



City Administrator's Monthly Report

June 2022

Fairburn, GA

Authored by: Tony M. Phillips, CPM®



Government of the City of Fairburn



Greetings Honorable Mayor & City Council Members,

I am honored to present a summary of the City's monthly administrative activities. Fairburn continues make notable progress in city operations and service delivery. Challenges resulting from the pandemic and recently increasing infection data, as well as stark economic indicators have not muted our progress. Fairburn continues to utilize its many assets to build, maintain, and promote one of the state's best live, work, play communities. Our staff is working each day on our commitment to provide each resident best in class customer service, while listening to our neighborhoods, communities, and local businesses. Our goal is to support a safe, inclusive, innovative, and economically vibrant city.

This report summarizes activities through the end of June 2022. The City continues its "Fairburn Forward" focus under the leadership of the Honorable Mayor Mario Avery.

- The Mayor and staff facilitated a successful introductory meeting with new and current appointees to the Downtown Development Authority. The meeting highlighted new and ongoing growth and development initiatives.
- The Fire Department celebrated the addition of Squad 22 to its fleet with a Push-In Ceremony. Mayor Avery, Council Members Davis, Heath, Pallend, Portis-Jones, and Whitmore, along with representatives from Riverdale & South Fulton Fire Departments, City of Fairburn personnel and residents were on hand to help push the new apparatus into Station 22 in honor of fire service tradition.
- The Employee Engagement Committee was formed in June and the first quarterly meeting on June 21, 2022. The committee consists of staff members representing various departments across the City.
- The Classification & Compensation Study kick off meeting held on June 13th; current job descriptions and pay schedule currently being reviewed.

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- The installation of the new 10-ton HVAC system at the Youth Center is complete.
 - We are continuing our proactive recruitment for all open positions in the City to help elevate departmental service delivery. In the month we onboarded six (6) new employees across four (4) departments (including Parks & Rec, Police, Public Utilities, and Streets).

I am enthusiastic and devoted to our path forward in Fairburn. We are continuing to put together a first rate management team and staff to serve our residents with excellence. Each day we are focused on ways to connect with our citizens and provide opportunities to make Fairburn our region's most accessible government.

We have something *unique* in the city of Fairburn. This report highlights our initial and ongoing efforts to improve delivery of services in line with your collective vision as our elected leaders. Please review a summary of the City's successful outcomes from June 2022.

Tony M. Phillips, CPM®

City Administrator

City of Fairburn



City Clerk

Director: Brenda James

June 2022

Department Highlights/Accomplishments:

Received 113 open records request for June 2022 – researched and processed

Processed incident reports to Travelers insurance & researched Firing Range

Processed City Council Credit Card Requests.

Prepared City Council Meeting packets for 06/13/2022

Reviewed ordinances sent to Municode

Emailed weekly open requests report to Attorney, Mayor, City Administrator

Prepared City Council Minutes

Demo on Zoom with JustFoia for Administrative Training 3 people in Office

Budget Meeting with Finance Director

Clear Gov Training

Leadership Retreat

Working on Charter updates

Signed all Business Licenses

Attended GMA Training in Savannah

Setup Training for each department person for JustFoia training



Project Status:

Continue to work with open records request several times a day

Continue to organize City records

Continue to work on the Charter updates



Community Development Department

Director: Lester Thompson, MPA

JUNE 2022

Department Highlights/Accomplishments:

Completed GDOT ROW Acquisition for Local Public Agencies Training on June 1st, 2022.

Completed GDOT Title VI/ADA Training on June 14th, 2022

Submitted a Transportation Alternative (TA) Program Funding Request Application for a pedestrian bridge across the CSX Railroad Tracks, from SR 14/US 29 near Harbor Lakes Apartments to McLarin Road on June 17th, 2022.

Participated in the Fulton County Soil and Water Conservation District Meeting on June 21st, 2022.

Proposals for On-Call Construction Management & Project Management (CM/PM) Services were received on June 24th, 2022.

Proposals for On-Call Professional Engineering & Landscape Architectural Services were received on June 24th, 2022.

Department Updates:

Permit Type	Number Issued
Right-of-Way Encroachment Permits	5
Clearing & Grading Permits	1
Land Disturbance Permits (LDPs)	0

Project Status:

Community Development Projects Under Construction		
Project Name	Permit Type	Permit Issuance Date
South Park Building A	Clearing & Grading Permit	June 7 th , 2022
Package Depot Plaza	Land Disturbance Permit	April 12 th , 2022
Fairburn Station	Land Disturbance Permit	March 16 th , 2022



GOVERNMENT OF THE CITY OF FAIRBURN

1162 Hwy 54 East, LLC	Land Disturbance Permit	February 16 th , 2022
Tractor Supply Company	Land Disturbance Permit	February 11 th , 2022
Fairburn DC, Howell Avenue	Land Disturbance Permit	February 8 th , 2022
Trillium Reserve Subdivision	Land Disturbance Permit	September 29 th , 2021
TEREX (TRX) – USA – Fairburn	Land Disturbance Permit	August 20 th , 2021
Iron Horse Storage	Land Disturbance Permit	April 20 th , 2021
Graham Road Site	Land Disturbance Permit	April 2 nd , 2021
Fern Dale Subdivision	Land Disturbance Permit	March 31 st , 2021
Legend Creek Subdivision	Land Disturbance Permit	October 15 th , 2020

Public Works/Capital Improvement Projects Under Design

Project Name	Design Firm	Current Design Phase	Let Date
I-85 @ SR 74/Senoia Road Interchange Project (PI# 0007841)*	TranSystems Corporation	Right-of-Way Acquisition	Management: October 15 th , 2023
Park Road Extension/Duncan Park Secondary Access Road	Southeastern Engineering, Inc.	Field Survey/Database Development	December 21 st , 2022 (anticipated)
Golightly Street Pedestrian Improvements Project	Pond & Company	Field Survey/Database Development	September 21 st , 2022 (anticipated)
Lightning Community Detention Pond & Greenspace	Pond & Company	Field Survey/Database Development	February 8 th , 2023 (anticipated)

* The I-85 @ SR 74/Senoia Road Interchange Project currently has 55 parcels; the preliminary parcel count was 50 parcels. GDOT has closed on twenty (20) parcels, three (3) parcels have been condemned, and twelve (12) options are with their attorney for closing. GDOT had to reissue a Task Order to have fifteen (15) parcels reappraised in order to resume negotiations. Once they receive a Notice to Proceed, the



appraisals will be due in about 90 days. There are 2 relocation parcels that may take 120 days.

- The Right- of-way funds were authorized on 4/1/19, at which time the GDOT District 7 Right-of-Way Office requested 21 months for acquisition time.

Public Works/Capital Improvement Projects Under Construction		
Project Name	Notice to Proceed Date (NTP)	Completion Date(s)
Downtown LCI Streetscape Project [SR 14; CS 4130/W CAMPBELLTON ROAD & CS 4050/SMITH STREET-LCI] (19-005/PI #0012636)	July 6 th , 2020	Substantial: April 13 th , 2022 Final: May 22 nd , 2022 (outstanding)
Rivertown Road Pedestrian Improvements Project (21-002)	October 4 th , 2021	Substantial: March 31 st , 2021 Final: August 31 st , 2022
Cora Robinson Park Improvements Phase II Project (21-003)	September 27 th , 2021	Substantial: June 30 th , 2022 Final: July 31 st , 2022
Dodd Street Community Plaza Project (21-003)	September 27 th , 2021	Substantial: June 30 th , 2022 Final: August 31 st , 2022
Roadway Improvements on Various City Roads Project (21-004), 2021 Local Maintenance Improvement Grant (LMIG)/TSPLOST City-Wide Resurfacing Project	September 20 th , 2021	Substantial: December 17 th , 2021 Final: June 21 st , 2022
Roadway Improvements on Various City Roads Project (22-001), 2022 Local Maintenance Improvement Grant (LMIG)/TSPLOST City-Wide Resurfacing Project	June 6 th , 2022	October 31 st , 2022 (anticipated)

Upcoming Events/Actions/Meetings:

It is anticipated that the Contract Awards for On-Call Construction Management & Project Management (CM/PM) Services and On-Call



Professional Engineering & Landscape Architectural Services will be presented at the July 25th City Council Meeting.



Economic Development

Director: Sylvia Abernathy

June 2022

- Participated in Downtown Development Authority (DDA) introductory meeting with Mayor, City Administrator, and Staff regarding growth and development initiatives. –
- Completed the planning and production of Third Fridays on Main Street – Juneteenth Celebration event, celebrating Fairburn's cultural diversity and "Freedom Day," with live music and performance arts to promote downtown arts and entertainment.
- Prepared and wrote July City Newsletter, featuring the Fire Department's Historic Push-In Ceremony, the launch of the ClearGov system, Water Assistance, and more.

Department Updates:

- Participated in meeting with Administrator, Finance Director, and Consultants ECG's Economic & Community Development overview of economic development resources to support and implement development initiatives.
- Agenda Item for Mayor and Council: Approval of plaque installation, updating regarding different stages and lettering for the Education Building, honoring former Mayor Betty Hannah. Obtained quotes for two additional dedication plaques, one replacement plaque, and building lettering for the education building. – July 11th

Off-Premises Special Event Permit: In response to business owners' desire to participate in ongoing downtown events, research, and planning as to the benefits to the city. – **Agenda item for July 11th**

- Distillery Special Permit – **Agenda Item for July 11th**
- Completed June Community Activities Report for Georgia Main Street/ Department of Community Affairs (DCA), which includes data on job creation, real estate sales, housing, new construction, rehab, and public improvement projects for Main Street reporting.
- Soofa System digital wayfinding kiosk installation. A pilot project to enhance pedestrian traffic within the downtown district and community engagement regarding governmental services, community announcements, special events, business services, and more.

Project Status:

- Adopt-A-Planter Program – submitted a proposal for the implementation of the program.



- Façade Grant Program – Draft Proposal for review and submission. – July 14th
- Utility Box Murals – Draft Request for Proposals submitted for review.
- Downtown Catalytic Site Development:
 - Review of potential Catalytic Site in downtown Fairburn, Off Broad. **-In Process**
 - Retail Strategies meeting regarding retail recruitment and downtown implementation efforts. Review of case studies with comparable Fairburn communities. – **In Process**
 - Urban Pulse to discuss upcoming projects with downtown development, funding incentives, and economic development activities - May 27th
 - Redevelopment of downtown parcels.

Business Development and Activation: Ongoing discussions with business and property-owner stakeholders.

Upcoming Events/Actions/Meetings:

- Economic Development Strategic Plan Update
- Business Alliance Meeting - TBA
- Planter Program/ Adopt-A-Spot
- Main Street Board Meeting
- Frankie Arnold Stage Lettering Dedication – TBA (tentative August 19th)
- Betty Hannah Building Lettering Dedication Ceremony- TBA (tentative September 6th)
- Hotel Motel Tax/Funds Report
- Economic Development Strategic Plan
- Third Friday Events & Concert Series
 - Summer Music Festival – July 15th
 - Back to School Celebration – August 19th
 - Hispanic Cultural Celebration Month – September 16th
- Fall Festival & Taste of Fairburn – October 1st
- DDA/DA Board Meeting – 23rd (Upcoming Training on August 3rd)



Fire Department

Director: Fire Chief Cornelius Robinson

June 2022

Department Highlights/Accomplishments:

- The Fire Department celebrated the addition of Squad 22 to its fleet with a Push-In Ceremony. Mayor Avery, Council Members Davis, Heath, Pallend, Portis-Jones, and Whitmore, along with representatives from Riverdale & South Fulton Fire Departments, City of Fairburn personnel and residents were on hand to help push the new apparatus into Station 22 in honor of fire service tradition.
- The Push-In Ceremony is featured on the front page of June's *Fairburn Connect*. This is the first ceremony of its kind since the establishment of the department in 2006.
- The office closed on June 20th to celebrate Juneteenth. This is the first time that the holiday has been recognized city-wide & nationwide.
- EMS Services and Apparatus Displays were provided at 3rd Fridays on Main Street.
- The Fire Department had two successful community events: one at Open Word Christian Ministries with 100 kids, and the other at Harvest Rain Academy with 118 kids.
- 4 personnel members won raffle prizes from *Snacks on the Go* employee event
- Plan Reviews Completed: 17
- Fire Investigations: 2
- Certificate of Occupancy Inspections: 1

Department Updates:

- Congratulations to newly appointed TAD Battalion Chief Jason Ojeda
- Fire & Deputy Chief attended training at Executive Development Institute in New Orleans, LA
- Fire & Deputy Fire Chief attended the Southeastern Association of Fire Chiefs Conference in Mobile, AL
- Squad 22 currently in service
- Fire Chief, Deputy Chief, Div. Chief of Training, 1 Bat. Chief & 1 firefighter visited Cobb County Fire Station #8 in Kennesaw to be trained on new Squad 22



Department Updates (cont'd):

- Met with Fulton County Emergency Communications to discuss updates needed for dispatching
- Along with Division Chief of Training, attended ClearGov Training with Peterson David (Finance Director)
- Attended bi-weekly meeting with Assistant City Administrator to discuss current department status and projects
- Recruitment efforts still in progress. 4 candidates have been interviewed this month.

Project Status:

- Station 21 renovations moving along and remain in progress
- HVAC between Parks & Recreation and Fire Department Station 22 currently being repaired
- New Administration vehicles customized and outfitted. Expected delivery next month.
- Replaced aging appliances at Station 21

Upcoming Events/Actions/Meetings:

- Truck 23 to be back in operation following repair
- Continuing recruitment efforts with the goal of adding 4 new members of personnel: in need of certified firefighters and medics
- Bi-weekly meeting with Assistant City Administrator to discuss department updates



Human Resources

Director: TaLisha Champagne

JUNE 2022

Department Highlights/Accomplishments:

- Newly created Human Resources Specialist position approved and posted for recruitment. Interviews to be held in July 2022.
- Employee Engagement Committee formed in June and the first quarterly meeting was held on June 21, 2022. The committee consists of staff members representing various departments across the City.
- Held first Employee Engagement Event on June 22, 2022 from 12 noon – 2:00pm; Over 45% of City staff members participated in the event.
- Developed a comprehensive New Hire Orientation presentation featuring an employee's complete overview of City government, employment with the City, policies and procedures, and benefits offered by the City.
- Partnered with other benefits broker to develop benefits overview presentation which will be first featured in New Hire Orientation in July 2022.

Department Updates:

- ✚ Benefits Event “Getting to Know Your Benefits” to be held on July 25, 2022 in partnership with our benefits broker.
- ✚ Leadership Training event “Workers’ Comp Made Easy” to be held on August 10, 2022; training event will be facilitated by Georgina Municipal Association (GMA).
- ✚ City’s Hiring & Turnover stats for June 2022:
 - New Hires – five (5) employees
 - Separations – four (4) employees; 2-Voluntary, 2-Involuntary
- ✚ Extended eight (8) conditional offers to new hires for the July new hire orientation; Various offers included the hiring incentive pay; a total of 12 news potential new hires for July 2022 (total inclusive of four (4) Police Officers).

Project Status:

- Classification & Compensation Study kick off meeting held on June 13th; current job descriptions and pay schedule currently being reviewed. The next phase is Employee Outreach wherein employee will attend orientation sessions and will participate in a focus. Dates to be determined.



- Policy updates in progress (Standards of Conduct, Internship, Military Leave, Maternity/Parental Leave, On-Call Policy, Telework policy, Workers' Comp policy, Comp Plan/Incentive Pay policy).
- Benefits module "Employee Navigator" go live date July 1, 2022 with benefits broker; current employee benefit and dependent election to be finalized by July 30th. Proposal for module integration with current City's payroll system, Netchex, will be requested for review and approval for FY23 budget.

Upcoming Events/Actions/Meetings:

- ✚ Employee Appreciation Day to be held on Sept 9, 2022 in Dunkin Park from 11:00am – 2:00pm.
- ✚ Mental Health leadership training upcoming; date to be determined.



Planning and Zoning

Director: Tarika Peeks

JUNE 2022

Department Highlights/Accomplishments:

- Call for Artists for Creative Crosswalks was released on June 22nd.

Boards & Commissions Meetings

- The Planning and Zoning Commission meeting was held on June 7th.
- The Art Advisory Council meeting was held on June 23rd.
- Conducted interviews for the Planning and Zoning Coordinator position on June 23rd.

Community Meetings and other Meetings:

Meetings with DASH to discuss the upcoming Art Event in the alley on June 14th.
 Community Garden Plan Project Team Meeting was held on June 2nd.
 Georgia Initiative for Community Housing Committee Meeting – June 13th

Department Updates:

Permit Type & Other	Number Issued
Sign Permit	0
Film Permit	1
Short Term Rental Permit	0
Special Event Permit	1
Occupational Tax License Review	5
Zoning Verification Letter	5
Yard Sale Permit	1

Project Status:

Community Development Projects Under Review	
Project Name	Plan Type
Popeye's	Site Development Plan
South Park Bldg. A	Site Development Plan
Buckingham - Google	Site Development Plan
South Park Bldg. B & C	Conceptual Site Plan
Copart	Clearing and Grading
Project Miles Trailer Space	Site Development Plan



Upcoming Events/Actions/Meetings:

Rezoning Petitions

DRB Group Georgia, LLC – A request to rezone 18.26 acres from R-1 (Single-family Residential) to R-4 (Single-family Residential) for 86 single-family residential lots.

Meeting Dates: Planning and Zoning Commission - January 11, 2022 - APPROVAL

City Council - February 14, 2022 - Deferred to March 28, 2022 - FAILED

Rescheduled to May 23, 2022 - APPROVED

Hernan Creek - A request to rezone 26.35 acres from AG (Agriculture) to R-4 (Single-family Residential) for 56 single-family residential lots.

Meeting Dates: Planning and Zoning Commission - May 3, 2022 - APPROVAL

City Council - June 13, 2022 - APPROVED

Liberty Communities - A request to rezone 46.1 acres from AG (Agriculture) to R-4 (Single-family Residential) for 175 single-family residential lots.

Meeting Dates: Planning and Zoning Commission - May 3, 2022 - DENIAL

City Council - June 13, 2022 - DENIED

Grind Capital Group - A request to rezone 32.3 acres from AG (Agriculture) to M-1 (Light Industrial Residential) for a 273,000 square foot warehouse with a future build-out for an additional 128,000 square feet.

Meeting Dates: Planning and Zoning Commission - June 7, 2022 - DENIAL

City Council - July 11, 2022

South City Partners - A request to rezone 14.979 acres from C-2 (General Commercial) to PD (Planned Development) for 288 multi-family units with a clubhouse, 4,000 square feet of retail space, and conservation open space with a concurrent variance to reduce the number of parking spaces from 2 per unit to 1.5 per unit.

Meeting Dates: Planning and Zoning Commission - June 7, 2022 - APPROVAL

City Council - July 11, 2022

Richard Lindsey - A request to rezone 3.14 acres from R-1 (Single-family Residential) to C-2 (General Commercial) for a convenience store with six pumps and two retail spaces.

*** This rezoning application was withdrawn by the applicant on March 24th ***

MCRT SFR Investment/Battle Law - A request to rezone 41.89 acres from AG (Agriculture) to RM-12 (Multi-family Residential) for a 194-unit multi-family townhouse development.

Meeting Dates: Planning and Zoning Commission - August 2, 2022

City Council - September 12, 2022

Landmark Christian School – A request to reduce the side yard and front yard setback to allow the construction of a new building.

Meeting Date: Planning and Zoning Commission - August 2, 2022



Rhys Black & Shannon Loe - A request to reduce the side yard setback to allow the renovation of an existing structure into an accessory dwelling structure.

Meeting Dates: Planning and Zoning Commission - August 2, 2022

Proposed Text Amendments

- Add liquor stores to the list of prohibited uses within the Highway 74 Overlay District
- Revise the text for prohibited tire treading and recapping uses to add tire repair shops and add a separation distance requirement for automobile repair shops (to include oil change, body repair, and tire repair shops)
- Notice of public hearing letters to property owners distance increase from 500 feet

The above-mentioned text amendments are under legal review.

Creative Placemaking and Public Art Initiatives

- Call for Artists for Creative Crosswalks

SCHEDULE

- Publish Call for Artist on **June 22, 2022**
- Deadline for all artist proposal submissions on **July 21, 2022**, by 5:00 p.m. EST
- Proposal reviewed and selected by City Staff and Art Advisory Council early **August 2022**
- Final designs and artists presented to Fairburn City Council in late **August 2022**
- Selected Artist(s) notified, public announcement and showcase of artists and design late **August 2022**
- Crosswalks completed by late **September 2022**
- Summer Art Event in the Alley - August 20, 2022 (rain date August 21st)



Property Management

Director: Harvey Stokes

June 2022

Department Highlights/Accomplishments:

- HVAC system repaired at the Out-Building #2 at the Educational Campus
- Fire Station 21 modification/renovations is nearing completions with the focus on stripping the old surface in order to prep the area for the new HD product.
- A/C repaired at Duncan Park Poolhouse.
- Keyless entry access system (FOB) is scheduled for installation at the Police Department July 25th.
- Sealed the water protrusion from rain water at the Utility Department.
- HDMI wiring completed for the monitor at the Human Resource building.
- Reviewing the construction documents for SouthPark Building A
- Met with the Fire Chief and his staff along with the generator vender this week to create the specs needed to supply power to both the Fire Station and Youth Center in the case of emergency.
- Pressure cleaned the building exterior of Armando's restaurant
- The Youth Center power conversion from a one to a three-phase system is completed.
- The new 10 tons HVAC system installation is complete at the Youth Center.
- Building inspections performed daily for both residential and commercial projects.

Department Updates:

- This department participated in at least 8 (ORR) Open Records Request for the month of June.

Project Status:

- Construct an additional office at HR building.
- Check for restriction of air flow in Utility managers office at Utilities.
- Re-key the street department breakroom.
- Adjust door hinges on front door at the Youth Center.



- Lock replacement at the stage storage rooms at the Downtown Plaza.
- The overhead projector system in the Annex building to be installed.
- Replace the defective wiring on the HVAC system in Planning and Zoning suite, due to the de-energizing of the power to the building, this work to occur after hours or weekend, as to not interfere with the functions of other departments in the facility.
- Replacement of HVAC system in IT room at Fairburn Utility.
- Human Resources Install a land line for fax machine.

Upcoming Events/Actions/Meetings:

- Security access system (FOB) at Fairburn Youth Center. To be designed and scheduled after the completion of Police Dept. system.



Police Department

Director: Chief James A. McCarthy

June 2022

Department Highlights/Accomplishments:

- Attended Harvest Rain Youth program on two dates, 7/01 and 6/24
- Warehouse at 7300 Oakley Industrial Blvd called to request active shooter training, scheduled for 7/19

Department Updates:

- Currently have 4 vacancies

Project Status:

- Electronic door lock conversion upcoming

Upcoming Events/Actions/Meetings:

- Command Staff meeting every Wednesday at 10 AM
- Chief and Deputy Chief will be in Savannah 7/24 – 7/27 for Georgia Association of Chiefs of Police summer training conference
- Senior self-defense class 8/24 at youth center



Fairburn Police Department

James McCarthy

Chief of Police

191 SW Broad Street
Fairburn, GA 30213

Phone: 770-964-1441
Fax: 770-774-7908



June 2022 Crime Report

Total Part 1 Crime Incidents

○ 2022 YTD	166
○ 2021	328
○ 2020	416
○ 2019	589
○ 2018	709
○ 2017	824

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

Month	Increase / Decrease Same Month Prior Year	Total Part 1 Crimes
January 2021	- 56.9%	26
February 2021	- 7.4%	25
March 2021	- 19.4%	31
April 2021	- 22.2%	21
May 2021	4%	26
June 2021	- 9.6%	29
July 2021	- 14.2%	32
August 2021	- 35.2%	24
September 2021	- 30.5%	26
October 2021	- 31%	27
November 2021	36%	32
December 2021	- 23.6%	28
January 2022	7%	28
February 2022	- 8%	23
March 2022	-9.6%	28
April 2022	4.7%	22
May 2022	30.7%	34
June 2022	17.2%	34



Fairburn Police Department

James McCarthy

Chief of Police



Executive Summary June 2022

- **Uniform Patrol Division**
 - Total Calls Answered: 789
 - Self-Initiated 1,265
 - Dispatched 789
 - Arrests 50
 - Arrest – Released 42
 - Citations 537
 - Warnings 682
 - Incident Reports 285
 - Accident Reports 79

- **Special Services**
 - N/A for June, units assigned to patrol division

- **Criminal Inv. Division – June**
 - Cases Assigned 46
 - Ex-Cleared 1
 - Cleared by Arrest 1
 - Unfounded 0
 - Inactivated 10

- **CID – Cases Prior to June**
 - Carry Over 131
 - Ex-Cleared 1
 - Cleared by Arrest 0
 - Unfounded 0
 - Inactivated 19

- **Internal Affairs**
 - Vacancies
 - 4 police officers
 - 1 code enforcement
 - 1 military leave (PD)
 - 1 officer in training (PD)

Police	
June 2020	
• Citations	538
• Warnings	1,589
• Arrests	15
• A/R	82
June 2021	
• Citations	583
• Warnings	1,202
• Arrests	22
• A/R	62
June 2022	
• Citations	537
• Warnings	682
• Arrests	50
• A/R	42
<i>June '21 compared to June '22 17% Part 1 crime increase</i>	

Code Enforcement	
June 2022	
• Care of Prem.	107
• Stop Work	0
• Signs Rmvd	23
• Door Hngrs	10
• 5 Day Notice	66
• Citations	4
• Complaints Resolved	15



Public Relations & Community Engagement Consultant

Contractor: Ashley Nicole Communications, LLC

JUNE 2022

Department Updates: Month of June 2022

Written and Distributed Press Releases

- Press Release: City of Fairburn Third Fridays on Main Street Presents the Juneteenth Cultural Celebration & Concert
 - Distribution Date: Tuesday, June 7th
 - South Fulton Neighbor News: https://www.mdjonline.com/neighbor_newspapers/south_metro/community/fairburn-kicks-off-summer-with-main-street-concerts/article_c58e54bc-febc-11ec-950c-a714ca730469.html
- Press Release: City of Fairburn Fire Department Invites the Public to a "Push-In Ceremony" to Dedicate New Fire Engine
 - Distribution Date: Thursday, June 9th

Created and Posted Social Media Content (some posts scheduled multiple days)

- Yard Waste Service Update
- Trash Service Update
- GFL Service Update Reminders
- GFL Cart Placement
- Event Posts: Third Fridays on Main Ft. Juneteenth Cultural Celebration
- Event Posts: Fire Department "Push-In" Ceremony
- Event Posts: Fairburn Community Yard Sale
- Stormwater Runoff Best Practices
- Important Notice: Lane Closure on W. Broad Street
- Important Notice: Duncan Park Pool & Splash Pad Capacity
- Juneteenth Closure Notice
- Chair Aerobics Workout Class
- RFP: Parks & Recreation Afterschool Program Provider
- Important Notice: Water Main Break
- Important Notice: Notice of Filming/Lane Closure
- Low-Income Home Water Assistance Program (LIHWAP)
- RFP: Call for Artists for Creative Crosswalks
- Utilities Department Notify-Me



Projects & Marketing Materials Created

- Project: Third Fridays on Main Summer Concert Festival
 - Materials Created
 - Flyer
 - Social Media Post
 - Eventbrite
- Project: Fire Department Push-In Ceremony
 - Materials Created
 - Flyer/Invitation
 - Social Media Post
 - Eventbrite
- Project: RFP - Afterschool Services Parks & Recreation
 - Created RFP Flyer/Social Media Post
- Project: Human Resources Snacks on the Go
 - Materials Created:
 - Flyer
 - Employee Coupons
- Project: Human Resources EAP
 - Materials Created:
 - Flyer
- Project: Human Resources Leadership Training
 - Materials Created:
 - Flyer
- Project: Utilities “Notify-Me” Campaign
 - Materials Created:
 - Flyer
- Project: RFP - Call for Artists for Creative Crosswalks
 - Materials Created:
 - Flyer
- Provided edits to the July Newsletter

Website Management

- Updated Department Head Headshots
- Re-directed City Administrator webpage
- Added City Administrator’s Monthly Reports
- Met with Utilities team to discuss page updates
- Added Low-Income Home Water Assistance Program
- Added Utilities “Notify-Me” Campaign flyer
- Added the 2021 Fairburn CCR Report



STREET DEPARTMENT

Director: Street Department

June 2022

Department Highlights/Accomplishments:

One Staff Member Has Been Promoted

One Employee Received His ASE Certification

Two New Employees Hired

Department Updates:

Five Dirt Roads Have Been Cleared (Bladed)

3 Trees Have Been Removed

Bucket Truck Inspections Completed

Street Sign Replacements w/ Logos

Project Status:

Paint the Walk Bridge on E Broad St

Sidewalk Repair on Senoia Rd

Landscape improvements at the Depots

Landscape improvements at the Monuments

Road Patchwork on Oakley Industrial

Upcoming Events/Actions/Meetings:

City Concert Scheduled for 7/15/2022



Utilities Department

Director: John D. Martin, QWLA

June 2022

Department Highlights/Accomplishments:

Director's Office:

- Attended MEAG CEO Roundtable Meeting
- Utilities Department Weekly Leadership Meeting
- Concert Meeting Logistics & Run of Show Review (Frankie Arnold Stage and Courtyard)
- Interviews: Utilities Maintenance Worker I, Journeyman Electric Lineman, and Electric Lineman
- Meter Reader System Meeting (City Hall)
- Fairburn Utilities Website Meeting with Media Consultant (Ashley Minter) and staff
- Bi-weekly Department Meeting with Asst. City Administrator
- Fairburn Meter Replacement Project meeting with installation contractor
- Paymentus Meeting (06/10/2022)
- MEAG Meeting (City Hall)
- Cintas Safety Meeting (06/15/2022)
- Swift Comply Teams Kickoff Meeting (06/14/2022)
- Enterprise Fleet Catch Up Meeting
- Monthly Project Meeting with Integrated Science Engineering
- EPD submittal and posting of Fairburn 2021 Water Quality Report
- Department Leadership meeting (06/09/2022) (06/19/2022)

Customer Service/Meter Reading:

- Mailed out 7,023 utility bills in June 2022
- Meeting about Meter Changeout Program with City Administrator's Office and Kevin Purcell
- Cintas Safety Meeting with Ryan McLelland
- Meeting with Incode Leadership Team (Alea Karnbach) about migration issues
- Meeting with the Paymentus Team (Peter Guido) & Finance Team
- Compiled and discussed items for City website page with Ashley Minter
- Defensive Driving Course for Meter Readers (06/01/2022)



- Worked closely with Code Enforcement to give a citation to the contractors in Renaissance South for water tampering
- Created “Trouble Code” sheets to track deficiencies identified by Meter Team and need attention from other divisions
- Meter Reading Staff successfully collected 1,124 visual reads for billing

Electric:

- Tree trimming by contractual agreement completed on the following streets: Willow Creek, Greenwood, Orme, Azalea, Fayetteville, Spence, East Campbellton, Pine, Shannon Chase, and Lake Esther. Also, trimmed hot spots on Bohannon and Hwy 74
- Received overhead transformers from February order with Solomon
- Groundman, Jesse Cox elevated to Lineman
- Security locks applied to equipment and enclosures in Lake Esther, Magnolia, Colony Trail, Wood Way, St. Johns, Creekwood, Smucker’s, Google, SC Johnson, NEFAB, Bohannon Rd. Evergreen apartments
- Met with Brian Jaynes and Greg Lee of ECG along with Brian Thompson (G.C.) on movement of circuit W-1222 due to encroachment boundaries on private property for Greystar properties at Ella Lane and Oakley industrial Blvd
- Met with Pro Source, Jody Bennett for quote on movement of W-1222 Circuit
- Met with UTEC, David Mathis for quote on movement of W- 1222 circuit
- Installed 3 phase line in coordination for A/C at youth center
- Repaired lights and power at Duncan Park at Pavilion #1
- Prepared for Juneteenth holiday at Frankie Arnold Stage
- Interviewed Matthew Cole for Journeyman Lineman position
- Met with Brian Jaynes of ECG at Google to test transformer hotspot with infrared camera
- Completed yearly preventive maintenance on fleet vehicles through ALTEC
- Monthly On-calls: 15

Water/Sewer:

- Defensive Driving Course for Water & Sewer (06/01/2022)
- Jetted sewerline 208 Broad Street and 130 Fieldstone
- Replaced sewer manhole (Malone Street)
- Flushed fire hydrant on Village Point, 7730 Cabrini Place, 448 Willow Creek Road
- Unclogged sewer lateral: None
- Rereads: 35



- Meter Leaks: 6
- Meter Installations: 18
- Locates: 7
- Check Low Water Pressure: 13
- Meter Maintenance: 8
- Replaced meter lids: 4
- Monthly On-calls: 11
- Sewer Back-ups: 5

Stormwater:

- Identifying and inspecting of damaged storm drains
- Jetted overflowing storm drains
- Repaired storm drain-Strickland Street
- Cleaned storm drain-1770 Crosswinds Walk

COVID-19:

- Water and Sewer personnel are maintaining restrictions and social distancing.
- Utilities buildings are wiped down on Mondays and Thursdays to prevent exposure.

Department Updates:

- Customer Service/Meter Reader Work orders completed: 1,007
- Water/Sewer Work orders completed: 118

Project Status:

- Fire Hydrant Replacement Project (06/13/22). Council approved for lowest bidder. Shockley Plumbing, Inc.
- Upgrade Power Grid (Elder & Poplar)-Bid preparation
- 2021 Storm Drain Lining Project (*In Progress-awaiting easements*)

Upcoming Events/Actions/Meetings:

- Upgrade Power Grid (Elder & Poplar)
- LIHWAP project-(06/13/22)-Need Council approval on 7/11/2022
- Overhead to Underground Power Installation (Rivertown Road)
- Implementation of the Backflow/FOG (Fats, Oils, and Grease) software (*On-going*)
- Prepare Backflow Ordinance for Mayor and Council approval
- Review meter details for new developments and renovations