



June 2023 Department Reports (May'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 May, the Department conducted the following 10 annual inspections, 25 new construction site visits, 11 plans reviews, 2 fire alarm inspections. The Fire Department conducted 30 hours of Ventilations training, and 30 hours of Overhaul, Forcible Entry training. Assisted with the Honor Guard for the Memorial Day Services. Conducted 1 Fire Station tour to St. Johns School. Chief Condrey attended the Health and Safety Program Manager course at Georgia Fire Academy.

Fire Station #1- 3468 N. Fulton Ave		Fire Station #2- 870 South Central Ave	
EMS	82	EMS	21
EMS calls/walk in	3	EMS Calls/walk in	1
Medical assist, assist EMS crew	0	Medical assist, assist EMS crew	0
Passenger vehicle fire	0	Smoke, scare, odor of smoke	0
Emergency medical service, other	0	Motor vehicle accident with injuries	4
Assist police or other government agency	0	Motor vehicle accident with no injuries	1
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	0
Cooking fire, confined to container	0	Dispatched and canceled in route	2
Smoke or odor removal	0	Alarm system activation, no fire-unintentional	8

No incident found on arrival at address	0	No incident found or arrival at address	0
Motor vehicle/pedestrian accident (MV Ped)	0	Good intent call, other	0
Motor vehicle accident with no injuries	1	Overpressure rupture of air of gas pipeline	0
Motor vehicle accident with injuries	4	Smoke detector activation, no fire unintentional	0
Good intent call, other	0	Removal of victim(s) from stalled elevator	0
Alarm system activation, no fire-unintentional	14	Gas leak (natural gas or LPG)	1
Smoke detector activation, no fire-unintentional	0	Dumpster or other trash	0
Dumpster or other outside trash bin fire	0	Windstorm, tornado/hurricane assessment	0
False alarm or false call, other	0	Fire, other	2
Gas leak (natural gas or LPG)	2	Passenger vehicle fire	0
Police matter	0	Person in distress, other	0
Rescue, EMS incident, other	0	Invalid assist	0
Brush or brush and grass mixture fire	0	Extrication of victim(s) from vehicle	0
Combustible/flammable gas/liquid condition	0	Service call, other	0
Building or structure weakened or collapsed	0	Cooking fire, confined to container	0
Gasoline or other flammable liquid spill	0	Natural vegetation fire, other	0
Removal of victim(s) from stalled elevator	0	Alarm system due to malfunction	0
Powerline down	3	Assist invalid	0
Fire in motorhome, camper, recreational vehicle	0	Outside rubbish, treason or waste fire	1
Person in distress	0	Building Fire	0
Fire, other	2	Trash or rubbish fire, contained	0
Public service assistance, other	2	Arcing, shortened electrical equipment	0
Service call, other	0	Power line down	0
Severe weather or natural disaster, other	0	Weak or steam leak	0
Steam, vapor, fog or dust thought to be smoke	0	Building Fire	0
Unintentional transmission of alarm, other	0	Blood pressure checks	1

<i>Weak or steam leak</i>	<i>0</i>	<i>Mutual Aid given</i>	<i>1</i>
<i>Cover assignment, standby, move up</i>	<i>0</i>	<i>Mutual Aid received</i>	<i>1</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>0</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>Blood pressure checks</i>	<i>4</i>		
<i>Mutual Aid given</i>	<i>5</i>		
<i>Mutual Aid received</i>	<i>1</i>		
<i>Smoke alarm given out</i>	<i>1</i>		
<i>Smoke alarm installed</i>	<i>1</i>		
<i>Total Calls at Station #1</i>	<i>127</i>	<i>Total Calls at Station #2</i>	<i>44</i>

Total for both Stations 171 with an average response time of 02:32 minutes

Police Department
Rick Glavosek, Police Chief
rglavosek@hapeville.org

Between May 1, 2023, and May 31, 2023, there were (525) calls for service. There were (3) Assaults, (1) Burglary, (1) Robbery, (46) Larcenies, including 28 Entering Autos, 5 Stolen Vehicles, and 13 Thefts. The Department recovered (11) Stolen Vehicles. The Department made 38 arrests. The average Response time was 03 mins 01 secs.

The Department issued 400 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 (409) new calls for service. Of these calls, the unit documented (30) animal incidents, (16) parking in grass, (279) tall grass & weeds, (7) permit issues, (9) outside storage, (58) littering or pollution problems, (0) Yard Debris and (6) property maintenance- exterior. The unit closed (330) cases and issued (5) citations.

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org - 404.669.2120

Building Permits

551 Woodrow Avenue (14009400020337)
3281 Wheeler Street (14009500101037)
400 Porsche Avenue (140096LL0585)
3510 Atlanta Avenue (14009800200018)
3165 Dogwood Drive Units 101-113
(14009900031123)
3656 Union Avenue (14009600020210)
3400 North Whitney Avenue (14009800170021)
436 Grady Place (14009400070506)

Plumbing Permits

755 Virginia Avenue
3473 Harding Avenue
801 North Central Avenue Bldg G
601 North Central Avenue
459 Oak Drive
3400 North Whitney Avenue
3033 Oakdale Road
535 Lake Drive

Mechanical Permits

909-915 Willingham Drive
1155 Virginia Avenue, Suite K
3400 North Whitney Avenue
551 Woodrow Avenue
372 North Avenue
3033 Oakdale Road

Tree Permits

191 Arnold Street
195 Arnold Street
400 North Avenue
3154 Lake Avenue
3440 Rainey Avenue
3034 Oakdale Road
3538 South Fulton Avenue
557 Parkway Drive
809 North Avenue

Electrical Permits

3405 Estelle Street
949 Willingham Drive
551 Woodrow Avenue
933-B Willingham Drive
3117 Dogwood Drive
3154 Jackson Street
3400 North Whitney Avenue
3281 Wheeler Street
3283 Wheeler Street
1016 South Central Avenue

Demolition Permits

609 College Street
3644 Union Avenue
613 College Street
3650 Union Avenue
623 College Street
627 College Street
3619 Union Avenue
3165 Old Jonesboro Road

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 July 2023 issue of the Hapeville Hometown News is Thursday, June 15th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

Planning Commission Application Under Review: Tuesday, June 13, 2023

Applicant	Address	Commercial/ Residential	Application Type	Description
City of Hapeville	Text Amendment (Zoning Procedures)	N/A	Text Amendment	Zoning Procedures Law - Text Amendment

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, June 9th at 6:00 p.m. - Canceled
- **Design Review Committee:** Wednesday, June 21st at 6 p.m.
- **Board of Appeals:** Thursday, June 22th 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 June meeting is Wednesday, June 14, 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*
- *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- 404-305-9576

<i>Monthly Taxes Collected</i>	
<i>Real Property Taxes</i>	<i>89,439.27</i>
<i>Personal Property Taxes</i>	<i>0.00</i>
<i>Stormwater Fees</i>	<i>13,532.44</i>
<i>Public Utilities</i>	<i>609,560.21</i>
<i>Total Collected - March 2023</i>	<i>102,971.71</i>

<i>Occupational Permits Issued</i>	
<i>New Business Licenses</i>	<i>6</i>
<i>Business License Renewals</i>	<i>41</i>
<i>Total</i>	<i>47</i>

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

Water Accounts	
<i>New Commercial Accounts</i>	<i>1</i>
<i>New Residential Accounts</i>	<i>25</i>
<i>Total New Accounts</i>	<i>26</i>

Open Records Requests	
<i>ORR-2023-164</i>	<i>Completed</i>

Department Activities:

Tax Collection:

*2022 Real and Personal Property Taxes- As of May 31, 2023, staff 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 staff's efforts, over **\$28,000** was collected during May 2023. Efforts included courtesy phone calls, mailing, and emailing tax notices. Prior year uncollected tax obligations will be subject to the next phase of collection efforts which is the tax sale process. Staff will continue courtesy efforts to assist property owners in paying all tax obligations.*

Property Tax Sale (Process):

The tax sale is an escalating process of collection efforts that culminate in a property tax sale. The collection efforts leading to a tax sale are designed to entice a property owner to pay their unpaid prior year taxes and avoid a tax sale. The following tax sale steps occurred during May 2023, collection fees were added to delinquent taxes, outstanding FIFAs were levied on May 17,

2023, and tax notices, "Levy on Land" were mailed. Hapeville's tax sale is scheduled for August 1, 2023.

Exemptions:

Hapeville is accepting new city exemption applications until June 30, 2023. If approved the exemption will appear on the upcoming 2023 tax bills.

Stormwater Fee:

Staff collected stormwater fees, the amount of **\$13,532.44** for May 2023. **\$90,917.36** is still outstanding. All stormwater fees were due on April 6, 2023. All outstanding 2022 stormwater fees have incurred interest. Staff will continue courtesy efforts to assist property owners in paying outstanding stormwater obligations.

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. Renewal applications submitted after March 1, 2023, incurred interest. Three hundred twenty-seven, **327**, renewal notices were processed and mailed. Staff made courtesy phone calls and mailed second notices to the remaining businesses that expired as of March 31, 2023. As a direct result, an additional 41 businesses renewed their occupational permits this month bringing the YTD total **300** renewed licenses.

New Businesses for May 2023:

1. TRIPSHIP
2. ALMIRA ACCOUNTING
3. BE NICE HOSPITALITY GROUP
4. WOMEN ON THE RISE
5. PIEDMONT URGENT CARE
6. AXIS JOINT & SPINE

Short-Term Rentals:

The number of STRs did not increase during May 2023. The number of approved STRs remains at 13. During the month, staff identified STR operators that are operating without a permit. Forty-six (46) letters were mailed and over 30 calls were made. As contact was made, follow-up emails were sent. As a result of staff's efforts, one operator requested an application, and 13 listings were removed from the short-term rental websites.

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.*

Administrative Services

Sharee Steed, City Clerk

ssteed@hapeville.org - 404-766-3004

Upcoming Meetings:

Hapeville Development Authority Meeting - June 8, 2023 at 6:30 p.m. at Hapeville Municipal Annex

Development Authority of the City of Hapeville (Statutory Authority) Meeting - June 8, 2023 at 6:30 p.m. at Hapeville Municipal Annex

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

Main Street Board Meeting- June 14, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Mayor and Council Work Session- June 20, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Committee -June 21, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Board of Appeals - June 22, 2023 at 6:00 p.m. at Hapeville Municipal Annex

City Closed

June 19, 2023 - Juneteenth Holiday

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

Open Records Request:

March 2023

81 Records Requests were completed

50 Public Safety records
31 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
- Preparing Council Retreat
- Preparing for the Annual GMA Convention
- Potential Online Permitting Software for Occupational Tax Certificate, and Alcohol licensing
- Working with the City Attorney to Amend Alcohol Ordinance

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: 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, Occupational Tax Clerk, Property Tax Clerk and Part-Time Customer Service Representative. 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.*
- *Communicate with retirees for ongoing benefits.*
- *Finalized 457 investment plan from Empower to MissionSquare*
- *Hosted in person meetings to introduce MissionSquare Account Specialists to all employees.*
- *Completed 2023-2024 Open Enrollment*
- *100% communication with all active/eligible employees*
- *100% communication with all participating retirees*
- *Payroll Processing*
- *Initiated beneficiary updates for all retiree's life insurance.*