



**December 2022 Department Reports  
(November'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](mailto:dbloodworth@hapeville.org) - 404.669.4399**

*During the month of November, the Department conducted the following: 15 annual inspections, 3 new construction site visits, 4 plans reviews, 2 Fire Sprinkler System inspections and 2 fire alarm inspections. We had the pleasure to conduct automatic aid training with East Point and College Park Fire Departments. These three departments train quarterly on fire ground operations. Over the course of three days there were over a total of 70 firefighters who participated in this training. With this month being very busy we were able to complete over 777 hours of educational training hours as a department for the month of November.*

<b>Fire Station #1- 3468 N. Fulton Ave</b>	<b>Fire Station #2- 870 South Central Ave</b>
Auto Accidents w/ injuries 0	EMS 9
EMS 93	Medical assist, assist EMS crew 0
Passenger vehicle fire 0	Smoke, scare, odor of smoke 1
Emergency medical service, other 0	Motor vehicle accident with injuries 0
Assist police or other government agency 0	Motor vehicle accident with no injuries 1
Assis Invalid 3	Motor vehicles/ped accident (MV Ped) 0
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 2	Dispatched and canceled en route 1
Smoke scare, odor of smoke 0	Alarm system activation, no fire-unintentional 0

<i>No incident found on arrival at address</i>	<i>0</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>2</i>	<i>Overpressure rupture of air of gas pipeline</i>	<i>0</i>
<i>Motor vehicle accident with injuries</i>	<i>6</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>0</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 detector 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>0</i>	<i>Passenger vehicle fire</i>	<i>0</i>
<i>Police matter</i>	<i>1</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>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>0</i>
<i>Removal of victim(s) from stalled elevator</i>	<i>1</i>	<i>Alarm system due to malfunction</i>	<i>1</i>
<i>Powerline down</i>	<i>0</i>	<i>Assist invalid</i>	<i>1</i>
<i>Fire in motorhome, camper, recreational vehicle</i>	<i>0</i>	<i>Outside rubbish, treason or waste fire</i>	<i>1</i>
<i>Person in distress</i>	<i>0</i>	<i>Smoke detector activation due to malfunction</i>	<i>1</i>
<i>Fire, other</i>	<i>0</i>	<i>Trash or rubbish fire, contained</i>	<i>1</i>
<i>Public service</i>	<i>0</i>	<i>Arcing, shortened electrical equipment</i>	<i>1</i>
<i>Service call, other</i>	<i>0</i>		
<i>Severe weather or natural disaster, other</i>	<i>0</i>		
<i>Steam, vapor, fog or dust thought to be smoke</i>	<i>1</i>		
<i>Unintentional transmission of alarm, other</i>	<i>3</i>		

Water or steam leak	0	
Animal Rescue	1	
Building Fire	1	
Defective elevator, no occupant	2	
Outside rubbish, treason or waste fire	1	
Vicinity alarm(incident in order location)	1	
Alarm system sounded due to malfunction	2	
Total Calls at Station #1	125	Total Calls at Station #2 19

**Total for both Stations 144 with an average response time of 02:32 minutes**

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**Police Department**

**Rick Glavosek, Police Chief**

[rglavosek@hapeville.org](mailto:rglavosek@hapeville.org) - 404.669.2150

Between November 1, 2022, and November 30, 2022, there were (729) calls for service. There were (5) Assaults, (4) Burglaries, (0) Robberies, (106) Larcenies, including 85 Entering Autos, 4 Stolen Vehicles, and 17 Thefts. The Department recovered (9) Stolen Vehicles and (1) Stolen Property Items. The Department made 42 arrests. The average Response time was 03 min 10 secs.

The Department issued 359 citations, including parking, traffic, and general copies.

The E-911 center processed 2,621 calls.

The Detective Division reviewed (723) cases, assigned (12) cases for investigation, and closed (7) cases. (2) Cases were closed with arrest warrants. The Detective Division obtained (7) warrants, responded to (3) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (143) new calls for service. Of these calls, the unit documented (11) animal incidents, (1) parking in grass, (1) tall grass & weeds, (4) permit issues, (29) outside storage, (57) littering or pollution problems, (0) Yard Debris and (4) property maintenance- exterior. The unit closed (121) cases and issued (0) citations.

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**Community Services**

**Lee Sudduth, Director**

[lsudduth@hapeville.org](mailto:lsudduth@hapeville.org)- 404.669.2120

**Building Permits**

3468 Rainey Avenue (14009800020135)  
 290 Birch Street (14009400101608)  
 3175 Dogwood Drive (14009900030430)  
 3429 Parkview Place (140095LL0560)  
 3300 Russell Street (14009500100658)  
 549 Woodrow Avenue (14009400020329)  
 2132 Argo Drive (14006600040750)  
 471 Lake Drive (14009400030088)  
 535 Lake Drive (14009400020469)  
 494 North Avenue (14009500070489)  
 3418 Dogwood Drive (14009800180269)  
 803 North Central Avenue (14009800110142)  
 3281 Myrtle Street (14009800120042)

**Plumbing Permits**

801 North Central Avenue  
 3479 North Fulton Avenue  
 3227 Jackson Street  
 3112 Grove Circle  
 3154 Lake Avenue

**Demolition Permits**

400 Porsche Avenue

**Tree Permits**

417 Walnut Street  
 3383 Old Jonesboro Road  
 3440 Rainey Avenue

**Electrical Permits**

3400 North Inner Loop Road  
 718 Campbell Circle  
 1001 Virginia Avenue Suite 100 & 150  
 3315 Stillwood Drive Units 55-58  
 3112 Old Jonesboro Road  
 3165 Dogwood Drive Unit 309  
 330 Mt Zion Road  
 549 Woodrow Avenue

**Mechanical Permits**

3315 Stillwood Drive Unit 55  
 3414 Rainey Avenue  
 3028 Sylvan Road  
 330 Mt Zion Road  
 3143 Old Jonesboro Road  
 549 Woodrow Avenue

**Economic Development**

**Adrienne Senter, Planning & Economic Development Manager**

[asenter@hapeville.org](mailto: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 Thursday, December 15th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit [www.hapeville.org](http://www.hapeville.org) for up-to-date information.*

**Hapeville Host Tri-Cities Merchant Mixer: Wednesday, December 14<sup>th</sup> from 5 p.m. – 7 p.m. at Brass Tap, 925 Virginia Avenue.** The Tri-Cities of College Park, East Point and Hapeville Economic Development Departments Present a Business-to-Business Networking Event Series for the Tri-Cities Businesses. For more information, please visit [www.hapeville.org](http://www.hapeville.org) or call (404) 669-8269.

**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](mailto:asenter@hapeville.org) or call 404- 669-8269. To learn more about Trees Atlanta, visit [www.treesatlanta.org](http://www.treesatlanta.org).

**2022 Film Series Thanks!** Thank you to all who attended the 2022 Southern Circuit Film Series! Special thanks to our restaurant partner, musicians, and residents who supported the series. We are looking forward to the 2023 Series in February! Be sure to visit [www.hapeville.org](http://www.hapeville.org) for up-to-date film information. For more information, please contact the Economic Development Department at (404) 669-8269.

**Hapeville Exterior Monument & Wayfinding Signage.** The Economic Development Staff is working to develop and request proposals for the fabrication, construction, and installation of exterior monuments and wayfinding throughout the city limits. The city is working with Keck & Wood to develop the project's design intent and construction drawings.

**Planning Commission Projects Under Review – December 15, 2022**

<u>Applicant</u>	<u>Address</u>	<u>Commercial/ Residential</u>	<u>Application Type</u>	<u>Description</u>
Porsche Cars NA	One Porsche Avenue	Commercial	Variance	Relief from the tree density requirements.
Vc1, LLC	1003 Virginia Avenue	Commercial	Parking Arrangement	Request approval of an off-street parking arrangement.

**Upcoming Planning & Zoning Meetings:**

- **Planning Commission:** Tuesday, December 13th at 6 p.m.
- **Design Review Committee:** Wednesday, December 14th at 6 p.m.
- **Board of Appeals:** Thursday, December 15th 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 November meeting is Wednesday, November 9th at 6 p.m. at the Municipal Annex, 700 Doug Davis Drive. Please visit [www.hapeville.org](http://www.hapeville.org) for additional information.

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**Finance Accounting:**  
**Randy Brewer - Finance Director**  
[rbrewer@hapeville.org](mailto: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 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*

**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:cturner@hapeville.org)- 404-669-1576

*Taxes collected for November 2022:*

- *Real Property Taxes - \$2, 459, 196*
- *Personal Property- \$580, 026*
- *Stormwater- \$8, 249*

*Water Accounts:*

- *1 new commercial account*
- *35 new residential accounts*

*Other:*

- *3 New Business Licenses*
- *2 Open Records Requests processed*

*Tax Collection:*

*Staff has collected \$3,074,804.00 or 64% of invoiced taxes as of November 30, 2022. \$3M or 36% is outstanding. 2022 Real and Personal Property Taxes are due by December 5, 2022, to avoid penalties and late fees.*

*Interactive Voice Response System (IVR)- Pay by Phone:*

*Staff is excited to present a new viable payment method to the citizens of Hapeville. The IVR system has been tested and is ready for use by utility account holders. Account holders have a new option in which to pay their utility accounts. The system offers English and Spanish options. Pay by Phone is offered alongside, online payments, payments in-person, payments via US Postal Service and drop box located at City Hall.*

*Short-term Rentals (STR):*

*The STR application is available online at [www.Hapeville.org](http://www.Hapeville.org). Residents can download the application and apply for a permit. Support documents, such a submission checklist is available to ensure all support documents are submitted. Internal procedures have been established. The financial system has been updated to accommodate new STR applications. Last, written notifications of the new application are in the process of being sent to all identified STR operators within the city limits.*

*Administration:*

*Conduct monthly financial services staff meetings to ensure continuity of all major projects and tasks.*

Conduct monthly training to make sure staff has all necessary tools and resources to perform their duties.

On the horizon:

After the December 5, 2022, property tax due date has passed, staff will turn our attention to prior year delinquent taxes and storm water fees. A thoughtful effort will be made to collect outstanding amounts prior to the billing of the storm water fees in February 2023.

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**Administrative Services**  
**Sharee Steed, City Clerk**  
[ssteed@hapeville.org](mailto:ssteed@hapeville.org) - 404-766-3004

**Upcoming Meetings:**

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

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

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

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

**Board of Appeals** - December 15, 2022 at 6:00 p.m. at Hapeville Municipal Annex - Special Called Meeting

**Design Review Committee** - December 14, 2022 at 6:00 p.m. at Hapeville Municipal Annex - canceled

**Board of Appeals** - December 22, 2022 at 6:00 p.m. at Hapeville Municipal Annex - canceled

**Holiday - Closed**

December 23, 2022

December 26, 2022

Meeting times and places are subject to change, please visit [www.hapeville.org](http://www.hapeville.org) for further information.

**Open Records Request:**

<b>November 2022</b>
74 Open Records Requests were processed



<b>Year to Date</b>
357 Public Safety records
434 General Open records 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 2023 meetings*
- *Continue education- January 2023 Ethic and Open Meeting workshop*
- *Preparing for the Annual Employee Holiday Luncheon*
- *Preparing for the Annual South Fulton Association Dinner*
- *Closing Alcohol Renewals for 2023*
- *Reviewing appointed Board Members Terms*

### **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.

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### **Human Resources**

**Stacie Johnston, Human Resources Manager**  
[sjohnston@hapeville.org](mailto: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](http://www.hapeville.org)).

The City is paperless for the application process.

**Other Initiatives:**

- *In process - update Personnel Policy Manual*
- *Continue training with new HR/Payroll Coordinator*
- *Updated Fire Department vacation policy*
- *Assist with hiring efforts for all departments*
- *Prepared all service awards and certificates for the annual employee holiday luncheon*
- *Consideration of new 457 provider meetings*
- *Moving forward with the hiring process of the Manager, Depot Museum and Visitor Center*