



July 2023 Department Reports (June'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 June, the department conducted the following annual 20 inspections, 20 new construction site visits, 5 plans reviews, 4 fire alarm inspections. The Fire Department conducted 30 hours of Drivers training, and 36 hours of NFPA 1500, and Target Solutions. Assisted with the Career Day at the Montessori School and Delta Health Fair. Conducted 1 Fire Station tour (Montessori School). Chief Overton and Chief Eskew attended the Georgia Fire Safety Symposium at Georgia Fire Academy. Transportation: Medic 2 has been used 5 times and Medic 3 has been used 0 times for the month of June.

Fire Station #1- 3468 N. Fulton Ave		Fire Station #2- 870 South Central Ave	
<i>EMS</i>	<i>81</i>	<i>EMS</i>	<i>14</i>
<i>EMS calls/walk in</i>	<i>3</i>	<i>EMS Calls/walk in</i>	<i>0</i>
<i>Medical assist, assist EMS crew</i>	<i>0</i>	<i>Medical assist, assist EMS crew</i>	<i>0</i>
<i>Passenger vehicle fire</i>	<i>0</i>	<i>Smoke, scare, odor of smoke</i>	<i>0</i>
<i>Emergency medical service, other</i>	<i>0</i>	<i>Motor vehicle accident with injuries</i>	<i>3</i>
<i>Assist police or other government agency</i>	<i>0</i>	<i>Motor vehicle accident with no injuries</i>	<i>0</i>
<i>Assis Invalid</i>	<i>0</i>	<i>Motor vehicles/ped accident (MV Ped)</i>	<i>0</i>
<i>Carbon monoxide incident</i>	<i>0</i>	<i>Extrication of victims</i>	<i>0</i>
<i>Dispatched and canceled in route</i>	<i>0</i>	<i>False alarm or false call, other</i>	<i>0</i>
<i>Cooking fire, confined to container</i>	<i>0</i>	<i>Dispatched and canceled in route</i>	<i>0</i>

<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>0</i>	<i>No incident found or arrival at address</i>	<i>0</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>0</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>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>8</i>	<i>Gas leak (natural gas or LPG)</i>	<i>0</i>
<i>Smoke detector activation, no fire-unintentional</i>	<i>0</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>Public service assistance, other</i>	<i>1</i>
<i>Gas leak (natural gas or LPG)</i>	<i>1</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>Brush or brush and grass mixture fire</i>	<i>4</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>3</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>Building Fire</i>	<i>0</i>
<i>Public service assistance, other</i>	<i>2</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>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>0</i>
<i>Unintentional transmission of alarm, other</i>	<i>0</i>	<i>Blood pressure checks</i>	<i>3</i>

<i>Weak or steam leak</i>	<i>0</i>	<i>Mutual Aid given</i>	<i>4</i>
<i>Cover assignment, standby, move up</i>	<i>0</i>	<i>Mutual Aid received</i>	<i>0</i>
<i>Animal Rescue</i>	<i>0</i>		
<i>Building Fire</i>	<i>0</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>0</i>		
<i>Mutual Aid received</i>	<i>0</i>		
<i>Smoke alarm given out</i>	<i>1</i>		
<i>Smoke alarm installed</i>	<i>0</i>		
<i>Total Calls at Station #1</i>	<i>109</i>	<i>Total Calls at Station #2</i>	<i>27</i>

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

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

Between June 1, 2023, and June 30, 2023, there were (548) calls for service. There were (2) Assaults, (1) Burglary, (4) Robberies, (70) Larcenies, including 49 Entering Autos, 4 Stolen Vehicles, and 17 Thefts. The Department recovered (15) Stolen Vehicles and (1) Stolen Property Item. The Department made 53 arrests. The average Response time was 03 min 59 secs.

The Department issued 424 citations, including parking, traffic, and general copies.

The E-911 Center processed 3,079 calls for service.

The Detective Division reviewed (812) cases, assigned (26) cases for investigation, and closed (31) cases. (4) Cases were closed with arrest warrants. The Detective Division obtained (8) warrants, responded to (6) crime scenes for investigation and executed (2) search warrant(s).

Code Enforcement: Code Enforcement handled (257) new calls for service. Of these calls, the unit documented (25) animal incidents, parking in grass: (19), Parking problem: (2), Inoperable vehicles: (9), tall grass & weeds:(130), permit issues: (10), outside storage: (17), littering or pollution problems: (56) Yard Debris: (6) Premise Identification: (1) and property maintenance-exterior: (8). The unit closed (164) cases and issued (11) citations.

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org- 404.669.2120

Building Permits

3689 Union Avenue (14009700080247)
372 North Avenue (14006700040510)
281 Dorsey Road (14006700040734)
468 Walnut Street (14009400040350)
3217 North Fulton Avenue (14009500060159)
240 Birch Street (14009400091320)
3176 Forrest Hills Drive (14009400091551)
955 North Central Avenue (14012700010263)
507 Woodrow Avenue (14009400050185)
898 Virginia Avenue (14009800010615)
207 Victoria Lane (14006600021198)
3090 Hope Street (14009900010432)

Electrical Permits

3033 Oakdale Road
644 Coleman Street
400 Porsche Avenue
3175 Dogwood Drive
620 South Central Avenue
535 Lake Drive
801 North Central Avenue Bldg A
955/959 North Central Avenue
3344 Springhaven Avenue
3140 5th Street, Unit A

Tree Permits

260 Birch Street
346 Colorado Avenue
3117 Dogwood Drive
3518 South Fulton Avenue

Mechanical Permits

801 North Central Avenue Bldg E
801 North Central Avenue Bldg F
3028 Sylvan Road

Plumbing Permits

943-949 Willingham Drive
3273 Sims Street
3188 Lake Avenue
3689 Union Avenue
350 Mt Zion Road
876 Virginia Avenue, Suite B
3328 Stillwood Lane
3330 Stillwood Lane
3332 Stillwood Lane
3336 Springhaven Avenue
3334 Springhaven Avenue
3331 Stillwood Lane
3329 Stillwood Lane
3327 Stillwood Lane
3357 Myrtle Street

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

Board of Appeals Application Under Review: Thursday, July 27, 2023

Applicant	Address	Commercial/ Residential	Application Type	Description
Benedict Fons	459 Oak Drive	Residential	Variance	Side setback and Min. House Size

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, July 11th at 6:00 p.m.
- **Design Review Committee:** Wednesday, July 19th at 6 p.m. **(Canceled)**
- **Board of Appeals:** Thursday, July 27th 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 June meeting is Wednesday, July 19, 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 Adjustments as needed*

Audit Support

- *Review accounts for accuracy and reclassify accounts as needed*
- *Implement processes for stronger Internal Controls*
- *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

Monthly Taxes Collected	
<i>Real Property Taxes</i>	<i>44,461.96</i>
<i>Personal Property Taxes</i>	<i>0.00</i>
<i>Stormwater Fees</i>	<i>8586.81</i>
<i>Public Utilities</i>	<i>12573.87</i>
Total Collected - March 2023	65,622.64

Occupational Permits Issued	
<i>New Business Licenses</i>	<i>4</i>
<i>Business License Renewals</i>	<i>11</i>
Total	15

Hapeville STR Program - YTD			
<i>Applications</i>	<i>Approved</i>	<i>Denied</i>	<i>Pending</i>
<i>23</i>	<i>16</i>	<i>4</i>	<i>3</i>

Water Accounts	
<i>New Commercial Accounts</i>	<i>3</i>
<i>New Residential Accounts</i>	<i>18</i>
<i>Total New Accounts</i>	<i>21</i>

Open Records Requests	
<i>ORR-2023-191</i>	<i>Completed</i>
<i>ORR-2023-213</i>	<i>Completed</i>
<i>ORR-2023-214</i>	<i>Completed</i>

Department Activities:

Tax Collection:

*As a result of staff's efforts, **\$45,000** was collected during June 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 June 2023, advertising fees were added to delinquent taxes, outstanding FIFAs were levied on June 12, 2023, and tax notices, "Levy on Land" were mailed. Hapeville's tax sale is scheduled for August 1, 2023. Staff started the process with 208 unpaid parcels, totaling \$208K in unpaid obligations, at the end of June, staff as 35 parcels totaling \$145K in unpaid obligations. Twenty-four, 24, property owners paid \$63K and became current on their taxes.

2023 Tax Billing Preparation:

Hapeville accepted new city exemption applications until June 30, 2023. If approved the exemption will appear on the upcoming 2023 tax bills. City exemptions were provided to Fulton County for review and inclusion in the 2023 digest estimates. Staff participated in Homestead Tax Relief Grant webinar to learn about the statewide credit offered to property owners. Staff updated the property tax section of the website to include vital information pertaining to the upcoming tax season.

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. During the month of June additional efforts were made to reach business owners to entice them to renew their licenses and pay for their renewals. As a direct result, an additional 11 businesses renewed their occupational permits this month

New Businesses for May 2023:

1. Jake's Ice Cream
2. Acme Superlative
3. Our Lady of Guadalupe, Inc.
4. Coffee Man

Short-Term Rentals:

The number of STRs did not increase during June 2023. The number of approved STRs increased to 16. During the month, our department engaged 59 STR listings found on Granicus/Host Compliance. We sent two letters to all 59 listings. Of the 59 listings we discovered, 25 were old, inactive listings, **25 are active listings**, 5 property owners claimed to be long-term listings (31 days or longer) and 4 are in the pipeline to obtain STR permits. The 25 active listings were sent to Code Enforcement for review. Staff updated the STR section of the website to include all approved STRs for the month of June.

Administration:

Customer Financial Services hired a new Property Tax Clerk, April Pressley. CFS has two temporary employees, a part-time customer service representative. The department is actively seeking to fill the role of a full-time Occupational Permit Tax Clerk.

Administrative Services
Sharee Steed, City Clerk
ssteed@hapeville.org - 404-766-3004

Upcoming Meetings:

Design Review Committee -July 19, 2023 at 6:00 p.m. at Hapeville Municipal Annex -
Canceled

Board of Appeals - July 27, 2023 at 6:00 p.m. at Hapeville Municipal Annex

City Closed

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

Open Records Request:

<i>June 2023</i>
<i>80</i> Records Requests were completed
<i>47</i> Public Safety records
<i>33</i> 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 Alcohol Renewals*
- *Preparing for upcoming meetings*
- *Continue education- 2023 Ethic and Open Meeting Session*
- *Finalizing travel policy*
- *Council Retreat was a success*

- *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: 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, 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.*
- *Hosted in person meetings to introduce MissionSquare Account Specialists to all employees.*
- *Payroll Processing*
- *Completed beneficiary updates for all retiree's life insurance.*

Hapeville Museum

Samantha Singleton, Manager

ssingleton@hapeville.org - 404-400-6554

Highlights:

- *New Website: hapevilledepot.org. Please check the website for updates and calls for artists.*
- *New Volunteers: 8*
- *Total June Visitor Count: 27*
- *July Visitor Count as of 7/12: 32*

- *Group Tour: 50 Hapeville Summer Campers will participate in a field trip to the museum later this month which includes a game, a history-based art project and a tour of the museum. We have 2 volunteers who will lead the game and art project, the Museum Manager will lead tours.*
- *Movie Under the Stars: The museum will have a table with a fun craft available for kids and information on the museum; museum volunteers will lead the craft.*
- *Coffee and Chrome: We had a booth at the most recent event with information on the museum. Many signed up for the museum email list and expressed interest in volunteering. We will be at the future Coffee and Chrome events as well.*
- *New Visitors: Featured on “Atlanta on the Cheap;” we are beginning to see visitors coming to Hapeville for the first time and their main purpose is to visit the museum. We will begin to track this visitor data with the intention of mapping an increase in unique visits.*
- *New Business Cards: We have new Depot Museum Business cards that are inspired by the historic Central of Georgia Railway tickets. Guests have been getting a kick out of these tickets! This is the beginning of the museum’s plan towards a more immersive experience as updates are made to the exhibit spaces, etc.*