



CITY ADMINISTRATOR'S MONTHLY REPORT

JULY 2023

FAIRBURN, GA

AUTHORED BY: TONY M. PHILLIPS, CPM

Greetings Honorable Mayor & City Council Members,

As City Administrator it is my privilege to present a summary of the City's monthly administrative activities for July 2023. From the outset it has been the goal of this administration to consistently improve city operations and service delivery. City Administration, department directors, and city staff work on daily basis to improve departmental operations and service delivery. Continuous improvement is a core organizational value.

We have developed an excellent, professional and experienced city staff that provides high quality services to our residents. The financial foundation of the city is stable and together with sound fiscal management has solidified our budgetary outlook. Our emergent status as one of the state's finest 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, and a consistently low crime rate.

Transparency is central throughout our city government. We also focus on engagement with our neighborhoods, communities, and local businesses to better understand their needs. Our intention is to support a safe, inclusive, innovative, and economically vibrant city.

This report summarizes activities for July 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 the operational highlights listed below.

- Recruited McCoy Realty Firm to downtown: Relocated new realty firm within Fairburn's Downtown Historic Commercial District. McCoy Realty Group purchased property located at 101 W. Campbellton Street.
- Third Fridays Summer Music Festival featuring Glenn Jones, Jody Mayfield, and other Jazz and R&B artists, within the downtown Historic Commercial District. Concert showcased arts & entertainment, as well as Fairburn businesses.
- Human Resources and the Employee Engagement Team hosted the National Park & Recreation Professionals Day on July 21, 2023, to celebrate and show appreciation to the City's dedicated professionals in the Parks and Recreation Department
- Hired a new Fire Marshall for the city.
- Summer Camp (Parks & Recreation)– concluded – 8-week summer camp – 274 participants.
- The required Zoning Procedures law update was completed
- Code Enforcement has completed phase 1 of the business renewal compliance initiative
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- Staff is preparing updates to the modular building regulations and reviewing the Hwy 74 Overlay district regulations
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- Staff is preparing updates to the modular building regulations and reviewing the Hwy 74 Overlay district regulations
- Code Enforcement has completed phase 1 of the business renewal compliance initiative
- Repaired HVAC at Municipal Court building.
- Performed Plumbing repairs at GMC administration building.
- Spatial planning for Classroom Bldg #2 is completed.



CITY CLERK

CITY CLERK BRENDA JAMES

JULY 2023

Department Highlights/Accomplishments:

Received 133 open records request for June – Researched and processed

Collected \$884.62 payments for Open Records in June

Processed incident reports to Travelers Insurance

Processed Mayor and Council Credit Card Request

Processed NLC and other registrations for Mayor and Council

Prepared City Council Meeting Agenda Packets for July 10th and 24th , 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

Prepare Election Information for Fulton County

Prepare City Clerk Budget

Attend Retreat for Staff



COMMUNITY DEVELOPMENT

DIRECTOR: LESTER THOMPSON

JULY 2023

Department Highlights/Accomplishments:

The 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 approved at the July 24th City Council Meeting.

The estimated amount for the consultant services is \$400,000 and the local match requirement is \$80,000.

An 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 was approved at the July 24th City Council Meeting.

Supplemental Agreement #1 with CSX for Construction Engineering & Inspection (CEI) Services for \$47,853 was approved at the July 24th City Council Meeting.

Participated in the South Fulton CID Board Meeting on July 28th, 2023.

Conducted the State Waters Determination for the Park Road Extension Project on July 31st, 2023.

The City of Fairburn's Local Issuing Authority (LIA) 4th Quarter Report for April 1, 2023, through June 30, 2023, and LIA Semi-Annual Report for January 1, 2023, through June 30, 2023, were submitted to the Georgia Soil & Water Conservation Commission and the Fulton County Soil & Water Conservation District on July 31st, 2023.

Department Updates:

Permit Type	Number Issued
Right-of-Way Encroachment Permits	2
Timber Harvesting Permits	0
Clearing & Grading Permits	0
Land Disturbance Permits (LDPs)	1

Project Status:**Community Development Projects Plans Under Review**

Community Development Projects Plans Under Review			
Project Name	Location	Plan Type	Status
Renaissance at SouthPark Phase V, Water & Sewer	Oakley Industrial Boulevard @ Plantation Road	Site Development Plans	Plans approved 04/11/2023. Awaiting outstanding items prior to preconstruction meeting and LDP.
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.
Vickers Point Subdivision	Vickers Road (at the intersection of Beverly Ingram Parkway/ SR 138)	Site Development Plans	Comments on Revision 3 provided on 08/09/2023.

Community Development Projects Under Construction

Project Name	Permit Type	Permit Issuance Date
Home 2 Suites 7776 Ella Lane	Land Disturbance Permit	Site Development Plans approved 07/12/2023. LDP Issued 07/12/2023.
Evergreen Subdivision Elder Street (near Vickers Road & Strickland Street)	Land Disturbance Permit	06/13/2023.
Copart, Inc. – Fairburn 6737 Roosevelt Highway	Land Disturbance Permit	06/12/ 2023.
Bohannon Road Training Center Bohannon Road (City-Owned Property) Land Lease Agreement dated 12/12/2022.	Clearing & Grading Permit	05/31/2023.
Mini Storage Depot at Fairburn 156 Jonesboro Road (near Heath Street & Beverly Engram Parkway)	Land Disturbance Permit	05/31/2023.
Oakmont Bohannon 621 Bohannon Road	Land Disturbance Permit	05/24/2023.

Renaissance Parkway Phase II ~ Sanitary & Stormwater Construction Renaissance Pkwy between Popeye's & Park & Ride	Land Disturbance Permit	02/22/2023
Milam Village, Phase 2 ~ Popeye's 8350 Senoia Road	Land Disturbance Permit	02/06/2023
Ren Park Apartments 7000 Renaissance Parkway	Land Disturbance Permit	11/10/2022
South Park, Building B 1300 Whitewater Place	Land Disturbance Permit	11/08/2022
Package Depot Plaza 7895 Senoia Road	Land Disturbance Permit	04/12/2022
Trillium Reserve Subdivision 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.
Fern Dale Subdivision Off Virlyn B. Smith Road east of the Georgia Renaissance Festival, across from Victoria Estates	Land Disturbance Permit	03/31/2021
Legend Creek Subdivision Off White Mill Road, near Rivertown Road	Land Disturbance Permit	The original LDP was issued on 10/15/2020. The permit has expired.

Public Works/Capital Improvement Projects Under Design			
Project Name	Design Firm	Current Phase	Proposed Let Date
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 rd , 2023 (anticipated)
CDBG, Golightly Rain Garden & Greenspace Project	Pond & Company	Final Design	September 27 th , 2023 (anticipated)
Gullatt Road Full- Depth Reclamation Project	Southeaster n Engineering, Inc.	Preliminary Engineering	October 25 th , 2023 (anticipated)
Park Road Extension/Duncan Park Secondary Access Road	Southeaster n Engineering, Inc.	Preliminary Engineering/Right -of-Way Acquisition	November 8 th , 2023 (anticipated)
Oakley Industrial Boulevard Roadway Extension	Southeaster n Engineering, Inc.	Preliminary Engineering	January 24 th , 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 th , 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 th , 2020/ Substantial Completion Date: April 13 th , 2022 Final Completion: May 22 nd , 2022 (outstanding)

Southeast Broad Street/McLarin Road Pedestrian Improvements Project (23-002)	Pond & Company	The Corbett Group, LLC	May 1 st , 2023/One Hundred and Twenty (120) calendar days.
Virlyn B. Smith Pedestrian Improvements Project (23-003)	Pond & Company	Sol Construction, LLC	May 1 st , 2023/One Hundred and Fifty (150) calendar days.
CDBG, Golightly Street Pedestrian Improvements Project (23-004)	Pond & Company	SD&C, Inc.	May 8 th , 2023/One Hundred and Fifty (150) calendar days.
Roadway Improvements on Various City Roads (23-012)	In-House	Magnum Paving, LLC	July 31 st , 2023

Upcoming Events/Actions/Meetings:

•It is anticipated that a Single Source Agreement with SEI for additional design services associated with the Duncan Park Road Extension Project for \$94,000 will be presented at the August 15th, 2023, City Council Meeting.

The goal is to address feedback received during the right-of-way acquisition process and incorporate proposed Renaissance Festival Roadway Improvements into the Duncan Park Road Extension Project as an Add Alternate.



COURTS

DIRECTOR: LISA BROWNLEE-MACK

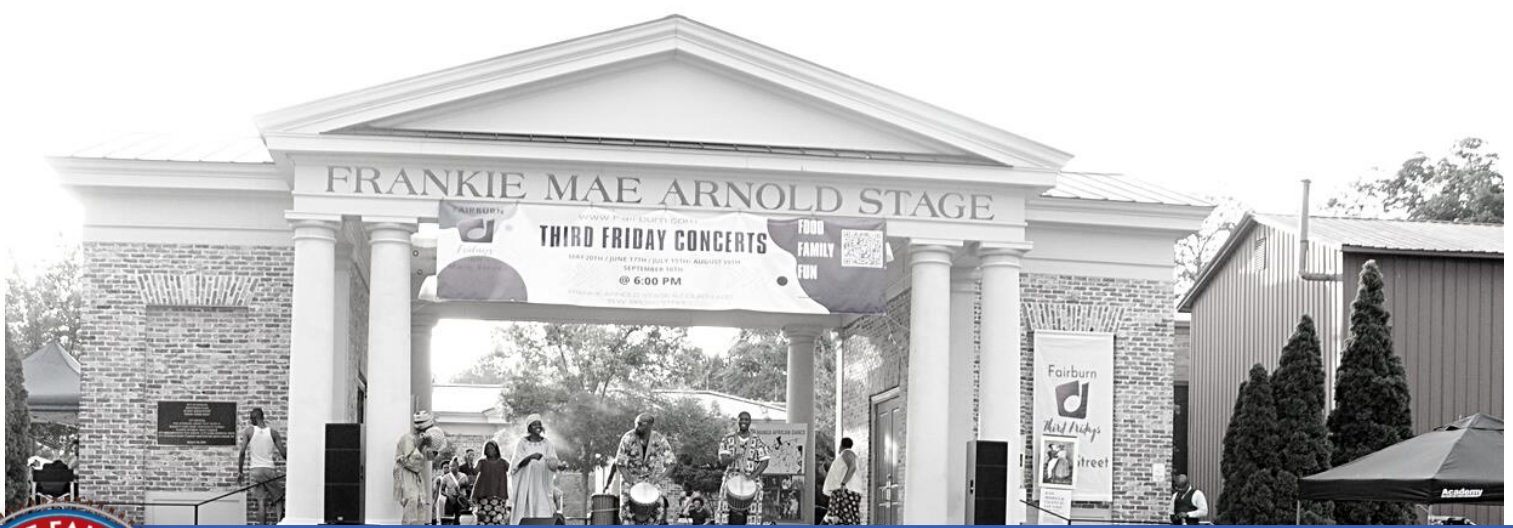
JULY 2023

Department Highlights/Accomplishments:

- Completed all scheduled court sessions.
- Responded to Open Records Requests
- Processed Monthly State Funds Report
- Scheduled the Annual Amnesty Month
- Prepared Budget for

Upcoming Events/Actions/Meetings:

- Amnesty Month September 2023
- Preparing Court Calendar for 2024
- ICJE Municipal Court Clerk's Training
- Continue review, revise Court forms, fines and SOP



ECONOMIC DEVELOPMENT

DIRECTOR: SYLVIA ABERNATHY

JULY 2023

• **Department Highlights/Accomplishments :**

- Prepared Economic Development Department's budget and participated in FY 2023-2024 Budget Workshop with City Administrator's Office and Finance Director, providing preliminary proposals for budget hearings.
- Recruited McCoy Realty Firm to downtown: Relocated new realty firm within Fairburn's Downtown Historic Commercial District. McCoy Realty Group purchased property located at 101 W. Campbellton Street.
- Third Fridays Summer Music Festival featuring Glenn Jones, Jody Mayfield, and other Jazz and R&B artists, within the downtown Historic Commercial District. Concert showcased arts & entertainment, as well as Fairburn businesses.

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
- **Vacant Spaces Project with Dash Team – In Process**
 - Art Installation and timeline established.
 - Executed Occupation Agreement for Antique Mall.
- **Citywide Newsletter:** July City Connect Newsletter, Fulton County Arts Grant, Business Spotlight-Life Within Candles, and other events around Fairburn.
- **Town Square Historic Clock**
 - Installation invoice submitted.
 - Pre-construction meeting with Verdin Clock company. -
- **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.**
- **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
- 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 – June 28th @ 6:00 pm
- Participated in Active Shooter Training with Fairburn Police Department Chief, regarding strategies for handling high risk scenarios and responses.
- Main Street Board Meeting -TBD
- **2023 Third Fridays on Main Street Concert Series**
 - July 21st – *Summer Music Festival*
 - August 18th- *Evening with the Stars*
 - September 15th- *Hispanic Heritage Festival*
 - October 20th- *Harvest Festival*



FINANCE

DIRECTOR: BRYAN STEPHENS

JULY 2023

Department Updates: Daily Operations

- Business Licenses
 - New Licenses: 3
 - Renewals: 10
 - Outstanding/Pending Unpaid: 100 (effective 1/2021 to current)-
- New services
 - Electric: 30
 - Water: 54
 - Garbage: 52

Personal Property Tax

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

Real Property Tax

- Collected: \$7,865,862
- Outstanding: \$165,712

Public Utility Tax

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

Project Status:

New credit card vendor (Paymentus) weekly meetings ongoing. All payment portals have been tested/confirmed. Vendor will be working with customer service on communication materials. Currently 13 RFPs out for bid or being evaluated.

Upcoming Events/Actions/Meetings:

- a. FY2024 Budget meetings August 16-17, 2023
- b. FY2024 Budget and Millage Hearings
- c. FY2024 Budget Amendment



FIRE

CHIEF CORNELIUS ROBINSON

JULY 2023

Department Highlights/Accomplishments:

- Meeting with the Governor's Office of Highway Safety Partnership
- South Fulton Leadership Development Class
- Meeting with Randle Brackett to go over specification on Q-unit 21
- Recruits Finished Final Exam at State Fire Academy
- Community event on Durhams Lake
- 8 Car Seat Installations
- New Engine for Station 21
- Ten 8 New Engine training
- We Ran 185 calls

Department Updates:

- New Fire Marshal
- Recruits being put on shift

HUMAN RESOURCES



HUMAN RESOURCES

DIRECTOR: TALISHA CHAMPAGNE July 2023

Department Highlights/Accomplishments:

- On behalf of City Administration, Human Resources, and the Employee Engagement Team, recognized **National Park & Recreation Month** city-wide. The theme for July 2023 is “**Where Community Grows**” which was chosen to celebrate the vital role that park and recreation professionals play in bringing people together, providing essential services and fostering the growth of our communities.



Human Resources and the Employee Engagement Team hosted the **National Park & Recreation Professionals Day** on **July 21, 2023**, to celebrate and show appreciation to the City's dedicated professionals in the Parks and Recreation Department.



- In partnership with City Administration and Police, implemented a new Public Safety [Police] Salary schedule which increased by 12.5%. This increase reflected the City's support to recruit and retain qualified public safety personnel and to ensure competitive pay practices.

Department Updates:

- City's Hiring & Turnover stats for July 2023:
 - New Hires – One (1) 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:
 - **Publics Safety Salary Meetings Held:**
 - August 2, 2023 (7:00am – 7:00pm)
 - August 3, 2023 (8:00am – 4:00pm)
 - **Economic Development Development– August 2023**
This is a day to celebrate and show appreciation to the City's dedicated professionals in the Economic Development Department.
 - **Planning & Zoning Dept Recognition– August 2023**
This is a day to celebrate and show appreciation to the City's dedicated professionals in the Planning & Zoning Department.



Information Technology

Manager: Charles Johnson

July 2023

Department Highlights:

- IT Manager
 - KnowBe4 training
 - KnowBe4 reporting issues
 - Phishing/spam issues
 - Ordering IT equipment
 - iWorQ incident requests
 - Netwrix Auditor Training
 - Annual Insurance Renewal Information
 - Weekly VC3 updates
 - Begin VC3 separation process
 - Relocation of 2 wifi access points in city hall
 - Main server room clean up
 - iWorQ Training Session and Follow-Up Email
 - Meeting to Discuss Existing Online Payment Solution Used for Recreation
 - Electronic Application for Economic Development On the Website
 - Missing files on the COF servers and backups issue (HR)
 - Addressed AV system issue(s) – Mr. Butterfield
 - VC3 onsite request for key fob issue working with COF and EE Armored
 - iWorQ new users
 - Working with Finance to standardize user permissions in Incode
 - Desk phones configurations and issues
 - VC3 log in credentials issue
 - Obtained Cisco Meraki trial equipment
 - GCIC training

Department Highlights:

- IT Manager
 - Fairburn Paymentus/Incode integration
 - GMIS International conference registration
 - Ricoh MSP replacement
 - Utilities modular building IT set up, wifi, and printer
 - Garret Anderson FRSecure.com (Lisa @ TelcoWiz)
 - Open records requests
 - Desk phone records request from HR
 - EDR coverage questions for cyber security insurance
 - Comcast projects
 - External AP
 - COF IT 'Help Us Help You' campaign
 - Intercom system
 - Provided COF printers information to Purchasing
 - July Incode monthly updates
 - Toner ink issue requests issue
 - Mass Citizen Notifications
 - Paycom help with HR
 - *REVISED* Ricoh MFP Replacement P&Z Office
 - KnowBe4 errors issue concerning permissions
 - Provided City Administrator access to the cameras
 - Harris/NS data retrieval
 - Provided Fax lines for PD
 - HikVision access
 - Signed Encompass as our new MSP
 - Reviewed Grant support program
 - Approved Cable Identification and Switches Quote
 - Data mapping meeting
 - VC3 agent removal
 - Encompass agent install
 - Begin COF website transition

Department Highlights - continued:

- IT Support Technician
 - Created email group for meter readers
 - Assisted Utilities users
 - Reset ZAC passwords for users
 - Installed new caller ID on phones for new hires
 - Installed software needed by users
 - Set up workstations, monitors etc...
 - Organized appt with Beyond Surplus to collect old IT equipment
 - Mapped Printers
 - Repaired Microsoft Outlook and Teams issues for users
 - Map Drives for users to connect certain folders and documents
 - Collected MiFi Jetpacks from users
 - Removed Hotspot from certain phones
 - Reset Windows password
 - Issued Adobe License and O365 License
 - Set up iPhones and Androids for users/ Reset phones and create iCloud acct.
 - Assisted council members with different IT issues...iPad/KnowBe4/Stylus
 - Entered new laptops onto city domain
 - Building invites to begin the IT Help Us Help You class
 - Connected back up battery for user/ disconnected and reconnected everything
 - Received training on Ubiquiti Access Points



PARKS & RECREATION

DIRECTOR: CHAPIN SCOTT

JULY 2023

Department Highlights/Accomplishments:

- Bride Summer Camp (Parks & Recreation)– concluded – 8-week summer camp – 274 participants.
- Duncan Park Pool & Splash Pad– July: 3,889 visitors
- Water Aerobic- July: 260 participants
- Sensational Seniors – Field Trip: Sweet Auburn Tour – 25 participants
- Duncan Park Football Field - Fence Repair
- Fairburn Farmers Market
- Boot Camp at the Market – July 7th
- Jazz @ the Market – July 28th
- Back-to-School Splash – July 29th – 30th
- Parks Master Plan – Staff and City Official interviews
- 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 4th.
- Girls Guide – Girls Mentoring Program September 4th – October 9th
- Park Master Plan –
- Sterring Committee organizing.
- Kick Off Community Engagement Event – tentative September 7th
- 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

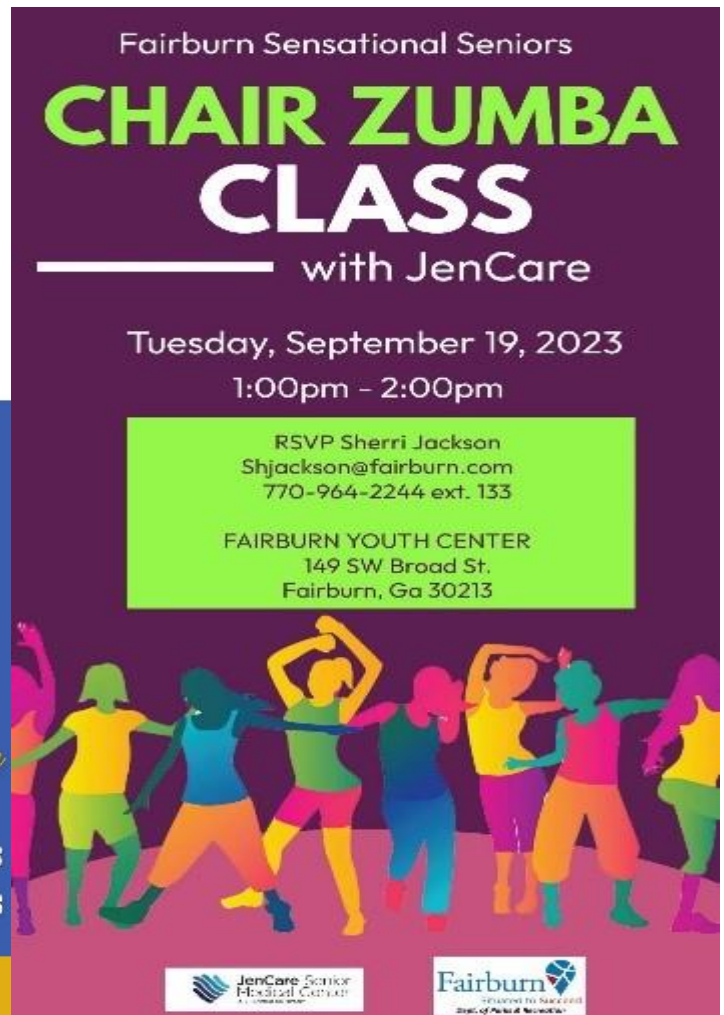
Project Status:

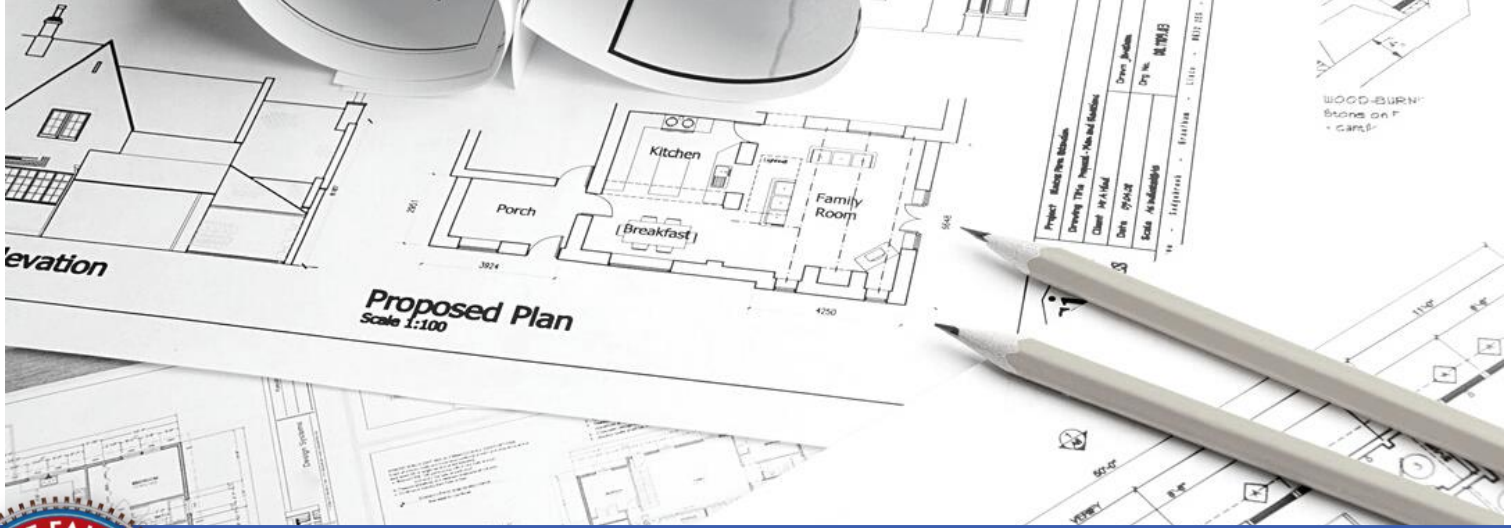
- Parks Master Plan – Kick Off Meeting – compete.
- Duncan Park Pool & Splash Pad repairs – complete
- Master Event Calendar – Complete
- Youth Center HVAC installation –Complete and repaired
- Duncan Park entrance gate repair – Complete
- Outdoor basketball court fence repair – Compete.
- Football Field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

Upcoming Events/Actions/Meetings:

- August 4th – Movie Night at the Park & Ride
- August 16th - Sensational Seniors – Jewelry Making
- August 18th – Sensational Seniors -Flower arrangements
- September 19th – Sensational Seniors – Chair Zumba

Marketing Materials:





PLANNING & ZONING

DIRECTOR: DENISE BROOKINS

JULY 2023

Department Highlights/Accomplishments:

- The required Zoning Procedures law update was completed
- Staff is preparing updates to the modular building regulations and reviewing the Hwy 74 Overlay district regulations
- Code Enforcement has completed phase 1 of the business renewal compliance initiative
- Staff members attended the Conference of Minority Transportation Official regional update meeting

Boards & Commissions Planning Meetings

- The July Planning and Zoning Commission meeting included three agenda items.

Approved Plans and Plats:

- Living Word- Concept Plan and Elevations Review – July 11, 2023
- PVI Fairburn Office - August 1, 2023

Upcoming Meetings :

There is a Planning and Zoning commission meeting schedule for September 5, 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 is scheduled for August 14, 2023
 - The applicant requested council table the item until September to prepare updates
- Swing Mini Golf Course – Use Permit –Food Trucks
 - Planning and Zoning Commission Meeting is scheduled for September 11, 2023
- Azalea Dr – Primary variance request to reduce required buffers
 - Board of Appeals Meeting has been rescheduled August 23, 2023

Proposed Text Amendments:

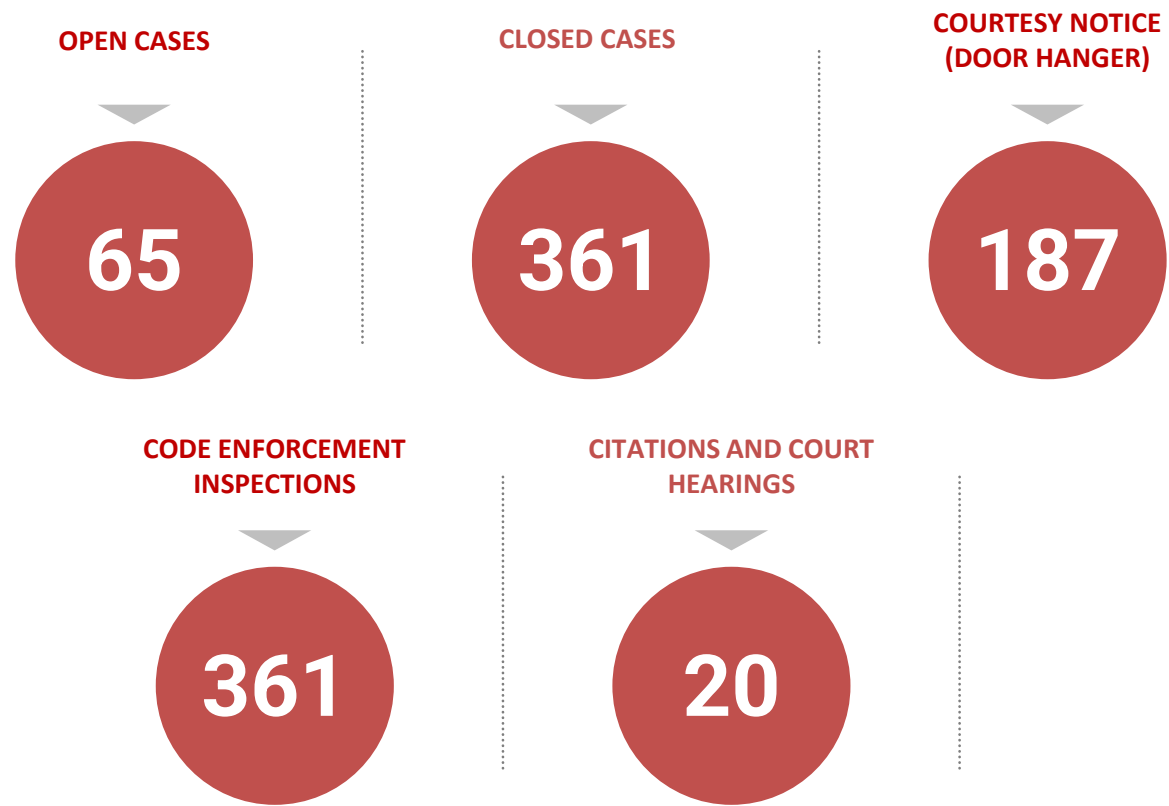
- Add liquor stores to the list of prohibited uses within the Highway 74 Overlay District
- Revise the text for prohibited tire treading and recapping uses to add tire repair shops and add a separation distance requirement for automobile repair shops (to include oil change, body repair, and tire repair shops)
- Conceptual Plat expiration period
- 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:
Staff received an increase in roof replacement permits.



Top Issues





POLICE

CHIEF ANTHONY BAZYDLO

JULY 2023

Department Highlights/Accomplishments

- Planning police response for upcoming concert 8/18
- Planning for Fall Festival & parade
- Department photo at 7 AM
- National Faith and Blue Weekend presentation from chaplains immediately following parade
- First of new vehicles expected to hit the road by 8/18
- Early stages of Shop with a Cop preparation
- Future
- Work towards organizing a 501c3 for donations



Fairburn Police Department

Anthony Bazydlo

Chief of Police

Executive Summary July 2023



- **Uniform Patrol Division**
 - Total Calls Answered: 721
 - Self-Initiated 1,273
 - Arrests 39
 - Arrest – Released 21
 - Citations 359
 - Warnings 800
 - Incident Reports 342
 - Accident Reports 64
- **Special Ops**
 - Total Calls Answered: 14
 - Self-Initiated 92
 - Arrests 3
 - Arrest – Released 0
 - Citations 45
 - Warnings 61
 - Incident Reports 19
 - Accident Reports 1
- **Criminal Inv. Division – July**
 - Cases Assigned 35
 - Ex-Cleared 4
 - Cleared by Arrest 3
 - Unfounded 1
 - Inactivated 12
- **CID – Cases Prior to July**
 - Carry Over 181
 - Ex-Cleared 9
 - Cleared by Arrest 4
 - Unfounded 2
 - Inactivated 22
- **Internal Affairs**
 - 5 vacancies
 - 1 military leave
 - 4 medical leave
 - 1 parental leave

Police	
July 2021	
• Citations	661
• Warnings	1,242
• Arrests	22
• A/R	47
July 2022	
• Citations	720
• Warnings	974
• Arrests	33
• A/R	70
July 2023	
• Citations	359
• Warnings	800
• Arrests	39
• A/R	21



Building Operations

DIRECTOR: Dana Smith

JULY 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.
- Repaired HVAC at Municipal Court building.
- Performed Plumbing repairs at GMC administration building.
- Spatial planning for Classroom Bldg #2 is completed.
- On-Call/Preferred Maintenance Contractors RFPs published for Mechanical, Electrical, Plumbing and Roofing.
- Completed Balcony upgrades at Frankie Arnold Stage.
- Replaced HVAC system at Youth/Recreation Center.

Department Updates:

- Project Status:
 - Fire Station # 23 design by POH is in progress, the Construction phase documents are nearly complete, and scheduled to be ready next month.
 - Network expansion at Classroom bldg. #2 and the temporary Fire Station are in progress.
 - Carpet replacement of Classroom bldg. #2 installation is completed.
 - Temporary Fire Station water service in permit review.
 - Pricing solicitation for backup generators Utilities and Fire HQ/FS#22/Youth Center buildings is in progress.
 - Completed Phase 2 of electrical work at Temp Fire Station.
 - Design for Temp Fire Station landscaping is in progress.

Upcoming Events/Actions/Meetings:

- Continue Publish RFPs for on Call/Preferred Maintenance Contractor services.
- Assess emergency power and generator connections at Police HQ.



STREETS

DIRECTOR: GALE HIGGS

JULY 2023

Department Highlights/Accomplishments:

- 1 New Employee Hired
- 5 Employees Received Flagger Certification

Department Updates:

- Pothole Repairs on Multiple City Streets
- Shadow Creek Sidewalk Repaired
- Hill Pine Sidewalk Repaired
- HR Parking Lot Re-Paved
- 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

- John Rivers Rd Asphalt Repair
- Sump Pump Upgrade
- Spence Rd Sidewalk Repair

Upcoming Events/Actions/Meetings:

- 3rd Fridays Concert
- Defensive Driving Training
- Heavy Equipment Training



UTILITIES

DIRECTOR: JOHN MARTIN

JULY 2023

Department Highlights/Accomplishments:

- Bi-Weekly Meeting with the Assistant City Administrator (July 5th)
- Utilities Department Weekly Leadership Meeting (Every Monday)
- Microsoft Teams Meeting: Fairburn Utilities Monthly Progress Meeting (July 6th)
- Zoom Meeting: Stormwater Proposal review-iWorq (July 3rd)
- Attended Tyler ERP Pro Users Group Meeting-Lawrenceville, GA (July 13th)
- National Night Out Meeting (Fairburn Park & Ride)-(July 13th)
- Zoom Meeting: SwiftComply Weekly Meet (July 14th)
- Microsoft Teams Meeting: GMEN (Utility Assistance Proposal) (July 7th)
- Preproposal Conference-Sanitation (July 6th)
- Microsoft Teams Meeting: Green Communities (July 5th)
- Christmas Decorations Meeting with Assistant City Administrator (July 13th)
- Conducted Internal Interviews for Utility Maintenance Worker I & II (July 18th)
- Microsoft Teams Meeting: Monthly Incode Update (July 20th)
- FY24 Utilities Budget Meeting: Council Chambers (July 20th)
- Internal Interview candidates selected: Utility Maintenance Worker III- Emerson Chambers/Utility Maintenance Worker II-Anthony Harris (July 18th)
- FY24 Public Works Budget Meeting: Council Chambers (July 21st)
- Microsoft Teams Meeting: Fairburn MEAG bill (July 25th)
- National Night Out Plans (July 26th)
- Progression on updating lighting ordinance (July 30th)
- Requested Audit of City of Atlanta Water bill balance (July 31st)
- Site visit and investigation for sewer issue at 5718 Radford Loop (July 28th)
- Microsoft Teams Meeting: PCA Discussion for City of Fairburn (July 24th)
- Microsoft Teams Meeting: Truck Update (July 25th)
- Microsoft Teams Meeting: Harris Support-Data Storage (July 28th)
- Microsoft Teams Meeting: Submitted City of Fairburn Water Progress Report for Middle Chattahoochee Authority to Laura Benz (July 26st)
- Completed KnowBe4 Security Awareness Training (July 23rd)

- Sewer Easement between 256 and 266 Malone Circle cleared of heavy vegetation (July 14th)
- Received Letter of Recognition from United States Congressman for Georgia's 13th District, David Scott to the Utilities Department (July 6th)
- Microsoft Teams Meeting: ServLine/Service Line Programs (July 18th)
- Zoom meeting: iWorQ quote for Stormwater Management Software (July 24th)
- Microsoft Teams Meeting: Review meeting with Fairburn and HomeServe (July 25th)

Customer Service/Meter Reading:

Meetings:

- Meeting held with the Assistant City Administrator's Office, Finance Director, Utilities Director, and ECG Team (Sarah), regarding the PCA (Power Cost Adjustment) review.
- Meeting held with the City Administrator, Finance Director, Utilities Director and MEAG Power team to discuss invoice modifications for revenue shortage and PCA discussions.
- Meeting held with City Administrator's Office, Finance Director, Utilities Director and GMEN, regarding the Utility Assistance Proposal.
- Paymentus Status Meeting; to discuss accomplishments, review, and next steps in the implementation, held with the Finance & Utility team(s).
- Annual Budget Meeting with City Administrator's Office, Finance, Human Resources, and entire Utilities Leadership Team.
- Meeting held with Northstar Solutions representative and IT Manager to discuss the city's data storage options.
- Meeting held with Paymentus Marketing Team to discuss marketing ideas and resources prior to live implementation.

Training:

- Staff completed the "2023 KnowBe4 Security Awareness Training".
- (2) Meter Readers were sent to the "Meterman Certification Class 8A" with Electric Cities of Georgia, in Newnan, GA.

Tasks:

- Completed **5** budget reclassification forms for upcoming fiscal year.
- Analyzed data log information for the newly installed water meters at the referenced locations: 1 STRANDHILL,
- Approved daily time sheets for Utilities Administrative Staff (Customer Service, Billing & Meter Reading Teams).
- Updated "Master Count List" for meter reader manual sheets for June 2023.
- Assisted the Billing Team with meter read inputs, edits, and billing process for June 2023.
- Submitted daily troubleshooting matters to IT Support through iWorq web portal.
- Created an invoice tracker for fiscal year 2023-2024.
- Submitted monthly report for June 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: **7,148** (TOTAL), **6,568** (MAILED)

- **2,198** Penalties were posted this month: totaling **\$63,288.93**.
- **336 work order requests** (**237**– Meter Readers, **60**– Water Team, **19** – Electric, **8**– Unassigned, **12**– Billing) were completed for the month of July 2023.
- **15** service disconnections were issued and completed.

Meter Reading & Water Staff collected **1,089** visual electric/water reads for billing.

Electric:

- Continued right of way reclamation project/Meeting with Director for budget FY2024/Met with ECG P.E. Bryan Jaynes to confirm that all generator sizing is correct for sites chosen by Dana Smith City Property Director/ (July 5th)
- Met with Director FY2024 budget/Continued right of way rehabilitation/Preparing Gov Deals equipment agenda for Tyra Little in procurement/Phone conference with Nick Foshee of ECG on pole survey estimates for kickoff of project/ (July 6th)
- Complete safety testing of all high voltage protective rubber goods, hot stick and hotline hoist certification from Irby/Fleet maintenance/bushhogging at various right of way locations throughout the city/ (July 7th)
- Right of way reclamation on Cemetery Road/Line drop for danger tree removal on Rivertown Road/ (July 10th.)
- Right of way reclamation on Senoia Road cleared 6 primary pole spans/Matthew Cole attending ECG Supervisory class at Newnan /Bush hog maintenance on tractor/(July 11th)
- Matthew Cole ECG class continues at Newnan/Kudzu patrol removal at Pinehurst Drive/Climbed backyard pole on Pinehurst for downed line and replacement of security light/ (July 12th)
- Matthew Cole ECG class Continues/Renewed 3 phase riser pole on Church Street, replaced all support elements of transformer bank including switches, lightning arrestors and support arm/ Also re-sagged primary and neutral down Church Street (/July 13th)
- Matthew Cole ECG Forman class complete/8 revenue poles scheduled for replacement through ECG urgent request on Fairview Street for Comcast Cable, survey of scope of work completed/ Fleet maintenance/(July 14th)
- Budget meeting with Director/Set a 30-foot pole at Temple Church on Senoia Road, added 2- 230-watt security lights for new parking area from right of way/Retired a 45-foot AT&T transferred pole on Howell Avenue/Secured meeting with Curtis Camp Staking Engineer for Coweta Fayette EMC at the Park and ride 8100 Senoia Road for upcoming event/Met with Dana Smith Property Director to discuss generator power for Fulton County Stage/(July 17th)
- Budget meeting with Director/Meeting with possible contractors for installation of time critical 8 pole revenue upgrade on Fairview Drive/Meeting with E.L. Mitchell Tree contractor for removal of trees in right of way on Fairview Drive/Meeting with Curtis Camp of Coweta Fayette EMC/Meeting with Dana Smith in Union City to survey Fulton County stage /(July 18th)
- Budget meeting with Director /Contractor meeting with Matthew Cole for urgent AT&T pole replacement on Fairview Street/Tree contractor E.L. Mitchell to remove oak trees in right of way for pole replacement on Fairview Street/Met with vendors for Park and ride for car show on Saturday / (July 19th)

- Budget Meeting at City Hall (9:00 to 5:00) Meeting with contractors for Fairview pole replacement/Replaced two overhead transformers in Tall Deer neighborhood/Replaced one overhead transformer at Shannon Chase subdivision, replacement of antiquated CSP transformers complete in Shannon Chase Subdivision/ (July 20th)
- Budget meeting at City Hall with Director John Martin, Lester Thompson, City Manager, Assistant City Manager, Finance Director 9:00 to 11:30/Placed temporary power for Friday concert for Sylvia Abernathy/ Fleet maintenance/ (July 21st)
- Prepping four 50-foot primary replacement poles for installation at Fairview Street/Leadership meeting with utilities management team/called locates in for pole replacement on Fairview Street/ Lineman Gilbert Speck turned in his resignation today effective July 26th / (July 24th.)
- Meeting with Director 9:00 am/ Repaired downed neutral wire at Landmark Christian school at Malone St./Meeting with Blake Bell at Google for planned outage August 6th for maintenance at their plant//Received quote from Pro Source contractors for Fairview Street 4 pole replacement, the quote was 43,100.00/ Received quote from Over and Under for the Fairview Pole replacement at 33,000 Received quote from UTEC for Fairview pole replacement at 24,000 forwarded to Director to give to Procurement Manager Tyra Little/(July 25th)
- Meeting with Director about Ferndale Subdivision and Budget/Framed 4 primary poles and dug 4 holes on Fairview for primary pole installation/Met with Richard Ferry of Ferndale subdivision to discuss Street light installation Meeting at Park and Ride for upcoming event/Received turn in of all issued equipment and uniforms from Gilbert Speck/ (July 26th)
- Meeting with Director and management team/Met with Jada Berry for Friday band event power at Frankie Arnold Stage/Spot dug gas lines on Fairview for pole installation to prevent accidental damage/Meeting with water department for temporary equipment usage/ (July 27th)
- Attended memorial for Officer Astree/ Still no word on bid from procurement /Set 2 primary poles on Fairview Street/Fleet maintenance/Replaced 2 mainline switches at Word Street/Removed temporary panel from stage (July 28th)
- Meeting with leadership/Framed 2 more primary poles for Fairview Street and installed them/Meeting with customer and the Director on Radford loop/ Received word from Procurement Manager Tyra Little UTEC was awarded the Fairview bid/Crafted FY2023 capital improvement goal report/(July 31st)

Water/Sewer:

Crew Totals

Low pressure: **3**

Meter Maintenance: **85**

Sewer Back ups: **5**

Change out water meters: **3**

Re-Reads: **2**

Raise Meter box: **1**

Hydrant Flush: **3**

New meter installs: **23**

Check for Leaks: **11**

Water Meter Locates: **1**

Meter Maintenance: **52**

Totals: **189**

STORMWATER:

- Identifying and inspecting of damaged storm drains

Contractor Projects: 1

800 Tall Deer (Storm Drain Repair)

FOG (Fats, Oils, & Grease):

- Identifying all commercial & EXEMPT FOG customers- (In progress)
- (3) FOG permits issued
- FOG collections amount: \$5,962.50

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
- Implementation of the FOG software (*Completed*)
- Review meter details for new developments and renovations- (*In progress*)
- Electric Ordinance revised (*In progress*)