



# **CITY ADMINISTRATOR'S MONTHLY REPORT**

**JANUARY 2024**

**FAIRBURN, GA**

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

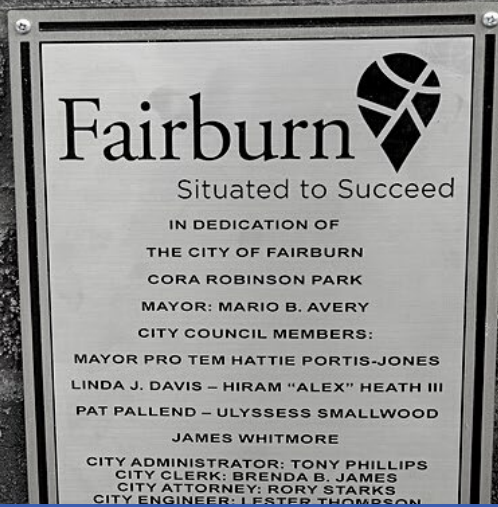
Greetings Honorable Mayor & City Council Members,

It is my privilege each month to present a summary of the City's monthly administrative activities. What follows are our reports for January 2024. The first month of the new year has set a productive path forward for 2024. City staff works daily and to improve city operations and service delivery. Our management and administration of every aspect of our departmental operations and services is based on the premise of continuous improvement. As public servants we collaborate and work on daily basis to advance and improve service delivery for our residents.

The dedicated city staff who work for the citizens of Fairburn are our single most valuable asset. We have a employees who are professional, experienced, and provide high quality services to our residents. We have built a highly qualified staff with an intentional recruitment and training focus. The city continues to benefit from a foundation of financial stability, coupled with sound fiscal management, which have combined to solidify a positive economic outlook. Our growing status as one of the state's best cities to raise a family, retire, recreate, or build a business/career is based on an 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 staple of our municipal services and operations. We also focus on engagement with our neighborhoods, communities, and local businesses to better understand their needs. Our consistent goal is to continue to build a safe, inclusive, innovative, and economically vibrant city.

This report summarizes activities for January 2024. 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 the following departmental monthly reports.



# Building Operations

**DIRECTOR: Dana Smith**

**January 2024**

## **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 Plumbing repairs at GMC administration and Classroom bldg. # 1 buildings.
- Coordinated Elevator repairs at GMC Classroom bldg. #1.
- Performed Roofing repairs at Classroom bldg. # 2.
- Performed Electrical repairs at Fuel Pump at Garage.
- Performed Roofing replacements at Municipal Court building.
- Performed Plumbing repairs at Police Department.
- Fire Station # 23 Construction is ongoing.
- Network and Security installation at Classroom bldg. #2 is ongoing.
- Network Renovation Equipment is in progress.
- Public Safety Complex Design has been awarded.

## **Department Updates:**

- Project Status:
  - Classroom bldg. #2 renovations are ongoing.
  - Temporary Fire Station Water Vault installation is going through permitting with COA Watershed
  - Temporary Fire Station Apparatus bay electrical work is complete.
  - Emergency generator for Classroom bldg. #2, and Fire HQ/FS#22/Youth Center buildings projects are in progress.
  - Emergency generator for Utilities is scheduled for next phase of installation in February.

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

- Start Design of Public Safety Complex
- Publish RFPs for special construction services.
- Begin 1<sup>st</sup> Phase of Network renovations.

## **Safety & Risk Management**

- Gallagher/Risk Management kick-off meeting.
- Attended Supervisory Leadership Certification Program.
- Completed CPR/First Aid Certification.
- Continue organizing equipment & vehicle inventory for upcoming insurance renewal.
- Installed AED & First Aid Kits at new Administration building.
- Processed insurance claims.





## **CITY CLERK**

**CITY CLERK BRENDA JAMES**

**January 2024**

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

Received 127 open records request for December – Researched and processed

Collected \$880.45 payments for Open Records

Processed Mayor and Council Credit Card Request

Processed GMA and other registrations for Mayor and Council

Processed NLC March 2024 Registrations

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

Process Per Diem Checks for Council

Process Payment of Invoices

Attend Leadership Meetings

Order new supplies for Council Member Elect Hudson



# COURTS

**DIRECTOR: LISA BROWNLEE-MACK**

**January 2024**

## **Department Highlights/Accomplishments:**

- Completed all scheduled court sessions
- Responded to Open Records Requests
- Processed Monthly State Funds Report
- Revised Fine/Bond Schedule

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

- Prepare AOC Caseload Report
- ICJE Municipal Court Clerk's Training
- Continue to review, revise Court forms, fines and SOP.



# ECONOMIC DEVELOPMENT

**DIRECTOR: SYLVIA ABERNATHY**

**JANUARY 2024**

## Department Highlights/Accomplishments:

- Ribbon Cutting for New Business in Downtown Fairburn Historic Commercial District, TruckKing's Barbeque.
- Hosted Phase II Small Business Grant Development Orientation Meeting. – January 12th
- Participated in South Metro Forum Round Table with the City Administrator and Planning and Zoning Director for the Council for Quality Growth.
- Participated in City of Fairburn Forum Community Meeting at City Hall – Town Hall Meeting to update residents regarding department initiatives, projects, and activities. -January 23<sup>rd</sup>.



## Department Updates:

- **LCI Education Campus Expansion and Connectivity Study**
- Staff recommendation to Mayor and Council. -Feb.26
- **Small Business Grant Program**
- Phase II Orientation – January 12<sup>th</sup>
- Virtual Orientation – February 14<sup>th</sup>
- Applications Open – February 2nd
- **Recreational Underpass Project**
- Project Review & Update. – Jan. 18
- Community Input. TBD
- **Town Square Historic Clock**
  - Installation. February/March 2024
  - Fundraising deadline – Feb. 28
- **Resia Project Manufacturing Relocation**
- Joint Press Announcement with Georgia Association of Economic Development. – Feb. 2
- **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 Update**
- Bi-monthly meetings
- Stakeholder Development
  - Education Campus Joint Venture
  - Third Friday Concert Series
    - Performance Contracts
    - Concert Schedules
    - Advertisement
  - Main Street Program
    - Adopt A Planter Program
    - Adopt A Mile
    - Newsletter
    - Monthly Community Activity Reports
    - Third Friday Vendor Management
    - Third Friday Marketing

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

- Small Business Development Meeting – Virtual Meeting February 14<sup>th</sup>
- Economic Development Strategic Plan Community Input Meeting – February 29<sup>th</sup> at 6:00 pm
- DA/DDA Monthly Meeting – February 28<sup>th</sup> at 6:00 pm

### **2024 Concert Series**

- 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*





# FINANCE

**DIRECTOR: BRYAN STEPHENS**

**JANUARY 2024**

## **Department Updates:**

### Daily Operations

- Business Licenses
  - New Licenses: 5
  - Renewals: 50
  - Outstanding/Pending Unpaid: 335
  
- New services
  - Electric: 57
  - Water: 68
  - Garbage: 62

### Personal Property Tax

- Collected: \$2,201,691
- Outstanding: \$555

### Real Property Tax

- Collected: \$9,098,080
- Outstanding: \$10,324

**Project Status:**

- Started process of updating purchasing card policy
- Kicked off FY2022-2023 Audit process with Mauldin and Jenkins
- Staff is now set, and transition of new duties for new roles are in place
- Started process of vetting vendors for possible Business License Management software

**Upcoming Events/Actions/Meetings:**

- a. FY2023-2024 Mid Year Budget Amendment (March 2024)



# **FIRE**

## **CHIEF CORNELIUS ROBINSON**

## **January 2024**

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

- Welcome Fire Inspector Captain William Pildner
- Groundbreaking Ceremony for Fire Station #23
- Chief Robinson was nominated and voted Vice President of South Fulton Fire Chief Consortium
- Met with East Point Chief for Training on new Tiller Truck
- Completed: Georgia Firefighter Standard & Training Council
- Went to, ISO Presentation for the upcoming Fire Suppress Rating Class
- Fire Marshall Campbell & Captain Pildner did multiple Plan Reviews for the City
- New Ordinance Revision
- Fire Marshall Campbell & Captain Pildner Completed 2 Investigations in the City

### **Department Updates:**

- Quint 21 in progress
- Temp Station in progress



# General Services

**DIRECTOR: GALE HIGGS**

**January 2024**

## **Department Highlights/Accomplishments:**

- 1 Employee Hired
- CPR Training

## **Department Updates:**

- Playground Mulch Installed
- Speeds Bumps Installed @Duncan Park
- Pothole Repairs in Multiple Areas
- Sewer / Gutter / Drain Cleanouts Throughout City
- Sign Replacements in Multiple Areas
- Litter Cleanup Throughout The City
- Quarterly Street Sweeping

## **Project Status:** Pending

- Spence Rd Sidewalk Repair
- Gate Installation @ New Parking Area

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

- Black History Celebration



# HUMAN RESOURCES



## HUMAN RESOURCES

DIRECTOR: TALISHA CHAMPAGNE

January 2024

### Department Highlights/Accomplishments:



Human Resources held the City's first annual **New Hire Breakfast** to appreciate 50 new employees hired from January 2023 – December 2023. **Ms. Nekisha Baker**, assigned to the Finance Dept, was the keynote speaker.

Human Resources and the Leadership Team recognized the City Administrator on "**Mr. Phillips Day**" celebrating his service to leadership, departments, and the City.



Human Resources and the Employee Engagement Team presented the **Employee of the Quarter** award for the 1<sup>st</sup> quarter of 2024 to Mr. Kem Beadles, assigned to Utilities.



Human Resources and the Employee Engagement Team presented the **Public Safety Officer of the Quarter** award for the 1<sup>st</sup> quarter of 2024 to Sgt. Edgar DeSantos assigned to Police.



## **Department Updates:**

- City's Hiring & Turnover stats for January 2024:
  - New Hires – Five (5) employee(s)
  - Separations – Three (3) employee(s)
- Upcoming Hiring stats for February 2024:
  - New Hires – Two (2)

## **HR Events:**

On behalf of City Administration, Human Resources, and the Employee Engagement Team, the following events were held in January 2024:

- **National Police Officer Awareness Day – January 9, 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"** first course held on January 23<sup>rd</sup> from 1:00pm – 2:00pm.

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

- **Fairburn Superbowl Spirit Week:** The Employee Engagement Team and Human Resources to hold the City's first annual spirit week to be held from **February 5<sup>th</sup> through February 9<sup>th</sup>**.
- **Financial Wellness** course series **"Your Wealth, Your Health"** second course to be held on February 21<sup>st</sup> from 12:00 noon – 1:00pm.
- Human Resources and the Employee Engagement Team to host the 2<sup>nd</sup> annual **"Galentine's Day"** with the Ladies of Fairburn to be held on **February 13<sup>th</sup>** from 12:00 noon to 1:00pm.
- Human Resources and the Wellness Team to recognize **National Random Acts of Kindness Day** on February 16<sup>th</sup>.
- Human Resources and the Wellness Team to recognize Heart Health Month **"Rock the Heartbeat"** Blood Pressure Check event to be held on February 28<sup>th</sup> in partnership with the Fulton County Board of Health and Fairburn Fire Dept.



# Information Technology

**Manager: Charles Johnson - January 2024**

## **Department Highlights:**

### **• IT Manager**

- Performed TelcoWiz support tickets and phone orders
- Performed Fresh Desk IT support tickets
- Performed Barracuda Email Protection install
- Performed COF IT equipment orders
- Departmental Sharepoint sites created
- Continued Help Us Help You campaign: SharePoint and OneDrive
- Attended CivicPlus Mass Notifications solution meeting
- Comcast coax failover installs continued
- MSP Encompass collaborations continued
- Continued PaymentWorks and Datamatrix integration
- Resolved KnowBe4 sync issue
- Resolved AD sync issue
- Performed KnowBe4 training and phishing challenges
- IT invoice reviews continued
- Installed Ricoh printer web driver
- Supervised GC&E new admin building project
- Held Netwrix Training and Checkin
- Resolved Ricoh printer issues
- Resolved Encompass invoices clarifications

## **Department Highlights:**

### **• IT Manager continued**

- Encompass signed service agreement(s)
- Continued Cisco Meraki network refresh start
- Held meeting discuss Cognito forms issue
- Resolved Unpaid GMIS invoice issue
- VC3 web site hosting continued
- Resolved Verizon devices and issues
- Contacted GTA email for introductions
- Worked on Encompass lien issue
- Provided New council chambers laptop
- Investigated Comcast outages
- Provided new finance personnel email
- Performed Incode server reboot
- Continuing COF cameras standardization
- New City Hall building access control, cabling, cameras Ongoing
- Continued IT Equipment replacement list
- Snagit procurement and install
- Investigated MS 365 Direct access
- Researched Training options for team
- License Information Needed for Debtbook Reporting
- Creating IT policy templates
- Purchased Projectors for COF
- Performed Verizon orders
- Resolved Netwrix issues
- Zoom accounts
- Sophos expiration
- Resolved SentinelOne, ConnectWise, WebRoot issue
- Performed Incode patches and updates
- Worked on Fulton County Breach
- Held LaserFiche initial meeting
- Investigated Ricoh Desktop Scanners information



## **Department Highlights:**

### **• Systems Administrator**

- Install Cisco MX 85 and MX 68 firewalls at each COF location
- Plan implementation of Cisco switches
- Discuss security goals for each firewall
- Phase one of Cisco Switch implementation started
- 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
- Install Coax Cable at New City Hall location and Utilites BLDG
- Discuss network security goals for the COF
- Installed SPF and fiber Cables at New City Hall location
- Worked Plan to standardize Ricoh printers for the COF

- **IT Support Technician**

- Make Replacement IT list
- Help with Inventory IT List
- 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
- Reset computers that contained Viruses
- Add/ delete New and Old Users in AD
- Repair Outlook Issues
- Reset Passwords
- Run Updates/Patches on needed Computers
- Installed and Troubleshoot Incode
- Train on Barracuda
- Add emails to allow list
- Map Printers
- Trouble shoot HikVision Cameras
- Collecting Old IT equipment for turn in
- Install Sophos VPN
- Install RMM Remote software



## **PARKS & RECREATION**

### **DIRECTOR: CHAPIN SCOTT**

**January 2024**

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

- Fairburn Youth Council – Application Closed – 12 members accepted.
- Girls Guide – Girls Mentoring Program Kick Off – 13 girls.
- Parks Master Plan Survey – Closed – 284 responses.
- Pavilion Reservations open.
- Sensational Seniors –
  - Health and Wellness Presentation – “Know your Numbers.”
- Park Master Plan –
  - Focus Group Meetings – Athletics & Programs ‘
  - Steering Committee
  - Mayor & City Council update presentation
- Weekly Youth programs: Youth Basketball and Youth Track & Field
- Weekly Senior programs – Walking Club, Chair Aerobics, Line Dancing, Chair Zumba, Chair Yoga

#### **Department Updates:**

- Girls Guide – Girls Mentoring Program January 8<sup>th</sup> – February 26<sup>th</sup>.
- Music Education Program – On-going registration
  - Weekly meeting days: Mon., Tues., Wed., Thurs. / 4PM –7PM
- Youth Track & Field – registration full (72 youth participants)
- Fairburn Youth Council – Grades 8<sup>th</sup> – 11<sup>th</sup>
  - 12 members
  - Orientation – Feb. 7<sup>th</sup>
  - GMA Youth Forum – Feb. 10<sup>th</sup>
  - Leadership Session 1 – Feb. 21<sup>st</sup> – March 27<sup>th</sup>
- Fairburn Bridge Afterschool Program – start date postponed.

#### **Project Status:**

- Park Master Plan –
  - Community input presentation – Feb. 15<sup>th</sup>
- Duncan Park Pool & Splash Pad – Pump replacement in process

- 2024 Master Event Calendar – complete
- New basketball goals at the Youth Center – expected installation date TBD.
- Gymnasium lights repaired.
- Installation of (2) additional cameras at Duncan Park – in process

### Upcoming Events/Actions/Meetings:

- February 2<sup>nd</sup> - Mother/Son & Father/Daughter Sneaker Ball
- March 15<sup>th</sup> - Fairburn Tea Party -

### Marketing Materials:



**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**

**PROGRAM INCLUDES:**

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

**For more Information:**  
 Contact [Jaberry@Fairburn.com](mailto:Jaberry@Fairburn.com)  
 770-964-2244 ext 134

**\$65 PER WEEK**

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.

**Servicing:**  
 Campbell Elementary &  
 Evoline C. West Elementary



**Fairburn**  
 Situated to Succeed  
 Dept. of Parks & Recreation

*Fairburn Sensational Seniors*

**Fairburn Tea Party**

Friday, March 15th  
 11:00 AM - 1:00 PM

**Fairburn Youth Center**  
 149 S.W. Broad Street

RSVP: Contact Sherri Jackson  
[Shjackson@fairburn.com](mailto:Shjackson@fairburn.com)  
 770-964-2244 ext. 133





## **POLICE**

**CHIEF ANTHONY BAZYDLO**

**January 2024**

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

- January 2024 saw a 54% reduction in Part 1 crime compared to January 2023
- FPD represented at three officer funerals; Spalding County, Coweta County, and College Park, as well as former Mayor Hannah's funeral
- Chief, Deputy Chief, and Captain Graham attended training at Georgia Association of Chiefs of Police conference

### **Department Updates:**

- FPD Annual Report for 2023
- Blue Line Solutions – school zone speed detection cameras.
- Citizen Police Academy has been announced and will begin March 14<sup>th</sup>

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

- Organizing a 501c3 for donations



# Fairburn Police Department

Anthony Bazydlo

Chief of Police



## Executive Summary January 2024

- **Uniform Patrol Division**
  - Total Calls Answered: 599
    - Self-Initiated 1,828
  - Misdemeanor Arrests 24
  - Felony Arrests 18
  - Arrest – Released 47
  - Wanted Persons 24
  - Citations 307
  - Parking Violations 33
  - Warnings 1,294
  - Incident Reports 257
  - Accident Reports 80
- **Special Ops**
  - Total Calls Answered: 8
    - Self-Initiated 158
  - Misdemeanor Arrests 3
  - Felony Arrests 7
  - Arrest – Released 10
  - Citations 39
  - Parking Violations 0
  - Warnings 116
  - Incident Reports 34
  - Accident Reports 0
- **Criminal Inv. Division – January**
  - Cases Assigned 42
  - Ex-Cleared 2
  - Cleared by Arrest 1
  - Unfounded 2
  - Inactivated 5
- **CID – Cases Prior to January**
  - Carry Over 138
  - Ex-Cleared 5
  - Cleared by Arrest 3
  - Unfounded 7
  - Inactivated 30
- **Internal Affairs**
  - 2 vacancies, 1 conditional offer
  - 1 military leave
  - 2 light-duty

Police	
January 2021	
• Citations	829
• Warnings	1,621
• Arrests	28
• A/R	82
January 2022	
• Citations	472
• Warnings	933
• Arrests	32
• A/R	43
January 2023	
• Citations	580
• Warnings	1,133
• Arrests	37
• A/R	73
January 2024	
• Citations	307
• Parking Violation	33
• Warnings	1,294
• Misd. Arrests	24
• Felony Arrests	18
• A/R	47



# Fairburn Police Department

Anthony Bazydlo

Chief of Police

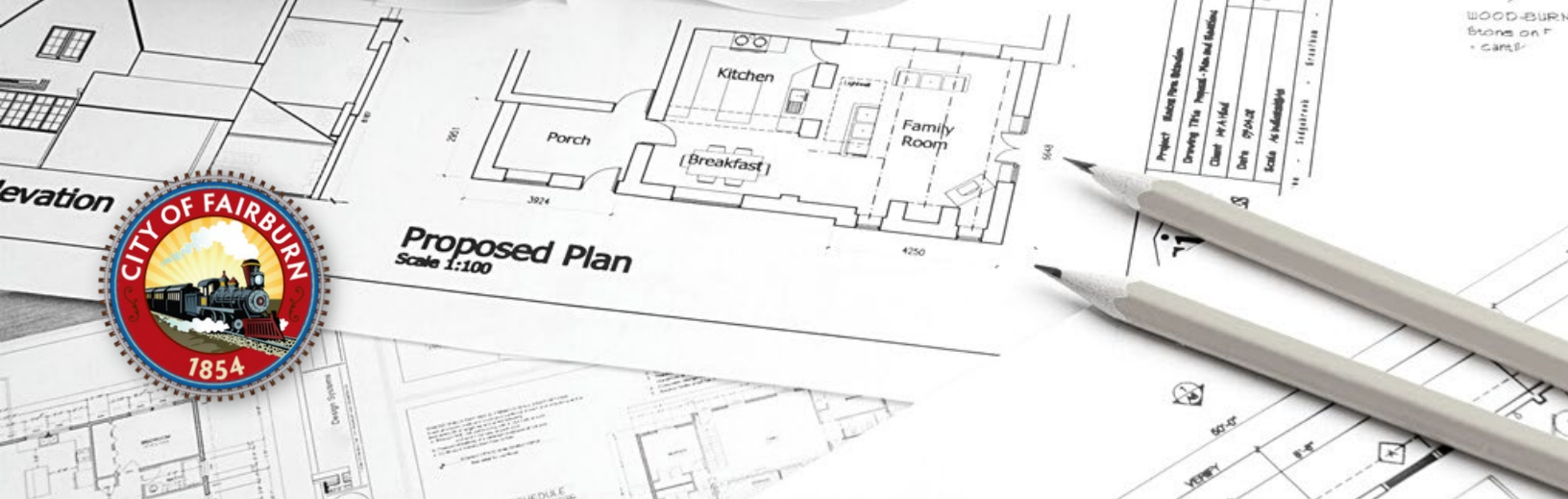


## January 2024 Crime Report Total Part 1 Crime Incidents

○ 2024 YTD	20
○ 2023	503
○ 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 2024	- 54%	20
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	5.7%	37
November 2023	17.6%	40
December 2023	5%	40
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



# PLANNING & ZONING

**DIRECTOR: DENISE BROOKINS**

**January 2024**

## **Department Highlights/Accomplishments**

- The Home Occupation, Short Term Rentals, Little Free Library and other text amendments have been approved and adopted.
- Code Enforcement held a cross training session with the Finance Department to review procedures related to occupational tax.
- Planning and Zoning staff attended the AeroATL Community Development Collective meeting.

## **Upcoming Meetings**

- There is a Planning and Zoning Commission meeting scheduled for March 5, 2024

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

- Updated Strack Buildings – Concept Plan - Under Review
- Milo Fisher (Landmark/Poplar Commons)– Rezoning and Variance- Under Review
- GFL – Text Amendment and Use Permit- Under Review
- RaceTrac – Concept Plan and Use Permit - Under Review
- Temple of Prayer – Rezoning- Under Review
- Landmark Plat - 214, 224 Senoia Road Subdivision – Plat -Under Review
- Living Word Church – Plat -Under Review
- Outparcel 5 – Concept Plan

## **Proposed Text Amendments:**

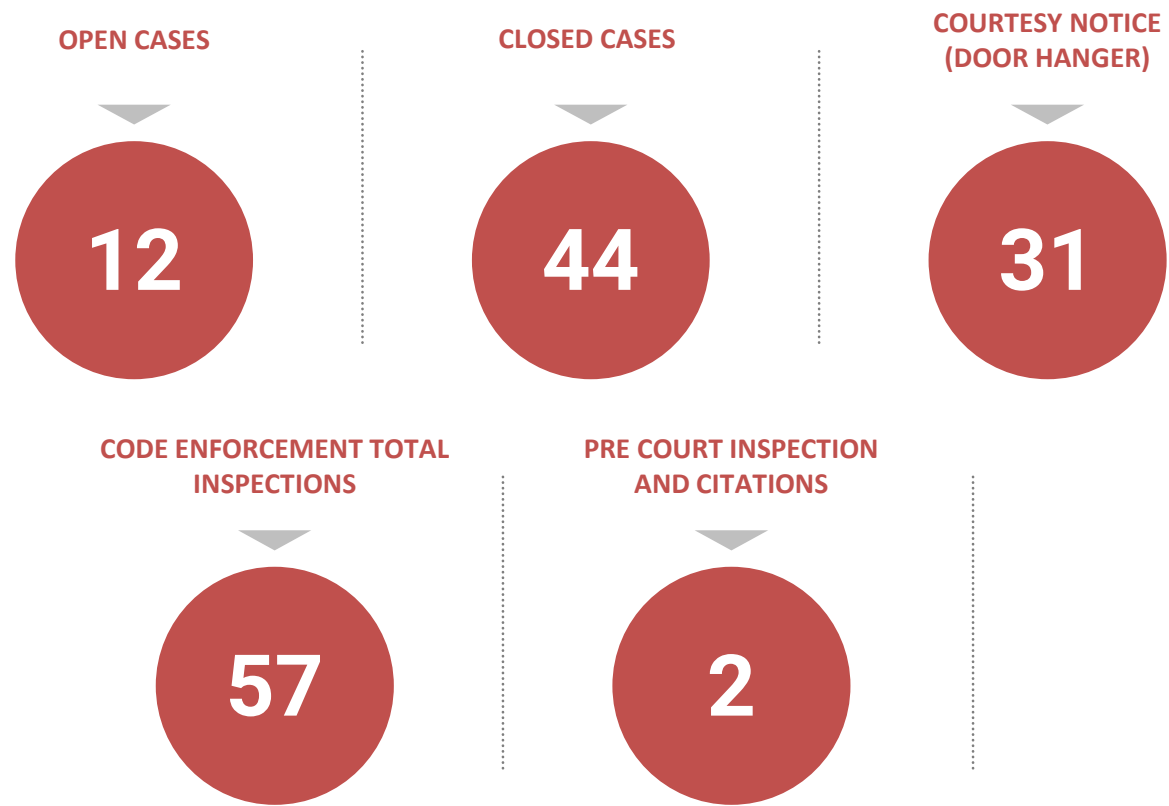
- Data Center
- Community Redevelopment Tax Incentive (Blight Tax)
- Update the regulations for Peddlers & Solicitors
- Revise the text for prohibited tire treading and recapping uses to add tire repair shops and add a separation distance requirement for automobile repair shops (to include oil change, 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

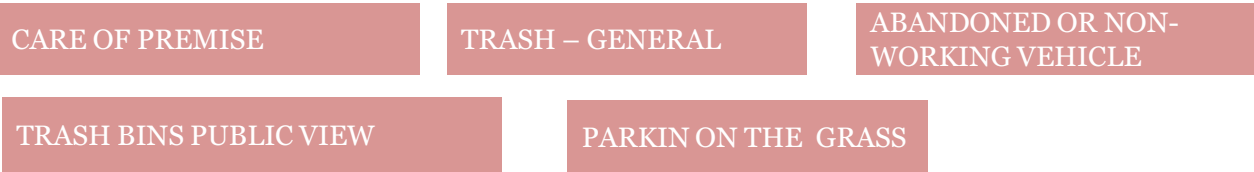
## Building Permits Summary



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



## Top Issues







# POWER/ELECTRICITY

**MANAGER: TOM HANKS**

**JANUARY 2024**

## **Department Highlights/Accomplishments:**

- Meeting with the Director/Meeting with Power Department staff/Meter survey corrections/ (January 2<sup>nd</sup>)
- Meeting with the Director and Water Superintendent/Meter survey corrections continue/Lighting at youth center investigated/Grant search for distribution/Greystone lighting installation request/ (January 3<sup>rd</sup>)
- Meeting with the Power Department staff/Meeting with the Director and the Foreman Lineman/Youth center lighting repair continues/ Contractor inspection on Poplar Street pole replacement project/ Meeting with Washington Street public parking contractors/ (January 4<sup>th</sup>)
- Meeting with the Director/Replaced lighting heads at Police and youth center parking lot/Energized lights at Washington Street public parking project/ (January 5<sup>th</sup>)
- Meeting with the Director and Utility leadership/Assigned new work order protocol/Lineman training/Fleet maintenance/ (January 8<sup>th</sup>)
- Preparation for winter storm/ Assigned emergency repair/Meeting with the Director/ (January 9<sup>th</sup>)
- Meeting with IT/Meeting with the Director/Received Gresco order/Continued pole work on Elder Street, Vickery Street/ Set new primary pole at 156 Jonesboro Road for new business/ repaired light at youth center/ (January 10<sup>th</sup>)
- Meeting with the Director/Prepared power poles for installation/Received Gresco order/Worked on Equipment schedule/ (January 11<sup>th</sup>)
- Prepared for severe cold snap/Preconditioned overhead and underground transformers for emergency replacement/Dismissed at 2:00 pm by Administration/ (January 12<sup>th</sup>)
- Holiday (January 14<sup>th</sup>)
- Meeting with Utility team/Meeting with the Director /Severe cold safety meeting with Power department/Removed obstruction from sidewalk East Campbellton Road/ (January 15<sup>th</sup>)
- Meeting with the Director/Emergency call Southpark/Verified Amwaste cart Delivery with the Director/ (January 17<sup>th</sup>)
- Meeting with Foreman Lineman/Meeting with the Director, Water Superintendent/Completed Fairburn Equipment Schedule/Tree trimming on Highway 74/ (January 18<sup>th</sup>)
- Fleet maintenance/Highway 74 lights on northbound ramp energized/Gresco engineering proposing Creekwood replacement light heads/New lights at Fireside and Evergreen pump stations installed /Planning and Zoning meeting/ (January 19<sup>th</sup>)

- Meeting with Foreman Lineman/Leadership meeting Utilities staff/Tree trimming on Virlyn B. Smith/Installed 150 ft. Overhead triplex at Elder Street/Meeting with Utilities Financial Administrator. (January 22<sup>nd</sup> )
- CPR class E.C.G. hosting /Meeting with Utilities Finance Administrator, E.C.G. Analytical services, Utility Operations Manager/Meeting with the Director/ Tree trimming on Lane Drive/Received Gresco order/ (January 23<sup>rd</sup> )
- Received Transformers shipment from T.M.S. for 156 Jonesboro Road/Meeting with Director/Confirmed remaining PO# balance for tree trimming/Received quote for retrofit of Oakley Industrial/Bucket truck decal applied by General Services Director. (January 24<sup>th</sup> )
- Meeting with the Director/Job briefing with Foreman Lineman/GMA managerial training/ (January 25<sup>th</sup> )
- Meeting with Foreman Lineman/One on one team meeting with the Power Department staff/ received meters from Anixter/Meeting with E.C.G. engineer for Fayetteville Road wall project/ (January 26<sup>th</sup> )
- Leadership meeting with Utility staff/MEAG meeting /Unloaded generator for Director of Public Buildings/Transferred transformer Fayetteville Road/Transferred services on Strickland Street/Added transformer at Vickery Street (January 29<sup>th</sup> )
- Meeting with the Director/Meeting with Foreman Lineman/Water Main Break, City offices closed at 1:00 pm. (January 30<sup>th</sup> )
- Attended Economic Outlook Conference Athens/ Completed the repair of the lights at Youth Center/Framed power pole for 156 Jonesboro Road/ Installed overhead transformer at 125 Elder Street. (January 31<sup>st</sup> )



# PUBLIC WORKS

**DIRECTOR: LESTER THOMPSON**

**January 2024**

## Department Highlights/Accomplishments:

- The advance payment check for \$218,279.52 associated with the City of Fairburn's 2024 Local Maintenance Improvement Grant (LMIG) was received on January 4th, 2024.
- The Option to Purchase Right-of-Way from Parcel 2 for the Oakley Industrial Boulevard Left Turn Lane Project was approved at the January 8th City Council Meeting.
- Options to Purchase Right-of-Way from Parcels 1 and 2 for the Cleckler Road and Gullatt Road Full-Depth Reclamation Project was approved at the January 8th City Council Meeting.
- A Resolution Authorizing a Georgia Transportation Infrastructure Bank (GTIB) Funding Request Application to provide supplemental funding for the Duncan Park Road Roadway Project was approved at the January 22nd City Council Meeting.
- The Option to Purchase Right-of-Way from Parcel 3 for the Oakley Industrial Boulevard Left Turn Lane Project was approved at the January 22nd City Council Meeting.
- The City of Fairburn's 2024 Georgia Transportation Infrastructure Bank (GTIB) Grant Application for \$2,000,000 was submitted to the State Road and Tollway Authority on January 25th, 2024.
- Participated in the Port of Savannah Tour with the South Fulton CID on January 25th, 2024.
- The City of Fairburn's 2nd Quarter Report for October 1 through December 31, 2023, and Semi-Annual Report for July 1 through December 31, 2023, was submitted to the Georgia Soil & Water Conservation Commission and the Fulton County Soil and Water Conservation District on January 31st, 2024.

## Department Updates:

Permit Type	Number Issued
Right-of-Way Encroachment Permits	3
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	Site Development Plans	Comments provided 12/21/23.
Shugart Farm 2A – Collinsworth Connector; Roadway Project	Johnson Road, near 7190 Johnson Road	Site Development Plans	Comments provided on 12/19/23; Conditional Approval: subject to Georgia Power permit and approved plan, Stormwater Facility Agreement.
Living Word Church	60 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.

<b>Community Development Projects Under Construction</b>		
<b>Project Name</b>	<b>Permit Type</b>	<b>Permit Issuance Date</b>
<b>Fire Station #23</b> 5650 Milam Road	Land Disturbance Permit	<b>01/05/2024</b>

<b>Nestle Purina Petcare, Roadway and Drainage Improvements</b> 5001 Fayetteville Road	Land Disturbance Permit	12/05/2023
<b>Trillium Reserve Subdivision</b> Fayetteville Road (between Edelweiss Drive and Trotters Farm Road)	Land Disturbance Permit	10/31/2023
<b>Bohannon Road Training Center</b>	Land Disturbance Permit	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 Engram 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>Ren Park Apartments</b> 7000 Renaissance Parkway	Land Disturbance Permit	11/10/2022
<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) 171 Lots	Land Disturbance Permit	03/31/2021 Phase 1 (69 Lots): Initiation of home construction anticipated by 03/04/2024.
<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.



### Public Works/Capital Improvement Projects Under Design

Project Name	Design Firm	Current Phase	Let Date
CDBG, Golightly Rain Garden & Greenspace Project	Pond & Company	Final Design	March 13 <sup>th</sup> , 2024 (anticipated)
Cleckler Road and Gullatt Road Full-Depth Reclamation Project	Southeastern Engineering, Inc.	Preliminary Engineering/Right-of-Way Acquisition	April 17 <sup>th</sup> , 2024 (anticipated)
Park Road Extension/Duncan Park Secondary Access Road	Southeastern Engineering, Inc.	Preliminary Engineering	June 12 <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
Oakley Industrial Boulevard Roadway Extension	Southeastern Engineering, Inc.	Preliminary Engineering	October 30 <sup>th</sup> , 2024 (anticipated)

- \* 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.

### 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 Project restart date: September 11 <sup>th</sup> , 2023. Final Completion: March 1 <sup>st</sup> , 2024.

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. Final Completion: March 1 <sup>st</sup> , 2024.
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# UTILITIES

**MANAGER: QUAKITA LANE**

**JANUARY 2024**

## **Department Highlights/Accomplishments:**

### **Meetings:**

- Meeting held with the City Administrator and Billing Department, to discuss internal processes and concerns.
- Weekly Meetings with Utilities Leadership Team to discuss pending tasks, upcoming projects, and all internal matters for each division in the Department.
- Meeting held with Tami Bates (Incode), Finance Director & Utilities Collections Specialist to discuss collections and bill export processes.
- Meeting held with Paymentus Team to discuss and troubleshoot bill presentment feature on their web-based platform.
- Meeting held with Assistant City Administrator, Utility Financial Administrator & Rebecca Lindsay (Consultant) to discuss logistics for distributing the water and sewer rate increase information.
- Meeting held with Clayton County Water Authority Director & CS Manager to do discuss departmental organization.
- Coaching session/meeting held with Mr. Freddie Broome regarding Emotional Intelligence.

### **Training/Events:**

- CPR/First Aid training conducted by James Adams (Electric Cities of Georgia).
- Attended Session #1 in the Supervisory Leadership Certification Program (Emotional Intelligence).
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### **Tasks:**

- Compiled a list of 2023 accomplishments for the Utilities Administration Team to the Director.
- Send over a request to the Communications Department to create a QR scan code for "Notify Me", to be posted at all future events and publications.
- Booked Annex reservations for the FACAA Team for weekly utility assistance events for Fulton County residents.
- Sent daily request lists to the Amwaste Leadership Team for urgent review and completion.
- Drafted and completed "2024 Black Out Calendar" for Utilities Administration Team.
- Implemented a new lunch and break schedule for the Customer Service & Billing Team members.
- Gathered data and updated DATA LOG spreadsheets on the following properties: 124 Worthing Lane, 250 Birdie Circle
- Drafted robocall notification for rate increase notification to customers.

- Worked closely with the City Administrator, Advanced Disposal & Amwaste Team to compile, contact, and update all of the commercial \***sanitation**\* customers with hand carts. (Accounts were not switched over during GFL transition.)
- Worked closely with Incode Support to gather details on how to prorate billing (Intracycle Billing) in the system, for existing sanitation rates.
- Worked closely with the GFL Leadership Team to rectify matters related to cart removal from properties, and any other escalated matters.
- Worked closely with Chau (ECG) and Shareeta, on getting the new electric rates updated in the billing system.
- Worked closely with the Billing Team to get the new water, sewer, and sanitation rates updated in the billing system.
- Provided an additional list of FAQ's and feedback to the City Administrator's Office regarding information related to the water and sewer rate increases.
- Generated Sanitation statistic reports for Amanda Renova (Amwaste contractor).
- Generated a job code listing for Electric Department on all work order codes.
- Worked closely with the Assistant City Administrator & Communications Consultant to draft verbiage and suggest changes for all community flyers/documents regarding departmental changes.
- 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 January 2024.
- Submitted daily troubleshooting matters to IT Support through email.
- Submitted monthly report for December 2023.

### **Billing Information:**

Utility Bill Count: **7,152** (TOTAL), **6,615** (MAILED)

- 338 work order requests** (**250**– Meter Readers, **44**– Water Team, **32** – Electric, **12** – Billing) were completed for the month of January 2024.
- 5** service disconnections were issued and completed.
- Meter Reading & Water Staff collected **1,194** visual electric/water reads for billing.



# WATER & SEWER

**MANAGER: JOHN MARTIN**

**JANUARY 2024**

## **Department Highlights/Accomplishments:**

- Department Update Meeting with the Assistant City Administrator (January 24)
- Utilities Department Weekly Leadership Meeting (January 2, January 8, January 22, & January 29)
- Microsoft Teams Meeting: Fairburn Utilities Monthly Progress Meeting (January 4)
- Microsoft Teams Meeting: Staffing Discussion with HR (January 16)
- Microsoft Teams Meeting: COA and Fairburn Training Facility Discussion (January 22)
- Microsoft Teams Meeting: Sr. Staff Fairburn Forums Prep Meeting (January 22)
- Microsoft Teams Meeting: Cognito Forms Billing Transition (January 23)
- Water Authority Meeting: Fairburn Annex (January 9)
- Fairburn GoForth SCADA Training-Utilities Conference Room (January 10)
- Utilities Maintenance Worker I Interviews (January 19)
- Department Leadership Meeting-Council Chambers (January 4)



- Zoom Meeting: Pre-Con Meeting Review w/COA-8563 Bohannon Road (January 18)
- Stormwater Presentation with PurisCorp-Utilities Conference Room (January 10)
- Grant Writing-Needs and Opportunities Brainstorming for Utilities (12-36 months)-Utilities Conference Room (January 2)
- Staff Meeting w/HR & Building Operations-Human Resources Building (January 17)
- New Hire Breakfast sponsored by HR-Fairburn Annex (January 5)
- Development Review Meeting-Municipal Court (January 19)
- Fairburn Forum Community Meeting-Council Chambers (January 23)
- Supervisory Leadership Certificate Program/Emotional Intelligence-Session I (January 25)
- Fire Station #23 Groundbreaking Ceremony-8100 Senoia Road (January 22)
- Zoom Meeting: EPA Region 4 Power Resilience Workshop (January 23)
- New City Administration Building Walkthrough (January 10)

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## ***WATER, SEWER, & STORMWATER***

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

- Identifying all commercial & EXEMPT FOG customers- (On going)
- (29) FOG permits issued (January 2024)
- 2024 FOG collections amount: \$4,470.00

### **Department Updates:**

- Backflow/Cross Connection Program-Software training (*on going progress*)



WATER & SEWER STATS						
MONTH OF JANUARY						TOTAL
METER MAINTENANCE	3		7	44	44	54
PUMP STATION CHECK				82	82	82
VERIFY METER INFO						0
HYDRANT FLUSH		2				2
WATER METER INSTALL	1			2	2	3
SEWER BACK UP	2	3		1	1	6
CHECK FOR LEAKS	2	8		4	4	14
TURN WATER OFF		1				1
LOCATE WATER METER						0
REPLACE WATER METER BOX						0
PUMP OUT WATER BOX						0
CHECK WATER METER		1				1
SEWER JET						0
CHECK STORM DRAIN		6				6
RE READ METER			1			0
CHECK LOW PRESSURE	5		1	3	3	9
REPLACE LID	1					1
TOTAL	14	21	9	136	NA	180
CONTRACTOR PROJECTS						
104 E BROAD ST	SEWER BACK UP		COMPLETE		RDJE	
OAKLEY INDUSTRIAL	STORM DRAIN REPAIR		IN PROGRESS		GA CIVIL WORKS	
OAKLEY INDUSTRIAL 2	STORM DRAIN REPAIR		IN PROGRESS		GA CIVIL WORKS	

- **Project Status:**

- Lift Station Project-(*SCADA system training*)
- 4076 & 4080 Castle Way-Storm Drain Easement-(*In Legal*)
- Fayetteville Sewer Spill Repair-In progress (85% completed)

**Upcoming Events/Actions/Meetings:**

- Review meter details for new developments and renovations- (*In progress*)