



**September 2022 Department Reports
(August'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 August, the department conducted the following 23 annual inspections, 20 new construction site visits, 8 plans reviews, 2 Fire Sprinkler System inspections and 2 fire alarm inspections. 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.

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

<i>Motor vehicle accident with no injuries</i>	<i>0</i>	<i>Overpressure rupture of air of gas pipeline</i>	<i>0</i>
<i>Motor vehicle accident with injuries</i>	<i>94</i>	<i>Smoke detector activation, no fire unintentional</i>	<i>1</i>
<i>Good intent call, other</i>	<i>1</i>	<i>Removal of victim(s) from stalled elevator</i>	<i>1</i>
<i>Alarm system sounded due to malfunction</i>	<i>0</i>	<i>Gas leak (natural gas or LPG)</i>	<i>0</i>
<i>Smoke alarm activation, no fire-unintentional</i>	<i>1</i>	<i>Dumpster or other trash</i>	<i>0</i>
<i>Dumpster or other outside trash bin fire</i>	<i>0</i>	<i>Windstorm, tornado/hurricane assessment</i>	<i>0</i>
<i>False alarm or false call, other</i>	<i>0</i>	<i>Fire, other</i>	<i>0</i>
<i>Gas leak (natural gas or LPG)</i>	<i>1</i>	<i>Passenger vehicle fire</i>	<i>1</i>
<i>Police matter</i>	<i>0</i>	<i>Person in distress, other</i>	<i>0</i>
<i>Rescue, EMS incident, other</i>	<i>0</i>	<i>Invalid assist</i>	<i>0</i>
<i>Medical assist, assist EMS crew</i>	<i>1</i>	<i>Extrication of victim(s) from vehicle</i>	<i>0</i>
<i>Combustible/flammable gas/liquid condition</i>	<i>1</i>	<i>Service call, other</i>	<i>1</i>
<i>Building or structure weakened or collapsed</i>	<i>1</i>	<i>Cooking fire, confined to container</i>	<i>2</i>
<i>Gasoline or other flammable liquid spill</i>	<i>1</i>		
<i>Removal of victim(s) from stalled elevator</i>	<i>1</i>		
<i>Powerline down</i>	<i>2</i>		
<i>Person in distress</i>	<i>1</i>		
<i>Total Calls at Station #1</i>	<i>115</i>	<i>Total Calls at Station #2</i>	<i>027</i>

Total for both Stations 142 with an average response time of 02:47 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org - 404.669.2150

Between August 1, 2022, and August 31, 2022, there were (767) calls for service. There were (3) Assaults, (4) Burglaries, (0) Robberies, (55) Larcenies, including 32 Entering Autos, 6 Stolen Vehicles and 17 Thefts. The Department recovered (4) Stolen Vehicles. The Department made 27 arrests. The average response time was 03 min 12 secs.

The Department issued 366 citations including parking, traffic, and general copies.

The E-911 center processed 2,636 calls.

**of note, 5 of the 6 stolen vehicles were overdue vehicles from rental car agencies.

The Detective Division reviewed (767) cases, assigned (35) cases for investigation, and closed (19) cases. (2) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (5) warrants, responded to (6) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (263) new calls for service. Of these calls, the unit documented (13) animal incidents, (19) parking in grass, (151) tall grass & weeds, (6) permit issues, (12) outside storage, (0) littering or pollution problems, (9) Yard Debris and (3) property maintenance-exterior. The unit closed (2250) cases and issued (1) citations.

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org- 404.669.2120

Building Permits

300 Porsche Avenue (140096LL0593)
3315 Stillwood Drive Unit 53 (1400980090484)
3315 Stillwood Drive Unit 54 (1400980090484)
3315 Stillwood Drive Unit 55 (1400980090484)
3315 Stillwood Drive Unit 56 (1400980090484)
3315 Stillwood Drive Unit 57 (1400980090484)
3315 Stillwood Drive Unit 58 (1400980090484)
3409 Dogwood Drive (14009800170179)
3171 Oakdale Road (14009900021546)
3415 Rainey Avenue (14012700030568)
3419 Rainey Avenue (14012700030576)
3473 Harding Avenue (14009800020077)
676 Campbell Circle (14009900020860)
3288 Stillwood Drive (14009800100200)

Plumbing Permits

3315 Stillwood Drive Unit 1
3315 Stillwood Drive Unit 2
3315 Stillwood Drive Unit 3
3315 Stillwood Drive Unit 4
3315 Stillwood Drive Unit 5
3315 Stillwood Drive Unit 6
3315 Stillwood Drive Unit 100
3315 Stillwood Drive Unit 53
3315 Stillwood Drive Unit 54
3315 Stillwood Drive Unit 55
3315 Stillwood Drive Unit 56

Tree Permits

3400 Old Jonesboro Road
3154 Lake Avenue
330 Mt Zion Road
860 Custer Street
3269 North Fulton Avenue

Electrical Permits

309 North Central Avenue
860 Virginia Avenue
3315 Stillwood Drive Unit 1
3315 Stillwood Drive Unit 2
3315 Stillwood Drive Unit 3
3315 Stillwood Drive Unit 4
3315 Stillwood Drive Unit 5
3315 Stillwood Drive Unit 6
3315 Stillwood Drive Unit 100
3361 Dogwood Drive
3412 Estelle Street
636 South Central Avenue Suite 101
3415 Claire Drive
760 Doug Davis Drive
300 Porsche Avenue
551 Woodrow Avenue
3057 Oakdale Road
633 Spring Street
3415 Rainey Avenue

3315 Stillwood Drive Unit 57
3315 Stillwood Drive Unit 58
3057 Oakdale Road
860 Virginia Avenue
205 Maple Street
3158 Jackson Street
3206 Oakdale Road
791 Oak Street

Mechanical Permits

3162 Oakdale Road
3361 Dogwood Drive
243 Colorado Avenue
860 Virginia Avenue
3301 Dogwood Drive
3057 Oakdale Road

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.

Trees Atlanta Upcoming Planting: Staff is pleased to announce Trees Atlanta will complete a tree installation project in Cofield Park in December 2022! Interested in volunteering? Please contact the Economic Development at asenter@hapeville.org or call (404) 669-8269 to add your name and email address to our volunteer list. Founded in 1985, Trees Atlanta works to mitigate Atlanta's tree loss, protect its forests, and increase its tree canopy. Empowered by a community of volunteers, Trees Atlanta serves the metro Atlanta area and has grown to become one of Atlanta's most widely known and supported non-profit organizations. To learn more, visit <https://www.treesatlanta.org/>.

Hapeville Hosts Southern Circuit Tour of Independent Filmmakers! The City of Hapeville proudly presents the Southern Circuit Tour of Independent Filmmakers. The 2022-2023 Series Screenings will continue in Fall 2022 on September 24th. Free admission and free parking! The screening for the September 24th film, **Refuge**, is directed by Erin Bernhardt and Din Blankenship. **Refuge** is a story about fear and love in the American South. A leader in a white nationalist hate group finds healing from the people he once hated: a Muslim heart doctor and his town of refugees. Chris is a husband and father, a veteran, and until recently, a leader in the KKK. He started hating Muslims when the planes hit the Twin Towers on 9/11 but is forced to confront his hate when he receives a text from Muslim refugee, Heval. **Refuge** illustrates the false promises of hate and reveals where real and lasting refuge is found. Where there is love, there is refuge. Visit the **Refuge** film [website](#) for more information or to view the trailer.

The screening will take place on Saturday, September 24th in the Historic Christ Church, 680 S. Central Avenue. A reception with the filmmaker featuring live musicians and food by a local food partner restaurant will begin at 6 p.m. with the film beginning at 7 p.m. For more information, please visit www.hapeville.org or call (404) 669-8269.

Planning Commission Projects Under Review – September 13, 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>

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, September 13th at 6 p.m.
- **Design Review Committee:** Wednesday, September 21st at 6 p.m.
- **Board of Appeals:** Thursday, September 22nd 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 September meeting is Wednesday, September 14th 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 Adjustments as needed*

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

August 2022

(23) - Residential water

(8) - Commercial water

(57) - Utility service orders processed

(3) - New Business Licenses

Real property taxes collected \$38,742.00

Property taxes collected **\$2331.00.00**

Stormwater fees collected **\$2,960.00**

5 Open records request received and processed

Plans for September 2022

- *In the process of incorporating, IVR, Interactive Voice Response system that will allow utility account holders the opportunity to pay their utility bills over the phone. Hapeville will offer English and Spanish options. The system is in the testing phase and will be introduced to the public once the system is fully operational.*
- *Preparing to bill 2022 property and real taxes. Anticipate tax bills to be generated in mid-October 2022.*
- *Preparing delinquent tax notices to be sent to property owners for all unpaid prior year taxes. Expect communication in the mail mid to late September 2022.*

Administrative Services

Sharee Steed, City Clerk

ssteed@hapeville.org - 404-766-3004

Upcoming Meetings:

Hapeville Development Authority Meeting - September 8, 2022 at 6:30 p.m. at Hapeville Municipal Annex- Canceled

Development Authority of the City of Hapeville (Statutory Authority) Meeting - September 8, 2022 at 6:30 p.m. at Hapeville Municipal Annex - Canceled

Planning Commission Meeting - September 13, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board- September 14, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Mayor and Council Work Session- September 20, 2022 at 6:00 p.m. at Hapeville Municipal Annex - Canceled

Design Review Committee - September 21, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Board of Appeals - September 22, 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:

August 2022
92 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, 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