



**December 2021 Department Reports
(November'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 November, the Department conducted the following 24 pre-fire plans, 11 site consultations, 6 business licenses inspections, 72 blood pressure checks, 3 fire protection inspections, and 4 certificates of occupancy. A total of 11 yearly inspections were also completed. Our personnel completed in house and off-site training to include the following: New Hotel Familiarization, Fire & EMS Report Writing, Medical Emergencies Part I & II, Fire Officer I & II, Patient Care Reporting, EMS Organization, Truck 2 Drivers Training, and National Fire Incident Reporting System. Our Fire Chief and Deputy Chief attended the monthly South Fulton Chiefs meeting hosted by the Fairburn Fire Department. Also, the Fire Chief, Deputy Chief, Training Division Chief and Fire Marshal attended the Winecoff Hotel Fire presentation at the Georgia Public Safety Training Center in Forsyth, GA. Our Deputy Fire Chief and Training Division Chief continue to collaborate on all the training planning for the upcoming year. Provided mutual aid to East Point Fire Department during a structure fire call.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
Auto accidents w/Injuries	3	EMS	26
Motor vehicle accident w/no injuries	0	Motor vehicle accident w/injuries	1
EMS	51	Motor vehicle accident w/no injuries	0
Medical assist, assist EMS crew	1	Motor vehicle/pedestrian accident (MV Ped)	0
Assist Invalid	1	Rescue or EMS standby	1
Cooking fire, confined to container	0	Alarm system activation/no fire-unintentional	1
Public service assistance, other	0	Assist police or other government agency	0

Outside equipment fire	1	Unauthorized burning	1
Assist police or another governmental agency	1	Invalid assist	1
Alarm system sounded due to malfunction	1	Rescue, EMS incident, other	0
Smoke alarm activation, no fire - unintentional	1	Medical Assist, assist EMS	0
Gas leak (natural gas or LPG)	0	Smoke alarm activation, no fire unintentional	1
Good intent call, other	1	Building fire	2
Dispatched and cancelled en route	6	Sprinkler activation, no fire - unintentional	1
Smoke scare, odor of smoke	1	Cover assignment, standby, move up	1
Public service	1		
Steam, other gas mistaken for smoke, other	1		
Total calls at Station # 1	070	Total calls at Station #2	036

Total calls for both Stations 106 with an average response time of 02: 57 minutes

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

Between November 1, 2021, and November 3, 2021, there were (489) calls for service. There were (2) Assaults, (2) Burglaries, (1) Robbery, (57) Larcenies, including 46 Entering Autos, 3 Stolen Vehicles and 8 Thefts. The Department recovered (7) Stolen Vehicles. The Department made 36 arrests. Average Response time was 02 min 44 secs.

The Department issued 444 citations to include parking, traffic, and general copies.

***We are unable to report the number of calls processed through the E-911 center as AT&T's software is currently down.*

The Detective Division reviewed (612) cases, assigned (20) cases for investigation, and closed (28) cases. (3) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (16) warrants, responded to (3) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (121) new calls for service. Of these calls, the unit documented (4) animal incidents, (26) parking in grass, (2) tall grass & weeds, (8) permit issues, (47) outside storage, (6) littering or pollution problems, (1) Yard Debris and (9) property maintenance- exterior. The unit closed (88) cases and issued (3) citations.

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

Building Permits 3060 Hope Street (14009900010440) 859 Custer Street (14009800080279) 262 Dorsey Road (14006700040056) 3289 Sims Street (14009800100234) 221 Birch Street (14009400091056) 519 North Avenue (14009400010429) 3320 Forrest Hill Drive (14006600041048) 3173 Oakdale Road (14009900021538) 617 Cofield Drive (14009900020134) 3139 Old Jonesboro Road (14009400100311) 3382 Colville Avenue (14009800080139) 832 Virginia Avenue Suite D (P00006251959) 3058 Sylvan Road (14009900010150) 3418 Dogwood Drive (14009800180269) 3409 Orchard Street (14009800070106) 3400 North Whitney Avenue (14009800170021) Mechanical Permits 3224 North Fulton Avenue 3216 Dogwood Drive 401 Walnut Street 405 Walnut Street 3372 Dogwood Drive 278 Birch Street 3436 Harding Avenue 600 South Central Avenue, 1 st Floor	Plumbing Permits 3216 Dogwood Drive 925 Virginia Avenue, Suite A 1007 Virginia Avenue, 3 rd Floor 346 Colorado Avenue 3436 Harding Avenue 3300 Russell Street 3302 Russell Street 220 Birch Street 3410 Estelle Street 262 Dorsey Road 3353 Myrtle Street Tree Permits 290 Moreland Way 475 North Central Avenue 3324 Forrest Hills Drive Electrical Permits 501 King Arnold Street 748 Virginia Avenue 1007 Virginia Avenue, 3 rd Floor 397 North Central Avenue 3270 Russell Street 3436 Harding Avenue 3376 Northside Drive
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Economic Development
Adrienne Senter, Planning & Economic Development Manager
asenter@hapeville.org - 404.669.8269

November 17th: The final Willingham Drive Improvement Study Virtual Community meeting was held. Members of the community were invited to attend and provide feedback on the future of the Willingham Corridor area. For more information or to sign up for project updates, visit: <https://www.eastpointcity.org/planning-community-development/willingham-corridor/>

November 30th: Staff met with a representative from the Atlanta Regional Commission to discuss the 2022 Comprehensive Plan Update and timelines. The Mayor and Council approved a Memorandum of Agreement for assistance from the Atlanta Regional Commission to assist with the update. Staff is working on the project timeline and next steps.

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 Wednesday, December 15th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

2021 Film Series Thanks: Thank you to all who attended the 2021 Virtual & In-Person Southern Circuit Film Series! Special thanks to our restaurant partner, musicians, and participants who supported the series. We look forward to the 2022 Series in February! Be sure to visit www.hapeville.org for up-to-date film information.

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, December 14th at 6 p.m.
- **Design Review Committee:** Wednesday, December 15th at 6 p.m.
- **Board of Appeals:** Thursday, December 16th at 6 p.m.

*All meetings will be held at the Hapeville Municipal Annex, 700 Doug Davis Drive. Please visit <https://ga-hapeville3.civicplus.com/562/Agendas-and-Minutes> to access meeting agendas and application information.

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

Main Street Board

Free Art Hapeville Event - Holiday Edition! Main Street Board hosted the second Free Art Hapeville event on Saturday, December 4th in the arts alley. There was free art available from local artists, items for purchase, and live music. Special thanks to our volunteers, artists, and participants who supported the event!

The meeting dates for the December meeting is Wednesday, December 8th 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 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 - 26

Commercial - 6

Business Licenses

Commercial Licenses - 4

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

Upcoming Meetings:

Main Street Board - December 8, 2021 at 6:00 p.m. at Hapeville Municipal Annex
Planning Commission Meeting - December 14, 2021 at 6:00 p.m. at Hapeville Municipal Annex
Design Review Committee - December 15, 2021 at 6:00 p.m. at Hapeville Municipal Annex
Board of Appeals - December 16, 2021 at 6:00 p.m. at Hapeville Municipal Annex
Development Authority of the City of Hapeville - December 16, 2021 at 6:30 PM at Hapeville Municipal Annex
Hapeville Development Authority - December 16, 2021 at 6:30 p.m. at Hapeville Municipal Annex

Meeting times and places are subject to change, please visit www.hapeville.org for further information.

City Closed

December 24-27, 2021 - Observance to Christmas Day Holiday

Open Records Request:

November 2021	November 2020
<i>42 Open Records Requests were processed</i>	<i>26 Open Records Request were processed</i>

Human Resources

The City is currently accepting applications for the position of Automotive Mechanic, Maintenance Worker, Firefighter Paramedic, Part- time Recreation Aide, 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*
- *Preparing for the Hapeville Employee Luncheon*
- *Prepare Mayor and Council Agenda*
- *Reviewing Alcohol Renewals*