



**March 2024 Department Reports
(February'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 February, the Department hosted the South Fulton Fire Chiefs Meeting. 48 inspections were conducted. Our personnel recertified the Fire Department State of Georgia EMT/ Paramedic licenses. The Fire Department completed 656 Hours of training and assigned 26 Fire Department personnel for the following classes for the month of March. Incident Safety Officer-16 hrs. Crash Victim Extrication 1-16 hrs. Leadership 1-16 hrs. Chief Fire Officer Orientation Day 1,2,3,4,5-40 hrs. Fire & Life Safety Educator 1-32 hrs. Fire Investigator Module 1-80 hrs.

Basic Incident Type (FD1.21)	Count of Incidents
Basic Primary Station Name: Hapeville FD Station #1	
Alarm system activation, no fire - unintentional	1
Assist invalid	2
Attempt to burn	1
Brush or brush-and-grass mixture fire	1
Cooking fire, confined to container	1
Detector activation, no fire-unintentional	2
Dispatched and canceled en route	2
EMS call, excluding vehicle accident with injury	87
False alarm or false call, other	1
Gas Leak (natural gas or LPG)	1
Motor vehicle accident with injuries	5

Motor vehicle accident with no injuries.	1
No incident found on arrival at dispatch address	1
Police matter	1
Smoke detector activation, no fire - unintentional	3
Smoke scare, odor of smoke	1
	Total: 111
Basic Primary Station Name: Hapeville FD Station #2	
Alarm System activation, no fire- unintentional	1
Alarm System sounded due to malfunction	1
Assist invalid	1
Brush or brush -and-grass mixture fire	1
Dispatched and cancelled en route	1
EMS call, excluding vehicle accident with injury	14
Motor vehicle accident with no injuries	1
No incident found on arrival at dispatch address	1
Public Service	2
	Total: 23
Medic 1 used 87 times Medic 2 used 14 times Average response time of 2.32 minutes	Total both Station: 134

POLICE DEPARTMENT:

Bruce Hedley, Police Chief

rglavosek@hapeville.org (404)669-2150

Between February 1, 2024, and February 29, 2024, there were (667) calls for service. There were (3) Assaults, (1) Burglary, (1) Robbery, (42) Larcenies, including 24 Entering Autos, 2 Stolen Vehicle, and 12 Thefts. The Department recovered (7) Stolen Vehicle. The Department made 50 arrests. The average Response Time was 02 mins 40 sec.

The Department issued 348 citations, including parking, traffic, and general copies.

The E-911 Center processed 2,604 calls for service.

The Detective Division reviewed (667) cases, assigned (38) cases for investigation, and closed (30) cases. (2) Case(s) were closed with arrest warrants and (4) by CID arrest. The Detective Division Obtained (9) warrants, responded to (4) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement February 2024: Code Enforcement handled (241) new calls for service. Of these calls, the unit documented (20) animal incidents, (23) parking in grass, (31) parking issues, (8) inoperable vehicles, (6) tall grass and weeds, (1) agency assist, (13) permit issues/business license, (23) outside storage, (105) littering or pollution problems, (1) fence violations, and (4) property maintenance- exterior. Also (4) Yard debris, (2) Nuisance dwelling violations. The unit closed (169) cases and issued (4) citations.

COMMUNITY SERVICES:

Lee Sudduth, Director
lsudduth@hapeville.org (404)669-2120

Building Permits 3415 Hamilton Avenue (14009800030266) 3427 Old Jonesboro Rd (14006600020059) Plumbing Permits 558 Woodrow Avenue Mechanical Permits 280 Mt Zion Road 3310 North Whitney Avenue <i>Demolition Permits</i> 551 Lake Drive	Tree Permits 3131 Old Jonesboro Road 850/856 Custer Street 3688 Forrest Avenue Electrical Permits 467 Walnut Street 261 Moreland Way 3642-3648 South Fulton 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 April 2024 issue of the Hapeville Hometown News is Friday, March 15th by 5 p.m.).

Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

UPCOMING PLANNING & ZONING MEETINGS:

- **Planning Commission:** Tuesday, March 12th at 6 p.m.
- **Design Review Committee:** Wednesday, March 20th at 6 p.m.
- **Board of Appeals:** Thursday, March 28th at 6 p.m.

<i>Applicant</i>	<i>Address</i>	<i>Commercial/Residential</i>	<i>Application Type</i>	<i>Description</i>
<i>Daniel Love</i>	<i>3085 Jackson St., 3163 & 3165 Old Jonesboro Road</i>	<i>Residential</i>	<i>Site Plan Review</i>	<i>Construction of three (3) a new SF Dwellings</i>
<i>Daniel Kerr</i>	<i>3309-3335 Dogwood Drive</i>	<i>Multifamily (townhomes)</i>	<i>Rezoning/Site Plan Review</i>	<i>Construction of a new multifamily dwelling-townhomes</i>
<i>Alex Popham</i>	<i>3264 Springdale Drive</i>	<i>Residential</i>	<i>Final Plat (Phase II)</i>	<i>Phase II – Final Subdivision Plat</i>

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



2024 Southern Circuit Tour of Independent Filmmakers

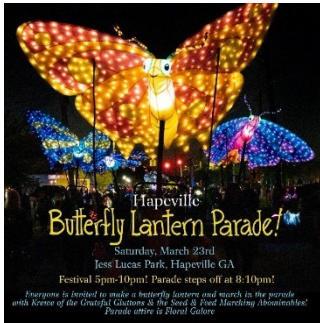
March 8th Film Series Event: The March 8th film screening will take place at the Historic Christ Church & Carriage House located at 680 S. Central Avenue in downtown Hapeville. Receptions with the filmmakers featuring live music by local musicians and food by local partner restaurants will begin at 6 p.m., with the film beginning at 7p.m. The March film, Bridge Builders Series (runtime: 29 min) is directed and produced by Zac Manuel (Producer and Director), Lauren G. Cargo (Producer), Adamu Chan (Director), Alex Flores (Director), Robie Flores (Director), Cai Thomas (Director), and Travis Wood (Director). Visit: [Independent Lens Presents Bridge Builders](http://www.hapeville.org/599/)

[- YouTube](http://www.hapeville.org/599/) for more information or visit <http://www.hapeville.org/599/> Southern-Circuit-Film-Series.

Save the Date!

April 12th Film Series Event: We Will Speak

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 Workshops: Sign up today to make a butterfly lantern puppet in a workshop with Chantelle Rytter. The workshops are \$20 and will be held on March 15th and March 19th - 21st, at the Lantern Parade Studio, 1070 White Street in Atlanta and on March 16th - 17th at the Historic Christ Church, 680 S. Central Ave., in downtown Hapeville. The small butterfly

lantern puppet kits will be hosted by Corner Tavern this year starting on 3/13 for \$15. Visit <https://www.weirdogonepro.com> for workshop schedules and to sign up. Call (404) 669-8269 for additional event details.

Upcoming Main Street Board Meeting

Wednesday, March 13th 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 January 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.
- 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 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
- Preparing for Fiscal Year Change from July 1st – June 30th to October 1st – September 30th.
- Submitted Request for Proposals to three (3) Banks to obtain the best financing terms for two Fire vehicles the City is expected to purchase.
- Preparing to submit required annual ARPA Reporting due by April 30, 2024.

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

February 2024 Taxes Collected	
Real Property Taxes	\$144,785.18
Personal Property Taxes	\$6,462.20
Stormwater Fees	\$38,093.70
Public Utilities	\$0
Total Collected - Dec. 2023	\$189,341.08

February 2024 Occupational Permits Issued	
New Business License	6
New Business Licenses - Pending	2
Business License Renewals	107
Total	115

February 2024 Water Accounts	
New Commercial Accounts	4
New Residential Accounts	23
Total New Accounts	27

Monthly Water Collection	
Utility Payments	\$139,051.44
Water Deposits	\$3,500.00
Total Collected - Dec. 2023	\$142,551.44

Open Records Requests	
ORR-2024-61	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**, for the current 2024 tax year. Once granted, exemptions are automatically renewed each year. The exemption 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.

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. Primetime Fitness ATL
2. The Hapeville Pizza Co (Moonlight Pizza)
3. Cosmetic Career Co
4. City Garden Food Inc.
5. Whipped by Kiara
6. CNO Hauling dba Southern Junk Boys

For more information about property taxes, business licenses, and short-term rentals, please see the Hapeville website, <http://www.Hapeville.org>. Please visit the Financial Services pages for program and service details.

CITY CLERK'S OFFICE:

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

UPCOMING MEETINGS

Meeting Type	Date	Time	Location
Mayor and Council Work Session	March 19, 2024	6 p.m.	Hapeville Municipal Annex

City Closed – Good Friday Holiday	March 29, 2024		
OPEN RECORDS REQUEST			
Month: February 2024			
Record Request Type	# of Processed		
Public Safety Request	31		
General Open Record Request	50		
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		
The website redesign	Set to launch on late Summer		
The “MyHapeville GA” App project is currently in process.	Set to launch on late Summer		
Travel policy is completed.	Currently in effect		
Working with the City Attorney to Amend Alcohol Ordinance	TBD		
GMA Annual Conference	March 27 th		
Drafting Records Management Policy	May 2024		
Centralizing Alcohol New/Renewal process	TBD		
ALCOHOL BEVERAGE LICENSE CALENDAR 2024			
New Alcohol Licenses	0		

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 – Working on providing retirees online insurance payment options.
- In process - Update Personnel Policy Manual
- In process – restructuring of the filing system and records retention for our department.
- Assist with hiring efforts for all departments.
- Hired Cameron Merrell and Dashay Fountain as Part time Recreation Aides and Karen Gaines as a Communications Officer.
- Welcome back Qavis McCrary as an Equipment Operator.
- Patrick White was promoted from part time to full time Recreation Aide.
- Provided updates to all departments regarding personnel policies and Fair Labor Standards Act.

HAPEVILLE MUSEUM:

Samantha Singleton, Manager

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

Highlights:

- **June to Date Museum Visitor Count:** 1,284
- **Opening Reception Multitudes:** “Multitudes” was a success with many residents and out-of-town visitors coming to attend the event. The art will be on display through March 9th so there is still time for those who were unable to attend the opening reception.

UPCOMING EVENTS:

Email info@hapevilledepot.org to reserve your seat.

- **Grand Opening of “Civil Rights and Workers Rights: an exhibition of Hapeville’s Atlanta Assembly Plant”**
3/16, 5-8pm
“At its height, this plant stood as one of North America's most productive plants, characterized not only by its unparalleled output but also by its diversity. Our exhibit aims to tell the uniquely heartbreaking yet uplifting story of this plant. The museum will showcase the resilience of its workers and the power of social change in an immersive public history exhibition, ensuring that the lessons of the past continue to inspire and inform our present and future generations.”
- **Networking Event in Partnership with Atlanta non-profit arts space, The Bakery**
3/28, 7-9pm
“Chit Chat Club is a monthly networking series featuring talks from cool creative people and activities! This event is hosted at different spaces throughout the city each month. Join The Bakery Atlanta in meeting a cool person and learning something new.” Past hosts include the Atlanta Center for Photography, Center for Puppetry Arts and The Hambidge Center.
- **History Lecture and Book Signing on Westview Cemetery with Jeff Clemmons:**
4/20, 5-7pm
“In 1884, several leading citizens purchased 577 acres to open Atlanta's Westview Cemetery. The rolling terrain, part of which was a site in the Civil War battle of Ezra Church, became the final resting place for more than 100,000 people. Prominent locals buried here include Grant Park namesake L.P. Grant, author Joel Chandler Harris, High Museum benefactor Harriet High, Coca-Cola founder Asa Candler Sr. and Havertys founder J.J. Haverty. Author Jeff Clemmons traces the complete history of this treasured necropolis.”

Volunteers:

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