

CITY ADMINISTRATOR'S MONTHLY REPORT 2025

APRIL

**REFLECTING ON
ACHIEVEMENTS, INSPIRING
FUTURE POSSIBILITIES**

Prepared By:
Tony M. Phillips



Leading with Vision, Inspiring Success

Greetings Honorable Mayor and City Council Members,

Fairburn is a city on the move, making positive strides through collaboration so we are all “Stronger Together.” During April 2025 city departments, community stakeholders, and elected leaders have worked together to continue the positive record of service, accomplishments, and success. The following report for the month of January shares some positive highlights and encouraging progress that we have made together, in the city “Situating to Succeed”

As public servants, we have worked hard to create a city that is responsive to the needs of our residents. April saw significant and ongoing work on the city’s Comprehensive Plan update. With over 100 live attendees and over 1400 views online. Buildings and Operations has continued positive steps on the Public Safety Complex. The design has been completed, and development phase and construction design are also nearing completion. LDP has been submitted and coordination with GDOT is going.

The Communications Department successfully promoted the city’s participation in Georgia Cities Week with daily themed posts, event promotion, and a custom social media frame, resulting in a 34% increase in community engagement compared to March. The Inaugural Fairburn Third Friday – Gospel Fest was held this month, featuring gospel legend Vickie Winans, “Prince of Praise,” Byron Cage, The Clark Brothers, BKC, and the Temple of Prayer Choir.

The Fire Department provided comprehensive training on the Tiller Apparatus to the fire personnel across all three shifts at Fire Station #24.

This essential hands-on training was conducted in conjunction with the Johns Creek Fire Department, fostering interagency collaboration and ensuring operational proficiency with the apparatus.

Utilizing the new implemented Benefit Module, Human Resources launched the EDI (Electronic Data Interchange) feeds module as part of our benefits administration and payroll process. This process helps streamline the benefits process, reduce manual data entry and errors, and ensures accurate and timely processing of employee benefit elections. Fairburn Power Department received the highest award for safety from Electric Cities of Georgia (ECG), the prestigious Jeff Cook Diamond Award.

Another successful month of service and accomplishment demonstrates that Fairburn is a clearly a city “Situating to Succeed.” With the visionary leadership of our Mayor & City Council, the dedication of our highly qualified and experienced City Staff, the support of our residents, and a vision for the future, we are building a stronger, safer, and more connected Fairburn. We are moving forward toward an exciting future and working collaboratively to shape Fairburn’s next chapter. Ensuring that we are all “Stronger Together.”



Tony M. Phillips
City Administrator



Key Accomplishments & Initiatives

- Old Campbell Courthouse post-fire Asbestos abatement and debris removal is completed. The Final claim assessment has been received. Public engagement meetings were held, and the building has been secured with temporary roofing and window control.
- Public Safety Complex has completed the design development phase and construction design is nearly completion. LDP has been submitted and coordination with GDOT is going.
- Fire Station 23 is nearly complete. The interiors are complete and the sitework is nearly complete.
- 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.
- Duncan Park baseball field tree removal has been completed.
- HVAC replacements for Georgia Military College Classroom, City Hall and Municipal Court building are being solicited.
- Replacement components and door to the malfunctioning and damaged overhead doors at Fire Stations 21 and 22 are being solicited.

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.
- Preparing for Insurance renewal with Mayor & Council
- Created and distributed the Monthly Safety Newsletter - Safe Walking Tips: Head Up, Phone Down.
- Successfully renewed the 2025-2026 insurance renewal.
- Successfully implemented the third AED/CPR Training in collaboration with COF Fire Marshal.
- Successfully implemented "Stop the Bleed" Training in collaboration with COF Fire Marshal.
- Coordinated with vendors to provide future safety trainings.



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

Community Engagement & Public Awareness

- Launched Georgia Cities Week Campaign: Successfully promoted the city's participation in Georgia Cities Week with daily themed posts, event promotion, and a custom social media frame, resulting in a 34% increase in community engagement compared to March.
- State of the City Video Coverage: Produced a highlight reel and behind-the-scenes content for the 2025 State of the City event, which reached over 6,000 views on Facebook and was shared across regional platforms.

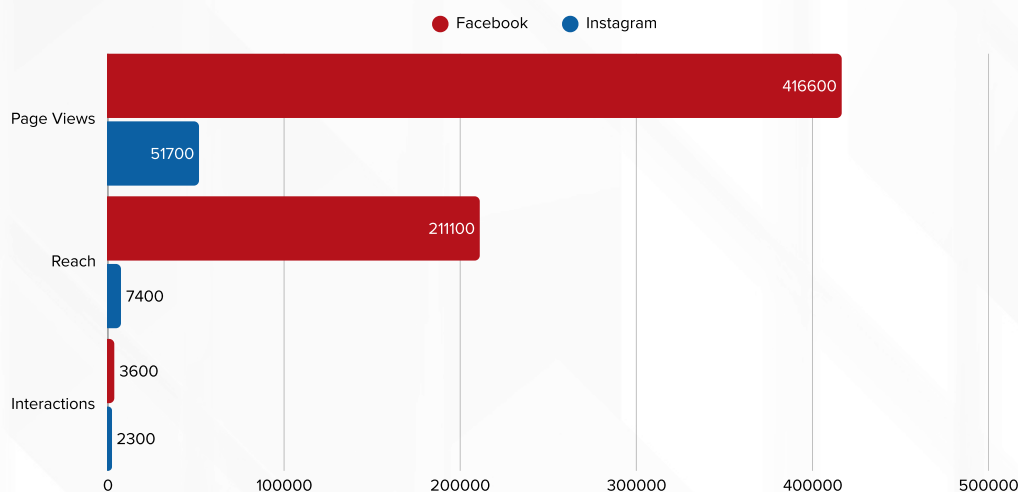
Media Relations & Public Information



- Issued 5 Official Press Releases: Topics included the launch of the Third Friday Concert Series, Georgia Cities Week, and youth sports achievements. These were distributed to regional outlets and uploaded to the city's news portal.
- Expanded Media Coverage: Secured local news coverage in the South Metro Neighbor and WSB-TV Community Updates for the Fire Youth Track & Field State Championship participation.



Digital Communications & Social Media

- Launch "Fairburn Minute" city event spotlight updates to enhance audience engagement

Social Media Highlights



  40 new members
NextDoor
6,823 Members

  9,991 Impressions
YouTube
1.1K Page Views

May 2025 Priorities

- Launch the first edition in Q2 of the City of Fairburn's Quarterly E-Magazine, highlighting major projects and community initiatives
- Content Series Launched: Introduced a new video series called "Fairburn Forward" offering residents an inside look at how city funds are used and how departments serve the community.
- Launch Fairburn University, a 5-week
- 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

- Processed monthly state funds report
- Processed Record Restrictions Requests
- Responded to Open Records Requests
- Completed all scheduled Court Sessions
- National Center for State Courts (NCSC) Training
- CourtTRAX training
- Municipal Court Clerk Training
- Continue to review, revise court forms, fines, and SOP



Key Accomplishments & Initiatives

- Participated in Retail Strategies training From Outreach to Grand Opening: Mastering the Retail Recruitment regarding pipeline to community's retail landscape and the retail recruitment process. Featured economic development professionals from Georgia communities who have successfully implemented retail attraction strategies into their economic development efforts.
- Completed certification for Traditional Economic Development and Incentives with the Georgia Academy for Economic Development along with approximately 10-12 economic developers, local representatives, and elected officials on April 29th in conjunction with the Georgia Municipal Association.
- Inaugural Fairburn Third Friday – Gospel Fest, featuring gospel legend Vickie Winans, “Prince of Praise,” Byron Cage, The Clark Brothers, BKC, and the Temple of Prayer Choir.
- Completion of Georgia Cities event for economic development and Keep Fairburn Beautiful Week, of activities including a food donation drive, community garden cleanup, community garden planting, candle making session and kick-off Fairburn Third Friday concert.

New Business Openings:

- Hotel Motel Tax: participated in regional training with the Georgia Department of Community Affairs-Community Development Division, regarding tax background and logistics for new increase of hotel motel tax from 3% to 8%, in conjunction with the Georgia Office of Research. Training provided reporting process, local government guidance, and role of DCA in facilitating audits.
- Development Authority of Fairburn (DA)/ Downtown Development Authority (DDA):
- Facilitated approval of incentives package for the Portman Mixed Use Development. Completed inducement resolution for tax abatement bond issue.
- Georgia Main Street: completed monthly reporting of program operations including events and volunteer hours, job creation data, and program projects and expenses.
- Site Visits: Ongoing meetings with potential retail, restaurant, and destination point projects.

Community Engagement

- Events:
- Fairburn Third Friday - Gospel Fest: Organization of event working with the City's legal department, administration, and City Clerk to finalize performers' list and contracts for concert series. Collaboration with department directors regarding event logistics and management in conjunction with Marketing & Events Manager.

Key Accomplishments & Initiatives

- Keep Fairburn Beautiful Week – planning for week-long events for citizens inclusive of planting event at the Fairburn Community Garden, candle-making workshop, and food drive.
- Marketing & Events Management: Event coordination for the upcoming Fairburn Third Friday kickoff, working with procurement and local businesses.
- Fairburn Business Exchange- organizing the upcoming Fresh Market series, revamping program to attract more residents and visitors, incorporating gaming, workshops, and petting zoo. Four events scheduled for the year, scheduled to begin in June.
- Upcoming Events: Preparations underway for the Fairburn's Ren Fest Thursdays that will Small Business Development Week, Business Alliance Workshop: Marketing Strategies for Success; Women's Expo, and Economic Development Week.
- Partnerships:
- Participated in the monthly Fulton County Schools Superintendent's Council meeting regarding ongoing initiatives impacting students within Fairburn and South Fulton schools for continued workforce development.

Department of Finance

DIRECTOR:

BUSINESS LICENSES

NEW LICENSES:

5

RENEWALS:

111

OUTSTANDING/
PENDING UNPAID:

318

NEW SERVICES

ELECTRIC:

80

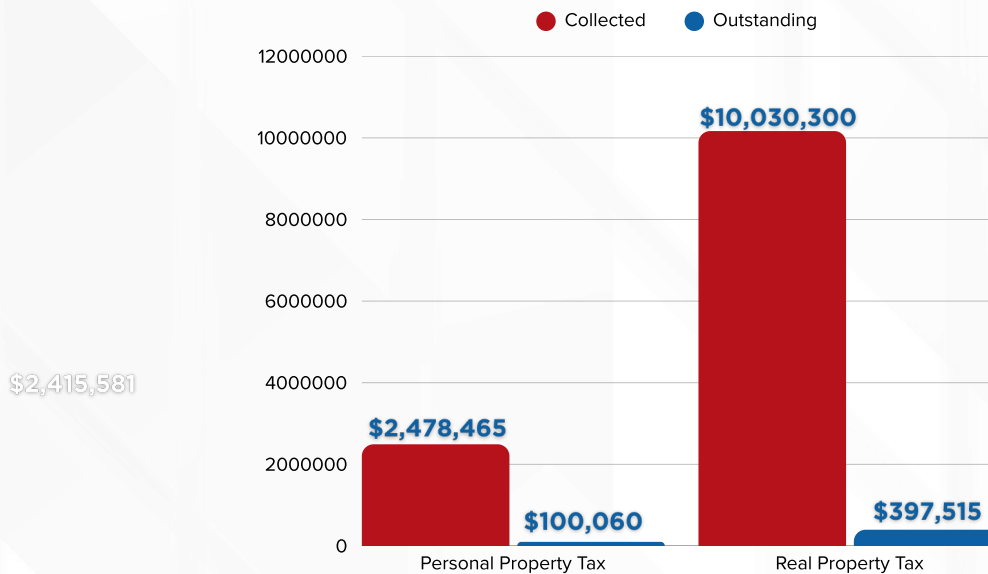
WATER:

69

GARBAGE:

63

Taxes Collection of FY 2025 through March 2025



Key Accomplishments & Initiatives

- Exploring ways to maximize interest income
- Exploring ERP systems (New version of Incode V10)
- Audit Season for FY 2024-Final Stages
- Preparation for GFOA Certification of Annual Report
- Preparing for Budget Season
- Payment Works-Implementation Stage



Fire Department

DIRECTOR: CHIEF CORNELIUS ROBINSON

Key Accomplishments & Initiatives

Tiller Apparatus Training at Station #24

Fire Chief Robinson and Deputy Chief Sapp provided comprehensive training on the Tiller Apparatus to the men and women across all three shifts at Fire Station #24. This essential hands-on training was conducted in conjunction with the Johns Creek Fire Department, fostering interagency collaboration and ensuring operational proficiency with the apparatus.

Class E Driver's License Requirement for Tiller Operations

To enhance safety and operational readiness, the Fire Chief and Deputy Chief mandated that all shift personnel obtain a Class E Driver's License to legally and effectively operate the Fire Tiller. This requirement underscores the Department's commitment to professional standards and public safety. All designated personnel successfully obtained their licenses.

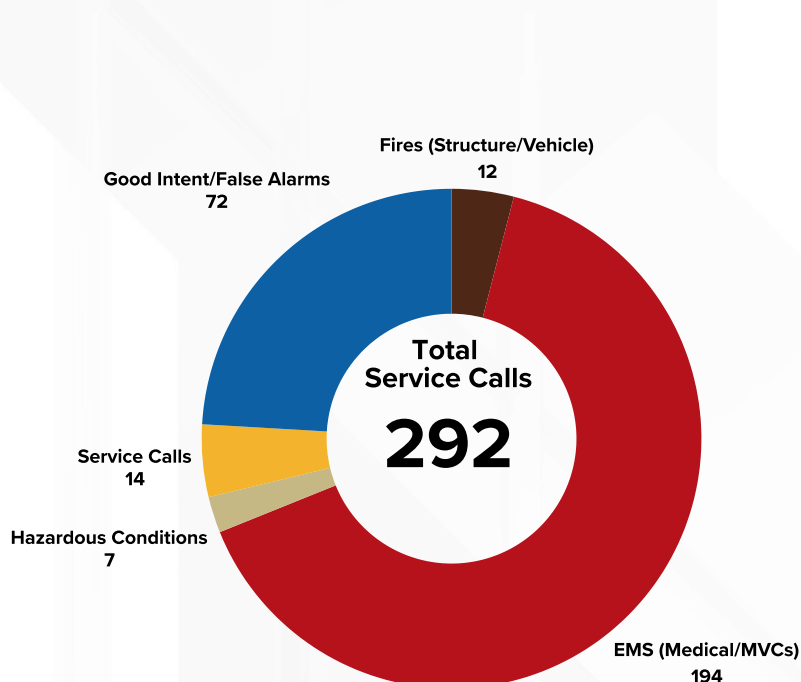
Evaluation of New Extrication Equipment

Fire Chief Robinson met with representatives from Municipal Emergency Services to evaluate options for new extrication equipment. This equipment is critical for enhancing the Department's ability to perform vehicle rescues and other time-sensitive emergency operations.

Implementation of Motorola Mach Alert Fire Station Alerting System

The Department has begun preparations for the implementation of the Motorola Mach Alert Fire Station Alerting System – a public safety, mission-critical system designed for rapid and reliable dispatch communications. The system will be installed at two new Fire Stations:

- **Station 23, scheduled to open June 11, 2025**
- **Station 22, which will be rebuilt and opened later next year to replace the aging current facility**



Key Accomplishments & Initiatives

General Services Monthly Workorder Completion

- Work Orders Completed: 104
- Pothole Repairs: 12
- Furniture Cleanup: 16
- Sign Replacements/Repair: 32
- Tree Limb Removal: 17

Planters Installed at the Youth Center

Sidewalk Repairs

- Sidewalk Repairs: 4

Employee Training / Classes

- 2 Employees completed the Probationary Period



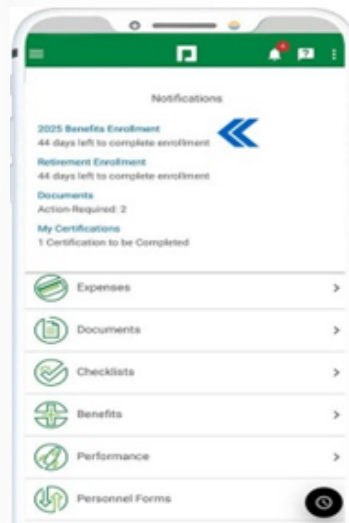
Human Resources

DIRECTOR: TALISHA CHAMPAGNE

Key Accomplishments & Initiatives

Utilizing the new implemented Benefit Module, Human Resources, beginning April 1, 2025 launched the EDI (Electronic Data Interchange) feeds module as part of our benefits administration and payroll process. EDI feeds allow for seamless communication between our HRIS and the City's benefit providers, facilitating the exchange of employee data for benefits enrollment and administration. This process helps streamline the benefits process, reduce manual data entry and errors, and ensures accurate and timely processing of employee benefit elections.

Human Resources and the Wellness Team will host the City's 2025 Mental Health Awareness wellness event entitled "Empowering Mental Wellness: Moving & Thriving Together" to be held on Thursday, May 22nd from 12:00 noon – 1:00pm in City Center. Lunch will be provided. This event aims at promoting mental health awareness with social interaction, employee engagement, and physical fitness. It also fosters the City's ongoing commitment to creating a more supportive and inclusive work environment where employees can prioritize their mental health.



May 2025 Priorities

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 105 NinjaOne IT tickets
- Processed IT equipment orders
- Managed Barracuda Email Protection Monitoring
- Verizon devices and support
- Provided KnowBe4 quarterly training support
- Civicplus website project to begin next month
- Continued Asset management solution implementation
- Supervised installation and implementation of new domain controller and on-premise Buffalo NAS for local backups
- Processed invoices auditing for Ricoh, Comcast, Verizon, and others
- Attended CGCIO certification classes
- Performed Cisco Meraki Network firewall configuration updates
- Ongoing solicitation and evaluation of Dell Server build out
- Monitoring of Virtual Machine network components
- Dedicated Fiber bandwidth increased at 4 locations
- Formatted new COF machines
- Installed new switches at several city facilities
- Continuing Mach Radio installation project at Fire Station 23 and Fire Station 24
- Continued Planning new server implementation
- Begun installation for the NVR and camera system for City Facilities.

Impersonation Protection

Spear phishing protection

Protection status for City of Fairburn GA

Email threats

Last 6 months, updated daily

900

Threats protected

0.002%

False positives (25)

1.2m

Total emails scanned

Last Email Processed: Apr 12, 2025 At 12:00 PM

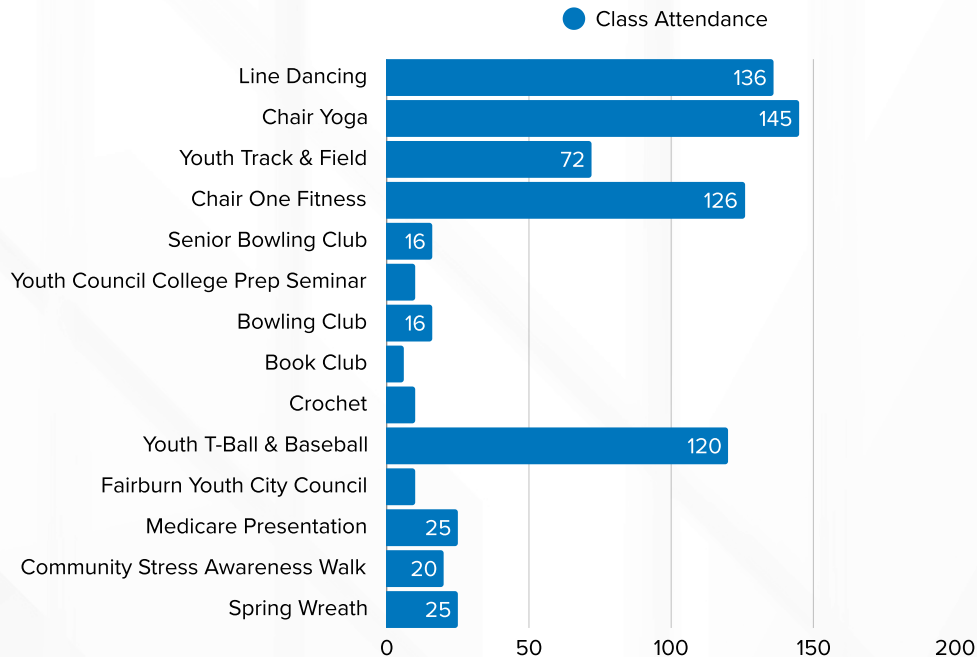
[View real-time phishing emails](#)



Parks & Recreation

DIRECTOR: CHAPIN SCOTT

Monthly Activities – April 2025



Key Accomplishments & Initiatives

- Land and Water Conservation Fund Grant: Mario B. Avery Park Updates
Selected to move to the next step – Ongoing Project - Working with Evelina
- Duncan Park Pool & Splash Pad – Opening Day May 24, 2025
- Hiring Seasonal Staff – Park Maintenance, Lifeguards, Crew Leaders, Attendants
- 50% of the Staff is onboarded
- Football Registration – Registration Opens April 14th
- 4U Flag
- Tackle: 5U – 14U
- Completed Batting Cages at Baseball Fields
- Trees Removed from Baseball Fields (April 7-11)

Project Status:

- Pool House Repairs- Ongoing, pool completed, slides will be complete by May 21
- Fence Repair – In Progress with Building Maintenance – Completed April 7 - 11

May 2025 Priorities

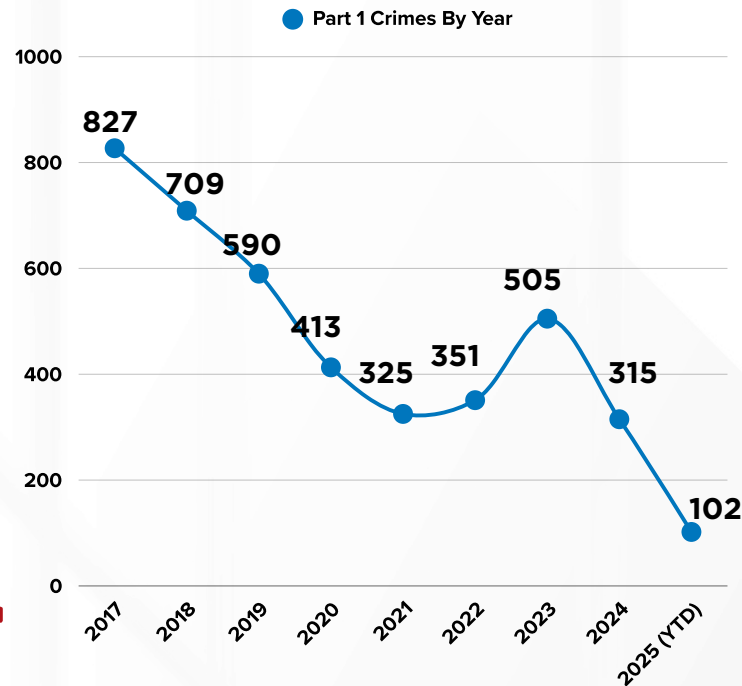
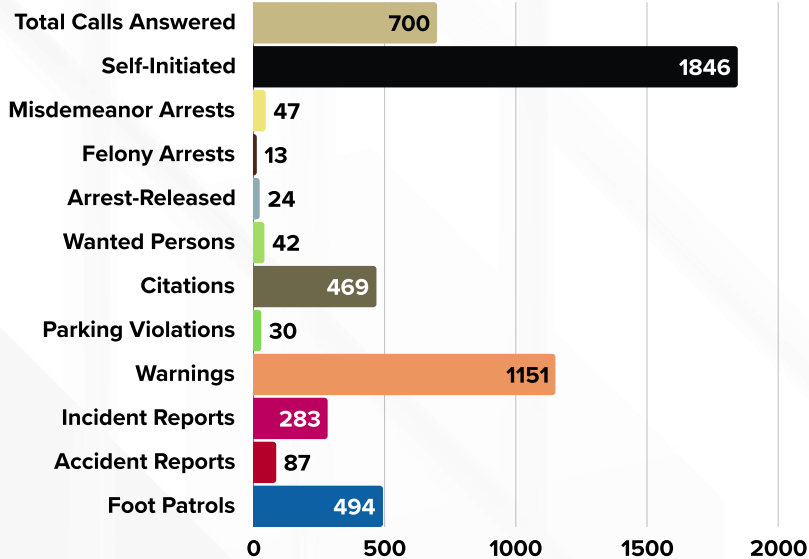
- Jazz in The Park – May 8th 11am-1pm
- Flower Pot Project May 15th 11am
- Legal Aid Forum May 29th
- GRPA State Track and Field Meet – 39 qualifying athletes Commerce, Ga



Police Department

DIRECTOR: CHIEF ANTHONY BAZYDLO

MARCH STATISTICS



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

April 2025

Murder	Rape	Robbery	Agg. Assault	Arson	Auto Theft	Theft	Burglary
0	0	0	3	0	0	16	3

May 2025 Priorities

- Partnered with the Fire Department for Brew and Chew on 4/24 at Tim Horton's
- Books & Badges – April 2, 9,
- Senior's Initiative Stress Awareness Walk 4/17
- Senior's Initiative walking club 4/30



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 Building Permits Issued

44



Total Violations Resolved

174



Total Open Cases

61

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 Valley Brook Drive pole replacement and overhead circuit improvement project has commenced.
- The Rivertown Road Overhead to Underground infrastructure project has been submitted for contractor procurement, the pre-bid meeting with potential contractors is complete and bidding closes the 21st of May.
- The Highway 29 pole replacement project from Strickland to Barton Streets has been submitted for contractor procurement and bidding closes the 21st of May.
- The John Rivers Roadway lighting project final stage has commenced on the 21st and is projected to be completed in May.
- The Ferndale Development Phase II Electric underground infrastructure installation has been completed.
- The Power Department has received the highest award for safety from Electric Cities of Georgia,, the prestigious Jeff Cook Diamond certification. This Diamond award shows steady progression levels of safety awareness and practices in the Power Department over the last 3 years.
- 86 Work orders were completed this month.
- Lineman Dillon Sims has successfully completed a week- long ECG course in hotline movement techniques and protective cover methods.

Key Accomplishments & Initiatives

- The Power poles were replaced on Fayetteville Road, and a new state of the art hook was installed to aid in power management and restoration at this location and transferred poles were retired.

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
14. Georgia Renaissance Festival Horse Pasture
15. Whataburger
16. Santa Maria Tapas and Seafood Restaurant
17. Fairburn Texaco Addition
18. Tree of Life Christian Academy
19. GMC Fairburn Campus Parking Lot
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

- Attended State of the City Address (4/3/2025)
- Participated in ECG Board Finance Committee Meeting (4/3/2025)
- Attended ECG Foreman & Supervisor Conference and Board Meeting. Electric Lineman received Diamond Level Safety Award. (4/8-10/2025)
- Participated in initial meeting with Cobblestone Hotels for downtown. (4/18/2025)
- Finalized the markups to the Electric Plans for the Rivertown Road Underground project.
- \$174K received for non-payment restorations.
- \$1.38 million sent to Burke Moore Law Group for collection from past customers
- Water Distribution System - Valves, Hydrants, & Water Meters- Training with GRWA completed by John Martin, Chelsea Logan and Marvin Hines.

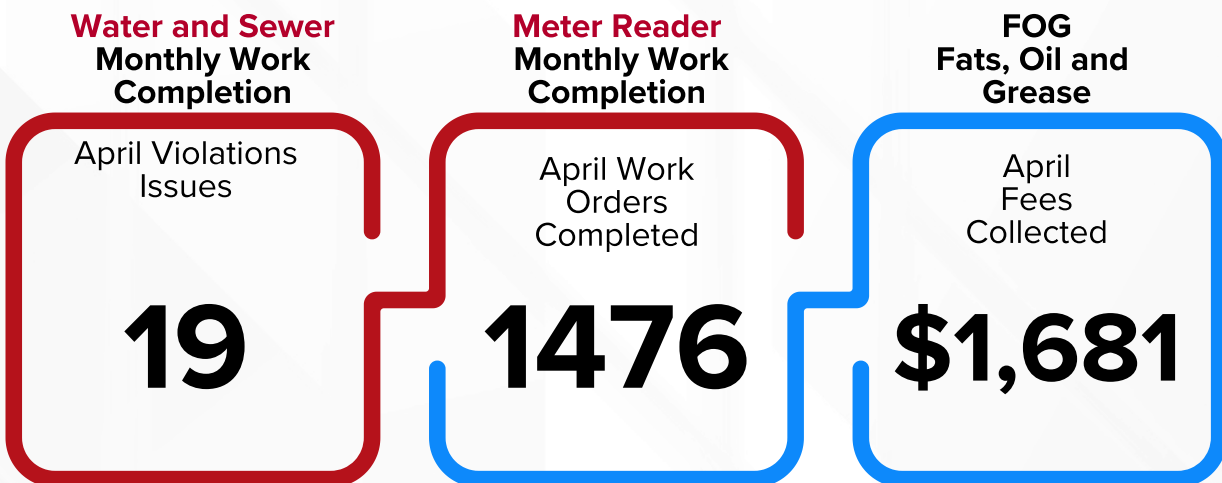


Water, Sewer & Stormwater

DIRECTOR: DEREK HAMPTON

Key Accomplishments & Initiatives

- LCRI Compliance Webinar Series Part 2: Preparing for LCRI Sampling Changes
- Fairburn Water Meter Replacement Program Start Date (April 8)
- Microsoft TEAMS: Water & Sewer Updates/Discussion
- Virtual Water Expo: Water Loss, Consumption and Chlorine
- Fairburn-Fulton County IGA Meeting
- Fairburn Monthly Meter Reading Process Meeting
- HR Meeting with Utilities (Water & Sewer)
- Virtual Water Expo: Flow Management, Reducing Non-Revenue Water, Metering, and AI



Contractor Projects

(CCTV) SEWER REPAIRS: MILO FISHER, AZALEA DR, & PINEHURST DR
CATCH BASINS REPAIRS: ROOSEVELT HWY AND COLE ST
SEWER JET: 809 PINEHURST DR

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 (35%)

