



Welcome to  
**City of Fairburn**  
Situating to Succeed

# **CITY ADMINISTRATOR'S MONTHLY REPORT**

**JANUARY 2023**

**FAIRBURN, GA**

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



## **CITY ADMINISTRATOR**

**MR. TONY M. PHILLIPS, CPM®**

Greetings Honorable Mayor & City Council Members,

I am privileged to present a summary of the City's monthly administrative activities for January 2023. As we stand at the beginning of a new year we are well positioned to build on the record of success and achievements from the previous year. Our government continues to prioritize the improvement of city operations and service delivery. As the health of the economy shows tentative signs of improvement, after a year of inflationary concerns, our knowledgeable city staff continues to provide top flight daily services to our residents. Fairburn maintains a stable financial standing. Our rising status as one of the state's best live, work, play communities is built on a foundation of multiple assets, including but not limited to, proximity to the world's busiest airport, access to major interstate and state highways, and a historically low crime rate.

Staff maintains an everyday focus on providing exceptional customer service, while listening to our neighborhoods, communities, and local businesses. Our goal is to support a safe, inclusive, innovative, and economically vibrant city.

This report summarizes activities for January 2023. The City, under the leadership of the Honorable Mayor Mario Avery, continues its "Fairburn Forward" initiative highlighted by our three R's (Refresh, Rebrand, Renew).

- The City of Fairburn's 2023 Local Maintenance Improvement Grant (LMIG) Application was approved by the Georgia Department of Transportation (GDOT) on January 5th, 2023.

- Raymond Carolina Handling Grand Opening, of new manufacturing facility located at 92 Howell Avenue in Fairburn that brings 100 technician jobs to Fairburn.
- Mental Health Awareness Month recognized citywide.
- Enhanced cybersecurity through the installation of KnowBe4.
- Parks Master Plan solicitation issued. Open for bids.
- New Program: Music Education Group (teens)
- Weekly Senior programs – Walking Club, Chair Aerobics, Line Dancing
- Old Campbell Courthouse post fire Asbestos abatement and debris removal is completed.
- Temporary Fire Station Building has been delivered, work to establish utilities and provide furnishings in progress.
- Facility Condition Assessments site inspections have been completed
- SeeClickFix Mobile Released

**Tony M. Phillips, CPM©**  
**City Administrator**  
**City of Fairburn**





## CITY CLERK

CITY CLERK BRENDA JAMES

JANUARY 2023

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

Received 119 open records request for January – Researched and processed

Collected \$1569.09 payments for Open Records in January

Processed incident reports to Travelers Insurance

Processed Mayor and Council Credit Card Request

Processed NLC and GMA Registration for Mayor and Council

Prepared City Council Meeting Agenda Packets for January 9<sup>th</sup> and 23<sup>rd</sup>

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

Prepared City Council Minute

Signed all Business Licenses

Signed All Alcohol Licenses

Make Travel Arrangements for NLC in Washington, DC

Process Per Diem Checks for Council

Process Payment of Invoices

Finished Civic Clerk to go live on February first meeting



# COMMUNITY DEVELOPMENT

DIRECTOR: LESTER THOMPSON

JANUARY 2023

## **Department Highlights/Accomplishments:**

The City of Fairburn's 2023 Local Maintenance Improvement Grant (LMIG) Application was approved by the Georgia Department of Transportation (GDOT) on January 5th, 2023.

The advance payment check for an amount of \$205,866.54 associated with the 2023 LMIG Grant Award was received from GDOT on January 11th, 2023.

The City of Fairburn's Local Issuing Authority (LIA) 2nd Quarter Report for the period of October 1st, 2022, through December 31st, 2022, was submitted to Georgia Soil & Water Conservation Commission on January 31st, 2023.

The City of Fairburn LIA Semi- Annual Report for the period July 1, 2022, through December 31, 2022, was submitted to Georgia Soil & Water Conservation Commission on January 31st, 2023.

## **Department Updates:**

Permit Type	Number Issued
Right-of-Way Encroachment Permits	3
Timber Harvesting Permits	0
Clearing & Grading Permits	0
Land Disturbance Permits (LDPs)	0

## Project Status:

Community Development Projects Under Construction		
Project Name	Permit Type	Permit Issuance Date
Copart Fairburn	Clearing & Grading Permit	November 17 <sup>th</sup> , 2022
Ren Park Apartments	Land Disturbance Permit	November 10 <sup>th</sup> , 2022
South Park, Building B	Land Disturbance Permit	November 8 <sup>th</sup> , 2022
SIXTY-NINE ZERO FIVE DEV CO. - 6905 Virlyn B. Smith (Renaissance Festival)	Timber Harvesting Permit	October 26 <sup>th</sup> , 2022
96 Howell Avenue, Lot 3, Water and Sewer Project	Land Disturbance Permit	September 28 <sup>th</sup> , 2022
1162 Hwy 54 East, LLC	Land Disturbance Permit	September 28 <sup>th</sup> , 2022
Project Miles Trailer Parking	Land Disturbance Permit	July 29 <sup>th</sup> , 2022
South Park, Building A	Land Disturbance Permit	July 20 <sup>th</sup> , 2022
Package Depot Plaza	Land Disturbance Permit	April 12 <sup>th</sup> , 2022
Fairburn DC, Howell Avenue	Land Disturbance Permit	February 8 <sup>th</sup> , 2022
Trillium Reserve Subdivision	Land Disturbance Permit	September 29 <sup>th</sup> , 2021
Fern Dale Subdivision	Land Disturbance Permit	March 31 <sup>st</sup> , 2021
Legend Creek Subdivision	Land Disturbance Permit	October 15 <sup>th</sup> , 2020

Public Works/Capital Improvement Projects Under Design			
Project Name	Design Firm	Current Phase	Let Date
I-85 @ SR 74/Senoia Road Interchange Project (PI# 0007841)*	TranSystems Corporation	Right-of-Way Acquisition/Final Design	Management Let Date: October 15 <sup>th</sup> , 2023
Southeast Broad Street/McLarin Road Pedestrian Improvements Project	Pond & Company	Contract Award	November 9 <sup>th</sup> , 2022
CDBG, Golightly Street Pedestrian Improvements Project	Pond & Company	Contract Award	November 9 <sup>th</sup> , 2022
Virlyn B. Smith Pedestrian Improvements Project	Pond & Company	Contract Award	November 9 <sup>th</sup> , 2022
CDBG, Lightning Community Rain Garden & Greenspace Project	Pond & Company	Preliminary Design	March 15 <sup>th</sup> , 2023 (anticipated)
Park Road Extension/Duncan Park Secondary Access Road	Southeastern Engineering, Inc.	Preliminary Design	May 31 <sup>st</sup> , 2023 (anticipated)
Oakley Industrial Boulevard Roadway Extension to Gullatt Road via Cleckler Road	Southeastern Engineering, Inc.	Preliminary Design	August 23 <sup>rd</sup> , 2023 (anticipated)

The I-85 @ SR 74/Senoia Road Interchange Project currently has fifty-seven (57) parcels; the preliminary parcel count was fifty (50) parcels. GDOT has closed on twenty-seven (27) parcels. Forty-four (44) appraisals have been released and approved for negotiation. A couple of high-level appraisals are schedule to be completed by the end of January 2023. No condemnations have been filed as of yet.

<b>Public Works/Capital Improvement Projects Under Construction</b>		
<b>Project Name</b>	<b>Notice to Proceed Date (NTP)</b>	<b>Completion Date(s)</b>
Downtown LCI Streetscape Project [SR 14; CS 4130/W CAMPBELLTON ROAD & CS 4050/SMITH STREET-LCI] (19-005/ PI #0012636)	July 6 <sup>th</sup> , 2020	Substantial: April 13 <sup>th</sup> , 2022 Final: May 22 <sup>nd</sup> , 2022 (outstanding)

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

- It is anticipated that the Contract Award for the Southeast Broad Street Pedestrian Improvements Project (23-002) will be presented at the March 13<sup>th</sup>, 2023, City Council Meeting.
- It is anticipated that the Contract Award for the Virlyn B. Smith Pedestrian Improvements Project (23-003) will be presented at the March 13<sup>th</sup>, 2023, City Council Meeting.
- It is anticipated that the Contract Award for the Golightly Street Pedestrian Improvements Project (23-004) will be presented at the March 13<sup>th</sup>, 2023, City Council Meeting.



# COURTS

**DIRECTOR: LISA BROWNLEE-MACK**

**JANUARY 2023**

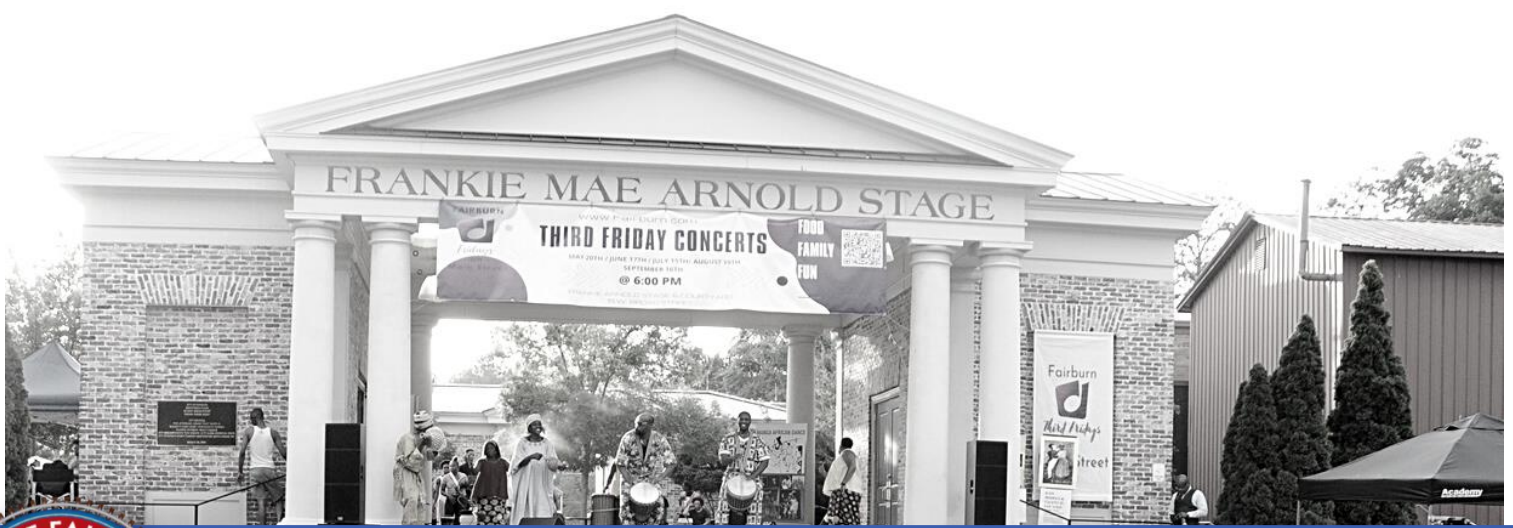
## **Department Highlights/Accomplishments:**

- Completed all scheduled court sessions.
- Responded to Open Records Requests
- Processed Monthly State Funds Report
- Processed Record Restrictions Requests
- Scheduled Annual Municipal Court Judge Training

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

- Continue review and revise Court forms, fines and SOP
- Closing out statistics caseload data report for AOC





# ECONOMIC DEVELOPMENT

DIRECTOR: SYLVIA ABERNATHY

JANUARY 2023

## Department Highlights/Accomplishments:

- Raymond Carolina Handling Grand Opening, of new manufacturing facility located at 92 Howell Avenue in Fairburn that brings 100 technician jobs to Fairburn. Grand Opening with community, Mayor, City Council, and staff.
- Ribbon Cutting event for Searra's Restaurant grand opening adjacent to the Cigar Studio Lounge, located at 6000 Renaissance Pkwy: along with Mayor, City Council, and staff.
- Aerotropolis Atlanta Broker's Reception, meeting more than 75 developers, commercial lenders, brokers, and realtors to discuss catalytic projects within the South Fulton region. Fairburn's catalytic sites as identified in the LCI Downtown Master Plan Update, was one of the featured properties the economic development team promoted at the event.
- Prepared and wrote January City Connect Newsletter, Restaurant Opening, Duracell expansion and sponsorship, SMART resolutions, and Around Fairburn.

## Department Updates:

- National Endowment for the Arts Financial Report for 2022 Grant. **Completed**
- Phoenix Flies, Atlanta Preservation Society 2023 Tour Application. **Completed**
- Fulton County Arts Council 2022-2023 Community Application for Creative Placemaking Underpass Project, seeking funding for mural installation, public art placement, venue development, and entertainment activities. **Completed**
- National Main Street 2023 Accreditation Assessment of City of Fairburn Main Street Program, fulfillment of 10-Point Standards. **Completed**
- Film Permit Fee Schedule
  - Submit proposed fee schedule for downtown property locations and sites to Planning & Zoning. **Completed**
- Town Square Historic Clock
  - Fact-finding phase.
  - Submission for Art Advisory Council review and input. January/February. **Completed**

- Downtown Development Authority – Tax Abatement for South City Partners, Ren Park Development, Bond for Title Lease. **(In Process)**
- Downtown Development Authority- 25 SW Broad Street Project.
  - Building assessment completed.
  - Ongoing meetings with Developer, Economic Development team, and Buildings Director to approve site development. **(Ongoing)**
  - Letter of Support from Development Authority **(In Process)**
- Completed the January Monthly Community Activities Report Georgia Main Street/ Department of Community Affairs (DCA), which includes data on job creation, real estate sales, housing, new construction, rehab, and public improvement projects for Main Street reporting.
- Regular updates and posting to Soofa System digital wayfinding kiosk Weekly updates of a digital platform with downtown events calendar, business promotions, and analytics.

### **Project Status:**

- Economic Development Strategic Plan
  - Interdepartmental meeting to discuss preparation of RFP
- Small Business Grant Program
  - RFP issued and closed September 2022
  - Panel review and selection of finalists – October 2022
  - Panel recommendation to re-open bid to broaden respondent pool – November 2022
  - Issuance of new RFP. December – February 2023
- Utility Box Murals – Submitted Draft Call to Arts Advisory Council. – November 17th
  - Vote approving solicitation of artists
  - Approval by Art Advisory Council of mural locations
  - Call for Artists. – February 2023
- Adopt-A-Planter Program – submitted a proposal for the implementation of the program. **(In Process)**
- Façade Grant Program
  - Funding Approved
  - Reviewing with consultants options to establish technical design support options and a downtown look-book guide beautification process.
- Downtown Catalytic Site Development:
  - Review of potential Catalytic Site in downtown Fairburn, Off Broad. **(Ongoing)**
  - Retail Strategies meeting regarding retail recruitment and downtown implementation efforts. Review of case studies with comparable Fairburn communities. **(In Process)**
  - Urban Pulse to discuss upcoming projects with downtown development, funding incentives, and economic development activities **(Ongoing)**
  - Redevelopment of downtown parcels. Business Development and Activation: Ongoing discussions with business and property-owner stakeholders.

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

- Business Alliance Meeting - TBA
- Planter Program/ Adopt-A-Spot
- Soofa Navigational System Report
- Art Advisory Council Meeting – February 2<sup>nd</sup> and February 23<sup>rd</sup>
- Development Authority (DA) Meeting – February 28<sup>th</sup>
- Main Street Board Meeting -TBD



# FINANCE

**DIRECTOR: BRYAN STEPHANS**

**JANUARY 2023**

## **Department Updates:**

Month of January 2023 Daily Operations

- Business Licenses
  - New Licenses: 3
  - Renewals: 54
  - Outstanding/Pending Unpaid: 23
- New services
  - Electric: 121
  - Water: 63
  - Garbage: 46

## Personal Property Tax

- Collected: \$1,944,614.88
- Outstanding: \$174,038.75

## Real Property Tax

- Collected: \$671,697.94
- Outstanding: \$434,445.58

## Public Utility Tax

- Collected: \$38,295.85
- Outstanding: \$3,313.07

## **Project Status:**

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

1. Policies & Council Items
  - a. Completed all Department Head Budget meetings.
  - b. Benefit and Salary expenses to be updated by February 28, 2023
  - c. New payment window hours effective March 1, 2023
  - d. Mid-Year Budget Amendment requests due to Finance Director by March 15, 2023



# FIRE

**CHIEF CORNELIUS ROBINSON**

**JANUARY 2023**

## **Department Highlights/Accomplishments:**

- Leadership training at Wingate Inn with COSF
- All fire personnel update; CEU's for CPR & EMS certification
- Command Staff Meeting was held discussing retention and incentives - Recruit Graduation

## **Department Updates:**

- Applied for 2023 AFG Grant for new ambulance and new radio(s)
- Applying for AFG SAFER Grant for 12 new firefighters -Talks of revamping SOG's for 2023






# HUMAN RESOURCES



## HUMAN RESOURCES

**DIRECTOR: TALISHA CHAMPAGNE    JANUARY 2023**

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

- Implemented successful first payroll utilizing the new HRIS Paycom system.
  - Mental Health wellness recognized city-wide for January 2023.
  - National Personal Self-Defense Awareness for women recognized city-wide for January 2023.
  - Human Resources and the Employee Engagement Team held event for Fairburn Police Dept in honor of National Law Enforcement Appreciation Day.
  - Human Resources and the Wellness Team sponsored EAP & Mental Wellness Lunch and Learn in partnership with CorpCare on January 24, 2023.
  - Human Resources and Wellness Team sponsored a Self Defense “Steady” event in partnership with Fairburn Police Department held on January 27, 2023. The event highlighted survival techniques to boost confidence, increase awareness, and improve physical and mental health.
  - Human Resources and the Employment Engagement Team presented Employee of the Quarter award to employee assigned to Streets Department.
- 

**Department Updates:**

- City's Hiring & Turnover stats for January 2023:
  - New Hires – Six (6) employees
  - Separations – Two (2) employees
- Four (4) conditional offers extended to new hires for the February 2023 new hire orientations.

**Project Status:**

- Benefits meeting held on January 30, 2023, with BKS broker team regarding the 2023 health plan renewal rates.
- Retiree benefit plan options are being reviewed and vetted by the assigned Broker Team.
- Paycom Applicant Tracking module manager training to be held in March 2023.

**Upcoming Events/Actions/Meetings:**

- Heart Health Month for February 2023 to be recognized city-wide.
- Benefit renewal findings and recommendations to be presented to Mayor & Council at the February 13, 2023, Work Session.
- “Galentines” With the Ladies of Fairburn to be held on February 13, 2023.
- Heart Heath Lunch and Learn to be held on February 24, 2023.
- Blood Pressure “Know Your Numbers” event to be held on February 28, 2023, in partnership with Fulton County Board of Health.
- Benefit Open Enrollment meetings to held in March 2023.
- Employee Appreciation Day moved to May 2023, date to be determined.
- Mental Health awareness leadership training in FY23; date to be determined.



# Information Technology

**Manager: Charles Johnson**

**JANUARY 2023**

## **Department Highlights:**

- Working with VC3 to get KnowBe4 implemented
- Working with GC&E to get quotes for proper network switches and cable to Parks and Recreation, Police, the old Brenau University building
- Began educating end users on what to look for when it comes to spam and phishing emails
- Began working with the City Clerk's office on the use/functionality CivicClerk around publishing the agenda and minutes on the website
- Request for additional Adobe licenses
- Conducted initial conversations with vendors for introductions and discussions around the services they provide to the City of Fairburn
- Continue to assess the level of customer support and services VC3 provides to the City of Fairburn
- Began the search for a System Network Administrator
- SharePoint sites created for the IT and Municipal Courts departments
- Established the workflow where COF IT all tickets will be submitted to the COF IT department via [itsupport@fairburn.com](mailto:itsupport@fairburn.com) before reaching out to any of the vendors first
- Began moving older and unused IT equipment to the server room in the Utilities building
- Starting our iWorQ onboarding process and working with it individually to enter equipment
- Continue to handle IT incident tickets
- Continue to handle IT requests for equipment
- MaaS360 access for adding new users and equipment
- Working with Comcast to expand the city's internet/network access 2 additional buildings and Duncan Park
- Began review of Fairburn Fire Station #23 floor plans

## **Department Highlights:**

- GroupMe vs. MS Teams research
- Pulse Secure access with VC3
- Researched IT Asset tags
- Began working with Utilities and Finance around our Cognito Forms solution
- Initiated contact with ServiceNow rep for IT Managed Services alternative
- Initiated conversation to start working with finance and utilities the to establish current business process
- Worked with Comcast to get the internet/network circuit working properly in the Fairburn Annex building
- Netwrix onboarding and renewal
- Worked with Incode updates and upgrades to the application
- Conference room conference phone – not working
- Worked with HR and the Paycom rep to establish dynamic IP ranges for the payroll osolution
- Worked with VC3 to ensure website notifications are being delivered properly





# PARKS & RECREATION

DIRECTOR: CHAPIN SCOTT

JANUARY 2023

## Department Highlights/Accomplishments:

- Parks Master Plan – RFP- Open for bids
- CPR Certification Class – Sensational Seniors – 20 Seniors Certified
- New Program: Soccer in the Streets - 200 youth participants
- New Program: Teen Referee Clinic – 5 teen participants
- Diabetes Awareness Program – 22 Senior participants
- New Program: Music Education Group – 15 teen participants
- Weekly Senior programs – Walking Club, Chair Aerobics, Line Dancing

## Department Updates:

- Duncan Park Pool & Splash Pad – Lifeguard recruitment starts Feb 1<sup>st</sup>
- Mother/Son & Father/ Daughter Sneaker Ball - planning - Feb. 10<sup>th</sup>
- Senior Walking Club – Every Monday & Wednesday
- Youth Track & Field – Registration closed- 68 participants – practicing.
- Youth Baseball – Registration opens March 1<sup>st</sup>.
- Youth Football 2023 – Registration opens March 6<sup>th</sup>.
- Free Youth Football Camp in partnership with Eric Berry- Apr. 3 -Apr 7
- Youth Basketball – Registration closed – 70 participants – practicing.
- Summer Camp grant application – Submitted – Requested funding - \$59,000.
- Fresh February – Parks & Recreation city-wide wellness initiative
- New Program: Fairburn Afterschool & Summer Camp – planning
- Music Education Program – 2<sup>nd</sup> session – Registration Now Open

## Project Status:

- Parks Master Plan – RFP complete – closes March 3<sup>rd</sup>.
- Master Event Calendar – Complete
- Youth Center HVAC installation – Complete
- Duncan Park entrance gate repair – Complete
- Outdoor basketball court fence repair – Complete
- Duncan Park field maintenance – on going
- Youth Center landscape – Complete
- Youth Center access control – Complete
- Dedication Signs – Duncan Park Pool – Installed
- Installation of (2) additional cameras at Duncan Park – in process

## Upcoming Events/Actions/Meetings:

- February 8<sup>th</sup> – On-Site Medicare counseling
- February 10<sup>th</sup> – Family Sneaker Ball
- Feb. 1<sup>st</sup> – Feb. 28<sup>th</sup> – Fresh February
- March 17<sup>th</sup> – Time for Tea

FAIRBURN PARKS AND RECREATION DEPARTMENT PRESENTS

# C.O.S.T TRAINING SPRING BREAK CAMP

HOSTED BY  
ERIC BERRY AND SPECIAL GUEST

YOUTH FOOTBALL REGISTRATION OPENS  
MARCH 6, 2023  
REGISTER ONLINE AT  
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CAMP DATES: APRIL 3- APRIL 7, 2023  
DUNCAN PARK

THIS CAMP IS FOR REGISTERED FAIRBURN FLAME FOOTBALL ATHLETES ONLY.

CONTACT:  
JABERRY@FAIRBURN.COM OR  
770-964-2244 EXT 134  
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FAIRBURN PARKS AND RECREATION DEPARTMENT

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OR CALL 770-964-2244 EXT 134  
FOR MORE INFORMATION



# FAIRBURN MARKET FRIDAY'S

**VENDORS NEEDED**

LOCAL FARMERS, FOOD VENDORS,  
HOMEMADE CRAFTS AND  
JEWELRY

MARKETS ARE EVERY 1ST AND 4TH  
FRIDAY IN JUNE AND JULY.

FOR MORE INFORMATION  
CONTACT:  
[JABERRY@FAIRBURN.COM](mailto:JABERRY@FAIRBURN.COM)

Duncan Park Pool & Splash Pad



# WE'RE HIRING!

**SUMMER 2023**

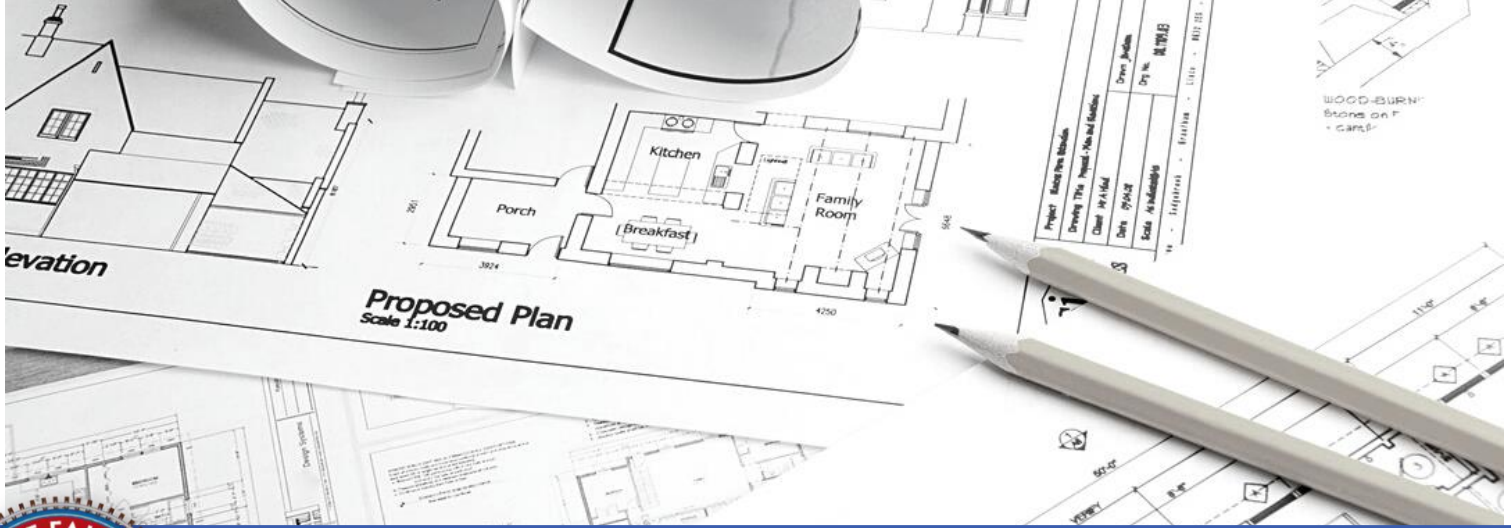
AQUATIC FACILITY SUPERVISOR  
(\$17.49/hr.)

LIFEGUARDS (\$15.50/hr.) POOL ATTENDANTS (\$10.04/hr.)

Get lifeguard certified at no expense  
\*Lifeguards must pass a swim test\*

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INTERVIEWS START MARCH 2023

FAIRBURN PARKS AND RECREATION DEPARTMENT  
770-964-2244 EXT. 134



# PLANNING & ZONING

DIRECTOR: DENISE BROOKINS

JANUARY 2023

## Department Highlights/Accomplishments:

- The new Mr. Londell Fleming, Code Enforcement Manager joined the team on February 15, 2023
- The code enforcement office is fully staffed, and training is underway
- Continued implementation of the digital application and plan intake program
- Staff attended the DCA information session hosted by the AeroATL Community Development Collective Meeting

## Boards & Commissions Planning Meetings

The February 7<sup>th</sup> Planning and Zoning Commission meeting was canceled due to lack of an agenda.

## Upcoming Meetings:

There is a Planning and Zoning Commission meeting schedule for March 7, 2023.

## Rezoning/Use Permit/Variance Petitions:

There were no processed rezoning, use permits, or variance petitions for the month of January.

## Upcoming Plats:

Fairburn Fire Station and Smith Plat

Meeting Dates: Planning and Zoning Commission– March 07, 2023

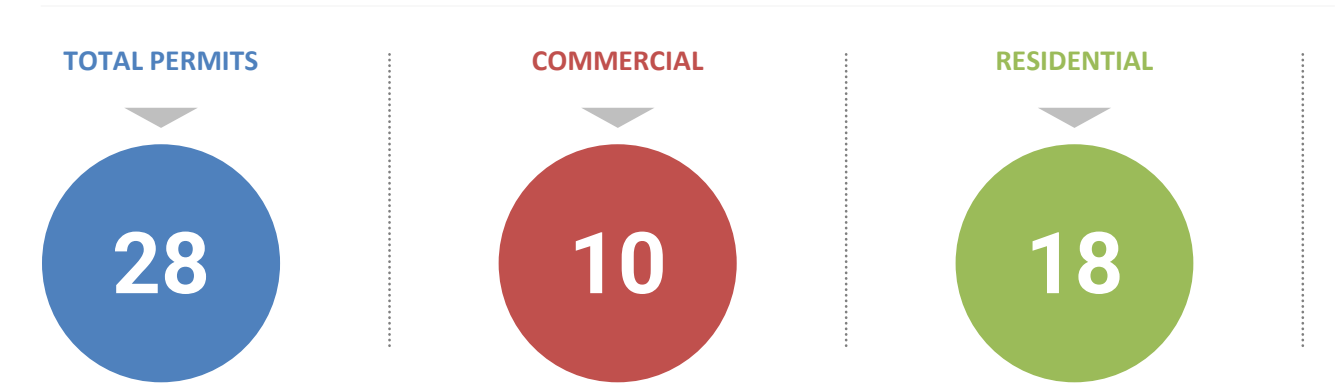
## Proposed Text Amendments:

- Zoning Procedures Law procedural amendments
- Add liquor stores to the list of prohibited uses within the Highway 74 Overlay District
- Revise the text for prohibited tire treading and recapping uses to add tire repair shops and add a separation distance requirement for automobile repair shops (to include oil change, body repair, and tire repair shops)
- Notice of public hearing letters to property owners distance increase from 500 feet
- Conceptual Plat expiration period.
- Define front, side, and rear yard.
- Define allowed uses in the DTMU zoning district.
- 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

(1) new commercial building permit was issued

Planning and Zoning Summary

Permit Type & Other	Number Issued
Sign Permit	3
Film Permit	0
Short Term Rental Permit	0
Special Event Permit	0
Occupational Tax License Review	4
Zoning Verification Letter	2
Yard Sale Permit	0

Code Enforcement Summary



Top Issues







**POLICE**

**CHIEF ANTHONY BAZYDLO**

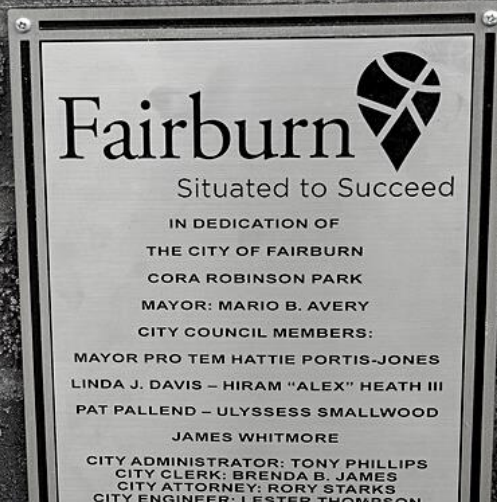
**JANUARY 2023**

**Department Highlights/Accomplishments:**

- Promotional processes completed for all vacant ranking positions
- Chief Bazydlo attended Georgia Association of Chiefs of Police Winter Training Conference
  - Highlight: 3-hour presentation on Parkland High School shooting
  - Early planning stages for multi-department training event later this year
- Georgia State University student Ms. Charles completes her internship in March
- Planning for a FPD delegation to attend Police Week in Washington D.C. in May
  - LT Astree's name will be inscribed on the memorial wall
- Created new social media team for Facebook, Nixle
- COPS (Community Oriented Policing Section) unit takes effect March 1<sup>st</sup>
  - Sgt. DeSantos will lead the COPS unit with plan to expand to multiple officers later

**Department Updates:**

- Visiting Georgia Tech PD on 2/24 to tour digital intelligence unit. Discussing storage of digital evidence such as cell phone downloads
- Chief will be teaching two active shooter classes at Material in Motion / Google in March
- Three academy recruits will graduate March 31<sup>st</sup>
- Purina Nestle reached out to PD about making a donation towards a K9 program



# PROPERTY MANAGEMENT

**DIRECTOR: Dana Smith**

**JANUARY 2023**

## Department Highlights/Accomplishments:

- Repaired plumbing and HVAC leaks at Police HQ.
- Repaired plumbing leaks at Municipal Court building, and Casablanca.
- Performed HVAC repairs at GMC campus buildings.
- Old Campbell Courthouse post fire Asbestos abatement and debris removal is completed. Post abatement and debris removal walkthrough with insurance company scheduled for next month.
- Temporary Fire Station Building has been delivered, work to establish utilities and provide furnishings in progress.
- Temporary Fire Station apparatus bay was awarded and is on order.
- Facility Condition Assessments site inspections have been completed.
- Fire Station #21 ice machine plumbing work is in progress.
- Repairs to Finance Dept restroom completed.
- Tree trimming at HR and Municipal court buildings have begun.
- Solicited Pricing for network expansion at Brenau building and Duncan Park.

### **Department Updates:**

- The Administrative Assistant position has been created and advertised to fill the vacancy.
- **Project Status:**
  - Fire Station # 23 design by POH is in progress, the floor plan is completed. Design Development to begin next month.
  - New breakroom for Utilities' electrical workers is completed.
  - RFP for On Call Design Services is under review.
- Overhead Door repairs at the Fleet Maintenance are scheduled for next month.
- Brick dumpster enclosures at Armando's and Casablanca scheduled for spring 2023.
- Follow up on Scheduled elevator inspections for Educational Campus Administration building with Georgia Department of Insurance and Safety Fire.
- Several leaks developed at Duncan Park Pool House because of December 2022 winters storm/water outage. Repairs have been priced and the insurance company is investigating.
- HR building Driveway repairs are scheduled for next month.
- Police Department HQ Office renovations scheduled for next month.
- Youth Center Office Renovations scheduled for next month.

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

- Publish RFPs for on Call/Preferred Maintenance Contractor services.
- Publish RFP for Preventive Maintenance contracts.
- Spatial planning of unused Fairburn Educational buildings (Brenau and Shell buildings).
- Soliciting vendors for backup generator Utilities and Fire HQ/FS#22/Youth Center buildings.
- Assess emergency power and generator connections at Police HQ.
- Facility Condition Assessment Report will be provided after assessments are completed.



# STREETS

**DIRECTOR: GALE HIGGS**

**JANUARY 2023**

## **Department Highlights/Accomplishments:**

- 2 Employees Received Flagger Certifications
- 2 Employees Completed the Flagger Class
- 1 New Employee Hired

## **Department Updates:**

- SeeClickFix Mobile Released
- Trees Trimmed at Municipal Court and HR
- Driveway Repaired at HR
- Road Patchwork Complete on Graham Rd
- Road Patchwork Complete on McLarin Rd
- Pothole Repair on Multiple City Streets
- Tree Cutbacks on McLarin Rd
- Sewer / Gutter / Drain Cleanouts Throughout City
- Continuous Sign Replacements in Meadow Glen Subdivision
- Removed Over 200 Dumped Tires

## **Project Status:** Pending

- Canopy Cutbacks on various City Streets
- Parking Lot Striping at City Hall
- Placing Deer Cameras to Assist with Dumping

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

- Clearing of 5 Dirt Roads (Mann Rd, Chastain Rd, Cleckler Rd, Bohannon Dr, Durham Lakes Rd)
- Fuel Sump Pump Upgrade Scheduled for March
- Sidewalk Repair on Bohannon Rd
- Enterprise Fleet Management Appreciation Event





# UTILITIES

**DIRECTOR: JOHN MARTIN**

**JANUARY 2023**

## **Department Highlights/Accomplishments:**

- Blackout Calendar Meeting with Assistant City Administrator, Utilities, and Finance (January 4<sup>th</sup>)
- Utilities Department Weekly Leadership Meeting (Every Monday)
- Intergovernmental Coordination Meeting with North Georgia Metropolitan and EPD-All South Fulton Cities (January 11<sup>th</sup>)
- Teams Meeting: Tyler Tech Software and Service Provided to the City of Fairburn (January 10<sup>th</sup>)
- Teams Meeting: Evaluation Review Panel for Request for Proposals On-Call Architectural and Design Services -(January 20<sup>th</sup>)
- Pedestrian Lighting-City Administrator's Office-(January 23<sup>rd</sup>)
- Meeting with GFL to discuss 4% CPI Increase-(January 24<sup>th</sup>)
- Bi-Weekly Meeting with Assistant City Administrator-(January 24<sup>th</sup>)
- Teams Meeting: Attended the Swearing in Ceremony of Police Chief -(January 13<sup>th</sup>)
- Electric Lineman Interviews-(January 27<sup>th</sup>)
- Meeting in Atlanta- COA Watershed Management and City of Fairburn-December Inclement Weather After-Action Session (January 31<sup>st</sup>)
- Monthly Project Meeting with Integrated Science Engineering (January 12<sup>th</sup>)
- Department Leadership meeting (January 19<sup>th</sup> & January 27<sup>th</sup>)

- Middle Chattahoochee Water Authority Meeting (January 10<sup>th</sup>)
- Pump Station Improvements-Preconstruction Meeting (January 17<sup>th</sup>)
- Fairburn On-site Water GIS Update with ISE - (January 17<sup>th</sup>)
- Completed ECG Benchmark data: General Fund transfers from electric for FY21- (January 3<sup>rd</sup>)
- Sewer Spill-1965 Winding Crossing Trail-(January 4<sup>th</sup>)

*Customer Service/Meter Reading:*

**Meetings:**

- Teams Meeting with Tami Bates (Incode Support) & IT Manager to discuss services provided by Tyler Tech Software.
- Meeting held with Utilities Director & FACAA to discuss potential partnership with handling the utility assistance program.
- Sat on the interview panel for the “Electric Lineman” position.
- Meeting with Mrs. Criss (City Administrator’s Office), Finance Director & Utilities Director to discuss and finalize “2023 Black Out Calendar” for staff.

**Trainings:**

- Teams Meeting Training with Kylie Cantanzarite (VC3) & IT Manager to preview and train on Cognito forms settings.
- Teams Meeting Training with Crystal Starr (HR) on Civic Plus for employee applications.

**Activities:**

- Assisted with the setup for the firefighter recruit graduation.
- Started clothing donation drive for customer affected by house fire @ 905 Tall Deer Drive.

**Tasks:**

- Approved daily time sheets for Utilities Administrative Staff (Customer Service, Billing & Meter Reading Teams).
- Drafted “2023 Black Out Calendar” for the Utilities Admin. & Finance Teams.
- Assisted the Billing Team with meter read inputs, edits and billing process for January 2023.
- Worked closely with the GFL Team to obtain the holiday calendar for 2023 calendar year.
- Worked closely with the GFL Team to obtain new collection, waste, recycling, and bulk calendars for 2023.
- Submitted monthly report for December 2022.
- Identified a vast number of accounts with “zero consumption” billing (for months). Sent all the account to Billing for further review and investigation.

- Meeting with Mrs. Criss (City Administrator's Office), Finance Director & Utilities Director to discuss and finalize "2023 Black Out Calendar" for staff.

### **Trainings:**

- Teams Meeting Training with Kylie Cantanzarite (VC3) & IT Manager to preview and train on Cognito forms settings.
- Teams Meeting Training with Crystal Starr (HR) on Civic Plus for employee applications.

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### **Tasks:**

- Approved daily time sheets for Utilities Administrative Staff (Customer Service, Billing & Meter Reading Teams).
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- Worked closely with the GFL Team to obtain the holiday calendar for 2023 calendar year.
- Worked closely with the GFL Team to obtain new collection, waste, recycling, and bulk calendars for 2023.
- Submitted monthly report for December 2022.
- Identified a vast number of accounts with "zero consumption" billing (for months). Sent all the account to Billing for further review and investigation.
- Created interview questions for "Utility Collection Specialist" position.
- Compiled over 30 documents/reports for the ECG Rate Study review (sent to Chau Nguyen – ECG Director of Analytical Services)
- Setup the new Finance Department employee's (Jenny Montoya) profile with the Online Collections system.
- Worked closely with GFL Leadership Team to rectify escalated service issues.
- Worked closely with FACAA to provide information on customers that are eligible for utility assistance through the agency.
- Reached out to seriously delinquent customers, via email/phone, to settle past due balances.

### **Billing Information:**

Utility Bill Count: **7,191** (TOTAL), **6,538** (MAILED)

- **619 work order requests (370 – Meter Readers, 193 – Water Team, 42– Electric, 3 – Unassigned, 8 – Billing, 3– Storm/FOG)** were completed for the month of December.
- **0** service disconnections issued on seriously delinquent account. No late penalties or disconnection orders were issued due to the water crisis that occurred during the last week in December.
- Meter Reading & Water Staff collected visual electric/water reads for billing.

Electric:

- Stocked trucks/ Inventory of warehouse. Tree trimming in Fireside subdivision (January 2<sup>nd</sup>)
- Installed 3 permanent underground services in Avalon subdivision. Broken pole from storm on West Campbellton Road/ Tree trimming continued in the Fireside Subdivision (January 3<sup>rd</sup>).
- Storm repair completed West Campbellton Road /Organized and re- stocked trucks/ Tree trimming continued in Fireside subdivision (January 4<sup>th</sup>)
- Christmas decoration removal/ Tree trimming in Fireside subdivision (January 5<sup>th</sup>)
- Christmas decoration removal completed (January 6<sup>th</sup>)
- Yard repair from broken pole, seed, and straw. Tree trimming in Sir Charles (January 9<sup>th</sup>)
- Crew bushhogged and removed underbrush on Spence Road and the right-of-way. Tree trimming in Sir Charles (January 10<sup>th</sup>)
- Installed underground permanent service at 383 West Campbellton Road/ seed and straw on 426 Elder Street/ Tree trimming on Tall Deer.
- Storm preparation of fleet equipment/Crew Storm repair 5:00 pm to 6:00 am /Tree trimming on Red Fox (January 12<sup>th</sup>)
- Finished trouble calls from storm (January 13<sup>th</sup>)
- Maintenance on tractors/ Hot spot trimming W-1222 circuit (January 17<sup>th</sup>)
- Damaged pole clean-up/ Fire call 705 Tall Deer/ Tree trimming /Hot spots-FO852 (January 18<sup>th</sup>)
- Tested 60 streetlights at Evergreen Apartment complex/ Tree trimming continued on circuit FO852 (January 19<sup>th</sup>)
- Repaired sinking transformer at Winding Crossing trail (January 20<sup>th</sup>)
- Assisted tree crew with dropping lines for trimming process on Valley Brook/ Changed 3 overhead transformers in Shannon Chase neighborhood (January 23<sup>rd</sup>)
- Replaced 2 overhead transformers in Shannon chase neighborhood/ Locating fault at 450 Waterboy/ Tree trimming on Valley Brook Road (January 24<sup>th</sup>)
- Raised service wire at 507 Mehaffey/ Worked on circuit FO 852/ Tree trimming on Valley Brook (January 25<sup>th</sup>)
- Installed new primary pole at Rivertown Road/ Tree trimming crew on Lake Esther and Valley Brook (January 26<sup>th</sup>)
- Shop clean-up/ Interviewing of an Electric new lineman (January 27<sup>th</sup>)
- Replaced 3 overhead switches/ Tree trimming on Lake Esther (January 30<sup>th</sup>)
- Framed two 45-foot poles for Ferndale subdivision (January 31<sup>st</sup>)



### Water/Sewer:

- Unclogged sewer lateral: None
- Check for leaks: 11
- Hydrant Flushing: 6
- Rereads: 18
- Meter Leaks: 10
- Service line leaks Repaired: 2
- Meter Installations: 6
- Locates: 5
- Check Low or No Water Pressure: 1
- Meter Maintenance: 48
- Replaced meter lids: 4
- Monthly On-calls: 13
- Sewer Back-ups: 3

### Contractor Repairs:

- 301 Bay Street-Stormwater

### Stormwater:

- Identifying and inspecting of damaged storm drains
- Jetted overflowing storm drains: 4
- Superintendent Stormwater Training: Water and Sewer

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

- Identifying all commercial FOG customers-(In progress)
- (24) FOG permits issued
- FOG collections amount: \$4,250.00

### **Department Updates:**

- Customer Service/Meter Reader Work orders completed: 370
- Water/Sewer Work orders completed: 193

### **Project Status:**

- Lift Station Project-Preconstruction Meeting (01/17/2023)-completed
- Fire Hydrant Replacement Project (90% completed)
- Upgrade Power Grid (Elder & Poplar)- *(In Progress)*
- Water Meter Exchange-29 accounts changed out *(In progress-waiting on transmitters)*
- 2021 Storm Drain Lining Project *(In Progress-final meeting)*

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

- Upgrade Power Grid (Elder & Poplar) FY23
- Overhead to Underground Power Installation (Rivertown Road) FY24
- Implementation of the FOG software *(On-going)*
- Prepare Backflow Ordinance for Mayor and Council approval *(Ready for Submittal)*
- Review meter details for new developments and renovations- *(In progress)*