



# City Administrator's Monthly Report

May 2022

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Fairburn, GA

Authored by: Tony M. Phillips, CPM®



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## 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. During a challenging pandemic and its multilayered impacts, along with a tough and inflationary economic landscape, Fairburn continues to make impressive progress in city operations and service delivery. Fairburn continues to parlay its many assets to build and sustain one of the state's best live, work, play communities. Our staff is focused on our daily commitment to ensuring our residents receive best in class customer service, while being responsive to our neighborhoods, communities, and local businesses to support a safe, inclusive, innovative, and economically vibrant city.

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

- The City Administrators office facilitated a successful Senior Leadership Retreat to focus on team building, workplace culture, and to build on and operationalize the strategic plans and objectives set by Mayor & City Council at their retreat in April.
- City Hall was safely and successfully reopened to the public
- Parks & Recreation participated in the GRPA state track meet. 21 athletes from Fairburn won a State Championship
- Duncan Pool & Splash Pad opened for the summer season with over 900 patrons the first weekend.
- We are continuing our proactive recruitment for all open positions in the City to help elevate departmental service delivery. In the month we onboarded fourteen (14) new employees across two (2) departments (including Parks & Rec, and Economic Development)

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- The city hosted another successful “*Third Fridays on Main Street*” event, which included local vendors, various food trucks, and an entertaining musical line up of “live” jazz and R & B artists.

I am ardent believer in our path forward in Fairburn. We are continuing to meticulously assemble a premier management team and staff to serve our residents at the highest level. Each day we are looking to implement innovative ways to connect with our citizens and provide opportunities to make Fairburn our region's most accessible government.

We have something *special* 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 May 2022.

**Tony M. Phillips, CPM®**

City Administrator

City of Fairburn



## City Clerk

Director: Brenda James

May 2022

### **Department Highlights/Accomplishments:**

Received 97 open records request for April 2022 – researched and processed

Processed incident reports to Travelers insurance

Processed City Council Credit Card Requests.

Prepared City Council Meeting packets for 05/09/2022 and 05/23/2022

Processed the annual liability insurance policies, and renewal agenda item

Reviewed ordinances sent to Municode

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

Prepared City Council Minutes

Demo on Zoom with Civic Plus for Municode Agenda Management System

Zoom call with Civic Plus regarding Pricing and any changes

Demo on Zoom with Civic Plus for Civic Plus Agenda Management System

Next Day Zoom with Civic Plus for pricing and other questions

Budget Meeting with Finance Director

Clear Gov Training

Leadership Retreat

Working on Charter updates

Signed all Business Licenses



**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

**Upcoming Events/Actions/Meetings:**

Index four (4) filing cabinets with contracts and agreements- Review 4 boxes of paperwork in Deputy Clerk's office



## Community Development Department

Director: Lester Thompson, MPA

May 2022

### **Department Highlights/Accomplishments:**

Task Order #12 with Atlas Technical Consultants (Moreland Altobelli) for an amount not to exceed \$58,000 for Construction Engineering and Inspection (CEI) Services on the Roadway Improvements on Various City Roads Project (22-001), was approved at the May 9<sup>th</sup>, 2022, City Council Meeting.

A Request for Proposal (RFP) for the On-Call Construction Management & Project Management (CM/PM) Services was posted on May 25<sup>th</sup>, 2022. Proposals will be received until June 24<sup>th</sup>, 2022.

A Request for Proposal (RFP) for the On-Call Professional Engineering & Landscape Architectural Services was posted on May 25<sup>th</sup>, 2022. Proposals will be received until June 24<sup>th</sup>, 2022.

### **Department Updates:**

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

### **Project Status:**

#### Community Development Projects Under Construction

Project Name	Permit Type	Permit Issuance Date
Package Depot Plaza	Land Disturbance Permit	April 12 <sup>th</sup> , 2022
Fairburn Station	Land Disturbance Permit	March 16 <sup>th</sup> , 2022
1162 Hwy 54 East, LLC	Land Disturbance Permit	February 16 <sup>th</sup> , 2022
Tractor Supply Company	Land Disturbance Permit	February 11 <sup>th</sup> , 2022
Fairburn DC, Howell Avenue	Land Disturbance Permit	February 8 <sup>th</sup> , 2022



Trillium Reserve Subdivision	Land Disturbance Permit	September 29 <sup>th</sup> , 2021
TEREX (TRX) – USA – Fairburn	Land Disturbance Permit	August 20 <sup>th</sup> , 2021
Iron Horse Storage	Land Disturbance Permit	April 20 <sup>th</sup> , 2021
Graham Road Site	Land Disturbance Permit	April 2 <sup>nd</sup> , 2021
Fern Dale Subdivision	Land Disturbance Permit	March 31 <sup>st</sup> , 2021
Legend Creek Subdivision	Land Disturbance Permit	October 15 <sup>th</sup> , 2020

**Public Works/Capital Improvement Projects Under Design**

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

- o 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 <sup>th</sup> , 2020	Substantial: April 13 <sup>th</sup> , 2022 Final: May 22 <sup>nd</sup> , 2022 (outstanding)
Rivertown Road Pedestrian Improvements Project (21-002)	October 4 <sup>th</sup> , 2021	Substantial: March 31 <sup>st</sup> , 2021 Final: August 31 <sup>st</sup> , 2022
Cora Robinson Park Improvements Phase II Project (21-003)	September 27 <sup>th</sup> , 2021	Substantial: June 30 <sup>th</sup> , 2022 Final: July 31 <sup>st</sup> , 2022
Dodd Street Community Plaza Project (21-003)	September 27 <sup>th</sup> , 2021	Substantial: June 30 <sup>th</sup> , 2022 Final: August 31 <sup>st</sup> , 2022
Roadway Improvements on Various City Roads Project (21-004), 2021 Local Maintenance Improvement Grant (LMIG)/TSPLOST City-Wide Resurfacing Project	September 20 <sup>th</sup> , 2021	Substantial: December 17 <sup>th</sup> , 2021 Final: June 3 <sup>rd</sup> , 2022 (anticipated)
Roadway Improvements on Various City Roads Project (22-001), 2022 Local Maintenance Improvement Grant (LMIG)/TSPLOST City-Wide Resurfacing Project	June 6 <sup>th</sup> , 2022 (anticipated)	October 31 <sup>st</sup> , 2022 (anticipated)

**Upcoming Events/Actions/Meetings:**

The Preconstruction Meeting for the 2022 Local Maintenance Improvement Grant (LMIG)/TSPLOST City-Wide Resurfacing Project; Roadway Improvements on Various City Roads Project (22-001), was held on May 23<sup>rd</sup>, 2022. The Notice to Proceed (NTP) with Construction was issued on May 25<sup>th</sup>, 2022; however, the official NTP date will be June 6<sup>th</sup>, 2022, after the Memorial Day Holiday, at which point time charges will begin. The Contractor (Magnum Paving, LLC) is to have all work associated with the Project fully complete within One Hundred and Twenty (120) consecutive calendar days of the official NTP date.



## Economic Development

Director: Sylvia Abernathy

MAY 2022

- Participated in Georgia Cities Placemaking Collective, meeting regarding downtown form and design continuity. Innovative strategies for branding downtown districts. – May 5<sup>th</sup>
- Implemented 2<sup>nd</sup> Anniversary Business Recognition – Cochran Mill Brewing Company Ribbon Cutting. Cochran Mill Brewing Company open its doors two years ago in Fairburn, however, was unable to have an official Grand Opening due to the global pandemic. Mayor and Council celebrated their 2-year anniversary with an official ceremony. – May 7<sup>th</sup>
- Third Fridays on Main Street – Taste of SoFu Kick-off event, which featured Julius Williams local talent, and jazz and R & B artists; to promote downtown arts and entertainment and local businesses. Twelve Fairburn businesses participated. – May 20<sup>th</sup>
- Participated in Finance Department's CLEAR GOV training, upgrading economic development budget submission – May 24<sup>th</sup>
- Participated in Senior Leadership Retreat regarding the Mayor and City Council priorities and vision, submitting department goals, objectives, and timeline. – May 26<sup>th</sup>
- June City Newsletter, featuring Streetscape Project updates by Community Development, and GFL Services update.

### Department Updates:

- Presented to Mayor and Council sample plaques for installation, updating regarding additional stage 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.
- Completed monthly 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.

### Project Status:



- Off-Premises Special Event Permit: In response to businesses owners desire to participate in ongoing downtown events, research and planning as to the benefits to the City. – Proposed agenda item for July 11th
- Distillery Special Permit – Proposed Agenda Item for July 11th
- Downtown Catalytic Site Development:
  - Review of potential Catalytic Site in downtown Fairburn, Off Broad. – May 11th
  - Retail Strategies meeting regarding retail recruitment and downtown implementation efforts. Review of case studies with comparable Fairburn communities. – May 16<sup>th</sup>
  - Meeting with Urban Pulse to discuss upcoming projects with downtown development, funding incentives, and economic development activities - May 27<sup>th</sup>
  - Redevelopment of downtown parcels.
    - Ongoing discussions with business and property-owner stakeholders.

**Upcoming Events/Actions/Meetings:**

- Business Alliance Meeting - TBA (tentatively 6/23)
- Planter Program/ Adopt-A-Spot
- Main Street Board Meeting – June 21<sup>st</sup>
- Frankie Arnold Stage Lettering Dedication – TBA
- Betty Hannah Building Lettering Dedication- TBA
- Hotel Motel Tax/Funds Report
- Economic Development Strategic Plan
- Wayfinding Kiosks
- Third Friday Events & Concert Series
  - Juneteenth Celebration – June 17th
  - Juneteenth ATL Parade – June 18th
  - Summer Music Festival – July 15th
  - Back to School Celebration – August 19th
  - Hispanic Cultural Celebration Month – Sept 16th
- Fall Festival & Taste of Fairburn – October 1st
- Adopt-A-Planter Program/ Adopt -A-Spot Program Proposal – May 15th
- DDA/DA Board Meeting – 23rd (Upcoming Training on August 3<sup>rd</sup>)





## Finance

Director: Peterson David

May 2022

### **Department Updates:** Month of May, 2022

#### Daily Operations

- FY 2021-2022 Budget Amendment Ordinance passed
- Seven vehicles received from Enterprise Lease agreement
  - 4 vehicles in Utilities Department
  - 2 Vehicles in Property Management Department
  - 1 vehicle in Community Development Department
- Advertised approved Procurement Manager position
- Cleargov training completed by staff and Department Heads
- City Hall opened – Finance started accepting payments inside building
- Business Licenses
  - New Licenses: 4
  - Renewals: 16
  - Outstanding: 19
- New services
  - Electric: 52
  - Water: 61
  - Garbage: 62

#### Personal Property Tax

- Collected: \$2,751,450.44
- Outstanding: \$45,178.78

#### Real Property Tax

- Collected: \$6,587,021.00
- Outstanding: \$136,395.90

#### Public Utility Tax

- Collected: \$141,104.05
- Outstanding: \$95,975.10

### **Project Status:**

FY20-21 Single Audit: Final stages

### **Upcoming Events/Actions/Meetings:**

1. Policies
  - a. Fund Balance
  - b. Reserve
  - c. P-Card
  - d. Homestead Exemptions



## Fire Department

Director: Chief Cornelius Robinson

May 2022

### **Department Highlights/Accomplishments:**

- Columbia Southern University Recruitment Team came to visit and discuss the various degree programs and career paths available. We have one student who has signed up and will begin classes in June
- The Fairburn Fire Department wrapped up another successful year of providing First Aid at the Georgia Renaissance Festival
- Durham Lakes subdivision held its annual Community Block Party. The Fire Department was on hand with food, apparatus display, and Emergency Medical Services.
- The Fire Chief & Deputy Chief attended “Breakfast with Our Bravest,” hosted by the Atlanta Fire Rescue Foundation. The event was in conjunction with International Firefighter’s Day (May 4).
- Emergency Medical Services were provided for the Taste of SoFu/3<sup>rd</sup> Fridays on Main Street event

### **Department Updates:**

- Congratulations to all personnel members promoted to the position of TAD Sergeant
- Fire Department leadership (BC’s, Lieutenants & Sergeants) participated in the training course “Incident Command System for the Fire Service”
- Fire Chief/Div. Chief of Training met with the Finance Director for Clear Gov Budget Training
- Participated in Mutual Aid Training with fire departments from Union City, Chattahoochee Hills, and City of South Fulton, Grady EMS, and Air Evac



**Project Status:**

- Renovations to Station 21 remain in progress **Upcoming Events/Actions/Meetings:**
- 93<sup>rd</sup> Annual SEAFCA (Southeastern Association of Fire Chiefs) Leadership Conference (Mobile, AL)
- Executive Development Institute Training (held in New Orleans, LA)
- Push-In Ceremony for Squad 22, purchased from Cobb County



## Human Resources

Director: TaLisha Champagne

MAY 2022

### **Department Highlights/Accomplishments:**

- First New Hire Orientation to be held on (05/25/22)
- CivicHR hiring manager access to include real-time access to online applications complete
- Employee exit interviews have been implemented
- Streamlining customer service and process through HR distribution email

### **Department Updates:**

- ✚ Dept is promoting Wellness; first initiative is Mental Health Awareness Month (May 1-May 31)
- ✚ Benefits Event “Getting to Know Your Benefits” upcoming in July 2022; date TBD; partnership with BKS; box lunch will be provided

### **Project Status:**

- Classification & Compensation Study vendor quotes along with SOW submitted and complete
- Policy updates in progress (Standards of Conduct, Internship, Incentive Pay; Military Leave, Maternity/Parental Leave)
- Formation of City Wellness Committee in progress
- Administrative Assistant (P&R, Fire, & PW) salary currently under review to address inequity

### **Upcoming Events/Actions/Meetings:**

- ✚ City Hiring Event (05/25/22)
- ✚ Meeting with City Administration on 05.16 to discuss benefit action items/recommendations
- ✚ Mental Health Awareness City podcast (Tentative date 05/31/22); (panel to include HR Dir, United Healthcare representative, and P&R Dir)
- ✚ Restructuring of HR staff & services; meeting to be requested for Administration’s review, feedback, and approval of recommendations



## Parks & Recreations

Director: Chapin Payne

May 2022

### Department Highlights/Accomplishments:

- GRPA B/C State Championships – 21 athletes from Fairburn won a State Championship
- Tot Ball & Tee Ball final game
- Senior Walk Club Kick Off – 22 senior participants
- Fulton County Board of Health Pool Inspection
- GA Fire Insurance Inspection for Amusement Rides
- Duncan Park Pool & Splash Pad – Opening Weekend 907 patrons
  - Adults – 337
  - Seniors – 29
  - Youth – 526
  - Private party guests – 15
- City-wide Career Fair
- Senior Sensational Summer Programs announced
- Senior Walking Club - 162.9 miles/365,570 steps
- Line Dancing - 40 participants

### Department Updates:

- Pool & Splash Pad Information
  - Water Aerobics – Tuesday & Thursday 9AM / Wednesday 6PM
- Pool staff hiring – on going
- Pool opening inspections – May 17<sup>th</sup> and May 20<sup>th</sup>
- Afterschool program request for proposal - under review by leadership
- Youth Football registration opens April 11, 2022
- New Program: Fairburn Teen Retrieve – Summer teen program starting June 20<sup>th</sup>
- New Program: Senior Walking Club – Every Monday & Wednesday / May – August
- New Program: Wellness Wednesdays – Every 1<sup>st</sup> and 3<sup>rd</sup> Wednesday June – July
- New Program: Senior Sensational Summer – Senior Summer programs

**Project Status:**

- Youth Center HVAC installation –vendor selected. Electrical in process
- Duncan Park entrance gate repair – scheduled – waiting for materials
  - Damaged by a vehicle / gate re-located to front of the park
- Outdoor basketball court fence repair – Complete
- Duncan Park field maintenance – on going
- Youth Center landscape – complete
- Fall Festival planning – on-going
- Youth Center access control – ongoing
- Youth Center Teen Center – ongoing

**Upcoming Events/Actions/Meetings:**

- Wellness Wednesday – June 1<sup>st</sup>
- Youth Football & Cheerleading Parent Meeting – June 13<sup>th</sup>
- Teen Session – Life Skills through Music, Film and Digital Media – June 15<sup>th</sup>
- Popcorn & A Movie June 15<sup>th</sup>
- Cake Decorating – June 22<sup>nd</sup>



**Marketing Materials:**

**FAIRBURN PARKS AND RECREATION**

# TEEN RETRIEVE

**SESSIONS INCLUDE:**  
 -HEALTH AND WELLNESS  
 -CHARACTER LEADERSHIP DEVELOPMENT  
 -ACADEMIC REINFORCEMENT  
 -RECREATIONAL ACTIVITIES  
 -FREE POOL ADMISSION  
 -OPEN GYM AND MORE!

**JUNE THROUGH JULY**  
 DROP-IN MON-THURS  
 10AM-4PM

**OPEN TO AGES 13-17**  
 \*MUST BE CURRENTLY ENROLLED IN SCHOOL\*

**FREE REGISTRATION**

**FAIRBURN YOUTH CENTER**  
 149 SW BROAD ST FAIRBURN, GA 30213

REGISTER ONLINE AT [WWW.FAIRBURN.COM](http://WWW.FAIRBURN.COM)  
 CLICK 'HOW DO I'  
 SELECT 'REGISTER FOR AN ACTIVITY'

CONTACT US AT (770) 964-2244 EXT. 134  
 EMAIL: [JASBERT@FAIRBURN.COM](mailto:JASBERT@FAIRBURN.COM)

## DUNCAN PARK POOL & SPLASH PAD

### SEASON SPLASH PASSES NOW ON-SALE

A SEASON SPLASH PASS PROVIDES ACCESS TO THE DUNCAN PARK POOL AND SPLASH PAD DURING OPEN SWIM HOURS FOR THE 2022 SEASON (MAY 28, 2022 - SEPTEMBER 4, 2022)

VISIT [WWW.FAIRBURN.COM](http://WWW.FAIRBURN.COM) - PARKS & RECREATION TO PURCHASE A SEASON PASS OR USE THE QR CODE

Fairburn Parks & Recreation Department

# SENSATIONAL SENIOR SUMMER

**WALKING CLUB**  
 Monday & Wednesday  
 7:30A - 8:30A  
 Fairburn Youth Center

**LINE DANCING**  
 Tuesday & Thursday  
 11:30A - 12:30A  
 Fairburn Youth Center

**POPCORN & A MOVIE**  
 June 15th  
 11:00A  
 Fairburn Annex

**CAKE DECORATING**  
 June 22nd  
 11:00A  
 Fairburn Youth Center

**JEWELRY MAKING**  
 July 13th  
 11:00A  
 Fairburn Youth Center

**TOTE BAG PROJECT**  
 July 27th  
 11:00A  
 Fairburn Youth Center

**Free**

REGISTER BY CALLING (770) 964-2244 EXT. 133 OR BY  
 EMAILING [SHJACKSON@FAIRBURN.COM](mailto:SHJACKSON@FAIRBURN.COM)

## Water Aerobics

Water Aerobics - Duncan Park Pool & Splash Pad	
Day	Time
Tuesday	9:00 AM - 10:00 AM
Wednesday	6:00 PM - 7:00 PM
Thursday	9:00 AM - 10:00 AM

\* Must have on swim attire\* Remember to Hydrate!

**Price:**  
 Adult - \$4.00 per class  
 Senior - \$2.00 per class

**Classes start June 7th**

**Season Class Pass Available Online!**

Duncan Park Pool & Splash - 6000 Rivertown Road, Fairburn, GA 30213



## Planning and Zoning

Director: Tarika Peeks

May 2022

### Department Highlights/Accomplishments:

#### **Boards & Commissions Meetings**

- The Planning and Zoning Commission meeting was held on May 3<sup>rd</sup>.
- The Art Advisory Council meeting was held on May 19<sup>th</sup>.
- Conducted interviews for the Planning and Zoning Coordinator position on May 5<sup>th</sup>

#### **Community Meetings and other Meetings:**

Meetings with DASH to discuss the upcoming Art Event in the alley on May 19<sup>th</sup> and 27<sup>th</sup>.  
Community Garden Plan Project Team Meeting was held on May 12<sup>th</sup>.  
Leadership Retreat on May 26<sup>th</sup>

### Department Updates:

Permit Type & Other	Number Issued
Sign Permit	2
Film Permit	0
Short Term Rental Permit	1
Special Event Permit	4
Occupational Tax License Review	3
Zoning Verification Letter	3
Yard Sale Permit	6

### 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**

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**

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 24<sup>th</sup> \***

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 Painted Crosswalks - Late June to Early August
- Call for Artists for the underpass on East Broad Street (across from the Landmark) - Late Summer to late Fall.
- Summer Art Event in the Alley - August 20, 2022



## Police Department

Director: Chief James A. McCarthy

May 2022

### **Department Highlights/Accomplishments:**

- All but one officer completed required firearms qualifications. Final officer is receiving additional training
- Warrants obtained on suspects in armed robbery at Verizon, AT&T
- Arrests made in nine entering auto cases

### **Department Updates:**

- Currently have 7 vacancies. One POST-certified applicant is inbound and awaiting 2-week notice. Four cadet applicants are nearing the start of the police academy

### **Project Status:**

- Electronic door lock conversion upcoming

### **Upcoming Events/Actions/Meetings:**

- Command Staff meeting every Wednesday at 10 AM
- 6/23 officers will be visiting the kids at Harvest Rain youth program



# Fairburn Police Department

James McCarthy

Chief of Police

## Executive Summary May 2022



- **Uniform Patrol Division**
  - Total Calls Answered: 764
    - Self-Initiated 1,298
    - Dispatched 764
  - Arrests 54
  - Arrest – Released 35
  - Citations 448
  - Warnings 745
  - Incident Reports 302
  - Accident Reports 94
  
- **Special Services**
  - N/A for May, units assigned to patrol division
  
- **Criminal Inv. Division – May**
  - Cases Assigned 57
  - Ex-Cleared 3
  - Cleared by Arrest 3
  - Unfounded 1
  - Inactivated 9
  
- **CID – Cases Prior to May**
  - Carry Over 131
  - Ex-Cleared 3
  - Cleared by Arrest 4
  - Unfounded 4
  - Inactivated 14
  
- **Internal Affairs**
  - Vacancies
    - 7 police officers
    - 1 code enforcement
  - 1 military leave (PD)
  - 1 extended sick leave (PD)
  - 1 officer in training (PD)

Police	
<b>May 2020</b>	
• Citations	529
• Warnings	1,104
• Arrests	6
• A/R	74
<b>May 2021</b>	
• Citations	592
• Warnings	1,364
• Arrests	27
• A/R	59
<b>May 2022</b>	
• Citations	448
• Warnings	745
• Arrests	54
• A/R	35
<i>May '21 compared to May '22 30.7% Part 1 crime increase</i>	

Code Enforcement	
<b>May 2022</b>	
• Care of Prem.	196
• Stop Work	3
• Signs Rmvd	41
• Door Hngrs	115
• 5 Day Notice	50
• Citations	2
• Complaints Resolved	10



# Fairburn Police Department

James McCarthy

Chief of Police

191 SW Broad Street  
Fairburn, GA 30213

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



## May 2022 Crime Report

### Total Part 1 Crime Incidents

○ 2022 YTD	132
○ 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



## Property Management

Director: Harvey Stokes

May 2022

### **Department Highlights/Accomplishments:**

- Fire Station 21 lower level of the renovation project is 70+% complete, bay walls painted, new LED's light fixtures throughout, kitchen make over with new vented hood system completed. Prep work to paint epoxy and seal the bay area floor including stripping with thermo-flex reflective lane markers.
- Keyless fob entry access system are scheduled for installation at the Police Department on July 25<sup>th</sup>.
- Wall mounted monitor have been installed in the lobby of the Human Resource building for the monitor is for training purposes
- Reviewed, approved and released permits for the construction of Fairburn Stations, GPO
- Meeting with the generator provider to create the specs needed to supply backup power to both the Fire Station and Youth Center in the case of emergency, where the youth Center would be utilized as a warming station for the public.
- Met with contractor to convert the Youth Center from a one phase electrical system to a three phase electrical system.
- New HVAC system installation at the Youth Center targeted to start on 6/21 project to be completed before 7/1.
- Building inspections performed throughout the on both residential and commercial projects.

### **Department Updates:**

- This department participated in at least 10 (ORR) Open Records Request for the month of May
- Our new custodian personnel, (Mrs. Lisa Smith) is operating one of the new leased vehicles from Enterprise Rental
- The Facility Manager position have three candidates that will be interviewed on 6/9.

### **Project Status:**



- Fairburn Utility: Streets Director and staff newly created office space is completed.
- Annex Building: All stored files have been relocated.
- 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 deenergizing 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.
- Youth Center, adding an additional HVAC unit in the building being for health reasons and will be converting the electrical system into a three phase unit, in progress.

#### **Upcoming Events/Actions/Meetings:**

- Security access system at the Police Dept. initial meeting to installation of the system is 7/25/22.
- Install power and HDMI cable assembly for wall mounted monitor for training purposes at the H.R. Center on Washington St.
- Security access system at Fairburn Youth Center. To be designed and scheduled after the completion of Police Dept. unit.
- Continue to monitor the homeowner's complaint located at 2019 Broadmoor Way, to include 59 & 41 Somerset Hills.



## Public Relations & Community Engagement Consultant

Contractor: Ashley Nicole Communications, LLC

May 2022

**Department Updates:** Month of May 2022

### **Written and Distributed Press Releases**

- Press Release: City of Fairburn and Taste of SoFu Join, to Celebrate Arts, Food & Entertainment
  - Distribution Date: Tuesday, May 10<sup>th</sup>
- Press Release: Situate Yourself to Succeed by Attending the City of Fairburn's Spring 2022 Career Fair
  - Distribution Date: Wednesday, May 11<sup>th</sup>
- Press Release: City of Fairburn Native, Felix Harper, Signs on with the NFL's Cleveland Browns
  - Distribution Date: Friday, May 20<sup>th</sup>
  - CBS 46: <https://www.cbs46.com/2022/05/20/fairburn-native-felix-harper-signed-by-cleveland-browns/>

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

- Important Alert – Full Road Closure
- City Facilities Are Open
- City of Fairburn – One of Georgia's Top 10 Safest Cities
- Welcome to the Fairburn Family (New Business Alert) – Cochran Mill Brewing Company
- GFL Trash Service Notice
- In-Person Council Meeting Notice
- Important Alert – Power Outage
- Community Partner: Margie's House Events
- Event Posts: Career Fair
- Duncan Park Pool & Splash Pad Opening
- Voting Redistricting Notice
- Event Posts: City of Fairburn and Taste of SoFu
- Creekside High School 2022 National Independence Parade
- Senior Programs at Parks & Recreation
- Parks & Recreation Newsletter
- GFL Trash Cart Placement
- GFL Recycling Notice
- Council Meeting Live Streaming Reminder
- Fairburn Voting Locations



- GFL Yard Waste Notice
- Important Alert – Hydrant Flushing
- Condolences to Uvalde, Texas and Buffalo, New York
- Parks & Recreation Teen Program
- Memorial Day/Offices Closed

### **Marketing Materials Created**

- Project: City of Fairburn and Taste of SoFu
  - Materials Created
    - Flyer
    - Social Media Post
    - Banner
    - Eventbrite
- Project: Spring 2022 Career Fair
  - Materials Created
    - Secured radio advertisements
      - Wrote radio ad
      - Voiced radio ad
    - Flyer
    - Social Media Post
    - Banner
    - List of Positions
    - Eventbrite
- GFL Service Transition
  - Created Social Media Campaign
- Project: Mental Health Awareness Month
  - Materials Created:
    - Flyer
    - Social Media Post

### **Website Management (Began at the end of May)**

- Began working with website host to
  - update bottom of the home page
  - add a press release page
- Added press releases on website to temporary page
- Added Memorial Day Notice
- Removed information from the Fire Department and Street Department pages
- Added contact information on the Human Resources page