



November 2024 Department Reports (October's Information)

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

FIRE DEPARTMENT:

Nicholas Condrey, Fire Chief

ncondrey@hapeville.org (404)669-2167

For the month of October, the fire department had 32 inspections.

The following personnel attended Training/Trained.

- Chief William Pildner attended Chief Officer Orientation Day 1-4 at Georgia Public Safety Training Center.
- Announcement: Captain Hank Askew had his 5-year anniversary with the city on October 14th.

Basic Incident Type (FD1.21)	Count of Incidents
Basic Primary Station Name: Hapeville FD Station #1	
Alarm system sounded due to malfunction	2
Arcing, shorted electrical equipment	1
Attempt to burn	1
Brush or brush-and-grass mixture fire	1
Cooking fire, confined to container	1
Dispatched and cancelled en route	6
EMS call, excluding vehicle accident with injury	105
False alarm or false call, other	1
Gas leak (Natural gas or LPG)	1
Gasoline or other flammable liquid spill	1

Motor vehicle accident with injuries	3
Passenger vehicle fire	1
Police matter	2
Power line down	1
Rescue, EMS incident, other	1
Smoke detector activation due to malfunction	1
Smoke detector activation, no fire – unintentional	2
Smoke or odor removal	1
Smoke scare, odor of smoke	1
	Total:133
Basic Primary Station Name: Hapeville FD Station #2	
Alarm system activation, no fire - unintentional	1
Alarm system sounded due to malfunction	1
Dispatched and cancelled en route	3
Dumpster or other outside trash receptacle fire	1
EMS call, excluding vehicle accident with injury	24
Gas leak (natural gas or LPG)	1
Mobile property (vehicle) fire, other	1
Motor vehicle accident with injuries	2
No incident found on arrival at dispatch address	1
Refrigeration leak	1
Removal of victim(s) from stalled elevator	1
	Total: 37
Medic 1 used 91 times Medic 2 used 10 times	Total both Station: 170

POLICE DEPARTMENT:

Bruce Hedley, Police Chief

rglavosek@hapeville.org (404)669-2150

Between October 1, 2024, and October 31, 2024, there were (656) calls for service. There was (1) Assault, (1) Burglary, (0) Robberies, (24) Larcenies, including 5 Entering Autos, 4 Stolen Vehicle, and 15 Thefts. The Department recovered (4) Stolen Vehicles . The Department made 35 arrests. The average Response Time was 03 mins 09 sec.

The Department issued 322 citations, including parking, traffic, and general copies.

The E-911 Center processed 2,567 calls for service.

The Detective Division reviewed (656) cases, assigned (26) cases for investigation, and closed (23) cases. (1) Case(s) were closed with arrest warrants and (1) by CID arrest. The Detective Division Obtained (5) warrants, responded to (5) crime scenes for investigation and executed (3) search warrant(s).

Code Enforcement handled (264) new calls for service. Of these calls, the unit documented (26) animal incidents, (31) parking in grass, (6) parking issues, (11) inoperable vehicles, (25) tall grass and weeds, (1) nuisance dwelling, (12) permit issues, (51) alcohol licenses (new or renewal), (23) outside storage, (65) littering or pollution problems, and (1) property maintenance- exterior. Also (8) Yard debris, (1) Utility violations, (1) gravel violation, and (2) signage violation. The unit closed (220) cases and issued (4) citations.

COMMUNITY SERVICES:

Lee Sudduth, Director

lsudduth@hapeville.org (404)669-2120

Building Permits 244 Birch Street (14009400091312) 920 Custer Street (14012700030535) 205 Birch Street (14009400091015) 483 North Avenue (14009400030443) 613 Cofield Drive (14009900020159) 3240 N Fulton Ave (14009500070158) Mechanical Permits 200-212 College Circle 3189 A&B Jackson Street Demo Permits 3034 Springdale Road 3166 Dogwood Drive Plumbing Permits 501 Walnut Street 3365 Dogwood Drive	Tree Permits 297 Birch Street 3316 LaVista Drive 390 Lake Drive 649 Campbell Circle 506 Walnut Street 338 Northwoods Place Electrical Permits 297 Birch Street 3440 North Fulton Avenue 3165 Dogwood Drive, Bldg. 2 349 Moreland Way 3189B Jackson Street
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30 Central Park Drive 558 College Street Bldgs. A-F 3103 Old Jonesboro 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, November 15th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

The City of Hapeville proudly presents the Southern Circuit Tour of Independent Filmmakers!

 Mark your calendars for THIS FRIDAY as the 2024 Fall Film Series concludes at the Historic Christ Church & Carriage House, located at 680 S. Central Avenue in downtown Hapeville.

Join us for an evening of film, food, and music!

- 6 p.m. Reception featuring live music from local musicians and complimentary Hors d'oeuvres from a local partner restaurant.
- 7 p.m. Film screening, followed by a Q&A session

Featured Film: Family Tree

Directed by Jennifer MacArthur, Family Tree takes us on a journey into sustainable forestry in North Carolina through the powerful stories of two Black families fighting to preserve their land and legacy. The film's cinéma vérité approach showcases the challenges of maintaining their land while facing complex family dynamics, unscrupulous developers, and environmental changes. The forest, with its stunning seasonal shifts, becomes a central character in this intimate family drama.

Runtime: 97 min.

Visit the Family Tree film website for more information.

This 2024-25 Southern Circuit event is a program of South Arts, made possible with support from South Arts, the National Endowment for the Arts, and local partners. Special thanks to the Academy of Motion Picture Arts and Sciences for their support.

Questions? Contact Economic Development staff at (404) 669-8269 or visit www.hapeville.org.

Please note: The views and content in the Southern Circuit films do not necessarily reflect those of the City of Hapeville. Some films may be intended for mature audiences; viewer discretion is advised.

November 20th – ULI (Urban Land Institute) Board of Directors Tour & Quarterly Meeting. The ULI’s Board of Directors will meet at Paper Plane for lunch, followed by a walking tour of Hapeville to view various public art facilities around the city. The group is interested in learning more about Hapeville’s development, its unique appeal, and hearing about the city’s growth, future and key projects. Members of staff will attend the event and participate in a moderate panel discussion along with local developers.

Upcoming Planning & Zoning Meetings:

Planning Commission: Tuesday, November 19th at 6 p.m.

Applicant	Address	Residential/Commercial	Request
IHD Investments Inc.	3165-3167 Dogwood Dr	Residential	Final Plat – Phase II
Joshua Crook	613 Spring Street	Residential	Site Plan – Two Story Addition
City of Hapeville	N/A	N/A	2025 Meeting Schedule

Board of Appeals: Thursday, November 21st at 6p.m.

Applicant	Address	Residential/Commercial	Request
Joshua Crook	613 Spring Steet	Residential	Site Plan – Two Story Addition

Board of Appeals Meeting: Thursday, November 21st at 6 p.m.

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:



Sleigh The Holidays – Hapeville Business Decoration Contest! Hapeville Sleigh the Holidays invites locals and visitors alike to explore festive holiday displays throughout the city, each uniquely crafted by participating businesses. As guests stroll through Hapeville, they can use a special holiday passport to visit each location, discover creative holiday scenes, and engage with local businesses. Along the way, participants can vote for their favorite display, adding a touch of friendly competition and holiday spirit to the season! Voting from December 1st-December 20th with the winners being announced on December 23rd.

December 7th - #FreeArtHapeville - Hapeville Main Street Program gives grants to several local artists to create ART to give out FREE during this unique event! This event will have TinType Portraits, Poems on the Spot, Ceramics, Leather Goods, Llamas, Printmakers, live music, and more!

When: December 7th

Time: 4:30 p.m. -7:30 p.m.

Where: Arts Alley – Downtown Hapeville

Main Street Board of Directors Meeting:

Wednesday, November 13th 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.
- Officially Closed Fiscal Year Ending June 30, 2024.

Budget Administration

- Review of Revenue and Expense/Budget Reports for FY2024 Bridge Period – (July 2024 – September 2024).
- Review of Revenue and Expense/Budget Reports for FY2024-2025 (October 2024 – September 2025).
- Meet with Department Heads to discuss budgets and possible budget adjustments.
- Prepare 2024 Bridge Period Budget Adjustments as needed.
- Installed 2024 Bridge Budget (July 1, 2024 – September 30, 2024).
- Prepare FY2024-25 (October 2024 – September 2025) – Budget Adjustments 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.
- Prepare for FY2024 Bridge Period Audit.
- Reviewed 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 for DOAA, DCA, USDOJ, USDOC, etc.
- Submitted 2023 Audit Report to Georgia Department of Audits and Accounts and Preparing to Submit 2024 Audit Report.
- Completed and Submitted 2023 Certification of E-911 Expenditures to Georgia and Preparing to Submit 2024 Report.
- Department of Audits and Accounts.
- Completed and Submitted 2023 Hotel-Motel Tax Report Certification to Department of Community Affairs (DCA) and Preparing to Submit 2024 Report.
- Report Due Six (6) Months After Fiscal Year End.
- Completed and Submitted 2023 Report of Local Government Finances to Department of Community Affairs (DCA) and Preparing to Submit 2024 Report - 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) and Preparing to Submit 2024 Report - Report Due Six (6) Months After Fiscal Year End.
- Assisted City Clerk with Completing 2022 Annual Authority Registration and Financial Report (AARF) and Preparing to Assist with 2024 Submission – 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 and Preparing to Submit 2024 Report when Audit is Complete.
- 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, and Preparing to Submit 2024 Report.
- Officially Closed FY2023-24, Opened FY2024 Bridge Period (July 2024 – September 2024), and Installed FY2024 Bridge Period Budgets.
- Completed Fiscal Year Change from July 1 – June 30 to October 1 – September 30th.
- Submitted Request for Proposals to four (4) Banks to obtain the best financing terms for two (2) Fire vehicles and two (2) Solid Waste vehicles.
- Prepared and submitted all requested documents to the financing company to receive loan proceeds for Solid Waste Vehicles Already Purchased.
- Received Billing Invoice for Fire Department Vehicles Delivered in October 2024.
- 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

October 2024 Taxes Collected	
Real Property Taxes	\$1,515,514.96
Personal Property Taxes	\$184,665.21
Stormwater Fees	\$13,867.02
Public Utilities	\$0.00
Total Collected July 2024	\$1,714,047.19

October 2024 Occupational Permits
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New Business License Applications	2
New Business Licenses – Issued	2
Business License by Type	
Commercial	375
Residential	16
Short-term Rental Permits	20
Total Business License	411

October 2024 Water Accounts	
New Commercial Accounts	1
New Residential Accounts	24
Total New Accounts	25

Monthly Water Collection	
Utility Payments	\$315,131.86
Water Deposits	\$2,700.00
Total Collected – October 2024	\$317,831.86

Open Records Requests	
ORR-2024-422	Completed

DEPARTMENT ACTIVITIES

Admin:

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

2024 Tax Collections:

Over 2700 tax bills were mailed to residents and businesses located within the city district of Hapeville. The due date to pay taxes is November 25, 2024. If you have not received your tax statement, please visit our website to view or print an electronic copy or call our office at 404-669-2106.

If you have questions or concerns about property taxes or stormwater fees, please contact Mrs. Latisha Gunn at taxclerk@hapeville.org or 404-669-2106. Additionally, submit all change of address requests to the Fulton County Tax Commissioner's Office.

New businesses for October 2024:

1. Dave's Sport's Bar & Grill
2. Ace Brewing LLC (Chattabrewchee – The Hunger)

Business License Renewals:

In October 2024, the city collected \$2,340.21 in new license fees. There are several pending business applications coming down the pipeline for the remaining months of 2024. Additionally, Short-term renewal season has begun, and the renewal packets have been mailed out. We anticipate all permit holders will renew.

In total, Hapeville has **413** 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 Regular Session	December 3 rd	6 p.m.	Hapeville Municipal Annex

OPEN RECORDS REQUEST

Month: October 2024

Record Request Type	# of Processed
Public Safety Request	65
General Open Record Request	39

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	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 Deadline	November 15 th
Alcohol Delinquent Letters Mailed	Completed
Christmas Employee Luncheon	December 13th
2025 ALCOHOL RENEWAL RECEIVED	
Total	30
ALCOHOL BEVERAGE LICENSE CALENDAR 2024	
New Alcohol Licenses	1
ESTABLISHMENT NAME	
Dave's Sport's Bar & Grill	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.
- Promotions
 - Nick Condrey – Fire Chief
 - James Raines – AMI Systems Specialist
 - Brandon Stevens - Water and Sewer Superintendent
- Certifications Obtained
 - Tonya Hutson – Engineering and Design Procurement Policy and Procedure
Title VI/ ADA Training
ROW Acquisition Training for Local Agencies
Plan Development Process (PDP)
Local Administrative Project (LAP) Manual
- Left Employment – Breana Eatmon – Economic Development Specialist

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:** 1,696

Highlights:

- **Whiskey on the Rails Opening Reception**
10/11 6-8pm The reception and lecture had a full house of tourists, historians and whiskey enthusiasts. Historian Kerum Kendall and Distiller Andy Sudderth gave a fascinating presentation with a great depth of knowledge and humor.
- **Southern Paranormal and History Lecture**
10/25 7-8pm The museum was safely packed with guests. Lighting was used to set the atmosphere for the evening and tourists enjoyed hearing about the exciting history of Metro Atlanta interspersed with paranormal tales.

Upcoming Events and Exhibits:

December 2024

- **Rich's: A Southern Tradition Exhibit Opening**
12/6 6-8pm There will be a history lecture at Christ Church with Historian, Jeff Clemmons and a new exhibit at the museum. 70 RSVPs. 13 volunteers. There will be live festive orchestral music from 6-6:30pm by the Atlanta Contemporary Music Collective. Jeff Clemmons will provide a history lecture from 6:30-7:30pm. From 7:30pm onward there will be a book signing and an opportunity to see the new exhibit at the museum.

January 2025

- **Save Your Spaces Workshop**
1/11 3-5pm A workshop in partnership with the *Save Your Spaces Festival*. This workshop aims to aid non-historians who are interested in historic preservation.
- **Book Talk with Hannah Palmer**
11/18 2-4pm Hannah Palmer will discuss her new history book, *The Pool is Closed*. There will be books for sale and a signing afterwards.
- **Orchestral Music by Atlanta Contemporary Music Collective**
1/25 7:30-9pm This non-profit group plays contemporary orchestral music in unique spaces, such as historic sites, museums, art galleries and more.

February 2025

- **Black History Month**

The museum kicks off Black History Month with two Historian and Artist Residency pairs who will create new history exhibits and art on Air Atlanta and the Early Black History of Hapeville. The residents include:

Paulette Richards is a historian with a Ph.D. in French Civilization and a former Fulbright Scholar. She is the author of *Object Performance in the Black Atlantic: The United States* which traces the connection between traditional African puppets, masks, and performing objects and contemporary African American puppetry.

Cheyenne Bryant is a museum educator and artist. Cheyenne has worked at the Atlanta History Center as well as the Center for Puppetry Arts. She has published work for the Chicago International Puppet Festival and is in the process of publishing a review for UNIMA-USA's online Puppetry International Journal.

Camisha Butler is a professional fiber artist and educator specializing in history-based research within craft and fiber arts. With a deep knowledge of textile techniques and cultural preservation, she has led lectures and workshops at various museums, art centers, and cultural institutions. She is dedicated to sharing and preserving craft knowledge for diverse audiences and future generations.

Nedra Deadwyler is a historian with a Master of Historic Preservation from GSU. She leads biking and walking tours to talk about history throughout Metro Atlanta, including topics from Reconstruction to Civil Rights, women's history, and more. Nedra has worked as a Historian on projects with The Rose Library, Sweet Auburn Works, Central Atlanta Progress, Capitol View Neighborhood Association, The Guild and Smart Growth America.

March 2025

- ***Phoenix Flies with The Atlanta Preservation Center***

Hapeville History Walking Tour - March 8th at 1pm

Hapeville History Museum Tour - March 22nd at 2pm

The museum is officially partnering with Atlanta Preservation Center for their Annual month-long celebration of historic sites in Metro Atlanta, *Phoenix Flies*. The museum will lead 2 history tours and be featured in the 2025 *Phoenix Flies* guidebook.