



**November 2021 Department Reports
(October'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 October, the Department conducted the following 10 pre-fire plans, 9 construction visits, 1 plan reviews, 7 site consultations, 3 business licenses inspections, 75 blood pressure check, 2 Fire Protection Inspection, 8 certificates of occupancy and 2 public education events. A total of 11 yearly inspections were also completed. Our personnel completed in house and off-site trainings to include the following: Fire Extinguishers, Personal Protective Equipment, Fire Department Communications, Advanced Weekly Apparatus Test/ Inspection, Foam Operations, Cognitive & Practical EMS Airway, Equipment Familiarization, New Hire Driver Training, Post Resuscitation Care, Pediatric Bradycardia, Patient Packaging Class, EMS Trauma, All Hazards Incident Management Team, Leadership I, Leadership II, Immobilization & Stabilization, Prehospital Trauma Life Support and Pressurized Container Fire Control. A member of the Department completed the Leadership III course at the Georgia Fire Academy in Forsyth, GA. Fire Prevention Education was taught at both St. John the Evangelist and Hapeville Elementary School by the Assistant Fire Marshal and the Administrative Specialist. A total of 460 students from Pre-K through 3rd, respectively participated in this year's program. The Fire Chief, Deputy Chief, and one of our Battalion Chiefs attended the Chief Fire Officer orientation at the Georgia Public Safety Training Center in Forsyth, GA. We hosted the monthly South Fulton Fire Chiefs Meeting. A total of 30 Chiefs, Mayors and City Managers were in attendance.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
<i>Auto accidents w/Injuries</i>	<i>1</i>	<i>EMS</i>	<i>34</i>
<i>Motor vehicle accident w/no injuries</i>	<i>0</i>	<i>Motor vehicle accident w/injuries</i>	<i>2</i>
<i>EMS</i>	<i>66</i>	<i>Motor vehicle accident w/no injuries</i>	<i>1</i>

<i>Medical assist, assist EMS crew</i>	<i>1</i>	<i>Motor vehicle/pedestrian accident (MV Ped)</i>	<i>1</i>
<i>Assist Invalid</i>	<i>1</i>	<i>Removal of victim(s) from stalled elevator</i>	<i>2</i>
<i>Cooking fire, confined to container</i>	<i>1</i>	<i>Smoke or odor removal</i>	<i>1</i>
<i>Public service assistance, other</i>	<i>0</i>	<i>Assist police or other government agency</i>	<i>1</i>
<i>Building fire</i>	<i>0</i>	<i>Gas leak (natural gas or LPG)</i>	<i>1</i>
<i>Police Matter</i>	<i>0</i>	<i>Invalid assist</i>	<i>1</i>
<i>Alarm system sounded due to malfunction</i>	<i>0</i>	<i>Rescue, EMS incident, other</i>	<i>1</i>
<i>Building or structure weakened or collapsed</i>	<i>1</i>	<i>Medical Assist, assist EMS</i>	<i>1</i>
<i>Gas leak (natural gas or LPG)</i>	<i>1</i>	<i>Emergency Medical Service, other</i>	<i>1</i>
<i>Passenger vehicle fire</i>	<i>0</i>	<i>Extrication, rescue, other</i>	<i>1</i>
<i>Power lines down</i>	<i>0</i>	<i>HazMat release investigation who HazMat</i>	<i>1</i>
<i>Outside rubbish, trash or waste fire</i>	<i>0</i>	<i>Natural vegetation fire, other</i>	<i>1</i>
<i>Public service</i>	<i>0</i>		
<i>Hazardous condition, other</i>	<i>0</i>		
<i>Total calls at Station # 1</i>	<i>072</i>	<i>Total calls at Station #2</i>	<i>050</i>

Total calls for both Stations 123 with an average response time of 02: 53 minutes

Community Services
Lee Sudduth, Director
lsudduth@hapeville.org - 404.669.2120

<p>Building Permits 1007 Virginia Avenue (140127LL0844) 461 North Avenue (14009400030625) 748 Virginia Avenue (14009800060016) 3191 Hope Street (14009900040736) 1155 Virginia Avenue (140127LL1198) 481 Barnett Drive (14009500120136) 3417 Northside Drive (14009500120276) 529 Parkway Drive (14009500100856) 3295 Myrtle Street (14009800120083) 3227 Jackson Street (14009400010056) 3436 Harding Avenue (14009800030183) 257 Birch Street (14009400091767) 261 Birch Street (14009400091130) 3179 Oakdale Road (14009900021504)</p> <p>Mechanical Permits 826 Custer Street 3257 Forrest Hill Drive 3253 Forrest Hill Drive 510 Oak Drive 518 Oak Drive 220 Birch Street 748 Virginia Avenue 461 North Avenue 560 Lake Drive</p>	<p>Plumbing Permits 789 Virginia Avenue 860 Custer Street 862 Custer Street 560 Lake Drive 471 Lake Drive 3167 Oakdale Road 527 Parkway Drive 3247 North Fulton Avenue 748 Virginia Avenue</p> <p>Tree Permits 3300 Dogwood Drive 3320 Northside Drive 3414 Rainey Avenue 418 Lake Drive 211 Victoria Lane 3325 Russell Street 3313 Russell Street 3233 North Fulton Avenue</p> <p>Electrical Permits 925 Virginia Avenue Suite A 826 Custer Street 1007 Virginia Avenue 461 North Avenue 300 Porsche Avenue 449 Walnut Street 860 Custer Street 862 Custer Street 3167 Oakdale Road 1200 Virginia Avenue 1001 International Blvd 3410 Estelle Street</p>
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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 December issue of the Hapeville Hometown News is Friday,

November 12th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

Hapeville Opportunity Zone Tax Credit Expires Soon

We have been a part of the Georgia Opportunity Zone for 10 years! Through this program, we have been able to help local businesses receive job tax credits. This program has been such a success that we no longer have blighted areas, which means our Opportunity Zone Designation will expire December 31, 2021. If you have a business within the Zone now is the time to apply. You will not be able to do so after December 31st. For more info, click [here](#).

Upcoming Event:

November 2021: South Arts Tour of Independent Filmmakers: Virtual and In Person Screenings.

November 7th-10th: *Virtual Screening + In Person Screening*

Duty Free is directed by Sian-Pierre Regis.

Duty Free is about a 75-year old immigrant mother who gets fired without cause from her lifelong job as a hotel housekeeper. Her son takes her on a bucket list adventure to reclaim her life. As she struggles to find work, he documents a journey that uncovers the economic insecurity shaping not only her future, but that of an entire generation.

In person screening will be held on Monday, November 8, 2021, at the Academy Theatre at 599 N. Central Avenue. If you choose to watch virtually, please register [here](#).

Visit the Duty Free movie [website](#) for more information or to view the trailer.

Upcoming Planning & Zoning Meetings:

Planning Commission: Tuesday, November 16th at 6 p.m.

Design Review Committee: Wednesday, November 17th at 6 p.m.

Board of Appeals: Thursday, November 18th at 6 p.m.

**All meetings will be held at the Hapeville Municipal Annex, 700 Doug Davis Drive.*

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

Main Street Board

Main Street had a successful collaboration with Atlanta Celebrates Photography, Finding the Flint (Hannah Palmer), and Cateye Creative (Adam Crawford) on Saturday, October 9th. This event was also a Gallery Crawl where participants were able to visit art exhibits in the two art boxes, Hapeville First United Methodist Church, and the Depot Museum and Visitor Center. Based on the sign in sheet at the Depot, over 60 people attended the event. Main Street followed up with its success by having a Meet the Artist event with Virginie Kippelen on Sunday, October 24th.

Main Street Board looks forward to hosting the second Free Art Hapeville event on Saturday, December 4th from 4:30-7:30PM in the arts alley. There will be free art available from local artists, items for purchase, and live music.

The meeting dates for the November meeting is Wednesday, November 10th 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

- Prepare 2020-2021 Final Budget Adjustments
- Review of 2021-2022 Revenue and Expense/Budget Reports
- Prepare 2021-2022 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 - 19
Commercial - 4

Business Licenses

Commercial Licenses - 3

Administrative Services

Sharee Steed, City Clerk
ssteed@hapeville.org - 404-766-3004

Upcoming Meetings:

Planning Commission Meeting - November 16, 2021 at 6:00 p.m. at Hapeville Municipal Annex
Main Street Board - November 10, 2021 at 6:00 p.m. at Hapeville Municipal Annex
Design Review Committee - November 17, 2021 at 6:00 p.m. at Hapeville Municipal Annex
Board of Appeals - November 18, 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

November 11, 2021 - Veterans Day Holiday
November 25-26, 2021 - Thanksgiving Day Holiday

Open Records Request:

October 2021	September 2020
<i>43 Open Records Requests were processed</i>	<i>37 Open Records Request were processed</i>

Human Resources

The City is currently accepting applications for the position of Tax Clerk, Firefighter Paramedic, Part-time Recreation Aide, Maintenance Worker, 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*