



**May 2021 Department Reports
(April'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 April, the Department conducted the following: 5 business licenses/certificates of occupancy, 5 site plan reviews, 29 annual inspections, and 15 consultation/site visits. Our personnel completed over 1,000 hours of in house and off-site training to include the following: Hose Deployment, Lucas Device Utilization, Rapid Intervention Team (RIT) training, Report Writing, and High Hazard Pre-Incident Planning for Life Storage. All fire hoses on Engine 2 were tested. 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 of Metro Atlanta and neighboring cities. A total of 160 hours of assistance over a period of 30 days was provided at the Georgia International Convention Center in College Park. The Fire Marshal and Assistant Fire Marshal completed the National Professional Qualifications (NPQ) Fire Inspector I at the Georgia Public Safety Training Center (GPSTC) in Forsyth, GA. Their certification is recognized at the national level. The Training Division Chief assisted the Spalding County Fire Department with their Lieutenant promotional test process. He also taught Pressurized Container Fire Control at the Georgia Fire Academy in Forsyth, GA.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
Auto Accidents w/ injuries	3	EMS	19
Auto Accidents w/o injuries	0	Motor vehicle accident with injuries	1
EMS	93	Motor vehicle accident w/o injuries	1
Passenger vehicle fire	0	Motor vehicle/pedestrian accident (MV Ped)	1
Smoke scare, odor of smoke	1	Medical assist, assist EMS crew	0

<i>Smoke or odor removal</i>	<i>2</i>	<i>Alarm system sounded due to malfunction</i>	<i>1</i>
<i>Smoke alarm activation, no fire-unintentional</i>	<i>1</i>	<i>False alarm or false call, other</i>	<i>2</i>
<i>Rescue, EMS incident, other</i>	<i>1</i>	<i>Dispatched and cancelled en route</i>	<i>0</i>
<i>Dispatched and cancelled en route</i>	<i>2</i>	<i>Alarm system sounded due to malfunction</i>	<i>0</i>
<i>Dumpster or other outside trash bin fire</i>	<i>1</i>	<i>Gas Leak (Natural Gas)</i>	<i>1</i>
<i>False alarm or false call, other</i>	<i>1</i>	<i>Public Service</i>	<i>2</i>
<i>Assist Invalid</i>	<i>1</i>	<i>Gasoline or other flammable liquids spill</i>	<i>0</i>
<i>Motor vehicle/pedestrian accident (MV Ped)</i>	<i>0</i>	<i>Removal of victims(s) from stalled elevator</i>	<i>1</i>
<i>Motor vehicle accident with no injuries</i>	<i>1</i>	<i>Trash or rubbish fire, contained</i>	<i>0</i>
<i>Motor vehicle accident with injuries</i>	<i>0</i>	<i>Fire, other</i>	<i>1</i>
<i>Gas Leak (Natural gas LPG)</i>	<i>2</i>	<i>Invalid assist</i>	<i>1</i>
<i>Police matter</i>	<i>1</i>	<i>Water or steam leak</i>	<i>1</i>
<i>Windstorm, tornado/hurricane assessment</i>	<i>2</i>	<i>Passenger vehicle fire</i>	<i>1</i>
<i>Total calls at Station # 1</i>	<i>112</i>	<i>Total calls at Station #2</i>	<i>033</i>

Total calls for both Stations 145 with an average response time of 02:53 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org - 404.669.2150

Between April 1, 2021 and April 30, 2021 there were (506) calls for service. There was (1) Assault, (1) Burglary, (3) Robberies, (43) Larcenies, including 23 Entering Autos, 7 Stolen Vehicles and 13 Thefts. The Department recovered (13) Stolen Vehicles. The Department made 30 arrests. Average Response time was 02 min 22 secs.

The Department issued 525 citations to include parking, traffic and general copies.

The E-911 center processed 3,112 calls for service.

The Detective Division reviewed (525) cases, assigned (15) cases for investigation, and closed (27) cases. (3) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (7) warrants, responded to (4) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (12) new calls for service. Of these calls, the unit documented (1) animal incidents, (2) parking in grass, (6) tall grass & weeds, (0) permit issues, (3) outside storage, (5) littering or pollution problems, (5) Yard Debris and (0) property maintenance- exterior. The unit closed (0) cases and issued (0) 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

Building Permits

3438 Parkview Place (140095001100228)
3304 Wheeler Street (14009500100930)
809 North Avenue (14009900040967)
3101 Jackson Street (14009400100519)
856 Virginia Avenue (14009800010680)
925 Virginia Avenue Suite A-1 (14012700040377)
3610 Atlanta Avenue (14009700090089)
410 Dorsey Road (14009400060580)
3295 Wheeler Street (14009500101052)
703 North Central Avenue (14009800170013)
3275/3277 Wheeler Street (14009500101029)
449 Walnut Street (14009400040400)
268 Maple Street (14009400090827)
463 Walnut Street (14009400040145)
611 North Avenue (14009900030653)
286 Birch Street (14009400101616)

Electrical Permits

925 Virginia Avenue Suite A-1
236 Mt. Zion Road
461 North Central Avenue
240 Maple Street
605 King Arnold Street
607 King Arnold Street
609 King Arnold Street
611 King Arnold Street
613 King Arnold Street
615 King Arnold Street
257 Birch Street

Plumbing Permits

925 Virginia Avenue Suite A-1
3198 Oakdale Road
329 Maple Street
240 Maple Street
300 Porsche Avenue

Tree Permits

3313 Lavista Drive
3154 Lake Avenue
241 Maple Street
3196 Oakdale Road

Mechanical Permits

625 North Gordon Circle
470 Barnett Drive
3344 Forrest Hill Drive
925 Virginia Avenue Suite A-1
3240 North Fulton Avenue
816 South Central Avenue

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 June 2021 issue of the Hapeville Hometown News is Friday, May 14th). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

April 8th: *Staff attended the Ribbon Cutting Event for The Clyde Townhomes located at 591 King Arnold Street.*

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 dates for the May meeting is Wednesday, May 4th at 6 p.m. at Corner Tavern, 573 N. Central Avenue for the annual Board Retreat and May 12th at the Municipal Annex, 700 Doug Davis Drive. Please visit www.hapeville.org for additional 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 - 34

Commercial - 4

Business Licenses

Commercial Licenses - 2

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

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

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

*Planning Commission Meeting - May 11, 2021 at 6:00 p.m. at Hapeville Municipal Annex
Main Street Board - May 12, 2021 at 6:00 p.m. at Hapeville Municipal Annex
Mayor & Council Meeting - May 18, 2021 at 6:00p.m. at Hapeville Municipal Annex
Design Review Committee - May 19, 2021 at 6:00 p.m. at Hapeville Municipal Annex
Board of Appeals - May 27, 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.

City Closed

May 31, 2021- Memorial Day Holiday

Open Records Request:

<i>April 2021</i>	<i>April 2020</i>
<i>34 Open Records Request were processed</i>	<i>32 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, Code Enforcement Officer, 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*