



City Administrator's Monthly Report

March 2022

Fairburn, GA

Authored by: Tony M. Phillips, CPM®



Government of the City of Fairburn



Greetings Honorable Mayor & City Council Members,

I am honored to present a summary of the City's monthly administrative activities. Fairburn continues to be unequivocally "Situated to Succeed". A city that combines multiple assets into one of the state's best live, work, play communities. Our staff is focused on continuing our daily commitment to ensuring our residents receive best in class customer service, while being responsive to our neighborhoods, communities, and local businesses to support a safe, inclusive, innovative, and economically vibrant city.

This report summarizes activities through the end of March 2022. The City continues its positive path forward under the leadership of the Honorable Mayor Mario B. Avery.

- Ms. TaLisha Champagne, MBA, PHR has been hired as the Director of Human Resources. She brings an impressive set of skills, qualifications, and education in conjunction with over 15 years' experience.
- We are continuing our proactive recruitment for all open positions in the City to help elevate departmental service delivery. In the month of March, we onboarded nine (9) new employees across five (5) departments (City Clerk, Finance, Fire, Streets, and Utilities)
- The implementation of the ClearGov Budget Cycle Management platform will begin in May. It will significantly increase the transparency and accessibility of the City's finance information while simultaneously enhancing efficiency and productivity for city staff.
- Ashley Nicole Communications LLC will be assisting the City with expanding our communication efforts as a consultant. There is a great opportunity to promote the many projects, events and initiatives currently underway in Fairburn and to sharpen our overall public communications.
- The renovation of Fire Station 21 is well underway, and we are seeing firsthand the impact of these needed improvements.

I am passionate about our path forward in Fairburn. We are continuing to systematically build a topflight management team and staff to serve our residents at the highest level. We are consistently looking to implement innovative ways to connect with our citizens and provide opportunities to make Fairburn our region's most accessible government. 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 March 2022.

Tony M. Phillips, CPM®

City Administrator

City of Fairburn



City Clerk

Director: Brenda James

March 2022

Department Highlights/Accomplishments:

Received 107 open records request for March 2022 – researched and processed

Processed incident reports to Travelers insurance

Registered Council Members to attend training and processed per diem expense reports

Prepared City Council Meeting packets for 03/28/22 and processed the agenda afterwards

Processed the annual liability insurance policies, awaiting renewal correspondence

Reviewed ordinances sent to Muni code

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

Prepared City Council Minutes

Project Status:

Continue to work with open records request several times a day

Continue to organize City records

Upcoming Events/Actions/Meetings:

Index four (4) filing cabinets with contracts and agreements- Review 4 boxes of paperwork in Deputy Clerk's office

Discuss open records request software with Attorney, Mayor, and City Administrator



Community Development Department

Director: Lester Thompson, MPA

March 2022

Department Highlights/Accomplishments:

The Notice to Proceed was issued to Pond & Company to Design the Lightning Community Pond and Greenspace Project on March 24th, 2022.

The Notice to Proceed was issued to Southeastern Engineering, Inc. (SEI) to Design the Duncan Park Roadway Extension Project on March 24th, 2022.

The bid opening for the 2022 Local Maintenance Improvement Grant (LMIG)/TSPLOST City-Wide Resurfacing Project; Roadway Improvements on Various City Roads Project (22-001), was conducted on March 25th, 2022.

Department Updates:

Permit Type	Number Issued
Right-of-Way Encroachment Permits	3
Clearing & Grading Permits	0
Land Disturbance Permits (LDPs)	1

Project Status:

Community Development Projects Under Construction		
Project Name	Permit Type	Permit Issuance Date
Fairburn Station	Land Disturbance Permit	March 16 th , 2022
1162 Hwy 54 East, LLC	Land Disturbance Permit	February 16 th , 2022
Tractor Supply Company	Land Disturbance Permit	February 11 th , 2022
Fairburn DC, Howell Avenue	Land Disturbance Permit	February 8 th , 2022
Trillium Reserve Subdivision	Land Disturbance Permit	September 29 th , 2021
TEREX (TRX) – USA – Fairburn	Land Disturbance Permit	August 20 th , 2021
Iron Horse Storage	Land Disturbance Permit	April 20 th , 2021
Graham Road Site	Land Disturbance Permit	April 2 nd , 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	Current Design Phase	Let Date
I-85 @ SR 74/Senoia Road Interchange Project (PI# 0007841)	Right-of-Way	Management: October 15 th , 2022

The project currently has 53 parcels. GDOT has closed on nineteen (19) parcels, six (6) parcels are pending condemnation with one (1) filed, thirteen (13) options are with their attorney for closing, seventeen (17) parcels are still being negotiated, ten (10) parcels will need to be reappraised.

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
Oakley Industrial Full Depth Reclamation Project (21-001)	July 6 th , 2021	Substantial: October 29 th , 2021 Final: March 31 st , 2022
Rivertown Road Pedestrian Improvements Project (21-002)	October 4 th , 2021	Substantial: March 31 st , 2021 Final: May 31 st , 2022
Cora Robinson Park Improvements Phase II Project (21-003)	September 27 th , 2021	Substantial: April 30 th , 2022 Final: May 31 st , 2022
Dodd Street Community Plaza Project (21-003)	September 27 th , 2021	Substantial: April 30 th , 2022 Final: May 31 st , 2022
Roadway Improvements on Various City Roads Project (21-004), 2021 Local Maintenance Improvement Grant (LMIG)/TSPLOST City-Wide Resurfacing Project	September 20 th , 2021	Substantial: December 17 th , 2021 Final: March 31 st , 2022
Margaret Street Pedestrian Improvements Project (21-005)	September 27 th , 2021	Substantial: January 28 th , 2022 Final: March 31 st , 2022

Upcoming Events/Actions/Meetings: A Contract Award recommendation for the 2022 Local Maintenance Improvement Grant (LMIG)/TSPLOST City-Wide Resurfacing Project; Roadway Improvements on Various City Roads Project (22-001), will be presented at the April 25th, 2022, City Council Meeting.



Economic Development

Director: Sylvia Abernathy

March 2022

- Participated in Aerotropolis Atlanta Blueprint 2.0 Project Workshop regarding 22- proposed catalytic sites, to provide input and information gathering. – March 15th
- **State of the Program with Georgia Main Street:** Participated in annual assessment meeting update. DCA reports job growth and business expansion within the city of Fairburn’s Main Street Program district.
- **Aerotropolis/ Developers’ Bus Tour:** Fairburn site selection and marketing completed to promote commercial development opportunities.
 - Site 1: 8515 Senoia Road/ 29.87 acres
 - Site 2: 8350 Senoia Road/ 2.38 acres
 - Site 3: 5650 Milam Road/ 14.31 acres
 - Site 4: 0 Meadow Glen Circle / 23.7 acres
- **Partners In Education:** Presented seven graduating Creekside High School JROTC seniors received the Fairburn Community Service Award, in recognition of outstanding support with the Keep Fairburn Beautiful/ Community Beautification Ambassadors (CBA) for volunteer hours, leadership, and contributions in civic responsibility. – March 25th
- **April City Newsletter.**

Department Updates:

- DDA/DA Board Appointments: New Appointee letters issued. Orientation schedule and agenda forthcoming in May. Date: TBD
- **Downtown Design Project:** Digital wayfinding system presentation set for April 25 City Council Work Session.
- Completed February compliance survey for Fairburn Main Street Community Activities Report. Submitted update to GA Main Street/ DCA regarding downtown retail data, events, activities, and public/private improvements within the district.
- Downtown Special Events: Ongoing planning and coordination for upcoming event schedule, promotional campaigns, and concert series.



Project Status:

- **Development Projects.**
 - **LCI Roosevelt Highway Study:** Application completed and scope of work review underway.
 - Redevelopment of downtown parcels.
 - Ongoing discussions with business and property-owner stakeholders.
 - **Aerotropolis Blueprint 2.0:** Submitted Fairburn potential catalytic sites and completed jurisdiction survey. – February 7th
 - Ongoing workshops are scheduled.
 - Developers bus tour – scheduled for April 26th

- **Workforce Development Initiatives:**
 - Mentoring/ Apprenticeship program in development.
 - The apprenticeship program for ready-to-work youth. Meeting to review GMA, *Starts with Me* program model.
 - Ongoing meeting with education and business stakeholders.

- **Business Activation & Retention:**
 - Marketing meeting with Golden Krust Caribbean Café completed business profile for upcoming cooperative advertising.
 - Restored Promises Grand Opening Ribbon Cutting – scheduled for April 23rd
 - Cochran Mill Brewing Company 2nd Anniversary Ribbon Cutting – scheduled for May 7th (confirmation pending)

Upcoming Events/Actions/Meetings:

- Downtown Business Association Interest Meeting – TBD
- Taste of Fairburn- May 20th
- Third Friday Events & Concert Series
- Agricultural Day virtual event – TBD
- Main Street Board Meeting – March 15th
- Community Beautification Ambassador Meeting – March 22nd
- DDA/DA Board Meeting - TBD



Finance

Director: Peterson David

March 2022

Department Highlights/Accomplishments:

Department Updates:

Interviews held for vacant Revenue Specialist I position

- Candidate chosen, started 03/30/22

Personal Property Tax

- Collected: \$2,753,044.76
- Outstanding: \$71,997.54

Real Property Tax

- Collected: \$6,504,864.93
- Outstanding: \$241,092.83

Public Utility Tax

- Collected: \$10,510.26
- Outstanding: \$226,568.89

New services, March 1 – 31, 2022

- Electric: 35
- Water: 67
- Garbage: 69

Project Status:

FY20-21 Single Audit: Final stages

Upcoming Events/Actions/Meetings:

1. Present New Proposed Travel Policy to Council
2. Cleargov presentation – Transparency, Capital Projects, Personnel, & Budget tool
3. Finalize FY22 budget request
4. Present Mid-year Budget vs Actual report to Council
5. Short-Term rentals, Business & Alcohol Licenses moving to Finance



Fire Department

Director: Chief Cornelius Robinson

March 2022

Department Highlights/Accomplishments:

- Congratulations to Chief Robinson for receiving his 2nd Master's Degree in Business Administration from Columbia Southern University.
- Sergeant Krishna Craig represented the Fire Department in a Career Fair video posted on the city's Facebook page.
- 03/12/2022: Fairburn Fire (along with agencies from surrounding cities) were able to put out the fire that took place at Hair Joy Salon inside of Hudson Plaza. The damages were maintained only to Hair Joy.
- 03/30/22: Fairburn Fire unit successfully extracted passengers and a driver from a vehicle struck by a fallen tree at the intersection of East Broad Street and Senoia Road.

Department Updates:

- The Georgia Renaissance Festival begins Saturday, April 9, 2022. Fairburn Fire Department will oversee First Aid for the duration of the festival, which ends May 30, 2022.
- 3 New Personnel members added
- Purchased new appliances for Station 21

Project Status:

- Did follow up on Squad 22
- Traveled to Pierce Manufacturing in Appleton, WI, to review new apparatus and discuss needed specifications and features
- Still in talks with locking down a temporary station location
- Finalizing TAD positions

Upcoming Events/Actions/Meetings:

- Newly graduated recruits are preparing to take the Emergency Medical Technician course offered by Atlanta Technical College.



Planning and Zoning

Director: Tarika Peeks

March 2022

Department Highlights/Accomplishments:

Boards & Commissions Meetings

- The Planning and Zoning Commission meeting scheduled for April 5th was canceled due to the lack of agenda items. Next meeting - May 3rd
- The Art Advisory Council meeting scheduled for March 17th was canceled due to scheduling conflicts. Next meeting - April 21st

Community Meetings and other Meetings:

The Community Garden Plan Project Team Meeting was held on March 3rd.

Community Garden Field Visits: GROWL Garden on March 17th and Scharko Farms on March 28th

The Elder St./Strickland St. Rezoning Community Meeting was held on March 9th at 7:00 pm.

Department Updates:

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

Project Status:

Community Development Projects Under Review	
Project Name	Plan Type
Popeye's	Site Development Plan
South Park Bldg. A	Site Development Plan
Buckingham - Google	Site Development Plan
South Park Bldg. B & C	Conceptual Site Plan
Copart	Clearing and Grading



Upcoming Events/Actions/Meetings:

Rezoning Petitions

DRB Group Georgia, LLC – A request to rezone 18.26 acres from R-1 (Single-family Residential) to R-4 (Single-family Residential) for 86 single-family residential lots.

Meeting Dates: Planning and Zoning Commission - January 11, 2022 -

APPROVAL

City Council - February 14, 2022 - Deferred to March 28, 2022 -

FAILED

The rezoning petition will be scheduled for a future public hearing date.

Hernan Creek - A request to rezone 26.35 acres from AG (Agriculture) to R-4 (Single-family Residential) for 56 single-family residential lots.

Meeting Dates: Planning and Zoning Commission - May 3, 2022

City Council - June 13, 2022

Liberty Communities - A request to rezone 46.1 acres from AG (Agriculture) to R-4 (Single-family Residential) for 175 single-family residential lots.

Meeting Dates: Planning and Zoning Commission - May 3, 2022

City Council - June 13, 2022

Grind Capital Group - A request to rezone 32.3 acres from AG (Agriculture) to M-1 (Light Industrial) Residential) for a 273,000 square feet warehouse with a future build-out for an additional 128,000 square feet.

Meeting Dates: Planning and Zoning Commission - June 7, 2022

City Council - July 11, 2022

South City Partners - A request to rezone 14.979 acres from C-2 (General Commercial) to PD (Planned Development) for 288 multi-family units with a clubhouse, 4,000 square feet of retail space, and conservation open space with a concurrent variance to reduce the number of parking spaces from 2 per unit to 1.5 per unit.

Meeting Dates: Planning and Zoning Commission - June 7, 2022

City Council - July 11, 2022

Richard Lindsey - A request to rezone 3.14 acres from R-1 (Single-family Residential) to C-2 (General Commercial) for a convenience store with six pumps and two retail spaces.

Meeting Dates: Planning and Zoning Commission - July 5, 2022 (Date may change to July 12th)

City Council - August 8, 2022



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



PARKS AND RECREATION

Director: Chapin Payne

March 2022

Department Highlights/Accomplishments:

- City-wide Career Fair
- New Hire: Recreation Coordinator – Christopher Barnes
 - Start date: April 27, 2022
- Pool & Splash Pad Passes – Now on Sale
- Outdoor basketball court fence repaired

Department Updates:

- City-wide Career Fair – 70 participants
- Coffee & Canvas – 18 participants
- 2022 Duncan Park Pool & Splash Pad information updated
- GA Cities Week schedule confirmed
 - **Sunday, April 24th @10:30AM - 6:00 PM:** GA Cities Week Kickoff at the Georgia Renaissance Festival located right here in Fairburn. Visit www.garenfest.com for ticket information.
 - **Monday, April 25th @ All Day:** Support your local Fairburn businesses! Provide a receipt and win a Fairburn prize
 - **Tuesday, April 26th @5:00PM -6:30 PM:** Public Safety Day! Visit with our Fairburn Police & Fire Departments. Enjoy a look inside our safety vehicles and ice cream.
 - **Wednesday, April 27th @6:00PM - 7:30 PM:** Education Night: Celebrating Literacy and Arts
 - **Thursday, April 28th @10:00AM - 12:00 PM:** City Tour - Connect for Success on our City Tour with City leadership
 - **Friday, April 29th @7:00PM -** Finale Jazz, Rhythm & Blues Concert
- Duncan Park Pool & Splash Pad seasonal prep started
- Weekly Youth Track & Field Meets – Season ending May 6, 2022
- Weekly Youth Tee-Ball Practice – Every Tuesday & Thursday



- Youth Football registration opens April 11, 2022
- New Program: Wellness Wednesdays – Every 1st and 3rd Wednesday June – July

Project Status:

- Youth Center HVAC installation – (3) quotes received
 - Seeking additional quotes through Property Management Department due to additional electrical needs.
- Duncan Park entrance gate repair – scheduled for the week of April 18th
 - Damaged by a vehicle / gate re-located to front of the park
- Outdoor basketball court fence repair – Complete
- Duncan Park field maintenance – on going
- Mental Fitness Summer Camp facility usage agreement – April 11, 2022
- Pat Green Parking Lot usage contract – April 11, 2022
- Swim Lessons facility usage agreement – April 25, 2022
- Youth Center landscape – due to rain/ expected completion May 1st
- Fall Festival planning – on-going
- Duncan Park Pool & Splash Pad – season planning
 - Opening Day – May 28, 2022
 - Activities: Day camps, Swim Lessons, Open Swim, Water Aerobics
- Youth Center access control – reviewing best options

Upcoming Events/Actions/Meetings:

- Easter Wreaths – April 13th
- Tee-Ball Opening Day – April 23rd
- GA Cities Week – April 24th – April 30th
- Popcorn & A Movie – April 27th
- Pool Opening Day – May 28th



Marketing Materials:

Fairburn
Georgia Cities Week
April 24th - 30th
"Connecting for Success"

<p style="text-align: center;">SUNDAY Fairburn Day @ the Hon Fest <small>Georgia Renaissance Festival</small></p> <p>Apr. 24th <small>10:30A - 6:00P</small> Enjoy Fairburn's favorite 18th Century attraction! Feast, Shop, and Play like Royalty!</p>	<p style="text-align: center;">TUESDAY Public Safety Day <small>Duncan Park</small></p> <p>Apr. 26th <small>5:00P - 8:30P</small> Meet your Fairburn Police & Fire Department. See inside our safety vehicles and much more!</p>
<p style="text-align: center;">WEDNESDAY Education Night <small>Frankie Arnold Stage & Courtyard</small></p> <p>Apr. 27th <small>6:00P - 7:30P</small> An evening celebrating youth through Literacy & Arts! Fun for all ages</p>	<p style="text-align: center;">THURSDAY City Tour <small>Various Locations</small></p> <p>Apr. 28th <small>10AM - 12PM</small> Tour with City of Fairburn Leadership and Connect for Success.</p>
<p style="text-align: center;">FRIDAY <small>Frankie Arnold Stage & Courtyard</small></p> <p>Apr. 29th <small>7:00P - 10:00P</small> Jazz and R&B Concert Enjoy a night of Live Music featuring Jazz & R&B artists.</p>	

Register for Events
WWW.FAIRBURN.COM

Fairburn Flames Youth Football

REGISTRATION OPENS
APRIL 11TH

Age Groups:
Flag Football - 3 & 4
5U, 6U, 7U, 8U, 9U
10U, 11U, 12U, 14U

Register Online at www.fairburn.com
"How Do I" - Register for an Activity

For More information contact us
770-964-2244 ext. 134 or
jaberry@fairburn.com

Payment Plans Available

Fairburn Parks & Recreation Department

UPCOMING ADULT PROGRAMS

04.13

EASTER WREATH MAKING CLASS
10AM- 12PM
Fairburn Youth Center

04.27

POPCORN & A MOVIE
11AM- 1PM
Fairburn Annex

05.04

FLOWER POT PAINTING & PLANTING
11AM- 1PM
Fairburn Youth Center

05.18

COFFEE & CANVAS
11AM- 1PM
Fairburn Youth Center

REGISTER BY CALLING (770) 964-2244 EXT. 133 OR BY
EMAILING SHJACKSON@FAIRBURN.COM

DUNCAN PARK POOL & SPLASH PAD

SEASON SPLASH PASSES NOW ON-SALE

A SEASON SPLASH PASS PROVIDES ACCESS TO THE DUNCAN PARK POOL AND SPLASH PAD DURING OPEN SWIM HOURS FOR THE 2022 SEASON (MAY 28, 2022- SEPTEMBER 4, 2022).

VISIT WWW.FAIRBURN.COM - PARKS & RECREATION
TO PURCHASE A SEASON PASS OR
USE THE QR CODE

WELLNESS WEDNESDAY'S

EVERY FIRST AND THIRD
WEDNESDAY IN JUNE AND JULY

HEALTHY FOOD AND LIFESTYLE VENDORS
NEEDED

PLEASE EMAIL JABERRY@FAIRBURN.COM IF
YOU WOULD LIKE TO TAKE PART IN THESE
WELLNESS EVENTS. WE ARE CURRENTLY
LOOKING FOR HEALTHY FOOD AND LIFESTYLE
VENDORS!



Police Department

Director: Chief James A. McCarthy

March 2022

Department Highlights/Accomplishments:

- Three new officers hired on 4/04. One in the academy, three in field training.
- Part 1 crime rate for March 2022 down 9.6% from March 2021

Department Updates:

- Upcoming public safety day for Georgia Cities Week on 4/26

Project Status:

- Planning stages for:
 - Citizen Police Academy

Upcoming Events/Actions/Meetings:

- Command Staff meeting every Wednesday at 10 AM
- 4/20 attending intern reception at Georgia State University for student that completed internship from January through March
- Lieutenant assessment on 4/29



March 2022 Crime Report

Total Part 1 Crime Incidents

YTD

○ 2022	76
○ 2021	328
○ 2020	416
○ 2019	589
○ 2018	709
○ 2017	824

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

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



- **Uniform Patrol Division**
 - Total Calls Answered: 738
 - Self-Initiated 1408
 - Dispatched 738
 - Arrests 48
 - Arrest – Released 50
 - Citations 529
 - Warnings 793
 - Incident Reports 308
 - Accident Reports 103

- **Special Services**
 - Total Calls Answered: 5
 - Self-Initiated 112
 - Dispatched 5
 - Arrests 11
 - Arrest – Released 5
 - Citations 42
 - Warnings 71
 - Incident Reports 33
 - Accident Reports 1

- **Criminal Inv. Division – March**
 - Cases Assigned 24
 - Ex-Cleared 1
 - Cleared by Arrest 1
 - Unfounded 1
 - Inactivated 7

- **CID – Cases Prior to March**
 - Carry Over 81
 - Ex-Cleared 1
 - Cleared by Arrest 4
 - Unfounded 10
 - Inactivated 30

- **Internal Affairs**
 - Vacancies
 - 3 police officers

Code Enforcement	
March 2022	
• Site Insp	0
• Stop Work	0
• Signs Removed	73
• Door Hangers	35
• 5 Day Notice	43
• Citations	1
• Complaints Resolved	38
Police	
March 2020	
• Citations	643
• Warnings	1,175
• Arrests	39
• A/R	55
March 2021	
• Citations	731
• Warnings	1,734
• Arrests	36
• A/R	79
March 2022	
• Citations	529
• Warnings	793
• Arrests	48
• A/R	50
<i>Mar. '21 compared to Mar. '22</i>	
9.6% Part 1 crime decrease	



Property Management

Director: Harvey Stokes

March 2022

Department Highlights/Accomplishments:

- Designed the keyless entry access security system for Human Resources new location at 131 Washington Street. Installation scheduled for April 26th if not earlier.
- Reviewed and approved and released the construction documents and permits for the new Daycare Center located off Senoia Road.
- Repaired damaged support column at 131 Washington Street Bldg.
- Organized the workshop/ storage area including the Van with both power and hand tools for Facility Maintenance Tech
- Building inspections on both residential and commercial projects.

Department Updates:

- Full time custodian position created and approved by Mayor & Council for this department
- Five applicants applied for the posted in-house custodian position, with four being selected for interviews April 14th.
- The Facility Maintenance Tech-I position has been filled by Mr. Cody Kimble, a transferred employee from our Street Department.
- Facility Manager position is being advertised for this department.

Project Status:

- Fairburn Utility: New carpeting, LVT tiles, painting, Lighting, HVAC system, ceiling completed, resealing of a leak in the roof in progress, project 90% near completion, this space will house the Streets Directors and staff.
- Annex Building: All stored files are to be relocated from the rear of the building and stored in my office. The overhead projector system to be installed.



- Rewire the HVAC system in Planning and Zoning office, after hours or weekend project.
- Replacement of HVAC system in IT room at Fairburn Utility.
- Human Resources new facility: Security system' separate light switches for the two offices, install a land line for faxing, purchase a refrigerator and Microwave oven and add one additional receptacle.
- Meeting with contractor and staff next week to work out the logistics for the work to be performed on phase one of the renovations at Fire Station 21, without interfering with the day-to-day operations, actual work to begin 4/14/22.

Upcoming Events/Actions/Meetings:

- Complete the following:
 - a. Security access system at the Police Dept.
 - b. Security access system at the H.R. Center on Washington St.
 - c. Security access system at Fairburn Youth Center.
 - d. Interviews for custodian position 4-14 from 10 to 2pm.
- Continue to monitor the complaints from the homeowner at 2019 Broadmoor Way.
- Continue to monitor the complaints from the homeowner at 41 Somerset Hills.
- Continue to monitor the complaints from the homeowner at 59 Somerset Hills.



STREET DEPARTMENT

Director: Gale Higgs

March 2022

Department Highlights/Accomplishments:

Three staff members have received their Bucket Truck operator certifications

One new employee started on March 14, 2022

Department Updates:

New employee will start on April 13, 2022

Several Trees removed throughout the city

Working with the Utility Department to maintain sewer drains

Continuing to work with GFL regarding the new pickup schedule change coming soon.

Project Status:

Repairs to the damaged guardrails on Fayetteville Rd scheduled to begin on April 26, 2022

Upcoming Events/Actions/Meetings:

Obtaining quotes for landscaping options

Scheduling interviews for potential new hires



Utilities Department

Director: John D. Martin, QWLA

March 2022

Department Highlights/Accomplishments:

Director's Office:

- Utilities Department Leadership Meeting
- Attended Special Call Meeting
- Meeting with GFL Environmental concerning quality improvements
- GFL Environmental Landfill Presentation
- Fairburn Career Fair @ Fairburn Youth Center
- GFL Re-Route Meeting
- Monthly ECG Meeting
- Water Distribution System-Valves, Hydrants, & Water Meters (Zoom Training)
- Monthly Project Meeting with Integrated Science Engineering
- Monthly Budget Meeting with Finance Director
- Senior Leadership meeting

Customer Service/Meter Reading:

- Mailed out 8,789 utility bills in March 2022
- Daily operations of handling customer inquiries
- Administered field/system audit for water accounts due to billing errors
- Disconnection service orders were issued for “seriously delinquent” customers

Electric:

- Pole Replacement @ 120 Greene Street
- Pole Replacement @ 320 Fayetteville Road
- Trimmed tree limbs on Fayetteville Road
- Car Accident (East Broad Street)-Pole Replacement
- Infrastructure Upgrade (Smart Switch Installation @ Hwy 74)

- 3-phase Meter Testing (Choice Customer Accounts)
- After hour calls: 54



Water/Sewer:

- Emergency handled at Fireside Pump Station to prevent overflow
- Flushed fire hydrants (Bucknell Terrace)
- Meter Installations (Radford Loop)

Stormwater:

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

COVID-19:

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

Department Updates:

- Utilities Operations Manager started.
- Customer Service/Meter Reader Work orders completed: 536
- Water/Sewer Work orders completed: 61

Project Status:

- Fire Hydrant Replacement Project bid opening (03/31/22)
- Upgrade Power Grid (Elder & Poplar)-ECG mapping completed
- 2021 Storm Drain Lining Project (*In Progress*)
- 2021-2022 Impaired Waters Monitoring-Winter period sampling (*In Progress*)
- 2021-2022 NPDES Phase I Compliance Activities-Inspections (*In Progress*)

Upcoming Events/Actions/Meetings:

- Upgrade Power Grid (Elder & Poplar)
- Overhead to Underground Power Installation (Rivertown Road)
- Purchase of Case CX-57C Mini Excavator
- Implementation of the Backflow/FOG (Fats, Oils, and Grease) software
- Prepare Backflow Ordinance for Mayor and Council approval
- Ordering of (2) trucks for meter readers
- Tree trimming contract for Council approval
- Review meter details for new developments and renovations