



City of Fairburn Work Session Agenda

February 27, 2023
6:00 PM

The Honorable Mayor Mario Avery

The Honorable Mayor Pro-Tem Linda J. Davis
The Honorable Alex Heath
The Honorable Hattie Portis-Jones

Mr. Tony Phillips
Mr. Rory Starkey
Ms. Brenda B. James

The Honorable Pat Pallend
The Honorable Ulysses J. Smallwood
The Honorable James Whitmore

City Administrator
City Attorney
City Clerk

- I. Meeting Called to Order: The Honorable Mayor Avery
- II. Roll Call: City Clerk
- III. Agenda Items:
 - 1. Pilot Public Safety Housing Allowance Program **(Police)**
 - 2. Fire Station #23 Design Presentation and Update **(Buildings)**
- IV. Adjournment:

When an Executive Session is required, one will be called for for the following Issues:
(1) Personnel (2) Real Estate or (3) Litigation

PILOT PUBLIC SAFETY HOUSING ALLOWANCE PROGRAM

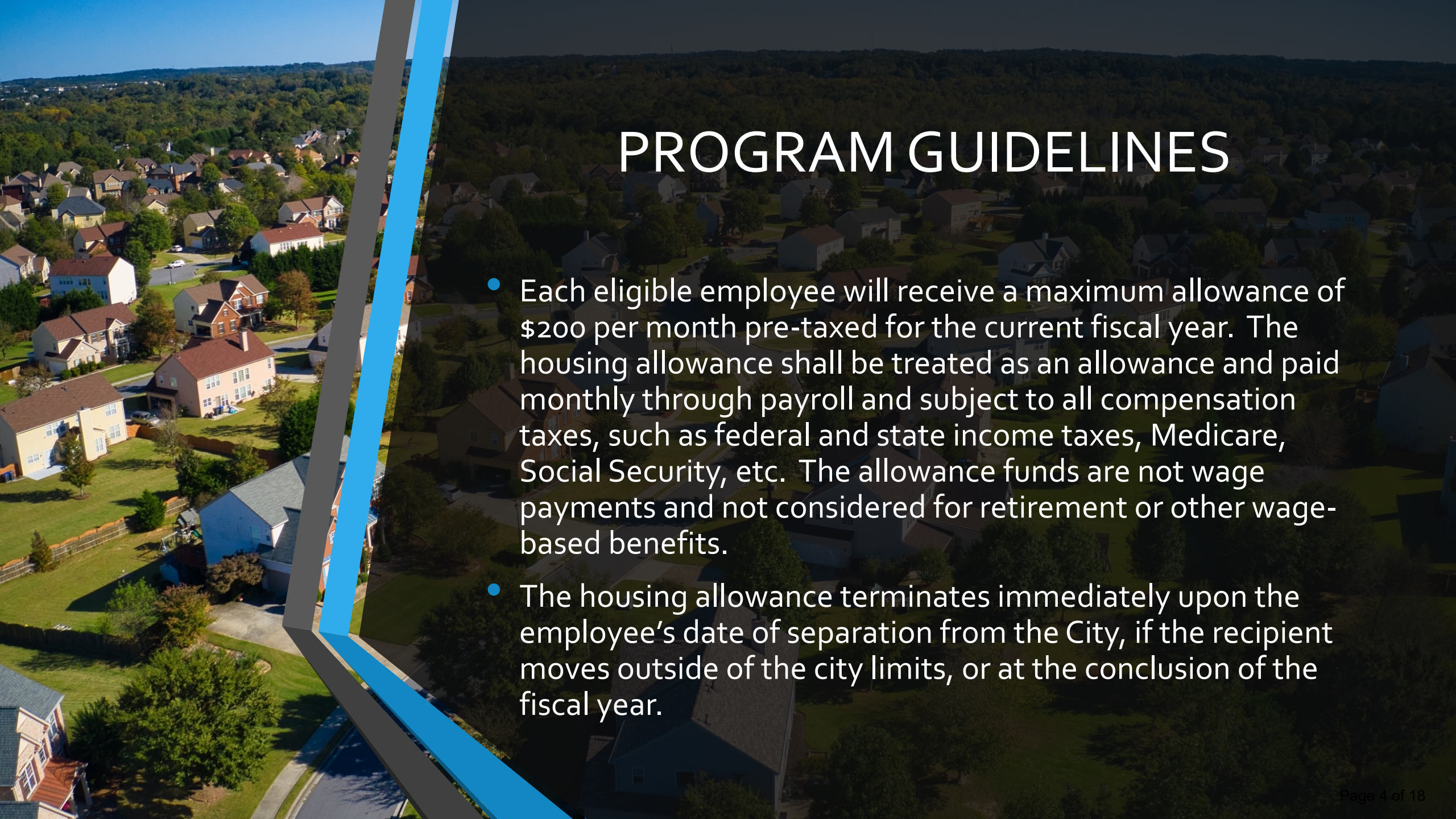
Chief A. Bazydlo, Police Chief

Chief C. Robinson, Fire Chief



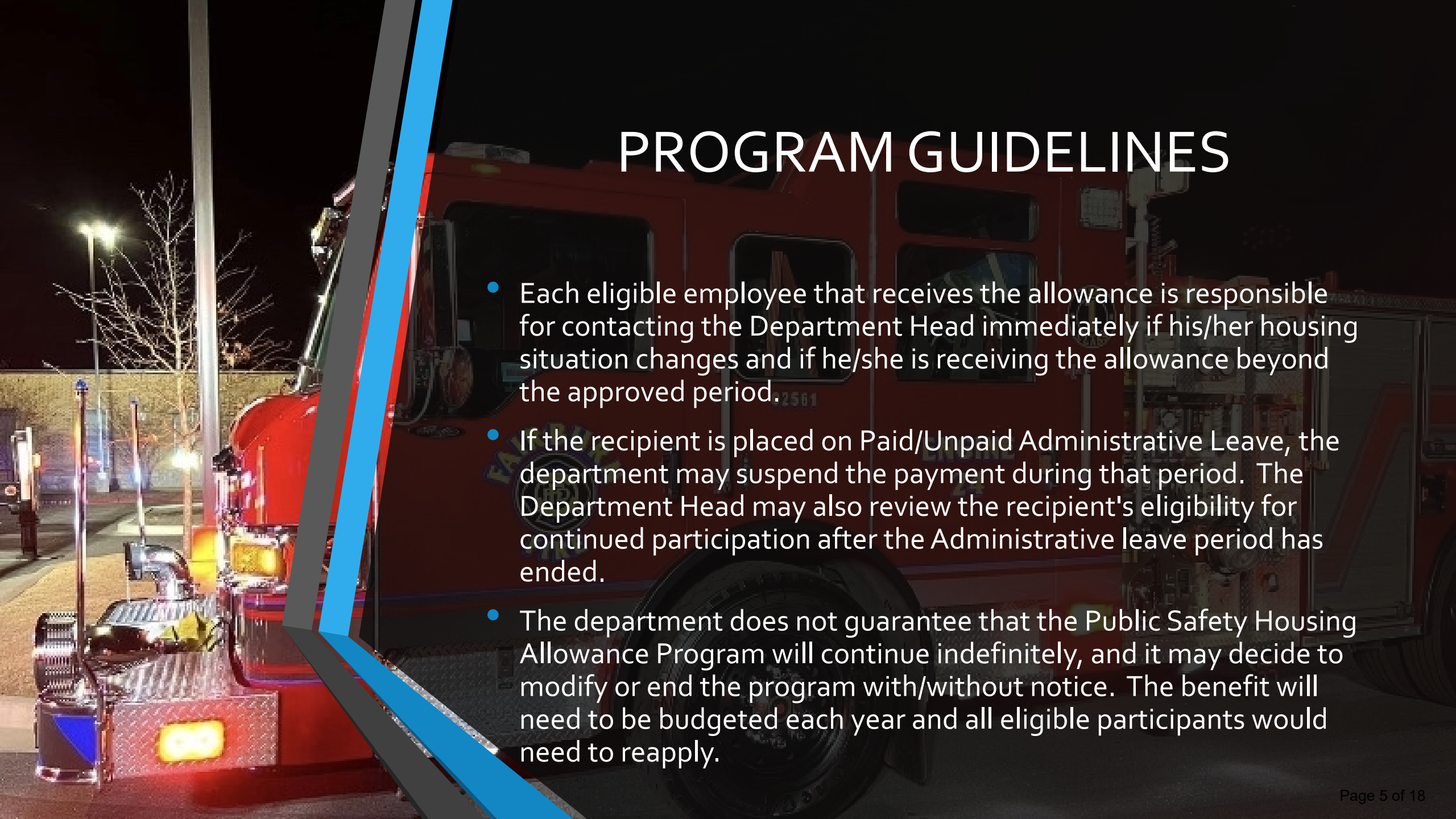
PROGRAM BACKGROUND

- In January 2023, an analysis of the current active police officers and firefighters was conducted. Analysis showed that retention tools need to be employed in order to mitigate repeat attrition issues within the public safety departments.
- This proposed pilot program for housing allowance is designed to encourage sworn police officers and firefighters to reside within the City of Fairburn and offer housing assistance to those eligible employees. The Pilot Public Safety Housing Allowance Program is designed to help retain and recruit police and fire personnel and deepen the connection between the public safety departments and the community. It will help foster community involvement/engagement and provide for a quicker response time in the event of an emergency that requires call-ins to public safety personnel.



PROGRAM GUIDELINES

- Each eligible employee will receive a maximum allowance of \$200 per month pre-taxed for the current fiscal year. The housing allowance shall be treated as an allowance and paid monthly through payroll and subject to all compensation taxes, such as federal and state income taxes, Medicare, Social Security, etc. The allowance funds are not wage payments and not considered for retirement or other wage-based benefits.
- The housing allowance terminates immediately upon the employee's date of separation from the City, if the recipient moves outside of the city limits, or at the conclusion of the fiscal year.



PROGRAM GUIDELINES

- Each eligible employee that receives the allowance is responsible for contacting the Department Head immediately if his/her housing situation changes and if he/she is receiving the allowance beyond the approved period.
- If the recipient is placed on Paid/Unpaid Administrative Leave, the department may suspend the payment during that period. The Department Head may also review the recipient's eligibility for continued participation after the Administrative leave period has ended.
- The department does not guarantee that the Public Safety Housing Allowance Program will continue indefinitely, and it may decide to modify or end the program with/without notice. The benefit will need to be budgeted each year and all eligible participants would need to reapply.

PROGRAM ELIGIBILITY

- In order to be eligible to apply for the Pilot Public Safety Housing Allowance Program, employees must meet the following criteria:
 - Must be a sworn police officer (P.O.S.T. Certified) employed with the City of Fairburn and off his/her six (6) month employment probationary period; or
 - Must be a certified Firefighter employed with the City of Fairburn and off his/her six (6) month employment probationary period;
 - Address must be the employee's physical, primary address. P.O. box addresses will not be accepted; and
 - Must reside within the city limits of the City of Fairburn (i.e. not Fairburn mailing address, but within CoSF).

PROGRAM ELIGIBILITY

- Additionally, all participants must complete the Public Safety Housing Allowance Program application and submit the following documentation:
 - Property Owner - Copy of the most recent tax bill to verify the property is within the City of Fairburn city limits and an official monthly mortgage statement addressed to the employee. The address provided must be the employee's primary residence.
 - Renter - Copy of the fully executed lease agreement with the employee's name on the document. The address provided must be the employee's primary residence.
- The City of Fairburn reserves the right to terminate an employee's participation in the pilot program if he/she defaults on the terms of their lease, is evicted from the property, terminates their lease agreement, is no longer employed fulltime with the City of Fairburn either on his/her own accord, or respective public safety certification becomes inactive, suspended, or revoked.



APPLICATION PROCESS

- Step 1 - Eligible public safety employees must complete the Public Safety Housing Allowance Program application. The application and program packet will be made available to all department employees via email.
- Step 2 - Completed applications along with the required supporting documentation must be emailed to housingallowance@fairburn.com. Supporting documentation is outlined under the eligibility requirements.
- Step 3 – Eligible employees are awarded on a first come, first serve basis. Once awarded, applicant will receive a notification letter. Payment of the monthly \$200 per month pre-tax will occur at the beginning of each month. All qualified applications will be awarded based on priority list: Property Owner, Renter, and Renter (serves as Courtesy Officer).



PROGRAM BUDGETING FUNDS

- For the remaining seven months of this fiscal budget year, the Police Department is slotted for nine (9) housing allowance slots. The Fire Department is slotted for five (5) housing allowance slots.
- Once filled, all other applications will be placed on a waitlist in the order in which they were received should additional funding become available in the current fiscal budget.
- As such, the Police Department has funding within the approved FY23 budget to allocate \$12,600 for the program. The Fire Department has funding within the approved FY23 budget to allocate \$7,000 towards the program. The departments will work with Finance and Human Resources to ensure proper payments to eligible, participating employees.



PUBLIC SAFETY HOUSING ALLOWANCE PROGRAM



QUESTIONS?





PUBLIC SAFETY HOUSING ALLOWANCE PROGRAM APPLICATION



TODAY'S DATE

FIRST NAME

LAST NAME

HIRE DATE

EMPLOYEE NO.

JOB TITLE

DEPARTMENT

PRIMARY ADDRESS

CITY, STATE, ZIP CODE

EMAIL ADDRESS

PHONE NO.

ALTERNATE NO.

DO YOU RENT OR OWN?

*If you own, please provide the mortgage company name and length of time at residence below.
If you rent, please provide the landlord and lease termination date below.*

MORTGAGE COMPANY

LENGTH OF TIME AT RESIDENCE

LANDLORD

LEASE TERMINATION DATE

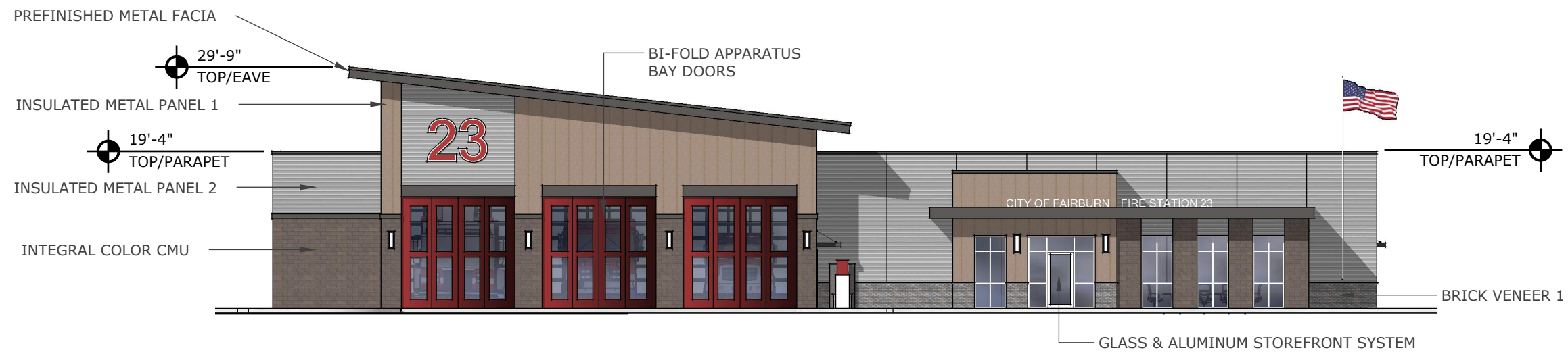
I, _____ (name), attest that the information provided above is true and accurate, and I have not misrepresented my eligibility for the Program. I understand that the above information, if misrepresented, may be grounds for immediate removal from the program and may result in disciplinary action. I further acknowledge that I will be required to repay any Public Safety Housing Allowance funds received.

Name (Print)

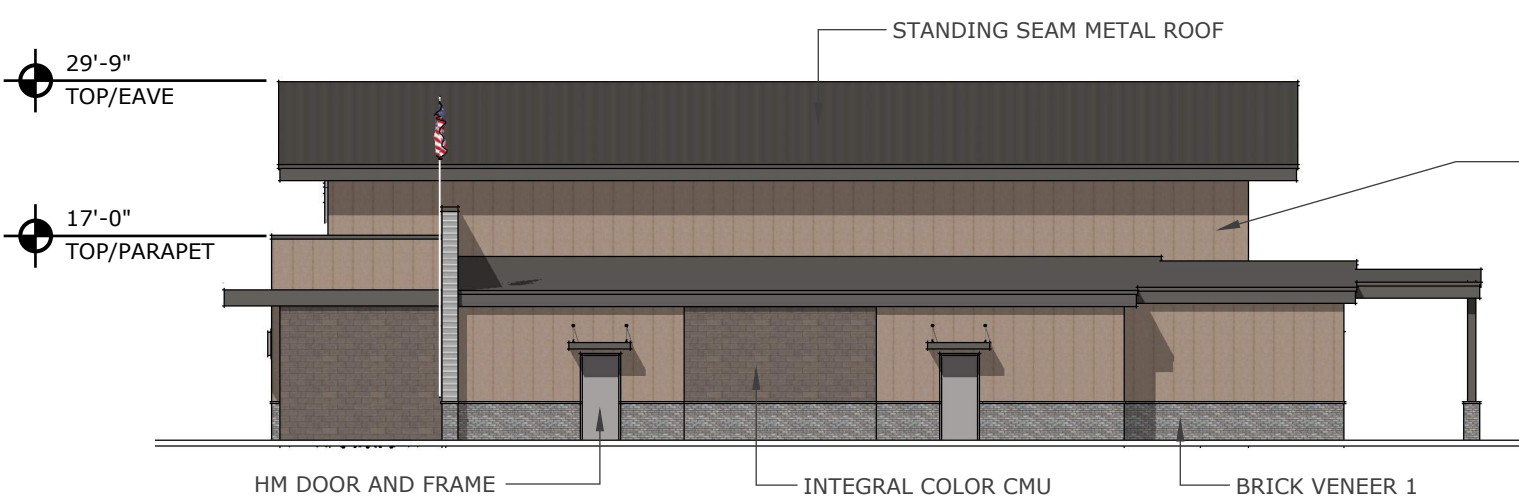
Signature

Date

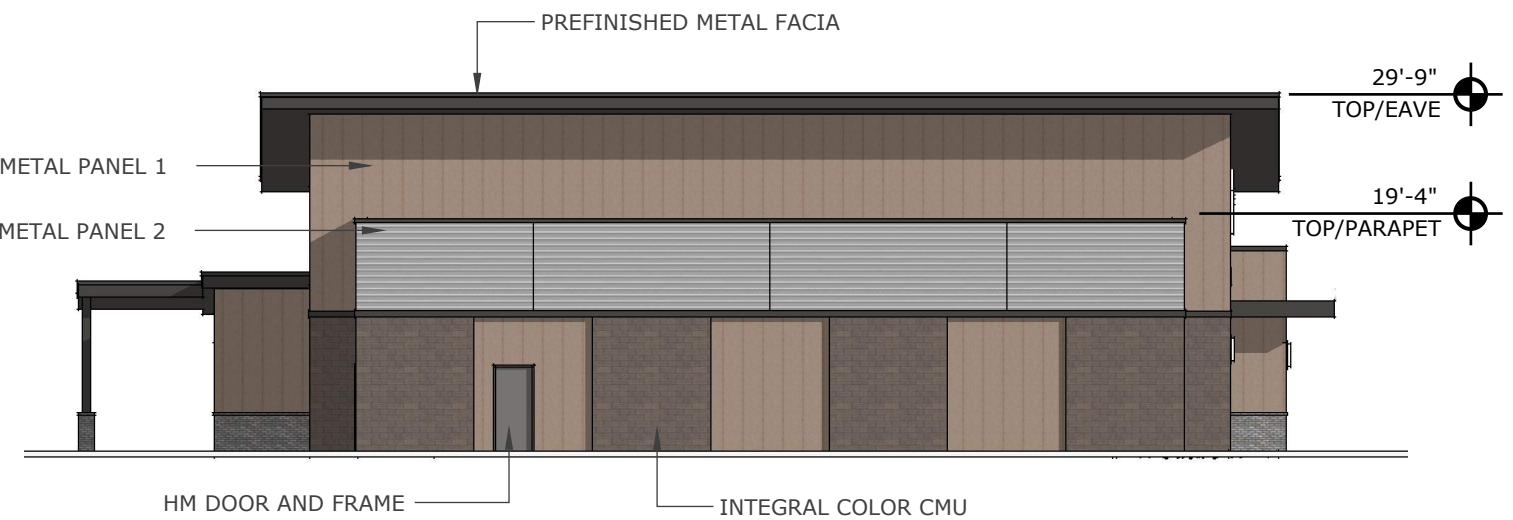
*If you have any questions regarding this form, please email EEiswerth@fairburn.com or
GSapp@fairburn.com*



FRONT ELEVATION



RIGHT SIDE ELEVATION



LEFT SIDE ELEVATION



REAR ELEVATION



CITY OF FAIRBURN FIRE STATION NO. 23

ELEVATIONS - Option 1

DESIGN CONCEPT
07 DECEMBER 2022

PIEPER O'BRIEN HERR
ARCHITECTS



CITY OF FAIRBURN FIRE STATION NO. 23

RENDERING - Option 1

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CITY OF FAIRBURN FIRE STATION NO. 23

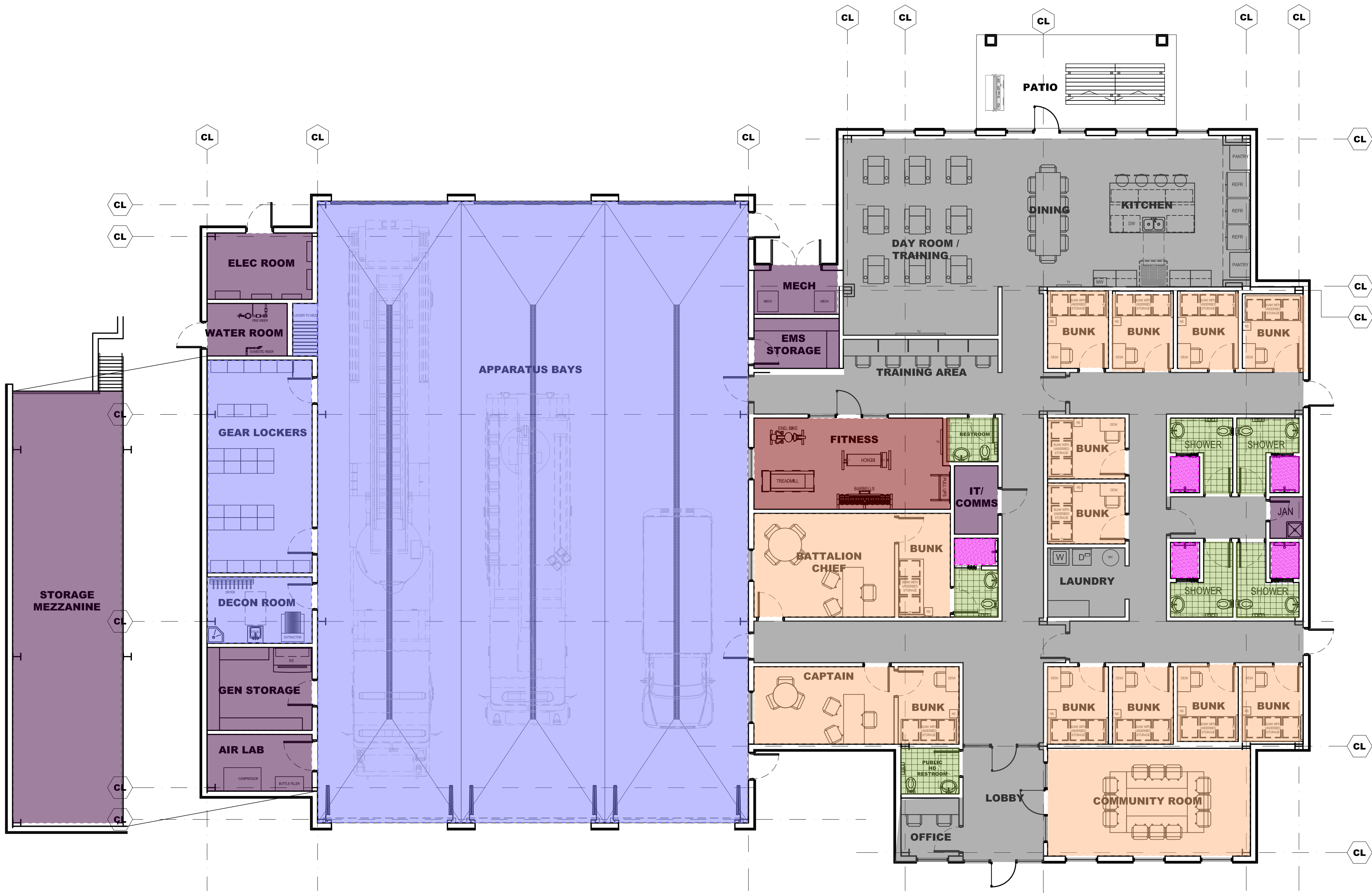
RENDERING - Option 1

DESIGN CONCEPT
07 DECEMBER 2022

PIEPER O'BRIEN HERR
ARCHITECTS

FLOOR FINISH LEGEND

- EPOXY FLOOR COATING
- 9x36 CARPET PLANKS - MULTILEVEL LOOP 22 OZ. NYLON FIBERS - BRICK PATTERN
- PROVIDE ALLOWANCE OF \$7/SF (MATERIAL COST) FOR THIN SET CERAMIC TILE. TILE ON FLOOR ONLY
- POLISHED CONCRETE
- RUBBER ATHLETIC FLOORING
- SEALED CONCRETE
- PRECAST TERRAZZO SHOWER PAN - 4'-4" X 3'-6"



BUILDING AREA CALCULATIONS

APPARATUS BAY	
ENGINE BAYS	4071 SF
GEAR LOCKERS	355 SF
STORAGE	146 SF
DECON	106 SF
AIR LAB	100 SF
EMS STORAGE	65 SF
COMMUNITY	
LOBBY	134 SF
MEETING ROOM	356 SF
HC RESTROOMS	51 SF
PD OFFICE	62 SF
SLEEPING QUARTERS	
BUNK ROOMS (10)	835 SF
SHOWERS (4)	428 SF
LAUNDRY	96 SF
OFFICES	
BATTALION CHIEF	373 SF
CHIEF	254 SF
LIVING QUARTERS	
KITCHEN / DINING	555 AF
DAYROOM / TRAINING	547 SF
OUTDOOR PATIO (NIC GSF)	293 SF
MISC	
ELECTRICAL ROOM	115 SF
WATER/SPRINKLER ROOM	75 SF
MECHANICAL ROOM	65 SF
IT/COMMS	52 SF
FITNESS	284 SF
RESTROOM	39 SF
CIRCULATION	1115 SF
TOTAL BUILDING AREA	10,297 SF
STORAGE MEZZANINE	700 SF

CONCEPTUAL FLOOR PLAN FP-1
SCALE: 1/8" = 1'-0"



FAIRBURN FIRE STATION # 2 3
FAIRBURN, GEORGIA

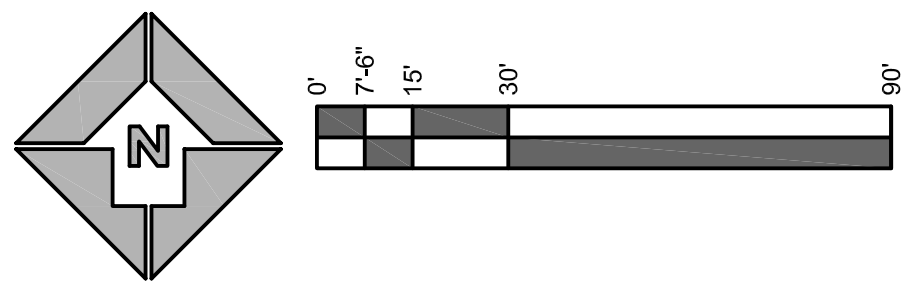
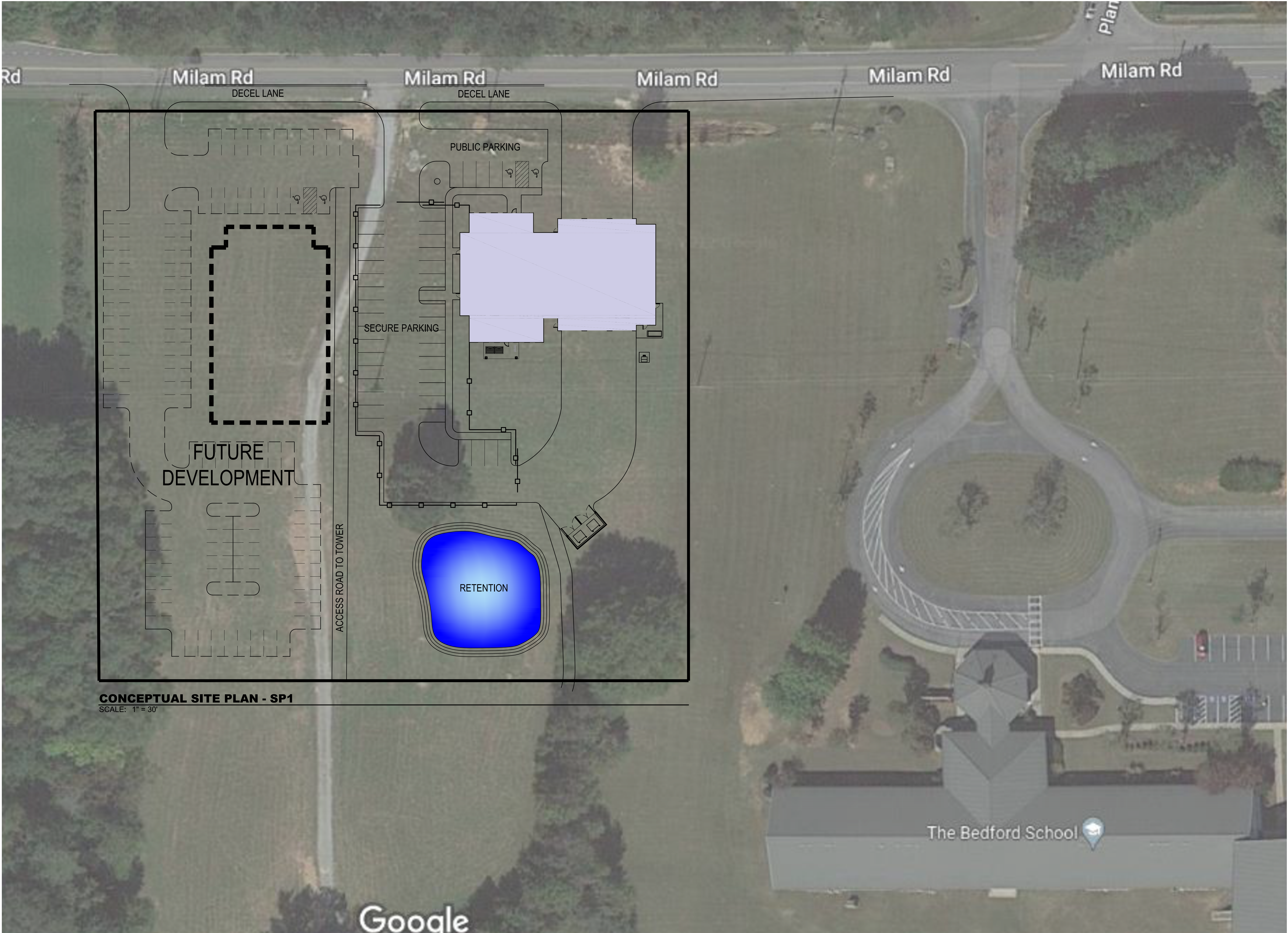
FLOOR PLAN
SCHEME TWO

SCALE: AS SHOWN
21 NOVEMBER 2020

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FAIRBURN FIRE STATION # 2 3
FAIRBURN, GEORGIA

SITE PLAN
SCHEME TWO

SCALE: AS SHOWN

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