



**January 2022 Department Reports  
(December'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 December, the Department conducted the following: 1 site consultation, 14 business licenses inspections, 72 blood pressure checks, and 4 general consultations. Our personnel completed in house and off-site training to include the following: New Hotel Familiarization, New Driver Training, Defensive Driving Course, National Fire Incident Reporting System, Company Training, EMS Refresher Class and New Hotel Pack Load. The Fire Chief and Deputy Chief, attended the monthly South Fulton Chiefs meeting hosted by the Fairburn Fire Department. Also, our 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. The Deputy Fire Chief continues to update the Department Covid protocols in accordance with the CDC recommended guidelines. The Training Division Chief has updated the Sergeant's Orientation packet in preparation for the upcoming promotional assessment process to be held in March 2022. A member of the Department obtained the National Professional Qualification Fire Instructor I certification. The Assistant Fire Marshal completed the Georgia Fire Academy Fire Service Plan Examiner course. We provided mutual aid to the College Park Fire Department during a hotel fire call.*

<b>Fire Station #1- 3468 N. Fulton Ave.</b>	<b>Fire Station #2- 870 South Central Ave.</b>
Auto accidents w/Injuries 4	EMS 23
Motor vehicle accident w/no injuries 1	Motor vehicle accident w/injuries 1
EMS 80	Motor vehicle accident w/no injuries 1
Motor vehicle/pedestrian accident (MV Ped) 1	Motor vehicle/pedestrian accident (MV Ped) 0
Assist Invalid 2	Rescue or EMS standby 0

<i>Medical Assist, assist EMS crew</i>	<i>1</i>	<i>Alarm system activation/no fire–unintentional</i>	<i>1</i>
<i>Public service assistance, other</i>	<i>0</i>	<i>Alarm system sounded due to malfunction</i>	<i>1</i>
<i>Outside equipment fire</i>	<i>0</i>	<i>Unauthorized burning</i>	<i>0</i>
<i>Assist police or another governmental agency</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>0</i>
<i>Smoke alarm activation, no fire - unintentional</i>	<i>3</i>	<i>Medical Assist, assist EMS</i>	<i>0</i>
<i>Gas leak (natural gas or LPG)</i>	<i>0</i>	<i>Smoke alarm activation, no fire unintentional</i>	<i>2</i>
<i>Good intent call, other</i>	<i>0</i>	<i>Building fire</i>	<i>2</i>
<i>Dispatched and cancelled en route</i>	<i>2</i>	<i>Sprinkler activation, no fire - unintentional</i>	<i>0</i>
<i>Smoke scare, odor of smoke</i>	<i>0</i>	<i>Cooking fire, confined to container</i>	<i>1</i>
<i>Electrical wire/equipment problem, other</i>	<i>1</i>	<i>Dispatched and cancelled en route</i>	<i>2</i>
<i>Unauthorized burning</i>	<i>3</i>	<i>Removal of victim(s) from stalled elevator</i>	<i>1</i>
<b>Total calls at Station # 1</b>	<b>098</b>	<b>Total calls at Station #2</b>	<b>036</b>

**Total calls for both Stations 134 with an average response time of 02:54 minutes**

**Police Department**

**Rick Glavosek, Police Chief**

**rglavosek@hapeville.org - 404.669.2150**

*Between December 1, 2021, and December 31, 2021, there were (424) calls for service. There were (5) Assaults, (1) Burglary, (2) Robberies, (28) Larcenies, including 15 Entering Autos, 2 Stolen Vehicles and 11 Thefts. The Department recovered (9) Stolen Vehicles and (2) Stolen Property Items. The Department made 40 arrests. Average Response time was 02 min 45 secs.*

*The Department issued 400 citations to include parking, traffic, and general copies.*

*The E-911 center processed 3,002 calls for service.*

*The Detective Division reviewed (508) cases, assigned (28) cases for investigation, and closed (28) cases. (4) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (6) warrants, responded to (4) crime scenes for investigation and executed (1) search warrant(s).*

*Code Enforcement: Code Enforcement handled (71) new calls for service. Of these calls, the unit documented (4) animal incidents, (18) parking in grass, (0) tall grass & weeds, (6) permit*

issues, (34) outside storage, (0) littering or pollution problems, (2) Yard Debris and (3) property maintenance- exterior. The unit closed (61) cases and issued (0) citations.

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**Community Services**

**Lee Sudduth, Director**

[lsudduth@hapeville.org](mailto:lsudduth@hapeville.org) - 404.669.2120

<p><b>Building Permits</b> 3409 Northside Drive (14009500120268) 817 Custer Street (14009800080204) 314 Moreland Way (14009400101228) 397 North Central Avenue (14009600060125) 388 Dorsey Road (14009400060143)</p> <p><b>Mechanical Permits</b> 925 Virginia Avenue Suite A 862 Custer Street 3100 Dogwood Drive 3316 Myrtle Street 3410 Estelle Street 3581 South Fulton Avenue 3583 South Fulton Avenue 3585 South Fulton Avenue 3587 South Fulton Avenue</p>	<p><b>Plumbing Permits</b> 3353 Myrtle Street 832 Virginia Avenue Suite D 464 Porsche Avenue</p> <p><b>Tree Permits</b> 3285 Myrtle Street 443 Oak Drive 442 Walnut Street 215 Victoria Lane 447 Oak Drive</p> <p><b>Electrical Permits</b> 262 Dorsey Road 832 Virginia Avenue Suite D</p>
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**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 February issue of the Hapeville Hometown News is Friday, January 14th 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.

**Announcements:**

**Hapeville Planning & Economic Development Department debuts new public notice signs for zoning hearings.**

*The City of Hapeville has begun posting large, bright colored signs at any property with a proposed zoning change. The heavy duty colorful signs have a QR code so that anyone walking up can take a photo with their smartphone and go to the agenda center on the city website. For questions, please contact the Economic Development Department at (404) 669-8269.*

## **Upcoming Planning & Zoning Meetings:**

- **Planning Commission:** Tuesday, January 11th at 6 p.m.
- **Design Review Committee:** Wednesday, January 19th at 6 p.m.
- **Board of Appeals:** Thursday, January 27th 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**

The meeting dates for the January meeting is Wednesday, January 12th at 6 p.m. at the Municipal Annex, 700 Doug Davis Drive. Please visit [www.hapeville.org](http://www.hapeville.org) for additional information.

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### **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 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 - 20*

*Commercial - 0*

**Business Licenses**

*Commercial Licenses - 3*

**Administrative Services**

**Sharee Steed, City Clerk**

[ssteed@hapeville.org](mailto:ssteed@hapeville.org) - 404-766-3004

**Upcoming Meetings:**

*Development Authority of the City of Hapeville - January 6, 2022 at 6:30 p.m. at Hapeville Municipal Annex - Canceled*

*Hapeville Development Authority - January 6, 2022 at 6:30 p.m. at Hapeville Municipal Annex - Canceled*

*Planning Commission Meeting - January 11, 2022 at 6:00 p.m. at Hapeville Municipal Annex*

*Ethics Committee - January 11, 2022 at 12 noon at City Hall*

*Main Street Board - January 12, 2022 at 6:00 p.m. at Hapeville Municipal Annex*

*Called Development Authority of the City of Hapeville - January 13, 2022 at 6:30 p.m. at Hapeville Municipal Annex*

*Called Hapeville Development Authority - January 13, 2022 at 6:30 p.m. at Hapeville Municipal Annex*

*Mayor and Council Work Session - January 18, 2022 at 6:00 p.m. at Hapeville Municipal Annex*

*Design Review Committee - January 19, 2022 at 6:00 p.m. at Hapeville Municipal Annex*

*Board of Appeals - January 27, 2022 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.

**Open Records Request:**

<b>December 2021</b>	<b>December 2020</b>
<i>20 Open Records Requests were processed</i>	<i>27 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](http://www.hapeville.org)) or at City Hall.

- *Responded to Job Openings and Labor Turnover Report*
- *Collected Applications for all open positions*
- *Hosted the Hapeville Employee Luncheon*
- *Prepare Mayor and Council Agenda*
- *Completed Alcohol Renewals*