



June 2024 Department Reports (May's Information)

To: **Tim Young, City Manager**
Mayor and Council
Citizens of the City of Hapeville

FIRE DEPARTMENT:

Nicholas Condrey, Interim Fire Chief
ncondrey@hapeville.org (404)669-2167

The fire department had multiple personnel attend training: Lt. Matthew Brown attended Fire Investigation for First Responders. Lt. Caleb Labiche attended Fire and Life Safety Educator 1. Lastly, FF Aaron Lasenyik attended NIMS 300 Intermediate Incident Command Systems for Expanding Incidents and Fire Investigations for First Responders. The fire department has been testing hydrants throughout the month of May with the water department.

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 97 times Medic 2 used 16 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 May 1, 2024, and May 31, 2024, there were (810) calls for service. There were (3) Assaults, (2) Burglaries, (0) Robberies, (52) Larcenies, including 34 Entering Autos, 9 Stolen Vehicle, and 9 Thefts. The Department recovered (9) Stolen Vehicles and (1) Stolen Property Item. The Department made 48 arrests. The average response time was 03 mins 03 sec.

The Department issued 440 citations, including parking, traffic, and general copies.

The E-911 Center processed 2,655 calls for service.

The Detective Division reviewed (808) cases, assigned (28) cases for investigation, and closed (21) cases. (1) Case(s) were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (3) warrants, responded to (4) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement - May 2024: Code Enforcement handled (316) new calls for service. Of these calls, the unit documented (19) animal incidents, (17) parking in grass, (6) parking issues, (6) inoperable vehicles, (101) tall grass and weeds, (3) nuisance dwelling, (17) permit issues, (69) business license violations, (4) outside storage, (57) littering or pollution problems, and (6) property maintenance-exterior. Also (9) Yard debris, and (2) Noise violations. The unit closed (175) cases and issued (6) citations.

COMMUNITY SERVICES:

Lee Sudduth, Director

lsudduth@hapeville.org (404)669-2120

Building Permits 3163 Old Jonesboro Road (14009400100568) 3085 Jackson Street (14009400100568) 850 Custer Street (14009800030332) 312 Northwoods Place (14006600020711) 367 Kings Landing (14009600060091) 369 Kings Landing (14009600060091) 371 Kings Landing (14009600060091) 373 Kings Landing (14009600060091) Plumbing Permits 720 Campbell Circle 3085 Jackson Street 3163 Old Jonesboro Road 3165 Old Jonesboro Road 121-127 Silvia Lane 3585 Atlanta Avenue 2nd Floor 3315-3326 Stillwood Lane	Tree Permits 819 North Avenue 3431 Old Jonesboro Road 306 Northwoods Place 199 Arnold Street Electrical Permits 3643-3647 Georgia Avenue 101-109 Chestnut Trace 558 College Street Apt C6 3469 Harding Avenue 3419 Hamilton Avenue 3277 North Whitney Avenue 551 Lake Drive 397 North Central Avenue Suite 300 527 Woodrow Avenue 627 College Street 3602 South Fulton Avenue 472 Moreland Way 3315-3326 Stillwood Lane Mechanical Permits 935-947 Willingham Drive 703 North Central Avenue Suite B
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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 July 2024 issue of the Hapeville Hometown News is Friday, June 14th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

On Wednesday, May 15th, the staff attended the 1st Chat & Chill ATL Merchant Mixer event hosted by ATL Guide. The event took place at Cochran Mill Brewing Company in Fairburn and included the cities of College Park, East Point, Chattahoochee Hills, and Fairburn.

The staff has started the film selection process for the 2024/2025 Southern Circuit Tour of Independent Filmmakers. The film series events are scheduled to begin in September 2024. For updates, please check www.hapeville.org.

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, June 11th at 6 p.m. (Canceled)
- **Design Review Committee:** Thursday, June 20th at 6 p.m.
- **Board of Appeals:** Thursday, June 27th at 6 p.m. (Canceled)

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.

Upcoming Main Street Board Meeting

Wednesday, June 12th 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 April 2024**

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 – Bridge Period 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.
- New Travel Policy has been prepared and approved by City Manager
- 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 and has been considered eligible for review.**
- 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

May 2024 Taxes Collected	
Real Property Taxes	40,905.63
Personal Property Taxes	1,522.12
Stormwater Fees	\$9,167.47
Public Utilities	\$568,501.63
Total Collected - March 2024	\$620,096.85

May 2024 Occupational Permits	
New Business License Applications	8
New Business Licenses – Issued	3
Business License Renewals – May 2024	301

May 2024 Water Accounts	
New Commercial Accounts	7
New Residential Accounts	16
Total New Accounts	23

Monthly Water Collection	
Utility Payments	\$251,399.29
Water Deposits	\$3,700.00
Total Collected – April 2024	\$255,099.29

Open Records Requests	
ORR-2024-167	Completed
ORR-2024-184	Completed

DEPARTMENT ACTIVITIES

Admin:

Staff members attended tax and utility administration training in Perry, Georgia.

2024 Homestead Filing Time:

Received 22 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 \$5,751,423.88 in real property taxes, **100%** 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. Delinquent tax accounts are on track for an August 2024 tax sale.

Stormwater Fees:

Stormwater fees were mailed in February 2024. Hapeville processed invoices for \$260,200.00. Year-to-date, the staff has collected \$160,180.18, or **64%** of the total invoiced. The Stormwater invoices will be due on **April 6, 2024**. Penalties and fees have been added to all outstanding stormwater

accounts. 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. Mind + Body Works, LLC
2. BroTagz, LLC
3. Village Audio, LLC

* BroTagz 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, **301 or 91%** of Business owners have renewed. The city invoiced \$455, 815.33 in renewal fees and YTD, has received \$422,060.93 or **93%** 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.

In total, Hapeville has **305** active businesses.

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	June 18 th , 2024	6 p.m.	Hapeville Municipal Annex
City Closed - Juneteenth Holiday	June 19 th , 2024	All Day	

OPEN RECORDS REQUEST

Month: April 2024

Record Request Type	# of Processed
Public Safety Request	57

General Open Record Request	44
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	July 13 th
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, 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
 - Chasten Jackson-Rogers - Police Officer
 - Adina Jackson – Code Enforcement Officer
 - Armani Odom – Police Officer Recruit
 - Joyce Fortt – Communications Officer
 - Robert Shellabarger – Firefighter/EMT
- ORR- 2024-169 Completed.
- 2024 -2025 Open Enrollment completed. Provided informational session and individual meetings for both active employees and retirees.
- Resignation – Justin Haire
- Retirement – Brian Eskew

HAPEVILLE MUSEUM:

Samantha Singleton, Manager

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

Volunteers:

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

Highlights:

- **June 2023 to May 2024 Visitor Count:** 1,870
- **Art+History Workshop:** Henna with Leigh Ann Culver, Sold out. Guests learned about the history and tradition of henna.
- **History Lecture with Cynthia Jennings, “In the Shadow of Airplanes: The History of Flat Rock and Hart Cemeteries”:** The museum had a well-attended history lecture where guests learned about the fascinating history of the two historic cemeteries at Hartsfield Jackson Airport with Historian, Photographer, and cemetery enthusiast, Cynthia Jennings (aka “The Cemetery Nerd”).

Upcoming Events:

- **Art+History Workshop:** Memory Boxes with Re:Merge Artist Collective .6/15 1-2:30pm RSVP at info@hapevilledepot.org. Seats are limited.
- **Art Gallery Reception for “Fervid Camarderie”:** 6/15, 3:30-5:30pm