



**March 2023 Department Reports
(February'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 February, the Department conducted the following: 20 annual inspections, 15 new construction site visits, 6 plans reviews, 4 Fire Sprinkler System inspections and 3 fire alarm inspections. Chief Joey Overton worked with our neighboring department, was able to use Clayton County's training facilities to teach Confined Space/Restricted passage Training, 28 members of our department participated. Deputy Chief Nicholas Condrey taught a total of 5 classes of Advanced Cardiac Life Support training for our department. The Department completed over 1100 hours of training.

Fire Station #1- 3468 N. Fulton Ave		Fire Station #2- 870 South Central Ave	
Auto Accidents w/ injuries	0	EMS	4
EMS	113	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 o	

<i>No incident found on arrival at address</i>	<i>1</i>	<i>No incident found or arrival at address</i>	<i>1</i>
<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>4</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>5</i>	<i>Gas leak (natural gas or LPG)</i>	<i>2</i>
<i>Smoke detector activation, no fire-unintentional</i>	<i>4</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>2</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>3</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>1</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>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>0</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>	
<i>Cover assignment, standby, move up</i>	<i>0</i>	
<i>Animal Rescue</i>	<i>0</i>	
<i>Building Fire</i>	<i>1</i>	
<i>Defective elevator, no occupant</i>	<i>0</i>	
<i>Outside rubbish, treason or waste fire</i>	<i>1</i>	
<i>Vicinity alarm(incident in order location)</i>	<i>0</i>	
<i>Alarm system sounded due to malfunction</i>	<i>0</i>	
<i>Chemical hazard (no spill or leak)</i>	<i>0</i>	
<i>Detector activation, no-fire-unintentional</i>	<i>0</i>	
<i>Sprinkler activation due to malfunction</i>	<i>0</i>	
<i>Sprinkler activation due, no fire unintentional</i>	<i>0</i>	
<i>Cover assignment standby, move up</i>	<i>0</i>	
<i>Brush or brush and grass mixture fire</i>	<i>1</i>	
<i>Total Calls at Station #1</i>	<i>141</i>	<i>Total Calls at Station #2</i>
		<i>17</i>

Total for both Stations 158 with an average response time of 02:32 minutes

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org- 404.669.2120

Building Permits 3331 Sims Street (14009800110175) 600 South Central Avenue (14009800200513) Plumbing Permits 573 North Central Avenue 410 Dorsey Road 3468 Rainey Avenue 909-915 Willingham Drive 801 North Central Avenue 503 Woodrow Avenue 917-923 Willingham Drive Mechanical Permits 3112 Old Jonesboro Road 801 North Central Avenue 3154 Lake Avenue 573 North Central Avenue 3424 Old Jonesboro Road	Tree Permits 626 North Gordon Circle 3419 Rainey Avenue 393 Lake Avenue Electrical Permits 3362 Colville Avenue 3325 Colville Avenue 3247 Old Jonesboro Road 573 North Central Avenue 909-915 Willingham Drive 1016 South Central Avenue 3170 Jackson Street 3468 Rainey Avenue 626 North Gordon Circle 801 North Central Avenue 3689 Union Avenue 3424 Old Jonesboro Road 467 Walnut 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 April 2023 issue of the Hapeville Hometown News is Wednesday, March 15th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

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: March 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 March film, *Momma Bears*, is an intimate, thought-provoking exploration of the journeys taken by Sara Cunningham and Kimberly Shappley, two "mama bears"—whose profound love for their LGBTQ children has turned them into fierce advocates for the entire queer community—and Tammi Terrell Morris, a young African American lesbian whose struggle for self-acceptance perfectly exemplifies why the mama bears are so vitally important. Visit the *Mama Bears* film website at <https://mamabearsdoc.com/> for more information or to view the trailer. For additional event details, call (404) 669-8269 or visit: www.hapeville.org.

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 Application Under Review: Tuesday, March 14, 2023

Applicant	Address	Commercial/ Residential	Application Type	Description
Kimley-Horn (Zain Farishta)	3034-3044 Springdale Road	Residential	Preliminary Plat Review	Preliminary Plat review for the construction of a townhome development.
Kimley- Horn (Zain Farishta)	3034-3044 Springdale Road	Residential	Site Plan Review	Site Plan review for the construction of 59 townhome units.
William Teusink, LLC	o Norman Berry Drive	Commercial	Rezoning Request	Request from U-V to C-2 for the purpose of constructing a hotel.

Board of Appeals Applications Under Review: Thursday, March 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.

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, March 14th at 6:00 p.m.
- **Design Review Committee:** Wednesday, March 15th at 6 p.m.
- **Board of Appeals:** Thursday, March 23th 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

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. Central Ave., in downtown Hapeville. Butterfly small kits are also available for pickup for \$10 at Arches Brewing, 3361 Dogwood Dr., 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!

The date for the March meeting is Wednesday, March 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*
- *Prepare 2023-2024 Budget*

Audit Support

- *Review accounts for accuracy and reclassify accounts as needed*
- *Implement processes for stronger Internal Controls*
- *2022 Audit is Complete*
- *Prepare for 2023 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 Certifications of E-911 Expenditures to Georgia Department of Audits and Accounts*
- *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 general ledger details related to expenses as needed

Financial Customer Service:

Chrislyn Turner, Assistant Finance Director

cturner@hapeville.org- 404-305-9576

Monthly Taxes Collected

<i>Real Property Taxes</i>	<i>69,206.70</i>
<i>Personal Property Taxes</i>	<i>2,300.94</i>
<i>Stormwater Fees</i>	<i>4,263.54</i>
<i>Total Collected - January 2023</i>	<i>\$75,771.18</i>

Occupational Permits Issued

<i>New Business Licenses</i>	<i>3</i>
<i>Business License Renewals</i>	<i>25</i>
<i>Short-term Rental Permits - (YTD-9)</i>	<i>1</i>

Water Accounts

<i>New Commercial Accounts</i>	<i>3</i>
<i>New Residential Accounts</i>	<i>24</i>

Total New Accounts	27
Service Orders	268

Open Records Requests	
ORR-2022-43	Completed
ORR-2023-58	Completed

Department Activities:

Tax Collection:

As of February 28, 2023, staff has collected **\$5,566,868.03 or 96%** total real property taxes billed and **\$806,642.49 or 97%** of total personal property taxes billed. As a result of staff's efforts, over \$75,000 was collected during February 2023. Stage One collection letters were processed and mailed to outstanding property owners. In addition to the letters, courtesy phone calls were made to property owners with outstanding balances with the goal of collecting outstanding balances before issuing FIFAs. FIFAs will be filed after the Stage One letters; stage one letters allow until March 8, 2023, to pay in full before a FIFA is filed.

Stormwater Fee:

Annual Stormwater fees, the amount of \$260,577.24, were billed and mailed.

Public Utilities:

Annual Public Utilities, in the amount of **\$672,316.55**, were billed and mailed.

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. Twenty-five renewals (25) were processed during February. Staff obtained a State of Georgia list of businesses with a Hapeville address from the Secretary of State's office. During the month of March, staff will cross reference the state list with current Hapeville corporate and home-based businesses to ensure all operational businesses residing

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. Staff is sending updated information to Granicus

monthly. We are sending compliant permits, parcels that need to be excluded from the software system as well as updated assessor's information. Also, the Hapeville STR website has been updated with a new section, Do's, and Don'ts of STRs and all approved STR permits will be added to the website.

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 and training to ensure the continuity of all major projects and tasks.

Administrative Services

Sharee Steed, City Clerk

ssteed@hapeville.org - 404-766-3004

Upcoming Meetings:

Main Street Board Meeting- March 8, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Hapeville Development Authority Meeting - March 9, 2023 at 6:30 p.m. at Hapeville Municipal Annex- Canceled

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

Planning Commission Meeting -March 14, 2023 at 6:00 p.m. at Hapeville Municipal Annex - Canceled

Design Review Committee -March 15, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Mayor and Council Work Session- March 21, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Board of Appeals - March 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:

February 2023
84 Records Requests were completed
44 Public Safety records
40 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 upcoming meetings
- Continue education- March 2023 Ethic and Open Meeting Session
- Finishing travel policy for Department Heads to review

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.
- Attended the winter GLGPA conference.
- Responded to Open Records Request: ORR-2023-61, PSR-2023-80
- Processed Cost of Living Adjustment