



# **CITY ADMINISTRATOR'S MONTHLY REPORT**

**APRIL 2023**

**FAIRBURN, GA**

**AUTHORED BY: TONY M. PHILLIPS, CPM**



## **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 April 2023. City Administration and staff maintains our persistent focus on the improvement of city operations and service delivery. Continuous improvement is a core principal of our management and operational methodology. We have been intentional in our efforts to build and support a professional and experienced city staff that continues to provide high quality daily services to our residents. Fairburn maintains a firm financial standing coupled with sound fiscal management. Our growing standing as one of the state's finest live, work, play communities is made possible by a foundation of multiple assets, including but not limited to, proximity to the world's busiest airport, access to major interstate and state highways, and a consistently low crime rate.

City administration and staff prioritizes operational transparency. Additionally, we focus on listening to our neighborhoods, communities, and local businesses. Our objective is to support a safe, inclusive, innovative, and economically vibrant city.

This report summarizes activities for April 2023. 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). Please note the operational highlights listed below.

- The Notice to Proceed for the CDBG, Golightly Street Pedestrian Improvements Project (\$311,850.00) was received from the Fulton County Community Development Department on April 24th, 2023.
- The I-85 @ SR 74/Senoia Road Interchange Project currently has fifty-seven (58) parcels; the preliminary parcel count was fifty (50) parcels. GDOT has closed on twenty-nine (29) parcels. Six (6) condemnations pending.
- Third Friday Concert: Taste of SoFu kickoff event with performances by Dileesa Archer, Gritz and Jelly Butter, and Sammie. More than 15 food, retail, and civic organizations participated, with record attendance, exceeding an estimated 800 attendees.
- Civic Night for Georgia Cities Week: Students from Global Impact Academy conducted a mock City Council Meeting identifying a key issue impacting the community, relying on information provided by the city, such as budgets, departmental roles, and responsibilities, to identify a community issue and initiative policy directives.

- Town Square Historic Clock
  - Project Approved
  - Working with development team regarding installation.
- Human Resources and the Wellness Team host “Managing Workplace Stress” lunch and learn on April 13, 2023, in partnership with EAP vendor CorpCare.
- Human Resources and the Employee Engagement Team recognized National Lineman Appreciation Day on April 18, 2023.
- During Georgia Cities Week, Human Resources and the Wellness Team host the City of Fairburn Education Fair on Thursday, April 27, 2023 highlighting the Intellectual wellness dimension. Fairburn Employees and members of the community had an opportunity to meet various University representatives to discuss continuing education opportunities.
- KnowBe4 Security Awareness training organization-wide
- Wi-Fi at Duncan Park pool area complete
- Berry Foundation C.O.S.T Football Camp (Free) – 44 youth participants
- Girls Guide – Girls Mentoring Program: 8 youth girl participants.
- GRPA District 4 Championships – 35 athletes advanced to the State Championship
- Weekly Youth programs: Music Education Group, Youth Track, Youth Soccer, and Tee Ball
- Healthy Eating Class – 25 senior participants (Sensational Seniors), Crochet Class – 15 senior participants (Sensational Seniors)
- Weekly Senior programs – Walking Club, Chair Aerobics, Line Dancing
- There is a significant increase in code enforcement cases related to high grass and trash bins in public view.
- Planning & Zoning staff is scheduling a meeting with Habitat for Humanity to tour recently constructed homes and discuss other services.
- Old Campbell Courthouse post fire Asbestos abatement and debris removal is completed. Post abatement and debris removal walkthrough with insurance company has taken place. Waiting for further evaluation information the insurance company.
- Temporary Fire Station apparatus bay installation is in progress.





## **CITY CLERK**

**CITY CLERK BRENDA JAMES**

**APRIL 2023**

### **Department Highlights/Accomplishments:**

Received 100 open records request for April – Researched and processed

Collected \$1186.36 payments for Open Records in February

Preparing Property and Liability Insurance Renewal

Processed incident reports to Travelers Insurance

Processed Mayor and Council Credit Card Request

Processed NLC and GMA Registration for Mayor and Council

Prepared City Council Meeting Agenda Packets for April 10<sup>th</sup> and April 24<sup>th</sup>, 2023

Emailed weekly open request reports to City Attorney, Mayor and City Administrator

Prepared City Council Minutes

Signed all Business Licenses

Signed All Alcohol Licenses

Process Per Diem Checks for Council

Process Payment of Invoices



# COMMUNITY DEVELOPMENT

**DIRECTOR: LESTER THOMPSON**

**APRIL 2023**

## **Department Highlights/Accomplishments:**

Participated in the Fulton County TSPLOST Program Management Meeting with the Cities on April 14th, 2023.

The City of Fairburn's Local Issuing Authority (LIA) Monthly Reports for the months of February 2023 and March 2023, were submitted to the Georgia Soil & Water Conservation Commission (GSWCC) on April 18th, 2023.

Participated in the GDOT Monthly Progress Status Meeting for the I-85 @ SR 74/Senoia Road Interchange Project on April 18th, 2023.

Participated in the Fulton County Soil and Water Conservation District (SWCD) Meeting on April 18th, 2023.

The Atlanta Regional Commission (ARC) made a special administrative modification to the FY 2020-2025 Atlanta Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP) for the I-85 @ SR 74/Senoia Road Interchange Project on April 21st, 2023.

The modification changed the match source of the STBG-Urban funded FY 2023 PE phase to state match (Previously \$200,000 federal share matched by \$50,000 local share for a total of \$250,000 - now \$200,000 Federal share matched by \$50,000 state share for a total of \$250,000).

Participated in the Council Retreat on April 22nd, 2023.

The Notice to Proceed (NTP) for the Southeast Broad Street Pedestrian Improvements Project (23-002) was issued to The Corbett Group, LLC on April 24th, 2023. The official Notice to Proceed (NTP) Date is May 1st, 2023, at which time, time charges will begin.

The Notice to Proceed (NTP) for the Virlyn B. Smith Pedestrian Improvements Project (23-003) was issued to Sol Construction, LLC on April 24th, 2023. The official Notice to Proceed (NTP) Date is May 1st, 2023, at which time, time charges will begin.

The Notice to Proceed for the CDBG, Golightly Street Pedestrian Improvements Project (\$311,850.00) was received from the Fulton County Community Development Department on April 24th, 2023. The Preconstruction Meeting for the Golightly Street Pedestrian Improvements Project (23-004) was conducted on April 25th, 2023.

The Notice to Proceed (NTP) for the Golightly Street Pedestrian Improvements Project (23-004) was issued to SD&C, Inc. on April 25th, 2023. The official NTP Date is May 8th, 2023, at which time, time charges will begin.

Addendum #1 for IFB# 23-012, Roadway Improvements on Various City Roads was posted on April 26th, 2023. It was posted on the City of Fairburn's website on the Bid and Proposals page, the Georgia Local Government Access (GLGA) Marketplace, and the Georgia Procurement Registry. Participated in the South Fulton Community Improvement District (CID) Board Meeting on April 28th, 2023.

The City of Fairburn's Erosion, Sedimentation, and Pollution Control Activities 3rd Quarter Report for the months of January 1st – March 31st was submitted to the Georgia Soil & Water Conservation Commission (GSWCC) on April 28th, 2023.

**Department Updates:**

<b>Permit Type</b>	<b>Number Issued</b>
Right-of-Way Encroachment Permits	5
Timber Harvesting Permits	0
Clearing & Grading Permits	0
Land Disturbance Permits (LDPs)	0

**Project Status:**



# Community Development Projects Plans Under Review

Community Development Projects Plans Under Review			
Project Name	Location	Plan Type	
Renaissance at SouthPark Phase V, Water & Sewer	Oakley Industrial Boulevard @ Plantation Road	Site Development Plans	Revised plans received 03/31/2023.  <b>Plans approved 04/11/2023.</b>
Bohannon Road Training Center	Bohannon Road (City-Owned Property)  Land Lease Agreement dated 12/12/2022.	Clearing & Grading Plans	Revised plans received 03/30/2023.  <b>Comments provided on 04/18/2023.</b>
Oakmont Bohannon	621 Bohannon Road	Site Development Plans	<b>Third revision received 04/12/2023.</b>  <b>Comments on revision 3 provided 04/28/2023.</b>
South Park Building C	Whitewater Place; 7760 Spence Road	Site Development Plans	Plans approved 02/16/2023.  Revised Landscape plans provided 03/08/2023.  Landscape comments provided 03/14/2023. Tree Bank contribution required.
Mini Storage Depot at Fairburn	156 Jonesboro Road (near Heath Street & Beverly Engram Parkway)	Site Development Plans	Conditional approval provided 03/22/2023. GDOT approval required. Tree Bank contribution required.
Copart, Inc. – Fairburn	6737 Roosevelt Highway	Site Development Plans	<b>Conditional approval provided 04/11/2023. The City of Atlanta Permit and Fulton County Permit required.</b>
Nestle Purina Petcare, Roadway and Drainage Improvements	5001 Fayetteville Road	Site Development Plans	Comments provided 02/21/2023.  <b>Revised plans received 04/24/2023.</b>
Evergreen Subdivision	Elder Street (near Vickers Road & Strickland Street)	Site Development Plans	<b>Revision 2 received 04/12/2023.</b>  <b>Plans approved on 04/25/2023.</b>
Legend Creek Subdivision	White Mill Road (near Rivertown Road)	Site Development Plans	Revised plans received 03/03/2023.  Plans approved 03/16/2023.
Vickers Point Subdivision	Vickers Road (at the intersection of Beverly Ingram Parkway/ SR 138)	Site Development Plans	<b>Revision 2 received on 04/13/2023.</b>  <b>Comments on revised 2 provided on 04/28/2023.</b>

## Community Development Projects Under Construction

Project Name	Permit Type	Permit Issuance Date
Renaissance Parkway Phase II ~ Sanitary & Stormwater Construction	Land Disturbance Permit	February 22 <sup>nd</sup> , 2023
Milam Village, Phase 2 ~ Popeye's	Land Disturbance Permit	February 6 <sup>th</sup> , 2023
Ren Park Apartments	Land Disturbance Permit	November 10 <sup>th</sup> , 2022
South Park, Building B	Land Disturbance Permit	November 8 <sup>th</sup> , 2022
SIXTY-NINE ZERO FIVE DEV CO. - 6905 Virlyn B. Smith (Renaissance Festival)	Timber Harvesting Permit	October 26 <sup>th</sup> , 2022
96 Howell Avenue, Lot 3, Water and Sewer Project	Land Disturbance Permit	September 28 <sup>th</sup> , 2022
1162 Hwy 54 East, LLC	Land Disturbance Permit	September 28 <sup>th</sup> , 2022
South Park, Building A	Land Disturbance Permit	July 20 <sup>th</sup> , 2022
Package Depot Plaza	Land Disturbance Permit	April 12 <sup>th</sup> , 2022
Fairburn DC, Howell Avenue	Land Disturbance Permit	February 8 <sup>th</sup> , 2022
Trillium Reserve Subdivision	Land Disturbance Permit	September 29 <sup>th</sup> , 2021
Fern Dale Subdivision	Land Disturbance Permit	March 31 <sup>st</sup> , 2021
Legend Creek Subdivision	Land Disturbance Permit	October 15 <sup>th</sup> , 2020



Public Works/Capital Improvement Projects Under Design			
Project Name	Design Firm	Current Phase	Let Date
Roadway Improvements on Various City Roads	In-House	Bid/Letting	March 29 <sup>th</sup> , 2023
Southeast Broad Street/McLarin Road Pedestrian Improvements Project	Pond & Company	Contract Award	November 9 <sup>th</sup> , 2022
CDBG, Golightly Street Pedestrian Improvements Project	Pond & Company	Contract Award	November 9 <sup>th</sup> , 2022
Virlyn B. Smith Pedestrian Improvements Project	Pond & Company	Contract Award	November 9 <sup>th</sup> , 2022
Park Road Extension/Duncan Park Secondary Access Road	Southeastern Engineering, Inc.	Preliminary Design	May 31 <sup>st</sup> , 2023 (anticipated)
Oakley Industrial Boulevard Roadway Extension	Southeastern Engineering, Inc.	Preliminary Design	August 23 <sup>rd</sup> , 2023 (anticipated)
CDBG, Lightning Community Rain Garden & Greenspace Project	Pond & Company	Preliminary Design	October 18 <sup>th</sup> , 2023 (anticipated)
I-85 @ SR 74/Senoia Road Interchange Project (PI# 0007841)	TranSystems Corporation	Right-of-Way Acquisition/Final Design	Management Let Date: June 15 <sup>th</sup> , 2024

The I-85 @ SR 74/Senoia Road Interchange Project currently has fifty-seven (58) parcels; the preliminary parcel count was fifty (50) parcels. GDOT has closed on twenty-nine (29) parcels. Six (6) condemnations pending.

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

**Upcoming Events/Actions/Meetings:**

- The bid opening date for the 2023 LMIG/TSPLOST Resurfacing Project, Roadway Improvements on Various City Roads (IFB# 23-012), is May 3<sup>rd</sup>, 2023.
- The Agreement between Fulton County and the City of Fairburn for \$311,850.00 for the CDBG, Golightly Street Pedestrian Improvements Project was executed on April 24<sup>th</sup>, 2023. It is anticipated it will be ratified by the Mayor & Council at the May 8<sup>th</sup>, 2023, City Council Meeting.



# COURTS

**DIRECTOR: LISA BROWNLEE-MACK**

**APRIL 2023**

## **Department Highlights/Accomplishments:**

- Completed all scheduled court sessions.
- Responded to Open Records Requests
- Processed Monthly State Funds Report
- Processed Record Restrictions Requests
- Scheduled Annual Municipal Court Judge Training

## **Upcoming Events/Actions/Meetings:**

- Continue review and revise Court forms, fines and SOP





# ECONOMIC DEVELOPMENT

DIRECTOR: SYLVIA ABERNATHY

APRIL 2023

- Participated in City Council Retreat with Mayor and Executive Leadership Team, giving presentation regarding downtown expansion projects and Main Street Program updates.
- Produced Third Friday Concert – Taste of SoFu kickoff event with performances by Dileesa Archer, Gritz and Jelly Butter, and Sammie. Downtown family friendly event within the Historic Commercial District, promoting local businesses, vendors, and bringing visitors to the area. More than 15 food, retail, and civic organizations participated, with record attendance, exceeding an estimated 800 attendees.
- Civic Night for Georgia Cities Week, a collaboration between economic development and educational stakeholders to engage local businesses, students, and families in governmental operations. Students from Global Impact Academy conducted a mock City Council Meeting identifying a key issue impacting the community, relying on information provided by the city, such as budgets, departmental roles, and responsibilities, to identify a community issue and initiative policy directives.
- Prepared and wrote April City Connect Newsletter, highlighting Alleywave: Canopy of Colors, art installation, Human Resources honoring National Police Week, and other events around Fairburn.

## Department Updates:

- Small Business Grant Program
  - Meeting with Procurement Manager to establish timeline, RFP announcement, and review schedule.
  - RFP scheduled for announcement and release. – May 19th
- Vacant Spaces Project with Dash Team – In Process
  - Artists' selection completed. Working with property owner regarding installation.
- Economic Development Citywide Business Summit – **In Process**
- **2023 Third Fridays on Main Street Concert Series**
  - May 19th – *Jazz & Soul Festival*
  - June 16th – *Juneteenth Celebration*
  - July 21<sup>st</sup> – *Summer Music Festival*
  - August 18<sup>th</sup> – *Evening with the Stars*
  - September 15<sup>th</sup> – *Hispanic Heritage Festival*
  - October 20<sup>th</sup> – *Harvest Festival*

- Livable Cities Initiative (LCI) Community Development Assistance Program (CDAP)- Interdepartmental application for \$250,000 grant for Comprehensive Education Campus Development Plan, downtown catalytic site development, and small business incubator program. – **Submitted February 27<sup>th</sup>** (extended to March 7<sup>th</sup>)
- Town Square Historic Clock
  - Project Approved
  - Working with development team regarding installation.
- Downtown Development Authority – Tax Abatement for South City Partners, Ren Park Development, Bond for Title Lease. **In Process**
  - **Presented**
- Downtown Development Authority- 25 SW Broad Street Project.
  - Ongoing meetings with Developer, Economic Development team, and Buildings Director to approve site development. **Ongoing**
  - Letter of Support from Development Authority **In Process**
- Completed the February Monthly Community Activities Report Georgia Main Street/ Department of Community Affairs (DCA), which includes data on job creation, real estate sales, housing, new construction, rehab, and public improvement projects for Main Street reporting.

#### **Project Status:**

- Economic Development Strategic Plan
  - Interdepartmental meeting to discuss preparation of RFP. -
- 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 – **In Process**
  - Receiving Applications.
  - Reviewing with consultants, options to establish technical design support options and a downtown look-book guide beautification process.
- Downtown Catalytic Site Development:
  - Review of potential Catalytic Site in downtown Fairburn, Off Broad. -**Ongoing**
  - Redevelopment of downtown parcels. Business Development and Activation: Ongoing discussions with business and property-owner stakeholders.

#### **Upcoming Events/Actions/Meetings:**

- Business Alliance Meeting – Southwest Atlanta Airport Mixer – May 24<sup>th</sup> @ 6:00 pm
- Development Authority (DA) Meeting – May 23<sup>rd</sup> @ 6:00 pm
- Main Street Board Meeting -TBD
- Ren Thursdays – May 11<sup>th</sup>, May 25<sup>th</sup>, and June 1<sup>st</sup>



# FINANCE

**DIRECTOR: BRYAN STEPHANS**

**APRIL 2023**

## **Department Updates:** Month of April 2023

### Daily Operations

- Business Licenses
  - New Licenses: 4
  - Renewals: 58
  - Outstanding/Pending Unpaid: 114 (effective 1/2021 to current)
- New services
  - Electric: 33
  - Water: 29
  - Garbage: 33

### Personal Property Tax

- Collected: \$3,953,876
- Outstanding: \$102,493

### Real Property Tax

- Collected: \$7,792,216
- Outstanding: \$222,242

### Public Utility Tax

- Collected: \$147,777
- Outstanding: \$186,679



**Project Status:**

Purchasing Policy – Adopted 5/8/23

Credit Card Fee Surcharge- P&Z- Go-live implemented on May 1, 2023

Fund Balance Policy- Adopted 5/8/23

**Upcoming Events/Actions/Meetings:**

- a. FY24 Budget Calendar – Completed on May 8, 2023
- b. Working with vendor on adding a convenience fee for utility bill credit card payments to offset credit fees being absorbed by the city
- c. Accounts payable direct payables process trainings for city employees 5/9-5/11



## **FIRE**

**CHIEF CORNELIUS ROBINSON**

**APRIL 2023**

### **Department Highlights/Accomplishments:**

- Ladder and fire operations training in Walthourville Georgia
- Meeting with South Fulton, Palmetto, Chattahoochee Hill Chiefs concerning automatic aid response
- Met with building manager and contractors to conduct a final inspection for the temporary station on Bohannon Rd.
- Met with building manager and architects reviewing construction of station 23 on Milam rd.
- Completed "Learn not to burn" at Campbell Elementary for the month of April-May

### **Department Updates:**

- In the process with the building manager of getting furniture for the temp station

### **Project Status:** • N/A

### **Upcoming Events/Actions/Meetings:**

- Recruit class in 6th week of recruit school
- Chief Robinson & Chief Sapp will be in training from June 5th-9th at EDI training in New Orleans at Dillard University
- Fairburn Fire will be hosting the leadership training with COSF on July 20th, 2023.

# HUMAN RESOURCES



## HUMAN RESOURCES

DIRECTOR: TALISHA CHAMPAGNE March 2023

### Department Highlights/Accomplishments:

- **Stress Awareness Month** recognized city-wide for **April 2023** to raise awareness of the impact of stress and how managing stress is an essential component of a healthy lifestyle.
- Human Resources and the Wellness Team host "**Managing Workplace Stress**" lunch and learn on **April 13, 2023**, in partnership with EAP vendor CorpCare.
- Human Resources and the Employee Engagement Team recognized **National Lineman Appreciation Day** on **April 18, 2023**.



- During **Georgia Cities Week**, Human Resources and the Wellness Team host the **City of Fairburn Education Fair** on **Thursday, April 27, 2023** highlighting the **Intellectual** wellness dimension. Fairburn Employees and members of the community will have an opportunity to meet various University representatives to discuss continuing education opportunities.





## **Department Updates:**

- City's Hiring & Turnover stats for April 2023:
  - New Hires – Four (4) employees
  - Separations – Three (3) employees

## **Project Status:**

- Retiree benefit plan options are being reviewed and vetted by the assigned Broker Team and Administration.
- Paycom Applicant Tracking module manager training to be held week of May 22, 2023.

## **Upcoming Events/Actions/Meetings:**

- Mental Health Awareness Month recognized city-wide May 2023. City will host, ***Mental Health Awareness “Together We Are More Than Enough”*** livestream panel event on **May 23, 2023**, at 11:00am.
- Human Resources and the Wellness Team introduces May 2023 Wellness Initiative, **Walk@Work**. Citywide walk, in partnership with BKS Broker, will be held **on May 19, 2023**.
- On behalf of City Administration, Human Resources, and the Employee Engagement Team, the following national events will be recognized city-wide:
  - National Professional Municipal Clerk Week – May 1, 2023 to May 6, 2023
  - International Firefighter Day – May 4, 2023
  - National Receptionist Day – May 10, 2023
  - National Police Week – May 15, 2023 to May 19, 2023
  - National EMS Week – May 22, 2023 to May 26, 2023
  - National Public Works Week - May 22, 2023 to May 26, 2023
- Human Resources and the Wellness Team to host lunch and learn on **May 30, 2023**, in recognition of **Women's Health Month**.
- Human Resources and the Safety Team to recognize **Building Safety Month** for May 2023.
- Employee Appreciation/Field Day to be held July 14, 2023, at Duncan Park.



# Information Technology

**Manager: Charles Johnson**

**April 2023**

## **Department Highlights:**

- Completed and submitted the City Administrator March 2023 status report
- Began working on City Administrator April 2023 status report
- Incode update communications to Finance and Utilities
- Systems Network Admin started April 12th
- SNA shadowing
- iWorQ training and implementation
- Continued working with Lt. Dyer on desk support issues
- Working with VC3 to get an account of all devices on the network and the valuation of that equipment
- iWorQ IT support tickets
- IT equipment orders
- Phishing and spamming checks with end users
- WiFi project for Duncan Park
- KnowBe4 Security Awareness training organization-wide
- KB4 implementation bugs/glitches/issues
- KnowBe4 Security Awareness reporting
- KnowBe4 Security Awareness reporting inaccuracies
- Ordering IT equipment for COF depts.
- Stack social CompTIA training
- Working with vendors to resolve various incidents, network, internet, and Wi-Fi issues
- Netwrix renewal complete
- Wi-Fi at Duncan Park pool area complete
- Cyber liability insurance renewal
- IT Support Technician position posted
- Adobe licenses renewal
- TelcoWiz user updates
- City email address request from Ms. Frazier
- MaaS360 issues
- Tyler Tech support case 10068527 – File locks up when in us

**Department Highlights - continued:**

- TelcoWiz user licenses
- TelcoWiz Security Login/COF
- COF SNA VC3 Portal Accesses
- NS Billing system for utilities
- iPhone username corrections
- Verizon Wireless Account Rep Return From Leave meeting
- City cell phone upgrade
- Request for Snagit
- Internet Access to Temporary Fire Station request to Comcast
- CD Director New Desktop
- Youth Center Phone Line
- Cognito Forms Intro
- VC3 Check-in meetings
- Site visit with Ricoh rep
- Verizon zero usage report
- VMWare renewals
- Cellco March 2023 Bill
- COF-Network Documentation Follow-Up
- MaaS360 Limit Exceeded
- Paycom IP address issues with staff clocking in and out
- Tyler Content Manager module discussions/meetings
- MS Office workflow
- Chancellor Felton domain network/NS defender Firewall issue
- COF Wi-Fi issues around city hall and municipal courts
- Wi-Fi restoration/implementation initial discussions
- Instant On access
- Aruba Access
- Sophos and Unifi access points access
- Ubiquiti account access
- IT Support Technician resume reviews.
- Started creating documentation to encourage employees across COF to use Microsoft Teams in their daily routine/aide IT with remote assistance.
- Work on/resolve general IT support tickets/requests as they come into iWorq & via email
- Will begin going through IT equipment in the main server room to see if anything can be reused for timeclock/IT stock purposes.
- Waiting to hear back from Comcast regarding finding out available options with the Ciena as part of the plan to redesign the COF network and make it more stable.
- Waiting to hear back from the Chief of Police & Fire Chief on when the best time would be to work with VC3 to install pending firewall updates for the Sophos.
- Researching possible methods that can be used to migrate data from the company phones per MaaS360 being discontinued.
- Will begin working on creating documentation to assist Department heads & HR with Onboarding new hires/offboarding employees.



# PARKS & RECREATION

**DIRECTOR: CHAPIN SCOTT**

**APRIL 2023**

## **Department Highlights/Accomplishments:**

- Bridge Spring Break Camp – 24 youth participants
- Berry Foundation C.O.S.T Football Camp (Free) – 44 youth participants
- Georgia Cities Week
- Blood Drive – 48 participants
- Third Friday Concert – Sammie performance
- Girls Guide – Girls Mentoring Program: 8 youth girl participants.
- GRPA District 4 Championships – 35 athletes advanced to the State Championship
- Healthy Eating Class – 25 senior participants (Sensational Seniors)
- Crochet Class – 15 senior participants (Sensational Seniors)
- Stress Awareness Walk – 10 senior participants
- Spring Wreath Making Class – 18 Senior Participants (Sensational Seniors)
- Weekly Youth programs: Music Education Group, Youth Track, Youth Soccer, and Tee Ball
- Weekly Senior programs – Walking Club, Chair Aerobics, Line Dancing

## **Department Updates:**

- Duncan Park Pool & Splash Pad – Lifeguard recruitment on going.
- Youth Baseball – Season on going
- Youth Football 2023 – Registration opens March 6th.
- Summer Camp gran application – Submitted – Requested funding - \$59,000. – grant received
- Fairburn Farmers Market – Starts June 4th / Every 1st & 4th Friday.
- New Program: Bridge Summer Camp – Registration Full
- Music Education Program – 2nd session – Registration Open



### **Project Status:**

- Parks Master Plan – RFP complete – selection made.
- Duncan Park Pool & Splash Pad repairs – ongoing. / repairs started.
- Master Event Calendar – Complete
- Youth Center HVAC installation –Complete
- Duncan Park entrance gate repair – Complete
- Outdoor basketball court fence repair – on going.
- 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
- Tennis Court net replacement – complete
- Hiring: Parks Maintenance Team Member (1)

### **Upcoming Events/Actions/Meetings:**

- May 4th – Flower Pot project
- May 18th – Coffee & Canvas
- May 25th – Abstract Art Project
- May 27th – Youth Fishing Derby
- May 27th – Duncan Park Pool & Splash Pad Opening
- June 2nd – Farmers Market Kick-off
- June 5th – Summer Camp 1st Day

### **Marketing Materials:**



**Fairburn**  
*Striving to Succeed*

# BRIDGE SUMMER CAMP

**8-WEEK CAMP**  
 JUNE 5TH - JULY 28TH

**7:30 AM - 5:30 PM**  
**FAIRBURN YOUTH CENTER**  
 149 S.W. BROAD STREET  
 FAIRBURN, GA 30213

**REGISTRATION**  
 \$85.00 PER WEEK -  
 INCLUDES SNACK

**HOW TO REGISTER**  
 VISIT [WWW.FAIRBURN.COM](http://WWW.FAIRBURN.COM)  
 LOCATED ON THE MAIN PAGE  
 "REGISTER FOR AN ACTIVITY"

**ACTIVITIES**

- ✓ Literacy and Reading Skills
- ✓ STEAM
- ✓ Music Education
- ✓ Art
- ✓ Swimming
- ✓ Leadership
- ✓ Field Trips
- ✓ Outdoor Exploration
- ✓ Healthy Lifestyle

For More Information: Contact Jada Berry at [jaberry@fairburn.com](mailto:jaberry@fairburn.com)

**Fairburn Flames  
 Football**

## REGISTRATION OPENS MARCH 6, 2023

**FLAG - AGES 3&4**  
 5U TACKLE - COACH FAIRCHILD  
 6U TACKLE - COACH TYRELL  
 7U TACKLE - COACH SINKFIELD  
 8U TACKLE - COACH RICO  
 9U TACKLE - COACH JAMES  
 10U TACKLE - COACH SWANSON  
 11U TACKLE - COACH FRANK  
 12U TACKLE - COACH B

EARLY REGISTRATION WILL INCLUDE A FREE FOOTBALL SKILLS  
 CAMP FOR 7U AND UP. CAMP WILL BE HOSTED BY COLLEGE  
 FOOTBALL HALL OF FAME  
 ERIC BERRY AND OTHER SPECIAL GUESTS.  
 EARLY REGISTRATION ENDS MARCH 31, 2023.

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# FAIRBURN MARKET FRIDAY'S

**VENDORS NEEDED**

LOCAL FARMERS, FOOD VENDORS,  
 HOMEMADE CRAFTS AND  
 JEWELRY

MARKETS ARE EVERY 1ST AND 4TH  
 FRIDAY IN JUNE AND JULY.

FOR MORE INFORMATION  
 CONTACT:  
[JABERRY@FAIRBURN.COM](mailto:JABERRY@FAIRBURN.COM)

**Duncan Park Pool  
 & Splash Pad**

**WE'RE  
 HIRING!**

**SUMMER 2023**

**AQUATIC FACILITY SUPERVISOR**  
 (\$17.49/hr.)

**LIFEGUARDS** (\$15.50/hr.)      **POOL ATTENDANTS** (\$10.04/hr.)

Get lifeguard certified at no expense  
 \*Lifeguards must pass a swim test\*

**APPLY ONLINE AT  
[WWW.FAIRBURN.COM](http://WWW.FAIRBURN.COM)**

**INTERVIEWS START MARCH 2023**

FAIRBURN PARKS AND RECREATION DEPARTMENT  
 770-964-2244 EXT. 134



# PLANNING & ZONING

DIRECTOR: DENISE BROOKINS

APRIL 2023

## Department Highlights/Accomplishments:

- The first phase of the online portal will launch next month for building permit applications
- There is a significant increase in code enforcement cases related to high grass and trash bins in public view.
- Staff is scheduling a meeting with Habitat for Humanity to tour recently constructed homes and discuss other services.
- The draft zoning ordinance related to House Bill 1405 is under review.

## Boards & Commissions Planning Meetings

- The April Planning and Zoning Commission was canceled due to a lack of agenda items.

## Approved Plans and Plats:

- 92 Howell Ave – Final Plat Update and Right-of-Way Dedication – April 10, 2023
- Package Depot Retrofit - Concept and Elevations Review – May 02, 2023

## Upcoming Meetings:

There is a Planning and Zoning commission meeting schedule for June 6, 2023

## Upcoming Plans/Rezoning/Use Permit/Variance Petitions:

- Durham Lakes – Rezoning Request: PD Commercial to PD Residential/Townhomes
  - Planning and Zoning Commission Meeting is tentatively scheduled for July 11, 2023
  - Mayor and City Council Public Hearing is tentatively scheduled for August 14, 2023
- Azalea Dr – Primary variance request to reduce the required setbacks (submittal under review)
- PVI Fairburn Office - Concept and Elevations Review (submittal under review)

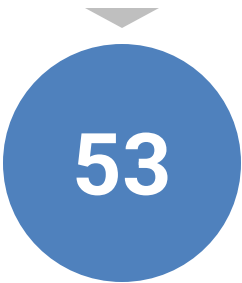
## Proposed Text Amendments:

- Zoning Procedures Law 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)
- Conceptual Plat expiration period
- Electric Vehicle Requirements
- Updates to the regulations for Modular Buildings
- 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.

# Planning, Compliance, and Building Fast Facts

## Building Permits Summary

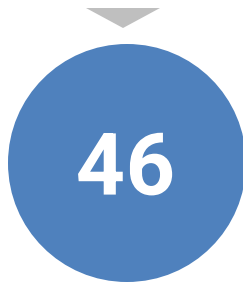
TOTAL PERMITS



COMMERCIAL



RESIDENTIAL



### New Permits:

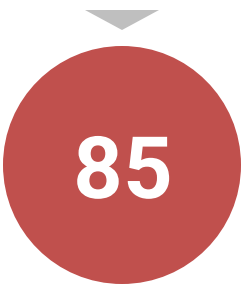
Staff received an increase in roof replacement and solar panel permit request this month

## Planning and Zoning Summary

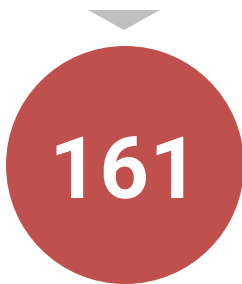
Permit Type & Other	Number Issued
Sign Permit	2
Film Permit	-
Short Term Rental Permit	-
Tree Permit	4
Special Event Permit	3
Occupational Tax License Review	3
Zoning Verification Letter	3

## Code Enforcement Summary

OPEN CASES



NOTICE OF VIOLATION  
ISSUED



VIOLATIONS ISSUED



## Top Issues

HIGH GRASS, WEEDS,  
TREE BRANCHES

PARKING ON GRASS

WORKING WITHOUT A  
BUILDING PERMIT

SIGNS IN THE RIGHT-OF-WAY

ABANDONED VEHICLE

TRASH & DEBRIS





**POLICE**

**CHIEF ANTHONY BAZYDLO**

**April 2023**

**Department Highlights/Accomplishments:**

- **FPD delegation to attend Police Week in Washington D.C. next week**
- **LT Harkins, SGT Smith, OFC McClellan will attend**
- **Meeting with grant contractor about obtaining grant funding for body armor reimbursement, K9 program**
- **Entire PD underwent TASER training first week of May**
- **Recruit Edmondson graduates from the police academy on May 26<sup>th</sup>**
- **Deputy Chief Eiswerth out June 5 – 9**
- **Chief Bazydlo out June 14 – 19**
- **Yolanda Mack, who gave sexual assault presentation to Mayor and Council, will be attending PD command staff meeting on June 21 for training**



# Fairburn Police Department

Anthony Bazydlo

Chief of Police



## Executive Summary

April 2023

- Uniform Patrol Division

- Total Calls Answered: 642
  - Self-Initiated 1,562
- Arrests 36
- Arrest – Released 44
- Citations 517
- Warnings 932
- Incident Reports 299
- Accident Reports 104

- Special Ops

- Total Calls Answered: 7
  - Self-Initiated 150
- Arrests 7
- Arrest – Released 2
- Citations 52
- Warnings 111
- Incident Reports 25
- Accident Reports 1

- Criminal Inv. Division – April

- Cases Assigned 70
- Ex-Cleared 4
- Cleared by Arrest 1
- Unfounded 5
- Inactivated 38

- CID – Cases Prior to April

- Carry Over 191
- Ex-Cleared 7
- Cleared by Arrest 5
- Unfounded 7
- Inactivated 55

- Internal Affairs

- Vacancies
  - 4 officers
- 1 recruit in academy
- 1 military leave
- 1 medical

### Police

#### April 2021

- Citations 598
- Warnings 1,441
- Arrests 30
- A/R 90

#### April 2022

- Citations 548
- Warnings 611
- Arrests 41
- A/R 40

#### April 2023

- Citations 517
- Warnings 932
- Arrests 36
- A/R 44



# Fairburn Police Department

Anthony Bazydlo

Chief of Police

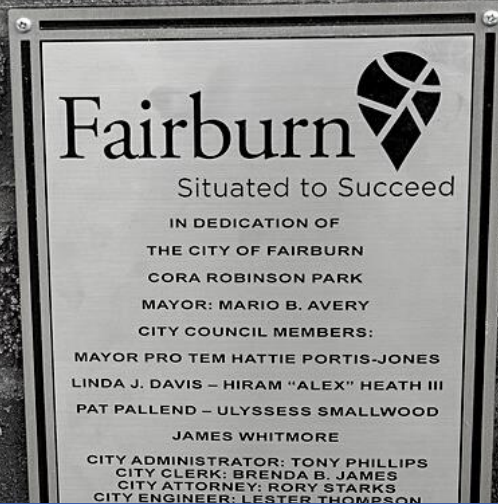


## April 2023 Crime Report Total Part 1 Crime Incidents

○ 2023 YTD	156
○ 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 / Year</u>	<u>Increase / Decrease</u>	<u>Total Part 1 Crimes</u>
January 2023	57.1%	44
February 2023	80%	36
March 2023	55.5%	42
April 2023	54.5%	34
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
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



# PROPERTY MANAGEMENT

**DIRECTOR: Dana Smith**

**April 2023**

## Department Highlights/Accomplishments:

- Performed HVAC and Elevator 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 has taken place. Waiting for further evaluation information the insurance company.
- Temporary Fire Station apparatus bay installation is in progress.
- Replaced water heater at Fire Station #22.
- City of Fairburn Wi-Fi at Duncan Park Pool House has been established.
- Performed refrigerator repairs at Human Resources building.
- Installed blinds for Streets and Police Department.
- Janitorial services RFP was published.



## **Department Updates:**

- **Project Status:**
  - Fire Station # 23 design by POH is in progress, the floor plan is completed. Design Development is nearly complete. An update was provided to the Bedford School.
  - Network expansion at Classroom bldg. #2 and Duncan Park are in progress.
  - Temporary Fire Station Apparatus bay is nearly complete.
  - Pricing for carpet replacement of Classroom bldg. #2 is completed.
  - Roof Repair of GMC and Classroom bldg. #2 scheduled for next month.
  - iWorQ Asset/Work Order module training is nearly completed and scheduled to go live next month.
  - Elevator repairs at Fairburn Educational Campus have been performed.
  - Pricing for Spatial planning for Classroom Bldg #2 has been completed.
- Brick dumpster enclosures at Armando's and Casablanca are scheduled for this summer.
- 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 in progress.

## **Upcoming Events/Actions/Meetings:**

- Publish RFPs for on Call/Preferred Maintenance Contractor services.
- Publish RFP for Preventive Maintenance contracts.
- Soliciting vendors for backup generator Utilities and Fire HQ/FS#22/Youth Center buildings.
- Assess emergency power and generator connections at Police HQ.



# STREETS

**DIRECTOR: GALE HIGGS**

**April 2023**

## **Department Highlights/Accomplishments:**

- 1 New Employee Hired

## **Department Updates:**

- Castleway Sinkhole Repaired
- Lassie Lane Drain / Sidewalk Repair
- Equipment Shed Installed
- Annex Re-Striping Completed
- Pothole Repairs on Multiple City Streets
- Sewer / Gutter / Drain Cleanouts Throughout City
- Continuous Sign Replacements
- Tree Canopy Cutbacks Throughout the City

## **Project Status:** Pending

- Sidewalk Repair on Shadow Glen
- Spring Plantings
- Salt Canopy Shed Installed

## **Upcoming Events/Actions/Meetings:**

- 3<sup>rd</sup> Fridays Concert
- Defensive Driving Class



# UTILITIES

**DIRECTOR: JOHN MARTIN**

**APRIL 2023**

## **Department Highlights/Accomplishments:**

- Webinar: Are you Prepared for a future that includes Electric Vehicles? (April 4th)
- Utilities Department Weekly Leadership Meeting (Every Monday)
- Water Meter Replacement Program Kick-off Meeting-(Utilities Conference Room)- (April 5th)
- Google Meet: InfraMappa (April 6<sup>th</sup>)
- Council Meeting (April 10<sup>th</sup>)
- Middle Chattahoochee Meeting-Palmetto, GA (April 11<sup>th</sup>)
- Microsoft Teams Meeting: Virlyn B. Smith Road Pedestrian Improvements Preconstruction Conference (April 12<sup>th</sup>)
- Attended Third Friday Concert Logistics Walk Through Meeting-Frankie Arnold Stage & Courtyard (April 17<sup>th</sup>)
- Attended Council Retreat (GMA Building) (April 21<sup>st</sup>)
- Aqua Meter Consultants-WMRP start date (April 24<sup>th</sup>)
- Purchase Orders and Balance Meeting (Finance Team)-Fishbowl Conference Room (April 25<sup>th</sup>)

- Attended ECG April Board Meeting (Georgia International Convention Center) (April 26<sup>th</sup>)
- National Lineman Appreciation Day (April 18<sup>th</sup>)
- Enrolled in KnowBe4 Cybersecurity Training (April 7<sup>th</sup>)
- MEAG Approval of new Feeder additional at 6 months from Engineering & Construction Team (April 10<sup>th</sup>)
- Southeast Stormwater Association affiliation application completed (April 11<sup>th</sup>)
- Backflow/Cross Connection Ordinance Approved by City Council (April 11<sup>th</sup>)
- Fairburn Utilities New Logo approved and displayed (April 11<sup>th</sup>)
- Power Pole Tagging Project Approved by City Council (April 11<sup>th</sup>)

#### Customer Service/Meter Reading:

#### **Meetings:**

- Meeting held with Assistant City Administrator & Utilities Director regarding personnel matters (*Customer Service Representative position*).
- Meeting held Kendall Supply, Aqua Meters (Contractor) & Utilities Team to discuss water meter project details/kickoff.

#### **Training:**

- Completed mandatory Cyber Security web-based courses.

#### **Tasks:**

- Approved daily time sheets for Utilities Administrative Staff (Customer Service, Billing & Meter Reading Teams).
- Created “Master Count List” for meter reader manual sheets for March 2023.
- Tallied up the “Master Count List” for March 2023.
- Created updated outline of water meter details.
- Drafted and finalized letters for “special bill” customers regarding newly created route and account numbers.
- Submitted “Employee of the Quarter” nominee for January – March 2023.
- Assisted the Billing Team with meter read inputs, edits, and billing process for March 2023.
- Submitted monthly report for March 2023.
- Worked closely with Steve Garber to provide statistical information for audit purposes.
- Reinstalled/Repurposed over 50 ERT numbers on Neptune water meters to retrieve electronic reads.
- Worked closely and collaborated with “The SAUCE Team”, regarding local government policies and practices related to utilities.
- Worked closely with ECG to provide electric statistics for Electric Questionnaire.
- Worked closely with GFL Leadership Team to rectify escalated service issues.
- Worked closely with FACAA (Ms. Teresa Pearsall) to provide information on customers that are eligible for utility assistance through the agency.
- Sent out emails to seriously delinquent customers, to settle past due balances.



## **Billing Information:**

Utility Bill Count: **7,472** (TOTAL), **6,583** (MAILED)

- **3,698** Penalties were posted this month: totaling **\$114,629.45**.
- **334 work order requests** (**226**– Meter Readers, **83**– Water Team, **23** – Electric, **5**– Unassigned, **7**– Billing,) were completed for the month of April 2023.
- **28** service disconnections were issued and completed on seriously delinquent account.
- Meter Reading & Water Staff collected over **1,309** visual electric/water reads for billing.

## **Electric:**

- Provided permanent service wire to Enterprise cars on Senoia Road/ Met with contractor at Ferndale subdivision (April 3<sup>rd</sup>)
- Mounted new CT's and 3 phase meters at Enterprise on Senoia, built 3 phase overhead bank/ Attended webinar on EV stations (April 4<sup>th</sup>)
- Meeting at Duracell for finalization of planned shutdown of plant/ installed fault locators on FO872/ Emergency tree removal on Spring Street (April 5<sup>th</sup>)
- Set 2 poles on Cemetery Drive/ Received order from Gresco/ Conference with Director on cost of goods/ Meeting with contractor at Ferndale Subdivision (April 6<sup>th</sup>)
- Truck maintenance/ Repaired line to storage trailer at 106 Howell yard (April 7<sup>th</sup>)
- Mandatory shutdown at Duracell (April 8<sup>th</sup>)
- Moved primary wire and set transformer on East Campbellton Road/ Met with Ferndale Subdivision contractor (April 10<sup>th</sup>)
- Main line primary transfer at Azalea Drive/ Set 2 new poles (April 11<sup>th</sup>)

- Installed transformer on Spence Road/Replaced all service wire/Met with contractor at Ferndale Subdivision (April 12<sup>th</sup>)
- De-energized Azalea Drive/ Re-routed primary line to Willow Creek Subdivision (April 13<sup>th</sup>)
- Changed fuse coordination at Duncan Park to impede load outages at Renaissance Festival (April 14<sup>th</sup>)
- Repaired/ Replaced broken 3 phase 4-way junction pole at Washington Street (April 17<sup>th</sup>)
- Bucket truck rescue class/ Dug 4 pole holes on Spence Road/Framed 4 poles and staged, coordinated Spence Road/ Closure with Police Department and Streets Department (April 18<sup>th</sup>)
- Installed (6) 45 ft. poles on Spence Road (April 19<sup>th</sup>)
- Continued pole construction on Spence Road (April 20<sup>th</sup>)
- Friday concert prep/Installed temporary service for Economic Development Department/ Stocked and cleaned trucks (April 21<sup>st</sup>)
- Met with Greystone Power for pole movement due to de-acceleration lane addition at Ferndale Subdivision (April 24<sup>th</sup>)
- Greystone continues pole transfer at Ferndale Subdivision/ Received Gresco truck/ Stocked inventory (April 25<sup>th</sup>)
- Continued storm prep on trucks/ Rode circuits for pole change out (April 26<sup>th</sup>)
- Met with Economic Development Department about sign/ Applied security locks to all primary wire cabinets and transformers at Ferndale, Subdivision/ Pull pole list prepared for transferred poles (April 27<sup>th</sup>)
- Removed sign for Economic Development Department/ Framed poles for Edelweiss Road/Cybersecurity training completed by Power Department team (April 28<sup>th</sup>)

#### Water/Sewer:

- Hydrant Flushing: 16
- Meter Maintenance: 96
- Water Meter Change Out: 2
- Leak Repair: 4
- Check for Leaks: 5
- Sewer Back-up: 5
- Low Water Pressure: 2
- Pump Station Maintenance Check: 66
- Replaced Meter Lid: 4
- ERT Installs: 28
- Water Turn On: 3
- Meter Locates: 1
- Verify Meter Readings: 3
- Contractor Meter Installs: 258

#### Contractor Repairs:

- Broad Street-Emergency Sewer Repair
- 280 Fireside Way-Emergency Service Line Repair
- 320 Fireside Way-Emergency Service Line Repair
- Shaw Drive-Stormwater Drain Repair

#### STORMWATER:

- Identifying and inspecting of damaged storm drains

### FOG (Fats, Oils, & Grease):

- Identifying all commercial & EXEMPT FOG customers- (In progress)
- (2) FOG permits issued
- FOG collections amount: \$5,962.00

### Department Updates:

- Backflow/ Cross Connection Program implemented

### Project Status:

- Lift Station Project-Pumps ready. Planning kick-off meeting.
- Fire Hydrant Replacement Project (*completed*)
- Upgrade Power Grid (Elder & Poplar)- (*In Procurement*)
- Water Meter Exchange-258 accounts changed out (*In progress*)
- 2021 Storm Drain Lining Project (*In Progress-awaiting contractor approval*)

### Upcoming Events/Actions/Meetings:

- Upgrade Power Grid (Elder & Poplar) FY23
- Overhead to Underground Power Installation (Rivertown Road) FY24
- Implementation of the FOG software (*On-going*)
- Review meter details for new developments and renovations- (*In progress*)
- Electric Ordinance revised