



February 2021 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 following in house and off-site trainings were completed by our personnel: Familiarization walk through of World Span building, Territory Familiarization, Fire Department Connections, Fire Officer I & II, Scene Size-up, Incident Command, Combustible & Flammable Liquids, Emergency Vehicle Inspection, Extrication Tools & Airbag Operations, Generator Use & Overview, American Heart Association (AHA) Instructor Updates, HAZMAT Transportation, HAZMAT Spills Prevention & Control, Introduction to Hazardous Materials, EMS Hazard Communications, Equipment Replacement / Needs for Emergency Response Units, WorkPlace Violence, Workplace Diversity, Self – Contained Breathing Apparatus and EMS Common Infectious Pathogens. Several members of our Department aided the Georgia Department of Health, by administering COVID-19 vaccinations to hundreds of Public Safety personnel from all of metro Atlanta and citizens over 65 years of age. A total of 104 hours were volunteered to the vaccination efforts.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
Auto Accidents w/ injuries	3	EMS	5
Auto Accidents w/o injuries	2	Motor vehicle accident with injuries	0
EMS	88	Motor vehicle accident w/o injuries	0
Hazmat release investigation w/no Hazmat	0	Gas leak	1
Passenger vehicle fire	0	Authorized controlled burning	0
Medical Assist. Assis EMS crew	1	Unintentional transmission of alarm, other	0
Removal of victim(s) from stalled elevator	0	Motor vehicle/pedestrian accident (MV Ped)	0

<i>Smoke or odor removal</i>	<i>0</i>	<i>Fire in structure other than a building</i>	<i>0</i>
<i>Dispatched and cancelled en route</i>	<i>2</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>1</i>	<i>Dispatched and cancelled en route</i>	<i>7</i>
<i>Overpressure rupture of steam boiler</i>	<i>1</i>	<i>Water & ice-related rescue, other</i>	<i>0</i>
<i>No incident found on arrival at address</i>	<i>1</i>	<i>Smoke scare, odor or smoke</i>	<i>0</i>
<i>Brush or brush & grass mixture fire</i>	<i>1</i>	<i>Alarm system activation, no fire-unintentional</i>	<i>0</i>
<i>Police matter</i>	<i>1</i>	<i>Smoke alarm activation, no fire-unintentional</i>	<i>0</i>
<i>Public Service</i>	<i>1</i>	<i>Alarm system sounded due to malfunction</i>	<i>0</i>
<i>Power line down</i>	<i>1</i>	<i>Removal of victims from stalled elevator</i>	<i>2</i>
<i>Alarm system activation due to malfunction</i>	<i>2</i>	<i>Service Call</i>	<i>0</i>
<i>Total calls at Station # 1</i>	<i>105</i>	<i>Total calls at Station #2</i>	<i>015</i>

Total calls for both Stations 120 with an average response time of 02:47 minutes

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org - 404.669.2120

Building Permits 3410 North Fulton Avenue (14009500090081) 3396 Park Avenue (14009500090123) 371 North Central Avenue (14009600060117) 649 Cofield Drive (140099LL0277) 308 Moreland Way (14009400101665) Electrical Permits 925 Virginia Avenue Suite D 3361 Magnolia Court 800 Doug Davis Drive 3011 Dogwood Drive 831 Custer Street 1031 Virginia Avenue 3409 Dogwood Drive	Plumbing Permits 3011 Dogwood Drive 515 Walnut Street 800 Doug Davis Drive 3075 Old Jonesboro Road Tree Permits 3390 Old Jonesboro Road 525 King Arnold Street 3439 Forrest Hill Drive 3460 Louise Street 3401 Northside Drive 3011 Dogwood Drive 626 North Gordon Circle Mechanical Permits 257 Birch Street 261 Birch Street 3361 Magnolia Court 800 Doug Davis Drive 1031 Virginia Avenue
--	--

Economic Development

Adrienne Senter, Planning & Economic Development Manager

asenter@hapeville.org - 404.669.8269

Department Activities:

2021 Spring Film Series - Kicks off February 21st-25th! 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 March 2021 issue of the Hapeville Hometown News is Monday, February 15th). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

January 26th: Staff attended a virtual Finding the Flint Working Group meeting. Topics of discussion included the Fall-Winter recap of site visits, media & communications and virtual meeting. In addition, updates regarding the AeroATL Greenway Model Miles and the Clayton State University Water Lab. 2021 Projects and Priorities include: Headwaters Nature Preserve, Willingham Drive Corridor Plan, Mud Creek Property, and Resilience Planning in Clayton County.

January 28th: Staff attended a virtual MARTA Track Replacement: Community Partners Meeting to obtain details on a project that will significantly impact rail service in the metro area.

Next month, MARTA will continue its Track Replacement Phase IV (TR-IV) program with a major effort that will temporarily suspend rail service between Buckhead, Lenox, and Lindbergh Center stations and create significant service delays for some customers. The project will be implemented February 16 at 9 p.m., through February 22 at 4 a.m., and MARTA rail customers traveling through the impacted stations will experience up to 30-minute service delays due to the track replacement effort.

Ongoing Task: 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 February Board meeting is Wednesday, February 10th 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 - 37

Commercial - 9

Licenses

Business Licenses - 4

Administrative Services
Crystal Epps, City Clerk
cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Planning Commission Meeting - February 9, 2021 at 6:00 p.m. at Hapeville Municipal Annex
Main Street Board - February 10, 2021 at 6:00 p.m. at Hapeville Municipal Annex
Mayor & Council Meeting - February 16, 2021 at 6:00p.m. at Hapeville Municipal Annex
Design Review Committee - February 17, 2021 at 6:00 p.m. at Hapeville Municipal Annex
TPD Committee Meeting - February 23, 2021 at 6:00 p.m. at Hapeville Municipal Annex
Board of Appeals - February 25, 2021 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 2021	January 2020
<i>35 Open Records Request were processed</i>	<i>35 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*