



**October 2022 Department Reports
(September'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 September, our department conducted the following 20 annual inspections, 10 new construction site visits, 8 plans reviews, 2 Fire Sprinkler System inspections and 2 fire alarm inspections. We have two new hires onboard with us this month. Our personnel completed in house and off-site training to include the following: Parking deck, Truck 2 pump training, Hose Deployment, Knots and Rigging, and EMS Operations Update. The Fire Marshall completed 40 hours of educational training.

Fire Station #1- 3468 N. Fulton Ave		Fire Station #2- 870 South Central Ave	
Auto Accidents w/ injuries	0	EMS	14
EMS	94	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 activation, no fire-unintentional	2
No incident found on arrival at address	0	No incident found or arrival at address	0

<i>Motor vehicle/pedestrian accident (MV Ped)</i>	<i>0</i>	<i>Good intent call, other</i>	<i>0</i>
<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>4</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 activation, no Fire-unintentional</i>	<i>1</i>	<i>Gas leak (natural gas or LPG)</i>	<i>0</i>
<i>Smoke alarm activation, no fire-unintentional</i>	<i>0</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>27</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 September 1, 2022, and September 30, 2022, there were (700) calls for service. There were (3) Assaults, (3) Burglaries, (2) Robberies, (42) Larcenies, including 20 Entering Autos, 3 Stolen Vehicles, and 19 Thefts. The Department recovered (3) Stolen Vehicles and (1) Stolen Property Items. The Department made 31 arrests. The average Response Time was 03 min 16 secs.

The Department issued 324 citations, including parking, traffic, and general copies.

The E-911 center processed 2,604 calls.

The Detective Division reviewed (681) cases, assigned (19) cases for investigation, and closed (15) cases. (1) Case was closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (3) warrants, responded to (2) crime scenes for investigation, and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (221) new calls for service. Of these calls, the unit documented (9) animal incidents, (26) parking in grass, (109) tall grass & weeds, (6) permit issues, (15) outside storage, (0) littering or pollution problems, (0) Yard Debris and (9) property maintenance- exterior. The unit closed (414) cases and issued (0) citations.

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org- 404.669.2120

<p>Building Permits 3281 Myrtle Street (14009800120042) 3414 Rainey Avenue (14009800030068) 1001 Virginia Avenue (140127LL0844) 901-949 Willingham Drive, 25 Units (14012700020429) 3535 South Fulton Avenue (14009800200018) 330 Mt Zion Road (14009400100915) 465 North Avenue (14009400030419) 522 North Avenue (14009500060134) 3356 North Fulton Avenue (14009500070422) 3165 Dogwood Drive, 16 Units (14009900031123) 748 Virginia Avenue (14009800060016) 718 Campbell Circle (14009900020878) 3154 Lake Avenue (14009900021678) 801 North Central Avenue, 63 Units (14009800110118, 14009800110126, 14009800110134, 14009800110142, 14009800110159, 14009800110183) 3411 Old Jonesboro Road (14006600020018)</p> <p>Plumbing Permits 1001 Virginia Avenue Suite 150 556 Oak Drive 300 Porsche Avenue 3415 Rainey Avenue 405 Dorsey Road</p>	<p>Tree Permits 3477 Orchard Street 3344 Dogwood Drive 3416 Parkview Place 2109 Woodland Drive 3088 Old Jonesboro Road 3036 Oakdale Road</p> <p>Electrical Permits 3436 Louise Street 1001 Virginia Avenue Suite 150 3042 Lake Avenue 817 Custer Street</p> <p>Mechanical Permits 760 Doug Davis Drive 3143 Old Jonesboro Road 740 North Avenue 1001 Virginia Avenue, Suite 150 478 Barnett Drive 817 Custer Street</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 November issue of the Hapeville Hometown News is Friday, October 14th 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 screening for the October film, *Stay Prayed Up*, is co-directed by D.L. Anderson and Matt Durning. **Stay Prayed Up** -The only thing mightier than Lena Mae Perry's electrifying voice is her faith. She has spent the last 50 years sharing and sharpening both as the steadfast bandleader of The Branchettes, a legendary North Carolina gospel group that has packed churches throughout the South and lifted weary hearts as far away as Ireland. *Stay Prayed Up* is a spirited celebration, inviting audiences into "Mother" Perry's close-knit community as the 82-year-old strives to extend her sacred song ministry ever forward. This fast-paced, foot-thumping documentary follows Perry and The Branchettes as they prepare to record their first, fully live album, a hallmark in the canon of Black gospel groups. Health concerns with long-time, long-fingered pianist Wilbur Tharpe underscore the importance of "capturing the spirit" for producer Phil Cook, a white Wisconsin-born gospel enthusiast and musical polyglot half of Perry's age. Through shared prayer, laughter, hardships, and praise, this "church gospel noisy crew" demonstrates that music, like faith, ain't nothing without some fire inside. View the *Stay Prayed Up* at <https://spiritualhelpline.com/stay-prayed-up>.

The screening will take place on Monday, October 10th 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 – October 11, 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>

Board of Appeals Projects Under Review – October 27, 2022

<u>Applicant</u>	<u>Address</u>	<u>Commercial/ Residential</u>	<u>Application Type</u>	<u>Description</u>
<u>Jackson N. Mowery</u>	<u>3429 Parkview Place</u>	<u>Residential</u>	<u>Variance</u>	<u>On-street facing solar panels.</u>

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, October 11th at 6 p.m.
- **Design Review Committee:** Wednesday, October 19th at 6 p.m.
- **Board of Appeals:** Thursday, October 27th 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

Hapeville Main Street Host #FreeArtHapeville Event Saturday, Oct. 8th, 5 p.m. Please join us! The Hapeville Main Street Board along with Atlanta Celebrates Photography and Cat Eye Creative are proud to present “Life’s Beautiful Outdoors” Photography Exhibition a reflection on the beauty surrounding us day in and day out throughout downtown Hapeville. Festivities will take place in the Arts Alley located behind the 600 block of N. Central Ave., Hapeville

Depot Museum, 620 S. Central Ave., and Hapeville Methodist Church, 3510 Atlanta Ave. Please visit: www.hapeville.org for more info. or call (404) 669-8269.

The date for the October meeting is Wednesday, October 12th at 6 p.m. at the Municipal Annex, 700 Doug Davis Drive. Please visit www.hapeville.org for additional information.

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
- Closed Fiscal Year 2021-2022 and Opened Fiscal Year 2022-2023

Budget Administration

- Review of 2021-2022 Revenue and Expense/Budget Reports
- Prepare 2022-2023 Budget Adjustments as needed
- Uploaded Fiscal Year 2022-2023 Approved Budget to Accounting System

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

Taxes collected for the month of September 2022

- Real Property Taxes - \$11,914.40
- Stormwater- \$1,988.24

Staff received the 2022 Tax Digest from Fulton County.

Advertised three public hearings in the South Fulton Neighbor newspaper and updated the Hapeville website advertising the 5-year history and the potential tax increase.

Included tax information in the monthly newsletter.

Staff attended two of three public hearings, September 20, 2022, and September 27, 2022, pertaining to approval of the proposed milage rate. The third public hearing is scheduled for Tuesday, October 4, 2022.

Short-term Rentals (STR)

- Created a STR application and internal procedure for application and renewal processing. Will begin compliance administration in October 2022.

Interactive Voice Response System (IVR)

- Financial Services is in the process of incorporating IVR, an automated system that will allow utility account holders 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.

Business Licenses- 4

New water accounts

- Commercial Water Accounts (3)
- Residential Water Accounts (34)

Service Orders processed - 56

Open Records Requests processed (5)

Continuous training for our Property Tax Clerk hired four months ago.

Administrative Services
Sharee Steed, City Clerk
ssteed@hapeville.org - 404-766-3004

Upcoming Meetings:

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

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

Ethics Committee Meeting - October 11, 2022 at Hapeville City Hall

Planning Commission Meeting - October 11, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Hapeville Main Street Board- October 12, 2022 at 6:00 p.m. at Hapeville Municipal Annex
Mayor and Council Work Session- October 18, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Committee - October 19, 2022 at 6:00 p.m. at Hapeville Municipal Annex

Board of Appeals - October 27, 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:

September 2022
66 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
- Review 2 New Alcohol Applications

- *Renewal application will be distributed on Oct 17.*
- *Preparing for training workshop*

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:

- *In process - update Personnel Policy Manual*
- *Training with new HR/Payroll Coordinator*
- *Assist with hiring efforts for all departments*
- *Currently working to complete HR portion of annual audit*
- *Submit annual GMA census for retirement benefit estimate statements*