



# **CITY ADMINISTRATOR'S MONTHLY REPORT**

**October - December 2023**

**FAIRBURN, GA**

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

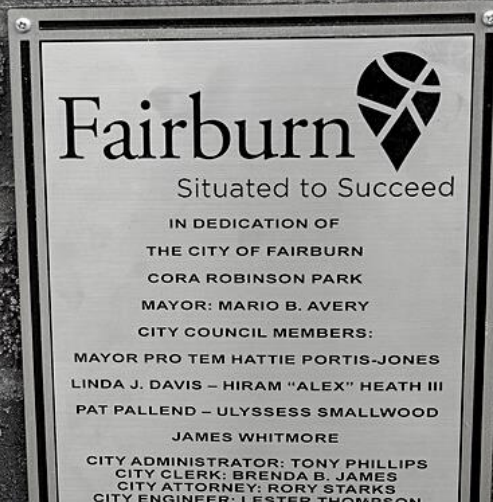
Greetings Honorable Mayor & City Council Members,

As City Administrator, I have the privilege to present a summary of the City's monthly administrative activities. What follows are our reports for October – December 2023. Two years ago when the current administration took office, we set a daily goal and focus on steadily improving city operations and service delivery. We recognize that progress is a continual, ongoing process rather than an immediate achievement. That knowledge is the basis our management and administration of every aspect of our departmental operations and services. The entire Team Fairburn, city Administration, department directors, and city staff collaborate and work on daily basis to advance and improve service delivery for our residents. Continuous improvement is built into our organizational culture and informs the way we lead and manage all city functions.

Our single most important asset are the dedicated public servants who work for the citizens of Fairburn. We have a city staff that is professional, experienced, and provides high quality services to our residents. Which is the direct result of an intentional recruitment and training focus. The city benefits from well founded financial stability, coupled with sound fiscal management, which have combined to solidify a positive economic outlook. Our rising status as one of the state's best cities to raise a family, retire, recreate, or build a business/career is made possible by a noteworthy assortment of assets, including but not limited to, proximity to the world's busiest airport, access to major interstate and state highways, an impressive status as one of the leading transportation and logistics centers in the southeast, and a consistently low crime rate.

Transparency is a core principle of our municipal services and operations. We also focus on engagement with our neighborhoods, communities, and local businesses to better understand their needs. Our aim is to continue to build a safe, inclusive, innovative, and economically vibrant city.

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



# Building Operations

**DIRECTOR: Dana Smith**

**OCTOBER- December 2023**

## Department Highlights/Accomplishments:

- Old Campbell Courthouse post fire Asbestos abatement and debris removal is completed. Preliminary engineering reports are complete, and final claim assessment has been received.
- Performed HVAC units at GMC administration building.
- Performed Plumbing repairs at GMC administration building.
- Performed Roofing repairs at Classroom bldg. # 2.
- Performed HVAC repairs at Youth Center.
- Performed Electrical repairs at Fuel Pump at Garage.
- Performed Plumbing and Roofing repairs at Municipal Court building.
- Fire Station # 23 Construction has been awarded to Benning Construction Company.
- Pricing for Network and Security installation at Classroom bldg. #2 has been awarded to GC&E.
- Temp Fire Station apparatus bay overhead doors have been installed.
- Hired Risk and Safety Management Coordinator
- Network Renovation Equipment pricing has been completed and awarded.
- Public Safety Complex Design proposal pricing in ongoing.
- Fire Station # 23 Construction is scheduled to commence to January 2024.
- Network and Security installation at Classroom bldg. #2 is scheduled to commence in January 2024.
- Network Renovation Equipment has arrived and in progress.
- Public Safety Complex Design proposal pricing is ongoing.

## Department Updates:

- Project Status:
  - Classroom bldg. #2 renovations are ongoing.
  - Temporary Fire Station water service is in permit review.
  - Emergency generators for Classroom bldg. #2, Utilities, and Fire HQ/FS#22/Youth Center buildings projects are in progress.
  - Classroom bldg. #2 renovations are ongoing.
  - Temporary Fire Station Water Vault installation pricing is ongoing.
  - Temporary Fire Station Apparatus bay electrical work pricing is ongoing.
  - Emergency generators for Classroom bldg. #2, Utilities, and Fire HQ/FS#22/Youth Center buildings projects are in progress.

- Temporary Fire Station Water Vault installation is scheduled to commence 1st quarter 2024.
- Temporary Fire Station Apparatus bay electrical work is schedule to commence by end of month.

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

- Start Construction on Fire Station # 23
- Continue Publish RFPs for on Call/Preferred Maintenance Contractor services.
- Assess emergency power and generator connections at Police HQ.
- Begin 1<sup>st</sup> Phase of Network renovations.
- Start Construction on Fire Station # 23
- Assess emergency power and generator connections at Police HQ.
- Begin 1<sup>st</sup> Phase of Network renovations.
- Publish RFPs for special construction services.

#### **Safety & Risk Management**

- Meeting with Gallanger Risk Management Services
- Installed First Aid & AEDs throughout city buildings
- Safety walkthrough in City Hall.
- Meeting for installation of First Aid Kits & AEDs in new City Administration building.
- Processed insurance claims.
- Organizing equipment inventory for upcoming insurance renewal.





## CITY CLERK

CITY CLERK BRENDA JAMES

OCTOBER-December 2023

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

- Received 150 open records request for October – Researched and processed
- Received 116 open records request for November – Researched and processed
- Received 127 open records request for December – Researched and processed
- Collected \$1185.64 payments for Open Records in September
- Collected \$980.04 payments for Open Records in October
- Collected \$880.45 payments for Open Records
- Processed incident reports to Travelers Insurance
- Processed Mayor and Council Credit Card Request
- Processed GMA and other registrations for Mayor and Council
- Processed NLC Summit Registrations
- Prepared City Council Meeting Agenda Packets for October 9<sup>th</sup> and October 23<sup>rd</sup> 2023
- Prepared City Council Meeting Agenda Packets for November 2023
- Prepared City Council Meeting Agenda Packets for December 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

Processed Mayor and Council Credit Card Request

Prepared City Council Meeting Agenda Packets for November 13, 2023

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

Process Payment of Invoices

Prepare all Election information for Fulton County

Check Election Polls on the night of the election



# COURTS

**DIRECTOR: LISA BROWNLEE-MACK**

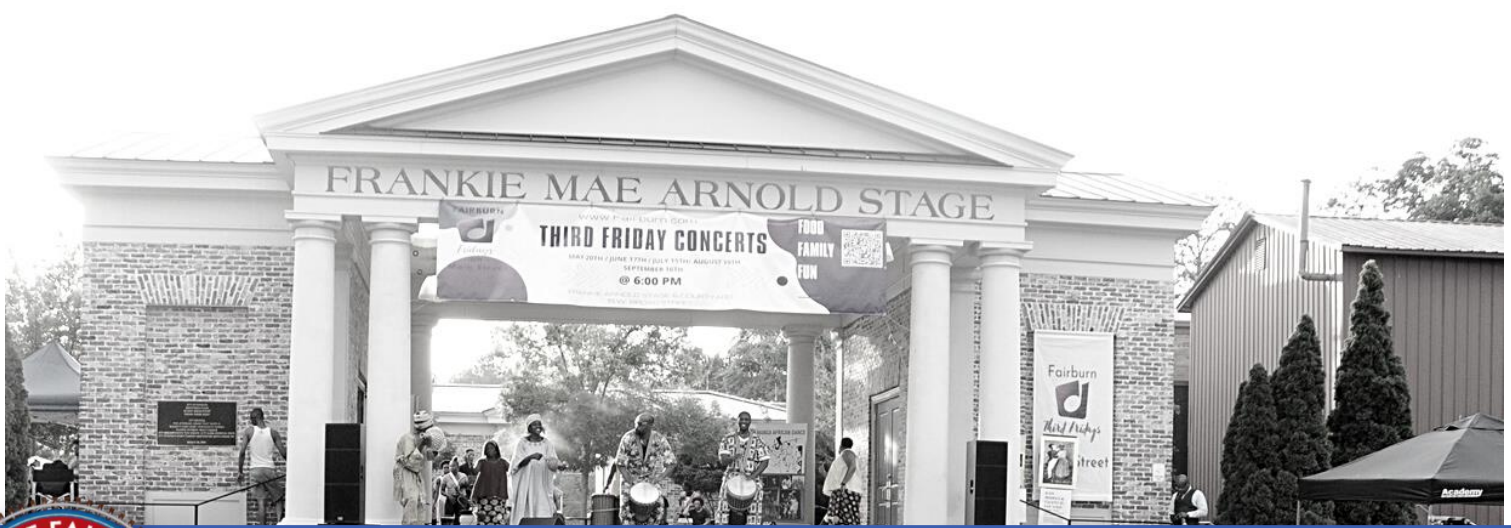
**OCTOBER - DECEMBER 2023**

## **Department Highlights/Accomplishments:**

- Completed all scheduled court sessions.
- Responded to Open Records Requests
- Processed Monthly State Funds Report
- Processed Record Restriction Requests
- Completed course with NCSC

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

- Continued Training with NCSC
- Training with GABBTA
- Continue review, revise Court forms, fines and SOP
- Judge will submit revised Bond/Fine Schedule to Mayor and City Council



# ECONOMIC DEVELOPMENT

**DIRECTOR: SYLVIA ABERNATHY      OCTOBER – DECEMBER 2023**

## Department Highlights/Accomplishments:

- **Ribbon Cutting Ceremony - Serious Law Group Grand Opening** – October 2, 2023.
- **Small Business Grant Development Program Kick-Off** Orientation and Training for business owners – October 24-25, 2023.
- **Illuminated Spaces: Artist Talk** with Roberto Rafael Navarrete at Serious Law Group. – October 26, 2023
- **Campus Project Bond Refunding** with the Downtown Development Authority of Fairburn. – November 27, 2023 –City of Fairburn City Attorney, City Administrator, Finance Director, and Downtown Development in conjunction with the City's Bond Counsel facilitated refunding 2023 bond series, four years with an estimated savings to the City of \$800,000.
- **Shop Local Campaign – 2023 American Express National Neighborhood Champion** – Launched multi-media campaign promoting local businesses throughout Fairburn, leveraging shop local events nationwide. – November 25, 2023
- **Christmas Tree Lighting Support** – Coordination with General Services, Buildings Department, Utilities and Administration downtown Christmas decorations installation. Purchase of new Christmas Tree and Lighting features.
- **Small Business Grant Program** Monthly Report to Mayor and Council  
The program was paused as of Friday, November 17, 2023, based on receiving 74 applications with a total allocation amount of \$800,851.51. Due to the budgeted allocation of \$300,000, staff in consultation with the vendor put a **pause** on the submission of applications to allow the vendor to properly vet all applications for eligibility.

SUMMARY OF APPLICATIONS SUBMITTED AS OF 11/15/202		
Row Labels	Sum of Requested Amount per Application	Count of Applicant Legal Business Name
Capital Improvements Grants	\$ 336,153.51	16
Payroll Assistance Program	\$ 30,000.00	3
Relocation Assistance	\$ 125,000.00	5
Rent Assistance Program	\$ 150,000.00	31
Small Business Incubator	\$ 65,000.00	13
<b>Grand Total</b>	<b>\$ 706,153.51</b>	<b>68</b>



- **Small Business Meeting** of more than 60 businesses to discuss activation and development opportunities throughout the city, resources, **phase two of the Small Business Grant**, and funding resources with community partners.
- Resolution Approved by Mayor and City Council to increase the City's Hotel and Motel Tax from 3% percent to 8% percent.
- Completion of Fourth Supplemental Bond Resolution Refunding Bond on Educational Campus Project.
- Submission of five Façade Grants for Approval to the Downtown Development Authority DDA for approval.

### **Department Updates:**

- **Downtown Development Authority – Tax Abatement-South City Partners, Ren Park Development, Bond for Title Lease.**
  - DA/DDA Board Resolution – November 8, 2023
- **Downtown Development Authority- 25 SW Broad Street Project.**
  - Georgia Cities Application submitted.
- **October Monthly Community Activities Report Georgia Main Street October Submission**  
Completed Monthly Department of Community Affairs (DCA) Main Street Report as required for Affiliate Programs, which includes jobs report, real estate sales, housing, new construction, rehab, and public improvement projects for Main Street reporting.
- **City Connect Newsletter** – Monthly City News, tribute to Veterans, promotions regarding community events, and other City amenities.
- **Resia Pod/ Resia Manufacturing (Ozzie) Project** – Recruitment of advanced manufacturing, leading real estate development group to Fairburn Industrial Park, that will bring new jobs. Coordination with administration, state, and local partners.
- Coordination with Georgia Economic Development Office and Select Fulton regarding joint press releases. – (January/February 2024)
- **Monthly Community Activities Report Georgia Main Street November Submission** Completed Monthly Department of Community Affairs (DCA) Main Street Report as required for Affiliate Programs, which includes jobs report, real estate sales, housing, new construction, rehab, and public improvement projects for Main Street reporting.
- **City Connect Newsletter** – December issue promotes Christmas Tree Lighting event, Mayor's Reading Club, New Sanitation Service Provider, Shop Local Event, and Youth City Council.
- **LCI Education Campus Expansion and Connectivity Study**
  - Panel selection and bid review process. – January 16 - 26
  - Award selection. Jan. 29-31
  - Staff recommendation to Mayor and Council. -Feb.12
- **Small Business Grant Program**
  - Phase II Orientation. – Jan. 12
  - Phase II Applications Open. – Feb. 2

- **Recreational Underpass Project**
  - Project Review & Update. – Jan. 18
  - Community Input. TBD
- **Resia Project Manufacturing Relocation**
  - Joint Press Announcement with Georgia Association of Economic Development. – Feb. 2
- **Main Street Program**
  - Rotary Clock Commission – Fundraising deadline: Feb. 28
  - Adopt A Planter Program - TBA
  - Keep Fairburn Beautiful – Community Beautification Ambassadors Meeting & Community Outreach Activity – March 15
- **Completed Main Street Annual Accreditation Submission – Jan. 15**
  - Community Self-Assessment Tool
  - Manager Salary Survey
  - Annual Work Plan
  - Six Standard Requirement Documentation

**Project Status:**

- **Economic Development Strategic Plan**
  - Bi-monthly meetings
  - Stakeholder Development
  - City Council Work Session Presentation – Feb. 12th
- **Downtown Expansion**
  - Solicitation of RFQ - completed.
  - Evaluation Period- completed.
  - Development Meeting – Jan. 18<sup>th</sup>
- **Third Friday Concert Series**
  - **2024 Schedule**
    - April 19 *Taste of SoFu Kick Off @ Fairburn*
    - May 17 *Music Festival*
    - June 21 *Juneteenth Cultural Celebration*
    - July 19 *Summer Jam Fest*
    - August 16 *Soul Celebration*
    - September 20 *Hispanic Heritage Festival*
- **Hotel Motel Tax Resolution**
  - Coordination with Georgia Representatives, Mayor, City Council, City Attorney, and Administration regarding implementation of legal framework for increase of tax from 3% to 8%.
- **Historic Bank Building Redevelopment**
  - Ongoing coordination with DDA/DA, bank of record, Georgia Cities Foundation, property owner, development team, and administration regarding redevelopment of property located at 25 W. Broad Street.

## **Project Updates**

<b>LCI GATEWAY AND CONNECTIVITY STUDY</b>	Sponsorship orientation meeting	ARC Subgrant Agreement submitted for signatures.
<b>Education Campus Expansion Development</b>	Request for Qualification for developers to submit concept plan for the downtown education campus expansion.	Phased Development Plan. Proposals were reviewed by the evaluation team and scored.
<b>Economic Development Strategic Plan</b>	Evaluation meeting held 9/8/23. Evaluators report/ selection completed.	Award of RFP to KB Advisory Group for Mayor and Council consideration 10/23/23.
<b>Small Business Grant Program</b>	Evaluation meeting held 8/8/2023. Kick off meeting and Orientation scheduled for October 24 <sup>th</sup> and October 25 <sup>th</sup> . Online Application process launched via website.	Award of RFP to Booth Management Group. Presentation to Mayor and City Council during October 23 Work Session.
<b>Recreational Underpass Project/Illuminated Spaces Art Installations</b>	Ongoing Placemaking public art installations, underpass, and	Fulton County Arts and Culture Council Grant Project
<b>Town Square Historic Clock</b>	Initial estimate provided by vendor presented to Mayor and City Council April 2023. Request to install clock near Antique Mall and include donor plaques.	Additional costs associated with installation, requiring relocation of clock and request for new quote from vendor.
<b>Façade Grant Program</b>	Three applications received. Applicants will require sign-off from P & Z.	Applicants referred to Technical On-Call Consultant for façade design assistance.
<b>Adopt A Planter Program</b>	In process.	Main Street Coordinator working with Community Beautification Ambassadors to establish project timeline.
<b>Utility Box Mural</b>	RFP Drafted for Call for Artists.	On-hold until CSX and Fairburn Public Works Parking development project is completed.

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

- Small Business Development Meeting – January 12<sup>th</sup> at 10:00 am and 1:00 pm
- DA/DDA Monthly Meeting – January 24<sup>th</sup> at 6:00 pm



# FINANCE

**DIRECTOR: BRYAN STEPHENS**

**OCTOBER - DECEMBER 2023**

## **Department Updates (October):**

### Daily Operations

- Business Licenses
  - New Licenses: 7
  - Renewals: 8
  - Outstanding/Pending Unpaid: 115 (effective 1/2021 to current)-
- New services
  - Electric: 56
  - Water: 47
  - Garbage: 44

### Personal Property Tax

- Collected: \$7,792
- Outstanding: 2,423,660

### Real Property Tax

- Collected: \$269,253
- Outstanding: \$9,245,057



## **Department Updates (November):**

### Daily Operations

- Business Licenses
  - New Licenses: 3
  - Renewals: 9
  - Outstanding/Pending Unpaid: 122 (effective 1/2021 to current)-
- New services
  - Electric: 53
  - Water: 49
  - Garbage: 49

### Personal Property Tax

- Collected: \$428,072
- Outstanding: 2,647,878

### Real Property Tax

- Collected: \$1,642,636
- Outstanding: \$7,870,388

## **Department Updates (December):**

### Daily Operations

- Business Licenses
  - New Licenses: 5
  - Renewals: 5
  - Outstanding/Pending Unpaid: 276
- New services
  - Electric: 58
  - Water: 55
  - Garbage: 49

### Personal Property Tax

- Collected: \$1,984,365
- Outstanding: \$1,090,192

### Real Property Tax

- Collected: \$8,788,168
- Outstanding: \$705,251

**Project Status:**

- New credit card vendor (Paymentus) online payment portals went “live” on November 7, 2023. Utility payment portals have launched thus far. Property taxes & Business Licenses files have been submitted to Paymentus for validation to start their implementation. Economic Development and P&Z portals are will not go live until those departments can produce verification files for Paymentus.
- Budget and Fiscal analyst hired effective 10/25/23, and Revenue and Collections Coordinator effective 11/8/23
- Completed analysis for Homestead Exemption expansion
- Year end closeout process has started and target date to close FY2023 is December 15, 2023.
- Completed Utility Assistance program disbursing over \$249,000 to approximately 440 households.
- Deisy Ibarra named Revenue and Collections Coordinator effective 11/8/23
- Jenny Montoya offered and accepted Staff Accountant position on 11/25/23
- Refunding of 2017 Education Complex Bonds process approved on 11/20/23, scheduled to close on December 21, 2023
- Year end closeout process has started and target date to close FY2023 is December 15, 2023.
- Signed contract for third party vendor management project. This should reduce city’s liability and enhance safety/security measures against potential fraud
- Hired new Revenue Specialist (Finance) – Jessica Brown
- Closeout of Fiscal year 2023 completed on December 22, 2023.
- Refunding of 2017 Education Complex Bonds closed on December 29, 2023
- Department achieved the GFOA Excellence for Financial Reporting for fiscal year 2022

**Upcoming Events/Actions/Meetings:**

- a. Refunding of 2017 Education Complex Bonds
- b. Excise tax resolution for rental car companies
- c. Utility Rate Resolution
- d. Utility rate presentation by ECG on 12/11/2023 work session
- e. Recommended expansion of homestead exemption
- f. Mauldin and Jenkins audit contract to be presented for approval January 2024
- g. Grant Writing consultant presentation will be on January work session agenda



## **FIRE**

**CHIEF CORNELIUS ROBINSON**

**OCTOBER – DECEMBER 2023**

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

- Fairburn Fall Festival with City Staff 10/7
- Cooking Safety Fire Prevention Lunch & Learn with Fire Marshall Campbell 10/19
- All Fire trucks Passed Pump Test
- Preparedness Essential Class with American Red Cross & Deputy Chief Sapp 10/23
- First Responders Appreciation Bunch 10/27
- Community Celebration Event at Campbell Crossing Apartments 10/28
- Push In Ceremony, Pierce Saber Engine 21 10/30
- Trunk a Treat w City Staff 10/31
- CPR Class for Resia “New Business” w/ Fire Marshal Campbell
- New Inspections & Plan Reviews
- Public Education @ Landmark
- 2 Nominees for the Silent Hero Award
- Remembrance of Detective Grant w/ PD
- Firefighter Evans pass his EMTA
- Structure Fire Control Class w/ Fire Officers
- Class w/ 1800 Board Up
- Power & Doors to our New Temp Station
- Annual Live Burn Training
- Smoke Alarm Installation for the City of Fairburn Residents
- Received our confirmation for our 2023 Compliance Certification for Georgia Firefighter Standard & Training Council
- 2 Fire Officers increase their level of EMT Certification from Basic to Advance
- Applied for the Blue Light Permit for our Fire Trucks
- Interviewing for the New Fire Inspector
- Site Development for Fire Station #23
- Plans & Reviews for new Business in the City of Fairburn
- New iPads for our Fire Trucks & Employees
- Plan for the Public Safety Training Center

**Department Updates:**

- Posting Deputy Marshall Position
- CPR classes with Fire Marshal Campbell
- Silent Hero Award Ceremony
- New Training Classes
- Quint 21 possibly end of January
- Temp Station open Mid or end of January
- Live Burn Training
- Handing Christmas Gifts to Seniors at New Beginning
- Hiring the Fire Inspector
- Groundbreaking Ceremony for Fire Station #23





## GENERAL SERVICES

**DIRECTOR: GALE HIGGS**

**OCTOBER – DECEMBER 2023**

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

- 1 Employee Promoted
- 3 Employees Hired

### **Department Updates:**

- Fall Shredding Event
- Fall Clean up Event
- Breast Cancer Walk Participation
- Several Retention Ponds Cleaned
- Sewer / Gutter / Drain Cleanouts Throughout City
- Sign Replacements in Multiple Areas
- Tree Canopy Cutbacks Throughout the City
- Litter Cleanup Throughout The City
- Cora Roberts Park Gate Installed
- Christmas Decoration Setup
- Sewer / Gutter / Drain Cleanouts Throughout City
- Sign Replacements in Multiple Areas
- Chipper Program “One for the Chipper”
- Christmas Decoration Removal
- Specialty Signs Installed

### **Project Status:** Pending

- Spence Rd Sidewalk Repair
- Cora Roberts Gate Installed
- Street Sweeping

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

- Christmas Tree Lighting
- Storm Water Training

# HUMAN RESOURCES



## HUMAN RESOURCES

DIRECTOR: TALISHA CHAMPAGNE OCTOBER- DECEMBER 2023

### Department Highlights/Accomplishments (October):

Human Resources, the Leadership Team, and the Employee Engagement Team, recognized City Administration as **Leaders of Excellence** for National Boss's Day, a day designed to raise cognizance of the hard work shown by our leaders. It was a pleasure to honor our leaders and say "Thank You" for leadership that is demonstrated through:

- Respect
- Integrity
- Service and
- Excellence



Collaborated with the City's corporate partner, Duracell, to participate in the City's 2<sup>nd</sup> Annual Breast Cancer Awareness Walk, "**Think Pink, We Are Stronger Together.**"

Human Resources and the Employee Engagement Team held the City's first annual **Spooktacular Costume Contest** Social Mixer on October 31, 2023. First, Second, & Third places winners were in Fire, General Services, & Police.



## **Department Highlights/Accomplishments (November):**

- City's Hiring & Turnover stats for November 2023:
  - New Hires – Seven (7) employee(s)
  - Separations – Three (3) employees(s)
- Upcoming Hiring stats for December 2023:
  - New Hires – Eight (8)

### **HR Events:**

On behalf of Human Resources and the Wellness Team, the following events were held in November:

- Mental Health Awareness Lunch and Learn for Managers ***“Commitment to Mental Health Excellence”*** held on November 7<sup>th</sup> from 12:00noon – 1:00pm.
- National Diabetes Awareness Lunch and Learn ***“Know Your Risk, Know Your Response”*** held on November 28<sup>th</sup> from 12:00noon – 1:00pm. Diabetes screening/assessments will be provided.
- ***“Rip the Runway”*** event in recognition of Diabetes Awareness held on November 30<sup>th</sup> from 1:00pm – 2:00pm.

### **Upcoming HR Events/Actions/Meetings**

**Emotional Wellness** Lunch and Learn ***“How to be Blessed and Not Stressed for the Holidays”*** to be held on December 11<sup>th</sup> from 12:00noon – 1:00pm.

- ***“2023 End of Year Holiday Mixer”*** event to be held on December 21<sup>st</sup> from 1:00pm – 2:00pm.

## **Department Highlights/Accomplishments (December):**

- City's Hiring & Turnover stats for December 2023:
  - New Hires – Eight (8) employee(s)
  - Separations – One (1) employees(s)
- Upcoming Hiring stats for January 2024:
  - New Hires – Four (4)

### **HR Events:**

On behalf of Human Resources, the Employee Engagement, and the Wellness Team, the following events were held in December:

- **Emotional Wellness** Lunch and Learn ***“How to be Blessed and Not Stressed for the Holidays”*** held on December 11<sup>th</sup> from 12:00noon – 1:00pm.
- **City Administration and Human Resources**, in collaboration with our cooperate partner, **Duracell**, present holiday donations to Fairburn families on December 21<sup>st</sup> at 10:00am..
- ***“2023 End of Year Holiday Mixer”*** held on December 21<sup>st</sup> from 1:00pm – 2:00pm.

### **Upcoming HR Events/Actions/Meetings**

- **New Hire Breakfast – January 5, 2024:** The Human Resources Team to celebrated all 2023 new hires..
- **National Police Officer Awareness Day – January 8, 2024:** The Employee Engagement Team and Human Resources celebrated the City's Police personnel for all shifts.
- **Financial Wellness** course series ***“Your Wealth, Your Health”*** to be held beginning January 23<sup>rd</sup> from 1:00pm – 2:00pm.
- ***“Natioinal Personal Self Defense”*** event to be held in collaboration with the Police Department on January 26<sup>th</sup> from 9:30am – 11:00am.





# Information Technology

**Manager: Charles Johnson**

**OCTOBER - DECEMBER 2023**

## **Department Highlights:**

### **• IT Manager**

- Incode backups
- Completed KnowBe4 Training
- Cisco firewall test drive
- Netwrix check-in
- CoF Systems Network Administrator hired
- Comcast coax failover connection installations continued
- GC&E cabling reengagement and quotes
- Worked iWorQ incident tickets
- Assisted with Utilities Incode online payment portal
- Placed IT equipment orders
- Zix encryption discussions with Municipal Courts
- Recycled retired IT equipment recycling
- Managed TelcoWiz incident tickets and phone orders
- Assisted with Paymentus implementation
- Microsoft government licensing meeting
- Assisted with End of fiscal year back up for finance
- Met with Bendor about State and local cyber security grant
- Encompass data backups continued
- COF camera access
- Enplug training and discussion
- Ricoh and HP printer toner recycling
- Removed Unintended installed software COF wide
- Placed Verizon orders
- TelcoWiz support tickets
- IT support tickets
- Separation from VC3 backup and archive services
- Cisco Meraki equipment purchased
- Barracuda Cloud solution demo, training, quotes and purchase
- GC&E cabling proposals and signatures



- GMIS communications
- COF IT equipment orders
- P&Z SharePoint site
- Finance dept. credit card machines set up and configuration
- Open records requests
- Fairburn website and app vendor assessments
- Comcast coax failover installs
- Charles Trotter onboarding
- MSP Encompass collaborations
- iWorQ data and content backup
- Comcast support tickets
- PaymentWorks demos and proposals
- PD network issue with switch
- Council chambers AV system issues
  - IP range check
- KnowBe4 sync issue
- AD sync issue
- Add Building Operations to Fairburn.com web site
- KnowBe4 training and phishing challenges
- IT invoice reviews
- Assisted with DebtBook Check In/GASB 96
- VC3 separation continued
- Researched Microsoft Government Licensing
- Conversations with Police Department on hard drives
- State and Local Cybersecurity Grant Program research
- Resetting ZAC password
- GMIS registration fee
- Provided Phishing clicks report in KnowBe4 and manager notifications
- Installed SentinelOne and pushing windows updates
- Assisted Finance with Kendal supply invoice emails
- Discussed COF camera standardization with GC&E
- Meeting with CivicPlus - website transition discussion
- Meeting with Granicus - website transition follow-up
- Discussed with Cisco about Equipment Costs and Orders
- Sentinel access issue
- Reviewed Bluebeam Revu v21 software demo
- Corrected Comcast fiber down issues
- City of Fairburn/Paymentus Weekly Meeting - Datamatx Ebill Presentment
- Reported concern to Code Enforcement
- Installed Computer terminal for Lineman room
- Performed Incode Update

## **Department Highlights:**

### **• Continued...**

- Completed Open Records Request City of Fairburn, GA
- Performed Cisco Reseller Verification
- CoF HR Confidential - Legal request
- Resolved Incode's Poor Performance
- Tyler cloud/SaaS proposal
- Exporting iWorQ Data – end of iWorQ
- Fairburn APP is down
- Installed City of Fairburn Analog Fax line
- Deployment - City of Fairburn Municipal Court - Advanced Email Encryption
- City of Fairburn Small Business Grant Weekly Meeting
- Assisted with Holiday Tree for CoF Technology
- Discussed New COF Mobile App Vendor Suggestions
- Discussed Reroute of our SFTP to the LIVE site/City of Fairburn (CFUP) - Production Links
- GMIS communications
- Performed TelcoWiz support tickets and phone orders
- Performed Fresh Desk IT support tickets
- Finalized Cisco Meraki equipment documentation signatures
- Finalized Barracuda Cloud solution demo, training, quotes and signatures
- Ordered COF IT equipment orders
- Departmental Sharepoint sites created
- Lead Help Us Help You web conference with department head for SharePoint and OneDrive
- CivicePlus Mass Notifications solution meeting
- Comcast coax failover installs continued
- MSP Encompass collaborations continued
- PaymentWorks and Datamatx integration
- Resolved KnowBe4 sync issue
- Resolved AD sync issue
- KnowBe4 training and phishing challenges
- Corrected Ricoh printer web driver
- Finalized GC&E cabling proposals and signatures
- Attended Netwrix Training and Checkin
- Resolved Ricoh printer issues
- PayCom time and attendance
- Investigated TelcoWiz faxing
- Resolved Encompass invoices
- Initiated Mayor's Assistant email issue IT staff completed
- Provided COF Training Facility Security cameras
- Received Cisco equipment
- Getting to know Cisco Meraki equipment
  - Inventory
  - Meeting and discussions
  - Website dashboard
- Performed Service interruption – Incode server reboot
- Performed ConnectWise OS patching
- Resolved Comcast payment center issues
- Performed SharePoint file discovery
- Investigated Cognito forms issue

- **Systems Administrator**

- Establish Asset Tracking system
- Onboard new ticketing system (Freshdesk)
- Establish service interruption documents
- Implement Microsoft Planner to track future projects
- Create Meraki dashboard Portal setup
- Comcast coax failover installs
- Install paymentus payment system for finance
- TelcoWiz support tickets
- PD network issue with switch
- AD sync issue
- IT invoice reviews
- Install new Zultys phones for the Police department
- MSP Encompass collaborations
- Council chambers AV system issues
- Create new sharepoint page
- TCP/IP printer settings for the COF
- Identify all static IPs in the COF
- Network refresh planning
- Barracuda Cloud solution demo, training, quotes and signatures
- Install Cisco MX 85 and MX 68 firewalls at each COF location
- Plan implementation of Cisco switches
- Discuss security goals for each firewall
- Resolved possible issue with PD's cameras on the new network
- Finalize IP scheme for network
- Finalize VLANs for the network refresh
- Attended Barracuda email threat protection orientation
- Started phase 1 implementation of Barracuda
- Continue Meraki portal setup
- Track Coax install for all locations
- Identify all static IP devices for the COF
- Test backup Network voice and data
- Freshdesk support tickets
- Telecowiz support tickets
- KnowBe4 training

**IT Support Technician**

- Make Replacement IT list
- Return Items to Verizon for credit
- Setup iPhones for new users
- KnowBe4 Training
- Install & Set up Incode
- Install Zultys app and assist users with log in & voicemail
- Removal of Maas360 software from Mobile phones

**Department Highlights:**

- Map printers and Drives for various users
- Install Microsoft Office 365 & issue different licenses
- Install VPN
- Reset passwords for Windows & email
- Troubleshoot Various issues
- Continuing to handle IT Tickets
- Set up iCloud Accounts
- Set up desktop & laptop for network access
- Assist with setting up audio & computer equipment
- Troubleshoot Incode issues with agent and employees
- Activate cellular items in Verizon
- Run Incode Server Updates
- Continuing to make the IT team great!





# PARKS & RECREATION

**DIRECTOR: CHAPIN SCOTT**

**OCTOBER - DECEMBER 2023**

## Department Highlights/Accomplishments:

- 2023 Fairburn Fall Festival & Parade –
- 2,400 parade participants
- 45 Vendors
- 22 Special Guests
- Estimated 8,000 – 10,000 people in attendance
- Parks Master Plan – Public Engagement at the Fairburn Fall Festival.
- Trunk or Treat in partnership with Open Word Christian Ministries – 1,000 participants
- 2<sup>nd</sup> Annual Breast Cancer Awareness Walk – 150 participants
- Free 6-week youth basketball clinic
- Fairburn Flames Football Homecoming
- Fairburn Youth Cheer – Placed 2<sup>nd</sup> at the 2023 Metro Atlanta Football League Cheerleading Championship
- Sensational Seniors –
- Charcuterie Board Making Class - October 27<sup>th</sup> – 34 participants
- Weekly Youth programs: Youth Football, Youth Cheerleading, Youth Basketball Clinic
- Weekly Senior programs – Walking Club, Chair Aerobics, Line Dancing, Chair Zumba, Bingo
- Holiday Break Camp – November 20<sup>th</sup> – November 22<sup>nd</sup> - 10 youth participants
- Youth Basketball Kick-Off: 72 youth participants
- Fairburn Flames Cheerleading – 2<sup>nd</sup> Place at the MAYFL 2023 Cheerleading competition
- Fairburn Flames Football – Playoffs and Championships
- Sensational Seniors –
  - Coffee & Canvas – Nov. 9<sup>th</sup> – 28 participants
- Park Master Plan – Site visits
- Weekly Youth programs: Youth Basketball
- Weekly Senior programs – Walking Club, Chair Aerobics, Line Dancing, Chair Zumba, Chair Yoga, Bingo

- Golden Holiday Brunch – 70 Sensational Seniors (December 5th)
- Fairburn Annual Tree Lighting – approx. 300 people (December 9th)
- Fairburn Flames Football and Cheerleading Banquet (December 10th)
- Holiday Break Camp – December 18th – December 21st - 22 youth participants
- Music Education Fall 2023 presentation (December 14th)
- Youth Basketball Kick-Off: 72 youth participants
- Sensational Seniors –
- Holiday Craft – 18 participants
- Park Master Plan – Site visits
- Weekly Youth programs: Youth Basketball
- Weekly Senior programs – Walking Club, Chair Aerobics, Line Dancing, Chair Zumba, Chair Yoga

### **Department Updates:**

- Girls Guide – Girls Mentoring Program October 2<sup>nd</sup> – November 2<sup>nd</sup>.
- Holiday Camp – November 20<sup>th</sup> – November 22<sup>nd</sup>
- Pickleball in partnership with the City of East Point – starts November 17<sup>th</sup>
- Music Education Program – On-going registration
- Weekly meeting days: Mon., Tues., Wed., Thurs. / 4PM –7PM
- Park Master Plan –
- Sterring Committee organizing.
- Site Visits – November 8<sup>th</sup>
- Youth Basketball Registration Open
- ¾ full – 7 teams
- Fairburn Youth Council – Grades 8<sup>th</sup> – 11<sup>th</sup>
- Accepting applications
- Girls Guide – Girls Mentoring Program October 2<sup>nd</sup> – November 2<sup>nd</sup>.
- Holiday Camp – November 20<sup>th</sup> – November 22<sup>nd</sup>
- Pickleball in partnership with the City of East Point – started November 17<sup>th</sup>
- Music Education Program – On-going registration
  - Weekly meeting days: Mon., Tues., Wed., Thurs. / 4PM –7PM
- Youth Track & Field – Registration starts December 1<sup>st</sup>
- Fairburn Youth Council – Grades 8<sup>th</sup> – 11<sup>th</sup>
  - Accepting application
- Girls Guide – Girls Mentoring Program January 8th – February 26th.
- Pickleball in partnership with the City of East Point – started November 17th.
- Music Education Program – On-going registration
  - Weekly meeting days: Mon., Tues., Wed., Thurs. / 4PM –7PM
- Youth Track & Field – Open (70 slots available)
- Fairburn Youth Council – Grades 8th – 11th
  - Accepting applications
- Fairburn Bridge Afterschool Program – Starts February 12<sup>th</sup>

### **Project Status:**

- Park Master Plan –
  - Sterring Committee 1<sup>st</sup> meeting – January 9, 2024
  - Project update presentation – January 8, 2024
  - Number of surveys completed – 207.

- Duncan Park Pool & Splash Pad - Pumps winterized for the winter -Complete. Water shut off by Building Department
- 2024 Master Event Calendar – complete
- New basketball goals at the Youth Center – expected installation date 1/12/2024.
- Installation of (2) additional cameras at Duncan Park – in process

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

- Nov. 20<sup>th</sup> – Nov. 22<sup>nd</sup> – Holiday Break Camp
- December 2<sup>nd</sup> – Fairburn Tree Lighting and Fireworks Show
- December 5<sup>th</sup> – Golden Holiday Brunch
- December 9<sup>th</sup> – Fairburn Tree Lighting and Fireworks Show
- December 5<sup>th</sup> – Golden Holiday Brunch
- December 10<sup>th</sup> – Fairburn Flames Football and Cheerleading Banquet
- December 12<sup>th</sup> - Holiday Crafting
- December 14<sup>th</sup> – Music Education Group end of the year presentation
- December 18<sup>th</sup> – December 21<sup>st</sup> – Holiday Break Camp
- February 2nd - Mother/Son & Father/Daughter Sneaker Ball
- Sensational Seniors Weekly Programs –
- Line Dancing
- Chair Aerobics
- Crochet Class
- Chair Yoga
- Walking Club
- Chair Zumba

### **Project Status:**

- Parks Master Plan – Next step Site Visits
- Duncan Park Pool & Splash Pad - Pumps winterized for the winter -Complete
- 2024 Master Event Calendar – ongoing
- New basketball goals at the Youth Center – expected installation date 11/21/23
- 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

## Marketing Materials:

**CITY OF FAIRBURN**  
**YOUTH CITY COUNCIL**  
"Building Leaders of Tomorrow"  
8th Grade - 11th Grade

**PROGRAM OBJECTIVES**

- LEADERSHIP DEVELOPMENT
- COMMUNITY INVOLVEMENT
- SERVICE PROJECT TRAINING FOR PEERS
- FUTURE CIVIC ENGAGEMENT
- PAID STIPEND FOR YOUTH CITY COUNCIL MEMBERS

**GETTING STARTED IS EASY AS**

- 1** COMPLETE THE APPLICATION  
Fill out the application at [www.fairburn.com](http://www.fairburn.com)
- 2** SUBMIT THE APPLICATION  
DEADLINE IS JANUARY 15, 2023
- 3** INTERVIEW  
PART 1 AND PART 2

FAIRBURN PARKS & RECREATION  
Send all completed applications to Chapin Scott - [Cscott@fairburn.com](mailto:Cscott@fairburn.com)

MUSIC EDUCATION GROUP & THE CITY OF FAIRBURN

### TEEN MUSIC EDUCATION PROGRAM

Curriculum Includes:  
Music Production - Artist Development -  
Elements of Songwriting - Music Business -  
Music & Technology - Digital Media

REGISTER ONLINE @ [www.fairburn.com](http://www.fairburn.com)  
"Register for Activity"

**FREE PROGRAM**

For More Information: Contact us at (770) 964-2244 ext. 133 or via email at [cscott@fairburn.com](mailto:cscott@fairburn.com)

Fairburn Parks & Recreation Department Presents...

### Fairburn Flames ESPY Awards Banquet

Join us to celebrate the  
2023 Youth Football & Cheerleading Season

*Sunday*  
**December 10, 2023**  
**2:30 PM**

*Banneker High School*  
6015 Feldwood Rd,  
College Park, GA  
30349

**RESCHEDULED TO DECEMBER 9TH**

**Fairburn**  
Sustained to Succeed

CITY OF FAIRBURN PRESENTS THE ANNUAL  
*Tree Lighting*

**SATURDAY  
DECEMBER 9TH  
5:30PM-7:00PM**

**FRANKIE ARNOLD STAGE & COURTYARD  
15 WEST BROAD STREET**

HOT COCOA  
PERFORMANCES  
TRAIN RIDES  
FACE PAINTING

SCAN TO RSVP

VISIT [WWW.FAIRBURN.COM](http://WWW.FAIRBURN.COM)  
FOR MORE INFORMATION

Fairburn Parks & Recreation Department

### FAIRBURN BRIDGE HOLIDAY CAMP

**December 18th - December 21st**

**FAIRBURN YOUTH CENTER**  
149 S.W. Broad Street

**Grades: Kindergarten - 5th**  
**7:30 AM - 5:30 PM**  
**Meals not included**

**Early Registration: \$75.00**  
**Registration (after Dec.8th): \$85.00**

Literacy | Outdoor Exploration | Recreation Games  
| Music | Workshops | STEAM

Register at [www.fairburn.com](http://www.fairburn.com)  
"How Do I" / "Register for an Activity"  
For more information contact:  
[jaberry@fairburn.com](mailto:jaberry@fairburn.com) or 770-964-2244 ext. 134

City of Fairburn Parks & Recreation Department

### FAIRBURN BRIDGE AFTER SCHOOL PROGRAM

**February 12, 2024 - May 24, 2024**  
**Grades: Kindergarten - 5th**  
**MONDAY - FRIDAY 2:30 PM - 6:00 PM**

**ENGAGE** **PLAY** **LEARN**

**\$65 PER WEEK**

**PROGRAM INCLUDES:**

- ✓ Transportation from school to after school site
- ✓ Homework help with certified teachers
- ✓ Literacy enrichment
- ✓ Recreation activities
- ✓ Leadership development
- ✓ Snack

Register online at [www.fairburn.com](http://www.fairburn.com)

- Select "Register for Activity"  
- Select "Fairburn Bridge After School Program"  
- Log in or Create an account to complete the registration.

For more information:  
Contact [jaberry@fairburn.com](mailto:jaberry@fairburn.com)  
770-964-2244 ext 134

Serving:  
Campbell Elementary &  
Evoline C. West Elementary

City of Fairburn Parks and Recreation Presents

### Mother-Son & Father-Daughter SNEAKER Ball

**\$10 PER PERSON**

Dinner - Dancing - Photos - Fun

Date:	Friday, February 2, 2024
Time:	6:30pm-8:30pm
Location:	Fairburn Youth Center
Address:	149 S.W. Broad Street Fairburn, GA 30213

Register Online:  
[www.fairburn.com](http://www.fairburn.com)

**(770) 964-2244 ext. 139**  
[tmosley@fairburn.com](mailto:tmosley@fairburn.com)





## POLICE

**CHIEF ANTHONY BAZYDLO    OCTOBER – DECEMBER 2023**

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

- Officer Wellness Program
- Effective with new budget year, officer wellness program has begun. This includes paid gym membership, IV hydration therapy, Brazilian Ju Jitsu training monthly, Cardio wellness app, and rewards program to recognize officers
- Red Ribbon Week
- COPS unit visited three area schools during Red Ribbon week of October 23<sup>rd</sup>
- Military 1033 program
- The PD can now obtain used military equipment. A large storage contained has been obtained for the firing range at the training center.
- Officer Grant memorial on 11/03 was a success. His family was very pleased.
- Chief attended First Baptist Thanksgiving service at their invitation
- All officers qualified during night fire training
- Down to 1 vacancy with hiring of two new recruits, admin position, and certification manager
- Shop with a Cop – Tuesday, December 19<sup>th</sup>
- Large response in Brookhaven subdivision following shootings that resulted in two arrests

### **In Progress**

- Blue Line Solutions – school zone speed detection cameras
- Citizen Police Academy estimated February – March timeframe. Registration will be posted after the new year.

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

- Work towards organizing a 501c3 for donations
- Georgia Association of Chiefs of Police conference Jan. 16<sup>th</sup> – 19<sup>th</sup>
- Organizing a 501c3 for donations





# Fairburn Police Department

Anthony Bazydlo

Chief of Police

## Executive Summary October 2023



- **Uniform Patrol Division**

○ Total Calls Answered:	704
▪ Self-Initiated	1,561
○ Arrests	38
○ Arrest – Released	45
○ Citations	407
○ Warnings	1,057
○ Incident Reports	257
○ Accident Reports	83

- **Special Ops**

○ Total Calls Answered:	21
▪ Self-Initiated	79
○ Arrests	1
○ Arrest – Released	4
○ Citations	20
○ Warnings	0
○ Incident Reports	0
○ Accident Reports	3

- **Criminal Inv. Division – October**

○ Cases Assigned	72
○ Ex-Cleared	1
○ Cleared by Arrest	0
○ Unfounded	4
○ Inactivated	18

- **CID – Cases Prior to October**

○ Carry Over	155
○ Ex-Cleared	4
○ Cleared by Arrest	3
○ Unfounded	5
○ Inactivated	65

- **Internal Affairs**

- 4 vacancies
- 1 military leave
- 3 light-duty

### Police

#### October 2021

• Citations	546
• Warnings	1,408
• Arrests	31
• A/R	76

#### October 2022

• Citations	688
• Warnings	972
• Arrests	59
• A/R	43

#### October 2023

• Citations	407
• Warnings	1,057
• Arrests	38
• A/R	45



# Fairburn Police Department

Anthony Bazydlo

Chief of Police



## October 2023 Crime Report Total Part 1 Crime Incidents

○ 2023 YTD	424
○ 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%	44
February 2023	80%	36
March 2023	55%	42
April 2023	54%	34
May 2023	20%	41
June 2023	85%	63
July 2023	155%	51
August 2023	32%	45
September 2023	20%	30
October 2023	8.5%	38
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 November 2023

- **Uniform Patrol Division**
  - Total Calls Answered: 642
    - Self-Initiated 1588
  - Arrests 28
  - Arrest – Released 29
  - Citations 328
  - Warnings 1030
  - Incident Reports 231
  - Accident Reports 78
- **Special Ops**
  - Total Calls Answered: 7
    - Self-Initiated 135
  - Arrests 3
  - Arrest – Released 1
  - Citations 15
  - Warnings 106
  - Incident Reports 13
  - Accident Reports 0
- **Criminal Inv. Division – November**
  - Cases Assigned 59
  - Ex-Cleared 2
  - Cleared by Arrest 4
  - Unfounded 4
  - Inactivated 7
- **CID – Cases Prior to November**
  - Carry Over 177
  - Ex-Cleared 2
  - Cleared by Arrest 6
  - Unfounded 6
  - Inactivated 21
- **Internal Affairs**
  - 1 vacancy
  - 1 military leave
  - 3 light-duty

### Police

#### November 2021

- Citations 598
- Warnings 1,433
- Arrests 43
- A/R 56

#### November 2022

- Citations 689
- Warnings 1,135
- Arrests 55
- A/R 57

#### November 2023

- Citations 328
- Warnings 1,030
- Arrests 28
- A/R 29



# Fairburn Police Department

Anthony Bazydlo

Chief of Police



## October 2023 Crime Report Total Part 1 Crime Incidents

○ 2023 YTD	463
○ 2022	353
○ 2021	325
○ 2020	413
○ 2019	591
○ 2018	709
○ 2017	827

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# Fairburn Police Department

Anthony Bazydlo

Chief of Police



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- **Criminal Inv. Division – November**
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  - Ex-Cleared 2
  - Cleared by Arrest 4
  - Unfounded 4
  - Inactivated 7
- **CID – Cases Prior to November**
  - Carry Over 177
  - Ex-Cleared 2
  - Cleared by Arrest 6
  - Unfounded 6
  - Inactivated 21
- **Internal Affairs**
  - 1 vacancy
  - 1 military leave
  - 3 light-duty

### Police

#### November 2021

- Citations 598
- Warnings 1,433
- Arrests 43
- A/R 56

#### November 2022

- Citations 689
- Warnings 1,135
- Arrests 55
- A/R 57

#### November 2023

- Citations 328
- Warnings 1,030
- Arrests 28
- A/R 29



# Fairburn Police Department

Anthony Bazydlo

Chief of Police



## October 2023 Crime Report Total Part 1 Crime Incidents

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December 2021	- 26.3%	28



# Fairburn Police Department

Anthony Bazydlo

Chief of Police



## Executive Summary December 2023

- **Uniform Patrol Division**
  - Total Calls Answered: 645
    - Self-Initiated 1,616
  - Arrests 33
  - Arrest – Released 45
  - Citations 387
  - Warnings 937
  - Incident Reports 257
  - Accident Reports 84
- **Special Ops**
  - Total Calls Answered: 8
    - Self-Initiated 209
  - Arrests 11
  - Arrest – Released 9
  - Citations 73
  - Warnings 185
  - Incident Reports 38
  - Accident Reports 0
- **Criminal Inv. Division – December**
  - Cases Assigned 51
  - Ex-Cleared 2
  - Cleared by Arrest 3
  - Unfounded 1
  - Inactivated 12
- **CID – Cases Prior to December**
  - Carry Over 104
  - Ex-Cleared 1
  - Cleared by Arrest 1
  - Unfounded 1
  - Inactivated 12
- **Internal Affairs**
  - 1 vacancy
  - 1 military leave
  - 2 light-duty

Police	
December 2021	
• Citations	567
• Warnings	1,458
• Arrests	33
• A/R	79
December 2022	
• Citations	463
• Warnings	1,166
• Arrests	27
• A/R	42
December 2023	
• Citations	387
• Warnings	937
• Arrests	33
• A/R	45





# Fairburn Police Department

Anthony Bazydlo

Chief of Police



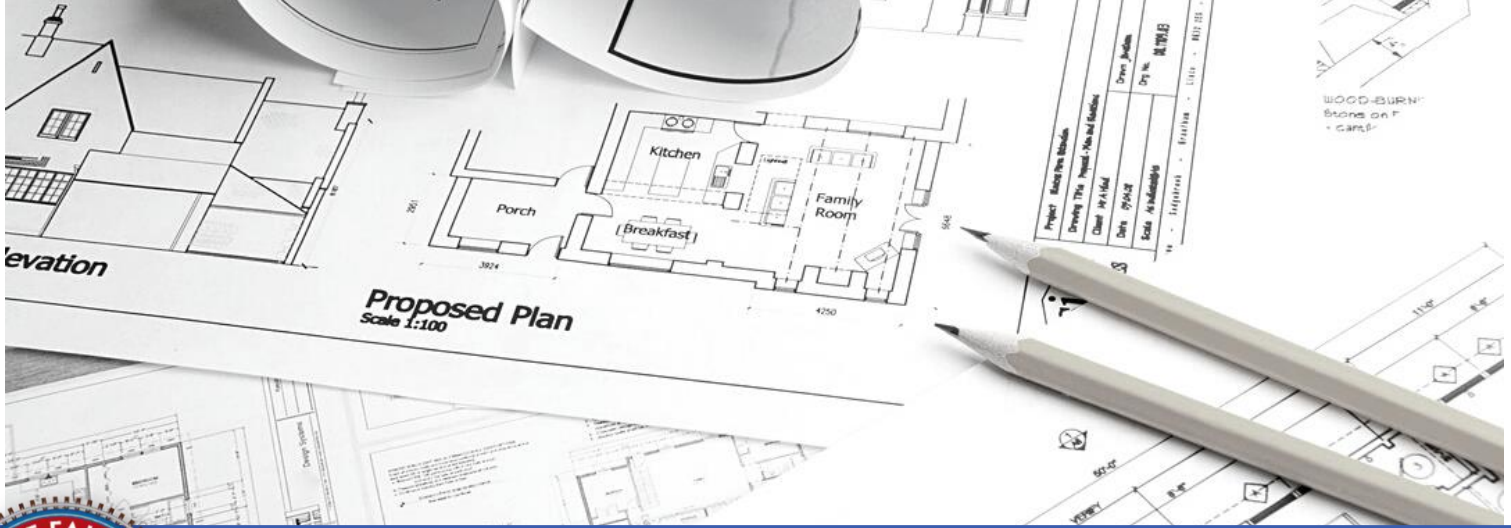
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# PLANNING & ZONING

DIRECTOR: DENISE BROOKINS

OCTOBER – DECEMBER 2023

## • Department Highlights/Accomplishments

- There has been a significant increase in various types of developments along Highway 74
- Staff is reviewing options for completing a sustainability plan and program
- The permitting system is transitioning to a new online platform
- The “Fairburn” mural designed by John Christian on the Youth Center is nearly complete
- The code enforcement division has started property maintenance assessment training
- Staff is developing a portal to provide updates on new construction projects
- Staff held a stakeholder workshop to discuss the feasibility of developing an outreach program to assist with neighborhood clean-up initiatives.
- Several text amendments are drafted and under review related to commercial uses in residential areas
- Staff held a kick-off meeting for the new online permitting portal
- The first draft of the home occupation, short term rentals, and other text amendments have been reviewed
- Code Enforcement is assisting with dispersing information regarding the new sanitation services

## Upcoming Meetings

- There is a Planning and Zoning Commission meeting scheduled for February 6, 2024

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

- Curry Bend - Preliminary Plat – Under Review
- Ferndale - Final Plat – Under Review
- New Chick-fil-A – Concept Plan - Under Review
- Strack Buildings – Concept Plan - Under Review
- At Home - Hotel – Concept Plan and Variance - Under Review
- Milo Fisher Rezoning - Under Review

**Proposed Text Amendments:**

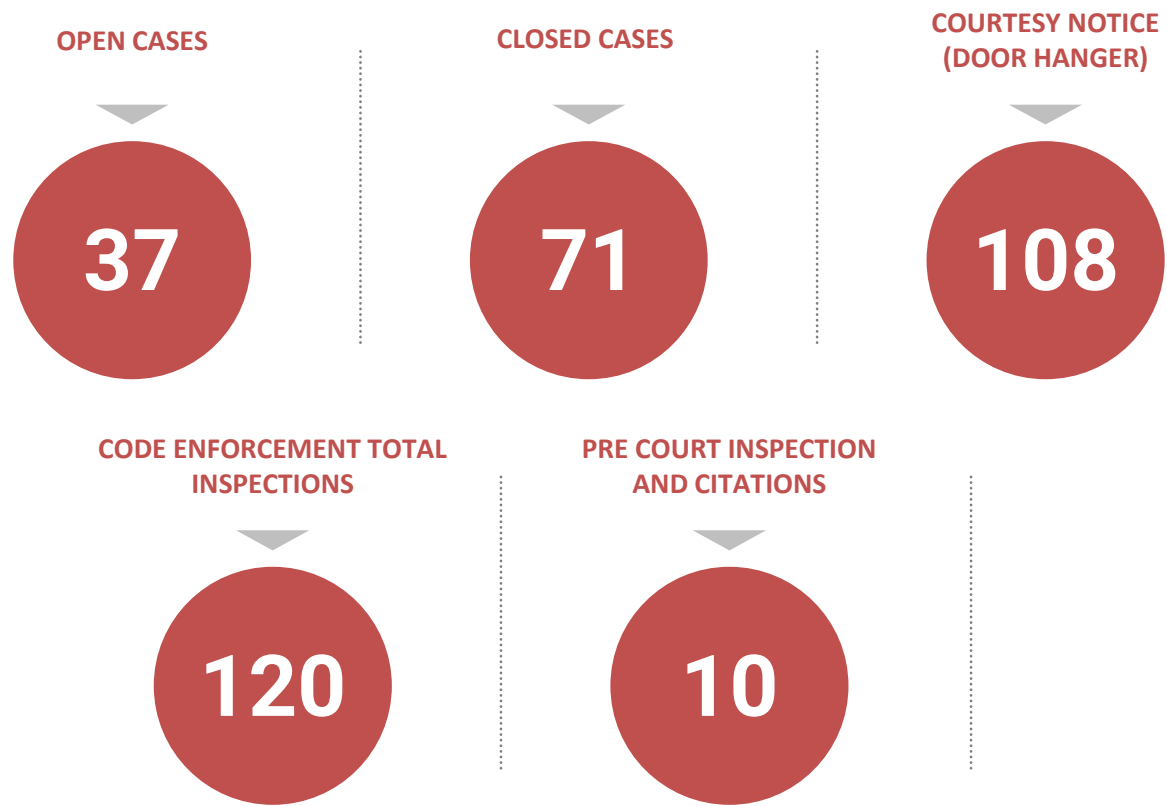
- Data Center
- Commercial Vehicles
- Home Occupation and Short-Term Rentals
- Add liquor stores to the list of prohibited uses within the Highway 74 Overlay District
- Update the regulations for Peddlers & Solicitors
- Revise the text for prohibited tire treading and recapping uses to add tire repair shops and add a separation distance requirement for automobile repair shops (to include oil change, body repair, and tire repair shops)
- Electric Vehicle Requirements
- Add regulations for patios and uncovered decks to encroach in the required setbacks.
- Film Permit Policy requires additional updates to cover any request to rent public facilities.
- Little Free Library
- Mobile and Modular Regulations
- Add liquor stores to the list of prohibited uses within the Highway 74 Overlay District
- Add regulations for patios and uncovered decks to encroach in the required setbacks.

# Planning, Compliance, and Building Fast Facts

## Building Permits Summary



**New Permits:**  
Most of the permit requests were related to roof replacements and the first Commercial Solar Panel permit was approved this month.



## Top Issues



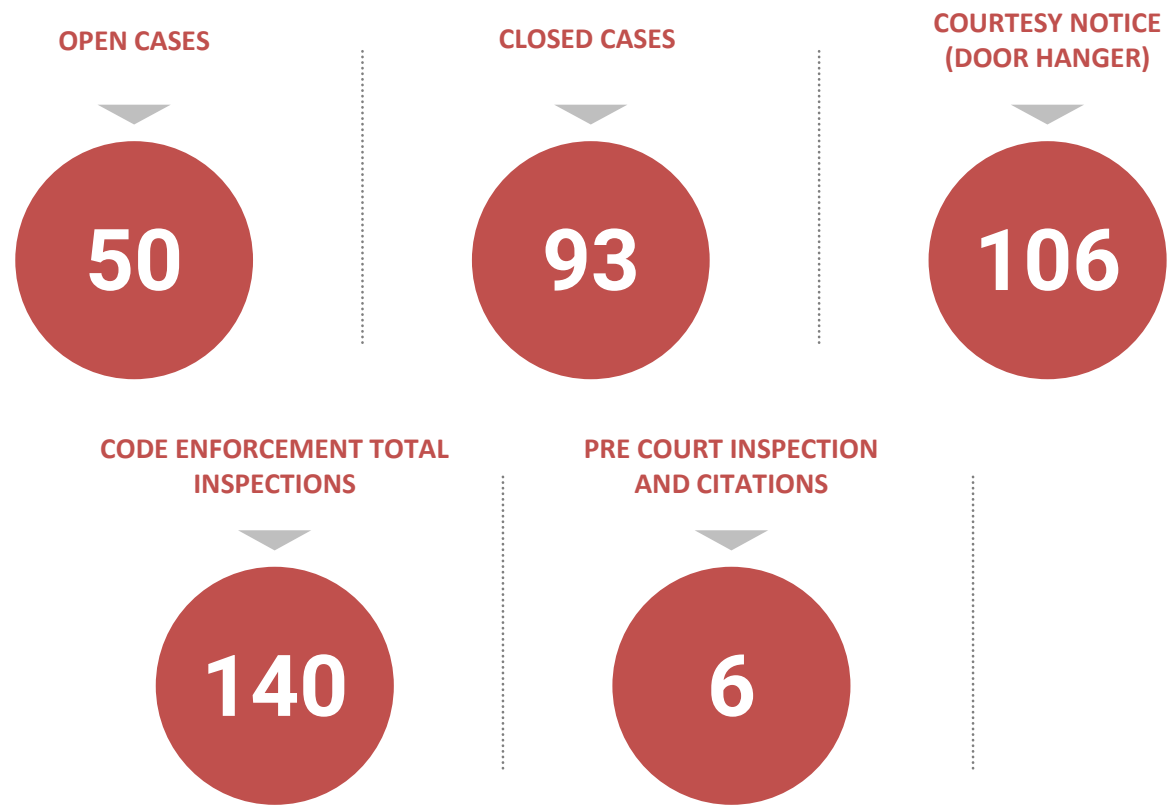


# Planning, Compliance, and Building Fast Facts

## Building Permits Summary



**New Permits:**  
Most of the permit requests were related to repairs/alterations



## Top Issues

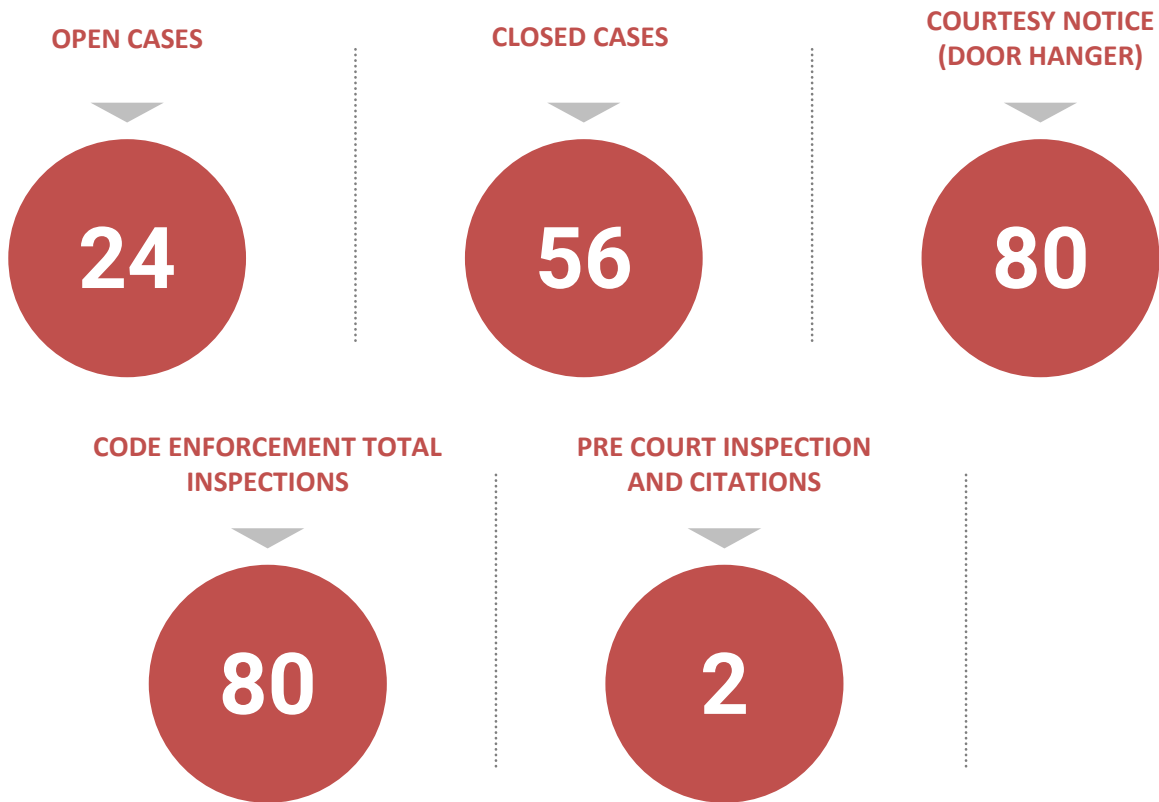
- TRASH – BINS PUBLIC VIEW
- TRASH – GENERAL
- ABANDONED OR NON-WORKING VEHICLE
- STOP WORK ORDER/NO PERMIT
- HIGH GRASS, WEEDS, TREE BRANCHES

# Planning, Compliance, and Building Fast Facts

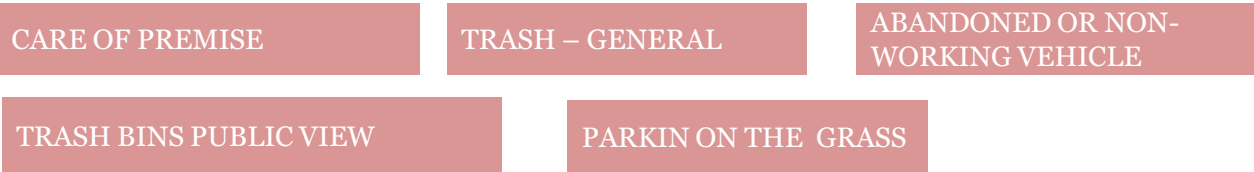
## Building Permits Summary



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



## Top Issues





# PUBLIC WORKS

**DIRECTOR: LESTER THOMPSON OCTOBER - NOVEMBER 2023**

## Department Highlights/Accomplishments:

- The Contract Award for IFB# 23-024, CDBG, Fairburn Parking Lot Project was approved at the October 9<sup>th</sup>, 2023, City Council Meeting.
- The Adoption of GDOT's Procurement Policies and Procedures was approved at the October 9<sup>th</sup>, 2023, City Council Meeting.
- The City of Fairburn's Local Issuing Authority (LIA) Monthly Reports for the months of August 2023 and September 2023, respectively were submitted to the Georgia Soil and Water Conservation Commission (GSWCC) and the Fulton County Soil & Water Conservation District on October 16<sup>th</sup>, 2023.
- Participated in the Fulton County Soil & Water Conservation District Meeting on October 17<sup>th</sup>, 2023.
- Participated in the monthly Project Team Meeting for PI 0007841, I-85 @SR 74/Senoia Road Interchange Project on October 24<sup>th</sup>, 2023.
- Participated in the South Fulton CID Board Meeting on October 27<sup>th</sup>, 2023.
- The City of Fairburn's LIA 1<sup>st</sup> Quarter Report for the period of July 1<sup>st</sup> through September 30<sup>th</sup>, 2023, was submitted to the GSWCC and the Fulton County Soil & Water Conservation District on October 30<sup>th</sup>, 2023.
- The Notice to Proceed (NTP) for the CDBG, Fairburn Parking Lot Project was issued on October 30<sup>th</sup>, 2023. All work associated with the project will be completed within seventy-five (75) days of the NTP.
- The Resolution to Apply for 2024, 2025, and 2026 Fulton County Community Development Block Grant (CDBG) Project Funding was approved at the November 13<sup>th</sup>, 2023, City Council Meeting.
- The Resolution to Modify the TSPLOST 1 Project List was approved at the November 13<sup>th</sup>, 2023, City Council Meeting.
- The Resolution to Modify the TSPLOST 2 Project List was approved at the November 13<sup>th</sup>, 2023, City Council Meeting.
- Participated in the monthly Project Team Meeting for PI 0007841, I-85 @SR 74/Senoia Road Interchange Project on November 21<sup>st</sup>, 2023.

- The Resolution to Apply for 2024, 2025, and 2026 Fulton County Community Development Block Grant (CDBG) Project Funding was approved at the November 13th, 2023, City Council Meeting.
- The Resolution to Modify the TSPLOST 1 Project List was approved at the November 13th, 2023, City Council Meeting.
- The Resolution to Modify the TSPLOST 2 Project List was approved at the November 13th, 2023, City Council Meeting.
- Participated in the monthly Project Team Meeting for PI 0007841, I-85 @SR 74/Senoia Road Interchange Project on November 21st, 2023.
- The City of Fairburn's 2024 Local Maintenance Improvement Grant (LMIG) Application for an amount of \$218,279.52 was submitted through the Georgia Grant Application System (GGAS) on December 6<sup>th</sup>, 2023.
- The City of Fairburn's LMIG Application was approved on December 12<sup>th</sup>, 2023.
- The City of Fairburn's GDOT Local Administered Project (LAP) Re-Certification Interview was held on December 14<sup>th</sup>, 2023. The LAP Re-certification process is used to determine if Local Public Agencies will remain qualified to receive sub-recipient federal transportation funds and administer federal-aid projects.
- Participated in the South Fulton CID Board Meeting on December 15<sup>th</sup>, 2023.
- Participated in the Annual Year-End TSPLOST meeting with Fulton County and the other participating Cities on December 18<sup>th</sup>, 2023.
- Participated in the Monthly Project Team Meeting for the I-85 @ SR74/Senoia Road Interchange Project on December 19<sup>th</sup>, 2023.
- Participated in the Final Field Plan Review (FFPR) for the I-85 @ SR74/Senoia Road Interchange Project on December 20<sup>th</sup>, 2023. A Final Field Plan Review (FFPR) is the official review of final plans and specifications, special provisions, permits, right-of-way agreements and utility conflict resolutions by all the GDOT State, District, and Area Subject Matter-Experts. It is required to be conducted a minimum of 24 weeks prior to letting.
- The City of Fairburn's GDOT Local Administered Projects (LAP) Re-Certification Application was submitted to the GDOT D7 Planning & Programming Liaison, Joshua Higgins, on December 20<sup>th</sup>, 2023.

**Department Updates:**

<b>Permit Type</b>	<b>Number Issued</b>
Right-of-Way Encroachment Permits	11
Timber Harvesting Permits	0
Clearing & Grading Permits	0
Land Disturbance Permits (LDPs)	1

**Project Status:**

<b>Community Development Projects Plans Under Review</b>			
Cury Bend Development 114 Single-Family Detached Residential 126 Townhomes	Johnson Road/Seneca Road	<b>Site Development Plans</b> <b>70.17 Acres/37.14 Disturbed</b>	<b>1<sup>st</sup> submission received 12/07/2023. Comments provided 12/21/23.</b>
Shugart Farm 2A – Collinsworth Connector; Roadway Project	Johnson Road, near 7190 Johnson Road	Site Development Plans	<b>Revised plans received 12/06/2023. Comments provided on 12/19/23; Conditional Approval: subject to Georgia Power permit and approved plan, Stormwater Facility Agreement.</b>
Fire Station #23	5650 Milam Road	Site Development Plans	Plans approved on 10/19/2023. <b>Preconstruction meeting held 12/14/2023.</b>
Living Word Church	o Senoia Road	Site Development Plans	Comments on Revision 1 provided 11/27/2023.
Bohannon Road Training Center	8563 Bohannon Road	Site Development Plans	Revised plans approved on 10/19/2023.
Buckingham Fairburn Warehouse	1000 Logistics Center Drive	Site Development Plans	Comments provided on 09/19/2023.
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.
South Park Building C	Whitewater Place; 7760 Spence Road	Site Development Plans	Revised plans approved 05/11/2023.
Legend Creek Subdivision	White Mill Road (near Rivertown Road)	Site Development Plans	Revised Site Development Plans approved 03/16/2023.

## Community Development Projects Under Construction

Project Name	Permit Type	Permit Issuance Date
<b>Nestle Purina Petcare, Roadway and Drainage Improvements</b> 5001 Fayetteville Road	Land Disturbance Permit	Plans approved 05/02/2023. <b>LDP issued 12/05/2023.</b>
<b>Trillium Reserve Subdivision</b> Fayetteville Road (between Edelweiss Drive and Trotters Farm Road)	Land Disturbance Permit	Original LDP issued 09/29/2021. New LDP issued on 10/31/2023. Construction activities are anticipated to begin 02/01/2023. Anticipated duration 12-14 months.
<b>Bohannon Road Training Center</b>	Land Disturbance Permit	The C&G Permit was issued 05/31/2023. LDP issued 10/19/2023.
<b>Evergreen Subdivision</b> Elder Street (near Vickers Road & Strickland Street)	Land Disturbance Permit	06/13/2023
<b>Copart, Inc. – Fairburn</b> 6737 Roosevelt Highway	Land Disturbance Permit	06/12/ 2023
<b>Mini Storage Depot at Fairburn</b> 156 Jonesboro Road (near Heath Street & Beverly Ingram Parkway)	Land Disturbance Permit	05/31/2023
<b>Oakmont Bohannon</b> 621 Bohannon Road	Land Disturbance Permit	05/24/2023
<b>Renaissance Parkway Phase II ~ Sanitary &amp; Stormwater Construction</b> Renaissance Pkwy (between the proposed Popeye's & the Fairburn Park & Ride Lot)	Land Disturbance Permit	02/22/2023
<b>Milam Village, Phase 2 ~ Popeye's</b> 8350 Senoia Road	Land Disturbance Permit	02/06/2023 <b>Certificate of Occupancy (CO) clearance provided on 12/21/2023.</b>
<b>Ren Park Apartments</b> 7000 Renaissance Parkway	Land Disturbance Permit	11/10/2022
<b>South Park, Building B</b> 1300 Whitewater Place	Land Disturbance Permit	11/08/2022 <b>As-builts Approved 12/04/2023.</b>



		<b>Certificate of Occupancy (CO) clearance provided on 12/05/2023.</b>
<b>Package Depot Plaza</b> 7895 Senoia Road	Land Disturbance Permit	04/12/2022
<b>Fern Dale Subdivision</b> Virlyn B. Smith Road (east of the Georgia Renaissance Festival, across from Victoria Estates)	Land Disturbance Permit	03/31/2021 Second Final Visual Infrastructure/Site Development Re-Inspection for Phase 1 (69 Lots) conducted 11/14/2023; all corrective action deemed acceptable. <b>Initiation of home construction anticipated by 02/16/2024.</b>
<b>Legend Creek Subdivision</b> Off White Mill Road, near Rivertown Road	Land Disturbance Permit	The original LDP was issued on 10/15/2020. The permit has expired due to more than six months of inactivity.

<b>Public Works/Capital Improvement Projects Under Design</b>			
<b>Project Name</b>	<b>Design Firm</b>	<b>Current Phase</b>	<b>Let Date</b>
CDBG, Golightly Rain Garden & Greenspace Project	Pond & Company	Final Design	January 17 <sup>th</sup> , 2023 (anticipated)
Gullatt Road Full-Depth Reclamation Project	Southeastern Engineering, Inc.	Preliminary Engineering	January 17 <sup>th</sup> , 2023 (anticipated)
Park Road Extension/Duncan Park Secondary Access Road	Southeastern Engineering, Inc.	Preliminary Engineering/Right-of-Way Acquisition	March 6 <sup>th</sup> , 2024 (anticipated)
Oakley Industrial Boulevard Roadway Extension	Southeastern Engineering, Inc.	Preliminary Engineering	April 17 <sup>th</sup> , 2024 (anticipated)
I-85 @ SR 74/Senoia Road Interchange Project (PI#0007841) *	TranSystems Corporation	Right-of-Way Acquisition/Final Design	Management Let Date: June 15 <sup>th</sup> , 2024

- \* 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 fifty-one (51) parcels with eight (8) parcels

remaining. Four (4) of those parcels have options are with their attorney for closing, and four (4) condemnations are pending.

<b>Public Works/Capital Improvement Projects Under Construction</b>			
<b>Project Name</b>	<b>Design Firm</b>	<b>Contractor</b>	<b>Notice to Proceed Date (NTP)/Completion Date</b>
Downtown LCI Streetscape (19-005/PI#0012636)	Stantec	Precision 2000, Inc. (P2K)	July 6 <sup>th</sup> , 2020/ Substantial Completion Date: April 13 <sup>th</sup> , 2022 Project restart date: September 11 <sup>th</sup> , 2023. Final Completion: March 1 <sup>st</sup> , 2024.
Southeast Broad Street/McLarin Road Pedestrian Improvements Project (23-002)	Pond & Company	The Corbett Group, LLC	May 1 <sup>st</sup> , 2023/One Hundred and Twenty (120) calendar days. <b>Completed 12/13/2023.</b>
Virlyn B. Smith Pedestrian Improvements Project (23-003)	Pond & Company	Sol Construction, LLC	May 1 <sup>st</sup> , 2023/One Hundred and Fifty (150) calendar days.
CDBG, Golightly Street Pedestrian Improvements Project (23-004)	Pond & Company	SD&C, Inc.	May 8 <sup>th</sup> , 2023/One Hundred and Fifty (150) calendar days.
Roadway Improvements on Various City Roads (23-012)	In-House	Magnum Paving, LLC	July 31 <sup>st</sup> , 2023/One Hundred and Twenty (120) calendar days. <b>Completed 12/13/2023.</b>
Operation F.A.C.T – 43 Washington Street Parking Lot CDBG, Fairburn Parking Lot Project	Pond & Company	F.S. Scarbrough, LLC	October 30 <sup>th</sup> , 2023/Seventy-five (75) calendar days.



# UTILITIES

**DIRECTOR: JOHN MARTIN**

**OCTOBER 2023**

## **Department Highlights/Accomplishments:**

- Department Update Meeting with the Assistant City Administrator (October 30)
- Utilities Department Weekly Leadership Meeting (Every Monday)
- Microsoft Teams Meeting: Fairburn Utilities Monthly Progress Meeting (October 5)
- Microsoft Teams Meeting: Sanitation Proposal Meeting (October 2)
- Microsoft Teams Meeting: Residential & Commercial Solid Waste (RFP 23-010) Meeting (October 16)
- Microsoft Teams Meeting: Pressure Sensor Monitoring w/COA and Fairburn (October 5)
- Microsoft Teams Meeting: Fairburn Fire Training (October 12)
- Microsoft Teams Meeting: Discuss Lovett Industrial Data Center (October 31)
- EPD Zoom Meeting: Phase I Large MS4 permit application (October 31)
- Development Review Meeting-City Hall (October 16)
- Department Leadership Meeting (October 5 & October 20)
- John Rivers Road Streetlight Installation Site Visit with City Administrator, Greystone Power, and Fairburn Utilities (October 18)
- EPD Webinar-Countdown to Compliance: LCRR Requirements, Communication Strategies, and Tools for Water Systems (October 17)
- Microsoft Teams Meeting: Cochran Mill Brewing Company Mobile Food Truck Meeting (October 25)
- Attended Middle Chattahoochee Meeting (October 9)
- City Hall meeting with Fairburn & MEAG Power Annual System Budget 2024-2025 Assumptions (October 10)
- Utilities Conference Room: I & I Discussion (October 9)
- Utilities Conference Room: Meeting with Lindy Farmer –Middle Chattahoochee Authority consultant (October 9)
- Utilities Conference Room: Castle Way Solicitation Meeting with vendor (October 12)
- Microsoft Teams Meeting: Trillium Reserve Subdivision, Fayetteville Road-Pre-Construction Meeting (October 31)
- Attended Fairburn Breast Cancer Walk (October 28)

- Meeting with HR-Applicant Conference Call (October 4)
- Engineer Conference Call: 156 Jonesboro Road (October 4)
- Director's Office: Meeting with HR and Electric Lineman Applicant (October 9)
- Seriously Delinquent Commercial Customer Discussion-City Administrator's Office (October 18)
- Microsoft Teams Meeting: IPB#23-024 CDBG Fairburn Parking Lot Project (October 24)
- Attended MEAG Power Participant Orientation Meeting (October 25)
- Conference Call: Lead & Copper TOF Discussion (October 16)
- Final Report submitted: 237 Strickland (October 23)
- Department Update Meeting with the Assistant City Administrator (November 21)
- Utilities Department Weekly Leadership Meeting (Every Monday)
- Microsoft Teams Meeting: Fairburn Utilities Monthly Progress Meeting (November 8)
- Microsoft Teams Meeting: Amwaste Timeline for Fairburn Meeting (November 3)
- Microsoft Teams Meeting: Fairburn Inventory Kick-off Meeting-Pole Tagging (November 17)
- Microsoft Teams Meeting: Pressure Sensor Monitoring w/COA and Fairburn (November 8)
- Microsoft Teams Meeting: 156 Jonesboro Road-Fire Flow Requirements (November 3)
- Microsoft Teams Meeting: Asset Management w/ISE and Lindsay Engineering (November 30)
- EPD Virtual Meeting: PFAS in Georgia (GAWP) (November 17)
- Cintas Follow-up Meeting w/District Manager (November 13)
- Department Leadership Meeting (November 8)
- Administrative Assistant Interviews-Council Chambers (November 1)
- EPD Webinar-Georgia USDA Fog Abatement: Business Case and Implementation (November 28)
- Financial Administrator's Interviews-Council Chambers (November 2)
- Assisted w/Building Maintenance Superintendent Interviews-Fishbowl (November 6)
- Food Truck Employee Appreciation-City Annex (November 9)
- 2023 Fairburn APTR-MEAG Power-Utilities Conference Room-(November 13)
- Bohannon Road (Potential Data Center Development Opportunity)-Council Chambers (November 14)
- Development Review Meeting-Municipal Court (TEAMS)-(November 2)
- USA & Badger Meter Meeting-Fairburn Utilities Conference Room (November 29)

- Department Update Meeting with the Assistant City Administrator (December 19)
- Utilities Department Weekly Leadership Meeting (December 4, December 12, & December 26)
- Microsoft Teams Meeting: Fairburn Utilities Monthly Progress Meeting (December 7)
- Microsoft Teams Meeting: Transition Meeting with GFL, Amwaste, and Fairburn (December 8)
- Microsoft Teams Meeting: Fairburn Water & Sewer Service and Capacity-Fairburn and Paulson-Mitchell Company (December 5)
- Microsoft Teams Meeting: Fayetteville Road Sewer Leak discussion with Integrated Science (December 13)
- Microsoft Teams Meeting: Manual Load Shed Plan for Participants-Option 1 (December 14)
- Microsoft Teams Meeting: Public Safety Score Sheet (December 11)
- Small Business Meeting-Council Chambers (December 11)
- Utilities Maintenance Worker I Interviews (December 1)
- Middle Chattahoochee Monthly Meeting (December 12)
- Zoom Meeting: GAWP Utility Leader Call (December 5)
- Microsoft TEAMS Meeting: Help Us Help You Training-IT Training Session (December 5)
- Mural Project (Intersection of SR 138/Hwy 29) Kenneth Johnson Depot-Fairburn and Union City (December 6)
- Zoom Meeting: 120 Webinar (Lead and Copper) (December 7)
- Meter Team Meeting-Utilities Conference Room-(December 14)
- Bohannon Road (Potential Data Center Development Opportunity)-Council Chambers (November 14)
- Development Review Meeting-Municipal Court -(December 14)
- Electric Team Meeting-Fairburn Utilities Conference Room (December 19)
- One-on-One-FOG Division- Meeting-Fairburn Utilities Conference Room (December 19)
- Rate Changes & Billing Meeting-City Administrator's Office (December 18)
- T&A and Payroll Meeting-HR and Utilities (December 8)
- Microsoft TEAMS Meeting: Manual Load Shed Plan for Participants-Option 2 (December 19)
- Zoom Meeting: EPA LCRI: What's Next? (December 14)
- Mandatory Utilities Department Meeting-Utilities Conference Room (December 21)
- Microsoft TEAMS Meeting: GIS Update w/Utilities and P&Z (December 20)
- Microsoft TEAMS Meeting: FFPR Scheduling Letter-P.I. No. 0007841, Fulton County, I-85 @ SR 74/Senoia Road
- New Water, Sewer & Electric Rate Increases Meeting-City Administrator's Office (December 29)

**Meetings:**

- Meeting held with IT Support Technician to update the active directory list.
- Meeting held to discuss payment plan options for “Casablanca Restaurant”, with City Administrator & Utilities Director.
- Weekly Status Meeting with Paymentus to discuss pending items, tasks to complete and finalizing implementation, held with the Finance & Utility Team(s).
- Multiple meetings (sessions) held with IT Team and Utilities Field Technicians (Meter Readers, Water, Electric) to install apps and updates on iPads.
- Meeting held with Incode Support, Finance & Utilities Team(s); to introduce the “cloud-version” of Incode 9/10.
- Onsite visit/meeting held with Code Enforcement Team in the Summerwood Community. Visit scheduled to assess pending logistics for new sanitation vendor.
- Meeting held with Paymentus Team to review the process for uploading bill files into the web portal, for the bill presentment feature.
- Weekly Status Meeting with Paymentus to discuss pending items, tasks to complete and finalizing implementation, held with the Finance & Utility Team(s).

**Training/Events:**

- Customer Service Training with Utilities Admin. Team (in-person), with “5 Star Customer Service Strategies”.
- Celebration of “National Celebration of Customer Service Week”.
- Introduction Training with Paymentus on the new payment processing platform.
- Fall Festival
- Breast Cancer Awareness Walk
- Assigned and completed the first Customer Service virtual training in Fred Pryor.

**Tasks:**

- Enrolled Utilities Team (Leadership, Administration, Meter Readers) on Fred Pryor website for virtual learning.
- Approved daily time sheets for Utilities Administrative Staff (Customer Service, Billing & Meter Reading Teams).
- Sent out email correspondence regarding consumption inquiries to “high level” concern customers.
- Sent out robocalls to active customers, regarding the boil water advisory notice.
- Updated “Master Count List” for meter reader manual sheets for September 2023.
- Assisted the Billing Team with meter read inputs, edits, and billing
- Generated an Account Master Report for all residential customers, for the new sanitation vendor (Amwaste).
- Created an internal SOP document on how to change the seasonal rates in Incode.
- Created an internal listing for service requests related to sanitation accounts (Amwaste).
- Generated “Billed Consumption” on water accounts for water/sewer rate study for Rebecca Lindsey.
- Generated work order statistics for pending service orders for the month of October 2023.
- Provided “step-by-step” instructions to Water & Electric Leadership Team on how to print service order reports.
- Create a robocall template for freeze warning bulletin, in Incode.
- Worked closely with Shareeta (Collections Specialist) and ECG Team to calculate and implement special-billed customers information in billing system (Incode).
- Worked closely with Cintas Team to make appropriate changes on department invoices.
- Drafted correspondence related to autopay/regular payment options with new credit card processing company (Paymentus).
- Worked closely with the Amwaste Team to gather information for transition.



- Worked closely with Lisa Harris to change group phone settings. (Call priority/ groups)
- Updated the format for utility bills.
- Generated statistical reports for ECG Team.
- Approved daily time sheets for Utilities Administrative Staff (Customer Service, Billing & Meter Reading Teams).
- Updated “Master Count List” for meter reader manual sheets for October 2023.
- Assisted the Billing Team with meter read inputs, edits, and billing process for October 2023.
- Submitted daily troubleshooting matters to IT Support through email.
- Submitted monthly report for October 2023.
- Worked closely with GFL Leadership Team to rectify escalated service issues and retrieve an active list of all recycle customers.
- Worked closely with Lisa Harris to change group phone settings. (Call priority/ groups)
- Updated the format for utility bills.
- Generated statistical reports for ECG Team.
- Approved daily time sheets for Utilities Administrative Staff (Customer Service, Billing & Meter Reading Teams).
- Updated “Master Count List” for meter reader manual sheets for October 2023.
- Assisted the Billing Team with meter read inputs, edits, and billing process for October 2023.
- Submitted daily troubleshooting matters to IT Support through email.
- Submitted monthly report for October 2023.
- Worked closely with GFL Leadership Team to rectify escalated service issues and retrieve an active list of all recycle customers.
- Worked closely with the Datamatx/Paymentus Team(s) to provide pertinent information for the e-bill presentment feature on the new payment portal.
- Worked closely with the Amwaste Team to gather information regarding the transition of service from GFL.
- Worked closely with the independent contractor (R. Lindsay) to generate reports and provide information for the water and sewer rate study.
- Prepared several generic statements for staff distribution regarding departmental transitions and changes.
- Sent out notifications, through robocall feature in Incode, to customers regarding trash services transition from GFL to Amwaste.
- Worked closely with ECG Team to gather rate statistics and information for the electric rate study.
- Worked closely with Datamatx/Incode Support Team(s) to rectify new bill formatting issues.
- Drafted the schedule for office closures, due to the holidays, and prepared statements for Telco Wiz representative to place on all City offices recording line.
- Created a spreadsheet template and sent over daily listings of customer requests for all Amwaste (trash service) requests.
- Worked closely with the Assistant City Administrator & Communications Consultant to draft verbiage and suggest changes for all community flyers/documents regarding departmental changes.
- Worked closely with the GFL Leadership Team to rectify escalated service issues.
- Provided the goals and accomplishments for the Utilities Administration Team (Calendar Year 2023).
- Approved daily time sheets for Utilities Administrative Staff (Customer Service, Billing & Meter Reading Teams).
- Assisted the Billing Team with meter read inputs, edits, and billing process for November/December 2023.
- Submitted daily troubleshooting matters to IT Support through email.
- Submitted monthly report for November 2023.

- process for September 2023.
- Submitted daily troubleshooting matters to IT Support through iWorq web portal.
- Submitted monthly report for September 2023.
- Worked closely with Utilities Collection Specialist to create new billing rate codes for special billed ECG accounts.
- Worked closely with GFL Leadership Team to rectify escalated service issues and retrieve an active list of all recycle customers.
- Worked closely with the GMEN Team to provide pertinent customer information for “Utilities Assistance Program”.
- Worked closely with FACAA (Ms. Teresa Pearsall) to provide information on customers that are eligible for utility assistance through the agency.

### **Billing Information - October:**

Utility Bill Count: **7,158** (TOTAL), **6,584** (MAILED)

- **0** Penalties were posted this month: due to the Utilities Assistance Program
- **355 work order requests** (**277**– Meter Readers, **47**– Water Team, **17** – Electric, **4**– Unassigned, **10**– Billing) were completed for the month of October 2023.
- **7** service disconnections were issued and completed. (*Low quantity due to the Utilities Assistance Program*)
- Meter Reading & Water Staff collected over **1,000** visual electric/water reads for billing.

### **Billing Information - November:**

Utility Bill Count: **7,142** (TOTAL), **6,598** (MAILED)

- **0** Penalties were posted this month
- **251 work order requests** (**199**– Meter Readers, **25**– Water Team, **18** – Electric, **9**– Billing) were completed for the month of November 2023.
- **2** service disconnections were issued and completed. (*Per Upper Leadership, regular disconnects will resume in January 2024.*)
- Meter Reading & Water Staff collected over **1,000** visual electric/water reads for billing.

### **Electric:**

- Meeting with the Director, Customer Service Manager, and Water Superintendent/ Power Department team beginning Highway 74 lighting renewal project/ (October 2<sup>nd</sup>)
- Meeting with the Director and Superintendent of Water/ Continued preparation for the Fall Festival/ Contacted East Point for on call support/October (3<sup>rd</sup>)
- Meeting with General Services about tree over power line/Meeting with the Director/Continued protocol creation on S.O.P. for the department/October (4<sup>th</sup>)
- Leadership meeting with the Director, Water, F.O.G., Customer Service/Picked up repair parts for the Fall Festival, continued preparations/October (5<sup>th</sup>)
- Meeting with the Director/ Received Gresco order/Final checks on power supply points for the Fall Festival are complete/Met with the ride vendors at Washington Street/Closed Washington Street with the Director of Parks and Recreation October (6<sup>th</sup>)
- Met with the entire city staff at the youth center and received work assignments for the Fall Festival/October (7<sup>th</sup>)

- Met with the Director for council meeting preparation on the new refuse collection vendor/Meeting with Human Resources and welcomed new employee/October (9<sup>th</sup>)
- Meeting with the Director/Meeting with F.O.G inspector about possible revenue customers not listed/Meeting with new Groundman about school dates for training/Received Gresco stock order/October (10<sup>th</sup>)
- Meeting with the two new Lineman and one Groundman employees. Meeting with the Director/October (11<sup>th</sup>)
- Meeting with the Director/ Highway 74 lighting continues/ October (12<sup>th</sup>)
- Meeting with Water Superintendent/Meeting with the Director/Highway 74 project continues. October (13<sup>th</sup>)
- Meeting with the Director/Highway74 lighting continues. October (16<sup>th</sup>)
- Highway 74 lighting continues received Gresco order/October (17<sup>th</sup>)
- Highway 74 lighting continues/October (18<sup>th</sup>)
- Meeting with the Director/Highway 74 lighting continues/October (19<sup>th</sup>)
- Meeting with the Director/Fleet maintenance/Transformer and new service on Strickland Street October (20<sup>th</sup>)
- Leadership meeting/ Power Water and Customer service with the Director /Highway 74 lighting/October (23<sup>rd</sup>)
- Meeting with Director on upcoming items for the Councill agenda / Highway 74 lighting /October (24<sup>th</sup>)
- Highway 74 lighting October (25<sup>th</sup>)
- Highway 74 lighting October (26<sup>th</sup>)
- Highway 74 lighting / Fleet maintenance October (27<sup>th</sup>)
- Highway 74 lighting 6 lights energized and operational/ meeting with the Director for Trees Unlimited contractual overview October (30<sup>th</sup>)
- Meeting with the Director /Zoom on Trillium development/ light base for Verdin clock ordered/October (31<sup>st</sup>)
- The Power Department team installed the new streetlights on Golightly Street for the Public Works Director/ Replaced 140 Nowell Drive underground service/ Superintendent of Power on Vacation until 11<sup>th</sup>/ (December 1<sup>st</sup>)
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- The Power Department team worked at 106 Howell Avenue preparing to receive 4,000 + trash carts for new service/ (December 7<sup>th</sup>)

- The Power Department team finished preparations on the City Christmas tree/Installed a new service/Completed repairs and re-installation of the pedestrian sign at 6000 Rivertown Road/ (December 8<sup>th</sup>)
- Meeting with the Director/Meeting with Lineman Foreman for updates/ Meeting with new vendors for transformer purchases/Meeting with ECG engineering/Meeting with Lineman Forman for updates on last week's report of work progress/ Highway 74 lighting continues/ (December 11<sup>th</sup>)
- Director meeting with entire utility management staff/ Meeting with Lineman Foreman/Removed a power pole from Elder Street/Continued preparations for trash cart delivery/ (December 12<sup>th</sup>)
- Meeting with the Director for missing Power Department budget updates from Finance/Meeting with Lineman Foreman/Highway 74 lights continue/Replaced overhead transformer at Word Street/ (December 13)
- Leadership meeting with the Director/Replaced 15 KVA transformer on City Lake Road/Highway 74 lighting continues/ (December 14<sup>th</sup>)
- Meeting with the Director/Meeting with Lineman Foreman/Preparing backlot for trash carts/Removed transformer at Green Street/ (December 15<sup>th</sup>)
- Leadership meeting with the Director/Receiving first shipment of trash carts/Re-energizing sign at City Lake Road/ Meeting with DHL/Meeting with ECG engineering/Meeting with Pond engineering about Fayetteville Road wall project/ (December 18<sup>th</sup>)
- ☐ Mandatory Power Department team meeting with the Director/meeting with Shugart Farms/meeting with MEAG load shed management/Repaired lights at Temple of Prayer /Meeting with Lineman Foreman/ (December 19<sup>th</sup>)
- ☐ Meeting with the Director/Pole tagging project begins at station one circuit W-1222/Meeting with Buildings maintenance/Meeting with DHL manager/ Power Department team conducting meter survey/ (December 20<sup>th</sup>)
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- Mandatory utilities staff and internal teams meeting with the Director/Continued meter verification/Vermeer repaired/ (December 21<sup>st</sup>)
- Mandatory meeting with entire utilities staff with the Director/Dismissed early for Christmas holiday (December 22<sup>nd</sup> 25<sup>th</sup> 26<sup>th</sup>)
- Leadership meeting with the Director/Meeting with Power Department staff/Meeting with contractor on Poplar Street re-conduction/meter survey completed/ Training for Lineman by Superintendent on emergency protocol/ (December 27<sup>th</sup>)
- Meeting with the Director for updates on projects/Meeting with contractors at Elder Street/Power Department staff continue work on Highway 74 lighting project/ (December 28<sup>th</sup>)
- Meeting with the Director/ Meeting with ECG engineering on MEAG mandatory load shed management/Fleet maintenance, restocking of trucks, yard maintenance / (December 29<sup>th</sup>)

**Water & Sewer - October:**

Check Pump Station	47
Check for leaks	7
Water meter Change outs	2
Sewer Leak Checks	5
Sewer Jet	5
Water Turn off	2
Turn of Hydrants	1
Hydrant Flush	2
Replace Lids	1
Low Pressure Check	1
Sewer Back Ups	6
Curb stop Change outs	2
Reread	1
Water Quality Check	1
Replace Meter Box	1
Total Work Orders	84

**Contractor Repair Projects**

Virlyn B Smith- (3) leaks

Sewer Collapse (2) leaks

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

- Identifying all commercial & EXEMPT FOG customers- (On going)
- (16) FOG permits issued
- 2023 FOG collections amount: \$8,404.25

**Water & Sewer - November:**

Check Meter installs	8	
Water Meter Changeouts	5	
Hydrant Flush		9
Low Pressure	11	
Sinkhole Repair		0
Lift Station Check	90	
Meter Maintenance	107	
Sewer Back-up		2
Meter Replacement	3	
Replace Lid	4	
Turn Ons	2	
Turn Offs	1	
Sewer Jet	0	
Locate		0
Main Break	1	
Leaks		7
Total Work Orders:	250	

## **Department Updates:**

- Backflow/Cross Connection Program-Software training (*In progress*)
- **Project Status:**
- Lift Station Project-Pre-Construction meeting completed
- Upgrade Power Grid (Elder & Poplar)- (*Approved*)
- 4076 & 4080 Castle Way-Storm Drain Easement Rehabilitation (Vendor selected/ Council Agenda-December 11 )

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

- Overhead to Underground Power Installation (Rivertown Road) FY25
- Review meter details for new developments and renovations- (*In progress*)
- Electric Ordinance revised (*Council Agenda-December 11* )

## **Billing Information:**

Utility Bill Count: **7,140** (TOTAL), **6,617** (MAILED)

- **0** Penalties were posted this month. (Due to delayed payment postings – Short staff in Finance area.)
- **348 work order requests (241– Meter Readers, 71– Water Team, 19 – Electric, 14– Billing, 3 - Unassigned)** were completed for the month of November 2023.
- **38** service disconnections were issued and completed. (*Per Upper Leadership, regular disconnects will resume in January 2024.*)
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