

# CITY ADMINISTRATOR'S MONTHLY REPORT 2025

June

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REFLECTING ON  
ACHIEVEMENTS, INSPIRING  
FUTURE POSSIBILITIES

Prepared By:  
Tony M. Phillips



## **Key Accomplishments & Initiatives**

- Public Safety Complex has completed the construction. LDP has been submitted for review and coordination with GDOT is ongoing.
- Fire Station 23 is completed and operational. The Grand Opening was on June 11<sup>th</sup>, 2025
- The City Administration parking lot solicitation has closed, and submissions are under review.
- 102 Howell Avenue Generator installation is in progress. The equipment has been ordered, and preparatory work is ongoing.
- HVAC replacements for City Hall and Municipal Court building have been completed.
- Replacement components to damaged overhead doors at Fire Stations 22 were delivered and repairs were completed.
- Assembled and installed furniture for staff.
- Pressure washing of Betty Hannah Administration building scheduled for next month

## **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 – Roadway Safety.
- Attended webinar - OSHA First Aid Compliance - Are You Meeting the Requirements?
- Attended webinar - Health & Safety Emergency Exercises: Striving for Failure.
- Meeting with vendors for upgraded Eyewash Stations and water dispensers.
- Coordinated with vendors to provide future safety training.
- Coordinated with HR regarding Vehicle Policy.
- Prepared guidelines for Standard Insurance Limits for Goods and Ancillary Services for City vendors.





**248**

**Open Records Requests**  
Received for January



**\$1,688**

**Open Records Requests**  
Payments Received

## Key Accomplishments & Initiatives

- Processed Mayor and Council RAMP Cards
- Attended Mayors State of the City
- Processed Request for Checks for two 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 Election Information for Fulton County
- Prepared Work Session & Council Agenda Packets
- Completed and filed all April Contracts
- Attended Ethics Board Meeting

# Communications Department

DIRECTOR: JACQUELINE HOWELL

## Key Accomplishments & Initiatives

- Finalized the first comprehensive Communications Policy draft, addressing internal communications, media relations, digital governance, and public notices.
- Began development of the 12-Month Strategic Communications Plan, outlining goals for FY26 in engagement, media presence, branding, and emergency messaging.

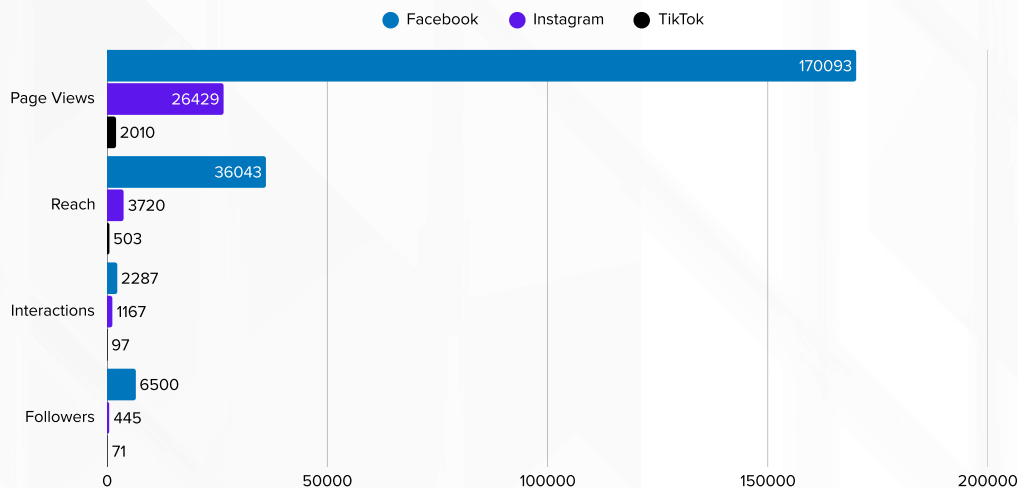
### Website & Digital Infrastructure Enhancements



- Initiated internal audit of outdated webpages, with priority corrections scheduled for Q3.

### Community Engagement & Media Relations

- In the infancy stage of the development of a mobile platform that enhances resident engagement, increases participation in civic programs, and rewards users for involvement with city events, services, and initiatives — ultimately strengthening community connection, data insights, and resident satisfaction.

## Social Media Highlights



  40 new members  
NextDoor  
6,823 Members

  5000 Impressions  
YouTube  
473 Page Views

## July 2025 Priorities

- Launch the first edition in Q2 of the City of Fairburn's Quarterly E-Magazine, highlighting major projects and community initiatives
- Develop 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**

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- Processed monthly state funds report
- Processed Record Restrictions Requests
- Responded to Open Records Requests
- Completed interviews for Deputy Court Clerk position

## **July 2025 Priorities**

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- NCSC Training
- Budget Reviews
- Municipal Court Clerk Training
- Continue to review, revise Court forms, fines and SOP



## **Key Accomplishments & Initiatives**

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### **Program Operations**

- Presentation of Destination Marketing Organization (DMO) to Mayor and Council during July work session.
- Hosted two Developer Tours participating with Electronic Cities of Georgia and more than 25 stakeholders: hosted bus tour for Airport Alliance and developers.
- National Night Out Planning & Event Development in conjunction with Fairburn Police Department.

### **Events & Volunteers**

- Total Events Downtown: 5
- Total Attendance: Approximately 2,700
- Volunteer Hours: 120

### **Events Hosted:**

1. Juneteenth Cultural Celebration – A community-wide cultural event highlighting history, heritage, and the arts.
2. DDA/DA Meeting – Joint session addressing downtown redevelopment priorities.
3. Fairburn Exchange – Ongoing community engagement initiative.
4. L & K Grand Opening & Ribbon Cutting – Welcoming a new downtown business.

### **Business Openings & Job Creation**

- New Businesses Opened: 2
- Jobs Created: 6 new positions



# Department of Finance

DIRECTOR:

## BUSINESS LICENSES

NEW LICENSES:

**6**

RENEWALS:

**65**

OUTSTANDING/  
PENDING UNPAID:

**294**

## NEW SERVICES

ELECTRIC:

**74**

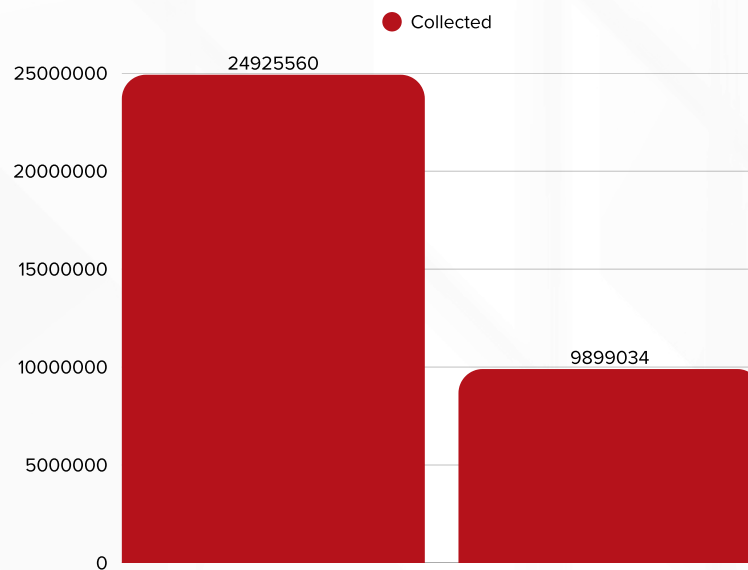
WATER:

**83**

GARBAGE:

**77**

## Taxes Collection of FY 2025 through March 2025



# Fire Department

DIRECTOR: CHIEF CORNELIUS ROBINSON

## Key Accomplishments & Initiatives

### South Fulton Chiefs Meeting Hosted by Chief Robinson

Fire Chief Robinson hosted the monthly South Fulton Fire Chiefs Meeting, bringing together leadership from neighboring jurisdictions. The meeting was centered on strengthening regional partnerships through discussions on Automatic Aid Response and coordinating future Automatic Aid Training across departments.

### Leadership Initiative – Firefighter Cadet Program Exploration

Deputy Fire Chief Sapp has initiated efforts to explore the development of a Firefighter Cadet Program targeted at high school seniors. The proposed program would serve as a pipeline to introduce local youth to the fire service and potentially lead to future employment opportunities with the Fairburn Fire Department. This initiative also aims to cultivate interest in public safety careers while strengthening community engagement.

### Automatic Aid Training

In support of regional interoperability and response readiness, the Fairburn Fire Department participated in multi-agency Automatic Aid Training alongside the City of South Fulton, Palmetto, and Union City Fire Departments. These joint exercises help ensure cohesive emergency response efforts across jurisdictional lines.

### Tiller Apparatus Training

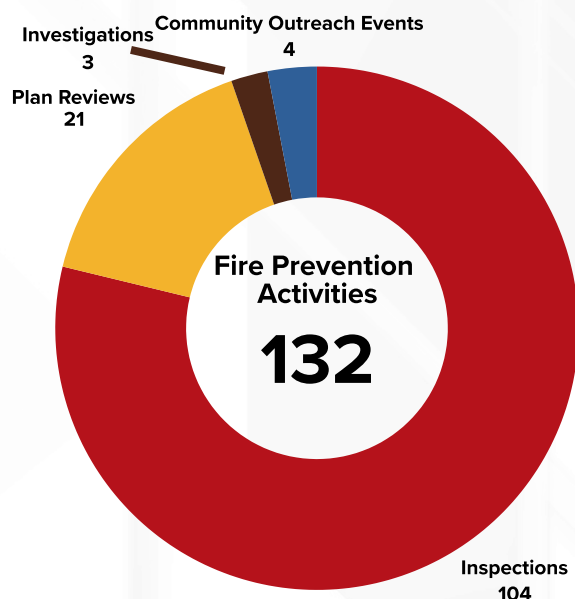
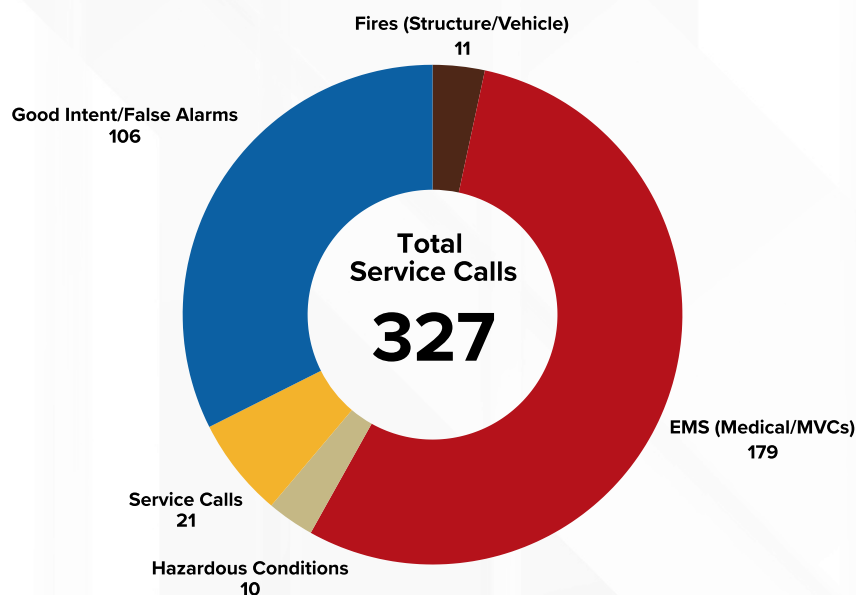
Chief Robinson and Chief Sapp led advanced training sessions for firefighters on the operation of the department's Tiller Apparatus. This specialized training enhances driver proficiency and operational safety, ensuring personnel are fully prepared to handle the unique maneuvering demands of the vehicle.

### HazMat Operations Certification

12 Fairburn Firefighters successfully completed a week-long Hazardous Materials Operations Certification course held at Fire Station #23. This training enhances the department's ability to manage hazardous incidents and improves overall public safety.

### Apparatus Updates – Heavy Rescue Vehicle

Fire Chief Robinson met with Randall Brackett to review the status of the department's Heavy Rescue vehicle which is near completion, and will be added to our fleet for Technical Rescue Response.





## Key Accomplishments & Initiatives

### General Services Monthly Workorder Completion

- Work Orders Completed: 164
- Pothole Repairs: 12
- Furniture Cleanup: 9
- Sign Replacements/Repair: 24
- Tree Limb Removal: 15

Planters Installed at the Youth Center

### Sidewalk Repairs

- Sidewalk Repairs: 9

### Employee Training / Classes

- 2 Employees completed their Probationary Period



# Human Resources

DIRECTOR: TALISHA CHAMPAGNE

## Key Accomplishments & Initiatives

Human Resources and the Wellness Team will host the Men in Blu event entitled “Stronger Together, Better for Ever” in honor of the Men’s Health Awareness Month. It is observed as a time to raise awareness regarding health challenges faced by men but to also promote strategies for better physical and mental well-being. This event will be held on Thursday, June 12, 2025 from 12:00pm – 2:00pm in the City Council Chambers. Employees will have the opportunity to receive preventive screening and participate in other physical activities.

Human Resources and the Wellness Team will host the 2nd preventive oral health onsite screenings event through the City’s Wellness Program Preventive Care “Screen Smart, Live Well” campaign on June 3, 2025 from 9:00am - 1:00pm and 2:00pm - 5:00pm at the City Administration Building.



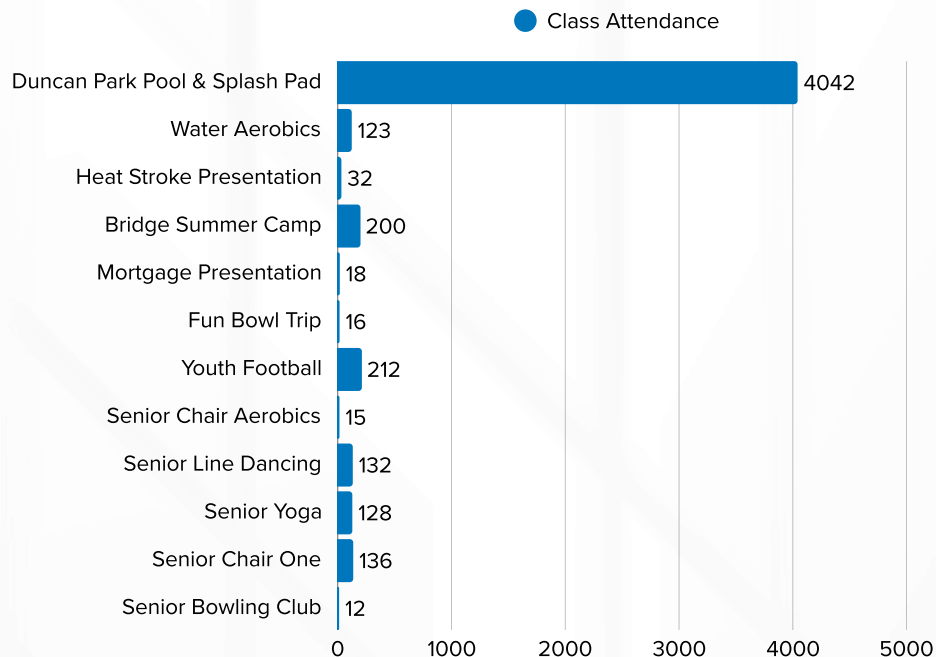
## Key Accomplishments & Initiatives

- Resolved 55 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
- New domain controller installed
- New terra Station installed
- Buffalo NAS for local backups
- Completed CGCIO certification
- Performed Cisco Meraki Network firewall configuration updates
- Ongoing solicitation and evaluation of Dell Server build out
- Monitoring of Virtual Machine network components
- Formatted new COF machines
- Configured and Installed new equipment at Fire Station 23
- Mach Radio installation completed at Fire Station 23
- New server implementation ongoing
- Installation for the NVR and camera system for City Facilities ongoing.

# Parks & Recreation

**DIRECTOR: CHAPIN SCOTT**

## Monthly Activities – June 2025



## Key Accomplishments & Initiatives

- Fairburn Bridge Summer Camp – 50 campers, started June 2<sup>nd</sup>
- Duncan Park Pool & Splash Pad – Open Monday – Sunday 1:00 PM – 6:00 PM
- Youth Sports
- Youth Football & Cheerleading – Registration Open

### Project Status:

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

## July 2025 Priorities

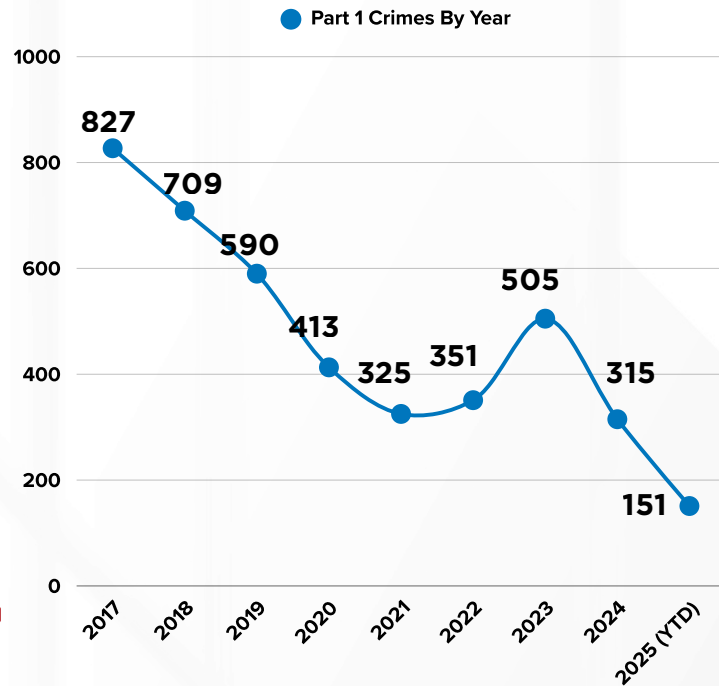
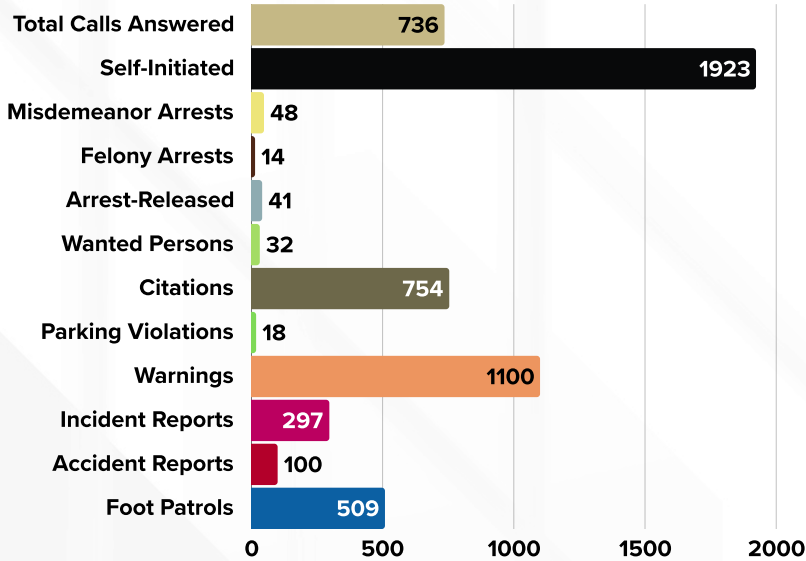
- Financial Confidence Presentation – July 15<sup>th</sup>
- Will & Estate Preparation – July 8<sup>th</sup>
- Community Blood Drive – July 22<sup>nd</sup>
- Jewelry Making Project – July 24<sup>th</sup>



# Police Department

**DIRECTOR: CHIEF ANTHONY BAZYDLO**

## JUNE STATISTICS



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

## June 2025

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

### Internal Affairs

- 3 officer vacancies, 3 military service, 5 medical / light duty

### Community Policing

- 6/05 – Chief Bazydlo gave a presentation on identity theft at Solid Rock Pentecostal Church
- 6/16 – Chief Bazydlo attended a ceremony at Atlanta City Hall for a young Fairburn student who won an art award, her picture depicted her encounter with a Fairburn officer

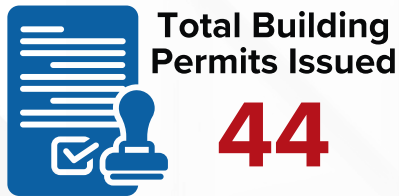


# Planning & Zoning

DIRECTOR: DENISE BROOKINS

## Key Accomplishments & Initiatives

- The City of Fairburn will host a Strategic Plan Visioning Workshop on May 22, 2025.
- The Comprehensive Plan update is underway, the open house is scheduled for Tuesday, June 17, 2025.
- The Planning and Zoning Commission will hold its next meeting on May 5, 2025.
- The Planning Staff are currently drafting updates to the city's regulations regarding events, food trucks, and inoperable vehicles.



**Total Fees Collected**  
**\$110,514**

**Total Project Costs**  
**\$4.52Million**

Project Name	Proposed Use	Type of Request	Location	Next Step
Durham Lakes (Gas Station)	Gas Station	Concept Plan	101 Durham Lake Pkwy	On Hold - Pending resubmittal of plans
Step at A Time	Daycare	Use Permit	277 NE Broad St	PZ Commission 06/03/2025
Public Safety Complex	Public Safety Building	Concept Plan & Rezoning	Roosevelt Hwy	PZ Commission -- 06/03/2025



## Key Accomplishments & Initiatives

- The Highway 29 power pole replacement project will begin July 8th and replace the power poles from Strickland Street to Barton Street, as well as the conductor wire.
- The Rivertown Road Overhead to Underground infrastructure project has been awarded to Line Tech Services for contractor installation and will begin the preliminary installation of the underground conduit July 21st.
- The John Rivers Roadway lighting project is complete.
- Two of our Lineman have successfully been re-certified to perform critical switching in our substations, Matthew Cole and Dillon Sims.
- 98 work orders were completed this month; this is a record amount of work completed by our Power Department team!
- Our Power Department team has responded to 9 mass outages this month ,the professional, safe, and quick minded repairs were inspirational in restoring power to our citizens.
- We wish to announce the newest member of the Power Department, Apprentice Lineman Kincade Mccammon, we are very glad he has chosen Fairburn as his work family.

## Key Accomplishments & Initiatives



### Improvement Projects In Preliminary Engineering

10

1. Roadway Improvements on Various City Roads Projects
2. Fayetteville Road Streetscape Project
3. Brooks Drive Extension Roadway Project
4. W. Broad Street Streetscapes II, Phase I
5. W. Broad Street Streetscapes II, Phase II
6. Mullis Street Pedestrian Improvements
7. Oakley Industrial Blvd. Left - Turn Lane
8. Duncan Park Road
9. Oakley Industrial Boulevard Roadway Extension
10. Gullet Road Interchange Justification Report



### Permits Issued

4

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



### Improvement Projects In Final Design

18

1. Duncan Park 90% Plans
2. T5 ATL IV Data Center
3. Meadow Glen Village
4. 332 Total Proposed Multi-Family Units
5. 7980 Spence Road Pond Repair
6. Durham Lakes Amenity Center
7. Georgia Renaissance Festival Horse Pasture
8. Whataburger
9. Santa Maria Tapas and Seafood Restaurant
10. Fairburn Texaco Addition
11. Tree of Life Christian Academy
12. GMC Fairburn Campus Parking Lot
13. Strack Shop
14. Meribel Townhomes
15. Cury Bend Development
16. Shugart Farm 2A – Collinsworth Connector
17. Vickers Point Subdivision
18. South Park Building C



### Improvement Projects In Under Construction

2

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

### Community Development Project Plans Under Review

24

1. Public Safety Complex Site (Sewer Main Extension Only)
2. Oakmont Bohannon 2
3. Public Safety Complex
4. @Home Hotel 120 Room Hotel
5. 101 Durham Lakes Parkway
6. Fairburn Rd Booster Station
7. Oakley Industrial Boulevard Left Turn Lane Project
8. Oakley Industrial Boulevard Extension Roadway Project
9. Fairburn Road Booster Station
10. Duncan Park Roadway Project
11. T5 ATL IV Data Center
12. Meadow Glen Village
13. Durham Lakes Amenity Center
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20. Strack Shop
21. Meribel Townhomes
22. Cury Bend Development
23. Shugart Farm 2a-Collinsworth Connector
24. South Park Building A



### Projects Under Construction

14

1. 7980 Spence Road Pond Repair
2. T5 ATL IV Data Center
3. Vickers Point Subdivision
4. Chick-fil-A Fairburn Senoia Road at Renaissance Pkwy
5. Meribel Townhomes
6. Strack Office Rebuild, Lot 1, 3 Story Building
7. Living Word Church
8. Buckingham Fairburn Warehouse (Google)
9. Fire Station #23
10. Nestle Purina Petcare, Roadway and Drainage Improvements
11. Trillium Reserve Subdivision
12. Copart, Inc. – Fairburn
13. Fern Dale Subdivision
14. Legend Creek Subdivision





## **Key Accomplishments & Initiatives**

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### **New customer utilities account transactions**

- 103

### **There were 6,652 total transactions (Dollar Value \$1,877,023.31)**

- 2,506 in-office transactions
- 405 in-office credit card transactions
- 1,634 in-office check transactions
- 406 in-office cash transactions

### **4,610 total ACH and credit card transactions**

- Credit Card 4,331
- ACH 279
- \$15,185.10 in credit card fees collected (City savings)

### **Utilization Breakdown for Self-Service Payment Options:**

- Customer Portal (active online account) 1,774
- Interactive Voice Response (IVR) 305
- Customer Scheduled Pay 587
- Web Payment (no active online account) 1,561

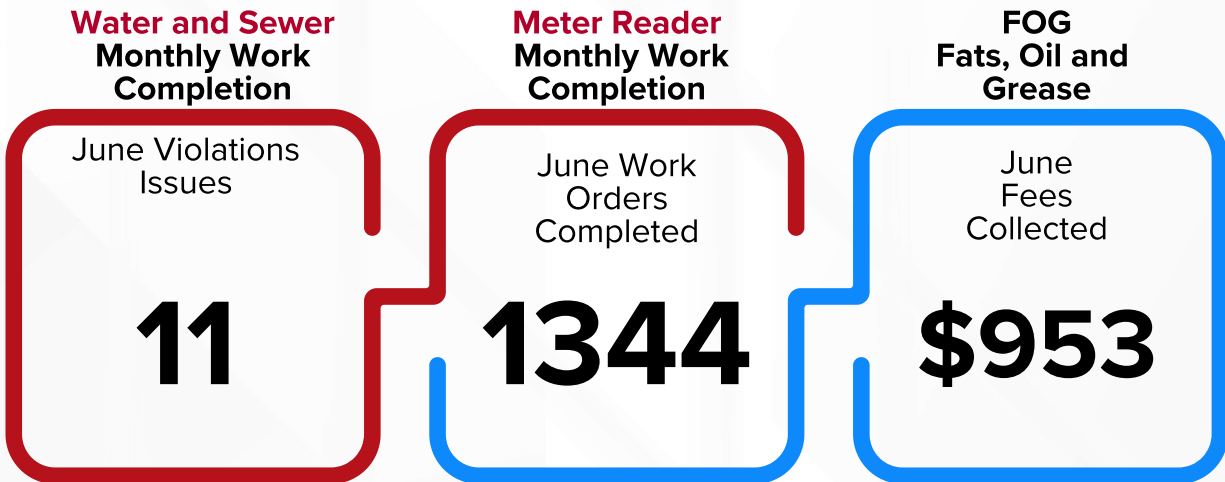


# Water, Sewer & Stormwater

DIRECTOR: DEREK HAMPTON

## Key Accomplishments & Initiatives

- Microsoft TEAMS: 60391 P.I. 0007841 I-85/SR-74 Interchange Coordination Meeting
- Zoom: Utility Leader Call (Georgia Association of Water Professionals)
- Meter Reader Interviews (Fishbowl Conference)-June 13<sup>th</sup> & June 30<sup>th</sup>
- Policy Discussion-City Vehicle Use (Water & Sewer)
- National Night Out Discussion (In-Person)/Training Room Administration Bldg.
- Department Leadership Meeting (June 5<sup>th</sup>)
- Development Review Meeting (June 10<sup>th</sup>)



### Contractor Projects

CATCH BASIN & SINKHOLE REPAIR @ 114 REVERE TURN  
EMERGENCY WATER MAIN LEAK REPAIR @ 615 BLUE FLAG LANE  
EMERGENCY WATER MAIN LEAK REPAIR @ 101 WEST CAMPBELLTON STREET  
EMERGENCY WATER MAIN LEAK REPAIR @ 330 FIRESIDE WAY  
EMERGENCY WATER MAIN LEAK REPAIR @ 100 AZALEA DRIVE  
EMERGENCY WATER MAIN LEAK REPAIR @ 7940 SENOIA ROAD  
UNCLOGGED SEWER MAIN AT 789 PINEHURST DRIVE AND STRANDHILL COURT  
REPAIRED CATCH BASIN INLETS ON SUMMERWOOD DRIVE  
MANHOLE CONCRETE REPAIR AT 216 NW BROAD STREET

### Stormwater Update

Continuous storm drain repairs (inlets & outlets) throughout the city

### Ongoing Capital Projects

Water Distribution System Hydraulic Model  
Sanitary Sewer System I & I Study  
Water Meter Replacement Project (Phase II)-In Progress (98%)

