



**March 2020 Department Reports  
(February'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](mailto:dbloodworth@hapeville.org) - 404.766.4399**

*During the month of February, the Department conducted the following: 14 new construction site visits, 4 certificate of completion inspection / business licenses, 1 burn permit, 1 fire alarm complaint investigation, 1 occupant load study / research, 5 plan reviews, 42 annual inspections, and 79 blood pressure checks at the Senior Center. The following in house and off-site training were completed by our personnel: Crash Victim Extrication, Electrocardiogram, EMS documentation, and Pediatric Advanced Life Support (PALS). The Fire Marshal conducted an impact review for traffic calming devices for two of the city streets. The Fire Chief and Training Chief attended the South Fulton Chief's meeting held in Chattahoochee Hills. All yearly inventories of SCBAs, cylinders and fire hoses have been completed.*

<b>Fire Station #1- 3468 N. Fulton Ave.</b>	<b>Fire Station #2- 870 South Central Ave.</b>
Auto Accidents w/ injuries 2	EMS 20
Auto Accidents w/o injuries 2	Emergency medical service, other 0
EMS 70	Motor vehicle accident w/ injuries 1
Hazmat release investigation w/no Hazmat 1	False alarm or false call, other 1
Medical Assist, assist EMS crew 1	Motor vehicle accident w/o injuries 3
No incident found on arrival at address 1	Unintentional transmission of alarm, other 1
Smoke alarm activation, no fire 1	Motor vehicle/pedestrian accident (MV Ped) 0
Smoke or odor removal 1	Fire, other 0
Dispatched and cancelled en route 3	Fire in mobile home used as fixed residence 0

<i>Brush or Brush-and-grass mixture fire</i>	<i>0</i>	<i>CO detector activation due to malfunction</i>	<i>0</i>
<i>Gas Leak (Natural gas or LPG)</i>	<i>0</i>	<i>Dispatched and cancelled en route</i>	<i>1</i>
<i>Fire, other</i>	<i>0</i>	<i>Alarm system sounded, no fire unintentional</i>	<i>0</i>
<i>Cooking fire, confined to</i>	<i>0</i>	<i>Brush or Brush and grass mixture fire</i>	<i>0</i>
<i>Power line down</i>	<i>0</i>	<i>Removal of Victims from stalled elevator</i>	<i>1</i>
<i>Motor vehicle/pedestrian accident</i>	<i>0</i>	<i>Telephone, malicious false alarm</i>	<i>0</i>
<i>Assist Invalid</i>	<i>0</i>	<i>Overheated motor</i>	<i>0</i>
<i>Water problem, other</i>	<i>1</i>	<i>Brush or brush grass mixture fire</i>	<i>0</i>
<i>Alarm system sounded due to malfunction</i>	<i>1</i>	<i>Medical assist, assist EMS crew</i>	<i>0</i>
<b>Total calls at Station # 1</b>	<b>084</b>	<b>Total calls at Station #2</b>	<b>028</b>

**Total calls for both Stations 115 with an average response time of 2:46 minutes**

**Community Services**

**Lee Sudduth, Director**

[lsudduth@hapeville.org](mailto:lsudduth@hapeville.org)- 404.669.2120

Construction is under way on a new skateboard park at the Tommy Morris Sports complex.

<p><b>Building Permits</b>  607 North Avenue (14009900030646)  494 North Avenue (14009500070489)  522 North Avenue (14009500060134)  740 North Avenue (14009800100077)  3055 Oakdale Road (14009900021165)  575 North Central Avenue (14009500150471)  360 Lake Drive (14009400071058)  816 South Central Avenue (14009800080345)  3162 Oakdale Road (14009900031230)  336 Moreland Way (14009400101178)  237 Birch Street (14009400091098)  3269 North Fulton Avenue (14009500050093)  218 Maple Street (14009400090959)  3580 Perkins Street (14009500010329)  856 Virginia Avenue (14009800010680)</p> <p><b>Tree Permits</b>  525 Walnut Street</p>	<p><b>Electrical Permits</b>  861 Virginia Avenue  336 Moreland Way</p> <p><b>Mechanical Permits</b>  237 Birch Street  451 Walnut Street  3331 Sims Street, Unit 20  925 Virginia Avenue</p> <p><b>Plumbing Permits</b>  801 Virginia Avenue  3407 Old Jonesboro Road  3580 Perkins Street  3154 Jackson Street</p>
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864 South Central Avenue 329 Maple Street 333 Maple Street	
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**Recreation****Tod Nichols, Manager**[tnichols@hapeville.org](mailto:tnichols@hapeville.org) 404-669-2136**Athletics -**

*The youth basketball regular season has concluded. On February 22, 2020 we hosted our youth All - Star game. On February 28-29, 2020 we hosted the GRPA Fourth District 8 Year Old Basketball Tournament. During the weekend of February 28 - 29, 2020 we sent five teams to the GRPA District Tournaments. The 8 year old boys, 10 year old boys and 12 year old girls all won their tournaments and have advanced to the GRPA State Tournaments.*

*Registration for Youth Baseball, Girl's Softball and Youth Soccer has begun.*

*For more information on registration or about our athletics contact Tay Dwight at [odwight@hapeville.org](mailto:odwight@hapeville.org) or 404-669-2127.*

**Programs -**

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

*The Pleasant Hours Club met on February 5, 2020 at the Hoyt Smith Center. The PHC also took a trip to The Millidgeville Trolley on February 27, 2020 to ride the trolley and enjoyed lunch at Georgia Bob's BBQ.*

*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](mailto:amoody@hapeville.org) or 404-669-2134 for more information on our programs.*

**Special Events -**

*For more information on upcoming Special Events contact Holli Stephens at [hstephens@hapeville.org](mailto:hstephens@hapeville.org) or 404-669-2116.*

**Building and Park Rentals -**

*Contact Wayne Stephens at 404-669-2132 or [wstephens@hapeville.org](mailto:wstephens@hapeville.org).*

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## **Economic Development**

**Adrienne Senter, Planning & Economic Development Manager**

[asenter@hapeville.org](mailto:asenter@hapeville.org) - 404.669.8269

### **Department Activities:**

**February 20:** Staff attended the AERO ATL Greenway Model Mile Key Stakeholder Interview Session . 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. The Hapeville trail is a priority action identified within the Hapeville LCI Update (2016) area and promotes transit-oriented development. The segment provides a vital connection from Loop Road area to downtown Hapeville via Atlanta Ave. to Central Ave. where the proposed MARTA Commuter Rail will be located. Hapeville is looking to integrate its employers with the rest of the community by encouraging the daily workforce and visitors to explore the City and its amenities, including, but not limited to, restaurants, public art installations, retail and cultural amenities. Parking is at a premium for employers and employees are reluctant to give up parking during the day. This segment from Delta’s headquarters along Loop Road to Atlanta Ave. will provide needed bike/ped amenities connecting a new park on Delta’s campus, a Finding the Flint project, to Atlanta Ave. where Hapeville has newly installed wide sidewalks.

This segment connects the Delta Headquarters to downtown Hapeville which supports green infrastructure, workforce development, and creative placemaking. As with other segments, green infrastructure will be incorporated into the design. Providing more amenities to the Loop Road and Hapeville areas helps to support workforce development by creating communities that are attractive to employees. This segment will also connect a planned park as a part of the Finding the Flint initiative, bringing creative placemaking to the area for recreation, community events and employee and visitor amenities.

**We need your input!** The first community meeting will be held on Monday, March 16th from 6-8 p.m. at the South Fulton Arts Center, 4645 Butner Road in College Park. The second meeting will be held on Wednesday, March 25th from 6-8 p.m. at the City of Forest Park, City Hall, 696 Main Street in Forest Park. For more information, please contact the Economic Development Department at 404.669.8269

**February 24:** Staff attended the final AeroATL Model Mile Project Advisory Group meeting for the AeroATL Model Mile Feasibility Study. The Consultant, Pond & Company, provided an overview of the study area, data collected to date, highlights from the model mile site visits, and upcoming public engagement opportunities.

**March 7th** - The Southern Circuit Tour of Independent Filmmakers continues on Saturday, March 7th and April 18th at the Historic Christ Church located at 680 S. Central Avenue. Reception with the filmmaker (live music and local restaurant hors d'oeuvre) at 6 p.m. and Film Screening at 7 p.m. The March film is **Mossville: When Great Trees Fall**, an insightful, moving documentary that follows one man's valiant resistance surrounded by a smoldering, industrial wasteland that has gobbled up Mossville's once bucolic neighborhood. He is cut off from power, supplies, and community. This film sets to expose the links between race and environmental injustice, not just in the U.S. but across the globe. Visit the [Mossville](#) website for more information or to view the trailer.

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the April 2020 issue of the Hapeville Hometown News is Friday, March 13th). Promoted City Sponsored events (City Website, FB, Newsletter). Please visit [www.hapeville.org](http://www.hapeville.org) for more upcoming event information.

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

### **Main Street Board Activities**

Main Street sponsored a very successful Black History Month Exhibition and Performing Arts Show on February 22<sup>nd</sup>.

The meeting date for the March Board meeting is Wednesday, March 12th at 6 p.m. in City Hall, 3468 N. Fulton Avenue.

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### **Planning and Zoning Activities**

Lynn M. Patterson, City Planner

[lpatterson@bcstudio.com](mailto:lpatterson@bcstudio.com) - 404-205-0123

### **Meetings**

Mayor & Council

Design Review Commission

Board of Appeals

### **Planning & Zoning Reviews**

Board of Appeals, 3240 Lake Avenue

Design inspection, 451 Walnut Street

Design review, 3259 Dogwood Drive

Design review, 278 Moreland Way

Design review, 32 Central Park Drive

Design review, 3409 N. Fulton Avenue

Home occupation permit, 735 Oak Drive

Home occupation permit, 3167 Oakdale Road

Occupational tax permit, 1005 Virginia Avenue

Occupational tax permit, 3266 Dogwood Drive, Suite B  
Occupational tax permit, 3344 Dogwood Drive  
Sign permit, 501 N. Central Avenue  
Sign permit, 801 Virginia Avenue  
Tree plan review, 360 Lake Drive  
Tree plan review, 515 Walnut Street  
Updates to the City's Sign Ordinance

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## **Finance Director**

**Randy Brewer**

**rbrewer@hapeville.org- 404-669-2107**

### **Month End & Quarterly and Fiscal Year End Closing and Reporting**

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

### **Budget Administration**

- *Prepare for FY 2021 Budget Prep Process*
- *Review of 2019-2020 Revenue and Expense/Budget Reports*
- *Prepare 2019-2020 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, reporting requirements, payroll, A/P, 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*
- *Prepare to Implement P-Card Program*

### **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 departmental heads to review budgets and expenses
- Meet with individual customers and citizens with complaints

**Water Accounts**

Commercial- 1

Residential- 26

**Administrative Services**

Crystal Epps, City Clerk

[cepps@hapeville.org](mailto:cepps@hapeville.org) -404-766-3004

**Upcoming Meetings:**

Hapeville Development Authority - March 5, 2020 at 6:30 p.m. at City Hall

Development Authority of the City of Hapeville (Statutory Authority) - March 5, 2020 at 6:30 p.m. at City Hall

Planning Commission - March 10, 2020 at 6:00 p.m. at Hapeville Municipal Annex

Hapeville Main Street Board - March 11, 2020 at 6:00 p.m at City Hall

Mayor and Council Work Session - March 17, 2020 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Commission - March 18, 2020 at 6:00 p.m. at City Hall

Board of Appeals - March 26, 2020 at 6:00 p.m. at Hapeville Municipal Annex

Meeting times and places are subject to change, please visit [www.hapeville.org](http://www.hapeville.org) for further information.

**Open Records Request:**

<b>February 2020</b>	<b>February 2019</b>
12 Open Records Request were processed	18 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](http://www.hapeville.org)) or at City Hall.

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