

CITY ADMINISTRATOR'S MONTHLY REPORT 2025

SEPTEMBER

REFLECTING ON
ACHIEVEMENTS, INSPIRING
FUTURE POSSIBILITIES

Submitted By:
Tony M. Phillips



Leading with Vision, Inspiring Success

Greetings Honorable Mayor and City Council Members,

Fairburn continues to grow and thrive — making meaningful progress through collaboration, innovation, and a shared commitment to service. In September 2025, our city departments, community partners, and elected leaders worked hand in hand to deliver results that matter. This report reflects that collective effort and underscores our vision of a city truly “Situating to Succeed,” because we are, in every sense, “Stronger Together.”

As public servants, we remain focused on building a city that is responsive to residents, resilient in its growth, and ready for the future. September was another month marked by measurable progress and purpose-driven achievement:

Infrastructure: The Public Safety Complex completed the construction planning phase, and the Land Disturbance Permit (LDP) has been submitted for review. Coordination with the Georgia Department of Transportation (GDOT) is ongoing. The Rivertown Road Overhead-to-Underground Improvement Project is entering its final stage, with the power transfer scheduled for October 6–10, 2025, and full project completion anticipated on or before November 15, 2025.

Communications: Finalized the comprehensive Communications Policy Document (Sections I–XVI) — establishing clear, citywide standards for internal communication, media relations, and emergency messaging.

Economic Development: Hosted the official signing ceremony welcoming Buttermilk Biscuit to Fairburn’s Historic Commercial District — a key milestone in downtown revitalization. Successfully executed the Hispanic Heritage Festival, drawing an estimated 800–1,000 attendees and 25 vendors, showcasing Fairburn’s cultural vibrancy and community spirit.

Human Resources: Hosted the City’s 2nd Annual Employee Appreciation & Field Day, themed “Unmask the Fun,” on September 11 at Duncan Park. Employees enjoyed team-building games, fellowship, and a shared celebration of service and dedication.

Planning & Zoning: Completed the final draft of the Fairburn Comprehensive Plan, scheduled for City Council review and adoption on October 27, 2025. The Code Enforcement Team completed professional certification training through the Georgia Association of Code Enforcement (GACE), further strengthening our commitment to safety, compliance, and community engagement.

These highlights represent only a portion of September’s achievements. Together—with the vision of our Mayor and City Council, the dedication of our talented staff, and the continued support of our residents—Fairburn is building a city that is stronger, safer, and more connected than ever before.

As we look ahead, the progress captured in this report is more than a summary of completed work—it is a reflection of momentum, unity, and shared purpose. Guided by visionary leadership and strengthened by collective effort, Fairburn continues to set the standard for service, collaboration, and community. Each initiative brings us closer to an even more vibrant, resilient, and successful Fairburn—because our strength will always be found in working “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.
- 102 Howell Avenue Generator installation is in progress.
- Fire Station 22 roofing replacement has started.
- Repaired toilets at City Hall and General Services offices.
- HVAC repairs Fire Station 21 is scheduled to begin next month.
- GMC Classroom, Duncan Park, and Municipal Court HVAC repairs completed.
- Repaired plumbing at Betty Hannah and City Hall buildings.
- Fire Station 21 interior repairs and renovations are ongoing.

Safety & Risk Management

- Processed insurance claims.
- Fire Alarm and sprinkler systems inspections performed by vendor.
- 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 – Fire Prevention & Preparedness.
- Coordinated with vendors to provide future safety training.
- Attended procurement training presented by COF Procurement team.
- Coordinated with HR Department regarding MVR and Policy.
- Conducted mandatory Fire & Emergency Evacuation Trainings with Fire Marshal for all staff.



237
Open Records Requests
Received for August



\$1,614
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
- Prepared Work Session & Council Agenda Packets
- Completed and filed all May Contracts
- Attended Ethics Board Meeting
- Attend Ethics Board Hearing

Communications Department

DIRECTOR: JACQUELINE HOWELL

Key Accomplishments & Initiatives

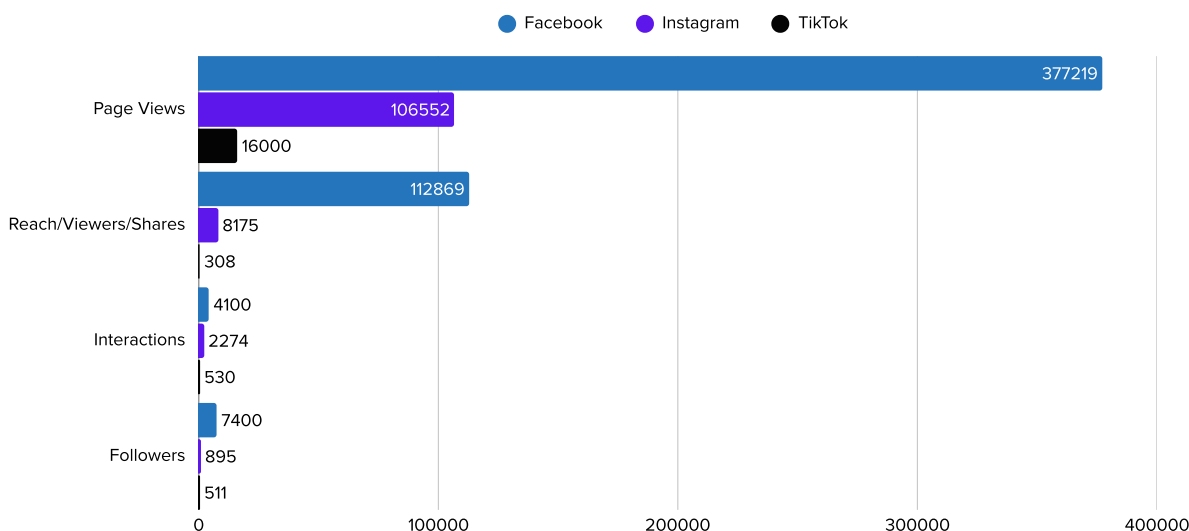
Public Engagement & Marketing

- Implemented the marketing framework for the Fall Festival, initiating vendor recruitment and social media promotion in anticipation of the event scheduled for October 5.
- Coordinated both internal messaging and external outreach efforts for the upcoming Hispanic Heritage and Music Under the Stars events.

Policy & Planning Advancements

- Finalized the Communications Policy Document (Sections I–XVI), serving as a comprehensive blueprint for municipal communications, which encompasses internal protocols, media relations, and emergency communication guidelines.
- Commenced the drafting of the FY26 Departmental Organizational Structure and Strategic Communications Plan, incorporating performance metrics, key performance indicators (KPIs), and proposed budget enhancements.

Social Media Highlights



NextDoor

7285 Members



120
new members



YouTube

YouTube

1033 Page Views



11.9k+
Impressions
(Live & Video)

October 2025 Priorities

- Launch the first edition in Q3 of the City of Fairburn's Quarterly E-Magazine, highlighting major projects and community initiatives
- Introduce 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 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

October 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

- Hosted the official signing ceremony welcoming Buttermilk Biscuit to Fairburn's Historic Commercial District, marking a key downtown revitalization milestone.
- Successfully executed the Hispanic Heritage Festival with an estimated 800–1,000 attendees and 25 vendors, showcasing strong community engagement.
- Continued implementation of the DMO partnership with the ATL Airport District, maintaining strong convention occupancy rates.
- Participation in the International Economic Development Council Annual Conference, exploring funding and redevelopment case studies.
- Conducted site selection tours and property activation conversations with prospective downtown businesses.

Project	Status	Blockers / Risks
Buttermilk Biscuit Signing & Activation	Green	None
Hispanic Heritage Festival Event	Green	Completed successfully
DMO Partnership / Tourism Activation	Green	Ongoing implementation
Downtown Infrastructure / Planters	Yellow	Pending maintenance and follow-up
Main Street Staffing	Yellow	Vacancy—recruitment underway

October 2025 Initiatives

- Finalize Main Street Coordinator recruitment (target hire: November 2025).
- Continue implementation of DMO partnership initiatives for increased tourism visibility.
- Launch planning for fall and holiday downtown events (e.g., Trunk or Treat, Holiday Market).
- Advance downtown infrastructure punch-list items (planter maintenance, signage, activation).
- Conduct follow-up site selection meetings with prospective downtown businesses.



Department of Finance

DIRECTOR:

BUSINESS LICENSES

NEW LICENSES:

7

RENEWALS:

10

OUTSTANDING/
PENDING UNPAID:

293

NEW SERVICES

ELECTRIC:

82

WATER:

70

GARBAGE:

60

- Revenues exceeded expenditures by \$8.6 million
- Year to Date the General Fund revenues received \$34.5 million, and expenditures disbursed \$25.8 million
- As of September 2025, the City has collected 90.3% of budgeted revenues
- As of September 2025, the City has expensed 70.7% of budgeted expenditures

September-25		
	2023-2024	2024-2025
Total Revenues	25,288,780	34,491,177
Total Expenses	26,787,449	25,814,628
Revenue Over/(Under) Expenditures	(1,498,669)	8,676,548
Unaudited Fund Balance		22,365,358
September 30, 2025 Fund Balance		31,041,906



Fire Department

DIRECTOR: CHIEF CORNELIUS ROBINSON

Key Accomplishments & Initiatives

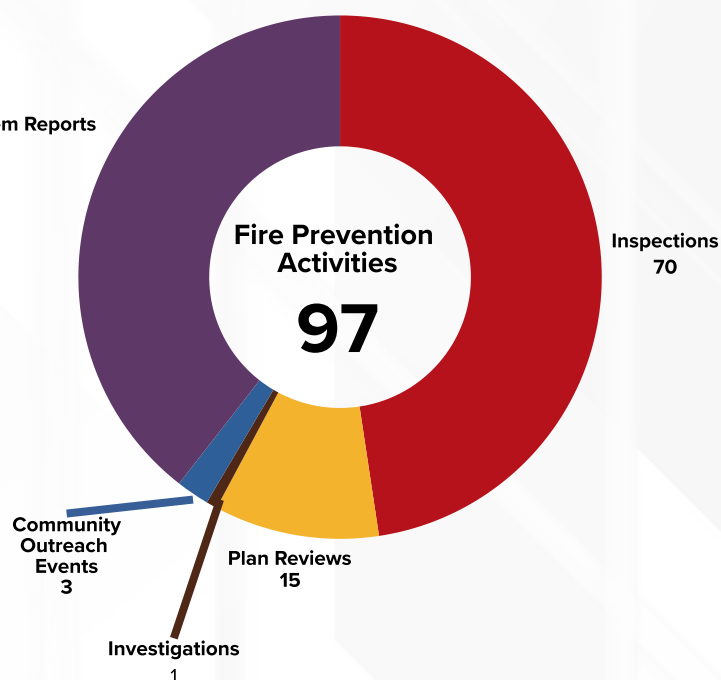
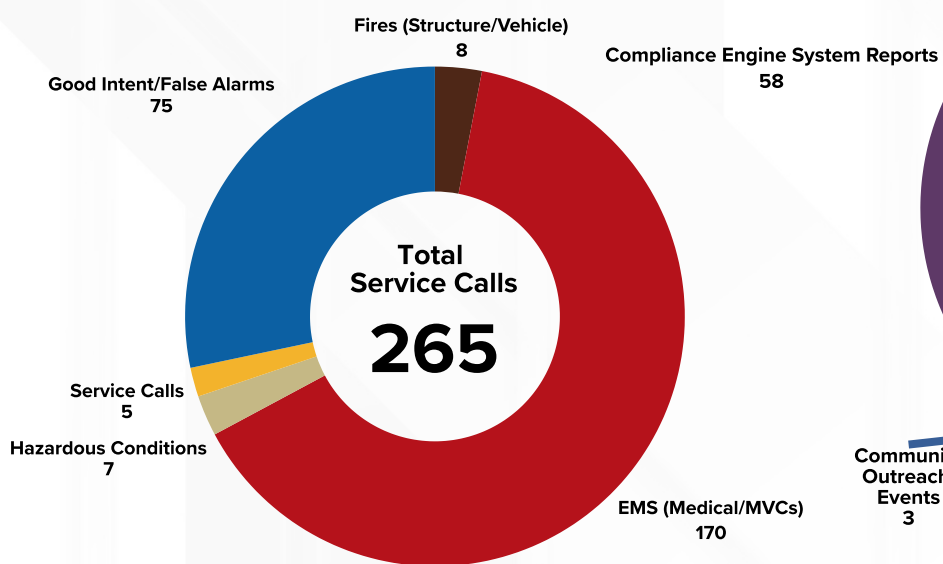
The Fire Chief attended the South Fulton Fire Chiefs Meeting off Highway 92. Key topics included Emergency Response coordination with Grady EMS and Fulton County 911 Dispatch.

The Department conducted Lieutenant and Sergeant Promotional Assessments at Fire Station #23. Visiting Proctors from neighboring Fire Departments oversaw and evaluated the process to ensure fairness and consistency.

The Training Division is currently fast-tracking two newly hired Firefighters who recently transferred from out of state, and are seeking Georgia Firefighter Reciprocity through the Recruit Class program.

3rd Quarter Automatic Aid Training was successfully completed. The multi-agency training involved five neighboring Fire Departments, focusing on improving interoperability and joint emergency response operations.

The Department also served as an Evaluator for the Clayton County Fire Department's Promotional Process, contributing to the regional collaboration and professional standards.



Key Accomplishments & Initiatives

General Services Monthly Workorder Completion

- Work Orders Completed: 179
- Pothole Repairs: 8
- Furniture Cleanup: 2
- Sign Replacements/Repair: 52
- Tree Limb Removal: 16
- Sidewalk Repairs: 1
- Retention Pond Cleanup: 2
- Tree Removals: 3



Human Resources

DIRECTOR: TALISHA CHAMPAGNE

Key Accomplishments & Initiatives

Human Resources hosted our 2nd Annual, Employee Appreciation/Field Day event entitled “Unmask the Fun.” The event was held on September 11th from 11:00am – 1:30pm at Duncan Park. Employees enjoyed:

- Unmask The Singer challenge
- Public Safety & General Employee Team Kickball Match
- DJ and Music
- Games, raffles, and more

Upcoming HR Events/Actions/Meetings:

Human Resources will host the 2nd Annual 2025 Ignite HR Professionals Retreat to be held on Friday, October 3, 2025 from 11:00am – 2:00pm. This event is designed to create an opportunity for HR professionals to make meaningful connections, strategize, and gain insightful and creative perspectives on the future of HR and key initiatives. Local cities and organizations will join us for:

- Keynote Speaker: Dr. TAB on “Navigating HR Trends”
- Empowering session on transforming HR for tomorrow
- Opportunities to connect with fellow peers
- Energizing discussions that focus on professional excellence for HR professionals
- Activities to encourage moving from burnout to resilience



Key Accomplishments & Initiatives

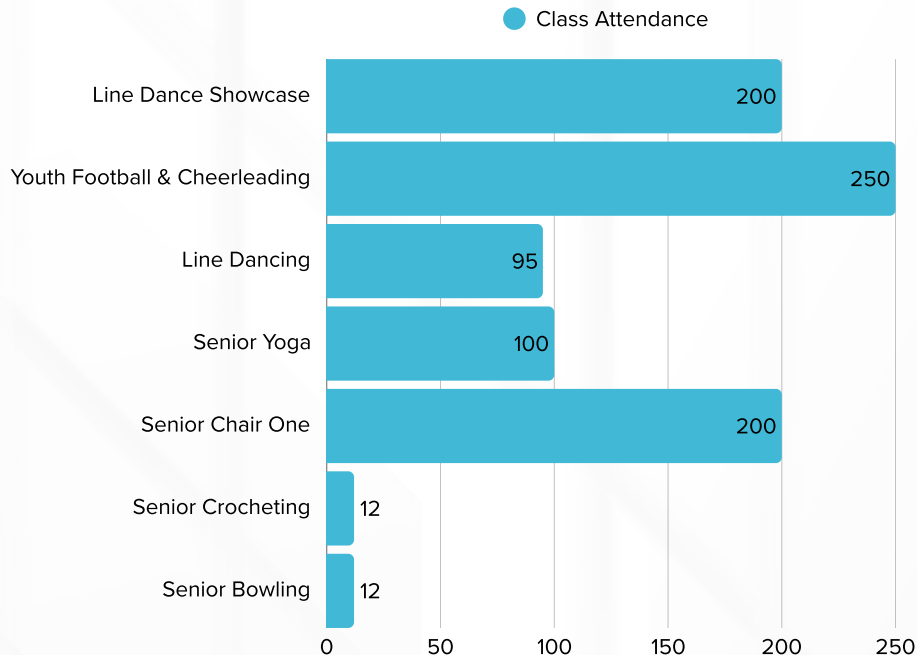
- Resolved NinjaOne IT tickets
- Processed IT equipment orders
- Managed Barracuda Email Protection Monitoring
- Managed Verizon devices and support
- Managed KnowBe4 quarterly training and support
- Continued Asset management solution implementation
- Audited invoices for several vendors
- Performed Cisco Meraki Network firewall configuration updates
- Police HQ moved to EDI Network
- Cabling for network upgrades at City Hall is ongoing
- Council Chambers switch upgraded and configured
- 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 installation complete at Fire Station 24 VPN Tunnel
- New server implementation ongoing
- Installation for the NVR and camera system for City Facilities ongoing.
- Integrating new cameras with current network
- Assisted End-User with Past Due KnowBe4 Training
- Surplus Inventory recycled
- Increase SIP trunk to eliminate 'In Use' Issue
- Equipment enrollment into Asset Management system ongoing



Parks & Recreation

DIRECTOR: CHAPIN SCOTT

Monthly Activities – September 2025



Key Accomplishments & Initiatives

Project Status:

- Tennis Court Fence Repair – complete
- Pool House Repairs – complete
- Baseball Field Rehab – new scoreboards ordered. Phased project
- Youth Center Rehab- in process
- Mario B. Avery Park – Grant received
- Fairburn Youth Council – 6 new members accepted (will bring them to council in Jan. 26)
- Youth Football & Cheerleading – Registration Closed
- Youth Basketball Registration – Opens October 1st

October 2025 Priorities

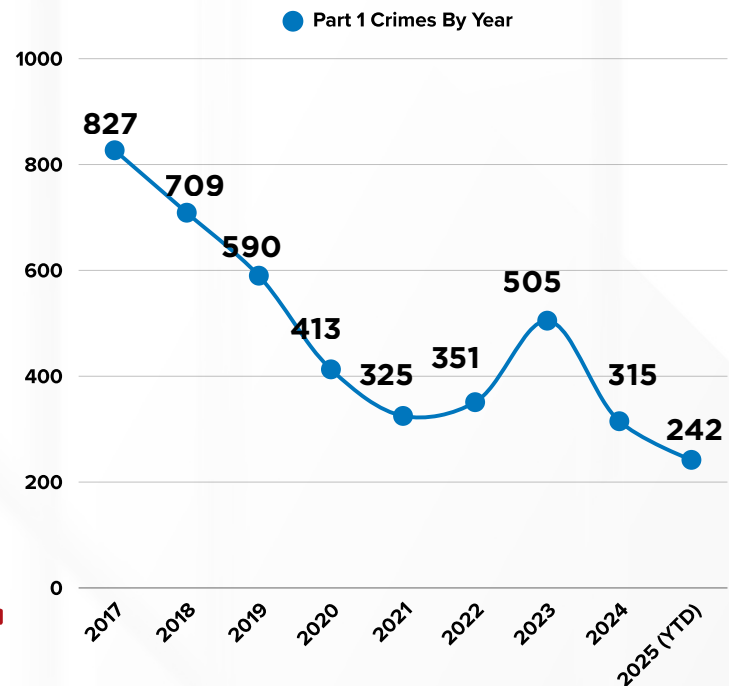
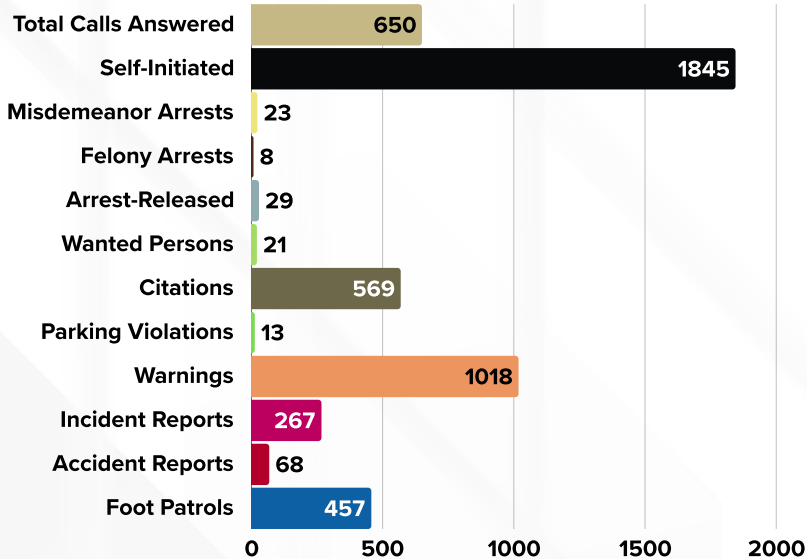
- Fairburn Fall Festival & Parade – October 4th
- Breast Cancer Walk – October 17th



Police Department

DIRECTOR: CHIEF ANTHONY BAZYDLO

SEPTEMBER STATISTICS



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

September 2025

Murder	Rape	Robbery	Agg. Assault	Arson	Auto Theft	Theft	Burglary
0	2	1	2	0	0	18	1

September Accomplishments

Internal Affairs

- 1 officer vacancies, 3 military service, 5 medical / light duty

Community Policing

- Saturday, 9/13, Chief Bazydlo attended a community meeting
- Saturday, 9/20, PD attended community health fair at the VFW
- Friday, 9/26, PD attended a BBQ at the Manor at Broad St

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

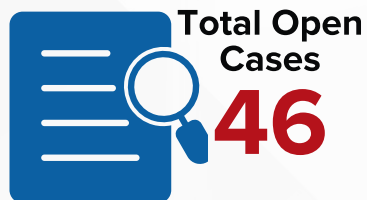


Planning & Zoning

DIRECTOR: DENISE BROOKINS

Key Accomplishments & Initiatives

- The final draft of the Fairburn Comprehensive Plan is complete and scheduled for City Council review and adoption on October 27, 2025.
- The draft Capital Improvements Element (CIE) has been submitted to the Georgia Department of Community Affairs (DCA) for review. Staff and the consultant team are now preparing an impact fee ordinance for review.
- The next Planning and Zoning Commission meeting is scheduled for November 4, 2025.
- The Code Enforcement Team recently completed certification and professional development training at the Georgia Association of Code Enforcement (GACE) Conference, strengthening staff expertise in compliance, safety, and community engagement.



Total Fees Collected
\$878,028

Total Project Costs
\$72 Million

Project Name	Proposed Use	Type of Request	Location	Next Step
Durham Lakes (Gas Station)	Gas Station	Concept Plan	101 Durham Lake Pkwy	Tabled until 2026
T5 Data Center	Data Center	Concept Plan	Gullatt Rd	On Hold - DRI required



Key Accomplishments & Initiatives

- 98 work orders were completed this month by our Power Department personnel
- The Power Department's Foreman Lineman has successfully been re-certified in switching operations for MEAG substation operations.
- The Electric meter change out program has completed a mass replacement of 554 electric meters with new AMI units at various locations this month. This will complete phase II of the project

KPI/Metrics

- Our Power Department team had one reported mass power outage for the month of September.

Project Status

- The Rivertown Road Overhead to Underground improvement project is reaching the final stages of completion. The transfer of power to the newly installed underground infrastructure will begin October 6th- 10th, 2025. We anticipate the completion of the project on or before the projected date of November 15th, 2025
- Meter changeout status per Kendall 3704 Electric Meter Total
- 717 Sensus Radio Read (AMI Ready) = 19% 2987 Non Sensus = still in iron reading = 81%

Staffing and Operations

- Lost Senior Lineman
- Newly budgeted positions are posted

Upcoming Projects

- The Vickers Point Subdivision is progressing well. We anticipate the underground electric infrastructure installation to begin in November of 2025
- Completing Contractor List for emergency work and small jobs via Procurement processes

Key Accomplishments & Initiatives



Permits Issued

13

- 1.Right-of-Way Encroachment Permits (11)
- 2.Timber Harvesting Permits (0)
- 3.Land Disturbance Permits (2)
- 4.Cleaning & Grading Permits (0)



Improvement Projects In Final Design

9

- 1.Fayetteville Road Streetscape Project
- 2.Brooks Drive Extension Roadway Project
- 3.W. Broad Street Streetscapes II, Phase I
- 4.(Strickland St. to Beverly Engram Pkwy)
- 5.W. Broad Street Streetscapes II, Phase II
- 6.(Malone St. to the SR 74 loop bridge approach slab)
- 7.Duncan Park Road
- 8.Oakley Industrial Boulevard Roadway Extension
- 9.Gullatt Road Interchange Justification Report (IJR)

Community Development Project Plans Under Review

16



- 1.Take 5 Oil/Coffee Shop
- 2.Durham Lakes Amenity Center
- 3.5650 Milam Road
- 4.KBD (Middleburg) Concept
- 5.@ Home Hotel
- 6.120 Room Hotel
- 7.Public Safety Complex
- 8.101 Durham Lakes Parkway
- 9.Convenience Store/Gas Station
- 10.Shugart Farm 2A – Collinworth Connector; Roadway Project
- 11.Georgia Renaissance Festival Horse Pasture
- 12.GMC Fairburn Campus Parking Lot
- 13.Santa Maria Tapas and Seafood Restaurant
- 14.Tree of Life Christian Academy
- 15.Strack Shop
- 16.South Park Building C



Capital Improvement Projects Under Construction

4

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



Projects Under Construction

18

1. Fairburn Rd Booster Station
2. Cury Bend Development
3. Oakmont Bohannon 2
4. Meribel Townhomes
5. Meadow Glen Village
6. @ Home Hotel
7. Whataburger
8. 7980 Spence Road Pond Repair
9. T5 ATL IV Data Center
10. Vickers Point Subdivision
11. Living Word Church
12. Buckingham Fairburn Warehouse (Google)
13. Nestle Purina Petcare, Roadway and Drainage Improvements
14. Trillium Reserve Subdivision
15. Copart, Inc. – Fairburn
16. Fern Dale Subdivision
17. Renaissance Parkway Phase II
18. 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

