



# **CITY ADMINISTRATOR'S MONTHLY REPORT**

**SEPTEMBER 2023**

**FAIRBURN, GA**

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

Greetings Honorable Mayor & City Council Members,

Each month as City Administrator, I have the privilege to present a summary of the City's monthly administrative activities. What follows is our report for September 2023. Since the current administration took office twenty-two months ago, we set a daily goal, expectation, and focus on consistently improving city operations and service delivery. We recognize that progress is a continual process rather than an instantaneous attainment. 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 the way we lead and manage all city functions.

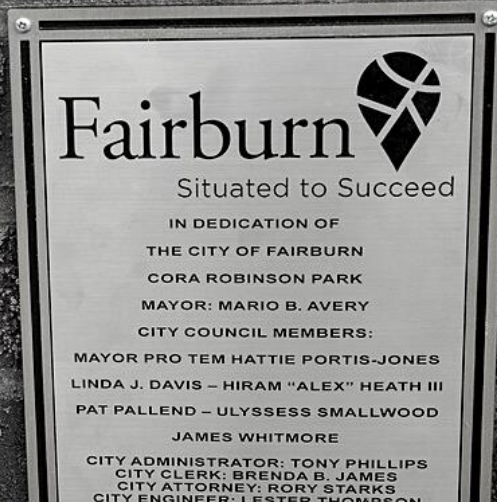
We have a city staff that is professional, experienced, and provides high quality services to our residents. Which is the fortunate result of an intentional recruitment and training focus. The city benefits from well founded financial stability, coupled with sound fiscal management, which have combined to solidify a positive economic outlook. Our escalating 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 notable assortment of assets, including but not limited to, proximity to the world's busiest airport, access to major interstate and state highways, a growing status as one of the leading transportation and logistics centers in the southeast, and a consistently low crime rate.

Transparency is a core tenet 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 support a safe, inclusive, innovative, and economically vibrant city.

This report summarizes activities for September 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.

- Old Campbell Courthouse post fire Asbestos abatement and debris removal is completed. Preliminary engineering reports are completed. The City is waiting for further evaluation information from the insurance company.
- Janitorial Services Contract awarded to new vendor.
- 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 (43) parcels, five (5) options are with their attorney for closing, five (5) condemnations are currently pending, and six (6) parcels are being negotiated.
- 4 Fairburn Firefighters passed their AEMT Certification
- Fire Recruits Graduation
- City Administration, Human Resources, and the Employee Engagement Team, recognized
  - Ms. Sylvia Abernathy, Economic Development Director as Leader of the Quarter
  - Ms. Kimberly Fletcher, Accounts Payable Specialist , [Finance] and Sherri Jackson, Administrative Assistant [Recreation] for Employee Of The Quarter.
- All city staff completed KnowBe4 Training cybersecurity training
- Held "Help Us Help You" IT training for dept. heads
  - SharePoint and OneDrive
  - Teams and Remote access incident responses
- Duncan Park Pool & Splash Pad – Closed for the Season – Total Season visitors for the season 10,082.

- Parks Master Plan Kick Off – Public Engagement – Sept. 7th.
- Parks Master Plan Survey launched.
- Sensational Seniors –
  - Crochet Class – Sept. 11th – 10 participants
  - Chair Zumba – Sept 16th – 22 participants
- Code Enforcement staff all attended the Georgia Association of Code Enforcement Fall Conference
- Planning and Zoning staff attended a tour of an established mixed-use development
- 9/15 Landmark Christian School First Responder Night (Police & Fire)
- FPD Sgt. Brandon Harris presented with the “Tree” Award for dedication and service
- In-person events held to assist customers with applying for the “Utilities Assistance Program”.



# Building Operations

**DIRECTOR: DANA SMITH**

**SEPTEMBER 2023**

## **Department Highlights/Accomplishments:**

- Old Campbell Courthouse post fire Asbestos abatement and debris removal is completed. Preliminary engineering reports are complete, and the City is waiting for further evaluation information the insurance company.
- Replaced HVAC units at Police Headquarters buildings
- Performed Plumbing repairs at GMC administration building.
- On-Call/Preferred Maintenance Contractors RFPs closed for Mechanical, Electrical, Plumbing and Roofing were awarded.
- Pricing for emergency generators for Classroom bldg. #2, Utilities, and Fire HQ/FS#22/Youth Center buildings has been completed and awarded.
- Network expansion at Classroom bldg. #2 and the temporary Fire Station are complete.
- Temp Fire Station apparatus bay overhead doors were awarded.
- Janitorial Services Contract awarded to new vendor.
- Furniture For Classroom Bldg #2 was approved and awarded.

## **Department Updates:**

- Project Status:
  - Fire Station # 23 design by POH is in substantially completed. The Design documents are in public solicitation for Construction.
  - Classroom bldg. #2 next phase of renovations have begun.
  - 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.

## **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.





## **CITY CLERK**

**DIRECTOR: BRENDA JAMES**

**SEPTEMBER 2023**

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

Received 135 open records request for September – Researched and processed

Collected \$1491.93 payments for Open Records in August

Processed incident reports to Travelers Insurance

Processed Mayor and Council Credit Card Request

Processed GMA and other registrations for Mayor and Council

Prepared City Council Meeting Agenda Packets for September 11<sup>th</sup> and September 25<sup>th</sup>, 2023

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

Prepared City Council Minutes

Signed all Business Licenses

Signed All Alcohol Licenses

Process Per Diem Checks for Council

Process Payment of Invoices

Prepare City Clerk Budget

Attend Leadership Meetings

Work on Fairburn Festival Project



# COMMUNITY DEVELOPMENT

**DIRECTOR: LESTER THOMPSON**

**SEPTEMBER 2023**

## Department Highlights/Accomplishments:

Participated in the monthly Project Team Meeting for PI 0007841, I-85 @SR 74/Senoia Road Interchange Project on September 19th, 2023.

Addendum #2 for IFB# 23-024, CDBG, Fairburn Parking Lot Project was posted on the City's website, the Georgia Procurement Registry (GPR), the Georgia Local Government Access (GLGA) Marketplace and shared with all plan holders on September 19th, 2023.

Participated in the South Fulton CID Board Meeting on September 22nd, 2023.

Addendum #3 for IFB# 23-024, CDBG, Fairburn Parking Lot Project was posted on September 22nd, 2023.

The bid opening for IFB# 23-024, CDBG, Fairburn Parking Lot Project was conducted on September 25th, 2023. The location of the proposed parking lot is 43 Washington Street. The project proposes thirty-nine (39) new parking spaces, which includes two (2) handicap parking spaces.

## Department Updates:

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

## Project Status:

Community Development Projects Plans Under Review			
Project Name	Location	Plan Type	Status
Living Word Church	0 Senoia Road	Site Development Plans	Comments provided on 09/21/2023.
Bohannon Road Training Center	8563 Bohannon Road	Site Development Plans	Comments provided on 09/21/2023.



Fire Station #23	5650 Milam Road	Site Development Plans	<b>Comments provided on 09/21/2023.</b>
Buckingham Fairburn Warehouse	1000 Logistics Center Drive	Site Development Plans	<b>Comments provided on 09/19/2023</b>
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. Reduced Tree Bank contribution required (\$186,850.00).
Nestle Purina Petcare, Roadway and Drainage Improvements	5001 Fayetteville Road	Site Development Plans	Plans approved 05/02/2023. Awaiting unpaid fees and the erosion control bond prior to preconstruction meeting and LDP.
Legend Creek Subdivision	White Mill Road (near Rivertown Road)	Site Development Plans	Revised Site Development Plans approved 03/16/2023. Awaiting outstanding plan review fees before preconstruction meeting and the issuance of a new LDP.

#### Community Development Projects Under Construction

Project Name	Permit Type	Permit Issuance Date
<b>Home 2 Suites</b> 7776 Ella Lane	Land Disturbance Permit	07/12/2023
<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>Bohannon Road Training Center</b> City-Owned Property. Land Lease Agreement dated 12/12/2022.	Clearing & Grading Permit	05/31/2023
<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 Popeye's & 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>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>Package Depot Plaza</b> 7895 Senoia Road	Land Disturbance Permit	04/12/2022
<b>Trillium Reserve Subdivision</b> Fayetteville Road between Edelweiss Drive and Trotters Farm Road	Land Disturbance Permit	The original LDP was issued on 09/29/2021. Permit expired; if work does not begin within six (6) months of the date of issuance, permits automatically expire.
<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 <b>Final Visual Infrastructure/Site Development Re-Inspection was conducted on 09/20/2023; corrective action is required.</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.

#### Public Works/Capital Improvement Projects Under Design

Project Name	Design Firm	Current Phase	Let Date
Operation F.A.C.T – 43 Washington Street Parking Lot CDBG, Fairburn Parking Lot Project	Pond & Company	Contract Award	August 23 <sup>rd</sup> , 2023 Bid Opening: <b>September 25<sup>th</sup>, 2023</b>



CDBG, Golightly Rain Garden & Greenspace Project	Pond & Company	Final Design	October 25 <sup>th</sup> , 2023 (anticipated)
Gullatt Road Full-Depth Reclamation Project	Southeaster n Engineering, Inc.	Preliminary Engineering	November 15 <sup>th</sup> , 2023 (anticipated)
Park Road Extension/Duncan Park Secondary Access Road	Southeaster n Engineering, Inc.	Preliminary Engineering/Right-of-Way Acquisition	January 10 <sup>th</sup> , 2024 (anticipated)
Oakley Industrial Boulevard Roadway Extension	Southeaster n 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 (43) parcels, five (5) options are with their attorney for closing, five (5) condemnations are currently pending, and six (6) parcels are 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 <sup>th</sup> , 2020/ Substantial Completion Date: April 13 <sup>th</sup> , 2022  Final Completion: May 22 <sup>nd</sup> , 2022 (outstanding)

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>Substantially complete.</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>Substantially complete.</b>

\* Construction activities at the abandoned underpass on E. Broad Street resumed on Monday, September 11<sup>th</sup>, 2023.

**Upcoming Events/Actions/Meetings:**

- It is anticipated that the Contract Award for IFB# 23-024, CDBG, Fairburn Parking Lot Project will be presented at the October 9<sup>th</sup>, 2023, City Council Meeting.
- It is anticipated that the Approval of the Adoption of GDOT's Procurement Policies and Procedures will be presented at the October 9<sup>th</sup>, 2023, City Council Meeting.



# COURTS

**DIRECTOR: LISA BROWNLEE-MACK SEPTEMBER 2023**

## **Department Highlights/Accomplishments:**

- Completed all scheduled court sessions.
- Responded to Open Records Requests
- Processed Monthly State Funds Report
- Processed Record Restriction Requests
- Completed Annual Amnesty Program

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

- Training courses with NCSC
- Training with GABBTA
- Continue review, revise Court forms, fines and SOP





# FINANCE

**DIRECTOR: BRYAN STEPHENS**

**SEPTEMBER 2023**

## **Department Updates:**

### Daily Operations

- Business Licenses
  - New Licenses: 4
  - Renewals: 18
  - Outstanding/Pending Unpaid: 90 (effective 1/2021 to current)-
- New services
  - Electric: 30
  - Water: 56
  - Garbage: 56

### Personal Property Tax

- Collected: \$3,961,429
- Outstanding: \$97,652

### Real Property Tax

- Collected: \$7,873,026
- Outstanding: \$158,407

### Public Utility Tax

- Collected: \$332,496
- Outstanding: \$1,960

**Project Status:**

New credit card vendor (Paymentus) go live date changed to November 1, 2023. Utility payment portals have been tested/confirmed for transition. Taxes, Business Licenses, Economic Development and P&Z portals are still in progress, and will not go live on November 1, 2023. Vendor has provided City of Fairburn communications consultant with communication materials regarding credit card changes. Department senior accountant is working with software vendor on uploading of Property tax bills.

**Upcoming Events/Actions/Meetings:**

- a. FY2024 contract for GTS delinquent tax collection services
- b. Grant Writing Services Award



# **FIRE**

**CHIEF CORNELIUS ROBINSON**

**SEPTEMBER 2023**

## **Department Highlights/Accomplishments:**

- House Fires on Magnolia Lane & Roosevelt Hwy
- 4 Firefighters passed their AEMT Certification
- Recruits Graduation
- Car seat Rally
- Captain Craig attends and obtain Fire Instructor I Certification
- Numerous of Inspections & Plan Review for New Business
- Preparing for Fall Festival
- Chief Robinson has Fire Truck donate to the Honor Guard for Funeral and Parade Detail

## **Department Updates:**

- Quint 21
- Annual Live Burn to fully ISO requirements
- Posting Deputy Marshall Position
- PR Events
- Fire Extinguisher 10/19/2023
- Recruited 6 new Honor Guard Participants



# HUMAN RESOURCES



## HUMAN RESOURCES

DIRECTOR: TALISHA CHAMPAGNE SEPTEMBER 2023

### Department Highlights/Accomplishments:



City Administration, Human Resources, and the Employee Engagement Team, recognized Ms. Sylvia Abernathy, Economic Development Director as **Leader of the Quarter** for being a valuable leader within our government that is always demonstrating a commitment to provide excellent customer service. Additionally, she demonstrates a personal initiative to better serve the department and the City.

City Administration, Human Resources, and the Employee Engagement Team recognized:

Ms. Kimberly Fletcher, Accounts Payable Specialist  
[Finance]

and

Sherri Jackson, Administrative Assistant  
[Recreation] for

**Employee Of The Quarter.**



## **Department Updates:**

- City's Hiring & Turnover stats for September 2023:
  - New Hires – Four (4) employee(s)
  - Separations – Four (4) employees

*The City implemented a hiring incentive for hard-to-fill positions in the Streets Department and the Parks & Recreation Department.*

## **HR Events:**

On behalf of City Administration, Human Resources, and the Employee Engagement Team, the following national events will be recognized city-wide:

- **Economic Development Development– September 14, 2023**  
This is a day to celebrate and show appreciation to the City's dedicated professionals in the Economic Development Department.
- **Information Technology Department – September 19, 2023**  
This is a day to recognize National IT Professionals Day and to celebrate and show appreciation to the City's dedicated professionals in the Information Technology Department.
- **Human Resources Department – September 26, 2023**  
This is a day to recognize, celebrate, and show appreciation to the City's dedicated professionals in the Human Resources Department.

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

- **Customer Service Week: Oct. 2nd – Oct. 6th;** The Employee Engagement Team and Human Resources celebrate the importance of customer service and the various City staff who serve and support City departments and citizens.
- **Fire Prevention Week: Oct. 9<sup>th</sup> – Oct. 13<sup>th</sup>;** The Employee Engagement Team and Human Resources celebrate the City's fire personnel for all shifts.
- Fire Safety Month Lunch and Learn **“Cooking Safety Starts With You – Pay Attention To Fire Prevention”** to be held on October 19<sup>th</sup> from 1:00pm – 2:00pm.
- Fairburn **SpookTacular Costume Contest** to be held on Oct. 31<sup>st</sup> from 1:00pm - 1:30pm; Prizes for 1<sup>st</sup>, 2<sup>nd</sup>. & 3<sup>rd</sup> place winners. Refreshments will be provided.



# Information Technology

**Manager: Charles Johnson**

**SEPTEMBER 2023**

## **Department Highlights:**

### **IT Manager**

- Completed KnowBe4 Training
- Continue search for Systems Network Administrator
- Restart secondary coax connection for backup internet
- VC3 transition in progress
- Continuing of the IT onboarding and Offboard process
- Work with Encompass Utility server room clean up
- Discussion about projects with cabling vendor
- Worked on iWorQ incident tickets
- Assisted with Utilities Incode online payment portal
- Comcast fiber connection to both Bohannon and new city hall complete
- Access to NS server complete
  - Unlicensed Windows 7 Server OS
- Placed IT equipment orders
- Zix encryption discussions with Municipal Courts
- Recycled retired IT equipment rec
- Managed TelcoWiz incident tickets and phone orders
- Held Help Us Help You training for dept. heads
  - SharePoint and OneDrive
  - Teams and Remote access incident responses
- Assisted with Paymentus implementation planning
- Assisted with PaymentWorks planning
- Microsoft government licensing meeting
- Activated MS Project and Visio
- Assisted with End of fiscal year back up for finance
- Meet with vendor State and local cyber security grant
- Encompass started data backups



## **Department Highlights:**

### **IT Manager**

- Enplug training and discussion
- Removed Unintended installed software COF wide
- Placed Verizon orders
- Assisted with DebtBook Check In/GASB 96
- VC3 separation ongoing
- Researched Microsoft Government Licensing
- Conversations with Police department staff on hard drives
- Held COF SNA Interviews
- Resetting ZAC password
- Provided Phishing clicks report in KnowBe4 and manager notifications
- Installed SentinelOne and pushing windows updates
- Assisted Finance with Kendal supply invoice & emails
- Switched MPLS connection with MSP Encompass
- Performed Server room clean up
- Blocking email addresses and domains
- KnowBe4 notifications to managers set up
- SentinelOne and ConnectWise/Encompass MSP overview with Chris
- COF website transition in progress
- Performed Monthly Incode updates
- Cisco firewall test drive attempt
- Performed NS Install for Utilities
- Held Initial COF camera standardization meeting with low voltage vendor
- Repaired Council chambers A/V system issues
- Solved Annex building equipment being shutdown
- Solved Annex building wireless going down
- Renewed VPN Software
- Assisted resolving Planning and Zoning storage limits issue
- Solved Comcast coax internet connection failover

## **IT Support Technician**

- Cleaned up Server Room at utilities building
- Recycled old IT equipment (Picked Up By Beyond Surplus)
- Active Directory- Updated employees' information
- Whitelist & Blacklist Websites
- Ricoh & HP toner recycling
- Gained knowledge on security camera systems
- Tested Software & website link for COF Small Business Grant
- Completed Verizon Orders
- Granted Fire Marshall access to print with MAGiCARD to generate employee IDs
- Install software on PCs...VPN, Encompass, MSO 365, etc.
- Set up cellphones for new employees
- Set up laptops for new employees and put on domain
- Use MIXIE Admin to reset ZAC passwords and fix Caller ID
- Uninstall/Reinstall RICOH printers for users
- Live Incode Updates
- Live Chat with Tyler Tech to resolve issues with Incode users
- Live Chat with JusticeOne to resolve issues with COF Police
- Update COF Distro list
- Completed iWorQ tickets (open, close, pending tickets) for various issues
- Sent & Received Quotes for new DELL PCs
- Completed Know Be4 training
- Assisted with Training on Sharepoint & OneDrive
- Disabled/Reenabled Microsoft Authentication for COF Police Dept
- Participated in Netwrix Training
- Updated COF New Service form for Utilities using Cognito
- Low voltage vendor walkthrough for network drops at GMC building and Youth Center
- Participated in ENPLUG group training



## **PARKS & RECREATION**

### **DIRECTOR: CHAPIN SCOTT**

**SEPTEMBER 2023**

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

- Duncan Park Pool & Splash Pad – Closed for the Season – Total Season visitors for the season 10,082.
- Parks Master Plan Kick Off – Public Engagement – Sept. 7<sup>th</sup>.
- Parks Master Plan Survey launched.
- Youth Football season Kick-off
- Sensational Seniors –
- Crochet Class – Sept. 11<sup>th</sup> – 10 participants
- Chair Zumba – Sept 16<sup>th</sup> – 22 participants
- Weekly Youth programs: Youth Football and Youth Cheerleading
- Weekly Senior programs – Walking Club, Chair Aerobics, Line Dancing, Chair Zumba, Bingo

#### **Department Updates:**

- Girls Guide – Girls Mentoring Program October 2<sup>nd</sup> – November 2<sup>nd</sup>.
- Park Master Plan –
- Sterring Committee organizing.
- Kick Off Community Engagement Event – September 7<sup>th</sup>, Fairburn Youth Center
- Youth Football 2023 – Registration Full
- Youth Cheer 2023 – Registration opened.
- Sensational Seniors Weekly Programs –
- Line Dancing
- Chair Aerobics
- Crochet Class

#### **Project Status:**

- Parks Master Plan – Kick Off Meeting – compete.



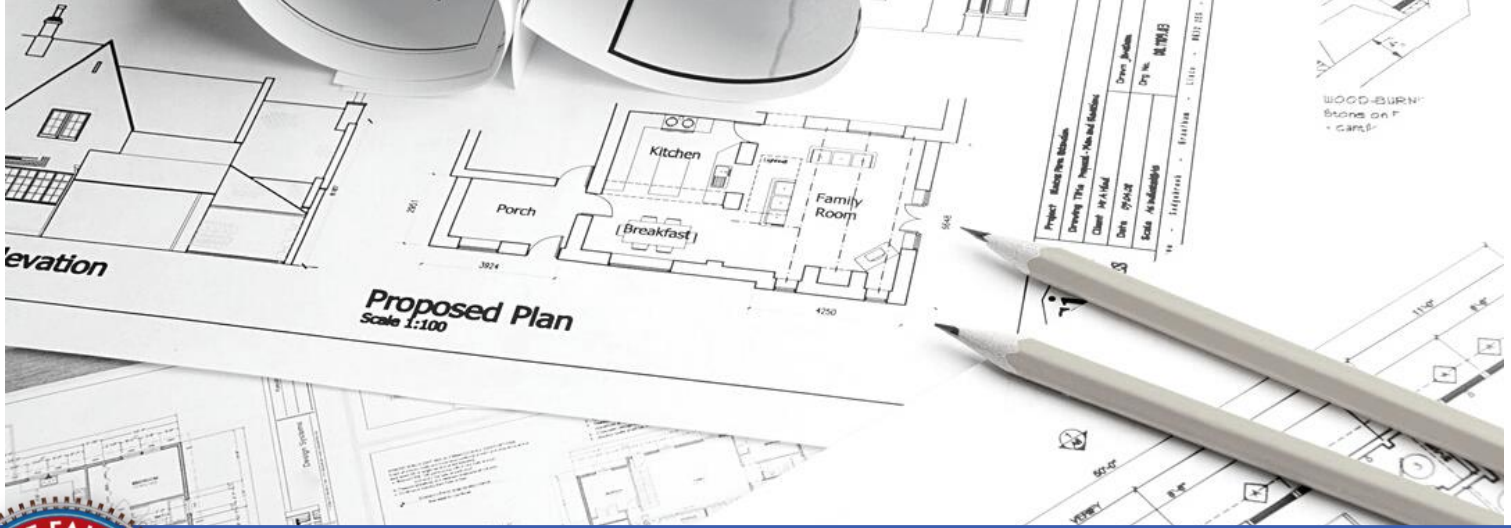
- Duncan Park Pool & Splash Pad repairs – complete
- Master Event Calendar – Complete
- Youth Center HVAC installation –Complete and repaired
- Duncan Park entrance gate repair – Complete
- Outdoor basketball court fence repair – Compete.
- Football Field fence repair – Complete
- Youth Center access control – Complete
- Installation of (2) additional cameras at Duncan Park – in process
- Tennis Court net replacement – complete

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

- October 7<sup>th</sup> – Fairburn Fall Festival & Parade
- October 18<sup>th</sup> – Medicare Presentation
- October 20<sup>th</sup> – Breast Cancer Awareness Walk
- October 25<sup>th</sup> – Behavioral Health Awareness
- October 27<sup>th</sup> – Charcuterie Board Making Class

### **Marketing Materials:**





# PLANNING & ZONING

**DIRECTOR: DENISE BROOKINS**

**SEPTEMBER 2023**

## Department Highlights/Accomplishments

- Code Enforcement staff all attended the Georgia Association of Code Enforcement Fall Conference
- Work will commence on the “Fairburn” mural designed by John Christian on the Youth Center this month.
- The new Code Enforcement districts were finalized.
- Planning and Zoning staff attended a tour of an established mixed-use development

## **Boards & Commissions Planning Meetings**

- The Planning and Zoning Commission held a meeting on September 3, 2023. The concept plan for Tim Hortons was approved and the first draft of the drive through retrofit text amendment was reviewed.

## Upcoming Meetings

- There is a Planning and Zoning Commission meeting schedule for November 3, 2023

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

- Durham Lakes – Rezoning Request: PD-02 to PD (Commercial to Residential/Townhomes )
  - Mayor and City Council Public Hearing tabled
- Curry Bend - Preliminary Plat – Under Review
- Ferndale - Final Plat – Under Review
- New Chick-fil-A – Concept Plan - Under Review

## **Proposed Text Amendments:**

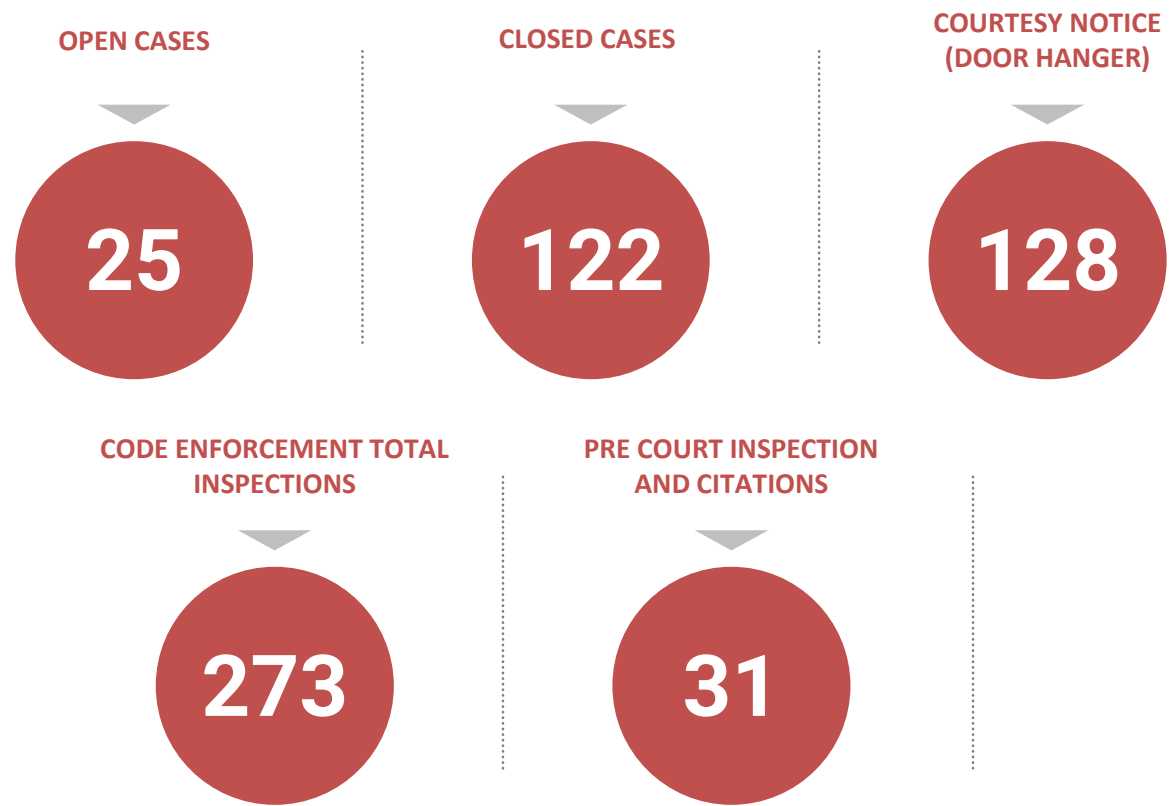
- Add liquor stores to the list of prohibited uses within the Highway 74 Overlay District
- Update the regulations for Peddlers & Solicitors
- Revise the text for prohibited tire treading and recapping uses to add tire repair shops and add a separation distance requirement for automobile repair shops (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.

# Planning, Compliance, and Building Fast Facts

## Building Permits Summary



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



## Top Issues







## **POLICE**

**CHIEF ANTHONY BAZYDLO**

**SEPTEMBER 2023**

### **Department Highlights/Accomplishments**

#### **Accomplished**

- 9/15 Landmark Christian School First Responder Night
- Sgt. Brandon Harris presented with the “Tree” Award for dedication and service
- The Village at the Renaissance Festival is open every Friday and Saturday through October, FPD is on site for security

#### **In Progress**

- Blue Line Solutions – school zone speed detection cameras

#### **Future**

- Shop with a Cop – Saturday, December 16<sup>th</sup>
- Work towards organizing a 501c3 for donations



# Fairburn Police Department

Anthony Bazydlo

Chief of Police

## Executive Summary September 2023



- **Uniform Patrol Division**
  - Total Calls Answered: 655
    - Self-Initiated 1,511
  - Arrests 50
  - Arrest – Released 42
  - Citations 350
  - Warnings 921
  - Incident Reports 204
  - Accident Reports 83
- **Special Ops**
  - Total Calls Answered: 41
    - Self-Initiated 153
  - Arrests 6
  - Arrest – Released 6
  - Citations 56
  - Warnings 0
  - Incident Reports 0
  - Accident Reports 3
- **Criminal Inv. Division – September**
  - Cases Assigned 44
  - Ex-Cleared 0
  - Cleared by Arrest 1
  - Unfounded 0
  - Inactivated 10
- **CID – Cases Prior to September**
  - Carry Over 118
  - Ex-Cleared 0
  - Cleared by Arrest 4
  - Unfounded 3
  - Inactivated 21
- **Internal Affairs**
  - 4 vacancies
  - 1 military leave
  - 2 light-duty



# Fairburn Police Department

Anthony Bazydlo

Chief of Police



## September 2023 Crime Report Total Part 1 Crime Incidents

○ 2023 YTD	386
○ 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

<u>Month / Year</u>	<u>Increase / Decrease</u>	<u>Total Part 1 Crimes</u>
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
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





# STREETS

**DIRECTOR: GALE HIGGS**

**SEPTEMBER 2023**

## **Department Highlights/Accomplishments:**

- 2 New Employee Hired

## **Department Updates:**

- Sidewalk Repairs on Camden Way
- Stop Signs Installed on Virlyn B Smith
- Hedge Cleanup at Youth Center for the Mural
- Tree Removal on GoLightly St
- Sewer / Gutter / Drain Cleanouts Throughout City
- Sign Replacements in Multiple Areas
- Tree Canopy Cutbacks Throughout the City
- Litter Cleanup Throughout The City

## **Project Status:** Pending

- Spence Rd Sidewalk Repair
- Storm Water Training

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

- 3<sup>rd</sup> Fridays Concert
- Breast Cancer Walk
- Fall Community Cleanup



# UTILITIES

**DIRECTOR: JOHN MARTIN**

**SEPTEMBER 2023**

## **Department Highlights/Accomplishments:**

- Department Update Meeting with the Assistant City Administrator (September 26)
- Utilities Department Weekly Leadership Meeting (Every Monday)
- Microsoft Teams Meeting: Fairburn Utilities Monthly Progress Meeting (September 7)
- Microsoft Teams Meeting: Project X-One page Power Overview (September 25)
- Microsoft Teams Meeting: Residential & Commercial Solid Waste (RFP 23-010) Final Selection (September 11)
- Microsoft Teams Meeting: Project X- Power Viability Discussion (September 12)
- Microsoft Teams Meeting: Pre-meeting: POREX (September 21)
- Microsoft Teams Meeting: Residential & Commercial Solid Waste Evaluator's Meeting-RFP 23-010 (September 1)
- Data Assistance Meeting with Rebecca Lindsey (September 5)
- Development Review Meeting-Municipal Court (September 7)
- Department Leadership Meeting (September 8)
- Conducted Interview for Electric Lineman position (September 15, 19)
- Fairburn 2024 MEAG Supplemental Needs Meeting-Fishbowl (September 14)
- Submitted 2022 CCR Certification Form to the EPD (September 12)
- Attended Middle Chattahoochee Meeting (September 12)
- Utility Maintenance Worker II-HR Meeting (September 18)
- September 18-22 (SepticSmart Week) advertised.
- Castle Way Pre-bid-Onsite Meeting (September 19)
- Utility Maintenance Worker I Interview (September 20)
- Virtual Meeting-Septic System Maintenance (Fulton County) (September 19)
- 2023 ECG Salary Survey completed (September 19)
- Zoom Meeting: GAWP Utility Leader Call (September 21)
- On-site meeting with Fairburn and POREX about water problems (September 21)
- GMA Virtual Meeting: EPD Service Line Inventory Requirements (September 21)
- Completed & Submitted Level I Assessment to the EPD (September 22)
- Department Leadership Meeting-Council Chambers (September 22)
- Electric Lineman Interviews (September 26)

- Site Visit with City Administrator: Street Lights on Hwy 74 bridge to Oakley Industrial Activation (September 27)
- Site Visit: Breeze Meadows fence permit (September 27)
- Site Visit: Investigate flushing hydrants@ Ferndale subdivision (September 27)
- Hero Recognition to Meter Reader (Kem Beadles)-Citizen Rescue (September 27)

#### Customer Service/Meter Reading:

#### Meetings:

- Meeting held with the Assistant City Administrator, Finance Director, Utilities Director and GMEN team to modifications and eligibility changes for the Utilities Assistance Program.
- Department Staff Meeting with Utility Administration Team.
- Weekly Status Meeting with Paymentus to discuss accomplishments, review, and next steps in the implementation, held with the Finance & Utility team(s).
- Pre-probationary meeting (3-month) with new team member (Nidia Kirkland).

#### Events:

- In-person events held to assist customers with applying for the “Utilities Assistance Program”.

#### Tasks:

- Finalized and updated first set of Robo-call notifications report in Incode.
- Drafted and distributed the new tiered system and information for the Utilities Assistance Program.
- Drafted a “Landlord Agreement Form” for owners that would like to request continual services. *(Awaiting implementation, per Finance Director)*
- Analyzed data log information for the newly installed water meters at the referenced locations: 625 BIRKDALE, 550 SAWGRASS, 2063 BROADMOOR WAY.
- 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.
- Updated “Master Count List” for meter reader manual sheets for August 2023.
- Assisted the Billing Team with meter read inputs, edits, and billing process for August 2023.
- Assisted the Billing Team with meter read inputs, edits, and billing process for August 2023.
- Submitted daily troubleshooting matters to IT Support through iWorq web portal.
- Submitted monthly report for August 2023.
- Worked closely with Utility Collections Specialist to create a flow data chart for billing processes.
- 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:

Utility Bill Count: **7,155** (TOTAL), **6,568** (MAILED)

- **0** Penalties were posted this month: due to the Utilities Assistance Program
- **362 work order requests** (**281**– Meter Readers, **53**– Water Team, **15** – Electric, **4**– Unassigned, **8**– Billing, **1**– Storm/FOG) were completed for the month of September 2023.
- **2** service disconnections were issued and completed. *(Low quantity due to the Utilities Assistance Program)*
- Meter Reading & Water Staff collected **1,139** visual electric/water reads for billing

## Electric:

- Meeting with the Director/Power department team replacing all stock, and clearing back deck of residual stock, equipment and Line gear on interior (September 1<sup>st</sup>)
- Meeting with E.C.G. Engineering/ Scheduled (virtual) on revised city ordinance final draft for the city legal team/Continued work on S.O.P. for the Power Department/Pursuing new Lineman urgently to replace open positions/Power Department team working to transfer riser at Fairview Drive/ (September 5<sup>th</sup>)
- Meeting with the Power Department team, work assignments issued. /Continued S.O.P. for review by the Director for consideration by Human Resources. / (September 6<sup>th</sup>)
- Meeting with the Director/ Update on AT&T poles on Spence Road submitted to the City Administrator/ Monthly Planning and Zoning meeting/Emergency locates called in for pole relocation at WINN supply on Highway 74/ (September 7<sup>th</sup>)
- Meeting with the Director/Power department team continuing progress on list of jobs/Pole relocation completed at Winn Supply, clearance successfully obtained for the new structure/Human resources are listing two Lineman positions/ (September 8<sup>th</sup>)
- Leadership meeting with the Director/ Meeting with Am waste representatives, Director of Utilities, Director of Buildings, Procurement Manager /Power Department team continuing jobs list/Created meeting for tomorrow with ECG on project X. (September 11<sup>th</sup>)
- Meeting with the Director/Teams meeting with City Administrator, Assistant City Administrator, Director of Planning and Zoning, Director of Utilities and E.C.G. engineering about project X/Power Department team deployed to parking lot lighting project at GMC campus and listed assignments/ (September 12<sup>th</sup>)
- Meeting With the Director/Power Department team beginning the transfer of primary at the riser on Fairview Drive/ (September 13<sup>th</sup>)
- Meeting with Human Resources interview set for tomorrow at 9:00 am with Lineman candidate/Power Department team completed primary riser on Fairview Road/ Meeting with the Director and Superintendent of the Water Department/ (September 14<sup>th</sup>)
- Interview for Lineman position at City Hall /Power Department completed fleet maintenance/Repaired lights at Georgia Military College/ Started checks on Fall Festival power points/Meeting with the Director for Coweta Fayette right of way (September 15<sup>th</sup>)
- Virtual meeting with the Director/Power Department installing streetlights at Ferndale subdivision/Working on aging pole transfer report for Electric Cities. (September 18<sup>th</sup>)
- Meeting with the Director/Human Resources interview with Lineman candidate and Director of Utilities, / Power Department continuing jobs list/ Ferndale subdivision lighting installation continues/ (September 19<sup>th</sup>)
- Meeting with the Director and FOG enforcement officer/Power Department team continuing Ferndale subdivision lighting installation/ Procurement Manager is moving forward on the Elder and Poplar Street reconduction bid. / (September 20<sup>th</sup>)
- Power Department team continuing Ferndale subdivision lighting installations/Meeting with the Director and E.C.G. Engineer about solar metering at U.S. Foods, discussed imperative infrastructure installation conversation needed with project X representatives/Scheduled interview with new Lineman candidate with Human Resources/Lineman Candidate accepted offer/ (September 21<sup>st</sup>)
- Meeting with the Director/Power Department fleet maintenance/lighting installation Ferndale subdivision/Power point presentation creation/ (September 22<sup>nd</sup>)
- Meeting with the Director/Work assignment meeting with the Power Department team/Received Gresco quotes for FY24/ (September 25<sup>th</sup>)
- Meeting with the Director/Meeting with Water Superintendent/ Lineman candidate interviews with the Director and Director of human resources/Confirmed with JCL transformers a purchase to return a loaner transformer for 92 Howell Ave, to Newnan Utilities/ (September 26<sup>th</sup>)
- Meeting with the Director/Confirmed credit application for JCL



transformers from Procurement Director and Finance

- Director/Meeting with City Administrator and Director about lighting/Meeting with Parks and Recreation Director to finalize requirements for the Fall Festival/Power Department team finished street light installation for Ferndale subdivision phase 1/ (September 27<sup>th</sup>)
- Meeting with the Director and Superintendent of Water/ Power Department team finishing all applications of safety warning placards on transformers, service pedestals and junction boxes and applying security locks at Ferndale subdivision/ Preparing final draft submittal for new ordinance to legal for council consideration/ (September 28<sup>th</sup>)
- Power Department team performing fleet maintenance/Received contract for tree trimming from Trees Unlimited for FY24/Inspected progress on new business customer construction site on Jonesboro Road and Elder Street subdivision (September 29<sup>th</sup>)

Water & Sewer:

Check Meter installs	7	
Water Meter Changeouts	5	
Hydrant Flush		4
Low Pressure	3	
Sinkhole Repair		1
Lift Station Check	66	
Meter Maintenance	24	
Sewer Back-up		3
Meter Replacement	1	
Replace Lid	2	
Turn Ons	2	
Turn Offs	2	
Sewer Jet	1	
Locate		6
Main Break	3	
Leaks		5
Total Work Orders:	135	

**Contractor Repair Projects**

Virlyn B Smith- (3) leaks

Sewer Collapse (2) leaks

FOG (Fats, Oils, & Grease):

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

**Department Updates:**

- Backflow/Cross Connection Program-Software training (*In progress*)
- **Project Status:**
- Lift Station Project-By-pumps ordered
- Upgrade Power Grid (Elder & Poplar)- (*On Council Agenda*)
- 4076 & 4080 Castle Way-Storm Drain Easement Rehabilitation (Out for Bid)

**Upcoming Events/Actions/Meetings:**

- Upgrade Power Grid (Elder & Poplar) FY23 -October 23<sup>rd</sup> Agenda
- Overhead to Underground Power Installation (Rivertown Road) FY24
- Review meter details for new developments and renovations- (*In progress*)
- Electric Ordinance revised (*In progress*)