



**April 2021 Department Reports
(March'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 March, the Department conducted the following: 7 business licenses, 6 site plan reviews, 20 annual inspections, 20 consultation/site visits, 7 CO inspections and 2 sprinkler system inspections. Our personnel completed over 1,092 hours of in house and off-site training to include the following: Pediatric Emergency Assessment, Recognition and Stabilization (PEARS), Advanced Cardiac Life Support (ACLS), Extrication Equipment Operations Review, Basic Life Support (BLS), High Hazard Pre-Fire Plan (Teachers' Museum), Pediatric Advanced Life Support (PALS), Aerial Operations, Rapid Dress, Turnout Gear Checks, Familiarization Walk Through of Embassy Suites, Driver Training, Fire Officer I. Several members of the Department continue to provide support to the Georgia Department of Health, by administering COVID-19 vaccinations to hundreds of citizens from all the Metro Atlanta and neighboring cities. A total of 152 hours of assistance over a period of 30 days was provided at the Georgia International Convention Center in College Park. The Assistant Fire Marshal completed the Life Safety Code Course at the Georgia Public Safety Training Center in Forsyth, GA. Chief Bloodworth received delivery of his duty 2021 Ford Explorer. The registration and tag for this vehicle have already been obtained.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
<i>Auto Accidents w/ injuries</i>	<i>0</i>	<i>EMS</i>	<i>13</i>
<i>Auto Accidents w/o injuries</i>	<i>0</i>	<i>Motor vehicle accident with injuries</i>	<i>0</i>
<i>EMS</i>	<i>74</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>0</i>
<i>Emergency medical service, other</i>	<i>0</i>	<i>Medical assist, assist EMS crew</i>	<i>0</i>

<i>Smoke or odor removal</i>	<i>1</i>	<i>Alarm system activation, no fire unintentional</i>	<i>0</i>
<i>Cooking fire, confined to container</i>	<i>1</i>	<i>False alarm or false call, other</i>	<i>0</i>
<i>Carbon monoxide incident</i>	<i>1</i>	<i>Dispatched and cancelled en route</i>	<i>1</i>
<i>Dispatched and cancelled en route</i>	<i>5</i>	<i>Alarm system sounded due to malfunction</i>	<i>0</i>
<i>Public Service assistance, other</i>	<i>1</i>	<i>Service Call, other</i>	<i>0</i>
<i>No incident found on arrival at address</i>	<i>1</i>	<i>Good intent call, other</i>	<i>0</i>
<i>Assist Invalid</i>	<i>1</i>	<i>Gasoline or other flammable liquids spill</i>	<i>1</i>
<i>Motor vehicle/pedestrian accident (MV Ped)</i>	<i>1</i>	<i>Removal of victims(s) from stalled elevator</i>	<i>2</i>
<i>Motor vehicle accident with no injuries</i>	<i>1</i>	<i>Trash or rubbish fire, contained</i>	<i>2</i>
<i>Motor vehicle accident with injuries</i>	<i>3</i>	<i>Windstorm, tornado/hurricane assessment</i>	<i>1</i>
<i>Alarm system sounded due to malfunction</i>	<i>1</i>		
<i>Alarm system activation, no fire-unintentional</i>	<i>1</i>		
Total calls at Station # 1	093	Total calls at Station #2	020

Total calls for both Stations 113 with an average response time of 02:49 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org - 404.669.2150

Between March 1, 2021 and March 30, 2021 there were (501) calls for service. There were (2) Assaults, (1) Burglary, (4) Robberies, (33) Larcenies, including 17 Entering Autos, 5 Stolen Vehicles and 11 Thefts. The Department recovered (11) Stolen Vehicles. The Department made 23 arrests. Average Response time was 01 min 14 secs.

The Department issued 444 citations to include parking, traffic and general copies.

The E-911 center processed 3,129 calls for service.

The Detective Division reviewed (568) cases, assigned (19) cases for investigation, and closed (10) cases. (6) Cases were closed with arrest warrants and (2) by CID arrest. The Detective Division obtained (9) warrants, responded to (4) crime scenes for investigation.

Code Enforcement: Code Enforcement handled (65) new calls for service. Of these calls, the unit documented (7) animal incidents, (6) parking in grass, (2) tall grass & weeds, (5) permit

issues, (16) outside storage, (5) littering or pollution problems, (5) Yard Debris and (0) property maintenance- exterior. The unit closed (31) cases and issued (1) citations.

Abatements: The current properties that are under abatements are as follow: 3 Woodrow lot (between Wheeler and N. Fulton Avenue) and beginning stages of 465 North Avenue (waiting on legal).

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org- 404.669.2120

<p>Building Permits 197 Arnold Street (14006600021230) 344 Northwoods Place (14006600021057) 3039 Oakdale Road (140099LL0293) 470 Oak Drive (14009400080265) 461 North Central Avenue (14009500030152) 240 Maple Street (14009400090900) 244 Mt Zion Road (14009400090090) 3198 Oakdale Road (14009900030901) 3060 Hope Street (14009900010440) 611 North Avenue (14009900030653)</p> <p>Electrical Permits 3563 South Fulton Avenue 3565 South Fulton Avenue 3571 South Fulton Avenue 3575 South Fulton Avenue 625 North Gordon Circle 3344 Forrest Hill Drive 634 South Gordon Circle 240 Maple Street 197 Arnold Street 231 Maple Street 461 North Central Avenue 3216 Dogwood Drive</p> <p>Demolition Permits 461 North Central Avenue 3165 Dogwood Drive</p>	<p>Plumbing Permits 3333 Myrtle Street 236 Mt. Zion Road 3563 South Fulton Avenue 3587 South Fulton Avenue 549 Woodrow Avenue 625 North Gordon Circle</p> <p>Tree Permits 3400 Northside Drive 525 Walnut Street 3198 Oakdale Road 3348 Myrtle Street 612 Cofield Drive 3444 Claire Drive 354 Mt. Zion Road 241 Maple Street 3039 Oakdale Road 3344 Forrest Hill Drive 646 Campbell Circle 3322 North Whitney Avenue 688 Campbell Circle 3464 Harding Avenue</p> <p>Mechanical Permits 300 Porsche Avenue 236 Mt. Zion Road 261 Maple Street, Unit A</p>
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Economic Development

Adrienne Senter, Planning & Economic Development Manager

asenter@hapeville.org - 404.669.8269

Department Activities:

2020-2021 Film Series - Thanks! The 2021 Spring Series Screenings concluded on April 22nd. Special thanks to our restaurant partner, Bittersweet Bakery, and to all those who virtually attended the 2020-2021 Southern Circuit Film Series. We are looking forward to the 2021-22 series beginning in September 2021! 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 May 2021 issue of the Hapeville Hometown News is Thursday, April 15th). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

March 29th: *Staff attended the virtual MARTA Clayton Bus Rapid Transit (BRT) project orientation and workshop. The workshop included discussions centered around the redesigning transit networks.*

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, April 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 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 - 38

Commercial - 6

Licenses

Business Licenses - 5

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Hapeville Development Authority - April 8, 2021 at 6:30 p.m. at Hapeville Municipal Annex

Development of the City of Hapeville - April 8, 2021 at 6:30 p.m. at Hapeville Municipal Annex

*Planning Commission Meeting - April 13, 2021 at 6:00 p.m. at Hapeville Municipal Annex
 Main Street Board - April 14, 2021 at 6:00 p.m. at Hapeville Municipal Annex
 Mayor & Council Meeting - April 20, 2021 at 6:00p.m. at Hapeville Municipal Annex
 Design Review Committee - April 21, 2021 at 6:00 p.m. at Hapeville Municipal Annex
 Board of Appeals - April 22, 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:

March 2021	March 2020
<i>51 Open Records Request were processed</i>	<i>23 Open Records Request were processed</i>

Human Resources

The City is currently accepting applications for the position of Crossing Guard-Seasonal, Part-time Recreation Aide, Facilities Maintenance Worker, 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*