



**September 2020 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: 6 new construction site visits, 3 plan reviews, 2 business licenses, 2 alcohol licenses, 1 fire alarm plan review and 2 certificate of occupation / business license inspection. The following in house and off-site training were completed by personnel: Rope training, New EMS documentation reporting and the new FEMA Basic Incident Command System for Initial Response (NIMS 200). Our training Chief and Fire Marshal attended the virtual Metro Atlanta Chiefs virtual monthly meeting. The Fire Chief continues to update the 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 continue receiving Personal Protection Equipment (PPE) from the Department of Health and private donors and have distributed a portion of it to all City Departments to ensure the safety of all City Employees. The Department continues providing support during various City functions and meetings by conducting temperature checks for all those attending. A member of the Fire Administration participated in the Advanced Disciplinary Issues: Toxic Employees. Our Medical Director, Dr. Augustine, received the Presidential Award from the International Association of Fire Chiefs (IAFC) for his expertise in leading the Coronavirus Task Force in developing the "Guide for Coronavirus Planning & Response" for Fire Departments worldwide.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
Auto Accidents w/ injuries	4	EMS	5
Auto Accidents w/o injuries	1	Emergency medical service, other	0
EMS	65	Motor vehicle accident w/ injuries	0

<i>Hazmat release investigation w/no Hazmat</i>	<i>0</i>	<i>False alarm or false call, other</i>	<i>0</i>
<i>Passenger vehicle fire</i>	<i>0</i>	<i>Motor vehicle accident w/o injuries</i>	<i>0</i>
<i>Medical Assist. Assis EMS crew</i>	<i>1</i>	<i>Unintentional transmission of alarm, other</i>	<i>0</i>
<i>Removal of victim(s) from stalled elevator</i>	<i>0</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>1</i>	<i>Fire in mobile home used as fixed residence</i>	<i>0</i>
<i>Outside rubbish, trash or waste fire</i>	<i>3</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>2</i>
<i>No incident found on arrival at address</i>	<i>1</i>	<i>Passenger vehicle fire</i>	<i>1</i>
<i>Smoke alarm activation, no fire</i>	<i>1</i>	<i>Power Line down</i>	<i>0</i>
<i>Power line down</i>	<i>0</i>	<i>Removal of Victims from stalled elevator</i>	<i>2</i>
<i>Detector activation, no fire-unintentional</i>	<i>0</i>	<i>Smoke alarm activation, no fire</i>	<i>0</i>
<i>Assist Invalid</i>	<i>0</i>	<i>Assist invalid</i>	<i>0</i>
<i>Alarm system activation, no fire</i>	<i>2</i>	<i>Person in distress</i>	<i>1</i>
<i>Building or structure weakened or collapsed</i>	<i>0</i>	<i>No incident found on arrival</i>	<i>1</i>
<i>Total calls at Station # 1</i>	<i>080</i>	<i>Total calls at Station #2</i>	<i>012</i>

Total calls for both Stations with an average response time of minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org - 404.669.2150

Between August 1, 2020 and August 30, 2020 there were (507) calls for service. There were (7) Assaults, (5) Burglaries, (1) Robbery, (36) Larcenies, including 18 Entering Autos, 5 Stolen Vehicles and 13 Thefts. The Department recovered (8) Stolen Vehicles and (3) Stolen Property Items. The Department made 29 arrests. Average Response time was 1 min 41 secs.

The Department issued 470 citations to include parking, traffic and general copies.

The E911 Center processed 2,823 calls.

The Detective Division reviewed (623) cases, assigned (17) cases for investigation, and closed (9) cases. (1) Case was closed with arrest warrants. The Detective Division obtained (12) warrants and responded to (3) crime scenes for investigation.

Code Enforcement: Code Enforcement handled (79) new calls for service. Of these calls, the unit documented (3) animal incidents, (3) parking in grass, (9) tall grass & weeds, (8) permit issues, (15) outside storage, (2) littering or pollution problems, (0) Commercial Container Violation(s), (21) Yard Debris and (1) property maintenance- exterior. The unit closed (22) cases and issued (0) 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 proceedings have begun on 240 Maple Street, and 831 Custer Street.

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org- 404.669.2120

<p>Building Permits 3433 Parkview Place (140095LL0545) 3152 Forrest Hill Drive (14009400091478) 371 North Avenue (14006700040395) 3220 Dogwood Drive (14009400010163) 3154 Jackson Street (14009400020352) 3439 Forrest Hill Drive (14006600030421) 3280 Myrtle Street (14009800140131) 698 North Avenue (14009800120034) 300 Porsche Avenue (140096LL0593) 590 South Central Avenue (14009800200489)</p> <p>Electrical Permits 3399 Old Jonesboro Road 955 North Central Avenue, L9 3286 Myrtle Street 360 Lake Drive 525 King Arnold Street 579 King Arnold Street 581 King Arnold Street 583 King Arnold Street 585 King Arnold Street 587 King Arnold Street 589 King Arnold Street</p>	<p>Plumbing Permits 955 North Central Avenue, L9</p> <p>Tree Permits 3354 North Whitney Avenue 261 Dorsey Road 3199 Jackson Street 3352 Sunset Avenue 209 Birch Street 290 Moreland Way 3394 Old Jonesboro Road</p> <p>Mechanical Permits 360 Lake Drive 25 Central Park Drive 321 Moreland Way</p>
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Economic Development

Adrienne Senter, Planning & Economic Development Manager

asenter@hapeville.org - 404.669.8269

Department Activities:

Please join us - Online! The City of Hapeville is a proud recipient of the South Arts Independent Film Series grant again this year! The Fall Series Screenings will take place online on Tuesday, September 15th. The virtual screening for the September film, Coded Bias, is by an award-winning director, Shalini Kantayya. Coded Bias asks two key questions: what is the impact of Artificial Intelligence's increasing role in governing our liberties? And what are the consequences for people stuck in the crosshairs due to their race, color and gender? The film centers the voices of women leading the charge to ensure our civil rights are protected. Access is the film at <https://hapeville.eventive.org>. Visit www.codedbias.com to view the movie trailer. For additional event details, please contact the Department of Economic Development at (404) 669-8269.

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the October 2020 issue of the Hapeville Hometown News is Tuesday, September 15th). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

Event Planning Activities - please visit www.hapeville.org for details.

August 3rd: *Staff attended a U.S. Census meeting to discuss enumerators (census takers) in the community. Census takers will be in local communities beginning August 11th and will have on full PPE gear, follow CDC guidelines of being 6ft apart and take the survey on a smartphone. For more information on Census Takers in Local Communities, please visit www.census.gov.*

August 5th: *Staff attended the Ribbon Cutting/Grand Opening event for the new Moe's Restaurant located at 925 Virginia Avenue. Please help us welcome this new business to Hapeville - Visit Moe's today!*

August 14th: *Finding the Flint - Summer Working Group Meeting. Staff attended (via zoom) a summer working group meeting to discuss plans and developments along the Finding the Flint headwaters. In addition, discussion regarding the opportunities for collaboration on new projects for local communities.*

August 25th: *Staff attended the Chattahoochee River Lands Webinar hosted by the Atlanta Regional Commission. The webinar provided information about the vision to transform the Chattahoochee River into a regional focal point with 100+ miles of trails and parks. For more information about this project, visit <http://whatsnextatl.org/re-imagining-the-chattahoochee>.*

August 26th: Staff participated in the Metro Atlanta Housing Task Force virtual meeting. The purpose of the meeting included best practices for distribution of COVID-19 resources from Local governments and service providers.

August 26th: Staff attended the live presentation of the Model Mile Feasibility Study to present findings and receive public input.

August 27th: Staff participated in the Marta Clayton PEDC One-on-One Meeting to discuss the parcel analysis results for MARTA's Transit Supportive Land Use Study for Clayton County's High Capacity Transit Initiative.

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

Main Street Board Activities

The meeting date for the September Board meeting is Wednesday, September 9th at 6 p.m. at the Municipal Annex, 700 Doug Davis Drive and via teleconference. Please visit www.hapeville.org for access information.

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 2021-2022 Budget
- Review of 2020-2021 Revenue and Expense/Budget Reports
- Prepare 2020-2021 Budget Adjustments as needed

Audit Preparation for FYE 2019

- Review accounts for accuracy and reclassing as needed
- Implementing processes for strong Internal Controls
- Prepare for 2020 audit
- 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*
- *Implemented P-Card Program*
- *Prepare to implement Purchase order system*

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*

Water Accounts

Residential - 30

Commercial - 1

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Hapeville Development Authority - September 3, 2020 at 6:30 p.m. at Hapeville Municipal Annex

Development Authority of the City of Hapeville (Statutory Authority) - September 3, 2020 at 6:30 p.m. at Hapeville Municipal Annex

Planning Commission - September 8, 2020 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board Meeting - September 9, 2020 at City Hall

Coffee and Chrome - September 12, 2020 at 8:30 a.m. at Jess Lucas Y Teen Park

Tourism Product Development Committee Meeting - September 14, 2020 at 6:00 p.m. at City Hall

Mayor and Council Work Session - September 15, 2020 at Hoyt Smith Recreation Center

Design Review Commission - September 16, 2020 at 6:00 p.m. at City Hall

Downtown Live/ Happy Days - September 18 - 19 at 7 p.m. at Jess Lucas Park Y Teen Park

Board of Appeals - September 24, 2020 at 6:00 p.m. at Hapeville Municipal Annex

Holiday City Closed

September 7, 2020

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

Open Records Request:

August 2020	August 2019
42 Open Records Request were processed	36 Open Records Request were processed

Human Resources

The City is currently accepting applications for the position of Maintenance Worker, Crossing Guard-Seasonal, Firefighter Paramedic, Code Enforcement Officer, Police Officer, Communications Officer, and Reserve Police Officer and Custodian. 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