



**February 2022 Department Reports
(January'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 January, the Department conducted the following: 1 fire alarm inspection, 1 fire sprinkler inspection, 1 fire sprinkler plan review, 3 general consultations, 1 fire protection inspection, 4 business license inspections, 1 certificate of occupancy inspection, 1 new construction plan review, 1 possible unsafe condition investigation, 1 plan review – fire alarm, 1 plan review – fire access, and 1 hood system inspection. Our personnel completed the following in-house and off-site trainings: Automatic Aid Training, New Hotel Familiarization, New Driver Training, Personal Protective Equipment (PPE), Sexual Harassment in the Workplace, Rope Usage Refresher, and Mass Casualties. The Fire Chief and Deputy Chief attended the monthly South Fulton Chiefs meeting hosted by the Union City Fire Department. Our Deputy Fire Chief has submitted all required documentation for renewal of all the medics EMS licenses. He has also completed all the contractual agreement paperwork for the newly hired medical director. The Training Division Chief participated in the monthly virtual Metro Atlanta Training Officers' Meeting.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
Auto accidents w/ injuries	1	EMS	28
Motor vehicle accident w/o injuries	1	Motor vehicle accident w/ injuries	2
EMS	65	Passenger vehicle fire	2
Motor vehicle/pedestrian accident (MV Ped)	0	Motor vehicle/pedestrian accident (MV Ped)	0
Assist Invalid	3	Rescue or EMS standby	1
Medical Assist, assist EMS crew	3	Alarm system activation/no fire–unintentional	1

<i>Authorized controlled burning</i>	<i>1</i>	<i>Assist police or other government agency</i>	<i>1</i>
<i>Outside equipment fire</i>	<i>1</i>	<i>Unauthorized burning</i>	<i>1</i>
<i>Water or steam leak</i>	<i>1</i>	<i>Invalid assist</i>	<i>1</i>
<i>Alarm system sounded due to malfunction</i>	<i>2</i>	<i>Rescue, EMS incident, other</i>	<i>0</i>
<i>Smoke alarm activation, no fire - unintentional</i>	<i>1</i>	<i>Medical Assist, assist EMS</i>	<i>1</i>
<i>Building fire</i>	<i>1</i>	<i>Outside rubbish, trash or waste fire</i>	<i>1</i>
<i>Good intent call, other</i>	<i>1</i>	<i>Building fire</i>	<i>2</i>
<i>Dispatched and cancelled en route</i>	<i>1</i>	<i>Sprinkler activation, no fire - unintentional</i>	<i>1</i>
<i>Smoke scare, odor of smoke</i>	<i>1</i>	<i>Vehicle accident, general cleanup</i>	<i>1</i>
<i>Public service</i>	<i>2</i>	<i>Dispatched and cancelled en route</i>	<i>0</i>
<i>Brush /grass fire mixture</i>	<i>1</i>	<i>Removal of victim(s) from stalled elevator</i>	<i>0</i>
<i>Removal of victim from stalled elevator</i>	<i>2</i>	<i>Gasoline / other flammable spill</i>	<i>1</i>
<i>Windstorm, tornado, hurricane assessment</i>	<i>1</i>	<i>Cover assignment, standby, move up</i>	<i>1</i>
<i>Authorized controlled burning</i>	<i>1</i>		
Total calls at Station # 1	089	Total calls at Station #2	045

Total calls for both Stations 135 with an average response time of 02:57 minutes

Community Services
Lee Sudduth, Director
lsudduth@hapeville.org - 404.669.2120

Building Permits 3315 Lavista Drive (14006600020232) 908 Margaret Street (14012700020528) 3271 Russell Street (14009500100740) 3213 Oakdale Road (14009900030075) 300 Porsche Avenue (140096LL0593) 3352 Sunset Avenue (14006600021255) 3263 Wheeler Street (14009500101292) 314 Moreland Way (14009400101228) 3158 Jackson Street (14009400020345) 426 Dorsey Road (14009400060432) 3112 Old Jonesboro Road (14009400101392) 3169 Oakdale Road (14009900021553) Mechanical Permits 832 Virginia Avenue Suite D 244 Mt Zion Road 346 Colorado Avenue	Plumbing Permits 3165 Dogwood Drive 516 Walnut Street Tree Permits 3653 Union Avenue 3220 Lake Avenue 3337 Old Jonesboro Road 551 Parkway Drive 3158 Jackson Street 3344 Old Jonesboro Road 3350 Old Jonesboro Road Electrical Permits 616 South Gordon Circle 3581 South Fulton Avenue 3583 South Fulton Avenue 3585 South Fulton Avenue 3587 South Fulton Avenue 3481 North Fulton Avenue Suite A 461 North Central Avenue 502 King Arnold Street Unit F4 346 Colorado Avenue
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Economic Development

Adrienne Senter, Planning & Economic Development Manager

asenter@hapeville.org - 404.669.8269

Department Activities:

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the March issue of the Hapeville Hometown News is Tuesday, February 15th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter).

Please visit www.hapeville.org for up-to-date information.

January 25th: Staff met with the Atlanta Regional Commission regarding the City of Hapeville's 2022 Comprehensive Plan Update. Staff discussed the project timeline, steering committee, upcoming dates for monthly project management team meetings and public input. The City will hold a public hearing on Tuesday, February 15th to brief the community on the process to be used to develop the plan and opportunities for public participation in plan development, and to obtain input on the proposed planning process.

Hapeville Hosts Southern Circuit Tour of Independent Filmmakers - Virtual Screenings!

The City of Hapeville proudly presents the Southern Circuit Tour of Independent Filmmakers. The 2021-2022 Series Screenings will continue in Spring 2022 starting in the month February. Free admission and/or access to each film screening!

February 6-9, 2022 *VIRTUAL SCREENING* *Proper Pronouns* is directed by Meg Daniels. *Proper Pronouns* follows four transgender, ordained ministers in North Carolina who are battling narrow-mindedness within the religious community, their families, and North Carolina natives. They are bravely preaching from a pulpit despite the danger they face not only as a transgender person living in the South but also as transgender ministers navigating their way through local, state, and national governing bodies who decide what it means to be a human being.

Register today to watch virtually:

<https://watch.eventive.org/southerncircuit/play/611c1c1790e753032305dce0>

Visit the *Proper Pronouns* film website for more information or to view the trailer: <https://www.properpronounsfilm.com/>

February 20-23, 2022 - *VIRTUAL SCREENING*

My Name is Pauli Murray is directed by Betsy West and Julie Cohen.

My Name is Pauli Murray is a candid recounting of that unique and extraordinary journey. Fifteen years before Rosa Parks refused to surrender her bus seat, a full decade before the U.S. Supreme Court overturned separate-but-equal legislation, Pauli Murray was already knee-deep fighting for social justice. A pioneering attorney, activist and dedicated memoirist, Murray shaped landmark litigation - and consciousness - around race and gender equity. As an African American youth raised in the segregated South - who was also wrestling with broader notions of gender identity - Pauli understood, intrinsically, what it was to exist beyond previously accepted categories and cultural norms.

Register today to watch virtually:

<https://watch.eventive.org/southerncircuit/play/611c1aff3cb3d10053b22310>

View the *My Name is Pauli Murray* trailer: <https://www.youtube.com/watch?v=Rxt0tbsWQfU>

****PLEASE NOTE:** Due to COVID-19, film dates and screening options may change. There are five (5) films this Spring Season, all of which are virtual. All hosted events will adhere to the current social distancing guidelines put forth by the Georgia Dept. of Public Health. Please visit this page regularly for ongoing updates and information. We will do our best to keep you informed of all screening changes. As always, we appreciate your interest in the 2021-2022 South Arts Film Series!

Please visit the Southern Circuit Website at

<https://www.southarts.org/programs-conferences/southern-circuit-tour-independent-filmmakers> for additional information on the grant series.

The views and content expressed in the films of the Southern Circuit Tour of Independent Filmmakers do not represent the views of The City of Hapeville. Some films are for mature audiences and are subject to viewer discretion

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, February 8th at 6 p.m.
- **Design Review Committee:** Wednesday, February 16th at 6 p.m.

- **Board of Appeals:** Thursday, February 24th at 6 p.m.

**All meetings will be held at the Hapeville Municipal Annex, 700 Doug Davis Drive. Please visit <https://ga-hapeville3.civicplus.com/562/Agendas-and-Minutes> to access meeting agendas and application information.*

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

Main Street Board

The meeting dates for the February meeting is Wednesday, February 16th at 6 p.m. at the Municipal Annex, 700 Doug Davis Drive. Please visit www.hapeville.org for additional information.

Finance Director

Randy Brewer - Finance Director

rbrewer@hapeville.org - 404-669-2107

Month End Closing, Fiscal Year End Closing and Reporting

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

Budget Administration

- Review of 2021-2022 Revenue and Expense/Budget Reports
- Prepare 2021-2022 Budget Adjustments as needed

Audit Support

- Review accounts for accuracy and reclassify accounts as needed
- Implement processes for stronger Internal Controls
- Prepare for 2021 audit
- Review past audit results

Finance/Accounting and Reporting 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
- Review agenda items
- Prepare special reports to, DOAA, DCA, DOJ, Sec of State, etc.
- Reconcile/Allocate Workers Comp, pension and other insurance costs
- 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
- Implemented P-Card Program
- Prepare to implement Purchase Order system

Other On-going Accounting and Billing (mainly clerical)

- Generate multiple payrolls for ~135 full time & 30 part time employees
- Mail all payroll 3rd party checks and vendor checks
- Monthly Billing and collections for ~2,225 Water & Sewer customers
- Process approximately 300 business license applications for renewal
- Maintain payment records for ~2,000 active vendors
- Process 10,000-20,000 cash receipt transactions (W&S, Tax, permits-revenues)
- Process credit card and wire transfer payments
- Review other ways to better serve customers

Other On-going Managerial / Administrative Duties

- Respond to Mayor, City Manager and Department requests
- Respond to citizen requests
- Meet with department heads to review budgets and expenses
- Meet with individual customers and citizens with complaints

Water Accounts

Residential - 23

Commercial - 4

Business Licenses

Commercial Licenses - 0

Administrative Services

Sharee Steed, City Clerk

ssteed@hapeville.org - 404-766-3004

Upcoming Meetings:

Development Authority of the City of Hapeville - February 3, 2022 at 6:30 p.m. at Hapeville Municipal Annex

Hapeville Development Authority - February 3, 2022 at 6:30 p.m. at Hapeville Municipal Annex

Planning Commission Meeting - February 8, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board - February 9, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Mayor and Council Work Session - February 15, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Committee - February 16, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Board of Appeals - February 24, 2022 at 6:00 p.m. at Hapeville Municipal Annex

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

Open Records Request:

January 2022
44 Open Records Requests were processed

Human Resources

The City is currently accepting applications for the position of Automotive Mechanic, Maintenance Worker, Firefighter Paramedic, Part- time Recreation Aide, Code Enforcement Officer, Police Officer, Reserve Police Officer and Communications 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*