



January 2023 Department Reports (December'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 December our department conducted the following 10 annual inspections, 3 new construction site visits, 2 plans reviews, 5 Fire Sprinkler System inspections and 2 fire alarm inspections. We had the pleasure to conduct a Toys for Kids Boot Drive located at our local Chick-Fil-A which we raised \$1700+ total. With this month being the end of the year, our department was very productive by completing over 750+ hours of educational training hours as a department total.

Fire Station #1- 3468 N. Fulton Ave		Fire Station #2- 870 South Central Ave	
Auto Accidents w/ injuries	0	EMS	6
EMS	77	Medical assist, assist EMS crew	0
Passenger vehicle fire	0	Smoke, scare, odor of smoke	0
Emergency medical service, other	1	Motor vehicle accident with injuries	0
Assist police or other government agency	1	Motor vehicle accident with no injuries	1
Assis Invalid	0	Motor vehicles/ped accident (MV Ped)	0
Carbon monoxide incident	0	Extrication of victims	1
Dispatched and canceled in route	2	False alarm or false call, other	0
Cooking fire, confined to container	0	Dispatched and canceled in route	1
Smoke or odor removal	1	Alarm system activation, no fire-unintentional	6
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>1</i>	<i>Overpressure rupture of air of gas pipeline</i>	<i>0</i>
<i>Motor vehicle accident with injuries</i>	<i>8</i>	<i>Smoke detector activation, no fire unintentional</i>	<i>0</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>4</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>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>3</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>0</i>	<i>Alarm system due to malfunction</i>	<i>0</i>
<i>Powerline down</i>	<i>0</i>	<i>Assist invalid</i>	<i>0</i>
<i>Fire in motorhome, camper, recreational vehicle</i>	<i>0</i>	<i>Outside rubbish, treason or waste fire</i>	<i>0</i>
<i>Person in distress</i>	<i>0</i>	<i>Smoke detector activation, no fire unintentional</i>	<i>1</i>
<i>Fire, other</i>	<i>0</i>	<i>Trash or rubbish fire, contained</i>	<i>0</i>
<i>Public service</i>	<i>1</i>	<i>Arcing, shortened electrical equipment</i>	<i>0</i>
<i>Service call, other</i>	<i>0</i>	<i>Power line down</i>	<i>1</i>
<i>Severe weather or natural disaster, other</i>	<i>0</i>	<i>Water or steam leak</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>		
<i>Water or steam leak</i>	<i>2</i>		

Cover assignment, standby, move up	1	
Animal Rescue	1	
Building Fire	1	
Defective elevator, no occupant	0	
Outside rubbish, treason or waste fire	0	
Vicinity alarm(incident in order location)	0	
Alarm system sounded due to malfunction	4	
Chemical hazard (no spill or leak)	1	
Detector activation, no-fire-unintentional	1	
Sprinkler activation due to malfunction	1	
Sprinkler activation due, no fire unintentional	1	
Total Calls at Station #1	114	Total Calls at Station #2 18

Total for both Stations 133 with an average response time of 02:32 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org - 404.669.2150

Between December 1, 2022, and December 31, 2022, there were (534) calls for service. There were (0) Assaults, (4) Burglaries, (3) Robberies, (43) Larcenies, including 29 Entering Autos, 1 Stolen Vehicle, and 13 Thefts. The Department recovered (11) Stolen Vehicles and (2) Stolen Property Items. The Department made 43 arrests. The average Response Time was 03 min 26 secs.

The Department issued 410 citations, including parking, traffic, and general copies.

****We are unable to report the number of calls processed through the E-911 center as AT&T's software is currently down.**

The Detective Division reviewed (676) cases, assigned (21) cases for investigation, and closed (26) cases. (1) Cases were closed with arrest warrants. The Detective Division Obtained (3) warrants, responded to (2) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (141) new calls for service. Of these calls, the unit documented (9) animal incidents, (16) parking in grass, (2) tall grass & weeds, (11) permit

issues, (o) outside storage, (83) littering or pollution problems, (o) Yard Debris and (1) property maintenance- exterior. The unit closed (145) cases and issued (o) citations.

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org- 404.669.2120

Building Permits 3033 Oakdale Road (140099LL0038) 839 Virginia Avenue (14009800040281) 3419 Rainey Avenue (14012700030576) 421 Lake Drive (14009400080547) 397 North Central Avenue (1409600060042) 433 Grady Place (14009400070944) Plumbing Permits 397 North Central Avenue 3400 North Whitney Avenue 528 Lake Drive 3426 Elkins Street Demolition Permits 522 Oak Drive	Tree Permits 3220 Lake Drive 741 Oak Drive 3371 Colville Avenue Electrical Permits 235 North Central Avenue 301 North Central Avenue 1001 Virginia Avenue, Suite 150 3109 Hope Street 3449 Harding Avenue 397 North Central Avenue 2132 Argo Drive Mechanical Permits 3315 Stillwood Drive Unit 100 841 Custer Street
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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 February 2023 issue of the Hapeville Hometown News is Friday, January 13th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

Please Join Us! Atlanta Printmakers Studio Ribbon Cutting Event: Saturday, January 28th from noon to 5 p.m., 748 Virginia Avenue.

City of Hapeville's Tree Planting a Success! On Saturday, December 17th, the City of Hapeville hosted a tree planting of 41 trees in various areas of Cofield Park. Trees Atlanta, a non-profit citizens group who strives to protect and improve metro Atlanta's urban environment through planting and conserving trees, assisted with the planting. The City of Hapeville would like to thank all the volunteers who helped make this possible. We appreciate the community's support in making Hapeville a green city! The volunteer support for this tree

planting demonstrates the community's true commitment to improving the quality of life in the City. To learn more about Trees Atlanta, visit www.treesatlanta.org.

Hapeville Hosts Southern Circuit Tour of Independent Filmmakers: February 17th! The Spring Series Screenings will take place at the Historic Christ Church located at 680 S. Central Ave. in downtown Hapeville. Receptions with the filmmakers featuring live music by local musicians

& food by local partner restaurants will start at 6 p.m., with the film's showing at 7 p.m. The screening for the February film **Home From School** is directed and produced by Geoff O'Gara and co-produced by Sophie Barksdale. **Home From School** - "Kill the Indian in him and save the man" was the guiding principle of the U.S. government-run Indian Boarding School program starting in the late 19th Century. Through brutal assimilation tactics tens of thousands of Native children were sent off to boarding schools around the country that left the Native population scarred. See this era up close through the flagship boarding school, Carlisle Indian Industrial School, and follow the modern story of the Northern Arapaho seeking healing and fight to bring home the children that died at the school over 100 years ago. Visit the Home From School film [website](#) for more information or [click here](#) to view the trailer. Please visit: <https://www.hapeville.org/599/Southern-Circuit-Film-Series> for up-to-date film dates and information.

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 Applications Under Review: Tuesday, January 17, 2023

<u>Applicant</u>	<u>Address</u>	<u>Commercial/ Residential</u>	<u>Application Type</u>	<u>Description</u>
Phil Carson (MCRT Investments LLC)	Elm St College St., Perkins & Porsche Ave	Multi-family Development	Preliminary Plat	Subdivision review for multi-family development
Phil Carson (MCRT Investments LLC)	Elm St., College St., Perkins & Porsche Ave	Multi-family Development	Site Plan Review	Site Plan review for multi-family development.
Darrell Harris for D. Harris Construction Zoning Map Amendment	3166 Dogwood Drive	Commercial	Site Plan Review	Construction of a commercial building for a law office. Text amendment to update the existing Zoning Map

Willingham Corridor Study				Review and recommend acceptance of the Willingham Corridor Study.
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Board of Appeals Applications Under Review: Thursday, January 26, 2023

Applicant	Address	Commercial/ Residential	Application Type	Description
Darrell Harris for Blake Stewart Law	3166 Dogwood Dr.	Commercial	Variances	Reductions in the front & side yard setbacks and relief from the landscape requirements.
Lorraine Patterson	3259 Dogwood Dr.	Commercial	Parking Arrangement	Request approval of an off-street parking arrangement.

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, January 17th at 6 p.m.
- **Design Review Committee:** Wednesday, January 18th at 6 p.m.
- **Board of Appeals:** Thursday, January 26th at 6 p.m.

*All meetings will be held at the Hapeville Municipal Annex, 700 Doug Davis Drive. Please visit <https://qa-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, January 11, 2023 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

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.
- Submitted 2022 Audit Report to Georgia Department of Audits and Accounts
- Completed and Submitted GFOA Application for 2022 Certificate of Achievement for Excellence in Financial Reporting
- Completed and Submitted 2022 Hotel-Motel Tax Report to Department of Community Affairs (DCA) - Report Due Six (6) Months After Fiscal Year End
- Completed and Submitted 2022 Report of Local Government Finances to Department of Community Affairs (DCA) - Report Due Six (6) Months After Fiscal Year End
- Assisted City Clerk with Completing 2022 Annual Authority Registration and Financial Report (AARF) – Department of Community Affairs Report Due Six (6) Months After Fiscal Year End
- 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 Finance Director

cturner@hapeville.org- 404-305-9576

Taxes collected for December 2022:

- *Real Property Taxes - \$2,502,473.39*
- *Personal Property- \$139,306.02*
- *Stormwater- \$21,926.41*

Water Accounts:

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

Short-Term Rentals:

- *8 applications in the pipeline*
- *4 new permits issued*

Other:

- *4 new business licenses*
- *2 Open Records Requests processed*

Tax Collection:

As of December 30, 2022, staff has collected \$5,351,390.73 or 93% total real property taxes billed. The 2022 Real and Personal Taxes were due by December 5, 2022, to avoid penalties and late fees. Courtesy phone calls were made to property owners with outstanding balances after the due date to collect outstanding balances prior to issuing FIFA's. Intent to FIFA letters are being generated and will be mailed to all outstanding property owners in early January 2023.

Tax Ordinance:

Staff reviewed the current tax ordinance and proposed updates. The suggested updates will bring the ordinance in alignment with current tax practices and procedures reflective of Financial Services serving as the custodians of property tax administration and execution. We met with the City Attorneys and City Manager to discuss the recommended changes.

Interactive Voice Response System (IVR)- Pay by Phone, 1-877-877-2194:

The IVR system is operational. Many citizens have begun to utilize the payment opportunity; approximately 10% of account holders used the system in December. Staff's goal is to increase the number of users to about 20% each month and advocate for use of the system during busy times of the month such as the 15th, which is the bill due date. The system offers English and Spanish options. Flyers are available in both Spanish and English versions. The flyers have shared with utility account holders that have come to Central Cashiering to pay their bills. IVR has been highlighted in the November and December newsletters. IVR- Pay by Phone is offered alongside other payment options such as online (web) payments, payments in-person, payments via US Postal Service (mail), and drop box located at City Hall.

Short-term Rentals (STR):

The STR application is available online at www.Hapeville.org. Residents can download the application and apply for a permit. Support documents, such as a submission checklist are 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, staff mailed written notifications of the application process to seventy-three (73) identified STR owners.

Administration:

Our team holds monthly financial services staff meetings to ensure the continuity of all major projects and tasks.

We enlist monthly training to make sure staff has all the necessary tools and resources to perform their duties. December's training centered around the STR process.

Staff provided support services to other departments by providing tax information to the City Clerk in support of alcohol renewals. Also, staff provided 2022 business license information to the City Clerk for the annual Immigration Report.

On the horizon:

*Stormwater billing – February 2023
Business license renewals- February 2023
Public Utility billing- March 2023*

Administrative Services

Sharee Steed, City Clerk

ssteed@hapeville.org - 404-766-3004

Upcoming Meetings:

Ethics Committee Meeting - January 10, 2023 at 12 noon at City Hall

Called main Street Board Meeting- January 11, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Hapeville Development Authority Meeting - January 12, 2023 at 6:30 p.m. at Hapeville Municipal Annex

Development Authority of the City of Hapeville (Statutory Authority) Meeting - January 12, 2023 at 6:30 p.m. at Hapeville Municipal Annex

Planning Commission Meeting - January 17, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Committee - January 18, 2023 at 6:00 p.m. at Hapeville Municipal Annex - canceled

Board of Appeals - January 26, 2023 at 6:00 p.m. at Hapeville Municipal Annex - canceled

Holiday - Closed

January 16, 2023

Meeting times and places are subject to change, please visit www.hapeville.org for further information.

Open Records Request:

December 2022
Year to Date- Jan-Dec 2022
791 Records Requests were completed
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 February meetings
- Continue education- March 2023 Ethic and Open Meeting Session
- Preparing for the Annual South Fulton Association Dinner

- *All Alcohol renewals completed and process*
- *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.

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, Code Enforcement Officer, 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*
- *Assist with hiring efforts for all departments*
- *Years of service awards ceremony at employee holiday luncheon*