



March 2025 Department Reports (February's Information)

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

POLICE DEPARTMENT:

Bruce Hedley, Police Chief
bheadley@hapeville.org (404)669-2150

Between February 1, 2025, and February 31, 2025, there were (531) calls for service. There were (3) Assaults, (5) Burglaries, (1) Robbery, (26) Larcenies, including 6 Entering Autos, 2 Stolen Vehicle, and 18 Thefts. The Department made (37) arrests. The average Response time was 02 mins 54 sec.

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

The Detective Division reviewed (516) cases, assigned (29) cases for investigation, and closed (15) cases. (2) Cases were closed with arrest warrants. The Detective Division obtained (4) warrants, responded to (2) crime scenes for investigation, and executed (2) search warrant(s), and had (1) CID Arrest.

Code Enforcement February 2025: Code Enforcement handled (223) new calls for service. Of these calls, the unit documented (11) animal incidents, (46) parking in grass, (6) parking issues, (6) inoperable vehicles, (12) permit violations, (25) outside storage, (2) Nuisance dwelling, (84) littering or pollution problems, and (13) property maintenance- exterior. Also (7) Yard debris, (2) Gravel violation, (1) Business violations, (2) signage violation and (1) Vacant Land-Structure violation. Also (1) Utility violations, (3) Tree violations, and (1) noises prohibited. The unit closed (173) cases and issued (3) citations.

COMMUNITY SERVICES:

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

Building Permits	Tree Permits
277 Birch Street (14009400091171)	230 Arnold Street
846 Willingham Drive (14009800080196)	398 Dorsey Road
472 Walnut Street (14009400040343)	541 Parkway Drive

3224 North Fulton Avenue (14009500070497) 3075 Old Jonesboro Road (14009400100048) Mechanical Permits 111-119 Chestnut Trace 419/421 Lake Drive	Electrical Permits 3422 Norman Berry Drive 3558 Elm Street 3558 Elm Street 111-119 Chestnut Trace 800 Doug Davis Drive Plumbing Permits 3303, 3305, 3307, 3311 Stillwood 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 April 2025 issue of the Hapeville Hometown News is Friday, March 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 Continues!



Friday, March 28, 2025

Runtime: 97 min.

This World is Not My Own filmmakers include Petter Ringbom (Director, Writer, Cinematographer), Marquise Stillwell (Director + Executive Producer), Ruchi Mital (Writer, Producer), and Cathi Perry (Family Member).

Chewing-gum sculptures, a wealthy gallerist, a firebrand wrestler, a notorious murder case, and the segregated south – it's all part of Nellie Mae Rowe's boundless universe. *This World is Not My Own* reimagines this self-taught artist's world and her life spanning the 20th century. With Uzo Aduba as the animated version of Nellie Mae Rowe. Visit the *This World is Not My Own* film at <https://thisworldisnotmyown.com> for more information.

Save the dates!

- **Friday, April 11, 2025**, North Putnam, runtime: 90 min.

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

Applicant	Property Address	Residential/Commercial	Request
Steven Barr	3406 North Fulton Circle	Residential	Final Plat Review

Board of Appeals Meeting: Thursday, March 27th at 6 p.m.

Applicant	Property Address	Residential/ Commercial	Request
Dan Gibbs (Atwell, LLC)	Townes at Asbury Park, Pod D (Georgia/Union Ave.)	Residential	Reduce the required setback for the buffer area.

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.



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.



The graphic features a collage of images: Jess Lucas Park, the Arts Alley entrance, and an artist's studio. It includes a list of requirements and benefits for the residency program.

Jess Lucas Park

Arts Alley

Required:

- Proposal detailing the body of work the artist will complete during their residency.
- Community engagement plan
- Present during Artist Talk/Gallery Crawl event
- Opening the gallery for friends, family, and the public for at least 10 hours during the week of the final exhibition.
- Open studio once a month
- 18+ years old

Artist Benefits:

- \$700 stipend
- Free studio space in the heart of downtown Hapeville
- Promotion opportunities
- Portfolio Building & Professional Development

MAIN STREET HAPEVILLE Georgia

MAIN STREET Artist Residency Hapeville, GA

imagine Hapeville georgia

Artist Residency Program

Main Street Hapeville is thrilled to announce our NEW Artist Residency Program!

Application open February 17th -April 15th

Artist Interviews May 7th - 9th

Session 1: May 19-July 11th, Session 2: August 4th -October 3rd

The Main Street Artist Residency Program offers a unique opportunity for artists to immerse themselves in a creative community. This

residency provides free studio space in a vibrant downtown setting, where artists can work on their projects, engage with the public, and connect with other creatives. Ideal for artists who are outgoing and enjoy engaging with the community!

Application open NOW! [Artist Residency Program | Hapeville, GA - Official Website](https://hapeville.org/671/Main-Street-Events)

For more information, please contact the Economic Development Department at (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, March 12th 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.
- Officially Closed Period Ending January 31, 2025.

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.
- Met with Department Heads to Review FY2024-2025 Mid-Year Budget Adjustment Requests
- Completed FY2024-2025 Mid-Year Budget Adjustment Requests – 1st Reading and Submitted to Mayor & Council for Approval Consideration.

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.
- **Uploaded FY2024 Annual Comprehensive Financial Report (ACFR) to the Website.**
- 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.
- 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
Reporting/Certification Deadline is April 30th for the Calendar Year and Each Year through 2027.
- Prepared January 2025 Revenue and Expense Reports (GF & Enterprise Funds) for City Manager and Mayor & Council Review.

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.

FINANCE SERVICES:

Rolando Hernandez – Interim Customer Services Director

rhernandez@hapeville.org (404) 669-

Property Taxes Billed and Collected as February 27, 2025	
2024 Real Property Billed	\$7,685,106.36
2024 Real Property Collected	6,716,840.66
2024 Real Property (%) Collected	87.40%
2024 Personal Property Billed	2,891,832.82
2024 Personal Property Collected	2,930,868.44
2024 Personal Property (%) Collected	101.35%
2024 Stormwater Fees Billed	\$274,475.04
Stormwater Fees Collected	\$3,369.72
2024 Stormwater (%) Collected	1.22%
Public Utilities	\$0.00
Special Tax District	\$100,089.37
Total Collected February 27, 2025	\$9,751,168.19

February 2025 Occupational Permits	
New Business License Applications	3
New Business License-Issued	1

Business License by Type	
Commercial	282
Residential	17
Short-term Rental Permits	14
Total Business License	313

February 2025 Short-Term Rental Program	
Current Short-term Rental Permits	14
Approved (Pending Payment)	3
New Application Received	2
Unit Under Review	1
Non-Permitted Units	0

February 2025 Water Accounts	
New Commercial Accounts	1
New Residential Accounts	13
Total New Accounts	14

Monthly Water Collection	
Utility Payments	\$202,951.60
Water Deposits	\$1600.00
Total Collected – February 2025	\$204,551.60

Open Records Requests	
ORR-2025-63	Completed
ORR-2025-71	Completed
ORR-2025-73	Completed
ORR-2025-76	Completed
ORR-2025-77	Completed

2025 Homestead Filing Time:

2025 Homestead Filing Time:

Homestead Applications for Age, Veterans and Disability will be received from January 2 to June 30, 2025. Once granted, exemptions are automatically renewed each year. The City reserves the right to request 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 mailed March 3, 2025. The city has collected \$3,369.72 as of February 27, 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:

- Healing Cleaning, LLC

Business License Renewals:

In February 2025, the city collected \$119.13 in new license fees. Currently, the City of Hapeville has 313 active businesses, which is a slight decrease due to business closures.

If a local business owner has questions or concerns related to Occupational Taxes (Business Licenses), please contact the 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	March 18, 2025	6 p.m.	Hapeville Municipal Annex

OPEN RECORDS REQUEST

2025

Record Request Type	# of Processed
Public Safety Request	72
General Open Record Request	32

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
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: Economic Development Specialist, Non- Certified Firefighter, Firefighter EMT I or A, Firefighter Paramedic, Police Officer, Communications Officer, Maintenance Worker, Property Tax Specialist, 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 – Latisha Gunn
- Stacie Johnston attended the Georgia Local Government Personnel Association (GLGPA) 2025 Mid-Year Conference held in Duluth, Georgia.
- Completed ORR-2025-74.
- Completed PSR-2025-57.

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:** 508

February Highlights:

- **Artist and Historians in Residence Kick-Off**
Local artists and historians met at the museum to celebrate new programming and to learn about 2025 initiatives including the residency program which combines an artist and historian to create a new exhibit for the museum.
- **African American Innovators STEAM Workshop**
Led by historian and artist Dr. Paulette Richards, workshop participants explored simple electrical circuits and assembled puppets representing six African American Innovators.

March Events:

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

- **Hapeville History Walking Tour**
- Saturday, March 8th from 1-2 PM
About the Tour: This event is a part of the Atlanta Preservation Center's Phoenix Flies March Programming. **Sold out.** The museum is looking to schedule regular monthly walking history tours.
- **Art and History Workshop**
- Saturday, March 15th from 2-3 PM
About the Workshop: The workshop will include relaxation techniques, a community building activity, discussion of women's history and a puppet workshop. Free. RSVP at info@hapevilledepot.org.
About the Workshop Leader: Independent researcher, Dr. Paulette Richards has taught at Georgetown University, Tulane University, and Georgia Tech. During her time as a 2013/ 2014

Fulbright Scholar in Senegal, she began to focus her multi-disciplinary interest in African Diasporan cultural studies on puppets, masks, and performing objects.