



February 2025 Department Reports (January'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 January, the fire department had 8 inspections.

- Pre-Incident Plans performed by online crews: 8
- The new Automatic External Defibrillators (AEDs) have been delivered and will be installed in the first week of February. Community Service purchased these items. FD will be installing.
- The new ambulance is now in the city. Took delivery on 1-31-2025. We will be working on getting it stocked and licensed within the next 2 weeks.
- Departmental training on Air Consumption Drills started this month. 12 hours of training in turnout gear.
- Captain Brown instructed the online crews for the new updates to enter in Fire Department Pre-Plan assessments.
- 4 FD members went to the Advanced Cardiac Life Support Instructor Class.
- 3 FD members were in the Basic Life Support Instructor Class.
- Thermal Imager Camera training was done by multiple shifts in East Point.
- Chief Overton conducted Thermal Imaging Center training for 40 recruit students at EP training Center.
- FF Kevin Watts completed Fire Instructor 1 course at Georgia Public Safety Training Center.
- Captain Kell instructed Advanced Cardiac Life Support to help with a course for online members.
- On January 29th we sent 2 fire Officers to assist East Point with their promotional assessments for the position of Lieutenant.
- FF Parish passed the Aerial Truck Operator Course.
- FF Johnson Passed Georgia Emergency Management Agency Emergency Operations Center Course and Fire Instructor I
- We signed up multiple people for training to be completed soon at Georgia Public Safety Training Center.

Basic Incident Type (FD1.21)	Count of Incidents
Basic Primary Station Name: Hapeville FD Station	
Alarm system activation, no fire – unintentional	2
Brush or brush-and-grass mixture fire	0
No incident found on arrival at dispatch address	0
EMS call, excluding vehicle accident with injury	113
Motor vehicle accident with injuries	1
Motor vehicle accident with no injuries	1
Outside rubbish, trash or waste fire	1
Police matter	0
Public services	0
Removal of victim(s) from stalled elevator	3
Smoke or odor removal	2
Smoke scare, odor of smoke	1
Water problem, other	3
	Total:127
Medic 1 used 107 times Medic 2 used 14 time	Total both Station: 127

POLICE DEPARTMENT:

Bruce Hedley, Police Chief

bheadley@hapeville.org (404)669-2150

Between January 1, 2025, and January 31, 2025, there were (487) calls for service. There were (2) Assaults, (4) Burglaries, (0) Robberies, (29) Larcenies, including 15 Entering Autos, 1 Stolen Vehicle, and 13 Thefts. The Department made (24) arrests. The average response time was 03 mins 36 sec.

The Department issued 241 citations, including parking, traffic, and general copies.

The E-911 Center processed 1,951 calls.

The Detective Division reviewed (481) cases, assigned (42) cases for investigation, and closed (56) cases. (6) Case(s) were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (14) warrants, responded to (3) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement January 2025: Code Enforcement handled (118) new calls for service. Of these calls, the unit documented (14) animal incidents, (25) parking in grass, (3) parking issues, (12) inoperable vehicles, (12) permit violations, (16) outside storage, (40) littering or pollution problems, and (5) property maintenance- exterior. Also (7) Yard debris, and (1) signage violation and (1) Sanitation violation. Also (2) Utility violations, (1) Tree violations. The unit closed (93) cases and issued (12) citations.

COMMUNITY SERVICES:

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

Building Permits 3297 Forrest Hills Drive (14006600041097) 2109 Woodland Drive (14006600040487) 208 Moreland Way (14009400090579) 3463 Rainey Avenue (14012700040153) 244 Birch Street (14009400091312) 955-979 North Central Avenue (14012700010222/14012700010255 14012700010024/14012700010206 14012700010016) Mechanical Permits 3439 Harding Avenue 367-373 Kings Landing 558 Woodrow Avenue	Tree Permits 3085 Jackson Street 3332 Northside Drive 3329 Wheeler Street 301 Maple Street Electrical Permits 205 Birch Street 2109 Woodland Drive 917 Willingham Drive 261 Moreland Way 244 Birch Street 367-373 Kings Landing Plumbing Permits 2109 Woodland Drive 244 Birch Street 3558 Elm Street 3312/3314 Springhaven Avenue 3304, 3306, 3308 Stillwood Lane
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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 March 2025 issue of the Hapeville Hometown News is Friday, February 14th 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.



Spread the Glove!

Spread the Glove kicks-off on Friday, February 7th!

Check-in at 3 participating businesses to receive a FREE pair of Hapeville gloves!

Please visit: <http://www.hapeville.org> for more details!

Planning Commission Meeting: Tuesday, February 11th, 6 p.m.

Applicant	Address	Residential/Commercial	Request
DR Horton	Asbury Park – Pod D	Residential	Final Plat
DR Horton	Asbury Park – Pod E	Residential	Final Plat
Paula Smith	3365 Northside Drive	Residential	Site Plan – Revision Request
Steven Barr	3410 N. Fulton Avenue	Residential	Final Plat
Alex Popham	3264 Springhaven Ave.	Residential	Final Plat – Phase III

Board of Appeals Meeting: Thursday, February 27th: Canceled

Ongoing Task: Coordinated in-house Planning & Zoning administrative tasks with the City Planner. Please visit <https://hapeville.org/562/Agendas-and-Minutes> to access meeting agendas and application information.

Main Street Board of Directors – Events:



RIBBON CUTTING EVENT - Please Join Us!

This Saturday 📢

Join us in welcoming Chattabrewchee the Hangar to Hapeville 🎉

They will be hosting a grand opening celebration with music and food trucks from 11am-11pm.

The ribbon cutting ceremony will take place at 12:30. We hope to see you there!

Location: 3361 Dogwood Drive in Hapeville

Time: 12:30 p.m.

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 stops 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, February 12th at 6 p.m. (Municipal Annex, 700 Doug Davis Drive), Agenda Packet: <https://hapevillega.portal.civicclerk.com/>

Saturday, February 22nd from 10 a.m. – 2 p.m. Main Street Board of Directors Retreat, City of Fayetteville, City Hall (210 Stonewall Avenue W, Fayetteville, GA 30214)

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 December 31, 2024.

Budget Administration

- Uploaded Approved FY2024 Bridge Period Budget Amendment Report to the Website
- Review of Revenue and Expense/Budget Reports for FY2024-2025 (October 2024 – September 2025)
- Installed FY2024-25 Budget (October 1, 2024 – September 30, 2025)
- Prepare FY2024-25 (October 2024 – September 2025) – Budget Adjustments as needed
- Preparing to meet with Department Heads to Review FY2024-2025 Mid-Year Budget Adjustment Requests

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 Submitted 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 GFOA Certificate of Achievement Award for Excellence in Financial Reporting Application for Fiscal Year Ending June 30, 2024**
- 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 best financing terms for one (1) **Fire Ambulance Vehicle – Lowest Winning Bid 4.75%-Council Approved**
- 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
- Prepared and submitted all requested documents to the financing company to receive loan proceeds for Fire Ambulance Vehicle Purchase
- 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

January 2025 Taxes Collected	
Real Property	\$76,223.59
Personal Property Taxes	888.19
Stormwater Fees	\$1754.79
Public Utilities	\$0.00
Total Collected January 2025	\$78,066.57

January 2025 Water Accounts	
New Commercial Accounts	3
New Residential Accounts	14
Total New Accounts	17

January 2025 Occupational Permits	
New Business License Applications	3
New Business License-Issued	2

Business License by Type	
Commercial	332
Residential	23
Short-term Rental Permits	14
Total Business License	369

January 2025 Short-Term Rental Program	
Current Short-term Rental Permits	14
New Application Received	0

Monthly Water Collection	
Utility Payments	\$209,244.45
Water Deposits	\$2,300.00
Total Collected – January 2025	\$211,544.45

Open Records Requests	
ORR-2024-506	Complete
ORR-2025-16	Complete
ORR-2025-28	Complete
Orr-2025-37	Complete

Administrative:

Research new initiatives for identification and collection on Short Term Rentals. If you have changed your phone number, email, or other contact information, please fill out an update form. Keeping your details current ensures you receive important updates. Forms are available at 3468 N Fulton, Hapeville, GA 30354, online at hapeville.org, or by contacting the Customer Service Representative at 404-669-2102. Thank you for your cooperation!

Department Activities:

Department meeting to review current projects and set new goals.

2025 Homestead Filing Time:

The time has come for the City of Hapeville residents who qualify for Age, Veterans, and Disability exemptions to file their applications. Homestead Applications will be received from January 2 to June 30, 2025. Once granted, exemptions are automatically renewed each year. The city reserves the right to require updated information and/or new application submission.

2024 Delinquent Taxes:

2024 property taxes were due on November 25, 2024. As of January 2025, all unpaid registered property owners will receive a courtesy letter stating that Hapeville intends to file liens in the Fulton County Superior Court. Lines will be filed 30 days after the date on the mailed notice. To avoid the execution being issued and any additional charged being added, please contact Hapeville's Property Tax Specialist, Ms. Latisha Gunn, at Taxclerk@hapeville.org or **404-669-2106** for remittance and payoff information.

Property Taxes:

More than 2,700 tax bills were sent to Hapeville residents and businesses in the first week of October, with a due date of November 25, 2024. As of January 31, 2025, the department has collected 90.8% of the taxes billed for real estate parcels and 98.5% for personal property parcels. Collection efforts are ongoing, with continued efforts to collect both current year taxes and outstanding taxes from previous years.

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**.

Stormwater Fees:

Stormwater fees will be billed in February 2025. The registered property owner as of January 1, 2024, will receive the bill and is considered the responsible party. Stormwater fees generate funds to support the Hapeville stormwater management program. Residents can expect to receive more detailed information about stormwater on the City's website.

New businesses for November 2024:

- Visions Dance Academy
- Mae Li Homes, LLC

Business License Renewals:

In January 2024, the city collected \$345.90 in new license fees. Currently, Hapeville has 369 active businesses, which is a slight decrease due to business closures. As we begin our business license renewal season, we mailed out renewal packets earlier this year, giving owners 6 weeks instead of 4, to provide required documentation. This will provide the opportunity for owners to get ahead of the curve and reinforce that we are committed to strengthening our partnership with our community members.

The Short-term renewal season closed with \$3,500 in revenue. To date, we have fourteen (14) 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
14. 3116 Jackson Street

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 Work Session	Feb. 18, 2025	6 p.m.	Hapeville Municipal Annex

OPEN RECORDS REQUEST

2025

Record Request Type	# of Processed
Public Safety Request	35
General Open Record Request	53

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

Ethics	Completed
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 Live	February 10 th , 2025
GIRM Insurance Renewal	January 3 rd , 2025
Board Members Appreciation Dinner	Completed
GMA Annual Training	March 2025
SFMA Meeting	Thursday, May 22 nd , 2025
Proclamation Honoring - Chris	Chris Phillips

ALCOHOL BEVERAGE LICENSE CALENDAR 2025

New Alcohol Licenses	0
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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, 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.
- Left Employment – Brian Murk
- Jeannette Aymerich is currently cross training with the Customer Financial Department.
- Completed ORR-2025-38.
- Completed PSR-2025-21, PSR-2025-20 and PSR- 2024-667.

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:** 255

January Highlights:

- **Book Talk with Hannah Palmer**
11/18 2-4pm Hannah Palmer discussed her new history book, *The Pool is Closed* to a packed house at the museum. There were books for sale and signing afterwards.
- **Rich's History Lecture with Jeff Clemmons**
1/25 2-3pm Jeff Clemmons presented a lecture on the history of Rich's department store at the museum. January 31st was the final day of the Rich's exhibit at the museum.
- **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. The group played historical and original pieces inside and outside the museum.

February Events:

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

- **African American Innovators STEAM Workshop**
Saturday, February 15, 2025
2-3 PM
Led by historian and artist Dr. Paulette Richards, this workshop will explore simple electrical circuits and assemble puppets representing six African American Innovators. This workshop accommodates up to 15 participants ages 6 and up. Children under 12 must be accompanied by an adult. Free! Participants will be accepted on a first-come, first-serve basis.