



**September 2021 Department Reports
(August'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 August our Department conducted the following 16 yearly inspections, 56 pre-fire plans, 20 new construction visits, 1 fire sprinkler system pressure test, 2 environmental studies, 8 pan reviews, 1 impact study for planning commission, 1 alcohol license inspection, 5 business licenses inspections, 71 blood pressure check, 2 food truck inspections and 2 planning commission reviews. Our personnel completed in house and off-site trainings to include the following: Forcible Door Entry Training, Technical Rescue, Physical Conditioning, Firefighter II: Fire Control, Fire Hose, Fire Stream, Skills, EMS Guidance Outline, New 5" Large Diameter Hose (LDH) with Storz Couplers and Spanner Wrenches Familiarization, Daily Vehicle Inspection, Daily SCBA Inspections, Med 2 State Inspection Readiness, Advanced Weekly Apparatus Checkoffs, Equipment Use and Hydrant Area Maintenance, Protecting Fire Scene Evidence Our Chief of EMS Operations started his new position at Fire Administration. He will be overseeing all day-to-day EMS Operations. He along with the Fire Chief and Training Division Chief attended the South Fulton County Chiefs' meeting held at the Palmetto Train Depot. The yearly air packs test has been completed. All air packs are in compliance with state requirements. We have hired three new members for our Department. All three are already working on their respective shifts. One of our Lieutenants completed the Initial Fire Investigations: Origin and Cause Determination for the Company Officers. This is a required training for future promotions. Our Assistant Fire Marshal along with the Training Division Chief investigated two structural fires this month. The Fire Marshal and Assistant Fire Marshal attended the Pressurized Hazmat Container class hosted by the Coweta Fire Department at their Headquarters building.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
Auto accidents w/Injuries	1	EMS	28

<i>EMS</i>	<i>71</i>	<i>Motor vehicle accident w/injuries</i>	<i>3</i>
<i>Lock-out</i>	<i>1</i>	<i>Motor vehicle accident w/no injuries</i>	<i>1</i>
<i>Medical assist, assist EMS crew</i>	<i>1</i>	<i>Dispatched and cancelled en route</i>	<i>1</i>
<i>Assist invalid</i>	<i>3</i>	<i>Water problem, other</i>	<i>1</i>
<i>Assist police or other government agency</i>	<i>1</i>	<i>Other rubbish, trash or waste fire</i>	<i>1</i>
<i>Dispatched and canceled en route</i>	<i>3</i>		
<i>Public service assistance, other</i>	<i>1</i>		
<i>Building fire</i>	<i>1</i>		
<i>Police Matter</i>	<i>1</i>		
<i>Alarm system activation, no fire/unintentional</i>	<i>2</i>		
<i>Person in distress</i>	<i>1</i>		
<i>Gas leak (natural gas or LPG)</i>	<i>1</i>		
<i>Passenger vehicle fire</i>	<i>1</i>		
<i>Power lines down</i>	<i>1</i>		
<i>Outside rubbish, trash or waste fire</i>	<i>1</i>		
<i>Extrication of victim(s) from bldg/structure</i>	<i>1</i>		
Total calls at Station # 1	092	Total calls at Station #2	035

Total calls for both Stations 127 with an average response time of 02:49 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org - 404.669.2150

Between August 1, 2021 and August 31, 2021, there were (670) calls for service. There were (6) Assaults, (3) Burglaries, (2) Robberies, (33) Larcenies, including 20 Entering Autos, 1 Stolen Vehicles and 12 Thefts. The Department recovered (11) Stolen Vehicles and (1) Stolen Property Items. The Department made 30 arrests. Average Response Time was 02 min 41 secs.

The Department issued 402 citations to include parking, traffic, and general copies.

The E-911 center processed 3,209 calls for service.

The Detective Division reviewed (668) cases, assigned (41) cases for investigation, and closed (35) cases. (4) Cases were closed with arrest warrants. The Detective Division Obtained (22) warrants, responded to (4) crime scenes for investigation, (2) CID Arrests. The Detective Division executed (3) Operation Orders with the assistance of Fulton County Sheriff's Office which yielded (7) Attempted Warrant Service, (2) Drug Arrests, (3) Fugitive Arrests, (1) Recovered Stolen Vehicle.

Code Enforcement: Code Enforcement handled (151) new calls for service. Of these calls, the unit documented (2) animal incidents, (4) parking in grass, (8) tall grass & weeds, (3) permit issues, (6) outside storage, (0) littering or pollution problems, (1) Yard Debris and (1) property maintenance- exterior.. The unit closed (222) cases and issued (6) 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

427 King Arnold Street (14009500080090)
333 Moreland Way (14009400101897)
3362 Magnolia Court (14009500050465)
554 Oak Drive (14009400020246)
3365 Northside Drive (14009500101383)
3287 Dogwood Drive (14009800160071)
3299 North Fulton Avenue (14009500050200)
422 Dorsey Road (14009400060077)
3302/3304 Wheeler Street (14009500100930)
497 Oak Drive (14009400080638)
3365 Sunset Avenue (14006600010332)
3359 Sunset Avenue (14006600010324)
3353 Sunset Avenue (14006600010357)
3395 Old Jonesboro Road (14009500120300)
1007 Virginia Avenue, 2nd Floor (140127LL0844)
747 North Avenue (14009900030166)
524 Walnut Street (14009400010403)
297 Birch Street (14009400101541)
461 North Central Avenue (14009500030152)
3354 Magnolia Court (14009500050424)
3158 Jackson Street (14009400020345)
3585 Atlanta Avenue, 1st Floor (140098LL0278)
3579 Atlanta Avenue, 3rd Floor (140098LL0278)
3285 Myrtle Street (14009800120059)
826 Custer Street (14009800070031)
3093 Hope Street (14009900010796)
476 Oak Drive (14009400080521)
3600 North Inner Loop Road (P00002647141)

Mechanical Permits

1007 Virginia Avenue, 1st Floor
3585 Atlanta Avenue, 1st Floor
3579 Atlanta Avenue, 3rd Floor

Plumbing Permits

624 South Gordon Circle
493 North Avenue
568 Marina Street
585 North Central Avenue
3205 Forrest Hills Drive

Tree Permits

1 Clay Place
3227 Jackson Street
3280 North Whitney Avenue
3400 North Whitney Avenue

Electrical Permits

3100 Sylvan Road
1007 Virginia Avenue, 1st Floor
554 Oak Drive
493 North Avenue
278 Birch Street
585 North Central Avenue
3276/3278 Russell Street
627 Cofield Drive
1007 Virginia Avenue, 2nd Floor
3585 Atlanta Avenue, 1st Floor
3579 Atlanta Avenue, 3rd Floor
3410 North Fulton Avenue
1031 Virginia Avenue
244 Mt. Zion Road
3396 Dogwood Drive
560 Lake Drive
735 North Central Avenue Unit 1

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 - 28

Commercial - 1

Business Licenses

Commercial Licenses - 5

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

No closings.

Open Records Request:

July 2021	July 2020
<i>47 Open Records Requests were processed</i>	<i>43 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, Seasonal Recreation Aide-Summer Camp, Maintenance Worker, Firefighter Paramedic, 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*