



**July 2021 Department Reports  
(June'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](mailto:dbloodworth@hapeville.org) - 404.766.4399**

*During the month of June our Department conducted the following 1 Fire Alarm inspection, 29 pre-fire plans, 7 site consultations, 6 business licenses inspections, 10 blood pressure check, 1 Fire Protection Inspection, and 5 certificates of occupancy. Our personnel completed in house and off-site 710 trainings hours to include the following: Physical Conditioning, Truck 2 Operations, Territory Familiarization, Company Operations Training, Fire Officer I, Fire Officer II, 1½" and 1¾" hoses were tested. The yearly hydrostatic fire hydrant testing has been completed. A total of 325 hydrants were tested. Our Division Training Chief along with one of Battalion Chiefs completed the assembly of a forcible entry simulator to be utilized for future training purposes. We received a trauma grant for a Pre – Hospital Trauma Life Support class to be taught in house by Georgia Trauma Commission instructors.*

| <b>Fire Station #1- 3468 N. Fulton Ave.</b> |    | <b>Fire Station #2- 870 South Central Ave.</b> |    |
|---------------------------------------------|----|------------------------------------------------|----|
| Auto Accidents w/ injuries                  | 6  | EMS                                            | 23 |
| Auto Accidents w/o injuries                 | 1  | Rescue, EMS incident, other                    | 1  |
| EMS                                         | 65 | Alarm system sounded due to malfunction        | 4  |
| Passenger vehicle fire                      | 0  | Motor vehicle accident w/injuries              | 0  |
| Medical assist, assist EMS crew             | 1  | Motor vehicle accident w/o injuries            | 0  |
| Assist Invalid                              | 1  | Motor vehicle/pedestrian accident (MV Ped)     | 0  |
| Carbon Monoxide Incident                    | 1  | Carbon monoxide incident                       | 1  |
| Dispatched & cancelled en route             | 3  | False alarm or false call, other               | 0  |

|                                                       |                  |                                                      |                  |
|-------------------------------------------------------|------------------|------------------------------------------------------|------------------|
| <i>Person in distress, other</i>                      | <i>1</i>         | <i>Dispatched and cancelled en route</i>             | <i>1</i>         |
| <i>Smoke or odor removal</i>                          | <i>1</i>         | <i>Smoke alarm activation, no fire/unintentional</i> | <i>1</i>         |
| <i>Good intent call, other</i>                        | <i>1</i>         | <i>Emergency medical service, other</i>              | <i>3</i>         |
| <i>Alarm system sounded due to malfunction</i>        | <i>1</i>         | <i>Power line down</i>                               | <i>1</i>         |
| <i>Smoke Alarm activation, no fire/unintentional</i>  | <i>1</i>         | <i>Dumpster or other outside trash fire</i>          | <i>1</i>         |
| <i>HazMat release investigation w/no HazMat</i>       | <i>1</i>         | <i>Smoke scare, odor of smoke</i>                    | <i>1</i>         |
| <i>Local alarm system, malicious false alarm</i>      | <i>1</i>         | <i>Public service</i>                                | <i>1</i>         |
| <i>Public service</i>                                 | <i>1</i>         | <i>Invalid assist</i>                                | <i>0</i>         |
| <i>Extrication of victim(s) from stalled elevator</i> | <i>1</i>         | <i>Passenger vehicle fire</i>                        | <i>0</i>         |
| <i>Removal of victim(s) from stalled elevator</i>     | <i>1</i>         | <i>Removal of victim(s) from stalled elevator</i>    | <i>1</i>         |
| <b><i>Total calls at Station # 1</i></b>              | <b><i>88</i></b> | <b><i>Total calls at Station #2</i></b>              | <b><i>39</i></b> |

**Total calls for both Stations 127 with an average response time of 02:51 minutes**

## **Police Department**

**Rick Glavosek, Police Chief**

[rglavosek@hapeville.org](mailto:rglavosek@hapeville.org) - 404.669.2150

*Between June 1, 2021, and June 30, 2021, there were (512) calls for service. There were (2) Assaults, (1) Burglary, (0) Robberies, (42) Larcenies, including 20 Entering Autos, 4 Stolen Vehicles and 18 Thefts. The Department recovered (2) Stolen Vehicles and (5) Stolen Property Items. The Department made 24 arrests. Average Response Time was 02 min 39 secs.*

*The Department issued 347 citations to include parking, traffic, and general copies.*

*The E-911 center processed 3,207 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 (144) new calls for service. Of these calls, the unit documented (11) animal incidents, (2) parking in grass, (37) tall grass & weeds, (3) permit issues, (29) outside storage, (0) littering or pollution problems, (13) Yard Debris and (1) property maintenance- exterior.. The unit closed (106) 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](mailto:lsudduth@hapeville.org) - 404.669.2120

**Building Permits**

892 Custer Street (14009800030084)  
189 Arnold Street (14006600021107)  
46 Central Park Drive (140095LL0479)  
36 Central Park Drive (140095LL0529)  
860/862 Custer Street (14009800030241)  
3379 Colville Avenue (14012700030725)  
3257 Forrest Hills Drive (14009400060739)  
3253 Forrest Hills Drive (14009400060721)  
510 Oak Drive (14009400050334)  
518 Oak Drive (14009400050409)  
401 Walnut Street (14009400060200)  
405 Walnut Street (14009400060713)  
511 Parkway Drive (14009500100519)  
3305 Russell Street (14009500100807)  
3410 North Fulton Avenue (14009500090081)  
34 Central Park Drive (140095LL0537)  
494 North Avenue (14009500070489)  
3186 Lake Avenue (14009900030521)  
32 Central Park Drive (140095LL0594)  
560 Lake Drive (14009400010635)  
3663 Elm Street (14009600020103)  
524 Walnut Street (14009400010403)  
220 Birch Street (14009400091353)  
3308 Lavista Drive (14006600021156)  
278 Birch Street (14009400091189)  
418 Lake Drive (14009400040103)  
3416 Orchard Street (14009800050165)  
909 Custer Street (14012700030774)  
535 Walnut Street (14009400010288)  
585 North Central Avenue (14009500020138)  
1007 Virginia Avenue (140127LL0844)  
3389 Lavista Drive (14006600010266)  
**Building Permits (continued)...**  
3020 Commerce Way (140067LL1158)  
3259 North Fulton Avenue (14009500060233)

**Electrical Permits**

**Plumbing Permits**

1031 Virginia Avenue  
461 North Central Avenue  
3301 Wheeler Street  
898 Virginia Avenue  
547 Lake Drive  
856 Virginia Avenue  
703 North Central Avenue  
3426 Harding Avenue  
535 Walnut Street  
611 North Avenue  
3410 North Fulton Avenue

**Tree Permits**

3449 Harding Avenue  
305 Birch Street  
3296 Stillwood Drive  
3426 Elkins Street  
3399 Old Jonesboro Road  
1025 Virginia Avenue  
218 Moreland Way

**Mechanical Permits**

611 Cofield Drive  
703 North Central Avenue  
856 Virginia Avenue  
3277 Wheeler Street  
3275 Wheeler Street  
611 North Avenue

**Demolition Permits**

493 North Avenue

|                                                                                                                                                                                                                                                                                                                                                  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 447 North Avenue<br>286 Birch Street<br>410 Dorsey Road<br>3186 Lake Avenue<br>3196 Dogwood Drive<br>3449 Harding Avenue<br>3253 Forrest Hills Drive<br>3257 Forrest Hills Drive<br>510 Oak Drive<br>518 Oak Drive<br>401 Walnut Street<br>405 Walnut Street<br>856 Virginia Avenue<br>535 Walnut Street<br>611 North Avenue<br>220 Birch Street |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

---

## Economic Development

**Adrienne Senter, Planning & Economic Development Manager**

**[asenter@hapeville.org](mailto:asenter@hapeville.org) - 404.669.8269**

### **Department Activities:**

*Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the July 2021 issue of the Hapeville Hometown News is Thursday, July 15th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit [www.hapeville.org](http://www.hapeville.org) for up-to-date information.*

**June 17th:** Willingham Drive/Tri-Cities Headwaters Project Tour. Staff attended an in-person driving tour of the Willingham Corridor with members of the Project Management Team. 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](http://www.hapeville.org) for up-to-date information as details are planned.

**June 22nd:** Staff attended the 2021 Economic Development 101 Training. ARC's Community Planning Academy offered the **Economic Development 101**, a foundational training designed to assist planners and community stakeholders alike with their understanding of economic development.

*The success of planning and economic development goes hand-in-hand. By exploring goals, tools, and activities related to economic development, discussed common ground and opportunities to better connect planning and economic development efforts.*

*The free virtual half-day course included economic development fundamentals, practical information, a range of speakers, and opportunities for discussion.*

**July 17th:** Please join us - Chapman's Drug Celebrates 100 Years in Hapeville! Please join us on Saturday, July 17, 2021 to celebrate Chapman Drug Company's 100th Anniversary. Chapman Drugstore has existed and has been an important part of the Hapeville Community for 100 years. They have served the citizens of Hapeville and the surrounding areas through WWII, Korean War, Vietnam, stock market crashes, housing crashes, and more! The City of Hapeville will sponsor their 100 Year Anniversary on Saturday, July 17th from 4 p.m. - 8 p.m. at Chapman Drug Store, 615 N. Central Avenue and surrounding downtown Hapeville. Visit: [www.hapeville.org](http://www.hapeville.org) for more details!

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

### **Main Street Board Activities**

*Main Street Installs 3 Free Art Boxes! The vision of the Hapeville Main Street Program is to support local business owners to create a vibrant downtown cultural arts district while preserving the community's history in order to provide an exceptional quality of life for citizens and guests of Hapeville. Inspired by Little Free Libraries, the Free Art Boxes are a place to give and receive free art. Drop by one of the three locations to explore Hapeville's newest art installation: 3391 Dogwood Drive, 573 N. Central Avenue & The Pedestrian Bridge Ramp. For more information, contact the Economic Development Department at 404-669-8269.*

Visit [www.hapeville.org](http://www.hapeville.org) to learn more about Hapeville Main Street.

The meeting dates for the July meeting is Wednesday, July 14th at 6 p.m. at the Municipal Annex, 700 Doug Davis Drive. Please visit [www.hapeville.org](http://www.hapeville.org) for additional information.

---

### **Finance Director**

**Randy Brewer - Finance Director**

[rbrewer@hapeville.org](mailto: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 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 3<sup>rd</sup> 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 - 25

Commercial - 2

**Business Licenses**

Commercial Licenses - 2

---

**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 14, 2021 at 6:00 p.m. at Hapeville Municipal Annex  
Mayor & Council Meeting - August 3, 2021 at 6:00p.m. at Hapeville Municipal Annex  
Design Review Committee - July 21, 2021 at 6:00 p.m. at Hapeville Municipal Annex  
Board of Appeals - July 22, 2021 at 6:00 p.m. at Hapeville Municipal Annex*

*Meeting times and places are subject to change, please visit [www.hapeville.org](http://www.hapeville.org) for further information.*

### **City Closed**

*No closures in June 2021*

### **Open Records Request:**

| <b>June 2021</b>                               | <b>June 2020</b>                              |
|------------------------------------------------|-----------------------------------------------|
| <i>41 Open Records Requests were processed</i> | <i>40 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, Tax Clerk, Firefighter Paramedic, Code Enforcement Officer, Police OfficerPolice Officer, Reserve police Officer, and Communications Officer. Applications are available online ([www.hapeville.org](http://www.hapeville.org)) or at City Hall.*

- *Responded to Job Openings and Labor Turnover Report*
- *Collected Applications for all open positions*