



**October 2023 Department Reports
(September'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 September, the Department conducted the following: 22 annual inspections, 5 new construction site visits, 2 plans reviews, 1 fire alarm inspection. The Fire Department conducted 9 additional hours of online medical reporting systems updates, and the transitioning of Image Trend Elite software from v3.4 to v3.5. 1 Firefighter attended the Georgia Public Safety Training Center for Public Safety Educator instructor: Firefighter Paramedic Jennifer Brown attended the Fire Inspector 1 class at GPSTC. The Fire Administration and operation personnel attended the 2023 GPSTC Public Safety Conference on Active Shooter Response, School Safety Protocols, Fire & Emergency Services Response, and Effective Communication to An Active Threats at the Georgia Public Safety Training Center in Forsyth, GA. The Fire Department completed 71 hours of training.

Transportation: Medic 2 is out of service and Medic 3 has been used 16 times for the month of September.

Fire Station #1- 3468 N. Fulton Ave		Fire Station #2- 870 South Central Ave	
<i>Dispatched and canceled in route</i>	<i>3</i>	<i>Dispatched and canceled in route</i>	<i>2</i>
<i>EMS calls</i>	<i>95</i>	<i>EMS calls</i>	<i>26</i>
<i>EMS calls/walk in</i>	<i>2</i>	<i>EMS Calls/walk in</i>	<i>1</i>
<i>Blood pressure checks</i>	<i>6</i>	<i>Blood pressure checks</i>	<i>5</i>
<i>Motor vehicle accident with injuries</i>	<i>3</i>	<i>Motor vehicle accident with injuries</i>	<i>3</i>
<i>Motor vehicle accident with no injuries</i>	<i>3</i>	<i>Motor vehicle accident with no injuries</i>	<i>2</i>
<i>Power lines down</i>	<i>1</i>	<i>Power lines down</i>	<i>0</i>

Gas Leak	2	Gas Leak	2
Smoke alarm installed	0	Smoke alarm installed	0
Smoke alarm given out	2	Smoke alarm given out	0
Fire Alarm activation, no fire-unintentional	3	Fire Alarm activation, no fire-unintentional	2
Residential fire	0	Residential fire	0
Commercial fire	0	Commercial fire	0
Dumpster fire	0	Dumpster fire	0
Grass fire	1	Grass fire	0
Mutual Aid given	1	Mutual Aid given	6
Mutual Aid received	0	Mutual Aid received	2
Public assistant	1	Public assistant	0
Total Calls at Station #1	123	Total Calls at Station #2	51

Total for both Stations 174 with an average response time of 2:32 minutes

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

Between September 1, 2023, and September 30, 2023, there were (500) calls for service. There were (5) Assaults, (2) Burglaries, (0) Robberies, (47) Larcenies, including 29 Entering Autos, 6 Stolen Vehicles, and 12 Thefts. The Department recovered (10) Stolen Vehicles and (1) Stolen Property Item. The Department made 47 arrests. The average Response time was 02 mins 41 secs.

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

The E-911 Center processed 2,517 calls for service.

The Detective Division reviewed (727) cases, assigned (34) cases for investigation, and closed (49) cases. (2) Cases were closed with arrest warrants and (2) by CID arrest. The Detective Division obtained (6) warrants, responded to (4) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (261) new calls for service. Of these calls, the unit documented (9) animal incidents, (13) parking in grass, (3) parking issues, (8) inoperable

vehicles,(129) tall grass & weeds, (9) permit issues, (11) outside storage, (71) littering or pollution problems, (4) Yard Debris, (1) Sanitation violation, and (3) property maintenance-exterior. The unit closed (190) cases and issued (9) citations.

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org- 404.669.2120

Building Permits

522 Oak Drive (14009400050110)
3396 Park Avenue (14009500090198)
3408 Park Avenue (14009500090156)
3112 Old Jonesboro Road (14009400101392)
903 Margaret Street (14012700020510)
3318 Russell Street (14009500100625)
3175 Dogwood Drive (14009900030430)
475 Lake Drive (14009400030096)
637 North Central Avenue (14009800190284)

Electrical Permits

475 Lake Drive
3334 Springhaven Avenue
3336 Springhaven Avenue
3042 Oakdale Road
717 Oak Drive
260 Birch Street
3307 Sims Street Unit A
3217 North Fulton Avenue
3112 Grove Circle
3175 Dogwood Drive
876 Virginia Avenue Suite B

Demolition Permits

3419 Hamilton Avenue
651 North Avenue

Tree Permits

3214 North Fulton Avenue
3306 Russell Street
3393 Lavista Drive
3055 Oakdale Road
528 Oak Drive
3090 Hope Street
676 Campbell Circle
3140 Jackson Street

Mechanical Permits

260 Birch Street
3356 Colville Avenue
3219 Oakdale Road
400 Porsche Avenue
755 Virginia Avenue
994 South Central Avenue
3469 Rainey Avenue
3112 Grove Circle

Plumbing Permits

3112 Grove Circle
244 Mt Zion Road
3090 Grove Circle
717 Oak Drive
3047 Oakdale 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 November 2023 issue of the Hapeville Hometown News is Friday,

October 13th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

September 14, 2023

Tri-Cities Merchant Mixer: On Friday, September 14th, the Tri-Cities of College Park, East Point, and Hapeville Economic Development Departments held a business-to-business networking event for the Tri-Cities Merchants. The event was held from 5 p.m. – 7 p.m. at the Historic Depot Museum.

September 14, 2023

Contractors Closers & Connections – Economic Development Brunch: The Economic Development Staff attended the 1st Annual CCC Economic Development Brunch & Networking event. The City of Hapeville along with 15-20 other Economic Development districts throughout Georgia were given the opportunity to highlight their municipality and speak to a group of commercial real estate representatives & developers.

Southern Circuit Tour of Independent Filmmakers: The City of Hapeville proudly presents the Southern Circuit Tour of Independent Filmmakers. Free admission and/or access to each film screening! The films will be screened at Christ Church & Carriage House located at Jess Lucas Y-Teen Park, 680 South Central Ave, Hapeville, GA 30354. Reception will take place at 6pm and the screening will take place at 7pm.

October 13, 2023

The Only Doctor is directed by Matthew Hashiguchi and produced by Anjanette Levert. The Only Doctor tells a contemporary story of rural healthcare in the United States as it centers on Dr. Karen Kinsell, who for nearly 20 years has been the only doctor in a Southwest Georgia county.

Visit The Only Doctor film [website](#) for more information.

October 27, 2023

Black Barbie is directed and produced by Lagueria Davis and 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 and representation as Black women strive to elevate their own voices and stories, refusing to be invisible.

Visit the Black Barbie film [website](#) for more information.

Please visit the [Southern Circuit Website](#) for additional information on the grant series.

Planning Commission Applications Under Review: Tuesday, October 10, 2023

<i>Applicant</i>	<i>Address</i>	<i>Commercial/ Residential</i>	<i>Application Type</i>	<i>Description</i>
<i>Lillyan McLuster</i>	<i>3247 Old Jonesboro Road</i>	<i>Residential</i>	<i>Site Plan Review</i>	<i>Construction of a 2nd story addition to an existing SF dwelling</i>

Board of Appeals Application Under Review: Thursday, October 26, 2023

<i>Applicant</i>	<i>Address</i>	<i>Commercial/ Residential</i>	<i>Application Type</i>	<i>Description</i>
<i>The Sign Store Online, Inc.</i>	<i>400 Porsche Avenue</i>	<i>Commercial</i>	<i>Sign Variance</i>	<i>Request to increase the size of a monument sign.</i>
<i>Michael Olajubutu</i>	<i>3189 Jackson Street, Lots A&B</i>	<i>Residential</i>	<i>Tree Preservation</i>	<i>Relief from the tree ordinance recompense.</i>

Upcoming Planning & Zoning Meetings:

- ***Planning Commission:*** Tuesday, October 10th at 6:00 p.m.
- ***Design Review Committee:*** Wednesday, October 18th at 6:00 p.m.
- ***Board of Appeals:*** Thursday, October 26th at 6:00 p.m.

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

Main Street Board

Hapeville Main Street Host

#FreeArtHapeville Event

Join us Saturday, October 7th from 5:00 p.m. - 8:30 p.m. for an incredible night of photography inside and out. The exhibition features 10 large format photos outdoors and multiple Solo Exhibitions in the Hapeville Depot Museum, Arts Alley Shipping Container, and the Methodist Church.

The date for the Called October meeting is Tuesday, October 3, 2023, at 6 p.m. at Hapeville City Hall, 3468 N. Fulton Avenue. Please visit www.hapeville.org for additional information.

Please visit <https://ga-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 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, USDOJ, 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, 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 and post payrolls activity
- Processed payment to Automobile Vendor for Twenty-one (21) Police Vehicles
- 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
- Completed and submitted Equitable Sharing Agreement & Certification (ESAC) with U.S. Department of Justice (USDOJ) for FY End Date of June 30, 2023.
- Officially closed FY 2022-23, opened FY 2023-24, and installed FY 2023-24 Budgets

Other On-going Accounting and Billing (mainly clerical)

- Review accounts payables for processing
- 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

September 2023 Taxes Collected	
<i>Real Property Taxes</i>	<i>\$9,196.90</i>
<i>Personal Property Taxes</i>	<i>\$240.52</i>
<i>Stormwater Fees</i>	<i>\$22,240.16</i>
<i>Public Utilities</i>	<i>\$0</i>
Total Collected - Sept. 2023	\$31,677.58

September 2023 Occupational Permits Issued	
<i>New Business Licenses</i>	<i>2</i>
<i>Pending New Business Licenses</i>	<i>4</i>
<i>Business License Renewals</i>	<i>1</i>
<i>Total</i>	<i>6</i>

Hapeville STR Program - YTD			
<i>Applications</i>	<i>Approved</i>	<i>Denied</i>	<i>Pending</i>
<i>27</i>	<i>22</i>	<i>5</i>	<i>0</i>

September 2023 Water Accounts	
<i>New Commercial Accounts</i>	<i>2</i>
<i>New Residential Accounts</i>	<i>32</i>
<i>Total New Accounts</i>	<i>34</i>

Monthly Water Collection	
<i>Utility Payments</i>	<i>\$209,769.69</i>
<i>Water Deposits</i>	<i>\$3,800.00</i>
<i>Total Collected - Sept. 2023</i>	<i>\$213,596.69</i>

Open Records Requests	
<i>ORR-2023-331</i>	<i>Completed</i>
<i>ORR-2023-340</i>	<i>Completed</i>
<i>ORR-2023-352</i>	<i>Completed</i>
<i>ORR-2023-355</i>	<i>Completed</i>

ORR-2023-356	Completed
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Department Activities:

Property Tax Sale (Process):

As a result of the staff's efforts, **\$31,677.58** was collected during the month of September. Efforts included establishing payment plans, courtesy phone calls, and mailing and emailing delinquent tax and stormwater notices.

2023 Tax Billing Preparation:

Hapeville is in the process of preparing 2023 Tax bills. The millage rate is set at 15.209 mills for the 2023 tax year.

The City held its first property tax public hearing on 09/19/2023. It will have the final public hearing **on 10/03/2023**, after which staff will begin the billing process.

Business Licenses:

Continued attempts were made to renew the outstanding business licenses that expired on March 31, 2023. The results of the staff's efforts renewed The Throne/ The Society Beauty Salon. Continuous efforts are being made to ensure all businesses operate with a current license.

New Businesses for May 2023:

- Wise Ash Airport Cigars & Spirits
- Peachland Medical Supply

Short-Term Rentals:

The number of approved STRs increased to 22 this month. Staff is preparing to send out annual STR renewal packets in November 2023. All permits will expire on December 31, 2023, and must be renewed before January 1, 2024.

Staff is continuing to identify and monitor short-term rentals within the City. This month, our team found and notified 19 non-compliant STR operators. The results of the notifications are two confirmed long-term rentals and two approved permits. The other 15 are still in the pipeline for additional follow-up.

New Short-Term Rentals for September 2023:

1. 3426 Elkins St.
 2. 209 Moreland Way
 3. 617 Chestnut St.
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Administrative Services
Sharee Steed, City Clerk
ssteed@hapeville.org - 404-766-3004

Upcoming Meetings:

Called Main Street Board Meeting - October 3, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Development Authority of the City of Hapeville Meeting - October 5, 2023 at 6:30 p.m. at City Hall

Hapeville Development Authority Meeting - October 5, 2023 at 6:30 p.m. at City Hall

Planning Commission Meeting - October 10, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Mayor and Council Work Session - October 17, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Committee - October 18, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Board of Appeals - October 26, 2023 at 6:00 p.m. at Hapeville Municipal Annex

Open Records Request:

September 2023
83 Records Requests were completed
48 Public Safety records
35 General Open records were processed

Future Training:

Carl Vision training for employees, Board members will be hosted February of 2024.

Potential training courses

- Ethics
- Development Authority
- Open Meetings

Other Duties:

- Hapeville Elections
- The website redesign starts Thursday, October 5th.
- The "Hapeville App." the project is currently in process.
- Board members reappointment letters will be mailed out on Friday, November 3rd.

- *Preparing for 2024 meetings schedule.*
- *Travel policy is completed.*
- *Working with the City Attorney to Amend Alcohol Ordinance*

Alcohol Beverage License

*Alcohol Renewals applications are set to be mailed out to licensees on **Friday October 6, 2023. The alcohol renewal season is October 15th- December 15th each year.***

New Alcohol Applicants - ARB meets on Friday, October 10th, 2023

1. *WiseAsh Airport Cigars 3 LLC - 1155 Virginia Avenue Suite J*
2. *Convo Tapas Lounge - 3259 Dogwood Drive*

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, Mainstreet and Grants Coordinator, Firefighter EMT I or A, Firefighter Paramedic, Part- time Recreation Aide, Police Officer, Reserve Police Officer, and Custodian. Applications are available online (www.hapeville.org).

The City is paperless for the application process.

Other Initiatives:

- *Internal Promotion - Special Events Manager*
 - *In process - Update Personnel Policy Manual*
 - *Assist with hiring efforts for all departments.*
 - *External New Hire - Code Enforcement Officer*
 - *Payroll Processing to include 3rd Payroll of the month.*
 - *Continual evaluation/improvement of HRIS and Payroll Operations*
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Hapeville Museum
Samantha Singleton, Manager
ssingleton@hapeville.org – 404-400-6554
hapevilledepot.org

Highlights:

- **Total June Visitor Count: 102**
- **Total September Visitor Count: 205**
- **New Visitor:** The museum is beginning to track data on visitors that are in Hapeville for the first time and their purpose is to visit the museum.
- **Opening Reception: Art and History Workshop:** The opening reception was a success. We had 93 guests in attendance and 8 volunteers throughout the entire evening. Guests were seen walking back and forth between the gallery, park and the businesses on Central Ave.
- **Art+History Workshop:** The Museum hosted a free bilingual (Spanish and English) art workshop for adults on September 23rd from 1-2pm. The workshop was full and we will continue to have these workshops on a monthly basis. Please check the museum website for updates.
- 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:** We had a successful event on September 14th. Merchants and City representatives appreciated the art in the gallery space as well as the mini tour of the redesigned Railroad History Room.
- **Gallery:** The gallery is a part of Atlanta Celebrates Photography and will be open late for the gallery crawl on Saturday, 10/7. The gallery will feature work by Yari J. Mena starting on Wednesday, 10/18 and will be open during Hapeville's Day of the Dead Event on Saturday, 10/28. Featuring artwork by Mexican American artist, Yari J. Mena.
- **Redesign:** The railroad history exhibit has been checked off the redesign list. The freight room is currently under the redesign process.
- **Volunteers:** Looking to volunteer? Email me at ssingleton@hapeville.org for more information.
- **Before and After Photos:** Please note that blank walls will be filled into thematic gallery walls with historic photos of the Depot, objects that can hang (similar to the lanterns), and informational signage.

Before:



After:





