

CITY ADMINISTRATOR'S MONTHLY REPORT 2025

JULY

**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, advancing through collaboration because we are “Stronger Together.” In July 2025, our city departments, community partners, and elected leaders worked side by side to deliver meaningful results. This report highlights progress and achievements that reflect our commitment to service and to a city truly “Situated to Succeed.”

As public servants we have worked hard to create a city that is responsive to the needs of our residents. July brought a series of positive steps and accomplishments. The Public Safety Complex has completed the construction design. The LDP has been submitted for review and coordination with GDOT is ongoing. The pressure washing of Betty Hannah Administration building was also completed.

The Communications Department drafted and finalized the Sponsorship Policy and Package for presentation to council at an upcoming meeting. Additionally, they completed the Communications Policy Document (Sections I–XVI) as a blueprint for municipal communications, including internal protocols, media relations, and emergency communications guidelines. Communications Director Jacqueline Howell was appointed to the National Association of Government Communicators (NAGC) Board of Directors, elevating the city’s national visibility and access to best practices in government communications.

Human Resources and the Wellness Team hosted the two preventive oral health onsite screenings event through the City’s Wellness Preventive Care Program “Screen Smart, Live Well” campaign held on June 3, 2025, from 9:00am 1:00pm and 2:00pm - 5:00pm at the City Administration Building. The Planning & Zoning Department, after months of research, stakeholder engagement, and community input, completed the draft of the Comprehensive Plan. The plan establishes a long-term vision for the city’s growth, land use, housing, transportation, and economic development. It will be formally presented to the Mayor and City Council on September 8, 2025, which will officially launch the public review and comment process. These are just a few highlights from July 2025. The full report details even more accomplishments and operational achievements.

Fairburn’s progress is unmistakable. With the vision of our Mayor and City Council, the dedication of our talented staff, and the support of our residents, we are building a stronger, safer, and more connected community. Together, we are shaping the city’s next chapter with confidence and purpose—because Fairburn will always be “Stronger Together.”



Tony M. Phillips
City Administrator



Key Accomplishments & Initiatives

- Public Safety Complex has completed the construction. LDP has been submitted for review and coordination with GDOT is ongoing.
- The City Administration parking lot solicitation has closed, and submissions are under review.
- 102 Howell Avenue Generator installation is in progress.
- HVAC repairs for City Hall, Municipal Court and Police Dept buildings have been completed.
- Fire Station 21 roofing replacement was completed. Interior repairs and renovations are ongoing.
- Assembled and installed furniture for staff.
- Pressure washing of Betty Hannah Administration building was completed.

Safety & Risk Management

- Processed insurance claims.
- Managed First Aid, AED & Fire Extinguisher services.
- Maintained vendors, consultants, and contractor's Certificate of Insurance to comply with contractual and regulatory requirements.
- Created and distributed the Monthly Safety Newsletter – Firework Safety.
- Attended webinar – Disaster Preparedness I & II
- Coordinated with vendors to provide future safety training.
- Pre-planning with Fire Dept for Fire & Evacuation training and Drills.
- Redistributed Newsletter regarding Heat Exhaustion and Heat Stroke during heat advisory.



282
Open Records Requests
Received for July



\$1,843
Open Records Requests
Payments Received

Key Accomplishments & Initiatives

- Processed Mayor and Council RAMP Cards
- Processed Request for Checks for 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 May Contracts
- Attended Ethics Board Meeting

Communications Department

DIRECTOR: JACQUELINE HOWELL

Key Accomplishments & Initiatives

Strategic Communications Execution

- Drafted and finalized the Sponsorship Policy and Package, ready for Council review in September.
- Provided communication strategy and materials for the launch of the Nourish + Bloom autonomous grocery store, in collaboration with Economic Development.

Public Engagement & Marketing

- Developed and launched promotional content for the August Third Friday event, which includes a school supply giveaway replacing the cancelled National Night Out.
- Finalized Fall Festival marketing campaign framework and began vendor recruitment and social media promotion (event scheduled for October 5).
- Coordinated internal messaging and external outreach for upcoming Hispanic Heritage and Music Under the Stars events.

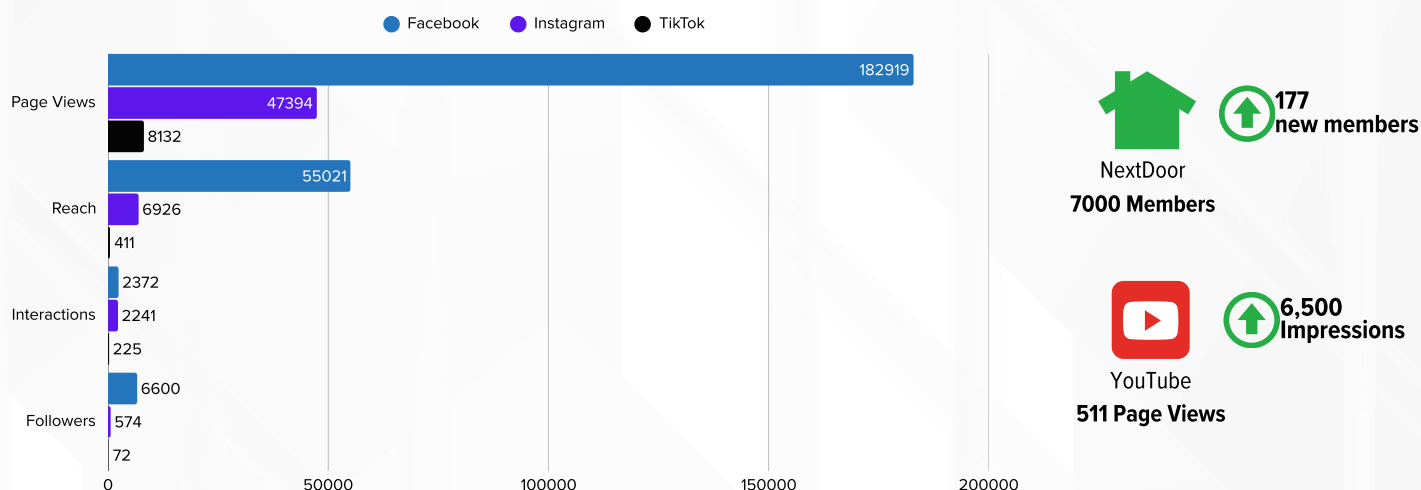
Policy & Planning Advancements

- Completed the Communications Policy Document (Sections I–XVI) as a blueprint for municipal communications, including internal protocols, media relations, and emergency communications guidelines.
- Began drafting FY26 Departmental Organizational Structure and Strategic Communications Plan with performance metrics, KPIs, and proposed budget enhancements.

Professional Leadership & Recognition

- Communications Director Jacqueline Howell was appointed to the National Association of Government Communicators (NAGC) Board of Directors, elevating the city's national visibility and access to best practices in government communications.

Social Media Highlights



August 2025 Priorities

- Launch the first edition in Q3 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.
- Complete the development 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
- Hired Deputy Court Clerk

August 2025 Priorities

- NCSC Training
- Aurora Training Advantage
- Municipal Court Clerk Training
- Continue to review/revise Court forms, fines and Standard Operating Procedures

Economic Development

DIRECTOR: SYLVIA ABERNATHY

Key Accomplishments & Initiatives

Program Operations

- Completion of FY26 Budget for Economic Development and Main Street

Events & Volunteers

- Total Events Downtown: 4
- Total Attendance: Approximately 250
- Volunteer Hours: 125

Events Hosted/Supported:

- Participated in Comprehensive Plan Community Open House.
- Participated in Strategic Planning Community Input Meeting'
- Completed DA/DDA Meeting obtaining approval for inducement resolution for the creation of 25 units of Hero Housing and \$250,000 downtown investment.

Business Openings & Ribbon Cuttings

- New Businesses Opened: 1
- Jobs Created: 5 new jobs

Ribbon Cuttings / Business Celebrations:

- Unbelievegan – Plant-based eatery offering healthy dining options in downtown Fairburn.

Daily Site Visits

- Regular site visits conducted with business owners, property managers, and project stakeholders to support downtown development, address concerns, and assist with new business inquiries.



Department of Finance

DIRECTOR:

BUSINESS LICENSES

NEW LICENSES:

1

RENEWALS:

12

OUTSTANDING/
PENDING UNPAID:

294

NEW SERVICES

ELECTRIC:

86

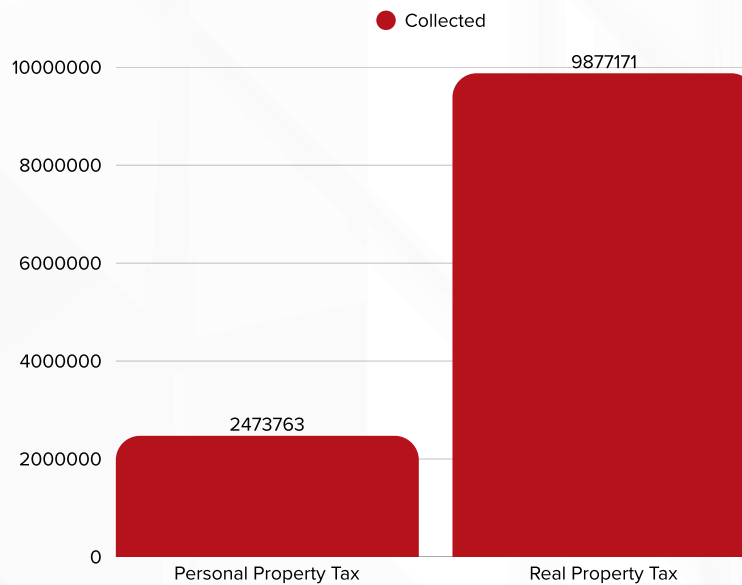
WATER:

76

GARBAGE:

72

Taxes Collection of FY 2025 through July 2025



Fire Department

DIRECTOR: CHIEF CORNELIUS ROBINSON

Key Accomplishments & Initiatives

South Fulton Fire Chiefs Meeting Report

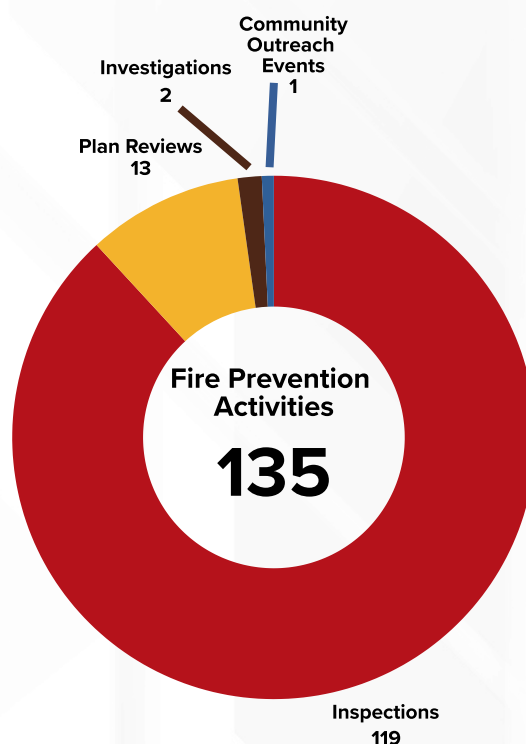
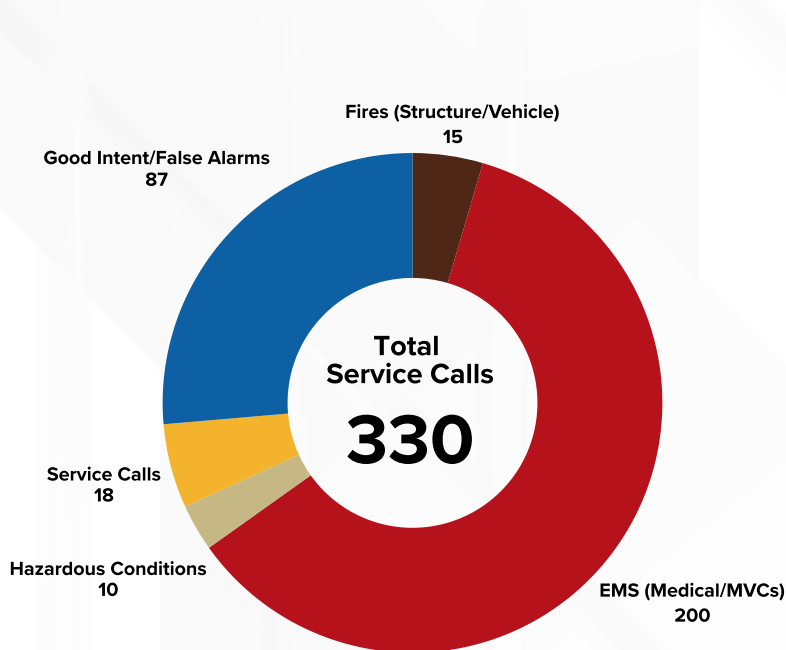
During the month of July, Fire Chief Robinson attended the South Fulton Fire Chiefs Meeting, where a key discussion focused on Grady Hospital's EMS transition to self-dispatching its ambulances. Under the new process, 911 calls will first be routed to the local emergency dispatch center, which will then notify Grady. Grady will subsequently dispatch its own ambulances directly. This change aims to improve response efficiency, though coordination between agencies will remain essential to ensure seamless service to the public.

Training

The Fire Department successfully passed the Georgia Firefighter Standards & Training Council Audit without any concerns or deficiencies. This achievement reflects the Department's commitment to maintaining State compliance, professional readiness, and a strong culture of safety and preparedness.

Fire Operations Statistics

In July, the Department responded to a diverse range of emergencies and service requests. From fire suppression to medical assistance, hazardous conditions, and public service calls, our team remained dedicated to protecting lives and property. The following statistics provide a detailed breakdown of calls handled during the month.



Key Accomplishments & Initiatives

General Services Monthly Workorder Completion

- Work Orders Completed: 124
- Pothole Repairs: 8
- Furniture Cleanup: 13
- Sign Replacements/Repair: 42
- Tree Limb Removal: 6

Planters Installed at the Youth Center

Sidewalk Repairs

- Sidewalk Repairs: 4

Employee Training / Classes

- 3 Employees hired



Human Resources

DIRECTOR: TALISHA CHAMPAGNE

Key Accomplishments & Initiatives

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

On-site preventive and restorative care dental services included:

- Dental Exam
- Dental Cleaning
- Dental X-rays
- Oral Cancer screening



The poster for JetDental's onsite dental service at the City of Fairburn features the JetDental logo at the top, which includes the tagline "We bring the dentist to your workplace". Below the logo, the text reads "ONSITE DENTAL SERVICE AT CITY OF FAIRBURN". The central image shows a dental clinic interior with a reception desk and a dental chair. To the right, there is a close-up of dental tools in a tray. Below the main image, a woman in a white lab coat and green pants stands with her hand on her hip. To her right, the event details are listed: "WHEN: June 3rd, 2025", "WHERE: Conference Room 1 & 2", "WHO: Eligible for employees", "COST: We bill your Dental Insurance", and "HOW: Sign-up is easy! Call, email, or scan the QR code below". A QR code is provided for sign-up. At the bottom, it says "Dental Exam Sign Up (\$150 without insurance)" and provides contact information: "JetDental.com | 801.430.9262 | hello@jetdental.com".



August 2025 Priorities

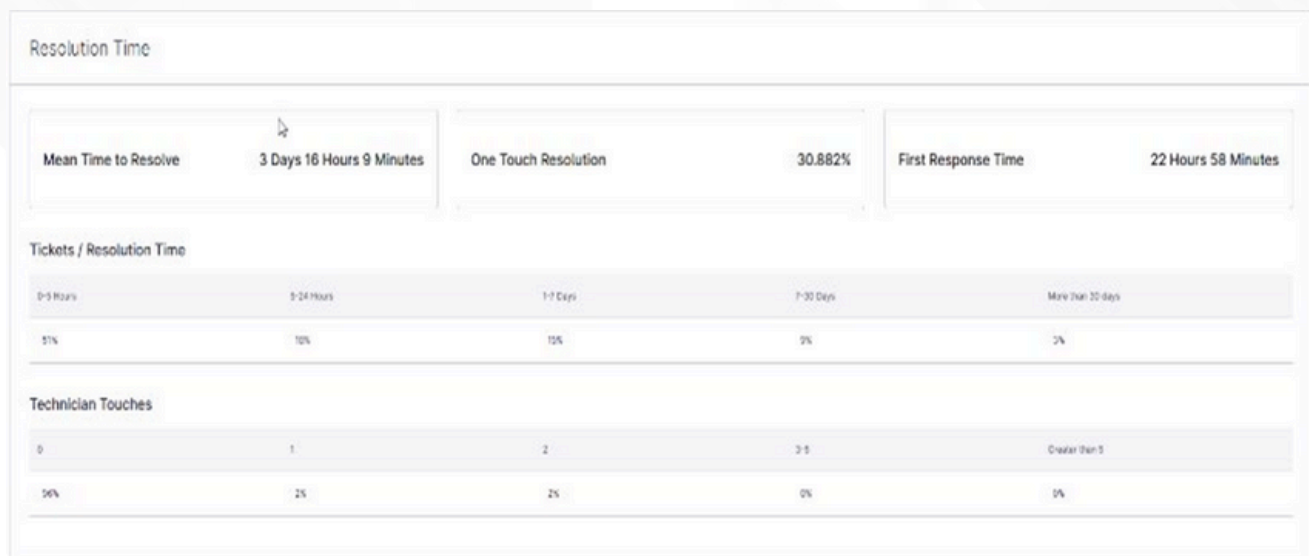
Human Resources will host the City's 2nd Annual, Employee Appreciation/Field Day event. To be held on September 12th from 11:00am – 1:30pm at Duncan Park. Employees will enjoy:

- Food Trucks
- "Unmask the Singer" challenge
- Public Safety & General Employee Kickball Game match
- Game Halftime Show
- DJ / Music
- Games and more



Key Accomplishments & Initiatives

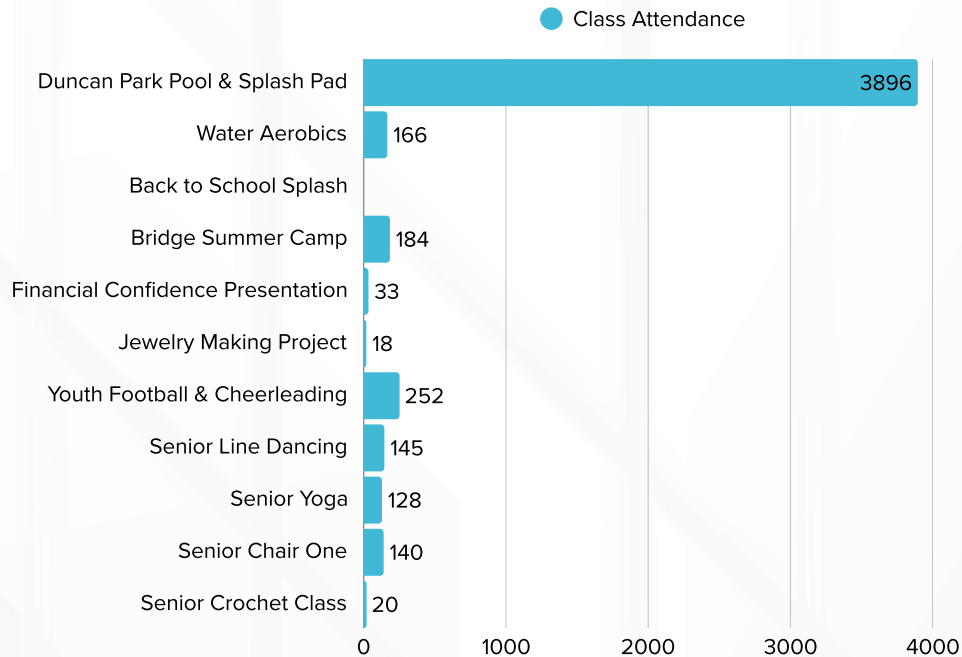
- Held IT Analyst interviews
- Resolved 55 NinjaOne IT tickets
- Processed IT equipment orders
- Managed Barracuda Email Protection Monitoring
- Managed Verizon devices and support
- Managed KnowBe4 quarterly training and support
- Continued Asset management solution implementation
- Audited invoices for several vendors
- Performed Cisco Meraki Network firewall configuration updates
- Performed Network upgrade at Duncan Park
- Cabling for network upgrades at City Hall is ongoing.
- Ongoing solicitation and evaluation of Dell Server build out
- Monitoring of Virtual Machine network components
- Formatted new COF machines
- Continued Network improvements activities at Fire Station 23
- Mach Radio project meetings for Fire Station 23 are ongoing
- New server implementation ongoing
- Installation for the NVR and camera system for City Facilities ongoing.
- Integrating new cameras with current network



Parks & Recreation

DIRECTOR: CHAPIN SCOTT

Monthly Activities – July 2025



Key Accomplishments & Initiatives

Project Status:

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

August 2025 Priorities

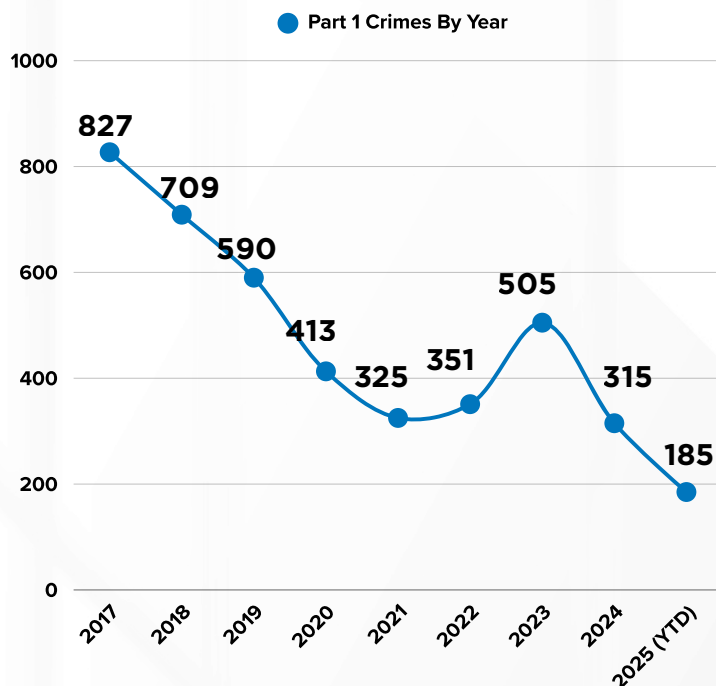
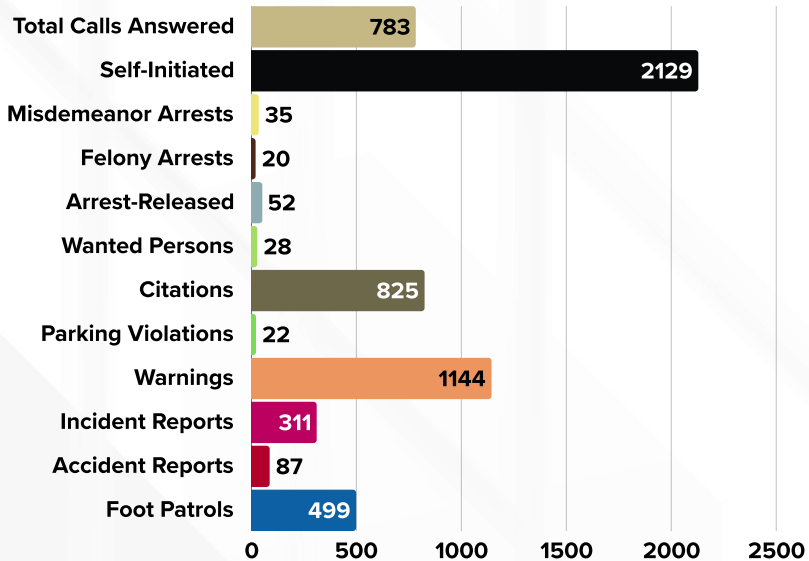
- Sensational Seniors – Self Defense Class – August 1st
- Just Say Hello – August 12th
- Pickleball Team Kick Off – August 14th
- Line Dancing Expo. – September 12th
- Fairburn Fall Festival & Parade – October 4th
- Breast Cancer Walk – October 17th



Police Department

DIRECTOR: CHIEF ANTHONY BAZYDLO

JULY STATISTICS



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

July 2025

Murder	Rape	Robbery	Agg. Assault	Arson	Auto Theft	Theft	Burglary
0	0	0	6	0	4	24	0

July Accomplishments

Internal Affairs

- 3 officer vacancies, 3 military service, 4 medical / light duty

Community Policing

- FPD participated in summer camp field day at Duncan Park on 7/25

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



Planning & Zoning

DIRECTOR: DENISE BROOKINS

Key Accomplishments & Initiatives

- The draft of the Comprehensive Plan has been completed after months of research, stakeholder engagement, and community input. The plan establishes a long-term vision for the city's growth, land use, housing, transportation, and economic development. It will be formally presented to the Mayor and City Council on September 8, 2025, which will officially launch the public review and comment process. Community members will be encouraged to provide feedback through public hearings, workshops, and written comments.
- The Planning and Zoning Commission will hold its next meeting on September 2, 2025.
- The Planning Staff are actively working on drafting updates to the city's regulations, including revisions to property maintenance standards and adjustments to align with the recent Zoning Procedures Law changes.



Total Building Permits Issued

37



Total Violations Resolved

117



Total Open Cases

29

Total Fees Collected

\$207,604

Total Project Costs

\$3.7Million

Project Name	Proposed Use	Type of Request	Location	Next Step
Durham Lakes (Gas Station)	Gas Station	Concept Plan	101 Durham Lake Pkwy	PZ Commission – 09/02/2025
Chick-fil-A	Drive-thru restaurant	Final Plat	8032 Senoia Rd	Mayor and City Council –
RaceTrac	Gas Station	Concept Plan/Variances	Fairburn Industrial Blvd	Board of Appeals - 08/21/2025
Charlene Denney, LLC	Warehouse	Concept Plan/Variances	1235 Oakley Industrial	Board of Appeals - 08/21/2025
T5 Data Center	Data Center	Concept Plan	Gullatt Rd	On Hold - DRI required



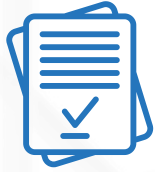
Key Accomplishments & Initiatives

- The Highway 29 power pole and wire replacement project is currently in progress replacing poles and wire in the project scope along Highway 29. The project is now 80% complete and ahead of schedule.
- The Rivertown Road Overhead to Underground infrastructure project has been awarded to Line Tech Services, utility contractors, for installation of the underground infrastructure, and active boring of the underground conduit is now in progress.
- The Power Department has installed and completed a new service of underground primary to illuminate Billboard signs inside the Highway 85 interchange project. The distance of services installed was 1500 total feet.
- Twelve of nineteen transformer replacements have been completed in phase I of the Mary Erna, Water Boy Road infrastructure improvement project. This will be the first significant transformer upgrade since they were installed in 1973 during construction of the neighborhood. Phase II will continue until completion in the FY26 Budget year starting this October.
- Two of our Power Department Apprentice Lineman have successfully completed their first Electric Cities of Georgia Lineman Certification class, Hayden Waters and Kincaid Mccammon.
- 100 work orders were completed this month. This is another record milestone.
- Our Power Department team has responded to 2 mass outage this month, the professional, safe and quick minded repairs were inspirational in restoring power to our citizens in the affected areas

We wish to thank the citizens of Fairburn for their patience and understanding as we continue to replace, restore and renew our Electric Utility Infrastructure to meet their needs now and in the future.



Key Accomplishments & Initiatives



Permits Issued

10

1. Right-of-Way Encroachment Permits (9)
2. Timber Harvesting Permits (0)
3. Land Disturbance Permits (1)
4. Cleaning & Grading Permits (0)



Improvement Projects In Final Design

8

1. Fayetteville Road Streetscape Project
2. Brooks Drive Extension Project
3. W. Broad Street Streetscapes II, Phase I
4. W. Broad Street Streetscapes II, Phase II
5. Oakley Industrial Blvd. Left Turn Lane
6. Duncan Park Road
7. Oakley Industrial Blvd. Roadway Extension
8. Gullatt Road Interchange Justification Report

Community Development Project Plans Under Review

23



1. Public Safety Complex Site (Sewer Main Extension Only)
2. Oakmont Bohannon 2
3. Public Safety Complex
4. 101 Durham Lakes Parkway
5. Fairburn Rd Booster Station
6. Oakley Industrial Boulevard Left Turn Lane Project
7. Oakley Industrial Boulevard Extension Roadway Project
8. Fairburn Road Booster Station
9. Duncan Park Roadway Project
10. T5 ATL IV Data Center
11. Meadow Glen Village
12. Durham Lakes Amenity Center
13. Georgia Renaissance Festival Horse Pasture
14. Whataburger
15. Santa Maria Tapas and Seafood Restaurant
16. Fairburn Texaco Addition
17. Tree of Life Christian Academy
18. GMC Fairburn Campus Parking Lot
19. Strack Shop
20. Meribel Townhomes
21. Cury Bend Development
22. Shugart Farm 2a-Collinsworth Connector
23. South Park Building A



Capital Improvement Projects Under Construction

4

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



Projects Under Construction

16

1. @Home Hotel 120 Room Hotel
2. Whataburger
3. 7980 Spense Road Pond Repair
4. T5 ATL IV Data Center
5. Vickers Point Subdivision
6. Chick-fil-A Fairburn Senoia Road at Renaissance Pkwy
7. Meribel Townhomes
8. Strack Office Rebuild, Lot 1, 3 Story Building
9. Living Word Church
10. Buckingham Fairburn Warehouse (Google)
11. Fire Station #23
12. Nestle Purina Petcare, Roadway and Drainage Improvements
13. Trillium Reserve Subdivision
14. Copart, Inc. - Fairburn
15. Fern Dale Subdivision
16. Legend Creek Subdivision

Water, Sewer & Stormwater

DIRECTOR: DEREK HAMPTON

Key Accomplishments & Initiatives

- Training Meeting (Billing) @ Utilities Building (July 2nd)
- Fairburn Water and Sewer Inspection per EPD (in-person)
- Microsoft TEAMS: 60391 P.I. 0007841 I-85/SR74 Interchange; Utility Coordination Meeting (GDOT)
- GUCA: NPDES Level 1A Course & Exam-Forest Park (Employees: Micheal Mathis/Robert Gibson)
- On-Site: 60391 P.I. 0007841 I-85/SR74 Interchange; On-site Utility Conflict Meeting
- Commercial Sanitation Meeting w/Waste Management (July 29th)
- Sensus Meter/ERT Training-Meter Readers & Meter Repair Staff-102 Howell Ave (July 30th)

Water and Sewer Monthly Work Completion

July Violations
Issues

249

Meter Reader Monthly Work Completion

July Work
Orders
Completed

1188

FOG Fats, Oil and Grease

July
Fees
Collected

\$1984

Contractor Projects

- STORM DRAIN REPAIR @ 114 SPRING COURT
- STORM DRAIN REPAIR @ 107 VALLEY VIEW
- CATCH BASIN REPAIR @ 115 SUMMERWOOD DRIVE
- CATCH BASIN REPAIR @ 7940 SENOIA ROAD
- WATER SERVICE REPAIR (3/4" SERVICE LINE) @ 190 HEARTH WAY
- WATER MAIN REPAIR (2" MAIN) @ INTERSECTION OF WHITE BIRD WAY & HWY 92
- SEWER MAIN REPAIR @ 195 SPLITWOOD LANE/ 515 LAKE JOYCE LANE/ 759 PINEHURST DRIVE
- WATER SERVICE REPAIR (2" SERVICE LINE) @ 99 HOWELL AVENUE
- WATER MAIN REPAIR (2" MAIN) @ 557 HANDYMAN COURT

