



**March 2022 Department Reports
(February'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 February, the Department conducted the following: 36 general inspections, 1 fire alarm inspection, 7 general consultations, 1 business license inspections, 5 certificate of occupancy inspection, and 2 plan review – fire access. Our personnel completed the following in-house and off-site training: Motor Vehicle Accident Stabilization, Crash Victim Extrication Procedures, MARTA Rail Training, Ropes & Wench Usage, and Self-Contained Breathing Apparatus. The Fire Chief and Deputy Chief attended the monthly South Fulton Chiefs meeting hosted by the College Park Fire Department. Our Training Division Chief participated in the monthly virtual Metro Atlanta Training Officers' Meeting. The promotional process for the Battalion Chief position has been completed and a promotion has been made.

Fire Station #1- 3468 N. Fulton Ave.	Fire Station #2- 870 South Central Ave.
Auto accidents w/ injuries 1	EMS 27
Motor vehicle accident w/o injuries 1	Motor vehicle accident w/ injuries 1
EMS 68	Emergency Medical Service, other 1
Motor vehicle/pedestrian accident (MV Ped) 0	Motor vehicle/pedestrian accident (MV Ped) 0
Assist Invalid 3	Rescue or EMS standby 0
Medical Assist, assist EMS crew 3	Alarm system sounded due to malfunction 2
Assist police or other government agency 1	Assist police or other government agency 1
Arcing, shorted electrical equipment 1	Unauthorized burning 0
Water or steam leak 1	Invalid assist 0

<i>Alarm system sounded due to malfunction</i>	<i>2</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>1</i>
<i>Building fire</i>	<i>1</i>	<i>Outside rubbish, trash or waste fire</i>	<i>1</i>
<i>Smoke scare, odor of smoke</i>	<i>1</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 scare, odor of smoke</i>	<i>0</i>	<i>Vehicle accident, general cleanup</i>	<i>1</i>
<i>Public service</i>	<i>2</i>	<i>Dispatched and cancelled en route</i>	<i>0</i>
<i>Brush /grass fire mixture</i>	<i>1</i>	<i>Removal of victim(s) from stalled elevator</i>	<i>0</i>
<i>Removal of victim from stalled elevator</i>	<i>2</i>	<i>Gasoline / other flammable spill</i>	<i>1</i>
<i>Windstorm, tornado, hurricane assessment</i>	<i>1</i>	<i>Cover assignment, standby, move up</i>	<i>0</i>
<i>Authorized controlled burning</i>	<i>1</i>		
Total calls at Station # 1	092	Total calls at Station #2	036

Total calls for both Stations 128 with an average response time of 02:54 minutes

Police Department
Rick Glavosek, Police Chief
rglavosek@hapeville.org - 404.669.2150

Between February 1, 2022, and February 25, 2022, there were (419) calls for service. There were (0) Assaults, (2) Burglaries, (2) Robberies, (18) Larcenies, including 5 Entering Autos, 5 Stolen Vehicles and 8 Thefts. The Department recovered (7) Stolen Vehicles and (1) Stolen Property Item. The Department made 28 arrests. Average Response time was 03 min 15 secs.

Our Special Operations Division conducted several details targeting illegal drugs and stolen vehicles. The entire department continues to receive training in areas such as search and seizure, DUI Detection and Department Standard Operating Procedures.

The Department issued 273 citations to include parking, traffic, and general copies.

The E-911 center processed 2579 calls for service.

Community Services
Lee Sudduth, Director
lsudduth@hapeville.org- 404.669.2120

<p>Building Permits 3413 Hamilton Avenue (14009800030365) 3305 Old Jonesboro Road (14009500100401) 3265 Wheeler Street (14009500101292) 300 Porsche Avenue (140096LL0593) 404 North Avenue (14006600040974) 3350 Old Jonesboro Road (14009500101268) 621 North Gordon circle (14009900020373) 482 Walnut Street (14009400030385) 679 North Central Avenue (14009800170245) 551 Woodrow Avenue (14009400020337) 3270 Russell Street (14009500100708) 3033 Oakdale Road (140099LL0038) 3143 Old Jonesboro Road (14009400100329)</p> <p>Mechanical Permits 3206 Oakdale Road 832 Virginia Avenue Suite D 397 North Central Avenue</p>	<p>Plumbing Permits 3399 Old Jonesboro Road 3158 Jackson Street A & B 300 Porsche Avenue</p> <p>Tree Permits 2121 Lavista Circle 3299 Sims Street 3301 Forrest Hills Drive</p> <p>Electrical Permits 3158 Jackson Street 856 Custer Street 300 Porsche Avenue 832 Virginia Avenue Suite D 410 Dorsey Road 397 North Central Avenue 244 Mt Zion Road 3206 Oakdale Road 490 Barnett Drive 3216 Dogwood Drive</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 March issue of the Hapeville Hometown News is Tuesday, March 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.

***Hapeville Hosts Southern Circuit Tour of Independent Filmmakers - Virtual Screenings!** The City of Hapeville proudly presents the Southern Circuit Tour of Independent Filmmakers. The 2021-2022 Series Screenings will continue in Spring 2022 starting in the month February. Free admission and/or access to each film screening!

The City of Hapeville proudly presents the Southern Circuit Tour of Independent Filmmakers. The screenings will take place online.

March 13th-16th, Los Hermanos/The Brothers: Los Hermanos/The Brothers is co-directed and co-produced by Marcia Jarmel and Ken Schneider.

Los Hermanos/The Brothers is about virtuoso Afro- Cuban-born brothers-violinist Ilmar and pianist Aldo- living on opposite sides of a geopolitical chasm a half-century wide. Tracking their parallel lives in New York and Havana, their poignant reunion, and their momentous first performances together, Los Hermanos/The Brothers offers a nuanced, often startling view of estranged nations through the lens of music and family.

Register today! <https://watch.eventive.org/southerncircuit/play/611c19ba244de5008271223c>. For more information, please contact the Economic Development Department at (404) 669-8269.

Please note, due to COVID-19, film dates and screening options may change. The March and April films will be strictly virtual screenings. Please visit <http://www.hapeville.org/599/Southern-Circuit-Film-Series> regularly for ongoing updates and information. We will do our best to keep you informed of all screening changes. As always, we appreciate your interest in the 2021-2022 South Arts Film Series!

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, March 8th at 6 p.m.
- **Design Review Committee:** Wednesday, March 16th at 6 p.m.
- **Board of Appeals:** Thursday, March 24th 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 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 - 22

Commercial - 0

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 - March 3, 2022 at 6:30 p.m. at Hapeville Municipal Annex

Hapeville Development Authority - March 3, 2022 at 6:30 p.m. at Hapeville Municipal Annex

Planning Commission Meeting - March 8, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board - March 9, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Personnel Board Hearing - March 14, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Mayor and Council Work Session - March 15, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Committee - March 16, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Board of Appeals - March 24, 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:

February 2022
<i>45 Open Records Requests were processed</i>

Other Duties:

- *Preparing for an upcoming Council Strategic Retreat*
- *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.

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 Automotive Mechanic, Firefighter Paramedic, Part-time Recreation Aide, Code Enforcement Officer, Police Officer, Reserve Police Officer, Communications Officer, Economic Development Specialist and Property Tax Clerk. Applications are available online (www.hapeville.org) or at City Hall.

Other Duties:

- Responded to Job Openings and Labor Turnover Report
- Collected Applications for all open positions
- Completed Annual Worker's Compensations Reports for State of Ga and Insurance purposes
- COLA for all FT and PT employees processed
- New Hire in Public Services
- Audit of all benefits

Upcoming Meetings:

Personnel Board Hearing - March 14, 2022 at 6:00 p.m. at Hapeville Municipal Annex