



February 2024 Department Reports (January'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 January, the Department conducted 15 Alcohol License inspections, 7 new construction site visits, 3 plans reviews, 5 Consultations, 2 Business License. Our department started Fire and EMS training for the 2024 year. The Department has 4 personnel attending the (GPSTC) for Crash Victim Extrication, 2 personnel attending Leadership in Supervision 1: Creating Environments for Professional Growth, and 2 personnel attending Incident Safety Officer: ISO. The Fire Department completed over 1,500 total hours of training for the month of January.

Basic Incident Type (FD1.21)	Count of Incidents
Basic Primary Station Name: Hapeville FD Station #1	
Alarm system activation, no fire - unintentional	6
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	94
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, overheating, 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: 133
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	20
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: 31
Medic 1 used 94 times Medic 2 used 20 times Average response time of 2.31 minutes	Total both Station: 164

POLICE DEPARTMENT:

Bruce Hedley, Police Chief

rglavosek@hapeville.org (404)669-2150

Between January 1, 2024, and January 31, 2024, there were (478) calls for service. There were (0) Assaults, (0) Burglaries, (1) Robbery, (42) Larcenies, including 27 Entering Autos, 6 Stolen Vehicle, and 9 Thefts. The Department recovered (13) Stolen Vehicles and (2) Stolen Property Items. The Department made 49 arrests. The average response time was 04 mins 01 sec.

The Department issued 502 citations, including parking, traffic, and general copies.

The E-911 Center processed 2,643 calls for service.

The Detective Division reviewed (672) cases, assigned (35) cases for investigation, and closed (26) cases. (1) Case(s) were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (3) warrants, responded to (7) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement handled (207) new calls for service. Of these calls, the unit documented (19) animal incidents, (17) parking in grass, (22) parking issues, (26) inoperable vehicles, (2) tall grass and weeds, (1) agency assist, (15) permit issues/business license, (28) outside storage, (60) littering or pollution problems, (2) fence violations, and (11) property maintenance- exterior. Also (3) yard debris, (1) signage violation. The unit closed (169) cases and issued (2) citations.

COMMUNITY SERVICES:

Lee Sudduth, Director

lsudduth@hapeville.org (404)669-2120

Building Permits

373 Lake Drive (14009400070225)
3152 Forrest Hills Drive (14009400091478)
3189A Jackson Street (14009400020865)
3189B Jackson Street (14009400020881)
122-128 Asland Lane
121-127 Silvia Lane
3643-3655 Georgia Avenue
101-119 Chestnut Trace
(14009800210504/14009800210496)

Plumbing Permits

3344 LaVista Drive
3642-3648 South Fulton Avenue

Mechanical Permits

347 Northwoods Place
535 Lake Drive

Tree Permits

613 Spring Street
3436 Harding Avenue
621 Cofield Drive
3689 Union Avenue
621 Spring Street
3405 Hamilton Avenue

Electrical Permits

637 North Central Avenue
3420 Norman Berry Drive
558 Woodrow Avenue
760 Doug Davis Drive
613 Spring Street
316 Mt Zion 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 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](http://www.hapeville.org/599/Southern-Circuit-Film-Series).

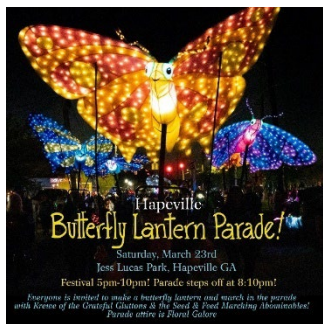
- **March 8th Film Series Event: Bridge Builders Series**
- **April 12th Film Series Event: We Will Speak**

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, February 14th 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 December 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 2023 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

January 2024 Taxes Collected	
Real Property Taxes	\$127,759.01
Personal Property Taxes	\$3,990.34
Stormwater Fees	\$4,991.30
Public Utilities	\$0
Total Collected - Dec. 2023	\$136,740.56

January 2024 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
3	2	1	0

Hapeville STR Annual Renewal			
Renewals Mailed	Approved	Pending	Did not Renew
23	18	2	3

Hapeville STR Compliance			
STR Owners Notified	Removed Listing	Moved to Long-Term	No response or movement
19	6	1	12

January 2024 Water Accounts	
New Commercial Accounts	6
New Residential Accounts	18
Total New Accounts	24

Monthly Water Collection	
Utility Payments	\$304,418.31
Water Deposits	\$3,600.00
Total Collected - Dec. 2023	\$308,018.31

Open Records Requests	
ORR-2024-15	Completed
ORR-2024-43	Completed

DEPARTMENT ACTIVITIES

2024 Homestead Filing Time:

The time has come for the City of Hapeville residents who qualify for Age, Veterans, and 100% Disability exemptions to file their applications. Homestead Applications will be taken from January 2, 2024, until 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 received 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 added charges being added, please contact Hapeville's Property Tax Clerk, Ms. April Pressley, at apressley@Hapeville.org for remittance and payoff information. Liens will be filed in February 2024 with Fulton County Superior Court.

Stormwater Fees:

Stormwater fees will be billed in February 2024. The registered property owner will receive the bill and is considered the party responsible. The Stormwater invoices will be due on April 6, 2024.

New businesses for January 2024:

1. Ebenezer Renovation

Short-Term Rentals:

Short-term Rentals are any residential dwelling unit or portion of such dwelling unit used for overnight sleeping accommodation for a period of less than (30) consecutive days. Staff make consistent efforts to identify non-compliant STR operators and vet them for permits. Staff work with owners to either remove the listing or convert the listings into a long-term rental. 35% of STR owners contacted convert to long term rentals or remove their listings completely.

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 Ave.
18. 3289 N. Fulton Ave.

19. 405 Walnut St.
20. 3468 Rainey Ave.

CITY CLERK'S OFFICE:

Sharee Steed, City Clerk
ssteed@hapeville.org (404)766-3004

UPCOMING MEETINGS

Meeting Type	Date	Time	Location
Mayor and Council Regular	February 20, 2024	6 p.m.	Hapeville Municipal Annex

OPEN RECORDS REQUEST

Month: December 2023

Record Request Type	# of Processed
Public Safety Request	44
General Open Record Request	53

Potential training courses: Carl Vision training for employees and Board members will be hosted in late spring.

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

MAJOR PROJECT(S)

Project(s)	Deadline
Insurance Renewal Coverage 2024	February 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
GMA Annual Conference	March 2024
Drafting Records Management Policy	TBD
Centralizing Alcohol New/Renewal process	July 2024

ALCOHOL BEVERAGE LICENSE CALENDAR 2024

New Alcohol Licenses	0
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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, Maintenance Worker, Equipment Operator, Recreation Leisure Facilities Worker. Applications are available online (www.hapeville.org).

The city is paperless for the application process.

OTHER INITIATIVES:

- New Hire – Chief Bruce Hedley
- Retired – Assistant Fire Marshall John C. Bravy
- In process - Update Personnel Policy Manual
- Completed Open records Request ORR-2024-038.
- Attended training webinar on Employee Mental Health

HAPEVILLE MUSEUM:

Samantha Singleton, Manager

ssingleton@hapeville.org, hapevilledepot.org (404)400-6554

Highlights:

- **June to Date Museum Visitor Count:** 1,136
- **Recommendation Cards:** Event guests have been utilizing the museum's "*Where to Go After the Depot*" cards. These cards suggest restaurants, entertainment, and other activities that are open and walking distance from the museum to help better connect guests to Hapeville businesses.
- **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 fabric installation.
- **Art + History Batik Workshop:** Sold out. Guests learned a historic method for dyeing fabric.
- **Artist Talk:** There was a full house at the museum for the artist talk. The press was present as well. Guests were intrigued by Camisha Butler's philosophy and artistic practice.

UPCOMING EVENTS:

Email info@hapevilledepot.org to reserve your seat.

- **Opening Reception of Black History Month Show, "Multitudes":** 2/17, 2-6pm
- **New Exhibition and History Lecture on the Atlanta Assembly Plant:** 3/16, 5-8pm
- **"Chit Chat Club":** an event in partnership with Atlanta non-profit arts space, "The Bakery" featuring presentations by Metro Atlanta's Rising Creatives and Intellectuals: 3/28, 7-9pm
- **History Lecture and Book Signing on Westview Cemetery with Jeff Clemmons:** 4/20, 5-7pm

Volunteers:

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