



**May 2022 Department Reports
(April'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 April, the Department conducted the following 10 annual inspections, 4 business licenses and 1 certificate of occupancy inspection. Our personnel completed in house and off-site training to include the following: Hose Testing, Hose Deployment, Lift Bags Operations, Homeland Security Operations, Patient Packing, and EMS Operations Update. Also, three of the members have completed the prerequisites for the Fire Investigations training. Our Department celebrated the retirement of two of our long time members. Chief Bobby Craig, who served almost 32 years and Firefighter Calvin McCoy, who served 26 years respectively. Furthermore, the Fire Chief and Deputy Chief attended the South Fulton Chief Association meeting hosted by the City of East Point Fire Department.

<i>Fire Station #1- 3468 N. Fulton Ave.</i>		<i>Fire Station #2- 870 South Central Ave.</i>	
<i>Auto accidents w/ injuries</i>	<i>1</i>	<i>EMS</i>	<i>15</i>
<i>Motor vehicle accident w/o injuries</i>	<i>2</i>	<i>Motor vehicle accident w/ injuries</i>	<i>1</i>
<i>EMS</i>	<i>80</i>	<i>Motor vehicle accident with injuries</i>	<i>1</i>
<i>No incident found on arrival at address</i>	<i>1</i>	<i>Extrication of victims from structure</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>0</i>	<i>Alarm system activation/unintentional</i>	<i>2</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 problem, other</i>	<i>1</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>2</i>	<i>Medical Assist, assist EMS</i>	<i>0</i>
<i>Building fire</i>	<i>3</i>	<i>Outside rubbish, trash or waste fire</i>	<i>0</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>1</i>	<i>Sprinkler activation, no fire - unintentional</i>	<i>0</i>
<i>Smoke or odor removal</i>	<i>2</i>	<i>Vehicle accident, general cleanup</i>	<i>0</i>
<i>Public service</i>	<i>0</i>	<i>Dispatched and cancelled en route</i>	<i>4</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>0</i>
<i>Authorized controlled burning</i>	<i>0</i>	<i>Smoke or odor removal</i>	<i>0</i>
<i>Trash or rubbish fire, contained</i>	<i>1</i>	<i>No incident found or arrival at address</i>	<i>1</i>
<i>False alarm or false call, other</i>	<i>1</i>	<i>Overpressure rupture of air of gas pipeline</i>	<i>1</i>
		<i>Gas Leak (natural gas or LPG)</i>	<i>1</i>
		<i>Dumpster or other trash receptacle fire</i>	<i>2</i>
		<i>Person in distress, other</i>	<i>1</i>
<i>Total calls at Station # 1</i>	<i>096</i>	<i>Total calls at Station #2</i>	<i>030</i>

Total calls for both Stations 126 with an average response time of 02:54 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

Building Permits

730 South Central Avenue (14009800060040)
486 Barnett Drive (14009500110053)
3144 Forrest Hills Drive (14009400091460)
711 Campbell Circle (14009900030794)
760 Doug Davis Drive (140098LL0237)
3181 Dogwood Drive (14009900030448)
3511 Hamilton Avenue (14009800020341)
579 North Avenue (14009400010106)
240 Mt Zion Road (140094000900108)
907 Margaret Street (14012700020502)
3248 Jackson Street (14009400010494)
3416 Orchard Street (14009800050165)
3371 Dogwood Drive (14009800170385)
919 Custer Street (14012700030261)
3464 Harding Avenue (14009800020226)
461 North Central Avenue (14009500030152)
482 Walnut Street (1400940030385)
648 Campbell Circle (14009900020779)

Plumbing Permits

357 Colorado Avenue
680 Campbell Circle
261 Dorsey Road
3033 Oakdale Road

Mechanical Permits

421 North Avenue
261 Dorsey Road
3409 Dogwood Drive
3201 Hope Street

Tree Permits

3430 Parkview Place
447 Lake Drive
711 Campbell Circle
556 Oak Drive

Electrical Permits

3033 Oakdale Road
3244 North Fulton Avenue, Bldg D
3143-B Old Jonesboro Road
3114 Sylvan Road
3240 Jackson Street
351 Moreland Way
421 North Avenue
3409 Dogwood Drive

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 May issue of the Hapeville Hometown News is Monday, May 16th 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 Public Open House

The City of Hapeville hosted a Comprehensive Plan Public Open House on Monday, April 18th at Arches Brewery. Members of the community were encouraged to attend the open house which provided opportunity for an informal discussion with the Atlanta Regional Commission regarding the needs and opportunities for Hapeville's future. We would like to thank everyone who attended and helped shape the City's 2022 Comprehensive Plan Update. For more information on ways to get involved, please contact the Economic Development Dept at (404) 669-8269.

2022 Film Series Thanks!

Thank you to all who participated in the 2021-22 Virtual Film Series Screenings and to our restaurant partner, ButterSweet Bakery, for providing the courtesy take-home meals.

Special thanks to all new and returning attendees who supported the series. We hope you enjoyed the series and we look forward to the Fall 2022 Film Series Events.

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, May 10th at 6 p.m.
- **Design Review Committee:** Wednesday, May 18th at 6 p.m.
- **Board of Appeals:** Thursday, May 26th 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 date for the April meeting is Wednesday, May 11th 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 - 23

Commercial - 3

Business Licenses

Commercial Licenses - 3

Administrative Services

Sharee Steed, City Clerk

ssteed@hapeville.org - 404-766-3004

Upcoming Meetings:

Development Authority of the City of Hapeville - May 5, 2022 at 6:30 p.m. at Hapeville Municipal Annex

Hapeville Development Authority - May 5, 2022 at 6:30 p.m. at Hapeville Municipal Annex

Planning Commission Meeting - May 10, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board - May 11, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Mayor and Council Work Session - May 17, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Committee - May 18, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Board of Appeals - May 26, 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

May 30, 2022 - Memorial Day Holiday

Open Records Request:

April 2022
51 Open Records Requests were processed

Other Duties:

- Preparing for an upcoming Council Strategic Retreat
- Prepare for upcoming meetings

- *Preparing for GMA Training*
- *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, Police Officer, Reserve Police Officer, Communications Officer, and Mainstreet & Grants Coordinator. Applications are available online (www.hapeville.org). The City is now paperless for the application process.

Other Duties:

- *In process of implementing more automated payroll system through Paycom*
- *Working with to provide online access for 2022 Open Enrollment*
- *In process - update Personnel Policy Manual*
- *New Hire Onboarding*
- *Open Enrollment preparation meetings*