



City Administrator's Monthly Report

August 2022

Fairburn, GA

Authored by: Tony M. Phillips, CPM®



Government of the City of Fairburn



Greetings Honorable Mayor & City Council Members,

I am honored to present a summary of the City's monthly administrative activities for August 2022. City operations and service delivery continue to improve in both efficiency and effectiveness. A pandemic that has spanned over more than two years, and a current economy that is both unpredictable and inflationary has created challenges. Through it all, Fairburn maintains a sound financial position while continuing to grow. The many assets we have as a city are key in Fairburn's status as one of the state's best live, work, play communities. Staff is daily focused on our steadfast commitment to provide each resident superior 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 through the end of August 2022. The City continues its "Fairburn Forward" focus under the leadership of the Honorable Mayor Mario Avery.

- Initiated RFP-22-016 for the Small Business Grant Program, fielded pre-application questions, established an evaluation team, to review, and process.
- Implementation of the new Façade Grant Program – Phase I – Business solicitation.
- The Fire Department received an AFG Grant for \$112,000 for fire equipment.
- Classification and Compensation Study kick off with Employee Orientation sessions and onsite Employee Focus Group held on August 1, 2022.
- Human Resources held employee event "Understanding Your Retirement Benefits" on August 22, 2022; session was facilitated by Georgia Municipal Association (GMA).
- Parks & Recreation received a GRPA Afterschool Boost Grant in the amount of \$59,000

-
- We are continuing to actively recruit and we are making consistent progress in filling open positions in the City to help elevate departmental service delivery.

I am excited and enthusiastic about our path forward in Fairburn. We are systematically assembling a first-class management team and staff to serve our residents with excellence. Each day we are focused on ways to connect with our citizens and provide opportunities to make Fairburn our region's most accessible government.

We have something *exceptional* in the city of Fairburn. This report highlights our initial and ongoing efforts to improve delivery of services in line with your collective vision as our elected leaders. Please review a summary of the City's successful outcomes from August 2022.

Tony M. Phillips, CPM®

City Administrator
City of Fairburn



City Clerk

Director: Brenda James

August 2022

Department Highlights/Accomplishments:

Received 93 open records request for August 2022 – researched and processed

Processed incident reports to Travelers insurance

Processed City Council Credit Card Requests.

Prepared City Council Meeting packets for August 8th, August 15th, August 16th and August 22nd

Reviewed ordinances sent to Municode

Emailed weekly open requests report to Attorney, Mayor, City Administrator

Prepared City Council Minutes

Prepared ad for Special Election

Budget Meeting with Finance Director

CivicClerk Training

Working on Charter updates

Signed all Business Licenses

Project Status:

Continue to work with open records request several times a day

Continue to organize City records

Continue to work on the Charter updates



Community Development Department

Director: Lester Thompson, MPA

August 2022

Department Highlights/Accomplishments:

Welcomed new Erosion Control/Development Inspector, Mr. Victor Hull to the Community Development Department.

Completion of the GDOT Engineering and Design Procurement Policy and Procedure Training.

Department Updates:

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

Project Status:

Community Development Projects Under Construction		
Project Name	Permit Type	Permit Issuance Date
Project Miles Trailer Parking	Land Disturbance Permit	July 29 th , 2022
South Park, Building A	Land Disturbance Permit	July 20 th , 2022
Package Depot Plaza	Land Disturbance Permit	April 12 th , 2022
Fairburn Station	Land Disturbance Permit	March 16 th , 2022
1162 Hwy 54 East, LLC	Land Disturbance Permit	February 16 th , 2022
Tractor Supply Company	Land Disturbance Permit	February 11 th , 2022
Fairburn DC, Howell Avenue	Land Disturbance Permit	February 8 th , 2022
Trillium Reserve Subdivision	Land Disturbance Permit	September 29 th , 2021
TEREX (TRX) – USA – Fairburn	Land Disturbance Permit	August 20 th , 2021



GOVERNMENT OF THE CITY OF FAIRBURN

John Dale Subdivision	Land Disturbance Permit	March 31 st , 2021
Legend Creek Subdivision	Land Disturbance Permit	October 15 th , 2020

Public Works/Capital Improvement Projects Under Design

Project Name	Design Firm	Current Design Phase	Let Date
I-85 @ SR 74/Senoia Road Interchange Project (PI# 0007841)*	TranSystems Corporation	Right-of-Way Acquisition/Final Design	Management: October 15 th , 2023
Southeast Broad Street/McLarin Road Pedestrian Improvements Project	Pond & Company	Preliminary Design	October 19 th , 2022, (anticipated)
CDBG, Golightly Street Pedestrian Improvements Project	Pond & Company	Preliminary Design	October 19 th , 2022 (anticipated)
Virlyn B. Smith Pedestrian Improvements Project	Pond & Company	Preliminary Design	January 18 th , 2023 (anticipated)
CDBG, Lightning Community Detention Pond & Greenspace	Pond & Company	Database Development/Preliminary Design	March 15 th , 2023 (anticipated)
Park Road Extension/Duncan Park Secondary Access Road	Southeastern Engineering, Inc.	Environmental Screening/Database Development	March 15 th , 2023 (anticipated)
Oakley Industrial Boulevard Roadway Extension to Gullatt Road via Cleckler Road	Southeastern Engineering, Inc.	Field Survey/Database Development	May 31 st , 2023 (anticipated)

* The I-85 @ SR 74/Senoia Road Interchange Project currently has 55 parcels; the preliminary parcel count was 50 parcels. GDOT has closed



GOVERNMENT OF THE CITY OF FAIRBURN

on twenty (24) parcels, and ten (10) options are with their attorney for closing. Thirty (30) new appraisals were ordered and are all due between 30 to 120 days.

- Originally, GDOT had three (3) condemnations pending. All the appraisals have gotten too old and can no longer be used therefore new appraisals were ordered. They will begin negotiations fresh upon receipt of the new appraisals.
 - Please note, the right- of-way funds were authorized on 4/1/19, at which time the GDOT District 7 Right-of-Way Office requested 21 months for acquisition time.

Public Works/Capital Improvement Projects Under Construction

Project Name	Notice to Proceed Date (NTP)	Completion Date(s)
Downtown LCI Streetscape Project [SR 14; CS 4130/W CAMPBELLTON ROAD & CS 4050/SMITH STREET-LCI] (19-005/PI #0012636)	July 6 th , 2020	Substantial: April 13 th , 2022 Final: May 22 nd , 2022 (outstanding)
Rivertown Road Pedestrian Improvements Project (21-002)	October 4 th , 2021	Substantial: March 31 st , 2021 Final: September 30 th , 2022
CDBG, Cora Robinson Park Improvements, Phase II Project (21-003)	September 27 th , 2021	Substantial: June 30 th , 2022 Final: July 29 th , 2022
CDBG, Dodd Street Community Plaza Project (21-003)	September 27 th , 2021	Substantial: June 30 th , 2022 Final: March 31 st , 2023 (anticipated)
Roadway Improvements on Various City Roads Project (22-001), 2022 Local Maintenance Improvement Grant (LMIG)/TSPLOST City-Wide Resurfacing Project	June 6 th , 2022	September 30 th , 2022 (anticipated)

Upcoming Events/Actions/Meetings:

It is anticipated that the Contract Awards for On-Call Construction Management & Project Management (CM/PM) Services and On-Call



GOVERNMENT OF THE CITY OF FAIRBURN

Professional Engineering & Landscape Architectural (PE/LA) Services will be presented at the October 10th City Council Meeting.

Court Services

Director: Lisa Brownlee-Mack

August 2022

Department Highlights/Accomplishments:

- All clerks received CPR/First Aid Training
- Started the review process of the Court fine & Bond Schedule
- Completed the 4 of the 6 scheduled court sessions (rescheduled 8/4/22 court due to Sgt. Astree service)
- Processed Monthly State Funds Report

Upcoming Events/Actions/Meetings:

- All clerks scheduled for yearly Court Clerks Training
- Continue review Court forms, fines and SOP



Economic Development

Director: Sylvia Abernathy

August 2022

- Completed Downtown Development Authority Training – Advanced, Carl Vinson Institute, University of Georgia – August 22, 2022
 - Redevelopment Powers & Urban Redevelopment Law: BIDS, CIDS, TADS
 - Historic Preservation Tax Credits
 - Georgia Downtown Case Study – Downtown Valdosta, GA
- Participated in 2022 Georgia Downtown Conference – Georgia Municipal Association, attending meetings regarding economic development initiatives for downtown development: Fostering Creative Economies, Entrepreneurial ecosystem for local entrepreneurs and developers, downtown revitalization strategies and more.
- Initiated RFP-22-016 for Small Business Grant Program, responding to pre-application questions, establishing evaluation team, review, and processing.
- Project Management of Creative Crosswalk Project, finalizing RFP, review committee, and artists selection; facilitating recommendations with Assistant Administrator and Art Advisory Council for Mayor and City Council review. – *Agenda Item submitted for September 12th.*
- Prepared and wrote September City Newsletter, featuring the City of Fairburn, Parks & Recreation Fall Festival, Human Resources: Employee of the Quarter, Utilities: Toilet Rebate, and Low-Income Water Assistance Program.

Department Updates:

- DA/DDA Board Meeting with New Board – August 30th
Selection of Board Chair, Vice Chair, Treasurer, and Secretary.
- Implementation of Façade Grant Program – Phase I – Business solicitation.
Participated in tour of downtown properties with City Administrator, City Buildings & Project Management consultant, and business owners, ongoing recruiting of small businesses to participate Façade Grant Program.
- FY2022-2023 Budget Presentation for Economic Development, completing preparation of budgetary requests, documentation, and reporting.
- Participated in Class and Comp Study Review with Department Head Focus Group, and Job Assessment Tool Supervisor's Review and Reporting.
- Completed August Community Activities Report for 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.

Project Status:

- Small Business Development Grant Program – Application Development, Grant Administration and Grant Management Services.
- Historic Boys & Girls Scout Log-Cabin Relocation Project. – In Progress



- Adopt-A-Planter Program – submitted a proposal for the implementation of the program. *In Process*
- Façade Grant Program – *In Process*
 - Funding Approved
 - Working with Communications to promote program.
- Utility Box Murals – Draft Request for Proposals submitted for review.
- Downtown Catalytic Site Development:
 - Review of potential Catalytic Site in downtown Fairburn, Off Broad. *-In Process*
 - 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 - May 27th
 - Redevelopment of downtown parcels.
- Business Development and Activation: Ongoing discussions with business and property-owner stakeholders.
- Soofa System digital wayfinding kiosk installation. A pilot project to enhance pedestrian traffic within the downtown district and community engagement regarding governmental services, community announcements, special events, business services, and more. - *Agenda Item submitted and approved August 3rd*.
- **Off-Premises Special Event Permit:** In response to business owners' desire to participate in ongoing downtown events, research, and planning as to the benefits to the city. – *Agenda item submitted and approved for July 11th*
- Distillery Special Permit – *Agenda Item Submitted and approved on July 11th*

Upcoming Events/Actions/Meetings:

- Economic Development Strategic Plan Update
- Business Alliance Meeting - TBA
- Planter Program/ Adopt-A-Spot
- Main Street Board Meeting
- Frankie Arnold Stage Lettering Dedication – TBA
- Betty Hannah Building Lettering Dedication Ceremony- TBA
- Hotel Motel Tax/Funds Report
- Economic Development Strategic Plan
- Third Friday Events & Concert Series
 - ~~Third Friday Kick Off~~ ~~Taste of SoFu~~ ~~May 20th~~
 - ~~Juneteenth Celebration~~ ~~June 17th~~
 - ~~Summer Music Festival~~ ~~July 15th~~
 - Back to School Celebration – August 19th Reschedule to October 28th
 - Hispanic Cultural Celebration Month – September 16th
- Fall Festival & Taste of Fairburn – October 1st
- ~~DDA/DA Board Meeting~~ ~~23rd (Upcoming Training on August 3rd)~~

**FIRE**

Director: Chief Cornelius Robinson

August 2022

Department Highlights/Accomplishments:

- Received AFG Grant for \$112,000 for fire equipment
- Met with architects to discuss the design & building of Station 23 with Project Manager
- Provided apparatus and support for the Homegoing Services for Fairburn PD's own Lieutenant Harold Astree
- Admin & Honor Guard present for the funeral of Union City Fire's Sergeant Craig Underwood
- Congratulations to all members of personnel that have been nominated for the Ronnie Thames Silent Hero Award- an award that recognizes firefighters for their outstanding feats in areas such as teamwork, heroism, education & more. The Fairburn Fire Department has a total of five (5) nominees.
- Successful suppression of Old Campbell County Courthouse fire
- Successful suppression of house fire at 165 Strickland St at the corner of Strickland & Fairview
- Approved Fulton County Hazard Mitigation Plan through City Council
- Participated in Classification & Compensation study by Evergreen Solutions
- 2 Fire Investigations

Department Updates:

- 5 Lieutenants and 3 Sergeants removed from TAD status to permanent status
- Hired 7 to 8 new members of personnel
- 4 Chief Officers have completed CPR Instruction Certification: 2 currently enrolled



Project Status:

- Developing Employee/Citizen CPR class
- Old Campbell County Courthouse fire under investigation

Upcoming Events/Actions/Meetings:

- Ronnie Thames Silent Hero Awards Banquet: Saturday, September 17, 2022
- Fire Prevention Week: October 9-15, 2022
- Recruit School for newly hired personnel



Human Resources

Director: TaLisha Champagne

August 2022

Department Highlights/Accomplishments:

- Classification and Compensation Study kick off with Employee Orientation sessions and onsite Employee Focus Group held on August 1, 2022.
- Presentation of first Employee of the Quarter award at the Police department.
- HR Staff training for Employee Navigator benefits module held on August 3rd. The New Hire online benefit election feature launched on August 17th.
- Hire Human Resources Specialist who is assigned to Benefits and Wellness functions.

Department Updates:

- ✦ Human Resources held Leadership Training event “Workers’ Comp Made Easy” on August 10, 2022; training event was facilitated by Georgina Municipal Association (GMA).
- ✦ Human Resources held employee event “Understanding Your Retirement Benefits” on August 22, 2022; session was facilitated by Georgia Municipal Association (GMA).
- ✦ City’s Hiring & Turnover stats for August 2022:
 - New Hires – fifteen (14) employees
 - Separations – four (4) employees; 2-Voluntary, 1-Involuntary; 1- Retirement
- ✦ Extended three (3) conditional offers to new hires for the September new hire orientations; Various offers included the hiring incentive pay.

Project Status:

- Classification & Compensation Study project near completion. Seven of the eleven work task plans have been finalized. Presentation to be held with City Administration on September 9, 2022.
- Compensation Leave policy reviewed and recommendations provided; Recommendations for Comp Leave payout for Fire 24-hr shift employees being finalized.
- Policy updates in progress (Pandemic Leave, Standards of Conduct, Military Leave, Maternity/Parental Leave, On-Call Policy, Telework policy, Workers’ Comp policy, Comp Plan/Incentive Pay policy).



Upcoming Events/Actions/Meetings:

- ✚ Human Resources Professional Day upcoming on September 26, 2022.
- ✚ Breast Cancer Awareness Month upcoming in October 2023; Breast Cancer Awareness Week upcoming on October 4th – October 7th.
- ✚ Employee Appreciation Day moved to May 2023, date to be determined.
- ✚ Mental Health awareness leadership training in FY23; date to be determined.



Parks & Recreations

Director: Chapin Payne

August 2022

August Monthly Report

Department Highlights/Accomplishments:

- GRPA Afterschool Boost Grant received in the amount of \$59,000
 - Afterschool projected start date – October 2022
- Fairburn Flames Football/Cheer season registration completed- 250 participants – First Game 8/27/2022
- Water Aerobics – 200 August participants- Last Class Thursday September 1
- Program Launch – Sensational Senior Summer
 - Self Defense Class in partnership with Fairburn Police Department – 25 senior participants
 - Movie and Popcorn – 20 senior participants
 - Walking Club – 35 senior participants
 - Line Dance - 32 senior participants per class -Tuesday and Thursday weekly
 - Chair Aerobics - 20 senior participants
- Fall Festival - October 1, 2022
 - Theme: Yes, its Back!
 - Vendor Applications Received- 18
 - Musical Guest Secured– Releasing on 9/6

Department Updates:

- Pool & Splash Pad Information
 - Last weekday at the pool July 29th – Weekends only
 - Pool closes – Sunday, Sept. 3rd
- Fall Festival – Planning on going with securing vendors, and musical guest line up.
- New Program: Fairburn After School Enrichment Program – Received full amount of \$59,000 – Currently planning logistics of afterschool enrichment program.
- New Program: Senior Walking Club – Every Monday & Wednesday / May – August



- New Program: Fairburn Flames Football/Cheer – Monday through Thursday
 - July- November
- New Program: Fairburn Cross Country – Beginning September- Registration now open

Project Status:

- 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
- Fall Festival planning – on-going
- Youth Center access control – Moved to D. Parks

Upcoming Events/Actions/Meetings:

- September 1st – Sensational Senior Summer Cookout
- September – Chair Aerobics – Every Friday
- September 6th – Fall Festival Meeting #3
- September 21st – Senior Tablet Workshop
- September – November Football Games every Saturday
- Oct. 1st – Fairburn Fall Festival

Marketing Materials:



FALL FESTIVAL
AND THE
Taste of Fairburn

Parade | Vendors | Live Music

SAVE THE DATE
OCTOBER 1, 2022

CHAIR AEROBICS
Free Workout Class
A fun way to achieve your fitness goals!

EVERY FRIDAY
11:00 AM - 12:00 PM

FAIRBURN YOUTH CENTER
149 S.W. BROAD STREET
FAIRBURN, GA 30213

Register by calling (770) 964-2244 ext. 133 or via email at shjackson@fairburn.com

City of Fairburn Parks & Recreation

LINE DANCING CLASS
Every Tuesday & Thursday
Free Class
Ages 55 and Older

11:30 AM - 12:30 PM

FAIRBURN YOUTH CENTER
149 SW Broad Street

Physical Distancing Enforced

DUNCAN PARK POOL & SPLASH PAD
6000 RIVERYOWN RD., FAIRBURN, GA 30213

Now Open!
Saturday & Sunday
1:00pm - 6:00pm

Session Schedule:
1:00 PM - 3:00 PM
4:00 PM - 6:00 PM
3:00pm - 4:00pm (closed for cleaning)

General Admission - \$4.00
2 & Under - FREE

Pool closes September 26th for the season.



FAIRBURN PARKS AND RECREATION DEPARTMENT

Fairburn Flames
Football

-OPENING DAY-
SATURDAY 8/27

9:00AM 6U BURN UNIT VS. WILLIAM WALKER

10:30AM 7U HOT BOYZ VS. SSE MUSTANGS

12:00PM 8U FAIRBURN FLAMES VS. MILFORD WARRIORS

1:30PM 9U FAIRBURN FLAMES VS. MILFORD WARRIORS

3:30PM 10U FAIRBURN FLAMES VS. WILLIAM WALKER

5:30PM 11U FLAME GANG VS. WILLIAM WALKER

7:30PM 12U FAIRBURN FLAMES VS. WILLIAM WALKER



DUNCAN PARK
6000 RIVERTOWN RD FAIRBURN, GA 30213

Fairburn Parks and Recreation
Youth Cross Country

REGISTRATION
NOW OPEN!

\$75.00

PRACTICE HELD TUESDAY & THURSDAY
6:15pm - 7:15pm (starting Sept. 27th)

AGES: 7-14

Register Online @ www.fairburn.com
"How Do!"



MORE INFO & REGISTRATION:
CONTACT: (770) 964-2244 EXT. 450
OR Cpsayn@fairburn.com

Fairburn
Solutions to Success



Planning and Zoning

Interim Director: Rebecca Keefer

August 2022

Department Highlights/Accomplishments:

1. Community Garden Strategy adopted August 8, 2022.

Boards & Commissions Meetings

1. The Planning and Zoning Commission meeting was held on August 2nd.

Community Meetings and other Meetings:

Department Updates:

Permit Type & Other	Number Issued
Sign Permit	0
Film Permit	0
Short Term Rental Permit	2
Special Event Permit	0
Occupational Tax License Review	7
Zoning Verification Letter	1
Yard Sale Permit	4

Project Status:

Community Development Projects Under Review

Project Name	Plan Type
96 Howell	Site Development Plan



Buckingham - Google	Site Development Plan
Vickers Road - Lennar	Site Development Plan
South Park Bldg. B & C	Conceptual Site Plan
Copart	Clearing and Grading
Evergreen Subdivision	Conceptual Plat
Renaissance Park Apartments	Conceptual Site Plan
Renaissance Park Apartments	Final/Combination Plat
Evergreen Subdivision	Preliminary Plat
Fairburn Village Center	Conceptual Site Plan

Upcoming Events/Actions/Meetings:

Upcoming Planning and Zoning Commission meetings – September 13th (Rescheduled from September 6)

Upcoming Board of Appeals meetings – September 15th

Processed Rezoning/Use Permit Petitions

A request to rezone 70.17 acres from PD (Planned Development) to PD (Planned Development) to accommodate 114 single-family residential lots, 126 townhouses, commercial uses, and a convalescent center/nursing home/hospice and personal care home/assisted living/hospice facility, with two concurrent use permits and two concurrent variances – **City Council - August 22, 2022 – CONDITIONAL APPROVAL**

Upcoming Rezoning/Use Permit Petitions

MCRT SFR Investment/Battle Law - A request to rezone 41.89 acres from AG (Agriculture) to RM-12 (Multi-family Residential) for a 194-unit multi-family townhouse development.

**Meeting Dates: Planning and Zoning Commission – October 4, 2022 (tentative)
City Council – November 14, 2022 (tentative)**

Fairburn 55 – Use permit request to allow senior housing in the AG zoning district with four concurrent variances including, reducing the front yard setback along Oakley Industrial Blvd from 100’ to 50’; allowing rent-occupied units; increasing the lot coverage maximum from 15% to 28.6%; and allowing parking in the minimum front yard setback.

**Meeting Dates: Planning and Zoning Commission – October 4, 2022
City Council – November 14, 2022**



Upcoming Variance Petitions

Rhys Black & Shannon Loe - A request to reduce the side yard setback to allow the renovation of an existing structure into an accessory dwelling structure.

Meeting Dates: Planning and Zoning Commission – September 13, 2022

Bohannon Road Distribution Center – Requests to encroach 23,186 square feet into the 25' impervious stream buffer and to encroach 26,058 square feet into the 25' stream buffer feet.

Meeting Dates: Board of Appeals – September 15, 2022

Jose Gomes - A request to reduce the side yard setback from 10' to 5' to allow for an addition to an existing home.

Meeting Dates: Planning and Zoning Commission – October 4, 2022

Upcoming Plats

Evergreen Subdivision Concept Plat – **September 13, 2022**

Renaissance Park Concept Plat – **September 13, 2022**

Evergreen Subdivision Preliminary Plat – **October 4, 2022 (tentative)**

Renaissance Park Final/Combination Plat – **October 4, 2022 (tentative)**

Fairburn Village Center Conceptual Plat – **October 4, 2022 (tentative)**

Proposed Text Amendments

1. Add liquor stores to the list of prohibited uses within the Highway 74 Overlay District
2. 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)
3. Notice of public hearing letters to property owners distance increase from 500 feet
4. Zoning Procedures Law procedural amendments
5. Conceptual Plat expiration period.
6. Define front, side, and rear yard.
7. Define allowed uses in the DTMU zoning district.

The above-mentioned text amendments are under legal review.

Creative Placemaking and Public Art Initiatives

1. Call for Artists for Creative Crosswalks

SCHEDULE

1. Publish Call for Artist on **June 22, 2022**
2. Deadline for all artist proposal submissions on **July 21, 2022**, by 5:00 p.m. EST
3. Proposal reviewed and selected by City Staff and Art Advisory Council late **August 2022**
4. Final designs and artists presented to Fairburn City Council **September 12, 2022**
5. Selected Artist(s) notified, public announcement and showcase of artists and design late **September 2022**
6. Crosswalks completed by late **October 2022**



Police Department

Director: Chief James A. McCarthy

August 2022

Department Highlights/Accomplishments:

- Active shooter training for officers
- Senior self-defense training at youth center

Department Updates:

- Currently have 4 vacancies
- Open range (firing range) 9/20 and 9/22

Project Status:

- Power DMS software integration started and in progress

Upcoming Events/Actions/Meetings:

- Command Staff meeting every Wednesday at 10 AM
- A student from Kennesaw State University will be starting an internship with the PD in October



Fairburn Police Department

James McCarthy

Chief of Police

191 SW Broad Street
Fairburn, GA 30213

Phone: 770-964-1441
Fax: 770-774-7908



August 2022 Crime Report

Total Part 1 Crime Incidents

○ 2022 YTD	218
○ 2021	328
○ 2020	416
○ 2019	589
○ 2018	709
○ 2017	824

Part 1 crimes are murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, theft, and arson

Month	Increase / Decrease Same Month Prior Year	Total Part 1 Crimes
January 2021	- 56.9%	26
February 2021	- 7.4%	25
March 2021	- 19.4%	31
April 2021	- 22.2%	21
May 2021	4%	26
June 2021	- 9.6%	29
July 2021	- 14.2%	32
August 2021	- 35.2%	24
September 2021	- 30.5%	26
October 2021	- 31%	27
November 2021	36%	32
December 2021	- 23.6%	28
January 2022	7%	28
February 2022	- 8%	23
March 2022	- 9.6%	27
April 2022	4.7%	22
May 2022	30.7%	34
June 2022	17.2%	34
July 2022	- 37.5%	20
August 2022	37.5%	33



Fairburn Police Department

James McCarthy

Chief of Police



Executive Summary August 2022

- **Uniform Patrol Division**
 - Total Calls Answered: 771
 - Self-Initiated 1,142
 - Dispatched 771
 - Arrests 51
 - Arrest – Released 43
 - Citations 473
 - Warnings 622
 - Incident Reports 289
 - Accident Reports 91
- **Special Services**
 - N/A, units assigned to patrol division
- **Criminal Inv. Division – August**
 - Cases Assigned 64
 - Ex-Cleared 2
 - Cleared by Arrest 3
 - Unfounded 0
 - Inactivated 14
- **CID – Cases Prior to August**
 - Carry Over 178
 - Ex-Cleared 7
 - Cleared by Arrest 7
 - Unfounded 2
 - Inactivated 26
- **Internal Affairs**
 - Vacancies
 - 4 police officers
 - 1 military leave (PD)

Police	
August 2020	
• Citations	556
• Warnings	1,311
• Arrests	28
• A/R	88
August 2021	
• Citations	676
• Warnings	1,393
• Arrests	35
• A/R	71
August 2022	
• Citations	473
• Warnings	622
• Arrests	51
• A/R	43
<i>Aug. '21 compared to Aug. '22 37.5% Part 1 crime increase</i>	

Code Enforcement	
August 2022	
• Care of Prem.	52
• Self-Initiated	87
• Stop Work	2
• Signs Rmvd	28
• Door Hngrs	37
• 5 Day Notice	54
• Citations	5
• Complaints Resolved	26
• Closed cases	119



Police Department

Director: Chief James A. McCarthy

August 2022

Department Highlights/Accomplishments:

- Active shooter training for officers
- Senior self-defense training at youth center

Department Updates:

- Currently have 4 vacancies
- Open range (firing range) 9/20 and 9/22

Project Status:

- Power DMS software integration started and in progress

Upcoming Events/Actions/Meetings:

- Command Staff meeting every Wednesday at 10 AM
- A student from Kennesaw State University will be starting an internship with the PD in October



Property Management

Contractor: Dana Smith

August 2022

Department Highlights/Accomplishments:

- Repaired leaking HVAC system in Fire HQ.
- Repaired broken lock at Fire HQ.
- Pre-Proposal Meeting for RFP for design services for Fire Station 23 held.
- Pre-Proposal Meeting for RFP for design services for City Facility Property Condition Assessment held.
- Old Campbell Courthouse post fire investigation are in progress by Fire Investigators and the Insurance company. The post fire building stabilization and mitigation is ongoing.
- Secured vendor to perform roofing replacement at Police HQ.
- Secured vendor to provide temporary Fire Station.
- Secured vendor to repair leaking roof at Educational Campus Student Center.

Department Updates:

- Facility Manager position, vacant for over two years, is currently advertised to fill the vacancy for this department.

Project Status:

- RFP for design services for Fire Station 23 Published.
- RFP for City Facility Property Condition Assessment Published.
- Roofing replacement at Police HQ scheduled to begin 1st week of September weather permitting.
- Scheduled a vendor to perform roofing assessments of Fire Station HQ, Fire Station 21, and Municipal Court buildings.
- Finalizing contract with vendor providing temporary Fire Station.
- Pricing installation of exterior hose bibs at Armando's.
- Pricing brick dumpster enclosures at Armando's and Casablanca.
- Working with Fire Department to complete acquisition and installation of generator for Fire Station HQ/ Fire Station 22/Youth Center Building.



Upcoming Events/Actions/Meetings:

- Scheduled elevator inspections for Educational Campus Administration building with Georgia Department of Insurance and Safety Fire.
- Publish RFP for On Call Design Architectural services.
- Begin design of utilities for temporary Fire Station.
- Publish RFPs for on Call/Preferred Maintenance Contractor services.
- Publish RFP for Preventive Maintenance contracts.
- Spatial planning of unused Fairburn Educational buildings (Breneau and Shell buildings).
- Assess emergency power and generator connections at Police HQ.



STREET DEPARTMENT

Director: Gale Higgs

August 2022

Department Highlights/Accomplishments:

2 New Employees Hired

Department Updates:

2 Trees Have Been Removed from Bay St/Jonesboro Rd

Walk Bridge Near Fire Station Painted

Sidewalk Repairs on Senoia Rd

Road Patchwork Complete on John Rivers Rd

Sign Replacements / Installation Throughout

Project Status: Pending

Employee Flagger Training

Fuel Software Upgrade Completion

Community Fall Clean Up / Shred Event

Multi Area Sidewalk Repairs

Upcoming Events/Actions/Meetings:

City Concert Scheduled for 9/16/2022

City Fall Festival 10/1/2022



Utilities Department

Director: John D. Martin, QWLA

August 2022

Department Highlights/Accomplishments:

Director's Office:

- Department Head Focus Group- Utilities Meeting (August 1st)
- Utilities Department Weekly Leadership Meeting (Every Monday)
- Payment Arrangements-Teams Meeting with Utilities and City Administration (August 2nd)
- Teams Meeting: EPD Non-Compliance Letter Discussion (August 2nd)
- Teams Meeting: Employee Accommodation with HR (August 2nd)
- Mandatory Leadership Meeting to discuss the number of employees attending funeral (August 3rd)
- Meeting with Kendall Supply: InCode Meter Codes (August 4th)
- On-Call Policy Meeting with HR (August 4th)
- EPD District Inspection for Water Sampling (August 10th)
- Conference Call Meeting with Fairburn and MEAG Power (August 10th)
- Utilities Department Budget Presentation (City Hall) (August 15th)
- Budget Meeting @ City Hall (August 15th)
- Worker's Comp Leadership Training Meeting in Council Chambers (August 10th)
- Fire Hydrant Replacement Preconstruction Meeting (August 17th)
- Meeting with Integrated Science on Water Meter Details/Sanitary Survey (August 17th)
- Monthly Project Meeting with Integrated Science Engineering (August 11th)
- Teams Meeting with Finance, MEAG, and Utilities (August 19th)
- Department Leadership meeting (August 5th & August 18th)
- GFL Meeting @ City Hall (August 23rd)
- Meeting with NxKem- Medicine Cabinets and AED Services (August 25th)
- Zoom Meeting with Finance, Paymentus, and Utilities (August 25th)
- Teams Meeting concerning Fairburn MEAG Billing (August 26th)
- Bi-weekly Department Meeting with Assistant City Administrator's Office (August 30th)
- Fairburn Water Meter Replacement Program Kick-off Meeting (August 30th)
- Fairburn Discussion Meeting with Georgia Cities (August 30th)
- RAMP Training with Finance Director (August 30th)
- Middle Chattahoochee Water Authority Meeting with Tom Owens (August 31st)



Customer Service/Meter Reading:

Meetings:

- Focus Group Meeting for Salary Class & Comp. study.
- Meeting with City Administrator's Office about utility payment arrangement policy with the Utilities Director.
- Employee Accommodation meeting with Human Resources Director & Utilities Director.
- Meeting with Kevin Purcell & Jason Kendall (Kendall Supply) about setting up new Incode Meter Type Codes for Meter Change Out.
- Meeting with Human Resources, Streets Director & Utilities Director about the "On-Call" policy.
- Leadership Training on Workers' Comp with Human Resources.
- Meeting with Chau Nguyen (Electric Cities of Georgia) regarding billing discrepancies on commercial customer (ABL).
- Introduction meeting with GFL's New Leadership Team (Vice President, General Manager, Ops Manager), City Administrator & Utilities Director.
- "Teams" Meeting with Cintas Team, City Administrator's Office & Utilities Director about medicine cabinets and AED services.
- Meeting with Paymentus & Finance Team(s) to further discuss plans on implementation for new payment methods.
- "Water Meter Replacement Program" Kickoff meeting with Kevin, Jason, Charles Bowden (Meter Contractor) & Utilities Team (Leadership & Billing Team).

Tasks:

- Worked closely with GFL Leadership Team to rectify escalated service issues.
- Conducted "Citywide" field audits to gather information for yard waste, recycling, waste, and bulk scheduling.
- Completed account review and 12-month adjustment on ABL Technic account for reading discrepancies.
- Reached out to seriously delinquent customers, via email/phone, to settle past due balances.
- Worked closely with Utilities Director & Procurement Manager on compiling data for Sanitation Services RFP.
- Worked closely with Water Superintendent on water meter tampering for new constructions in the city. Sent 6-7 locations to Code Enforcement for possible tampering on Broadmoor Way & Somerset Hills.
- Worked on special project for Landmark Christian Academy, with representative Nita Elliott; regarding all electric/water meters for the school.
- Compiled billing statistics for Benchmark Data from Katrina Bond (ECG).
- Provided the "Utilities Administration Goals & Accomplishments" for Fiscal Year 2022-2023.



- Worked closely with John Stein (Energy Contractor) and provided billing statistics for yearly energy audit.

Billing Information:

Utility Bill Count: 7,028 (TOTAL), 6,408 (MAILED)

- **537 work order requests** (**412** – Meter Readers, **78** – Water Team, **39** – Electric, **8** – Miscellaneous) were completed for the month of August
- **52** service disconnections issued on seriously delinquent accounts.
- Meter Reading Staff successfully collected **1,071 visual reads for billing**.

Electric:

- Re-visited contractor install of Cora M. Robinson Park lights. All rubber goods, sticks, and ground cables tested by Irby on trucks.
- Continued to repair lights at Cora M. Robinson Park. Met with Brad Schiffer about t-6 switch and t-9 switch changed all preferred settings to FO852.
- Completed make ready poles for AT & T revenue collection.
- Tree trimming continues started moving phases on primary pole at Senoia Road and East Broad Street
- Completed work on primary pole at East Broad Street
- Vine maintenance at Fireside Subdivision. Started JAT survey
- Meeting with flashing light contractor at Rivertown Road. Crew prepped both primary poles for installation on Senoia Road and East Broad Street. JAT survey
- Hand dug pole hole on East Broad Street and set primary pole. Completed transfer of phases. JAT survey.
- Hand dug pole hole and replaced primary pole at 51 Senoia Road. Completed work orders. Tree trimming continues Bay Street
- Heavy equipment work orders completed. Meeting with contractor for Electrolux, restock, and inventory of materials.



GOVERNMENT OF THE CITY OF FAIRBURN

- Set 45' pole at 51 Senoia Rd. work orders. Tree trimming continued. Mahaffey Street.
- Removed bad primary pole at Police Department. Replaced with 45' pole, new crossarm new conductor, re-established riser to Police Department. Repaired damaged primary cable restored power. Tree trimming continued -Bay Street.
- Training- James Adams ECG. Meeting with Greg Lee ECG concerning 92 Howell Avenue to confirm 3 phase temp plans.
- Completed pole framing stilt and installed new overhead service for crosswalk at Magnolia Subdivision. Installed wildlife prevention.
- Meeting about GMA benefits.
- Pulling in 1/0 conductor for Electrolux and trimming in row at 92, meeting with Director over rates, Internet down.
- Setting 300KVA transformer at Electrolux, terminating 1/0 cables, scheduling outages at Electrolux and discount tire. Tree trimming at Funeral home easement.
- Completed overhead upgrade at 92 Howell Ave. Meeting with Director on rates, received stock, and placed on shelf. Tree trimming at hotspot on Hwy 29.

Water/Sewer:

- Fire Flow Test (8040 Senoia Road)
- Flushed fire hydrant on Cole Street
- Unclogged sewer lateral: None
- Rereads: 12
- Meter Leaks: 8
- Meter Installations: 17
- Locates: 3
- Check Low Water Pressure: 1
- Meter Maintenance: 7
- Replaced meter lids: 2
- Monthly On-calls: 11
- Sewer Back-ups: 2

Stormwater:

- Identifying and inspecting of damaged storm drains
- Jetted overflowing storm drains
- Repaired storm drain-Colony Trail



COVID-19:

- Water and Sewer personnel are maintaining restrictions and social distancing.
- Utilities buildings are wiped down on Mondays and Thursdays to prevent exposure.

Department Updates:

- Customer Service/Meter Reader Work orders completed: 412
- Water/Sewer Work orders completed: 78

Project Status:

- Lift Station Project-Lowest Bidder-Crawford Grading and Piping
- Fire Hydrant Replacement Preconstruction Meeting (August 17th)
- Shockley Plumbing, Inc. Kick-off Meeting completed
- Upgrade Power Grid (Elder & Poplar)-Bid preparation
- 2021 Storm Drain Lining Project (*In Progress-awaiting easements*)

Upcoming Events/Actions/Meetings:

- Upgrade Power Grid (Elder & Poplar)
- Overhead to Underground Power Installation (Rivertown Road) FY23
- Implementation of the Backflow software (*On-going*)
- Prepare Backflow Ordinance for Mayor and Council approval (*In Progress*)
- Review meter details for new developments and renovations-Scheduled for August 17th meeting-completed



City Administrator's Monthly Report

August 2022

Fairburn, GA

Authored by: Tony M. Phillips, CPM®



Government of the City of Fairburn



Greetings Honorable Mayor & City Council Members,

I am honored to present a summary of the City's monthly administrative activities for August 2022. City operations and service delivery continue to improve in both efficiency and effectiveness. A pandemic that has spanned over more than two years, and a current economy that is both unpredictable and inflationary has created challenges. Through it all, Fairburn maintains a sound financial position while continuing to grow. The many assets we have as a city are key in Fairburn's status as one of the state's best live, work, play communities. Staff is daily focused on our steadfast commitment to provide each resident superior 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 through the end of August 2022. The City continues its "Fairburn Forward" focus under the leadership of the Honorable Mayor Mario Avery.

- Initiated RFP-22-016 for the Small Business Grant Program, fielded pre-application questions, established an evaluation team, to review, and process.
- Implementation of the new Façade Grant Program – Phase I – Business solicitation.
- The Fire Department received an AFG Grant for \$112,000 for fire equipment.
- Classification and Compensation Study kick off with Employee Orientation sessions and onsite Employee Focus Group held on August 1, 2022.
- Human Resources held employee event "Understanding Your Retirement Benefits" on August 22, 2022; session was facilitated by Georgia Municipal Association (GMA).
- Parks & Recreation received a GRPA Afterschool Boost Grant in the amount of \$59,000

-
- We are continuing to actively recruit and we are making consistent progress in filling open positions in the City to help elevate departmental service delivery.

I am excited and enthusiastic about our path forward in Fairburn. We are systematically assembling a first-class management team and staff to serve our residents with excellence. Each day we are focused on ways to connect with our citizens and provide opportunities to make Fairburn our region's most accessible government.

We have something *exceptional* in the city of Fairburn. This report highlights our initial and ongoing efforts to improve delivery of services in line with your collective vision as our elected leaders. Please review a summary of the City's successful outcomes from August 2022.

Tony M. Phillips, CPM®

City Administrator
City of Fairburn



City Clerk

Director: Brenda James

August 2022

Department Highlights/Accomplishments:

Received 93 open records request for August 2022 – researched and processed

Processed incident reports to Travelers insurance

Processed City Council Credit Card Requests.

Prepared City Council Meeting packets for August 8th, August 15th, August 16th and August 22nd

Reviewed ordinances sent to Municode

Emailed weekly open requests report to Attorney, Mayor, City Administrator

Prepared City Council Minutes

Prepared ad for Special Election

Budget Meeting with Finance Director

CivicClerk Training

Working on Charter updates

Signed all Business Licenses

Project Status:

Continue to work with open records request several times a day

Continue to organize City records

Continue to work on the Charter updates



Community Development Department

Director: Lester Thompson, MPA

August 2022

Department Highlights/Accomplishments:

Welcomed new Erosion Control/Development Inspector, Mr. Victor Hull to the Community Development Department.

Completion of the GDOT Engineering and Design Procurement Policy and Procedure Training.

Department Updates:

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

Project Status:

Community Development Projects Under Construction		
Project Name	Permit Type	Permit Issuance Date
Project Miles Trailer Parking	Land Disturbance Permit	July 29 th , 2022
South Park, Building A	Land Disturbance Permit	July 20 th , 2022
Package Depot Plaza	Land Disturbance Permit	April 12 th , 2022
Fairburn Station	Land Disturbance Permit	March 16 th , 2022
1162 Hwy 54 East, LLC	Land Disturbance Permit	February 16 th , 2022
Tractor Supply Company	Land Disturbance Permit	February 11 th , 2022
Fairburn DC, Howell Avenue	Land Disturbance Permit	February 8 th , 2022
Trillium Reserve Subdivision	Land Disturbance Permit	September 29 th , 2021
TEREX (TRX) – USA – Fairburn	Land Disturbance Permit	August 20 th , 2021



GOVERNMENT OF THE CITY OF FAIRBURN

John Dale Subdivision	Land Disturbance Permit	March 31 st , 2021
Legend Creek Subdivision	Land Disturbance Permit	October 15 th , 2020

Public Works/Capital Improvement Projects Under Design

Project Name	Design Firm	Current Design Phase	Let Date
I-85 @ SR 74/Senoia Road Interchange Project (PI# 0007841)*	TranSystems Corporation	Right-of-Way Acquisition/Final Design	Management: October 15 th , 2023
Southeast Broad Street/McLarin Road Pedestrian Improvements Project	Pond & Company	Preliminary Design	October 19 th , 2022, (anticipated)
CDBG, Golightly Street Pedestrian Improvements Project	Pond & Company	Preliminary Design	October 19 th , 2022 (anticipated)
Virlyn B. Smith Pedestrian Improvements Project	Pond & Company	Preliminary Design	January 18 th , 2023 (anticipated)
CDBG, Lightning Community Detention Pond & Greenspace	Pond & Company	Database Development/Preliminary Design	March 15 th , 2023 (anticipated)
Park Road Extension/Duncan Park Secondary Access Road	Southeastern Engineering, Inc.	Environmental Screening/Database Development	March 15 th , 2023 (anticipated)
Oakley Industrial Boulevard Roadway Extension to Gullatt Road via Cleckler Road	Southeastern Engineering, Inc.	Field Survey/Database Development	May 31 st , 2023 (anticipated)

* The I-85 @ SR 74/Senoia Road Interchange Project currently has 55 parcels; the preliminary parcel count was 50 parcels. GDOT has closed



GOVERNMENT OF THE CITY OF FAIRBURN

on twenty (24) parcels, and ten (10) options are with their attorney for closing. Thirty (30) new appraisals were ordered and are all due between 30 to 120 days.

- Originally, GDOT had three (3) condemnations pending. All the appraisals have gotten too old and can no longer be used therefore new appraisals were ordered. They will begin negotiations fresh upon receipt of the new appraisals.
 - o Please note, the right- of-way funds were authorized on 4/1/19, at which time the GDOT District 7 Right-of-Way Office requested 21 months for acquisition time.

Public Works/Capital Improvement Projects Under Construction		
Project Name	Notice to Proceed Date (NTP)	Completion Date(s)
Downtown LCI Streetscape Project [SR 14; CS 4130/W CAMPBELLTON ROAD & CS 4050/SMITH STREET-LCI] (19-005/PI #0012636)	July 6 th , 2020	Substantial: April 13 th , 2022 Final: May 22 nd , 2022 (outstanding)
Rivertown Road Pedestrian Improvements Project (21-002)	October 4 th , 2021	Substantial: March 31 st , 2021 Final: September 30 th , 2022
CDBG, Cora Robinson Park Improvements, Phase II Project (21-003)	September 27 th , 2021	Substantial: June 30 th , 2022 Final: July 29 th , 2022
CDBG, Dodd Street Community Plaza Project (21-003)	September 27 th , 2021	Substantial: June 30 th , 2022 Final: March 31 st , 2023 (anticipated)
Roadway Improvements on Various City Roads Project (22-001), 2022 Local Maintenance Improvement Grant (LMIG)/TSPLOST City-Wide Resurfacing Project	June 6 th , 2022	September 30 th , 2022 (anticipated)

Upcoming Events/Actions/Meetings:

It is anticipated that the Contract Awards for On-Call Construction Management & Project Management (CM/PM) Services and On-Call



GOVERNMENT OF THE CITY OF FAIRBURN

Professional Engineering & Landscape Architectural (PE/LA) Services will be presented at the October 10th City Council Meeting.

Court Services

Director: Lisa Brownlee-Mack

August 2022

Department Highlights/Accomplishments:

- All clerks received CPR/First Aid Training
- Started the review process of the Court fine & Bond Schedule
- Completed the 4 of the 6 scheduled court sessions (rescheduled 8/4/22 court due to Sgt. Astree service)
- Processed Monthly State Funds Report

Upcoming Events/Actions/Meetings:

- All clerks scheduled for yearly Court Clerks Training
- Continue review Court forms, fines and SOP



Economic Development

Director: Sylvia Abernathy

August 2022

- Completed Downtown Development Authority Training – Advanced, Carl Vinson Institute, University of Georgia – August 22, 2022
 - Redevelopment Powers & Urban Redevelopment Law: BIDS, CIDS, TADS
 - Historic Preservation Tax Credits
 - Georgia Downtown Case Study – Downtown Valdosta, GA
- Participated in 2022 Georgia Downtown Conference – Georgia Municipal Association, attending meetings regarding economic development initiatives for downtown development: Fostering Creative Economies, Entrepreneurial ecosystem for local entrepreneurs and developers, downtown revitalization strategies and more.
- Initiated RFP-22-016 for Small Business Grant Program, responding to pre-application questions, establishing evaluation team, review, and processing.
- Project Management of Creative Crosswalk Project, finalizing RFP, review committee, and artists selection; facilitating recommendations with Assistant Administrator and Art Advisory Council for Mayor and City Council review. – *Agenda Item submitted for September 12th*.
- Prepared and wrote September City Newsletter, featuring the City of Fairburn, Parks & Recreation Fall Festival, Human Resources: Employee of the Quarter, Utilities: Toilet Rebate, and Low-Income Water Assistance Program.

Department Updates:

- DA/DDA Board Meeting with New Board – August 30th
Selection of Board Chair, Vice Chair, Treasurer, and Secretary.
- Implementation of Façade Grant Program – Phase I – Business solicitation.
Participated in tour of downtown properties with City Administrator, City Buildings & Project Management consultant, and business owners, ongoing recruiting of small businesses to participate Façade Grant Program.
- FY2022-2023 Budget Presentation for Economic Development, completing preparation of budgetary requests, documentation, and reporting.
- Participated in Class and Comp Study Review with Department Head Focus Group, and Job Assessment Tool Supervisor's Review and Reporting.
- Completed August Community Activities Report for 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.

Project Status:

- Small Business Development Grant Program – Application Development, Grant Administration and Grant Management Services.
- Historic Boys & Girls Scout Log-Cabin Relocation Project. – In Progress



- Adopt-A-Planter Program – submitted a proposal for the implementation of the program. ***In Process***
- Façade Grant Program – ***In Process***
 - Funding Approved
 - Working with Communications to promote program.
- Utility Box Murals – Draft Request for Proposals submitted for review.
- Downtown Catalytic Site Development:
 - Review of potential Catalytic Site in downtown Fairburn, Off Broad. ***-In Process***
 - 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 - May 27th
 - Redevelopment of downtown parcels.
- Business Development and Activation: Ongoing discussions with business and property-owner stakeholders.
- Soofa System digital wayfinding kiosk installation. A pilot project to enhance pedestrian traffic within the downtown district and community engagement regarding governmental services, community announcements, special events, business services, and more. - ***Agenda Item submitted and approved August 3rd***.
- **Off-Premises Special Event Permit:** In response to business owners' desire to participate in ongoing downtown events, research, and planning as to the benefits to the city. – ***Agenda item submitted and approved for July 11th***
- Distillery Special Permit – ***Agenda Item Submitted and approved on July 11th***

Upcoming Events/Actions/Meetings:

- Economic Development Strategic Plan Update
- Business Alliance Meeting - TBA
- Planter Program/ Adopt-A-Spot
- Main Street Board Meeting
- Frankie Arnold Stage Lettering Dedication – TBA
- Betty Hannah Building Lettering Dedication Ceremony- TBA
- Hotel Motel Tax/Funds Report
- Economic Development Strategic Plan
- Third Friday Events & Concert Series
 - ~~Third Friday Kick Off – Taste of SoFu – May 20th~~
 - ~~Juneteenth Celebration – June 17th~~
 - ~~Summer Music Festival – July 15th~~
 - Back to School Celebration – August 19th Reschedule to October 28th
 - Hispanic Cultural Celebration Month – September 16th
- Fall Festival & Taste of Fairburn – October 1st
- ~~DDA/DA Board Meeting – 23rd (Upcoming Training on August 3rd)~~



FIRE

Director: Chief Cornelius Robinson

August 2022

Department Highlights/Accomplishments:

- Received AFG Grant for \$112,000 for fire equipment
- Met with architects to discuss the design & building of Station 23 with Project Manager
- Provided apparatus and support for the Homegoing Services for Fairburn PD's own Lieutenant Harold Astree
- Admin & Honor Guard present for the funeral of Union City Fire's Sergeant Craig Underwood
- Congratulations to all members of personnel that have been nominated for the Ronnie Thames Silent Hero Award- an award that recognizes firefighters for their outstanding feats in areas such as teamwork, heroism, education & more. The Fairburn Fire Department has a total of five (5) nominees.
- Successful suppression of Old Campbell County Courthouse fire
- Successful suppression of house fire at 165 Strickland St at the corner of Strickland & Fairview
- Approved Fulton County Hazard Mitigation Plan through City Council
- Participated in Classification & Compensation study by Evergreen Solutions
- 2 Fire Investigations

Department Updates:

- 5 Lieutenants and 3 Sergeants removed from TAD status to permanent status
- Hired 7 to 8 new members of personnel
- 4 Chief Officers have completed CPR Instruction Certification: 2 currently enrolled



Project Status:

- Developing Employee/Citizen CPR class
- Old Campbell County Courthouse fire under investigation

Upcoming Events/Actions/Meetings:

- Ronnie Thames Silent Hero Awards Banquet: Saturday, September 17, 2022
- Fire Prevention Week: October 9-15, 2022
- Recruit School for newly hired personnel



Human Resources

Director: TaLisha Champagne

August 2022

Department Highlights/Accomplishments:

- Classification and Compensation Study kick off with Employee Orientation sessions and onsite Employee Focus Group held on August 1, 2022.
- Presentation of first Employee of the Quarter award at the Police department.
- HR Staff training for Employee Navigator benefits module held on August 3rd. The New Hire online benefit election feature launched on August 17th.
- Hire Human Resources Specialist who is assigned to Benefits and Wellness functions.

Department Updates:

- ✦ Human Resources held Leadership Training event “Workers’ Comp Made Easy” on August 10, 2022; training event was facilitated by Georgina Municipal Association (GMA).
- ✦ Human Resources held employee event “Understanding Your Retirement Benefits” on August 22, 2022; session was facilitated by Georgia Municipal Association (GMA).
- ✦ City’s Hiring & Turnover stats for August 2022:
 - New Hires – fifteen (14) employees
 - Separations – four (4) employees; 2-Voluntary, 1-Involuntary; 1- Retirement
- ✦ Extended three (3) conditional offers to new hires for the September new hire orientations; Various offers included the hiring incentive pay.

Project Status:

- Classification & Compensation Study project near completion. Seven of the eleven work task plans have been finalized. Presentation to be held with City Administration on September 9, 2022.
- Compensation Leave policy reviewed and recommendations provided; Recommendations for Comp Leave payout for Fire 24-hr shift employees being finalized.
- Policy updates in progress (Pandemic Leave, Standards of Conduct, Military Leave, Maternity/Parental Leave, On-Call Policy, Telework policy, Workers’ Comp policy, Comp Plan/Incentive Pay policy).



Upcoming Events/Actions/Meetings:

- ✚ Human Resources Professional Day upcoming on September 26, 2022.
- ✚ Breast Cancer Awareness Month upcoming in October 2023; Breast Cancer Awareness Week upcoming on October 4th – October 7th.
- ✚ Employee Appreciation Day moved to May 2023, date to be determined.
- ✚ Mental Health awareness leadership training in FY23; date to be determined.



Parks & Recreations

Director: Chapin Payne

August 2022

August Monthly Report

Department Highlights/Accomplishments:

- GRPA Afterschool Boost Grant received in the amount of \$59,000
 - Afterschool projected start date – October 2022
- Fairburn Flames Football/Cheer season registration completed- 250 participants – First Game 8/27/2022
- Water Aerobics – 200 August participants- Last Class Thursday September 1
- Program Launch – Sensational Senior Summer
 - Self Defense Class in partnership with Fairburn Police Department – 25 senior participants
 - Movie and Popcorn – 20 senior participants
 - Walking Club – 35 senior participants
 - Line Dance - 32 senior participants per class -Tuesday and Thursday weekly
 - Chair Aerobics - 20 senior participants
- Fall Festival - October 1, 2022
 - Theme: Yes, its Back!
 - Vendor Applications Received- 18
 - Musical Guest Secured– Releasing on 9/6

Department Updates:

- Pool & Splash Pad Information
 - Last weekday at the pool July 29th – Weekends only
 - Pool closes – Sunday, Sept. 3rd
- Fall Festival – Planning on going with securing vendors, and musical guest line up.
- New Program: Fairburn After School Enrichment Program – Received full amount of \$59,000 – Currently planning logistics of afterschool enrichment program.
- New Program: Senior Walking Club – Every Monday & Wednesday / May – August



New Program: Fairburn Flames Football/Cheer – Monday through Thursday

- July- November
- New Program: Fairburn Cross Country – Beginning September-Registration now open

Project Status:

- 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
- Fall Festival planning – on-going
- Youth Center access control – Moved to D. Parks

Upcoming Events/Actions/Meetings:

- September 1st – Sensational Senior Summer Cookout
- September – Chair Aerobics – Every Friday
- September 6th – Fall Festival Meeting #3
- September 21st – Senior Tablet Workshop
- September – November Football Games every Saturday
- Oct. 1st – Fairburn Fall Festival

Marketing Materials:



Fairburn
Established to Succeed

FALL FESTIVAL
AND THE
Taste of Fairburn

Parade | Vendors | Live Music

SAVE THE DATE
OCTOBER 1, 2022

Fairburn
Established to Succeed
Dept. of Parks & Recreation

CHAIR AEROBICS

Free Workout Class

A fun way to achieve your fitness goals!

EVERY FRIDAY

11:00 AM - 12:00 PM

FAIRBURN YOUTH CENTER
149 S.W. BROAD STREET
FAIRBURN, GA 30213

Register by calling (770) 964-2244
ext. 133 or via email at
shjackson@fairburn.com

City of Fairburn Parks & Recreation

LINE DANCING CLASS

Every Tuesday & Thursday

Free Class
Ages 55 and Older

11:30 AM - 12:30 PM

FAIRBURN YOUTH CENTER
149 SW Broad Street



Physical Distancing Enforced

DUNCAN PARK POOL & SPLASH PAD
6000 RIVERYOWN RD., FAIRBURN, GA 30213

Now Open!

Saturday & Sunday
1:00pm - 6:00pm

Session Schedule:

1:00 PM - 3:00 PM

4:00 PM - 6:00 PM

3:00pm - 4:00pm (closed for cleaning)

General Admission - \$4.00
2 & Under - FREE



Fairburn
Established to Succeed
Dept. of Parks & Recreation

Pool closes September 26th for the season



FAIRBURN PARKS AND RECREATION DEPARTMENT

Fairburn Flames
Football

-OPENING DAY-
SATURDAY 8/27

- 9:00AM 6U BURN UNIT VS. WILLIAM WALKER
- 10:30AM 7U HOT BOYZ VS. SSE MUSTANGS
- 12:00PM 8U FAIRBURN FLAMES VS. MILFORD WARRIORS
- 1:30PM 9U FAIRBURN FLAMES VS. MILFORD WARRIORS
- 3:30PM 10U FAIRBURN FLAMES VS. WILLIAM WALKER
- 5:30PM 11U FLAME GANG VS. WILLIAM WALKER
- 7:30PM 12U FAIRBURN FLAMES VS. WILLIAM WALKER



DUNCAN PARK
6000 RIVERTOWN RD FAIRBURN, GA 30213

Fairburn Parks and Recreation
Youth Cross Country

REGISTRATION
NOW OPEN!

\$75.00
PRACTICE HELD TUESDAY & THURSDAY
6:15pm - 7:15pm (starting Sept. 27th)

AGES: 7-14

Register Online @ www.fairburn.com
"How Do I"



MORE INFO & REGISTRATION:
CONTACT: (770) 964-2244 EXT. 450
OR Cpayne@fairburn.com





Planning and Zoning

Interim Director: Rebecca Keefer

August 2022

Department Highlights/Accomplishments:

1. Community Garden Strategy adopted August 8, 2022.

Boards & Commissions Meetings

1. The Planning and Zoning Commission meeting was held on August 2nd.

Community Meetings and other Meetings:

Department Updates:

Permit Type & Other	Number Issued
Sign Permit	0
Film Permit	0
Short Term Rental Permit	2
Special Event Permit	0
Occupational Tax License Review	7
Zoning Verification Letter	1
Yard Sale Permit	4

Project Status:

Community Development Projects Under Review

Project Name	Plan Type
96 Howell	Site Development Plan



Buckingham - Google	Site Development Plan
Vickers Road - Lennar	Site Development Plan
South Park Bldg. B & C	Conceptual Site Plan
Copart	Clearing and Grading
Evergreen Subdivision	Conceptual Plat
Renaissance Park Apartments	Conceptual Site Plan
Renaissance Park Apartments	Final/Combination Plat
Evergreen Subdivision	Preliminary Plat
Fairburn Village Center	Conceptual Site Plan

Upcoming Events/Actions/Meetings:

Upcoming Planning and Zoning Commission meetings – September 13th (Rescheduled from September 6)

Upcoming Board of Appeals meetings – September 15th

Processed Rezoning/Use Permit Petitions

A request to rezone 70.17 acres from PD (Planned Development) to PD (Planned Development) to accommodate 114 single-family residential lots, 126 townhouses, commercial uses, and a convalescent center/nursing home/hospice and personal care home/assisted living/hospice facility, with two concurrent use permits and two concurrent variances – **City Council - August 22, 2022 – CONDITIONAL APPROVAL**

Upcoming Rezoning/Use Permit Petitions

MCRT SFR Investment/Battle Law - A request to rezone 41.89 acres from AG (Agriculture) to RM-12 (Multi-family Residential) for a 194-unit multi-family townhouse development.

**Meeting Dates: Planning and Zoning Commission – October 4, 2022 (tentative)
City Council – November 14, 2022 (tentative)**

Fairburn 55 – Use permit request to allow senior housing in the AG zoning district with four concurrent variances including, reducing the front yard setback along Oakley Industrial Blvd from 100' to 50'; allowing rent-occupied units; increasing the lot coverage maximum from 15% to 28.6%; and allowing parking in the minimum front yard setback.

**Meeting Dates: Planning and Zoning Commission – October 4, 2022
City Council – November 14, 2022**



Upcoming Variance Petitions

Rhys Black & Shannon Loe - A request to reduce the side yard setback to allow the renovation of an existing structure into an accessory dwelling structure.

Meeting Dates: Planning and Zoning Commission – September 13, 2022

Bohannon Road Distribution Center – Requests to encroach 23,186 square feet into the 25' impervious stream buffer and to encroach 26,058 square feet into the 25' stream buffer feet.

Meeting Dates: Board of Appeals – September 15, 2022

Jose Gomes - A request to reduce the side yard setback from 10' to 5' to allow for an addition to an existing home.

Meeting Dates: Planning and Zoning Commission – October 4, 2022

Upcoming Plats

Evergreen Subdivision Concept Plat – **September 13, 2022**

Renaissance Park Concept Plat – **September 13, 2022**

Evergreen Subdivision Preliminary Plat – **October 4, 2022 (tentative)**

Renaissance Park Final/Combination Plat – **October 4, 2022 (tentative)**

Fairburn Village Center Conceptual Plat – **October 4, 2022 (tentative)**

Proposed Text Amendments

1. Add liquor stores to the list of prohibited uses within the Highway 74 Overlay District
2. 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)
3. Notice of public hearing letters to property owners distance increase from 500 feet
4. Zoning Procedures Law procedural amendments
5. Conceptual Plat expiration period.
6. Define front, side, and rear yard.
7. Define allowed uses in the DTMU zoning district.

The above-mentioned text amendments are under legal review.

Creative Placemaking and Public Art Initiatives

1. Call for Artists for Creative Crosswalks

SCHEDULE

1. Publish Call for Artist on **June 22, 2022**
2. Deadline for all artist proposal submissions on **July 21, 2022**, by 5:00 p.m. EST
3. Proposal reviewed and selected by City Staff and Art Advisory Council late **August 2022**
4. Final designs and artists presented to Fairburn City Council **September 12, 2022**
5. Selected Artist(s) notified, public announcement and showcase of artists and design late **September 2022**
6. Crosswalks completed by late **October 2022**



Police Department

Director: Chief James A. McCarthy

August 2022

Department Highlights/Accomplishments:

- Active shooter training for officers
- Senior self-defense training at youth center

Department Updates:

- Currently have 4 vacancies
- Open range (firing range) 9/20 and 9/22

Project Status:

- Power DMS software integration started and in progress

Upcoming Events/Actions/Meetings:

- Command Staff meeting every Wednesday at 10 AM
- A student from Kennesaw State University will be starting an internship with the PD in October



Fairburn Police Department

James McCarthy

Chief of Police

191 SW Broad Street
Fairburn, GA 30213

Phone: 770-964-1441
Fax: 770-774-7908



August 2022 Crime Report

Total Part 1 Crime Incidents

○ 2022 YTD	218
○ 2021	328
○ 2020	416
○ 2019	589
○ 2018	709
○ 2017	824

Part 1 crimes are murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, theft, and arson

Month	Increase / Decrease Same Month Prior Year	Total Part 1 Crimes
January 2021	- 56.9%	26
February 2021	- 7.4%	25
March 2021	- 19.4%	31
April 2021	- 22.2%	21
May 2021	4%	26
June 2021	- 9.6%	29
July 2021	- 14.2%	32
August 2021	- 35.2%	24
September 2021	- 30.5%	26
October 2021	- 31%	27
November 2021	36%	32
December 2021	- 23.6%	28
January 2022	7%	28
February 2022	- 8%	23
March 2022	- 9.6%	27
April 2022	4.7%	22
May 2022	30.7%	34
June 2022	17.2%	34
July 2022	- 37.5%	20
August 2022	37.5%	33



Fairburn Police Department

James McCarthy

Chief of Police



Executive Summary August 2022

- **Uniform Patrol Division**
 - Total Calls Answered: 771
 - Self-Initiated 1,142
 - Dispatched 771
 - Arrests 51
 - Arrest – Released 43
 - Citations 473
 - Warnings 622
 - Incident Reports 289
 - Accident Reports 91
- **Special Services**
 - N/A, units assigned to patrol division
- **Criminal Inv. Division – August**
 - Cases Assigned 64
 - Ex-Cleared 2
 - Cleared by Arrest 3
 - Unfounded 0
 - Inactivated 14
- **CID – Cases Prior to August**
 - Carry Over 178
 - Ex-Cleared 7
 - Cleared by Arrest 7
 - Unfounded 2
 - Inactivated 26
- **Internal Affairs**
 - Vacancies
 - 4 police officers
 - 1 military leave (PD)

Police	
August 2020	
• Citations	556
• Warnings	1,311
• Arrests	28
• A/R	88
August 2021	
• Citations	676
• Warnings	1,393
• Arrests	35
• A/R	71
August 2022	
• Citations	473
• Warnings	622
• Arrests	51
• A/R	43
<i>Aug. '21 compared to Aug. '22 37.5% Part 1 crime increase</i>	

Code Enforcement	
August 2022	
• Care of Prem.	52
• Self-Initiated	87
• Stop Work	2
• Signs Rmvd	28
• Door Hngrs	37
• 5 Day Notice	54
• Citations	5
• Complaints Resolved	26
• Closed cases	119



Police Department

Director: Chief James A. McCarthy

August 2022

Department Highlights/Accomplishments:

- Active shooter training for officers
- Senior self-defense training at youth center

Department Updates:

- Currently have 4 vacancies
- Open range (firing range) 9/20 and 9/22

Project Status:

- Power DMS software integration started and in progress

Upcoming Events/Actions/Meetings:

- Command Staff meeting every Wednesday at 10 AM
- A student from Kennesaw State University will be starting an internship with the PD in October



Property Management

Contractor: Dana Smith

August 2022

Department Highlights/Accomplishments:

- Repaired leaking HVAC system in Fire HQ.
- Repaired broken lock at Fire HQ.
- Pre-Proposal Meeting for RFP for design services for Fire Station 23 held.
- Pre-Proposal Meeting for RFP for design services for City Facility Property Condition Assessment held.
- Old Campbell Courthouse post fire investigation are in progress by Fire Investigators and the Insurance company. The post fire building stabilization and mitigation is ongoing.
- Secured vendor to perform roofing replacement at Police HQ.
- Secured vendor to provide temporary Fire Station.
- Secured vendor to repair leaking roof at Educational Campus Student Center.

Department Updates:

- Facility Manager position, vacant for over two years, is currently advertised to fill the vacancy for this department.

Project Status:

- RFP for design services for Fire Station 23 Published.
- RFP for City Facility Property Condition Assessment Published.
- Roofing replacement at Police HQ scheduled to begin 1st week of September weather permitting.
- Scheduled a vendor to perform roofing assessments of Fire Station HQ, Fire Station 21, and Municipal Court buildings.
- Finalizing contract with vendor providing temporary Fire Station.
- Pricing installation of exterior hose bibs at Armando's.
- Pricing brick dumpster enclosures at Armando's and Casablanca.
- Working with Fire Department to complete acquisition and installation of generator for Fire Station HQ/ Fire Station 22/Youth Center Building.



Upcoming Events/Actions/Meetings:

- Scheduled elevator inspections for Educational Campus Administration building with Georgia Department of Insurance and Safety Fire.
- Publish RFP for On Call Design Architectural services.
- Begin design of utilities for temporary Fire Station.
- Publish RFPs for on Call/Preferred Maintenance Contractor services.
- Publish RFP for Preventive Maintenance contracts.
- Spatial planning of unused Fairburn Educational buildings (Breneau and Shell buildings).
- Assess emergency power and generator connections at Police HQ.



STREET DEPARTMENT

Director: Gale Higgs

August 2022

Department Highlights/Accomplishments:

2 New Employees Hired

Department Updates:

2 Trees Have Been Removed from Bay St/Jonesboro Rd

Walk Bridge Near Fire Station Painted

Sidewalk Repairs on Senoia Rd

Road Patchwork Complete on John Rivers Rd

Sign Replacements / Installation Throughout

Project Status: Pending

Employee Flagger Training

Fuel Software Upgrade Completion

Community Fall Clean Up / Shred Event

Multi Area Sidewalk Repairs

Upcoming Events/Actions/Meetings:

City Concert Scheduled for 9/16/2022

City Fall Festival 10/1/2022



Utilities Department

Director: John D. Martin, QWLA

August 2022

Department Highlights/Accomplishments:

Director's Office:

- Department Head Focus Group- Utilities Meeting (August 1st)
- Utilities Department Weekly Leadership Meeting (Every Monday)
- Payment Arrangements-Teams Meeting with Utilities and City Administration (August 2nd)
- Teams Meeting: EPD Non-Compliance Letter Discussion (August 2nd)
- Teams Meeting: Employee Accommodation with HR (August 2nd)
- Mandatory Leadership Meeting to discuss the number of employees attending funeral (August 3rd)
- Meeting with Kendall Supply: InCode Meter Codes (August 4th)
- On-Call Policy Meeting with HR (August 4th)
- EPD District Inspection for Water Sampling (August 10th)
- Conference Call Meeting with Fairburn and MEAG Power (August 10th)
- Utilities Department Budget Presentation (City Hall) (August 15th)
- Budget Meeting @ City Hall (August 15th)
- Worker's Comp Leadership Training Meeting in Council Chambers (August 10th)
- Fire Hydrant Replacement Preconstruction Meeting (August 17th)
- Meeting with Integrated Science on Water Meter Details/Sanitary Survey (August 17th)
- Monthly Project Meeting with Integrated Science Engineering (August 11th)
- Teams Meeting with Finance, MEAG, and Utilities (August 19th)
- Department Leadership meeting (August 5th & August 18th)
- GFL Meeting @ City Hall (August 23rd)
- Meeting with NxKem- Medicine Cabinets and AED Services (August 25th)
- Zoom Meeting with Finance, Paymentus, and Utilities (August 25th)
- Teams Meeting concerning Fairburn MEAG Billing (August 26th)
- Bi-weekly Department Meeting with Assistant City Administrator's Office (August 30th)
- Fairburn Water Meter Replacement Program Kick-off Meeting (August 30th)
- Fairburn Discussion Meeting with Georgia Cities (August 30th)
- RAMP Training with Finance Director (August 30th)
- Middle Chattahoochee Water Authority Meeting with Tom Owens (August 31st)



Customer Service/Meter Reading:

Meetings:

- Focus Group Meeting for Salary Class & Comp. study.
- Meeting with City Administrator's Office about utility payment arrangement policy with the Utilities Director.
- Employee Accommodation meeting with Human Resources Director & Utilities Director.
- Meeting with Kevin Purcell & Jason Kendall (Kendall Supply) about setting up new Incode Meter Type Codes for Meter Change Out.
- Meeting with Human Resources, Streets Director & Utilities Director about the "On-Call" policy.
- Leadership Training on Workers' Comp with Human Resources.
- Meeting with Chau Nguyen (Electric Cities of Georgia) regarding billing discrepancies on commercial customer (ABL).
- Introduction meeting with GFL's New Leadership Team (Vice President, General Manager, Ops Manager), City Administrator & Utilities Director.
- "Teams" Meeting with Cintas Team, City Administrator's Office & Utilities Director about medicine cabinets and AED services.
- Meeting with Paymentus & Finance Team(s) to further discuss plans on implementation for new payment methods.
- "Water Meter Replacement Program" Kickoff meeting with Kevin, Jason, Charles Bowden (Meter Contractor) & Utilities Team (Leadership & Billing Team).

Tasks:

- Worked closely with GFL Leadership Team to rectify escalated service issues.
- Conducted "Citywide" field audits to gather information for yard waste, recycling, waste, and bulk scheduling.
- Completed account review and 12-month adjustment on ABL Technic account for reading discrepancies.
- Reached out to seriously delinquent customers, via email/phone, to settle past due balances.
- Worked closely with Utilities Director & Procurement Manager on compiling data for Sanitation Services RFP.
- Worked closely with Water Superintendent on water meter tampering for new constructions in the city. Sent 6-7 locations to Code Enforcement for possible tampering on Broadmoor Way & Somerset Hills.
- Worked on special project for Landmark Christian Academy, with representative Nita Elliott; regarding all electric/water meters for the school.
- Compiled billing statistics for Benchmark Data from Katrina Bond (ECG).
- Provided the "Utilities Administration Goals & Accomplishments" for Fiscal Year 2022-2023.



- Worked closely with John Stein (Energy Contractor) and provided billing statistics for yearly energy audit.

Billing Information:

Utility Bill Count: 7,028 (TOTAL), 6,408 (MAILED)

- **537 work order requests** (**412** – Meter Readers, **78** – Water Team, **39** – Electric, **8** – Miscellaneous) were completed for the month of August
- **52** service disconnections issued on seriously delinquent accounts.
- Meter Reading Staff successfully collected **1,071 visual reads for billing**.

Electric:

- Re-visited contractor install of Cora M. Robinson Park lights. All rubber goods, sticks, and ground cables tested by Irby on trucks.
- Continued to repair lights at Cora M. Robinson Park. Met with Brad Schiffer about t-6 switch and t-9 switch changed all preferred settings to FO852.
- Completed make ready poles for AT & T revenue collection.
- Tree trimming continues started moving phases on primary pole at Senoia Road and East Broad Street
- Completed work on primary pole at East Broad Street
- Vine maintenance at Fireside Subdivision. Started JAT survey
- Meeting with flashing light contractor at Rivertown Road. Crew prepped both primary poles for installation on Senoia Road and East Broad Street. JAT survey
- Hand dug pole hole on East Broad Street and set primary pole. Completed transfer of phases. JAT survey.
- Hand dug pole hole and replaced primary pole at 51 Senoia Road. Completed work orders. Tree trimming continues Bay Street
- Heavy equipment work orders completed. Meeting with contractor for Electrolux, restock, and inventory of materials.



- Set 45' pole at 51 Senoia Rd. work orders. Tree trimming continued. Mahaffey Street.
- Removed bad primary pole at Police Department. Replaced with 45' pole, new crossarm new conductor, re-established riser to Police Department. Repaired damaged primary cable restored power. Tree trimming continued -Bay Street.
- Training- James Adams ECG. Meeting with Greg Lee ECG concerning 92 Howell Avenue to confirm 3 phase temp plans.
- Completed pole framing stilt and installed new overhead service for crosswalk at Magnolia Subdivision. Installed wildlife prevention.
- Meeting about GMA benefits.
- Pulling in 1/0 conductor for Electrolux and trimming in row at 92, meeting with Director over rates, Internet down.
- Setting 300KVA transformer at Electrolux, terminating 1/0 cables, scheduling outages at Electrolux and discount tire. Tree trimming at Funeral home easement.
- Completed overhead upgrade at 92 Howell Ave. Meeting with Director on rates, received stock, and placed on shelf. Tree trimming at hotspot on Hwy 29.

Water/Sewer:

- Fire Flow Test (8040 Senoia Road)
- Flushed fire hydrant on Cole Street
- Unclogged sewer lateral: None
- Rereads: 12
- Meter Leaks: 8
- Meter Installations: 17
- Locates: 3
- Check Low Water Pressure: 1
- Meter Maintenance: 7
- Replaced meter lids: 2
- Monthly On-calls: 11
- Sewer Back-ups: 2

Stormwater:

- Identifying and inspecting of damaged storm drains
- Jetted overflowing storm drains
- Repaired storm drain-Colony Trail



COVID-19:

- Water and Sewer personnel are maintaining restrictions and social distancing.
- Utilities buildings are wiped down on Mondays and Thursdays to prevent exposure.

Department Updates:

- Customer Service/Meter Reader Work orders completed: 412
- Water/Sewer Work orders completed: 78

Project Status:

- Lift Station Project-Lowest Bidder-Crawford Grading and Piping
- Fire Hydrant Replacement Preconstruction Meeting (August 17th)
- Shockley Plumbing, Inc. Kick-off Meeting completed
- Upgrade Power Grid (Elder & Poplar)-Bid preparation
- 2021 Storm Drain Lining Project (*In Progress-awaiting easements*)

Upcoming Events/Actions/Meetings:

- Upgrade Power Grid (Elder & Poplar)
- Overhead to Underground Power Installation (Rivertown Road) FY23
- Implementation of the Backflow software (*On-going*)
- Prepare Backflow Ordinance for Mayor and Council approval (*In Progress*)
- Review meter details for new developments and renovations-Scheduled for August 17th meeting-completed