



**November 2022 Department Reports
(October'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 October, the 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 had the pleasure to teach over 12 classes about Fire Prevention. Each class had the pleasure to learn when to call 911, how to create a Fire Escape plan and dos and don'ts on what to do when there is a fire. 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. Total department training hours for the month of October were over 112 hours of educational training.

Fire Station #1- 3468 N. Fulton Ave	Fire Station #2- 870 South Central Ave
Auto Accidents w/ injuries 0	EMS 10
EMS 64	Medical assist, assist EMS crew 0
Passenger vehicle fire 0	Smoke or odor removal 1
Emergency medical service, other 0	Motor vehicle accident with injuries 0
Assist police or other government agency 2	Motor vehicle accident with no injuries 0
Assis Invalid 1	Motor vehicles/ped accident (MV Ped) 0
Carbon monoxide incident 0	Extrication of victims from structure 1
Dispatched and canceled en route 0	False alarm or false call, other 0
Cooking fire, confined to container 0	Dispatched and canceled en route 2
Smoke scare, odor of smoke 0	Alarm system activation, no fire-unintentional 2

<i>No incident found on arrival at address</i>	<i>2</i>	<i>No incident found or arrival at address</i>	<i>0</i>
<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>1</i>	<i>Overpressure rupture of air of gas pipeline</i>	<i>0</i>
<i>Motor vehicle accident with injuries</i>	<i>5</i>	<i>Smoke detector activation, no fire unintentional</i>	<i>1</i>
<i>Good intent call, other</i>	<i>0</i>	<i>Removal of victim(s) from stalled elevator</i>	<i>1</i>
<i>Alarm system activation, no fire-unintentional</i>	<i>4</i>	<i>Gas leak (natural gas or LPG)</i>	<i>0</i>
<i>Smoke detector activation, no fire-unintentional</i>	<i>2</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>1</i>	<i>Fire, other</i>	<i>0</i>
<i>Gas leak (natural gas or LPG)</i>	<i>0</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>0</i>	<i>Extrication of victim(s) from vehicle</i>	<i>0</i>
<i>Combustible/flammable gas/liquid condition</i>	<i>0</i>	<i>Service call, other</i>	<i>0</i>
<i>Building or structure weakened or collapsed</i>	<i>0</i>	<i>Cooking fire, confined to container</i>	<i>0</i>
<i>Gasoline or other flammable liquid spill</i>	<i>0</i>	<i>Natural vegetation fire, other</i>	<i>1</i>
<i>Removal of victim(s) from stalled elevator</i>	<i>0</i>		
<i>Powerline down</i>	<i>3</i>		
<i>Fire in motorhome, camper, recreational vehicle</i>	<i>1</i>		
<i>Person in distress</i>	<i>1</i>		
<i>Fire, other</i>	<i>1</i>		
<i>Public service</i>	<i>2</i>		
<i>Service call, other</i>	<i>1</i>		
<i>Severe weather or natural disaster, other</i>	<i>1</i>		
<i>Steam, vapor, fog or dust thought to be smoke</i>	<i>1</i>		
<i>Unintentional transmission of alarm, other</i>	<i>1</i>		

Trench/below-grade rescue	1	
Water or steam leak	1	
Brush or brush and grass mixture fire	2	
Total Calls at Station #1	99	Total Calls at Station #2 18

Total for both Stations 117 with an average response time of 02:31 minutes

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

Between October 1, 2022, and October 28, 2022, there were (654) calls for service. There were (3) Assaults, (7) Burglaries, (2) Robberies, (57) Larcenies, including 38 Entering Autos, 7 Stolen Vehicles, and 12 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 403 citations, including parking, traffic, and general copies.

The E-911 center processed 2,534 calls.

The Detective Division reviewed (728) cases, assigned (26) cases for investigation, and closed (140) cases. (2) Cases were closed with arrest warrants. The Detective Division obtained (6) warrants, responded to (5) crime scenes for investigations and executed (2) search warrant(s).

Code Enforcement: Code Enforcement handled (144) new calls for service. Of these calls, the unit documented (16) animal incidents, (38) parking in grass, (16) tall grass & weeds, (4) permit issues, (6) outside storage, (59) littering or pollution problems, (1) Yard Debris and (4) property maintenance- exterior. The unit closed (264) cases and issued (0) citations.

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

Building Permits

3360 Old Jonesboro Road (14009500100237)
 573 North Central Avenue (14009500150588)
 507 Walnut Street (14009400030294)
 3435 North Fulton Avenue (14009500040102)
 357 Colorado Avenue (14006600021271)
 479 Walnut Street (14009400030559)
 3112 Grove Circle (14009400100618)
 1155 Virginia Avenue Suite N (140127LL1198)
 300 Porsche Avenue (140096LL0593)
 3424 Old Jonesboro Road (14006600030249)
 717 Oak Drive (14009900021371)

Plumbing Permits

3414 Rainey Avenue
 330 Mt Zion Road
 573 North Central Avenue
 901, 903, 905, 907 Willingham Drive
 244 Mt Zion Road
 801 North Central Avenue Bldg B
 3270 Russell Street
 3370 Sunset Avenue
 3165 Dogwood Drive Bldgs 2 & 3

Tree Permits

3360 Old Jonesboro Road
 3482 Orchard Street
 473 Barnett Drive
 322 Mt Zion Road
 3005 Dogwood Drive
 3421 Dogwood Drive
 3391 Dogwood Drive

Electrical Permits

556 Oak Drive
 3414 Rainey Avenue
 3535 South Fulton Avenue
 901, 903, 905, 907 Willingham Drive
 3315 Stillwood Drive Units 1-6, 53-58
 330 Mt Zion Road
 3154 Lake Avenue
 3473 Harding Avenue

Mechanical Permits

556 Oak Drive
 36 Central Park Drive
 3315 Stillwood Drive Units 1-6, 54, 56, 57, 58
 3535 South Fulton Avenue
 740 North Avenue

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 Tuesday, November 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: 2022 Trees Atlanta Planting: Dec 17th Volunteer Registration: Sign Up Today! The City of Hapeville is scheduled to host a tree planting of approximately 41 trees in Cofield Park! Help the City of Hapeville with the greening of Hapeville! Planting will be led by the Trees Atlanta program managers. Demonstrations and instruction will be provided by the organization. Shovels/tools will also be provided by Trees Atlanta. Please bring work gloves. Sign-up to volunteer on December 17th from 9 a.m.- noon by emailing the Planning & Economic Development Manager at asenter@hapeville.org or call 404- 669-8269. To learn more about Trees Atlanta, visit 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 November film, *Outta the Muck* is directed and produced by Ira McKinley and Bhawin Suchak. *Outta the Muck* is about family, football, and history come to life in an intimate portrait of the Dean family, longtime residents of the historic town of Pahokee, Florida. We take a journey back home, with filmmaker Ira McKinley, to the land of sugarcane, as he reconnects with his niece Bridget and nephew Alvin and explores their shared family history that spans seven generations. Told through stories that transcend space and time, *Outta the Muck* presents a community, and a family, that resists despair with love, remaining fiercely self-determination, while forging its own unique narrative of Black achievement. Visit <https://outtathemuck.com> for more information or to view the trailer. The screening will take place on Saturday, November 19th 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.

The City of Hapeville Unveils "Love Lights the Way" Pride Mural! A ribbon cutting ceremony to celebrate the unveiling of downtown Hapeville's newest work of public art "Love Lights the Way" is the latest mural from artist Misty Lackey and is located at Sam Hape Plaza parking lot between Tara Club and Corner Tavern. The mural celebrates and supports Pride and the LGBTQ+ community.

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>
SCP Acquisitions, LLC	464 Porsche Avenue o S. Central Avenue	Mixed Use	Site Plan	Construction of 220-unit luxury apartments; 3,000-sf of retail/restaurant space.

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, November 8th at 6 p.m.
- **Design Review Committee:** Wednesday, November 16th at 6 p.m.
- **Board of Appeals:** Thursday, November 17th 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

Join us in the Arts Alley for Hapeville Main Street's **#FreeArtHapeville Holiday** Event on Saturday, December 3rd, 4:30 p.m. - 7:30 p.m. What is #FreeArtHapeville? Hapeville's Main Street Program gives grants to several local artists to create ART to give out FREE during this unique event. Wander our Winter Wonderland while you create a college ART! You may also support local artists by purchasing one of their items that is for sale. Artists: Holiday Stained Glass by Cheeky Glass ATL, Projectionist Alicia Derico, Ceramic by Paige Hills, Snow Photos, Music & Much More to Come! For more information, please contact Melanie Rabb at cornertaverns@gmail.com.

The date for the November meeting is Wednesday, November 9th 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 2022-2023 Revenue and Expense/Budget Reports
- Meet with Department Heads to discuss budget and possible budget adjustments
- 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](mailto:chrislyn@hapeville.org)- 404-669-2107

Taxes collected for the month of September 2022

- *Real Property Taxes - \$275,329*
- *Personal Property- \$67,497*
- *Stormwater- \$5,166*

2022 Taxes

Tax staff processed and mailed the 2022 city real property and personal property taxes. The 2022 tax statements should be paid on or before December 5, 2022 to avoid fees and penalties.

Tax Ordinance

Staff has reviewed the current tax ordinance and identified sections of the ordinance that need to be updated. The City Manager and City Attorney received our suggested enhancements for review.

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.*

- *Annual Audit*

Provide tax and public utility information to audit questions.

Business Licenses- 2

New water accounts

- *Commercial Water Accounts (0)*
- *Residential Water Accounts (21)*

Service Orders processed - 75

Open Records Requests processed (3)

Administrative Services

Sharee Steed, City Clerk

ssteed@hapeville.org - 404-766-3004

Upcoming Meetings:

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

Development Authority of the City of Hapeville (Statutory Authority) Meeting - November 3, 2022 at 6:30 p.m. at Hapeville Municipal Annex- Canceled

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

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

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

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

Board of Appeals - November 17, 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:

October 2022
<i>61 Open Records Requests were processed</i>

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*
- *Continue education- January 2023 Ethic and Open Meeting workshop*
- *Workshop was successful*

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 and Museum Manager.

Applications are available online (www.hapeville.org).

The City is paperless for the application process.

Other Initiatives:

- *In process - update Personnel Policy Manual*
- *Updated Fire Department vacation policy*
- *Assist with hiring efforts for all departments*
- *Completed HR portion of annual audit*
- *Developed and posted Museum Manger opening*