



**March 2021 Department Reports
(February'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: 3 business licenses, 2 site plan reviews, 32 annual inspections, and 1 unsafe conditions inspection. Our personnel completed over 1,100 hours of in house and off-site trainings to include the following: Driver Training, Fire Officer I & II (Loudon County Case Study Overview), Company Fire Training (Loudon County Case Study Overview), Covid-19 Vaccine Administration Training, Equipment Use and Maintenance, Human Resources Sexual Harassment Training, Human Resources Training for Supervisors, HazMat Training, Familiarization walk through, Work Place Violence, Workplace Diversity, Self – Contained Breathing Apparatus and EMS Common Infectious Pathogens. Several members of the Department continue to provide aid to 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 152 hours of assistance over a period of 16 days was provided at the Atlanta Fulton County Emergency Management (AFCEMA) site. Our training Chief along with one of our CPR instructors have updated all the CPR, BLS and PALS training materials. He also has done a complete review of the City's mitigation response plan. The Fire Marshal attended the Development Authority virtual meeting. One of our Sergeant attended the Initial Fire Investigations: Origin and Cause Determination for Company Officers, and one of our Firefighters completed the Initial Fire Investigations: First Responder. Also, the Department had two cardiac saves. The following personnel were involved on the first save: Lt Ben Kell, FF Paul Long, FF Gary Ramsey, FF Kevin Watts and FF Patrick Kelly. The second cardiac save was done by Batt Mike Donaldson, Sgt Nick Condrey, Brian Thomas, FF Kevin Watts and FF Nicholas Bailey.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
Auto Accidents w/ injuries	3	EMS	11

<i>Auto Accidents w/o injuries</i>	<i>0</i>	<i>Motor vehicle accident with injuries</i>	<i>0</i>
<i>EMS</i>	<i>66</i>	<i>Motor vehicle accident w/o injuries</i>	<i>0</i>
<i>Passenger vehicle fire</i>	<i>1</i>	<i>Gas leak, natural gas</i>	<i>2</i>
<i>Emergency medical service, other</i>	<i>1</i>	<i>Medical assist, assist EMS crew</i>	<i>2</i>
<i>Building Fire</i>	<i>1</i>	<i>Alarm system activation, no fire-unintentional</i>	<i>2</i>
<i>Service call, other</i>	<i>1</i>	<i>False alarm or false call, other</i>	<i>2</i>
<i>Extrication of victim(s) from vehicle</i>	<i>1</i>	<i>Dispatched and cancelled en route</i>	<i>4</i>
<i>Dispatched and cancelled en route</i>	<i>6</i>	<i>Alarm system sounded due to malfunction</i>	<i>1</i>
<i>Public Service</i>	<i>1</i>	<i>Service Call, other</i>	<i>1</i>
<i>Police matter</i>	<i>1</i>	<i>Good intent call, other</i>	<i>1</i>
<i>Assist Invalid</i>	<i>2</i>		
<i>Carbon monoxide incident</i>	<i>1</i>		
<i>Assist police or other governmental agency</i>	<i>1</i>		
<i>Total calls at Station # 1</i>	<i>86</i>	<i>Total calls at Station #2</i>	<i>26</i>

Total calls for both Stations 112 with an average response time of 2:51 minutes

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org - 404.669.2120

Building Permits 3289 North Fulton Avenue (14009500050192) 3563 South Fulton Avenue (14009800210744) 3565 South Fulton Avenue (14009800210744) 3571 South Fulton Avenue (14009800210744) 3575 South Fulton Avenue (14009800210744) 3581 South Fulton Avenue (14009800210751) 3583 South Fulton Avenue (14009800210751) 3585 South Fulton Avenue (14009800210751) 3587 South Fulton Avenue (14009800210751) 3196 Dogwood Drive (14009400020717) 625 North Gordon Circle (14009900020381) 470 Oak Drive (14009400080265) 3277 Wheeler Street (14009500101029) Electrical Permits 3580 Perkins Street 3318 North Whitney Avenue 278 Birch Street 308 Moreland Way 470 Oak Drive Demolition Permits 461 North Central Avenue 3165 Dogwood Drive	Plumbing Permits 3361 Magnolia Court 3396 Dogwood Drive 417 Walnut Street 3563 South Fulton Avenue 3565 South Fulton Avenue 3571 South Fulton Avenue 3575 South Fulton Avenue 859 Custer Street 470 Oak Drive Tree Permits 535 Parkway Drive 3397 Old Jonesboro Road 3315 Wheeler Street 537 North Avenue 3145 Dogwood Drive Mechanical Permits 417 Walnut Street 831 Custer Street 3358 Colville Avenue 3409 Dogwood Drive
--	--

Economic Development

Adrienne Senter, Planning & Economic Development Manager

asenter@hapeville.org - 404.669.8269

Department Activities:

2021 Southern Circuit Tour of Independent Filmmakers Virtual Screening & Free

Take-Home Meal: March 7th - 10th: The City of Hapeville proudly presents the Southern Circuit Tour of Independent Filmmakers. The screenings will take place online. The March film, *Warrior Women*, is co-produced and directed by Christina D. King & Elizabeth A. Castle. *Warrior Women* is the story of Madonna Thunder Hawk, one such AIM leader who shaped a kindred group of activists' children - including her daughter Marcy - into the "We Will Remember" Survival School as a Native alternative to government-run education. Together, Madonna and Marcy fought for Native rights in an environment that made them more comrades than mother-daughter. For more information or to view the trailer, please visit:

www.warriorwomenfilm.com.

The City of Hapeville has partnered with Bittersweet Bakery, 625 N. Central Avenue, to provide courtesy take-home meals - just show your registration confirmation. Register at www.hapeville.eventive.org/films.

Please note, due to COVID-19, film dates and screening options may change. The March and April films will be strictly virtual screenings and will not be hosted at the Historic Christ Church & Carriage House. Please visit [http:// www.hapeville.org/599/Southern-Circuit-Film-Series](http://www.hapeville.org/599/Southern-Circuit-Film-Series) 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 April 2021 issue of the Hapeville Hometown News is Monday, March 15th). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

February 18th: Staff attended a virtual Civic Clerk “Refresher” Training.

February 25th: Staff attended a virtual Camera-Ready meeting. Discussions included the economic impact that films have on local municipalities as it relates to lodging, restaurants or supplies.

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 March Board meeting is Wednesday, March 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 - 44

Commercial - 2

Licenses

Business Licenses - 4

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

Upcoming Meetings:

Hapeville Development Authority - March 4, 2021 at 6:30 p.m. at Hapeville Municipal Annex
Development of the City of Hapeville - March 4, 2021 at 6:30 p.m. at Hapeville Municipal Annex
Planning Commission Meeting - March 9, 2021 at 6:00 p.m. at Hapeville Municipal Annex
Main Street Board - March 10, 2021 at 6:00 p.m. at Hapeville Municipal Annex
Mayor & Council Meeting - March 16, 2021 at 6:00p.m. at Hapeville Municipal Annex
Design Review Committee - March 17, 2021 at 6:00 p.m. at Hapeville Municipal Annex
Board of Appeals - March 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:

February 2021	February 2020
<i>36 Open Records Request were processed</i>	<i>12 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*