



CITY ADMINISTRATOR'S MONTHLY REPORT

MAY 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 May 2023. City Administration, department directors, and city staff recognize that it is essential to build and maintain a culture of continuous improvement. To accomplish that it requires our persistent focus on the improvement of city operations and service delivery. We have been intentional in our efforts to foster an environment that encourages continuous learning, innovation, and collaboration. Doing so has helped develop 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 firm financial foundation combined with sound fiscal management. Our emergent 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 impressive array 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 prioritized throughout city government. Additionally, we focus on listening to our neighborhoods, communities, and local businesses. Our aim is to support a safe, inclusive, innovative, and economically vibrant city.

This report summarizes activities for May 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 \$200,000 LCI Grant for Gateway and Connectivity study, along with a \$50,000 match from the City that will explore options including mobility, connections throughout downtown, multimodal recommendations, and small business resources.
- Third Friday Concert (May) – Jazz and Soul fest event with DEZ, Julius Williams, Klymaxx, and The Band Brick performances. Over 800 in attendance for this consistently growing and family friendly event.
- Initiated Georgia "Ren Fest Thursday". Partnership in conjunction with the Georgia Renaissance Festival, celebrating one of the nation's most significant medieval-themed events. Georgia Renaissance performed featured festival acts within the downtown Historic Commercial District, as a part of community engagement to promote participation among residents each Thursday May 11th through June 1st. Events culminated with increasing attendance and notable support from Duracell, Global Impact Academy, and the Manor Senior Center.
- Met with building manager and contractors to conduct a final inspection for the temporary Fire station on Bohannon Rd.
- Fairburn Fire Department completed "Learn not to burn" at Campbell Elementary for the month of April-May
- Mental Health Awareness Month recognized city-wide for May 2023 to a raise awareness and recognize the importance of our mental well-being and how it can impact our overall health and our lives. The month was highlighted by the "Mental Health Awareness: Together We Are More Than Enough" live panel discussion on May 23,2023.

- Human Resources and the Wellness Team hosted the City of Fairburn's Walk@Work wellness event on May 19, 2023, to improve our efforts in physical and mental wellness.
- Duncan Park Pool & Splash Pad Opening – 322 visitors
- 6U & 7-8 – Season League Baseball Champions
- Youth Fishing Derby @ Duncan Park – 48 participants
- GRPA Boost Grant – awarded 45,237.43 for summer camp programming.
- Sensational Seniors Programs
 - Flowerpot Painting & Planting Project – 25 participants
 - Coffee & Canvas – 19 participants
 - Abstract Art – 22 participants
- The online portal for building permits has launched, over 70 % of new permits in May were digital submittals.
- There is a significant increase in code enforcement cases related to high grass and stop work orders. The division completed a total of 493 inspections (door hangers, official notices, citations, etc.).
- Fairburn PD provided active shooter training for three different shifts at local businesses
- Temporary Fire Station apparatus bay installation is complete.
- Duncan Park Pool House repairs were completed.
- Fairburn employee WiFi established at Duncan Park Pool House.



CITY CLERK

CITY CLERK BRENDA JAMES

MAY 2023

Department Highlights/Accomplishments:

Received 130 open records request for May – Researched and processed

Collected \$1215.25 payments for Open Records in May

Preparing Cyber 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 May 8th and May 22nd , 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

MAY 2023

Department Highlights/Accomplishments:

The bid opening date for the 2023 LMIG/TSPLOST Resurfacing Project, Roadway Improvements on Various City Roads (IFB# 23-012), was May 3rd, 2023.

The official Notice to Proceed (NTP) Date for the Southeast Broad Street Pedestrian Improvements Project (23-002) was May 1st, 2023, at which time, time charges began. All work associated with the Project should be fully complete within One Hundred and Twenty (120) consecutive calendar days of the NTP.

The official Notice to Proceed (NTP) Date for the Virlyn B. Smith Pedestrian Improvements Project (23-003) was May 1st, 2023, at which time, time charges began. All work associated with the Project should be fully complete within One Hundred and Fifty (150) consecutive calendar days of the NTP.

The official NTP Date for the Golightly Street Pedestrian Improvements Project (23-004) was May 8th, 2023, at which time, time charges will begin. All work associated with the Project should be fully complete within One Hundred and Fifty (150) consecutive calendar days of the NTP.

The Community Development Block Grant (CDBG) Agreement between Fulton County and the City of Fairburn for \$311,850.00 for the CDBG, Golightly Street Pedestrian Improvements Project was ratified by the Mayor & Council at the May 22nd, 2023, City Council Meeting.

Participated in the GDOT Monthly Progress Status Meeting for the I-85 @ SR 74/Senoia Road Interchange Project on May 16th, 2023.

The Preconstruction Meeting for Oakmont Bohannon was conducted on May 19th, 2023. The Land Disturbance Permit (LDP) was issued May 24th, 2023.

The Preconstruction Meeting for the Ministorage Depot at Fairburn was conducted on May 26th, 2023. The Land Disturbance Permit (LDP) was issued May 31st, 2023.

Copart, Inc. – Fairburn	6737 Roosevelt Highway	Site Development Plans	Conditional approval provided 04/11/2023. City of Atlanta Water Permit and Fulton County Permit /Georgia Department of Public Health required prior to issuance of the Full LDP.
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.
Evergreen Subdivision	Elder Street (near Vickers Road & Strickland Street)	Site Development Plans	Plans approved on 04/25/2023. Awaiting outstanding items prior to preconstruction meeting and LDP.
Legend Creek Subdivision	White Mill Road (near Rivertown Road)	Site Development Plans	Revised plans received 03/03/2023. 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 revised 2 provided on 04/28/2023.

Community Development Projects Under Construction

Project Name	Permit Type	Permit Issuance Date
Mini Storage Depot at Fairburn	Land Disturbance Permit	May 31st, 2023
Bohannon Road Training Center	Clearing & Grading Permit	May 31st, 2023
Oakmont Bohannon	Land Disturbance Permit	May 24th, 2023
Renaissance Parkway Phase II ~ Sanitary & Stormwater Construction	Land Disturbance Permit	February 22 nd , 2023
Milam Village, Phase 2 ~ Popeye's	Land Disturbance Permit	February 6 th , 2023
Ren Park Apartments	Land Disturbance Permit	November 10 th , 2022
South Park, Building B	Land Disturbance Permit	November 8 th , 2022
SIXTY-NINE ZERO FIVE DEV CO. - 6905	Timber Harvesting Permit	October 26 th , <u>2022</u>

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 thirty-four (34) parcels. Nine (9) condemnations pending. Collectively, action has taken place on a total of forty-three (43) parcels, with the remaining sixteen (16) parcels being negotiated.

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 1st, 2023
Virlyn B. Smith Pedestrian Improvements Project (23-003)	Pond & Company	Sol Construction, LLC	May 1st, 2023
CDBG, Golightly Street Pedestrian Improvements Project (23-004)	Pond & Company	SD&C, Inc.	May 8th, 2023

Upcoming Events/Actions/Meetings:

- It is anticipated that the Approval of Supplemental Agreement #5 to the Project Framework Agreement (PFA) for I-85 at SR 74/Senoia Road Interchange Project for an amount of \$250,000 will be presented at the June 12th, 2023, City Council Meeting.
- The Preconstruction Meeting for the Bohannon Road Training Center was conducted on May 31st, 2023, at which time the Clearing & Grading Permit was issued.

Department Updates:

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

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	Plans approved 04/11/2023. Awaiting outstanding items prior to preconstruction meeting and LDP.
Bohannon Road Training Center	Bohannon Road (City-Owned Property) Land Lease Agreement dated 12/12/2022.	Clearing & Grading Plans	Plans approved 05/11/2023. Preconstruction meeting and C&G Permit issued 05/31/2023.
Oakmont Bohannon	621 Bohannon Road	Site Development Plans	Plans approved 05/01/2023. Preconstruction meeting held 05/19/2023. LDP issued 05/24/2023.
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).
Mini Storage Depot at Fairburn	156 Jonesboro Road (near Heath Street & Beverly Engram Parkway)	Site Development Plans	Tree Bank contribution (\$26,550.00) received 05/04/2023. Plan approved 05/18/2023. Preconstruction meeting held 05/26/2023. LDP issued 05/31/2023.
Copart, Inc. – Fairburn	6737 Roosevelt Highway	Site Development Plans	Conditional approval provided 04/11/2023. City of Atlanta Water Permit and Fulton County Permit

Virlyn B. Smith (Renaissance Festival)		
96 Howell Avenue, Lot 3, Water and Sewer Project	Land Disturbance Permit	September 28 th , 2022
1162 Hwy 54 East, LLC	Land Disturbance Permit	September 28 th , 2022/ Certificate of Completion issued May 30th, 2023
South Park, Building A	Land Disturbance Permit	July 20 th , 2022
Package Depot Plaza	Land Disturbance Permit	April 12 th , 2022
Trillium Reserve Subdivision	Land Disturbance Permit	September 29 th , 2021 Permit has expired; if work does not begin within six (6) months of the date of issuance, permits automatically expire.
Fern Dale Subdivision	Land Disturbance Permit	March 31 st , 2021
Legend Creek Subdivision	Land Disturbance Permit	October 15 th , 2020 Permit has expired; if project is inactive for six (6) months after the date of issuance, the permit automatically expires.

Public Works/Capital Improvement Projects Under Design

Project Name	Design Firm	Current Phase	Let Date
Roadway Improvements on Various City Roads	In-House	Bid Evaluation; Bid Opening date May 3 rd , 2023.	March 29 th , 2023
Park Road Extension/Duncan Park Secondary Access Road	Southeastern Engineering, Inc.	Preliminary Design	September 30 th , 2023 (anticipated)
Oakley Industrial Boulevard Roadway Extension	Southeastern Engineering, Inc.	Preliminary Design	August 23 rd , 2023 (anticipated)
CDBG, Lightning Community Rain Garden & Greenspace Project	Pond & Company	Preliminary Design	October 18 th , 2023 (anticipated)

- It is anticipated that a Supplemental Agreement with TranSystems to update the Interchange Modification Report (IMR) for the I-85 @ SR 74/Senoia Road Interchange Project for an amount of \$250,000 will be presented at the June 12th, 2023, City Council Meeting.
- It is anticipated that the Approval of the Roadway Improvements on Various City Roads Contract Award to Magnum Paving, Inc. for an amount of \$2,924,531.89 will be presented at the June 12th, 2023, City Council Meeting.
- It is anticipated that the Approval of a Change Order with P2K for an amount of \$260,444.77 for the Wall #6 Design Change on the Downtown LCI Streetscape Project will be presented at the June 12th, 2023, City Council Meeting.



COURTS

DIRECTOR: LISA BROWNLEE-MACK

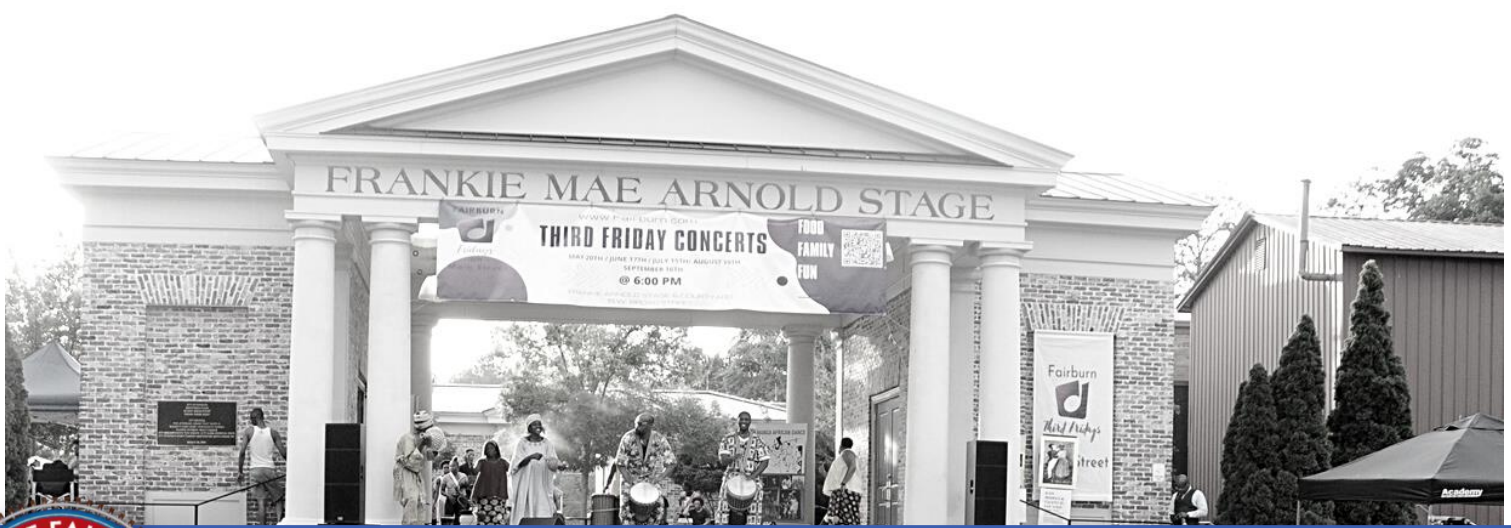
MAY 2023

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

MAY 2023

Department Highlights/Accomplishments:

- Awarded \$200,000 LCI Grant for Gateway and Connectivity study, along with a \$50,000 match from the City that will explore options including mobility, connections throughout downtown, multimodal recommendations, and small business resources.
- Received 2023 Accredited Main Street Community designation for meeting rigorous performance standards. Fairburn's Main Street program incorporates the nationally recognized Four-Point Approach using preservation-based economic development and community revitalization.
- Produced Third Friday Concert – Jazz and Soul fest event with DEZ, Julius Williams, Klymaxx, and The Band Brick performances. A family-friendly downtown event within the Historic Commercial District, promoting local businesses, vendors, and bringing visitors to the area. Local vendors provided food, retail, and civic organizations participated, with record attendance, exceeding previous events.
- Georgia Ren Fest Thursday is inaugural series in conjunction with the Georgia Renaissance Festival, celebrating one of the nation's most significant medieval-themed events. Georgia Renaissance performed featured festival acts within the downtown Historic Commercial District, as a part of community engagement to promote participation among residents May 11th, 18th, 25th, and June 1st. Events culminated with increasing attendance and notable support from Duracell, Global Impact Academy, and the Manor Senior Center.

Department Updates:

- **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**
 - Artists' selection completed. Working with property owner regarding installation.
 - Completed Artists' presentation meeting and walkthrough with property owner, consultant, City Administrator, and staff. -May 25th

- **Economic Development Citywide Business Summit – In Process**
- **Citywide Newsletter:** Prepared and wrote May City Connect Newsletter, highlighting LCI Gateway and Connectivity Study, contributors from Planning & Zoning and Parks and Recreation, 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**
 - **Presented**
- **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**
 - 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**
 - June 16th – *Juneteenth Celebration*
 - July 21st – *Summer Music Festival*
 - August 18th- *Evening with the Stars*
 - September 15th- Hispanic Heritage Festival
 - October 20th- *Harvest Festival*



MAIN STREET AMERICA

and

Georgia Main Street

certify that

City of Fairburn

has been recognized as a

2023 Affiliate Program

for meeting the standards of performance in 2022

Hannah White
Interim President & CEO
Main Street America

Matthew Wagner, Ph.D
Chief Program Officer
Main Street America



2022 REINVESTMENT IMPACT

of Nationally Designated Main Street Programs



7,657

Net New
Businesses



\$6.25 Billion

Reinvested
Locally



1.5 Million

Volunteer
Hours



10,688

Buildings
Rehabbed



29,174

Net Gain
in Jobs



FINANCE

DIRECTOR: BRYAN STEPHENS

MAY 2023

Department Updates:

Daily Operations

- Business Licenses
 - New Licenses: 1
 - Renewals: 21
 - Outstanding/Pending Unpaid: 101 (effective 1/2021 to current)-
- New services
 - Electric: 47
 - Water: 40
 - Garbage: 50

Personal Property Tax

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

Real Property Tax

- Collected: \$7,849,361
- Outstanding: \$182,212

Public Utility Tax

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

Project Status:

New A/P process for Direct payables implemented

Upcoming Events/Actions/Meetings:

- a. Process for new utility services to move paperless
- b. Communication for paperless accounts payable process training to start July 2023
- c. FY2024 Budget planning process opens June 20, 2023



FIRE

CHIEF CORNELIUS ROBINSON

MAY 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 May 2023

Department Highlights/Accomplishments:

- **Mental Health Awareness Month** recognized city-wide for **May 2023** to raise awareness and recognize the importance of our mental well-being and how it can impact our overall health and our lives.



Human Resources and the Wellness Team hosted the City of Fairburn's **Walk@Work** wellness event on **May 19, 2023**, to improve our efforts in physical and mental wellness.



- On behalf of City Administration, Human Resources, and the Employee Engagement Team, the following national events were recognized city-wide in May 2023:
 - International Firefighter Day – May 4, 2023
 - National Receptionist Day – May 10, 2023
 - National Police Week – May 15, 2023, to May 19, 2023
 - National EMS Week – May 22, 2023, to May 26, 2023
 - National Public Works Week - May 22, 2023, to May 26, 2023

- Human Resources and the Wellness Team hosted the “**Mental Health Awareness: Together We Are More Than Enough**” live panel discussion on **May 23, 2023**.



Panelists discussed topics such as the impact of mental health in the workplace and the community, self-care tips that improve mental health, and provided information on confidential resources available to employees and the community.

Department Updates:

- City's Hiring & Turnover stats for May 2023:
 - New Hires – Six (6) employees
 - Separations – Six (6) employees

Project Status:

- Retiree benefit plan options are being reviewed and vetted by the assigned Broker Team and Administration.
- Paycom Applicant Tracking module manager training to be held on May 29, 2023.

Upcoming Events/Actions/Meetings:

- Men's Health Awareness Month recognized city-wide June 2023. Human Resources and the Wellness Team will host lunch & learn in partnership with Fulton County Board of Health,
- Human Resources and the Employee Engagement Team introduces the City's 1st annual “**Men in Blu**” event for the Men of Fairburn.
- On behalf of City Administration, Human Resources, and the Employee Engagement Team, the following national events will be recognized city-wide:
 - National Automotive Service Professionals (N.A.S.P) Week – June 5, 2023
 - National Municipal
- Employee Appreciation/Field Day to be held July 14, 2023, at Duncan Park.



Information Technology

Manager: Charles Johnson

May 2023

Department Highlights:

- KB4 training ongoing
- KB4 reporting issues
- Netwrix training
- IT support tech review
- Phishing/spam issues
- MaaS360 issues/cancellation
- Ordering IT equipment
- Adobe renewal
- GC&E Recreation & PD projects kickoff
- Verizon devices orders
- iWorQ incident requests
- VC3 tech visit
- Damaged docking station replacement in progress
- Zoom account(s)?
- HR Event - IT Support Requested
- Netwrix Auditor Training
- Incode update install(s)
- Utilities Time Punch PC
- COF GMC Digital Plans Location on Shared Drive
- Interview Candidates for Desktop Support Role – Face to face/virtual
- Completed CA April monthly status report
- Began CA May monthly status reports
- Annual Insurance Renewal Information
- GMIS International - Membership Due
- Visio O365 web version
- COF Police MS 0365 active end users report
- Verizon reports clean up with account rep

Department Highlights - continued:

- Finalized the IST interview questions scoring, detail, and descriptions
- COF IST interview assessment and assessment key documents
- IST Interview questions and questions key document
- Direct contact with KnowBe4 rep for pricing
- Weekly VC3 updates
- Desk Phone Handset Cord for John M.
- GoToWebinar - Customer Training: Enterprise Data Security - Structured and Unstructured Data
- IST Interview assessment and assessment key documents
- Direct contact with KnowBe4 reps for take over of the administration of KnowBe4
- Utilities iPad issues resolved
- Temp fire station printer delivery
- Tashia Mosley desk phone issue repair in progress
- John Martin desk phone handset cord repaired
- Main server room clean up
- Firewall updates with VC3
- New AC unit in the main server room
- Discussions on leaving VC3
- Duncan Park Wi-Fi and wired connection issues and static IP addresses resolved
- Netwrix quotes for additional network monitoring solutions
- **System Network Administration**
 - Worked with Comcast to restore Fairburn Guest & Fairburn Private WiFi at the Annex building.
 - Conducted interviews & IT Support Assessments for IT Support Tech role with COF
 - Held a call with Comcast to discuss plans for adding a secondary internet connection sometime soon for the COF for redundancy purposes after getting the networking equipment in place.
 - Handled tickets in iWorQ
 - Started working on creating onboarding/offboarding documentation.
 - Started working with Cisco & HPE/3rd party vendors on getting quotes for switches for the network & WAP refresh.
 - Held a call with Sophos support to see what the options are for the COF to obtain our own licensed instance of Sophos to continue using the current Sophos appliance that is in place for our firewall & DHCP server as well as VPN solution.
 - Working with Cisco Account manager for the COF to obtain any information that she can provide that will give some insight into the COF's relationship with Cisco/vendors for Cisco equipment.
 - Coordinated with Garrett (Telcowiz affiliate) & also advised him of the type of wireless coverage that was preferred to extend out to the trailer that is going to be used as an overflow to put new hires when they are brought onboard due to space constraints elsewhere in the COF.
 - Held a call with Sophos support to discuss available options for migrating away from current Sophos SG 310 firewall to a newer Sophos firewall appliance because the SG 310 will be "EOL" on June 30, 2023. Also, opened a support ticket to work with Sophos technical support team for assistance with migrating the data away from the old Sophos appliance to the new one.
 - Coordinated a date/time the week of June 02, 2023 with a Cisco Engineer & HP Enterprises (June 06, 2023) to discuss available options for 2 switch models to choose from for network refresh & WAP refresh
 - Starting to gather specs for COF servers in preparation for Server upgrade process.
 - Starting to try & find a suitable server rack on wheels for the Fire station on Bohanon



PARKS & RECREATION

DIRECTOR: CHAPIN SCOTT

MAY 2023

Department Highlights/Accomplishments:

- Duncan Park Pool & Splash Pad Opening – 322 visitors
- 6U & 7-8 – Season League Baseball Champions
- Youth Fishing Derby @ Duncan Park – 48 participants
- GRPA Boost Grant – awarded 45,237.43 for summer camp programming.
- Sensational Seniors
 - Flowerpot Painting & Planting Project – 25 participants
 - Coffee & Canvas – 19 participants
 - Abstract Art – 22 participants
- Fairburn Fall Festival
 - Vendor application released.
 - Sponsorship Application released.
- Weekly Youth programs: Youth Football
- Weekly Senior programs – Walking Club, Chair Aerobics, Line Dancing (Seasonal location: Fairburn Annex)

Department Updates:

- Duncan Park Pool & Splash Pad – Lifeguard recruitment - on going.
- Youth Baseball – Season complete.
- Youth Football 2023 – Registration opens March 6th.
- 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:

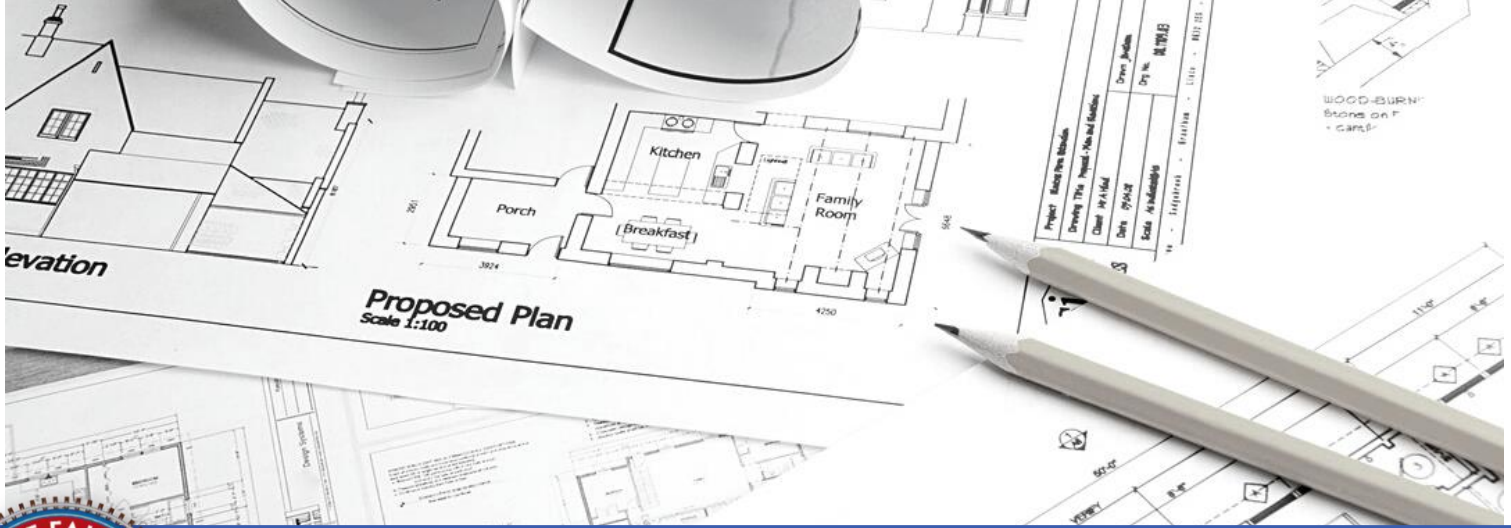
- Parks Master Plan – Kick Off Meeting – June 22nd.
- Duncan Park Pool & Splash Pad repairs – complete
- Master Event Calendar – Complete
- Youth Center HVAC installation –Complete and repaired
- Duncan Park entrance gate repair – Complete
- Outdoor basketball court fence repair – on going.
- Duncan 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 – complete
- Hiring: Parks Maintenance Team Member (1)

Upcoming Events/Actions/Meetings:

- May 27th – Duncan Park Pool & Splash Pad Opening
- June 2nd – Farmers Market Kick-off
- June 5th – Summer Camp 1st Day
- June 22nd – Cake Decorating (Sensational Seniors)

Marketing Materials:





PLANNING & ZONING

DIRECTOR: DENISE BROOKINS

MAY 2023

Department Highlights/Accomplishments:

- The online portal for building permits has launched, over 70 % of new permits in May were digital submittals.
- There is a significant increase in code enforcement cases related to high grass and stop work orders. The division completed a total of 493 inspections (door hangers, official notices, citations, etc.).
- Staff members participated in a meeting with Habitat for Humanity to learn about programs for seniors and new initiatives for first-time homebuyers.
- The draft zoning ordinance related to House Bill 1405 will be presented at the July Planning and Zoning Commission meeting.
- The Alleywave project was a temporary, large-scale installation featuring 60 community-designed satin panels. The public art project was well received and on display for two months.

Boards & Commissions Planning Meetings

The May Planning and Zoning Commission meeting was canceled due to a lack of agenda items.

Upcoming Meetings :

There is a Planning and Zoning commission meeting scheduled for July 11, 2023

Upcoming Plans/Rezoning/Use Permit/Variance Petitions:

- Durham Lakes – Rezoning Request: PD Commercial to PD Residential/Townhomes
 - Planning and Zoning Commission Meeting is tentatively scheduled for July 11, 2023
 - Mayor and City Council Public Hearing is tentatively scheduled for August 14, 2023
- Azalea Dr – Primary variance request to reduce the required setbacks (submittal under review)
- PVI Fairburn Office - Concept and Elevations Review (submittal under review)
- Living Word Church Ministries (submittal under review)

Proposed Text Amendments:

- Zoning Procedures Law amendments
- Review the uses list for 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.
- Add regulations for patios and uncovered decks to encroach in the required setbacks.
- Film Permit Policy requires additional updates to cover any request to rent public facilities.

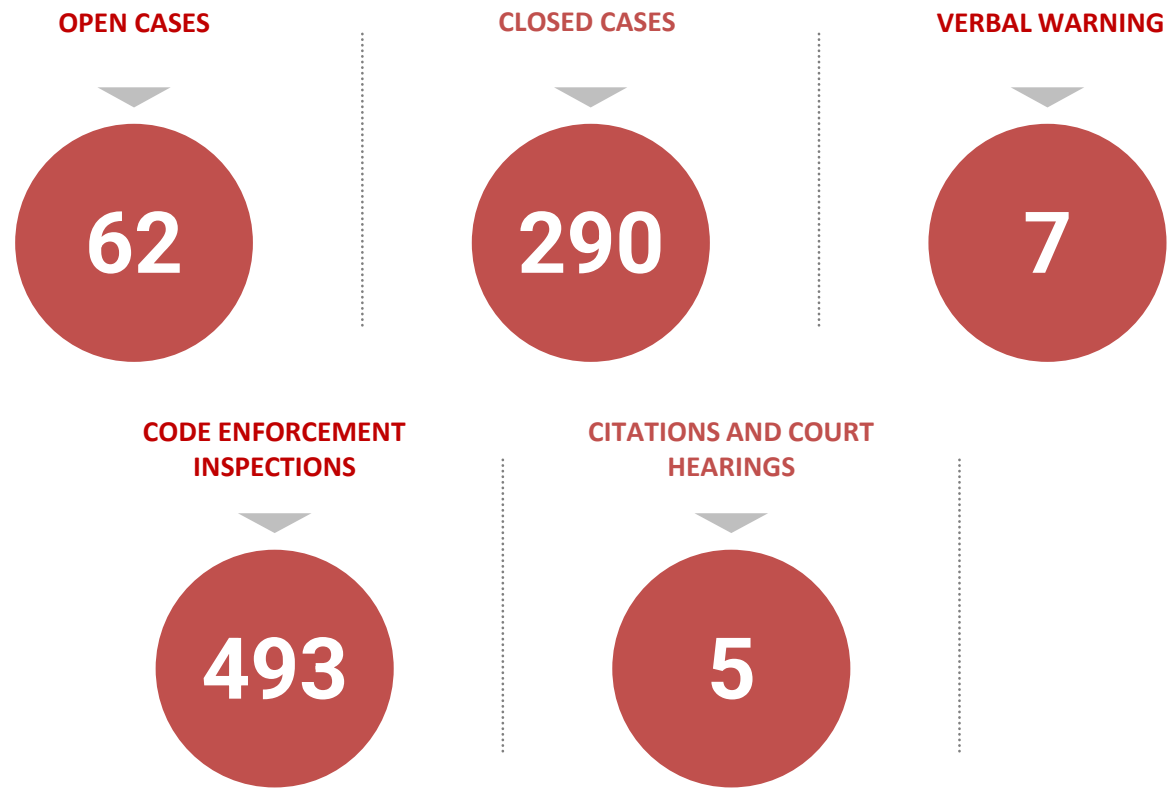
Planning, Compliance, and Building Fast Facts

Building Permits Summary



New Permits:
Most of the permits were related to roof repairs and/or replacements

Code Enforcement Summary



Top Issues

- | | | |
|----------------------------------|---------------------------------------|----------------------|
| HIGH GRASS, WEEDS, TREE BRANCHES | STOP WORK ORDER/WORKING WITH A PERMIT | PROPERTY MAINTENANCE |
| TRASH-DEBRIS | TRASH BINS PUBLIC VIEW | |



POLICE

CHIEF ANTHONY BAZYDLO

MAY 2023

Department Highlights/Accomplishments:

- Ongoing work with grant contractor about obtaining grant funding for body armor reimbursement, K9 program
- 6/21 Full Force Fulton, Fulton District Attorney meeting
- PD provided active shooter training for three different shifts at local business
- Planning active shooter training for city employees
- National Night Out – Tuesday, August 1st at Duncan Park, 6 PM
- Back to school theme



Fairburn Police Department

Anthony Bazydlo

Chief of Police



May 2023 Crime Report Total Part 1 Crime Incidents

○ 2023 YTD	197
○ 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
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



Fairburn Police Department

Anthony Bazydlo

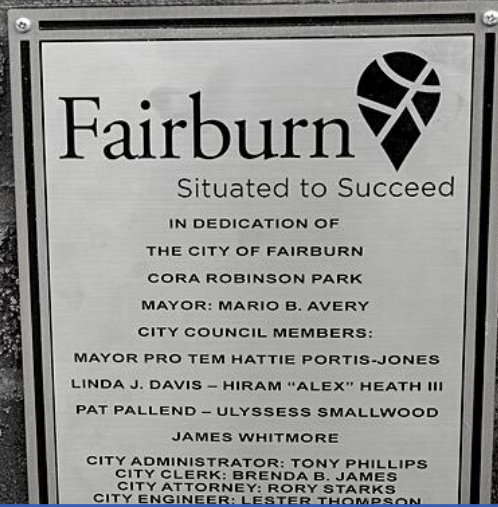
Chief of Police



Executive Summary May 2023

- **Uniform Patrol Division**
 - Total Calls Answered: 697
 - Self-Initiated 1,550
 - Arrests 49
 - Arrest – Released 53
 - Citations 446
 - Warnings 1,002
 - Incident Reports 351
 - Accident Reports 68
- **Special Ops**
 - Total Calls Answered: 11
 - Self-Initiated 113
 - Arrests 14
 - Arrest – Released 5
 - Citations 45
 - Warnings 90
 - Incident Reports 28
 - Accident Reports 0
- **Criminal Inv. Division – May**
 - Cases Assigned 55
 - Ex-Cleared 2
 - Cleared by Arrest 1
 - Unfounded 0
 - Inactivated 21
- **CID – Cases Prior to May**
 - Carry Over 194
 - Ex-Cleared 5
 - Cleared by Arrest 5
 - Unfounded 0
 - Inactivated 64
- **Internal Affairs**
 - Vacancies
 - 5 officers
 - 1 military leave
 - 1 medical

Police	
May 2021	
• Citations	592
• Warnings	1,364
• Arrests	27
• A/R	59
May 2022	
• Citations	448
• Warnings	745
• Arrests	54
• A/R	35
May 2023	
• Citations	446
• Warnings	1,002
• Arrests	49
• A/R	53



PROPERTY MANAGEMENT

DIRECTOR: Dana Smith

MAY 2023

Department Highlights/Accomplishments:

- 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. Waiting for further evaluation information the insurance company.
- Temporary Fire Station apparatus bay installation is complete progress.
- Duncan Park Pool House repairs were completed.
- Fairburn employee WiFi established at Duncan Park Pool House.
- Janitorial services RFP was closed, and bids are under review.
- Spatial planning for Classroom Bldg #2 has begun.
- On-Call Design firm performed preliminary structural assessment of 25 SW Broad Street property.
- Met with prospective tenants regarding leasing space at Fairburn Educational Campus.
- Met with potential developers regarding utilizing City of Fairburn property.

Department Updates:

- Project Status:
 - Fire Station # 23 design by POH is in progress, the Design Development is complete. The Construction phase documents are being developed.
 - Network expansion at Classroom bldg. #2 and the Temporary Fire Station are in progress.
 - Greystone power connection at Temporary Fire Station is completed.
 - 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 for next month.
 - iWorQ Asset/Work Order module training is completed and is now live.
 - Annual Elevator inspections for Educational Campus buildings by Georgia Department of Insurance and Safety Fire are completed.
 - Performed Roof repairs at Temporary Fire Station and PD HQ.
 - Pricing for new Salt Barn is in progress.

Upcoming Events/Actions/Meetings:

- Publish RFPs for on Call/Preferred Maintenance Contractor services.
- Publish RFP for Preventive Maintenance contracts.
- 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

MAY 2023

Department Highlights/Accomplishments:

- 1 New Employee Hired

Department Updates:

- Pothole Repairs on Multiple City Streets
- Hwy 74 median Cleanup
- 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
- Participated In City Health Walk

Project Status: Pending

- Curb Repair on Shadow Glen
- Shadow Creek Sidewalk Repair
- Hill Pine Sidewalk Repair
- John Rivers Rd Asphalt Repair
- Sump Pump Upgrade

Upcoming Events/Actions/Meetings:

- 3rd Fridays Concert



UTILITIES

DIRECTOR: JOHN MARTIN

MAY 2023

Department Highlights/Accomplishments:

- Microsoft Teams Meeting: Virlyn B. Smith Road Pedestrian Improvement Project (May 1st)
- Utilities Department Weekly Leadership Meeting (Every Monday)
- Microsoft Teams Meeting: Easement Review with Planning & Zoning (May 1st)
- Bi-weekly Meeting with Assistant City Administrator (May 3rd & May 17th)
- ECG Risk Mitigation Meeting with Fairburn/Council Chambers (May 4th)
- Middle Chattahoochee Meeting-Palmetto, GA (May 9th)
- Microsoft Teams Meeting: S & P Global Ratings and Combined Utility (May 4th)
- Attended Third Friday Concert -Frankie Arnold Stage & Courtyard (May 19th)
- Attended Park and Ride Logistics Meeting (May 8th)
- Microsoft Teams Meeting: Whataburger Meeting (May 9th)
- Ditch Concerns (On site Investigation)-237 Strickland Street (May 10th)
- Presentation of EOQ Recipient with award (Shareeta Bolden-Utilities) (May 15th)
- Zoom Meeting: Waterworth Intro Call (May 16th)
- On Call Contractor's List Meeting with Streets and Property Mgmt. (May 17th)
- MEAG Approval of new Feeder additional at 6 months from Engineering & Construction Team (April 10th)
- Southeast Stormwater Association affiliation application completed (April 11th)
- Backflow/Cross Connection Ordinance Approved by City Council (April 11th)
- Fairburn Utilities New Logo approved and displayed (April 11th)
- Power Pole Tagging Project Approved by City Council (April 11th)

Customer Service/Meter Reading:

Meetings:

- Brief Meeting held with Utility Administration Team to acknowledge "Employee of the Quarter" recipient.
- Utility Administration departmental staff meeting (after-hours).
- Meeting held with Human Resources Director & Utilities Director to discuss (CSR) position.

Training:

- Direct Payable Process with Purchasing Manager & Customer Service Representatives.
- iWorq Training with Buildings & IT Department in Council Chambers.

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 May 2023.
- Tallied up the “Master Count List” for May 2023.
- Assisted the Billing Team with meter read inputs, edits, and billing process for April 2023.
- Submitted monthly report for April 2023.
- Resumed the application review process for CSR position & provide top interview candidates.
- Started compiling Billing Department Task List.
- Generated “Address Master Report” for City Clerk.
- Started receiving and distributing daily water meter change out reports.
- Initiated conversation with the City Administrator’s Office, to review and modify the bill policy, disconnections, and payment arrangements.
- Received log in credentials and began using the Mobile Service Order web portal for all water meter changes.
- Generated consumption, bill/payment summary, monthly transactions, and fuel mix reports for Finance Director (based on previous fiscal year).
- Completed the “MEAG Questionnaire 2022” for Steve Garber (auditor), along with justifications and supporting documents on the statistical data.

- Worked closely with John Stein to update Fairburn Test Sites data, which includes the testing of large electric meters and billing vs. field data.
- Worked closely with Steve Garber to provide statistical information for audit purposes.
- Reinstalled/Repurposed over 50 ERT numbers on Neptune water meters to retrieve electronic reads.
- 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: **7,145** (TOTAL), **6,576** (MAILED)

- **3,870** Penalties were posted this month: totaling **\$118,213.79**.
- **445 work order requests (310– Meter Readers, 92– Water Team, 28 – Electric, 2– Unassigned, 13– Billing,)** were completed for the month of May 2023.
- **74** service disconnections were issued and completed on seriously delinquent account.
- Meter Reading & Water Staff collected over **1,238** visual electric/water reads for billing.

Electric:

- Leadership meeting with Director. Replaced rotten crossarm on primary pole on Rivertown/ verified primary phasing at Ferndale subdivision at all power points. (May 1st)
- Framed 2- 45 Ft. primary poles for Cemetery re-conduction project/ Cleared service for tree crushed home at Shannon Chase subdivision. (May 2nd.)
- Retired 5 transferred primary poles throughout the city/Received Gresco supply truck/ Southeastern Testing arrived for annual dielectric safety testing on Power Department trucks, all passed. (May 3rd.)
- Replaced bad crossarm at Waterboy Subdivision/ Applied primary power to Ferndale subdivision 1st phase primary underground installation complete. (May 4th.)
- Re- stocked, washed, weekly preventive maintenance of all equipment/ lubed and serviced tractors. Scheduled outage for demolition of building 3 at Economy Lodge.(May 5th.)
- Leadership meeting with Director 8:30 am. Re-worked riser pole at Economy Lodge, de-energized transformer and removed to yard. John Stein scheduled for annual 3 phase meter testing 9th and 10th of May. (May 8th)
- Repaired bad crossarm on Rivertown Road. / Organized overhead stock for transformer shipment due May 11th First day of John Stein meter testing/ ant control in Magnolia subdivision (May 9th)
- Transformer banking class for Power department from Greg Phillips of ECG training center. / Second day of John Stein meter testing. /Re- connected overhead services on West Broad Street and Pinehurst Road. Ant control in Waterboy Subdivision (May 10th)

- Picked up 55 class 3 pole from East point for make ready revenue job for AT&T/Received 25 overhead transformers from TLS rebuild shop/ Security lock protocol at various parts of city/ ordered public awareness literature (May 11th)
- Prepped for mandatory shutdown at DHL to repair and refit 3 phase power transformer. Stocked trucks pressure washed booms on bucket trucks. Friday May (12th)
- Met Deep South contractors at DHL, completed repair and tested 3 phase transformer. Removed 3 phase transformer at 106 Howell Avenue from old generation unit, put into stock, re- worked Utilities building primary feed. (May 13th.)
- Leadership meeting with Director. Phased out circuits FO882 and FO872 for new tie point for emergency power back feed for City Hall at Washington St. Connected new service for garage at 356 Rivertown Road. Spoke to Captain Eiswerth for traffic control detail to repair bad neutral at Spence Rd. (May 15th.)
- Safety meeting with ECG James Adams. Completed removal 60-foot oak tree from right of way for make ready revenue pole Comcast cable. Received Gresco shipment of stock goods. (May 16th.)
- Right of way rehabilitation on Spence Road. (May 17th)
- Removed pole tops and hardware from poles replaced on Spence Rd. project. (May 18th)
- Began replacement of bad neutral on Spence Road on Circuit W-1222. Good progress ,4 spans completed. (May 19th)
- Leadership meeting with Director,(budget). Delivered dump truck to Bellamy Strickland in McDonough for recall repair. Replaced 270' of antiquated under build off pole on Poplar St. (May 22nd)
- Dropped digger derrick off in Forrest Park for recall repair, met contractor at DHL and Duracell for site light disconnect installation. (May 23rd)
- Continued right of way rehabilitation on Spence Rd., installed pole hole for make ready AT@T revenue pole on Fairview Drive (May 24th)
- Zoom class 8 hours. Prepped new 55' pole for AT@T install/ Picked up Digger derrick truck from college park Freightliner location repair completed (May 25th)
- Continued right of way rehabilitation on Spence Rd/ Met with Comcast agent at Ferndale subdivision, turned in revised check request for ECG Engineering and Operations conference to Assistant City Administrator/ Created a new schedule for Lineman leadership training on rotation/ Verified Human Resources Journeyman Lineman interview/ Scheduled meeting with Enterprise transformer rehabilitation representative (May 26th)
- Met with transformer representative 7:00 am/ Installed make ready revenue pole at Fairview Drive/ Leadership meeting with Director (May 30th)
- Continued make ready pole transfer of primary lines to Campbell Elementary/ Removed secondary from corresponding pole for Comcast clearance issue/ 1 span toward the college (May 31st)

Water/Sewer:

Meter Maintenance	291
Pump Station Checks	70
Sewer backup	10
Meter install (crews)	14
Meter install (contractors)	352
Hydrant Flush	8
Lime Spread	1
Valve Checks	12
Low pressure Checks	3
Check for Leak	6
Sewer Vac	8
Replaced Meter Lids	3
ERT Installs	41
Sewer Jet	2
Total	821

STORMWATER:

- Identifying and inspecting of damaged storm drains

FOG (Fats, Oils, & Grease):

- Identifying all commercial & EXEMPT FOG customers- (In progress)
- FOG collections amount: \$5,962.50
- FOG Inspector position approved to advertise

Department Updates:

- Backflow/ Cross Connection Program implemented and website set-up (In progress).

Project Status:

- Lift Station Project-Pumps ready. Kick-off meeting completed.
- Fire Hydrant Replacement Project (*completed*)
- Upgrade Power Grid (Elder & Poplar)- (*In Procurement*)
- Water Meter Exchange-1,382 accounts changed out (*In progress*)
- 2021 Storm Drain Lining Project (*Awaiting contractor letter*)

Upcoming Events/Actions/Meetings:

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