



**April 2022 Department Reports
(March'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 March, the Department conducted the following: 30 general inspections, 3 fire alarm inspection, 6 general consultations, 5 business license inspection, 4 certificate of occupancy inspection, 1 Inspection – Sprinkler system, Inspection – fire prevention activity – 2, 1 Construction site inspection, 1 Consultation site, and 1 plan review – fire access. Our personnel completed the following in-house and off-site training: Engine 1 Pump Practices, Rescue / Extrication NFPA 1001, Self-Contained Breathing Apparatus Training (SCBA) Bypass Valve and Restricted Passage, Forcible Entry into a Structure, Pittsburg Drill (RIT), Terrorism: Intro to Domestic Terrorism, In Service – Proper Stryker Power Stretcher Operation, Lucas Device Utilization, and Life Pack 15. The Fire Chief and Deputy Chief, attended the monthly South Fulton Chiefs meeting hosted by the Fairburn Fire Department. Our Deputy Chief and Training Chief attended the EMS Functions for Incident Command System class at the Georgia Public Service Training Center in Forsyth, GA. The promotional process for the rank of Sergeant positions has been completed and three promotions have been made. The ambulance license renewal process for 2022 – 2023 has been completed, and the license certificate has been received.

| Fire Station #1- 3468 N. Fulton Ave. | | Fire Station #2- 870 South Central Ave. | |
|---|-----------|---|-----------|
| <i>Auto accidents w/ injuries</i> | <i>2</i> | <i>EMS</i> | <i>21</i> |
| <i>Motor vehicle accident w/o injuries</i> | <i>0</i> | <i>Motor vehicle accident w/ injuries</i> | <i>0</i> |
| <i>EMS</i> | <i>60</i> | <i>Motor vehicle accident with injuries</i> | <i>1</i> |
| <i>Motor vehicle/pedestrian accident (MV Ped)</i> | <i>0</i> | <i>Motor vehicle/pedestrian accident (MV Ped)</i> | <i>0</i> |
| <i>Assist Invalid</i> | <i>0</i> | <i>Rescue or EMS standby</i> | <i>0</i> |

| | | | |
|--|-------------------|--|-------------------|
| <i>Medical Assist, assist EMS crew</i> | <i>1</i> | <i>Alarm system activation/unintentional</i> | <i>1</i> |
| <i>Assist police or other government agency</i> | <i>0</i> | <i>Assist police or other government agency</i> | <i>0</i> |
| <i>Arcing, shorted electrical equipment</i> | <i>0</i> | <i>Unauthorized burning</i> | <i>0</i> |
| <i>Water or steam leak</i> | <i>0</i> | <i>Invalid assist</i> | <i>0</i> |
| <i>Alarm system sounded due to malfunction</i> | <i>1</i> | <i>Rescue, EMS incident, other</i> | <i>0</i> |
| <i>Smoke alarm activation, no fire - unintentional</i> | <i>0</i> | <i>Medical Assist, assist EMS</i> | <i>0</i> |
| <i>Building fire</i> | <i>2</i> | <i>Outside rubbish, trash or waste fire</i> | <i>1</i> |
| <i>Smoke scare, odor of smoke</i> | <i>0</i> | <i>Building fire</i> | <i>0</i> |
| <i>Dispatched and cancelled en route</i> | <i>3</i> | <i>Sprinkler activation, no fire - unintentional</i> | <i>0</i> |
| <i>Smoke scare, odor of smoke</i> | <i>0</i> | <i>Vehicle accident, general cleanup</i> | <i>0</i> |
| <i>Public service</i> | <i>1</i> | <i>Dispatched and cancelled en route</i> | <i>3</i> |
| <i>Brush /grass fire mixture</i> | <i>0</i> | <i>Removal of victim(s) from stalled elevator</i> | <i>0</i> |
| <i>Removal of victim from stalled elevator</i> | <i>0</i> | <i>Gasoline / other flammable spill</i> | <i>0</i> |
| <i>Windstorm, tornado, hurricane assessment</i> | <i>0</i> | <i>Smoke scare, odor of smoke</i> | <i>1</i> |
| <i>Authorized controlled burning</i> | <i>0</i> | <i>Smoke or odor removal</i> | <i>2</i> |
| <i>Total calls at Station # 1</i> | <i>070</i> | <i>Total calls at Station #2</i> | <i>030</i> |

Total calls for both Stations 100 with an average response time of 02:57 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org - 404.669.2150

Between March 1, 2022, and March 28, 2022, there were (561) calls for service. There were (2) Assaults, (5) Burglaries, (0) Robberies, (39) Larcenies, including 23 Entering Autos, 2 Stolen Vehicles, and 14 Thefts. The Department recovered (8) Stolen Vehicles and (4) Stolen Property Items. The Department made 26 arrests. The average Response time was 02 min 15 secs.

The Department issued 325 citations, including parking, traffic, and general copies.

The E-911 center processed 3,046 calls for service

The Detective Division reviewed (592) cases, assigned (21) cases for investigation, and closed (14) cases. (3) Cases were closed with arrest warrants and (3) by CID arrest. The Detective

Division obtained (16) warrants, responded to (8) crime scenes for investigation, and executed (2) search warrant(s).

Code Enforcement: Code Enforcement handled (114) new calls for service. Of these calls, the unit documented (5) animal incidents, (15) parking in grass, (6) tall grass & weeds, (7) permit issues, (13) outside storage, (0) littering or pollution problems, (1) Yard Debris and (20) property maintenance-exterior. The unit closed (58) cases and issued (4) citations.

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org - 404.669.2120

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|--|--|
| <p>Building Permits 351 Moreland Way (14009400102168) 300 Porsche Avenue (140096LL0593) 447 North Avenue (14009400040293) 3339 Northside Drive (14009500100187) 720 Campbell Circle (14009900020886) 791 Oak Street (14009700090063) 219 Moreland Way (14009400090231) 3005 Dogwood Drive (14009900020183) 366 Lake Drive (14009400070225) 3335 North Whitney Avenue (14009800150114) 302 Mt. Zion Road (14009400101962) 534 Walnut Street (14009400010395)</p> <p>Plumbing Permits 395 Lake Drive 3400 North Whitney Avenue 551 Woodrow Avenue 536 North Avenue</p> | <p>Mechanical Permits 3400 North Whitney Avenue 551 Woodrow Avenue</p> <p>Tree Permits 3154 Jackson Street 366 Woodrow Avenue 492 Radar Drive 3278 Russell Street 429 North Avenue 357 Colorado Avenue 2132 Argo Drive 3186 Lake Avenue</p> <p>Electrical Permits 3111 Old Jonesboro Road 3401 International Blvd 3201 North Fulton Avenue 3400 North Whitney Avenue 397 North Central Avenue 760 Doug Davis Drive 874 South Central Avenue</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 April issue of the Hapeville Hometown News is Friday, April 15th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

***2022 Comprehensive Plan Update Community Survey**

We Need Your Input, Hapeville!

The Department of Community Affairs (DCA) Local Comprehensive Planning Rules require that each local government update its Needs and Opportunities, Community Work Program, and Land Use Element portions of its Comprehensive Plan every five years. In 2017, after a year-long public participation and planning process, the City of Hapeville adopted its Comprehensive Plan along with the LCI Study to direct planning efforts. As we are upon the 5-year mark, the City has partnered with the Atlanta Regional Commission (ARC) to update its Comprehensive Plan.

What's Your Vision, Hapeville? Communities guide growth and development through planning. Your input and feedback is important. Please take a moment to complete our survey on priority needs and opportunities for Hapeville's future. Your input will help shape the City's 2022 Comprehensive Plan Update! To learn more and take the survey, please visit, <https://publicinput.com/Hapeville2022>. For more information, please contact the Economic Development Dept at (404) 669-8269.

****Southern Circuit Tour of Independent Filmmakers April Virtual Screening & Free Take Home Snack: April 3-6 & 24-27**

The City of Hapeville proudly presents the Southern Circuit Tour of Independent Filmmakers. The screenings will take place online. The City of Hapeville has partnered with ButterSweet Bakery, 625 N. Central Ave., to provide courtesy take-home meals on screening days from 12 p.m. -5 p.m. - just show your registration confirmation!

April 3 - 6, *The Neutral Ground*, Directed by CJ Hunt

The Neutral Ground documents New Orleans' fight over monuments and America's troubled romance with the Lost Cause. In 2015, director CJ Hunt was filming the New Orleans City Council's vote to remove four confederate monuments. But when that removal is halted by death threats, CJ sets out to understand why a losing army from 1865 still holds so much power in America.

Register today! <https://watch.eventive.org/southerncircuit/play611c1d3290e753032305ddd1> to watch virtually. Visit the *The Neutral Ground* film <https://www.neutralgroundfilm.com/> for more information or to view the trailer.

April 24 - 27, *Lilly Topples the World*

Directed by Jeremy Workman *Lilly Topples the World* follows 20-year-old sensation Lily Hevesh - the world's most acclaimed domino toppler & the only girl in her field - as she rises as an artist, role model, & young woman. Register today! <https://watch.eventive.org/southerncircuit/play/611c186f140fee034e3cfcdd> to watch virtually. Visit the *Lilly Topples the World* film <https://lilytopplestheworld.com/> for more information or to view the trailer.

For more info., please visit www.hapeville.org or call (404) 669-8269.

The 2022 Southern Circuit is a program of South Arts. Screenings are funded in part by a grant from South Arts in partnership with the National Endowment for the Arts & local partner organizations. Special support for the Southern Circuit was provided by the Academy of Motion Picture Arts & Sciences. Funded locally by the City of Hapeville.

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, April 12th at 6 p.m.
- **Design Review Committee:** Wednesday, April 20th at 6 p.m.
- **Board of Appeals:** Thursday, April 28th 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

Main Street Board Accepting Applications

Interested in promoting downtown businesses, planning downtown art events, or making the downtown attractive? Then the Main Street Board is for you! The Hapeville Main Street Board is now accepting applications. Please keep in mind that

applicants are expected to attend a Board meeting and volunteer for a Board project prior to being appointed. For more information, please contact the Economic Development Department at (404) 669-8269.

The meeting date for the March meeting is Wednesday, March 16th 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
- Prepare 2022-2023 Budget

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 - 33

Commercial - 4

Business Licenses

Commercial Licenses - 4

Administrative Services

Sharee Steed, City Clerk

ssteed@hapeville.org - 404-766-3004

Upcoming Meetings:

Development Authority of the City of Hapeville - April 7, 2022 at 6:30 p.m. at Hapeville Municipal Annex - Canceled

Hapeville Development Authority - April 7, 2022 at 6:30 p.m. at Hapeville Municipal Annex - Canceled

Planning Commission Meeting - April 12, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board - April 13, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Mayor and Council Work Session - April 19, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Committee - April 20, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Board of Appeals - April 28, 2022 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

April 15, 2022 - Good Friday Holiday

Open Records Request:

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| March 2022 |
| <i>73 Open Records Requests were processed</i> |

Other Duties:

- *Preparing for an upcoming Council Strategic Retreat*
- *Preparing for GMA Training*
- *Received training on Centralized Alcohol Licensing*
- *Processing incoming Retail Alcohol Applications*

Alcohol Beverage License

As of January 12, 2022, applicants or licensees must apply for an Alcohol License using the ALP Portal on the Georgia Department of Revenue Website. All applicants applying for a new or renewed retail alcohol license must register an account on the Georgia Tax Center (GTC) and apply for state and local jurisdiction.

- *Received 3 new Alcohol Applications*

Human Resources

Stacie Johnston, Human Resources Manager

sjohnston@hapeville.org - 404-669-2115

Ongoing Hiring Efforts

The City is currently accepting applications for the position of Accountant, Automotive Mechanic, Firefighter EMT I or A, Firefighter Paramedic, Part-time Recreation Aide, Code Enforcement Officer, Police Officer, Reserve Police Officer, Communications Officer, Economic

Development Specialist, Mainstreet & Grants Coordinator and Property Tax Clerk. Applications are available online (www.hapeville.org). The city has gone to paperless applications.

Other Duties:

- *Personnel Board meeting on March 28, 2022*
- *Implemented ApplicantPro for automated application process*
- *2022 Census of Government, Survey of Public Employment & Payroll*
- *New Hire Onboarding*
- *Open Enrollment preparation meetings*