



**August 2020 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, the Department conducted the following: 13 new construction site visits, 9 plan reviews, 2 Sprinkler system inspections, ADA compliance inspection, 1 hood system, 7 annual inspections, and 6 certificate of occupation / business license inspections. The following in house and off-site training were completed by our personnel: Chainsaw refresher, Thermal Imager refresher, rope rescue refresher, Stairs resistance training, and Basic Incident Command System for Initial Response. The Fire Chief continues to update the policies and procedures as new information is provided to us by the Georgia Department of Public Health (DPH) and the Atlanta Fulton Emergency Management Agency (AFCEMA), to ensure the safety of our entire staff and to continue providing proper response to every call received. We continue receiving Personal Protection Equipment (PPE) from the Department of Health and private donors and have distributed a portion of it to all City Departments to ensure the safety of all City Employees. The Department continues providing support during various City functions and meetings by conducting temperature checks for all those attending. Also, staff continue assisting the staff of the Recreation Department during the weekly food distribution for residents and members of the community.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
Auto Accidents w/ injuries	6	EMS	13
Auto Accidents w/o injuries	0	Emergency medical service, other	1
EMS	82	Motor vehicle accident w/ injuries	2
Hazmat release investigation w/no Hazmat	0	False alarm or false call, other	0
Passenger vehicle fire	1	Motor vehicle accident w/o injuries	0

<i>Cooking fire, confined to container</i>	<i>1</i>	<i>Unintentional transmission of alarm, other</i>	<i>0</i>
<i>Removal of victim(s) from stalled elevator</i>	<i>1</i>	<i>Motor vehicle/pedestrian accident (MV Ped)</i>	<i>0</i>
<i>Smoke or odor removal</i>	<i>3</i>	<i>Fire, other</i>	<i>0</i>
<i>Dispatched and cancelled en route</i>	<i>4</i>	<i>Fire in mobile home used as fixed residence</i>	<i>0</i>
<i>Outside rubbish, trash or waste fire</i>	<i>1</i>	<i>CO detector activation due to malfunction</i>	<i>0</i>
<i>Heat from short circuit (wiring), defective</i>	<i>1</i>	<i>Dispatched and cancelled en route</i>	<i>1</i>
<i>Public service</i>	<i>3</i>	<i>Alarm system sounded due to malfunction</i>	<i>0</i>
<i>Alarm system activation, no fire</i>	<i>1</i>	<i>Power Line down</i>	<i>3</i>
<i>Power line down</i>	<i>1</i>	<i>Removal of Victims from stalled elevator</i>	<i>1</i>
<i>Detector activation, no fire-unintentional</i>	<i>1</i>	<i>Smoke alarm activation, no fire</i>	<i>0</i>
<i>Assist Invalid</i>	<i>2</i>	<i>Assist invalid</i>	<i>0</i>
<i>Windstorm, tornado/hurricane assessment</i>	<i>1</i>	<i>Brush or brush grass mixture fire</i>	<i>0</i>
<i>Building or structure weakened or collapsed</i>	<i>1</i>	<i>No incident found on arrival</i>	<i>0</i>
<i>Total calls at Station # 1</i>	<i>110</i>	<i>Total calls at Station #2</i>	<i>021</i>

Total calls for both Stations 131 with an average response time of 2:55 minutes

Police Department

Rick Glavosek, Police Chief

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Between July 1, 2020 and July 31, 2020 there were (505) calls for service. There was (1) Assault, (2) Burglaries, (0) Robberies, (40) Larcenies, including 13 Entering Autos, 4 Stolen Vehicles and 17 Thefts. The Department recovered (10) Stolen Vehicles. The Department made 13 arrests. Average Response time was 2 min 28 secs.

The Department issued 336 citations to include parking, traffic and general copies.

The E911 Center processed 2,925 calls.

The Detective Division reviewed (624) cases, assigned (13) cases for investigation, and closed (17) cases. (5) Cases were closed with arrest warrants and (1) by CID arrest. The Detective

Division obtained (8) warrants, responded to (6) crime scenes for investigation and executed (3) search warrant(s).

The Traffic Unit responded to (9) accidents, assisted uniform patrol division (6) times, wrote (27) reports, made (4) arrests, and issued (100) citations & (9) warnings.

Code Enforcement: Code Enforcement handled (108) new calls for service. Of these calls, the unit documented (2) animal incidents, (5) parking in grass, (16) tall grass & weeds, (24) outside storage, (5) littering or pollution problems, (9) Permit(s) Violations, (17) Yard Debris ,(1) Inoperable Vehicles, (5) property maintenance- exterior, and (3) Trash Cans. The unit closed (54) cases and issued (16) citations.

Abatements: The current properties that are under abatement are as follows: 3 Woodrow lot (between Wheeler and N. Fulton Avenue). As of January 28, 2020, abatement proceedings have begun on 336 Moreland Way, 240 Maple Street, and 831 Custer Street.

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org- 404.669.2120

Construction is under way on a new skateboard park at the Tommy Morris Sports complex.

<p>Building Permits 3327 Dogwood Drive (14009800160121) 720 North Avenue (14009800120018) 234 Moreland Way (14009400090520) 3131 Jackson Street (14009400020030) 3272 North Whitney Ave (14009800160014) 955 North Central Avenue (14012700010198) 3364 Myrtle Street (14009800150049) 649 Cofield Drive(140099LL0277) 3286 Myrtle Street (14009800140123) 32 Central Park Drive (140095LL0594)</p> <p>Mechanical Permits 3450 International Blvd 3384 North Fulton Avenue 644 Coleman Street</p> <p>Electrical Permits 3051 Springdale Road 268 Maple Street 724 North Avenue Unit C 3384 North Fulton Avenue 644 Coleman Street</p>	<p>Plumbing Permits 297 Birch Street 3240 Lake Avenue 816 South Central Avenue 515 Walnut Street 360 Lake Drive</p> <p>Tree Permits 470 Barnett Drive 3344 North Whitney Avenue 290 Moreland Way 493 North Avenue 918 Margaret Street 219 Maple Street 3303 North Whitney Avenue 375 Walnut Street 3319 North Whitney Avenue</p>
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Economic Development

Adrienne Senter, Planning & Economic Development Manager

asenter@hapeville.org - 404.669.8269

Department Activities:

Event Planning Activities - please visit www.hapeville.org for details.

August 1st: The City of Hapeville celebrated its newest mural at a ribbon cutting event held on Saturday, August 1st from 10 a.m. to 1:30 p.m. at 845 N. Central Avenue for “We Give Each Other the World” by Yehimi Cambron. This kid-friendly event had activities for kids who created their own butterfly art. There was also a bicycle raffle sponsored by El Progreso and popsicles courtesy of Pops 503! The mural project was supported in part by the National Endowment for the Arts. Funding for the project was also provided by the Fulton County Board of Commissioners.

July 1st: Hapeville Model Mile Project Team Meeting. Staff attended a virtual project team meeting to discuss the AeroATL Greenway Model Mile Development Project. The project includes individual feasibility studies for seven distinct model models in seven communities. The scope of work began with preliminary engineering and will conclude with approved plans for letting and construction. Several public meetings and presentations are tentatively scheduled for mid-late August.

July 7th: Live Streaming & Zoom Training. Staff attended an onsite live streaming and zoom training held at the Hoyt Smith Center. The training provided staff with an overview of setup with Zoom and livestream for public meetings.

July 15th: Regional Housing Task Force Webinar. Staff attended a virtual Regional Housing Task Force Webinar that included topics to address our community’s current and future housing issues in response to our new reality due to COVID-19.

July 23rd: Willingham Drive/Tri-Cities Headwaters Project Core Team Meeting. Staff attended the Willingham Drive/Tri-Cities Headwaters Project Core Team meeting to discuss the project outline, contract, and next steps. The overall project will examine options for elements to improve safety and walkability along the Willingham Drive corridor. The study will also formulate wayfinding concepts, improve the public realm, develop design guidelines and wayfinding, and plan to encourage efficient and safe movement of pedestrians, bicycles and vehicles in, through and around the Willingham Drive area. This project will include public input - please check www.hapeville.org for up-to-date information as details are planned.

July 28th: Clayton County High Capacity Transit Supportive Land Use Study - Planning & Economic Development Meeting #2. Staff attended this virtual presentation regarding Transit Supportive Land Use 101: Density and Mixed Use, Peer Regions Findings, Preliminary Parcel Analysis Findings and Community Engagement.

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the September 2020 issue of the Hapeville Hometown News is Friday, August 14th). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

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

Main Street Board Activities

The meeting date for the August Board meeting is Wednesday, August 12th at 6 p.m. at the Hoyt Smith Center, 3444 N. Fulton Avenue and via teleconference. Please visit www.hapeville.org for access information.

Finance Director

Randy Brewer

rbrewer@hapeville.org- 404-669-2107

Month End & Quarterly and Fiscal Year End Closing and Reporting

- *Account reconciliations*
- *Review journal entries to true-up accruals and cost allocations*

Budget Administration

- *Prepare for FY 2021-2022 Budget*
- *Review of 2019-2020 Revenue and Expense/Budget Reports*
- *Prepare 2019-2020 Budget Adjustments as needed*

Audit Preparation for FYE 2019

- *Review accounts for accuracy and reclassing as needed*
- *Implementing processes for strong Internal Controls*
- *Prepare for 2020 audit*
- *Review past audit results*

Finance/Accounting 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 (mid-year)*
- *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 ~120 full time & 30 part time employees
- Mail all payroll and vendor checks. Enroll employees in direct deposit
- Monthly Billing and collections for ~2,100 Water & Sewer customers
- Maintain payment records for ~500 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

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

*Hapeville Development Authority - August 06, 2020 at 6:30 p.m. at Hapeville Municipal Annex
Development Authority of the City of Hapeville (Statutory Authority) - August 06, 2020 at 6:30 p.m. at Hapeville Municipal Annex*

Coffee and Chrome- August 08, 2020 at Jess Lucas Y Teen Park

Planning Commission - August 11, 2020 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board Meeting - August 12, 2020 at City Hall

Mayor and Council Work Session - August 18, 2020 at Hoyt Smith Recreation Center

Design Review Commission - August 19, 2020 at 6:00 p.m. at City Hall

Hapeville Downtown Live - August 21, 2020 at 7:00 p.m. at Jess Lucas Y Teen Park

Board of Appeals - August 27, 2020 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:

July 2020	July 2019
<i>37 Open Records Request were processed</i>	<i>28 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, Communications Officer, and Reserve Police 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*