



**August 2021 Department Reports
(July'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 July our Department conducted the following 1 Fire Alarm inspection, 50 pre-fire plans, 20 construction visits, 8 pan reviews, 7 site consultations, 6 business licenses inspections, 74 blood pressure check, 1 Fire Protection Inspection, and 5 certificates of occupancy. Our personnel completed in house and off-site trainings to include the following: Ventilation, Fire Instructor II, Forcible Entry, Firefighter II Practical, Daily Self-Contained Breathing Apparatus (SCBA), Advanced Cardiovascular Life Support (ACLS) Refresher, Physical Conditioning, Electrical Safety, Electrical and Alternative Fuel Vehicles, Daily Vehicle Inspections, Structure Familiarization (St John the Evangelist Catholic School), Rescue Tools Power Plant Daily Inspection, Power Rescue Tool Daily Inspection, Replace and Operate Hydraulic Rescue Tools, Utilization of Cribbing Blocks, Reciprocating Saw Operations, ChainSaw Operations, and Generator Daily Inspection. Children from the Hoyt Smith summer camp visited fire station 1 for a tour. A total of 20 children participated. Our EMS Chief of EMS and Training Division Chief taught a CPR / AED class for 12 employees from Porsche NA Headquarters.

Fire Station #1- 3468 N. Fulton Ave.	Fire Station #2- 870 South Central Ave.
Auto accidents w/njuries 5	EMS 34
Motor vehicle / pedestrian accident (MV Ped) 1	Rescue, EMS incident, other 0
EMS 99	Alarm system activation/no fire-unintentional 2

<i>Medical assist, assist EMS crew</i>	<i>1</i>	<i>Motor vehicle accident w/injuries</i>	<i>0</i>
<i>Assist invalid</i>	<i>2</i>	<i>Motor vehicle accident w/o injuries</i>	<i>0</i>
<i>Cooking fire, confined to container</i>	<i>1</i>	<i>Motor vehicle/pedestrian accident (MV Ped)</i>	<i>0</i>
<i>Carbon monoxide incident</i>	<i>0</i>	<i>Carbon monoxide incident</i>	<i>0</i>
<i>Dispatched & cancelled en route</i>	<i>5</i>	<i>False alarm or false call, other</i>	<i>0</i>
<i>No incident found on arrival at address</i>	<i>1</i>	<i>Dispatched and cancelled en route</i>	<i>2</i>
<i>Smoke or odor removal</i>	<i>1</i>	<i>Smoke alarm activation, no fire/unintentional</i>	<i>0</i>
<i>Police matter</i>	<i>1</i>	<i>Emergency medical service, other</i>	<i>0</i>
<i>Smoke scare, odor of smoke</i>	<i>1</i>	<i>Gasoline or other flammable liquids spill</i>	<i>2</i>
<i>Smoke Alarm activation, no fire/unintentional</i>	<i>2</i>	<i>Dumpster or other outside trash fire</i>	<i>0</i>
<i>HazMat release investigation w/no HazMat</i>	<i>0</i>	<i>Smoke scare, odor of smoke</i>	<i>0</i>
<i>Electrical wiring / equipment problem, other</i>	<i>1</i>	<i>Public service</i>	<i>1</i>
<i>Gas leak (natural gas or LPG)</i>	<i>1</i>	<i>Invalid assist</i>	<i>0</i>
<i>Hazardous condition, other</i>	<i>1</i>	<i>Passenger vehicle fire</i>	<i>1</i>
<i>Removal of victim(s) from stalled elevator</i>	<i>1</i>	<i>Removal of victim(s) from stalled elevator</i>	<i>0</i>
<i>Total calls at Station # 1</i>	<i>123</i>	<i>Total calls at Station #2</i>	<i>43</i>

Total calls for both Stations 166 with an average response time of 02:54 minutes

Police Department
Rick Glavosek, Police Chief
rglavosek@hapeville.org - 404.669.2150

Between July 1, 2021 and July 31, 2021, there were (549) calls for service. There were (2) Assaults, (6) Burglaries, (2) Robberies, (32) Larcenies, including 16 Entering Autos, 7 Stolen Vehicles and 9 Thefts. The Department recovered (11) Stolen Vehicles and (2) Stolen Property Items. The Department made 30 arrests. Average Response Time was 02 min 28 secs.

The Department issued 426 citations to include parking, traffic, and general copies.

The E-911 center processed 3,396 calls for service.

The Detective Division reviewed (655) cases, assigned (19) cases for investigation, and closed (20) cases. (3) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division Obtained (6) warrants, responded to (5) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (107) new calls for service. Of these calls, the unit documented (2) animal incidents, (2) parking in grass, (6) tall grass & weeds, (7) permit issues, (11) outside storage, (2) littering or pollution problems, (7) Yard Debris and (1) property maintenance- exterior.. The unit closed (323) cases and issued (1) citations.

Abatements: The current properties that are under abatement: waiting on legal for 465 North Avenue.

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org - 404.669.2120

Building Permits

903 Custer Street (14012700030741)
905 Custer Street (14012700030758)
901 Custer Street (14012700030733)
820 Custer Street (14009800070049)
493 North Avenue (1400940030468)
3358 Colville Avenue (14009800080170)
3300 Dogwood Drive (14009500060860)
537 North Avenue (14009400010460)
3397 Old Jonesboro Road (14009500120318)
579 Marina Street (14009500050291)
397 North Central Avenue (14009600060125,
1400960060133, 14009600066059,
14009600060026, 14009600060091,
14009600060041, 14009600060034)
3420 Harding Avenue (14009800030217)
3429 Parkview Place (140095LL0560)
3420 Orchard Street (14009800050157)
3278/3280 Wheeler Street (14009500100971)

Electrical Permits

3415 Hamilton Avenue
1007 Virginia Avenue 1st Floor
3410 North Fulton Avenue
1031 Virginia Avenue
244 Mt. Zion Road
3396 Dogwood Drive
560 Lake Drive
735 North Central Avenue Unit 1

Plumbing Permits

1007 Virginia Avenue 1st Floor
703 North Central Avenue
3302 Wheeler Street
3304 Wheeler Street
497 Lake Drive
3449 Harding Avenue
3314 Dogwood Drive
3257 Forrest Hills Drive
3253 Forrest Hills Drive
510 Oak Drive
518 Oak Drive
401 Walnut Street
405 Walnut Street

Tree Permits

421 North Avenue
3261 North Fulton Avenue
3322 North Whitney Avenue
2125 Woodland Drive
902 Margaret Street

Mechanical Permits

461 North Central Avenue

Demolition Permits

397 North Avenue

Economic Development

Adrienne Senter, Planning & Economic Development Manager

asenter@hapeville.org - 404.669.8269

Department Activities:

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the August 2021 issue of the Hapeville Hometown News is Monday, August 16th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

July 17th: Chapman Drugs 100th Year Anniversary - "Thank You"! Thank you to all who participated in Chapman Drugs 100th Year Anniversary Celebration. Special "thank you" to the

Hapeville Main Street Board and all the volunteers who helped make this event memorable for the Chapman family.

July 26th: Staff attended the TSPLOST 2021 Communications Kickoff meeting. Citizens throughout Fulton County will have the opportunity to vote in November 2021 on a five-year T-SPLOST referendum to fund transportation projects in municipalities throughout the county. The T-SPLOST referendum would extend the existing 0.75% (3/4 of a cent) sales tax approved by voters in November 2016.

All cities presented their lists of potential projects for T-SPLOST to Fulton County. Fulton County will create a final list in July 2021. If authorized, the vote will take place in November 2021. The City of Hapeville has compiled a list of potential projects that would be considered as transportation related and would meet the necessary criteria. With our current TSPLOST funds we have repaired sidewalks, resurfaced roads, installed new safety signage and we are currently under construction with new Silent Railroad Crossings. An updated street condition inventory is on the Community Services website for paving inquiries.

We invite citizens to give input on the proposed project list.

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

Main Street Board

The meeting dates for the August meeting is Wednesday, August 11th at 6 p.m. 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

- 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
- Implement 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 Workers 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
- Process approximately 300 business license applications for renewal
- Maintain payment records for ~2,000 active vendors
- Process 10,000-20,000 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 department heads to review budgets and expenses
- Meet with individual customers and citizens with complaints

Water Accounts

Residential - 30

Commercial - 5

Business Licenses

Commercial Licenses - 3

Administrative Services

Sharee Steed, City Clerk

ssteed@hapeville.org - 404-766-3004

Upcoming Meetings:

Hapeville Development Authority - August 5, 2021 at 6:30 p.m. at Hapeville Municipal Annex

Planning Commission Meeting - August 10, 2021 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board - July 11, 2021 at 6:00 p.m. at Hapeville Municipal Annex

Mayor & Council Meeting - August 17, 2021 at 6:00p.m. at Hapeville Municipal Annex

Design Review Committee - August 18, 2021 at 6:00 p.m. at Hapeville Municipal Annex

Board of Appeals - August 26, 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

July 5, 2021 - Independence Day (observance)

Open Records Request:

<i>July 2021</i>	<i>July 2020</i>
<i>41 Open Records Requests were processed</i>	<i>36 Open Records Request were processed</i>

Human Resources

The City is currently accepting applications for the position of Human Resources Manager, Crossing Guard-Seasonal, Part- time Recreation Aide, Seasonal Recreation Aide-Summer Camp, Maintenance Worker, Tax Clerk, 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*