

# CITY ADMINISTRATOR'S MONTHLY REPORT 2025

## March

---

REFLECTING ON  
ACHIEVEMENTS, INSPIRING  
FUTURE POSSIBILITIES

Prepared By:  
Tony M. Phillips



# Leading with Vision, Inspiring Success

*Greetings Honorable Mayor and City Council Members,*

Fairburn is a city on the move, making positive strides through collaboration so we are all “Stronger Together.” During February 2025 city departments, community stakeholders, and elected leaders have worked together to continue the positive record of service, accomplishments and success. The following report for the month of January shares some positive highlights and encouraging progress that we have made together, in the city “Situated to Succeed” As public servants we have worked hard to create a city that is responsive to the needs of our residents. February saw the kickoff of our Comprehensive Plan update. With over fifty live attendees and over 1400 views online. Economic Development had a solid month of progress, completing the Train Depot RFP and evaluation, and identifying Buttermilk Biscuit Restaurant as a new tenant for the downtown destination location. Downtown beautification efforts continue with planter installation, banners, holiday décor, and building wrap for vacant spaces.

Public Safety continued to set a standard of excellence and service. The Fire Department is proud to announce that our Firefighters have successfully completed comprehensive training conducted by Pierce Manufacturing on our new fire

apparatuses. The Police Department saw another successful month of crime reduction across all key indicators, while maintaining a focus on community policing and service. The Police Department was glad to participate and support the Love of Reading event at Campbell Elementary on 2/14, and the Career Day on 2/26. The Human Resources team held the first annual Wellness Fair on Thursday, February 20, 2025, from 11am-1pm. The wellness fair featured vendors aligned with the City’s 8 Dimensions of Wellness. This event promoted a healthy lifestyle.

Parks & Recreation continued to offer a diverse list of youth and senior programs. Including the annual father-daughter ball. Planning & Zoning continues its collaborative and community focused work on the Comprehensive Plan update. The Code Enforcement team recently attended the Georgia Association of Code Enforcement Officers conference.

Fairburn Power started a new lineman and was able to add two new bucket trucks to their fleet. Fairburn Water conducted a joint tour of the Hwy 92 Booster Pump Station with the City of Fairburn and City of Atlanta Public Works. Fairburn Public Works continued the pedestrian improvements on various city roads.



Another successful month of service and accomplishment demonstrates that Fairburn is a clearly a city “Situated to Succeed.” With the visionary leadership of our Mayor & City Council, the dedication of our highly qualified and experienced City Staff, the support of our residents, and a vision for the future, we are building a stronger, safer, and more connected Fairburn. We are moving forward toward an exciting future and working collaboratively to shape Fairburn’s next chapter. Ensuring that we are all “Stronger Together.”

*Tony M. Phillips*

**Tony M. Phillips**  
City Administrator



## **Key Accomplishments & Initiatives**

- 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. Public engagement meetings were held, and more temporary roofing measures to ensure watertightness have been installed.
- Safety Training Center Master Plan is complete.
- Public Safety Complex is in design development phase and design is ongoing. Design Development documents are scheduled to be completed next month.
- Fire Station 23 is in progress.
- The City Administration parking lot solicitation has closed and submissions are under review.
- Completed Fairburn Annex concrete and wall repairs.
- 102 Howell Avenue Generator design is nearly complete, and pricing is being evaluated.

## **Safety & Risk Management**

- Managed First Aid, AED & Fire Extinguisher services.
- Maintained vendors, consultants, and contractor's Certificate of Insurance to comply with contractual and regulatory requirements.
- Completed the City's insurance renewal process.
- Created and distributed the Monthly Safety Newsletter - Healthy Heart Tips!
- Attended Harmony in Leadership Training.
- Participated in COF's 1st Annual Wellness Fair.
- Collaborated with COF Fire Department to successfully implement (2) AED & CPR training sessions



**170**

**Open Records Requests**  
Received for January



**\$1,483**

**Open Records Requests**  
Payments Received

## Key Accomplishments & Initiatives

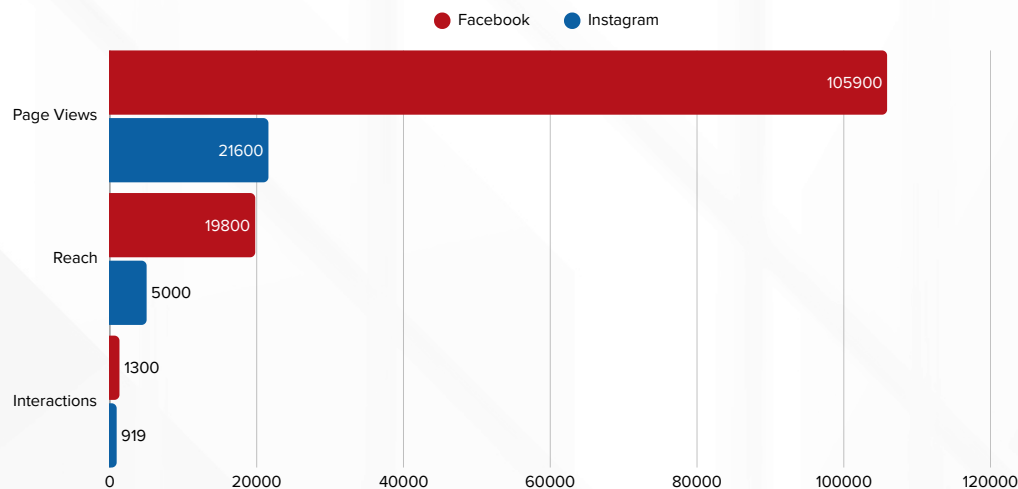
- Processed Mayor and Council RAMP Cards
- Processed NLC Checks for Washington, DC
- Processed GMA Request for Checks for Council
- Emailed weekly open record reports to City Attorney, Mayor and City Administrator
- Processed City Council Minutes
- Signed Business Licenses and Alcohol Licenses
- Processed all Invoice Payments
- Worked on new Election Information for 2025
- Prepared Work Session & Council Agenda Packets
- Completed and filed all February Contracts

# Communications Department

DIRECTOR: JACQUELINE HOWELL

## Key Accomplishments & Initiatives

- Facilitated record attendance of the first Comprehensive Plan update meeting. **50+ live attendees and over 1,400 views online.**
- Developed framework for the “Where Your Money Goes” transparency page
- Developing internal policies and guidelines for effective communication



NextDoor

**6,705 Members**



YouTube

**690 Page Views**

## February 2025 Priorities

- Launch the first edition in Q2 of the City of Fairburn’s Quarterly E-Magazine, highlighting major projects and community initiatives
- Strengthen community engagement efforts by launching targeted outreach campaigns to underrepresented demographics
- Launch “Behind the Scenes” city updates and leadership spotlights to enhance audience engagement
- Expanded community engagement beyond city events, with targeted outreach to underrepresented groups
- Supported the Love Thy Neighbor initiative, increasing program participation by 20%
- Develop the Citywide Sponsorship Plan which will support city initiatives
- Develop “Fairburn 411: The Inside Scoop On Your City” video/podcast series to provide clear, engaging updates on key city initiatives
- Continue to increase social engagement on all city platforms
- Hire a Communications Coordinator



## **Key Accomplishments & Initiatives**

---

- Processed monthly state funds report
- Processed Record Restrictions Requests
- Responded to Open Records Requests
- Completed all scheduled Court Sessions
- National Center for State Courts (NCSC) Training
- CourtTRAX training
- Municipal Court Clerk Training
- Prepared AOC Stat Report
- Continue to review, revise court forms, fines, and SOP

## **February 2025 Priorities**

---

- Conduct Amnesty Month in March, the Fairburn Municipal Court waives all penalties for outstanding traffic citations.

# Economic Development

**DIRECTOR: SYLVIA ABERNATHY**

## Key Accomplishments & Initiatives

- Attended the National Grocers Association (NGA) conference participating in event regarding national and international retailers, conducting pitch meetings, attending plenary sessions regarding emerging markets that include industry insights, merchandising, global markets, and technology; engaged in one-on-one meetings with potential grocers regarding Fairburn's market.
- JV Education Campus Education Plan updated development plan, refocusing project timeline to broaden pool of proposed developers; incorporating parking solutions and destination points as proposed by the connectivity study.
- New Business Opening – Conducted ribbon-cutting event for Lavish Nails Salon.
- Third Annual Black History Month Inventor's Museum and Cultural celebration featuring the Creekside Marching Band, Deandre Nico from the Voice, spoken word artist, dance, and local businesses.

### Business Recruitment, Retention, & Site Review

- Completed site development meetings with prospective independent grocers in conjunction with ECG economic development retail consultants.
- Main Street Programs – Monthly community activities report (CAR) submissions for required reporting, work plan implementation, and training.

### Community Engagement & Workforce Development

- Participated in Monthly Parent Council – Global Impact Academy
- Participated in Development Review Meeting.
- Weekly meetings with Booth Management Consulting are held regarding Small Business Development Grant project management, the review of approved grantees, and launching a survey of all participating businesses. Preparing final report of all eligible programs, scheduled for completion in March 2025.

## February 2025 Priorities

### International Trade Mission

- Ongoing collaboration with the International Trade Mission team for continued business exchanges, and investments for the city.

### LCI Gateway Tactical Study Meeting

- Participated in monthly Project Management Team (PMT) meetings.
- Review and completion of transportation options report.
- Review and completion of first 100 day actionable steps.

### Upcoming Events/Actions/Meetings:

- LCI Gateway Connectivity Study Final Report
- Presentation to Mayor and City Council – March 24, 2025
- DA/DDA Meeting
- March 26, 2025



## **Key Accomplishments & Initiatives**

- Downtown beautification efforts continue with planter installation, banners, holiday décor, and building wrap for vacant spaces.
- Main Street Programs – Monthly community activities report (CAR) submissions for required reporting, work plan implementation, and training.



# Department of Finance

DIRECTOR: TOMEKA BILLINGSLEY

## BUSINESS LICENSES

NEW LICENSES:

**6**

RENEWALS:

**45**

OUTSTANDING/  
PENDING UNPAID:

**314**

## NEW SERVICES

ELECTRIC:

**72**

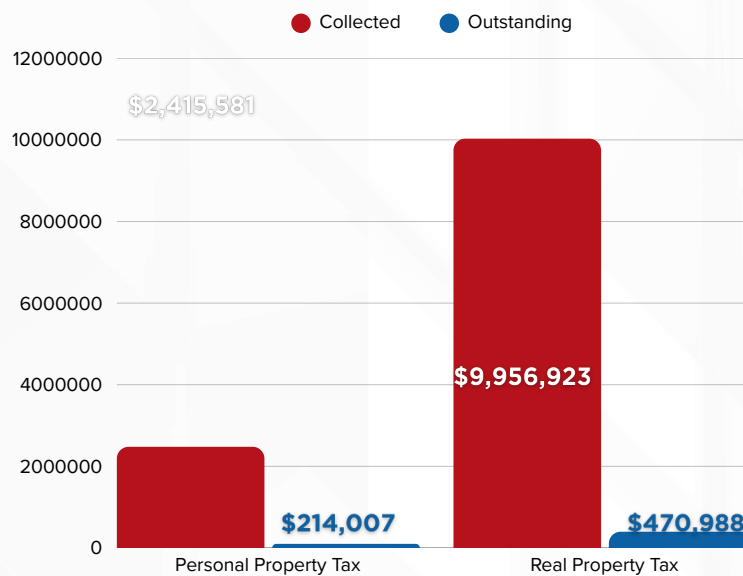
WATER:

**72**

GARBAGE:

**61**

## Taxes Collection of FY 2025 through January 2025



## Key Accomplishments & Initiatives

- Exploring ways to maximize interest income
- Exploring ERP systems (New version of Incode V10)
- Audit Season for FY 2024-Final Stages
- Preparation for GFOA Certification of Annual Report
- Preparing for Budget Season
- Payment Works-Implementation Stage

## February 2025 Priorities

- Postcard mailer to residents regarding the upcoming Homestead Exemption deadline



# Fire Department

DIRECTOR: CHIEF CORNELIUS ROBINSON

## Key Accomplishments & Initiatives

### Completion of the New Fire Apparatus Training

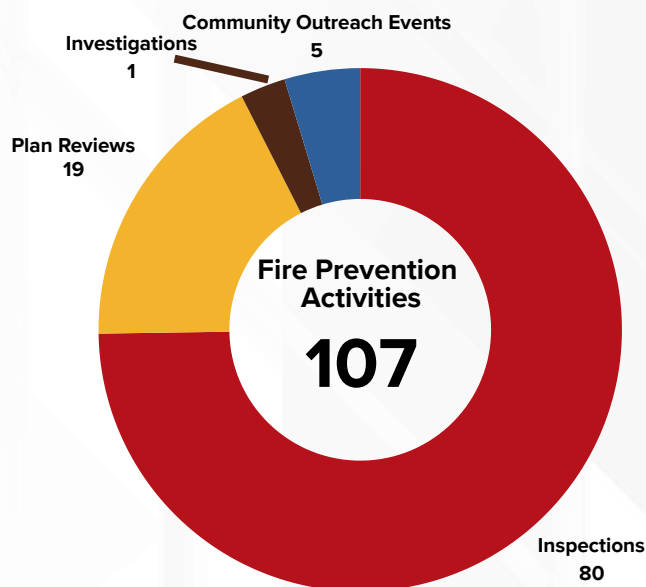
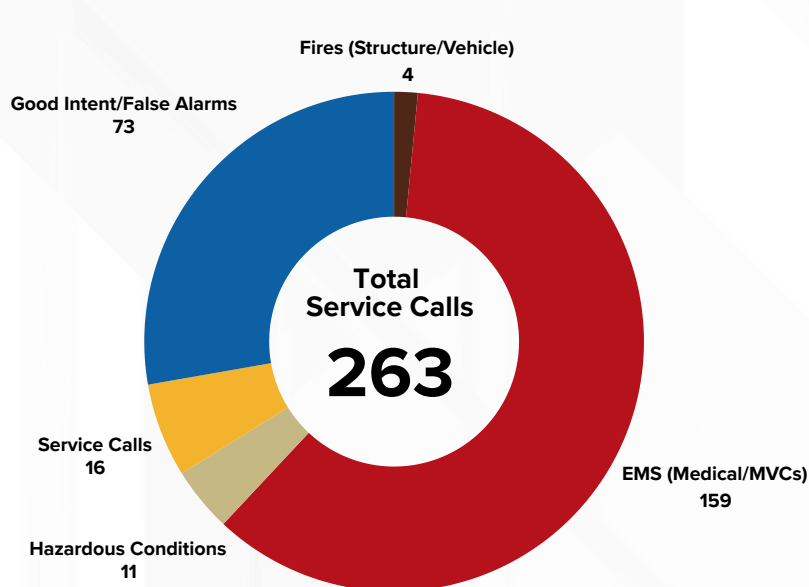
The Fire Department is proud to announce that our Firefighters have successfully completed comprehensive training conducted by Pierce Manufacturing on our new fire apparatuses.

### Upcoming Rope Rescue Training

The Fairburn Fire Department is actively engaged in discussions to implement Rope Rescue Training for its personnel. Rope rescue is a specialized skill set designed for situations where conventional access is limited or hazardous. This training is essential for responding to emergencies such as:

- High-angle rescues on elevated structures, steep terrains or cliffs.
- Confined space rescues below the surface, in tunnels, wells or industrial environments.
- Swiftwater rescues resulting from flooding, that require technical rope rigging for victim recovery.

This type of training is vital for ensuring the safety of both rescuers and victims in complex and challenging rescue scenarios. It equips our Firefighters with the knowledge to establish secure anchor systems, safely ascend or descend with specialized equipment, and effectively extract individuals from dangerous situations. It's just one more way the Fairburn Fire Department is demonstrating its continued commitment to providing the highest level of training and emergency response services.



## **Key Accomplishments & Initiatives**

### **General Services Monthly Workorder Completion**

Work Orders Completed: 61 (Pothole Repairs, Furniture Cleanup, Tire Removals, Sign Replacements, Tree Limb Removal).

### **Emergency Workorders**

- Crosswalk Posts installed at Hwy 29 & Cole St
- Crosswalk Posts Installed at Hwy 29 and E Campbellton

### **Sidewalk Repairs**

- Sidewalk Repairs on Capital Knoll (Multiple)

### **Employee Training / Classes**

- 2 Employees Completed Harmony Leadership Training
- 1 Completed CPR Training
- Entire Team Completed Sexual Harassment Training



# Human Resources

**DIRECTOR: TALISHA CHAMPAGNE**

## Key Accomplishments & Initiatives

The Human Resources team held the 1st annual Wellness Fair on Thursday, February 20, 2025 from 11am-1pm. The wellness fair featured vendors aligned with the City's 8 Dimensions of Wellness. This event promoted a healthy lifestyle wherein employees obtain wellness resources, obtained free bi-metric screenings and onsite results, a boxing training workout, a free bag of fresh fruits and vegetables courtesy of our local farmers, massages, food truck, and live music.

## February 2025 Priorities

Human Resources will host the City's 2025 Benefits Open Enrollment in March 2025. The benefit education sessions will be held March 17th – March 18th. The 2025 benefit election enrollment will be in the Paycom benefits module. The enrollment period will be March 19th – March 21st.



**NEW HIRES**

**7**

**FEBRUARY**



**SEPARATIONS**

**2**

**VOLUNTARY**



## Key Accomplishments & Initiatives

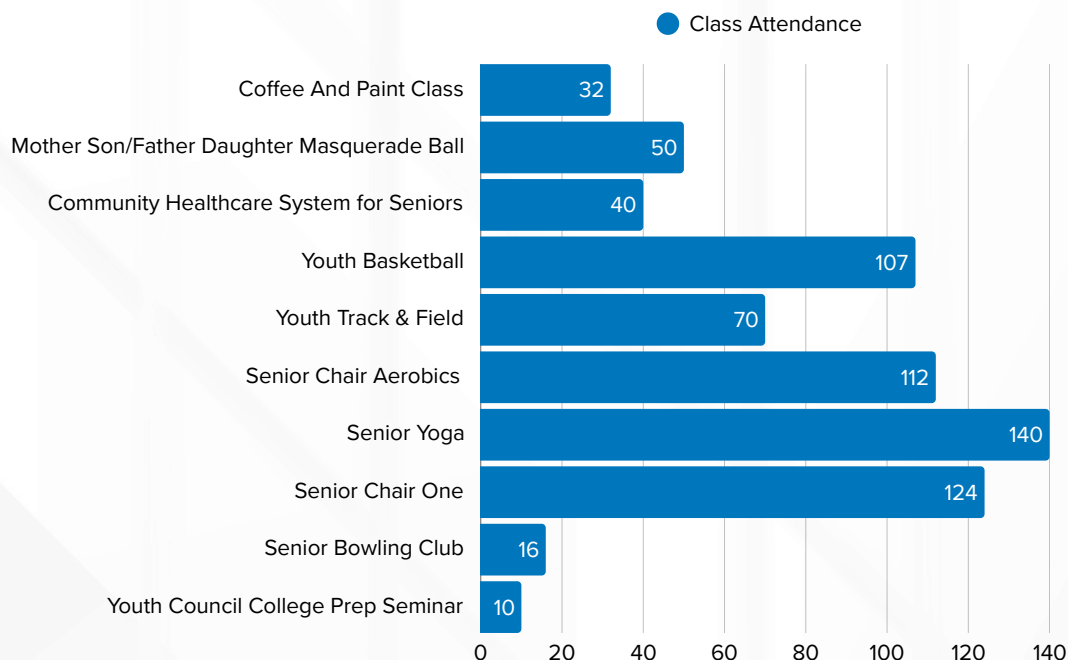
- Resolved 98 NinjaOne IT tickets
- Continued SentinelOne Endpoint protection installations on City equipment
- Managed Barracuda Email Protection Monitoring
- Verizon devices and support
- Provided KnowBe4 quarterly training support
- Continued meetings with CivicPlus on website solicitation
- Continued Asset management solution implementation
- Evaluating new AV systems pricing for City Administration building
- Began investigation into FirstNet and CradlePoint devices
- Billing invoices auditing for Ricoh, Comcast, Verizon, and others
- Continuing Cisco Meraki Network Refresh
- Ongoing solicitation and evaluation of Dell Server build out
- Dedicated Fiber bandwidth increased at 4 locations
- Formatted new COF machines
- Installed new switches at several city facilities
- Reviewed and planned network connectivity for future Public Safety Complex



# Parks & Recreation

**DIRECTOR: CHAPIN SCOTT**

## Monthly Activities – Feb. 2025



## Key Accomplishments & Initiatives

- Duncan Park Pool & Splash Pad – Opening Day May 24, 2025
- Hiring Seasonal Staff – Park Maintenance, Lifeguards, Crew Leaders, Attendants
- Spring Break Camp Registration Opens – March 3
- Summer Camp Registration Opens – March 17th
- Youth Sports
- Youth Tee Ball & Baseball – Registration Closed – 120 Participants
- Youth Soccer partnership with Kids with Goals – Registration Open

## February 2025 Priorities

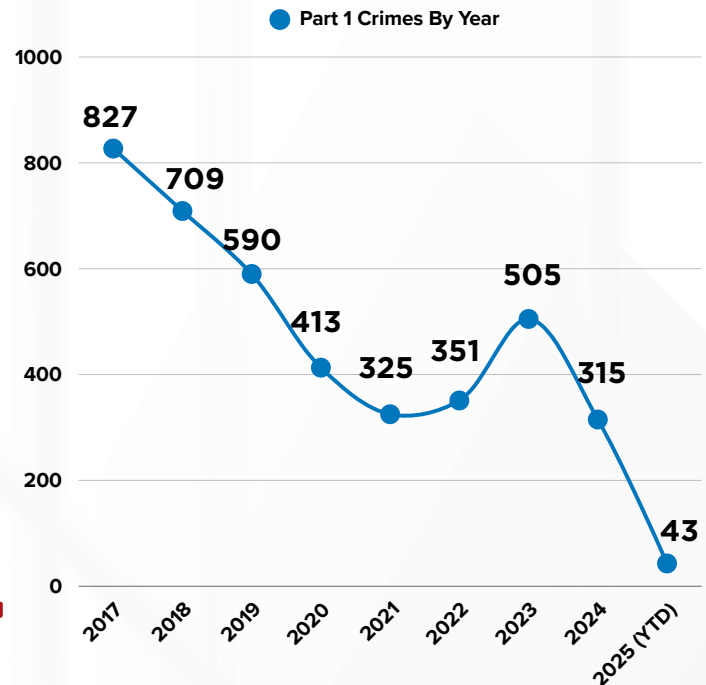
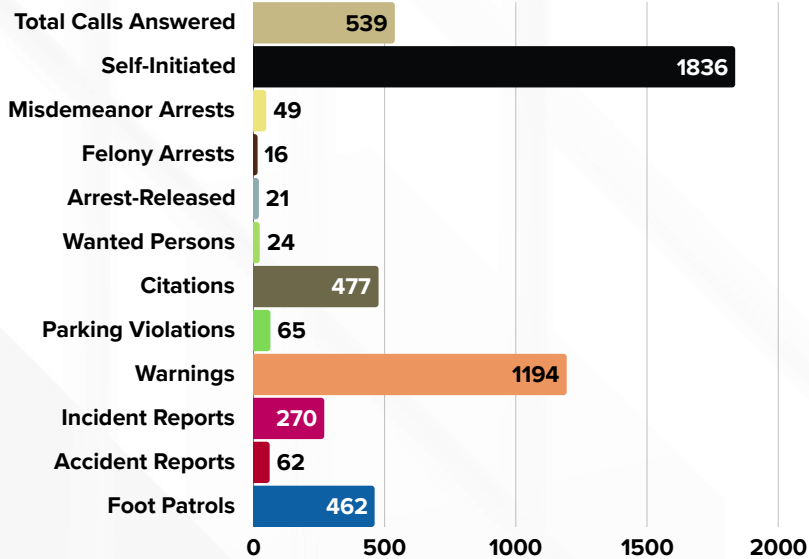
- Tennis Court Fence Repair – in process with Building Maintenance
- Pool House Repairs – in process with Building Maintenance
- Fence Repairs at Baseball Field – In process with building Maintenance
- Youth Basketball Banquet – March 13th and March 14th
- Senior Tea – March 25th



# Police Department

DIRECTOR: CHIEF ANTHONY BAZYDLO

## JANUARY STATISTICS



PART 1 CRIMES ARE MURDER, MANSLAUGHTER, SEX OFFENSES, ROBBERY, AGGRAVATED ASSAULT, BURGLARY, MOTOR VEHICLE THEFT, THEFT, AND ARSON

## February 2025

Murder	Rape	Robbery	Agg. Assault	Arson	Auto Theft	Theft	Burglary
0	1	0	4	0	2	10	3

## February 2025 Priorities

- Partnered with Parks & Rec for senior event and father-daughter ball
- Love of Reading event at Campbell Elementary 2/14
- 2/26 Career Day at Cambell Elementary
- Car seat inspection event being planned in conjunction with Fire Department
- Citizen Police Academy begins March 27



# Planning & Zoning

DIRECTOR: DENISE BROOKINS

## Key Accomplishments & Initiatives

- The Fairburn Comprehensive Plan outlines goals and policies related to land use, transportation, housing, public facilities, economic development, natural resources, and more. The initial kick-off meeting for the update has been completed. During this meeting, participants were asked various questions regarding the perceived strengths, weaknesses, opportunities, and other items affecting Fairburn.
- The Code Enforcement team recently attended the Georgia Association of Code Enforcement Officers conference. During this event, one team member achieved their Level 1 certification, demonstrating a commitment to professional development and knowledge of code enforcement best practices.



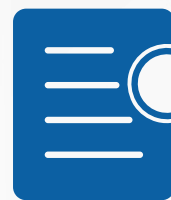
**Total Building Permits Issued**

**67**



**Total Violations Resolved**

**75**



**Total Open Cases**

**113**

**Total Fees Collected**  
**\$195,246.50**

**Total Project Costs**  
**\$5.91 Million**

Project Name	Proposed Use	Type of Request	Location	Next Step
KBD Advisory Group	Multifamily & Commercial	Rezoning and Variance	Milam Rd and. Renaissance Pkwy	Mayor and City Council – 02/24/2025
Durham Lakes (Gas Station)	Gas Station	Concept Plan	101 Durham Lake Pkwy	On Hold - Pending resubmittal of plans
RaceTrac	Gas Station	Concept Plan/Plat	Fairburn Industrial Blvd	PZ Commission – 03/04/2025
Public Safety Complex	Public Safety Building	Concept Plan and Rezoning	Roosevelt Hwy	PZ Commission – 3/04/2025

## February 2025 Priorities

- There is a Planning and Zoning Commission meeting scheduled for April 1, 2025
- Comprehensive Plan Community Meeting scheduled for February 27, 2025



## Key Accomplishments & Initiatives

- Started a new Lineman, Dillion Sims.
- Trees Unlimited is within approximately 2 weeks of completion the clearing of our overhead lines.
- With the help of the legal and finance teams, we completed paperwork required by the purchase of the two bucket trucks.
- Work is beginning on the Valley Brook Drive Overhead Line rebuild.
- Power Superintendent, Anthony Jackson completed the GMA Leadership course.



## Key Accomplishments & Initiatives



### Improvement Projects In Preliminary Engineering

9

1. Fayetteville Road Streetscape Project
2. Brooks Drive Extension Roadway Project
3. W. Broad Street Streetscapes II, Phase I
4. W. Broad Street Streetscapes II, Phase II
5. Mullis Street Pedestrian Improvements
6. Oakley Industrial Blvd. Roadway Extension



### Improvement Projects In Under Construction

2

1. I-85 @ SR 74/Senoia Road Interchange Project (PI#0007841)
2. Pedestrian Improvements on Various City Roads



### Community Development Project Plans Under Review

17

1. T5 ATL IV Data Center
2. Meadow Glen Village
3. 7980 Spence Road Pond Repair
4. Durham Lakes Amenity Center
5. Georgia Renaissance Festival Horse Pasture
6. Whataburger
7. Santa Maria Tapas and Seafood Restaurant
8. Fairburn Texaco Addition
9. Tree of Life Christian Academy
10. GMC Fairburn Campus Parking Lot
11. Strack Shop
12. Meribel Townhomes
13. Cury Bend Development
14. Shugart Farm 2A
15. Vickers Point Subdivision
16. South Park Building C



### Permits Issued

4

1. Right-of-Way Encroachment Permits (3)
2. Land Disturbance Permits (1)



### Improvement Projects In Final Design

18

1. Duncan Park 90% Plans
2. T5 ATL IV Data Center
3. Meadow Glen Village
4. 332 Total Proposed Multi-Family Units
5. 7980 Spence Road Pond Repair
6. Durham Lakes Amenity Center
7. Georgia Renaissance Festival Horse Pasture
8. Whataburger
9. Santa Maria Tapas and Seafood Restaurant
10. Fairburn Texaco Addition
11. Tree of Life Christian Academy
12. GMC Fairburn Campus Parking Lot
13. Strack Shop
14. Meribel Townhomes
15. Cury Bend Development
16. Shugart Farm 2A – Collinsworth Connector
17. Vickers Point Subdivision
18. South Park Building C



### Projects Under Construction

12

1. Vickers Point Subdivision
2. Chick-fil-A Fairburn Senoia Road at Renaissance Pkwy
3. Meribel Townhomes
4. Strack Office Rebuild, Lot 1, 3 Story Building
5. Living Word Church
6. Buckingham Fairburn Warehouse (Google)
7. Fire Station #23
8. Nestle Purina Petcare, Roadway and Drainage Improvements
9. Trillium Reserve Subdivision
10. Copart, Inc. – Fairburn
11. Fern Dale Subdivision
12. Legend Creek Subdivision



# Revenue Administration

**DIRECTOR: DEREK HAMPTON**

## **Key Accomplishments & Initiatives**

- Projected revenues continue to outpace expenditures to date.
- Completed the process of raising the limit on single credit/debit card transactions from \$750.00 to \$3,500.
- Completed the addition of an ACH option for bill payment.
- Executed 4,535 non-cash transactions.
- Opened 85 New Accounts.
- Financial Administrator and Operations Manager completed the GMA Leadership course.
- Participated in ECG Work Session and Board Meeting (Derek Hampton)
- Met with Fulton County Schools to enhance Fairburn's partnership with them.
- Complete SOP's for the Customer Service and Billing teams.

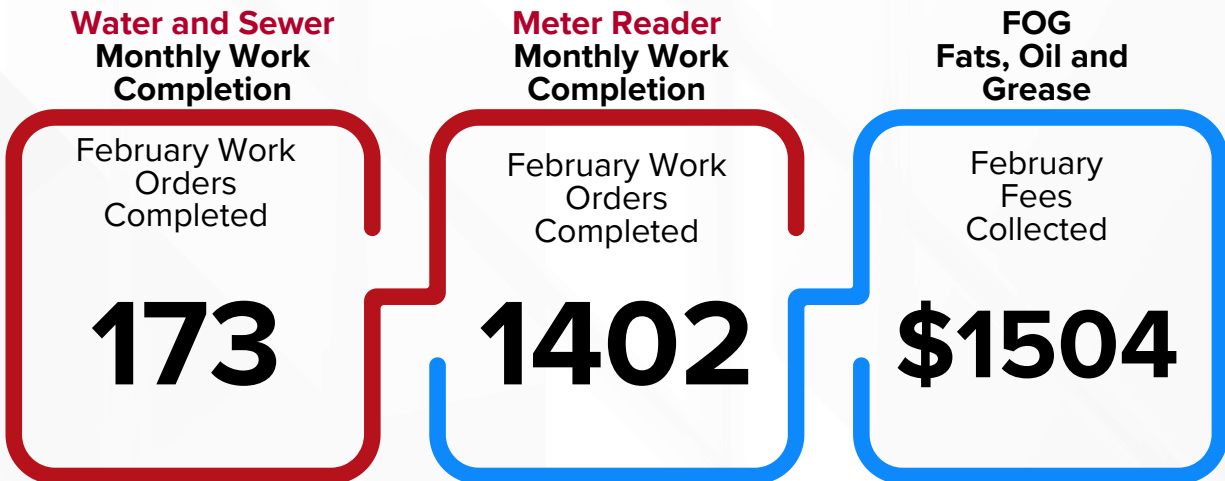


# Water, Sewer & Stormwater

DIRECTOR: DEREK HAMPTON

## Key Accomplishments & Initiatives

- Hwy 92 Booster Pump Station Tour with the City of Fairburn and City of Atlanta
- LCRI Compliance Webinar Series Part 1: Continuing Service Line Inventory Efforts for Effective LCRI Compliance
- Clean Water State Revolving Fund Coaching Sessions
- Georgia Association of Water Professionals (GAWP) Utility Leader Call Meeting
- Fairburn Grundfos Employee Lift and Pump Station Training
- Human Resources Employee Meeting (It's All About Respect)
- Water and Sewer Monthly Work Completion



### Contractor Projects

Repaired water meter @ 7915 Senoia Road

Emergency fire hydrant repairs: Vickery Drive, Woodland Drive

Parkway Drive, and SE Broad Street

Resolved emergency sewer back-up issues on Elder Street, Renaissance

Parkway, Fayetteville Road and Pinehurst Drive

*\*\*Completed Fairburn 2025 EPD Water Loss Audit)\*\**

### Stormwater Update

Continuous storm drain repairs (inlets & outlets) throughout the City

### Ongoing Capital Projects

- Water Distribution System Hydraulic Model
- Sanitary Sewer System I & I Study
- Water Meter Replacement Project (Phase II)-Council Approved

