



April 2025 Department Reports (March'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

Captain Brown completed the new EMS Hapeville app that allows faster, more precise administration of medication treatments and dosages based on a patient's weight and height.

- Thirty (30) business pre-plans were conducted by online shifts.
- On duty members from B-Shift and Captain Jenny Brown were involved with Bert's Big Adventure celebration at the Hilton Hotel, for 14 young children heading down to Disney, in Orlando. 14 "swag bags" were created by Captain J. Brown for these children including coloring books, crayons, squishy footballs, sunglasses, and fire department badge stickers.
- The new ambulance has been checked off by region 3 and is now in service.
- Division Chief Overton instructed the Public Information Officer (PIO) course at the Georgia Public Training Center.
- FF/Paramedic Mike Johnson will complete his Fire Ground Hydraulics class this week. This will complete his required courses to test for a future Lieutenant's position.
- Captain Jenny Brown and Deputy Chief Robertson completed their Advanced Cardiac Life Support (ACLS) Instructor Certification requirements.
- Physical air consumption drills were performed by all 3 shifts. 12 hours of training in their firefighting gear was conducted.
- Fire Marshal Billy Pildner completed the CFEI (Certified Fire and Explosive Investigator) Program through the National Association of Fire Investigators.
- Captain Jenny Brown has placed AED (Automatic External Defibrillator) units in all City of Hapeville government buildings and mounted the white housing boxes in visible locations. AED units were placed in City Hall, the Recreation Center, the entry area into the council meeting room, Public Works, Fire Department Administration building, Community Service building, and the Train Depot!
- Division Chief Overton instructed a Fire Officer III development class at the GA Public Safety Training Facility in Forsyth. Topics included hiring processes, human resources, budgeting, grants, and record management.
- FF Jake Singletary completed his Leadership III course and should complete his officer development series soon.

- Lieutenant Brian Thomas reached his 15-year anniversary with the City of Hapeville FD in the month of February.
- Twenty(20) potential new recruits will begin the testing process next month.
- Captain Jenny Brown, Lieutenant Brian Thomas, and Lieutenant Matt Brown will complete their Fire Officer II (Fire Department Management).
- Chief Condrey, Deputy Chief Robertson and Division Chief Overton attended the South Fulton Chief's meeting.

Basic Primary Station Name: Hapeville FD Station #1		Counts of Incidents
Alarm system activation, no fire - unintentional		3
Alarm system sounded due to malfunction		1
Assist invalid		5
Detector activation, no fire - unintentional		1
Dispatched and cancelled en route		2
EMS call, excluding vehicle accident with injury		77
False alarm or false call, other		2
Motor vehicle accident with injuries		5
Motor vehicle accident with no injuries.		3
Natural vegetation fire, other		1
Outside rubbish fire, other		1
Removal of victim(s) from stalled elevator		1
Smoke detector activation due to malfunction		1
Trash or rubbish fire, contained		1
		Total: 104
Basic Primary Station Name: Hapeville FD Station #2		
Alarm system sounded due to malfunction		1
Assist invalid		1
Assist police or other governmental agency		1
Dispatched and cancelled en route		2
EMS call, excluding vehicle accident with injury		12
False alarm or false call, other		2
Gasoline or other flammable liquid spill		1
Removal of victim(s) from stalled elevator		4
Smoke scare, odor of smoke		1
		Total: 131

POLICE DEPARTMENT:

Bruce Hedley, Police Chief

bheadley@hapeville.org (404)669-2150

Between March 1, 2025, and March 31, 2025, there were (583) calls for service. There was (1) Assault, (2) Burglaries, (0) Robberies, (35) Larcenies, including 14 Entering Autos, 5 Stolen Vehicle, and 16 Thefts. The Department made (40) arrests. The average response time was 01 mins 51 sec.

The Department issued 310 citations, including parking, traffic, and general copies.

The Detective Division reviewed (565) cases, assigned (50) cases for investigation, and closed (44) cases. (2) Cases were closed with arrest warrants. The Detective Division obtained (8) warrants, responded to (6) crime scenes for investigation, and executed (3) search warrant(s), and (2) CID Arrests.

Code Enforcement March 2025: Code Enforcement handled (226) new calls for service. Of these calls, the unit documented (29) Animal Incidents, (30) Parking on Grass, (8) Inoperable Vehicles, (3) Parking Problems, (14) Permit Violations, (23) Outside Storage, (2) Nuisance Dwelling, (91) Littering or Pollution problems, (6) Tall Grass, and (6) Property Maintenance- Exterior. Also (5) Yard debris, (5) Business Violations, and (3) Tree Violations, and (1) Noises Prohibited. The unit closed (173) cases and issued (5) citations.

COMMUNITY SERVICES:

Lee Sudduth, Director

lsudduth@hapeville.org (404)669-2120

Building Permits 272 Mt Zion Road (14009400090033) 3463 Rainey Avenue (14012700040153) 3150 Dogwood Drive (14009400020535) 568 Marina Street (14009500040037) 3151 Old Jonesboro Road (14009400100345) 3380 Old Jonesboro Road (14006600040545) 3220 Forrest Hills Drive (14006700040643) 579 North Central Avenue (14009500150174) 3585 Atlanta Avenue (140098LL0278) Mechanical Permits 613 Spring Street	Tree Permits 3318 North Whitney Avenue 205 Birch Street 3270 Russell Street 383 Lake Drive 3049 Oakdale Road 3006 Dogwood Drive 3075 Old Jonesboro Road 3226 Forrest Hills Drive 720 Doug Davis Drive 3366 Colville Avenue 3359 Northside Drive 3313 Sims Street
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3463 Rainey Avenue 3036 Gordon Circle 214-226 College Circle 3281 Sims Street 3351 Northside Drive	Electrical Permits 735 North Central Avenue Apt 3 3312 Stillwood Drive 3463 Rainey Avenue 3220 Forrest Hills Drive 558 Woodrow Avenue 256 Maple Street 613 Spring Street
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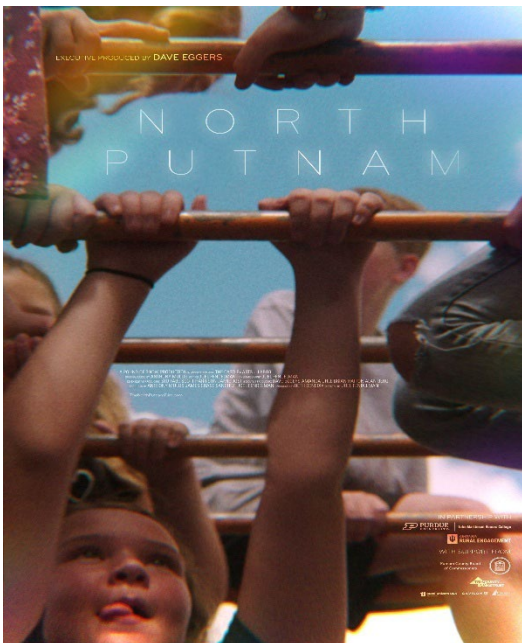
Economic Development:

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 May 2025 issue of the Hapeville Hometown News is Tuesday, April 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, April 11, 2025,

Runtime: 90 min.

North Putnam filmmakers include Joel Fendelman (Director) and Beth Benedix (Producer).

North Putnam depicts a year in the life of a rural Indiana school district and the community it serves. Crafted with empathy, a hyper-real reporting lens, and skillfully lush cinematography, the film aims to reach across divides and to spark action-oriented conversations about the interdependence between public schools and community development.

Visit the *North Putnam* film [website](http://www.jpfilms.com) for more information.

Georgia Cities Week 2025 – April 21st – 25th!



imagine
Hapeville
georgia

City of Hapeville Celebrates Georgia Cities Week

**21
APR**

Earth Day Activity

- Grow Your Own Garden: Free kits are available at City Hall and Hoyt-Smith Recreation Center 4/16-4/22. Plant your wildflowers on April 22nd in celebration of Earth Day!

**22
APR**

Purple Heart

- Join us for the unveiling of the Purple Heart dedication sign.
- Corner of Atlanta & Oak St. ● 3 p.m.

**23
APR**

Employee - Grab-N-Go Lunch

- Free Lunch ● Food Trucks
- Hoyt Smith Center ● 11 a.m. - 1 p.m.

**24
APR**

Touch-A-Truck: Fire & Public Works

- Fire Engine & Garbage Trucks ● Hapeville Schools are Invited
- Free Snow Cones! ● Teachers are Welcomed

**25
APR**

Lunch in the Park

- Jess Lucas Park - 680 S. Central Ave, 11 a.m. - 1 p.m.
- Live D.J. & Food Trucks

Board of Appeals Meeting: Thursday, March 27th - Canceled.

Planning Commission Meeting: Tuesday, April 8th at 6 p.m.

Applicant	Property Address	Residential/Commercial	Request
Norhaven Partners	3309-3335 Dogwood Dr.	Residential	Final Plat
Rollings Funeral Service	744 S. Central Avenue	Commercial	Conditional Use Permit
Steven Barr	3406 North Fulton Circle	Residential	Final Plat

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 – News:

Butterfly Lantern Parade!

3rd Annual Hapeville Butterfly Lantern Parade – THANKS! The Hapeville Main Street Board of Directors extends a heartfelt thank you to every volunteer, participant, and spectator who helped make the 3rd Annual Hapeville Butterfly Parade a success! Your energy, creativity, and support brought this event to life, making it a truly special and memorable celebration. We are grateful to be part of such a vibrant and engaged community. Thank you for coming together to celebrate Hapeville's spirit and beauty— we couldn't have done without you! We're already looking forward to next year!



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 is 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

- 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
- FY2024-2025 Mid-Year Amended Budget Report – Approved by Mayor & Council
- Uploaded Approved FY2024-2025 Mid-Year Amended Budget Report to the City's Website
- Updated Accounting Software with FY2024-2025 Mid-Year Approved Budget Adjustments

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.
- In process of Completing 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 Certification of E-911 Expenditures Report for FYE 06/30/2024 and submitted to Georgia Department of Audits and Accounts
- Completed Certification Preparation of E-911 Expenditures Report for FYE 09/30/2024. Report Submission to Georgia Department of Audits and Accounts Pending Mayor Hallman's Signature
- Completed and Submitted Hotel-Motel Tax Report Certification to Department of Community Affairs (DCA) for FY2024 (July 2023 – September 2024) - Report Due Six (6) Months After Fiscal Year End.

- Completed and Submitted 2023 Report of Local Government Finances (RLGF) to Department of Community Affairs (DCA) and Preparing to Submit FY2024 (July 2023 – September 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 selected 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 selected 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 (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 Departments requests
- Respond to citizen requests
- Meet with department heads to review general ledger details related to expenses as needed

FINANCE SERVICES:

Rolando Hernandez – Interim Customer Services Director

rhernandez@hapeville.org (404) 669-2101

March 2025 Occupational Permits	
New Business License Applications	1
New Business License-Issued	3
Business License by Type	
Commercial	318
Residential	17
Short-term Rental Permits	16
Total Business License	351

Property Taxes Billed and Collected as March 28, 2025	
2024 Real Property Billed	\$7,685,106.36
2024 Real Property Collected	6,825,541.67
2024 Real Property (%) Collected	88.82%
2024 Personal Property Billed	2,891,832.82
2024 Personal Property Collected	2,913,633.94
2024 Personal Property (%) Collected	100.75%
2024 Stormwater Fees Billed	\$274,475.04
Stormwater Fees Collected	\$81,712.92
2024 Stormwater (%) Collected	29.77%
Public Utilities	\$0.00
Special Tax District	\$100,089.37
Total Collected March 28, 2025	\$9,920,977.90

March 2025 Short-Term Rental Program	
Current Short-term Rental Permits	16
Approved (Pending Payment)	2
New Application Received	0
Unit Under Review	1

March 2025 Water Accounts	
New Commercial Accounts	3
New Residential Accounts	16
Total New Accounts	19

Monthly Water Collection	
Utility Payments	\$228,261.90
Water Deposits	\$2,500.00
Total Collected – March 2025	\$230,761.90

Open Records Requests	
ORR-2025-137	Completed
ORR-2025-126	Completed

Administrative:

Customer Financial Services welcomes Melanie Hention, as our new Property Tax Clerk. Additionally, we are continuing to identify ways to improve our internal processes to provide better customer experience for both residents and business owners.

2025 Homestead Filing Time:

We are still accepting City Exemption Applications for Age, 100% Disabled, and Veteran, to be applied to 2025 taxes. The last day to apply is 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:

As of February 2025, all unpaid registered property owners should have received a notice concerning outstanding property taxes and stormwater fees. Any outstanding balances can be paid on our website: <http://www.hapeville.org/64/Online-Bill-Pay>.

Please contact Hapeville's Property Tax Specialist, Ms. Melanie Hention, 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 March 27, 2025, the department has collected 88.82% of the taxes billed for real estate parcels and 100.75% 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 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 bills were mailed in February 2025 and are due April 17th. 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 business for March 2025:

- ATL Hookah Lounge & Vape
- Duque's Tree Service, LLC
- 409 Krishna/ Ace Package Store

Business License:

In March 2024, the city collected \$1,955.16 in new license fees. Currently, Hapeville has 351 active businesses. Our renewal season ends, on March 31st. 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 visit the Customer Financial Services Department on our Hapeville website, <https://hapeville.org/707/Customer-Financial-Service>.

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	April 15, 2025	6 p.m.	Hapeville Municipal Annex
Hapeville Development Authority	April 3, 2025	6:30 p.m.	Hapeville Municipal Annex
Development Authority of the City of Hapeville	April 3, 2025	6:30 p.m.	Hapeville Municipal Annex
Ethics Committee	April 8, 2025	12 Noon	Hapeville City Hall

OPEN RECORDS REQUEST**2025**

Record Request Type	# of Processed
Public Safety Request	182
General Open Record Request	137

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
Centralizing Alcohol New/Renewal process	TBD
Alcohol Beverage Renewal	
GIRM Insurance Renewal	Pending
Courtroom Chamber Audio Project	Pending
Purple Heart Signage Unveiling Ceremony	April 22, 2025
SFMA Meeting	May 22, 2025
Juneteenth Celebration Event	June 19, 2025
GMA Annual Conference	June 20, 2025

ALCOHOL BEVERAGE LICENSE CALENDAR 2025

New Pending Alcohol Licenses	2
Name of Business	Potential Public Hearing Date
Shubh Shloka LLC d/b/a ATL Hookah Lounge & Vape	May 6, 2025
409 Krishna LLC d/b/a Ace Package Store	May 6, 2025

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: Police Officer, Communications Officer, Maintenance Worker, Part-Time Recreation Aide and Seasonal Part-Time Summer Camp Staff. 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.
- New Hires – Melanie Hention – Property Tax Specialist
 - Natalie Carner – Economic Development Specialist
- Promotions – Rolando Hernandez – Interim Assistant Finance Director
 - Barry Barnes – Lieutenant
 - Michael Sanders – Sergeant
 - Amy Sengsavath – Sergeant
 - Thomas Moore - Corporal
- Stacie Johnston attended the Georgia Municipal Employee Benefit System (GMEBS) Defined Benefit Plan Pension Committee Secretary Workshop
- Completed PSR-2025-149, PSR- 2025-170, PSR-2025-179
- Completed ORR-2025-129

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:** 612

March Highlights:

- **Walking Hapeville History Tour**, Saturday, March 8th from 1-2 PM
About the Tour: History Afoot Atlanta, 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 breathwork and relaxation techniques, a community building activity, discussion of women's history and a puppet workshop. **Sold out.**

April Events:

- **Art and History Workshop**, Saturday, April 19th from 2-4 PM
About the Workshop: Limberjacks are a folk-art form that incorporates elements of object performance traditions from European immigrant groups along with African American and indigenous peoples. This workshop reviews the history of limberjack puppets in the U.S. and participants will then build a simple, cardboard limberjacks. The workshop is free, and supplies are included. Please sign up by sending an email to info@hapevilledepot.org. Seats are limited.
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.

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