



CITY ADMINISTRATOR'S MONTHLY REPORT

February 2024

FAIRBURN, GA

AUTHORED BY: TONY M. PHILLIPS

Greetings Honorable Mayor & City Council Members,

Greetings Honorable Mayor & City Council Members, Each month I have the privilege to present a summary of the City's monthly administrative activities. The following are the departmental monthly reports for February 2024. City staff focuses each day on improving city operations and service delivery. Our management and administration of departmental operations and services seeks to foster a culture of continuous improvement. As public servants we work daily basis to advance and improve service delivery for our residents.

The city staff who work for the citizens of Fairburn are our greatest asset. We have a team of employees who are professional, experienced, and provide high quality services to our residents. We have assembled a highly qualified staff by utilizing an intentional recruitment and training focus. The city remains financial stable which, coupled with sound fiscal management, the combination of which solidify a positive economic outlook. Our status as one of the state's best cities to raise a family, retire, recreate, or build a business/career is based on an array of assets, including but not limited to, proximity to the world's busiest airport, access to major interstate and state highways, a notable 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 February 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.



Fairburn

Situated to Succeed

IN DEDICATION OF

THE CITY OF FAIRBURN

CORA ROBINSON PARK

MAYOR: MARIO B. AVERY

CITY COUNCIL MEMBERS:

MAYOR PRO TEM HATTIE PORTIS-JONES

LINDA J. DAVIS – HIRAM "ALEX" HEATH III

PAT PALLEND – ULYSSESS SMALLWOOD

JAMES WHITMORE

CITY ADMINISTRATOR: TONY PHILLIPS

CITY CLERK: BRENDA B. JAMES

CITY ATTORNEY: RORY STARKS

CITY ENGINEER: LESTER THOMPSON



Building Operations

DIRECTOR: Dana Smith

February 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 and being evaluated.
- Performed Plumbing repairs at Fairburn City Center Classroom bldg. # 1 buildings.
- Performed Roofing repairs at City Administration Building
- Fire Station # 23 Construction is ongoing.
- Network and Security installation at City Administration Building is nearly complete.
- Network Renovation Equipment is in progress.
- Public Safety Complex Design has begun.

Department Updates:

- Project Status:
 - City Administration Building renovations are nearly complete.
 - Temporary Fire Station Water Vault installation is going through permitting with COA Watershed.
 - Emergency generator for City Administration Building, 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:

- Complete Schematic Design of Public Safety Complex
- Publish RFPs for special construction services.
- Continue next Phase of Network renovations.

Safety & Risk Management

- Attended Supervisory Leadership Certification Program.
- Continue organizing equipment & vehicle inventory for upcoming insurance renewal.
- Processed insurance claims.

CITY CLERK



CITY CLERK

CITY CLERK BRENDA JAMES

February 2024

Department Highlights/Accomplishments:

Received 158 open records request for February. – Researched and processed

Collected \$973.85 payments for Open Records

Processed Mayor and Council Credit Card Request

Processed GMA and other registrations for Mayor and Council

Prepared City Council Meeting Agenda Packets for February 2024

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

Deputy City Clerk Attends Management Training



COURTS

DIRECTOR: LISA BROWNLEE-MACK

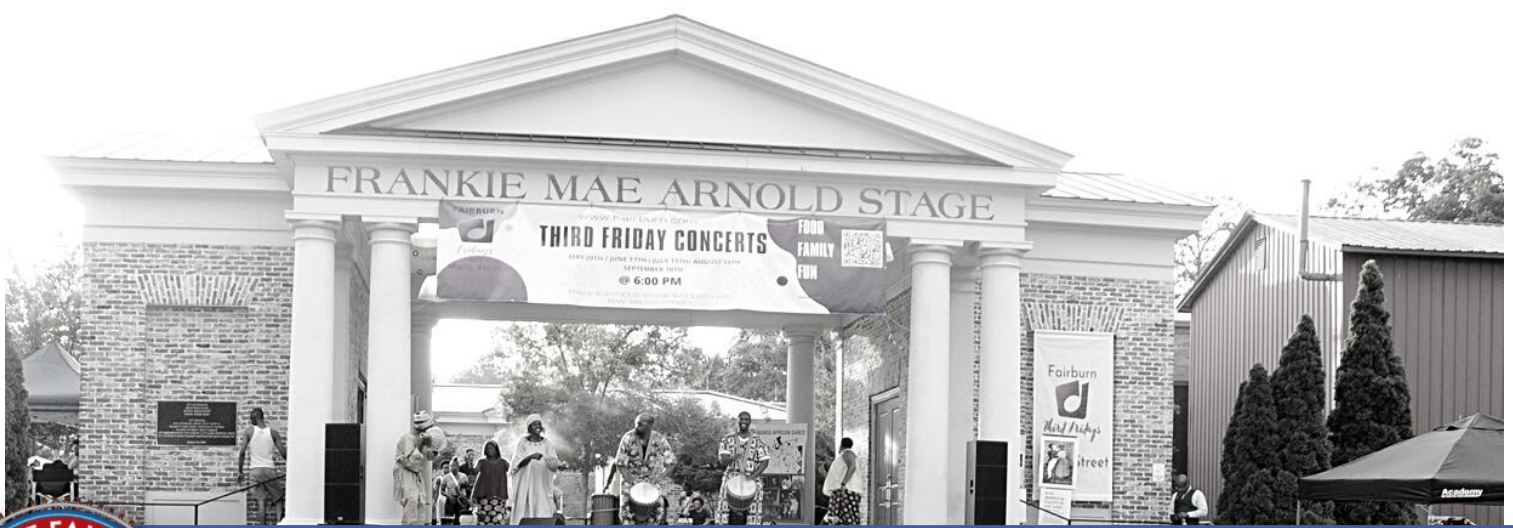
February 2024

Department Highlights/Accomplishments:

- Completed all scheduled court sessions
- Responded to Open Records Requests
- Processed Monthly State Funds Report
- Processed Annual AOC Caseload Report
- Uploaded the Revised Fines/Fee Schedule

Upcoming Events/Actions/Meetings:

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



ECONOMIC DEVELOPMENT

DIRECTOR: SYLVIA ABERNATHY

February 2024

Department Highlights:

- Black History Month Event celebrating the diversity of the City of Fairburn with cultural performances in music, theatre, and dance.
- Hosted the African American Inventor's Exhibit showcasing major inventions from A to Z.

Department Updates:

LCI Education Campus Expansion and Connectivity Study

Staff recommendation to Mayor and Council. -Feb.26

Small Business Grant Program

Completed Phase One – 11 Awardees.

Finalizing review and awards for Phase II recipients.

Recreational Underpass Project

Hosted one-on-one stakeholder interviews and youth workshop at Global Impact Academy.

Community listening session event to receive feedback regarding art. installation options. -April 2nd

Town Square Historic Clock

Installation. February/March 2024

Fundraising deadline – March 30th

Project Status:

- **Economic Development Strategic Plan Update**
 - Bi-monthly meetings
 - Conducting the
 - **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:

- DA/DDA Meeting March 27, 2024, at 6:00 pm
- Economic Strategic Plan Community Input Meeting, March 26, 2024, at 6:00 pm
- Economic Development Business Luncheon – March 21, 2024, 12:00 pm – 2:00 pm

•Upcoming Events/Actions/Meetings:

- DA/DDA Meeting March 27, 2024, at 6:00 pm
- Economic Strategic Plan Community Input Meeting, March 26, 2024, at 6:00 pm
- Economic Development Business Luncheon – March 21, 2024, 12:00 pm – 2:00 pm



FINANCE

DIRECTOR: BRYAN STEPHENS

FEBRUARY 2024

Department Updates:

Daily Operations

- Business Licenses
 - New Licenses: 10
 - Renewals: 83
 - Outstanding/Pending Unpaid: 354

- New services
 - Electric: 53
 - Water: 49
 - Garbage: 49

Personal Property Tax

- Collected: \$2,213,972
- Outstanding: \$555

Real Property Tax

- Collected: \$9,182,937
- Outstanding: \$12,953

Project Status:

- Mauldin and Jenkins annual financial audit in final stages, anticipate release by April 15, 2024
- Completed demo with GovOS Business License Software vendor
- Completed Mid-Year Budget Meetings with all Department Heads
- Started biweekly meetings with Iparametrics (grant writing consultant)
- Scheduled initial kickoff meeting for PaymentWorks vendor management implementation

Upcoming Events/Actions/Meetings:

- a. FY2023-2024 Mid Year Budget Amendment (April 2024)
- b. Update Purchasing Policy
- c. Update Purchasing Card Policy



FIRE

CHIEF CORNELIUS ROBINSON

February 2024

Department Highlights/Accomplishments:

- Pre-build Design for New Fire Trucks in Appleton, WI
- South Fulton Chief meeting
- Ambulance Repair
- Applied for AFG Grant for the 2025 Ambulance
- Applied for Lucas Device & Lifepak 35
- 2 Inspection Classes at Gypstc w/ Captain Pildner
- Yearly Automatic Training Calendar w/ Union City Fire
- 28 Plan Reviews
- 48 Inspections
- 2 Fire Investigations

Department Updates:

- Quint 21 in progress
- Temp Station in progress
- Promotional assessment for Lieutenant & Sergeant
- New Firefighters
- Automatic Aide Training
- Tiller Truck Training
- Career Day w/ Campbell Elementary
- “Learn Not to Burn” w/ Captain Pildner for Pre-k and Kindergarten 8-week class at Campbell Elementary



General Services

DIRECTOR: GALE HIGGS

February 2024

Department Highlights/Accomplishments:

- 1 Employee of the Month

Department Updates:

- Grounds Prepared for Seasonal Planting
- No Parking Signs Along Oakley Installed
- Gate Installed on Washington St New Parking Area
- 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
- SOD Installation at City Hall
- Planting Spring Florals

Upcoming Events/Actions/Meetings:

- Easter Egg Hunt
- Third Friday Event
- Spring Clean Up
- Spring Shred Event

HUMAN RESOURCES



HUMAN RESOURCES

DIRECTOR: TALISHA CHAMPAGNE

February 2024

Department Highlights/Accomplishments:



In recognition of Heart Health Month, Human Resources and the Wellness Team held the **Rock the Heartbeat**” Blood Pressure Check event in partnership with the Fulton County Board of Health and the Fairburn Fire Department.

Human Resources and the Employee Engagement Team held the City’s first annual **“Superbowl Spirit Week.”** Employees engaged in fun activities during the week, participated in the **“Touch Down”** dance challenge, and attended the Social Mixer wearing their favorite jersey.



Human Resources and the Building Operations Team presented the certificate for **Employee Recognition** to Mr. Rainey & Mr. Kimble for their outstanding contribution and public service to the City.

Department Updates:

- City's Hiring & Turnover stats for February 2024:
 - Separations – Five (5) employee(s)
- Upcoming Hiring stats for March 2024:
 - New Hires – Five (5)

HR Events:

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

- **Financial Wellness** course series **“Your Wealth, Your Health”** second course held on February 21st from 12:00 noon – 1:00pm.
- Human Resources and the Employee Engagement Team hosted the 2nd annual **“Galentine’s Day”** with the Ladies of Fairburn held on **February 13th** from 12:00 noon to 1:00pm.
- Human Resources and the Wellness Team to recognized **National Random Acts of Kindness Day** on February 16th.

Upcoming HR Events/Actions/Meetings

- **Financial Wellness** course series **“Your Wealth, Your Health”** final course to be held on March 14th from 12:00 noon – 1:00pm.
- Human Resources recognizes Women’s History Month on March 18th.
- Human Resources will host the City’s first annual **“March Madness Basketball Tournament”** team building event to be held on March 11th from 12:00 noon to 1:00pm at Landmark High School.
- Human Resources and BKS partners will host the City’s **2024 Open Enrollment** benefit education sessions on March 18th and March 19th for the 2024 benefit plan year.



Information Technology

Manager: Charles Johnson - February 2024

Department Highlights:

- **IT Manager**
 - TelcoWiz support
 - Fresh Desk IT tickets
 - Barracuda Email Protection Monitoring
 - COF IT equipment orders
 - SharePoint and OneDrive support
 - Comcast coax failover installs continued
 - Network refresh
 - KnowBe4 training and phishing challenges
 - IT invoices reviews
 - Ricoh printer support
 - GC&E new admin building project
 - PayCom time and attendance
 - Monthly IT status report
 - Verizon devices and support
 - Admin building access control, cabling, cameras
 - COF IT Training
 - Departmental moves to Admin building

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
- Finalized IP scheme for network
- Finalized VLANs for the network refresh
- Maintained Both Networks providing a path to all servers
- Implementation of Barracuda complete
- Continue Meraki portal setup
- Track Coax install for all locations
- Identify all static IP devices for the COF
- Backup Network voice and data Verified
- Freshdesk support tickets
- Telecowiz support tickets
- KnowBe4 training
- New Admin location and Utilites BLDG Coax Installed
- Discuss network security goals for the COF
- Installed SPF and fiber Cables at New Admin location
- Plan to standardize Ricoh printers for the COF
- Setup Users in the new Admin BLDG voice and data
- Multi-Factor Authentication for all users in progress
- Configure new firewall rules
- Inventory New equipment



PARKS & RECREATION

DIRECTOR: CHAPIN SCOTT

February 2024

Department Highlights/Accomplishments:

- Mother/Son & Father/Daughter Sneaker Ball – 55 participants
- Fairburn Youth Council – Leadership Session (6-week leadership training)
- Fairburn Blood Drive – Feb. 28th
- 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 One, Chair Yoga, Bowling League

Department Updates:

- Girls Guide – Girls Mentoring Program January 8th – February 26th.
- Music Education Program – On-going registration
- Weekly meeting days: Mon., Tues., Wed., Thurs. / 4PM –7PM
- Youth Sports
- Youth Basketball – Season ends March 1st.
- Youth Track & Field- 74 participants (registration full)
- Youth Baseball – Registration now open
- Youth Football – Registration now open
- Youth Track & Field – registration full (72 youth participants)
- Fairburn Youth Council – Grades 8th – 11th
- 12 members
- Orientation – Feb. 7th
- GMA Youth Forum – Feb. 10th
- Leadership Session 1 – Feb. 21st – March 27th
- Fairburn Bridge Camp Program

- Spring Break Camp (April 1st – April 5th)
- Summer Camp
- Duncan Park Pool & Splash Pad
- Now hiring!
- Opening Day – Saturday, May 25th

Project Status:

- Park Master Plan –
- Community input presentation – Feb. 15th
- Duncan Park Pool & Splash Pad – Pool Pump Replacement (complete)
- Replacement needed for Splash Pad Pump (on going)
- 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
- Baseball Field 5 – Panel replacement
- Football Lights replacement – on going.

Upcoming Events/Actions/Meetings:

- March 15th - Fairburn Tea Party



POLICE

CHIEF ANTHONY BAZYDLO

February 2024

Department Highlights/Accomplishments:

- February 2024 saw a 61% reduction in Part 1 crime compared to February 2023. The record low since PD began tracking data was 20, which occurred twice in 2022. The record of 20 was tied in January 2024 and beaten in February 2024.
- Two command staff members completed the second course of the FBI LEEDA trilogy. This is advanced law enforcement leadership-focused training (Captain Israel, LT Harkins)
- LT Dyer completed a PMP (Professional Management Program) course through Columbus State University. He is one course away from program completion
- Citizen Police Academy begins March 14th
- Completed annual promotional assessment for Corporal and Sergeant

Department Updates:

- FPD Annual Report for 2023 nearing completion
- Blue Line Solutions – school zone speed detection cameras

Upcoming Events/Actions/Meetings:

- Organizing a 501c3 for donations to support PD initiatives like Blue Light Christmas, National Night Out
- Renaissance Festival begins April 13th



Fairburn Police Department

Anthony Bazydlo

Chief of Police



Executive Summary February 2024

- **Uniform Patrol Division**
 - Total Calls Answered: 553
 - Self-Initiated 1,886
 - Misdemeanor Arrests 24
 - Felony Arrests 9
 - Arrest – Released 42
 - Wanted Persons 17
 - Citations 277
 - Parking Violations 22
 - Warnings 1,381
 - Incident Reports 247
 - Accident Reports 95

- **Special Ops**
 - Total Calls Answered: 2
 - Self-Initiated 171
 - Misdemeanor Arrests 6
 - Felony Arrests 0
 - Arrest – Released 13
 - Citations 60
 - Parking Violations 0
 - Warnings 138
 - Incident Reports 28
 - Accident Reports 0

- **Criminal Inv. Division – February**
 - Cases Assigned
 - Ex-Cleared
 - Cleared by Arrest
 - Unfounded
 - Inactivated

- **CID – Cases Prior to February**
 - Carry Over
 - Ex-Cleared
 - Cleared by Arrest
 - Unfounded
 - Inactivated

- **Internal Affairs**
 - 2 vacancies, 2 conditional offers,
 - 1 extended military leave, 2 light-duty, 1 injured – out of service



Fairburn Police Department

Anthony Bazydlo

Chief of Police

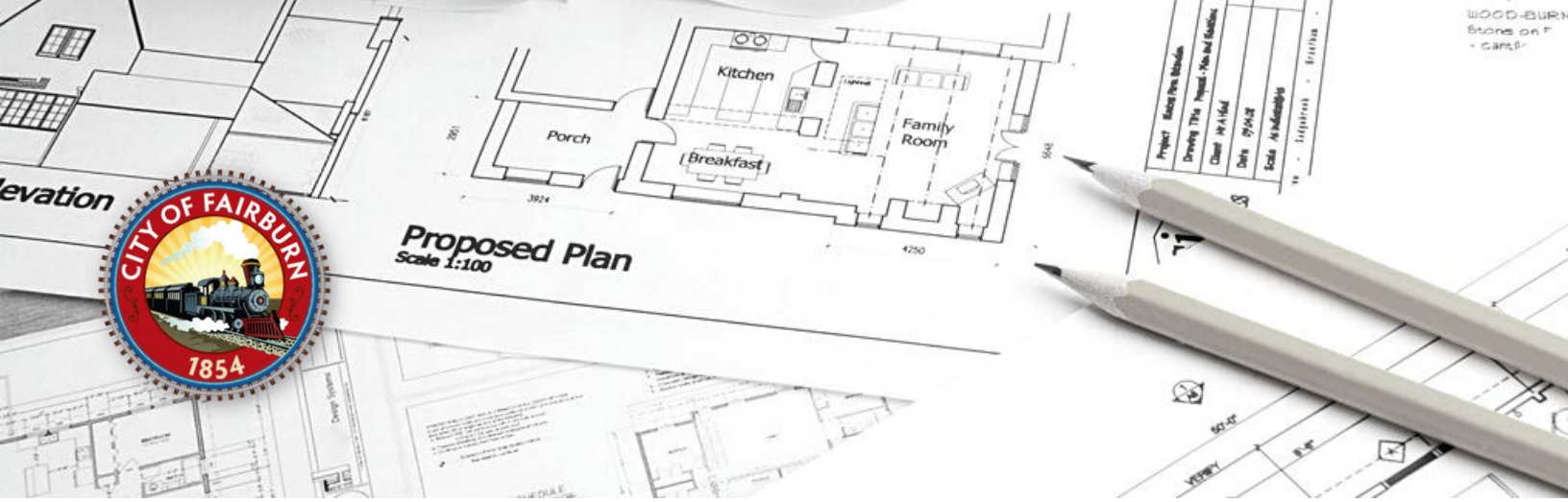


February 2024 Crime Report Total Part 1 Crime Incidents

○ 2024 YTD	34
○ 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</u>	<u>/ Year Increase / Decrease</u>	<u>Total Part 1 Crimes</u>
January 2024	- 54%	20
February 2024	- 61%	14
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



PLANNING & ZONING

DIRECTOR: DENISE BROOKINS

FEBRUARY 2024

Department Highlights/Accomplishments

- Two murals were completed this month. Go Georgia Arts and Victor Walker (A-Town Art Agency) completed the mural on the Fairburn Youth Center located at 149 SW Broad St, Fairburn, GA 30213, and the second mural located at 7895 Senoia Road was completed by Krystal Maynor.
- Alleywave: Canopy of Colors weaves together visual reflections from Fairburn students, organization members, and club participants in local organizations, collected during creative workshops. The Community art workshops are underway.
- All the Code Enforcement officers attended the Georgia Association of Code Enforcement Spring Conference.
- Planning staff attended the GPA EDI International Women's Day Panel.

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
- Whataburger - Concept Plan
- Santa Maria - 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.

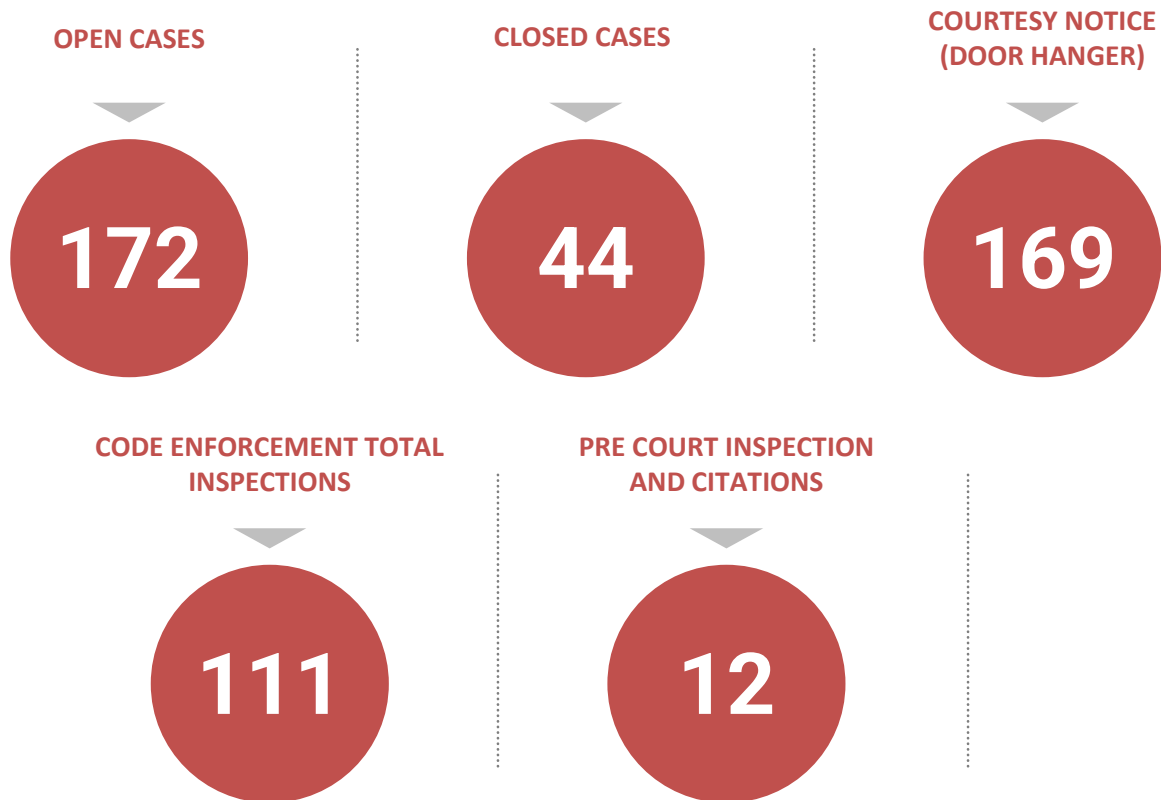
Planning, Compliance, and Building Fast Facts

Building Permits Summary

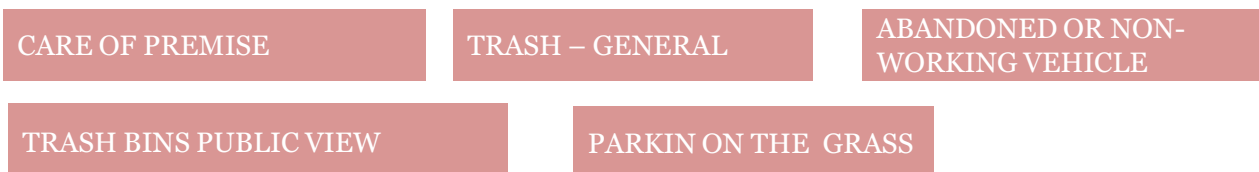


New Permits:

Most of the permit requests were related to roof permits



Top Issues





POWER/ELECTRICITY

Manager: Tom Hanks

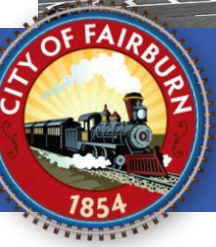
February 2024

Department Highlights/Accomplishments:

- The Power Department team replaced a critical switch at Duracell.(March 10th)
- The Power Department team completed 24 new lights on the Highway 74/85 interchange.(March 14th)
- Meeting with contractors for switch replacement/ Meeting with E.C.G. engineering/Highway 74 light project(March 1st)
- Performed voltage checks at Magnolia Subdivision/Prepared switch for installation at Duracell/(March 4th)
- Meeting with Administration and Charge Point/Replaced pole taps for circuit FO852/Meeting with Palmetto Electric Superintendent/(March 5th)
- Created switching orders for Duracell shutdown/Power Department training day/(March 6th)
- Meeting with Utility Finance Manager/Highway 74 lights/Returned stock items/(March 7th)
- IT I pad programming/Fleet maintenance/Moved electric meter inventory to security area/Confirmed city Administration meeting for green options for Fleet trucks/(March 9th)
- Replaced switch at Duracell/March 10th)
- Meeting with Foreman Lineman/Received transformers from Transformer maintenance service/Landscaping repair at Duracell site/(March 11th)
- Mid Budget meeting with Utility managers/Highway 74 lighting/System maintenance on circuit FO862/(March 12th)
- Prepared mid Budget accounting for materials/Meeting with Administration, Procurement and Utility Finance for green option fleet possibilities/(March 13th)
- Highway 74 lighting project completed/Meeting with customers at 205 Bohannon/Field maintenance on circuit W1222/Bedford school community meeting(March 14th)
- Replaced electric meter and current transformer at House of Prayer church/prepared for approaching storm/Installed 3 security lights at 205 Bohannon Road/(March 15th)
- Open enrollment for employees/Oakley Industrial lights/Planning and Zoning meeting/Mid- Year Budget meeting with Finance Director and Administration/(March 18th)
- Power Department worked on a new pole at Spence Road/Completed FY 2023 Electric audit for Finance



PUBLIC WORKS



PUBLIC WORKS

DIRECTOR: LESTER THOMPSON

February 2024

Department Highlights/Accomplishments:

Participated in the Georgia Department of Transportation (GDOT) Office of Program Delivery (OPD) Federal Compliance Audit for the I-85 @ SR 74/Senoia Road Interchange Project on February 2nd, 2024.

Received a 2023 Community Development Block Grant (CDBG) Award notification in the amount of \$315,000.00 for the Golightly Street - Rain Garden and Green Space Project from the Fulton County Board of Commissioners on February 6th, 2024.

Reimbursement Request #25 for Preliminary Engineering (PE) on the I-85 @ SR 74/Senoia Road Interchange Project for an amount of \$185,732.42 was submitted to the Georgia Department of Transportation (GDOT) on February 6th, 2024.

A Transportation Alternatives Program (TAP) Grant Application was submitted February 9th, 2024 for Preliminary Engineering activities for the Fairburn Warehousing and Distribution Center Pedestrian Safety Improvement Project, the pedestrian bridge over SR 14/US 29 and the CSX railroad tracks. The requested amount was \$809,600, the proposed total project cost is \$1,012,000.

The City of Fairburn's Local Issuing Authority (LIA) Monthly Enforcement Activity Reports for the months of December 2023 and January 2024, respectively, were submitted to the Georgia Soil & Conservation Commission and the Fulton County Soil & Water Conservation District on February 19th, 2024.

Participated in the Georgia Department of Transportation (GDOT) Monthly Project Team Meeting for the I-85 @ SR 74/Senoia Road Interchange Project on February 20th, 2024.
Participated in the Fulton County Soil & Water Conservation District Meeting on February 20th, 2024.

Participated in the South Fulton Community Improvement District (CID) Board Meeting on February 23rd, 2024.

Attended the Pre-Application Meeting for Transportation Improvement (TIP) Solicitation Application on February 28th, 2024.

Participated in the Pre-Bid Meeting for the Fayetteville Road Wall Construction Project on February 28th, 2024.

A Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant application, “Community Safety Improvements: Creating Safer Routes for Truck Traffic and Pedestrians in City of Fairburn Intermodal Center”, was submitted on February 28th, 2028. The requested amount was \$1,800,900 with a proposed total project cost of \$3,790,000.

Department Updates:

Permit Type	Number Issued
Right-of-Way Encroachment Permits	6
Timber Harvesting Permits	0
Clearing & Grading Permits	0
Land Disturbance Permits (LDPs)	0

Project Status:

Community Development Projects Plans Under Review			
Cury Bend Development 114 Single-Family Detached Residential 126 Townhomes	Johnson Road/Seneca Road	Site Development Plans	Comments on Revision 1 provided 02/20/2024.
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	0 Senoia Road	Site Development Plans	Comments on Revision 3 provided 02/29/2024.
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 on Revision 4 provided 02/15/2024.

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.

Community Development Projects Under Construction

Project Name	Permit Type	Permit Issuance Date
Fire Station #23 5650 Milam Road	Land Disturbance Permit	01/05/2024
Nestle Purina Petcare, Roadway and Drainage Improvements 5001 Fayetteville Road	Land Disturbance Permit	12/05/2023
Trillium Reserve Subdivision Fayetteville Road (between Edelweiss Drive and Trotters Farm Road)	Land Disturbance Permit	10/31/2023
Bohannon Road Training Center	Land Disturbance Permit	10/19/2023.
Evergreen Subdivision Elder Street (near Vickers Road & Strickland Street)	Land Disturbance Permit	06/13/2023
Copart, Inc. – Fairburn 6737 Roosevelt Highway	Land Disturbance Permit	06/12/ 2023
Mini Storage Depot at Fairburn 156 Jonesboro Road (near Heath Street & Beverly Ingram Parkway)	Land Disturbance Permit	05/31/2023 Plan revision R-4 approved on 02/05/2024.
Oakmont Bohannon 621 Bohannon Road	Land Disturbance Permit	05/24/2023
Renaissance Parkway Phase II ~ Sanitary & Stormwater Construction Renaissance Pkwy (between the proposed Popeye's & the Fairburn Park & Ride Lot)	Land Disturbance Permit	02/22/2023

Ren Park Apartments 7000 Renaissance Parkway	Land Disturbance Permit	11/10/2022
Package Depot Plaza 7895 Senoia Road	Land Disturbance Permit	04/12/2022 As-built plan review comments provided 02/13/2024.
Fern Dale Subdivision 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.
Legend Creek Subdivision Off White Mill Road, near Rivertown Road	Land Disturbance Permit	The original LDP was issued on 10/15/2020. The revised Site Development Plans (R-9) were approved 03/16/2023. 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
Roadway Improvements on Various City Roads	In-House	Final Design	March 6 th , 2024 (anticipated)
CDBG, Golightly Rain Garden & Greenspace Project	Pond & Company	Final Design	March 6 th , 2024 (anticipated)
Cleckler Road and Gullatt Road Full-Depth Reclamation Project	Southeastern Engineering, Inc.	Preliminary Engineering/Right-of-Way Acquisition	April 17 th , 2024 (anticipated)
Park Road Extension/Duncan Park Secondary Access Road	Southeastern Engineering, Inc.	Preliminary Engineering	June 12 th , 2024 (anticipated)
I-85 @ SR 74/Senoia Road Interchange Project (PI#0007841) *	TranSystems Corporation	Right-of-Way Acquisition/Final Design	Management Let Date: June 21 st , 2024
Oakley Industrial Boulevard Roadway Extension	Southeastern Engineering, Inc.	Preliminary Engineering	October 30 th , 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 (56) parcels, and the final three (3) are pending condemnations.

Public Works/Capital Improvement Projects Under Construction			
Project Name	Design Firm	Contractor	Notice to Proceed Date (NTP)/Completion Date
Downtown LCI Streetscape (19-005/PI#0012636)	Stantec	Precision 2000, Inc. (P2K)	July 6 th , 2020/ Substantial Completion Date: April 13 th , 2022 Project restart date: September 11 th , 2023. Substantial Completion: February 27th, 2024. Final Completion: March 1 st , 2024.
Operation F.A.C.T – 43 Washington Street Parking Lot CDBG, Fairburn Parking Lot Project	Pond & Company	F.S. Scarbrough, LLC	October 30 th , 2023/Seventy-five (75) calendar days. Final Completion: March 1 st , 2024.

Upcoming Events/Actions/Meetings:

- **The proposed Contract for the 2023 Community Development Block Grant (CDBG) Award for the Golightly Rain Garden and Greenspace Project was received on February 21st, 2024.** It is anticipated that it will be presented at the March 25th, 2024 City Council Meeting.



REVENUE ADMINISTRATION

DIRECTOR: ALVIN COLBERT

FEBRUARY 2024

Department Highlights/Accomplishments:

Meetings:

- Meeting with Human Resources to discuss options to meet identified staffing needs and opportunities (i.e. hiring of third Utility Revenue Clerk).
- Attended meeting to discuss reorganization within the Utilities Department.
- Meeting with other divisional leaders within the department to regroup and chart path forward for the department considering the reorganization.
- Met with Division Managers for the Utilities Department to discuss known urgent needs and strategies for meeting identified needs.
- Internal meeting to discuss joint and or collateral tasks and processes, to ensure consistency across divisions.
- Met with the Electric and Water/Sewer leaders to discuss purchasing and vendor selection process to mitigate potential audit pitfalls.
- Met with Utility Revenue Clerks to set operational expectations as the Finance Department transitions to another location.
- Attended Community Forum with the Magnolia Subdivision
- Attended Middle Chattahoochee Monthly Meeting

Training:

- "Know B4 Training" – Certifications on cyber security during the holiday season.
- Began the process of introducing the Utility Coordinator to the daily operations of the Utility's revenue functions.



UTILITIES

DIRECTOR: QUAKITA LANE

FEBRUARY 2024

Department Highlights/Accomplishments:

Meetings:

- Meeting with the Information Technology Team to discuss Share Point files/documents transfer for the Utilities Administration Team.
- Meeting with City Administrator's Office to discuss the electric rate increase.
- Meeting with City Administrator's Office to discuss reorganization of the Utilities Department and upcoming relocation to City Hall.
- Bi-weekly meeting with Assistant City Administrator's Office to discuss departmental updates.
- Internal meeting with staff to discuss personnel concerns.
- "Kick-off" Meeting held with Intermedia representative, along with Lisa Harris (Telco Wiz), to discuss phone system upgrade/project timeline.
- Meeting held with City Administrator's Office, with Utilities Leadership Team, to discuss meeting agenda/presentation for the Magnolia's Community meeting.
- Meeting with Amwaste Customer Service Manager to discuss the setup of the web portal and the available features within the program.
- Meeting with Intermedia representative, along with Lisa Harris (Telco Wiz), to go over the IVR setups and telephone scripts for the phone system upgrade.

Training:

- Supervisory Leadership Training (February 8th, February 22nd)

Tasks:

- Generated an Account Master Report of all active utility accounts, with mailing addresses included for the Servline Team (mail inserts purposes).
- Worked closely with the Amwaste Leadership Team to submit daily request listings that were received in the office via phone, email, or in-person.
- Worked closely with the Billing Team to identify, correct, and process utility billing updates on residential/commercial accounts.
- Generated an "Additional Cart" listing in Incode to identify all the customers with multiple trash carts, to compare data from Amwaste, to ensure correct billings.
- Created an "Auto Draft" listing from Paymentus (3rd party credit card processing company), to flag all the referenced accounts in Incode.
- Worked closely with the Utility Collections Specialist to compile a list of the tasks within each area in the Utility Administration Team (Customer Service, Billing, Collections, Meter Reading).
- Drafted and sent email correspondence to auto draft customers that were affected by the bill posting delay.



UTILITIES

DIRECTOR: QUAKITA LANE

FEBRUARY 2024

Department Highlights/Accomplishments:

(These customers had to submit manual payments for the month.)

- Worked closely with Electric Cities of Georgia (ECG) to compile data related to the electric rate increase.
- Worked closely with Datamatx & Paymentus Teams
- Identified and corrected anomalies on the water and sewer rate tariff. Updates were completed in the billing system.
- Compiled energy saving tip information for the City Administrator's Office, to update information on the City's website.

Sent over daily requests to the GFL Leadership Team for the removal of old recycling and waste carts throughout the City.

- Sent out email correspondence with utility updates on all "high-level" billing matters.
- Worked closely with Assistant City Administrator & Communications Specialist (Ashley), to update information on the website related to the rate increase and sanitation information.
- Compiled a list of phone scripts for the new phone software with Intermedia.
- Drafted a notification statement regarding the billing "book dates" versus the "service dates" that appear on the billing statements. (Posting included in the monthly newsletter.)
- Generated reports and data for the Water Audit and other audit requests from the Finance Team.
- Submitted troubleshooting tickets to IT Support via email.
- Submitted the monthly report for January 2024.
- Reviewed and approved bi-weekly timecards for payroll.

Billing Information:

Utility Bill Count: 7,145 (TOTAL), 6,620 (MAILED)

- 385 work order requests completed (290 – Meter Readers, 55 – Water Team, 24 – Electric Team, 10 – Billing Team, 1 – Storm/Fog, 5 – Unassigned)
- 5 disconnection service orders were issued and completed. (Disconnections have been placed on hold due to the recent rate increase.)
- 0 penalties were posted this month. (Due to the leniency provided to the constituents after the rate increases,)
- The Meter Team captured approximately 1,000 manual (visual) reads for February 2024 billing period.



WATER & SEWAGE

DIRECTOR: JOHN MARTIN

FEBRUARY 2024

Department Highlights/Accomplishments:

- Department Update Meeting with the Assistant City Administrator (February 27)
- Utilities Staff Meeting with HR-HR Building (February 7)
- Microsoft Teams Meeting: Fairburn Utilities Monthly Progress Meeting (February 15)
- Microsoft Teams Meeting: Pre-Concept Review Call for Amphitheater Project Development (February 21)
- Microsoft Teams Meeting: Trenchless Point Repair-Stormwater (February 28)
- Microsoft Teams Meeting: Castle Rock Project Meeting (February 28)
- Microsoft Teams Meeting: Utility Update Meeting (February 12)
- Water Authority Meeting: Palmetto (February 13)
- Grant Availability-Utilities Conference Room (February 16)
- Zoom: Utility Leader Call Meeting (February 20)
- Department Leadership Meeting-Council Chambers (February 7, 13, 21)
- Meeting w/Staff-Community Forum (Fishbowl)-(February 28)
- City of Fairburn-Cintas Uniform Discussion-Utilities Building (February 21)
- Microsoft TEAMS Meeting: District's Wet Weather Septic System Impacts to Surface Water (February 6)
- Development Review Meeting-Municipal Court Conference Room (February 1)
- Magnolia Community Forum-Council Chambers (February 29)
- Joint process review and making Utility audit proof-Utilities Conference Room (February 23)
- Development Projects-Municipal Court Conference Room (February 7)
- Personnel Meeting w/City Administrator-CA Office (February 13)
- Utilities Leadership Meeting w/City Administrator-CA Office (February 13)
- Utilities Budget Updates w/Financial Administrator (February 20, 27)
- Supervisory Leadership Session/ Team Building-Betty Hannah Building (February 22)
- Employee Relations (HR) with Staff meeting (February 26)
- Fairburn Water Loss Audit completed (February 29)

WATER, SEWER, & STORMWATER**FOG (Fats, Oils, & Grease):**

- Identifying all commercial & EXEMPT FOG customers- (On going)
- (13) FOG permits issued (February 2024)
- February 2024 FOG collections amount: \$2,549.00

Department Updates:

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

WATER & SEWER STATS						
MONTH OF FEBRUARY						TOTAL
METER MAINTENANCE	7			9		16
PUMP STATION CHECK				56		56
VERIFY METER INFO		4				4
HYDRANT FLUSH		6				6
WATER METER INSTALL	2					2
SEWER BACK UP	1	3		4		8
CHECK FOR LEAKS		4				4
TURN WATER OFF						
LOCATE WATER METER						
REPLACE WATER METER BOX						
PUMP OUT WATER BOX						
CHECK WATER METER		5	1			6
SEWER JET						
CHECK STORM DRAIN		10				10
RE READ METER		5				5
CHECK LOW PRESSURE	2	3	1			6
LOCK WATER METER		3				3
REPLACE LID						
TOTAL	12	64	2	65		142
CONTRACTOR PROJECTS						
WINDING BROOKE	SEWER BACK UP/ SEWER VAC		COMPLETE	RDJE		
WINDING CROSSING 2	SEWER BACK UP/ SEWER VAC		COMPLETE	RDJE		
OAKLEY INDUSTRIAL	STORM DRAIN REPAIR		COMPLETE	JMJ ENTERPRISE		
COLE ST	STORM DRAIN REPAIR		COMPLETE	JMJ ENTERPRISE		
SIR CHARLES	STORM DRAIN REPAIR		COMPLETE	JMJ ENTERPRISE		
SIR CHARLES 2	STORM DRAIN REPAIR		COMPLETE	JMJ ENTERPRISE		
BAY ST	EMERGENCY LEAK REPAIR		COMPLETE	JMJ ENTERPRISE		
FAYETTEVILLE RD	EMERGENCY SEWER REPAIR		COMPLETE	RDJE		

- **Project Status:**

- Lift Station Project-(SCADA system training)-02/13/2024
- 4076 & 4080 Castle Way-Storm Drain Easement-(In Progress)
- Fayetteville Sewer Spill Repair-(Completed)

- **Upcoming Events/Actions/Meetings:**

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