



August 2024 Department Reports (July'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 July, the fire department had 13 inspections.

The following personnel attended Training at Georgia Public Safety Training Center:

- Lieutenants Matthew Brown, Brian Thomas, and Caleb Labiche along with Firefighter Aaron Lasenyik attended Introduction to Fire Inspector, Basic Principles and Practices of Fire Inspections.
- Firefighters Johnny Bravy, Lajoy Hughes-Rembert and Kyle McElroy attended Fire Investigations for First Responders.

Basic Incident Type (FD1.21)	Count of Incidents
Basic Primary Station Name: Hapeville FD Station #1	
Alarm system activation, no fire - unintentional	3
Alarm system sounded due to malfunction	1
Assist invalid	7
Brush or brush-and-grass mixture fire	2
Detector activation, no fire – unintentional	4
Dispatched and canceled en route	1
Emergency medical service, other	1
EMS call, excluding vehicle accident with injury	82
Gas leak (Natural gas or LPG)	1
Lightning strike (no fire)	1

Motor vehicle accident with injuries	4
Municipal alarm system, malicious false alarm	1
No incident found on arrival at dispatch address	1
Police matter	1
Power line down	2
Removal of victim(s) from stalled elevator	1
Smoke or odor removal	1
	Total: 114
Basic Primary Station Name: Hapeville FD Station #2	
Alarm system activation, no fire – unintentional	1
Alarm system sounded due to malfunction	1
Assist police or other governmental agency	1
Extrication, rescue, other	1
Outside rubbish, trash or waste fire	1
Person in distress, other	1
EMS call, excluding vehicle accident with injury	18
Smoke detector activation, no fire-unintentional	2
Motor vehicle accident with injuries	1
No incident found on arrival at dispatch address	1
Removal of victim(s) from stalled elevator	1
Smoke or odor removal	1
Smoke scare, odor of smoke	1
	Total: 31
Medic 1 used 88 times Medic 2 used 8 times	Total both Station: 145

POLICE DEPARTMENT:

Bruce Hedley, Police Chief

rglavosek@hapeville.org (404)669-2150

Between July 1, 2024, and July 31, 2024, there were (693) calls for service. There were (4) Assaults, (3) Burglary, (0) Robberies (30) Larcenies, including 6 Entering Autos, 6 Stolen Vehicles, and 18 Thefts. The Department recovered (10) Stolen Vehicles and (2) Stolen Property Items. The Department made 45 arrests. The average Response time was 02 mins 42 sec.

The Department issued 419 citations, including parking, traffic, and general copies.

The E-911 Center processed 2,562 calls for service.

The Detective Division reviewed (693) cases, assigned (31) cases for investigation, and closed (24) cases. (5) Case(s) were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (11) warrants, responded to (6) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement handled (214) new calls for service. Of these calls, the unit documented (21) animal incidents, (18) parking in grass, (5) parking issues, (4) inoperable vehicles, (63) tall grass and weeds, (1) nuisance dwelling, (10) permit issues, (2) business license violations, (12) outside storage, (56) littering or pollution problems, and (6) property maintenance- exterior. Also (16) Yard debris. The unit closed (151) cases and issued (5) citations.

COMMUNITY SERVICES:

Lee Sudduth, Director

lsudduth@hapeville.org (404)669-2120

Building Permits 3307 Northside Drive (14009500100104) 3284 Stillwood Drive (14009800100218) 3455 Rainey Avenue (14012700040138) 3480 Orchard Street (14012700040138) 200-226 College Circle – POD B (14009800200521/14009800200380 14009800200372/14009800200364) 373 Kings Landing (14009600060091) Plumbing Permits 3316 LaVista Drive 3086 Old Jonesboro Road 3284 Stillwood Drive 850 Custer Street Mechanical Permits	Tree Permits 649 Campbell Circle 3309 Old Jonesboro Road 3238 Hope Street 519 Lake Drive 3015 Dogwood Drive Electrical Permits 367-373 Kings Landing 225 Birch Street 121-127 Silvia Lane 3085 Jackson Street 3165 Old Jonesboro Road 558 Woodrow Avenue 122-128 Asland Lane 3316-3326 Stillwood Lane
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3085 Jackson Street 3163 Old Jonesboro Road 3165 Old Jonesboro Road 461 North Central Avenue 3022 Dogwood Drive 121-127 Silvia Lane 122-128 Asland Lane 3315-3326 Stillwood Lane 199 Arnold Street	3163 Old Jonesboro Road 3101 Jackson Street Downed Trees 344 Lake Drive 3020 Commerce Way 3074 5th Street 405 Dorsey Road 471 Woodrow Avenue 507 Parkway Drive
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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.

Southern Circuit Film Series

Hapeville Hosts Southern Circuit Tour of Independent Filmmakers!

The City of Hapeville proudly presents the Southern Circuit Tour of Independent Filmmakers. The City of Hapeville is a proud recipient of the South Arts Independent Film Series grant again this year! The 2023 Fall Series Screenings 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 7 p.m. The screening for the September film Bulls &

Saints is directed by Rodrigo Dorfman and produced by Nuevo South, LLC. Bulls & Saints - After 20 years of living in the U.S., an undocumented family decides to return home. Little do they know; it will be the most difficult journey of their lives. Set between the backdrop of the rodeo rings of eastern North Carolina and the spellbinding Mexican hometown they long for, Bulls and Saints is a family love story of longing and reverse migration. Visit the Bulls & Saints film website for more information.

Bulls & Saints Está dirigida por Rodrigo Dorfman y producida por Nuevo South LLC. Bulls & Saints - Después de 20 años de vivir en Estados Unidos, una familia indocumentada decide regresar a casa. Lo que no saben es que será el viaje más difícil de sus vidas. Ambientada entre el telón de fondo de los anillos de rodeo del este de Carolina del Norte y la fascinante ciudad natal mexicana que anhelan, Bulls and Saints es una historia de amor familiar de anhelo y migración inversa. Visite el sitio web de la película Bulls & Saints para obtener más información.

Save the dates!

- **Wednesday, October 23, 2024**

Runtime: 87 min

Lift is directed by David Peterson & produced by Mary Recine. **Lift** - Filmed over 10 years, **LIFT** shines a spotlight on the invisible story of homelessness in America through the eyes of a group of young homeless and home-insecure ballet dancers in New York City. After performing around the world, Steven Melendez returns to the Bronx shelter where he grew up to give back to his community, offering a New York theatre Ballet workshop to children. His traumatic reaction to the shelter from his childhood sends him on an unexpected journey with three kids to reckon with a past he escaped from through ballet. Visit the **Lift** film at Home (liftdocumentary.com) for more information.

- **Friday, November 15, 2024**

Runtime: 97 min

Family Tree is directed by Jennifer MacArthur. **Family Tree** explores sustainable forestry in North Carolina through the stories of two Black families fighting to preserve their land and legacy. **Family tree's** cinema verité approach reveals the vast task of maintaining the land while navigating challenging family dynamics, unscrupulous developers, and changing environmental needs. The forest itself and the beauty of its changing seasons become a primary character in this family drama. Visit the **Family Tree** film website for more 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.

The Southern Circuit Tour of Independent Filmmakers is a program of South Arts. Southern Circuit screenings are funded in part by South Arts in partnership with the National Endowment for the Arts.

Upcoming Planning & Zoning Meetings:

- **Planning Commission:** Tuesday, August 13th at 6 p.m. - Canceled.
- **Design Review Committee:** Wednesday, August 21st at 6 p.m.
- **Board of Appeals:** Thursday, August 22nd 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.

Main Street Board of Directors – Upcoming Events:

- Ribbon Cutting Event: Luxe Noir Health, 3145 Dogwood Drive
Friday, August 9th from 12p.m. – 1p.m.
- Ribbon Cutting Event: Transcendent Smiles Dental, 397 N. Central Avenue
Monday, August 12th from 12p.m. – 2p.m.

Main Street Board of Directors Meeting:

Wednesday, August 14th 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/ Expected Closing Date for June 2024 is September 30, 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 for Fiscal Year Ending June 30, 2023, and the past nine years.
- Completed and Submitted Equitable Sharing Agreement & Certification (ESAC) with U.S. Department of Justice (USDOJ) for FY End Date of June 30, 2023.
- GFOA Certificate of Achievement application has been submitted for Fiscal Year Ending June 30, 2023 and has been considered eligible for review.
- 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.
- Actual Fiscal Year Change Process will take place in October 2024 after current Fiscal Year is officially closed.
- 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

July 2024 Taxes Collected	
Real Property Taxes	\$86,106.25
Personal Property Taxes	\$0.00
Stormwater Fees	\$4,420.03
Public Utilities	\$0.00
Total Collected July 2024	\$90,526.28

July 2024 Occupational Permits	
New Business License Applications	3
New Business Licenses – Issued	5
Business License Renewals – July 2024	400

July 2024 Water Accounts	
New Commercial Accounts	5
New Residential Accounts	37
Total New Accounts	42

Monthly Water Collection	
Utility Payments	\$265,431.20
Water Deposits	\$5,200.00
Total Collected – July 2024	\$270,631.20

Open Records Requests	
ORR-2024-258	Completed
ORR-2024-282	Completed
ORR-2024-285	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. Approval letters were sent during June and July. After June 30, 2024, all tax exemptions received will be applied to the 2025 tax cycle.

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 \$5,810,536.59 in FY23 real property taxes and \$773,881.87 in personal property taxes.

2023 Delinquent Taxes:

July delinquent tax activities include newspaper advertising of pending tax sale of **65** parcels. Staff worked diligently to contact and work with property owners to resolve outstanding obligations. The outstanding list has decreased to **12** parcels eligible for tax sale. 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 \$179,597.02, or **69%** 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 July 2024:

1. The Public Health Network
2. Transcendent Smiles Dental
3. Cypress
4. Dreads Come True Properties
5. Yummy Wings

Business License Renewals:

During July, the city collected \$13,55.67 in new license and renewal fees. One application was rejected due to the location outside of the city limits. There are several pending business applications that will likely be approved in August 2024 as some are finishing construction and pending inspections.

In total, Hapeville has **400** 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	August 20 th	6 p.m.	Hapeville Municipal Annex

OPEN RECORDS REQUEST

Month: July 2024

Record Request Type	# of Processed
Public Safety Request	64
General Open Record Request	45

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
Christmas Employee Luncheon	TBD

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
 - Ryan Rebeca – Police Officer
- ORR- 2024-286 Completed.
- Left Employment – All summer camp seasonal hires completed their term of employment with the city.

HAPEVILLE MUSEUM:

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

Volunteers:

- Looking to volunteer? Email ssingleton@hapeville.org for more information.
- **Visitor Year to Date:** 1,305

Highlights:

- **Art+History Workshop:** Chemigrams with Horacio Arias on July 20th. The workshop was full and had a waitlist. Horacio presented his work and then lead participants in making chemigrams.
- **Hosts for Atlanta Regional Commission’s Cultural Forum:** On July 17th, artists, historians, and culture makers came to the Hapeville Depot Museum to envision a more equitable future for the Metro Atlanta area. Guests enjoyed a tour of the museum and learned about Hapeville history.
- **Reception for “Vivimos Bajo La Misma Luna”:** July 27th from 7-9pm. Visitors loved the show, and many reported it to be their first time in Hapeville. As always, the museum provided attendees suggestions on what to do next in Hapeville.

Upcoming Events:

- **Artist Talk and Reception for Kate Luther's art show Lois Rogerz:** The Same as Always- 8/10 7-9pm. About the Show: Lois Rogerz: The Same as Always is an immersive room installation that acts as a form of portraiture and a space for an imagined reality. This body of work questions how a persona can reveal a truth, how fabricated and thrifted objects capture the essence of an individual, and how reality and fiction come together in a single space. Lois Rogers was a friend, sister, wife, mother, grandmother and just so happens to be Kate Luther's great grandmother. Luther created the persona Lois Rogerz based on family stories about her and historical research.
- **Atlanta Preservation Center's Phoenix Flies:** Each year, the Atlanta Preservation Center organizes a month-long celebration of History with lectures, tours and workshops that highlight the best of the best in Metro Atlanta. For 2025, the Hapeville Depot Museum will be a highlighted museum in partnership with the Atlanta Preservation Center. Be on the lookout for announcements of special history tours for March 2025!