



# **CITY ADMINISTRATOR'S MONTHLY REPORT**

**March 2024**

**FAIRBURN, GA**

**AUTHORED BY: TONY M. PHILLIPS**

Greetings Honorable Mayor & City Council Members,

As City Administrator, each month I have the privilege to present a summary of the City's monthly administrative activities. The following are the departmental monthly reports for March 2024. Team Fairburn has as part of our core values the improvement of city operations and service delivery. We work together to foster a culture of continuous improvement. As public servants we work daily basis to advance and improve service delivery for our residents.

The greatest asset the city of Fairburn has is its staff. We have a team of women and men who are dedicated, professional, experienced, and have established a high quality of services to our residents. We have been able to recruit a highly qualified staff by utilizing an intentional recruitment and training opportunities. The city continues to be financially stable which, coupled with conservative fiscal management, which validates 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 underpins all of our municipal services and operations. We also focus on engagement with our neighborhoods, communities, and local businesses to better understand their needs. Our consistent goal is to continue to build a safe, inclusive, innovative, and economically vibrant city.

This report summarizes activities for March 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.

# CITY CLERK



## CITY CLERK

CITY CLERK BRENDA JAMES

MARCH 2024

### Department Highlights/Accomplishments:

Received 164 open records request for March. – Researched and processed

Collected \$1518.35 payments for Open Records

Processed Mayor and Council Credit Card Request

Processed GMA and other registrations for Mayor and Council

Processed NLC March 2024 Registrations

Prepared City Council Meeting Agenda Packets for March 2024

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

Prepared City Council Minutes

Signed all Business & Alcohol Licenses

Prepared South Fulton Municipal Association for Fairburn

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**

**MARCH 2024**

### Department Highlights/Accomplishments:

- Old Campbell Courthouse post fire Asbestos abatement and debris removal is completed. Preliminary engineering reports are complete, and final claim assessment has been received and being evaluated.
- Performed Plumbing repairs at Fairburn City Center Classroom bldg. # 1.
- Fire Station # 23 Construction is ongoing.
- Network and Security installation at City Administration Building is completed.
- Network Renovation Equipment is in progress.
- Public Safety Complex Design is in progress.
- Staff Relocation to City Administration Building has begun.
- Repaired Lighting in Municipal Court.

## **Department Updates:**

- Project Status:
  - City Administration Building renovations are nearly completed.
  - Temporary Fire Station Water Vault installation is going through permitting with COA Watershed.
  - Emergency generator for City Administration Building, and Fire HQ/FS#22/Youth Center buildings projects are in progress.
  - Emergency generator for Utilities is scheduled for the next phase of installation in March, and Fire HQ/FS#22/Youth Center is schedule for the next phase of installation in April.

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

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

## **Safety & Risk Management**

- Attended Supervisory Leadership Certification Program.
- Processed insurance claims.
- Continued Public Safety Complex discussion.
- Participated in 2024 GMA Safety & Liability Management Grant Overview Webinar
- Safety site walk of Landmark Christian School gym for an employee engagement activity.
- Gathering updated Certificate of Liability from vendors.



# COURTS

**DIRECTOR: LISA BROWNLEE-MACK**

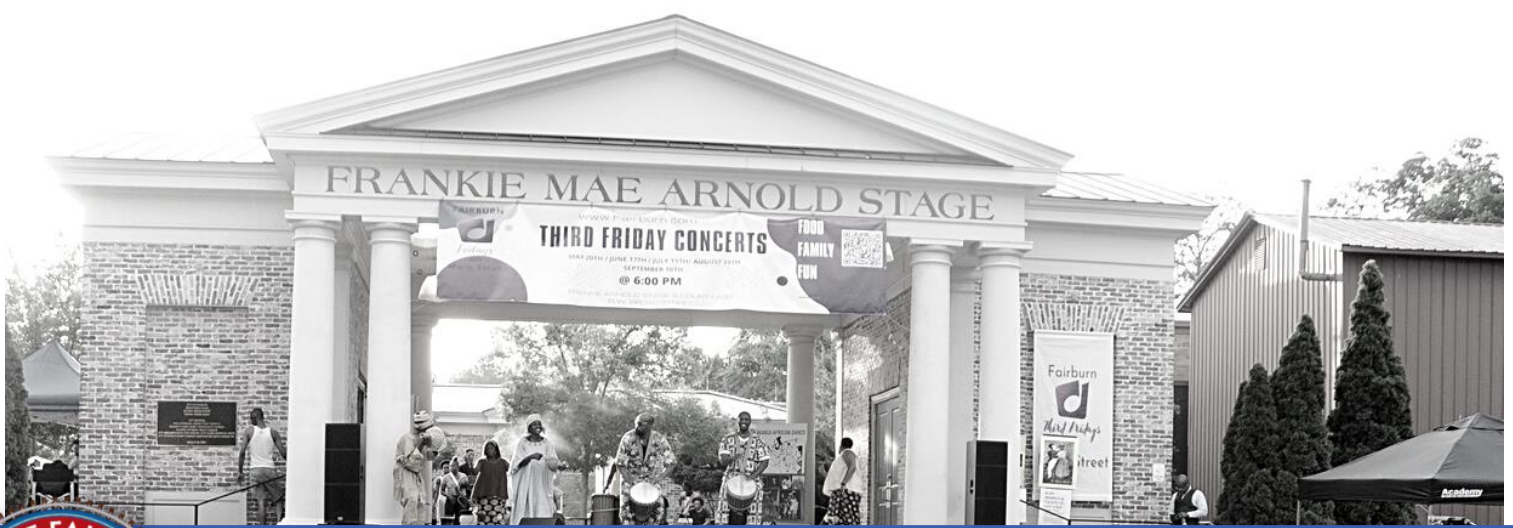
**MARCH 2024**

## **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

MARCH 2024

## Department Highlights/Accomplishments:

- Fairburn Historic Commercial District: Redevelopment Project Update presentation to Mayor and Council at the annual retreat providing and overview of economic development activities, downtown investments, catalytic site projects, and studies.
- Completed Round One Awards, presented to Mayor and City Council 11 grantees for the Small Business Development Program.
- Completed community workshops for Recreational Underpass Project to gain public input regarding art design, construction, and collaboration for placemaking projects within downtown district.
- Conducted 2024 Phoenix Flies downtown historic tours of 18 sites within the historic commercial district in conjunction with the Atlanta Preservation Society, hosting approximately 30 participating tourist and visitors from around the state of Georgia.

## Department Updates:

- **LCI Education Campus Expansion and Connectivity Study**
- Award to Sizemore Group.
- Kick-off Meeting. -May 2nd
- **Small Business Grant Program**
- Round Two Awards. – April 19th
- **Recreational Underpass Project**  
Call for Artist RFP. – TBD

- **Town Square Historic Clock**
  - Installation – April 25th
  - Fundraising deadline – March 30<sup>th</sup>

**Project Status:**

- **Economic Development Strategic Plan Update**
  - Bi-monthly meetings
  - Conducting the
- **Main Street Program**
  - Adopt A Planter Program – Georgia Cities Week Event – April 23rd
  - Adopt A Mile
  - Newsletter
  - Monthly Community Activity Reports
  - Third Friday Vendor Management
- Third Friday Marketing

**Upcoming Events/Actions/Meetings:**

- DA/DDA Meeting – Special Called Meetings
  - May 1<sup>st</sup> at 6:00 pm
  - May 6<sup>th</sup> at 10:00 am
- Fairburn Third Friday Concert Series
  - April 19<sup>th</sup> – Taste of SoFu
  - May 17<sup>th</sup> – Music Festival
  - June 21<sup>st</sup> – Juneteenth Cultural Event
  - July 19<sup>th</sup> – Summer Jam
  - August 16<sup>th</sup> – Music Under the Stars
  - September 20<sup>th</sup> – Hispanic Cultural Festival





# FINANCE

**DIRECTOR: BRYAN STEPHENS**

**MARCH 2024**

## **Department Updates:** Month of March Finance 2024 Daily Operations

- Business Licenses
  - New Licenses: 4
  - Renewals: 137
  - Outstanding/Pending Unpaid: 321
  
- New services
  - Electric: 36
  - Water: 41
  - Garbage: 39

### Personal Property Tax

- Collected: \$3,006,969
- Outstanding: \$713

### Real Property Tax

- Collected: \$9,313,987
- Outstanding: \$10,623

### Public Utility

- Collected: \$196,841
- Outstanding: \$1,960

**Project Status:**

- Fiscal year 2022-2023 draft audited financial statements received
- Started project implementation timeline with PaymentWorks vendor management solution
- Presented possible funding options for water infrastructure/supply project
- Submitted funding requests to Congressman David Scott's office

**Upcoming Events/Actions/Meetings:**

- a. FY2023-2024 Mid Year Budget Amendment (April 22, 2024)
- b. Purchasing policy update
- c. Purchasing card policy update



**FIRE**

**CHIEF CORNELIUS ROBINSON**

**March 2024**

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

- Won Basketball Tournament against City of Fairburn General Employees.
- South Fulton Chief Meeting “Automatic Aide”.
- Visited with Randall Bracket on updates for “Squad 22”.
- Updated Ten-8 with repair on “Squad 22”
- Captain Craig was sent and passed the “Fire Instructor 2 Class.”
- Announcement for the Promotional Assessment for Lieutenant & Sergeant.
- Completed 1 of 4 Automatic Aide Training with Union City Fire.
- Assist and Attend “Bedford School Field Day” with Pumper.
- Provide Blood pressure checks for all City of Fairburn Employees for HR Wellness event.
- Firefighters attend & serve seniors at the “Senior Tea Party”.
- Assist and Attend with “Global Impact Academy Stem School Bazaar”.
- Captain Pildner Started the Campbell Elementary “Kindergarten Safety Program”.
- Career Day at “Campbell Elementary.”
- 5 New Businesses.
- Day Care and School Inspections
- 1 Investigation
- 16 Plan Reviews

### **Department Updates:**

- Quint 21 in progress
- Temp Station in progress
- Promotional Assessment for Lieutenant & Sergeant
- New Firefighters
- Continuing Campbell Elementary Kindergarten Safety Program



# General Services

**DIRECTOR: GALE HIGGS**

**MARCH 2024**

## **Department Highlights/Accomplishments:**

- 1 Employee of the Month

## **Department Updates:**

- No Littering Signs on Milam Rd
- SOD Installation at City Hall
- Pothole Repairs in Multiple Areas
- Sewer / Gutter / Drain Cleanouts Throughout City
- Sign Replacements in Multiple Areas
- Quarterly Street Sweeping

## **Project Status:** Pending

- Spence Rd Sidewalk Repair
- Pine straw Install at City Center
- Planting Spring Florals

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

- Third Friday Event
- Spring Clean Up
- Spring Shred Event
- GA Cities Week

# HUMAN RESOURCES



## HUMAN RESOURCES

DIRECTOR: TALISHA CHAMPAGNE

March 2024

### Department Highlights/Accomplishments:

#### CITY OF FAIRBURN



Human Resources, in partnership with BKS Brokers, hosted the City's 2024 Open Enrollment "Your Health Matters" employee education sessions for the new 2024 benefit plan year.

Human Resources hosted the City's first annual "**March Madness Basketball Tournament**" and team building event on March at Landmark Christian School. The tournament teams were Fire (Public Safety) vs. General Employees. Employees engaged in fun activities, a "**Touch Down**" dance challenge, and attended the Social Mixer wearing their favorite jersey.



Fairburn  
Situating to Succeed

**SERVICE**  
APPRECIATION CELEBRATION

JAMILA CRISS

Human Resources, the Leadership Team, and City employees recognized Ms. Criss, Assistant City Administrator for her two (2) years of service to the City, the departments, and her committed service to the community.

## **Department Updates:**

- City's Hiring & Turnover stats for March 2024:
  - New Hires – Five (5) employees
- Upcoming Hiring stats for April 2024:
  - New Hires – Seven (7)

## **HR Events:**

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

- Human Resources and the Wellness Team hosted the final **Financial Wellness** course series **“Your Wealth, Your Health”** on March 14<sup>th</sup> from 12:00 noon – 1:00pm.
- Human Resources, in partnership with the Fulton County Board of Health, distributed free **COVID-19** testing kits by drive-thru pick up on March 27<sup>th</sup> from 10am-2pm at the Fairburn Annex parking lot.

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

- Human Resources will recognize **Women of Impact** honorees on April 3, 2024, at 12:00noon.
- Human Resources, along with the Employee Engagement Committee will host the 2<sup>nd</sup> quarter birthday social mixer on April 3<sup>rd</sup> to recognize employee birthdays for the months of January 2024-March 2024.



# Information Technology

Manager: Charles Johnson - MARCH

## Department Highlights:

- **IT Manager**
- City of South Fulton collaboration
- 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
- COF Bldg Ops IT budgeting
- IT invoices reviews
- Fairburn Cyber Security – CyberSure
- 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**

- Install Cisco MX 85 and MX 68 firewalls at each COF location
- Plan implementation of Cisco switches
- Discuss security goals for each firewall
- Phase one of Cisco Switch implementation started
- Finalized IP scheme for network
- Finalized VLANs for the network refresh
- Maintained Both Networks providing a path to all servers
- Implementation of Barracuda complete
- Continue Meraki portal setup
- Track Coax install for all locations
- Identify all static IP devices for the COF
- Backup Network voice and data Verified
- Freshdesk support tickets
- Telecowiz support tickets
- KnowBe4 training
- New Admin location and Utilites BLDG Coax Installed
- Discuss network security goals for the COF
- Installed SPF and fiber Cables at New Admin location
- Plan to standardize Ricoh printers for the COF
- Setup Users in the new Admin BLDG voice and data
- Multi-Factor Authentication for all users in progress
- Configure new firewall rules
- Inventory New equipment





## **PARKS & RECREATION**

### **DIRECTOR: CHAPIN SCOTT**

**MARCH 2024**

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

- Fairburn Tea Party – March 15<sup>th</sup> – 80 Sensational Seniors
- Fairburn Egg Hunt – March 24<sup>th</sup> – 300 youth participants
- Fairburn Fall Festival Save the Date – October 5, 2024.
- Fairburn Youth Council – Leadership Session (6-week leadership training)
- Pavilion Reservations open.
- Weekly Youth programs: Youth Baseball & Youth Track & Field
- 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 Basketball – Season ends March 1<sup>st</sup>.
  - Youth Track & Field- 74 participants (registration full)
  - Youth Baseball – 70 participants (Registration full)
  - Youth Football – Registration now open
- Fairburn Youth Council – Grades 8<sup>th</sup> – 11<sup>th</sup>
  - 12 members
  - Leadership Session 1 – Feb. 21<sup>st</sup> – March 27<sup>th</sup>
- Fairburn Bridge Camp Program
  - Spring Break Camp (April 1<sup>st</sup> – April 5<sup>th</sup>)
  - Summer Camp – Full
- Duncan Park Pool & Splash Pad
  - Now hiring!
  - Opening Day – Saturday, May 25<sup>th</sup>

## **Project Status:**

- Park Master Plan –
  - 1<sup>st</sup> draft presented to staff April 23<sup>rd</sup>
- Duncan Park Pool & Splash Pad – Pool Pump Replacement (complete)
  - Replacement needed for Splash Pad Pump (on going)
- 2024 Master Event Calendar – complete
- New basketball goals at the Youth Center – expected installation date TBD.
- Gymnasium lights repaired.
- Football lights repaired.
- Installation of (2) additional cameras at Duncan Park – in process
- Baseball Field 5 – Panel replacement – complete

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

- Youth Council Leadership graduation – April 17<sup>th</sup>
- 1<sup>st</sup> draft of the Parks Master Plan presented to staff and steering committee – Tuesday, April 23<sup>rd</sup>.
- GRPA State Track & Field – April 26<sup>th</sup> – April 27<sup>th</sup>



## POLICE

CHIEF ANTHONY BAZYDLO

March 2024

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

- March 2024 saw a 14% reduction in Part 1 crime compared to March 2023. This makes three straight months of reductions compared to the same months in 2023.
- 2023 Annual Report was completed and presented to Mayor and Council
- As of 4/10/2024 with the hiring of two academy recruits, the police department is fully staffed.

### **Project Status:**

- Blue Line Solutions – school zone speed detection cameras
- 4/14 – FPD will visit Fulton County 911 for National Telecommunicators Week

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

- Coffee with a Cop at Tim Horton's 4/27 at 8 AM
- Organizing a 501c3 for donations to support PD initiatives like Blue Light Christmas, National Night Out
- Renaissance Festival begins April 13<sup>th</sup>



# Fairburn Police Department

Anthony Bazydlo

Chief of Police



## Executive Summary March 2024

- **Uniform Patrol Division**
  - Total Calls Answered: 664
    - Self-Initiated 2,017
  - Misdemeanor Arrests 32
  - Felony Arrests 3
  - Arrest – Released 37
  - Wanted Persons 35
  - Citations 347
  - Parking Violations 31
  - Warnings 1,385
  - Incident Reports 287
  - Accident Reports 79
- **Special Ops**
  - Total Calls Answered: 6
    - Self-Initiated 140
  - Misdemeanor Arrests 9
  - Felony Arrests 1
  - Arrest – Released 4
  - Citations 71
  - Parking Violations 0
  - Warnings 122
  - Incident Reports 23
  - Accident Reports 0
- **Criminal Inv. Division – March**
  - Cases Assigned 57
  - Ex-Cleared 0
  - Cleared by Arrest 2
  - Unfounded 2
  - Inactivated 2
- **CID – Cases Prior to March**
  - Carry Over 128
  - Ex-Cleared 2
  - Cleared by Arrest 2
  - Unfounded 2
  - Inactivated 15
- **Internal Affairs**
  - 0 vacancies
  - 1 extended military leave, 1 light duty, 1 out injured

Police	
<b>March 2021</b>	
• Citations	731
• Warnings	1,734
• Arrests	36
• A/R	79
<b>March 2022</b>	
• Citations	529
• Warnings	793
• Arrests	48
• A/R	50
<b>March 2023</b>	
• Citations	445
• Warnings	914
• Arrests	29
• A/R	54
<b>March 2024</b>	
• Citations	347
• Parking Violation	31
• Warnings	1,385
• Misd. Arrests	32
• Felony Arrests	3
• A/R	37



# Fairburn Police Department

Anthony Bazydlo

Chief of Police



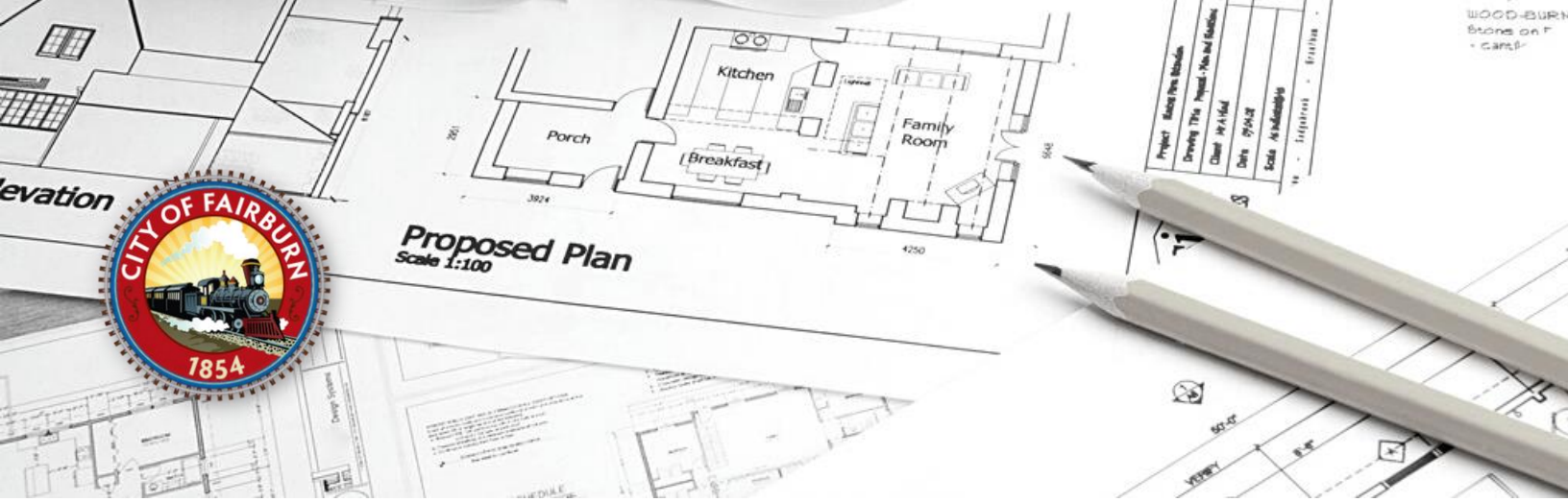
## March 2024 Crime Report Total Part 1 Crime Incidents

- o 2024 YTD                    70
- o 2023                         503
- o 2022                         353
- o 2021                         325
- o 2020                         413
- o 2019                         591
- o 2018                         709
- o 2017                         827

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

<u>Month / Year</u>	<u>Increase / Decrease</u>	<u>Total Part 1 Crimes</u>
January 2024	- 54%	20
February 2024	- 61%	14
March 2024	- 14%	36
January 2023	57%	44
February 2023	80%	36
March 2023	55%	42
April 2023	54%	34
May 2023	20%	41
June 2023	85%	63
July 2023	155%	51
August 2023	32%	45
September 2023	20%	30
October 2023	5.7%	37
November 2023	17.6%	40
December 2023	5%	40
January 2022	7.6%	28
February 2022	- 20%	20
March 2022	- 12.9%	27
April 2022	4.7%	22
May 2022	30.7%	34
June 2022	17.2%	34
July 2022	- 37.5%	20
August 2022	41.6%	34
September 2022	- 3.8%	25
October 2022	40%	35

November 2022	9.3%	35
December 2022	39%	39
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



# PLANNING & ZONING

DIRECTOR: DENISE BROOKINS

MARCH 2024

## Department Highlights/Accomplishments

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

## Upcoming Meetings

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

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

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

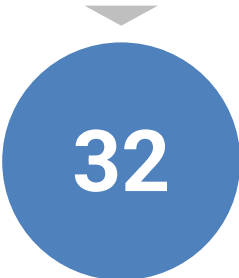
## Proposed Text Amendments:

- Data Center
- Community Redevelopment Tax Incentive (Blight Tax)
- Update the regulations for Peddlers & Solicitors
- Revise the text for prohibited tire treading and recapping uses to add tire repair shops and add a separation distance requirement for automobile repair shops (to include oil change, body repair, and tire repair shops)
- Electric Vehicle Requirements
- Add regulations for patios and uncovered decks to encroach in the required setbacks.

# Planning, Compliance, and Building Fast Facts

## Building Permits Summary

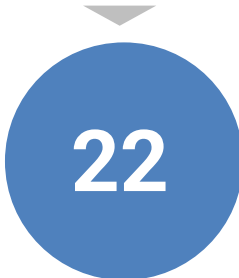
TOTAL PERMITS



COMMERCIAL



RESIDENTIAL



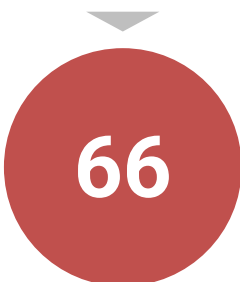
### New Permits:

Most of the permit requests were related to roof permits

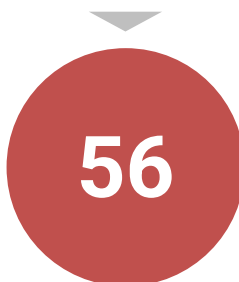
OPEN CASES



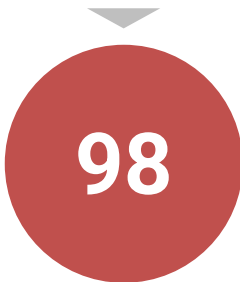
CLOSED CASES



COURTESY NOTICE  
(DOOR HANGER)



CODE ENFORCEMENT  
TOTAL INSPECTIONS



PRE COURT  
INSPECTION AND  
CITATIONS



### Top Issues

TRASH BINS PUBLIC VIEW

STOP WORK ORDER

ABANDONED OR NON-WORKING VEHICLE

TRASH – GENERAL

PARKIN ON THE GRASS





# UTILITIES

## Power Department

March 2024

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

- The Power Department team replaced a critical switch at Duracell.(March 10th)
- The Power Department team completed 24 new lights on the Highway 74/85 interchange/(March 14th)
- The Power Department team installed a 45-foot power pole at Oakley Industrial Boulevard to replace a damaged switch for critical operations of Circuit W-1222/(March 20th)
- The Power Department team installed 160 feet of underground primary wire at Oakley Industrial Boulevard/(March 21st)
- All team members of the Power Department have successfully graduated from Integrated Transmission Substation Operations school/(March 28th)
- The Power Department team installed an underground service at 7780 Spence Road/(March 27th)
- The Power Department installed a new service for a Habitat for Humanity home at 229 Dodd Street/(March 28th)
- The Power Department team completed 33 work orders (March 1st-29th)

- Meeting with contractors for switch replacement/ Meeting with E.C.G. engineering/Highway 74 light project /(March 1st)
- Performed voltage checks at Magnolia Subdivision/Prepared switch for installation at Duracell/(March 4th)
- Meeting with Administration and Charge Point/Replaced pole taps for circuit FO852/Meeting with Palmetto Electric Superintendent/ (March 5th)
- Created switching orders for Duracell shutdown/Power Department training day/(March 6th)
- Meeting with Utility Finance Manager/Highway 74 lights/Returned stock items/(March 7th)
- IT I pad programming/Fleet maintenance/Moved electric meter inventory to security area/Confirmed City Administration meeting for green options for Fleet trucks/(March 9th)
- Replaced switch at Duracell/(March 10th)
- Meeting with Foreman Lineman/Received transformers from Transformer maintenance service/Lanscaping at Duracell site/ (March 11th)
- Mid Budget meeting with Utility managers/Highway 74 lighting/System maintenance on circuit FO862 /(March 12th)
- Prepared mid Budget accounting for materials/Meeting with Administration, Procurement and Utility Finance for green option fleet possibilities/(March 13th)
- Highway 74 lighting project completed/Meeting with customers at 205 Bohannon/Field maintenance on circuit W1222/Bedford school community meeting/(March 14th)
- Replaced electric meter and current transformer at House of Prayer church/prepared for approaching storm/Installed 3 security lights at Bohannon Road/(March 15th)
- Open enrollment for employees/Oakley Industrial lights/Planning and Zoning meeting/Mid- Year Budget meeting with Finance Director and Administration/(March 18th)
- Power Department worked on a new pole at Spence Road/Completed FY 2023 Electric audit for Finance/(March 19th)
- Meeting with Power Department staff/Meeting with Foreman Lineman/Meeting with City Leadership/Installed a 45'foot power pole at Oakley Industrial/(March 20th)
- Meeting with Foreman Lineman/Installed 160 feet of primary wire/Meeting with Coweta Fayette EMC for Milam Road lighting/(March 21st)
- Attended City Council Retreat/Fleet maintenance performed/Housekeeping duties performed in yard and warehouse/(March 22nd)
- The power Department changed a transformer at 205 Fieldstone Drive/Continued lights on Oakley Industrial Boulevard/Attended work session at City Council with ECG/(March 25th)
- Installed a new metered service at 7780 Spence Road/ Locations for new service wire installation confirmed for Oakley Industrial lights/Attended a walk- through meeting for the Friday April 19th concert with the Community Development Director/(March 27th)
- Installed new underground secondary wire to Oakley and Bohannon Road lights/Leadership class at 314 NW Broad Street/( March 28th)
- Pre-built grounding and interior of transformer for 156 Jonesboro Road/Fleet maintenance/ Early dismissal for Good Friday/(March 29th)



## **PUBLIC WORKS**

**DIRECTOR: LESTER THOMPSON**

**MARCH 2024**

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

Attended the Georgia Association of Code Enforcement Conference from March 5<sup>th</sup> – March 8<sup>th</sup>, 2024.

The City-Wide LMIG/TSPLOST Resurfacing Project (IFB# 24-006, Roadway Improvements on Various City Roads) was put out to bid on March 6<sup>th</sup>, 2024. The bid opening date is April 10<sup>th</sup>, 2024.

IFB# 24-007, the Golightly Rain Garden & Greenspace Project was put out to bid on March 6<sup>th</sup>, 2024. The bid opening date is April 10<sup>th</sup>, 2024.

Participated in the Interchange Justification Report (IJR) Kick-Off Meeting for the proposed I-85 @ Gullatt Road Interchange on March 13<sup>th</sup>, 2024.

Participated in the Fairburn Forum for the Plantation Road Communities on March 14<sup>th</sup>, 2024.

Participated in the Monthly Project Team Meeting for the I-85 @ SR 74/Senoia Road Interchange Project on March 19<sup>th</sup>, 2024.

Participated in the Mayor & Council Retreat on March 22<sup>nd</sup>, 2024.

The Agreement between Fulton County and the City of Fairburn for the Golightly Rain Garden and Greenspace Project in the amount of \$315,000 was approved at the March 25<sup>th</sup>, 2024, City Council Meeting.

The Task Order with ATLAS Technical Consultant for the amount of \$274,400 to design the Brooks Drive Extension Project was approved at the March 25<sup>th</sup>, 2024, City Council Meeting.

The Options to Purchase Right-of-Way from Parcels 3 & 5 of the Cleckler Road Full-Depth Reclamation Project for the sum of Donation was approved at the March 25<sup>th</sup>, 2024, City Council Meeting.

The Option to Purchase Right-of-Way from Parcel 1 of the Oakley Industrial Boulevard Left Turn Lane Project for the sum of \$6,200 was approved at the March 25<sup>th</sup>, 2024, City Council Meeting.

The Georgia Department of Transportation conducted a Local Administered Project (LAP) audit for 0012636, the Downtown LCI Streetscape Project on 27<sup>th</sup>, 2024.

**Department Updates:**

<b>Permit Type</b>	<b>Number Issued</b>
Right-of-Way Encroachment Permits	2
Timber Harvesting Permits	0
Clearing & Grading Permits	0
Land Disturbance Permits (LDPs)	0

**Project Status:**

<b>Community Development Projects Plans Under Review</b>			
Meribel Townhomes	John River Road	Site Development Plans	Distributed for review 03/10/2024.
Chick-fil-A	Renaissance Parkway	Site Development Plans	Comments provided 03/20/2024.
Strack Development 54" Pipe Extension	Howell Avenue	Site Development Plans	Comments provided on 03/20/2024.
Cury Bend Development 114 Single-Family Detached Residential 126 Townhomes	Johnson Road/Seneca Road	Site Development Plans	Revision 2 distributed for review on 03/21/2024.
Shugart Farm 2A – Collinsworth Connector; Roadway Project	Johnson Road, near 7190 Johnson Road	Site Development Plans	Comments provided on 12/19/23; Conditional Approval; subject to Georgia Power permit and approved plan, Stormwater Facility Agreement.
Living Word Church	0 Senoia Road	Site Development Plans	Revised plans (R-3) approved on 03/04/2024.
Bohannon Road Training Center	8563 Bohannon Road	Site Development Plans	Revised plans approved on 10/19/2023.
Buckingham Fairburn Warehouse	1000 Logistics Center Drive	Site Development Plans	Revised plans (R-5) approved 03/06/2024.
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.
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### Community Development Projects Under Construction

Project Name	Permit Type	Permit Issuance Date
<b>Buckingham Fairburn Warehouse (Google)</b> 1000 Logistics Center Drive	Land Disturbance Permit	<b>Preconstruction Meeting conducted 03/29/2024.</b> Notice of Intent (NOI) filed 03/19/2024; there is a 14-day latent period. Construction allowed to commence 04/02/2024.
<b>Fire Station #23</b> 5650 Milam Road	Land Disturbance Permit	01/05/2024
<b>Nestle Purina Petcare, Roadway and Drainage Improvements</b> 5001 Fayetteville Road	Land Disturbance Permit	12/05/2023
<b>Trillium Reserve Subdivision</b> Fayetteville Road (between Edelweiss Drive and Trotters Farm Road)	Land Disturbance Permit	10/31/2023
<b>Bohannon Road Training Center</b>	Land Disturbance Permit	10/19/2023.
<b>Evergreen Subdivision</b> Elder Street (near Vickers Road & Strickland Street)	Land Disturbance Permit	06/13/2023
<b>Copart, Inc. - Fairburn</b> 6737 Roosevelt Highway	Land Disturbance Permit	06/12/ 2023
<b>Mini Storage Depot at Fairburn</b> 156 Jonesboro Road (near Heath Street & Beverly Ingram Parkway)	Land Disturbance Permit	05/31/2023 Plan revision R-4 approved on 02/05/2024.
<b>Oakmont Bohannon</b> 621 Bohannon Road	Land Disturbance Permit	05/24/2023
<b>Renaissance Parkway Phase II ~ Sanitary &amp; Stormwater Construction</b> Renaissance Pkwy (between the proposed	Land Disturbance Permit	02/22/2023

Popeye's & the Fairburn Park & Ride Lot)		
<b>Ren Park Apartments</b> 7000 Renaissance Parkway	Land Disturbance Permit	11/10/2022
<b>Package Depot Plaza</b> 7895 Senoia Road	Land Disturbance Permit	04/12/2022 <b>Revised as-builts distributed for review on 03/21/2024.</b>
<b>Fern Dale Subdivision</b> Virlyn B. Smith Road (east of the Georgia Renaissance Festival, across from Victoria Estates) 171 Lots	Land Disturbance Permit	03/31/2021 Phase 1 (69 Lots): Initiation of home construction anticipated by 03/04/2024.
<b>Legend Creek Subdivision</b> Off White Mill Road, near Rivertown Road	Land Disturbance Permit	The original LDP was issued on 10/15/2020. The 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	<b>March 6<sup>th</sup>, 2024</b>
CDBG, Golightly Rain Garden & Greenspace Project	Pond & Company	Letting	<b>March 6<sup>th</sup>, 2024</b>
Cleckler Road and Gullatt Road Full-Depth Reclamation Project	Southeastern Engineering, Inc.	Final Design/Right-of-Way Acquisition	April 3 <sup>rd</sup> , 2024 (anticipated)
Park Road Extension/Duncan Park Secondary Access Road	Southeastern Engineering, Inc.	Preliminary Engineering <b>Comments on Revised 60% Construction Plans provided on 03/20/2024.</b>	June 12 <sup>th</sup> , 2024 (anticipated)
I-85 @ SR 74/Senoia Road Interchange	TranSystems Corporation	Right-of-Way Acquisition/Final Design	Management Let Date: June 21 <sup>st</sup> , 2024

Project (PI#0007841) *			
Oakley Industrial Boulevard Roadway Extension	Southeastern Engineering, Inc.	Preliminary Engineering Comments on the 30% Construction Plans provided on 03/20/2024.	October 30th, 2024 (anticipated)

- \* The I-85 @ SR 74/Senoia Road Interchange Project currently has fifty-nine (59) parcels; the preliminary parcel count was fifty (50) parcels. GDOT has closed on fifty-one (56) parcels, and the final three (3) are pending condemnations.

Public Works/Capital Improvement Projects Under Construction			
Project Name	Design Firm	Contractor	Notice to Proceed Date (NTP)/Completion Date
Downtown LCI Streetscape (19-005/PI#0012636)	Stantec	Precision 2000, Inc. (P2K)	July 6 <sup>th</sup> , 2020/ Substantial Completion Date: April 13 <sup>th</sup> , 2022 Project restart date: September 11 <sup>th</sup> , 2023. Substantial Completion: February 27 <sup>th</sup> , 2024. Final Completion: March 31 <sup>st</sup> , 2024.
Operation F.A.C.T – 43 Washington Street Parking Lot CDBG, Fairburn Parking Lot Project	Pond & Company	F.S. Scarbrough, LLC	October 30 <sup>th</sup> , 2023/Seventy-five (75) calendar days. Final Completion: March 1 <sup>st</sup> , 2024.



# REVENUE ADMINISTRATION

**DIRECTOR: ALVIN COLBERT**

**MARCH 2024**

## **Meetings:**

- Weekly Utility Department budget review meeting.
- Attended monthly leadership meeting.
- Meeting to discuss Water/Sewer grant opportunity.
- Participated as member of the interview panel for the hiring of Water/Sewer Superintendent.
- Meeting to discuss mid-year budget requests
- Teams meeting – Fairburn Utility Update.
- Met with the Electric Superintendent and meter vendor to review vendor’s capacity to meet the demands of the Utility (electric and water); price, and lead-time.
- Attended Community Forum at Bedford School
- Meeting with Utility Coordinator to chart path forward for Revenue Administration, as well as the daily bank deposit routine.
- Attended the Mayor and Council Retreat
- Teams Meeting - MEAG Fund 1 Introduction (short-term money management)

## **Training:**

- Began the process of introducing the Utility Coordinator to the daily operations of the Utility’s revenue functions.
- Provide Utility Revenue Clerks with training on proper cash handling procedures.

## **Tasks:**

- Scheduled bi-weekly 1-hr training sessions for Utility Revenue Administration.
- Developed Standard Operating Procedure for safe and efficient cash handling.
  - Required light maintenance to existing cash drawers
  - Purchase of cash boxes (and reusable money bags) that would fit into the drawers during the day and into the safe nightly.
- Completed move to new building.
- Continued budget review to identify impact of unexpected expenses (i.e., need for replacement of 10 poles to complete lighting project).
- Amended Mid-Year budget request to cover unexpected expenses.

## **Revenue Transactions:**

- More than 5,000 total transactions
  - >1,800 in-office transactions
  - 442 were credit card transactions
  - \$14,749.00 in credit card fees collected (City savings)





# UTILITIES

**DIRECTOR: QUAKITA LANE**

**MARCH 2024**

## **Department Highlights/Accomplishments:**

- Internal staff meeting with the Utilities Administration Team to discuss updates, upcoming projects and other items related to departmental improvements.
- Meeting held with Electric Team and IT to complete setup and small review on how to use company iPads, for Incode work order updates, Paycom and email use.
- Meeting held with City Administrator and citizen (Mr. Carlos Castro) to discuss utility bill concerns and consumption review.
- Meeting with Amwaste Team to discuss the process for service cancellations and cart removals due to non-payment.
- Conducted day and evening sessions (11 a.m. – 1:00 p.m. & 5:00 p.m. – 8:00 p.m.), to discuss utility bill concerns with the Magnolia Community/subdivision.

## **Interviews:**

- Panelist for the Utilities Receptionist position.

## **Training:**

- Supervisory Leadership Training (March 28<sup>th</sup> – Working with the budget, Accountability in the workplace)

## **Tasks:**

- 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.
- Worked closely with Amwaste Consultant (Amanda) to resolve some high-level concerns and matters amongst the teams. (Web portal setup, yearly calendar update, repeated missed bulk pick-ups, etc.)
- Researched, investigated, and gathered meter details for customers (city-wide), related to consumption history and bill amounts.
- Worked closely with the Electric Foreman (Matt) to perform and provide updates on all voltage checks completed on electric meters. (Due to the recent rate increases.)
- Provided statistical reports and information for annual audit requests.
- Generated electric consumption reports, from October 2023 – February 2024, to ECG Team.
- Identified and redrafted several necessary changes related to departmental items on the City's website. Forwarded information to Communications Team.

- Initiated the connection to Incode Support, and process regarding the option to provide a “one-time” credit to our residential customers.
- Worked closely with Amwaste Team to finalize the setup and initiate the use of the web portal for daily trash requests.
- Redrafted SOP documents related to the new service installations for water, sewer, irrigation taps, as well as temporary power requests.
- 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 February 2024.
- Reviewed and approved bi-weekly timecards for payroll.

### **Billing Information:**

Utility Bill Count: **7,192** (TOTAL), 6,664 (MAILED)

- **332** work order requests completed (**225**– Meter Readers, **68**– Water Team, **35** – Electric Team, **2**– Billing Team, **2**– Unassigned)
- **15** disconnection service orders were issued and completed. (*Disconnections have been placed on hold due to the recent rate increases.*)
- **0** penalties were posted this month. (*Due to the leniency provided to the constituents after the rate increases,*)
- The Meter Team captured approximately **1,000 manual (visual) reads** for March 2024 billing period.



# WATER & SEWAGE

MANAGER: JOHN MARTIN

MARCH 2024

## Department Highlights/Accomplishments:

- Water Concerns with City Administrator-Fishbowl (March 4)
- Building Updates-Utilities Conference Room (March 5)
- Microsoft Teams Meeting: Fairburn Utilities Monthly Progress Meeting (March 21)
- Microsoft Teams Meeting: Utilities Rates: ECG Work Session Discussion (March 15)
- Microsoft Teams Meeting: Grant Opportunity (March 4)
- Employee Relations Meeting with HR (March 4)
- Microsoft Teams Meeting: City of Fairburn-Pressure Monitoring Results & Proposed Solutions Meeting (March 5)
- Discuss Water Funding for Congressman Scott Request (March 5)
- Water Superintendent Interviews (Fairburn City Hall Chambers & Virtual (March 6)
- FY 2023-2024 Mid-year Budget Request Discussion Fishbowl Conference (March 18)
- Meeting with Kendall Supply-Utilities Building (March 7)
- Department Leadership Meeting-Council Chambers (March 4 and 20)
- Development Review Meeting-Municipal Court (March 18)

- Fairburn Forum (Plantation Road Communities)-The Bedford School (March 14)
- Microsoft TEAMS Meeting: Water Meeting Recap with Fairburn (March 5)
- Building Updates-Utilities Conference Room (March 12)
- Session 6: Organizing Your Work and Time/Session 12: Evaluating Performance-Betty Hannah Building (March 14)
- Attended Mayor & Council Retreat-Peachtree Crown Plaza (March 22)
- Session 7: Working with the Budget/Session 11: Accountability in the Workplace-Betty Hannah Building (March 28)
- Microsoft TEAMS Meeting: COA & Fairburn-System Overview and Hydraulic Model Discussion (March 26)
- Celebration (Assistant City Administrator)-Council Chambers (March 26)
- Building Maintenance Superintendent Interviews-Administration Building Conference Room 2 (March 27)
- Hired New Water and Sewer Superintendent (March 27)
- Fairburn adopted as a WaterSense Partner with the U.S. Environmental Protection Agency (EPA) (March 18)
- Installation and Training of Lift Station SCADA system completed (Grundfos)-(March 20)

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

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

- Identifying all commercial & EXEMPT FOG customers- (On going)
- (3) FOG permits issued (March 2024)
- March 2024 FOG collections amount: \$1,212.50

### ***Department Updates:***

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

WATER & SEWER STATS						
MONTH OF FEBRUARY						TOTAL
METER MAINTENANCE	9			12		21
PUMP STATION CHECK				13		13
VERIFY METER INFO		2				2
HYDRANT FLUSH		10				10
WATER METER INSTALL	5					5
SEWER BACK UP	3	4		2		9
CHECK FOR LEAKS		7				7
TURN WATER OFF		2				2
LOCATE WATER METER	5					5
REPLACE WATER METER BOX	1					1
PUMP OUT WATER BOX						
CHECK WATER METER		11	3			14
SEWER JET	3					3
CHECK STORM DRAIN		4				4
RE READ METER		21				21
CHECK LOW PRESSURE	9	15	3			27
LOCK WATER METER		1				1
REPLACE LID						
TOTAL	35	77	6	27		145
CONTRACTOR PROJECTS						
Bay Street	SEWER BACK UP/ SEWER VAC		COMPLETE	RDJE		
WINDING CROSSING 2	SEWER BACK UP/ SEWER VAC		COMPLETE	RDJE		
OAKLEY INDUSTRIAL	STORM DRAIN REPAIR		COMPLETE	JMJ ENTERPRISE		
COLE ST	STORM DRAIN REPAIR		COMPLETE	JMJ ENTERPRISE		
SIR CHARLES	STORM DRAIN REPAIR		COMPLETE	JMJ ENTERPRISE		
SIR CHARLES 2	STORM DRAIN REPAIR		COMPLETE	JMJ ENTERPRISE		
BAY ST	EMERGENCY LEAK REPAIR		COMPLETE	JMJ ENTERPRISE		
FAYETTEVILLE RD	EMERGENCY SEWER REPAIR		COMPLETE	RDJE		

- **Project Status:**

- Lift Station Project-(SCADA system training)-(Completed)
- 4076 & 4080 Castle Way-Storm Drain Easement-(Completed)

**Upcoming Events/Actions/Meetings:**

- Review meter details for new developments and renovations- (In progress/95% completed)
- GA Cities Week Events