



**July 2022 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) - 404.669.4399

*During the month of June, the Department conducted the following 10 annual inspections, 4 business licenses and 4 certificates of occupancy inspection, 3 plans reviews. Our personnel completed in house and off-site training to include the following: Hose Testing, Hose Deployment, Lift Bags Operations, Patient Packing, and EMS Operations Update. Also, three of our members have completed the prerequisites for the Fire Investigations training. Chief Eskew attended the Georgia Public Safety Training Center fire sprinkler hydraulic class, Fire pump, and elevator operations. The Fire Chief and Deputy Chief attended the South Fulton Chief Association meeting hosted by the Union City Fire Department.*

<b>Fire Station #1- 3468 N. Fulton Ave</b>	<b>Fire Station #2- 870 South Central Ave.</b>
Auto Accidents w/ injuries 1	EMS 14
EMS 79	Medical assist, assist EMS crew 0
Passenger vehicle fire 0	Alarm system activation, unintentional 3
Emergency medical service, other 0	Motor vehicle accident with injuries 1
Assist police or other government agency 0	Motor vehicle accident with no injuries 1
Assis Invalid 0	Motor vehicles/ped accident (MV Ped) 0
Carbon monoxide incident 0	Extrication of victims from structure 0
Dispatched and cancelled en route 1	False alarm or false call, other 0
Cooking fire, confined to container 0	Dispatched and cancelled en route 4
Smoke or odor removal 2	Alarm system sounded due to malfunction 0

No incident found on arrival at address	1	No incident found or arrival at address	1
Motor vehicle/pedestrian accident (MV Ped)	0	Good intent call, other	0
Motor vehicle accident with no injuries	2	Overpressure rupture of air of gas pipeline	0
Water problem, other	1	Removal of victim(s) from stalled elevator	0
Alarm system sounded due to malfunction	1	Gas leak (natural gas or LPG)	0
Smoke alarm activation, no fire-unintentional	0	Dumpster or other trash	0
Dumpster or other outside trash bin fire	0	Windstorm, tornado/hurricane assessment	0
False alarm or false call, other	1	Fire, other	0
Gas leak (natural gas or LPG)	0	Passenger vehicle fire	0
Police matter	0	Person in distress, other	1
Rescue, EMS incident, other	0	Invalid assist	0
Service call, other	0	Extrication of victim(s) from vehicle	0
Trash or rubbish fire, contained	1		
Building fire	1		
Total Calls at Station #1	091	Total Calls at Station #2	025

**Total for both Stations 115 with an average response time of 02:56 minutes**

**Police Department**

**Rick Glavosek, Police Chief**

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

Between June 1, 2022, and June 30, 2022, there were (494) calls for service. There was (1) Assault, (1) Burglary, (0) Robberies, (36) Larcenies, including 11 Entering Autos, 10 Stolen Vehicles and 15 Thefts. The Department recovered (14) Stolen Vehicles and (2) Stolen Property Items. The Department made 25 arrests. The average Response Time was 03 min 31 secs.

The Department issued 336 citations including parking, traffic, and general copies.

The E-911 center processed 3,162 calls for service

The Detective Division reviewed (678) cases, assigned (31) cases for investigation, and closed (25) cases. (1) Cases were closed with arrest warrants and (1) by CID arrest. The Detective

Division obtained (5) warrants, responded to (3) crime scenes for investigation, and executed (0) search warrant(s).

Code Enforcement: Code Enforcement handled (199) new calls for service. Of these calls, the unit documented (6) animal incidents, (16) parking in grass, (96) tall grass & weeds, (5) permit issues, (16) outside storage, (0) littering or pollution problems, (1) Yard Debris and (7) property maintenance-exterior. The unit closed (174) 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> 748 Virginia Avenue (14009800060016) 627 Chestnut Street (14009700080635) 629 Chestnut Street (14009700080643) 631 Chestnut Street (14009700080650) 3357 Myrtle Street (14009800130108) 3273 Sims Street (14009800100291) 3103 Old Jonesboro Road (14009400100220) 3280 Stillwood Drive (14009800100226) 214 Moreland Way (14009400090561) 855 Virginia Avenue (14009800040273) 205 Maple Street (14009400090611)</p> <p><b>Plumbing Permits</b> 673 North Central Avenue 461 North Avenue 3181 Dogwood Drive 3361 Dogwood Drive 3301 Dogwood Drive 3339 Northside Drive 3409 Dogwood Drive</p> <p><b>Mechanical Permits</b> 791 Oak Street 3181 Dogwood Drive</p>	<p><b>Tree Permits</b> 3339 Old Jonesboro Road 272 Mt Zion Road 441 Walnut Street 261 Moreland Way 440 Dorsey Road 791 Oak Street 3224 North Fulton Avenue 3181 Dogwood Drive 3319 Northside Drive</p> <p><b>Electrical Permits</b> 817 Custer Street 3270 Russell Street 3181 Dogwood Drive 800 Doug Davis Drive 3143 Old Jonesboro Road 3264 Springhaven Avenue 3289 Myrtle Street 3284 Stillwood Drive 3280 Stillwood Drive 300 Porsche Avenue 626 Coleman Street 2113 Woodland Drive 2117 Woodland Drive 3162 Oakdale Road</p>
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### **Economic Development**

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

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

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the July issue of the Hapeville Hometown News is Friday, 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 13<sup>th</sup>: Staff attended the final Comprehensive Plan Steering Committee meeting held at the Municipal Annex. The Committee finalized the Needs and Opportunities section of the draft plan.

June 30<sup>th</sup>: Staff attended the Tri-Cities Business Networking Event hosted by the City of East Point. The event was held at The Network ATL located at 1556 Nabbell Avenue in East Point. The Tri Cities Business Networking is a partnership between Hapeville, East Point, and College Park to encourage networking for the businesses located within the Tri-Cities area.

**Planning Commission Projects Under Review – July 2022**

<u>Applicant</u>	<u>Address</u>	<u>Commercial/ Residential</u>	<u>Application Type</u>	<u>Description</u>
<u>Joseph Latimer</u>	<u>461 N. Central Ave.</u>	<u>Commercial (Chick fil A)</u>	<u>Revised Final Plat</u>	<u>Revised plat to address placement of monuments.</u>
<u>CML Village Walk</u>	<u>Willingham/Colville</u>	<u>Mixed Use</u>	<u>Final Plat</u>	<u>Request to approve final plat.</u>
<u>David Cook</u>	<u>651 North Avenue</u>	<u>Residential</u>	<u>Site Plan Review</u>	<u>Request to construct a new SF Dwelling.</u>
<u>David Cook</u>	<u>3419 Hamilton Ave.</u>	<u>Residential</u>	<u>Site Plan Review</u>	<u>Request to construct a new SF Dwelling.</u>
<u>David Cook</u>	<u>3299 Sims Street</u>	<u>Residential</u>	<u>Site Plan Review</u>	<u>Request to construct a new SF Dwelling.</u>
<u>3ElkDesign</u>	<u>3165 Old Jonesboro Rd</u>	<u>Residential</u>	<u>Site Plan Review</u>	<u>Request to construct a new SF Dwelling.</u>

<u><b>Green River Constructio n</b></u>	<u><b>3309-3345 Dogwood Dr</b></u>	<u><b>Residential</b></u>	<u><b>Preliminary Plat</b></u>	<u><b>Request to construct a 58-unit TH development</b></u>
<u><b>Green River Constructio n</b></u>	<u><b>3309-3345 Dogwood Dr</b></u>	<u><b>Residential</b></u>	<u><b>Site Plan Review</b></u>	<u><b>Request to construct a 58-unit TH development</b></u>

**Upcoming Planning & Zoning Meetings:**

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

*The date for the June meeting is Wednesday, July 13th 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**

**Finance Accounting:**

**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*
- *Prepare 2022-2023 Budget*

**Audit Support**

- *Review accounts for accuracy and reclassify accounts as needed*

- *Implement processes for stronger Internal Controls*
- *Prepare for 2022 audit*
- *Review past audit results*

**Finance/Accounting and Reporting Activities**

- *Train Accounting staff - ongoing - bank reconciliations, reconciliations, journal entries, year-end/month-end work, budget maintenance, reporting requirements, 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*
- *Prepare to implement Purchase Order system*

**Other On-going Accounting and Billing (mainly clerical)**

- *Mail all vendor checks*
- *Maintain payment records for ~2,000 active vendors*

**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*

**Financial Customer Service:**

**Chrislyn Turner, Assistant Director of Finance**  
 cturner@hapeville.org- 404-669-2107

*Hired a new Property Tax Clerk, May 2022*

*City property taxes are estimated to be calculated and billed September 2022*

**New Accounts for the month of June 2022**

- (28) - Residential water*
- (3) - Commercial water*
- (3) - Business Licenses*

*Property taxes collected for June 2022 \$46, 236.43*

*Stormwater fees collected for June 2022 \$4, 106.39*

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**Administrative Services**  
**Sharee Steed, City Clerk**  
[ssteed@hapeville.org](mailto:ssteed@hapeville.org) - 404-766-3004

**Upcoming Meetings:**

*Main Street Board - July 13, 2022 at 6:00 p.m. at Hapeville Municipal Annex*  
*Planning Commission Meeting - July 19, 2022 at 6:00 p.m. at Hapeville Municipal Annex*  
*Design Review Committee - July 20, 2022 at 6:00 p.m. at Hapeville Municipal Annex*  
*Board of Appeals - July 28, 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:**

<i>June 2022</i>
<i>58 Open Records Requests were processed</i>

**Other Duties:**

- *Prepare for upcoming meetings*
- *Attended GMA Training*
- *Preparing for Alcohol Renewal Letters*

**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.*

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**Human Resources**  
**Stacie Johnston, Human Resources Manager**  
[sjohnston@hapeville.org](mailto:sjohnston@hapeville.org) - 404-669-2115

**Ongoing Hiring Efforts**

*The City is currently accepting applications for the following positions: 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](http://www.hapeville.org)). The City is paperless for the application process.*

***Other Initiatives:***

- *HR has taken on responsibility of Payroll*
- *Working with Paycome to provide online access for 2022 Open Enrollment*
- *In process - update Personnel Policy Manual*
- *Completed Aflac and Medcom 2022-2023 Open Enrollment*
- *Hired Jeannette Aymerich, formerly Fire Department Administrative Assistant, as new HR/Payroll Coordinator*