



CITY ADMINISTRATOR'S MONTHLY REPORT

JUNE 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 June 2023. City Administration, department directors, and city staff maintains our daily focus on the improvement of city operations and service delivery. A culture of continuous improvement is our operational goal.

We have developed a first class, professional and experienced city staff that continues to provide high quality daily services to our residents. The city of Fairburn operates on a solid financial foundation coupled with sound fiscal management. Our growing status as one of the state's finest city's to raise a family, retire, recreate, or build a business/career is made possible by an notable 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.

Operational transparency is core throughout city government. We also focus on listening to our neighborhoods, communities, and local businesses. Our objective is to support a safe, inclusive, innovative, and economically vibrant city.

This report summarizes activities for June 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.

- Awarded \$13,940 from the Fulton County Arts & Culture grant towards the Recreational Underpass Project, an arts program to establish an outdoor artist venue, community mural, outdoor seating, and recreation within Downtown during concert season. The Fulton County Arts and Culture grant will support artists' development, existing arts organizational partners, and cultural programming for underserved communities within the City of Fairburn.
- Third Friday Juneteenth Cultural Celebration featuring Dottie Peoples, Clark Brothers, True Colors Performing Arts, and Ray Howard Band. Showcasing Fairburn's arts and entertainment, vendors, kids' zone, and more to promote downtown businesses and vitality.
- Fire Department assisted with ladder and fire operations training in Walthourville Georgia
- Completed "Learn not to burn" at Campbell Elementary for the month of April-May
- Fire Recruit class in 6th week of recruit school
- Fairburn Fire will be hosting the leadership training with COSF Fire Department on July 20th, 2023.
- Men's Health Awareness Month recognized city-wide for June 2023 to a raise awareness of preventable health problems and encourages early detection and treatment of disease.
- City's Hiring & Turnover stats for June 2023:
 - New Hires – Eight (8) employees
 - Separations – Two (2) employees
- 2023 Summer Camp – Week 1: 50 campers
- Fairburn Farmers Market Kick-Off
- Water Aerobics Kick-Off
- Sensational Seniors
 - Cake Decorating– 25 participants.
 - Bingo – 16 participants.
 - Walking Club Celebration

- Planning & Zoning: The draft ordinance related to ZPL/House Bill 1405 is out for review and will be presented in July
- The upcoming Zoning Work Session topics will include the Highway 74 overlay district and housing development trends
- PD provided active shooter training for all city employees
- 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 has taken place. Waiting for further evaluation information the insurance company.
- Fire Station # 23 design by POH is in progress, the Construction phase documents are in progress.
- ECG Electricity Rate Study completed



CITY CLERK

CITY CLERK BRENDA JAMES

June 2023

Department Highlights/Accomplishments:

Received 137 open records request for June – Researched and processed

Collected \$1231.92 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 June 12th, 2023

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

Attend Clerk Training in Savannah at GMA

Prepared City Council Minutes

Signed all Business Licenses

Signed All Alcohol Licenses

Process Per Diem Checks for Council

Process Payment of Invoices

Prepare Packets for the upcoming election



COURTS

DIRECTOR: LISA BROWNLEE-MACK

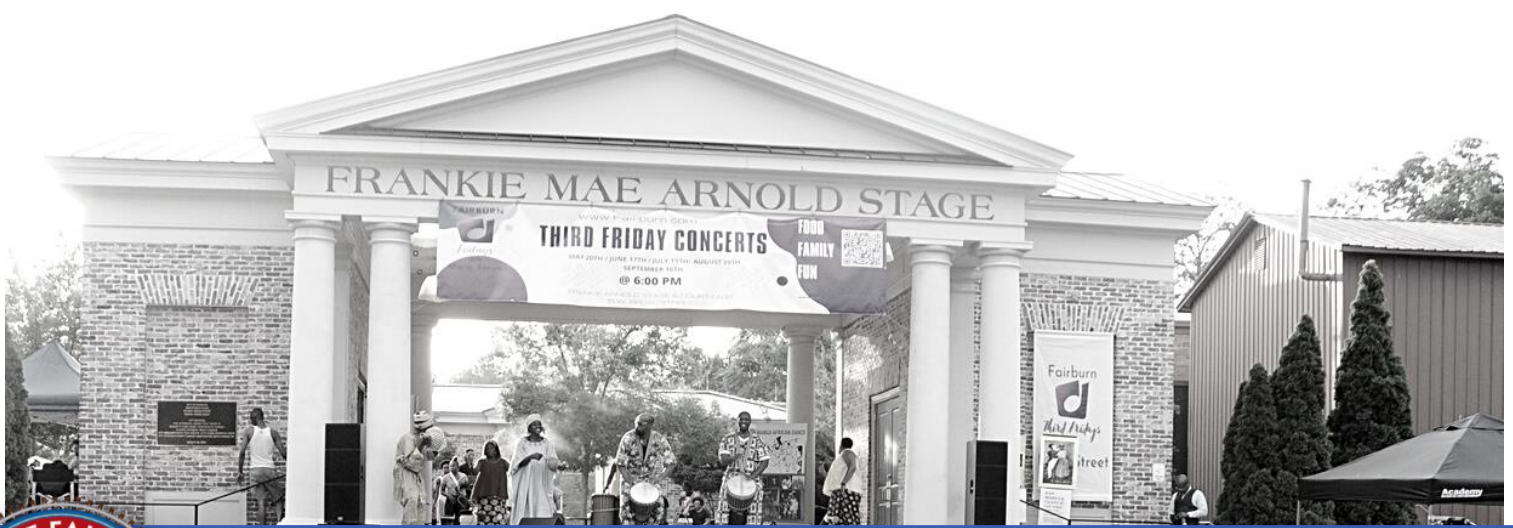
JUNE 2023

Department Highlights/Accomplishments:

- Completed all scheduled court sessions.
- Responded to Open Records Requests
- Processed Monthly State Funds Report
- Completed Clerk's Training with Department of Driver Services
- Completed Computerize Criminal History Training

Upcoming Events/Actions/Meetings:

- Preparing for Amnesty 2023
- Implementing Quarterly In-Service training dates
- Preparing Budget for FY24
- Continue review, revise Court forms, fines and SOP



ECONOMIC DEVELOPMENT

DIRECTOR: SYLVIA ABERNATHY

June 2023

- Awarded \$13,940 from the Fulton County Arts & Culture grant towards the Recreational Underpass Project, an arts program to establish an outdoor artist venue, community mural, outdoor seating, and recreation within Downtown during concert season. The Fulton County Arts and Culture grant will support artists' development, existing arts organizational partners, and cultural programming for underserved communities within the City of Fairburn.
- Participated in Leadership Retreat providing department's FY24 Impactful projects, received training and updates from Administration regarding budget, organizational goals and objectives, and capital projects.
- Third Friday Juneteenth Cultural Celebration featuring Dottie Peoples, Clark Brothers, True Colors Performing Arts, and Ray Howard Band. Showcasing Fairburn's arts and entertainment, vendors, kids' zone, and more to promote downtown businesses and vitality.

Department Updates:

- **LCI Project Sponsors Orientation**
 - Tactical Study – Fairburn Gateway & connectivity Study Orientation Meeting – June 6th
 - LCI Scope Discussion with ARC Project Manager – June 12th
- **Small Business Grant Program**
 - Meeting with Procurement Manager to establish timeline, RFP announcement, and review schedule.
 - 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:** June City Connect Newsletter, Fulton County Arts Grant, Business Spotlight-Life Within Candles, and other events around Fairburn.
- **Town Square Historic Clock**
 - Project Approved
 - Working with development team regarding installation.
 - 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 **In Process**
- **Completed the Monthly Community Activities Report Georgia Main Street/** Department of Community Affairs (DCA), which includes data on job creation, real estate sales, housing, new construction, rehab, and public improvement projects for Main Street reporting.

Project Status:

- Economic Development Strategic Plan – **In Process**
 - Panel Review
 - 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
- 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 STEPHANS

JUNE 2023

Department Updates: Month of June 2023

Daily Operations

- Business Licenses
 - New Licenses: 3
 - Renewals: 7
 - Outstanding/Pending Unpaid: 100 (effective 1/2021 to current)-
- New services
 - Electric: 43
 - Water: 39
 - Garbage: 51

Personal Property Tax

- Collected: \$3,954,013
- Outstanding: \$102,356

Real Property Tax

- Collected: \$7,853,211
- Outstanding: \$178,362

Public Utility Tax

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

Project Status:

New A/P paperless process meetings with Technology for department sharepoint sites late July

New credit card vendor (Paymentus) weekly meetings ongoing. Currently testing online payment portals.

Upcoming Events/Actions/Meetings:

- a. FY2024 Budget department meetings start July 17, 2023



FIRE

CHIEF CORNELIUS ROBINSON

JUNE 2023

Department Highlights/Accomplishments:

- Ladder and fire operations training in Walthourville Georgia
- Meeting with South Fulton, Palmetto, Chattahoochee Hill Chiefs concerning automatic aid response
- Met with building manager and contractors to conduct a final inspection for the temporary station on Bohannon Rd.
- Met with building manager and architects reviewing construction of station 23 on Milam rd.
- Completed "Learn not to burn" at Campbell Elementary for the month of April-May

Department Updates:

- In the process with the building manager of getting furniture for the temp station

Project Status: • N/A

Upcoming Events/Actions/Meetings:

- Recruit class in 6th week of recruit school
- Chief Robinson & Chief Sapp will be in training from June 5th-9th at EDI training in New Orleans at Dillard University
- Fairburn Fire will be hosting the leadership training with COSF on July 20th, 2023.

HUMAN RESOURCES



HUMAN RESOURCES

DIRECTOR: TALISHA CHAMPAGNE June 2023

Department Highlights/Accomplishments:

- **Men's Health Awareness Month** recognized city-wide for **June 2023** to a raise awareness of preventable health problems and encourages early detection and treatment of disease.



Human Resources and the Employee Engagement Team hosted the City of Fairburn's first **Men in Blu** event on **June 15, 2023** to celebrate the positive values our men bring to the world, their families, communities, and the City of Fairburn.



- On behalf of City Administration, Human Resources, and the Employee Engagement Team, the following national events were recognized city-wide in June 2023:
 - National Automotive Service Professional Week– June 5-9, 2023
 - National Municipal Court Clerks Week – June 5-9, 2023

Department Updates:

- City's Hiring & Turnover stats for June 2023:
 - New Hires – Eight (8) employees
 - Separations – Two (2) 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:
 - **National Park & Recreation Month – July 2023**
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.
 - **National Park & Recreation Professionals Day – July 21, 2023**
This is a day to celebrate and show appreciation to the City's dedicated professionals in the Parks and Recreation Department.



Information Technology

Manager: Charles Johnson

JUNE 2023

Department Highlights:

- KB4 training
- KB4 reporting issues
- IT support tech new hire onboarding
- Phishing/spam issues
- MaaS360 issues/cancellation
- Verizon devices orders
- iWorQ incident requests
- Replaced Damaged docking station
- Netwrix Auditor Training
- Annual Insurance Renewal Information
- Weekly VC3 updates
- Utilities iPad issues repaired
- Temp fire station printer delivery
- Main server room clean up
- Electronic Application for Economic Development On the Website
- 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
- Enhanced VC3 Client Experience
- New desk phone orders
- Cell phone orders
- JetPack orders
- Network Outage resolved
- Cyber Security questions and issues

Department Highlights:

- Cognito Forms Portal
- SharePoint sites access for all departments
- Share: Incident: TM572351, impacted service: Microsoft Teams,
- Survey Software
- SIM Card Change Detected
- Zultys Firmware Update
- Microsoft 365 security: You have messages in quarantine issues
- Sophos Meeting
- Unreturned Equipment (TV Box) - Comcast - (56 SW Malone St, Fairburn, GA 30213)
- Crucial - IT Equipment Retailer
- GA GMIS resources
- Fairburn, GA (2022-369688-M5B6S2) Forms Overlay, TOP
- iPhone exchange for City Administration's Office.
- IT minimum requirements document
- Paymentus implementation
- Incode Monthly "Maintenance" Window
- Cognito Forms storage issue
- Ricoh Machine Replacement (Utilities Department)
- VC3 Request List for lawyers
- Wireless Network Extender –Unifi
- COF Desk Phone software Upgrade
- Cyber Insurance Discussion with VC3
- Incode access for Fire Department personnel
- Revised Proposal - External AP Install Only
- SwiftComply Backflow is LIVE!
- IWorQ admin permissions for Network Administrator
- Office Licenses Count Change from VC3
- CFUP/CFMP -SFTP setup
- Mass Citizen Notifications
- COF City Hall Audio Visual Set Up for Screen Displays
- IT Support – Paycom
- wetransfer link – paymentus
- Cysco Meraki Switches pricing being solicited
- Netgear switch runs
- Paycom Access Activated



PARKS & RECREATION

DIRECTOR: CHAPIN SCOTT

JUNE 2023

Department Highlights/Accomplishments:

- Bride Summer Camp – Week 1: 50 campers
- Duncan Park Basketball Court- Fence Repair
- Fairburn Farmers Market Kick-Off
- Water Aerobics Kick-Off
- Parks Maintenance Team Member - Hired
- Sensational Seniors
 - Cake Decorating– 25 participants.
 - Bingo – 16 participants.
 - Walking Club Celebration
- Summer Camp – Picnic in the Park
- Parks Master Plan – Kick – Off Meeting
- 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.
- Youth Football 2023 – Registration Full
- Fairburn Farmers Market – Starts June 4th / Every 1st & 4th Friday.
- New Program: Bridge Summer Camp – Registration Full
- Music Education Program – 2nd session – Registration Open
- Seasonal Weekly Programs:
 - Water Aerobics – Tuesday & Thursday @9AM

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
- 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 – complete
- Hiring: Athletic Coordinator- on-going

Upcoming Events/Actions/Meetings:

- July 7th – Boot Camp at the Market
- July 13th – Sensational Seniors – Field Trip: Sweet Auburn Tour
- July 28th – Jazz @ the Market
- July 29th & July 31st – Back to School Splash
- August 4th – Movie Night at the Park & Ride
- June 5th – Summer Camp 1st Day
- June 22nd – Cake Decorating (Sensational Seniors)

Marketing Materials:

FAIRBURN
FALL FESTIVAL & PARADE
Save the Date!
OCTOBER 7, 2023
DOWNTOWN FAIRBURN
Fairburn
Georgia's Gateway

NOW HIRING!
Athletic Coordinator
The Athletic Coordinator is responsible for the planning, organization, and coordination of athletic programs for the Parks & Recreation Department, to include, maintaining the aquatics facility year around, and implementing various recreation programs to meet the needs of the community.
Apply online at www.fairburn.com
Rate of Pay: \$22.65 - \$29.45
(based on experience)
Fairburn
Sustained to Succeed
Dept. of Parks & Recreation

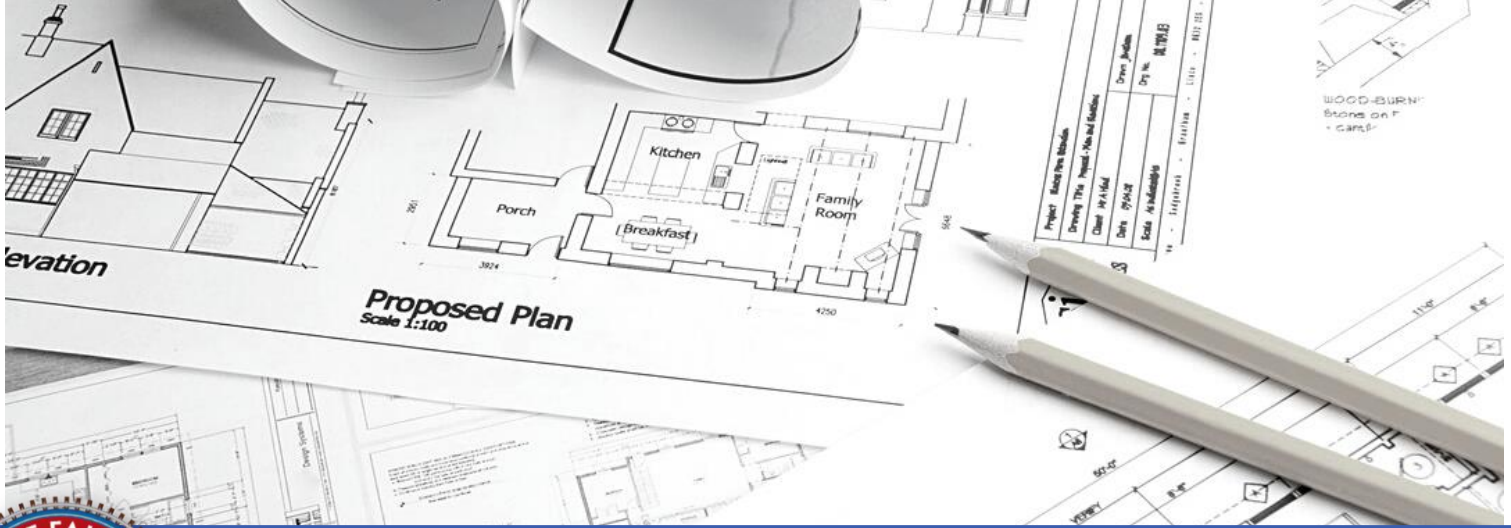
Fairburn Parks and Recreation
BACK 2 SCHOOL
Splash
Duncan Park Pool and Splash Pad
July 29th-30th
1:00PM-6:00PM
Fairburn
Dept. of Parks & Recreation

Supplies Needed

- Pencils
- Paper
- Notebooks
- Markers
- Crayons
- Folders

\$2.00
ADMISSION
W/ PACKAGED
SCHOOL
SUPPLY
DONATION

fairburn farmers market
naturally local
JUNE AND JULY
EVERY 1ST & 4TH FRIDAY
5PM-8PM
FRANKIE ARNOLD STAGE & COURTYARD -
15 W. BROAD STREET (NEXT TO OZ PIZZA)
Fairburn
Sustained to Succeed
Dept. of Parks & Recreation
BUY LOCALLY



PLANNING & ZONING

DIRECTOR: DENISE BROOKINS

JUNE 2023

Department Highlights/Accomplishments:

- The draft ordinance related to ZPL/House Bill 1405 is out for review and will be presented in July
- Planning staff is preparing for the next public art project.
- The upcoming zoning work session topics will include the Highway 74 overlay district and housing development trends

Boards & Commissions Planning Meetings

- The June Planning and Zoning Commission meeting was canceled and the July meeting included three agenda items.

Approved Plans and Plats:

- Living Word- Concept Plan and Elevations Review – July 11, 2023

Upcoming Meetings :

There is a Planning and Zoning commission meeting schedule for August 1, 2023

Upcoming Plans/Rezoning/Use Permit/Variance Petitions:

- Durham Lakes – Rezoning Request: PD Commercial to PD Residential/Townhomes
 - Planning and Zoning Commission Meeting is scheduled for August 1, 2023
 - Mayor and City Council Public Hearing is scheduled for August 14, 2023
- PVI Fairburn Office - Concept and Elevations Review
 - Planning and Zoning Commission Meeting is scheduled for August 1, 2023
- Swing Mini Golf Course – Use Permit –Food Trucks
 - Planning and Zoning Commission Meeting is scheduled for August 1, 2023
- Cigar Final Plat
 - Planning and Zoning Commission Meeting is scheduled for August 1, 2023
- Azalea Dr – Primary variance request to reduce required buffers
 - Board of Appeals Meeting is scheduled for August 17, 2023

Proposed Text Amendments:

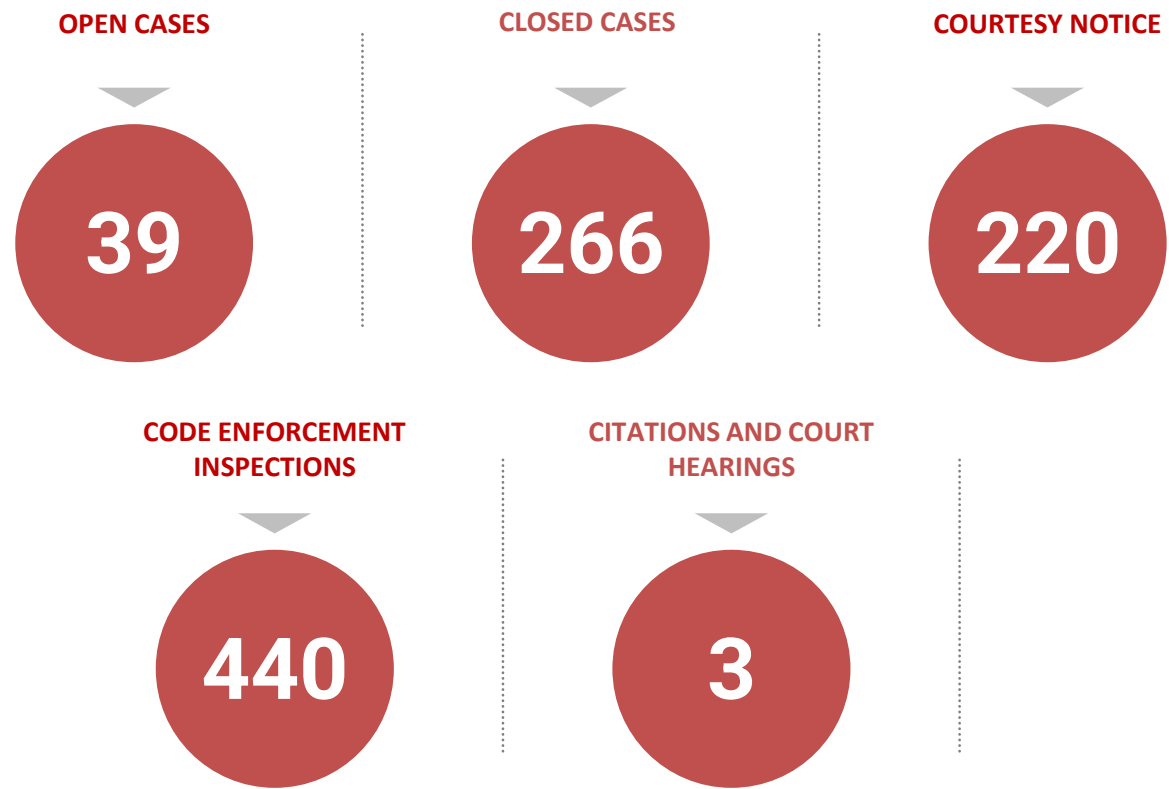
- Add liquor stores to the list of prohibited uses within the Highway 74 Overlay District
- Revise the text for prohibited tire treading and recapping uses to add tire repair shops and add a separation distance requirement for automobile repair shops (to include oil change, body repair, and tire repair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



New Permits:
Staff received an increase in roof replacement permits.



Top Issues

HIGH GRASS, WEEDS, TREE BRANCHES	STOP WORK ORDER/WORKING WITH A PERMIT	PARKING ON THE GRASS
ABANDONED OR NON-WORKING VEHICLE	TRASH BINS PUBLIC VIEW	



POLICE

CHIEF ANTHONY BAZYDLO

JUNE 2023

Department Highlights/Accomplishments:

- National Night Out – Tuesday, August 1st at Park & Ride, 5 – 8 PM
- PD provided active shooter training for city employees
- Attended Law Enforcement Appreciation day at Temple of Prayer with Bishop Lackey 7/09
- Attended meeting with Fulton County DFACS 7/11
- 7/13 PD doing a walk-thru of Bedford School for familiarization in the event of an emergency
- 7/28 Memorial for LT Astree at 8 AM, unveiling of memorial bench
- 7/29 Kerry Ann Astree event at Landmark
- Chief Bazydlo, Captain Israel are attending the GA Chiefs conference 7/22 – 7/26
- 8/05 Back to School Rally at Cora Robinson Park



Fairburn Police Department

Anthony Bazydlo

Chief of Police

Executive Summary June 2023



- Uniform Patrol Division

○ Total Calls Answered:	777
▪ Self-Initiated	1,412
○ Arrests	35
○ Arrest – Released	37
○ Citations	420
○ Warnings	902
○ Incident Reports	339
○ Accident Reports	81

- Special Ops

○ Total Calls Answered:	16
▪ Self-Initiated	114
○ Arrests	7
○ Arrest – Released	0
○ Citations	41
○ Warnings	107
○ Incident Reports	22
○ Accident Reports	3

- Criminal Inv. Division – June

○ Cases Assigned	114
○ Ex-Cleared	6
○ Cleared by Arrest	4
○ Unfounded	2
○ Inactivated	20

- CID – Cases Prior to June

○ Carry Over	54
○ Ex-Cleared	5
○ Cleared by Arrest	6
○ Unfounded	5
○ Inactivated	33

- Internal Affairs

○ 5 vacancies	
○ 1 military leave	
○ 4 medical leave	
○ 1 parental leave	

Police

June 2021

• Citations	583
• Warnings	1,202
• Arrests	22
• A/R	62

June 2022

• Citations	537
• Warnings	682
• Arrests	50
• A/R	42

June 2023

• Citations	420
• Warnings	902
• Arrests	35
• A/R	37



Fairburn Police Department

Anthony Bazydlo

Chief of Police

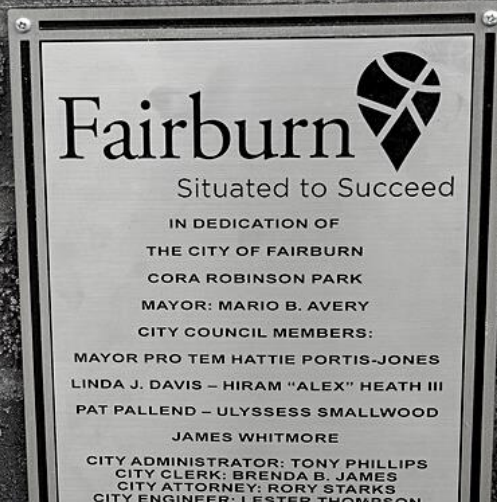


June 2023 Crime Report Total Part 1 Crime Incidents

○ 2023 YTD	243
○ 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 / Year	Increase / Decrease	Total Part 1 Crimes
January 2023	57.1%	44
February 2023	80%	36
March 2023	55.5%	42
April 2023	54.5%	34
May 2023	21%	41
June 2023	35%	46
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



PROPERTY MANAGEMENT

DIRECTOR: Dana Smith

JUNE 2023

Department Highlights/Accomplishments:

- 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 has taken place. Waiting for further evaluation information the insurance company.
- Repaired HVAC at Municipal Court building.
- Replaced fencing at Duncan Park Basketball court.
- Repaired HVAC at Duncan Park Pool House.
- Janitorial services RFP was awarded.
- Spatial planning for Classroom Bldg #2 in progress.
- Replaced Washer and Dryer at Fire Station # 22 and replaced washer at Fire Station # 21.

Department Updates:

- Project Status:
 - Fire Station # 23 design by POH is in progress, the Construction phase documents are in progress.
 - Network expansion at Classroom bldg. #2 and the temporary Fire Station are in progress.
 - Carpet replacement of Classroom bldg. #2 has been ordered and installation is scheduled for next month.
 - Roof Repair of GMC and Classroom bldg. #2 scheduled is completed.
 - Temporary water service design in progress.
 - Began soliciting pricing for backup generators Utilities and Fire HQ/FS#22/Youth Center buildings.

Upcoming Events/Actions/Meetings:

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



STREETS

DIRECTOR: GALE HIGGS

JUNE 2023

Department Highlights/Accomplishments:

- 2 New Employee Hired

Department Updates:

- Pothole Repairs on Multiple City Streets
- Shadow Glen Curb Repair
- Sewer / Gutter / Drain Cleanouts Throughout City
- Continuous Sign Replacements
- Tree Canopy Cutbacks Throughout the City
- Litter Cleanup Throughout The City
- Maintenance Of City Right of Ways & Buildings

Project Status: Pending

- Shadow Creek Sidewalk Repair
- Hill Pine Sidewalk Repair
- John Rivers Rd Asphalt Repair
- Sump Pump Upgrade
- HR Parking Lot Re-Paving

Upcoming Events/Actions/Meetings:

- 3rd Fridays Concert
- National Night Out



UTILITIES

DIRECTOR: JOHN MARTIN

JUNE 2023

Department Highlights/Accomplishments:

- Microsoft Teams Meeting: Senior Leadership Retreat Deliverables (June 1st)
- Utilities Department Weekly Leadership Meeting (Every Monday)
- Microsoft Teams Meeting: Fairburn Utilities Monthly Progress Meeting (June 1st)
- ECG Rate Study Update/City Hall (June 5th)
- Middle Chattahoochee Meeting-Union City, GA (June 13th)
- ECG Internal Kickoff Meeting (Pole Tagging Project)/City Hall (June 5th)
- Microsoft Teams Meeting: ServLine Video Call for Fairburn (June 7th)
- Utility Bills Meeting/ City Administrator's Office (June 7th)
- I & I Discussion/ City Administrator's Office (June 7th)
- Microsoft Teams Meeting: City of Fairburn/Paymentus Kick-off Meeting (June 13th)
- Microsoft Teams Meeting: Evergreen Subdivision Pre-Construction Meeting (June 13th)
- Microsoft Teams Meeting: City of Fairburn/Paymentus Kick-off Meeting (June 13th)
- Zoom Meeting: Fairburn Meter and Transmitter Inventory Update (June 8th)
- Concerns (On site Investigation/Survey Results)-4080 Castle Way (June 13th)
- Microsoft Teams Meeting: Discussion training needs for Fairburn UBv9 (June 13th)
- Pump Station Improvements Pre-Construction Meeting/Utilities Conference Room (June 8th)
- Zoom Meeting: Waterworth Intro Call (May 16th)
- Senior Leadership Retreat/GMA Building (June 9th)
- COA Water bill balance & Fulton County Sewer bill Discussion with City Administrator (June 12th)
- Fairburn Educational Campus Classroom Building #2 and Shell (June 12th)
- Microsoft Teams Meeting: FY24 Budget Position Request with HR (June 14th)
- Microsoft Teams Meeting: Department Salary Discussion (June 14th)
- Microsoft Teams Meeting: Sanitation Invoice Discussion with Assistant City Administrator (June 15th)

- Microsoft Teams Meeting: ITB23-XXX Elder Street and Poplar Street Project discussion with Electric and Procurement (June 22nd)
- Zoom Meeting: SwiftComply/FOG meeting update
- Microsoft Teams Meeting: Variance Review/iWorQ with Planning and Zoning (June 20th)
- FOG and Compliance Inspector Interviews (June 21st)
- Zoom Meeting: Efficient Data Collection for CCTV (June 21st)
- Zoom meeting: iWorQ Demo for Stormwater Management Software (June 26th)
- Microsoft Teams Meeting: Catch up meeting with Fairburn and HomeServe (June 30th)

Customer Service/Meter Reading:

Meetings:

- ECG Rate Study Meeting with City Administrator, Finance (Bryan), Utilities (John & Quakita), & ECG Team (Chau & Sarah).
- Meeting with the Assistant City Administrator regarding utility bills.
- Meeting held with Kendall Supply & Utilities Leadership Team, regarding meter and transmitters.
- Senior Leadership Retreat.
- Paymentus Kickoff Meeting, held with the Finance & Utility team(s).
- (Budget) Position Request with Human Resources Director & Utilities Director.
- Meeting held with the Finance Director & Business License Coordinator regarding department restructure and pending move.
- Brief meeting held with the Assistant City Administrator regarding the GFL invoice.

Interviews:

- Customer Service Representative position (3)
- New Hire: Nidia Kirkland → Started on June 26, 2023.

Training:

- Weekly demo and training calls (Tuesdays) with the Paymentus Team for pending implementation.

Tasks:

- Approved daily time sheets for Utilities Administrative Staff (Customer Service, Billing & Meter Reading Teams).
- Updated “Master Count List” for meter reader manual sheets for May 2023.
- Assisted the Billing Team with meter read inputs, edits, and billing process for June 2023.
- Submitted monthly report for May 2023.
- Requested and received “tasks list” from each Administrative team member.
- Compiled meeting recap for utility disconnects, utility bill formatting and upcoming Amnesty Program for utility assistance.
- Started compiled FAQ’s and informative data for pending Amnesty Program.
- Redrafted and completed a door tag example for delinquent customers.
- Submitted utility bill customizations to Incode Support Team for review.
- Drafted & Completed “Bill Policy” notification for Citywide distribution for citizens.
- Provided “Impactful Ideas” for Utilities Administration Team for Fiscal Year 2024.
- Compiled electric meter data for John Stein’s meter testing reports. (Mostly commercial meters)
- Started receiving and distributing daily water meter change out reports.
- Worked closely with Sarah Leonard (ECG) to provide electric statistics for the electric rate study review.
- 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: **7,142**(TOTAL), **6,569**(MAILED)

- **0** Penalties were posted this month: due to City-Wide network and system outage.
- **268 work order requests** (**185**– Meter Readers, **36**– Water Team, **25** – Electric, **7**– Unassigned, **14**– Billing, **1**– Stormwater/FOG) were completed for the month of June 2023.
- **0** service disconnections were issued and completed, : due to City-Wide network and system outage.
- Meter Reading & Water Staff collected **979** visual electric/water reads for billing.

Electric:

- Completed Make Ready pole for Comcast and AT&T clearance at Fairview and Estes streets/ Shannon Compton at ECG will procure revenue check (June 1st)
- Delivered Dodge 550 bucket truck to Terex for evaluation/ safety check on boom for leakage as reported by Journeyman Lineman Gilbert Speck operator / Removed service line from Temple of Prayer church for demolition / Climbed backyard pole to retire line at home behind Temple of Prayer scheduled for demolition (June 2nd)
- Leadership meeting with Director /Terex returned the Dodge 550 bucket truck/Body shop to begin Travelers insurance estimate repair to front panel /Replaced neutral wire at Estes Drive/ framed poles for Edelweiss Street (June 5th)
- Continued with Director on budget compilation for FY24 / Met with Mr. Sam Wise at Temple of Prayer church for demolition prep of buildings and installation of new sign service pole installation/Discussed possible easement for 3 phase power across future parking area / Installed electric meters at site lighting for contractor testing at Duracell (June 6th)
- Met with Power department team about time clock responsibilities / Met with Director on FY24 budget/ Set new pole at Edelweiss to retire 35' pole /pre-dug pole holes/ Met with Lester Thompson and Gale Higgs at Golightly project for safety measures of tree re-planting near energized lines/ The power department team will install protective covers / Contacted Comcast Engineer to get cable entered at 415 Rivertown for elderly customer (June 7th)
- Continued budget meeting with Director/Mass power outage on Valleyview Drive at 3:40 am/ a 110-foot pine tree fell /Power restored 2:10 pm /3 homes without power due to damaged masts and meter sockets/ addresses are 127,139,151 Valleyview (June 8th)
- Vehicle maintenance/ clean up and pole rectification on Valleyview / Utility team excavator operator assistance to Gale Higgs in streets, apple tree removal on Golightly Street (June 9th)
- Team leadership meeting with Director/Wildlife protection and pole maintenance were performed on east side locations of the city/ Installed stub pole at 204 Malone Circle to circumvent customer complaint on overhead services (June 12th)
- Trimmed right of way on Senoia/changed out 45-foot 3 phase pole on Edelweiss, streetlight maintenance city wide (June 13th)