



# **CITY ADMINISTRATOR'S MONTHLY REPORT**

**AUGUST 2023**

**FAIRBURN, GA**

**AUTHORED BY: TONY M. PHILLIPS, CPM**

Greetings Honorable Mayor & City Council Members,

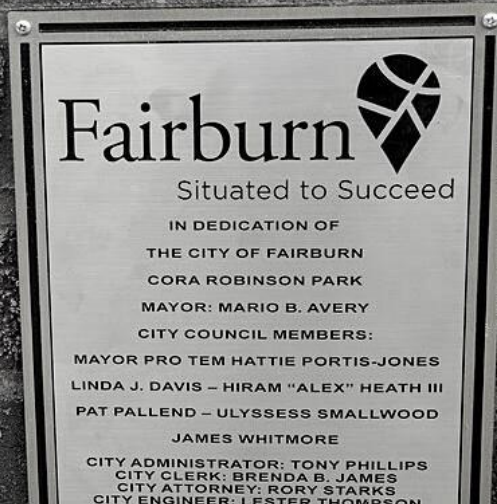
Each month as City Administrator I have the privilege to present a summary of the City's monthly administrative activities. What follows is our report for August 2023. It is an ever present focus of this administration to consistently improve city operations and service delivery. City Administration, department directors, and city staff collaborate and work on daily basis to advance departmental operations and service delivery. Continuous improvement is built into the way we manage and operate all city functions.

We have recruited and developed a city staff that is professional, experienced, and provides high quality services to our residents. The city operates from a platform of financial stability coupled with sound fiscal management, which have combined to solidify a positive budgetary outlook. Our burgeoning status as one of the state's best cities to raise a family, retire, recreate, or build a business/career is made possible by a noteworthy assortment of assets, including but not limited to, proximity to the world's busiest airport, access to major interstate and state highways, a growing status as one of the preeminent transportation and logistics centers in the southeast, and a consistently low crime rate.

Transparency is built into all our municipal services and operations. We also focus on engagement with our neighborhoods, communities, and local businesses to better understand their needs. Our aim is to support a safe, inclusive, innovative, and economically vibrant city.

This report summarizes activities for August 2023. Fairburn, under the leadership of the Honorable Mayor Mario Avery, continues its "Fairburn Forward" initiative highlighted by our three R's (Refresh, Rebrand, Renew). Please note several operational highlights listed below.

- Old Campbell Courthouse post fire Asbestos abatement and debris removal is completed. Post abatement and debris removal walkthrough with insurance company has taken place. Waiting for further evaluation information the insurance company.
- Replaced HVAC units at City Hall and Fairburn Annex buildings
- Repaired HVAC units at Human Resources building.
- On-boarded New Fire Marshal Christopher Campbell
- Began VC3 off-boarding and transition to COF IT Division
- Movie Night at the Park & Ride – August 4th - 175+ participants
- Athletic Coordinator hired.
- GRPA BOOST Grant for Afterschool - \$20,000.00
- Duncan Park Pool & Splash Pad (Back to School Hours) – August: 687
- Water Aerobic- August – 157 senior participants
- Sensational Seniors Programs
  - Jewelry Making, Aug. 16th – 18 participants.
  - Flower Arrangements, Aug 18th – 25 participants
  - Self Defense & Active Shooter Awareness, Aug. 24th – 28 participants
- Art in the Alleyway project was installed to celebrate and acknowledge Hispanic Heritage Month. The project includes the third iteration of Yehimi Cambrón's 2019 Family Portrait series. The series was previously displayed at Atlanta's High Museum of Art.
- Planning and Zoning staff attended a public outreach meeting for the new proposed day care center and several meetings related to new developments.
- Code Enforcement staff completed Multi-Family property maintenance training.
- National Night Out on August 1st was an absolute success



# Building Operations

**DIRECTOR: Dana Smith**

**August 2023**

## Department Highlights/Accomplishments:

- Old Campbell Courthouse post fire Asbestos abatement and debris removal is completed. Post abatement and debris removal walkthrough with insurance company has taken place. Waiting for further evaluation information the insurance company.
- Replaced HVAC units at City Hall and Fairburn Annex buildings
- Performed Plumbing repairs at GMC administration building.
- On-Call/Preferred Maintenance Contractors RFPs closed for Mechanical, Electrical, Plumbing and Roofing; and the bids are under review.
- Repaired HVAC units at Human Resources building.
- Pricing for emergency generators for Classroom bldg. #2, Utilities, and Fire HQ/FS#22/Youth Center buildings has been completed and awarded.

## **Department Updates:**

- Project Status:
  - Fire Station # 23 design by POH is in substantially completed. The Design documents are in public solicitation for Construction.
  - Network expansion at Classroom bldg. #2 and the temporary Fire Station are nearly complete.
  - Classroom bldg. #2 next phase of renovations are scheduled to begin next month.
  - Temporary Fire Station water service in permit review.
  - Pricing for Temp Fire Station apparatus bay overhead doors are in progress.
  - Design for Temp Fire Station landscaping is complete.

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

- Continue Publish RFPs for on Call/Preferred Maintenance Contractor services.
- Assess emergency power and generator connections at Police HQ.
- Begin 1<sup>st</sup> Phase of Network renovations.





## CITY CLERK

CITY CLERK BRENDA JAMES

AUGUST 2023

### Department Highlights/Accomplishments:

Received 135 open records request for August – Researched and processed

Collected \$1491.67 payments for Open Records in August

Processed incident reports to Travelers Insurance

Processed Mayor and Council Credit Card Request

Processed GMA and other registrations for Mayor and Council

Prepared City Council Meeting Agenda Packets for August 14<sup>th</sup> and 28<sup>th</sup> , 2023

Emailed weekly open request reports to City Attorney, Mayor and City Administrator

Prepared City Council Minutes

Signed all Business Licenses

Signed All Alcohol Licenses

Process Per Diem Checks for Council

Process Payment of Invoices

Attended Budget Workshops

Prepare City Clerk Budget

Attend Leadership Meetings

Qualified Candidates for the General Election 2023





# COMMUNITY DEVELOPMENT

**DIRECTOR: LESTER THOMPSON**

**AUGUST 2023**

## **Department Highlights/Accomplishments:**

Supplemental Agreement (SA) No. 5 to the Project Framework Agreement (PFA) for the I-85 @ SR 74/Senoia Road Interchange for an amount of \$250,000 was executed by GDOT on August 8<sup>th</sup>, 2023. The funding distribution is 80% Federal or \$200,000 and 20% State or \$50,000. This SA was required due to an FHWA policy change, requiring the Interchange Modification Report (IMR) to be updated.

A reimbursement check for an amount of \$159,224.49 associated with Invoice #1 for the City of Fairburn's 2023 CDBG Project, Golightly Street Pedestrian Improvements Project was received from Fulton County on August 11<sup>th</sup>, 2023.

The executed Memorandum of Understanding (MOU) with the Georgia Department Transportation (GDOT) to have GDOT acquire a consultant to complete the Interchange Justification Report (IJR) for a proposed I-85 at Gullatt Road Interchange was executed on August 12<sup>th</sup>, 2023. The estimated amount for the consultant services is \$400,000 and the local match requirement is \$80,000. The Intergovernmental Agreement (IGA) with the South Fulton CID to cover the cost of the local match requirement for the IJR for an amount not to exceed \$100,000.

The City of Fairburn's Local Issuing Authority (LIA) Monthly Reports for the months of June 2023 and July 2023, were submitted to the Georgia Soil & Water Conservation Commission and the Fulton County Soil & Water Conservation District on August 14<sup>th</sup>, 2023.

A Single Source Agreement with Southeastern Engineering, Inc. SEI for additional design services associated with the Duncan Park Road Extension Project for \$94,000 was approved at the August 14<sup>th</sup>, 2023, City Council Meeting.

Participated in the monthly Project Team Meeting for PI 0007841, I-85 @SR 74/Senoia Road Interchange Project on August 15<sup>th</sup>, 2023.

Participated in the Fulton County Soil & Water Conservation District Meeting on August 15<sup>th</sup>, 2023.

Participated in the Budget Workshop on August 17<sup>th</sup>, 2023.

The CDBG, Fairburn Parking Lot Project was put out to bid on August 23<sup>rd</sup>, 2023. The bid opening date is September 25<sup>th</sup>, 2023. The location of the proposed parking lot is 43 Washington Street. The project proposes thirty-nine (39) new parking spaces, which includes two (2) handicap parking spaces.

### **Department Updates:**

<b>Permit Type</b>	<b>Number Issued</b>
Right-of-Way Encroachment Permits	5
Timber Harvesting Permits	0
Clearing & Grading Permits	0
Land Disturbance Permits (LDPs)	0

### **Project Status:**

<b>Community Development Projects Plans Under Review</b>			
<b>Project Name</b>	<b>Location</b>	<b>Plan Type</b>	<b>Status</b>
Fire Station #23	5650 Milam Road	Site Development Plans	<b>Comments provided on 08/16/2023 and 08/31/2023.</b>
Vickers Point Subdivision	Vickers Road (at the intersection of Beverly Ingram Parkway/ SR 138)	Site Development Plans	<b>Comments on Revision 3 provided on 08/09/2023.</b>
South Park Building C	Whitewater Place; 7760 Spence Road	Site Development Plans	Revised plans approved 05/11/2023. Reduced Tree Bank contribution required (\$186,850.00).
Nestle Purina Petcare, Roadway and Drainage Improvements	5001 Fayetteville Road	Site Development Plans	Plans approved 05/02/2023. Awaiting unpaid fees and the erosion control bond prior to preconstruction meeting and LDP.
Legend Creek Subdivision	White Mill Road (near Rivertown Road)	Site Development Plans	Revised Site Development Plans approved 03/16/2023. Awaiting outstanding plan review fees before preconstruction meeting and the issuance of a new LDP.



Community Development Projects Under Construction		
Project Name	Permit Type	Permit Issuance Date
<b>Home 2 Suites</b> 7776 Ella Lane	Land Disturbance Permit	07/12/2023.
<b>Evergreen Subdivision</b> Elder Street (near Vickers Road & Strickland Street)	Land Disturbance Permit	06/13/2023.
<b>Copart, Inc. – Fairburn</b> 6737 Roosevelt Highway	Land Disturbance Permit	06/12/ 2023.
<b>Bohannon Road Training Center</b> Bohannon Road (City-Owned Property) Land Lease Agreement dated 12/12/2022.	Clearing & Grading Permit	05/31/2023.
<b>Mini Storage Depot at Fairburn</b> 156 Jonesboro Road (near Heath Street & Beverly Ingram Parkway)	Land Disturbance Permit	05/31/2023. Revised Site Development Plans approved 08/01/2023.
<b>Oakmont Bohannon</b> 621 Bohannon Road	Land Disturbance Permit	05/24/2023.
<b>Renaissance Parkway Phase II ~ Sanitary &amp; Stormwater Construction</b> Renaissance Pkwy between Popeye's & Park & Ride	Land Disturbance Permit	02/22/2023
<b>Milam Village, Phase 2 ~ Popeye's</b> 8350 Senoia Road	Land Disturbance Permit	02/06/2023
<b>Ren Park Apartments</b> 7000 Renaissance Parkway	Land Disturbance Permit	11/10/2022
<b>South Park, Building B</b> 1300 Whitewater Place	Land Disturbance Permit	11/08/2022
<b>South Park, Building A</b> 1305 Whitewater Place	Land Disturbance Permit	07/27/2022 <b>LDP closed out on 08/07/2023. The Community Development Department has</b>



		<b>no objection to a Certificate of Occupancy (CO) being issued for the property.</b>
<b>Package Depot Plaza</b> 7895 Senoia Road	Land Disturbance Permit	04/12/2022
<b>Trillium Reserve Subdivision</b> Off Southside of Fayetteville Road between Edelweiss Drive and Trotters Farm Road	Land Disturbance Permit	The original LDP was issued on 09/29/2021. Permit expired; if work does not begin within six (6) months of the date of issuance, permits automatically expire.
<b>Fern Dale Subdivision</b> Off Virlyn B. Smith Road east of the Georgia Renaissance Festival, across from Victoria Estates	Land Disturbance Permit	03/31/2021
<b>Legend Creek Subdivision</b> Off White Mill Road, near Rivertown Road	Land Disturbance Permit	The original LDP was issued on 10/15/2020. The permit has expired.

<b>Public Works/Capital Improvement Projects Under Design</b>			
<b>Project Name</b>	<b>Design Firm</b>	<b>Current Phase</b>	<b>Proposed Let Date</b>
Operation F.A.C.T – 43 Washington Street Parking Lot CDBG, Fairburn Parking Lot Project	Pond & Company	Right-of-Way Acquisition/Final Design	August 23 <sup>rd</sup> , 2023 (anticipated)
CDBG, Golightly Rain Garden & Greenspace Project	Pond & Company	Final Design	September 27 <sup>th</sup> , 2023 (anticipated)
Gullatt Road Full-Depth Reclamation Project	Southeastern Engineering, Inc.	Preliminary Engineering	October 25 <sup>th</sup> , 2023 (anticipated)
Park Road Extension/Duncan Park Secondary Access Road	Southeastern Engineering, Inc.	Preliminary Engineering/Right-of-Way Acquisition	November 8 <sup>th</sup> , 2023 (anticipated)
Oakley Industrial Boulevard Roadway Extension	Southeastern Engineering, Inc.	Preliminary Engineering	January 24 <sup>th</sup> , 2024 (anticipated)

I-85 @ SR 74/Senoia Road Interchange Project (PI#0007841) *	TranSystems Corporation	Right-of-Way Acquisition/Final Design	Management Let Date: June 15 <sup>th</sup> , 2024
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- \* The I-85 @ SR 74/Senoia Road Interchange Project currently has fifty-nine (59) parcels; the preliminary parcel count was fifty (50) parcels. GDOT has closed on (40) parcels; 37 were deeds and 3 were condemnations. Five (5) condemnations are currently pending and three (3) options with their attorney for closing.

Public Works/Capital Improvement Projects Under Construction			
Project Name	Design Firm	Contractor	Notice to Proceed Date (NTP)/Completion Date
Downtown LCI Streetscape (19-005/PI#0012636)	Stantec	Precision 2000, Inc. (P2K)	July 6 <sup>th</sup> , 2020/ Substantial Completion Date: April 13 <sup>th</sup> , 2022 Final Completion: May 22 <sup>nd</sup> , 2022 (outstanding)
Southeast Broad Street/McLarin Road Pedestrian Improvements Project (23-002)	Pond & Company	The Corbett Group, LLC	May 1 <sup>st</sup> , 2023/One Hundred and Twenty (120) calendar days.
Virlyn B. Smith Pedestrian Improvements Project (23-003)	Pond & Company	Sol Construction, LLC	May 1 <sup>st</sup> , 2023/One Hundred and Fifty (150) calendar days.
CDBG, Golightly Street Pedestrian Improvements Project (23-004)	Pond & Company	SD&C, Inc.	May 8 <sup>th</sup> , 2023/One Hundred and Fifty (150) calendar days.
Roadway Improvements on Various City Roads (23-012)	In-House	Magnum Paving, LLC	July 31 <sup>st</sup> , 2023/One Hundred and Twenty (120) calendar days.

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

- The bid opening date for the CDBG, Fairburn Parking Lot Project is September 25<sup>th</sup>, 2023. It is anticipated that a Contract Award will be presented at the October 9<sup>th</sup>, 2023, City Council Meeting.



# COURTS

**DIRECTOR: LISA BROWNLEE-MACK**

**AUGUST 2023**

## **Department Highlights/Accomplishments:**

- Completed all scheduled court sessions.
- Responded to Open Records Requests
- Processed Monthly State Funds Report
- Processed ReCORD Restriction Requests
- All clerks attempted Mandatory ICJE Municipal Clerks Training in Columbus, GA
- Prepared Court Calendar 2024

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

- Amnesty Month September 2023
- Training courses with NCSC
- Participate in Record Restriction Clinic
- Continue review, revise Court forms, fines and SOP





# ECONOMIC DEVELOPMENT

**DIRECTOR: SYLVIA ABERNATHY**

**AUGUST 2023**

## Department Highlights/Accomplishments:

- Under the Stars Third Friday Concert Event featuring Regina Belle and Ken Ford, which involved participation from local businesses and performers, with live music that showcased the City's downtown. The concert was held at the Fairburn Education campus, with an estimated 2,000 attendees.
- In partnership with Dashboard, the department unveiled the Illuminated Spaces installation within the Antique Mall. The first iteration of Illuminated Spaces is a series of art installations within vacant spaces throughout the City's downtown Historic Commercial District to showcase areas positioned for revitalization while supporting public art and local artists.
- Purple Heart City Designation and sign installation along Hwy 74 and Senoia Road. Gateway installations are scheduled for completion in October.
- Swing Golf Course Grand Opening, Ribbon Cutting, and Media Day on August 10th and August 12th.
- Creative Crosswalks Mural Re-Installation – annual beautification of downtown murals at Landmark Christian School and Campbell Elementary. Duncan Park and Youth Center will be updated in November following football season.

## Department Updates:

- **LCI Project Sponsors Orientation**
  - RFP and Contract Agreement Review. July 2023.
  - Submission for Mayor and Council Approval. August/September 2023
- **Small Business Grant Program**
  - Panel review and evaluation. July 2023.
  - RFP scheduled for announcement and release. – May 19th
  - Participated in pre-bid proposal meeting with Procurement Manager, with more than 15 respondents in attendance. – June 8th
  - Work Session Presentation – October 9<sup>th</sup>.
  - Program applications and workshops October 10<sup>th</sup> – 23<sup>rd</sup>.
- **Vacant Spaces Project with Dash Team – In Process**
  - Art Installation and timeline established.
  - Executed Occupation Agreement for Antique Mall.
  - Second iteration is slated for December 2023.
  - Prepared and wrote August City Newsletter, featuring downtown beautification events, Veterans Food Resource Program, Utilities Assistance Program announcement, and Around Fairburn events.
- **Town Square Historic Clock** Installation invoice submitted. Pre-construction meeting with Verdin Clock company. -Ongoing

- **Downtown Development Authority – Tax Abatement for South City Partners, Ren Park Development, Bond for Title Lease. In Process**
- **Resia Project.**
  - Advanced Manufacturing Relocation
  - Submitted Incentives Proposal
  - Working with company regarding workforce training.
- **Downtown Development Authority- 25 SW Broad Street Project.**
  - Ongoing meetings with Developer, Economic Development team, and Buildings Director to approve site development. **Ongoing**
  - Letter of Support from Development Authority. **Completed.**
  - Funding resources and updated project timeline. **In Process**
- **Completed the Monthly Community Activities Report 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:**
- **Economic Development Strategic Plan**
  - Panel Review - **In Process**
  - Interdepartmental meeting to discuss preparation of RFP.
  - RFP Announcement. – June 9th
  - City Council Agenda Item – October 9th
- **Utility Box Murals** – Submitted Draft Call to Arts Advisory Council. – **In Process**
- **Adopt-A-Planter Program** – submitted a proposal for the implementation of the program. **In Process**
- **Façade Grant Program – In Process**
  - Receiving Applications.
  - Reviewing with consultants, options to establish technical design support options and a downtown look-book guide beautification process.
- **Downtown Catalytic Site Development:**
  - Review of potential Catalytic Site in downtown Fairburn, Off Broad. -**Ongoing**
  - Redevelopment of downtown parcels. Business Development and Activation: Ongoing discussions with business and property-owner stakeholders.

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

Development Authority (DA) Meeting – September 27<sup>th</sup> at 6:00 pm

Main Street Board Meeting -TBD

#### **2023 Third Fridays on Main Street Concert Series**

September 15th- Hispanic Heritage Festival

October 20th- *Harvest Festival*



# FINANCE

**DIRECTOR: BRYAN STEPHENS**

**AUGUST 2023**

## **Department Updates:**

### Daily Operations

- Business Licenses
  - New Licenses: 4
  - Renewals: 18
  - Outstanding/Pending Unpaid: 100 (effective 1/2021 to current)-
- New services
  - Electric: 30
  - Water: 56
  - Garbage: 56

### Personal Property Tax

- Collected: \$3,954,104
- Outstanding: \$102,266

### Real Property Tax

- Collected: \$7,868,476
- Outstanding: \$162,957

### Public Utility Tax

- Collected: \$147,785
- Outstanding: \$186,670



**Project Status:**

New credit card vendor (Paymentus) weekly meetings ongoing. Utility payment portals have been tested/confirmed for transition. Taxes, Business Licenses, Economic Development and P&Z portals are still in progress. Vendor working with Fairburn communications consultant on communication materials regarding credit card changes. Tentative go live date is October 12, 2023.

Finance Director attended GMA Broadband Summit.

Two employees attended Property Tax training in Blue Ridge, GA.

**Upcoming Events/Actions/Meetings:**

- a. FY2024 Budget and Millage Final approvals 9/25/23
- b. Grant Writing Services RFP in progress



# **FIRE**

**CHIEF CORNELIUS ROBINSON**

**AUGUST 2023**

## **Department Highlights/Accomplishments:**

- National Night out with Police Department & City Employees
- New Fire Marshal Christopher Campbell
- 8/5/2023 Kids Event with Cross Road Church
- 8/9/2023 Community Event with St. John Church AME
- Site visit from The State of Georgia Standards & Training
- Received AFG Grant for radios

## **Department Updates:**

- Quint 21

# HUMAN RESOURCES



## HUMAN RESOURCES

DIRECTOR: TALISHA CHAMPAGNE

AUGUST 2023

### Department Highlights/Accomplishments:



City Administration, Human Resources, and the Employee Engagement Team, recognized Ms. Gale Higgs, Street Maintenance and Fleet Director as **Leader of the Quarter** for being a valuable leader within our government that is always willing to assist those within and outside of her department. Her leadership and professionalism is one that is unmatched.

City Administration, Human Resources, and the Employee Engagement Team, recognized Mr. Matthew 'Cody' Kimble, Building Operations and Maintenance Specialist for **Employee Of The Quarter** for his contribution of an outstanding nature to the City of Fairburn and the Building Operations Department. He provides great customer service to everyone he encounters, and we always receive positive feedback from staff and vendors alike.



In partnership with City Administration and Police, Human Resources conducted Police salary meetings with all assigned sworn officers to ensure salary changes were discussed and acknowledged by each officer.



## **Department Updates:**

- City's Hiring & Turnover stats for August 2023:
  - New Hires – Five (5) employee(s)
  - Separations – Three (3) employees

*The City implemented a hiring incentive for hard-to-fill positions in the Streets Department and the Parks & Recreation Department.*

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

- On behalf of City Administration, Human Resources, and the Employee Engagement Team, the following national events will be recognized city-wide:
  - **Economic Development Development– September 14, 2023** This is a day to celebrate and show appreciation to the City's dedicated professionals in the Economic Development Department.
  - **Information Technology Department – September 19, 2023** This is a day to recognize National IT Professionals Day and to celebrate and show appreciation to the City's dedicated professionals in the Information Technology Department.



# Information Technology

**Manager: Charles Johnson**

**August 2023**

## Department Highlights:

### • **IT Manager**

- KnowBe4 Training
- Hiring for Systems Network Administrator in progress
- Restart secondary coax connection for backup internet project
- Begin VC3 off-boarding and transition
- Discussed employee transition workflow(s) with HR
- Worked with Encompass on network refresh design
- Discussed cabling with GC&E
- Utilities exterior AP device installation
- Worked on iWorQ incident tickets
- Assisted with Utilities Incode online payment portal
- Worked with Cisco Meraki Equipment to obtain Breakdown of Pricing for Network Upgrade
- KB4 transition from VC3 to COF
- Helped resolve Comcast outages
- Comcast fiber connection to both Bohannon and new city hall complete
- Access to NS server complete
- Obtained UPS devices for utility server room
- Processed IT equipment orders
- Working with Encompass through transition from VC3 on new software solutions
- Zix encryption implementation with Municipal Courts
- Retired old IT equipment and recycled non-useful equipment
- Assisted TelcoWiz incident tickets and phone orders
- Worked on Group Policy to Block Changing Desktop Backgrounds and Surveys Using Form in MS O365
- Worked on COF website transition from VC3

## **Department Highlights Continued:**

- **IT Manager**

- Finalized Help Us Help You campaign for the COF kickstart
- Utility room clean up
- Cognito Forms with Utilities discussion
- EDR coverage to TBM insurance
- Solved Municipal Courts WiFi issue
- Assisted with Paymentus implementation
- Assisted with PaymentWorks
- Utilities modular building set up
- TelcoWiz recorded phone calls for Utilities
- Worked on COF camera access
- Ricoh and HP printer toner recycling
- Unintended installed software COF wide
- Background computer updates
- Verizon orders
- DebtBook Check In/GASB 96
- Transition to Microsoft Government Licensing
- Conversations with Police Department on hard drives

- **IT Support Technician**

- iWorQ tickets
- Recycled Used Toner for RICOH & HP
- Remove Hard drives from Old PCs
- Picked up Old IT equipment.
- KnowBe4 Training
- Preparing for training for users with One drive and sharepoint



# PARKS & RECREATION

**DIRECTOR: CHAPIN SCOTT**

**AUGUST 2023**

## **Department Highlights/Accomplishments:**

- Movie Night at the Park & Ride – August 4<sup>th</sup> - 175+ participants
- Athletic Coordinator hired.
- GRPA BOOST Grant for Afterschool - \$20,000.00
- Duncan Park Pool & Splash Pad (Back to School Hours) – August: 687
- Water Aerobic- August – 157 senior participants
- Sensational Seniors –
  - Jewelry Making, Aug. 16<sup>th</sup> – 18 participants.
  - Flower Arrangements, Aug 18<sup>th</sup> – 25 participants
  - Self Defense & Active Shooter Awareness, Aug. 24<sup>th</sup> – 28 participants
- Weekly Youth programs: Youth Football
- Weekly Senior programs – Walking Club, Chair Aerobics, Line Dancing, Water Aerobics

## **Department Updates:**

- Duncan Park Pool & Splash Pad – Moving to weekends only starting August 4<sup>th</sup>.
- Girls Guide – Girls Mentoring Program September 4<sup>th</sup> – October 9<sup>th</sup>
- Park Master Plan –
  - Steering Committee organizing.
  - Kick Off Community Engagement Event – September 7<sup>th</sup>, Fairburn Youth Center
- Youth Football 2023 – Registration Full
- Youth Cheer 2023 – Registration opened.
- Seasonal Weekly Programs:
  - Water Aerobics – Tuesday & Thursday @9AM
- Sensational Seniors Weekly Programs –
  - Line Dancing
  - Chair Aerobics
  - Crochet Class



## **Project Status:**

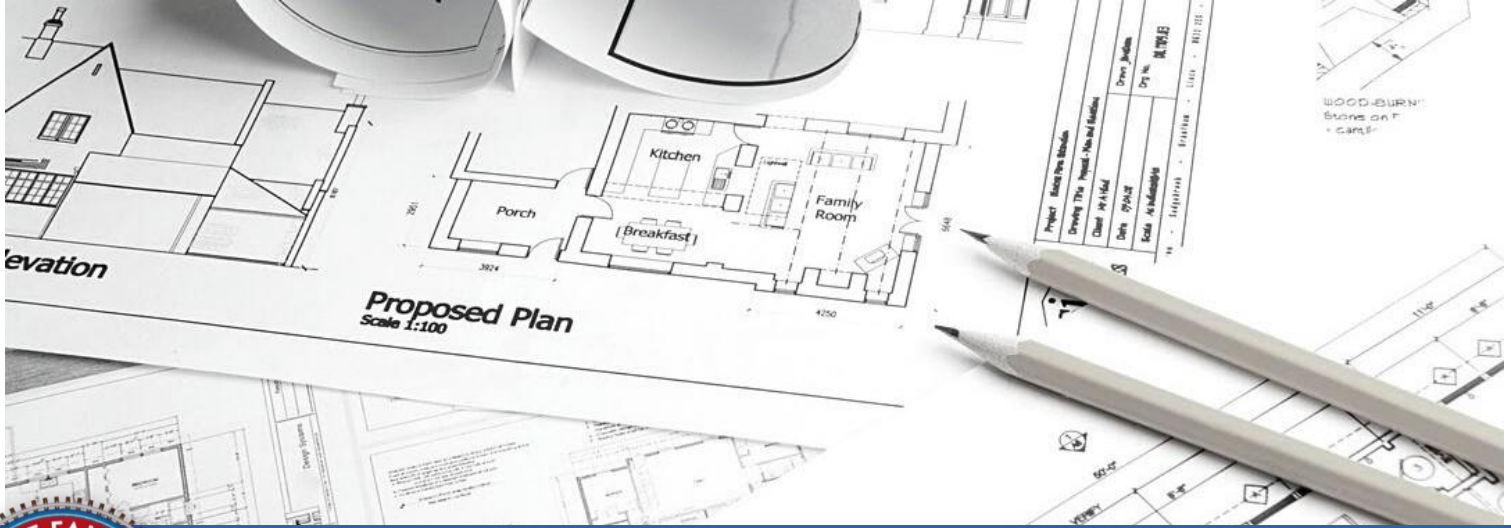
- Parks Master Plan – Kick Off Meeting – compete.
- Duncan Park Pool & Splash Pad repairs – complete
- Master Event Calendar – Complete
- Youth Center HVAC installation –Complete and repaired
- Duncan Park entrance gate repair – Complete
- Outdoor basketball court fence repair – Compete.
- Football Field fence repair – Complete
- Youth Center access control – Complete
- Installation of (2) additional cameras at Duncan Park – in process
- Tennis Court net replacement – complete

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

- September 7<sup>th</sup> – Parks Master Plan Kick-Off
- September 16<sup>th</sup> – Youth Fishing Derby
- September 19<sup>th</sup> – Sensational Seniors – Chair Zumba
- October 7<sup>th</sup> – Fairburn Fall Festival & Parade
- October 18<sup>th</sup> – Medicare Presentation

## **Marketing Materials:**





# PLANNING & ZONING

**DIRECTOR: DENISE BROOKINS**

**AUGUST 2023**

## Department Highlights/Accomplishments:

- The new Art in the Alleyway project was installed to celebrate and acknowledge Hispanic Heritage Month. The project includes the third iteration of Yehimi Cambrón's 2019 Family Portrait series. The series was previously displayed at Atlanta's High Museum of Art.
- Planning and Zoning staff attended a public outreach meeting for the new proposed day care center and several meetings related to new developments.
- Code Enforcement staff completed Multi-Family property maintenance training.

## Boards & Commissions Planning Meetings

- The August Planning and Zoning Commission meeting was canceled.

## Approved Plans and Projects:

- Living Word- Concept Plan and Elevations Review – July 11, 2023
- PVI Fairburn Office - August 1, 2023
- Swing Mini Golf Course – Use Permit –Food Trucks
- Azalea Dr – Primary variance to reduce required buffers

## Upcoming Meetings :

There is a Planning and Zoning Commission meeting schedule for October 3, 2023

## Upcoming Plans/Rezoning/Use Permit/Variance Petitions:

- Durham Lakes – Rezoning Request: PD-02 to PD (Commercial to Residential/Townhomes )
  - Mayor and City Council Public Hearing tabled
    - The applicant requested council table the item until late September to prepare updates
- 5575 Milam Rd - Daycare Use Permit
- Curry Bend - Preliminary Plat
- Ferndale - Final Plat
- Fairburn Commons – Concept Plat

## Proposed Text Amendments:

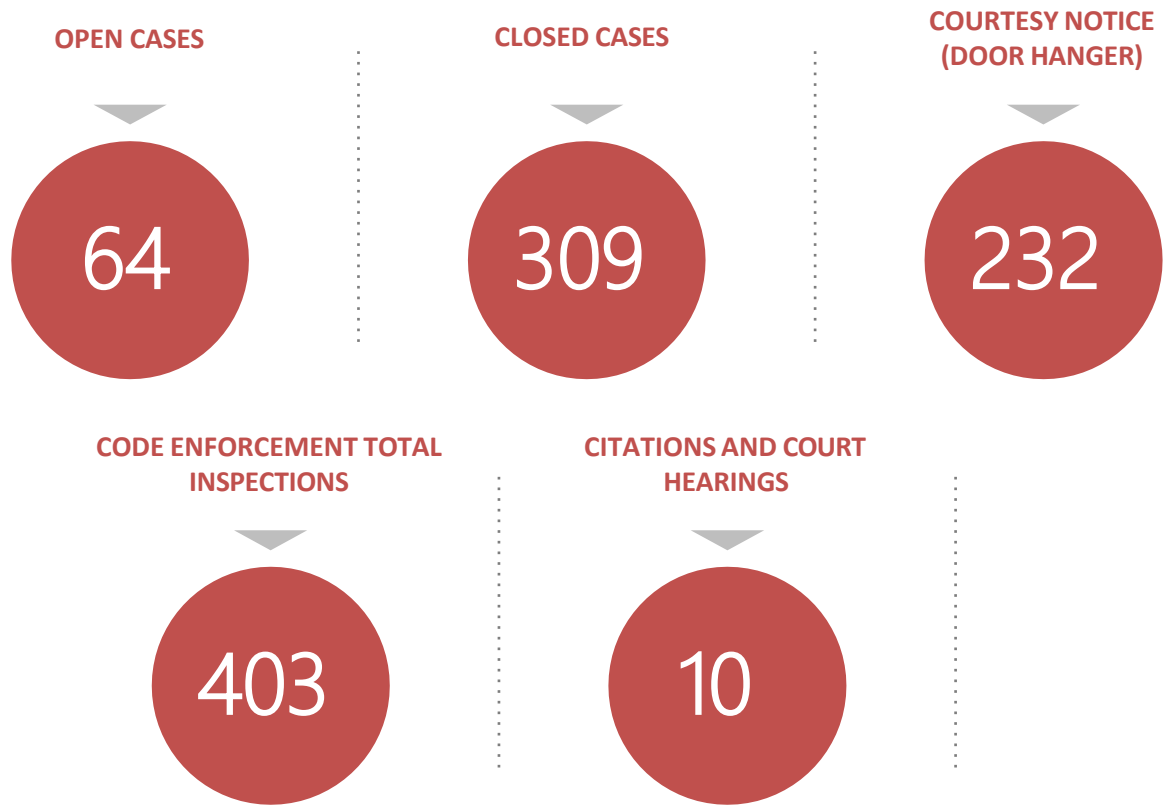
- Tim Horton- Concept Plan Review
- Add liquor stores to the list of prohibited uses within the Highway 74 Overlay District
- Revise the text for prohibited tire treading and recapping uses to add tire repair shops and add a separation distance requirement for automobile repair shops (to include oil change, body repair, and tire repair shops)
- Electric Vehicle Requirements
- Add regulations for patios and uncovered decks to encroach in the required setbacks.
- Film Permit Policy requires additional updates to cover any request to rent public facilities.

# Planning, Compliance, and Building Fast Facts

## Building Permits Summary



**New Permits:**  
Most of the permit requests were related to roof replacements.



## Top Issues





## POLICE

CHIEF ANTHONY BAZYDLO

AUGUST 2023

- **Department Highlights/Accomplishments:**

- National Night Out on August 1<sup>st</sup> was a success
- Active shooter training conducted on 8/07
- Met with Brazilian Ju-Jitsu instructor for officer training on 8/17
- Senior self defense training at youth center on 8/24
- Planning for Fall Festival & parade
  - Department photo at 7 AM
  - National Faith and Blue Weekend presentation from chaplains immediately following parade

### **Department Updates:**

- New vehicles continue to arrive
- Early stages of Shop with a Cop preparation

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

- Work towards organizing a 501c3 for donations





# Fairburn Police Department

Anthony Bazydlo

Chief of Police



## Executive Summary August 2023

- **Uniform Patrol Division**
  - Total Calls Answered: 714
    - Self-Initiated 1,380
  - Arrests 55
  - Arrest – Released 47
  - Citations 382
  - Warnings 920
  - Incident Reports 286
  - Accident Reports 78
- **Special Ops**
  - Total Calls Answered: 44
    - Self-Initiated 156
  - Arrests 6
  - Arrest – Released 8
  - Citations 61
  - Warnings 94
  - Incident Reports 24
  - Accident Reports 3
- **Criminal Inv. Division – August**
  - Cases Assigned 57
  - Ex-Cleared 3
  - Cleared by Arrest 0
  - Unfounded 0
  - Inactivated 22
- **CID – Cases Prior to August**
  - Carry Over 117
  - Additional stats not available with new system, pending upgrades
- **Internal Affairs**
  - 3 vacancies
    - 2 new officers starting 9/13
    - 1 new officer starting 9/20
    - 1 resignation effective 9/15
  - 1 military leave
  - 3 medical leave

Police	
August 2021	
• Citations	676
• Warnings	1,393
• Arrests	28
• A/R	88
August 2022	
• Citations	473
• Warnings	622
• Arrests	51
• A/R	43
August 2023	
• Citations	382
• Warnings	920
• Arrests	55
• A/R	47



# STREETS

**DIRECTOR: GALE HIGGS**

**AUGUST 2023**

## **Department Highlights/Accomplishments:**

- 3 New Employee Hired
- 5 Employees Obtained Flagger Certification

## **Department Updates:**

- School Crosswalks Installed
- John Rivers Rd Asphalt Repair
- Sump Pump Upgrade
- Defensive Driving Training
- Tree Removal @ Old Campbell Courthouse
- Tree Removal Behind Fire Station
- Sewer / Gutter / Drain Cleanouts Throughout City
- Sign Replacements in Multiple Areas
- Tree Canopy Cutbacks Throughout the City
- Litter Cleanup Throughout The City

## **Project Status: Pending**

- Spence Rd Sidewalk Repair
- Storm Water Training

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

- 3<sup>rd</sup> Fridays Concert
- Fall Festival
- Breast Cancer Walk
- Fall Community Cleanup



# UTILITIES

**DIRECTOR: JOHN MARTIN**

**AUGUST 2023**

## Department Highlights/Accomplishments:

- Bi-Weekly Meeting with the Assistant City Administrator (August 9<sup>th</sup> & 23<sup>rd</sup>)
- Utilities Department Weekly Leadership Meeting (Every Monday)
- Microsoft Teams Meeting: Fairburn Utilities Monthly Progress Meeting (August 3<sup>rd</sup>)
- Microsoft Teams Meeting: Demo of Online Utilities Access (August 2<sup>nd</sup>)
- Microsoft Teams Meeting: Budget Meeting (August 16<sup>th</sup>)
- Microsoft Teams Meeting: City of Atlanta Bills Audit Discussion (August 4<sup>th</sup>)
- Microsoft Teams Meeting: Cigar Pond Review (August 4<sup>th</sup>)
- Microsoft Teams Meeting: Pre-meeting with City Administrator-ATL Watershed/Pressure Sensor locations & Tech Discussion (August 22<sup>nd</sup>)
- Microsoft Teams Meeting: Meeting with Fairburn and ATL Watershed/Pressure Sensor locations & Tech Discussion (August 22<sup>nd</sup>)
- Teams Meeting: Inclement Weather Discussion (August 29<sup>th</sup>)
- Conducted Internal Interviews for Senior Lineman position-Fishbowl (August 10<sup>th</sup>)
- Conducted Internal Interviews for Journeyman Lineman position-Fishbowl (August 10<sup>th</sup>)
- Microsoft Teams Meeting: Internal Promotion Meeting with HR (August 14<sup>th</sup>)
- ECG DOT Flagging Course/106 Howell Avenue (August 14<sup>th</sup>)
- Interview candidates for Utility Maintenance Worker I position-Fishbowl (August 23<sup>rd</sup>)
- Utilities Conference Room-Fairburn EasyLink Workspace Training (August 29<sup>th</sup>)
- Third Friday Concert Plan-Council Chambers (August 7<sup>th</sup>)
- Fall Festival Planning Meeting-Council Chambers (August 4<sup>th</sup>)
- Third Friday Final Logistics-Fairburn Education Campus (August 15<sup>th</sup>)
- Event After Action Review-Council Chambers (August 21<sup>st</sup>)
- Identified and reported leaking Fulton County sewer transmission pipeline in the intersection of Oakley Industrial and Hwy 74 to Fulton County (August 1<sup>st</sup>)
- August Development Review Meeting (August 4<sup>th</sup>)
- Georgia Association of Water Professionals Membership renewed (August 8<sup>th</sup>)
- Scope of work for 4080 Castle Way sent to Procurement (August 9<sup>th</sup>)
- Met with residences on Waterboy-Stormwater (August 9<sup>th</sup>)

- Prepare Ordinance Adoption: Metro Water District-Water Efficiency Code Requirements for Legal (August 9<sup>th</sup>)
- Completed GAWP Delinquent Billing Survey (August 10<sup>th</sup>)
- Forwarded ECG Salary Survey to HR (August 15<sup>th</sup>)
- Microsoft Teams Meeting: HomeServe Final Draft (August 9<sup>th</sup>)

Customer Service/Meter Reading:

**Meetings:**

- Meeting held with Paymentus Team to discuss technical matters for the system implementation.
- Meeting held with Ricoh Printer representative to discuss the department's expired lease and new printer for the modular building/future move to City Hall.
- Meeting held with the Assistant City Administrator, Finance Director, Utilities Director and GMEN team to discuss final online application and website demo for the Utilities Assistance Program.
- Multiple meetings held with the Assistant City Administrator's Office and GMEN Team regarding the planning of the Utility Assistance "In-Person" events.
- Weekly Status Meeting with Paymentus to discuss accomplishments, review, and next steps in the implementation, held with the Finance & Utility team(s).
- Meeting held with Northstar Solutions representative and IT Manager to discuss the city's data storage options.

**Events:**

- (2) In-person events held to assist customers with applying for the "Utilities Assistance Program".

**Training:**

- Session held with Incode Support to train on "Notifications" module. This feature allows us to send out robo calls to customers.

**Tasks:**

- Generated reports in Incode on customer email addresses and phone numbers.
- Drafted & Completed "FAQ's" information sheet for Utilities Assistance Program.



- Analyzed data log information for the newly installed water meters at the referenced locations: 3080 DUKE DRIVE, 250 WINDSOR WAY, 2065 BROADMOOR WAY.
- Approved daily time sheets for Utilities Administrative Staff (Customer Service, Billing & Meter Reading Teams).
- Sent out email correspondence to over 100 customers regarding delayed auto-draft payments for previous month, due to billing delay (network outage).
- Updated “Master Count List” for meter reader manual sheets for July 2023.
- Assisted the Billing Team with meter read inputs, edits, and billing process for July 2023.
- Submitted daily troubleshooting matters to IT Support through iWorq web portal.
- Submitted department’s “Accomplishments & Goals” for Fiscal Year(s) 2023 – 2024.
- Submitted monthly report for July 2023.
- Worked closely with GFL Leadership Team to rectify escalated service issues and retrieve an active list of all recycle customers.
- Worked closely with FACAA (Ms. Teresa Pearsall) to provide information on customers that are eligible for utility assistance through the agency.
- Sent out emails to seriously delinquent customers, to settle past due balances.

### **Billing Information:**

Utility Bill Count: **7,153** (TOTAL), **6,563** (MAILED)

- **1,745** Penalties were posted this month: totaling **\$52,147.10**.
- **555 work order requests** (**412**– Meter Readers, **80**– Water Team, **44** – Electric, **7**– Unassigned, **12**– Billing) were completed for the month of August 2023.
- **92** service disconnections were issued and completed.
- Meter Reading & Water Staff collected **1,091** visual electric/water reads for billing .

### **Electric:**

- Meeting with Director on ordinance changes/Transfer of the first four primary poles on Fairview Drive complete/Contact with ECG about Washington Street proposed parking lot lighting/ Event at Fairburn Park and Ride tonight, on call personnel dispatched to attend/ (August 1<sup>st</sup>)
- Director is out of office /Crew is working on the second primary pole transfer on Fairview Drive/Tyra Little forwarded contact with Power Pro for Elder Poplar RFP/ Meeting with Gresco about outstanding ordered material before FY2023 ends/Meeting with Power Grid corporation utility contractor/ (August 2<sup>nd</sup>)
- Meeting with Director/Primary pole #3 being installed and transferred on Fairview Drive/Meeting with Chapin Scott and leadership team for Fall Festival/Preparing ordinance decision memo for City Administrator/ (August 3<sup>rd</sup>)
- Set pole #4 on Fairview/ Fleet maintenance/Met with Ms. Criss, The Director, Chief of police, Director of Buildings, and the Director of Community Development about the event on the 18<sup>th</sup> / (August 4<sup>th</sup>)
- Major pole damage/Power Department team worked 20+ hours / Drunk driver broke Power Pole on West Campbleton August (5<sup>th</sup> pm and 6<sup>th</sup> am)
- Meeting with Director on damages to West Campbleton /Restocked trucks / Informed AT&T to plan pole transfer on West Campbleton/Removed cut up pole from drunk driver on West Campbleton/ (August 7<sup>th</sup>)
- Meeting with Director/Prepared for possible strong storms/Residual stocking of warehouse/Meeting with resident at 102 Green Street about trees at property/ Storm damages at Fairview, Elder, Shannon Chase, Bay Street Strickland/ (August 8<sup>th</sup>)

- Cleaned up materials from storm/Restocked all trucks/Meeting with Director on upcoming ordinance changes and interviews for Senior Lineman/Meeting with City Administrator about trees on Fairview, also new directive was initiated that any work that the Power Department is to undertake, a flyer on the doors of affected addresses and bulletin on the city website must be posted before work begins /Met with Sylvia Abernathy, Dana Smith at the Fairburn College with sound engineer for upcoming festival/(August 9<sup>th</sup> )
- Meeting with Director/Interviews during the morning with H.R. and the Director for Senior Lineman position, and Journeyman lineman position with candidate/Prepared bulletin for work on various streets/August 10<sup>th</sup>)
- Preparing for safety inspection on all safety equipment on the trucks and personal protective equipment. Prepping for severe weather. (August 11<sup>th</sup>)
- Meeting with Director and H.R. for Senior Lineman selection /Major outage on the night of the 12<sup>th</sup> /Crew worked 6+ hours/ Safety inspection by E.C.G./Flagging certification for Streets Department by E.C.G./Re- stocked trucks/Worked on lighting for festival at college parking area. (August 14<sup>th</sup>)
- Worked on budget presentation with the Director/Finished pole transfer of 4<sup>th</sup> AT@T pole transfer on Fairview Drive/continued lighting checks at Georgia Military College parking lot. (August 15<sup>th</sup>)
- Meeting with the Director and Water Superintendent/Installed the first of two temporary power supplies for the concert event at Georgia Military College courtyard. Completed lighting assignments around the perimeter and in the parking area. / (August 16<sup>th</sup>)
- Received U.T.E.C. power line contractor fleet vehicles at 106 Howell Avenue for staging to complete the pole installation on Fairview Drive for AT&T. Preparing final review for Fairburn City Council meeting this evening with the Director and Water Superintendent. (August 17<sup>th</sup>)
- Meeting with the Director /Completed the second temporary installation at the College campus for tonight's concert. The Power Department removed pole debris at Fairview Drive and installed a 40-foot power pole at 154 Fairview drive. (August 18<sup>th</sup>)
- Meeting with the Director/Friday concert successful/Contractors are going to begin the installation of the last four poles on Fairview Drive for AT&T. Power department team is removing limbs on Shaw and Fairview for pole installation. Also preparing switching orders, and installation of missing spans of primary wire on Highway 29 at Estes Street to ensure no loss of power occurs at the GMC campus during the pole replacement. (August 21<sup>st</sup>)
- Meeting with the Director to begin evaluations of Sanitation RFP for Tyra Little and finishing municipal code addendums for legal. /UTECE is starting in ground installation of the poles on Fairview for AT&T upgrade /Power Department team testing underground primary for viability to accept re-energizing at Highway 29 and Estes Drive for GMC. (August 22<sup>nd</sup>)
- Meeting with the Director/Power Department team continuing work with contractors on replacement of poles and primary lines on Fairview Street and Estes Street. / Continued review on RFP sanitation approvals. / (August 23<sup>rd</sup>)
- The Power Department team completed overhead portion of primary line replacement on Estes Street, repairs will be initiated to primary underground lines at pole feeding Brenau building due to massive squirrel damage. / (August 24<sup>th</sup>)
- Contractors completed the last pole transfer on Fairview Drive, Power Department team repair of damaged underground complete, proper switching complete, lines energized and holding. The Fairview Drive job has been completed; AT&T has been notified to move forward with their installation for the S.T.E.M. School. (August 25<sup>th</sup>)
- Meeting with the Director for council agenda request tonight/Fleet maintenance preformed/Residual restocking and truck fueling preformed/Tractor maintenance / Completed RFP review for Tyra Little of sanitation candidates/ (August 28<sup>th</sup>)

- Meeting with the Director/ Prepared notes for decision memo on Tyler Price Lineman candidate.
- Clean and organize yard, warehouse, lower wire storage building/ Reworked three phase bank pole at Landmark school /Teams meeting with Chapin Scott update for Fall Festival Teams meeting/ (August 29<sup>th</sup>)
- Leadership meeting with Director/Power Department team assigned to clear all secondary work orders. Attended online class about Ferro resonance in underground primary cables/ Power distribution breaker W-1332 at station #1 is energized and complete/ (August 30<sup>th</sup>)
- Power Department team continuing to clear work orders/Continued working on S.O.P. for power department/Online discussion about solar customer Ericka Ventry, 330 Fireside way with Brian Jaynes of E.C.G. to discuss a new P.V. system that is installed/ (August 31<sup>st</sup>)

Water/Sewer:

**Crew Totals**

Meter Maintenance     **107**

Check Pump Stations     **90**

Low Pressure checks     **11**

Hydrant Flush             **9**

Shut off Water             **1**

Leak repairs                **7**

Replace water meters     **3**

Sewer Back-ups            **2**

Change Lids                **4**

Check Meter installs     **8**

New meter Install         **2**

**Contractor Repair Projects**     **4**

800 Tall Deer storm drain repair

797 Tall Deer Leak Repair

797 Storm drain/ sinkhole/ sewer repair

Elder Storm drain/ Sinkhole repair

FOG (Fats, Oils, & Grease):

- Identifying all commercial & EXEMPT FOG customers- (In progress)
- (2) FOG permits issued
- 2023 FOG collections amount: \$6,219.32

### **Department Updates:**

- Backflow/Cross Connection Program-Software training (*In progress*)
- **Project Status:**
- Lift Station Project-Pumps ready. Start date: 07/31/2023
- Upgrade Power Grid (Elder & Poplar)- (*In Procurement*)
- 4076 & 4080 Castle Way-Storm Drain Easement Rehabilitation
- Water Meter Exchange-1372 accounts changed out (*completed*)
- 2021 Storm Drain Lining Project (*completed*)

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

- Upgrade Power Grid (Elder & Poplar) FY23
- Overhead to Underground Power Installation (Rivertown Road) FY24
- Review meter details for new developments and renovations- (*In progress*)
- Electric Ordinance revised (*In progress*)