



CITY ADMINISTRATOR'S MONTHLY REPORT

April 2024

FAIRBURN, GA

AUTHORED BY: TONY M. PHILLIPS

Greetings Honorable Mayor & City Council Members,

I have the privilege each month to present a summary of the City's monthly administrative activities. The following are the departmental monthly reports for April 2024. Continuous improvement has been firmly established as a core principle for our staff as we seek to consistently improve city operations across all departments and functions. As public servants we work daily basis to advance and improve service delivery for our residents.

The most valued asset the city of Fairburn has is it's staff. Team Fairburn is made up of women and men who are dedicated, professional, experienced, and place a high value on serving our residents. We have recruited a highly qualified staff. The use of intentional, targeted recruitment and training opportunities have led to success in identifying and hiring staff members who have elevated our service to citizens. The city has maintained a stable and growing financial foundation. Which, in concert with conservative fiscal management, authenticates the city's positive economic outlook. Fairburn is a great city to raise a family, retire, recreate, or build a business/career. We have a list of assets, including but not limited to, proximity to the world's busiest airport, access to major interstate and state highways, a notable status as one of the leading transportation and logistics centers in this region of the country, and a consistently low crime rate.

Transparency is at the very foundation of our municipal services and operations. City also focuses on engagement with our neighborhoods, communities, and local businesses to better understand their needs. Our ever-present goal is to continue to build a safe, inclusive, innovative, and economically vibrant city.

This report summarizes activities for April 2024. Fairburn, under the leadership of the Honorable Mayor Mario Avery, continues its "Fairburn Forward" initiative highlighted by our three R's (Refresh, Rebrand, Renew). Please note the following departmental monthly reports.



Tony M. Phillips, CPM®
City Administrator
Phone: 770-964-2244
Email: tphillips@fairburn.com
<https://www.fairburn.com/>



CITY CLERK



CITY CLERK

CITY CLERK BRENDA JAMES

APRIL 2024

Department Highlights/Accomplishments:

Received 201 open records request for April – Researched and processed

Collected \$1223.88 payments for Open Records

Processed Mayor and Council Credit Card Request

Processed GMA and other registrations for Mayor and Council

Processed US Conference of Mayors 2024 Registrations

Prepared City Council Meeting Agenda Packets for April 2024

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

Prepared City Council Minutes

Signed all Business & Alcohol Licenses

Worked on the State of the City Address Event

Process Per Diem Checks for Council

Process Payment of Invoices

Attend Leadership Meetings

Deputy City Clerk Attends Management Training



Fairburn

Situated to Succeed

IN DEDICATION OF

THE CITY OF FAIRBURN

CORA ROBINSON PARK

MAYOR: MARIO B. AVERY

CITY COUNCIL MEMBERS:

MAYOR PRO TEM HATTIE PORTIS-JONES

LINDA J. DAVIS – HIRAM "ALEX" HEATH III

PAT PALLEND – ULYSSESS SMALLWOOD

JAMES WHITMORE

CITY ADMINISTRATOR: TONY PHILLIPS

CITY CLERK: BRENDA B. JAMES

CITY ATTORNEY: RORY STARKS

CITY ENGINEER: LESTER THOMPSON



Building Operations

DIRECTOR: Dana Smith

APRIL 2024

Department Highlights/Accomplishments:

- Old Campbell Courthouse post fire Asbestos abatement and debris removal is completed. Preliminary engineering reports are complete, and final claim assessment has been received and being evaluated.
- Performed Plumbing upgrades at Fairburn City Center City Administration Bldg.
- Fire Station # 23 Construction is ongoing.
- Network Renovation Equipment is in progress.
- Public Safety Complex Design is in progress.
- Staff Relocation to City Administration Building is complete.
- Liability Insurance Renewal approved with a transition to Self-Insured model.
- Hired a Building Maintenance Superintendent.
- Performed Roof repairs at Utilities and Fire HQ buildings.
- Repaired Overhead door at the Garage.
- Repaired Flagpole at Mayor Avery Park.
- Replaced lights at Municipal Court, and Youth Center.

Department Updates:

- Project Status:
 - City Administration Building renovations are completed.
 - Temporary Fire Station Water Vault installation is scheduled for next month.
 - Emergency generator for City Administration Building, and Fire HQ/FS#22/Youth Center buildings projects are in progress.
 - Emergency generator for Utilities complete, and Fire HQ/FS#22/Youth Center is nearly complete, schedule for the next phase of installation in May.

Upcoming Events/Actions/Meetings:

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



COURTS

DIRECTOR: LISA BROWNLEE-MACK

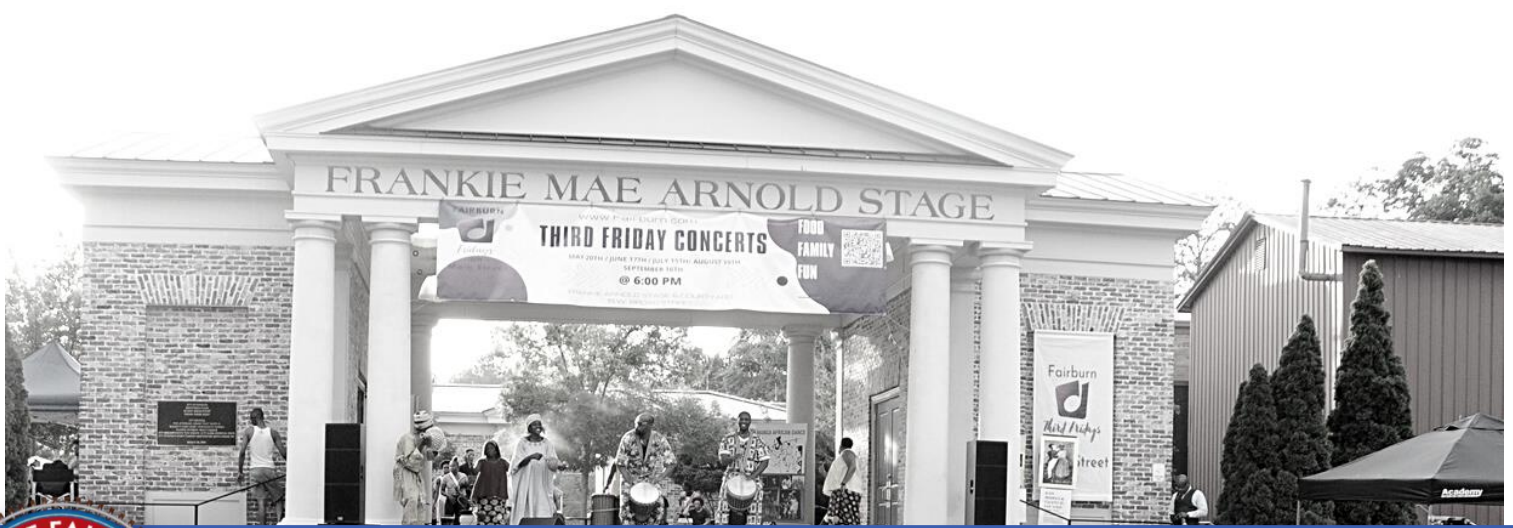
APRIL 2024

Department Highlights/Accomplishments:

- Completed all scheduled court sessions
- Responded to Open Records Requests
- Processed Monthly State Funds Report

Upcoming Events/Actions/Meetings:

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



ECONOMIC DEVELOPMENT

DIRECTOR: SYLVIA ABERNATHY

APRIL 2024

Department Highlights/Accomplishments:

- Kicked off Fairburn's Third Fridays on Main Street with Taste of SoFu, featuring Dottie Peoples, Howard Hewett, Anthony David, and Kimberlye Lattimore.
- Participated in Fulton-Korea International Trade Mission, a week-long economic development tour focusing on igniting international investment in Fulton County, particularly South Fulton, for business expansion and growth. Meeting with more than 12 companies ranging from Bio-Tech, Robotics, AI, Autonomous Technologies, and film production companies.
- Ribbon-cutting and new business grand opening for Meineke.
- Completed installation of Historic Town Square Clock.
- Georgia Renaissance Ren Thursdays kicked off in downtown Fairburn Historic Commercial District with performances by the international artists from the Festival.
- Community Engagement Programs for Georgia Cities and Earth Day:
 - Adopt A Planter Project -Student Presentation to Mayor and Council.
 - Adopt A Planter Project – Community Beautification Ambassadors (CBA)

Department Updates:

- **Second Round – Small Business Development Grants**
- **Economic Development Strategic Plan Update**
 - Public Surveys
 - Planning Consensus Workshop
 - Final Presentation Plan
- **Downtown Expansion**
 - Retail/ merchandising plan development

Project Status:

- **LCI Education Campus Expansion and Connectivity Study**
 - Joint-Venture Education Expansion Project
 - Development Team Meeting
- **Recreational Underpass Project**
 - Artist Selection & Review

Upcoming Events/Actions/Meetings:

- DA/DDA Meeting – Special Called Meetings
 - May 22nd
 - June 26th
- Fairburn Third Friday Concert Series
 - May 31st – Blues & Soul Festival
 - June 21st – Juneteenth Cultural Event

Develop Fulton Launches International Business Development Efforts, Showcasing South Fulton as Prime Hub for Groundbreaking Growth in the U.S.

ATLANTA — A delegation of business leaders and government representatives recently led a week-long economic development tour to Korea with plans to ignite international investment in Fulton County. Develop Fulton, a major collaborator behind the overseas initiative, aims to position the county, particularly South Fulton, as the epicenter of unlocked business expansion opportunities in the United States.

Georgia State Senator and Develop Fulton Chairman Brandon Beach emphasized Georgia's unparalleled reputation as the premier location in the nation for business and economic development. "Fulton County is the nucleus of smart growth that represents an area uniquely positioned to attract major attention for future business development opportunities," said Beach. "This mission-driven trip to Korea taps into growing and emerging industries poised to call Fulton County home."

During the multi-city business development trip from April 20-27, the Fulton delegation engaged in a series of insightful meetings and tours with elected officials and leading business executives across various industries, including logistics, artificial intelligence, biomedical, advanced manufacturing, electric vehicles, and robotics. With a goal to foster strong relationships and showcase the county as a hub for strong business prospects, leaders emphasized Fulton's strategic positioning, diverse industry landscape, skilled workforce, and exceptional quality of life.

"As ambassadors and economic development evangelists for Fulton County, we remain laser-focused on leveraging every opportunity to highlight the countless ways Fulton remains the gateway for growth in our region," said Kwanza Hall, Develop Fulton Vice Chairman. Echoing Senator Beach's sentiments, "We're putting a special focus on highlighting the untapped opportunities that abound in South Fulton. By establishing, building, and nurturing these global business relationships, our hope is for these efforts to yield transformative and historic investments across our county and unlock limitless business opportunities."



Fulton delegates are welcomed by Korean officials during a recent international business trip.

Championed by Fulton County Chairman Robb Pitts, the delegation also included College Park City Councilman Joseph Carn, East Point City Councilman Joshua Butler, and Director of Economic Development for the City of Fairburn Sylvia Abernathy. Pitts shared that the trip to Korea marked an opportunity to forge global connections and explore new possibilities, with the goal of collaboratively shaping a prosperous future for Fulton County.

"Fulton County is the catalyst for growth and economic prosperity across this region and the state of Georgia, and it is incumbent upon us to seek new business prospects, domestically and internationally," said Pitts. "We must remain intentional in our efforts to build on the undeniable momentum that has attracted major corporations and industries to Fulton County. The [signing of our joint MOU](#) marks a milestone in this international business effort."



Fulton delegates from l to r: Develop Fulton Chairman Brandon Beach; Fulton County Chairman Rob Pitts; Develop Fulton Vice Chair Kwanza Hall; College Park City Councilman Joseph Carn; Director of Economic Development for the City of Fairburn Sylvia Abernathy; and East Point City Councilman Joshua Butler.

To learn more about Develop Fulton, visit developfultoncounty.com.

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About Develop Fulton and Fulton County

Develop Fulton, also known as the Development Authority of Fulton County, delivers diverse, targeted economic development financing services, connecting qualified development projects with taxable and tax-exempt bond financing and tax incentives to diversify the tax base, encourage thoughtful and balanced investment, retain existing businesses, promote job



FINANCE

DIRECTOR: BRYAN STEPHENS

APRIL 2024

Department Updates:

- Business Licenses
 - New Licenses: 10
 - Renewals: 67
 - Outstanding/Pending Unpaid: 317

- New services
 - Electric: 76
 - Water: 63
 - Garbage: 60

Personal Property Tax

- Collected: \$2,967,777
- Outstanding: \$106,152

Real Property Tax

- Collected: \$9,215,085
- Outstanding: \$257,034

Public Utility

- Collected: \$48,884
- Outstanding: \$293,324

Project Status:

- Fiscal year 2022-2023 final ACFR received and posted to website.
- Completed initial SSO/SFTP for PaymentWorks vendor management solution/Kickoff Meeting 5/20
- Presented possible funding options for water infrastructure/supply project and public safety complex
- Updated purchasing policy to include suspension and debarment language

• **Upcoming Events/Actions/Meetings:**

- a. Preparation of FY24-25 Budget calendar
- b. Purchasing card policy update



FIRE

CHIEF CORNELIUS ROBINSON

APRIL 2024

Department Highlights/Accomplishments:

- “Learn Not to Burn” w/ Captain Pildner for Pre-k and Kindergarten 8-week class at Campbell Elementary.
- Career Day w/ Campbell Elementary
- Lieutenant & Sergeant Evaluation
- Mayor Avery’s State of the City Address
- Georgia Cities Week “Fairburn Fire Department Touch A Truck & Demonstration”
- 911 Communications Meeting
- Automatic Aide Training
- 1 Fire Investigation
- Tiller Truck Training
- Ordinance Letters Sent Out “Residential & Commercial”
- 9 Plan Reviews
- 8 Open Records Request
- Fire Marshall Campbell & Captain Pildner Assist Hapeville Fire Department

Department Updates:

- Quint 21 in progress
- Temp Station in progress
- New Firefighters



General Services

DIRECTOR: GALE HIGGS

APRIL 2024

Department Highlights/Accomplishments:

- 1 Employee of the Month
- 1 Employee of the Quarter

Department Updates:

- Garbage Cans Installed at the Underpass at Cole St and E Campbellton St
- Stop Sign Upgrade on Bay St and Cole St
- Pothole Repairs in Multiple Areas
- Sewer / Gutter / Drain Cleanouts Throughout City
- Sign Replacements in Multiple Areas
- Quarterly Street Sweeping
- Striping on Valleybrook Dr
- Spring Clean Up and Shredding Event

Project Status: Pending

- Spence Rd Sidewalk Repair
- Planting Spring Florals
- Main St Flower Pot Project

Upcoming Events/Actions/Meetings:

- Third Friday Event

HUMAN RESOURCES



HUMAN RESOURCES

DIRECTOR: TALISHA CHAMPAGNE

APRIL 2024

Department Highlights/Accomplishments:



In observance of Women's History Month, the Employee Engagement Team and Human Resources held the 2nd Annual **Women of Impact** event to honor women within the City who have made outstanding contributions within the City. The honorees were:

- Destinee Andrews - Fire
- Jada Berry – Parks & Rec
- Denise Brookins – P & Z
- Ana McClellan – Police
- Shenisha Turner – Gen Serv

Human Resources, along with the Employee Engagement Committee hosted the 2nd quarter **Birthday Social Mixer** to recognize employee birthdays for the months of January 2024 - March 2024.

Birthday recipients were assigned to the following depts: Building Operations, City Admin, City Clerk, General Serv, Fire, Parks & Rec, Police, Public Works, and Utilities.



Department Updates:

- City's Hiring & Turnover stats for April 2024:
 - New Hires – Eight (8) employees
 - Separations – Seven (7) employees
- Upcoming Hiring stats for May 2024:
 - New Hires – Seven (7)

HR Events:

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



- Human Resources and the Employee Engagement Team recognized the Fairburn Electric division of the Utilities Department on April 19th in honor of **National Lineman Appreciation Day!**

Upcoming HR Events/Actions/Meetings

- Human Resources, along with the Wellness Team, will recognize **Mental Health Awareness Month** and **National Women's Health Month** beginning May 1, 2024.
- Human Resources, along with the Wellness Team will host "**Sister Circle Table Talk**" on Wednesday, May 29th from 12:00 noon to 1:00pm.
- Human Resources and the Employee Engagement Team will recognize the Fairburn Police Department in honor of **National Police Week** beginning May 13th.



Information Technology

Manager: Charles Johnson

APRIL 2024

Department Highlights:

- **IT Manager**
- TelcoWiz support
- Fresh Desk IT tickets
- Barracuda Email Protection Monitoring
- COF IT equipment support
- SharePoint and OneDrive support
- Comcast coax failover installs continued
- Network refresh
- KnowBe4 training
- Ricoh printer support
- GC&E new admin building project
- Verizon devices and support
- Admin building access control, cabling, cameras
- Departmental moves to Admin building
- MSP Encompass separation
- COF PD Cellebrite support
- CivicClerk Mass Notification system training
- EyeQ Monitoring support
- COF PD Citizens Police Academy
- GMIS conference registration

Department Highlights:

• Systems Administrator

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

IT Support Technician

- Update Inventory IT List
- Setup iPhones and Android phones for new users
- KnowBe4 Training
- Install & Set up Incode
- Install Zultys app and assist users with log in & voicemail
- Removal of Maas360 software from Cell phones
- Reset computers that contained Viruses
- Add/ delete New and Old Users in AD
- Repair Outlook Issues
- Reset Passwords
- Run Updates/Patches on needed Computers
- Installed and Troubleshoot Incode
- Working on Barracuda/account takeovers
- Add emails to whitelist
- Map Printers with drivers
- Collecting Old IT equipment for turn in
- Install Cisco VPN
- Install RMM Remote software
- Create new accounts for new employees
- Set up room meetings in exchange



PARKS & RECREATION

DIRECTOR: CHAPIN SCOTT

APRIL 2024

Department Highlights/Accomplishments:

- Fairburn Bridge Spring Break Camp - 22 youth campers
- Youth Track & Field - 36 youth athletes competed in the GRPA B/C State Championship.
 - 4 State records broken.
 - 26 State Champions
- Georgia Cities Week – April 21st – April 27th
 - 9 events host throughout the City of Fairburn during GA Cities Week
- Youth Council Leadership graduation – April 17th
- Sensational Seniors: Candle Making Class – 27 seniors.
- Weekly Youth programs: Youth Baseball & Football Conditioning
- Weekly Senior programs – Walking Club, Chair Aerobics, Line Dancing, Chair One, Chair Yoga, Bowling League, Bingo

Department Updates:

- Music Education Program – On-going registration
 - Weekly meeting days: Mon., Tues., Wed., Thurs. / 4PM –7PM
- Youth Sports
 - Youth Baseball – 70 participants (Registration full)
 - Youth Football – Registration now open
 - Youth Cheerleading – Registration now open
- Fairburn Youth Council – Grades 8th – 11th
 - Service-Learning Project - May 8th – June 24th.
- Fairburn Bridge Camp Program
 - Summer Camp – 53 participants (Registration Full)
- Fairburn Fall Festival & Parade
 - Save the Date released.
 - Artists booked.
- Fairburn Market Friday's

Dates/Location/ Entertainment

- Friday, June 7th – Frankie Arnold Stage & Courtyard

- Market & Jazz
 - Friday, June 28th – Fairburn Park & Ride
 - Market & a Movie
 - Friday, July 26th – Fairburn Park & Ride
 - Market & a Movie
 - Friday, August 2nd – Frankie Arnold Stage & Courtyard
 - Back to School Jam at the Market
- Duncan Park Pool & Splash Pad
 - Now hiring!
 - Opening Day – Saturday, May 25th

Project Status:

- Park Master Plan –
 - Final version presentation June 10th
- Duncan Park Pool & Splash Pad – Pool Pump Replacement (complete)
 - Replacement needed for Splash Pad Pump (complete)
- 2024 Master Event Calendar – complete
- New basketball goals at the Youth Center – expected installation date TBD.
- Gymnasium lights repaired.
- Football lights repaired.
- Installation of (2) additional cameras at Duncan Park – in process
- Baseball Field 5 – Panel replacement – complete

Upcoming Events/Actions/Meetings:

- Jazz in the Park – May 9th
- Flowerpot Project – May 16th
- Duncan Park Pool & Splash Pad Opening Day – May 25th.
- Legal Aid Forum – May 30th



POLICE

CHIEF ANTHONY BAZYDLO

APRIL 2024

Department Highlights/Accomplishments:

- April 2024 saw a 14% reduction in Part 1 crime compared to April 2023. This makes four straight months of reductions compared to the same months in 2023.
- Coffee with a Cop event at Tim Horton's
- 4/14 – FPD visit to Fulton County 911 for National Telecommunicators week
- 4/30 Georgia Military College Career Fair

Project Status:

- Blue Line Solutions – school zone speed detection cameras
- Annual firearms qualification for entire PD. First half shot 5/07 with second half 5/14

Upcoming Events/Actions/Meetings:

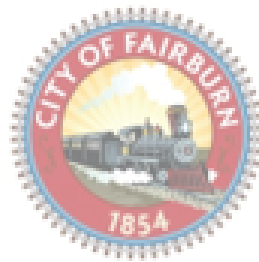
- Organizing a 501c3 for donations to support PD initiatives like Blue Light Christmas, National Night Out



Fairburn Police Department

Anthony Bazydlo

Chief of Police



April 2024 Crime Report Total Part 1 Crime Incidents

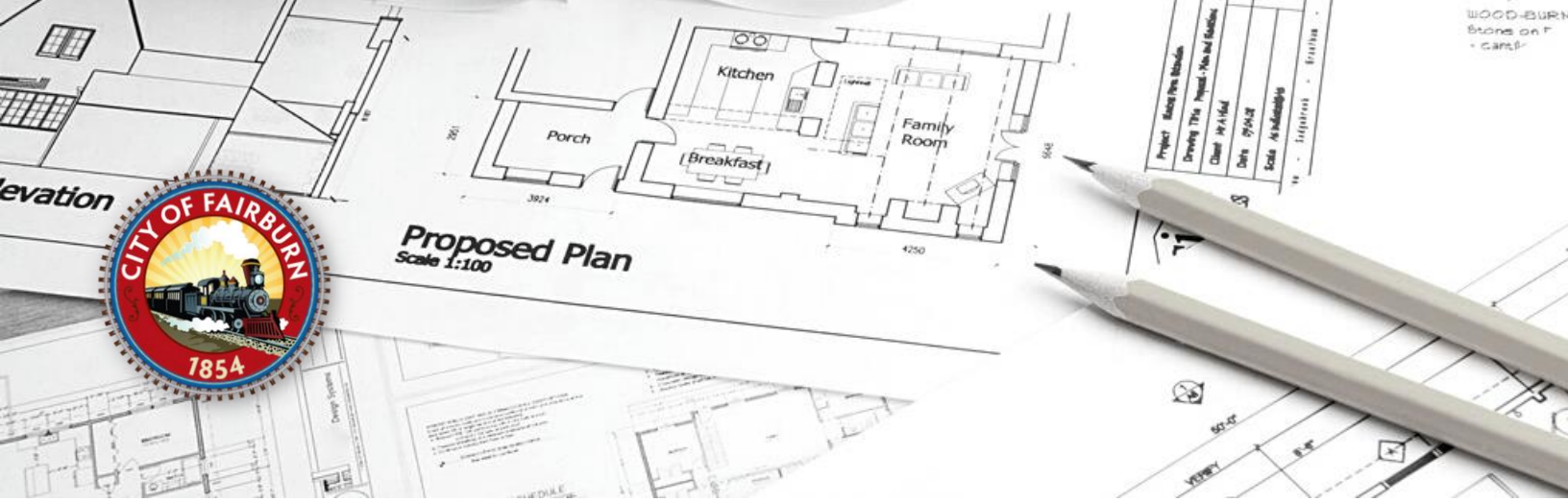
o 2024 YTD	99
o 2023	503
o 2022	351
o 2021	325
o 2020	413
o 2019	590
o 2018	709
o 2017	827

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

Month / Year	Increase / Decrease	Total Part 1 Crimes
January 2024	- 54%	20
February 2024	- 61%	14
March 2024	- 14%	36
April 2024	- 14%	29
January 2023	57%	44
February 2023	80%	36
March 2023	55%	42
April 2023	54%	34
May 2023	20%	41
June 2023	85%	63
July 2023	155%	51
August 2023	32%	45
September 2023	20%	30
October 2023	5.7%	37
November 2023	17.6%	40
December 2023	5%	40
January 2022	7.6%	28
February 2022	- 20%	20
March 2022	- 12.9%	27
April 2022	4.7%	22
May 2022	30.7%	34
June 2022	17.2%	34
July 2022	- 37.5%	20
August 2022	41.6%	34
September 2022	- 3.8%	25

October 2022	40%	35
November 2022	6.2%	34
December 2022	35%	38
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	- 39%	25
November 2021	28%	32
December 2021	- 26.3%	28
January 2020	48%	58
February 2020	- 37%	27
March 2020	- 29%	36
April 2020	- 48%	27
May 2020	- 34%	25
June 2020	- 41%	31
July 2020	- 38%	35
August 2020	- 20%	34
September 2020	- 23%	36
October 2020	-19%	41
November 2020	- 39%	25
December 2020	- 11%	38
January 2019	- 54%	39
February 2019	16%	43
March 2019	- 30%	51
April 2019	- 20%	52
May 2019	7%	70
June 2019	- 5%	53
July 2019	- 16%	57
August 2019	0%	43
September 2019	- 22%	47
October 2019	21%	51
November 2019	- 12%	41
December 2019	- 33%	43

January 2018	36%	86
February 2018	- 27%	37
March 2018	73%	73
April 2018	10%	65
May 2018	- 16%	65
June 2018	- 3%	56
July 2018	15%	68
August 2018	- 32%	43
September 2018	- 15%	61
October 2018	- 61%	42
November 2018	- 50%	47
December 2018	- 13%	65
January 2017		63
February 2017		51
March 2017		42
April 2017		59
May 2017		78
June 2017		58
July 2017		59
August 2017		64
September 2017		72
October 2017		110
November 2017		95
December 2017		75



PLANNING & ZONING

DIRECTOR: DENISE BROOKINS

APRIL 2024

Department Highlights/Accomplishments

- The Canopy of Colors art installation will be available for viewing until May 27th.
- The Art Advisory Committee hosted a community art class in celebration of the temporary art installation.
- Black Girls RUN! Fairburn hosted a 5K through the City of Fairburn in honor of Mothers Day, with the finish line located under the Canopy of Colors.
- Code Enforcement officers are starting arborist training

Upcoming Meetings

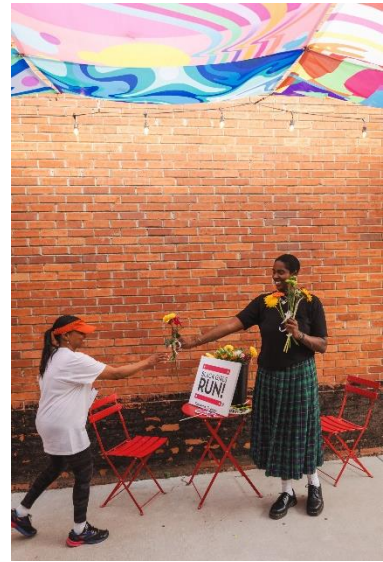
- There is a Planning and Zoning Commission meeting scheduled for June 4 , 2024

Upcoming Plans/Rezoning/Use Permit/Variance Petitions:

- Milo Fisher (Landmark/Poplar Commons)– Rezoning and Variance- Under Review
- GFL – Text Amendment and Use Permit- Under Review
- RaceTrac –Use Permit - Under Review
- Landmark - 214, 224 Senoia Road Subdivision – Plat
- Whataburger - Concept Plan
- Data Center - Bohannon Rd - DRI Under Review
- Package Depot - Concept Plan
- H&H Resort – Golf Course - Concept Plan
- Automotive Rental – Text Amendment

Proposed Text Amendments:

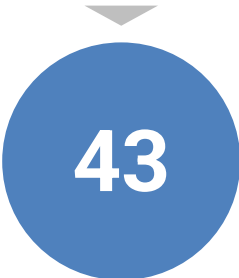
- Community Redevelopment Tax Incentive (Blight Tax)
- Revise the text for prohibited tire treading and recapping uses to add tire repair shops and add a separation distance requirement for automobile repair shops (to include oil change, body repair, and tire repair shops)
- Electric Vehicle Requirements
- Add regulations for patios and uncovered decks to encroach in the required setbacks
- Comprehensive Plan – Amendment request



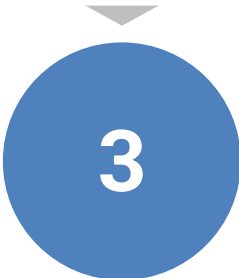
Planning, Compliance, and Building Fast Facts

Building Permits Summary

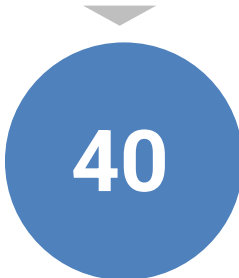
TOTAL PERMITS



COMMERCIAL



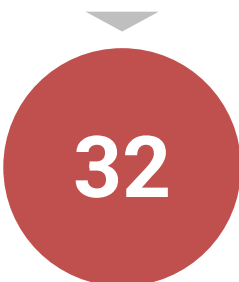
RESIDENTIAL



New Permits:

Most of the permit requests were related to roof permits

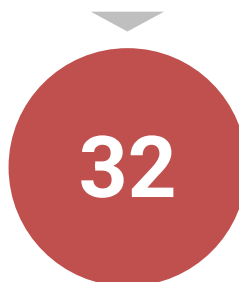
TOTAL CASES



CLOSED CASES



COURTESY NOTICE
(DOOR HANGER)



CODE ENFORCEMENT
TOTAL INSPECTIONS



PRE COURT
INSPECTION AND
CITATIONS



Top Issues

CARE OF PREMISE

TRASH – GENERAL

ABANDONED OR NON-
WORKING VEHICLE

TRASH BINS PUBLIC VIEW

PARKIN ON THE GRASS



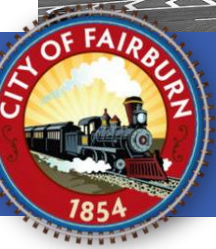
POWER TOM HAWKS

APRIL 2024

Department Highlights/Accomplishments:

- The Milam and Landrum Road lighting projects have been initiated by Coweta Fayette E.M.C./ (April 3rd)
- The Power Department located and initiated emergency repair to a major underground power line feeding the Evergreen apartment complex/ (April 5th)
- The Power Department team has received the E.C.G. Platinum Jeff Cook Safety award, this is consecutive and elevated from the Silver award received last year/ (April 11th)
- 3phase contractual business revenue meter testing begins/ (April 23rd)
- The Power Department team installed and energized the Verdin Clock at the City Center/ (April 25th)
- The Power Department team installed new underground electric distribution services at 1120 and 1130 Avalon Terrace/ (April 26th)
- The Power Department team completed 29 work orders this month.
- The Power Department team has received the Electric Cities of Georgia Platinum, Jeff Cook Safety Award.
- The Power Department team organized and inventoried all underground distribution supplies/ Evergreen subdivision infrastructure supplies were ordered/ (April 1st.)
- The 300 KVA transformer was prepared for the Mini Storage at 156 Jonesboro Road/ The Evergreen subdivision street lighting was ordered/ Voltage checks were performed at 297 Senoia Road/ (April 2nd)
- Meeting with Foreman Lineman/ Oakley streetlight project continued/ Milam Road Street lighting project finalized/ Landrum Road Street Lighting design approved/ Leadership meeting/ (April 3rd)
- Oakley lighting project continues/ Meeting with Lineman Foreman/ Meeting with Coweta Fayette engineering/ (April 4th)
- The Power Department completed emergency repair of primary wire at Evergreen Apartments/ Tested the new Generator at 106 Howell Avenue/ (April 5th)
- Initiated a planned outage at 149 West Broad Street for Generator installation/ (April 6th)
- Meeting with the Lineman Foreman/ Meeting with Utility Leadership/ Repaired damaged terminating cabinet at 5000C Bohannon Road/ Meeting with Administration at the City Center/ (April 8th)

- Meeting with the Lineman Foreman/Meeting with the Community Development Director/Pre- Bid meeting with the Procurement Manager/Verdin Clock received at 106 Howell avenue/Completed tractor and bushhog maintenance/Konex training with Administration/(April 9th)
- Fleet maintenance/Pad mount transformer inventory performed/Planning and Zoning meeting/(April 10th)
- The Power Department repaired storm damage/ECG Platinum Safety Award received by the Power Department team/GMA leadership class/Terex green truck arrived for demonstration/(April 11th)
- Meeting with the Lineman team/3rd Friday meeting/Meeting with Joint Venture committee/Inspected Evergreen subdivision road crossings/(April 12th)
- Clearing Right of Way on Milam Road/Joint Venture meeting with Administration/Meeting with Cintas/Meeting with the Lineman Foreman/Attended the Mayors State of the City address/(April 15th)
- Clearing Right of Way on Milam Road/221 Fairburn Industrial Road re-energized/Meeting with Utility Finance Manager/(April 16th)
- Clearing Right of Way on Milam Road/Leadership meeting/(April 17th)
- Meeting for 3rd Friday event/Repaired service line at 72 Bay Street/Right of Way clearing on Milam Road/(April 18th)
- Meeting with the Sunbelt generator vendor/Final meeting for event staff/Fleet maintenance performed/(April 19th)
- Terex green truck demonstration for staff/Fleet bucket trucks dielectric tested ,all passed/Meeting with Administration post 3rd Friday/Meeting with Human Resources/Contractor begins annual 3 phase meter testing/(April 23rd)
- Meeting with Lineman Foreman/Verdin Clock installed/Leadership training class/(April 25th)
- Meeting with ECG/Meeting with Power Department team/Meeting with Procurement Manager/Fleet maintenance/New services installed at 1120,1130Avalon Terrace/(April 26th)
- Oakley Industrial lights/Moving to 56 South West Malone Street/(April 29th)
- Limble Facilities meeting/ Special Administration meeting/Meeting with ECG for Evergreen development materials list/(April 30th)



PUBLIC WORKS

DIRECTOR: LESTER THOMPSON

APRIL 2024

Department Highlights/Accomplishments:

IFB # 24-009 – Gullatt Road, Cleckler Road, and McLarin Road Full-Depth Reclamation Project was put out to bid on April 3rd, 2024.

The Bid Opening date for the City-Wide LMIG/TSPLOST Resurfacing Project (IFB# 24-006, Roadway Improvements on Various City Roads) was April 10th, 2024.

The Bid Opening date for IFB# 24-007, the Golightly Rain Garden & Greenspace Project was April 10th, 2024.

Participated in the I-85 at Gullatt Road Interchange Justification Report (IJR) Monthly Status Update Meeting on April 15th, 2024.

The City of Fairburn's Local Issuing Authority (LIA) Monthly Reports for the months of February 2024 and March 2024, respectively, were submitted to the Georgia Soil & Water Conservation Commission (GSWCC) and the Fulton County Soil and Water Conservation District on April 15th, 2024.

Participated in the Monthly Project Team Meeting for the I-85 @ SR 74/Senoia Road Interchange Project on April 16th, 2024.

Participated in the Fulton County Soil and Water Conservation District Meeting on April 16th, 2024.

Participated in the South Fulton CID Board Meeting on April 19th, 2024.

A Local Road Assistance Administration (LRA) Grant Award from the Georgia Department of Transportation (GDOT) for \$270,319.11 was received on April 23rd, 2024.

Department Updates:

Permit Type	Number Issued
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Right-of-Way Encroachment Permits	1
Timber Harvesting Permits	0
Clearing & Grading Permits	0
Land Disturbance Permits (LDPs)	3

Project Status:

Community Development Projects Plans Under Review			
Strack Shop	105 Laser Industrial Court	Site Development Plans	Distributed for review on 04/26/2024.
Strack Office Rebuild, Lot 1, 3 Story Building	Laser Industrial Court	Site Development Plans	Distributed for review on 04/26/2024.
Meribel Townhomes	John River Road	Site Development Plans	Revision 2 comments provided on 04/15/2024.
Chick-fil-A	Renaissance Parkway	Site Development Plans	Comments on Revision 1 provided 04/30/2024.
Strack Development 54" Pipe Extension	Howell Avenue	Site Development Plans	Plans approved on 04/03/2024.
Cury Bend Development 114 Single-Family Detached Residential 126 Townhomes	Johnson Road/Seneca Road	Site Development Plans	Comments on Revision 2 provided 04/12/2024.
Shugart Farm 2A – Collinsworth Connector; Roadway Project	Johnson Road, near 7190 Johnson Road	Site Development Plans	Revision 1 plans approved on 04/16/2024.
Vickers Point Subdivision	Vickers Road (at the intersection of Beverly Ingram Parkway/ SR 138)	Site Development Plans	Comments on Revision 3 provided on 08/09/2023.
South Park Building C	Whitewater Place; 7760 Spence Road	Site Development Plans	Revised plans approved 05/11/2023.

Community Development Projects Under Construction		
Project Name	Permit Type	Permit Issuance Date
Strack Dev. 54" Pipe Ext.	Land Disturbance Permit	LDP issued 04/24/2024.
Living Word Church	Land Disturbance Permit	LDP issued 04/12/2024.
Buckingham Fairburn Warehouse (Google) 1000 Logistics Center Drive	Land Disturbance Permit	LDP issued 04/02/2024.

Fire Station #23 5650 Milam Road	Land Disturbance Permit	01/05/2024
Nestle Purina Petcare, Roadway and Drainage Improvements 5001 Fayetteville Road	Land Disturbance Permit	12/05/2023
Trillium Reserve Subdivision Fayetteville Road (between Edelweiss Drive and Trotters Farm Road)	Land Disturbance Permit	10/31/2023
Bohannon Road Training Center	Land Disturbance Permit	10/19/2023.
Evergreen Subdivision Elder Street (near Vickers Road & Strickland Street)	Land Disturbance Permit	06/13/2023
Copart, Inc. – Fairburn 6737 Roosevelt Highway	Land Disturbance Permit	06/12/ 2023
Mini Storage Depot at Fairburn 156 Jonesboro Road (near Heath Street & Beverly Engram Parkway)	Land Disturbance Permit	05/31/2023 Plan revision R-4 approved on 02/05/2024.
Oakmont Bohannon 621 Bohannon Road	Land Disturbance Permit	05/24/2023
Renaissance Parkway Phase II ~ Sanitary & Stormwater Construction Renaissance Pkwy (between the proposed Popeye's & the Fairburn Park & Ride Lot)	Land Disturbance Permit	02/22/2023
Ren Park Apartments 7000 Renaissance Parkway	Land Disturbance Permit	11/10/2022
Package Depot Plaza 7895 Senoia Road	Land Disturbance Permit	04/12/2022 Comment on revised as-builts provided on 04/16/2024.
Fern Dale Subdivision Virlyn B. Smith Road (east of the Georgia	Land Disturbance Permit	03/31/2021 Phase 1 (69 Lots): Home construction initiated 03/04/2024.

Renaissance Festival, across from Victoria Estates) 171 Lots		Phase 2 Preconstruction Meeting conducted 04/23/2024.
Legend Creek Subdivision Off White Mill Road, near Rivertown Road	Land Disturbance Permit	The original LDP was issued on 10/15/2020. The revised Site Development Plans (R-9) were approved 03/16/2023. The permit has expired due to more than six months of inactivity.

Public Works/Capital Improvement Projects Under Design

Project Name	Design Firm	Current Phase	Let Date
Roadway Improvements on Various City Roads	In-House	Letting	March 6 th , 2024 Bid Opening Date 04/10/2024.
CDBG, Golightly Rain Garden & Greenspace Project	Pond & Company	Letting	March 6 th , 2024 Bid Opening Date 04/10/2024.
Gullatt Road, Cleckler Road, and McLarin Road Full-Depth Reclamation Project	Southeastern Engineering, Inc.	Letting	April 3rd, 2024
Park Road Extension/Duncan Park Secondary Access Road	Southeastern Engineering, Inc.	Preliminary Engineering/ROW Acquisition	June 12 th , 2024 (anticipated)
I-85 @ SR 74/Senoia Road Interchange Project (PI#0007841) *	TranSystems Corporation	Right-of-Way Acquisition/Final Design	Management Let Date: August 16th, 2024
Oakley Industrial Boulevard Roadway Extension	Southeastern Engineering, Inc.	Preliminary Engineering	October 30 th , 2024 (anticipated)

* The I-85 @ SR 74/Senoia Road Interchange Project currently has fifty-nine (59) parcels; the preliminary parcel count was fifty (50) parcels. GDOT has closed on fifty-eight (58) parcels, and the final one (1) is pending condemnation.

The let date has been shifted out from June 21st to August 16th, 2024 to allow for the required project certifications:

Right-of-Way Certification, Utility Certification, Environmental Certification (History, Archaeology, Ecology, Air/Noise)

- The Final Bridge and Wall Plans were approved by the State Bridge Engineer, Donn Gigamon, P.E. on April 11th, 2024.
- Responses to Final Field Plan Review (FFPR) Inspection Report comments accepted by Erik Rohde, P.E., State Project Review Engineer, Office of Engineering Services on April 17th, 2024.

Public Works/Capital Improvement Projects Under Construction			
Project Name	Design Firm	Contractor	Notice to Proceed Date (NTP)/Completion Date
Downtown LCI Streetscape (19-005/PI#0012636)	Stantec	Precision 2000, Inc. (P2K)	Project restart date: September 11 th , 2023. Substantial Completion: February 26 th , 2024. Final Completion: April 26 th , 2024. Final Inspection scheduled for May 1st, 2024.

Upcoming Events/Actions/Meetings:

- It is anticipated that the Contract Award for the City-Wide LMIG/TSPLOST Resurfacing Project (IFB# 24-006, Roadway Improvements on Various City Roads) will be presented at the May 13th, 2024 City Council Meeting.
- It is anticipated that the Contract Award for IFB# 24-007, Golightly Rain Garden & Greenspace Project will be presented at the May 13th, 2024 City Council Meeting.
- The Bid Opening date for IFB # 24-009 – Gullatt Road, Cleckler Road, and McLarin Road Full-Depth Reclamation Project is May 8th, 2024. It is anticipated the Contract Award will be presented at the June 10th, 2024 City Council Meeting.



REVENUE ADMINISTRATION

DIRECTOR: ALVIN COLBERT

APRIL 2024

Meetings:

- Weekly Utility Department budget review meeting.
- Meeting to discuss Integrated Resource Plan/Projected Operating review
- Fairburn Utilities Monthly Progress.
- Water meter maintenance, upgrade, and purchasing near-term strategy.
- Collaborative discussions between Utilities and Planning and Zoning, respecting the new construction process, and the possibility of Revenue Administration assuming responsibility for collection of all utility related fees associated with new construction (e.g. water/sewer tap fees, temporary power fees).
- Continued daily in-office operations discussions, including review of the importance of the division's collective (and staff individually), to the success of the Utility and more broadly the City of Fairburn and its citizens..
- Met with the Utility Manager for Water/Sewer, and the Electric Superintendent to discuss current and future projects, and the need to short-term (5yr) Strategic Plan for a more meaningful and effective budgeting process.
- Attended the Mayor's State of the City Address.
- Meeting with Black Mountain Software to review potential ERP solutions
- Monthly meeting with Assistant City Administrator to discuss Revenue Administration operations.
- Interview Panel for the hiring of a Receptionist for Utility Department.

Training:

- Began the process of training a Utility Revenue Clerk to assume some of the duties of the Utility Coordinator
- Accelerated cross-training of Utility Revenue Clerks to mitigate the impact of the long-term absence of the Utility Coordinator.

Tasks:

- Suspended bi-weekly 1-hr training sessions for Utility Revenue Administration due to staffing shortages.
- Daily assessment of office space and needs assure office equipment and supplies are adequate to support the final move of remaining utility staff to 56 Malone St.
- Continued budget review, after Council approval of Mid-Year budget request to cover unexpected expenses.

Revenue Transactions:

- More than 5,000 total transactions (5,856 - \$2,751,547.30)
 - 2,128 in-office transactions
 - 427 in-office credit card transactions
 - 1,583 in-office check transactions
 - 338 in-office cash transactions
 - \$14,416.50 in credit card fees collected (City savings)
 - Two credit card chargebacks/returns

Special Accomplishments and Recognition:

- For most of the month of April the staff of Revenue Management operated with a two FTE shortage (Utility Coordinator and Utility Receptionist).
 - While it is typical to make changes and adjustments to address staffing anomalies, this situation has been unique.
 - Only three of five staff members remained
 - Only one staff member has more than a year's experience
 - Two of the remaining staff members have a combined experience of less than five months.
- The following staff members deserve special recognition, for stepping in to ensure the customers of COF were not negatively impacted by the staffing shortages we experienced.
 - Erica Allen
 - Chante Gilliam-Drew (January 2024)
 - Amikhael (Michala) May (March 2024)

Extra Special Recognition for Chante Gilliam-Drew for accepting a “learn of the fly” approach and assuming many of the duties of the missing Utility Coordinator.



UTILITIES

DIRECTOR: QUAKITA LANE

APRIL 2024

Department Highlights/Accomplishments:

Meetings:

- Meeting with the Assistant City Administrator to discuss departmental topics and pending projects with the Utility Administration Team.
- Meeting with Assistant City Administrator, Planning & Zoning Director, and Utilities Leadership Team to discuss cross-functioning tasks between each area, to improve operations.
- Meeting with City Administrator's Office, Incode Technologies' Leadership Team, Energy Partners & some key Fairburn Leadership team members, to discuss the plan for the *special* bill incentives offered by Mayor Avery.
- Follow-up meetings with the City Leadership Team, along with Incode & Energy partners to finalize the logistics for the 10% incentive on utility bills.
- Utility Billing System demo for "Black Mountain Software".
- Brief meeting held with the representatives of "BS&A Software", regarding an onsite review of their financial/billing system.
- Meeting held with the Assistant City Administrator, Finance Director, & Utilities Leadership Team to discuss the final phase of the Utility Assistance Program.
- Meeting with the Datamatx Team, Fairburn IT Team and myself, to discuss changing the bill format over to an XML format, which allows us to have more bill customization.

Interviews:

- Panelist for the Utilities Receptionist position.

Training:

- Mass Notification System – Civic Ready Super Admin. Training
- Limble Facilities & Events Request Portal
- Intermedia Contact Center – Admin. Training
- Supervisory Leadership Training (April 11th – Roles of a Supervisor, Strategic Planning, Management & Evaluation)
- Supervisory Leadership Training (April 25th – Workplace Safety, Security and Wellness, Communicating with Employees)

Tasks:

- Sent out the daily “CART NOT OUT” lists from Amwaste (trash vendor) to the Utilities Administration Team.
- Gathered responses and statistical data for bill proration options, due to the rate increases imposed in January 2024.
- Communicated with customers regarding voltage check updates, per request.
- Generated static reports from Billing system to provide to our energy partners/consultants for *special* bill incentive projects.
- Created a Utilities Team Contact Listing for the Leadership Team.
- Revised the Standard Operating Procedures for temporary power, water, sewer, and irrigation taps.
- Worked closely with Senior Account (Stephanie) to review and make any appropriate changes to the G/L accounts in Incode, related to utility billing refunds.
- Researched, investigated, and gathered meter details for customers (city-wide), related to consumption history and bill amounts.
- Identified and redrafted several necessary changes related to departmental items on the City’s website. Forwarded information to Communications Team.
- Worked closely with the contractor John Stein to compile data for the yearly electric meter test sites.
- Drafted and created the robocall transcript for a boil water advisory and lift.
- Rated vendors for the Utility Assistance RFP packet.
- Worked closely with Incode Support to test the calculations for the “one-time” 10% credits provided to all residential utility customers.
- Worked closely with the Billing Team to identify, correct, and process utility billing updates on residential/commercial accounts.
- Sent over daily requests to the GFL Leadership Team for the removal of old recycling and waste carts throughout the City.
- Sent out email correspondence with utility updates on all “high-level” billing matters.
- Submitted troubleshooting tickets to IT Support via email.
- Submitted the monthly report for March 2024.
- Reviewed and approved bi-weekly timecards for payroll.



WATER & SEWAGE

MANAGER: JOHN MARTIN

APRIL 2024

Department Highlights/Accomplishments:

- Department Leadership Meeting-Conference Room #115-City Administration Building (April 3)
- Microsoft TEAMS Meeting: Fairburn Utilities Monthly Progress Meeting (April 4)
- Water Meters Discussion-City Administrator's Office (April 8)
- Utility Meeting-Conference Room #115-City Administration Building (April 8)
- Attended GAWP Spring Conference & Expo (Dalton, GA)-(April 9-10)
- Session 2: Roles of a Supervisor/Session 5: Strategic Planning, Management, and Evaluation-Betty Hannah Building (April 11)
- Inspected 7980 Spence Road-Detention Pond (April 12)
- Microsoft TEAMS Meeting: Fairburn Third Friday (April 12)
- Participated in Fairburn Third Friday-Concert (April 19)
- On-site Meeting with contractor and engineers for Castle Way Drive (April 19)
- Microsoft TEAMS Meeting: JV Development Meeting w/the City Administrator (April 15)
- Participated at Mayor Avery's VIP Pre-Reception and State of the City Address-Open Word Christian Ministries (April 15)
- Zoom Meeting: City of Fairburn Demo Black Mountain Software w/Todd & Teresa (April 16)
- Panasonic Toughbook Presentation-Utilities Conference Room (April 17)
- Department Leadership Meeting: Conference Room #115-City Administration Building (April 17)
- Third Friday Concert Series-Volunteer Walk Through Meeting-Fairburn City Center (Front Stage) (April 19)
- Water and Sewer Division Meeting w/Assistant City Administrator (April 22)
- Microsoft TEAMS Meeting: Ferndale Phase 2-Preconstruction Meeting (April 23)
- Fulton County/Fairburn Service Area-Discussion of Sewer Capacity, IGA, and Flow-Conference Room #115 (April 23)
- Session 9: Communicating with Employees/Session 15: Workplace Safety, Security, and Wellness-Betty Hannah Building (April 25)

- Microsoft TEAMS Meeting: City of Fairburn & Gordian (April 30)
- Microsoft TEAMS Meeting: Limble Facilities and Events Request Portal (April 30)
- Special Called Meeting-City Council Meeting (April 30)

WATER, SEWER, & STORMWATER

FOG (Fats, Oils, & Grease):

- Identifying all commercial & EXEMPT FOG customers- (On going)
- (10) FOG permits issued (April 2024)
- April 2024 FOG collections amount: \$2,006.25

Department Updates:

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

WATER & SEWER STATS						
MONTH OF APRIL						TOTAL
METER MAINTENANCE	6		49			55
PUMP STATION CHECK			14			14
VERIFY METER INFO	1	9				10
HYDRANT FLUSH	3	32	8			43
WATER METER INSTALL	6	1	5			12
SEWER BACK UP		2	1			3
INSTALL ERT	15	25				40
CHECK FOR LEAKS	7	7				14
TURN WATER OFF	2					2
LOCATE WATER METER	1	3				4
ACTIVATE METER		52				52
VALVE MAINTENANCE		3				3
REPLACE WATER METER BOX			11			11
PUMP OUT WATER BOX						
CHECK WATER METER						
SEWER JET	1	5	1			7
CHECK STORM DRAIN	3	4				7
RE READ METER	1	8				9
CHECK LOW PRESSURE	2	1				3
LOCK WATER METER						
CHECK SINKHOLE						
REPLACE LID	2					2
TOTAL	50	152	89			291

Project Status:

- Lift Station Project-(*SCADA system training*) (*Completed*)

Upcoming Events/Actions/Meetings:

- Review meter details for new developments and renovations- (*In progress/97% completed*)