

CITY ADMINISTRATOR'S MONTHLY REPORT 2025

MARCH

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 continuing its positive path forward across multiple areas and initiatives. During March 2025 through consistent collaboration city departments, community stakeholders, and elected leaders have worked together to sustain and build upon the city's multiple accomplishments, and successes. The following report for March shares some positive highlights and encouraging progress that we have made together, in the city "Situated to Succeed".

It is our goal as public servants to create a city that is responsive to the needs of our residents. March saw continuing community collaboration on the city's Comprehensive Plan update, with multiple community meetings and over 1400 views online.

Economic Development attended the National Grocers Association conference to engage with national and international retailers, conduct pitch meetings, engaged in one-on-one meetings with potential grocers regarding Fairburn's market.

Public Safety continued to set a standard of excellence and service. The Fire Department is proud to announce that our new Station #23 on Milam Road is nearing completion. The Police Department saw another successful month of crime reduction across all key indicators, while maintaining a focus on community policing and service.

The Human Resources held the third annual Women of Impact event on Monday March 31st. This event highlighted female trailblazers across all city departments. Parks & Recreation continued to offer a diverse list of youth and senior programs. Planning & Zoning continues its collaborative and community focused work on the Comprehensive Plan update. Fairburn Public Works continued the pedestrian improvements on various city roads.

Another successful month of service and accomplishment demonstrates that Fairburn is a clearly a city "Situated 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. Our collective efforts on a daily basis truly demonstrates 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 ongoing. Design Development documents are completed and being evaluated for scope and pricing.
- Fire Station 23 is in progress. The interiors are nearly completion and the paving has started.
- 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.
- Finalized pricing and scope for Duncan Park baseball field tree removal.
- Freight Depot Tenant vacated property.

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 – Workplace Eye Wellness!
- Coordinated with vendors to provide safety trainings.
- Performed a walkthrough of Fire Station 23



249

Open Records Requests
Received for January



\$1,747

Open Records Requests
Payments Received

Key Accomplishments & Initiatives

- Processed Mayor and Council RAMP Cards
- Processed NLC Checks for Utah in November
- Processed GMA Annual Meeting in Savannah
- 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 March Contracts
- Attended Ethics Board Trainings

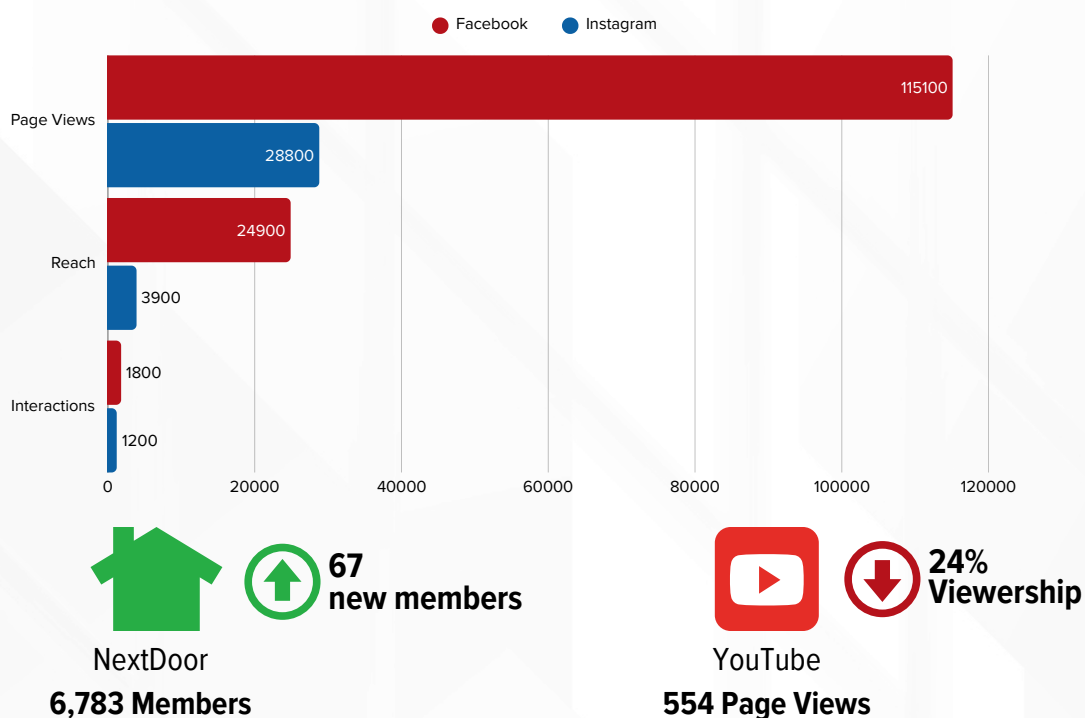
Communications Department

DIRECTOR: JACQUELINE HOWELL

Key Accomplishments & Initiatives

- Spearheading the design and implementation of the 2025 State of the City event.
- Introduced Aerial Robinson as the Communications Coordinator for the newly established Communications Department.
- Created a framework for the “Where Your Money Goes” transparency page.
- Crafting internal policies and guidelines to enhance effective communication.

Social Media Highlights



April 2025 Priorities

- Launch the first edition in Q2 of the City of Fairburn’s Quarterly E-Magazine, highlighting major projects and community initiatives
- Launch “Behind the Scenes” city updates and leadership spotlights to enhance audience engagement
- 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 annual Amnesty Month
- National Center for State Courts (NCSC) Training
- CourtTRAX training
- Municipal Court Clerk Training
- Continue to review, revise court forms, fines, and SOP

April 2025 Priorities

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



Economic Development

DIRECTOR: SYLVIA ABERNATHY

Key Accomplishments & Initiatives

- Participated in the 2025 ECG Economic Development Conference with Economic Development professionals, elected officials, and regional developers regarding downtown revitalization projects, attracting industrial development, enhancing site selection services, infrastructure development, and local economic incentives for sustainable development.
- Completion of Fairburn LCI Gateway Study, presentation to Mayor and Council regarding transportation, enhanced mobility within the downtown corridor, residential infill development, infrastructure, and addition of commercial retail opportunities within the downtown district.
- Completion of downtown Historic Tours series in conjunction with the Atlanta Historic Preservation Society – 2025 Phoenix Flies. Fairburn is one of the only South Fulton cities as part of the tour, which highlights 18 sites within the city’s downtown historic district, showcasing its character spaces, local shops, and historic sites such as the Bank Building, Train and Freight Depots, and Campbell County Courthouse.

Business Recruitment, Retention, & Site Review

- L & K Liquidations: is a local business specializing in offering a wide range of discounted merchandise.
- Judy’s Restaurant Re-Opening: beloved local eatery known for its delicious south-style cuisine, that was a recipient of the Fairburn Small Business Development Grant. The grant assisted in the store’s relocation, expansion, and subsequent reopening.
- Rubel’s Laundry Mat: Newest Fairburn small business, with an investment of nearly \$1 M investment in new laundry equipment, build out, and amenities. Located along Senoia Road in Fairburn, this laundromat aims to provide a convenient and welcoming space for the community to take care of their laundry needs.

April 2025 Priorities

Partnerships:

- Coordination with Grady Health Center to conduct ongoing focus group meetings regarding expansion of services within the South Fulton region, namely opening of emergency room facilities in Union Cities, and gaining citizen feedback regarding services needed within Fairburn.
- Participated in the monthly Aerotropolis Alliance Economic Development, with recent Career Fair at Atlanta Technical College, and regional bus tour.
- Collaborated with the South Fulton Chamber of Commerce to promote local businesses through a new marketing campaign. Coordinating Tri-cities meet and greet that is scheduled in May at Cochran Mill Brewing Company.
- 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.



Key Accomplishments & Initiatives

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.

Main Street Program:

- 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 kickoff during Georgia Cities Week, Women's Expo, and Small Business week.

Department of Finance

DIRECTOR:

BUSINESS LICENSES

NEW LICENSES:

5

RENEWALS:

111

OUTSTANDING/
PENDING UNPAID:

318

NEW SERVICES

ELECTRIC:

80

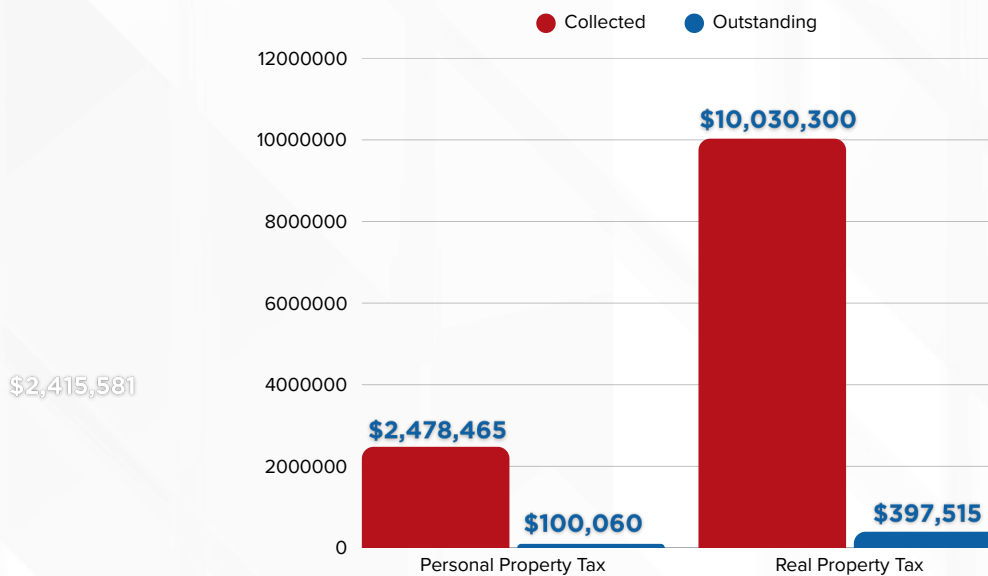
WATER:

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

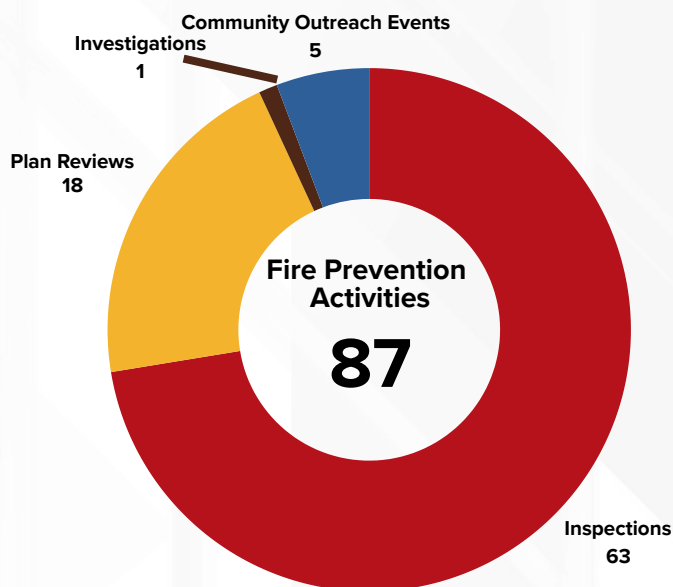
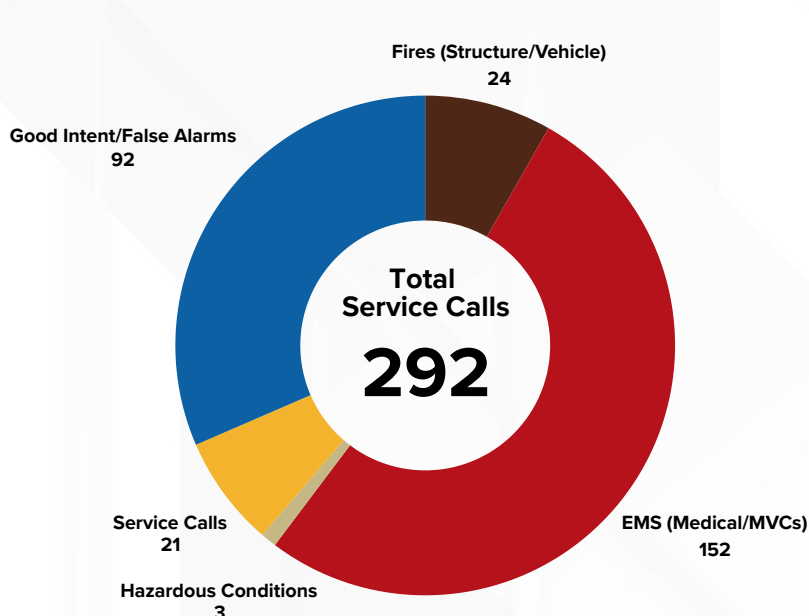
Key Accomplishments & Initiatives

Campbell Elementary School Fire Safety Program

- In March, the Fire Department delivered impactful fire safety training to students at Campbell Elementary School, located at 91 Elder Street, Fairburn, GA. 30213
- Week 1 (March 18, 2025): Classroom instruction was provided on the importance of Smoke Alarms, along with the message, “Don’t Hide, Go Outside!”
- Week 2 (March 25, 2025): Students met their “Friendly Firefighters,” and got a close-up look at Firefighters in full gear. They also were taken on a guided tour of the Fire Truck, helping to build familiarity and reduce fear in emergency situations.

New Service Request Tracking System

To improve operational efficiency and accountability, the Department launched a new system to process and document incoming requests for: • Fire Apparatus appearances • Smoke Alarm / CO Detector installations • Home Safety Inspections • Fire Station Tours • Car Seat Installations • School Career Day Appearances • Fire Safety Education Sessions/Classes • Community and Neighborhood Meeting Participation



Key Accomplishments & Initiatives

General Services Monthly Workorder Completion

- Work Orders Completed: 104
- Pothole Repairs: 11
- Furniture Cleanup: 6
- Sign Replacements/Repair: 66
- Tree Limb Removal: 18

Planters Installed at the Youth Center

Sidewalk Repairs

- Sidewalk Repairs: 3

Employee Training / Classes

- 11 Employees Completed Bobcat and John Deere Training



Human Resources

DIRECTOR: TALISHA CHAMPAGNE

Key Accomplishments & Initiatives

- In recognition of Women's History Month, the Human Resources and Employee Engagement team held the 3rd annual Women of Impact event on Monday, March 31, 2025, 1pm-2pm. This event highlighted amazing and phenomenal female trailblazers across all City departments. These women have made outstanding contributions to the great City of Fairburn and their communities.
- Human Resources announced the launch of the new Benefits Module through Paycom effective March 1, 2025, which replaced the external system Employee Navigator. The implementation expanded benefits administration and allowed for benefits open enrollment and other benefit activities to be administered in one central system.
- Human Resources also hosted the City's 2025 Benefits Open Enrollment. The benefit education sessions were held on March 17th – March 18th and the enrollment election period was held March 19th – March 21st.



April 2025 Priorities

Human Resources will host the City's 2025 Mental Health Awareness wellness event entitled "Move More, Connect More, and Thrive Together: Line Dancing for Mental Well-Being" to be held on Thursday, May 22nd from 12:00 noon – 1:00pm in City Center. Lunch will be provided.



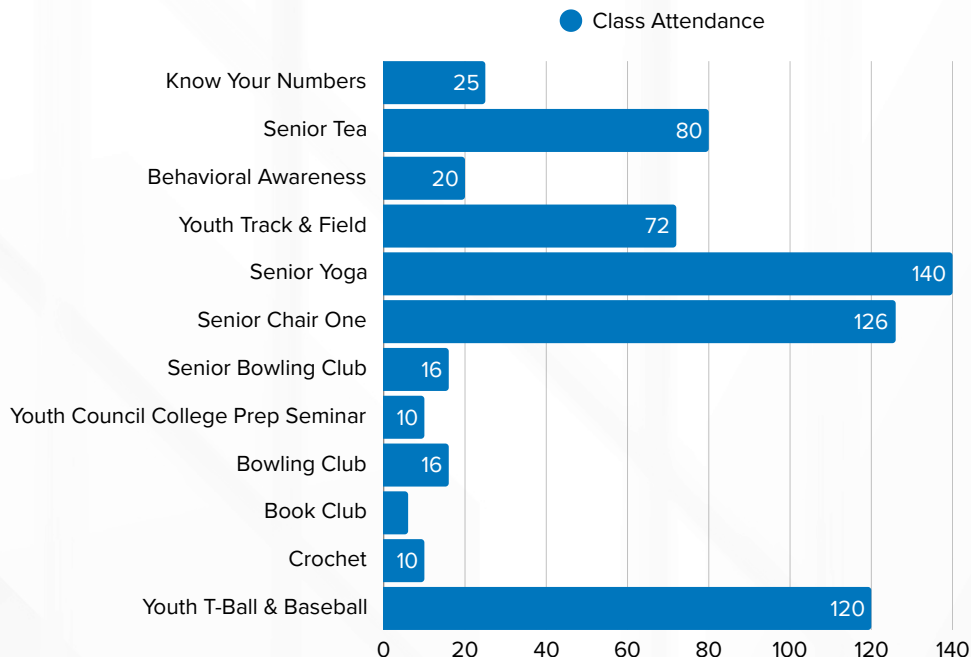
Key Accomplishments & Initiatives

- Successfully resolved 105 IT support tickets within the NinjaOne system, demonstrating efficiency and technical expertise in addressing diverse technical issues.
- Progressed with the installation of SentinelOne Endpoint protection on municipal equipment, enhancing cybersecurity measures and safeguarding city infrastructure.
- Effectively managed the monitoring process for Barracuda Email Protection, ensuring the security and reliability of the city's email communications.
- Completed the finalization of the project scope for CivicPlus concerning the website solicitation, paving the way for enhanced digital engagement and user experience.
- Continued the implementation of the asset management solution, aimed at optimizing the tracking and utilization of city resources and assets.
- Conducted a thorough evaluation of pricing for new audio/visual systems intended for the City Administration building, ensuring cost-effectiveness and improved technological capabilities.
- Persisted in the investigation of FirstNet and CradlePoint devices, aiming to enhance communication networks and ensure robust connectivity for emergency services.
- Continued the Cisco Meraki Network Refresh project, focusing on modernizing the network infrastructure to improve performance and scalability.
- Engaged in ongoing solicitation and assessment for the expansion of Dell Server infrastructure, aimed at bolstering the city's data management and processing capabilities.
- Successfully increased dedicated fiber bandwidth at four locations, enhancing communication speed and reliability across city facilities.
- Installed new network switches at multiple city facilities, contributing to improved connectivity and operational efficiency.
- Advanced the Mach Radio installation project at Fire Station 23 and Fire Station 24, focusing on enhancing communication systems for emergency services.
- Initiated the planning phase for a new server implementation, aimed at upgrading the city's data infrastructure to meet future demands.
- Finalized the project scope for the Network Video Recorder (NVR) and camera system for city facilities, ensuring enhanced security and surveillance capabilities.

Parks & Recreation

DIRECTOR: CHAPIN SCOTT

Monthly Activities – March 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

April 2025 Priorities

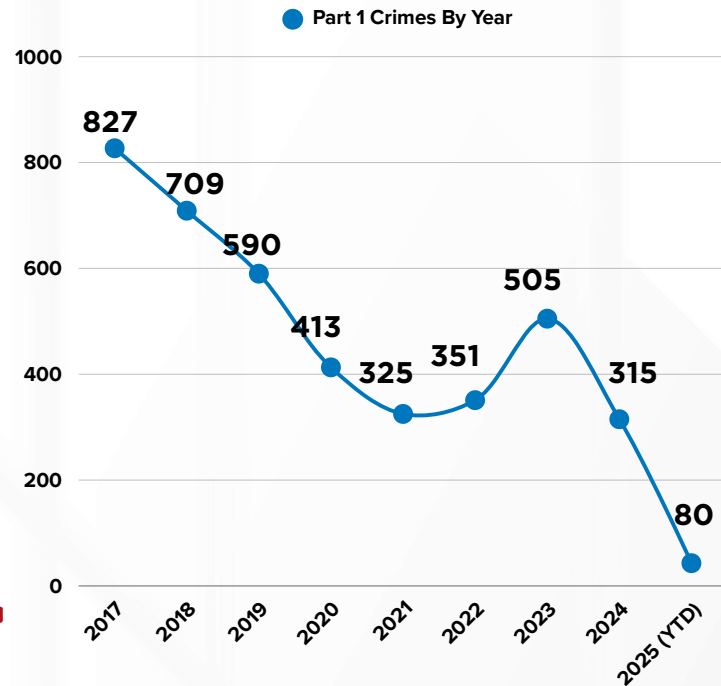
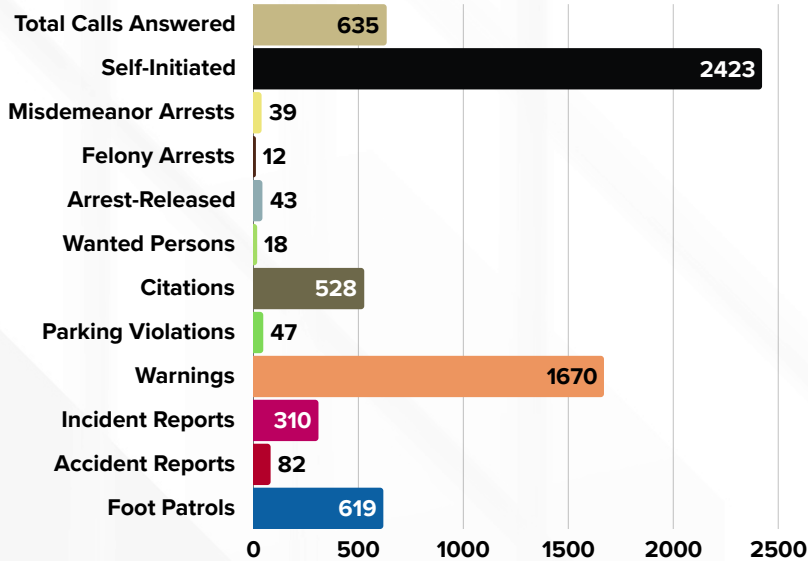
- Community Stress Awareness Walk – April 17th
- Baseball Opening Day – April 19th
- Track and Field District Meet – April 19th
- Community Easter Egg Hunt in Partnership with First Baptist Church of Fairburn – April 19th
- GRPA State Track and Field Meet – Commerce, Ga April 25th – April 26th



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

March 2025

Murder	Rape	Robbery	Agg. Assault	Arson	Auto Theft	Theft	Burglary
0	0	0	4	1	3	26	3

April 2025 Priorities

- Partnered with Fire Department for car seat inspection on March 29
- Books & Badges – March 7, 12, 19
- March 25 Senior's Initiative Spring Tea Party
- Senior's Initiative chair yoga, March 3, 14

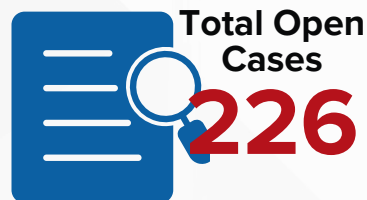
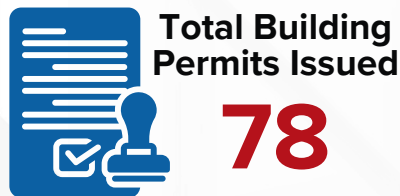


Planning & Zoning

DIRECTOR: DENISE BROOKINS

Key Accomplishments & Initiatives

- The City of Fairburn will host a Comprehensive and Strategic Plan Visioning Workshop on April 24, 2025.
- The unveiling of the third iteration of Alleywave — a 119-foot art canopy designed by the Fairburn community and featuring panel templates by artist Jasmine Nicole Williams will take place on April 26, 2025
- The Comprehensive Plan survey is open, and staff is seeking insight into what residents believe is most crucial for Fairburn's future growth, ensuring the plan reflects their needs and priorities. The survey and general updates are available at: <https://www.fairburncompplan.com>



Total Fees Collected
\$303,345

Total Project Costs
\$12.11 Million

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	On Hold - Pending resubmittal of plans
Public Safety Complex	Public Safety Building	Concept Plan & Rezoning	Roosevelt Hwy	PZ Commission -- 05/05/2025
Secure Self Storage	Storage	Final Plat	156 Jonesboro Rd	City Council -- 04/28/2025
Potman Meadow Glen	Multifamily & Commercial	Final Plat	Senioa Rd/Hwy 74	City Council -- 05/12/2025

April 2025 Priorities

- 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



Key Accomplishments & Initiatives

- Started a new Lineman, Dillion Sims.
- Trees Unlimited is within approximately 2 weeks of completion the clearing of our overhead lines.
- With the help of the legal and finance teams, we completed paperwork required by the purchase of the two bucket trucks.
- Work is beginning on the Valley Brook Drive Overhead Line rebuild.
- Power Superintendent, Anthony Jackson completed the GMA Leadership course.



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 Roads
9. Oakley Industrial Boulevard Roadway Extension
10. Gullet Road Interchange Justification Report



Permits Issued

4

1. Right-of-Way Encroachment Permits (7)
2. Land Disturbance Permits (1)
3. Cleaning & Grading Permits (1)



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

20

1. Oakley Industrial Boulevard Left Turn Lane Project
2. Oakley Industrial Boulevard Extension Roadway Project
3. Fairburn Road Booster
4. Duncan Park 90% Plans
5. T5 ATL IV Data Center
6. Meadow Glen Village
7. 7980 Spence Road Pond Repair
8. Durham Lakes Amenity Center
9. Georgia Renaissance Festival Horse Pasture
10. Whataburger
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15. Strack Shop
16. Meribel Townhomes
17. Cury Bend Development
18. Shugart Farm 2A
19. Vickers Point Subdivision
20. South Park Building C



Projects Under Construction

13

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



Key Accomplishments & Initiatives

- Participated in ECG Board Meeting and Economic Development Summit (3/16-19/2025)
- Participated in Career Day at Oakley Elementary School (3/21/2025)
- Met with City of Atlanta Dept of Watershed Management to discuss possible future water needs and solutions. (3/20/2025)
- Met with ECG to begin the setup of the HiperWeb work order and inventory management system (4/1/2025)

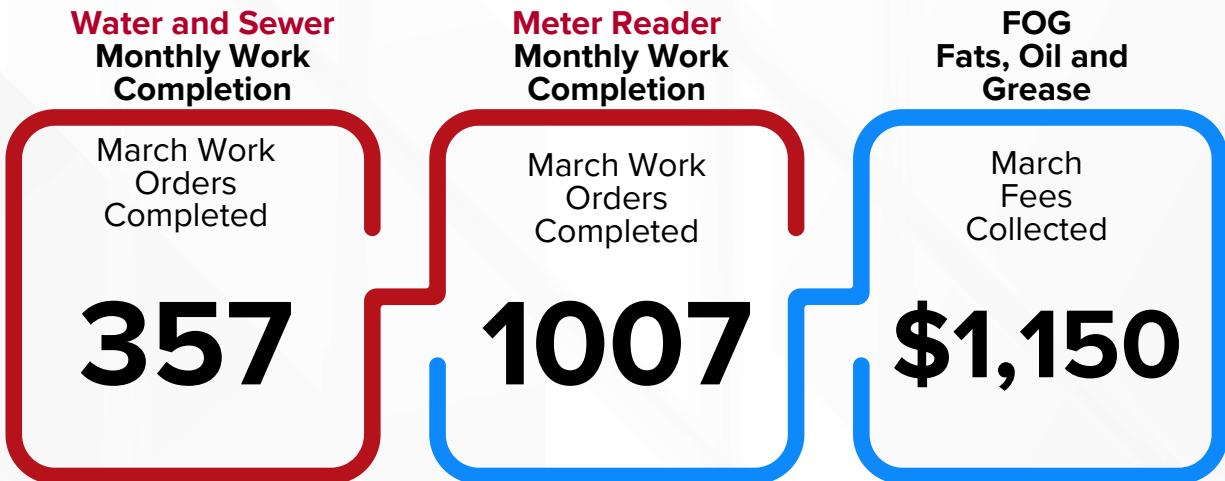


Water, Sewer & Stormwater

DIRECTOR: DEREK HAMPTON

Key Accomplishments & Initiatives

- Clean Water State Revolving Fund Coaching Sessions
- Clean Water State Resolving Fund Peer Learning Sessions
- Microsoft TEAMS: Ren Park Meeting
- Vickers Point Subdivision 2022104 LDP (R-5)-Follow-up Preconstruction Meeting
- City of Fairburn/COA DWM Meeting



Contractor Projects

Repaired water meter @ 7915 Senoia Road

Emergency fire hydrant repairs: Vickery Drive, Woodland Drive

Parkway Drive, and SE Broad Street

Resolved emergency sewer back-up issues on Elder Street, Renaissance

Parkway, Fayetteville Road and Pinehurst Drive

Completed Fairburn 2025 EPD Water Loss Audit)

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

