



December 2023 Department Reports (November'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 November, the Department conducted 8 Alcohol License inspections, 10 new construction site visits, 8 plans reviews, 12 Consultations, 4 Business License, and 2 Food Truck Inspections. Fire reporting systems updates were completed, and the transitioning of Image Trend Elite software from v3.4 to v3.5 and are now working out the kinks. We had 5 candidates tested and passed the practical skills and are now waiting for the writing portion of their Firefighter 2 class. The Fire Department has one candidate at the GPSTC in the Plans and Review class. 750 hours of training were completed for the month of November.

Transportation: Medic 2 was used 86 times and Medic 3 has been used 26 times for the month of November.

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>1</i>
<i>EMS calls</i>	<i>86</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>8</i>	<i>Blood pressure checks</i>	<i>5</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>3</i>	<i>Motor vehicle accident with no injuries</i>	<i>0</i>
<i>Power lines down</i>	<i>1</i>	<i>Power lines down</i>	<i>1</i>
<i>Gas Leak</i>	<i>1</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	1	Smoke alarm given out	0
Fire Alarm activation, no fire-unintentional	4	Fire Alarm activation, no fire-unintentional	4
Residential fire	1	Residential fire	1
Commercial fire	0	Commercial fire	0
Dumpster fire	1	Dumpster fire	0
Grass fire	1	Grass fire	0
Mutual Aid given	1	Mutual Aid given	4
Mutual Aid received	1	Mutual Aid received	1
Public assistant	5	Public assistant	2
Total Calls at Station #1	123	Total Calls at Station #2	47

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

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

Between November 1, 2023, and November 30, 2023, there were (668) calls for service. There were (2) Assaults, (2) Burglaries, (1) Robbery, (30) Larcenies, including 16 Entering Autos, 3 Stolen Vehicles, and 11 Thefts. The Department recovered (7) Stolen Vehicles and (0) Stolen Property Items. The Department made 44 arrests. The average Response time was 02 mins 56 secs.

The Department issued 615 citations, including parking, traffic, and general copies.

The E-911 Center processed 2,696 calls for service.

Code Enforcement November 2023: Code Enforcement handled (182) new calls for service. Of these calls, the unit documented (9) animal incidents, (21) parking in grass, (18) parking issues, (11) inoperable vehicles, (6) tall grass & weeds, (10) permit issues, (16) outside storage, (83) littering or pollution problems, (1) premise number violation, and (5) property maintenance- exterior. The unit closed (147) cases and issued (4) citations.

The Detective Division reviewed (667) cases, assigned (26) cases for investigation, and closed (22) cases. (1) Case(s) were closed with arrest warrants and (3) by CID arrest. The Detective Division obtained (13) warrants, responded to (3) crime scenes for investigation and executed (2) search warrant(s).

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

Building Permits 3352 Myrtle Street (14009800150080) 819 North Avenue (14009900041072) 280 Mt Zion Road (140067LL1133) 3400 North Fulton Circle (14009500090180) 558 Woodrow Avenue (14009400020386) Electrical Permits 801 North Central Avenue 3299 Sims Street 3419 Hamilton Avenue 651 North Avenue 3339 Northside Drive 3469 Harding Avenue	Tree Permits 3435 Old Jonesboro Road 482 Barnett Drive 214 Colorado Avenue 2128 Argo Drive Mechanical Permits 3419 Hamilton Avenue 651 North Avenue 3299 Sims Street 3469 Harding Avenue Plumbing Permits 400 Porsche Avenue 637 North Central Avenue 3469 Harding Avenue 548 North 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 January 2024 issue of the Hapeville Hometown News is Friday, December 15th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

2023 Film Series Thanks!

Thank you to all who attended the 2023 Southern Circuit Film Series! Special thanks to our restaurant partners, musicians, and residents who supported the series. We are looking forward to the 2024 Series in February! Be sure to visit www.hapeville.org for up-to-date information.

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, December 12th (Canceled)
- **Design Review Committee:** Wednesday, December 20th at 6 p.m.

- **Board of Appeals:** Thursday, December 21st at 6 p.m. (Canceled)

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

Main Street Board

Hapeville Main Street Board

#FreeArtHapeville Event! Saturday, Dec. 9th, 4:30 p.m. What is #FreeArtHapeville? The Hapeville Main Street program gives grants to several local artists to create art to give out FREE during this unique event. Wander our winter wonderland while you create and collect art! You may also support local artists by purchasing items that are for sale. The event will be held in the Arts Alley located behind the 500 block of N. Central Avenue in downtown Hapeville. Follow us on Instagram @hapevilleart.



Upcoming Main Street Board Meeting

Wednesday, December 13th at 6 p.m. (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*
- *Closed October 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 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*
- *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- Monthly Process*
- *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>\$4,158,389.71</i>
<i>Personal Property Taxes</i>	<i>\$589,047.64</i>
<i>Stormwater Fees</i>	<i>\$8,646.94</i>
<i>Public Utilities</i>	<i>\$0</i>
<i>Total Collected - Nov. 2023</i>	<i>\$4,756,084.29</i>

October 2023 Occupational Permits Issued	
<i>New Business Licenses</i>	<i>3</i>
<i>Business License Renewals</i>	<i>2</i>
<i>Total</i>	<i>5</i>

Hapeville STR Program - YTD				
<i>Applications</i>	<i>Approved</i>	<i>Denied</i>	<i>Pending</i>	<i>Renewals</i>

29	22	6	1	8
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November 2023 Water Accounts	
<i>New Commercial Accounts</i>	8
<i>New Residential Accounts</i>	24
<i>Total New Accounts</i>	32

Monthly Water Collection	
<i>Utility Payments</i>	\$363,930.32
<i>Water Deposits</i>	\$4,800.00
<i>Total Collected - Sept. 2023</i>	\$368,730.32

Open Records Requests	
<i>ORR-2023-402</i>	<i>Completed</i>
<i>ORR-2023-403</i>	<i>Completed</i>
<i>ORR-2023-412</i>	<i>Completed</i>
<i>ORR-2023-425</i>	<i>Completed</i>
<i>ORR-2023-432</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 were due Wednesday, November 29, 2023. Staff collected 83% of billed taxes by the November 30, 2023, due date. Staff will actively work to collect the outstanding 17%. Staff will reach out to homeowners via phone calls, letters to help avoid FIFA liens.

Short-Term Rentals:

Staff worked closely with Code enforcement to identify seven (7) non-compliant properties. Of those identified, 1 owner started the application process.

The others either have removed their listing or moved to long-term rentals.

Administrative Services

Sharee Steed, City Clerk

ssteed@hapeville.org - 404-766-3004

Upcoming Meetings:

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

Development Authority of the City of Hapeville (Statutory Authority) - December 7, 2023 6:30 p.m. at City Hall

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

Main Street - December 13, 2023 at 6:00 p.m. at City Hall

Board of Appeals - December 21, 2023 at 6:00 p.m. at Hapeville Municipal Annex

City Closed

December 22, 2023 - Christmas Eve

December 25, 2023 - Christmas Day

Open Records Request:

November 2023
88 Records Requests were completed
53 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:

- The website redesign starts Thursday, October 5th.

- The “Hapeville App.” project is currently in process.
- Travel policy is completed.
- Working with the City Attorney to Amend Alcohol Ordinance
- Preparing for the Employee Luncheon
- Preparing to host the South Fulton Municipal Association - Possible location: The Embassy Suites

Alcohol Beverage License

Alcohol Renewal applications were mailed out and have received 25 out of 41 as of today. **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, Police Officer, Communications Officer, and Reserve Police Officer. Applications are available online (www.hapeville.org).

The City is paperless for the application process.

Other Initiatives:

- In process – Hiring of Chief of Police
- In process - Update Personnel Policy Manual
- Assist with hiring efforts for all departments.
- Hired a new Main Street / Grants Coordinator, Maintenance Worker and Communications Officer
- Payroll Processing – processed one-time payment.
- Attended the Georgia Local Government Personnel Association fall conference.

Hapeville Museum

Samantha Singleton, Manager
ssingleton@hapeville.org – 404-400-6554
hapevilledepot.org

Highlights:

- **Total Visitor Count Since June:** 881
- **November Visitor Count:** 105
- **Georgia Humanities Grant:**

The Hapeville Depot Museum was selected from an unprecedented 59 cultural organizations as a grant recipient by Georgia Humanities. The grant will go towards original research, an all-new exhibition, and a history lecture on the Atlanta Assembly Plant.

- **Art+History Workshop:**

The museum hosted a free calligraphy workshop for adults on December 2nd from 2-3:30pm. The workshop was full with a waitlist.

- **Volunteers/Monthly Email List:** Email ssingleton@hapeville.org for more information or to be added to the museum's monthly email.

December Events:

- **Opening Art Reception Featuring Local Artist Oscar Maynard:** Friday 12/8 from 5-8pm with free refreshments and music. Oscar's prints will be for sale.
- **History Lecture featuring Author Sara Butler on her newest book on Asa Candler Jr. and the Atlanta Speedway:** on 12/16 from 5-7pm. Seats are limited. Email info@hapevilledepot.org to RSVP.

January Events:

- **January 5th from 7-10pm:**

Opening Art Reception for, "Every thing I Am" with artist Camisha Butler. DJ Lady Marauder will be spinning vintage vinyl records. The museum will provide refreshments. Free.

- **Workshop:** Will be announced after the Calligraphy workshop on 12/2.

Want to know about the workshop before the public announcement? Get on the VIP list at: info@hapevilledepot.org

- **Artist Talk:** Saturday, January 20th 2-3pm

Camisha Butler will discuss her artistic process and how her family history informs her work. Seats are limited. Email info@hapevilledepot.org to confirm your seat.