



**May 2023 Department Reports  
(April's Information)**

**To: Tim Young, City Manager  
Mayor and Council  
Citizens of the City of Hapeville**

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**Fire Department  
David Bloodworth, Fire Chief  
[dbloodworth@hapeville.org](mailto:dbloodworth@hapeville.org) - 404.669.4399**

*During the month of April, the Department personnel participated in automatic aid training with Marta, East Point FD, and College Park on Marta Rail scenarios. Chief Overton Attended the AFCEMA LEOP meeting and training at the Fulton County Cultural Arts Building in reference to the City of Hapeville emergency response plan. The Fire Department has been working with public work Departments on the scheduling of hydrant flushing and Testing that will start in May. Chief Condrey attended the PALS Instructor Course at ERTSS for the upcoming pediatric advanced life support class to be tough for our EMS personnel. Chief Bloodworth and Chief Condrey hosted the South Fulton Fire Chiefs Consortium meeting which was held at Eastpoint Fire Station 4. For the Month of April, the Department completed over 900+ hours of training.*

| <b>Fire Station #1- 3468 N. Fulton Ave</b> |    | <b>Fire Station #2- 870 South Central Ave</b> |   |
|--------------------------------------------|----|-----------------------------------------------|---|
| EMS                                        | 73 | EMS                                           | 1 |
| Medical assist, assist EMS crew            | 1  | Medical assist, assist EMS crew               | 0 |
| Passenger vehicle fire                     | 0  | Smoke, scare, odor of smoke                   | 0 |
| Emergency medical service, other           | 3  | Motor vehicle accident with injuries          | 3 |
| 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           | 1  | False alarm or false call, other              | 2 |
| Cooking fire, confined to container        | 0  | Dispatched and canceled in route              | 1 |

|                                                         |          |                                                         |          |
|---------------------------------------------------------|----------|---------------------------------------------------------|----------|
| <i>Smoke or odor removal</i>                            | <i>0</i> | <i>Alarm system activation, no fire-unintentional</i>   | <i>1</i> |
| <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>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>2</i> | <i>Smoke detector activation, no fire unintentional</i> | <i>3</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>2</i> | <i>Gas leak (natural gas or LPG)</i>                    | <i>0</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>Brush or brush and grass mixture fire</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>2</i> | <i>Alarm system due to malfunction</i>                  | <i>0</i> |
| <i>Powerline down</i>                                   | <i>2</i> | <i>Assist invalid</i>                                   | <i>2</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>Building Fire</i>                                    | <i>1</i> |
| <i>Fire, other</i>                                      | <i>0</i> | <i>Trash or rubbish fire, contained</i>                 | <i>1</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>                                    |          |

|                                                 |           |                                  |
|-------------------------------------------------|-----------|----------------------------------|
| Unintentional transmission of alarm, other      | 0         |                                  |
| Weak or steam leak                              | 0         |                                  |
| Cover assignment, standby, move up              | 0         |                                  |
| Animal Rescue                                   | 0         |                                  |
| 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         | 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         |                                  |
|                                                 |           |                                  |
| <b>Total Calls at Station #1</b>                | <b>97</b> | <b>Total Calls at Station #2</b> |
|                                                 |           | <b>18</b>                        |

**Total for both Stations 115 with an average response time of 02:32 minutes**

**Police Department**  
**Rick Glavosek, Police Chief**  
[rglavosek@hapeville.org](mailto:rglavosek@hapeville.org) - 404.669.2150

Between April 1, 2023, and April 28, 2023, there were (476) calls for service. There were (4) Assaults, (2) Burglaries, (3) Robberies, (37) Larcenies, including 23 Entering Autos, 5 Stolen Vehicles, and 9 Thefts. The Department recovered (11) Stolen Vehicles. The Department made 36 arrests. The average Response time was 02 min 34 secs.

The Department issued 415 citations, including parking, traffic, and general copies.

The Detective Division reviewed (751) cases, assigned (25) cases for investigation, and closed (42) 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 (289) new calls for service. Of these calls, the unit documented (14) animal incidents, (14) parking in grass, (177) tall grass & weeds, (8) permit issues, (16) outside storage, (57) littering or pollution problems, (2) Yard Debris and (7) property maintenance- exterior. The unit closed (259) cases and issued (4) citations.

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### **Community Services**

**Lee Sudduth, Director**

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Building Permits</b><br/>397 North Central Avenue, Suite 2109<br/>(14009600060125)<br/>3001 Dogwood Drive (14009900020175)<br/>535 Lake Drive (14009400020469)<br/>3320 Sims Street (14009800130066)<br/>3315 Stillwood Drive Units 7-14<br/>(14009800090484)</p> <p><b>Plumbing Permits</b><br/>770 South Central Avenue<br/>801 North Central Avenue, Bldg F<br/>397 North Central Avenue, Suite 2109<br/>3001 Dogwood Drive<br/>751 North Central Avenue</p> <p><b>Mechanical Permits</b><br/>770 South Central Avenue<br/>497 Lake Drive<br/>3001 Dogwood Drive<br/>801 North Central Avenue Bldgs C and I<br/>3100 Sylvan Road</p> | <p><b>Tree Permits</b><br/>615 North Gordon Circle<br/>3357 Myrtle Street<br/>3227 Forrest Hills Drive<br/>3303 Sims Street<br/>3269 North Fulton Avenue</p> <p><b>Electrical Permits</b><br/>3473 Harding Avenue<br/>3001 Dogwood Drive<br/>3100 Sylvan Road<br/>636 South Central Avenue<br/>3278 Wheeler Street<br/>3419 Rainey Avenue<br/>397 North Central Avenue, Suite 2109</p> |
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### **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 June 2023 issue of the Hapeville Hometown News is Monday, May 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.

**2022-2023 Film Series Thanks!** Thank you to all who participated in the 2022-23 Film Series Screenings and to our partners, Bittersweet Bakery, Sombreros Mexican Cantina,

and musicians Stephen Vincent and Geoff Hayden. Special thanks to all attendees who supported the series. We hope you enjoyed the series, and we look forward to the Fall 2023 Series!

**Planning Commission Application Under Review: Tuesday, May 9, 2023**

| <b>Applicant</b>                   | <b>Address</b>            | <b>Commercial/<br/>Residential</b> | <b>Application<br/>Type</b> | <b>Description</b>                                  |
|------------------------------------|---------------------------|------------------------------------|-----------------------------|-----------------------------------------------------|
| <b>Donise Dorante</b>              | 601 Coleman Street        | Commercial                         | CUP                         | Request to operate a personal care home.            |
| <b>Shannon Hudson</b>              | 0 Colville Avenue         | Residential                        | Site Plan                   | Site plan review for new 3-story SF home.           |
| <b>Thomas Davia III</b>            | 260 Birch Street          | Residential                        | Site Plan                   | Site plan review for new SF home.                   |
| <b>Kimley-Horn (Zain Farishta)</b> | 3034-3044 Springdale Road | Residential<br>Townhomes           | Site Plan                   | Site plan review to construct 59-residential units. |

**Board of Appeals Applications Under Review: Thursday, May 25, 2023**

| <b>Applicant</b>                      | <b>Address</b> | <b>Commercial/<br/>Residential</b> | <b>Application<br/>Type</b> | <b>Description</b>                                                            |
|---------------------------------------|----------------|------------------------------------|-----------------------------|-------------------------------------------------------------------------------|
| <b>Beaty Capital Group</b>            | 522 Oak Drive  | Residential                        | Setback<br>Variance         | Request from the setback requirements.                                        |
| <b>Phil Carson (MCRT Investments)</b> | 3558 Elm St.   | Multifamily                        | Variance<br>Request         | Request to increase the maximum parking allowance and size of parking spaces. |

### **Upcoming Planning & Zoning Meetings:**

- **Planning Commission:** Tuesday, May 9th at 6:00 p.m.
- **Design Review Committee:** Wednesday, May 17th at 6 p.m.
- **Board of Appeals:** Thursday, May 25th 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 March meeting is Wednesday, March 10th, 2023, 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
- 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*
- *Analyze financing needs and request proposals for best terms as needed*
- *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*
- *Preparing to implement new Travel Policy*
- *Preparing to implement new Project Accounting Software - Tyler Technologies*
- *Install Tyler Technologies INCODE Application Live Updates*
- *Completed Police Department Vehicles Financing with Truist Bank for 2023*
- *Received GFOA 2021 certificate of Achievement Award for Excellence in Financial Reporting*

#### **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](mailto:cturner@hapeville.org)- 404-305-9576**

| <b><i>Monthly Taxes Collected</i></b> |                         |
|---------------------------------------|-------------------------|
| <b><i>Real Property Taxes</i></b>     | <b><i>28,955.08</i></b> |

|                                            |                          |
|--------------------------------------------|--------------------------|
| <i>Personal Property Taxes</i>             | <i>0.00</i>              |
| <i>Stormwater Fees</i>                     | <i>64,229.80</i>         |
| <i>Public Utilities</i>                    | <i>609,560.21</i>        |
| <b><i>Total Collected - March 2023</i></b> | <b><i>702,745.09</i></b> |

| <b><i>Occupational Permits Issued</i></b> |                  |
|-------------------------------------------|------------------|
| <i>New Business Licenses</i>              | <i>2</i>         |
| <i>Business License Renewals</i>          | <i>65</i>        |
| <i>Total</i>                              | <b><i>67</i></b> |

| <b><i>Hapeville STR Program - YTD</i></b> |                 |               |                |
|-------------------------------------------|-----------------|---------------|----------------|
| <i>Applications</i>                       | <i>Approved</i> | <i>Denied</i> | <i>Pending</i> |
| <i>16</i>                                 | <i>13</i>       | <i>2</i>      | <i>1</i>       |

| <b><i>Water Accounts</i></b>     |                  |
|----------------------------------|------------------|
| <i>New Commercial Accounts</i>   | <i>3</i>         |
| <i>New Residential Accounts</i>  | <i>12</i>        |
| <b><i>Total New Accounts</i></b> | <b><i>15</i></b> |

| <b><i>Open Records Requests</i></b> |                  |
|-------------------------------------|------------------|
| <i>ORR-2023-130</i>                 | <i>Completed</i> |
| <i>ORR-2023-134</i>                 | <i>Completed</i> |
| <i>orr-2023-150</i>                 | <i>Completed</i> |



## **Department Activities:**

### **Tax Collection:**

As of April 28, 2023, staff has collected **\$5,645,447.14**, or **98%** of total real property taxes billed, and **\$806,642.49**, or **97%** of total personal property taxes billed. As a result of the staff's efforts, over **\$28,000** was collected during April 2023. Prior year and current year (2022) uncollected tax obligations will now be subject to the next phase of collection efforts.

### **Stormwater Fee:**

Staff collected stormwater fees, the amount of **\$64,229.80** for the month of April 2023. **\$104,184.83** is still outstanding. All stormwater fees were due on April 6, 2023. All outstanding 2022 stormwater fees have incurred interest.

### **Public Utilities:**

Staff collected Public Utilities, in the amount of **\$63,685.77** for the month of March 2023. **\$608,630.78** is still outstanding. All public utilities fees are due on April 9, 2023.

### **Business Licenses:**

Annual renewal notices were mailed to business owners on February 1, 2023. All completed renewal applications were due on March 1, 2023. Any applications submitted after March 1, 2023, incurred interest. Three hundred twenty-seven, **327**, renewal notices were processed and mailed, and YTD, **259** licenses renewed. Final notices were mailed to the remaining businesses that expired as of March 31, 2023.

### **Other Duties:**

Customer Financial Services is working with the City Clerk to source a vendor to implement online business license renewals and STR compliance monitoring and application processing.

### **Administration:**

- Customer Financial Services is currently recruiting for two full-time positions: a Property Tax Clerk and an Occupational Permit Tax Clerk
  - Customer Financial Services welcomed a temporary employee to work in the Occupational Permit Tax Division until a permanent employee can be found.
  - Our team holds monthly financial services staff meetings and training to ensure the continuity of all major projects and tasks.
  - Staff updated the STR section of the website with the approved STRs.
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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** - May 4, 2023 at 6:30 p.m. at Hapeville Municipal Annex - **Canceled**

**Development Authority of the City of Hapeville (Statutory Authority) Meeting** - May 4, 2023 at 6:30 p.m. at Hapeville Municipal Annex - **Canceled**

**Planning Commission Meeting** - May 9, 2023 at 6:00 p.m. at Hapeville Municipal Annex

**Main Street Board Meeting** - May 10, 2023 at 6:00 p.m. at Hapeville Municipal Annex

**Mayor and Council Work Session** - May 16, 2023 at 6:00 p.m. at Hapeville Municipal Annex

**Design Review Committee** - May 17, 2023 at 6:00 p.m. at Hapeville Municipal Annex

**Board of Appeals** - May 25, 2023 at 6:00 p.m. at Hapeville Municipal Annex - **Canceled**

**City Closed**

May 29, 2023 - Memorial Day Holiday

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

**Open Records Request:**

|                                               |
|-----------------------------------------------|
| <b>March 2023</b>                             |
| <b>68</b> Records Requests were completed     |
| <b>44</b> Public Safety records               |
| <b>24</b> 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- 2023 Ethic and Open Meeting Session*
- *Finalizing travel policy*
- *Council Retreat - tentative date is July 15th, 2023*
- *Potential Online Permitting Software for Occupational Tax Certificate, and Alcohol licensing*

**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: Maintenance Worker, Part-Time Customer Service Representative, Firefighter EMT I or A, Firefighter Paramedic, Part-time Recreation Aide, Police Officer, Reserve Police Officer, Communications Officer, Code Enforcement Officer, Municipal Court Clerk, Museum Manager, Occupational Tax Clerk, Property Tax Clerk and Part-Time Customer Service Representative. 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*
- *Assist with hiring efforts for all departments.*
- *Responded to Open Records Requests: ORR-2023-119, ORR-2023-135*
- *In-processed four new hires for the Fire Department*
- *Communicate with retirees for ongoing benefits.*
- *Preparation for 2023-2024 Open Enrollment*
- *Payroll Processing*