



**April 2020 Department Reports
(March'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 February, the Department conducted the following: 6 new construction site visits, 6 plan reviews, 6 annual inspections, 8 pre-fire plans, 2 new business consultation, and 25 blood pressure checks at the Senior Center. The following in house and off-site training were completed by our personnel: Crash Victim Extrication, All units pump testing and COVID 19 response, policies and procedures. The Fire Marshal and the Assist Fire Marshal assisted a private inspector during a complaint investigation at a property recently purchased by the city. Our Fire Marshal also completed the following online courses: School Fire & Life Safety Inspections, Fire Prevention & Public Education, Assembly Occupancy Fire & Life Safety Inspection, Portable Extinguisher Types & Usage, Alcohol Free Workplace and NFPA 1500 – Respiratory Protection. All yearly inventories of SCBAs, cylinders and fire hoses have been completed. New Holomatro extrication equipment was received and a company representative has conducted an in-service training with all three shifts. The additional radios that were ordered have arrived, and we are currently waiting on them to be programmed by Bearcom for us to be able to put them in service. Chief Bloodworth continues to adjust our Department policies and procedures as new information is provided to us by the Georgia Department of Public Health (DPH) and the Atlanta Fulton Emergency Management Agency (AFCEMA), to ensure the safety of our entire staff and to continue providing proper response to every call received. We have also purchased all the safety equipment necessary to keep our crews protected in the event they are called to respond to a possible COVID 19 patient situation.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
Auto Accidents w/ injuries	1	EMS	9
Auto Accidents w/o injuries	0	Emergency medical service, other	0
EMS	59	Motor vehicle accident w/ injuries	1

<i>Hazmat release investigation w/no Hazmat</i>	<i>0</i>	<i>False alarm or false call, other</i>	<i>1</i>
<i>Medical Assist, assist EMS crew</i>	<i>0</i>	<i>Motor vehicle accident w/o injuries</i>	<i>0</i>
<i>No incident found on arrival at address</i>	<i>0</i>	<i>Unintentional transmission of alarm, other</i>	<i>0</i>
<i>Smoke alarm activation, no fire</i>	<i>1</i>	<i>Motor vehicle/pedestrian accident (MV Ped)</i>	<i>0</i>
<i>Smoke or odor removal</i>	<i>0</i>	<i>Fire, other</i>	<i>0</i>
<i>Dispatched and cancelled en route</i>	<i>0</i>	<i>Fire in mobile home used as fixed residence</i>	<i>0</i>
<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>1</i>	<i>Dispatched and cancelled en route</i>	<i>1</i>
<i>Fire, other</i>	<i>1</i>	<i>Alarm system sounded, no fire unintentional</i>	<i>0</i>
<i>Citizen complaint</i>	<i>1</i>	<i>Brush or Brush and grass mixture fire</i>	<i>0</i>
<i>Oil or other combustible liquid spill</i>	<i>1</i>	<i>Removal of Victims from stalled elevator</i>	<i>0</i>
<i>Good intent call</i>	<i>2</i>	<i>Smoke alarm activation, no fire</i>	<i>1</i>
<i>Assist police or other government agency</i>	<i>1</i>	<i>Assist invalid</i>	<i>1</i>
<i>Water problem, other</i>	<i>0</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>
<i>Total calls at Station # 1</i>	<i>072</i>	<i>Total calls at Station #2</i>	<i>014</i>

Total calls for both Stations 086 with an average response time of 2:51 minutes

Police Department
Rick Glavosek, Police Chief
rglavosek@hapeville.org - 404.669.2150

Between March 1, 2020 and March 31, 2020 there were (526) calls for service. There were (2) Assaults, (5) Burglaries, (2) Robbery, (43) Larcenies, including 26 Entering Autos, 4 Stolen Vehicles and 13 Thefts. The Department recovered (15) Stolen Vehicles and (1) Stolen Property Item. The Department made 39 arrests. Average Response Time was 2 min 08secs.

The Department issued 649 citations to include parking, traffic and general copies.

The E911 Center processed 3,243 calls.

Special Operation Division:

The Criminal Investigations Division The Detective Division reviewed (711) cases, assigned (19) cases for investigation, and closed (17) cases. (3) Cases were closed with arrest warrants. The Detective Division Obtained (12) warrants and responded to (4) crime scenes for investigation.

The Traffic Unit responded to (22) accidents, assisted Uniform Patrol on (24) occasions, wrote (44) reports, made (7) arrests, executed (1) search warrant, and wrote (380) citations & (13) warnings.

Code Enforcement: Code Enforcement handled (185) new calls for service. Of these calls, the unit documented (1) animal incidents, (15) parking in grass, (4) tall grass & weeds, (11) permit issues, (67) outside storage, (16) littering or pollution problems, (1) Commercial Container Violation(s), (21) Yard Debris and (19) property maintenance- exterior.. The unit closed (137) cases and issued (7) citations.

Abatements: The current properties that are under abatements are as follow: 3 Woodrow lot (between Wheeler and N. Fulton Avenue). As of January 28, 2020, abatement proceeding have begun on 3393 LaVista Drive, 336 Moreland Way, 240 Maple Street, and 831 Custer Street.

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org- 404.669.2120

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

<p>Building Permits 925 Virginia Avenue Ste B (14012700040377) 718 Campbell Circle (14009900020878) 225 Maple Street (14009400090652) 556 Oak Drive (14009400020238) 519 Lake Drive (14009400020675) 826 Custer Street (14009800070031) 3460 Harding Avenue (14009800020234) 579 King Arnold Street (14009500040383) 581 King Arnold Street (14009500040383) 583 King Arnold Street (14009500040383) 585 King Arnold Street (14009500040383) 587 King Arnold Street (14009500040383) 589 King Arnold Street (14009500040383) 593 King Arnold Street (14009500040383) 595 King Arnold Street (14009500040383)</p>	<p>Electrical Permits 816 South Central Avenue 451 Walnut Street 3154 Jackson Street 925 Virginia Avenue Suite B 556 Oak Drive 3482 Orchard Street 3484 Orchard Street 3486 Orchard Street 3488 Orchard Street 3490 Orchard Street 925 Virginia Avenue Suite C</p> <p>Mechanical Permits 801 Virginia Avenue 336 Moreland Way</p>
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615 King Arnold Street (14009500040383)
3429 Rainey Avenue (14012700030592)
643 North Avenue (14009900030703)
318 Northwoods Place (14006600020703)
3266 Dogwood Drive (14009500060498)
925 Virginia Avenue Ste C (14012700040377)

Tree Permits

316 Victoria Lane
621 Cofield Drive
515 Parkway Drive
547 Lake Drive
201 Victoria Lane

3314 Dogwood Drive
3580 Perkins Street
489 Barnett Drive

Plumbing Permits

801 Virginia Avenue
3469 Rainey Avenue
3472 Rainey Avenue
925 Virginia Avenue Ste B
556 Oak Drive
3486 Orchard Street
3488 Orchard Street

Economic Development

Adrienne Senter, Planning & Economic Development Manager

asenter@hapeville.org - 404.669.8269

Department Activities:

Hapeville Hosts Southern Circuit Tour of Independent Filmmakers ONLINE! Staying in? Want to participate in an engaging film experience with input from the filmmaker? No problem. City of Hapeville along with South Arts are offering virtual film screenings throughout the month of April. Join us for live streams of powerful independent films followed by a conversation with the filmmakers, featuring your questions! Every Monday of April at 7:30 PM ET / 6:30 PM CT. Simply visit www.hapeville.org/events for the film description and to get started!

We need your input! *Dreaming of getting out and about? We get it! Help us imagine a trail system for our community: how could it look? What designations might it connect? What amenities would make it complete?*

Visit: <https://planningatpond.com/hapeville-aeroatl-model-mile> to give your input on the interactive map and take the survey. Let's DREAM BIG! For more information, please visit www.hapeville.org or call (404) 669-8269.

March 5: *Staff attended the Sunshine Law/Parliamentary Procedural training on March 5th. The training was held at the Municipal Annex for all Boards and Commission members.*

March 10: Staff attended a conference call with the Georgia Initiative for Community Housing (GICH) program representative to discuss the program details and opportunities.

March 15: Staff welcomed JPresso Bakery/Coffee Shop located at 407 N. Central Avenue. A Ribbon Cutting Ceremony was held on Sunday, March 15th to welcome this new business to Hapeville!

March 17: Staff attended an information webinar hosted by the Atlanta Regional Commission (ARC) on March 17th. ARC is committed to providing any and all resources to help local governments navigate through this unprecedented period by hosting a training seminar: Working Remotely for Local Governments. This training seminar offered teleworking and digital resources for employees working from home and offered ways to streamline this process.

March 26: Staff attended a virtual Camera Ready meeting with Michelle Taylor Willis, VP Film & Entertainment, to discuss the current list of liaisons for each city, the quarterly meeting schedule, city updates and processes for scouts, and the upcoming "State of Film and Entertainment" event.

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 for more upcoming event information.

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

Main Street Board Activities

The meeting date for the April Board meeting is Wednesday, April 8th at 6 p.m. via Teleconference, Dial 1-646-558-8656; Meeting ID 995848875#, Zoom Web Address: <https://zoom.us/j/995848875>; Meeting ID 995848875#

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

- *Implement processes for stronger Internal Controls*
- *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*
- *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*
- *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 departmental heads to review budgets and expenses*
- *Meet with individual customers and citizens with complaints*

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Hapeville Main Street Board - April 8, 2020 at 6:00 p.m at City Hall

Hapeville Development Authority - April 9, 2020 at 6:30 p.m. at City Hall - Cancelled

Development Authority of the City of Hapeville (Statutory Authority) - April 9, 2020 at 6:30 p.m. at City Hall - Cancelled

Ethics Committee - April 14, 2020 at noon at City Hall

Planning Commission - April 14, 2020 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Commission - April 15, 2020 at 6:00 p.m. at City Hall

Mayor and Council Work Session - April 21, 2020 at 6:00 p.m. at Hapeville Municipal Annex

Board of Appeals - April 23, 2020 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:

March 2020	March 2019
<i>23 Open Records Request were processed</i>	<i>2 Open Records Request were processed</i>

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*