



December 2024 Department Reports (November'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 November, the fire department had 17 inspections.

The following personnel attended Training/Trained.

- Chief Joey Overton attended Introduction To Battery Hazards and Response, Multigenerational Leadership in the Fire Service and Water Mapping at Georgia Public Safety Training Center.
- Firefighter Michael Johnson attended Leadership in Supervision 2: Perspectives in Thinking and Leadership in Supervision Supervision 3: Framework to Success at Georgia Public Safety Training Center.
- Lieutenants Casey Hart and Matthew Brown celebrated 25 years with the City of Hapeville Fire Department on October 28, 2024.

Basic Incident Type (FD1.21)	Count of Incidents
Basic Primary Station Name: Hapeville FD Station #1	
Alarm system activation, no fire – unintentional	2
Building or structure weakened or collapsed	1
Carbon monoxide detector activation, no CO	1
CO detector activation due to malfunction	1
Cooking fire, confined to container	1
Dispatched and cancelled en route	3
Emergency medical services, other	1
EMS call, excluding vehicle accident with injury	63

Gas leak (Natural gas or LPG)	2
Gasoline or other flammable liquid spill	1
Motor vehicle accident with injuries	7
Motor vehicle accident with no injuries	1
Motor vehicle/pedestrian accident (MV PED)	1
Outside stationary compacted trash fire	1
Passenger vehicle fire	1
Police matter	2
Public services	1
Smoke detector activation due to malfunction	2
Smoke or odor removal	2
Smoke scare, odor of smoke	1
	Total:96
Basic Primary Station Name: Hapeville FD Station #2	
Alarm system activation, no fire - unintentional	1
EMS call, excluding vehicle accident with injury	9
Gasoline or other flammable liquid spill	1
	Total: 11
Medic 1 used 43 times Medic 2 used 1 time	Total both Station: 107

POLICE DEPARTMENT:

Bruce Hedley, Police Chief

rglavosek@hapeville.org (404)669-2150

Between November 1, 2024, and November 30, 2024, there were (495) calls for service. There was (1) Assault, (1) Burglary, (1) Robbery, (24) Larcenies, including 3 Entering Autos, 1 Stolen Vehicle, and 18

Thefts. The Department recovered (1) Stolen Vehicle . The Department made 39 arrests. The average Response time was 02 mins 12 sec.

The Department issued 253 citations, including parking, traffic, and general copies.

Due to the temporary software issue, we are unable to run reports detailing the number of calls processed by the E-911 Center.

The Detective Division reviewed (495) cases, assigned (13) cases for investigation, and closed (13) cases. (2) Case(s) were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (6) warrants, responded to (3) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement November 2024: Code Enforcement handled (149) new calls for service. Of these calls, the unit documented (14) animal incidents, (15) parking in grass, (9) parking issues, (11) inoperable vehicles, (2) tall grass and weeds, (1) nuisance dwelling, (12) permit violations, (18) outside storage, (47) littering or pollution problems, and (5) property maintenance- exterior. Also (6) Yard debris, (1) Dangerous tree, (2) premise identification, and (1) signage violation. Also (2) Business violations, (1) graffiti violation, and (2) noises prohibited. The unit closed (125) cases and issued (2) citations.

COMMUNITY SERVICES:

Lee Sudduth, Director

lsudduth@hapeville.org (404)669-2120

Building Permits 3192 Hope Street (14009900040793) 3304 Stillwood Lane (14009800090484) 3305 Stillwood Drive (14009800090484) 3306 Stillwood Lane (14009800090484) 3307 Stillwood Drive (14009800090484) 3308 Stillwood Lane (14009800090484) 3311 Stillwood Drive (14009800090484) 3312 Springhaven Avenue (14009800090484) 3314 Springhaven Avenue (14009800090484) 3303 Stillwood Drive (14009800090484) 3361 Dogwood Drive (14009800160287) 3558 Elm Street (Multiple Parcels) 3045 Commerce Way (140067LL1208) 297 Birch Street (14009400101541) 3640 South Fulton Avenue (14009700090261) 654 Campbell Circle (14009900020795) Mechanical Permits 30 Central Park Drive 793 North Avenue 208 Birch Street 3336 Myrtle Street	Tree Permits 0 North Avenue 201 Victoria Lane 716 Campbell Circle 305 Birch Street 636 Cofield Drive Electrical Permits 3192 Hope Street 30 Central Park Drive 3336 Myrtle Street Plumbing Permits 3209 Oakdale Road 297 Birch Street 3336 Myrtle Street
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Demo Permits 543 College Street 555 College Street 3660 Elm Street 536 Porsche Avenue 3560 Perkins Street 540 Porsche Avenue	
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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 January 2025 issue of the Hapeville Hometown News is Monday, November 16th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

2024 Film Series Appreciation! A heartfelt thank you to everyone who attended the 2024 Southern Circuit Film Series! We extend special gratitude to our restaurant partners, talented musicians, supportive residents, and visitors who made this series such a success. Your enthusiasm and participation mean so much to us. We're already looking forward to the 2025 Film Series, kicking off in February! Stay tuned for updates and film details by visiting www.hapeville.org. Thank you for celebrating the art of film with us!

November 8th - Ribbon Cutting Event: Convo Restaurant's One-Year Anniversary Celebration! The Economic Development Department extends heartfelt congratulations to Convo Restaurant on celebrating their one-year anniversary in Hapeville! Located at 3259 Dogwood Drive, Convo has been a fantastic addition to our community. Please stop by today to congratulate them and enjoy the welcoming atmosphere and delicious offerings that have made them a local favorite!

November 21st – Ribbon Cutting Event: Main Source Roof Management! The Economic Development Department is excited to welcome Main Source Roof Management to Hapeville! Main Source Roof Management is a national commercial roofing company specializing in roof inspections, repairs, consulting, and portfolio analysis for multi-location businesses. Visit their office at 703 N Central Ave, Suite B, and join us in welcoming this fantastic new business to our community!



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.

Planning Commission Meeting: Tuesday, December 10th: Canceled
 Design Review Committee: Wednesday, December 18th, 6 p.m.
 Board of Appeals Meeting: Thursday, December 19th: Canceled

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, December 11th 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.
- Preparing to Officially Close Fiscal Year Ending September 30, 2024.

Budget Administration

- Completed Review of Revenue and Expense/Budget Reports for FY2024 Bridge Period – (July 2024 – September 2024).
- Completed 2024 Bridge Period Budget Adjustments After Meeting with City Manager.
- Prepare FY2024 Bridge Period Budget Adjustments Report – 1st Reding for Approval Consideration.
- 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
- Installed 2024 Bridge Budget (July 1, 2024 – September 30, 2024).
- Prepare FY2024-25 (October 2024 – September 2025) – Budget Adjustments as needed.
- Preparing to Install FY2024-2025 Budget After FY2024-(July 2024-September 2024) is Officially Closed.

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.
- 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

November 2024 Taxes Collected	
Real & Personal Property Taxes	\$4,630,403.86
Stormwater Fees	\$13,843.80
Public Utilities	\$0.00
Total Collected November 2024	\$4,644,247.66

November 2024 Occupational Permits	
New Business License Applications	0
New Business License-Issued	2

Business License by Type	
Commercial	375
Residential	16
Short-term Rental Permits	20
Total Business License	411

November 2024 Short-Term Rental Program	
Current Short-term Rental Permits	20
2025 STR Renewal	3 of 20
New Application Received	2

November 2024 Water Accounts	
New Commercial Accounts	0
New Residential Accounts	12

Total New Accounts	12
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Monthly Water Collection	
Utility Payments	\$193,067.52
Water Deposits	\$1,325.00
Total Collected – November 2024	\$194,392.52

Open Records Requests	
ORR-2024-435	Completed

DEPARTMENT ACTIVITIES

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**. Payments received after this deadline will incur late penalties starting **November 26, 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**.

For questions about property taxes or stormwater fees, contact Mrs. Latisha Gunn at taxclerk@hapeville.org or 404-669-2106.

Submit change of address requests to the Fulton County Tax Commissioner's Office.

New businesses for November 2024:

N/A

Business License Renewals:

In November 2024, the city did not collect any revenue in new license fees. Currently, Hapeville has 413 active businesses.

Additionally, Short-term renewal season is in full swing with the deadline of December 1st quickly approaching. To date, we have had three (3) properties renew their permits for 2025.

- 388 North Ave.
- 3175 N. Fulton Ave.
- 617 Chestnut St

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	Jan 7 th , 2025	6 p.m.	Hapeville Municipal Annex
Hapeville Development Authority	Jan 9 th , 2025	6:30 p.m.	Hapeville Municipal Annex

OPEN RECORDS REQUEST

2024 Year-to-Date: 1,084 Request

Record Request Type	# of Processed
Public Safety Request	621
General Open Record Request	463

Potential training courses: Carl Vision training for employees and Board members will be hosted in early 2025

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.	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
Website Chatbot	Launch Date- December 16 th
Christmas Employee Luncheon	December 13 th , 2025
GIRM Insurance Renewal	January 3 rd , 2025
Board Members Appreciation Dinner	January 30 th , 2025

2025 ALCOHOL RENEWAL RECEIVED

Total 45

ALCOHOL BEVERAGE LICENSE CALENDAR 2024

New Alcohol Licenses 3 Approved

ESTABLISHMENT NAME

Thai Heaven 2 Pending
Ace Brewing

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
 - Kemal Ozee – Police Captain
 - Justin McGuinnis – Police Captain
 - Brian Arnold – Water Maintenance Foreman
- Left Employment – Chasten Jackson – Rogers
- Stacie Johnston attended the Georgia Local Government Personnel Association Fall Conference held in Athens, Georgia.
- Jeannette Aymerich is cross training with the Customer Financial Services Department.
- Processed One Time Payment that was approved by Mayor and Council for all employees during last council meeting.

HAPEVILLE MUSEUM:

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

Volunteers:

- Looking to volunteering? Email ssingleton@hapeville.org for more information.
- **Visitor Year to Date:** 1,846

Highlights:



New Employee: Hapeville Depot Museum and ATL Airport District Welcomes New Public Historian, Nedra Deadwyler

The Hapeville Depot Museum and ATL Airport District are proud to announce the addition of Nedra Deadwyler as its new Public Historian. With a career rooted in social work, cultural preservation, and creative leadership, Nedra brings a unique approach to the Hapeville Depot Museum, emphasizing equitable processes that center community voices in defining and shaping stories of place. Nedra is the founder and principal of Civil Bikes, an organization dedicated to heritage tours, bike education, and advocacy for mobility justice and accessibility. Through initiatives like youth bike camps and public engagement, Civil Bikes transforms how people connect with history and the urban landscape. Nedra also launched Save Your Spaces, a skill-sharing platform empowering individuals to lead preservation projects in their communities. Nedra holds a Master of Heritage Preservation from Georgia State University, a Master of Social Work from New York University, and a Bachelor of Social Work from the University of Georgia. At the Hapeville Depot Museum, Nedra will focus on community-centered history and programming, fostering a deeper connection between the museum and the public. Through her work, the museum will serve as a dynamic space for dialogue, creativity, and cultural exploration. Please join us in welcoming Nedra Deadwyler to the Hapeville Depot Museum team!

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.