



# **CITY ADMINISTRATOR'S MONTHLY REPORT**

**FEBRUARY/MARCH 2022**

**FAIRBURN, GA**

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



## **CITY ADMINISTRATOR**

**MR. TONY M. PHILLIPS, CPM®**

Greetings Honorable Mayor & City Council Members,

I am privileged to present a summary of the City's monthly administrative activities for February & March 2023. The first quarter of 2023 has gotten off to a productive start for the City. City Administration and staff are continuing our focus on the improvement of city operations and service delivery. As we continue to navigate uncertain and varying economic conditions, our experienced city staff continues to provide high quality daily services to our residents. Fairburn maintains a firm financial standing coupled with sound fiscal management. Our rising status as one of the state's best live, work, play communities is built on a foundation of multiple assets, including but not limited to, proximity to the world's busiest airport, access to major interstate and state highways, and a historically low crime rate.

Staff continues to place a priority operational transparency and on 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 for February and March 2023. The City, 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 the operational highlights listed below.

- Black History Month Artists' Market & African Americans Inventor's Exhibit, celebrating the cultural diversity of the Fairburn community showcasing Caribbean, African, South American, Native American, and American art.
- Participated in Aerotropolis South Fulton Catalytic Site Bus Tour, promoting commercial retail space within the City of Fairburn. – March 1<sup>st</sup>
- Awarded EMT/Paramedic Training Grant from Atlanta Technical College
- Human Resources and Wellness Team hosted "National Wear Red Day" event on February 3, 2023, to raise awareness on cardiovascular health.
- Women History Month recognized city-wide for March 2023 as a celebration of women's contributions to history, culture and society and to also gratitude and appreciation to the phenomenal women that are part of the City of Fairburn employees and members of City Council.

- 2023 Open Enrollment Education and Benefit Election sessions held the week of March 20, 2023 – March 24, 2023.
- Launched new online self-service benefits module benefit allowing employees to make their 2023 benefit elections utilizing Employee Navigator.
- Mother/Son & Father/ Daughter Sneaker Ball – 50 participants
- Medicare On-site Counseling – 14 Senior participants
- Landmark Christian School – Volunteer Project – 15 Youth Participants
- Free Youth Football Camp in partnership with Eric Berry- Apr. 3 -Apr 7 – Registration Full
- Parks Master Plan – RFP complete – under review
- The entire code enforcement division attended the Georgia Association of Code Enforcement Spring Conference.
- Planning and Zoning staff was invited to speak on a panel at the Georgia Planning Association Spring Conference.
- COPS (Community Oriented Policing Section) unit took effect March 1st
- Implemented Housing Allowance and Referral Bonus programs. Eight officers have signed up for the housing allowance. One officer will receive the first referral bonus. Two additional referrals have already been received.
- Repaired plumbing leaks at Casablanca.
- Performed HVAC repairs at GMC campus buildings.
- Old Campbell Courthouse post fire Asbestos abatement and debris removal is completed. Temporary Fire Station Building has been delivered, work to establish utilities and provide furnishings are in progress.
- Facility Condition Assessments have been completed.
- Completed Parking Lot Striping @ City Hall
- Deer Cameras Placed Throughout the City to Capture Dumping





## CITY CLERK

CITY CLERK BRENDA JAMES

FEBRUARY 2023

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

Received 95 open records request for February – Researched and processed

Collected \$862.60 payments for Open Records in February

Processed incident reports to Travelers Insurance

Processed Mayor and Council Credit Card Request

Processed NLC and GMA Registration for Mayor and Council

Prepared City Council Meeting Agenda Packets for February 13<sup>th</sup> and 27<sup>th</sup>

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



# COMMUNITY DEVELOPMENT

DIRECTOR: LESTER THOMPSON

FEBRUARY 2023

## Department Highlights/Accomplishments:

GDOT assigned a PI number for an Interchange Justification Report (IJR) scoping study to explore alternatives for a new interchange on I-85 at Gullatt Road on February 15<sup>th</sup>, 2023, PI# 0019795; FS-352 I-85 @ CS 634/GULLATT ROAD - IJR STUDY. The Funding Amount awarded by the Atlanta Regional Commission (ARC) in the 2022 TIP Project Solicitation [ARCID-352] is \$400,000; the Federal share is \$320,000 (80%), the proposed Local or Private share/match (20%) is \$80,000. Attended the I-85 @ SR 74/Senoia Road Interchange Project Monthly Project Status Meeting on February 21<sup>st</sup>, 2023.

The City of Fairburn's Local Issuing Authority (LIA) Monthly Reports for the months of December 2022 and January 2023 were submitted to Georgia Soil & Water Conservation Commission (GWSCC) and the Fulton County Soil and Water Conservation District (SWCD) on February 21<sup>st</sup>, 2023.

Attended the Fulton County Soil and Water Conservation District Meeting on February 21<sup>st</sup>, 2023.

Attended the South Fulton CID Board Meeting on February 24<sup>th</sup>, 2023.

<u>Department Updates:</u>	<u>Number Issued</u>
Right-of-Way Encroachment Permits	3
Timber Harvesting Permits	0
Clearing & Grading Permits	0
Land Disturbance Permits (LDPs)	2



## **Project Status:**

### **Community Development Projects Plans Under Review**

<b>Project Name</b>	<b>Location</b>	<b>Plan Type</b>	
Bohannon Road Training Center	Bohannon Road (City-Owned Property) Land Lease Agreement dated 12/12/2022	Clearing & Grading Plans	Plans received 02/28/2023
Oakmont Bohannon	621 Bohannon Road	Site Development Plans	Comments provided 02/08/2023
South Park Building C	Whitewater Place; 7760 Spence Road	Site Development Plans	Comments provided 02/16/2023
Mini Storage Depot at Fairburn	156 Jonesboro Road (near Heath Street & Beverly Engram Parkway)	Site Development Plans	Plan Revision 1 received 02/21/2023
Copart, Inc. – Fairburn	6737 Roosevelt Highway	Site Development Plans	Conditional Approval provided 01/30/2023
Nestle Purina Petcare, Roadway and Drainage Improvements	5001 Fayetteville Road	Site Development Plans	Comments provided 02/21/2023
Evergreen Subdivision	Elder Street (near Vickers Road & Strickland Street)	Site Development Plans	Comments provided 01/09/2023
Legend Creek Subdivision	White Mill Road (near Rivertown Road)	Site Development Plans	Comments provided 01/27/2023

### **Community Development Projects Under Construction**

<b>Project Name</b>	<b>Permit Type</b>	<b>Permit Issuance Date</b>
Renaissance Parkway Phase II ~ Sanitary & Stormwater Construction	Land Disturbance Permit	February 22, 2023
Milam Village, Phase 2 ~ Popeye's	Land Disturbance Permit	February 6, 2023
Ren Park Apartments	Land Disturbance Permit	November 10 <sup>th</sup> , 2022
South Park, Building B	Land Disturbance Permit	November 8 <sup>th</sup> , 2022
SIXTY-NINE ZERO FIVE DEV CO. - 6905 Virlyn B. Smith (Renaissance Festival)	Timber Harvesting Permit	October 26 <sup>th</sup> , 2022
96 Howell Avenue, Lot 3, Water and Sewer Project	Land Disturbance Permit	September 28 <sup>th</sup> , 2022

## Community Development Projects Under Construction

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96 Howell Avenue, Lot 3, Water and Sewer Project	Land Disturbance Permit	September 28 <sup>th</sup> , 2022
1162 Hwy 54 East, LLC	Land Disturbance Permit	September 28 <sup>th</sup> , 2022
South Park, Building A	Land Disturbance Permit	July 20 <sup>th</sup> , 2022
Package Depot Plaza	Land Disturbance Permit	April 12 <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
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 Phase</b>	<b>Let Date</b>
Southeast Broad Street/McLarin Road Pedestrian Improvements Project	Pond & Company	Contract Award	November 9 <sup>th</sup> , 2022
CDBG, Golightly Street Pedestrian Improvements Project	Pond & Company	Contract Award	November 9 <sup>th</sup> , 2022
Virlyn B. Smith Pedestrian Improvements Project	Pond & Company	Contract Award	November 9 <sup>th</sup> , 2022
Park Road Extension/Duncan Park Secondary Access Road	Southeastern Engineering, Inc.	Preliminary Design	May 31 <sup>st</sup> , 2023 (anticipated)
Oakley Industrial Boulevard Roadway Extension	Southeastern Engineering, Inc.	Preliminary Design	August 23 <sup>rd</sup> , 2023 (anticipated)
CDBG, Lightning Community Rain Garden & Greenspace Project	Pond & Company	Preliminary Design	October 18 <sup>th</sup> , 2023 (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



- The I-85 @ SR 74/Senoia Road Interchange Project currently has fifty-seven (57) parcels; the preliminary parcel count was fifty (50) parcels. GDOT has closed on twenty-five (25) parcels. Forty-four (44) appraisals have been released and approved for negotiation. No condemnations have been filed as of yet.

**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)

**Upcoming Events/Actions/Meetings:**

- The Contract Award (\$678,276.50) for the Southeast Broad Street Pedestrian Improvements Project (23-002) will be presented at the March 13<sup>th</sup>, 2023, City Council Meeting.
- Task Order with ATLAS for Construction Engineering & Inspection (CEI) Services on the Southeast Broad Street Project (\$31,050) will be presented at the March 13<sup>th</sup>, 2023, City Council Meeting.
- The Contract Award (\$1,798,950) for the Virlyn B. Smith Pedestrian Improvements Project (23-003) will be presented at the March 13<sup>th</sup>, 2023, City Council Meeting.
- Task Order with ATLAS for CEI the Virlyn B. Smith Pedestrian Improvements Project (\$46,850) will be presented at the March 13<sup>th</sup>, 2023, City Council Meeting.
- The Contract Award (\$983,336.53) for the Golightly Street Pedestrian Improvements Project (23-004) will be presented at the March 13<sup>th</sup>, 2023, City Council Meeting.
- Task Order with ATLAS for CEI on the Golightly Street Project (\$54,550) will be presented at the March 13<sup>th</sup>, 2023, City Council Meeting.



# COURTS

**DIRECTOR: LISA BROWNLEE-MACK**

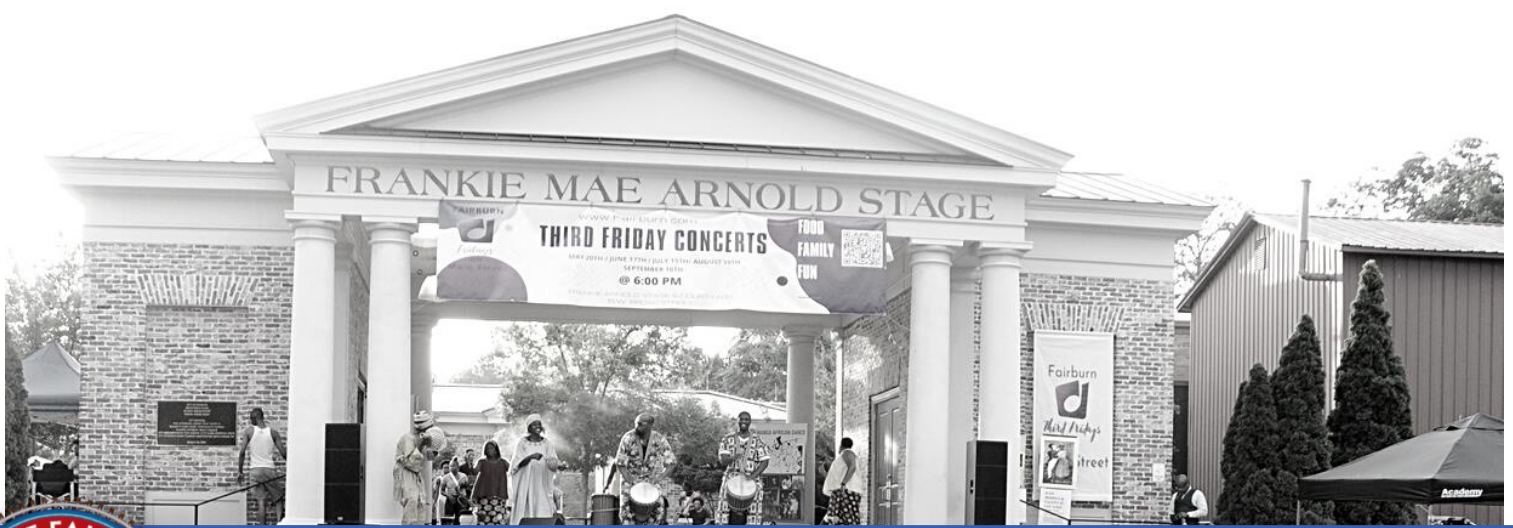
**FEBRUARY 2023**

## **Department Highlights/Accomplishments:**

- Completed all scheduled court sessions.
- Responded to Open Records Requests
- Processed Monthly State Funds Report
- Processed Record Restrictions Requests
- Scheduled Annual Municipal Court Judge Training

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

- Continue review and revise Court forms, fines and SOP



# ECONOMIC DEVELOPMENT

DIRECTOR: SYLVIA ABERNATHY

FEBRUARY 2023

## Department Highlights/Accomplishments:

- Black History Month Artists' Market & African Americans Inventor's Exhibit, celebrating the cultural diversity of the Fairburn community showcasing Caribbean, African, South American, Native American, and American art. Event was a mix of music, dance, and culture, culminating in an exhibit of inventions uniquely created by African-Americans from A-Z. Mrs. Frankie Mae Arnold was received the Fairburn Trailblazer Award as the first African-American female official elected within the city.
- Phoenix Flies Tours with the Atlanta Preservation Society, historical walking tour of Fairburn's downtown commercial district, only city within South Fulton selected for 2023 Celebration of Historic Sites. Tour dates March 10th, 17th, and 24th.
- Prepared and wrote February City Connect Newsletter articles highlighting Safest City Award, Black History Month, and Human Resources seminars regarding Health and Wellbeing.

## Department Updates:

- Economic Development Citywide Business Summit – **In Process**
- Livable Cities Initiative (LCI) Community Development Assistance Program (CDAP)- Interdepartmental application for \$250,000 grant for Comprehensive Education Campus Development Plan, downtown catalytic site development, and small business incubator program. – **Submitted February 27th** (extended to March 7th)
- Facilitated Development Authority Annual Meeting- **February 28th.**
- Select Fulton Presentation
- South City Partnership Tax Abatement
- Georgia Cities Week Civic Night with area high school students' presentation of governmental services. – **In Process**
- Keep Fairburn Beautiful- Community Beautification Ambassador's Meeting – Work Plan Development and Citywide clean-up/beautification project. – **In Process**
- Town Square Historic Clock
- Fact-finding phase.
- Submission for Art Advisory Council review and input. January/February. **City Council Work Session – April 10th**
- Downtown Development Authority – Tax Abatement for South City Partners, Ren Park Development, Bond for Title Lease. **In Process**



- Downtown Development Authority- 25 SW Broad Street Project.
- Building assessment completed.
- Ongoing meetings with Developer, Economic Development team, and Buildings Director to approve site development. **Ongoing**
- Letter of Support from Development Authority **In Process**
- Completed the February 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
- Interdepartmental meeting to discuss preparation of RFP. -
- Small Business Grant Program
- RFP issued and closed September 2022.
- Panel review and selection of finalists – October 2022
- Panel recommendation to re-open bid to broaden respondent pool – November 2022
- Issuance of new RFP. December – February 2023
- Utility Box Murals – Submitted Draft Call to Arts Advisory Council. – November 17th
- Vote approving solicitation of artists.
- Approval by Art Advisory Council of mural locations.
- Call for Artists. – February 2023
- Adopt-A-Planter Program – submitted a proposal for the implementation of the program. **In Process**
- Façade Grant Program
- Accepting Applications
- Funding Approved
- 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**
- 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 - **Ongoing**
- Redevelopment of downtown parcels. Business Development and Activation: Ongoing discussions with business and property-owner stakeholders.

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

- Business Alliance Meeting - TBA
- Art Advisory Council Meeting – March 16th
- Development Authority (DA) Meeting – March 24th
- Main Street Board Meeting -TBD



# FINANCE

**DIRECTOR: BRYAN STEPHANS**

**FEBRUARY 2023**

## **Department Updates:**

### Daily Operations

#### Business Licenses

- New Licenses: 7
- Renewals: 80
- Outstanding/Pending Unpaid: 95
- New services
- Electric: 57
- Water: 50
- Garbage: 36

#### Personal Property Tax

- Collected: \$4,269.64
- Outstanding: \$169,768.48

#### Real Property Tax

- Collected: \$72,157.11
- Outstanding: \$355,456.29

#### Public Utility Tax

- Collected: \$0
- Outstanding: \$344,456.29



# **FIRE**

**CHIEF CORNELIUS ROBINSON**

**FEBRUARY 2023**

## **Department Highlights/Accomplishments:**

- Awarded EMT/Paramedic Training Grant from Atlanta Technical College
- 2 new personnel members added
- South Fulton Chief's Meeting hosted by Talbot of Union city
- Command staff CPR recertificate
- Fire Appreciation week

## **Department Updates:**

- Recruits have begun Hazmat Training
- Project Status:
- Temp station construction starting in March- early April
- Upcoming Events/Actions/Meetings:
- Recruit class of 8 starting in April
- EMT class will start May 2023 due to delay of grant funding



# HUMAN RESOURCES



## HUMAN RESOURCES

**DIRECTOR: TALISHA CHAMPAGNE FEBRUARY 2023**

### Department Highlights/Accomplishments:

- Heart Health Month recognized city-wide for February 2023.



- Human Resources and Wellness Team hosted “National Wear Red Day” event on February 3, 2023, to raise awareness on cardiovascular health.
- Human Resources and the Employee Engagement Team held event “Galentine’s Day” for the Ladies of Fairburn.
- Aligned with the Social Wellness Dimension, Human Resources and the Wellness Team recognized **National Random Acts of Kindness** city-wide.
- In recognition of Heart Health Month, “Things to Know About Heart Disease” lunch and learn was held on February 24, 2023.
- Blood Pressure “Know Your Numbers” event was held on February 28, 2023, in partnership with the Fulton County Board of Health. Over 50% of active employees attended this event.

### **Department Updates:**

- City's Hiring & Turnover stats for February 2023:
- New Hires – Six (6) employees
- Separations – No separations
  
- Seven (7) conditional offers extended to new hires for the March 2023 new hire orientations.

### **Project Status:**

- Retiree benefit plan options are being reviewed and vetted by the assigned Broker Team.
- Paycom Applicant Tracking module manager training to be held in April 2023.

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

- Women's History Month for March 2023 to be recognized city-wide.
- "Eat Healthy to Stay Healthy" cooking demonstration event recognizing National Nutrition Day to be held on March 16, 2023.
- "It's Time To Be Your Best Slept Self" Sleep Challenge to raise awareness on how sleep is a crucial part of our wellbeing will be held March 15, 2023 - March 17, 2023.
- 2023 Annual Open Enrollment to be held March 20, 2023 – March 24, 2023, utilizing the City's new benefit module, Employee Navigator.
- Employee Appreciation Day moved to June 2023, date to be determined.
- Mental Health awareness leadership training in FY23; date to be determined.



# Information Technology

**Manager: Charles Johnson**

**FEBRUARY 2023**

## **Department Highlights:**

- System network admin search and interview
- Continue New computers and devices purchases, setup, and configuration
- System network outage issues(backups, UPS, servers)
- Equipment Schedule Worksheet for Annual Insurance Renewal for Deannia
- Annual Renewal Information for Deannia
- Netwrix Renewal and onboard training
- New hire IT onboarding
- COF Verizon services meeting
- Working on City Administrator February 2023 status report
- Continue working with VC3 to get KnowBe4 implemented
- Continue working with GC&E to get quotes for proper network switches and cable to Parks and Recreation, Police, the old Brenau University building
- Continue working with and educating end users on what to look for when it comes to spam and phishing emails
- Continuing to assess the level of customer support and services VC3 provides to the City of Fairburn
- Continuing the search for a System Network Administrator
- Continuing our iWorQ onboarding/training
- Continue to handle IT incident tickets
- Continuing working with Comcast to expand the city's internet/network access 2 additional buildings and Duncan Park

## **Department Updates:**

- Working with VC3 to get KnowBe4 implemented
- MaaS360 DEP token issue and additional licenses quote complete
- COF PD enterprise printer delivery and setup
- Tyler Tech Senior Account rep, Tami Baker, visit
- City Administrator January 2023 status report
- Additional Adobe licenses complete
- Ricoh accounts and services meeting on site @ the COF
- Employee of the Quarter with Dr. Parks.
- Bond/Debt Management Policy Round Table (#1)
- iWorq onboarding/training





# PARKS & RECREATION

DIRECTOR: CHAPIN SCOTT

FEBRUARY 2023

## Department Highlights/Accomplishments:

- Mother/Son & Father/ Daughter Sneaker Ball – 50 participants
- Fresh February – Staff and community health initiative – 10 employees
- Coffee & Canvas – 19 Senior participants
- Parks Master Plan – RFP- Closed – under review.
- Tennis Court wind screens replaced.
- Medicare On-site Counseling – 14 Senior participants
- Basketball Season complete – 70 youth participants ages 3 - 12.
- Weekly Youth programs: Music Education Group, Youth Track, Youth Soccer, and Tee Ball
- Weekly Senior programs – Walking Club, Chair Aerobics, Line Dancing

## Department Updates:

- Duncan Park Pool & Splash Pad – Lifeguard recruitment on going.
- Senior Walking Club – Every Monday & Wednesday
- Youth Track & Field – Registration closed- 68 participants – practicing.
- Youth Baseball – Registration opens March 1<sup>st</sup>.
- Youth Football 2023 – Registration opens March 6<sup>th</sup>.
- Free Youth Football Camp in partnership with Eric Berry- Apr. 3 -Apr 7
- Summer Camp grant application – Submitted – Requested funding - \$59,000.
- Fresh February – Parks & Recreation city-wide wellness initiative
- New Program: Bridge Summer Camp – planning
- New Program: Spring Break Camp – planning/ registration open
- Music Education Program – 2<sup>nd</sup> session – Registration Now Open

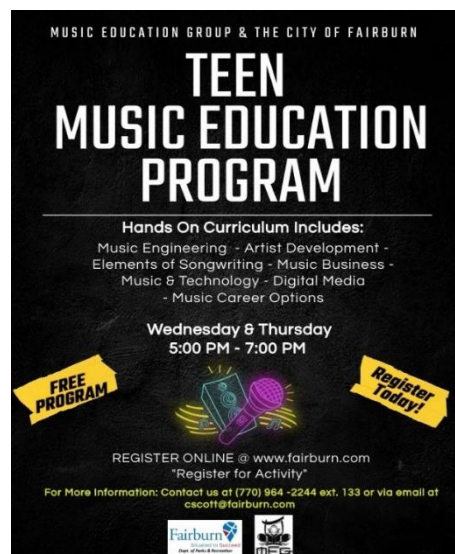
## **Project Status:**

- Parks Master Plan – RFP complete – closes March 3<sup>rd</sup>.
- Duncan Park Pool & Splash Pad repairs – on going
- Master Event Calendar – Complete
- Youth Center HVAC installation – Complete
- Duncan Park entrance gate repair – Complete
- Outdoor basketball court fence repair – on going.
- Duncan Park field maintenance – on going.
- Youth Center landscape – Complete
- Youth Center access control – Complete
- Dedication Signs – Duncan Park Pool – Installed
- Installation of (2) additional cameras at Duncan Park – in process
- Tennis Court net replacement – quotes received.

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

- March 16<sup>th</sup> – Landmark Community Service Project
- March 17<sup>th</sup> – Time for Tea
- April 3<sup>rd</sup> – April 6<sup>th</sup> – Spring Break Camp
- C.O.S.T Spring Break Camp – April 3<sup>rd</sup> - April 7<sup>th</sup>
- April 7<sup>th</sup> – Fairburn Easter Egg Hunt
- April 11<sup>th</sup> – Healthy Eating Class
- April 14<sup>th</sup> – Stress Awareness Walk
- April 20<sup>th</sup> – Community Blood Drive

## **Marketing Materials:**



FAIRBURN PARKS AND  
RECREATION DEPARTMENT

## FAIRBURN TEE BALL



### AGE GROUPS



**3 & 4 : \$85.00**  
**5 & 6 : \$95.00**



REGISTER ONLINE AT  
[WWW.FAIRBURN.COM](http://WWW.FAIRBURN.COM)  
UNDER "REGISTER FOR A ACTIVITY"  
OR CALL 770-964-2244 EXT 134  
FOR MORE INFORMATION



FAIRBURN PARKS AND  
RECREATION DEPARTMENT

## *Fairburn Flames Football*

**REGISTRATION OPENS  
MARCH 6, 2023**

FLAG- AGES 3&4  
5U TACKLE- COACH FAIRCHILD  
6U TACKLE- COACH TYRELL  
7U TACKLE- COACH SINKFIELD  
8U TACKLE- COACH RICO  
9U TACKLE- COACH JAMES  
10U TACKLE- COACH SWANSON  
11U TACKLE- COACH FRANK  
12U TACKLE- COACH B

EARLY REGISTRATION WILL INCLUDE A FREE FOOTBALL SKILLS  
CAMP FOR 7U AND UP. CAMP WILL BE HOSTED BY COLLEGE  
FOOTBALL HALL OF FAME  
ERIC BERRY AND OTHER SPECIAL GUESTS.  
EARLY REGISTRATION ENDS MARCH 31, 2023.

**FLAG FOOTBALL- \$85**  
**TACKLE FOOTBALL- \$150**

REGISTER ONLINE AT [WWW.FAIRBURN.COM](http://WWW.FAIRBURN.COM)  
SELECT "REGISTER FOR A ACTIVITY"  
CALL 770-964-2244 EXT 134 FOR MORE INFORMATION



## FAIRBURN MARKET FRIDAY'S

**VENDORS NEEDED**

LOCAL FARMERS, FOOD VENDORS,  
HOMEMADE CRAFTS AND  
JEWELRY

MARKETS ARE EVERY 1ST AND 4TH  
FRIDAY IN JUNE AND JULY.

FOR MORE INFORMATION  
CONTACT:  
[JABERRY@FAIRBURN.COM](mailto:JABERRY@FAIRBURN.COM)

Duncan Park Pool  
& Splash Pad



# WE'RE HIRING!

**SUMMER 2023**

AQUATIC FACILITY SUPERVISOR  
(\$17.49/hr.)

LIFEGUARDS  
(\$15.50/hr.)

POOL ATTENDANTS  
(\$10.04/hr.)

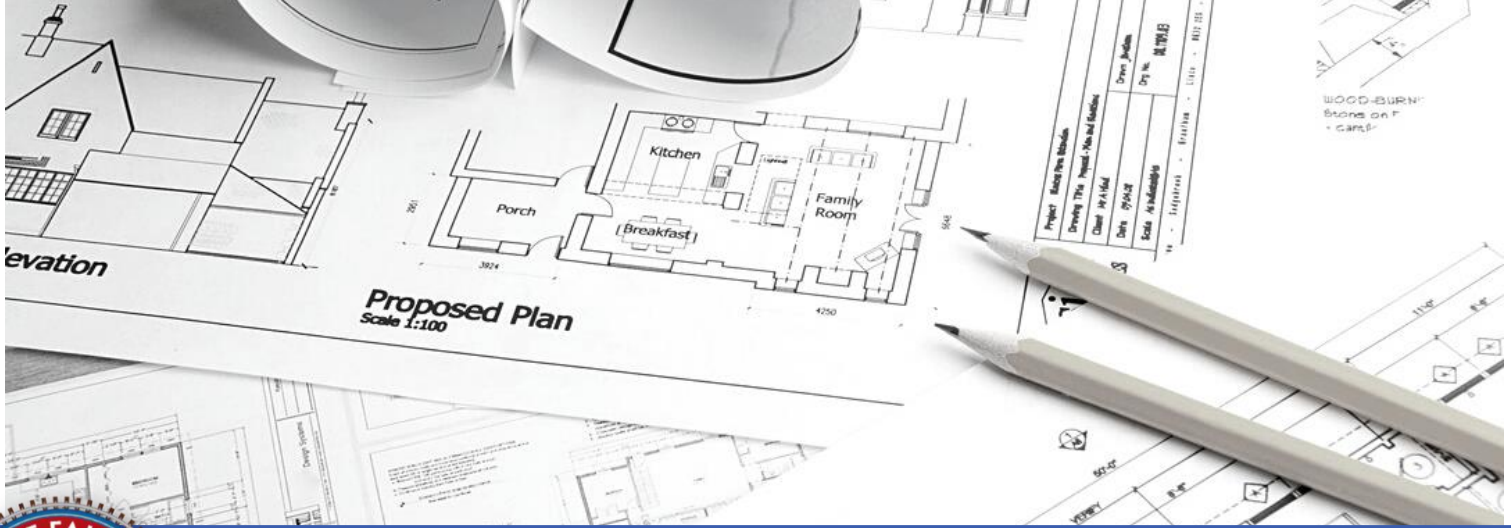
Get lifeguard certified at no expense  
\*Lifeguards must pass a swim test\*

APPLY ONLINE AT  
[WWW.FAIRBURN.COM](http://WWW.FAIRBURN.COM)

INTERVIEWS START MARCH 2023

FAIRBURN PARKS AND RECREATION DEPARTMENT  
770-964-2244 EXT. 134





# PLANNING & ZONING

**DIRECTOR: DENISE BROOKINS**

**FEBRUARY 2023**

## **Department Highlights/Accomplishments:**

- The entire code enforcement division attended the Georgia Association of Code Enforcement Spring Conference.
- The online portal for digital submittals was established, staff training and form updates are underway.
- Planning and Zoning staff was invited to speak on a panel at the Georgia Planning Association Spring Conference.

## **Boards & Commissions Planning Meetings**

- The Planning and Zoning Commission meeting on March 7th included the review of the Fire Station Plat.
- The Mayor and City Council meeting on March 13th included the review of the proposed modular building on Senoia Rd and the Fire Station Plat

## **Upcoming Meetings:**

There is a Planning and Zoning Commission meeting schedule for April 4, 2023.

## **Rezoning/Use Permit/Variance Petitions:**

There were no rezoning, use permits, or variance petitions for the month February.

## **Upcoming Plats:**

- 6815 Virlyn B Smith Rd
- Living Word Concept and Elevations Review
- 92 Howell Ave –Final Plat Update and Right-of-Way Dedication

## **Proposed Text Amendments:**

- Zoning Procedures Law procedural 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)
- Conceptual Plat expiration period.
- Conceptual Plat expiration period.
- 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.
- Updates to the regulations for Modular Buildings

# Planning, Compliance, and Building Fast Facts

## Building Permits Summary

TOTAL PERMITS



COMMERCIAL



RESIDENTIAL



**New Permits:**  
(15) New commercial building permits were issued at the Ren Park Apartments, the buildings have an estimated construction cost of \$45,269,821.34

## Planning and Zoning Summary

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

## Code Enforcement Summary

NEW OPEN CASES



NOTICE OF VIOLATION  
ISSUED



CIATIONS ISSUED



## Top Issues

TRASH & DEBRIS

ABANDONED VEHICLE

WORKING WITHOUT A  
BUILDING PERMIT

PARKING ON GRASS

SIGNS IN THE RIGHT-OF-WAY



## **POLICE**

**CHIEF ANTHONY BAZYDLO**

**FEBRUARY 2023**

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

- Georgia State University student Ms. Charles completes her internship March 20th
- Planning for a FPD delegation to attend Police Week in Washington D.C. in May
- LT Harkins, SGT Smith, OFC McClellan will attend
- COPS (Community Oriented Policing Section) unit took effect March 1st
- 2/28 – Career day at Campbell Elementary
- Visit with kids on 3/07 at XL Sports
- Friday 3/14 visiting Landmark Christian School
- Chief taught two active shooter classes at Material in Motion / Google with two additional classes requested March 28 and 30
- Three academy recruits will graduate March 31st
- Planning is ongoing for Georgia Renaissance Festival next month
- Implemented Housing Allowance and Referral Bonus programs. Eight officers have signed up for the housing allowance. One officer will receive the first referral bonus. Two additional referrals have already been received.



# Fairburn Police Department

Anthony Bazydlo

Chief of Police

## Executive Summary February 2023



- **Uniform Patrol Division**

○ Total Calls Answered:	717
▪ Self-Initiated	1,416
○ Arrests	32
○ Arrest – Released	52
○ Citations	452
○ Warnings	828
○ Incident Reports	341
○ Accident Reports	72

- **Special Ops**

○ Total Calls Answered:	2
▪ Self-Initiated	129
○ Arrests	8
○ Arrest – Released	8
○ Citations	64
○ Warnings	97
○ Incident Reports	30
○ Accident Reports	0

- **Criminal Inv. Division – February**

○ Cases Assigned	77
○ Ex-Cleared	6
○ Cleared by Arrest	3
○ Unfounded	1
○ Inactivated	14

- **CID – Cases Prior to February**

○ Carry Over	157
○ Ex-Cleared	6
○ Cleared by Arrest	3
○ Unfounded	4
○ Inactivated	41

- **Internal Affairs**

○ Vacancies	
▪ 3 officers	
○ 3 recruits in academy	
○ 1 military leave	
○ 1 FMLA	

### Police

#### February 2021

• Citations	655
• Warnings	1,582
• Arrests	35
• A/R	68

#### February 2022

• Citations	430
• Warnings	664
• Arrests	31
• A/R	56

#### February 2023

• Citations	452
• Warnings	828
• Arrests	32
• A/R	52





# Fairburn Police Department

Anthony Bazydlo

Chief of Police

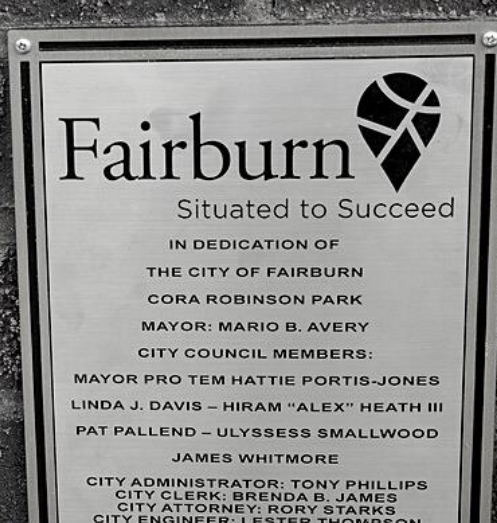


## February 2023 Crime Report Total Part 1 Crime Incidents

○ 2023 YTD	80
○ 2022	353
○ 2021	325
○ 2020	413
○ 2019	591
○ 2018	709
○ 2017	827

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

Month	Increase / Decrease	Total Part 1 Crimes
January 2023	57.1%	44
February 2023	80%	36
January 2022	7.6%	28
February 2022	- 20%	20
March 2022	- 12.9%	27
April 2022	4.7%	22
May 2022	30.7%	34
June 2022	17.2%	34
July 2022	- 37.5%	20
August 2022	41.6%	34
September 2022	- 3.8%	25
October 2022	40%	35
November 2022	9.3%	35
December 2022	39%	39
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	- 39%	25
November 2021	28%	32
December 2021	- 26.3%	28



# PROPERTY MANAGEMENT

**DIRECTOR: Dana Smith**

**FEBRUARY 2023**

## **Department Highlights/Accomplishments:**

- Repaired plumbing leaks at Casablanca.
- Performed HVAC repairs at GMC campus buildings.
- Old Campbell Courthouse post fire Asbestos abatement and debris removal is completed. Post abatement and debris removal walkthrough with insurance company scheduled for next month.
- Temporary Fire Station Building has been delivered, work to establish utilities and provide furnishings are in progress.
- Temporary Fire Station apparatus bay is scheduled to be delivered next month.
- Facility Condition Assessments have been completed.
- Fire Station #21 ice machine plumbing work is completed.
- Tree trimming at HR and Municipal court buildings has been completed.
- On-Call Architectural and Design services RFP has been awarded.
- HR building Driveway repairs are completed.

## **Department Updates:**

- The Administrative Assistant position has been filled and onboarding is scheduled for next month.
- Project Status:
- Fire Station # 23 design by POH is in progress, the floor plan is completed. Design Development has begun.
- Network expansion at Old Brenau bldg and Duncan Park are in progress.
- Temporary Fire Station replacement roofing is scheduled for next month.
- Outdated staff file destruction scheduled for next month.
- Obtaining pricing for carpet replacement of Old Brenau bldg.
- Roof Repair of GMC and Old Brenau bldgs scheduled for next month.
- iWorQ Asset/Work Order module training is ongoing and scheduled to go live next month.
- Overhead Door repairs at the Fleet Maintenance are scheduled for next month.
- Brick dumpster enclosures at Armando's and Casablanca scheduled for spring 2023.
- Follow up on Scheduled elevator inspections for Educational Campus Administration building with Georgia Department of Insurance and Safety Fire.
- Several leaks developed at Duncan Park Pool House because of December 2022 winters storm/water outage. Repairs are being estimated by the insurance company's contractor.
- Police Department HQ Office renovations are in progress.
- Youth Center Office Renovations are in progress.

**Upcoming Events/Actions/Meetings:**

- Publish RFPs for on Call/Preferred Maintenance Contractor services.
- Publish RFP for Preventive Maintenance contracts.
- Spatial planning of unused Fairburn Educational buildings (Breneau and Shell buildings).
- Soliciting vendors for backup generator Utilities and Fire HQ/FS#22/Youth Center buildings.
- Assess emergency power and generator connections at Police HQ.



# STREETS

**DIRECTOR: GALE HIGGS**

**FEBRUARY 2023**

## **Department Highlights/Accomplishments:**

- 2 New Employee Hired
- 1 Employee Named Employee of the Quarter

## **Department Updates:**

- Completed Parking Lot Striping @ City Hall
- Deer Cameras Placed Throughout the City to Capture Dumping
- Clearing of 5 Dirt Roads (Mann Rd, Chastain Rd, Cleckler Rd, Bohannon Dr, Durham Lakes Rd)
- Began Spraying throughout the City
- Pothole Repairs on Multiple City Streets
- Sewer / Gutter / Drain Cleanouts Throughout City
- Continuous Sign Replacements
- Removed Over 75 Dumped Tires

## **Project Status:** Pending

- Fuel Sump Pump Upgrade
- Sidewalk Repair on Bohannon Rd

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

- Spring Clean Up
- Spring Plantings





# UTILITIES

**DIRECTOR: JOHN MARTIN**

**FEBRUARY 2023**

## **Department Highlights/Accomplishments:**

- 2022-2023 MEAG-Georgia Economic Outlook-Athens, GA (February 1st)
- Utilities Department Weekly Leadership Meeting (Every Monday)
- Teams Meeting: Fairburn/Coweta County Site-Water & Sewer Discussion (February 2nd)
- Teams Meeting: City of Fairburn & Gorbian (February 15th)
- Teams Meeting: Conference Call for S&P concerning energy costs (February 16th)
- Utilities Collection Specialist Interview (February 2nd)
- Meeting: Tami from Tyler Technologies-(February 16th)
- Bi-Weekly Meeting with Assistant City Administrator-(February 22nd)
- Occupational Medical Vaccines-(February 24th)
- Economic Development Plan Meeting in Municipal Court Conference Room (February 7th)
- Zoom Meeting: SwiftComply FOG update (February 21st)
- Monthly Project Meeting with Integrated Science Engineering (February 9th)
- Department Leadership meeting (February 23rd)
- Completed PCA & supply position survey for ECG (February 1st)
- Teams Meeting: Utilities Director and HR (February 24th)
- Completed the 2022 Fairburn Water Loss Audit- (February 2nd)
- Completed Insurance Annual Review for Utilities per City Clerk-(February 13, 2023)

## Customer Service/Meter Reading:

### **Meetings:**

- Multiple meetings held with Human Resources Director & Generalist to discuss specifics regarding the “Utilities Collection Specialist” position.
- Conference call held with Bryan Grayson (Gordian Building Knowledge) and Utilities Director, to discuss outsourced work order programming.
- Meeting held with Tami Bates (Tyler Technologies) & Fairburn Team (IT, Finance, Utilities) to discuss open task items and identified issues with the system.

### **Interviews:**

- Sat on the interview panel for the “Administrative Assistant” position in the Buildings Department
- Conducted interviews internally for the “Utilities Collection Specialist” position.

### **Activities:**

- Galentine’s Day Event with the Ladies of Fairburn (City Hall)

## **Tasks:**

- Approved daily time sheets for Utilities Administrative Staff (Customer Service, Billing & Meter Reading Teams).
- Created “Master Count List” for meter reader manual sheets for August & September 2022
- Assisted the Billing Team with meter read inputs, edits and billing process for February 2023.
- Worked closely with the Administrative Office staff in submitting over 50 work order requests for water meter maintenance.
- Submitted monthly report for January 2023.
- Issued a vast number of service orders on accounts with “zero consumption” billing (for months).
- Performed extension review of the billing system to identify fund anomaly for Steve Garber (auditor).
- Worked closely with GFL Leadership Team to rectify escalated service issues.
- Worked closely with FACAA to provide information on customers that are eligible for utility assistance through the agency.
- Sent out over 150 emails to seriously delinquent customers, to settle past due balances.

## **Billing Information:**

Utility Bill Count: **7,525** (TOTAL), **6,543** (MAILED)

**1,563** Penalties were posted this month; totaling \$32,587.48.

• **554 work order requests** (**406** – Meter Readers, **65** – Water Team, **59**– Electric, **6** – Unassigned, **17** – Billing, **1**– Customer Service) were completed for the month of February 2023.

- Created interview questions for “Utility Collection Specialist” position.
- Compiled over 30 documents/reports for the ECG Rate Study review (sent to Chau Nguyen – ECG Director of Analytical Services)
- Setup the new Finance Department employee’s (Jenny Montoya) profile with the Online Collections system.
- Worked closely with GFL Leadership Team to rectify escalated service issues.
- Worked closely with FACAA to provide information on customers that are eligible for utility assistance through the agency.
- Reached out to seriously delinquent customers, via email/phone, to settle past due balances.

## **Billing Information:**

Utility Bill Count: **7,191** (TOTAL), **6,538** (MAILED)

• **619 work order requests** (**370** – Meter Readers, **193** – Water Team, **42**– Electric, **3** – Unassigned, **8** – Billing, **3**– Storm/FOG) were completed for the month of December.

- **0** service disconnections issued on seriously delinquent account. No late penalties or disconnection orders were issued due to the water crisis that occurred during the last week in December.
- Meter Reading & Water Staff collected visual electric/water reads for billing.
- **73** service disconnections were issued and completed on seriously delinquent account.
- Meter Reading & Water Staff collected **1,205** visual electric/water reads for billing.

## **Electric:**

- Crew to replace pole on Rivertown Rd/ Fo872/ Meeting with Director- projects update/Meeting with Gresco vendor for material order confirmation/Trimming on Green Street/ W1222-(1) complaint from citizen (February 1st)
- Tree trimming in hot spot areas due to weather intermittent rain/crew on work orders/received transformer shipment for Ferndale subdivision contractors/Meeting with crew about discipline, respecting all people on the teams, security of fleet, tools, and chain of command structure (February 2nd)

- Meeting at Duracell for planned outage/work orders/ Prepared MEAG letter to request 600-amp breaker and regulators to be installed at substation #2 for new industrial circuit/End of week management team meeting with Director (February 3rd)
- Leadership meeting with Director/Installing primary pole at Rivertown Road FO872 location/replacing due to storm damage/ Tree trimming areas in Lake Esther/Preparing quotes for POs needed for Infrastructure materials (February 6th)
- Received materials from Gresco/stocked items/used hydro-vac unit at Waterboy to locate fault/FO872 also dug pole hole on Hwy. 74 and Howell for new primary pole for 3 phase transfer for Howell primary power extension on Feb 25th /Meeting with Director on outstanding ECG projects/tree trimming on Spence Road in difficult area on W-1222 (February 7th)



# **CITY ADMINISTRATOR'S MONTHLY REPORT**

## **MARCH 2023**





## **CITY CLERK**

**CITY CLERK BRENDA JAMES**

**MARCH 2023**

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

Received 102 open records request for March – Researched and processed

Collected \$1537.02 payments for Open Records in February

Preparing Property and Liability Insurance Renewal

Processed incident reports to Travelers Insurance

Processed Mayor and Council Credit Card Request

Processed NLC and GMA Registration for Mayor and Council

Prepared City Council Meeting Agenda Packets for March 13, 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



# COMMUNITY DEVELOPMENT

**DIRECTOR: LESTER THOMPSON**

**MARCH 2023**

## **Department Highlights/Accomplishments:**

The Contract Award (\$678,276.50) for the Southeast Broad Street Pedestrian Improvements Project (23-002) was approved at the March 13<sup>th</sup>, 2023, City Council Meeting.

Task Order #4 with ATLAS Technical Consultants for Construction Engineering & Inspection (CEI) Services on the Southeast Broad Street Project (\$31,050) was approved at the March 13<sup>th</sup>, 2023, City Council Meeting.

The Contract Award (\$1,798,950) for the Virlyn B. Smith Pedestrian Improvements Project (23-003) was approved at the March 13<sup>th</sup>, 2023, City Council Meeting.

Task Order #5 with ATLAS Technical Consultants for CEI the Virlyn B. Smith Pedestrian Improvements Project (\$46,850) was approved at the March 13<sup>th</sup>, 2023, City Council Meeting.

The Contract Award (\$983,336.53) for the Golightly Street Pedestrian Improvements Project (23-004) was approved at the March 13<sup>th</sup>, 2023, City Council Meeting.

Task Order #3 with ATLAS for CEI on the Golightly Street Project (\$54,550) was approved at the March 13<sup>th</sup>, 2023, City Council Meeting.

The Notice of Award for IFB# 23-002, Southeast Broad Street Pedestrian Improvements Project in the amount of \$678,276.50 was issued to The Corbett Group, LLC on March 14<sup>th</sup>, 2023.

The Notice of Award for IFB# 23-003, Virlyn B. Smith Road Pedestrian Improvements Project in the amount of \$1,798,950 was issued to Sol Construction, LLC on March 14<sup>th</sup>, 2023.

The Notice of Award for IFB# 23-004, Golightly Street Pedestrian Improvements Project in the amount of \$983,336.35 was issued to SD&C, Inc. on March 14<sup>th</sup> 2023.

The 2023 LMIG/TSPLOST Resurfacing Project, Roadway Improvements on Various City Roads (IFB# 23-012), was put out to bid on March 29<sup>th</sup>, 2023.

Department Updates:

Permit Type	Number Issued
Right-of-Way Encroachment Permits	9
Timber Harvesting Permits	0
Clearing & Grading Permits	0
Land Disturbance Permits (LDPs)	0

Project Status:

Community Development Projects Plans Under Review			
Project Name	Location	Plan Type	
Renaissance at SouthPark Phase V, Water & Sewer	Oakley Industrial Boulevard @ Plantation Road	Site Development Plans	Revised plans received 03/27/2023. Comments provided 003/29/2023. Revised plans received 03/31/2023.
Bohannon Road Training Center	Bohannon Road (City-Owned Property) Land Lease Agreement dated 12/12/2022	Clearing & Grading Plans	Comments provided 03/15/2023. Revised plans received 03/30/2023.
Oakmont Bohannon	621 Bohannon Road	Site Development Plans	Comments provided 03/02/2023
South Park Building C	Whitewater Place; 7760 Spence Road	Site Development Plans	Comments provided 02/16/2023
Mini Storage Depot at Fairburn	156 Jonesboro Road (near Heath Street & Beverly Ingram Parkway)	Site Development Plans	Revised plans received 03/09/2023. Conditional approval provided 03/22/2023.
Copart, Inc. – Fairburn	6737 Roosevelt Highway	Site Development Plans	Revised plans received 03/13/2023
Nestle Purina Petcare, Roadway and Drainage Improvements	5001 Fayetteville Road	Site Development Plans	Comments provided 02/21/2023
Evergreen Subdivision	Elder Street (near Vickers Road & Strickland Street)	Site Development Plans	Revised plans received 03/22/2023. Comments provided 03/31/2023.
Legend Creek Subdivision	White Mill Road (near Rivertown Road)	Site Development Plans	Revised plans received 03/03/2023. Plans approved 03/16/2023.
Vickers Point Subdivision	Vickers Road (at the intersection of Beverly Ingram Parkway/ SR 138)	Site Development Plans	Comments on the revised plans provided on 10/14/2022



Community Development Projects Under Construction		
Project Name	Permit Type	Permit Issuance Date
Renaissance Parkway Phase II ~ Sanitary & Stormwater Construction	Land Disturbance Permit	February 22, 2023
Milam Village, Phase 2 ~ Popeye's	Land Disturbance Permit	February 6, 2023
Ren Park Apartments	Land Disturbance Permit	November 10 <sup>th</sup> , 2022
South Park, Building B	Land Disturbance Permit	November 8 <sup>th</sup> , 2022
SIXTY-NINE ZERO FIVE DEV CO. - 6905 Virlyn B. Smith (Renaissance Festival)	Timber Harvesting Permit	October 26 <sup>th</sup> , 2022
96 Howell Avenue, Lot 3, Water and Sewer Project	Land Disturbance Permit	September 28 <sup>th</sup> , 2022
1162 Hwy 54 East, LLC	Land Disturbance Permit	September 28 <sup>th</sup> , 2022
South Park, Building A	Land Disturbance Permit	July 20 <sup>th</sup> , 2022
Package Depot Plaza	Land Disturbance Permit	April 12 <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
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			
Project Name	Design Firm	Current Phase	Let Date
Roadway Improvements on Various City Roads	In-House	Bid/Letting	March 29th, 2023
Southeast Broad Street/McLarin Road Pedestrian Improvements Project	Pond & Company	Contract Award	November 9 <sup>th</sup> , 2022
CDBG, Golightly Street Pedestrian Improvements Project	Pond & Company	Contract Award	November 9 <sup>th</sup> , 2022
Virlyn B. Smith Pedestrian Improvements Project	Pond & Company	Contract Award	November 9 <sup>th</sup> , 2022
Park Road Extension/Duncan Park Secondary Access Road	Southeastern Engineering, Inc.	Preliminary Design	May 31 <sup>st</sup> , 2023 (anticipated)
Oakley Industrial Boulevard Roadway Extension	Southeastern Engineering, Inc.	Preliminary Design	August 23 <sup>rd</sup> , 2023 (anticipated)
CDBG, Lightning Community Rain Garden & Greenspace Project	Pond & Company	Preliminary Design	October 18 <sup>th</sup> , 2023 (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

- \* The I-85 @ SR 74/Senoia Road Interchange Project currently has fifty-seven (57) parcels; the preliminary parcel count was fifty (50) parcels. GDOT has closed on twenty-five (25) parcels. Forty-four (44) appraisals have been released and approved for negotiation. No condemnations have been filed as of yet.

<b>Public Works/Capital Improvement Projects Under Construction</b>		
<b>Project Name</b>	<b>Notice to Proceed Date (NTP)</b>	<b>Completion Date(s)</b>
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)

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

- The Fulton County TSPLOST Program Management Meeting with the Cities is scheduled for April 14<sup>th</sup>, 2023.
- The Notice to Proceed (NTP) for the Southeast Broad Street Pedestrian Improvements Project (23-002) will be issued by April 24<sup>th</sup>, 2023.
- The Notice to Proceed (NTP) for the Virlyn B. Smith Pedestrian Improvements Project (23-003) will be issued by April 24<sup>th</sup>, 2023.
- The Notice to Proceed (NTP) for the Golightly Street Pedestrian Improvements Project (23-004) will be issued by April 24<sup>th</sup>, 2023.
- The bid opening date for the 2023 LMIG/TSPLOST Resurfacing Project, Roadway Improvements on Various City Roads (IFB# 23-012), is May 3, 2023.



# COURTS

**DIRECTOR: LISA BROWNLEE-MACK**

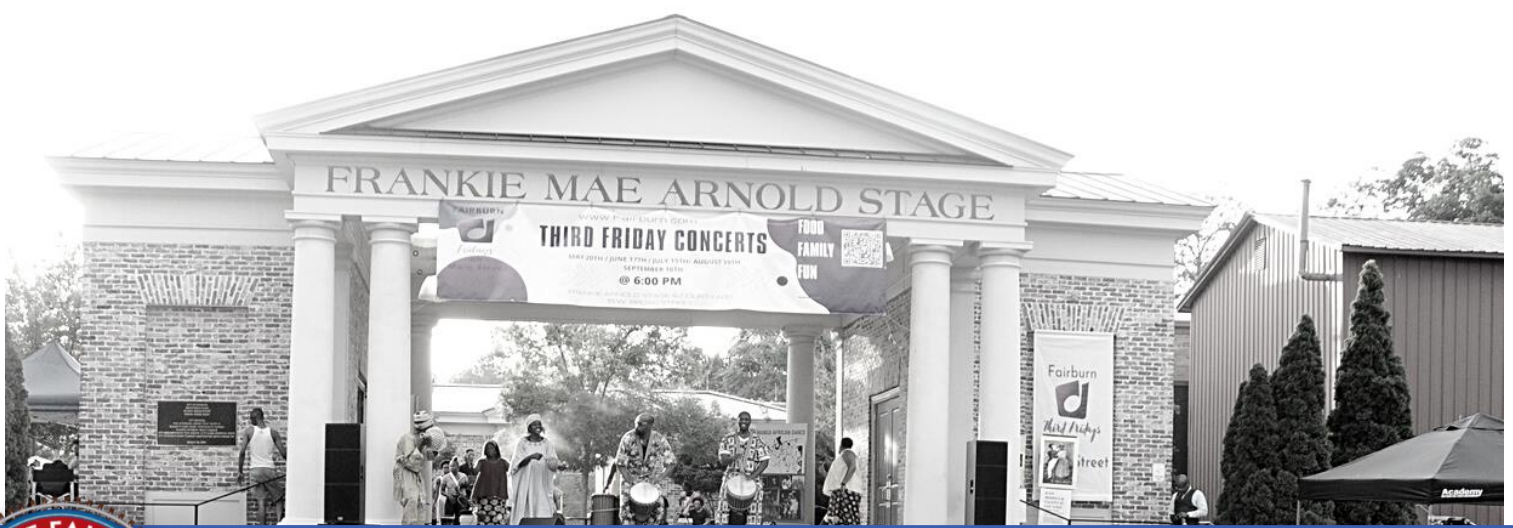
**MARCH 2023**

## **Department Highlights/Accomplishments:**

- Completed all scheduled court sessions.
- Responded to Open Records Requests
- Processed Monthly State Funds Report
- Processed Record Restrictions Requests
- Scheduled Annual Municipal Court Judge Training

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

- Planning for Amnesty 2023
- Continue review and revise Court forms, fines and SOP



# ECONOMIC DEVELOPMENT

DIRECTOR: SYLVIA ABERNATHY

MARCH 2023

- Participated in Aerotropolis South Fulton Catalytic Site Bus Tour, promoting commercial retail space within the City of Fairburn. – March 1st
- Completed Phoenix Flies Tours with the Atlanta Preservation Society, March 10<sup>th</sup>, and March 24<sup>th</sup> with participation of visitors throughout the state of Georgia.
- Prepared and wrote March City Connect Newsletter articles highlighting Fire Department's Car Safety Grant, Community Policing and special recognition of Officer Russell, Southside Theatre Guild Fundraising event in conjunction with Fox Theatre Institute, and other events around Fairburn.

## Department Updates:

- Vacant Spaces Project with Dash Team – In Process
  - Artist Review
  - Property Locations
- Economic Development Citywide Business Summit – **In Process**
- **2023 Third Fridays on Main Street Concert Series**
  - April 21st- *Taste of SoFu Kick-Off*
  - May 19th – *Jazz & Soul Festival*
  - June 16th – *Juneteenth Celebration*
  - July 21<sup>st</sup> – *Summer Music Festival*
  - August 18<sup>th</sup>- *Evening with the Stars*
  - September 15<sup>th</sup>- *Hispanic Heritage Festival*
  - October 20<sup>th</sup>- *Harvest Festival*
- Georgia Cities Week Civic Night with area high school students' presentation of governmental services. – **In Process**
- Keep Fairburn Beautiful- Community Beautification Ambassador's Meeting – Work Plan Development and Citywide clean-up/beautification project. – **In Process**
- Town Square Historic Clock
  - Fact-finding phase.



- Submission for Art Advisory Council review and input. January/February. **City Council Work Session – April 10th**
- Downtown Development Authority – Tax Abatement for South City Partners, Ren Park Development, Bond for Title Lease. **In Process**
  - **Presented**
- Downtown Development Authority- 25 SW Broad Street Project.
  - Building assessment completed.
  - Ongoing meetings with Developer, Economic Development team, and Buildings Director to approve site development. **Ongoing**
  - Letter of Support from Development Authority **In Process**
- Completed the February 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
  - Interdepartmental meeting to discuss preparation of RFP. -
- Small Business Grant Program
  - RFP issued and closed September 2022.
  - Panel review and selection of finalists – October 2022
  - Panel recommendation to re-open bid to broaden respondent pool – November 2022
  - Issuance of new RFP. December – February 2023
- Utility Box Murals – Submitted Draft Call to Arts Advisory Council. – November 17th
  - Vote approving solicitation of artists.
  - Approval by Art Advisory Council of mural locations.
  - Call for Artists. – February 2023
- Adopt-A-Planter Program – submitted a proposal for the implementation of the program. **In Process**
- Façade Grant Program
  - Funding Approved
  - 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**
  - 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 - **Ongoing**
  - Redevelopment of downtown parcels. Business Development and Activation: Ongoing discussions with business and property-owner stakeholders.

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

- Business Alliance Meeting - TBA
- Development Authority (DA) Meeting – April/May
- Main Street Board Meeting -TBD



# FINANCE

**DIRECTOR: BRYAN STEPHANS**

**MARCH 2023**

## **Department Updates:**

### Daily Operations

- Business Licenses
  - New Licenses: 4
  - Renewals: 119
  - Outstanding/Pending Unpaid: 111
- New services
  - Electric: 44
  - Water: 43
  - Garbage: 57

### Personal Property Tax

- Collected: \$3,913,377
- Outstanding: \$142,993

### Real Property Tax

- Collected: \$7,745,437
- Outstanding: \$273,141

### Public Utility Tax

- Collected: \$147,777
- Outstanding: \$186,679

**Project Status:**

Purchasing Policy – Consent agenda 4/24/23

Mid Year Budget amendment- Approved 4/10/23

Credit Card Fee Surcharge- P&Z- In progress (goal to go-live by May 1, 2023)

Online Business License processing- Goal to go live by May 1, 2023

**Upcoming Events/Actions/Meetings:**

1. Policies & Council Items
  - a. Fund Balance Policy- Council work session May 8, 2023
  - b. FY24 Budget Calendar – Council agenda May 8, 2023



# FIRE

**CHIEF CORNELIUS ROBINSON**

**MARCH 2023**

## **Department Highlights/Accomplishments:**

- Awarded EMT/Paramedic Training Grant from Atlanta Technical College
- 2 new personnel members added
- South Fulton Chief's Meeting hosted by Talbot of Union city
- Command staff CPR recertificate
- Fire Appreciation week

## • **Department Updates:**

- Recruits have begun Hazmat Training
- Project Status:
  - Temp station construction starting in March- early April
- Upcoming Events/Actions/Meetings:
  - Recruit class of 8 starting in April
  - EMT class will start May 2023 due to delay of grant funding



# HUMAN RESOURCES



## HUMAN RESOURCES

**DIRECTOR: TALISHA CHAMPAGNE    March 2023**

### Department Highlights/Accomplishments:

- **Women History Month** recognized city-wide for March 2023 as a celebration of women's contributions to history, culture and society and to also gratitude and appreciation to the phenomenal women that are part of the City of Fairburn employees and member of City Council.
- **National Sleep Awareness Week** recognized city-wide for the week of **March 14, 2023 – March 17, 2023**, to raise awareness of how sleep loss can impact both productivity and safety in the workplace and to remind employees of that sleep is crucial part of our overall health and well-being.
- Human Resources and the Wellness Team introduced ***"It's Time To Be Your Best Slept Self" Sleep Challenge***. Winners received spa basket with sleep wellness items.



- 2023 Open Enrollment Education and Benefit Election sessions held the week of **March 20, 2023 – March 24, 2023**.
- Launched new online self-service benefits module benefit allowing employees to make their 2023 benefit elections utilizing **Employee Navigator**.

**Department Updates:**

- City's Hiring & Turnover stats for March 2023:
  - New Hires – Nine (9) employees
  - Separations – Three (3) employees
- Four conditional offers extended to new hires for the April 2023 new hire orientations.

**Project Status:**

- Retiree benefit plan options are being reviewed and vetted by the assigned Broker Team.
- Paycom Applicant Tracking module manager training to be held in April 2023.

**Upcoming Events/Actions/Meetings:**

- Human Resources and Wellness Team to recognize city-wide Stress Awareness Month in partnership with our EAP vendor CorpCare.
- On April 27, 2023, during Georgia Cities Week, the City will recognize Intellectual Wellness by hosting the Education Fair to promote ways for City employees and members of the Fairburn community to expand their education and career goals.
- Human Resources and the Employee Engagement Team to recognize National Lineman Appreciation Day on April 18, 2023.
- Employee Appreciation Day moved to June 2023, date to be determined.
- Mental Health awareness leadership training in FY23; date to be determined.



# Information Technology

**Manager: Charles Johnson**

**March 2023**

## **Department Highlights:**

- Completed and submitted the City Administrator February 2023 status report
- Systems Network Admin search
- Working with Lt. Dyer on new computer setup of and config for the COF PD
- Working with VC3 to get an account of all devices on the network and the valuation of that equipment
- GC&E quotes for proper network switches and cable to Parks and Recreation, Police, the old Brenau University building
- Evaluating network admin permissions organization-wide
- Tasha Gooding MS Outlook issue
- Talisha Champagne MS Outlook issue
- Working on City Administrator March 2023 status report
- Interviewed candidates for the the COF system network administrator
- Phishing and spamming checks with end users
- WiFi project for Duncan Park
- Daily desktop support incidents
- Ordering IT equipment the COF depts.
- Stack social CompTIA training
- Working with vendors to resolve various incidents, network, internet, and wifi issues
- Domain admin permissions for Lt. Dyer
- iWorQ training and implementation
- TelcoWiz additional licenses for additional staff coming aboard
- Georgia GMIS membership submitted
- Finance page for COF SharePoint
- Verizon bill line items
- Netwrix renewal in progress
- Zac phone reports
- Web call with finance and Tyler Tech regarding updates to Incode

**Department Highlights - continued:**

- Extended an offer to Brandon Hightower for the position of system network administrator and he accepted
- iWorQ implementation for COF staff use
- Georgia GMIS membership approved.
- Abril's new equipment set up
- Cyber liability insurance renewal
- KnowBe4 project meetings and discussions





# PARKS & RECREATION

**DIRECTOR: CHAPIN SCOTT**

**MARCH 2023**

## **Department Highlights/Accomplishments:**

- Youth Football Registration Open
- T-Ball Registration Closed
- Sensational Seniors Tea Time – 50 senior participants
- Spring Wreath Making Class – 18 senior participants.
- Landmark Christian School – Volunteer Project – 15 Youth Participants
- New Staff Member – Tashia Mosley – Program Coordinator
- Weekly Youth programs: Music Education Group, Youth Track, Youth Soccer, and Tee Ball
- Weekly Senior programs – Walking Club, Chair Aerobics, Line Dancing

## **Department Updates:**

- Duncan Park Pool & Splash Pad – Lifeguard recruitment on going.
- Youth Track & Field – Registration closed- 68 participants – practicing.
- Youth Baseball – Registration opens March 1<sup>st</sup>.
- Youth Football 2023 – Registration opens March 6<sup>th</sup>.
- Free Youth Football Camp in partnership with Eric Berry- Apr. 3 -Apr 7 – Registration Full
- Summer Camp grant application – Submitted – Requested funding - \$59,000. – no update
- Fairburn Farmers Market – Starts June 4<sup>th</sup> / Every 1<sup>st</sup> & 4<sup>th</sup> Friday.
- New Program: Bridge Summer Camp – Registration Full
- New Program: Spring Break Camp – Registration Full
- New Program: Girls Guide – Registration Open
- Music Education Program – 2<sup>nd</sup> session – Registration Open

## **Project Status:**

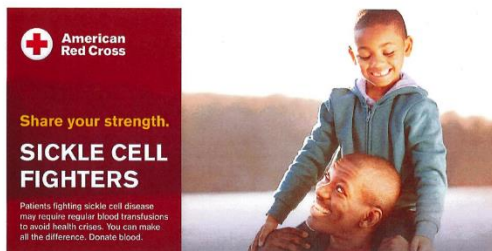
- Parks Master Plan – RFP complete – under review
- Duncan Park Pool & Splash Pad repairs – ongoing. / Awaiting direction from the insurance company.

- Master Event Calendar – Complete
- Youth Center HVAC installation –Complete
- Duncan Park entrance gate repair – Complete
- Outdoor basketball court fence repair – on going.
- Duncan Park field maintenance – on going.
- Youth Center landscape – Complete
- Youth Center access control – Complete
- Dedication Signs – Duncan Park Pool – Installed
- Installation of (2) additional cameras at Duncan Park – in process
- Tennis Court net replacement – quotes received.

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

- April 3<sup>rd</sup> – April 6<sup>th</sup> – Spring Break Camp
- C.O.S.T Spring Break Camp – April 3<sup>rd</sup> - April 7<sup>th</sup>
- April 7<sup>th</sup> – Fairburn Easter Egg Hunt
- April 11<sup>th</sup> – Healthy Eating Class
- April 14<sup>th</sup> – Stress Awareness Walk
- April 20<sup>th</sup> – Community Blood Drive
- April 23<sup>rd</sup> – April 28<sup>th</sup> – Georgia Cities Week
- May 27<sup>th</sup> – Youth Fishing Derby

### **Marketing Materials:**



### **BLOOD DRIVE Sponsored by City of Fairburn**

40 Washington Street, Fairburn, GA  
Located in the Annex  
Thursday, April 20, 2023  
1pm - 6pm

Presenting donors will receive a t-shirt and a \$20 Amazon Gift Card AND if we collect at least 32 pints, there will be a drawing for a \$50 GAS card

**Be A HERO and make your appointment today!**  
Go to [www.redcrossblood.org](http://www.redcrossblood.org) and enter sponsor code: COF  
Appointments encouraged, Walk-ins welcome!!!!

- Please eat iron-rich meals and drink plenty of water
- Don't forget your picture ID
- To save 10-15 minutes of donation time, complete rapidpass (day of the drive) at [www.redcrossblood.org/rapidpass](http://www.redcrossblood.org/rapidpass)

**Give the gift of LOVE to a sickle cell patient. Sickle Cell disease is the most common genetic blood disease in the country and these patients need blood!**

Download the Blood Donor App | RedCrossBlood.org | 1-800-RED CROSS | 1-800-733-2767

© The American National Red Cross, 2016 | 1000-AFL-100001-101001



# BRIDGE SUMMER CAMP

8-WEEK CAMP  
JUNE 5TH - JULY 28TH

7:30 AM - 5:30 PM  
FAIRBURN YOUTH CENTER  
149 S.W. BROAD STREET  
FAIRBURN, GA 30213

**REGISTRATION**  
\$85.00 PER WEEK -  
INCLUDES SNACK

**HOW TO REGISTER**  
VISIT [WWW.FAIRBURN.COM](http://WWW.FAIRBURN.COM)  
LOCATED ON THE MAIN PAGE  
"REGISTER FOR AN ACTIVITY"

## ACTIVITIES

- ✓ Literacy and Reading Skills
- ✓ STEAM
- ✓ Music Education
- ✓ Art
- ✓ Swimming
- ✓ Leadership
- ✓ Field Trips
- ✓ Outdoor Exploration
- ✓ Healthy Lifestyle

For More Information: Contact Jada Berry at [jaberry@fairburn.com](mailto:jaberry@fairburn.com)

FAIRBURN PARKS AND  
RECREATION DEPARTMENT

## Fairburn Flames Football

REGISTRATION OPENS  
MARCH 6, 2023

FLAG - AGES 3&4  
5U TACKLE - COACH FAIRCHILD  
6U TACKLE - COACH TYRELL  
7U TACKLE - COACH SINKFIELD  
8U TACKLE - COACH RICO  
9U TACKLE - COACH JAMES  
10U TACKLE - COACH SWANSON  
11U TACKLE - COACH FRANK  
12U TACKLE - COACH B

EARLY REGISTRATION WILL INCLUDE A FREE FOOTBALL SKILLS  
CAMP FOR 7U AND UP. CAMP WILL BE HOSTED BY COLLEGE  
FOOTBALL HALL OF FAME

ERIC BERRY AND OTHER SPECIAL GUESTS.  
EARLY REGISTRATION ENDS MARCH 31, 2023.

**FLAG FOOTBALL - \$85**  
**TACKLE FOOTBALL - \$150**

REGISTER ONLINE AT [WWW.FAIRBURN.COM](http://WWW.FAIRBURN.COM)  
SELECT "REGISTER FOR AN ACTIVITY"  
CALL 770-964-2244 EXT 134 FOR MORE INFORMATION



# FAIRBURN MARKET FRIDAY'S

**VENDORS NEEDED**

LOCAL FARMERS, FOOD VENDORS,  
HOMEMADE CRAFTS AND  
JEWELRY

MARKETS ARE EVERY 1ST AND 4TH  
FRIDAY IN JUNE AND JULY.

FOR MORE INFORMATION  
CONTACT:  
[JABERRY@FAIRBURN.COM](mailto:JABERRY@FAIRBURN.COM)

## Duncan Park Pool & Splash Pad

# WE'RE HIRING!

SUMMER 2023

AQUATIC FACILITY SUPERVISOR  
(\$17.49/hr.)

LIFEGUARDS  
(\$15.50/hr.)

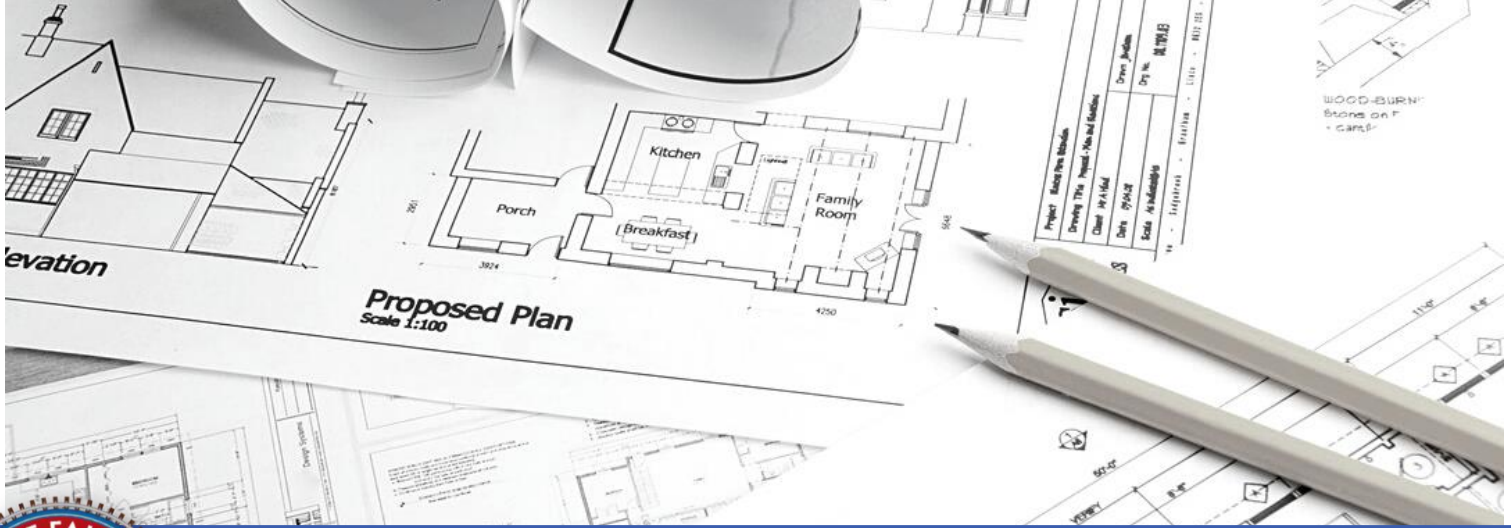
POOL ATTENDANTS  
(\$10.04/hr.)

Get lifeguard certified at no expense  
\*Lifeguards must pass a swim test\*

APPLY ONLINE AT  
[WWW.FAIRBURN.COM](http://WWW.FAIRBURN.COM)  
INTERVIEWS START MARCH 2023

FAIRBURN PARKS AND RECREATION DEPARTMENT  
770-964-2244 EXT. 134





# PLANNING & ZONING

**DIRECTOR: DENISE BROOKINS**

**MARCH 2023**

## Department Highlights/Accomplishments:

- The online portal for digital submittals was established, staff training and form updates are still underway.
- There is a significant increase in code enforcement cases, two abandon residential building have been stabilized and added to the vacant property registration database

## **Boards & Commissions Planning Meetings**

- The April Planning and Zoning Commission was canceled due to a lack of agenda items.

## **Approved Plats:**

- 92 Howell Ave –Final Plat Update and Right-of-Way Dedication

## Upcoming Meetings :

There is a Planning and Zoning commission meeting schedule for May 02, 2023.

## **Upcoming Plans and Plats:**

- Package Depot Retrofit - Concept and Elevations Review
- PVI Fairburn Office - Concept and Elevations Review

## **Rezoning/Use Permit/Variance Petitions:**

- Durham Lakes – Rezoning Request: PD Commercial to PD Residential/Townhomes (Development Area 5)
  - Planning and Zoning Commission Public Hearing is scheduled for June 6, 2023
  - Mayor and City Council Public Hearing is scheduled for July 10, 2023
- Azalea Dr – Primary variance request to reduce the required setbacks

## **Proposed Text Amendments:**

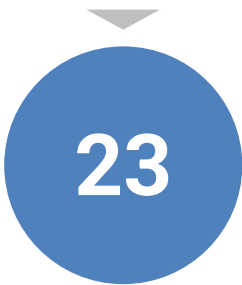
- Zoning Procedures Law amendments
- Add liquor stores to the list of prohibited uses within the Highway 74 Overlay District
- Revise the text for prohibited tire treading and recapping uses to add tire repair shops and add a separation distance requirement for automobile repair shops (to include oil change, body repair, and tire repair shops)
- Conceptual Plat expiration period
- Electric Vehicle Requirements
- Updates to the regulations for Modular Buildings
- 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

TOTAL PERMITS



COMMERCIAL



RESIDENTIAL



### New Permits:

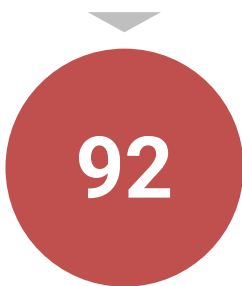
Staff received an increase in roof permit request this month

## Planning and Zoning Summary

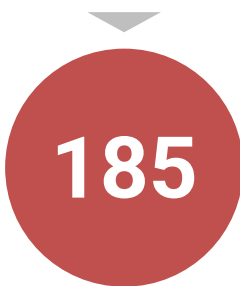
Permit Type & Other	Number Issued
Sign Permit	3
Film Permit	-
Short Term Rental Permit	-
Tree Permit	4
Special Event Permit	-
Occupational Tax License Review	3
Zoning Verification Letter	2

## Code Enforcement Summary

NEW OPEN CASES



NOTICE OF VIOLATION  
ISSUED



VIOLATIONS ISSUED



## Top Issues

TRASH & DEBRIS

ABANDONED VEHICLE

WORKING WITHOUT A  
BUILDING PERMIT

PARKING ON GRASS

SIGNS IN THE RIGHT-OF-WAY



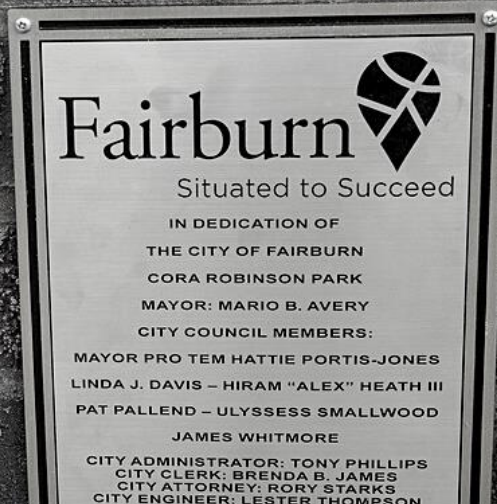
**POLICE**

**CHIEF ANTHONY BAZYDLO**

**MARCH 2023**

**Department Highlights/Accomplishments:**

- FPD delegation to attend Police Week in Washington D.C. in May
  - LT Harkins, SGT Smith, OFC McClellan will attend
- Additional events to honor LT Astree include May 4<sup>th</sup> evening event at Marietta Square, and May 5<sup>th</sup> morning event at the public safety training center in Forsyth
- COPS unit honored Fulton County 911 on April 9<sup>th</sup> for telecommunicators week
- Chief visiting students at Renaissance Elementary on April 13<sup>th</sup>
- Active shooter training in Palmetto at another logistics center on 4/14
- Use of force training for all sworn officers 4/13 and 4/20
- Coffee with a Cop on 4/24



# PROPERTY MANAGEMENT

**DIRECTOR: Dana Smith**

**March 2023**

## Department Highlights/Accomplishments:

- Repaired plumbing leaks at Casablanca.
- Performed HVAC and Elevator repairs at GMC campus buildings.
- Old Campbell Courthouse post fire Asbestos abatement and debris removal is completed. Post abatement and debris removal walkthrough with insurance company has taken place.
- Temporary Fire Station Building has been delivered, work to establish utilities and provide furnishings are in progress.
- Temporary Fire Station apparatus bay has been delivered and installation is scheduled for next month.
- Repaired plumbing at Fire Station #21.
- Relocated furniture to accommodate new staff.

## Department Updates:

- Project Status:
  - Fire Station # 23 design by POH is in progress, the floor plan is completed. Design Development is in progress. An update was provided to the Bedford School.
  - Network expansion at Classroom bldg. #2 and Duncan Park are in progress.
  - Temporary Fire Station replacement roofing is completed.
  - Outdated staff file destruction is completed.
  - Pricing for carpet replacement of Classroom bldg. #2 is under review.
  - Roof Repair of GMC and Classroom bldg. #2 scheduled for next month.
  - iWorQ Asset/Work Order module training is ongoing and scheduled to go live next month.
  - Elevator repairs at Fairburn Educational Campus are ongoing.
  - Soliciting pricing for Spatial planning for Classroom Bldg #2.
- Overhead Door repairs at the Fleet Maintenance is completed.
- Brick dumpster enclosures at Armando's and Casablanca scheduled for spring 2023.
- Follow up on Scheduled elevator inspections for Educational Campus Administration building with Georgia Department of Insurance and Safety Fire.
- Several leaks developed at Duncan Park Pool House because of December 2022 winters storm/water outage. Repairs are being estimated by the insurance company's contractor.
- Police Department HQ Office renovations are completed.
- Youth Center Office Renovations are completed.

**Upcoming Events/Actions/Meetings:**

- Publish RFPs for on Call/Preferred Maintenance Contractor services.
- Publish RFP for Preventive Maintenance contracts.
- Spatial planning of unused Fairburn Educational buildings (Classroom # 2 and Shell buildings).
- Soliciting vendors for backup generator Utilities and Fire HQ/FS#22/Youth Center buildings.
- Assess emergency power and generator connections at Police HQ.





# STREETS

**DIRECTOR: GALE HIGGS**

**March 2023**

## **Department Highlights/Accomplishments:**

- 1 New Employee Hired

## **Department Updates:**

- Fuel Sump Pump Upgraded
- All Street Employees Trained on Equipment Usage
- Began Spring Lawn Maintenance
- Pothole Repairs on Multiple City Streets
- Sewer / Gutter / Drain Cleanouts Throughout City
- Continuous Sign Replacements
- Tree Canopy Cutbacks Throughout the City

## **Project Status:** Pending

- Sidewalk Repair on Lassie Lane
- Road Repair on Castle Way
- Annex Re-Striping

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

- Spring Clean Up
- Spring Shred Event
- Spring Plantings
- 3<sup>rd</sup> Fridays Concert
- Vehicle Inspection Training



# UTILITIES

**DIRECTOR: JOHN MARTIN**

**MARCH 2023**

## **Department Highlights/Accomplishments:**

- 2022 Water Loss Audit QWLA Certification Statement submitted to the EPD (March 1<sup>st</sup>)
- Utilities Department Weekly Leadership Meeting (Every Monday)
- Water Meter Reading Update w/ Assistant City Administrator's Office (March 2<sup>nd</sup>)
- Teams Meeting: Utilities Assistance discussion for citizens with Procurement Manager (March 14<sup>th</sup>)
- Zoom Meeting: 2023 Utility Leader Call-GAWP (March 10<sup>th</sup>)
- Meeting with Duke's Root Control (March 7<sup>th</sup>)
- City Emergency Operations Plan Review-Council Chambers (March 6<sup>th</sup>)
- Bi-Weekly Meeting with Assistant City Administrator-(March 15<sup>th</sup> and March 29<sup>th</sup>)
- Zoom Meeting: Swift Comply FOG Data Mapping (March 3<sup>rd</sup>)
- Teams Meeting: Fairburn-10-year Projected Operating Results (March 10<sup>th</sup>)
- Meeting in Monroe, GA- MEAG CEO Roundtable Meeting (March 9<sup>th</sup>)
- Monthly Project Meeting with Integrated Science Engineering (March 6<sup>th</sup>)
- Draft Ordinance to create a Cross Connection and Backflow Prevention Program (March 6<sup>th</sup>)
- Middle Chattahoochee Water Authority Meeting in Palmetto, GA (March 14<sup>th</sup>)
- IWorQ Training for Maintenance, IT & Supplies (March 13<sup>th</sup>)
- SEPA (Southeastern Power Administration) Renewal Certificate signed (March 14<sup>th</sup>)
- Completed Fairburn 2022 EI-861 Survey (ECG) (March 17<sup>th</sup>)
- Completed Paycom Employee Appreciation (March 28<sup>th</sup>)
- Completed Employee Navigator registration (March 22<sup>nd</sup>)
- Completed MEAG Letter for Fairburn Substation #1 Feeder implementation (March 29<sup>th</sup>)
- Employee Recognition from Fairburn citizen: Willie Smith

### *Customer Service/Meter Reading:*

#### **Meetings:**

- Meeting held with Assistant City Administrator & Utilities Director regarding water meter reading update.
- Teams Meeting held with Fred P. & Chris W. regarding training software with “Pryor Learning”.
- Teams Meeting with the “SAUCE” - South Atlanta Utility Coalition Event, “Ice Breaker”/ Introduction meeting with all teams.
- Teams Meeting the new Procurement Manager (Ms. Little) & Utilities Director, regarding utility assistance funds and sanitation RFP.
- Teams Meeting with the Human Resources Director & Utilities Director regarding personnel matters.

#### **Training:**

- Utility Collections Specialist and C. Pilgreen with Online Information Services, regarding collections process.
- 

#### **Interviews:**

- Interviewed by Human Resources Director, as Women’s History nominee.

#### **Tasks:**

- Approved daily time sheets for Utilities Administrative Staff (Customer Service, Billing & Meter Reading Teams).
- Created “Master Count List” for meter reader manual sheets for October 2022 & January 2023.
- Tallied up the “Master Count List” for August 2022 – February 2023.
- Created updated outline of water meter details.
- Worked closely with Incode Support to create a new billing cycle/route for “special billed” customers by ECG.
- Assisted the Billing Team with meter read inputs, edits, and billing process for March 2023.
- Worked closely with the Administrative Office staff in submitting over 50 work order requests for water meter maintenance.
- Submitted monthly report for January 2023.

- Issued a vast number of service orders on accounts with “zero consumption” billing (for months).
- Performed extension review of the billing system to identify fund anomaly for Steve Garber (auditor).
- Worked closely with GFL Leadership Team to rectify escalated service issues.
- Worked closely with FACAA to provide information on customers that are eligible for utility assistance through the agency.
- Sent out over 150 emails to seriously delinquent customers, to settle past due balances.

### **Billing Information:**

Utility Bill Count: **7,455** (TOTAL), **6,544** (MAILED)

- **1,563** Penalties were posted this month: totaling **\$35,360.87**.
- **436 work order requests (360 – Meter Readers, 39 – Water Team, 25– Electric, 3 – Unassigned, 8 – Billing, 1– Customer Service)** were completed for the month of February 2023.
- **23** service disconnections were issued and completed on seriously delinquent account.
- Meter Reading & Water Staff collected over **1,000** visual electric/water reads for billing.

### **Electric:**

- Cleared right of way on Spence Road, Tree trimming continues. Moved transformers on yard (March 1<sup>st</sup>)
- Tree trimming on Estes/Team finishing Sylvia project (March 2<sup>nd</sup>)
- High winds (1) outage (Limb) raining, Met with Dana Smith and Director for special projects.
- Prepped trucks for approaching storms staged equipment and materials. Tree trimming continues Spence Rd. undergrowth (March 6<sup>th</sup>)
- Dropped service for tree trimmers. Rain equipment check, Chains on saws sharpened/cleaned both Digger Derricks (March 7<sup>th</sup>)
- Went to Foreman Supervisors conference ECG (March 8<sup>th</sup>)
- Worked on ROW with Trees Unlimited at Hwy 92 location (March 9<sup>th</sup>)
- Returned from ECG Foreman, Supervisors conference/Silver Safety award received for the Power Dept. team. Efforts on testing, availability, practices 2022-year vast improvement (March 10<sup>th</sup>)
- Wildlife protection Rivertown Rd./ fuse coordination checks on Rivertown to Mainline switches on Malone/ Report on movement of meter at 610 Rivertown/ Meeting with Director and Utilities Management Team/ Research Municode of other municipalities to determine crafting of possible ordinance change (March 13<sup>th</sup>)
- Tree trimming continues at hot spot areas/ Sent transformers for rebuild/ Lake Esther wildlife protection/ Meeting with Director with Fleet manager/ Versalift delivered this week after 6 months (March 14<sup>th</sup>)
- Measuring underground changeover for Rivertown Road/ Lined up re- conduct Spring Street/ Re- conduct on Cemetery Drive and proceed to remove copper primary (March 15<sup>th</sup>)
- Set pole at W 1222 circuit/ Azalea transfer proceeding/ tree trimming at ROW at Brooks (March 16<sup>th</sup>)
- Phase tracker demo and conference with Director on capabilities (March 17<sup>th</sup>)
- Open enrollment meeting/ Set 45 ft power pole on E. Campbellton (March 20<sup>th</sup>)



- Milo Fisher 3 phase pole/ Upgrading to 3 solid blade switches for isolation point for FO862 and W1222 project/ Tree trimming at hot spots (March 21<sup>st</sup>)
- Finished pole at Milo Fisher, / New tie point established solid blade switches installed/W-1222 project proceeding/ Meeting with Director on project updates/ Contacted Trees Unlimited to verify determine balance left on contract of both parties/ Meeting with contractor for repair at 567 Handyman Ct/ Meeting with contractor ELS for lighting at Admin. Bldg./ Assign crews on pole at Winnelson/ Trees Unlimited last day on contract. (March 22<sup>nd</sup>)
- Prepared new road to poles out of reach on Spence Rd. in R.O.W.(March 23<sup>rd</sup>)
- Sent team to Gresco trade show in Forsyth/ Met with Director on subjects of pole tagging, scope of work/ CIP for procurement officer (March 24<sup>th</sup>)
- Storming/ repairing 415 Rivertown Rd. damage/ Registering team for training ops for tractor safety/ Met with ELS to discuss options (March 27<sup>th</sup>)
- Digging new 3 phase primary underground service in at 415 Rivertown Rd./ Replaced 3 phase open Delta bank and pole and secondary feed at home due to storm damage and aged infrastructure-built 35+years old (March 28<sup>th</sup>)
- Finished up 415 Rivertown/ power has been restored and Homeowner satisfied/ Residential landscaping to follow (March 29<sup>th</sup>)
- Replaced bad switch on Margaret and Aderhold/ Met with ELS /Chris at college for lighting detail/ Replaced gear from weeks usage on all trucks (March 30<sup>th</sup>)
- Began construction of 3 phase overhead bank for new business at 405 Senoia Rd (Enterprise) /Pulling in wire/ Ran new feed for trailer at shop due to bad leg in ground (March 31<sup>st</sup>)

#### Water/Sewer:

- Replaced meter box: 1
- Check for leaks: 3
- Hydrant Flow Test: 1
- Rereads: 11
- Meter Leaks: 7
- Service line leaks Repaired: 0
- Meter Installations: 35
- Locates: 1
- Check Low or No Water Pressure: 5
- Meter Maintenance: 1
- Replaced meter lids: 6
- Monthly On-calls: 13
- Sewer Back-ups: 2
- Water Meter Demo: 1

#### Contractor Repairs:

- 123 Broad Street- Water Meter Demo
- 90 Revere Turn- Storm Drain sinkhole repair
- 4003 Castle Way= Storm Drain repair
- 7210 Hickory Hill Ln- Storm Drain repair
- 17 Pine Street- Storm Drain Top repair
- Poplar Street- Storm Drain Top repair
- Azalea -Storm Drain Top repair
- Comfort Inn- Storm Drain Top repair

### STORMWATER:

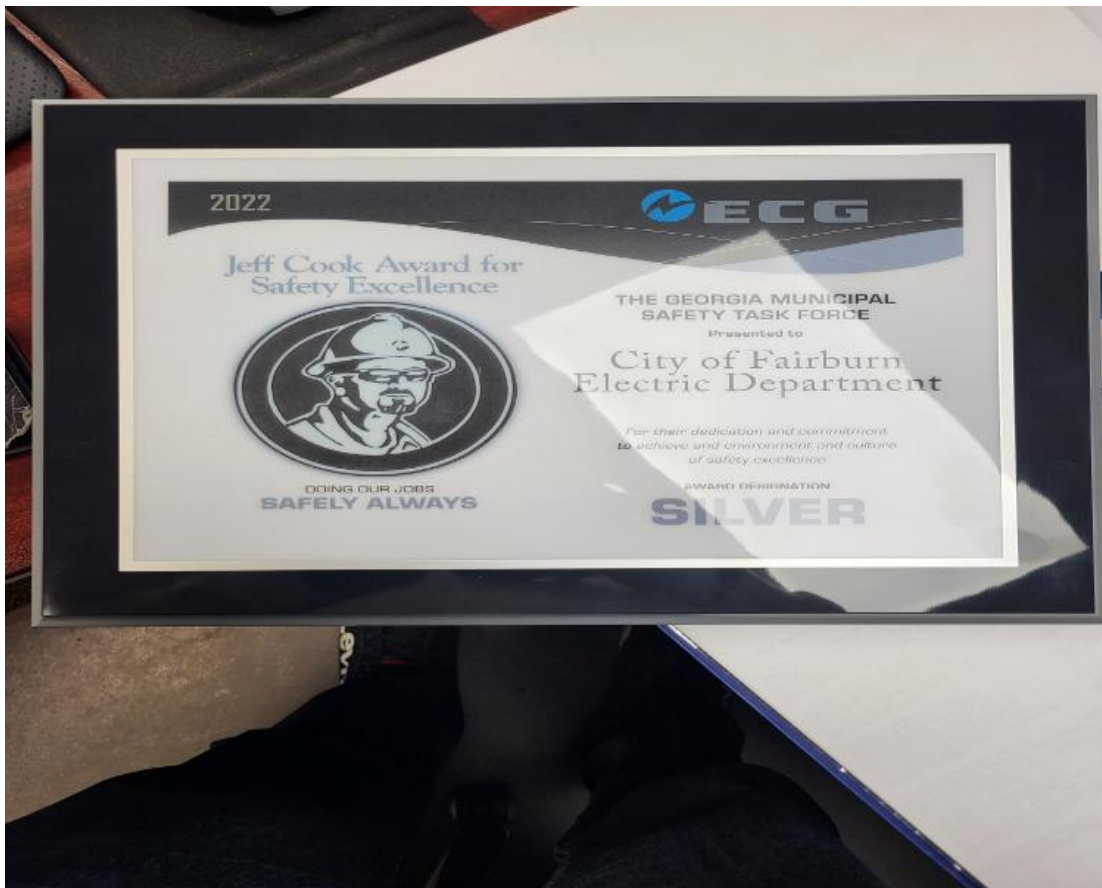
- Identifying and inspecting of damaged storm drains

### FOG (Fats, Oils, & Grease):

- Identifying all commercial FOG customers- (In progress)
- (4) FOG permits issued
- FOG collections amount: \$5,575.00

### Department Updates:

- Water Meter Calibration completed (Comfort Inn)
- Accolade from Fulton County Schools to Electric Crews
- Electric Crew-Awarded the Jeff Cook for Safety Excellence from ECG



**Project Status:**

- Lift Station Project-awaiting pumps
- Fire Hydrant Replacement Project (*completed*)
- Upgrade Power Grid (Elder & Poplar)- (*In Progress*)
- Water Meter Exchange-29 accounts changed out (*In progress-transmitters have arrived/start date scheduled for 4/24/2023*)
- 2021 Storm Drain Lining Project (*In Progress-awaiting contractor approval*)

**Upcoming Events/Actions/Meetings:**

- Upgrade Power Grid (Elder & Poplar) FY23
- Overhead to Underground Power Installation (Rivertown Road) FY24
- Implementation of the FOG software (*On-going*)
- Prepare Backflow Ordinance for Mayor and Council approval (*Completed*)
- Review meter details for new developments and renovations- (*In progress*)