



May 2024 Department Reports (April'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

The fire department renewed our EMS agency license for the period of May 1, 2024, through April 30, 2026. Our department conducted 22 inspections. We had over 750 hours of training for the month of April. The fire department completed mutual aid training with East Point Fire Department. We had multiple personnel attend training at the state training facility. FF Aaron Lasenyik completed Leadership and Supervision. Fire Fighter Charlie Rose, Completed Transitional and Interpersonal Leadership Training. Lieutenants Matthew Brown and Caleb Labiche completed Incident Safety Officer. The fire department participated in Touch The Truck event on April 25th.

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	1
Assist police or other governmental agency	1
Carbon monoxide detector activation, no CO	1
Dispatched and canceled en route	3
Dumpster or other outside trash receptacle fire	1
EMS call, excluding vehicle accident with injury	84
Forest, woods, or wildland fire	1
Good intent call, other	1
Public services assistance, other	1
Removal of victim(s) from stalled elevator	1

Smoke detector activation due to malfunction	1
Unintentional transmission of alarm, other	1
	Total: 98
Basic Primary Station Name: Hapeville FD Station #2	
Building fire	1
Detector activation, no fire – unintentional	1
Dispatched and cancelled en route	1
EMS call, excluding vehicle accident with injury	22
Gas leak (natural gas or LPG)	1
Motor vehicle accident with injuries	2
Motor vehicle/pedestrian accident (MV Ped)	1
Person in distress, other	1
	Total: 30
Medic 1 used 93 times Medic 2 used 19 times	
Average response time of 2.33 minutes	Total both Station: 128

POLICE DEPARTMENT:

Bruce Hedley, Police Chief

rglavosek@hapeville.org (404)669-2150

Between April 1, 2024, and April 30, 2024, there were (744) calls for service. There were (2) Assaults, (5) Burglary, (0) Robberies (39) Larcenies, including 14 Entering Autos, 3 Stolen Vehicles, and 22 Thefts. The Department recovered (10) Stolen Vehicle. The Department made 37 arrests. The average Response Time was 03 mins 26 sec.

The Department issued 422 citations, including parking, traffic, and general copies.

The E-911 Center processed 2,168 calls for service.

The Detective Division reviewed (730) cases, assigned (24) cases for investigation, and closed (20) cases. (4) Cases were closed with arrest warrants. The Detective Division Obtained (11) arrest warrants, responded to (3) crime scenes for investigation, and executed (5) search warrant(s).

Code Enforcement April 2024: Code Enforcement handled (309) new calls for service. Of these calls, the unit documented (13) animal incidents, (21) parking in grass, (8) parking issues, (5) inoperable vehicles, (186) tall grass and weeds, (1) nuisance dwelling, (11) permit issues/business license, (10) outside storage, (47) littering or pollution problems, and (7) property maintenance- exterior. Also (8) Yard debris, and (1) Noise violations. The unit closed (251) cases and issued (4) citations.

COMMUNITY SERVICES:

Lee Sudduth, Director

lsudduth@hapeville.org (404)669-2120

Building Permits 466 Lake Drive (14009400030237) 3405 Estelle Street (14009800180053) 527 Woodrow Avenue (14009400050375) 3585 Atlanta Avenue 2nd Floor (140098LL0278) 3374 North Fulton Avenue (14009500090016) 3315-3326 Stillwood Lane (14009800090484) 3100 Sylvan Road (14009900010937) 3341 North Whitney Avenue (14009800150122) 3349 Old Jonesboro Road (14009500101151) 446 Oak Drive (14009400071017) 1003 Virginia Avenue Ste 300 (140127LL0844) 3165 Old Jonesboro Road (14009400100568) Plumbing Permits 551 Lake Drive 3189 A & B Jackson Street 3340 Myrtle Street 3637 Elm Street 703 North Central Avenue Ste B 397 North Central Avenue Ste 300 3112 Old Jonesboro Road 1003 Virginia Avenue Ste 300 261 Moreland Way	Tree Permits 540 King Arnold Street 3226 Forrest Hills Drive 3085 Jackson Street 3163 Old Jonesboro Road 3165 Old Jonesboro Road 207 Victoria Lane 509 Oak Drive Electrical Permits 3396 Dogwood Drive 739 Oak Drive 3213 Oakdale Road 703 North Central Avenue Ste B 1003 Virginia Avenue Ste 300 Mechanical Permits 397 North Central Avenue Ste 300 3637 Elm Street 3456 Louise Street 3646-3648 South Fulton Avenue 3643-3655 Georgia Avenue 101-109 Chestnut Trace 3642 South Fulton Avenue 3644 South Fulton Avenue 3112 Old Jonesboro Road 943 Willingham Drive 1003 Virginia Avenue Ste 300
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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 May 2024 issue of the Hapeville Hometown News is Monday, April 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, May 14th at 6 p.m.
- **Design Review Committee:** Wednesday, May 15th at 6 p.m.
- **Board of Appeals:** Thursday, May 23rd at 6 p.m.

Planning Commission Meeting: Tuesday, May 14th at 6 p.m.

<i>Applicant</i>	<i>Address</i>	<i>Commercial/Residential</i>	<i>Application Type</i>	<i>Description</i>
<i>D.R. Horton</i>	<i>Chestnut Street Asbury Park Townhomes (Pod C)</i>	<i>Townhomes Development</i>	<i>Final Plat</i>	<i>Final Plat Review</i>
<i>Li Ying Jiang Lucas</i>	<i>1155 Virginia Avenue, Ste. L</i>	<i>Commercial</i>	<i>CUP – Spa Services</i>	<i>Conditional Use Permit app to operate a spa.</i>

Board of Appeals Meeting: Thursday, May 23rd at 6 p.m.

<i>Applicant</i>	<i>Address</i>	<i>Commercial/Residential</i>	<i>Application Type</i>	<i>Description</i>
<i>The Sign Store</i>	<i>400 Porshe Avenue Atlanta Postal Credit Union</i>	<i>Commercial</i>	<i>Sign Variance</i>	<i>Request to allow placement of a wall sign on the front building façade.</i>

Ongoing Task: Coordinated in-house Planning & Zoning administrative tasks with the City Planner. Please visit <https://ga-hapeville3.civicplus.com/562/Agendas-and-Minutes> to access meeting agendas and application information.

Announcement: 2024 Tree City USA Recertification

We are thrilled to announce that Hapeville has once again been recertified as a Tree City USA community for the year 2024! This prestigious recognition celebrates our ongoing commitment to urban forestry and environmental stewardship. Through dedicated efforts in tree planting, care, and community engagement, we continue to enhance the health, beauty, and vitality of our urban

landscape. Our city's recertification underscores the importance of trees in improving air quality, conserving energy, and enhancing the overall quality of life for our residents. Let's continue to work together to plant seeds of sustainability and growth for future generations to enjoy! Congratulations, Hapeville, on another successful year as a Tree City USA community!

Thank You Message: 2024 Georgia Cities Week Events

A heartfelt thank you goes out to everyone who participated in making the 2024 Georgia Cities Week events a resounding success! Whether you volunteered your time, attended as a participant, or supported from behind the scenes, your contributions played a crucial role in celebrating our community and showcasing all that makes it special. A special shoutout goes to our incredible staff whose hard work, creativity, and attention to detail ensured that every aspect of the event ran smoothly. Your commitment to excellence and passion for serving our community shines through in everything you do. Together, we celebrated the spirit of unity, resilience, and progress that defines our city. Your collective efforts not only brought joy and inspiration to our residents but also strengthened the bonds that make our community a vibrant and welcoming place to call home. Thank you once again for your invaluable contributions!

Upcoming Main Street Board Meeting

Wednesday, May 8th at 6 p.m. (Municipal Annex, 700 Doug Davis Drive)
Agenda Packet: <https://hapevillega.portal.civicclerk.com/>

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 March 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.
- Prepare 2024 - Short Fiscal Year Budget – July 2024 – September 2024
- Prepare 2024-25 - Fiscal Year Budget – October 2024 – September 2025

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 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
- Preparing for Fiscal Year Change from July 1st – June 30th to October 1st – September 30th.
- Submitted Request for Proposals to three (4) Banks to obtain the best financing terms for (2) Fire vehicles and (2) Solid Waste vehicles the City is expected to purchase – Already Purchased
- Preparing to submit all requested documents to financing company to receive loan proceeds for Solid Waste Vehicles Already Purchased
- Submitted required annual ARPA Reporting/Certificate for Year 2024

Other On-going Accounting and Billing (mainly clerical)

- Review accounts payable for processing.
- Process and mail all vendor checks.
- Maintain payment records for ~2,506 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

April 2024 Taxes Collected	
Real Property Taxes	32,401.24
Personal Property Taxes	\$653.94
Stormwater Fees	\$77,480.07
Public Utilities	\$18,317.72
Total Collected - March 2024	\$128,852.97

April 2024 Occupational Permits	
New Business License Applications	2
New Business Licenses – Issued	5
Business License Renewals – April 2024	253
Total	260

April 2024 Water Accounts	
New Commercial Accounts	4
New Residential Accounts	28
Total New Accounts	32

Monthly Water Collection

Utility Payments	\$270,302.75
Water Deposits	\$4,000.00
Total Collected – April 2024	\$274,302.75

Open Records Requests	
ORR-2024-147	Completed
ORR-2024-155	Completed

DEPARTMENT ACTIVITIES

Admin:

Staff assisted the following departments in setting up online payment portals, HR, and Recreation Department.

Residents can now visit, <https://www.municipalonlinepayments.com/hapevillega> to pay for Summer Camp fees and Retiree Insurance Payments.

2024 Homestead Filing Time:

Received 20 applications between January 2024 and April 2024.

Hapeville accepts applications from residents who qualify for Age, Veterans, and 100% Disability exemptions.

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 Tax Collections:

Year-to-date, staff has collected \$5,722,735.51 in real property taxes, **99%** of the \$5,747,015.52 invoiced and mailed to property owners.

2023 Delinquent Taxes:

One hundred twenty-two (**122**) Stage One delinquency letters were mailed to property owners letting them know they are delinquent, and the city is moving forward with official collection efforts.

Stormwater Fees:

Stormwater fees were mailed in February 2024. The registered property owner will receive the bill and is considered the party responsible.

Hapeville processed invoices for \$260,200.00. Year-to-date, staff has collected \$163,947.17, or **63%** of

the total invoiced. The Stormwater invoices will be due on **April 6, 2024**. Staff will continue to make courtesy phone calls and email communications to assist and urge homeowners to make payments.

If a property owner has difficulty or concerns with property taxes or stormwater fees, please contact Hapeville's Property Tax Clerk, Ms. April Pressley, at apressley@Hapeville.org.

New businesses for April 2024:

1. Avanta Care
2. Verispine Joint Centers, PC
3. The Cooking School
4. 2000 A.D. Inc.*
5. Luxe Noir Health, PC

* 2000 A.D. Inc. was an existing business that moved from a commercial space into a home-based business. However, it was included in the count because it required a new application and permit.

Business License Renewals for March 2024:

Three hundred thirty-four (334) license renewal packets were sent out. Year-to-date, **253 or 76%** of Business owners have renewed. The city invoiced \$423,578.93 in renewal fees and YTD, has received \$387,952.74 or **92%** in renewal revenue. After April 1, 2024, all unrenewed and unpaid business licenses will expire and be noncompliant, subject to penalties, fees, and enforcement by the Hapeville Code Enforcement Division. During the month of April staff continued to work with business owners to process renewals. May 1, 2024, all unlicensed businesses will be sent to Code Enforcement.

If a local business owner has questions or concerns related to Occupational Taxes, (Business Licenses) please contact Hapeville's Occupational Tax Clerk, Mrs. Charity Holton, at cholton@Hapeville.org.

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	May 21 st , 2024	6 p.m.	Hapeville Municipal Annex
City Closed - Memorial Day Holiday	May 27 th , 2024		

OPEN RECORDS REQUEST

Month: April 2024

Record Request Type	# of Processed
Public Safety Request	62
General Open Record Request	39
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	June 21 st -25 th
Centralizing Alcohol New/Renewal process	TBD
Council Retreat	TBD
ALCOHOL BEVERAGE LICENSE CALENDAR 2024	
New Alcohol Licenses	1

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, Seasonal Part-Time Summer Camp Staff, 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 - Update Personnel Policy Manual*
- *In process – restructuring of filing system and records retention for our department.*
- *Assist with hiring efforts for all departments.*
- *New Hires*
- *Jame Guerra- Maintenance Worker*
- *ORR- 2024-154 completed*
- *Attended City sponsored Georgia Cities Week events.*
- *Grand Prize Winner of Third Quarter Wellness Giveaway – Breana Eatmon*
- *2024 -2025 Open Enrollment Planning*

HAPEVILLE MUSEUM:

Samantha Singleton, Manager

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

Highlights:

- **June to Date Museum Visitor Count:** 1,664
- **The Hapeville Depot Museum is now a proud member of:** American Association for State and Local History, American Alliance of Museums, and Georgia Association of Museums.
- **Opening Reception and Artist Talk of Leigh Ann Culver's "Memory Machine":** First-time Hapeville visitors, hotel guests and Tri-Cities residents came together to learn about Leigh Ann's artistic process and purchase affordable art prints.
- **History Lecture and Book Signing on Westview Cemetery with Jeff Clemmons:** There was a great turnout for Jeff Clemmons' lecture and book signing. Jeff will return to the museum this November-December to produce a history exhibit based on his book, Rich's: A Southern Institution.

Upcoming Events:

Email info@hapevilledepot.org to reserve your seat.

- **Sold Out* Art+History Workshop:** Henna with Leigh Ann Culver. Add your name to the waitlist at info@hapevilledepot.org
- **History Lecture with Cynthia Jennings, "In the Shadow of Airplanes: The History of Flat Rock and Hart Cemetery":** 5/18, 2-3:30pm
Learn the fascinating history of the two historic cemeteries at Hartsfield Jackson Airport with Historian, Photographer, and cemetery enthusiast, Cynthia Jennings (aka "The Cemetery Nerd").
Email info@hapevilledepot.org to reserve your seat.
- **Art Gallery Reception for Re:Assemble "Making the Old New Again" with ReMerge Artist Collective:** 5/19, 1-4pm
Complimentary light refreshments will be served. Live music.
In Re:Assemble: Making the Old New Again exhibition at the Hapeville Depot Museum, the ReMerge Artist Collective explores this concept through a variety of media and artistic styles. This group of six female artists conceived of this theme to pay homage to Hapeville's own history, understanding the lineage of production and factory spaces as well as the general artistic practice of approaching historic or traditional concepts from a new lens.
On view 5/1-5/31 during museum hours.