



October 2024 Department Reports (September'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 September, the fire department had 40 inspections.

The following personnel attended Training/ Trained.

- Chief Joey Overton taught Incident Command for Highrise Operations for fire department personnel.
- Firefighter Aaron Lasenyik attended Transitional and Interpersonal Leadership Training at Georgia Public Safety Training Center.
- Firefighter Johnny Parish attended Introduction to Fire Inspector. Basic Principles & Practices of Fire Inspections at Georgia Public Safety Training Center.

Basic Incident Type (FD1.21)	Count of Incidents
Basic Primary Station Name: Hapeville FD Station #1	
Assist invalid	4
Carbon monoxide incident	1
EMS call, excluding vehicle accident with injury	110
Gas leak (Natural gas or LPG)	1
Medical assist, assist EMS crew	1
Motor vehicle accident with injuries	2
Police matter	1
Public service	1
Removal of victim(s) from stalled elevator	2

Smoke detector activation due to malfunction	2
Smoke detector activation, no fire – unintentional	1
Smoke or odor removal	1
Unauthorized burning	1
Water problem, other	1
	Total: 129
Basic Primary Station Name: Hapeville FD Station #2	
Cover assignment, standby, move up	1
EMS call, excluding vehicle accident with injury	16
Forest, woods or wildland fire	1
Smoke detector activation, no fire-unintentional	1
Removal of victim(s) from stalled elevator	3
Smoke or odor removal	1
	Total: 23
Medic 1 used 91 times Medic 2 used 11 times	Total both Station: 152

POLICE DEPARTMENT:

Bruce Hedley, Police Chief

rglavosek@hapeville.org (404)669-2150

Between September 1, 2024, and September 30, 2024, there were (696) calls for service. There were (3) Assaults, (2) Burglaries, (0) Robberies, (21) Larcenies, including 5 Entering Autos, 3 Stolen Vehicle, and 13 Thefts. The Department recovered (3) Stolen Vehicles. The Department made 54 arrests. The average Response time was 02 mins 52 sec.

The Department issued 305 citations, including parking, traffic, and general copies.

The E-911 Center processed 2,419 calls for service.

The Detective Division reviewed (680) cases, assigned (20) cases for investigation, and closed (10) cases. (1) Case(s) were closed with arrest warrants and (0) by CID arrest. The Detective Division obtained (1) warrants, responded to (2) crime scenes for investigation and executed (0) search warrant(s).

Code Enforcement September 2024: Code Enforcement handled (236) new calls for service. Of these calls, the unit documented (21) animal incidents, (14) parking in grass, (3) parking issues, (18) inoperable vehicles, (51) tall grass and weeds, (1) nuisance dwelling, (12) permit issues, (2) business license violations, (17) outside storage, (75) littering or pollution problems, and (6) property maintenance- exterior. Also (12) Yard debris, (1) Utility violations, (1) erosion violation, and (2) signage violation. The unit closed (178) cases and issued (4) citations.

COMMUNITY SERVICES:

Lee Sudduth, Director

lsudduth@hapeville.org (404)669-2120

Building Permits 3336 Myrtle Street (14009800140024) 30 Central Park Drive (140095LL0602) Plumbing Permits 3165 Dogwood Drive Units 301-307 Mechanical Permits 3196 Dogwood Drive Demo Permits 3335 Dogwood Drive 3327 Dogwood Drive 3319 Dogwood Drive 3309 Dogwood Drive	Tree Permits 747 North Avenue 3463 Rainey Avenue 262 Dorsey Road Electrical Permits 3130 Jackson Street 493 Barnett Drive 3302 Myrtle Street 200–212 College Circle 3400 Dogwood Drive 220 Mt Zion Road
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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 November 2024 issue of the Hapeville Hometown News is Friday, October 15th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

September 6 – Call Before You Dig – Children’s Commemoration & Plaque Ceremony

The City of Hapeville along with Georgia 811 held a commemoration ceremony honoring those who lost their lives in the 1968 Hapeville Day Nursery Explosion. This tragic event led to the establishment of the Georgia 811 Call Before You Dig initiative in 1974, promoting safety and awareness.

September 11 – Southern Fulton Transportation Panel Meeting

The Economic Development staff attended a meeting to discuss the potential Comprehensive Transportation Plan (CTP) and Trail Master Plan to being in calendar year 2025. The purpose of the meeting was to answer questions and provide information related to funding and next steps.

September 12 – Ribbon Cutting Event – Greyson Recovery & Mediation Solutions

The Economic Development Department hosted a ribbon cutting event to welcome Greyson Recovery & Mediation Solutions to Hapeville! Greyson Recovery & Mediation Solutions is located at 1005 Virginia Avenue, Suite 210. Services include mediation/asset recovery services, business formation, wills and trusts formation/review, landlord/tenant disputes, contract formation/review, and notary services (including mobile). Please help us welcome them to Hapeville!

September 19 – Tri-Cities Merchant Mixer

The Cities of Hapeville, East Point, and College Park hosted a Tri-Cities Networking Event at Wiseash Cigars, located at 1155 Virginia Avenue, Suite J. The event provided local business owners with an opportunity to network and strengthen community ties.

September 24 – Hapeville Elementary School Business Open House and Tour

Hapeville Elementary School hosted a Business Open House, inviting City of Hapeville staff and local business partners to participate. The purpose of the meeting was to connect the school with local resources, share updates on their achievements, and offer a student-led tour of the facility.

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 October 23rd 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 7 p.m.



The screening for the October film Lift (runtime 87 min.) 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.

Save the dates!

- **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 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, October 8th at 6 p.m.

Applicant	Address	Residential/Commercial	Request
Jeresha White	3409 Dogwood Drive	Commercial	CUP – Daycare Center
Joshua Crook	613 Spring Street	Residential	Site Plan – Two Story Addition
City of Hapeville	N/A	N/A	Text Amendment – Event Centers

- **Design Review Committee:** Wednesday, October 16th at 6 p.m.
- **Board of Appeals:** Thursday, October 24th 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:

- **Butterfly Launch Event!** Hapeville Main Street will be hosting a "Butterfly Launch" event to showcase the new designs that will be displayed in downtown Hapeville. The event will take place from 6:30 p.m. – 8 p.m. at the Academy Theatre located at 599 N. Central Avenue. Join us to see the new public art pieces, meet the artists, and enjoy complimentary food from Brass Tap Hapeville!
- **Hapeville Shutter Fest!** Saturday, October 5th Hapeville Main Street partners with Cat Eye Creative to bring an annual photography exhibit to Hapeville! Located in the Hapeville Depot Plaza and Arts Alley, this event brings photography to life with large images hanging on the fences along with 3 exhibits- in the Art Container in Jess Lucas Park, the Art Container in Arts Alley, and the Methodist Church, from 5 p.m. - 8 p.m. Enjoy the photography, music, and company! Info: [https:// www.hapeville.org/716/](https://www.hapeville.org/716/) **Hapeville-Shutter-Fest** or call (404) 669-8269.

Main Street Board of Directors Meeting:

Wednesday, October 9th at 6 p.m. (Municipal Annex, 700 Doug Davis Drive)

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 Revenue and Expense/Budget Reports for 2024 Bridge Period – (July – September)
- Meet with Department Heads to discuss budget and possible budget adjustments.
- Prepare 2024 Budget Period Budget Adjustments as needed.
- Install 2024 – Bridge Period Budget when FY2023-2024 is officially closed.
- Prepare FY2024-25 (October 2024 – September 2025) – Budget Adjustment as needed

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
- Officially Closed FY2022-23, Opened FY2023-24, and Installed FY2023-24 Budgets
- Preparing for Fiscal Year Change from July 1 – June 30 to October 1 – September 30
- 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 best financing terms for two (2) Fire vehicles – Not Yet Purchased and two (2) Solid Waste vehicles – Already Purchased
- Prepared and submitted all requested documents to financing company to receive loan proceeds for Solid Waste Vehicles Already Purchased – Funding Received
- Submitted required annual ARPA Reporting/Certification 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.

FINANCE SERVICES:

Stacie Johnston – Interim Customer Services Director

Sjohnston@hapeville.org, (404)669-2115

September 2024 Taxes Collected	
Real Property Taxes	\$171943.14
Personal Property Taxes	\$0.00
Stormwater Fees	\$8,719.98
Public Utilities	\$0.00
Total Collected	\$180,663.12

September 2024 Occupational Permits	
New Business License Applications	4
New Business Licenses – Issued	3
Business License by Type	
Commercial	369
Residential	41
Short-term Rental Permits	23
Total Business License	423

September 2024 Water Accounts	
New Commercial Accounts	4
New Residential Accounts	18
Total New Accounts	22

Monthly Water Collection	
Utility Payments	\$471363.24
Water Deposits	\$3000.00
Total Collected	\$474,363.24

Open Records Requests	
ORR-2024-367	Completed

DEPARTMENT ACTIVITIES

Administrative:

Welcome Latisha Gunn, Hapeville’s new Property Tax Specialist. She brings with her a wealth of knowledge regarding property tax billing, collections, audits, and research, and we are excited to have her on our team.

New email created for general property tax and storm water questions: taxclerk@hapeville.org.

2024 Tax Collections:

The Mayor and Council have reviewed and approved the FY24 mileage rate of 17.509, after three public hearings.

2024 Tax bills are tentatively scheduled to be mailed October 1, 2024, with a November 15, 2024, due date.

If a property owner has questions or concerns about property taxes or stormwater fees, please contact Mrs. Latisha Gunn at lgunn@hapeville.org or 404-669-2106.

New businesses for August 2024:

- 1. Guardian Home Care, LLC
- 2. WM Equites LLC
- 3. NVC- BCDC Hapeville LLC

Business License Renewals:

In September 2024, the city collected \$394.80 in new license fees. Several pending business applications will likely be approved in October 2024 as some are finishing construction and pending inspections.

In total, Hapeville has 423 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 or 404-669-2105.

For more information about property taxes, business licenses, and short-term rentals, please see the Hapeville website, 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	October 15 th	6 p.m.	Hapeville Municipal Annex

OPEN RECORDS REQUEST

Month: August 2024

Record Request Type	# of Processed
Public Safety Request	47
General Open Record Request	44

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

Ethics	Date: TBD
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Development Authority	Date: TBD
Open Meetings	Date: TBD
MAJOR PROJECT(S)	
Project(s)	Deadline
The website redesign	Completed
The “MyHapeville GA” App project is currently in process.	Completed
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
Alcohol Delinquent Letters Mailed	Completed
Christmas Employee Luncheon	TBD
ALCOHOL BEVERAGE LICENSE CALENDAR 2024	
New Alcohol Licenses	1
ESTABLISHMENT NAME	
Thai Heaven	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: 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 - restructuring of filing system and records retention for our department.
- Assist with hiring efforts for all departments.
- New Hires
 - Samel Surles – Police Officer
 - Laticha Gunn – Property Tax Specialist
- ORR- 2024-360
- ORR-204-465
- PSR-2024-487
- Left Employment – Chrislyn Turner and Christian Nelson
- Stacie Johnston attended the Hapeville Elementary Business Open House
- Worked on FY 2024 audit items 144, 144.1, 144.2, and 145.

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:** 1,505

Highlights:

- **Gallery Repainted:** The gallery space has been patched and repainted for an all new year of exhibits and events.
- **Happy Days Display** – On view September 18th-21st during museum hours. Visitors explored the museum's gallery space to take a walk down memory lane with Hapeville High School yearbooks and memorabilia. The exhibit included a large table to sit at and share memories as well as a chalkboard to add guests' Hapeville stories.

Upcoming Events and Exhibits:

- Whiskey on the Rails: Hapeville and Southern Prohibition- Learn about how the Opening reception is on October 11th from 6-8pm. Lecture begins at 7pm. RSVP at info@hapevilledepot.org.
- Rich's: A Southern Tradition- Opening reception with a lecture by Author and Historian, Jeff Clemmons. The lecture will take place in Christ Church beginning at 6:30pm. RSVP at info@hapevilledepot.org.