



**January 2021 Department Reports
(December'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 December, the Department conducted the following: 4 new construction site visits, 1 plan review, 3 alcohol license inspections, 3 business licenses / CO inspections and conducted a fire drill at 1 Porsche NA Headquarters. The Fire Marshal also attended the Alcohol Review Board monthly meeting. The following in house and off-site trainings were completed by our personnel: Image Trend Overview & Updates, Driver Operator, Ropes and Knots, Asbestos Awareness, Drug Free Workplace, Customer Service, Fire Prevention Safety, Truck Operations, Image Trend Elite Checklist, New SCBA Overview with Rapid Dress, Technical Rescue, Aerial Apparatus Stabilization, Equipment Organization, Fire Behavior, Fire Hose, Building Construction, Fire Department Communications, HazMat for Porsche & Electric Vehicle Review, Lock-out / Tag-out, Ladder & Scaffolding Safety and Radiation Safety. A member of the Department completed the Initial Fire Investigations: Origin and Cause Determination for Company Officers at the Georgia Public Safety Training Center (GPSTC) in Forsyth, GA. Our Training Chief has completed the Department training plan for the first half of 2021.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
Auto Accidents w/ injuries	3	EMS	11
Auto Accidents w/o injuries	0	Motor vehicle accident with injuries	2
EMS	68	Motor vehicle accident w/o injuries	1
Hazmat release investigation w/no Hazmat	0	Gas leak	0
Passenger vehicle fire	1	Authorized controlled burning	0
Medical Assist. Assis EMS crew	0	Unintentional transmission of alarm, other	0

<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>2</i>	<i>Fire in structure other than a building</i>	<i>1</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>Trench/below-grade rescue</i>	<i>0</i>	<i>CO detector activation due to malfunction</i>	<i>0</i>
<i>Detector activation, no fire-unintentional</i>	<i>0</i>	<i>Dispatched and cancelled en route</i>	<i>2</i>
<i>Fire, other</i>	<i>1</i>	<i>Water & ice-related rescue, other</i>	<i>0</i>
<i>Smoke alarm activation due to malfunction</i>	<i>0</i>	<i>Smoke scare, odor or smoke</i>	<i>1</i>
<i>Rescue or EMS standby</i>	<i>0</i>	<i>Alarm system activation, no fire-unintentional</i>	<i>1</i>
<i>Rescue, EMS incident, other</i>	<i>0</i>	<i>Smoke alarm activation, no fire-unintentional</i>	<i>1</i>
<i>Assist Invalid</i>	<i>0</i>	<i>Alarm system sounded due to malfunction</i>	<i>1</i>
<i>Special type of incident, other</i>	<i>1</i>	<i>Trash or rubbish fire, contained</i>	<i>1</i>
<i>Alarm system activation due to malfunction</i>	<i>2</i>	<i>Service Call</i>	<i>1</i>
<i>Total calls at Station # 1</i>	<i>081</i>	<i>Total calls at Station #2</i>	<i>023</i>

Total calls for both Stations with an average response time of 02:52 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org - 404.669.2150

Between December 1, 2020 and December 31, 2020 there were (535) calls for service. There was (1) Assault, (3) Burglaries, (1) Robbery, (66) Larcenies, including 44 Entering Autos, 7 Stolen Vehicles and 15 Thefts. The Department recovered (11) Stolen Vehicles and (3) Stolen Property Items. The Department made 40 arrests. Average Response time was 02 min 24 secs.

The Department issued 450 citations to include parking, traffic and general copies.

The E911 Center processed 2,981 calls.

The Detective Division reviewed (535) cases, assigned (15) cases for investigation, and closed (23) cases. (1) Cases were closed with arrest warrants and (0) by CID arrest. The Detective Division Obtained (2) warrants, responded to (4) crime scenes for investigation and executed (0) search warrant(s).

Code Enforcement: Code Enforcement handled (27) new calls for service. Of these calls, the unit documented (6) animal incidents, (0) parking in grass, (0) tall grass & weeds, (6) permit issues, (4) outside storage, (1) littering or pollution problems, (0) Commercial Container Violation(s), (2) Yard Debris and (1) property maintenance- exterior. The unit closed (57) cases and issued (2) citations.

Abatements: The current properties that are under abatements are as follow: 3 Woodrow lot (between Wheeler and N. Fulton Avenue) and 465 North Ave is in the process.

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org - 404.669.2120

<i>Building Permits</i> 3426 Elkins Street (14012700030634) 3431 Old Jonesboro Road (14006600020067) 3196 Dogwood Drive (14009400020717) 3220 Dogwood Drive (14009400010163) 925 Virginia Avenue (14012700040377) 3376 Northside Drive (14006600040552) 3206 Oakdale Road (14009900031545) 3011 Dogwood Drive (14009900020209) 3420 Harding Avenue (14009800030217) 236 Mt Zion Road (14009400090116) 761 North Avenue (14009900040504)	<i>Plumbing Permits</i> 3426 Elkins Street 3407 Hamilton Avenue 3376 Northside Drive 3273 Old Jonesboro Road 3220 Dogwood Drive
<i>Electrical Permits</i> 3426 Elkins Street 925 Virginia Avenue 632 South Central Avenue 3450 International Blvd 417 Walnut Street	<i>Tree Permits</i> 3420 Harding Avenue 3350 Old Jonesboro Road 3007 Dogwood Drive
	<i>Mechanical Permits</i> 925 Virginia Avenue 649 Cofield Drive 632 South Central Avenue 3273 Old Jonesboro Road 3011 Dogwood Drive

Economic Development

Adrienne Senter, Planning & Economic Development Manager

asenter@hapeville.org - 404.669.8269

Department Activities:

2021 Film Series - Save the Dates! The City of Hapeville proudly presents the Southern Circuit Tour of Independent Filmmakers. The 2020-2021 Series Screenings will continue in

Spring 2021 starting in the month February. Each film is promptly followed by a Q&A with the filmmaker.

Free access for each film! Please note, due to COVID-19, film dates and screening options may change. The February, March and April films will be strictly virtual screenings and **will not** be hosted at the Historic Christ Church & Carriage House. Future hosted events will adhere to the current social distancing guidelines put forth by the Georgia Dept. of Public Health.

The February film is *Far East Deep South*, directed by Larissa Lam and produced by Baldwin Chu. *Far East Deep South* explores the events of when a Chinese-American family travels from California to Mississippi to visit the grave of their ancestors, they stumble upon surprising revelations. Visit www.fareastdeepsouth.com for more information or to view the trailer.

To get more information and to register for each film's virtual screening premiere, please visit <http://hapeville.eventive.org/films>. Please visit www.hapeville.org 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 2020-2021 South Arts Film Series!

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the February 2021 issue of the Hapeville Hometown News is Friday, January 15th). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

December 16th: Staff attended a virtual AeroATL Model Mile meeting to discuss the final plan and next steps.

December 17th: Staff attended a virtual MARTA Clayton PEDC/MARTA One-On-One meeting to review the draft recommended boundaries and discuss the draft zoning ordinance's application to these areas.

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

Main Street Board Activities

Visit www.hapeville.org to learn more about Hapeville Main Street.

The meeting date for the December Board meeting is Wednesday, January 13th 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 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 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 - 27

Commercial - 1

Licenses

Business Licenses - 2

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Ethics Committee Meeting - January 12, 2021 at 12:00 p.m. at City Hall

Planning Commission Meeting - January 12, 2021 at 6:00 p.m. at Hapeville Municipal Annex

Mayor & Council Meeting - January 19, 2021 at 6:00p.m. at Hapeville Municipal Annex

Board of Appeals - January 28, 2021 at 6:00 p.m. at Hapeville Municipal Annex

City Closed

January 18, 2021 - Martin Luther King Jr. Holiday

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

City Clerk

- *Processed 36 Alcohol Renewals*

Open Records Request:

<i>December 2020</i>	<i>December 2019</i>
<i>25 Open Records Request were processed</i>	<i>29 Open Records Request were processed</i>

Human Resources

The City is currently accepting applications for the position of Crossing Guard-Seasonal, Firefighter Paramedic, 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*