



November 2023 Department Reports (October'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 October, the Department conducted the following annual 20 inspections, 15 new construction site visits, 4 plans reviews, 1 fire alarm inspection, and reviewing APCU sprinkler plans. The Fire Department conducted 8 additional hours of online fire reporting systems updates, and the transitioning of Image Trend Elite software from v3.4 to v3.5. Our department has 5 candidates (Bravy Jr., Hughes-Rembert, Johnson, Rose, & Singletary) who just completed their Firefighter 2 class and will be testing their skills in November. The Fire Department completed 88 hours of training.

Transportation: Medic 2 was used 6 times and Medic 3 has been used 16 times for the month of October.

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>28</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>8</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>2</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>
<i>Gas Leak</i>	<i>0</i>	<i>Gas Leak</i>	<i>0</i>
<i>Smoke alarm installed</i>	<i>0</i>	<i>Smoke alarm installed</i>	<i>0</i>

Smoke alarm given out	2	Smoke alarm given out	0
Fire Alarm activation, no fire-unintentional	4	Fire Alarm activation, no fire-unintentional	4
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	124	Total Calls at Station #2	52

Total for both Stations 176 with an average response time of 2:32 minutes

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

Between October 1, 2023, and October 31, 2023, there were (574) calls for service. There were (2) Assaults, (1) Burglary, (1) Robbery, (34) Larcenies, including 14 Entering Autos, 6 Stolen Vehicles, and 14 Thefts. The Department recovered (13) Stolen Vehicles and (2) Stolen Property Items. The Department made 63 arrests. The average response time was 02 mins 43 secs.

The Department issued 672 citations, including parking, traffic, and general copies.

The E-911 Center processed 2,913 calls for service.

The Detective Division reviewed (816) cases, assigned (32) cases for investigation, and closed (26) cases. (2) Cases were closed with arrest warrants and (3) by CID arrest. The Detective Division obtained (11) warrants, responded to (4) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement October 2023: Code Enforcement handled (272) new calls for service. Of these calls, the unit documented (11) animal incidents, (19) parking in grass, (10) parking issues, (6) inoperable vehicles, (105) tall grass & weeds, (14) permit issues, (14) outside storage, (82) littering or pollution problems, (1) tree removal without permit, (1) premise number violation, (1) noise violation, and (8) property maintenance- exterior. The unit closed (207) cases and issued (7) citations.

Community Services
Lee Sudduth, Director
lsudduth@hapeville.org- 404.669.2120

Building Permits 637 North Central Avenue (14009800190284) 747 Virginia Avenue, Suite 200 (P2016000521) 3469 Harding Avenue (14009800020069) 3051 Oakdale Road (14009900021140) 3637 Elm Street (14009600020046) 3406 North Fulton Circle (14009500090081) 3102 Dogwood Drive (14009400100840) Electrical Permits 3336 Springhaven Avenue 747 Virginia Avenue, Suite 200 751 North Central Avenue 3637 Elm Street	Tree Permits 3140 Jackson Street 3175 Dogwood Drive 518 North Avenue 3108 Old Jonesboro Road 3288 Stillwood Drive Mechanical Permits 621 Spring Street 917-923 Willingham Drive 3406 North Fulton Circle Plumbing Permits 3175 Dogwood Drive 475 Lake Drive 747 Virginia Avenue, Suite 200 3299 Sims Street 717 Oak Drive 400 Porsche Avenue
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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 December 2023 issue of the Hapeville Hometown News is Wednesday, November 15th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

Southern Circuit Tour of Independent Filmmakers. Thank you to all who attended the October and November film screenings of *Black Barbie & One Pint at a Time!* Special thanks to our restaurant partners, musicians, and attendees who supported the series. We are looking forward to the 2024 Series in February! For more information, please visit: <https://hapeville.org/599/Southern-Circuit-Film-Series>

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: Monday, November 13, 2023

Applicant	Address	Commercial/ Residential	Application Type	Description
City of Hapeville			Text Amendment Accessory Uses	
City of Hapeville			Text Amendment Nonconforming Uses	
City of Hapeville			Text Amendment Subdivision	

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, November 14th at 6:00 p.m.
- **Design Review Committee:** Wednesday, November 15th at 6:00 p.m. **(Canceled)**
- **Board of Appeals:** Thursday, November 16th at 6:00 p.m. **(Canceled)**

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

Main Street Board

SAVE THE DATE! Hapeville Main Street Board Hosts #FreeArtHapeville Saturday, December 9th

The Hapeville Main Street Board is hosting a #FreeArtHapeville event on Saturday, December 9th from 4:30 p.m. - 7:30 p.m. in the downtown Arts Alley.

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

- Closed September 2023

Budget Administration

- Review of 2023-2024 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

October 2023 Taxes Collected	
<i>Real Property Taxes</i>	<i>\$960,249.92</i>
<i>Personal Property Taxes</i>	<i>\$28,314.89</i>
<i>Stormwater Fees</i>	<i>\$2,689.58</i>
<i>Public Utilities</i>	<i>\$0</i>
Total Collected - Oct. 2023	\$991,254.39

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

Hapeville STR Program - YTD				
<i>Applications</i>	<i>Approved</i>	<i>Denied</i>	<i>Pending</i>	<i>Renewals</i>
<i>27</i>	<i>22</i>	<i>5</i>	<i>0</i>	<i>1</i>

October 2023 Water Accounts	
<i>New Commercial Accounts</i>	<i>6</i>
<i>New Residential Accounts</i>	<i>24</i>
<i>Total New Accounts</i>	<i>30</i>

Monthly Water Collection	
<i>Utility Payments</i>	<i>\$265,378.40</i>
<i>Water Deposits</i>	<i>\$4,200.00</i>
<i>Total Collected - Sept. 2023</i>	<i>\$269,578.40</i>

Open Records Requests	
<i>ORR-2023-359</i>	<i>Completed</i>
<i>ORR-2023-361</i>	<i>Completed</i>
<i>ORR-2023-380</i>	<i>Completed</i>
<i>ORR-2023-385</i>	<i>Completed</i>
<i>ORR-2023-392</i>	<i>Completed</i>
<i>ORR-2023-393</i>	<i>Completed</i>

Department Activities:

2023 Tax Billing:

On October 16, 2023, The City of Hapeville mailed 2,706 tax bills to citizens and business owners. Property taxes are due Wednesday, November 29, 2023. A penalty will automatically be charged for all unpaid tax obligations on **Thursday, November 30, 2023**. Monthly

interest on delinquent accounts will begin accumulating on **Thursday, December 14, 2023**. Failure to receive a tax bill does not exempt penalties or interest.

Stormwater Fees:

Staff is focusing on delinquent stormwater fees. Stormwater fees are not included in property tax billings, nor are the fees a part of the monthly utility bill. Stormwater fees are annual fees collected to support the Stormwater Management Program. All stormwater fees are the responsibility of the homeowner. Should you receive a stormwater bill and have questions, please don't hesitate to contact the Hapeville tax department.

New Businesses for October 2023:

- Salata
- Junior's Pizza
- Spotlight Salon & Spa Suites
- Atl Music Lessons, LLC

Short-Term Rentals:

Staff is continuing to identify and monitor short-term rentals within the City. This month, staff collaborated with Code Enforcement to locate non-compliant owners and notify them of the City's requirements.

Short-Term Rental Renewal

1. 3175 N. Fulton

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

Upcoming Meetings:

Design Review Committee - November 15, 2023 at 6:00 p.m. at Hapeville Municipal Annex
Board of Appeals - November 16, 2023 at 6:00 p.m. at Hapeville Municipal Annex

City Closed

November 23rd, 2023 - Thanksgiving Day
November 24th, 2023 - Day after Thanksgiving

Open Records Request:

October 2023
98 Records Requests were completed
58 Public Safety records

40 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:

- The website redesign starts Thursday, October 5th.
- The “Hapeville App.” project is currently in process.
- Preparing for 2024 meetings schedule.
- Travel policy is completed.
- Working with the City Attorney to Amend Alcohol Ordinance
- Preparing for the Employee Luncheon

Alcohol Beverage License

Alcohol Renewal applications were mailed out and have received 13. **The alcohol renewal season is October 15th- December 15th each year.**

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: Firefighter EMT I or A, Firefighter Paramedic, Part-time Recreation Aide, Maintenance Worker, Police Officer, and Reserve Police Officer. Applications are available online (www.hapeville.org).

The City is paperless for the application process.

Other Initiatives:

- In Process - Update Personnel Policy Manual
- Created new accrual profile for Certified Police and Communications Officers

- *GMA Salary Sheet Update Project*
- *Reorganization and update of internal filing system*
- *Assist with hiring efforts for all departments.*
- *Payroll Processing*
- *Open Records Requests - ORR-2023-388, ORR-2023-354, and ORR-2023-365*
- *New hire orientation for one employee*

Hapeville Museum

Samantha Singleton, Manager

ssingleton@hapeville.org – 404-400-6554

hapevilledepot.org

Highlights:

- **Total June Visitor Count:** 27
- **Total July Visitor Count:** 142
- **Total August Visitor Count:** 102
- **Total September Visitor Count:** 205
- **Total October Visitor Count:** 300
- **“Golden Visitor”***A visitor who is visiting Hapeville for the first time AND their primary reason to visiting is for the Hapeville Depot Museum: 15 self-reported and most likely 150 from events
- **Univision Atlanta:** The Hapeville Depot Museum was featured on TV on Saturday 10/28! The current exhibition was highlighted, and the segment ran 4 times during daytime programming.
- **Opening Reception x Dia de Muertos:** The opening reception was a success. We had 150 guests in attendance who enjoyed the art, music, and refreshments. The museum’s intern and volunteers were present to distribute museum information.
- **Art+History Workshop:** The museum hosted a free embroidery workshop for adults on October 4th from 1-2pm. The workshop was full and had a full waitlist.
- **Closing Reception for Nostalgic Varnishes:** The museum hosted a final event for the recent gallery show where guests enjoyed the art, music, and refreshments. The volunteers did a fantastic job, and a great time was had by all.
- **Redesign:** The freight room is currently under the redesign process.
- **Volunteers:** Looking to volunteer? Email ssingleton@hapeville.org for more information.

Upcoming Events:

- **Free Calligraphy Workshop (Sold Out):** 12/2 from 2-3:30pm. To be added to the waitlist, please email: info@hapevilledepot.org
- **New Show Featuring Local Artist Oscar Maynard:** on view from 11/15 to 12/30 during regular museum hours, Wednesday-Saturday 11am-5pm.
- **History Lecture featuring Author Sara Butler on her newest book on Asa Candler Jr.:** on 12/16. More details soon to come on the Events page of www.hapevilledepot.org.