



May 2025 Department Reports (April'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

- Battalion Chiefs interviewed the 13 candidates for potential hire
- Air Consumption Drills were performed by all 3 crew members.
- Pre fire plans were performed at over 50 businesses in the city by online crews
- EMS bike crew participated in Coffee and Chrome
- Captain Jenny Brown completed Fire Officer II (Fire Department Management) training at Georgia Public Safety Training Center in Forsyth.
- Grady performed EMS training at the Recreation Center for Hapeville Fire and 7 surrounding jurisdictions over the course of 3 days. We hosted 41 students and Air Evac was able to land their helicopter on 2 of the training days and cover landing procedures with crew members.
- Hydrant testing has started and will run for 3 weeks.
- EMS bike crew participated in Spin the District bike event in the city
- Engine 1 and bike crew participated in the opening day parade for Baseball.
- Engine 2 participated in College Park's Touch-A-Truck event.
- Over 879 hours of training were logged by the FD for the months of March and April.
- Captain Jenny Brown completed T.I.L.T. (Transition and Interpersonal Leadership Training) at Georgia Public Safety Training Center in Forsyth.
- Fire Marshal Pildner and Division Chief Overton both instructed Fire Inspector I at the Atlanta Fire Department.
- Chief Condrey attended the South Fulton Metro Chief's Meeting
- 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	1
Alarm system sounded due to malfunction	1
Assist invalid	1
Brush or brush-grass-mixture fire	1
Detector activation, no fire - unintentional	2
Dispatched and cancelled en route	2
EMS call, excluding vehicle accident with injury	96
Motor vehicle accident with injuries	5
Motor vehicle accident with no injuries.	3
Overheated motor	1
Police matter	1
Power down	6
Public Services	3
Rescue, EMS incident, other	1
Smoke detector activation, no fire – unintentional	1
Smoke or odor removal	1
Steam, vapor, fog or dust thought to be smoke	1
Trash or rubbish fire, contained	1
Unintentional transmission or alarm, other	1
Windstorm, tornado/hurricane assessment	2
Wrong location	1
	Total: 129
Basic Primary Station Name: Hapeville FD Station #2	
Alarm system sounded due to malfunction	3
Attempted burning, illegal action, other	1
CO detector activation due to malfunction	1
Dispatched and cancelled en route	2
EMS call, excluding vehicle accident with injury	23
Extrication of victim(s) from building/structure	1
Motor vehicle accident with injuries	1
Person in distress, other	1
Removal of victim(s) from stalled elevator	1
Severe weather or natural disaster, other	1
Smoke detector activation due to malfunction	2

Smoke detector activation, no fire - unintentional	1
Smoke scare, odor of smoke	1
Water problem, other	1
	Total: 40

POLICE DEPARTMENT:

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

Between April 1, 2025, and April 30, 2025, there were (627) calls for service. There were (4) Assaults, (0) Burglaries, (0) Robberies, (69) Larcenies, including 47 Entering Autos, 6 Stolen Vehicles, and 16 Thefts. The Department made (33) arrests. The average response time was 02 mins 44 sec.

The Department issued 223 citations, including parking, traffic, and general copies.

The Detective Division reviewed (600) cases, assigned (71) cases for investigation, and closed (59) cases. (2) Cases were closed with arrest warrants. CID responded to (5) crime scenes for investigation and had (1) CID Arrest.

Code Enforcement handled (190) new calls for service. Of these calls, the unit documented (9) animal incidents, (8) parking in grass, (1) inoperable vehicle, (9) permit violations, (10) outside storage, (31) littering or pollution problems, and (15) property maintenance- exterior. Also (1) Yard debris, (89) Tall grass violations, (1) Business violations, and (1) littering violations and (1) Graffiti violations. Also (1) Utility violations, (11) Tree violations, and (1) noises prohibited and (1) Fence Violation. The unit closed (150) cases and issued (6) citations.

COMMUNITY SERVICES:

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

Building Permits 641 North Central Avenue (14009800190268) 347 Northwoods Place (14006600020976) 3426 Rainey Avenue (14009800030043) Mechanical Permits 3585 Atlanta Avenue Electrical Permits 3220 Forrest Hills Drive 3365 Northside Drive 3290 Myrtle Street	Tree Permits 3318 Russell Street 375 Walnut Street 344 Lake Drive 518 Oak Drive 230 Moreland Way 229 Birch Street Plumbing Permits 3356 North Fulton Avenue
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3291 Myrtle Street 214-226 College Circle	800 Doug Davis Drive 3028 Sylvan Road 3420 Old Jonesboro Road <i>Demolition Permits</i> 3046 Gordon Circle
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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 June 2025 issue of the Hapeville Hometown News is Thursday, May 15th by 5 p.m.). Promoted City news via (City Website, social media, and Newsletter). Please visit www.hapeville.org for up-to-date information.

🎀 May 1st – Ribbon Cutting Celebration 🎉



The Economic Development Department is thrilled to welcome CoCre8ive Arts Agency to Hapeville!

Located at 3400 Dogwood Drive, this dynamic new business brings creativity and innovation to our community. Please help us extend a warm Hapeville welcome. Let's show our support and congratulate them on this exciting new chapter!



🍀 Hapeville Recertified as a Tree City USA for 2025!

The Hapeville Economic Development Department is proud to announce that the City of Hapeville has officially received its 2025 Tree City USA recertification from the Arbor Day Foundation! This recognition reflects our continued commitment to building a greener, healthier, and more sustainable community. Thank you to everyone who helps make Hapeville a place where trees—and people—thrive! Let's keep growing together! 🌱 🌸 🌿

2025 Spring Film Series - Thank You! 🎬

A heartfelt thank you to everyone who made the 2024 - 2025 Southern Circuit Film Series a success — our incredible attendees, dedicated volunteers, and generous business partners. Your support, energy, and enthusiasm brought this series to life and helped create a space for powerful storytelling and

community connection. We'd also like to extend a warm welcome to all our new visitors to Hapeville! We're so glad you joined us and hope you enjoyed experiencing the charm, creativity, and community spirit that make our city special. We're truly grateful for your continued partnership in celebrating independent films. Until next time — see you at the movies! 🎬 ✨

Thank You for Celebrating Georgia Cities Week!

The City of Hapeville extends a heartfelt thank you to our elected officials, City staff, local schools, and community members for helping make the 2025 Georgia Cities Week a truly memorable celebration! From the Earth Day activity and Purple Heart Sign Dedication, to the Employee Luncheon, Touch-a-Truck event with local schools, and our festive Community Lunch in the Park — your participation and support highlighted everything that makes Hapeville such a vibrant and welcoming place to live, work, and play. We are deeply grateful to each of you for sharing your time, energy, and enthusiasm — and for joining us in honoring the people and partnerships that continue to strengthen our community. ❤️

Board of Appeals Meeting: Thursday, May 13th at 6 p.m.

Applicant	Property Address	Residential/Commercial	Request
Greg Patel	831 Custer Street	Residential	Construction of a new SF dwelling
Charles Askew	493 Woodrow Avenue	Residential	Construction of a new SF dwelling

Board of Appeals Meeting: Thursday, May 22nd - 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 – News:

Artist Residency Program



Program Details: 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. *This residency is ideal for artists who are outgoing and enjoy engaging with the community.*

This is an opportunity for artists to work on a specific body of work to exhibit at the end of the residency. We ask that applicants provide a proposal of what they will be working toward throughout their residency. Following the residency, there will be a week-long exhibition where the artist can display their work and open the gallery for friends, family, and the public. The

artist will also participate in an Artist Talk in conjunction with the downtown Gallery Crawl. The Artist Talk will be an opportunity to share their work, process, inspirations, and more with attendees.

Session 1

May 19th - July 11th

July 12th - 19th - Exhibition

July 12th - Artist Talk and Gallery Crawl

Session 2

August 4th - October 3rd

October 3rd - October 11th - Exhibition

October 3rd - Artist Talk and Gallery Crawl

For more information, visit: [Artist Residency Program | Hapeville, GA - Official Website](#). If you have questions, please email Nikki Cales at ncales@hapeville.org or call the Economic Development office at 404-669-8269.

Main Street Board of Directors Meeting:

Wednesday, May 14th 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 March 31, 2025.

Budget Administration

- Review 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
- Prepare FY2025-2026 Budget Requests for Mayor & Council Review

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 to 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 **2024** Report of Local Government Finances (RLGF) to Department of Community Affairs (DCA) for Period July 2023 – September 2024 - 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 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 2025**.
Reporting/Certification Deadline is April 30th for the Calendar Year and Each Year through 2027.
- Prepared March 2025 Revenue and Expense Reports (GF & Enterprise Funds) for City Manager and Mayor & Council Review.
- Summary Revenue and Expense Reports for March 2025 (GF & Enterprise Funds) will be uploaded to City's website after submission to Mayor & Council.

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

Property Taxes Billed and Collected as April 30, 2025	
2024 Real Property Billed	\$8,030,323.34
2024 Real Property Collected	\$7,286,410.89
2024 Real Property (#) Collected	2270
2024 Personal Property Billed	\$2,943,267.92
2024 Personal Property Collected	\$2,934,585.40
2024 Personal Property (#) Collected	213
2024 Stormwater Fees Billed	\$274,475.04
Stormwater Fees Collected	\$169,030.82
2024 Stormwater (%) Collected	1300
Public Utilities Billed	748,680.38
2024 Public Utilities Collected	21,985.49
2024 Public Utilities Payments (#) Collected	2
Special Tax District	\$100,089.37
Total Collected April 30, 2025	\$10,412,012.60

April 2025 Occupational Permits	
New Business License Applications	3
New Business License-Issued	1
Business License by Type	
Commercial	319
Residential	17
Short-term Rental Permits	16
Total Business License	352

Monthly Water Collection	
Utility Payments	\$215,826.73
Water Deposits	\$2,600.00
Total Collected – April 2025	\$218,426.73

April 2025 Water Accounts	
New Commercial Accounts	2
New Residential Accounts	20
Total New Accounts	22

Open Records Requests	
ORR-2025-180	Completed
ORR-2025-177	Completed
ORR-2025-155	Completed
ORR-2025-153	Completed
ORR-2025-150	Completed
ORR-2025-147	Completed

April 2025 Short-Term Rental Program	
Active Short-Term Rental Permits	16
Approved (Pending Payment)	2
New Applications Received	0
Units Under Review	1

Administrative:

Customer Financial Services is now fully staffed with the addition of a Property Tax Specialist. 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 Aged 65, 100% Disabled, and Veteran, to be applied to 2025 Property Taxes. The last day to apply is 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:

As of February 2025, all unpaid registered property owners should have received a notice concerning outstanding Property Taxes. 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 April 30, 2025, the City has collected 90.8% of the taxes billed for real estate parcels and 99.7% 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 were 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 are encouraged to visit the City of Hapeville website to get more information about stormwater details and fees.

Public Utilities:

The City of Hapeville Public Utilities were mailed in April 2025, and the due date is May 02, 2025. There were 16 Public Utilities parcels billed in April 2025 for \$748,680.38 and we have received payment for 2 at \$21,985.49. We are continuously making the effort to collect all payments for parcels for current billing.

New business for March 2025:

- FunTapas

Business License:

In April 2024, the city collected \$165.00 in new license fees. Currently, Hapeville has 352 active businesses. 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	May 20, 2025	6 p.m.	Hapeville Municipal Annex
City Closed – Memorial Day	May 26, 2025		

OPEN RECORDS REQUEST

2025

Record Request Type	# of Processed
Public Safety Request	104
General Open Record Request	56

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
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	1
Name of Business	Potential Public Hearing Date
3365 Dogwood drive d/b/a FunTapas LLC	

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, 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 the filing system and records retention for our department.
- Rewrite and complete update of personnel policy manual, draft in progress.
- Assist with hiring efforts for all departments.
- Started project to update all job descriptions
- Review personnel files in preparation for moving to Laserfiche
- New Hires – Morel Jeffro – Maintenance Worker
- Left Employment – Windy Harrell – Recreation Department
- Completed ORR-2025-166 and ORR-2025-185
- Preparing for the annual Open Enrollment
- Created comprehensive benefit guide
- Communicated with all retirees and staff

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:** 740

April Highlights:

- **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 was sold out.

- **Partnership with Atlanta Preservation Center**

The Hapeville Depot Museum was a part of Atlanta Preservation Center's Phoenix Flies program. Hapeville's history walking tours had rave reviews in the after-tour surveys. We will be partnering with Atlanta Preservation Center on a regular historical walking tour of Hapeville starting July 2025.

May Events:

- **Art and History Workshop, Saturday, May 17th from 2-4 PM**

About the Workshop: In this workshop participants will study a simple cam and follower mechanism by building a karakuri puppet. The cultural context component reviews the work of Tanaka Hisashige who designed many karakuri (mechanical puppets) and founded a company that eventually became Toshiba. Sold out. Email info@hapevilledepot.org to join the workshop waitlist.

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.