



**September 2019 Department Reports
(August's Information)**

**To: Tim Young, City Manager
Mayor and Council
Citizens of the City of Hapeville**

Fire Department

David Bloodworth, Fire Chief

dbloodworth@hapeville.org - 404.766.4399

During the month of August, the Department conducted the following: 14 new construction site visits, 5 certificate of completion inspection / business licenses, 7 plan reviews, 4 annual inspections, 1 fire alarm inspection, 1 sprinkler system inspection, 6 pre-fire plans, 1 obstruction of fire lane complaint investigation, and 73 blood pressure checks at the Senior Center. The Fire Marshal and Assistant Fire Marshal also attended 2 Academy Theater construction meetings. Also, the following in house and off-site trainings were completed by our personnel: OB Emergencies, Infectious Diseases, Toxicology / Opioids, Endocrine / Diabetes, Pediatric Medical Emergencies, New Hire Territory Familiarization Training, Cardiology & Trauma, In – Service Stryker Stretcher Training, Bi – annual EMS Refresher. The Fire Chief, Training Division Chief and Fire Marshal attended the Metro Atlanta Fire Chiefs Association meeting in the City of Fairburn. The Training Division Chief along with a member of the Police Department provided “Stop the Bleed” training for 67 city employees. He is also currently working on the development of the hydraulics class, which will be taught to all shifts later on this fall. Four members of the administration attended the Occupational Cancer Awareness Training Seminar held at the Georgia Public Safety Training Center in Forsyth, GA. The Department has begun conducting boot drives for childhood cancer. All proceeds will be donated to the Amanda Riley foundation. The mission of the foundation is to provide support for children who are currently battling cancer. T-shirts will be sold this week as part of the fundraiser.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
Auto Accidents w/ injuries	3	EMS	18
Auto Accidents w/o injuries	0	Medical Assist, Assist EMS crew	0
EMS	76	Motor vehicle accident with injuries	0

<i>Building Fire</i>	<i>0</i>	<i>Motor vehicle accident w/o injuries</i>	<i>0</i>
<i>Passenger vehicle fire</i>	<i>0</i>	<i>Invalid Assist</i>	<i>1</i>
<i>Rescue, EMS incident, other</i>	<i>0</i>	<i>Power line down</i>	<i>0</i>
<i>Defective elevator, no occupants</i>	<i>0</i>	<i>Electrical wiring/equipment problem, other</i>	<i>0</i>
<i>Carbon monoxide detector activation</i>	<i>1</i>	<i>Carbon monoxide detector activation, no CO</i>	<i>0</i>
<i>Electrical wiring/equipment problem</i>	<i>1</i>	<i>Dispatched and cancelled en route</i>	<i>1</i>
<i>Dispatched & cancelled en route</i>	<i>3</i>	<i>Gas or other flammable liquid spill</i>	<i>0</i>
<i>Alarm system activation/malfunction</i>	<i>1</i>	<i>Brush or Brush and grass mixture fire</i>	<i>1</i>
<i>Gasoline or other flammable liquid spill</i>	<i>1</i>	<i>Removal of Victims from stalled elevator</i>	<i>1</i>
<i>Chimney or Flue fire/confined to chimney</i>	<i>0</i>	<i>Grass Fire</i>	<i>1</i>
<i>Emergency medical service, other</i>	<i>1</i>	<i>Alarm system activation, no fire unintentional</i>	<i>0</i>
<i>Smoke alarm activation/malfunction</i>	<i>0</i>	<i>Defective elevator, no occupants</i>	<i>0</i>
<i>Medical Assist, assist EMS crew</i>	<i>6</i>		
<i>Power line down</i>	<i>2</i>		
<i>False alarm or false call, other</i>	<i>2</i>		
<i>Assist Invalid</i>	<i>0</i>		
<i>Wind storm, tornado/hurricane assessment</i>	<i>1</i>		
<i>Public Service Assistance, other</i>	<i>4</i>		
<i>Smoke detector activation, no fire</i>	<i>1</i>		
<i>Total calls at Station # 1</i>	<i>103</i>	<i>Total calls at Station #2</i>	<i>023</i>

Total calls for both Stations 126 with an average response time of 02:53 minutes

Community Services

Lee Sudduth, Interim Director

lsudduth@hapeville.org- 404.669.2120

The Rail Facilities Improvement Project is under construction. Please see website for schedule.

The Loop Road Project is under construction. Please see website for schedule.

<p>Building Permits 3469 Dearborn Plaza (14009500150513) 282 Birch Street (14009400101624) 3259 Dogwood Drive (14009800160048) 617 Spring Street (14009500050051) 2106 Lavista Circle (14006600041139) 734 North Avenue (14009800100275) 3472 Rainey Avenue (14009800020187) 3188 Lake Avenue (14009900030513) 3175 Oakdale Road (14009900021520) 423 Walnut Street (14009400060655) 611 North Gordon Circle (14009900020340)</p> <p>Tree Permits 3359 Old Jonesboro Road 3314 Russell Street 3320 Russell Street 3158 Lake Avenue 3273 Sims Street 612 College Street 3355 Old Jonesboro Road 231 Maple Street 612 Cofield Drive</p>	<p>Electrical Permits 516 Lake Drive 662 Campbell Circle 734 North Avenue 3472 Rainey Avenue</p> <p>Mechanical Permits 3408 Orchard Street 662 Campbell Circle 256 Birch Street 438 Porsche Avenue 516 Lake Drive</p> <p>Plumbing Permits 516 Lake Drive 3450 International Blvd 3287 Dogwood Drive 256 Birch Street 700 South Central Avenue 3580 Perkins Street 3310 Dogwood Drive 3472 Rainey Avenue 3380 Sunset Avenue</p>
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Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

Athletics -

Youth Cheer and Football season has begun. Homecoming will be held on October 12, 2019.

For more information on game dates and times or our athletics contact Tay Dwight at odwight@hapeville.org or 404-669-2127.

Programs -

The Busy Bee After School Club meets Monday thru Friday from 2:30pm - 6:30pm.

The Pleasant Hours Club met on September 4, 2019 at The Hoyt Smith Center. Their next meeting will be held on October 3, 2019 at 10:30am.

Please stop into The Hoyt Smith Center to get one of our program guides. The Guide has a list of all the activities the Department offers from the tiny tots to the recycled teenagers! Contact Ashley Moody at amoody@hapeville.org or 404-669-2134 for more information on our programs.

Special Events -

Our first Downtown Live! Concert was held on August 17, 2019 at Jess Lucas Park. Our second concert will be held during Happy Days weekend on September 20th from 7 - 11 pm and Happy Days Festival will be held on September 21st from 11am - 5pm. Both events will be held at Jess Lucas Park.

For more information on upcoming Special Events contact Holli Stephens at hstephens@hapeville.org or 404-669-2116.

Building and Park Rentals -

Contact Wayne Stephens at 404-669-2132 or wstephens@hapeville.org.

Economic Development

Adrienne Senter, Planning & Development Coordinator

asenter@hapeville.org - 404.669.8269

Department Activities:

Save the date! The City of Hapeville will host the September 2019 Tri-Cities Merchant Mixer on Tuesday, September 24th at the Historic Christ Church and Carriage House: 680 S. Central Avenue - please visit www.hapeville.org for more information!

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the November 2019 issue of the Hapeville Hometown News is Tuesday, October 15th). Promoted City Sponsored events (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center and the upcoming Coffee & Chrome Car & Motorcycle Show on Saturday, October 12th - visit www.hapeville.org for more information.

Please join us: October 26th - South Arts Film Series October feature film is "The City That Sold America" a documentary by executive producer Mary Warlick. **The City That Sold America** reveals, with intriguing insights and wistful nostalgia, the confluence of Chicago's creative talent, business savvy, grit and determination that changed the country and our relationship with popular culture. This film explores the threshold of the 20th Century, a melting pot of adventurous immigrants, creative mavericks, and freedom-seeking African Americans and how they all shaped consumerism as we now know it. Visit [The City That Sold America](http://TheCityThatSoldAmerica.com) for more information or to view the trailer. Free Admission. Hapeville Historic Christ Church & Carriage House, 6 p.m. Reception with the Filmmaker, 7 p.m. The 2019-2020 Southern Circuit is a program of South Arts. Southern Circuit screenings are funded in part by a grant from South

Arts, a regional arts organization, in partnership with the National Endowment for the Arts. Please visit www.hapeville.org for additional film information coming to Hapeville this Fall!

Staff completed review of the AeroATL Greenway Concept Development proposals for the Model Mile project. **Background:** The Airport West Community Improvement District and Airport South Community Improvement District (collectively “Aerotropolis Atlanta Community Improvement Districts” or “AACIDs”) were recently awarded a Livable Communities Initiative (LCI) grant to complete the AeroATL Greenway Concept Development. The AeroATL Greenway Concept Development is the next phase of the AeroATL Greenway Plan completed in fall 2018. Each of the partners (Aerotropolis Atlanta Alliance, Aerotropolis Atlanta CIDs, Atlanta, Clayton County, East Point, Forest Park, Hapeville, South Fulton and Union City) have identified a model mile trail segment to further develop concept and feasibility.

Staff attended the Community Development Assistance Program (CDAP) kick-off meeting for the Aerotropolis Atlanta Land Use Study through the Atlanta Regional Commission’s technical assistance program. The meeting was held on Wednesday, August 28th from 3pm-4pm at Aerotropolis Atlanta HQ. Each municipality was given an overview of the project goals, deliverables, and schedule and discussed with ARC on their existing conditions research to date and their request to seek input from all of the municipalities on potential points of collaboration.

Coordinated in-house Planning & Zoning administrative tasks with City Planner.

Main Street Board Activities

The meeting date for the October 2019 Board meeting is Wednesday, October 9th at 6 p.m. in City Hall.

Planning and Zoning Activities

Lynn M. Patterson, City Planner

lpatterson@bcstudio.com - 404-205-0123

Meetings

Mayor & Council

Planning Commission

Design Review Commission

Board of Appeals

Planning & Zoning Reviews

Board of Appeals, 1 Clay Place

Board of Appeals, 3429 Rainey Avenue

Board of Appeals, 583-B N. Central Avenue

Design Review, 105 Lilly Street

Design Review, 336 Moreland Way

Design Review, 3365 Northside Drive

Design Review, 3384 N. Fulton Avenue
Design Review, 3429 Rainey Avenue
Design Review, 644 Coleman Street
Design Review Verification, 3048 Dogwood Drive
Design Review Verification, 3290 N Whitney Avenue.
Design Review Verification, 3303 Sims Street
Design Review Verification, 3312 Myrtle Street
Design Review Verification, 3408 Orchard Street
Design Review Verification, 491 Walnut Street
Design Review Verification, 902 Margaret Street
Home Occupation Permit, 648 Coleman Street
Occupational Tax Permit, 1 Clay Place
Occupational Tax Permit, 1001 Virginia Avenue Suite 335
Occupational Tax Permit, 1001 Virginia Avenue Suite 380
Occupational Tax Permit, 3114 Sylvan Road
Occupational Tax Permit, 438 Porsche Avenue
Sign Permit, 1155 Virginia Avenue Suite H
Sign Permit, 3266 Dogwood Drive Suite B
Sign Permit, 407 North Central Avenue Suite B
Sign Permit, 599 N. Central Avenue
Sign Permit, 955 N. Central Avenue
Sign Permit, 583-B N. Central Avenue
Text amendment, Drive-throughs for banks in A-D Overlay

Finance Director

Randy Brewer

rbrewer@hapeville.org- 404-669-2107

Year End & Quarterly Closing and Reporting

- *Account reconciliations*
- *Review journal entries to true-up accruals and cost allocations*

Budget

- *Review of 2018-2019 Revenue and Expense/Budget Reports*
- *Prepare 2018-2019 Budget Adjustments as needed*

Audit Preparation for FYE 2019

- *Review accounts for accuracy and reclassing as needed*
- *Implementing processes for strong Internal Controls*
- *Review past audit results*

Finance/Accounting Activities

- *Train Accounting staff -ongoing - bank reconciliations, cashier procedures & Court-ware reconciliations, journal entries, year-end/month-end work, budget maintenance, etc.*

- Crosstrain staff as needed
- Train Accounting staff: reporting requirements, budgeting, payroll, A/P etc
- Review agenda items
- Prepare special reports to, DOAA, DCA, DoJ, Sec Of State, etc.
- Reconcile/Allocate Worker's Comp, pension and other insurance costs (mid year)
- Continue work on Internal Control and "Accounting Systems" manual
- Review accounts payable for processing
- Review payroll and other processes for efficiency
- Review process flows, document and update as needed

Other On-going Accounting and Billing (mainly clerical)

- Generate multiple payrolls for ~120 full time & 30 part time employees
- Mail all payroll and vendor checks. Enroll employees in direct deposit
- Monthly Billing and collections for ~2,100 Water & Sewer customers
- Maintain payment records for ~500 vendors
- Process 10-20,000 cash receipt transactions (W&S, Tax, permits-revenues)
- Process credit card and wire transfer payments

Other On-going Managerial / Administrative Duties

- Respond to Mayor, City Manager and Department requests
- Respond to citizen requests
- Meet with individual customers and citizens with complaints

Water Accounts

Commercial- 34

Residential- 3

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Design Review Commission - September 18, 2019 at 6:00 PM at City Hall

Hapeville Downtown Live- September 20, 2019 at 7:00 PM At Jess Lucas Park

Hapeville Happy Days Event- September- 21, 2019 at 11 AM At Jess Lucas Park

TPD Committee Meeting- September 24, 2019 at 6:30 PM at City Hall

Board of Appeals - September 26, 2019 at 6:00 PM at Hapeville Municipal

Meeting times and places are subject to change, please visit www.hapeville.org for further information.

Open Records Request:

August 2019	August 2018
36 Open Records Request were processed	20 Open Records Request were processed

Human Resources

The City is currently accepting applications for the position of Crossing Guard-Seasonal, Police Officer, Communications Officer, and Reserve Police Officer. Applications are available online (www.hapeville.org) or at City Hall.

- *Responded to Job Openings and Labor Turnover Report*
- *Collected Applications for all open positions*