

CITY ADMINISTRATOR'S MONTHLY REPORT 2025

AUGUST

REFLECTING ON
ACHIEVEMENTS, INSPIRING
FUTURE POSSIBILITIES

Prepared By:
Tony M. Phillips



Leading with Vision, Inspiring Success

Greetings Honorable Mayor and City Council Members,

Fairburn is a growing city making significant, meaningful strides through collaboration—because we are truly “Stronger Together.” In August 2025, our city departments, community partners, and elected leaders worked shoulder to shoulder to deliver results that matter to our residents. This report highlights the progress and achievements that embody our unwavering commitment to service and our vision of a city “Situated to Succeed.”

As public servants, we continue to shape a city that is responsive, innovative, and prepared for the future. August marked another month of measurable accomplishments:

- **Infrastructure:** Installation of the generator at our 102 Howell Avenue facility advanced to ensure operational readiness.
- **Communications:** Finalized the Fall Festival marketing framework, launched vendor recruitment, expanded social media promotion, and coordinated internal and external outreach for upcoming Hispanic Heritage and Music Under the Stars events.
- **Economic Development:** Partnered with the Airport District Alliance to establish the City of Fairburn Destination Marketing Organization (DMO) and, with Council’s approval, successfully fulfilled the state-mandated requirement.
- **Fire Department:** Achieved a flawless Georgia Firefighter Standards & Training Council Audit—demonstrating State compliance, professional readiness, and a strong culture of safety and preparedness.

- **Parks & Recreation:** Hosted engaging programs for our seniors, including Sensational Seniors Self-Defense (Aug. 1), Just Say Hello (Aug. 12), and the Pickleball Team Kickoff (Aug. 14).

These highlights represent only a portion of August’s progress. With the vision of our Mayor and City Council, the dedication of our talented staff, and the support of our residents, Fairburn is building a stronger, safer, and more connected community. Together, we are shaping the city’s next chapter with confidence and purpose—because Fairburn will always be “Stronger Together.”

As we look ahead, the progress highlighted in this report is more than a record of tasks completed — it is evidence of a city moving forward with unity, purpose, and resolve. Guided by the vision of our Mayor and City Council, empowered by the dedication of our staff, and strengthened by the support of our residents, Fairburn continues to demonstrate what it means to be “Situated to Succeed” and “Stronger Together.” With each initiative and accomplishment, we are not only meeting today’s needs but also laying the foundation for an even stronger, safer, and more vibrant Fairburn for generations to come.



Tony M. Phillips
City Administrator



Key Accomplishments & Initiatives

- Public Safety Complex has completed the construction. LDP has been submitted for review and coordination with GDOT is ongoing.
- 102 Howell Avenue Generator installation is in progress.
- Fire Station 22 roofing repairs completed.
- HVAC repairs Fire Station 21 and Municipal Court scheduled to begin next month.
- Fire Station 21 interior repairs and renovations are ongoing.
- Assembled and installed furniture for staff.
- Completed renovations for Utilities Superintendent Office.
- Completed office relocation for staff.

Safety & Risk Management

- Processed insurance claims.
- Managed First Aid, AED & Fire Extinguisher services.
- Maintained vendors, consultants, and contractor's Certificate of Insurance to comply with contractual and regulatory requirements.
- Created and distributed the Monthly Safety Newsletter – Flood Watch, Warning, Advisory: Know the Difference and Be Prepared.
- Coordinated with vendors to provide future safety training.
- Conducted mandatory Fire & Emergency Evacuation Trainings with Fire Marshal for all staff.
- Redistributed Newsletter regarding Heat Exhaustion and Heat Stroke during heat advisory.



291

Open Records Requests
Received for August



\$1,759

Open Records Requests
Payments Received

Key Accomplishments & Initiatives

- Processed Mayor and Council RAMP Cards
- Processed Request for Checks for training classes
- Emailed weekly open record reports to City Attorney, Mayor and City Administrator
- Processed City Council Minutes
- Signed Business Licenses
- Signed Alcohol Licenses
- Processed all Invoice Payments
- Completed Qualifying for General and Special Election
- Sent all Election Information to Fulton County
- Complete all Election Information to the State Ethics Commission
- Prepared Work Session & Council Agenda Packets
- Completed and filed all May Contracts
- Attended Ethics Board Meeting

Communications Department

DIRECTOR: JACQUELINE HOWELL

Key Accomplishments & Initiatives

Strategic Communications Execution

- Drafted and finalized the Sponsorship Policy and Package, ready for Council review in September.

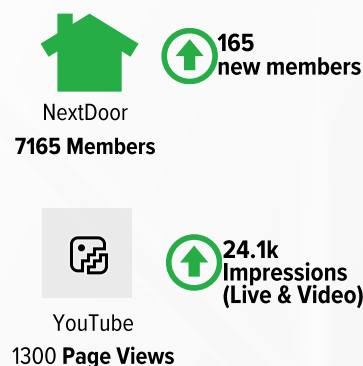
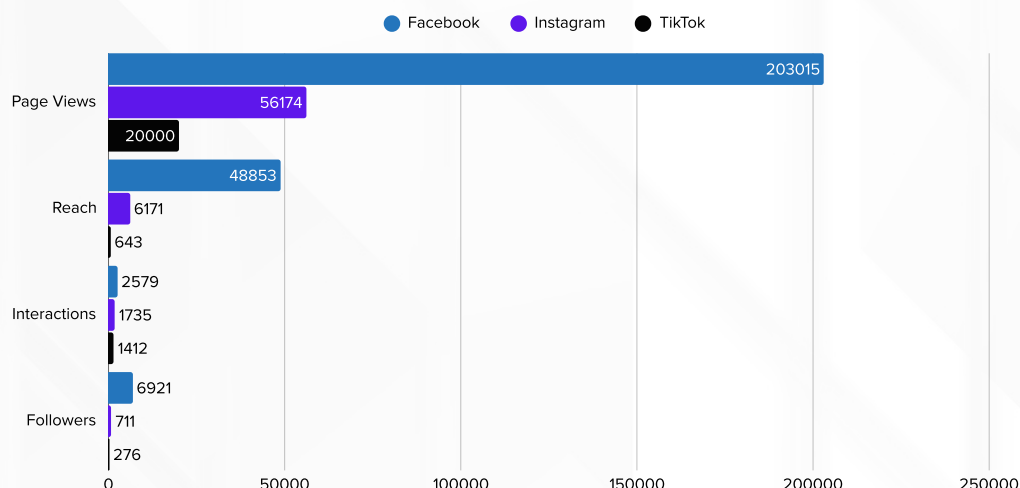
Public Engagement & Marketing

- Finalized Fall Festival marketing campaign framework and began vendor recruitment and social media promotion (event scheduled for October 5).
- Coordinated internal messaging and external outreach for upcoming Hispanic Heritage and Music Under the Stars events.

Policy & Planning Advancements

- Completed the Communications Policy Document (Sections I–XVI) as a blueprint for municipal communications, including internal protocols, media relations, and emergency communications guidelines.
- Began drafting FY26 Departmental Organizational Structure and Strategic Communications Plan with performance metrics, KPIs, and proposed budget enhancements.

Social Media Highlights



September 2025 Priorities

- Launch the first edition in Q3 of the City of Fairburn’s Quarterly E-Magazine, highlighting major projects and community initiatives
- Introduce a new video series called “Fairburn Forward” offering residents an inside look at how city funds are used and how departments serve the community.
- Launch the Citywide Sponsorship Plan which will support city initiatives
- Develop “Fairburn 411: The Inside Scoop On Your City” video/podcast series to provide clear, engaging updates on key city initiatives
- Continue to increase social engagement on all city platforms



Key Accomplishments & Initiatives

- Processed monthly state funds report
- Processed Record Restrictions Requests
- Responded to Open Records Requests
- Completed all scheduled Court Sessions

September 2025 Priorities

- NCSC Training
- Aurora Training Advantage
- Municipal Court Clerk Training
- Continue to review/revise Court forms, fines and Standard Operating Procedures



Key Accomplishments & Initiatives

External Engagements & Partnerships

- Participated in the Fulton County Workforce Development Board (LWDB) Meeting (August 12, 2025).
- Participated in the Aerotropolis ATL Economic Development Collective meeting.
- Attended the Department of Community Affairs Monthly Main Street Meeting.
- Engaged with Fulton County Schools Student Government Council to discuss upcoming projects for the 2025–2026 school year and student-led community engagement opportunities.
- Worked with the Airport District Alliance to establish the City of Fairburn Destination Marketing Organization (DMO), fulfilling a state-mandated requirement.

Department Operations

- Conducted interviews for the Main Street Coordinator position in conjunction with HR (resulting in successful hire).
- Hosted joint Development Authority (DA) and Downtown Development Authority (DDA) meeting, completing a tax abatement package for an upcoming development that includes Hero Housing and new downtown investment.
- Finalized Request for Proposals (RFP) for a new engineering contract to support downtown events.
- In coordination with Administration and Legal, established a resolution and provided Mayor & Council with a Marketing and Tourism Agreement and FY26 Key Performance Indicators (KPIs) to support DMO implementation.

Department of Finance

DIRECTOR:

BUSINESS LICENSES

NEW LICENSES:

7

RENEWALS:

10

OUTSTANDING/
PENDING UNPAID:

293

NEW SERVICES

ELECTRIC:

82

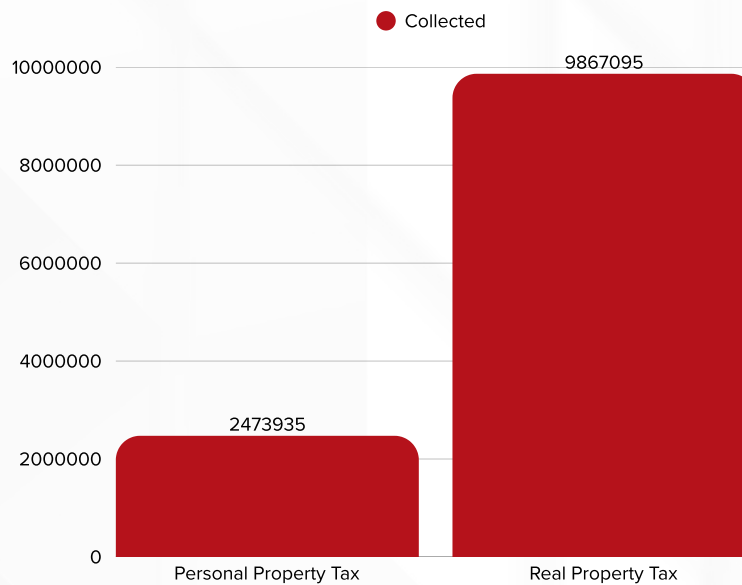
WATER:

70

GARBAGE:

60

Taxes Collection of FY 2025 through August 2025



Fire Department

DIRECTOR: CHIEF CORNELIUS ROBINSON

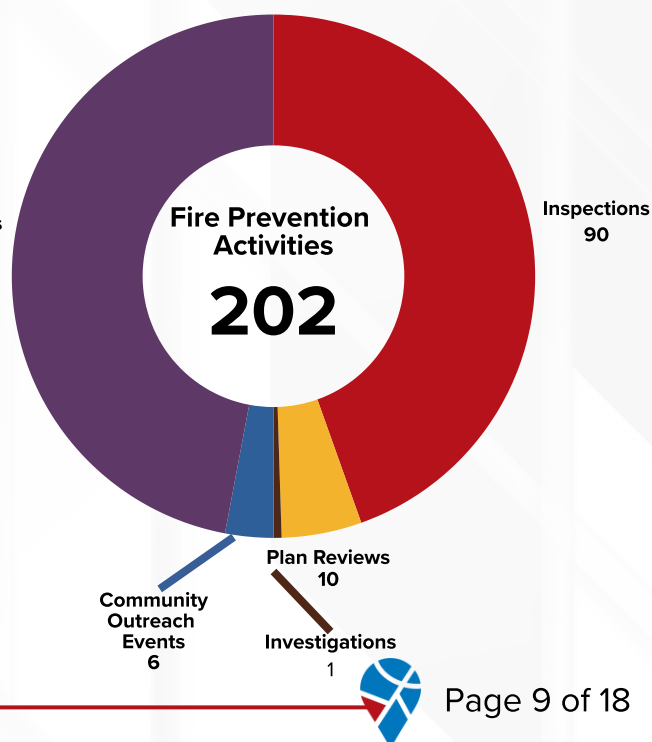
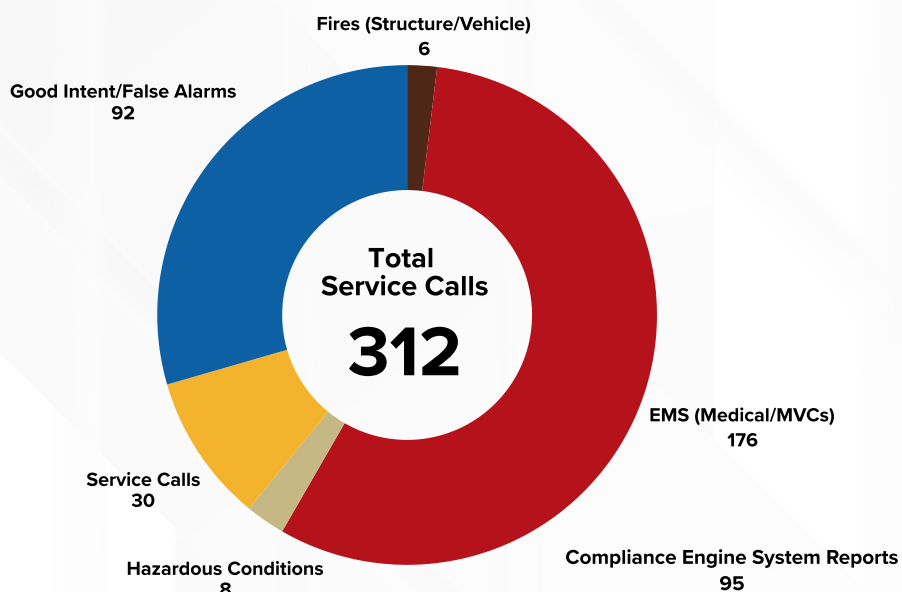
Key Accomplishments & Initiatives

The Fire Chief attended a meeting with Fire Chiefs from the surrounding South Fulton area to further discuss Grady Hospital's transition to self-dispatching its ambulances. As indicated in the previous Monthly Report, under the new process, 911 calls will first be routed to the local emergency dispatch center, which will then notify Grady. Grady will subsequently dispatch its own ambulances directly. This effort aims to improve response efficiency though coordination between agencies will remain essential to ensure seamless service to the public.

Training Division

During the month of August, the Training Division engaged in several key initiatives to support regional collaboration and professional development. These included:

1. Participation in the City of South Fulton Fire Department Promotional Assessment.
2. Hosting the 3rd Quarter Automatic Aid Training at the Fairburn Training Grounds, strengthening operational readiness with partner agencies. Participating Fire Departments were City of South Fulton, Union City, College Park and the City of Palmetto.



Key Accomplishments & Initiatives

General Services Monthly Workorder Completion

- Work Orders Completed: 214
- Pothole Repairs: 16
- Furniture Cleanup: 8
- Sign Replacements/Repair: 48
- Tree Limb Removal: 27
- Retention Pond Cleanup: 4
- Tree Removals: 6



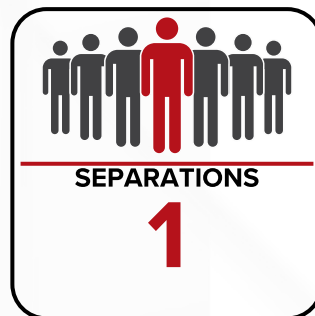
Human Resources

DIRECTOR: TALISHA CHAMPAGNE

Key Accomplishments & Initiatives

Human Resources will host the City's 2nd Annual, Employee Appreciation/Field Day event entitled "Unmask the Fun" to be held on September 11th from 11:00am – 1:30pm at Duncan Park. Employees will enjoy:

- Food Trucks
- Unmask The Singer challenge
- Public Safety & General Employee Kickball Match
- DJ and Music
- Games, raffles, and more



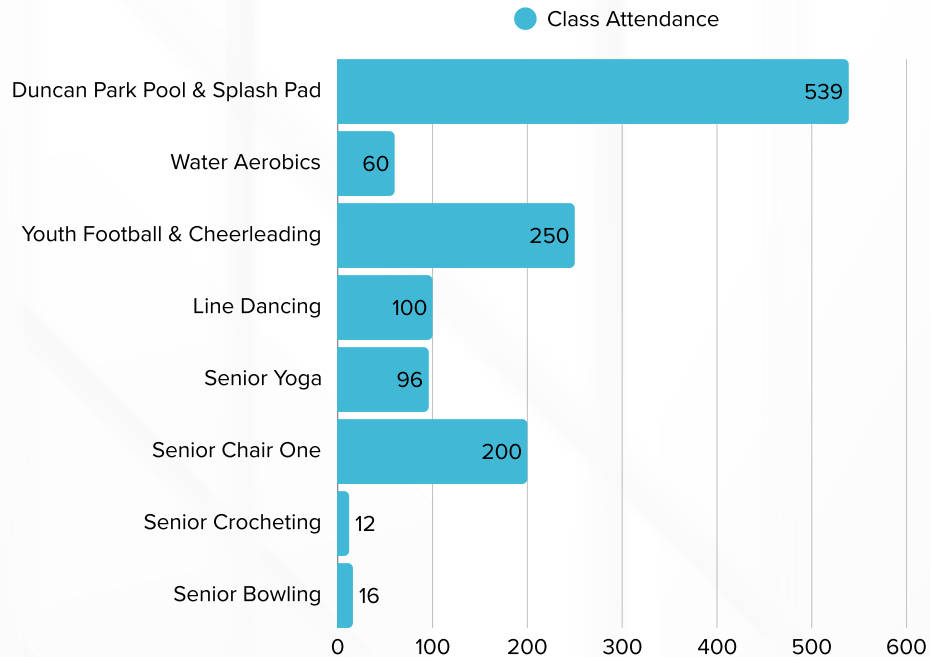
Key Accomplishments & Initiatives

- Hired IT Analyst
- Resolved NinjaOne IT tickets
- Processed IT equipment orders
- Managed Barracuda Email Protection Monitoring
- Managed Verizon devices and support
- Managed KnowBe4 quarterly training and support
- Continued Asset management solution implementation
- Audited invoices for several vendors
- Performed Cisco Meraki Network firewall configuration updates
- Performed Network upgrade at Duncan Park
- Cabling for network upgrades at City Hall is ongoing.
- Ongoing solicitation and evaluation of Dell Server build out
- Monitoring of Virtual Machine network components
- Formatted new COF machines
- Continued Network improvements activities at Fire Station 23
- Mach Radio project meetings for Fire Station 23 are ongoing
- New server implementation ongoing
- Installation for the NVR and camera system for City Facilities ongoing.
- Integrating new cameras with current network

Parks & Recreation

DIRECTOR: CHAPIN SCOTT

Monthly Activities – August 2025



Key Accomplishments & Initiatives

Project Status:

- Tennis Court Fence Repair – complete
- Pool House Repairs – complete
- Baseball Field Rehab – in process
- Youth Center Rehab- in process

August 2025 Priorities

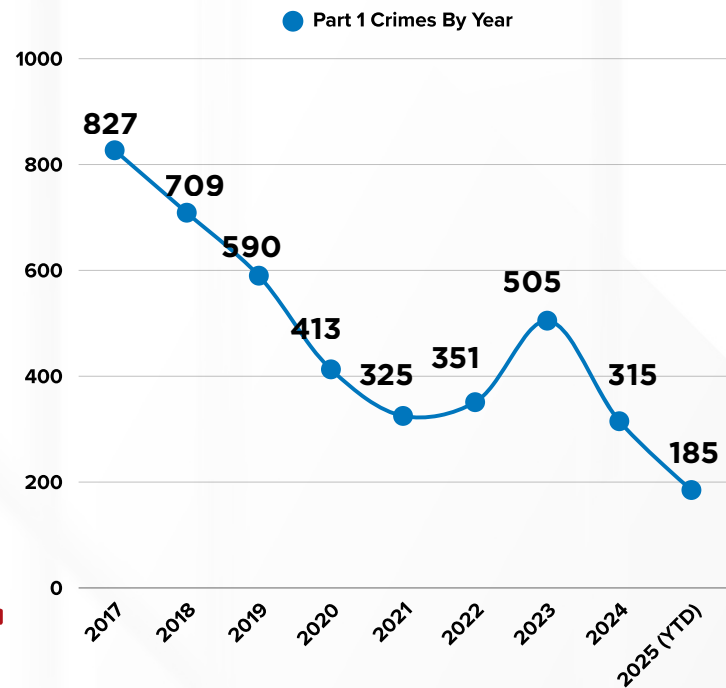
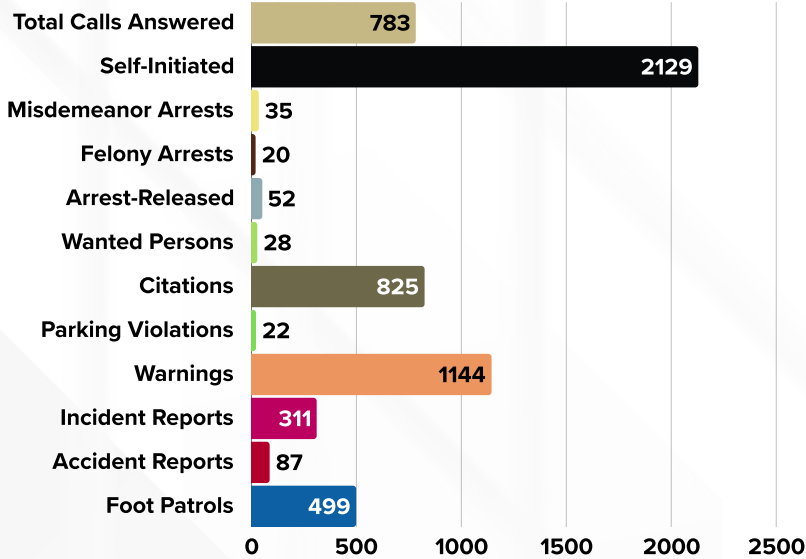
- Line Dancing Expo. – September 12th
- Scam Awareness – September 17th
- Fairburn Fall Festival & Parade – October 4th
- Breast Cancer Walk – October 17th



Police Department

DIRECTOR: CHIEF ANTHONY BAZYDLO

AUGUST STATISTICS



PART 1 CRIMES ARE MURDER, MANSLAUGHTER, SEX OFFENSES, ROBBERY, AGGRAVATED ASSAULT, BURGLARY, MOTOR VEHICLE THEFT, THEFT, AND ARSON

August 2025

Murder	Rape	Robbery	Agg. Assault	Arson	Auto Theft	Theft	Burglary
1	1	0	6	0	1	16	2

August Accomplishments

Internal Affairs

- 3 officer vacancies, 3 military service, 4 medical / light duty

Community Policing

- National Night Out backpack / school supply giveaway 8/15

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

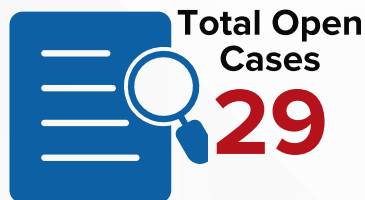
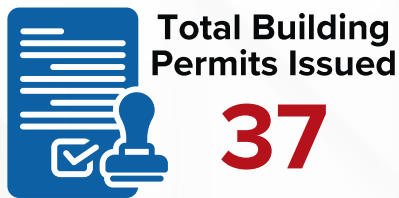


Planning & Zoning

DIRECTOR: DENISE BROOKINS

Key Accomplishments & Initiatives

- The draft of the Comprehensive Plan has been completed after months of research, stakeholder engagement, and community input. The plan establishes a long-term vision for the city's growth, land use, housing, transportation, and economic development. It will be formally presented to the Mayor and City Council on September 8, 2025, which will officially launch the public review and comment process. Community members will be encouraged to provide feedback through public hearings, workshops, and written comments.
- The Planning and Zoning Commission will hold its next meeting on September 2, 2025.
- The Planning Staff are actively working on drafting updates to the city's regulations, including revisions to property maintenance standards and adjustments to align with the recent Zoning Procedures Law changes.



Total Fees Collected
\$207,604

Total Project Costs
\$3.7Million

Project Name	Proposed Use	Type of Request	Location	Next Step
Durham Lakes (Gas Station)	Gas Station	Concept Plan	101 Durham Lake Pkwy	PZ Commission – 09/02/2025
Chick-fil-A	Drive-thru restaurant	Final Plat	8032 Senoia Rd	Mayor and City Council –
RaceTrac	Gas Station	Concept Plan/Variances	Fairburn Industrial Blvd	Board of Appeals - 08/21/2025
Charlene Denney, LLC	Warehouse	Concept Plan/Variances	1235 Oakley Industrial	Board of Appeals - 08/21/2025
T5 Data Center	Data Center	Concept Plan	Gullatt Rd	On Hold - DRI required



Key Accomplishments & Initiatives

- The Highway 29 power pole and wire replacement project is complete. This will improve the load capacity for this side of Fairburn to the Highway 29/138 Gateway area.
- The Rivertown Road Overhead to Underground infrastructure project has progressed from Colony Trail to the Water Boy Mary Erna Streets entrance with the underground conduit installation. The wire conductor is currently being installed in the underground conduit . The contractors are on schedule for the projected November 15th completion date.
- The Power Department team has completed over 14 major residential / commercial and infrastructure installation improvements this fiscal year to date.
- Our Electric Superintendent has successfully been re-certified in Substation switching for MEAG operations.
- 92 work orders were completed this month. This is another record milestone.
- Our Power Department team have no reported mass outage calls for the moth of August.
- We wish to thank the citizens of Fairburn for their patience and understanding as we continue to replace, restore and renew our Electric Utility Infrastructure to meet their needs now and in the future.



Key Accomplishments & Initiatives



Permits Issued

3

- 1.Right-of-Way Encroachment Permits (0)
- 2.Timber Harvesting Permits (0)
- 3.Land Disturbance Permits (3)
- 4.Cleaning & Grading Permits (0)



Improvement Projects In Final Design

8

- 1.Fayetteville Road Streetscape Project
- 2.Brooks Drive Extension Projecct
- 3.W. Broad Street Streetscapes II, Phase I
- 4.W. Broad Street Streetscapes II, Phase II
- 5.Oakley Industrial Blvd. Left Turn Lane
- 6.Duncan Park Road
- 7.Oakley Industrial Blvd. Roadway Extension
- 8.Gullatt Road Interchange Justification Report

Community Development Project Plans Under Review

23



- 1.@ Home Hotel
- 2.Take 5 Oil/Coffee Shop
- 3.Shugart Farm 2A – Collinsworth Connector; Roadway Project
- 4.Meadow Glen Village
- 5.Public Safety Complex Site (Sewer Main Extension ONLY)
- 6.Oakmont Bohannon 2
- 7.Public Safety Complex
- 8.101 Durham Lakes Parkway
- 9.Fairburn Rd Booster Station
- 10.Oakley Industrial Boulevard Extension Roadway Project
- 11.Fairburn Road Booster Station
- 12.Meadow Glen Village
- 13.Durham Lakes Amenity Center
- 14.Georgia Renaissance Festival Horse Pasture
- 15.Santa Maria Tapas and Seafood Restaurant
- 16.Tree of Life Christian Academy
- 17.GMC Fairburn Campus Parking Lot
- 18.Strack Shop
- 19.Meribel Townhomes
- 20.Cury Bend Development
- 21.Shugart Farm 2A – Collinsworth Connector; Roadway Project
- 22.Vickers Point Subdivision
- 23.South Park Building C



Capital Improvement Projects Under Construction

4

- 1.I-85 @ SR 74/Senoia Road Interchange Project (PI#0007841)
- 2.Pedestrian Improvements on Various City Roads
- 3.Mullis Street Pedestrian Improvements
- 4.Roadway Improvement on Various City Roads



Projects Under Construction

17

1. Oakmont Bohannon 2
2. Meribel Townhomes
3. Meadow Glen Village
4. @ Home Hotel
5. Whataburger
6. 7980 Spence Road Pond Repair
7. T5 ATL IV Data Center
8. Vickers Point Subdivision
9. Meribel Townhomes
10. Living Word Church
11. Buckingham Fairburn Warehouse (Google)
12. Nestle Purina Petcare, Roadway and Drainage Improvements
13. Trillium Reserve Subdivision
14. Copart, Inc. – Fairburn
15. Fern Dale Subdivision
16. Renaissance Parkway Phase II
17. Legend Creek Subdivision



Water, Sewer & Stormwater

DIRECTOR: DEREK HAMPTON

Key Accomplishments & Initiatives

- Training Meeting (Billing) @ Utilities Building (July 2nd)
- Fairburn Water and Sewer Inspection per EPD (in-person)
- Microsoft TEAMS: 60391 P.I. 0007841 I-85/SR74 Interchange; Utility Coordination Meeting (GDOT)
- GUCA: NPDES Level 1A Course & Exam-Forest Park (Employees: Micheal Mathis/Robert Gibson)
- On-Site: 60391 P.I. 0007841 I-85/SR74 Interchange; On-site Utility Conflict Meeting
- Commercial Sanitation Meeting w/Waste Management (July 29th)
- Sensus Meter/ERT Training-Meter Readers & Meter Repair Staff-102 Howell Ave (July 30th)

Water and Sewer Monthly Work Completion

July Violations
Issues

249

Meter Reader Monthly Work Completion

July Work
Orders
Completed

1188

FOG Fats, Oil and Grease

July
Fees
Collected

\$1984

Contractor Projects

- STORM DRAIN REPAIR @ 114 SPRING COURT
- STORM DRAIN REPAIR @ 107 VALLEY VIEW
- CATCH BASIN REPAIR @ 115 SUMMERWOOD DRIVE
- CATCH BASIN REPAIR @ 7940 SENOIA ROAD
- WATER SERVICE REPAIR (3/4" SERVICE LINE) @ 190 HEARTH WAY
- WATER MAIN REPAIR (2" MAIN) @ INTERSECTION OF WHITE BIRD WAY & HWY 92
- SEWER MAIN REPAIR @ 195 SPLITWOOD LANE/ 515 LAKE JOYCE LANE/ 759 PINEHURST DRIVE
- WATER SERVICE REPAIR (2" SERVICE LINE) @ 99 HOWELL AVENUE
- WATER MAIN REPAIR (2" MAIN) @ 557 HANDYMAN COURT

