



July 2024 Department Reports (June'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

For the month of June, the fire department had 6 inspections.

The following personnel attended off-site classes:

- Chief Joey Overton attended the Georgia Fire Safety Symposium.
- Captain Jenny Brown attended the Georgia Fire Safety Symposium and Fire Investigator Module 1.
- Lieutenant Brian Thomas attended Preparation for Initial Company Operations, Strategy and Tactics for Initial Company Operations, and Decision Making for Initial Company Operations.
- Firefighter Johnny Bravy attended Transitional and Interpersonal Leadership Training.
- Firefighter Aaron Lasenyik attended Preparation for Initial Company Operations, Strategy and Tactics for Initial Company Operations, Decision Making for Initial Company Operations and Incident Safety Officer.

Basic Incident Type (FD1.21)	Count of Incidents
Basic Primary Station Name: Hapeville FD Station #1	
Alarm system activation, no fire - unintentional	3
Assist invalid	1
Brush or brush-and-grass mixture fire	1
Carbon monoxide incident	1
Cooking fire, confined to container	2
Detector activation, no fire – unintentional	1
Dispatched and canceled en route	2

EMS call, excluding vehicle accident with injury	79
Grass fire	1
Motor vehicle accident with injuries	1
Outside equipment fire	1
Police matter	1
Smoke detector activation due to malfunction	3
Smoke or odor removal	1
	Total: 98
Basic Primary Station Name: Hapeville FD Station #2	
Alarm system activation, no fire – unintentional	2
Animal rescue	1
Building fire	1
Cooking fire, confined to container	1
Dispatched and cancelled en route	2
EMS call, excluding vehicle accident with injury	11
Fire, other	1
Motor vehicle accident with injuries	2
No incident found on arrival at dispatch address	1
Removal of victim(s) from stalled elevator	3
Smoke or odor removal	1
Smoke scare, odor of smoke	2
	Total: 28
Medic 1 used 82 times Medic 2 used 19 times	Total both Station: 126

POLICE DEPARTMENT:

Bruce Hedley, Police Chief

rglavosek@hapeville.org (404)669-2150

Between June 1, 2024, and June 30, 2024, there were (676) calls for service. There were (3) Assaults, (1) Burglary, (3) Robberies (42) Larcenies, including 27 Entering Autos, 5 Stolen Vehicles, and 10 Thefts. The Department recovered (10) Stolen Vehicles and (1) Stolen Property Item. The Department made 40 arrests. The average Response time was 02 mins 41 sec.

The Department issued 477 citations, including parking, traffic, and general copies.

The E-911 Center processed 2,413 calls for service.

The Detective Division reviewed (676) cases, assigned (24) cases for investigation, and closed (23) cases. (3) Case(s) were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (5) warrants, responded to (4) crime scenes for investigation and executed (2) search warrant(s).

Code Enforcement June 2024: Code Enforcement handled (201) new calls for service. Of these calls, the unit documented (17) animal incidents, (16) parking in grass, (5) parking issues, (18) inoperable vehicles, (50) tall grass and weeds, (2) nuisance dwelling, (14) permit issues, (2) business license violations, (16) outside storage, (52) littering or pollution problems, and (5) property maintenance-exterior. Also (6) Yard debris. The unit closed (181) cases and issued (7) 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
--	---

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.

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, August 13th at 6 p.m.
- **Design Review Committee:** Wednesday, July 17th at 6 p.m.
- **Board of Appeals:** Thursday, July 25th at 6 p.m.

Applicant	Address	Commercial/ Residential	Applicant Type	Description
Antoine Carmichael	3400 Dogwood Drive	Commercial	Off-site Parking Arrangement	Request to allow an off-site parking arrangement.

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 May 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.
- Install 2024 – Bridge Period Budget when FY2023-2024 is Officially Closed
- 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
- FY2022-23 Audit is Complete - Clean Audit Opinion Rendered
- Prepare for FY2023-24 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.

- 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
- Completed Police Department Vehicles Financing with Regions Bank for 2023
- Received GFOA 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 four (4) Banks to obtain the best financing terms for (2) Fire vehicles - Not yet Purchased and two (2) Solid Waste vehicles – Already Purchased
- Prepared and submit all requested documents to financing company to receive loan proceeds for Solid Waste Vehicles Already Purchased- Funding Received
- 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

June 2024 Taxes Collected	
Real Property Taxes	48,676.79
Personal Property Taxes	1,935.91
Stormwater Fees	\$9,631.64
Public Utilities	\$0.00
Total Collected June 2024	\$60,330.34

June 2024 Occupational Permits	
New Business License Applications	2
New Business Licenses – Issued	2
Business License Renewals – June 2024	301

June 2024 Water Accounts	
New Commercial Accounts	6
New Residential Accounts	30
Total New Accounts	36

Monthly Water Collection	
Utility Payments	\$216,737.84
Water Deposits	\$4,800.00
Total Collected – June 2024	\$221,537.84

Open Records Requests	
ORR-2024-219	Completed
ORR-2024-220	Completed
ORR-2024-233	Completed
ORR-2024-235	Completed
ORR-2024-236	Completed
ORR-2024-237	Completed
ORR-2024-238	Completed
ORR-2024-243	Completed

DEPARTMENT ACTIVITIES

Admin:

Hapeville's Property Tax Clerk has resigned. Financial Services is actively looking for a replacement. In the interim, a temporary employee will assist with certain tax duties.

2024 Homestead Filing Time:

Received **24** applications between January 2024 and June 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.

2024 Tax Collections:

Fulton County mailed out Annual Notice of Assessment notices late June. This file includes an **estimate** of potential Hapeville October 2024 taxes. Hapeville's FY24 taxes will be solidified after the Mayor and Council review and approve a FY24 mileage rate, and public hearings are held.

2023 Tax Collections:

Year-to-date, staff has collected \$5,800,101.00 in real property taxes.

2023 Delinquent Taxes:

July delinquent tax activities include newspaper advertising of pending tax sale of **65** parcels. Delinquent tax accounts are on track for an August 6, 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 \$168,116.09, or **65%** 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 Department at 404-669-2102.

New businesses for April 2024:

1. Mindful Healing
2. Off Centre Enterprise, LLC (Exotic Smoke)

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 \$462K in renewal fees.

After April 1, 2024, all unexpired and unpaid business licenses will expire and be noncompliant, subject to penalties, fees, and enforcement by the Hapeville Code Enforcement Division. As of May 1, 2024, all unlicensed businesses were sent to Code Enforcement.

In total, Hapeville has **392** 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		6 p.m.	Hapeville Municipal Annex

OPEN RECORDS REQUEST

Month: April 2024

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

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

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
Records Destruction Form	Completed
Working with the City Attorney to Amend Alcohol Ordinance	Completed
Centralizing Alcohol New/Renewal process	TBD
Alcohol Beverage Renewal	September 15 th
2024 Mayor and Council Retreat	Completed

ALCOHOL BEVERAGE LICENSE CALENDAR 2024

New Alcohol Licenses	1
----------------------	---

ESTABLISHMENT NAME

Staybridge Suites Atlanta	Pending
---------------------------	---------

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: Property Tax Specialist, Firefighter EMT I or A, Firefighter Paramedic, Police Officer, Communications Officer, Code Enforcement 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
 - Thomas Rivers – Maintenance Worker
 - Thomas Thwaites – Maintenance Worker
 - Christopher Waller – Firefighter/EMT
- ORR- 2024-169 Completed.
- Left Employment – April Pressley, Joshua Whitley, Adina Jackson and Shevoy Brown
- Retirement – Chief David Bloodworth
- Jeannette Aymerich attended the 2024 Georgia Local Government Personnel Association Spring Conference held at the University of Georgia, Athens Campus.

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:

- **Visitor Year to Date:** 1,177
- **Art+History Workshop:** Memory Boxes with Re: Merge Artist Collective. 6/15 1-2:30pm. Sold Out
- **Art Gallery Reception for “Fervid Comarderie”:** 6/15 3:30-5:30PM
In partnership with South Fulton Arts. Enjoy new art by Kiara Gilbert.

Upcoming Events:

- **Art+History Workshop:** Chemigrams with Horacio Arias. 6/20 1-2:30pm RSVP at info@hapevilledepot.org. Seats are limited.
- **Art Gallery Reception for “Vivimos Bajo La Misma Luna”:** 6/27 6-8pm.
About the Show: The exhibition invites visitors to contemplate the intricacies of migration, diaspora, and belonging. Through the lens of art, history and storytelling it illuminates the diverse narratives of the Latine experience in Georgia. The title of the exhibition, “Vivimos Bajo La Misma Luna” is the Spanish translation for “We Live Beneath the Same Moon” and stems from the personal belief that despite our cultural differences, we are all human and look up at the same night sky. - **Horacio Joshua Arias-Rodriguez, Curator**