC name and logo or any form of publicity, inclusive of press releases, regarding this Contract by Contractor must have prior approval from Region 4 ESC.
- 32) Certificates of Insurance. Certificates of insurance shall be delivered to the Region 4 ESC prior to commencement of work. The Contractor shall give Region 4 ESC a minimum of ten (10) days' notice prior to any modifications or cancellation of policies. The Contractor shall require all subcontractors performing any work to maintain coverage as specified.
- 33) Legal Obligations. It is Contractor's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services and shall comply with all laws while fulfilling the Contract. Applicable laws and regulation must be followed even if not specifically identified herein.

OFFER AND CONTRACT SIGNATURE FORM

The undersigned hereby offers and, if awarded, agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing.

Company Name Brown & Root Industrial Services, LLC
Address 2451 Crystal Drive, Suite 425
City/State/Zip Arlington, VA 22202
Telephone No. 703.628.5491
Email Address rick.farrag@brownandroot.com
Printed Name Rick Farrag
Title Vice President

Authorized signature _____

Accepted by Region 4 ESC:

Contract No. R191603

Initial Contract Term May 1, 2020 to April 30, 2022

Margaret S. Bass
Region 4 ESC Authorized Board Member
Margaret S. Bass
Print Name

4/28/2020
Date

Carmen T. Moreno
Region 4 ESC Authorized Board Member
Carmen T. Moreno
Print Name

4/28/2020
Date

Appendix B

TERMS & CONDITIONS ACCEPTANCE FORM

Signature on the Offer and Contract Signature form certifies complete acceptance of the terms and conditions in this solicitation and draft Contract except as noted below with proposed substitute language (additional pages may be attached, if necessary). The provisions of the RFP cannot be modified without the express written approval of Region 4 ESC. If a proposal is returned with modifications to the draft Contract provisions that are not expressly approved in writing by Region 4 ESC, the Contract provisions contained in the RFP shall prevail.

Check one of the following responses:

- ☒ Offeror takes no exceptions to the terms and conditions of the RFP and draft Contract.

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

- ☐ Offeror takes the following exceptions to the RFP and draft Contract. All exceptions must be clearly explained, reference the corresponding term to which Offeror is taking exception and clearly state any proposed modified language, proposed additional terms to the RFP and draft Contract must be included:

(Note: Unacceptable exceptions may remove Offeror's proposal from consideration for award. Region 4 ESC shall be the sole judge on the acceptance of exceptions and modifications and the decision shall be final.)

If an offer is made with modifications to the contract provisions that are not expressly approved in writing, the contract provisions contained in the RFP shall prevail.)

Section/Page	Term, Condition, or Specification	Exception/Proposed Modification	Accepted (For Region 4 ESC's use)



CITY ADMINISTRATOR'S MONTHLY REPORT

DECEMBER 2022

FAIRBURN, GA

AUTHORED BY: TONY M. PHILLIPS



CITY ADMINISTRATOR

MR. TONY M. PHILLIPS, CPM®

Greetings Honorable Mayor & City Council Members,

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

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

Staff maintains a daily focus on providing extraordinary customer service, while listening to our neighborhoods, communities, and local businesses. Our goal is to support a safe, inclusive, innovative, and economically vibrant city.

This report summarizes activities for December 2022. The City, under the leadership of the Honorable Mayor Mario Avery, continues its “Fairburn Forward” initiative highlighted by our three R’s (Refresh, Rebrand, Renew).

December 2022 Highlights

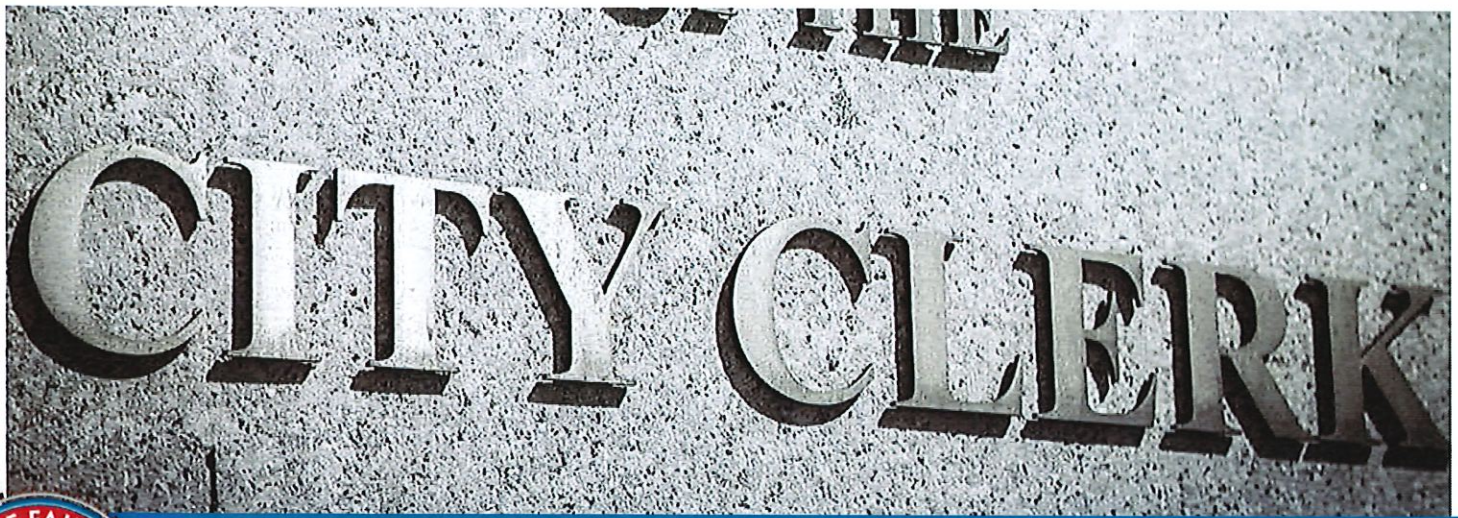
- Christmas Tree Lighting Event
- Christmas Gala (Staff & Stakeholders Recognition)
- New Business: Lady Fannie Mae’s Ultimate Seafood
- Angel Tree Program in conjunction with Fairburn Housing Authority
- Shop with a Cop Annual Event
- Wellness Team sponsored Financial Wellness Lunch & Learn “Mastering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

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

Fairburn is an extraordinary city with a bright path ahead. This report highlights our initial and ongoing efforts to improve delivery of services in line with your collective vision as our elected leaders. Please review a summary of the City’s successful outcomes from December 2022.

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





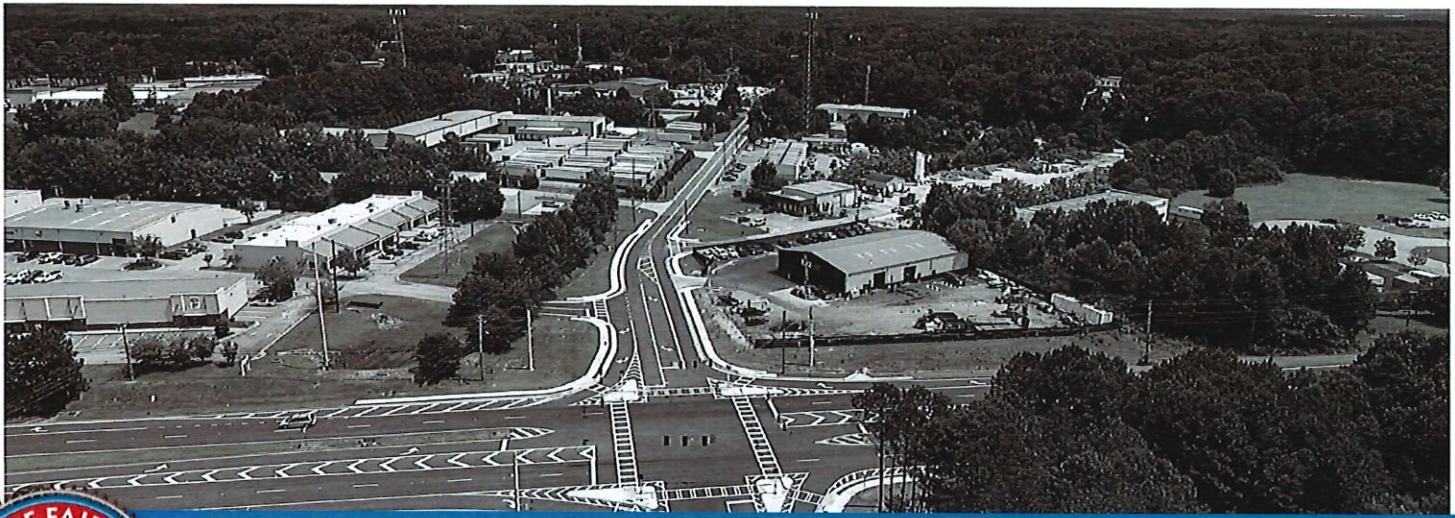
CITY CLERK

CITY CLERK: BRENDA JAMES

DECEMBER 2022

Department Highlights/Accomplishments:

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



COMMUNICATIONS

CONSULTANT: ASHLEY NICOLE COMMUNICATIONS

DECEMBER 2022

Department Updates:

Written and Distributed Press Releases

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

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

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

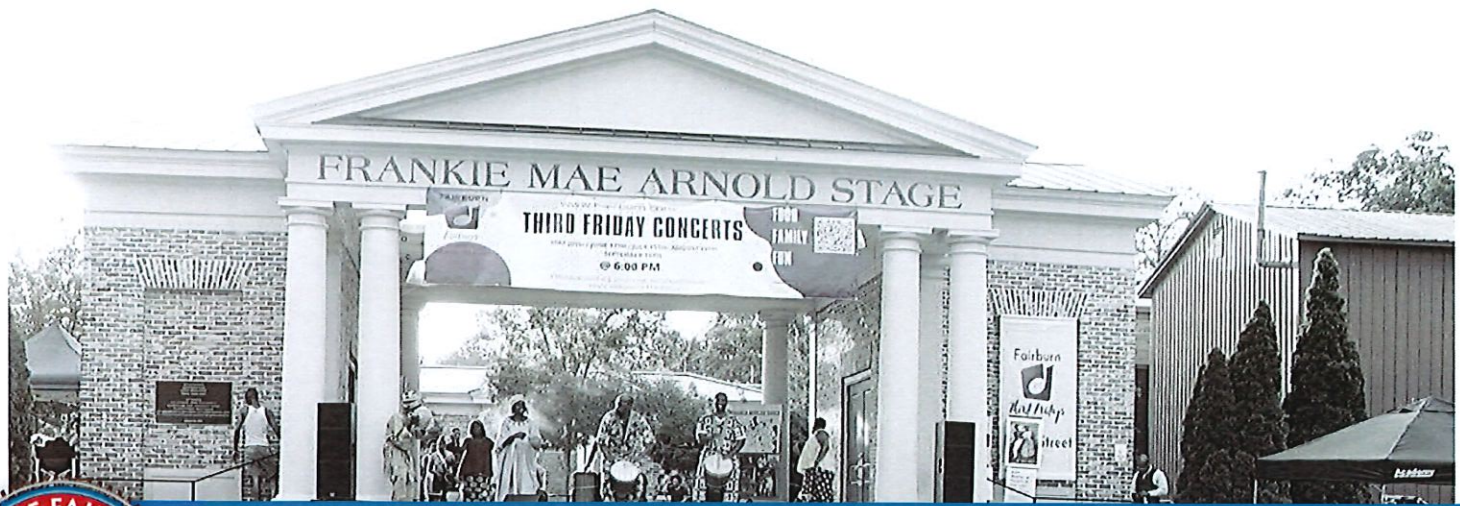
- Merry Christmas Message
- Office Closure Notice
- Youth Soccer
- Filming Notice
- Winter Warming Resources
- Holiday Safety Tips
- Teen Basketball Referee Clinic
- Power Outage
- GFL Trash Pickup

Projects & Marketing Materials Created

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

Website Management

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



ECONOMIC DEVELOPMENT

DIRECTOR: SYLVIA ABERNATHY

DECEMBER 2022



Department Highlights/Accomplishments:

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

Department Updates:

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

- Panel recommendation to re-open bid to broaden respondent pool – November 2022
 - Issuance of new RFP. December – February 2023
- Utility Box Murals – Submitted Draft Call to Arts Advisory Council. – November 17th
 - Vote approving solicitation of artists.
 - Approval by Art Advisory Council of mural locations.
 - Call for Artists. – February 2023
- Adopt-A-Planter Program – submitted a proposal for the implementation of the program. In Process
- Façade Grant Program
 - Funding Approved
 - Reviewing with consultants options to establish technical design support options and a downtown look-book guide beautification process.
- Film Permit Fee Schedule
- Town Square Historic Clock
 - Fact-finding phase.
 - Submission for Art Advisory Council review and input. January/February
- Downtown Catalytic Site Development:
 - Review of potential Catalytic Site in downtown Fairburn, Off Broad. –Ongoing
 - Retail Strategies meeting regarding retail recruitment and downtown implementation efforts. Review of case studies with comparable Fairburn communities. – In Process
 - Urban Pulse to discuss upcoming projects with downtown development, funding incentives, and economic development activities – Ongoing
 - Redevelopment of downtown parcels. Business Development and Activation: Ongoing discussions with business and property-owner stakeholders.

Upcoming Events/Actions/Meetings:

- Economic Development Strategic Plan Update
- Business Alliance Meeting - TBA
- Planter Program/ Adopt-A-Spot
- Soofa Navigational System Report
- Art Advisory Council Meeting – January 19th
- Development Authority (DA) Meeting – February 28th
- Main Street Board Meeting -February 21st



FINANCE

DIRECTOR: BRYAN STEPHANS

DECEMBER 2022

Department Updates:

Daily Operations

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

Project Status:

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

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

Upcoming Events/Actions/Meetings:

- Policies & Council Items
- Procurement Policy
- Budget Amendment



FIRE

CHIEF CORNELIUS ROBINSON

DECEMBER 2022

Department Highlights/Accomplishments:

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

Department Updates:

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



HUMAN RESOURCES



HUMAN RESOURCES

DIRECTOR: TALISHA CHAMPAGNE

DECEMBER 2022

Department Highlights/Accomplishments:


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

Department Updates:

City's Hiring & Turnover stats for December 2022:

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

Project Status:

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



MUNICIPAL COURT

ADMINISTRATOR: LISA BROWNLEE-MACK

DECEMBER 2022

Department Highlights/Accomplishments:

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

Upcoming Events/Actions/Meetings:

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



PARKS & RECREATION

DIRECTOR: CHAPIN SCOTT

DECEMBER 2022

Department Highlights/Accomplishments:

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

Department Updates:

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

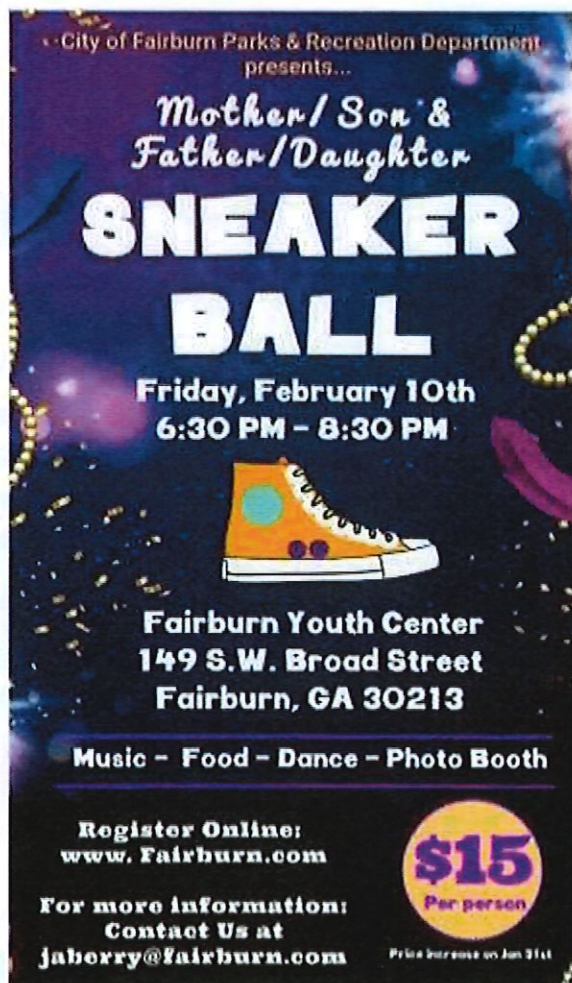
Project Status:

- Parks Master Plan – RFP complete – releases Jan. 17th
- Master Event Calendar – Complete
- Youth Center HVAC installation – Complete
- Duncan Park entrance gate repair – Complete
- Outdoor basketball court fence repair – Complete
- Duncan Park field maintenance – On-going
- Youth Center landscape – Complete
- Youth Center access control – Complete
- Dedication Signs – Duncan Park Pool – Installed
- Installation of (2) additional cameras at Duncan Park – In process

Upcoming Events/Actions/Meetings:

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

Marketing Materials




City of Fairburn Parks & Recreation Department
presents...

*Mother/Son &
Father/Daughter*

SNEAKER BALL

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



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

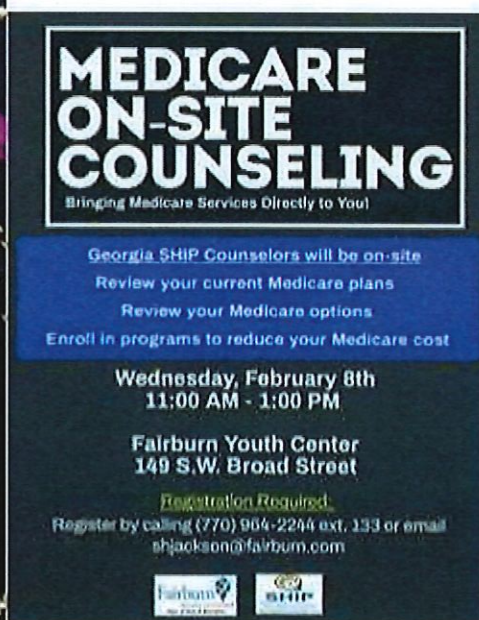
Music – Food – Dance – Photo Booth

Register Online:
www.fairburn.com

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

\$15
Per person

Price increase on Jan 31st



MEDICARE ON-SITE COUNSELING

Bringing Medicare Services Directly to You!

Georgia SHIP Counselors will be on-site



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

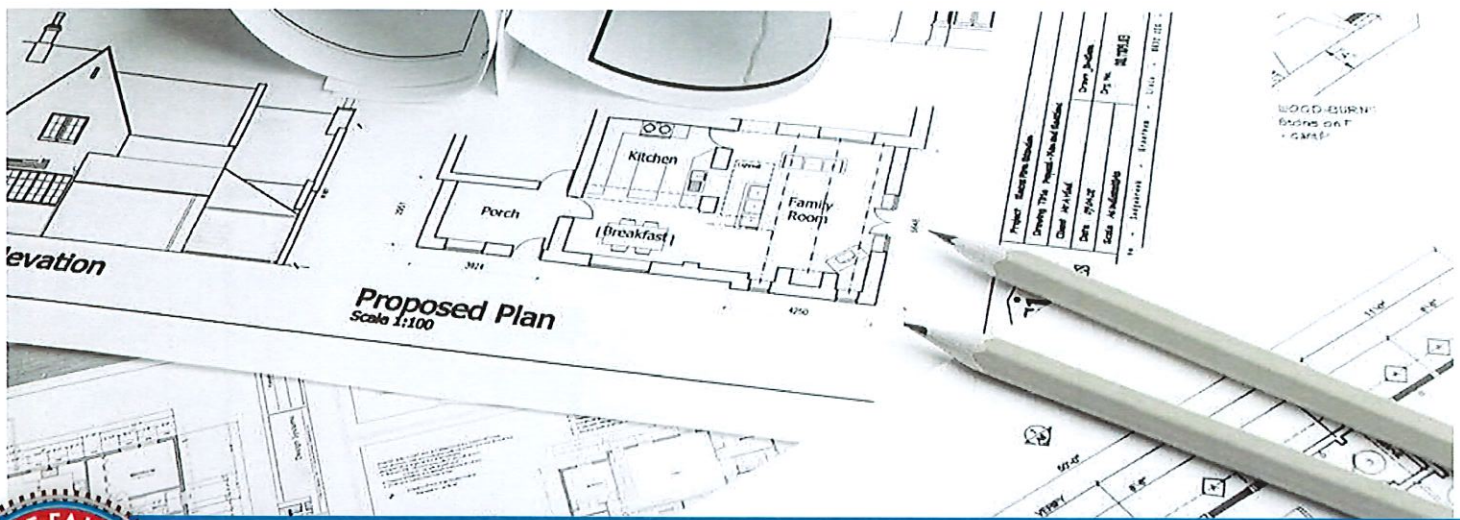
Wednesday, February 8th
11:00 AM - 1:00 PM

Fairburn Youth Center
149 S.W. Broad Street

Registration Required

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





PLANNING & ZONING

DIRECTOR: DENISE BROOKINS

DECEMBER 2022

Department Highlights/Accomplishments:

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

Boards & Commissions Meetings

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

Community Meetings and other Meetings:

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

Planning Permits:

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

Development Projects Under Review:

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

Processed Rezoning/Use Permit Petitions:

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

Processed Variance Petitions:

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

Upcoming Rezoning/Use Permit Petitions:

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

Upcoming Variance Petitions:

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

Processed Plats:

Andy Anderson, Jr Final Plat – three residential lots

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

Habitat for Humanity, Final Plat – three residential lots

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

Upcoming Plats:

Fairburn Fire Station Plat, Final Plat – three residential lots

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

Proposed Text Amendments:

- Add liquor stores to the list of prohibited uses within the Highway 74 Overlay District
- Revise the text for prohibited tire treading and recapping uses to add tire repair shops and add a separation distance requirement for automobile repair shops (to include oil change, body repair, and tire repair shops)
- Notice of public hearing letters to property owners distance increase from 500 feet
- Zoning Procedures Law procedural amendments
- Conceptual Plat expiration period.
- Define front, side, and rear yard.
- Define allowed uses in the DTMU zoning district.
- Add regulations for patios and uncovered decks to encroach in the required setbacks.
- Film Permit Policy requires additional updates to cover any request to rent public facilities

Code Enforcement Data

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

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

Building Permit Data:

(No new permits were issued)

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



POLICE

INTERIM CHIEF ANTHONY BAZYDLO

DECEMBER 2022

Department Highlights/Accomplishments:

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

Department Updates:

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

Project Status:

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

Upcoming Events/Actions/Meetings:

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



Fairburn Police Department

Anthony Bazydlo

Interim Chief of Police

191 SW Broad Street
Fairburn, GA 30213

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



December 2022 Crime Report

Total Part 1 Crime Incidents

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

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

<u>Month</u>	<u>Increase / Decrease</u>	<u>Total Part 1 Crimes</u>
January 2021	- 56.9%	26
February 2021	- 7.4%	25
March 2021	- 19.4%	31
April 2021	- 22.2%	21
May 2021	4%	26
June 2021	- 9.6%	29
July 2021	- 14.2%	32
August 2021	- 35.2%	24
September 2021	- 30.5%	26
October 2021	- 39%	25
November 2021	28%	32
December 2021	- 26.3%	28
January 2022	7.6%	28
February 2022	- 20%	20
March 2022	- 12.9%	27
April 2022	4.7%	22
May 2022	30.7%	34
June 2022	17.2%	34
July 2022	- 37.5%	20
August 2022	41.6%	34
September 2022	- 3.8%	25
October 2022	40%	35
November 2022	9.3%	35
December 2022	39%	39



Fairburn Police Department

Anthony Bazydlo

Interim Chief of Police

Executive Summary December 2022



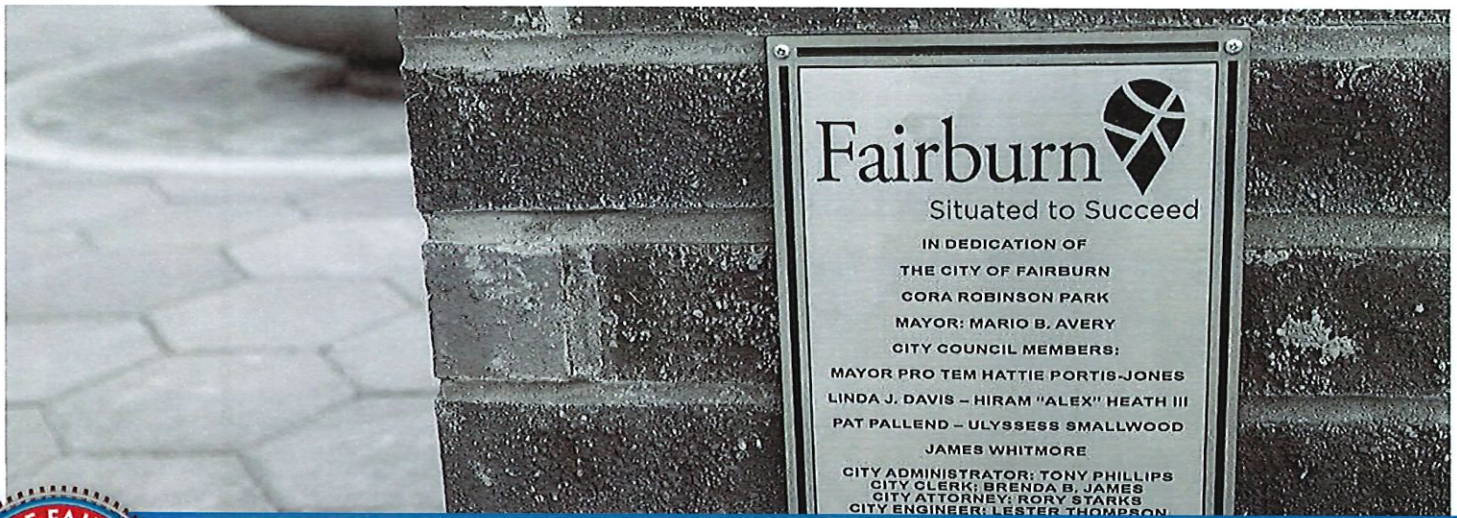
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- **Uniform Patrol Division**
 - Total Calls Answered: 870
 - Self-Initiated 1,809
 - Dispatched 870
 - Arrests 27
 - Arrest – Released 42
 - Citations 463
 - Warnings 1,166
 - Incident Reports 362
 - Accident Reports 109
- **Special Ops**
 - Total Calls Answered: 13
 - Self-Initiated 265
 - Dispatched 13
 - Arrests 8
 - Arrest – Released 12
 - Citations 58
 - Warnings 190
 - Incident Reports 60
 - Accident Reports 0
- **Criminal Inv. Division – December**
 - Cases Assigned 85
 - Ex-Cleared 6
 - Cleared by Arrest 0
 - Unfounded 5
 - Inactivated 17
- **CID – Cases Prior to December**
 - Carry Over 218
 - Ex-Cleared 12
 - Cleared by Arrest 14
 - Unfounded 4
 - Inactivated 41
- **Internal Affairs**
 - Vacancies
 - 3 officers
 - 1 military leave (PD)
 - 2 out on medical leave

Code Enforcement

December 2022

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



PROPERTY MANAGEMENT

DIRECTOR: VACANT

DECEMBER 2022

Department Highlights/Accomplishments:

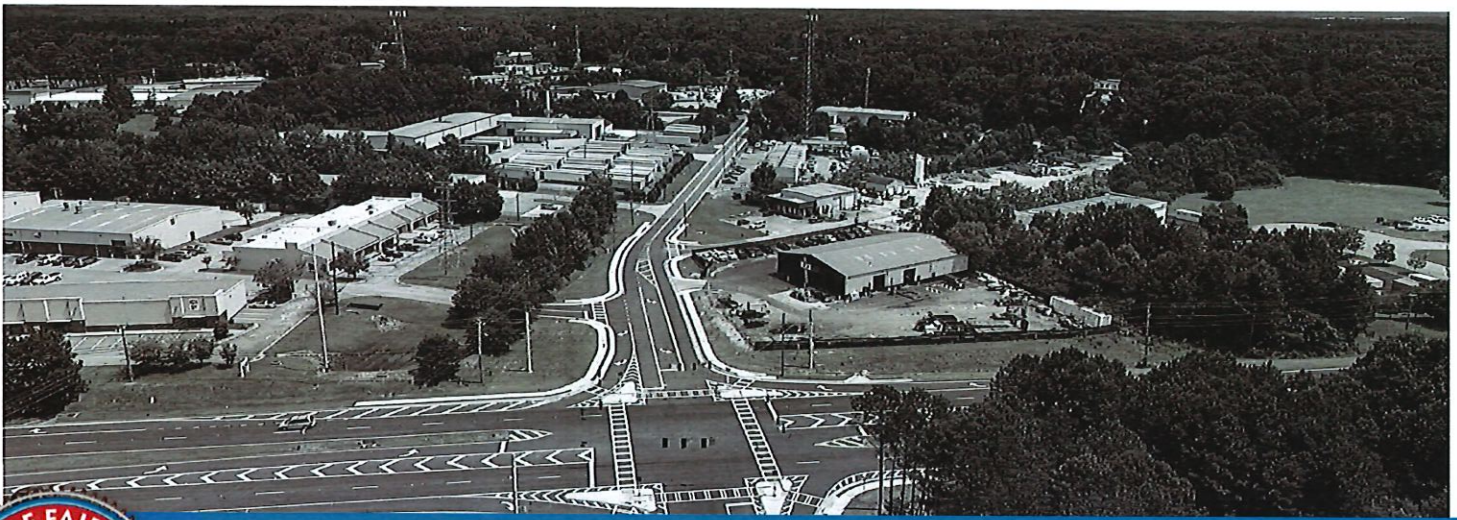
- Repaired plumbing and HVAC leaks at Police HQ.
- Repaired plumbing leaks at the Youth Center, Municipal Court, and Casablanca.
- Performed HVAC repairs at GMC campus buildings.
- Old Campbell Courthouse post fire Asbestos abatement and debris removal is completed. Post abatement and debris removal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

Department Updates:

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

Upcoming Events/Actions/Meetings:

- Publish RFPs for on Call/Preferred Maintenance Contractor services.
- Publish RFP for Preventive Maintenance contracts.
- Spatial planning of unused Fairburn Educational buildings (Breneau and Shell buildings).
- Soliciting vendors for backup generator Utilities and Fire HQ/FS#22/Youth Center buildings.
- Assess emergency power and generator connections at Police HQ.
- Facility Condition Assessment Report will be provided after assessments are completed.



PUBLIC WORKS

DIRECTOR: LESTER THOMPSON

DECEMBER 2022

Department Highlights/Accomplishments:

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

Department Updates:

Community Development Projects Under Construction		
Project Name	Permit Type	Permit Issuance Date
Copart Fairburn	Clearing & Grading Permit	November 17 th , 2022
Ren Park Apartments	Land Disturbance Permit	November 10 th , 2022
South Park, Building B	Land Disturbance Permit	November 8 th , 2022
SIXTY-NINE ZERO FIVE DEV CO. - 6905 Virlyn B. Smith (Renaissance Festival)	Timber Harvesting Permit	October 26 th , 2022
96 Howell Avenue, Lot 3, Water and Sewer Project	Land Disturbance Permit	September 28 th , 2022
1162 Hwy 54 East, LLC	Land Disturbance Permit	September 28 th , 2022
Project Miles Trailer Parking	Land Disturbance Permit	July 29 th , 2022
South Park, Building A	Land Disturbance Permit	July 20 th , 2022
Package Depot Plaza	Land Disturbance Permit	April 12 th , 2022
Fairburn DC, Howell Avenue	Land Disturbance Permit	February 8 th , 2022
Trillium Reserve Subdivision	Land Disturbance Permit	September 29 th , 2021
Fern Dale Subdivision	Land Disturbance Permit	March 31 st , 2021
Legend Creek Subdivision	Land Disturbance Permit	October 15 th , 2020

Public Works/Capital Improvement Projects Under Design			
Project Name	Design Firm	Current Design Phase	Let Date
I-85 @ SR 74/Senoia Road Interchange Project (PI# 0007841)*	TranSystems Corporation	Right-of-Way Acquisition/Final Design	Management Let Date: October 15 th , 2023
Southeast Broad Street/McLarin Road Pedestrian Improvements Project	Pond & Company	Letting	November 9 th , 2022
CDBG, Golightly Street Pedestrian Improvements Project	Pond & Company	Letting	November 9 th , 2022
Virlyn B. Smith Pedestrian Improvements Project	Pond & Company	Letting	November 9 th , 2022
CDBG, Lightning Community Rain Garden & Greenspace Project	Pond & Company	Preliminary Design	March 15 th , 2023 (anticipated)
Park Road Extension/Duncan Park Secondary Access Road	Southeaster n Engineering, Inc.	Environmental Screening/Databas e Development	March 15 th , 2023 (anticipated)
Oakley Industrial Boulevard Roadway Extension to Gullatt Road via Cleckler Road	Southeaster n Engineering, Inc.	Field Survey/Database Development	May 31 st , 2023 (anticipated)

* The I-85 @ SR 74/Senoia Road Interchange Project currently has fifty-seven (57) parcels; the preliminary parcel count was fifty (50) parcels. GDOT has closed on twenty-seven (27) parcels. Forty-four (44) appraisals have been released and approved for negotiation. A couple of high-level appraisals are schedule to be completed by the end of January 2023. No condemnations have been filed as of yet.

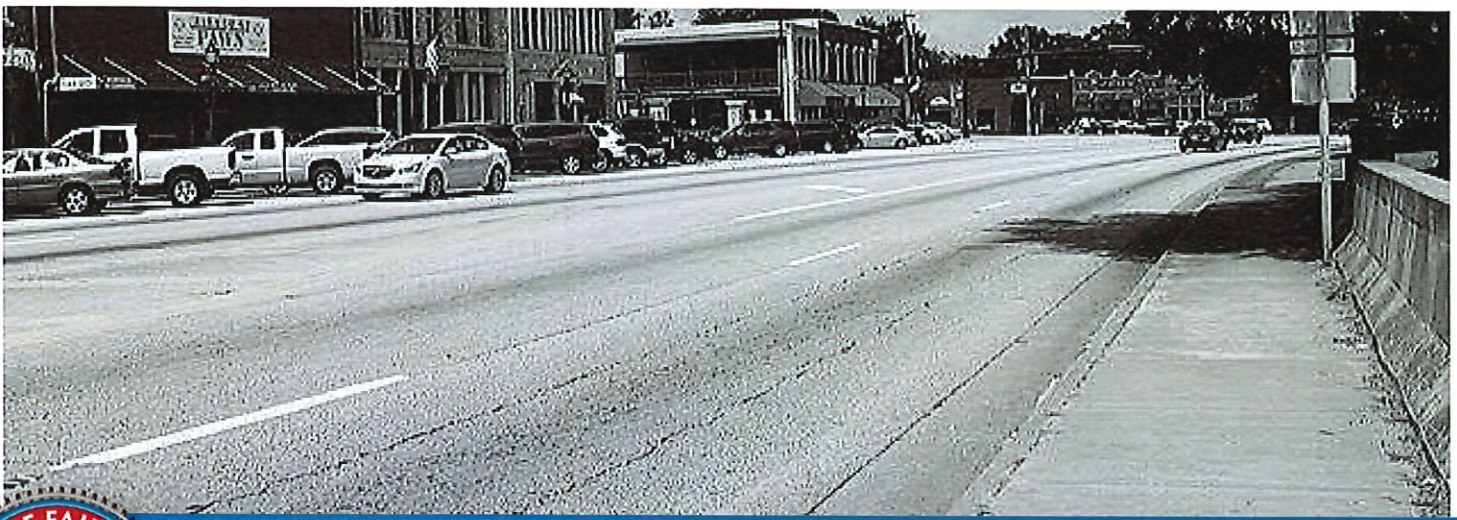
Public Works/Capital Improvement Projects Under Construction		
Project Name	Notice to Proceed Date (NTP)	Completion Date(s)
Downtown LCI Streetscape Project [SR 14; CS 4130/W CAMPBELLTON ROAD & CS 4050/SMITH STREET-LCI] (19-005/PI #0012636)	July 6 th , 2020	Substantial: April 13 th , 2022 Final: May 22 nd , 2022 (outstanding)

Public Works/Capital Improvement Projects Completed in 2022:

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

Upcoming Events/Actions/Meetings:

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



STREETS

DIRECTOR: GALE HIGGS

DECEMBER 2022

Department Highlights/Accomplishments:

- 4 Employees Received Flagger Certifications
- 1 New Employee Hired

Department Updates:

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

Project Status: Pending

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

Upcoming Events/Actions/Meetings:

None.



UTILITIES

DIRECTOR: JOHN MARTIN

DECEMBER 2022

Department Highlights/Accomplishments:

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

Customer Service/Meter Reading:

Meetings:

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

Trainings: N/A

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

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

Tasks:

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

Billing Information:

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

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

Electric:

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

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

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

Water/Sewer:

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

Contractor Water & Sewer Repairs:

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

Stormwater:

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

FOG (Fats, Oils, & Grease):

- Identified all commercial FOG customers
- 47 FOG letters mailed

Department Updates:

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

Project Status:

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

Upcoming Events/Actions/Meetings:

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