



**October 2020 Department Reports
(September'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: 20 new construction site visits, 5 plan reviews and 4 business licenses inspections, 1 new hood system inspections and 12 annual inspections. The following in house and off-site trainings were completed by our personnel: Emergency Vehicle Compartment Familiarization, Emergency Vehicle Equipment Familiarization, Incident Scene Operations, Driver Training and Territory Familiarization (Truck 2), Leadership and Ethics, Acting Officer in Charge, Motor Vehicle Safety Overview for Supervisors, Motor Vehicle Personnel Selection for Supervisors, Motor Vehicle Incident Investigation for Supervisors, Electric and Alternative Fuel Vehicles for First Responders, First Responders Hybrid Vehicle Incidents, Patient Packaging in Stokes Basket Using Webbing and Anchor Points Using Webbing. Our training Chief attended Post Blast Response (16-hour class) taught by the Georgia Bureau of Investigation through the Georgia Police Academy. Two members of the Department attended the Introduction to Fire Inspector: Basic Principles & Practices of Fire Inspections and one of them completed the Acting Officer in Charge course. The Fire Marshal participated in a virtual development meeting for the Dogwood Drive Townhomes Project. On September 30th, we took ownership of the brand new 2020 Custom Sutphen Pumper. The total purchase price for the apparatus was \$549,927.00.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
Auto Accidents w/ injuries	4	EMS	11
Auto Accidents w/o injuries	1	Emergency medical service, other	0
EMS	54	Motor vehicle accident w/ injuries	0
Hazmat release investigation w/no Hazmat	0	Gas leak	1

<i>Passenger vehicle fire</i>	<i>0</i>	<i>Authorized controlled burning</i>	<i>1</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>3</i>	<i>Fire in mobile home used as fixed residence</i>	<i>0</i>
<i>trash or rubbish fire, contained</i>	<i>1</i>	<i>CO detector activation due to malfunction</i>	<i>0</i>
<i>Detector activation, no fire-unintentional</i>	<i>1</i>	<i>Dispatched and cancelled en route</i>	<i>2</i>
<i>No incident found on arrival at address</i>	<i>0</i>	<i>Central station, malicious false alarm</i>	<i>1</i>
<i>Smoke alarm activation due to malfunction</i>	<i>1</i>	<i>Power Line down</i>	<i>0</i>
<i>Rescue or EMS standby</i>	<i>1</i>	<i>Removal of Victims from stalled elevator</i>	<i>0</i>
<i>Rescue, EMS incident, other</i>	<i>1</i>	<i>Smoke alarm activation, no fire</i>	<i>0</i>
<i>Assist Invalid</i>	<i>1</i>	<i>Assist invalid</i>	<i>0</i>
<i>Windstorm, tornado/hurricane assessment</i>	<i>2</i>	<i>Water and Steam Leak</i>	<i>1</i>
<i>Public service</i>	<i>1</i>	<i>No incident found on arrival</i>	<i>0</i>
<i>Total calls at Station # 1</i>	<i>072</i>	<i>Total calls at Station #2</i>	<i>017</i>

Total calls for both Stations 089 with an average response time of 02:48 minutes

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org - 404.669.2120

Building Permits

221 Victoria Lane (14006600021016)
215 Victoria Lane (14006600021172)
801 Virginia Avenue (14009800040265)
3409 Dogwood Drive (14009800170179)
3215 Hope Street (14009900041239)
573 Parkway Drive (14009500070364)
3376 Northside Drive (14006600040552)
383 Lake Drive (14009400070837)
517 Woodrow Avenue (14009400050250)

Electrical Permits

300 Porsche Avenue
739 Oak Drive
925 Virginia Avenue, Suite D
517 Woodrow Avenue
2124 Woodland Drive
3394 Myrtle Street, Apt 4

Plumbing Permits

3468 Rainey Avenue
515 Walnut Street
409 North Avenue
925 Virginia Avenue, Suite D
517 Woodrow Avenue
649 Cofield Drive

Tree Permits

3196 Oakdale Road
817 Custer Street
3206 Oakdale Road
3383 Old Jonesboro Road
3400 Northside Drive

Mechanical Permits

816 South Central Avenue
321 Moreland Way
517 Woodrow Avenue
3176 Forrest Hill Drive
268 Maple Street
515 Walnut Street
579-615 King Arnold Street
649 Cofield Drive

Economic Development

Adrienne Senter, Planning & Economic Development Manager

asenter@hapeville.org - 404.669.8269

Department Activities:

Please join us - Virtual Film Screen & Free Take-Home Meal! The 2020 Fall Series Virtual Screenings will continue on Saturday, October 3rd at 7 p.m. and Sunday, October 4th at 3 p.m. Screenings will take place online. The City of Hapeville has partnered with Bittersweet Bakery to provide courtesy take-home meals - just show your registration confirmation! The virtual screening for the October film, *Big Fur*, is directed and produced by Dan Wayne. *Big Fur* is a fun portrait of an eccentric artist-hero. World Champion taxidermist Ken Walker builds a life-sized Bigfoot, based on frames from an iconic 1967 movie, and unveils her at the World Taxidermy Championships. Please visit www.bigfurmovie.com to view the trailer or www.hapeville.org for more information.

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

September 3rd: Staff hosted a Zoom meeting for the GICH (Georgia Initiative for Community Housing) Program. The Georgia Initiative for Community Housing (“Initiative” or “GICH”) offers communities a three-year program of collaboration and technical assistance related to housing and community development. The objective of the Initiative is to help communities create and launch a locally based plan to meet their housing needs. Staff presented a presentation to the GICH Committee on September 16th which included a virtual site visit and an outline of existing conditions. For more information regarding the City’s application to the GICH Program, please contact the Economic Development Department at (404) 669-8269.

September 22nd: Staff attended the Clayton County High Capacity Transit Supportive Land Use Planning & Economic Development meeting. The meeting included a station area update, ordinances (existing) and potential model overlays and next steps.

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

Main Street Board Activities

Georgia Main Street has selected Hapeville as its Main Street of the Month for September. Here’s what we have to say about Hapeville Main Street:

“Hapeville Main Street is in place to promote, facilitate, enhance, and encourage quality growth and development in Downtown Hapeville while preserving the City’s historic character and supporting a vibrant arts district. Over the last couple of years, Main Street has invested heavily in the arts. Our programs include curated gallery crawls, installation of public art, and art workshops for the community. We wanted to make sure that we created an atmosphere for all ages to enjoy while exploring the downtown area. Georgia Main Street has helped tremendously by providing services to beautify our downtown, facilitating trainings that spark ideas for future projects, and creating a network of support during changing times. We truly would not be able to thrive without Georgia Main Street.”

Visit www.georgiamainstreet.org to see your city highlighted on the front webpage. Visit www.hapeville.org to learn more about Hapeville Main Street.

The meeting date for the October Board meeting is Wednesday, October 14th 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 - 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

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

Audit Support

- *Review accounts for accuracy and reclassify accounts as needed*
- *Implementing processes for stronger Internal Controls*
- *Prepare for 2020 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 Worker's 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*
- *Maintain payment records for ~2,000 active 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 - 29

Commercial - 1

Business License - 2

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Hapeville Development Authority - October 8, 2020 at 6:30 p.m. at Hapeville Municipal Annex
Development Authority of the City of Hapeville (Statutory Authority) - October 8, 2020 at 6:30 p.m. at Hapeville Municipal Annex

Ethics Committee - October 13, 2020 at 12 noon at City Hall

Planning Commission - October 13, 2020 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board Meeting - October 14, 2020 at City Hall

Mayor and Council Work Session - October 20, 2020 at Hapeville Municipal Annex

Design Review Commission - October 21, 2020 at 6:00 p.m. at City Hall

Board of Appeals - October 22, 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:

September 2020	September 2019
37 Open Records Request were processed	38 Open Records Request were processed

Human Resources

The City is currently accepting applications for the position of Crossing Guard-Seasonal, Firefighter Paramedic, Code Enforcement Officer, Police Officer, 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