

CITY ADMINISTRATOR'S MONTHLY REPORT 2025

JANUARY

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 with a rich history and an even brighter future. During 2024 we have worked together to make this city stronger, safer, and more connected than ever before. As the city launches into the new year the following report for the month of January shares some positive highlights and encouraging progress that we have made together, in the city “Situated to Succeed”

As public servants we have worked hard to create a city that is responsive to the needs of our residents. From launching a brand-new Communications Department to implementing CivicReady emergency alerts, we are ensuring that our residents are informed and always engaged. If you have not yet signed up for these informative alerts, please visit us at fairburn.com to ensure we get you connected.

We’ve also increased youth and senior programming and expanded the award-winning programs in both of these important areas, bringing new life to our city’s community spaces.

Infrastructure is the backbone of any great city. Over the past two years, we have completed Lift station improvements, meter replacements, utility line and pole upgrades, numerous road resurfacing projects, pedestrian safety improvements, and right-of-way maintenance—making our streets safer and more accessible.

In response to our citizens, we have also introduced the reimagined Chipper Program, implemented a comprehensive street sweeping initiative, and launched citywide cleanup events to keep our neighborhoods beautiful.

Economic development is thriving in Fairburn. We’ve welcomed exciting new businesses like to our downtown, expanded the exciting Third Friday Concert Series, and increased interest from the growing film industry in our area—putting Fairburn on the map as a destination for entertainment and investment."



Safety is always our top priority. We have strengthened public safety by consistently reducing crime rates year over year, expanding our fleet, and maintaining an ISO 1 Fire rating—the highest level of fire protection in the country.

The addition of two new Fire Stations, the soon to be completed station twenty-three and the new station twenty-four, along with a new Public Safety Complex currently completing design and scheduled to begin construction later this year. This state-of-the-art complex will ensure that our residents receive fast and efficient emergency services.

And as we saw in January, when severe weather strikes, our Emergency Management Team ensures continuity in city services. Our Utilities, Electric, General Services, and Public Safety teams immediately spring into action, working around the clock to restore power, clear roads, and protect our infrastructure, ensuring that our residents stay safe and connected.

We are not just focused on today, we are simultaneously planning for tomorrow. Our team has completed major initiatives like the Parks Master Plan, an in-depth Housing Study, and a Livable Centers Initiative (LCI). We are actively beginning work on our 2025 Comprehensive Plan update, a Citywide Strategic Plan, and a Zoning Ordinance Rewrite to guide Fairburn's future growth.

Through careful budgeting and financial stewardship, we have continued to maintain balanced budgets, and a healthy fund balance, all while securing funding for key projects like the new public safety complex, important water infrastructure upgrades, Rain Garden projects, the GoLightly and Virlyn B Smith Streetscape improvement projects, and numerous pedestrian improvements.

All these positive steps demonstrate that Fairburn is a clearly a city "Situated to Succeed", and our progress is just beginning. Thanks to 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.

"Together, we are moving forward toward an exciting future and working collaboratively to shape Fairburn's next chapter."



Tony M. Phillips

City Administrator



Key Accomplishments & Initiatives

- Old Campbell Courthouse post fire Asbestos abatement and debris removal is completed. Preliminary engineering reports are complete, and final claim assessment has been received and being evaluated. Public engagement meetings were held, and more temporary roofing measures to ensure watertightness have been installed.
- Safety Training Center Master Plan is complete.
- Public Safety Complex is in design development phase and design is ongoing. Design Development documents are scheduled to be completed next month.
- Fire Station 23 is in progress.
- The City Administration parking lot solicitation has closed and submissions are under review.
- Completed Fairburn Annex concrete and wall repairs.
- 102 Howell Avenue Generator design is nearly complete, and pricing is being evaluated.

Safety & Risk Management

- Processed three (3) 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.
- Completed the initial phase of the City's insurance renewal process.
- Created and distributed the Monthly Safety Newsletter - Winter Safety Tips!
- Coordinated with Human Resources Department, Fire Department, and LGRMS for upcoming trainings.
- Created a Safety & Risk Training schedule.



230

Open Records Requests
Received for January



\$1,591.70

Open Records Requests
Payments Received

Key Accomplishments & Initiatives

- Processed Mayor and Council Credit Card Reconciliations
- Processed GMA registrations for Mayor and Council
- Prepared City Council Meeting Agenda Packets for January 2025
- Emailed weekly open request reports to City Attorney, Mayor, and City Administrator
- Prepared City Council Minutes
- Signed all Business & Alcohol Licenses
- Processed Per Diem Checks for Council
- Processed Payment of Invoices
- Hired New Receptionist

Communications Department

DIRECTOR: JACQUELINE HOWELL

Overview

The Communications Department is responsible for managing the City of Fairburn's internal and external communications, public affairs, and community engagement. As we continue building out our newly established department, we are focused on expanding public awareness, enhancing transparency, and increasing resident engagement through strategic communication initiatives.

Key Accomplishments & Initiatives

- Hired Communications Director
- Established internal new hire welcome blast
- Published 10 city news updates and event notifications
- Developed framework for the "Where Your Money Goes" transparency page
- Integrated CivicReady mass communication tool for emergency alerts and city notifications
- Facebook: **+5% follower growth, 12% engagement increase**
- Instagram: **+8% follower growth, 15% increase in reach**
- Developing internal policies and guidelines for effective communication
- Continued support of Connectivity & Gateway LCI Initiative

February 2025 Priorities

- Launch the first edition in Q2 of the City of Fairburn's Quarterly E-Magazine, highlighting major projects and community initiatives
- Implement a citywide marketing campaign to boost awareness of city events and Comprehensive/Strategic Plans
- Strengthen community engagement efforts by launching targeted outreach campaigns to underrepresented demographics
- Launch "Behind the Scenes" city updates and leadership spotlights to enhance audience engagement
- Expanded community engagement beyond city events, with targeted outreach to underrepresented groups
- Supported the Love Thy Neighbor initiative, increasing program participation by 20%
- 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
- Hire a Communications Coordinator



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
- Municipal Court Clerk Training
- Prepared AOC Stat Report
- Continue to review, revise court forms, fines, and SOP

February 2025 Priorities

- Conduct Amnesty Month in March, the Fairburn Municipal Court waives all penalties for outstanding traffic citations.

Key Accomplishments & Initiatives

- Participated in Georgia Resources for Advancing Clean Energy (GRACE) Regional Innovation Engine that aims to bring significant resources to Georgia to establish a sustainable supply chain for critical materials used in batteries, EVs, solar panels, and other clean energy technologies. This initiative represents a significant workforce and economic development opportunity.
- Participated in the Aerotropolis Atlanta South Region Brokers Reception as a speaker, highlighting Fairburn's LCI Gateway Connectivity Study and Education Expansion Project.
- Participated in the monthly Aero Atlanta Economic Development Collective and the Atlanta Federal Reserve Listening Session: Economic Outlook for 2025.

Business Recruitment, Retention, & Site Review

- Completed Train Depot RFP and evaluation, identifying Buttermilk Biscuit Restaurant as a new tenant for the downtown destination location. Approved by the Mayor and Council during the January City Council Meeting.
- Completed three site review meetings for prospective businesses within Fairburn. The new tenant at 29 Smith Street will provide equipment and furniture merchandise.
- Monthly Development Authority and Downtown Development Authority meeting, in January, workforce apprenticeship and scholarship program announced.
- Finalized Aerotropolis Alliance Blueprint 2.0 Fairburn Community Site Review, with final concept plan.

February 2025 Priorities

Fairburn Education Campus Project

- Ongoing meetings with developers and design team.

Hills Robotics

- Working with project lead in South Korea to establish timeline for delivery of technology, onsite training in Fairburn, and implementation of pilot program in conjunction with local educational institution.
- Ongoing collaboration with the International Trade Mission team for continued business exchanges, and investments for the city.

Key Accomplishments & Initiatives

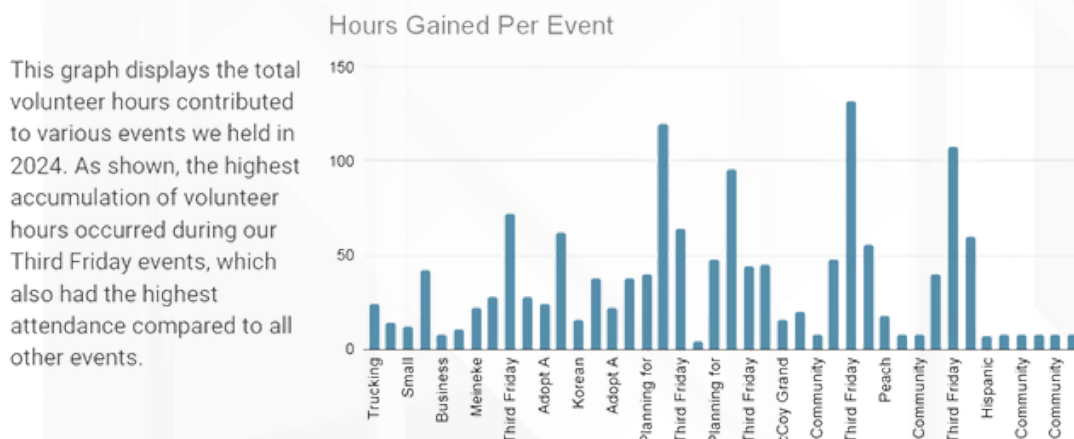
- Downtown beautification efforts continue with planter installation, banners, holiday décor, and building wrap for vacant spaces.
- Main Street Programs – Monthly community activities report (CAR) submissions for required reporting, work plan implementation, and training.

2024 Snapshot

Fairburn's Workforce and Job Growth



Community Volunteer Hours



Department of Finance

DIRECTOR: TOMEKA BILLINGSLEY

BUSINESS LICENSES

NEW LICENSES:

7

RENEWALS:

27

OUTSTANDING/
PENDING UNPAID:

304

NEW SERVICES

ELECTRIC:

73

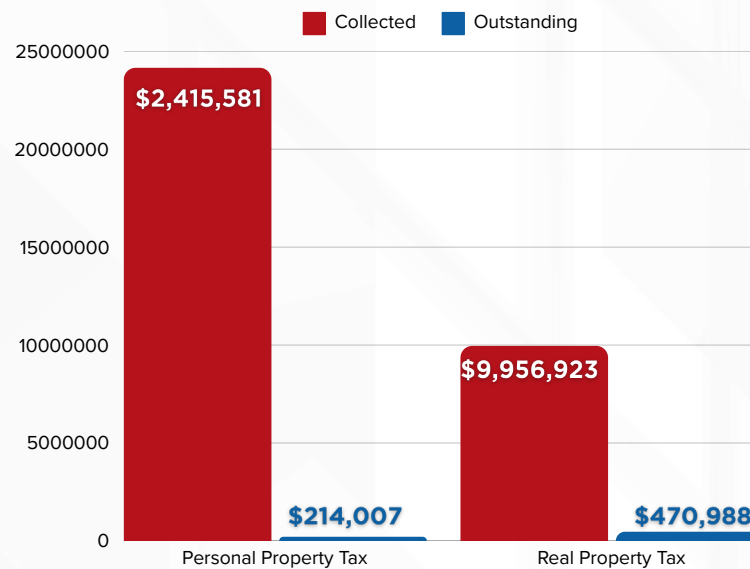
WATER:

56

GARBAGE:

54

Taxes Collection of FY 2025 through January 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

February 2025 Priorities

- Prepare flyer or card to mail to residents to apply for Homestead Exemption



Fire Department

DIRECTOR: CHIEF CORNELIUS ROBINSON

Key Accomplishments & Initiatives

Second Wave of Firefighters Begin EMT Training

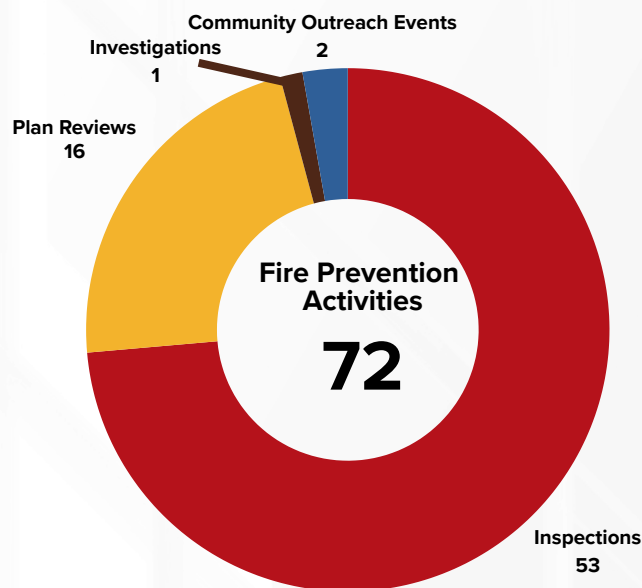
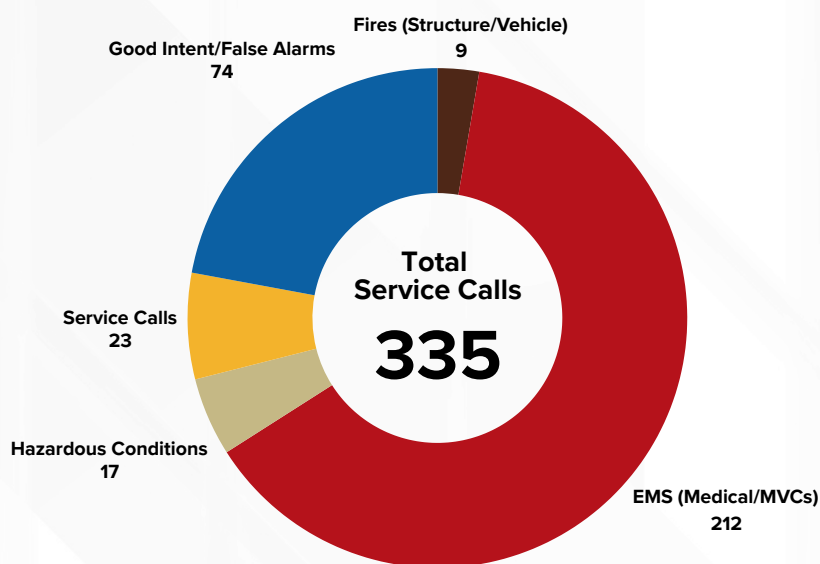
- The Fire Department is proud to announce that the second wave of Firefighters has officially begun their Emergency Medical Technician (EMT) training.

Snow Chains Purchased for Fire Apparatuses

- In preparation for potential winter weather conditions, the Department has purchased snow chains for all fire apparatuses. These chains will enhance vehicle traction and ensure that our Firefighters can safely and efficiently respond to emergencies, even in icy or snowy conditions.

Pierce Manufacturing Trains Firefighters on New Fire Apparatuses

- Firefighters and Officers received specialized training from Pierce Manufacturing on the Department's newly acquired fire apparatuses. This hands-on training session provided personnel with in-depth knowledge of the vehicles' operational features, safety enhancements, and response capabilities, ensuring they are fully prepared to utilize these state-of-the-art resources effectively.



Key Accomplishments & Initiatives

General Services Monthly Workorder Completion

- Work Orders Completed: 53 (Pothole Repairs, Furniture Cleanup, Tire Removals, Sign Replacements, Tree Limb Removal...etc)

Emergency Workorders

- Sand/Salt Distribution during the Winter Storm.
- Ice Melt applied to roadways for safe passage

Debris / Trash Pickup

- Continuous Trash Pickup throughout the City

Special Events

- Christmas Tree Chipper Program – 20 Collected and Chipped

Employee Classes

- 4 Employees obtained Flagger Certifications



Human Resources

DIRECTOR: TALISHA CHAMPAGNE

Key Accomplishments & Initiatives

The Human Resources team held the City's second annual New Hire Breakfast to appreciate **55 new employees** hired from January 2024 – December 2024. Mr. Dana Smith, Building Operations Director, was the keynote speaker.

February 2025 Priorities

Human Resources will host the 1st annual Wellness Fair to be held on Thursday, February 20, 2025, from 11am-1pm. The fair will feature vendors aligned with the City's 8 Dimensions of Wellness, biometric screenings, a Farmer's Market, live music, massages, and a boxing training workout.



Key Accomplishments & Initiatives

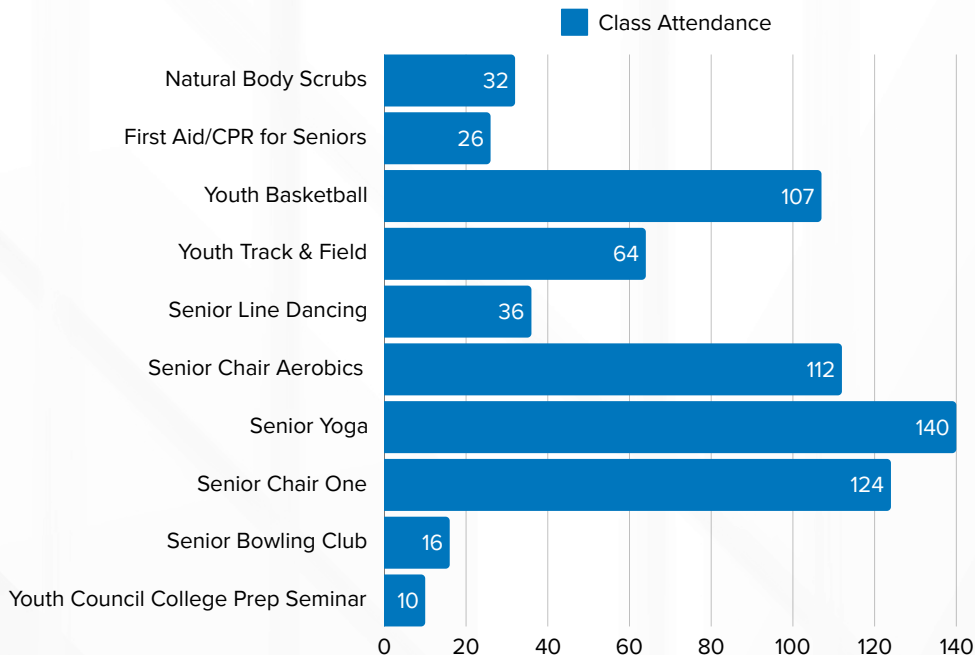
- Resolved 118 NinjaOne IT tickets
- Continued SentinelOne Endpoint protection installations on City equipment
- Launched new KnowBe4 quarterly training campaigns
- Continued meetings with CivicPlus on website solicitation
- Continued Asset management solution implementation
- Resolved Comcast connectivity issues
- Evaluating new AV systems pricing for City Administration building
- Continuing Cisco Meraki Network Refresh
- Ongoing solicitation and evaluation of Dell Server build out
- Installed Dedicated Fiber bandwidth increased at 2 locations
- Worked with comcast to provide fiber to the new fire station
- Reviewed and planned network connectivity for future Public Safety Complex



Parks & Recreation

DIRECTOR: CHAPIN SCOTT

Monthly Activities – Jan. 2025



Key Accomplishments & Initiatives

- 2025 Facility Rentals – Opens Jan. 1st, 2025
- Duncan Park Pool & Splash Pad – Opening Day May 24, 2025
- Hiring Seasonal Staff – Park Maintenance, Lifeguards, Crew Leaders, Attendants
- Summer Camp Registration Opens – March 17th
- Youth Sports
- Youth Tee Ball & Baseball – Registration Open
- Youth Soccer partnership with Kids with Goals – Registration Open

February 2025 Priorities

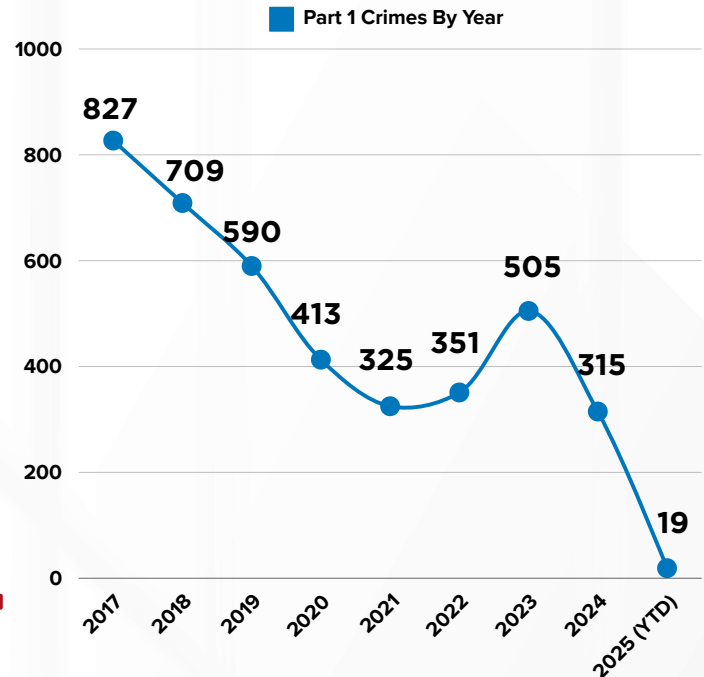
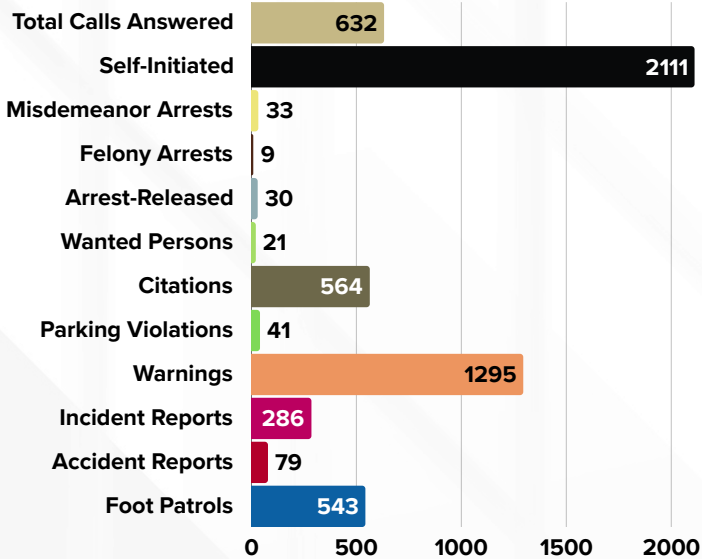
- Masquerade Ball – Father- Daughter/ Mother- Son Dance – Feb. 8th
- Community Health Lunch & Learn – Feb. 13th
- Community Blood Drive – Feb. 27th
- Fairburn Sensational Senior – Mardi Gras Tea Party – March 14th



Police Department

DIRECTOR: CHIEF ANTHONY BAZYDLO

JANUARY STATISTICS



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

January 2025

Murder	Rape	Robbery	Agg. Assault	Arson	Auto Theft	Theft	Burglary
0	0	0	4	0	2	10	3

February 2025 Priorities

- Senior's Initiative – chair yoga with Parks & Rec
- Books & Badges – Campbell Elementary, Landmark, Bedford School
- Car seat inspection event being planned
- Citizen Police Academy planned for Spring



Planning & Zoning

DIRECTOR: DENISE BROOKINS

Key Accomplishments & Initiatives

- The RFP was awarded to TSW to assist the city with the Comprehensive Plan Update and zoning audit. This plan will reflect the community's vision for Fairburn and outline the necessary steps to bring that vision to life. It will also guide the City's future development decisions.
- The Code Enforcement team is currently updating the list of blighted properties, and a demolition permit has been issued for one of these properties.
- Planning Staff are working on updating the GIS database to include more information related to electric utility data.



Total Building Permits Issued

41



Total Violations Resolved

27



Total Open Cases

109

Total Fees Collected
\$196,912

Total Project Costs
\$17.2 Million

Project Name	Proposed Use	Type of Request	Location	Next Step
KBD Advisory Group	Multifamily & Commercial	Rezoning and Variance	Milam Rd and. Renaissance Pkwy	Mayor and City Council – 02/24/2025
Durham Lakes (Gas Station)	Gas Station	Concept Plan	101 Durham Lake Pkwy	On Hold - Pending resubmittal of plans
RaceTrac	Gas Station	Concept Plan/Plat	Fairburn Industrial Blvd	PZ Commission – 03/04/2025
Public Safety Complex	Public Safety Building	Concept Plan and Rezoning	Roosevelt Hwy	PZ Commission – 3/04/2025

February 2025 Priorities

- There is a Planning and Zoning Commission meeting scheduled for March 4, 2025
- Comprehensive Plan Community Meeting scheduled for February 27, 2025



Key Accomplishments & Initiatives

- Capital Improvement/Greystone power has received the funds from finance approved by the City Council for the final stage of the public roadway lighting project on John Rivers Road.
- The two new Bucket Trucks approved by the City Council, equipped with the diesel electric green operations drive, have received their logos and are in active service to our infrastructure maintenance and repair needs.
- Capital Improvement/ The transformer change out program has changed out 6 and received 10 new overhead units to continue the project.
- Capital Improvement/ The three phase pole replacement and circuit upgrade on Valley Brook Road has been distributed by the Procurement Director for bid and will start in February.
- The city-wide tree trimming is 70% complete on all mainline circuits and will continue in our neighborhood overhead areas through February.
- Right of way clearing is complete with the giraffe and mulching on all circuits.
- The Power Department Summary/ We have installed 18 underground services in the Ferndale Subdivision. Seventy-nine work orders were completed by the staff this month. The Standard Operating Procedures for the Power Department are completed and ready for issue to the staff. Two emergency pole replacements were completed. The two Apprentice Lineman have completed their first E.C.G. class in the Lineman Development Program. Honors were established by one Apprentice with an exemplary Bucket Truck rescue time of one minute nine seconds for a class record.

Key Accomplishments & Initiatives



Improvement Projects In Preliminary Engineering

6

1. Fayetteville Road Streetscape Project
2. Brooks Drive Extension Roadway Project
3. W. Broad Street Streetscapes II, Phase I
4. W. Broad Street Streetscapes II, Phase II
5. Mullis Street Pedestrian Improvements
6. Oakley Industrial Blvd. Roadway Extension



Improvement Projects In Final Design

2

1. Oakley Industrial Boulevard Left-Turn Lane
2. Duncan Park Road



Improvement Projects In Under Construction

2

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



Permits Issued

2

1. Right-of-Way Encroachment Permits



Projects Under Construction

12

1. Chick-fil-A Fairburn
2. Meribel Townhomes
3. Strack Office Rebuild, Lot 1
4. Living Word Church
5. Buckingham Fairburn Warehouse (Google)
6. Fire Station #23
7. Nestle Purina Petcare, Roadway and Drainage Improvements
8. Trillium Reserve Subdivision
9. Copart, Inc.
10. Mini Storage Depot at Fairburn
11. Fern Dale Subdivision
12. Legend Creek Subdivision



Community Development Project Plans Under Review

16

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



Revenue Administration

DIRECTOR: DEREK HAMPTON

Key Accomplishments & Initiatives

- Revenues are outpacing to-date expenditures
- Electric revenue vs expenditure requires interpretation in that many projects are front-loaded, requiring upfront expenditures against monthly revenue gains.
- Completed negotiations with Paymentus to improve self-service payment terms and options, tested and implemented the same.

Credit Card maximum payment per transaction

- Formerly \$3.50 per transaction with a maximum of \$750.00 per transaction.
- Currently \$3.50 per transaction with an improved maximum of \$3,500.00 per transaction.
- Addition of an ACH option for bill payment
- \$0.70 per transaction with a maximum of \$25,000.00 per transaction.

Revenue Transactions:

- New customer utilities account transactions- 82
- There were **6,887** total monetary transactions (Dollar Value - \$1,953,376.69)
- 2,439 in-office transactions
- 411 in-office credit card transactions
- 1,657 in-office check transactions
- 370 in-office cash transactions
- 4,860 total credit card transactions

Utilization Breakdown for Self-Service Payment Options:

- Customer Portal (active online account) 1,635
- Interactive Voice Response (IVR) 293
- Customer Scheduled Pay 548
- Web Payment (no active online account) 1,553
- \$16,996.00 in credit card fees collected (City savings)

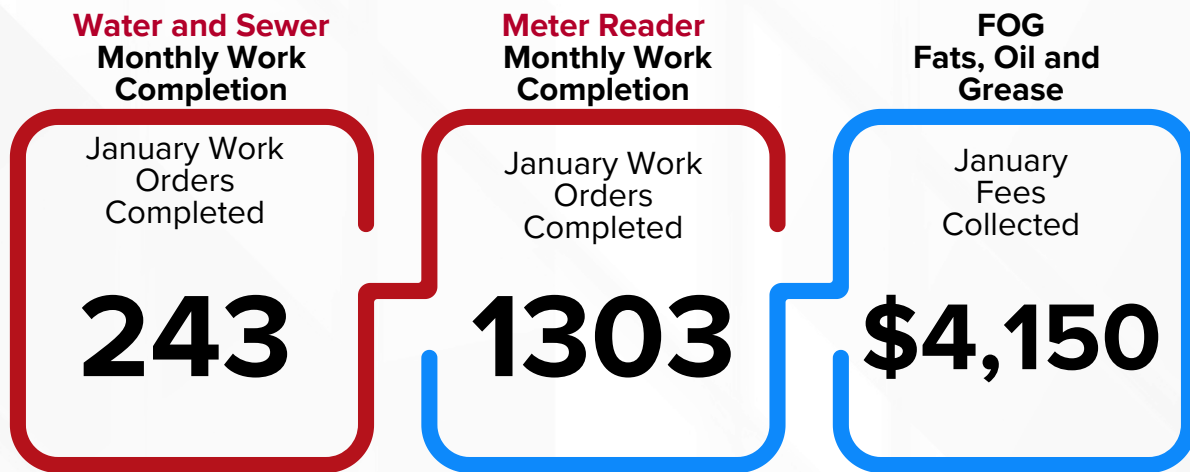


Water, Sewer & Stormwater

DIRECTOR: DEREK HAMPTON

Key Accomplishments & Initiatives

- January 20-21, 2025- Winter Weather Update Meeting
- walk-thru of the new City of Atlanta booster pump station
- Completed and distributed the first ever Power Division SOP manual
- I-85/SR 74 Interchange; Utility Coordination Meeting (60391 P.I. 0007841)
- Clean Water State Revolving Fund Peer Learning Sessions
- Meeting with GFL (Landfill Concerns)
- Completed (Southeast Stormwater Association) SESWA 2025 Survey of Stormwater Utilities
- Ongoing Capital Projects: Water Distribution System Hydraulic Model and Sanitary Sewer System I & I Study



CONTRACTOR PROJECTS

Repaired Water Main at 94 Poplar Street
Repaired Main at 155 Splitwood Lane
Repaired Water Main at 152 NW Broad Street
Patch Work at All Locations Completed

**Completed 1-year Stream Monitoring of 592 Fayetteville Road (Whitewater Creek Sewer Spill) **

