



**August 2022 Department Reports
(July'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 - 404.669.4399

During the month of July, our department conducted the following: 8 annual inspections, 8 plans reviews. Our personnel completed in house and off-site training to include the following: Truck 2 pump training, Hose Deployment, Knots and Rigging, and EMS Operations Update. Also, three of the members have completed the prerequisites for the Fire Investigations training and will be attending the Georgia Public Safety Training Center Fire Investigations course next week. The Fire Chief and Deputy Chief attended the South Fulton Chief Association meeting hosted by the College Park Fire Department.

Fire Station #1- 3468 N. Fulton Ave		Fire Station #2- 870 South Central Ave	
Auto Accidents w/ injuries	2	EMS	16
EMS	82	Medical assist, assist EMS crew	0
Passenger vehicle fire	0	Alarm system activation, unintentional	2
Emergency medical service, other	0	Motor vehicle accident with injuries	2
Assist police or other government agency	0	Motor vehicle accident with no injuries	2
Assis Invalid	0	Motor vehicles/ped accident (MV Ped)	0
Carbon monoxide incident	0	Extrication of victims from structure	0
Dispatched and canceled en route	1	False alarm or false call, other	0
Cooking fire, confined to container	0	Dispatched and canceled en route	4
Smoke or odor removal	1	Alarm system sounded due to malfunction	0

No incident found on arrival at address	1	No incident found or arrival at address	0
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	3	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	2	Fire, other	0
Gas leak (natural gas or LPG)	0	Passenger vehicle fire	0
Police matter	0	Person in distress, other	0
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	0		
Total Calls at Station #1	096	Total Calls at Station #2	026

Total for both Stations 122 with an average response time of 02:47 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org - 404.669.2150

Between July 1, 2022, and July 27, 2022, there were (694) calls for service. There were (2) Assaults, (4) Burglaries, (1) Robbery, (94) Larcenies, including (75) Entering Autos, 5 Stolen Vehicles and 14 Thefts. The Department recovered (3) Stolen Vehicles. The Department made 25 arrests. The average Response Time was 03 min 6 secs.

The Department issued 265 citations including parking, traffic, and general copies.

The E-911 center processed 2,330 calls.

**I should note 51 of the entering autos took place over the 4th of July holiday weekend. 62 of the entering autos were multi-vehicle events, primarily at hotels.

The Detective Division reviewed (742) cases, assigned (77) cases for investigation, and closed (26) cases. (4) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (6) warrants, responded to (6) crime scenes for investigation and executed (2) search warrant(s).

Code Enforcement: Code Enforcement handled (228) new calls for service. Of these calls, the unit documented (6) animal incidents, (16) parking in grass, (142) tall grass & weeds, (6) permit issues, (6) outside storage, (0) littering or pollution problems, (0) Yard Debris and (2) property maintenance- exterior. The unit closed (243) cases and issued (0) citations.

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org- 404.669.2120

<p>Building Permits 523 North Avenue (14009400010437) 3424 Orchard Street (14009800050140) 927 Custer Street (14012700030287) 300 Porsche Avenue (140096LL0593) 3330 North Whitney Avenue (14009800160279) 3330 Myrtle Street (14009800140040) 3412 Estelle Street (14009500040375) 3315 Stillwood Drive (14009800090484) 860 Virginia Avenue (14009800010706) 874 South Central Avenue (MARTA) 3147 Old Jonesboro Road (14009400100337) 309 North Central Avenue (14006500040165)</p> <p>Plumbing Permits 3162 Oakdale Road 3143 Old Jonesboro Road 29 Central Park Drive 485 Oak Drive 3412 Estelle Street</p>	<p>Tree Permits 760 Doug Davis Drive 3305 Russell Street 3339 Forrest Hills Drive 266 Mt Zion Road 346 Colorado Avenue</p> <p>Electrical Permits 855 Virginia Avenue 3227 Jackson Street 3339 Northside Drive 3145 Dogwood Drive, Suite A 3423 Old Jonesboro Road 205 Maple Street 3415 Claire Drive 397 North Central Avenue</p> <p>Mechanical Permits 3339 Northside Drive 3227 Jackson Street</p>
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Economic Development

Adrienne Senter, Planning & Economic Development Manager

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 for up-to-date information.

June 13th: 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 30th: 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 Nabell 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 – August 9, 2022

<u>Applicant</u>	<u>Address</u>	<u>Commercial/ Residential</u>	<u>Application Type</u>	<u>Description</u>
<u>Green River Construction</u>	<u>3309-3345 Dogwood Drive</u>	<u>Residential</u>	<u>Preliminary Plat</u>	<u>Request to construct a 58 unit TH development</u>
<u>Green River Construction</u>	<u>3309-3345 Dogwood Drive</u>	<u>Residential</u>	<u>Site Plan Review</u>	<u>Request to construct a 58-unit TH development</u>

Planning Commission Project Under Review- August 25, 2022

<u>Applicant</u>	<u>Address</u>	<u>Commercial / Residential</u>	<u>Application Type</u>	<u>Description</u>
<u>Carolyn Routh</u>	<u>2132 Argo Drive</u>	<u>Residential</u>	<u>Variance - Setback</u>	<u>Proposal to extend screen porch – soffit is within the setback.</u>

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, August 9th at 6 p.m.
- **Design Review Committee:** Wednesday, August 17th at 6 p.m.
- **Board of Appeals:** Thursday, August 25th 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 Main Street Board of Directors will have their annual retreat on Wednesday, August 3, 2022 at Paper Plane, 816 S. Central Avenue from 4 p.m. – 7 p.m.

The date for the August meeting is Wednesday, August 10th at 6 p.m. at the Municipal Annex, 700 Doug Davis Drive. Please visit www.hapeville.org for additional information.

Finance

Finance Accounting:

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 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

July 2022

(26) - Residential water

(2) - Business Licenses

(39) - Utility service orders processed

*Real property taxes collected **\$38,860.00***

*Property taxes collected for June 2022 **\$220.00***

*Stormwater fees collected for June 2022 **\$15, 749.00***

1 Open records request received and processed

Administrative Services

Sharee Steed, City Clerk

ssteed@hapeville.org - 404-766-3004

Upcoming Meetings:

Main Street Board Retreat - August 3, 2022 at 4-7:00 p.m. at Paper Plane

Hapeville Development Authority Meeting - August 4, 2022 at 6:30 p.m. at Hapeville Municipal Annex

Development Authority of the City of Hapeville (Statutory Authority) Meeting - August 4, 2022 at 6:30 p.m. at Hapeville Municipal Annex

Planning Commission Meeting - August 9, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board- August 10, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Mayor and Council Work Session- August 16, 2022 at 6:00 p.m. at Hapeville Municipal Annex - Canceled

Design Review Committee - August 17, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Board of Appeals - August 25, 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.

Open Records Request:

July 2022
78 Open Records Requests were processed

Future Training:

Carl Vision and Department of Revenue Georgia for employees, board members and local businesses.

Potential training courses

- Ethics
- Alcohol Education
- Open Meetings

Other Duties:

- Prepare for upcoming meetings
- Preparing for Alcohol 2023 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.

Human Resources

Stacie Johnston, Human Resources Manager

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). The City is paperless for the application process.

Other Initiatives:

- *Working to streamline Payroll Process*
- *Benefit enrollment is now offered online through Paycom*
- *In process - update Personnel Policy Manual*
- *Training new HR/Payroll Coordinator*
- *Assist with hiring efforts for all departments*
- *Submit annual GMA census for retirement benefit estimate statements*