



September 2023 Department Reports (August'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 August, our department conducted the following annual 39 inspections, 10 new construction site visits, 3 plans reviews, 1 fire alarm inspection. The Fire Department conducted 8 hours of online medical reporting systems updates, and the transitioning of Image Trend Elite software from v3.4 to v3.5. 7 Firefighters attended the Pipeline Emergencies: Air Monitoring class at the Atlanta Gas Light training center in Riverdale, Ga. Firefighter Paramedic Jennifer Brown attended the Life safety Code class at the GPSTC and passed at the top of her class, she has also been accepted to attend the Fire Inspector 1 class in September and the Plans Examiner class in November. The Fire Administration and operation personnel will be attending the 2023 GPSTC Public Safety Conference on Active Shooter Response, School Safety Protocols, Fire & Emergency Services Response, and Effective Communication to An Active Threats on September 26-28th at the Georgia Public Safety Training Center in Forsyth, GA. The Fire Department completed 68 hours of training.

Transportation: Medic 2 has been used 15 times and Medic 3 has been used 0 times for the month of July.

Fire Station #1- 3468 N. Fulton Ave		Fire Station #2- 870 South Central Ave	
<i>Dispatched and canceled in route</i>	<i>2</i>	<i>Dispatched and canceled in route</i>	<i>0</i>
<i>EMS calls</i>	<i>97</i>	<i>EMS calls</i>	<i>22</i>
<i>EMS calls/walk in</i>	<i>3</i>	<i>EMS Calls/walk in</i>	<i>0</i>
<i>Blood pressure checks</i>	<i>9</i>	<i>Blood pressure checks</i>	<i>6</i>
<i>Motor vehicle accident with injuries</i>	<i>4</i>	<i>Motor vehicle accident with injuries</i>	<i>1</i>
<i>Motor vehicle accident with no injuries</i>	<i>2</i>	<i>Motor vehicle accident with no injuries</i>	<i>2</i>

Power lines down	2	Power lines down	1
Gas Leak	3	Gas Leak	5
Smoke alarm installed	0	Smoke alarm installed	0
Smoke alarm given out	0	Smoke alarm given out	0
Fire Alarm activation, no fire-unintentional	3	Fire Alarm activation, no fire-unintentional	0
Residential fire	0	Residential fire	0
Commercial fire	0	Commercial fire	0
Dumpster fire	0	Dumpster fire	0
Grass fire	2	Grass fire	3
Mutual Aid given	0	Mutual Aid given	4
Mutual Aid received	0	Mutual Aid received	2
Public assistant	1	Public assistant	0
Total Calls at Station #1	128	Total Calls at Station #2	46

Total for both Stations 174 with an average response time of 02:32 minutes

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

Between August 1, 2023, and August 31, 2023, there were (534) calls for service. There were (3) Assaults, (3) Burglaries, (1) Robbery, (36) Larcenies, including 21 Entering Autos, 3 Stolen Vehicles, and 12 Thefts. The Department recovered (8) Stolen Vehicles. The Department made 42 arrests. The average Response time was 02 mins 49 secs.

The Department issued 610 citations, including parking, traffic, and general copies.

The E-911 Center processed 3,017 calls for service.

The Detective Division reviewed (777) cases, assigned (24) cases for investigation, and closed (21) cases. (1) Cases were closed with arrest warrants. The Detective Division obtained (3) warrants, responded to (7) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (259) new calls for service. Of these calls, the unit documented (19) animal incidents, (22) parking in grass, (2) parking issues, (1) premise

identification, (12) inoperable vehicles,(108) tall grass & weeds, (8) permit issues, (9) outside storage, (64) littering or pollution problems, (9) Yard Debris and (5) property maintenance-exterior. The unit closed (182) cases and issued (6) citations.

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org- 404.669.2120

Building Permits 522 Oak Drive (14009400050110) 546 Oak Drive (14009400020261) 518 North Avenue (14009500060142) 3357 Myrtle Street (14009800130108) 3277 North Whitney Avenue (14009800140164) 3309 North Whitney Avenue (14009800140248) 3200 Forrest Hills Drive (14006700040767) 3421 Northside Drive (14009500120284) 3112 Grove Circle (14009400100618) 901 Willingham Drive (14012700020429) Electrical Permits 3410 North Fulton Avenue 3330 Stillwood Lane 3332 Stillwood Lane 436 Grady Place 3328 Stillwood Lane 3331 Stillwood Lane 527 Woodrow Avenue 522 Oak Drive 3329 Stillwood Lane 3327 Stillwood Lane 994 South Central Avenue 3243 Old Jonesboro Road 3245 Old Jonesboro Road	Tree Permits 3233 Oakdale Road 3375 Old Jonesboro Road 3214 North Fulton Avenue 240 Arnold Street 3390 Old Jonesboro Road Mechanical Permits 801 North Central Avenue, Building D, G, & H 436 Grady Place 3175 Dogwood Drive 522 Oak Drive 717 Oak Drive Plumbing Permits 551 Woodrow Avenue 260 Birch Street 522 Oak Drive 208 Barton Drive 436 Grady Place
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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 October 2023 issue of the Hapeville Hometown News is Friday,

September 15th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

Thursday, September 14th

Tri-Cities Merchant Mixer: Please Join Us! Hapeville will be hosting a Tri-Cities Merchant Mixer on Thursday, September 14th from 5 p.m. – 7 p.m. This business-to-business networking event is an opportunity for the local businesses (College Park, Hapeville, and East Point) to mix and mingle. The event will be at the Historic Depot Museum located at 620 South Central Avenue.

Friday, September 22nd

Southern Circuit Tour of Independent Filmmakers: The City of Hapeville proudly presents the Southern Circuit Tour of Independent Filmmakers. The City of Hapeville is a proud recipient of the South Arts Independent Film Series grant again this year! The 2023 Fall Series Screenings will take place at the Historic Christ Church & Carriage House located at 680 S. Central Avenue in downtown Hapeville.

Receptions with the filmmakers featuring live music by local musicians and food by local partner restaurants will begin at 6 p.m., with the films beginning at 7 p.m. The screening for the September film, *Black Barbie*, is directed & produced by Laqueria Davis & co-produced by Aaliyah Williams. *Black Barbie* - Through intimate access to a charismatic Mattel insider, Beulah Mae Mitchell, *Black Barbie* delves into the cross section of merchandise & representation as Black women strive to elevate their own voices & stories, refusing to be invisible. Visit: www.blackbarbiefilm.com to view the trailer. Contact the Economic Development staff for more information at (404) 669-8269.

Planning Commission Applications Under Review: Tuesday, September 12, 2023

Applicant	Address	Commercial/ Residential	Application Type	Description
Michael Olajubut	3189B Jackson St.	Residential	Site Plan Review	Construction of a new SF Dwelling
Joycelyn Lee	3189A Jackson St.	Residential	Site Plan Review	Construction of new SF Dwelling
Avuntee Patel	558 Woodrow Ave	Residential	Site Plan Review	Addition to an existing SF Dwelling

Board of Appeals Application Under Review: Thursday, September 28, 2023

Applicant	Address	Commercial/ Residential	Application Type	Description
Lessard Design	3034-3044 Springdale Rd.	Residential	Variances	Side setback

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, September 12th at 6:00 p.m.
- **Design Review Committee:** Wednesday, September 20th at 6:00 p.m.
- **Board of Appeals:** Thursday, September 28th at 6:00 p.m.

Ongoing Task: Coordinated in-house Planning & Zoning administrative tasks with City Planner.

Main Street Board

The date for the August meeting is Wednesday, September 13, 2023, at 6:00 p.m. at the Municipal Annex, 700 Doug Davis Drive. Please visit www.hapeville.org for additional information.

Save the dates - Hapeville Main Street Board upcoming events!

- Saturday, October 7th: Atlanta Celebrates Photography Event (Jess Lucas Park, Depot, Arts Alley)
- Saturday, December 9th: #FreeArtHapeville Event, Arts Alley
- Saturday, March 23, 2024: Hapeville Butterfly Parade, Jess Lucas Park

*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.

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, Truist and Regions Banks 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*
- *Implemented 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
- Received GFOA 2022 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 ~2,417 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>\$34,567.11</i>
<i>Personal Property Taxes</i>	<i>\$0</i>
<i>Stormwater Fees</i>	<i>\$15,037.44</i>
<i>Public Utilities</i>	<i>\$0</i>
<i>Total Collected - March 2023</i>	<i>\$49,604.55</i>

Occupational Permits Issued	
<i>New Business Licenses</i>	<i>5</i>
<i>Pending New Business Licenses</i>	<i>3</i>
<i>Business License Renewals</i>	<i>0</i>
<i>Total</i>	<i>8</i>

Hapeville STR Program - YTD

<i>Applications</i>	<i>Approved</i>	<i>Denied</i>	<i>Pending</i>
<i>25</i>	<i>19</i>	<i>5</i>	<i>1</i>

<i>Water Accounts</i>	
<i>New Commercial Accounts</i>	<i>1</i>
<i>New Residential Accounts</i>	<i>30</i>
<i>Total New Accounts</i>	<i>31</i>

<i>Monthly Water Collection</i>	
<i>Utility Payments</i>	<i>\$206,510.98</i>
<i>Water Deposits</i>	<i>\$3,300.00</i>
<i>Total Collected- July 2023</i>	<i>\$209,810.98</i>

<i>Open Records Requests</i>	
<i>ORR-2023-265</i>	<i>Completed</i>
<i>ORR-2023-274</i>	<i>Completed</i>
<i>ORR-2023-288</i>	<i>Completed</i>
<i>ORR-2023-290</i>	<i>Completed</i>
<i>ORR-2023-291</i>	<i>Completed</i>
<i>ORR-2023-297</i>	<i>Completed</i>
<i>ORR-2023-300</i>	<i>Completed</i>
<i>ORR-2023-301</i>	<i>Completed</i>

Department Activities:

Customer Service:

This month, staff handled over 300 calls and emails regarding utilities, water accounts, and other inquiries.

Property Tax Sale (Process):

On August 1, 2023, City of Hapeville held their first tax sale since 2016. The City of Hapeville tax department was able to reduce the tax sale list from 35 delinquent customers to 17. Five properties were sold at the sale totaling \$33,437.20 with \$14,320.09 due in delinquent and \$17,252.78 going to excess funds.

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 the 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 about the upcoming tax season. The 2023 is scheduled for discussion in September 2023 and public hearings will be held afterwards.

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. The staff made courtesy phone calls and mailed final notices to the remaining businesses that expired as of March 31, 2023. During July, additional efforts were made to reach business owners to entice them to renew their licenses and pay for their renewals. As a direct result, one additional business renewed its occupational permits this month. Twenty- six (26) businesses are still outstanding currently.

New Businesses for May 2023:

- 1. The Ave Tapas*
- 2. Hannor Auto Enterprise*
- 3. Lovely Care, Inc*
- 4. Medxpress*
- 5. American Family Insurance - Gibbs Agency*

Short-Term Rentals:

The number of STRs increased to 19 during. Staff updated the STR section of the website to include all approved STRs for the month of August.

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

Upcoming Meetings:

Development Authority of the City of Hapeville Meeting - September 7, 2023 at 6:30 p.m. at City Hall

Hapeville Development Authority Meeting - September 7, 2023 at 6:30 p.m. at City Hall

Planning Commission Meeting -September 12, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board Meeting - September 13, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Mayor and Council Work Session- September 19, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Committee -September 20, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Board of Appeals - September 28, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Open Records Request:

<i>August 2023</i>
<i>111</i> Records Requests were completed
51 Public Safety records
60 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*
- *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:

- *Chief of Police*
- *Main Street and Grants Coordinator*
- *Special Events Coordinator*
- *Firefighter EMT I or A and Paramedic*
- *Police Officer*
- *Reserve Police Officer*
- *Code Enforcement Officer*
- *Part-Time Recreation Aide*

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.*
 - *Hired a new Customer Services representative, Special Events Manager and Communications Officer.*
 - *Payroll Processing*
 - *Completed ORR 2023-354 and ORR 2023-365*
 - *Implementation of new medical plan incentives*
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Hapeville Museum
Samantha Singleton, Manager
ssingleton@hapeville.org – 404-400-6554
hapevilledepot.org

Highlights:

- *Total June Visitor Count: **102***
- **School Tours:** *The museum kicked off the school season with a large group tour and there are plans for two more school tours in September.*
- **Opening Reception: 93 guests** *attended the opening reception for “Arrivals” on September 2nd from 6-9pm. The museum had a team of **8 volunteers**. For many attendees, it was their first time in Hapeville. Guests mentioned Hapeville’s charm and asked for local dinner/drink recommendations. The event guests were very diverse, and volunteers noticed that attendees would move back and forth between the gallery, the park, and businesses on both sides of Central Avenue. The museum will use this event as the blueprint for even bigger and better events in the future!*
- **Art and History Workshop:** *The Museum is hosting a free bilingual (Spanish and English) art workshop for adults on September 23rd from 1-2pm. All supplies are free, please register at: info@hapevilledepot.org*
- **Tri-Cities Merchant Mixer:** *The museum will host the upcoming September Tri-Cities Merchant Mixer on September 14th.*
- **Volunteers:** *Looking to volunteer? Email me at ssingleton@hapeville.org for more information.*