



February 2023 Department Reports (January'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 January, the Department conducted the following 15 annual inspections, 5 new construction site visits, 3 plans reviews, 6 Fire Sprinkler System inspections and 2 fire alarm inspections. We had the pleasure to host training, which covered Pipeline Emergencies: Air Monitoring. We had a total of 114 in attendance, not only from the Tri-Cities but also from Riverdale, Winder and Hinesville Fire Departments. Also, our Deputy Chief Nicholas Condrey had the pleasure of teaching a total of 5 classes of BLS training for our department.

Fire Station #1- 3468 N. Fulton Ave		Fire Station #2- 870 South Central Ave	
Auto Accidents w/ injuries	0	EMS	9
EMS	80	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	1
Assist police or other government agency	0	Motor vehicle accident with no injuries	0
Assis Invalid	0	Motor vehicles/ped accident (MV Ped)	0
Carbon monoxide incident	0	Extrication of victims	0
Dispatched and canceled in route	2	False alarm or false call, other	1
Cooking fire, confined to container	0	Dispatched and canceled in route	1
Smoke or odor removal	0	Alarm system activation, no fire-unintentional	2
No incident found on arrival at address	1	No incident found or arrival at address	1

<i>Motor vehicle/pedestrian accident (MV Ped)</i>	<i>1</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>6</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>3</i>	<i>Gas leak (natural gas or LPG)</i>	<i>2</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>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>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>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>1</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>0</i>
<i>Powerline down</i>	<i>2</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, no fire unintentional</i>	<i>1</i>
<i>Fire, other</i>	<i>0</i>	<i>Trash or rubbish fire, contained</i>	<i>2</i>
<i>Public service assistance, other</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>0</i>
<i>Severe weather or natural disaster, other</i>	<i>0</i>	<i>Weak or steam leak</i>	<i>0</i>
<i>Steam, vapor, fog or dust thought to be smoke</i>	<i>0</i>	<i>Building Fire</i>	<i>1</i>
<i>Unintentional transmission of alarm, other</i>	<i>0</i>	<i>Lock -in(if lock out, use 511)</i>	<i>1</i>
<i>Weak or steam leak</i>	<i>0</i>		

Cover assignment, standby, move up	0	
Animal Rescue	0	
Building Fire	1	
Defective elevator, no occupant	0	
Outside rubbish, treason or waste fire	1	
Vicinity alarm(incident in order location)	0	
Alarm system sounded due to malfunction	0	
Chemical hazard (no spill or leak)	0	
Detector activation, no-fire-unintentional	0	
Sprinkler activation due to malfunction	0	
Sprinkler activation due, no fire unintentional	0	
Cover assignment standby, move up	0	
Brush or brush and grass mixture fire	1	
Total Calls at Station #1	106	Total Calls at Station #2
		25

Total for both Stations 135 with an average response time of 02:32 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org - 404.669.2150

Between January 1, 2023, and January 31, 2023, there were (509) calls for service. There were (2) Assaults, (4) Burglaries, (0) Robberies, (43) Larcenies, including 24 Entering Autos, 8 Stolen Vehicles, and 10 Thefts. The Department recovered (08) Stolen Vehicles and (1) Stolen Property Item. The Department made 34 arrests. The average Response time was 03 min 19 secs.

The Department issued 563 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 (630) cases, assigned (24) cases for investigation, and closed (17) cases. (2) Cases were closed with arrest warrants. The Detective Division obtained (4) warrants, responded to (3) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (135) new calls for service. Of these calls, the unit documented (14) animal incidents, (20) parking in grass, (1) tall grass & weeds, (3) permit issues, (22) outside storage, (78) littering or pollution problems, (3) Yard Debris and (4) property maintenance- exterior. The unit closed (92) cases and issued (0) citations.

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org - 404.669.2120

Building Permits

557 North Central Avenue (14009500030368)
626 North Gordon Circle (14009900020993)
3532 South Fulton Avenue (14009800200059)
1001 Virginia Avenue (140127LL0844)
573 North Central Avenue (14009500150588)

Plumbing Permits

801 North Central Avenue
761 North Central Avenue
3419 Rainey Avenue
1001 Virginia Avenue Suite 100
2120 Argo Drive
3203 Oakdale Road
3112 Old Jonesboro Road

Tree Permits

195 Arnold Street
910 Margaret Street
3264/3266 Wheeler Street

Electrical Permits

573 North Central Avenue
397 North Central Avenue
801 North Central Avenue
1016 South Central Avenue
631 North Central Avenue
1001 Virginia Avenue, Suite 100

Mechanical Permits

3315 Stillwood Drive Unit 53
3352 LaVista Drive
3419 Rainey Avenue
1001 Virginia Avenue Suite 100
573 North Central 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 March 2023 issue of the Hapeville Hometown News is Wednesday, February 15th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

Hapeville Welcomes the Atlanta Printmakers Studio! The City of Hapeville welcomed the opening of Atlanta Printmakers Studio (APS) with a grand opening celebration on Saturday, January 28. The nearly 18-year-old organization formerly located in southwest Atlanta is situated in beautiful downtown Hapeville at 748 Virginia Avenue. The new 3,000

square foot facility, which was once a 1950's Amoco gas station, will feature increased capacity, equipment and amenities including new classes and workshops, a printmaking museum, gallery, store and outdoor gathering space. "The addition of Atlanta Printmakers Studio to the city of Hapeville solidifies our standing as home for the arts in metro Atlanta," said David Burt, Economic Development Consultant for the City of Hapeville and Executive Director of the Hapeville Arts Alliance. "We are incredibly honored to welcome this new studio to our neighborhood and look forward to witnessing how this creative hub and resource will serve and enhance our community." The new APS facility is larger than its previous location and more than double its original location, allowing for more presses and equipment. As another benefit, the new space is equipped with heating and air to provide a more comfortable environment. Other amenities include better parking and the ability to walk to the restaurants and shops of Hapeville. To learn more about the Atlanta Printmakers Studio, please visit www.atlantaprintmakersstudio.org.

City of Hapeville Receives Tree City USA Recognition! Trees are assets to a community when properly planted and maintained. They help improve the visual appeal of a neighborhood, increase property values, reduce home cooling costs, remove air pollutants and provide wildlife habitat, among many other benefits. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters. The City of Hapeville achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree-care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation. For additional information please contact Adrienne Senter, asenter@hapeville.org. **About the Arbor Day Foundation:** The Arbor Day Foundation is a million-member nonprofit conservation and education organization with the mission to inspire people to plant, nurture and celebrate trees. More information is available at arborday.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 fighting to bring home the children that died at the school over 100 years ago. Visit the Home From School film [website](http://www.homefromschoolfilm.com) for more information or [click here](http://www.homefromschoolfilm.com) 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.

Board of Appeals Applications Under Review: Thursday, February 23, 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.
Lorreine Patterson	3259 Dogwood Dr.	Commercial	Parking Arrangement	Request approval of an off-street parking arrangement.

Upcoming Planning & Zoning Meetings:

- **Planning Commission: Canceled**
- **Design Review Committee:** Wednesday, February 15th at 6 p.m.
- **Board of Appeals:** Thursday, February 23th 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

Save the Date! Hapeville Main Street Board hosts the Butterfly Lantern Parade! Saturday, March 25th: Jess Lucas Park

Everyone is invited to make a lantern and march in the parade! The parade festivities will begin at Jess Lucas Park, 680 S. Central Avenue at 6 p.m. with the parade start time of 8:10 p.m. Imagine 100 butterfly lantern puppets flying through the streets of Hapeville! Sign up today to make a large butterfly lantern puppet in a workshop with Chantelle Rytter for \$15. All workshops will be held at the Historic Christ Church, 680 S. Ave., in downtown Hapeville. Butterfly small kits are also available for pickup for \$10 and will be available starting Wed., March 8th until supplies last or make a small butterfly lantern yourself with the free downloadable print & tutorial kit. Please visit: <https://www.weirdogonepro.com/butterfly-parade> for workshop schedule and ways to sign up. Visit www.hapeville.org to check out the parade route and for additional event details. You may also call (404) 669-8269 for more information.

The date for the February meeting is Wednesday, February 8th, 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
- 2022 Audit in Complete
- 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
- Submitted 2022 Audit Report to PNC Bank and Truist Bank for Bond Compliance

- Reconcile/Allocate Workers Comp, pension, and other insurance costs
- Continue work on Internal Control and “Accounting Systems” manual
- Review accounts payable for processing
- Review and post payrolls activity
- Review process flows, document and update as needed
- Prepare to implement Purchase Order system
- Reviewing Project Accounting Software with Tyler Technology for future use
- Completed Police Department Vehicles Financing with Truist Bank for 2023

Other On-going Accounting and Billing (mainly clerical)

- Process and 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

Monthly Taxes Collected

<i>Real Property Taxes</i>	<i>\$201,0922.97</i>
<i>Personal Property Taxes</i>	<i>\$15,907.11</i>
<i>Stormwater Fees</i>	<i>\$2,441.32</i>
<i>Total Collected - January 2023</i>	<i>\$229,271.40</i>

Occupational Permits Issued

<i>New Business Licenses</i>	<i>3</i>
<i>Short-term Rental Permits - (YTD-9)</i>	<i>8</i>

Water Accounts

<i>New Commercial Accounts</i>	<i>2</i>
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<i>New Residential Accounts</i>	<i>28</i>
Total New Accounts	30

Open Records Requests	
<i>ORR-2022-27</i>	<i>Completed</i>
<i>ORR-2023-28</i>	<i>Completed</i>

Department Activities:

Tax Collection:

*As of January 31, 2023, staff has collected **\$5,521,081.00 or 96%** total real property taxes billed and **\$803,401.00 or 97%** of total personal property taxes billed. The 2022 Real and Personal Taxes were due by December 5, 2022, to avoid penalties and late fees. Intent to FIFA letters were mailed on January 3, 2023. Courtesy phone calls were made to property owners with outstanding balances after the due date to collect outstanding balances prior to issuing FIFA's. As a result of staff's efforts, over \$200,000 was collected in January 2023. 2021 tax FIFAs will be filed with Fulton County in February 2023.*

Business Licenses:

*Annual renewal notices were mailed to business owners on February 1, 2023. All completed renewal applications are due on March 31, 2023. Three hundred twenty-seven, **327**, renewal notices were processed and mailed.*

Tax Ordinance:

Staff reviewed the current tax ordinance and proposed updates. We met with the City Attorneys and City Manager to discuss recommended changes and enhancements to the current ordinance. The City Attorney reviewed staff's initial input and based upon the staff's redlined document, our City Attorney prepared suggested notes and guidance for staff review and feedback. Staff is in the process of reviewing the notes.

Short-term Rentals (STR):

Staff is working to identify STR owners and operators within the city limits that are not compliant. As the STR owners are identified, staff makes contact to inform them of the ordinance and compliance regulations. A few STR owners identified during January 2023, do not qualify for a STR permit for the following reasons, the listing is not their primary residence, or they do not have a homestead exemption for the property.

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.

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. January's training focused on the STR software and how to navigate the system and the annual (online) cybersecurity training.

On the horizon:

Stormwater billing – February 2023
Public Utility billing- March 2023

Administrative Services

Sharee Steed, City Clerk

ssteed@hapeville.org - 404-766-3004

Upcoming Meetings:

Main Street Board Meeting- February 8, 2023 at 6:00 p.m. at Hapeville Municipal Annex
Hapeville Development Authority Meeting - February 9, 2023 at 6:30 p.m. at Hapeville Municipal Annex

Development Authority of the City of Hapeville (Statutory Authority) Meeting - February 9, 2023 at 6:30 p.m. at Hapeville Municipal Annex

Planning Commission Meeting - February 13, 2023 at 6:00 p.m. at Hapeville Municipal Annex - Canceled

Design Review Committee - February 15, 2023 at 6:00 p.m. at Hapeville Municipal Annex
Mayor and Council Work Session- February 21, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Board of Appeals - February 23, 2023 at 6:00 p.m. at Hapeville Municipal Annex - canceled

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

Open Records Request:

January 2023
74 Records Requests were completed
40 Public Safety records

34 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:

- Preparing for 2023 Hapeville Elections
- Preparing for GMA Annual Registration
- Prepare for upcoming meetings
- Continue education- March 2023 Ethic and Open Meeting Session
- Annual South Fulton Association Dinner was a success
- Reviewing appointed Board Members Terms
- Drafting travel policy with Finance Department

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, Fire Executive Assistant, 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*
- *Submitted form WC-26 to state*