



January 2024 Department Reports (December'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 December, our department conducted 20 Alcohol License inspections, 8 new construction site visits, 4 plans reviews, 7 Consultations, 2 Business License. The Fire Department has completed all fire & EMS training for the 2023 year. The Fire Department collected \$2,396.50 for the Toy's for Kids project sponsored by the Hapeville Exchanges Club.

Basic Incident Type (FD1.21)	Count of Incidents
Basic Primary Station Name: Hapeville FD Station #1	
Alarm system activation, no fire - unintentional	5
Arcing, shorted electrical equipment	1
Assist invalid	4
Assist police or other governmental agency	1
Brush or brush-and-grass mixture fire	1
Cooking fire, confined to container	1
Dispatched and canceled en route	5
Dumpster or other outside trash receptacle fire	1
EMS call, excluding vehicle accident with injury	90
False alarm or false call, other	2
Grass fire	1
Heat from short circuit (wiring), defective/worn	1

Motor vehicle accident with injuries	6
Motor vehicle accident with no injuries.	1
Overpressure rupture, explosion, overheat, other	1
Police matter	2
Public service	1
Smoke detector activation, no fire - unintentional	1
Smoke or odor removal	1
Trash or rubbish fire, contained	2
	Total: 128
Basic Primary Station Name: Hapeville FD Station #2	
Alarm system activation, no fire- unintentional	2
Alarm System sounded due to malfunction	1
Commercial Compactor Fire, Confined to rubbish	1
Detector activation, no fire - unintentional	2
EMS call, excluding vehicle accident with injury	17
HazMat release investigation w/no HazMat	1
Motor vehicle accident with no injuries.	2
Smoke detector activation, no fire - unintentional	1
Smoke scare, odor of smoke	1
	Total: 28
Medic 1 used 90 times Medic 2 used 26 times Average response time of 2.32 minutes	Total both Station: 156

POLICE DEPARTMENT:

Bruce Hedley, Police Chief

rglavosek@hapeville.org (404)669-2150

Between December 1, 2023, and December 31, 2023, there were (506) calls for service. There were (3) Assaults, (2) Burglaries, (1) Robbery, (37) Larcenies, including 21 Entering Autos, 3 Stolen Vehicles, and 13 Thefts. The Department recovered (3) Stolen Vehicles. The Department made 55 arrests. The average Response time was 02 mins 56 secs.

The Department issued 604 citations, including parking, traffic, and general copies.

The E-911 Center processed 2,548 calls for service.

The Detective Division reviewed (664) cases, assigned (29) cases for investigation, and closed (27) cases. (4) Case(s) were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (17) warrants, responded to (5) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement December 2023: Code Enforcement handled (177) new calls for service. Of these calls, the unit documented (12) animal incidents, (18) parking in grass, (8) parking issues, (20) inoperable vehicles, (1) tall grass & weeds, (29) permit issues/business license, (16) outside storage, (59) littering or pollution problems, (1) premise number violation, and (9) property maintenance- exterior. (3) Yard debris, (1) Signage violation, the unit closed (162) cases and issued (5) citations.

COMMUNITY SERVICES:

Lee Sudduth, Director

lsudduth@hapeville.org (404)669-2120

Building Permits

3044 Dogwood Drive (14009400102143)
230 Arnold Street (14006500040025)
261 Moreland Way (14009400090330)
3642-3648 South Fulton Avenue
(14009800210504/14009800210496)
225 Maple Street (14009400090652)

Electrical Permits

801 North Central Avenue
612 College Street
280 Mt Zion Road
3406 North Fulton Circle
3280 North Whitney Avenue

Tree Permits

619 North Gordon Circle
3435 Old Jonesboro Road
701 Campbell Circle

Mechanical Permits

760 Doug Davis Drive
348 Colorado Avenue

Plumbing Permits

280 Mt Zion Road
3689 Union Avenue

Demolition Permits

831 Custer 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 February 2024 issue of the Hapeville Hometown News is Monday, January 15th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

Save the Dates - 2024 Southern Circuit Tour of Independent Filmmakers

- **February 9th Film Series Event:** The February 9th film screening 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 film beginning at 7p.m. The February film, Butterfly in the Sky (runtime: 87 min) is directed and produced by Bradford Thomason & Brett Whitcomb. To view the trailer, visit <https://letterboxd.com/film/butterfly-in-the-sky/> or for more info., visit <http://www.hapeville.org/599/Southern-Circuit-Film-Series>.
- **March 8th Film Series Event: Bridge Builders Series**
- **April 12th Film Series Event: We Will Speak**

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, January 16th at 6 p.m.
- **Design Review Committee:** Wednesday, January 17th at 6 p.m.
- **Board of Appeals:** Thursday, January 25th at 6 p.m.

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

Main Street Board

Save the Date! Hapeville Lantern Parade: Saturday, March 23rd, 5 p.m. – 10 p.m. Jess Lucas Y-Teen Park, 680 S. Central Avenue in downtown Hapeville. Parade begins at 8:00 p.m. Visit <https://hapeville.org/671/Main-Street-Events> for more information.

Upcoming Main Street Board Meeting

Wednesday, January 10th at 6 p.m. (Municipal Annex, 700 Doug Davis Drive)

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 November 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
- FY 2022-23 Audit is Complete - Clean Audit Opinion Rendered
- Prepare for FY 2023-24 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, USDOC, etc.
- Submitted 2023 Audit Report to Georgia Department of Audits and Accounts
- Completed and Submitted 2022 Certification of E-911 Expenditures to Georgia Department of Audits and Accounts. Report for 2023 Pending – Mayor signature needed.
- Completed and Submitted 2023 Hotel-Motel Tax Report Certification to Department of Community Affairs (DCA) - Report Due Six (6) Months After Fiscal Year End.
- Completed and Submitted 2023 Report of Local Government Finances to Department of Community Affairs (DCA) - Report Due Six (6) Months After Fiscal Year End
- Completed and Submitted 2023 Annual Survey of Local Government Finances for Hapeville Development Authority (U.S. Department of Commerce – Census Bureau) - 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 2023 Audit Report to PNC, TRUIST and Regions Banks for Bond Compliance
- Analyze financing needs and request proposals for best terms as needed.
- Reconcile/Allocate Worker's Comp, pension, and other insurance costs.
- Review and post payroll 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
- Installed 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
- GFOA Certificate of Achievement application has been submitted for Fiscal Year Ending June 30, 2023
- 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 FY2023-24 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, Council, 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

December 2023 Taxes Collected	
Real Property Taxes	\$249,204.27
Personal Property Taxes	\$144,212.74
Stormwater Fees	\$11,248.78
Public Utilities	\$0
Total Collected - Nov. 2023	\$404,665.79

December 2023 Occupational Permits Issued	
New Business License	1
Pending New Business Licenses	0
Business License Renewals	1
Total	2

Hapeville STR Program - YTD			
Applications	Approved	Denied	Pending
2	1	1	0

Hapeville STR Annual Renewal			
Renewals Mailed	Approved	Pending	Did not Renew
23	17	3	3

December 2023 Water Accounts	
New Commercial Accounts	8
New Residential Accounts	15
Total New Accounts	23

Monthly Water Collection	
Utility Payments	\$270,683.41
Water Deposits	\$3,900.00
Total Collected - Sept. 2023	\$274,583.41

Open Records Requests	
ORR-2023-457	Completed
ORR-2023-462	Completed
ORR-2023-465	Completed
ORR-2023-467	Completed

Department Activities:

2024 Homestead Filing Time:

The time has come for the City of Hapeville residents who qualify for Age, Veterans, and Disability exemptions to file their applications.

Homestead Applications will be taken from January 2 to June 30, 2024. Once granted, exemptions are automatically renewed each year. The renewal continues if the homeowner continually occupies the property under the same ownership. If the deed changes, the exemption will be removed, and the property owner must re-file.

2023 Delinquent Taxes:

2023 property taxes were due November 29, 2023. As of January 2024, all unpaid registered property owners will receive a courtesy letter stating that Hapeville intends to file liens in Fulton County Superior Court. Liens will be filed 30 days after the date on the mailed notice. To avoid the execution being issued and any additional charges being added, please get in touch with Hapeville's Property Tax Clerk, Ms. April Pressley, at apressley@Hapeville.org for remittance and payoff information.

Stormwater Fees:

Stormwater fees will be billed in February 2024. The registered property owner will receive the bill and is considered the responsible party. Stormwater fees generate funds to support the Hapeville stormwater management program.

New businesses for December 2023:

1. Stockton Group dba Skinny's

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 and letters to help avoid FIFA liens.

Short-Term Rentals:

All previously approved Short Term Rental Permits, STRs, have expired as of December 31, 2023. The following STRs have a renewed calendar year, 2024.

Short-Term Rental Renewals:

1. 819 North Ave.
2. 388 North Ave.
3. 3175 N. Fulton Ave.
4. 3358 Colville Ave.
5. 221 Victoria Lane
6. 2108 Woodland Dr.
7. 3116 Jackson St.
8. 3195 Oakdale Road
9. 3247 N. Fulton Ave.
10. 493 North Ave.
11. 617 Chestnut St.
12. 209 Moreland Way
13. 579 King Arnold St.
14. 740 North Ave.
15. 3391 Old Jonesboro Road
16. 3426 Elkins St.
17. 3532 S. Fulton

CITY CLERK'S OFFICE:

Sharee Steed, City Clerk

ssteed@hapeville.org (404)766-3004**UPCOMING MEETINGS**

Meeting Type	Date	Time	Location
Ethics Committee Meeting	Jan 9, 2024	12 p.m.	City Hall
Mayor and Council Regular	Jan 9, 2024	6 p.m.	Hapeville Municipal Annex
Hapeville Development Authority and Development Authority of the City of Hapeville (Statutory Authority) Joint Meeting	Jan 11, 2024	6:30 p.m.	Hapeville Municipal Annex

OPEN RECORDS REQUEST**Month:** December 2023

Record Request Type	# of Processed
Public Safety Request	613
General Open Record Request	479

Potential training courses: Carl Vision training for employees and Board members will be hosted in February of 2024.

Ethics	Date: TBD
Development Authority	Date: TBD
Open Meetings	Date: TBD

MAJOR PROJECT(S)

Project(s)	Deadline
Insurance Renewal Coverage 2024	March 2024
The website redesign	Set to launch on late Spring
The "Hapeville App." project is currently in process.	Set to launch on late Spring
Travel policy is completed.	Currently in effect
Working with the City Attorney to Amend Alcohol Ordinance	TBD
Preparing to host the South Fulton Municipal Association - Location: The Embassy Suites	January 25 th , 2024
Drafting Council agenda for GA Cities Summit	January 26 th -29 th
Drafting Records Management Policy	TBD
Centralizing Alcohol New/Renewal process	July 2024

ALCOHOL BEVERAGE LICENSE CALENDAR 2023 RECAP

New Alcohol Licenses	7
Pending Licenses	0
License Renewals	42

ALCOHOL TAX COLLECTION

Distribution Tax and 3% mix drinks and straight liquor tax 2023 Yearly Total:	\$190,415.73
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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, hapevilledepot.org (404)400-6554

Highlights:

- **June to Date Museum Visitor Count:** 1,036
- **Web Traffic:** 2000 Unique Visitors
- **Opening Reception for local artist Oscar E. Maynard:** There were quite a few “museum regulars” who were originally first-time visitors of Hapeville. A museum community of Hapeville supporters is taking shape!
- **Art+History Workshop:** The event was a success and participants have asked for more workshops. As our volunteers increase, the museum will add an additional workshop per month.
- **History Lecture and Book Signing featuring Author Sara Butler on her newest book on Asa Candler Jr:** There was a full house at the museum for the lecture. Sara is not only knowledgeable but incredibly witty as well. She will return in the Spring to present another history lecture.
- **Opening Reception for Every Thing I Am: The museum hosted a celebration of Camisha Butler’s new show at the museum. DJ Lady Marauder spun vintage vinyl and guests wrote about family memories on paper tags that they then pinned to a large fabric installation.**

Upcoming Events:

Email info@hapevilledepot.org to reserve your seat.

- **Free Batik Fabric Dyeing Workshop (Sold Out):** 1/13 from 1-2:30 p.m. Waitlist only.
- **Artist Talk with Camisha Butler:** 1/20 2-3 p.m.
- **New Exhibition and History Lecture on the Atlanta Assembly Plant:** 3/16 5-8 p.m.
- **History Lecture on Westview Cemetery with Jeff Clemmons:** 4/20 5-7 p.m.

Volunteers:

- Looking to volunteer? Email ssingleton@hapeville.org for more information.