



January 2025 Department Reports (December'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 December, the fire department had 9 inspections.

The following personnel attended Training at the Georgia Public Safety Training Center.

- Chief Nick Condrey attended Life Safety Code.
- Division Chief Joey Overton attended Occupational Analysis Initial Panel Workshop.
- Battalion Chiefs Mike Donaldson and Andric Getz attended Training Operations in Small Departments.
- Captain Jenny Brown attended Fire Instructor 1 and Acting Officer in Charge.
- Firefighter Michael Johnson attended Acting Officer in Charge.
- Firefighter Aaron Lasenyik attended Fire Department Supervision.
- Firefighter Robert Shellabarger attended Acting Officer in Charge.
- Lieutenant Caleb Labiche and Firefighter Chris Hansford celebrated 10 years of service with the City of Hapeville Fire Department.

Basic Incident Type (FD1.21)	Count of Incidents
Basic Primary Station Name: Hapeville FD Station #1	
Alarm system activation, no fire – unintentional	1
Brush or brush-and-grass mixture fire	1
No incident found on arrival at dispatch address	2
EMS call, excluding vehicle accident with injury	84
Motor vehicle accident with injuries	3
Motor vehicle accident with no injuries	1
Outside rubbish, trash or waste fire	1

Police matter	1
Public services	2
Removal of victim(s) from stalled elevator	1
Smoke or odor removal	1
Smoke scare, odor of smoke	1
Water problem, other	1
	Total:100
Basic Primary Station Name: Hapeville FD Station #2	
Alarm system activation, no fire - unintentional	1
Cooking fire, confined to container	1
Dispatched and cancelled en route	2
EMS call, excluding vehicle accident with injury	18
Public service	1
Removal of victim(s) from stalled elevator	2
Smoke scare, odor of smoke	2
	Total: 27
Medic 1 used 88 times Medic 2 used 5 time	Total both Station: 127

POLICE DEPARTMENT:

Bruce Hedley, Police Chief

rglavosek@hapeville.org (404)669-2150

Between December 1, 2024, and December 31, 2024, there were (518) calls for service. There was (1) Assault, (2) Burglaries, (0) Robberies, (52) Larcenies, including 28 Entering Autos, 3 Stolen Vehicle, and 21 Thefts. The Department recovered (3) Stolen Vehicles and (1) Stolen Property Item. The Department made 32 arrests. The Average Response time was 01 mins 09 sec.

The Department issued 289 citations, including parking, traffic, and general copies.

The E-911 Center processed 2,155 calls.

The Detective Division reviewed (518) cases, assigned (65) cases for investigation, and closed (47) cases. (3) Case(s) were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (10) warrants, responded to (6) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement handled (158) new calls for service. Of these calls, the unit documented (19) animal incidents, (25) parking in grass, (3) parking issues, (3) inoperable vehicles, (3) nuisance dwelling, (9) permit violations, (18) outside storage, (49) littering or pollution problems, and (4) property maintenance- exterior. Also (12) Yard debris, (1)Gravel violation, (2) Business violations, and (2) signage violation and (2) Sanitation violation. Also (2) Utility violations, (2) Tree violations, and (2) noises prohibited. The unit closed (132) cases and issued (6) citations.

COMMUNITY SERVICES:

Lee Sudduth, Director
lsudduth@hapeville.org (404)669-2120

Building Permits 3416 Harding Avenue (14009800030225) 516 Walnut Street (14009400030310) 261 Moreland Way (14009400090330) 256 Maple Street (14009400090843) 3446 Old Jonesboro Road (14006600030397) 297 Birch Street (14009400101541) 419/421 Lake Drive (14009400080547) 3184 Forrest Hills Drive (14009400091668) 613 Spring Street (14009500050069) 3244 LaVista Drive (14006600030314) 3220 Jackson Street (14009400010544) 800 Doug Davis Drive (140098LL0146) 205 Birch Street (14009400091015) Demo Permits 543 College Street 555 College Street 3660 Elm Street 536 Porsche Avenue 3560 Perkins Street 540 Porsche Avenue	Tree Permits 699 Campbell Circle 702 Campbell Circle 760 Doug Davis Drive Electrical Permits 3422 Norman Berry Drive 3361 Dogwood Drive 3653 Union Avenue 419/421 Lake Drive Plumbing Permits 111-119 Chestnut Trace 419/421 Lake Drive 613 Spring Street 261 Moreland Way Mechanical Permits 3288 Russell Street 3158 Jackson Street, B 297 Birch Street 265 Maple Street 3361 Dogwood 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 January 2025 issue of the Hapeville Hometown News is Wednesday, January 15th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit www.hapeville.org for up-to-date information.

2025 Spring Film Series Begins!



Wednesday, February 19, 2025

Runtime: 92 min.

Hotel filmmakers include Kevin Wong (Director, Producer, Co-Cinematographer) and Kar Yin Tham (Co-Director, Producer). Across America, cities are struggling with homelessness and housing affordability. How does one decades-old solution – cramped Single Room Occupancy units – impact the lives of those who live in them? Home Is a hotel takes you inside San Francisco's SRO housing through intimate portraits of their residents filmed over six years. This character-driven, verité documentary immerses viewers in what it means to call a single-room home in the heart of one of America's richest cities. It's the story of an immigrant single mom in Chinatown, a blind

songwriter fighting harassment and eviction, an ex-couple in recovery co-parenting a six-year-old son, a graffiti artist who paints murals for the tech companies gentrifying his neighborhood, and a determined mother on a quest to find her runaway daughter all of them trying to better their lives within the four walls of rentals as tiny as 80 square feet.

Visit the Home is a hotel film [website](#) for more information.

Save the dates!

- **Friday, March 28, 2025**, This World is Not My Own, runtime: 97 min.
- **Friday, April 11, 2025**, North Putnam, runtime: 90 min.

Planning Commission Meeting: Tuesday, January 14th, 6 p.m.

Design Review Committee: Wednesday, January 15th, 6 p.m.

Board of Appeals Meeting: Thursday, January 23rd: 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 Meeting:



Sleigh The Holidays Winner! Congrats to Folk Art Hapeville located at 637 N. Central Avenue for being the very first winner of the annual Sleigh the Holidays business decorating competition! Thank you to all the participating businesses and those who voted. It was so fun to have some friendly competition and to see the community's holiday spirit shine!

Save the Date!

Butterfly Lantern Parade!

3rd Annual Hapeville Butterfly Lantern Parade

Saturday, March 22nd

Jess Lucas Park, 5 – 10 p.m.

🦋 Get ready to spread your wings and join the magic of Hapeville's Butterfly Lantern Parade, hosted by the Hapeville Main Street Program and the talented Chantelle Rytter + Krewe of the Grateful Gluttons on Saturday, March 22nd at Jess Lucas Park (680 S. Central Ave.) The festival is from 5 -10 p.m., Parade steps off at 8:10pm 🦋 We are buzzing with anticipation for this enchanting event. Interested in volunteering or sponsorship opportunities? Contact Nikki Cales at ncales@hapeville.org or call (404) 669-8269.

Please visit: <https://hapeville.org/671/Main-Street-Events> or follow Hapeville Main Street on Instagram & Facebook for up-to-date information including workshop and event schedules.

Main Street Board of Directors Meeting:

Wednesday, January 8th 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 September 30, 2024.
- Preparing to Close Period Ending November 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 – 2nd 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 FY2024-25 Budget (October 1, 2024 – September 30, 2025)
- 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.
- **FY2023-24 Audit is Complete** – Clean Audit Opinion Rendered.
- Prepare for FY2024 Bridge Period Audit (July 2024 – September 2024).
- 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 **2024 Audit Report** to Georgia Department of Audits and Accounts
- Completed **2024 Certification of E-911 Expenditures Report** and Preparing to Submit to Georgia 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 **2024 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 September 30, 2024**
- Completed Fiscal Year Change from July 1 – June 30 to October 1 – September 30
- Prepared and 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 Request for Proposals to four (4) Banks to obtain the best financing terms for one (1) **Fire Ambulance Vehicle**
- 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 Ongoing 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

December 2024 Taxes Collected	
Real & Personal Property Taxes (132 paid parcels)	\$481,023.18
Stormwater Fees (33 paid parcels)	\$1,535.89
Public Utilities	\$0.00
Total Collected December 2024	\$482,559.07

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

Business License by Type	
Commercial	347
Residential	5
Short-term Rental Permits	20
Total Business License	372

December 2024 Short-Term Rental Program	
Current Short-term Rental Permits	20
2025 STR Renewal	13 of 20
New Application Received	0

December 2024 Water Accounts	
New Commercial Accounts	4
New Residential Accounts	22
Total New Accounts	24

Monthly Water Collection	
Utility Payments	\$204,445.46
Water Deposits	\$3,100.00
Total Collected – December 2024	\$207,545.46

Open Records Requests	
ORR-2024-465	Complete
ORR-2024-459	Complete

DEPARTMENT ACTIVITIES

Property Taxes:

Over 2,700 tax bills have been mailed to Hapeville residents and businesses around the first week of October with a due date of November 25, 2024. As of December 31st, 2024, we have collected \$7,886,922.24 for 2,710 parcels. This amount does not include 2023 Storm Water fees that were also collected totaling \$34,733.14.

Residents can expect to receive more detailed information about stormwater on the City's website as preparations are underway to mail out the 2024 bills in February 2025.

New residents are encouraged to visit our website to discover which city-specific exemptions they may qualify for and the necessary requirements.

If you need to change your mailing address, please contact the **Fulton County Tax Commissioner's Office**. For any questions regarding property taxes or stormwater fees, please send us an email at taxclerk@hapeville.org or give us a call at **404-669-2106**.

New businesses for November 2024:

- Just For You DBA AccordCare
- Co-Cres8tive Art by Carmichael Musiclover, LLC

Business License Renewals:

In December 2024, the city collected \$510.00 in new license fees. Currently, Hapeville has 372 active businesses.

Additionally, Short-term renewal season closed out with \$1,750.00 in revenue. To date, we have had thirteen (13) active STR permits for 2025.

1. 819 North Ave.
2. 388 North Ave.
3. 3175 N. Fulton Ave.
4. 221 Victoria Lane
5. 2108 Woodland Dr.
6. 3247 N Fulton Avenue
7. 493 North Avenue
8. 617 Chestnut St
9. 209 Moreland Way
10. 740 North Ave.
11. 3391 Old Jonesboro Rd
12. 405 Walnut St
13. 3468 Rainey Avenue

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 404-66-2105.

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 21, 2025	6 p.m.	Hapeville Municipal Annex
Hapeville Development Authority	Jan 9 th , 2025	6:30 p.m.	Hapeville Municipal Annex
Development Authority of the City of Hapeville	Jan 9 th , 2025	6:30 pm	Hapeville Municipal Annex

OPEN RECORDS REQUEST 2024 Year-to-Date: 1,169 Requests

Record Request Type	# of Processed
Public Safety Request	668
General Open Record Request	501

Upcoming Training Courses: Carl Vision training for employees and Board members will be hosted in early 2025

Ethics	Date: February 1 st , 2025
Development Authority	Date: TBD
Open Meetings	Date: TBD

MAJOR PROJECT(S)

Project(s)	Deadline
Working with the City Attorney to Amend Alcohol Ordinance	Completed
Centralizing Alcohol New/Renewal process	TBD

Alcohol Beverage Renewal	
Website Chatbot	Launch Date- February 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	4 Approved

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
 - Brock Robertson – Deputy Fire Chief
 - Narell Workman – Detective
- Retirements
 - Casey Hart – Fire Department
- Left Employment – Ryans Rebeca
- Years of service awards ceremony at employee holiday luncheon
- Completed PSR- 2024-641

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:** 2,045

December Highlights:

- **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.

Current Exhibit:

Rich's: A Southern Tradition On view through January 2025 during museum hours (Wednesday-Saturday 11am-5pm).

Upcoming Events:

For more event information, visit www.hapevilledepot.org. For accessibility requests, please email the museum at info@hapevilledepot.org.

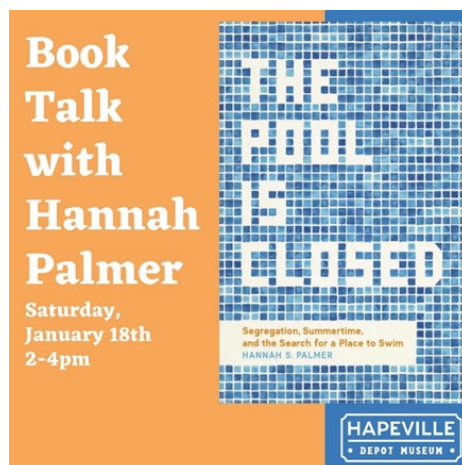
January 2025



Save Your Spaces Workshop 1/11 3-5pm

A workshop in partnership with the Save Your Spaces Festival. Save Your Spaces welcomes you to join us for visioning 2025 through a quote. Together we will each bring a quote that brings us meaning– inspiration, joy, insight, wisdom, etc. and share the personal reason for the selection. We will take time to write a journal and create a collage to rest one's hopes and aspirations for a community preservation project. A community preservation project may be oral histories, clean up, remembrances, community meal/ cookout, public art, storytelling, zines, or a myriad of

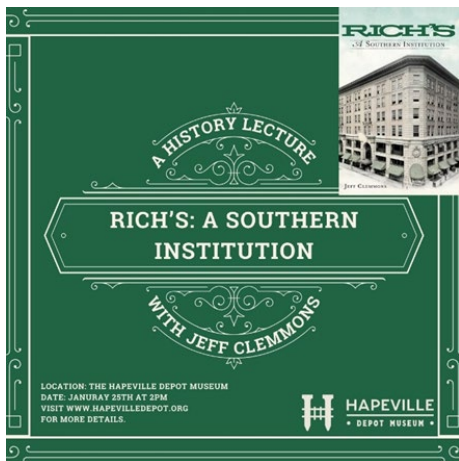
other things all to bring collective awareness to a person, event, or forgotten history. Some supplies will be provided. Bring items to personalize your collage.



Book Talk with Hannah Palmer 1/18 2-4pm

Hannah Palmer will discuss her new history book; The Pool is Closed. There will be books for sale and signing afterwards.

About the Book: In the Pool Is Closed, Palmer documents the creeks behind fences, the springs in the sewers, the lakes that had all but vanished since her own parents learned to swim. In the process, she uncovers complex stories about environmental history, water policy, and the racial politics of public spaces.



Rich's History Lecture with Jeff Clemmons 1/25 2-4pm

Jeff Clemmons will give a lecture on the history of Rich's department store at the museum.

About the Book: In 1867, less than three years after the Civil War left the city in ruins, Hungarian Jewish immigrant Morris Rich opened a small dry goods store on what is now Peachtree Street in downtown Atlanta. Over time, his brothers Emanuel and Daniel joined the business; within a century, it became a retail dynasty.

Join historian Jeff Clemmons as he traces Rich's 137-year

history. For the first time, learn the true stories behind Penelope Penn, Fashionista, The Great Tree, Pink Pig, Rich's famous coconut cake and much more.



Orchestral Music by Atlanta Contemporary Music Collective 1/25 7:30-9pm

Enjoy an evening of live orchestral music. This non-profit group plays contemporary orchestral music in unique spaces, such as historic sites, museums, art galleries and more. For more information visit www.atlcmc.net