



June 2025 Department Reports (May.'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

- Yearly fire hydrant testing and maintenance was completed by the online staff and the water department.
- EMS Bike Crews attended and covered the Delta 5k run.
- “Firefighter of the Year” Captain Jenny Brown was recognized for her work ethic by Chief Condrey at the Atlanta Rotary Club Meeting, on May 18th.
- FF Mike Johnson completed his Fire department Supervision Class and meets all the prerequisites for promotional testing.
- 36 Pre Fire Plans were completed by the online crews.
- Attended Career Day at the Hapeville Elementary School.
- Participated in the Presentation of Colors during the Memorial Day Celebration at the Recreation Center, in Hapeville.
- Captain Jenny Brown completed her first grant application for the Georgia Opioid Crisis Abatement Trust and will submit it this week. This grant includes 2 new automated CPR devices for our first out ambulance units and 40 single use Narcan nasal units totaling **\$56,247.58**.
- Captain Jenny Brown also reached out to Senator John Ossoff and after his office read her proposal, they sent over a letter of recommendation to be submitted along with the grant proposal. She also acquired a letter of support from Deputy Commissioner Tony Pritchett at the Office of Commissioner of Insurance and Safety Fire.
- Automatic External Defibrillators (AEDs) were tested in all City Buildings for monthly maintenance.
- FF Ashley Bragg completed all the course requirements through GEMA-Homeland Security and has received her Certified Emergency Manager (CEM) Certificate.
- FF Kevin Watts has completed the FD Officer Leadership I Course and is now eligible for promotional testing.
- Captain Jenny Brown signed the Certificate of Occupancy for the Atlanta Postal Credit Union, and they will be open for business this week.

- Chief Billy Pildner and Chief Joey Overton instructed Fire Inspector I at Atlanta Fire Department and certified over 15 new fire inspectors for the metro area.
- 7 new Firefighter recruits were hired and will begin shift work in the first week of June. These new hires will bring the FD up to a minimum for the first time in years.
- Lt. Matt Brown, FF Kevin Watts, FF John Bravy, FF LaJoy Hughes-Rembert, and Lt. Caleb Labiche will start their 14-month Paramedic Course with Clayton County Fire this week.
- Chief Nick Condrey celebrated the online crews for EMS week (May 19-23) by having breakfast catered in for each shift by Katie's Catering out of Suwanee. www.katiescateringatl.com
- FF Kevin Swiney and FF Gary Ramsey both reached 22 years of service with the City of Hapeville Fire Department.

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
Detector activation, no fire - unintentional	1
Dispatched and cancelled en route	4
EMS call, excluding vehicle accident with injury	83
Gas Leak (natural gas or LPG)	1
Gasoline or other flammable liquid spill	1
Motor vehicle accident with injuries	2
Police matter	1
Power line down	1
Public Services	1
Removal of victim(s) from stalled elevator	1
Smoke detector activation, no fire – unintentional	1
Smoke or odor removal	2
	102
Basic Primary Station Name: Hapeville FD Station #2	
Alarm system sounded due to malfunction	1
EMS call, excluding vehicle accident with injury	21
False alarm or false call, other	1
Local alarm system, malicious false alarm	1
Power line down	1
	25
Calls for Station 1 and Station 2:	Total: 129

POLICE DEPARTMENT:

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

Between May 1, 2025, and May 31, 2025, there were (654) calls for service. There was (1) Assault, (2) Burglaries, (0) Robberies, (35) Larcenies, including 11 Entering Autos, 4 Stolen Vehicles, and 20 Thefts. The Department made (33) arrests. The average Response time was 02 mins 44 sec.

The Department issued 227 citations, including parking, traffic, and general copies.

The Detective Division reviewed (651) cases, assigned (26) cases for investigation, and closed (32) cases. The Detective Division responded to (7) crime scenes for investigation.

Code Enforcement handled (254) new calls for service. Of these calls, the unit documented (12) animal incidents, (23) parking on grass, (8) parking issues, (12) inoperable vehicles, (7) permit violations, (11) outside storage, (3) Nuisance dwelling, (48) littering or pollution problems, and (8) property maintenance- exterior. Also (20) Yard debris, (6) Business violations, (84) Tall grass and Weeds, and (1) signage violation and (2) vandalism violations. Also (9) Tree violations. The unit closed (205) cases and issued (7) citations.

COMMUNITY SERVICES:

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

Building Permits 3440 Elkins Street (14012700030824) 555 Lake Drive (14009400020519) 3453 Louise Street (14009500080173) 672 Campbell Circle (14009900020852) 3290 Myrtle Street (14009800140107) 208 Maple Street (14009400090975) Mechanical Permits 785 Virginia Avenue Suite A 611 North Avenue	Tree Permits 3041 Gordon Circle 3316 Stillwood Drive <i>Demolition Permits</i> 770 North Avenue
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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 July 2025 issue of the Hapeville Hometown News is Monday, June 16th 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 22nd: Tri-Cities Merchant Mixer ✦

Staff attended the Tri-Cities Merchant Mixer hosted by the City of College Park. The event took place at Buttermilk Biscuit, located at 1634 Virginia Avenue in College Park.

The Tri-Cities Merchant Mixer is a collaborative effort between the cities of Hapeville, East Point, and College Park, designed to bring local businesses together to network and build community connections. This is a free networking event, and all businesses in the Tri-Cities area are welcome to attend!

 Save the date: The City of Hapeville will host the next mixer in September 2025 — visit www.hapeville.org for updates. We hope to see you there! ✦

Planning Commission Meeting: Tuesday, June 10th at 6 p.m.

Applicant	Property Address	Residential/Commercial	Request
Anthony Hansen	481 Walnut Street	Residential	Construction of a new SF dwelling

Board of Appeals Meeting: Thursday, June 26th at 6 p.m.

Applicant	Property Address	Residential/Commercial	Request
Maruf Ali	3445 Dogwood Drive	Commercial	Off Site Parking Variance

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

We're excited to announce the launch of Session 1 of the Hapeville Artist Residency! Main Street Artist Residency began May 19th- artists Reinilda Blair and Honey Pierre will be using the art containers as their temporary studio spaces for the next 9 weeks.

May 19 – July 11

Hosted through the Main Street Artist Residency, artists are provided with studio space and unique opportunities to share their process through public art, workshops, and creative programming.

🔑 Come Visit! We invite you to stop by the artist studios throughout the session to witness the creative journey firsthand. Meet the artists, learn about their inspiration, and see their works-in-progress!

📅 Mark Your Calendar! Each residency concludes with a week-long public exhibition, culminating in an Artist Talk during the Downtown Gallery Crawl.

We encourage people to stop by, meet the artist, and see how the space is transformed throughout their residence. Stay tuned for upcoming workshops and public events—we'd love to see you there!

Follow us on Instagram for artist highlights and event updates:

www.hapeville.org @HapevilleMainStreet

🚧🌟 Exciting news for the Hapeville Art District — installation of our new sign has officially begun! 🎉

Crews worked last week at the ATL Printmaker's Studio to bring this one-of-a-kind structure to life. Funded by the GM on Main Street grant, this project is designed to boldly position Hapeville as a standout arts destination in metro Atlanta. [#hapeville](#) [#hapevillearts](#) [#artdistrict](#) [#atlart](#)



Main Street Board of Directors Meeting:

Wednesday, June 11th 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 April 30, 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
- 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
- Met with Department Heads and Preparing FY2025-2026 Budget Requests for Mayor & Council Review and Adoption 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.
- Completed FY2024 Bridge Period Audit (July 2024 – September 2024) – Audit Presentation scheduled for June 17, 2025
- 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 **FYE - 09/30/2025 Audit Report** to Georgia Department of Audits and Accounts
- Completed Certification of **E-911 Expenditures Report** for FYE – **09/30/2024** and submitted to Georgia Department of Audits and Accounts.
- Completed **Certification Preparation of E-911 Expenditures Report** for FYE **09/30/2024** and submitted to Georgia Department of Audits and Accounts.

- 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 FYE – 09/30/2024 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 September 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 **April 2025** Revenue and Expense Reports (GF & Enterprise Funds) for City Manager and Mayor & Council Review.
- Uploaded summary Revenue and Expense Reports for **April 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 May 31, 2025	
2024 Real Property Billed	\$8,030,323.34
2024 Real Property Collected	\$7,303,836.91
2024 Real Property Payments (#) Collected	2,340
2024 Personal Property Billed	\$2,943,267.92
2024 Personal Property Collected	\$2,934,585.40
2024 Personal Property Payments (#) Collected	220
2024 Stormwater Fees Billed	\$274,475.04
2024 Stormwater Fees Collected	\$175,210.34
2024 Stormwater Payments (#) Collected	1,617
2024 Public Utilities Billed	\$748,680.38
2024 Public Utilities Collected	\$742,194.84
2024 Public Utilities Payments (#) Collected	13
Special Tax District	\$100,089.37

Monthly Water Collection	
Utility Payments	\$291,231.56
Water Deposits	\$3,900.00
Total Collected – April 2025	\$295,131.56

May 2025 Occupational Permits	
New Business License Applications	5
New Business License-Issued	7
Business License by Type	
Commercial	324
Residential	17
Short-term Rental Permits	18
Total Business License	359

May 2025 Water Accounts	
New Commercial Accounts	7
New Residential Accounts	18
Total New Accounts	25

Open Records Requests	
ORR-2025-201	Completed
ORR-2025-206	Completed
ORR-2025-211	Completed
ORR-2025-218	Completed
ORR-2025-219	Completed
ORR-2025-220	Completed

May 2025 Short-Term Rental Program	
Active Short-Term Rental Permits	18
Approved (Pending Payment)	1
New Applications Received	0
Units Under Review	0

Administrative:

Customer Financial Services is now fully staffed. Additionally, we are continuing to identify ways to improve our internal processes to provide better customer experience for both residents and business owners.

2024 Homestead Filing Time:

We are still accepting City Exemption Applications for Aged 65, 100% Disabled, and Veteran until June 30, 2025, to be applied to the 2025 Property Taxes. 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.*

2025 Property Taxes Sale:

The Property Tax department is preparing for the annual Property Tax Sale on August 5, 2025. There are currently 89 parcels that have delinquent accounts for outstanding property taxes due. The Property Tax department is working diligently to get the property owners to bring accounts current prior to tax sales.

Property Taxes:

More than 2,700 tax bills were sent to Hapeville residents and businesses in the first week of October 2024, with a due date of November 25, 2024. As of May 31, 2025, the City collected 91% 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, 2025, 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 13 at \$742,194.84. We are continuously making the effort to collect all payments for parcels for current billing.

New business for May 2025:

- Therapeutic Beginnings
- Joe McKnight Agent
- Atlanta Postal Credit Union
- Strategic Realty Partners
- Concentra
- DL Logistics Group LLC
- ATL Lounge & Restaurant LLC

Business License:

In April 2024, the city collected \$6,863.14 in new license fees. Currently, Hapeville has 359 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>.

Upcoming Meetings

<u>Meeting Type</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Mayor and Council Work Session	Tuesday, June 17, 2025	6:00 PM	Hapeville Municipal Annex

City Closed – Thursday, June 19, —
Juneteenth Holiday 2025

Open Records Requests (2025)

<u>Request Type</u>	<u># Processed</u>
Public Safety Requests	70
General Open Record Requests	30

Upcoming Training

- Ethics Training – Completed Feb, 2025
- Development Authority Training – Date TBD
- Open Meetings Training – Date TBD

Major Projects

<u>Project Name</u>	<u>Status / Deadline</u>
Centralizing Alcohol New/Renewal Process	TBD
Alcohol Beverage Renewal	September 15, 2025
Courtroom Chamber Audio Project	Reviewing three bids
SFMA Meeting	Completed
Juneteenth Celebration Event	June 19, 2025
GMA Annual Conference	June 20–23, 2025

Alcohol Beverage License Calendar – 2025

New Pending Licenses: 2

<u>Business Name</u>	<u>Potential Public Hearing Date</u>
FunTapas LLC	TBD
ATL Restaurant & Lounge	TBD

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.
- Assist with hiring efforts for all departments.
- New Hires – Roman Johnston – Maintenance Worker
 - Trey Long – Firefighter Non – Certified
 - Joshua Stevens – Firefighter Non – Certified
 - Chaz Latson – Firefighter Non – Certified
 - Demetrius Rives – Firefighter Non- Certified

All new Fire Department new hires will be attending the Basic Firefighter Training Course this year, which will be held at the Georgia Public Safety Training Center (GPSTC) in Forsyth, GA.

- Promotions - Kemari Nash - Firefighter Non - Certified
- Left Employment - Bethan Haeney - Communications Officer
- Simplified holiday pay for payroll processing
- Completed the 2025-2026 Open Enrollment for active and retired city employees.
- Stacie Johnston attended the South Fulton Municipal Association meeting.
- Completed ORR - 2025 -224

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:** 941

May Events:

- **Atlanta Magazine Article-** The museum's residency program which partners historians and artists was highlighted in the June print and online edition of Atlanta Magazine.
- **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.

June Events:

- **Partnership with Georgia State University**
Beginning June 12th, the Hapeville Depot Museum will be the focus of a GSU Masters in Preservation and Public History class. Students will meet at the museum every other Thursday to learn about creating exhibits and best practices for museum professionals.
- **Juneteenth Celebration – Thursday, June 19th**
1:00 PM-6:30 PM Food trucks, vendor booths, art station, face painting, ice water station, and more
Location: Jess Lucas Park
1:00 PM-Until Supplies Last Complimentary Acai Bowls
Location: Hapeville Depot Museum
1:00 PM - 2:00 PM | Hapeville African American history tours featuring two new exhibits
Location: Hapeville Depot Museum
2:00 PM - 2:30 PM | Poetry Session with London Bridges
Location: Hapeville Depot Museum
2:30 PM - 3:30 PM | Juneteenth History Panel Discussion
Location: Christ Church
3:30 PM - 5:00 PM | Genealogy Workshop with Tamu Taylor of the Afro-American Historical and Genealogical Society (AAHGS), Inc. - Metro Atlanta Chapter. This workshop will cover research basics while also diving into the intricacies of African American genealogy. Bring your family research, papers, pens and be ready to find new leads on June 19th from 3:30-5pm. RSVP at info@hapevilledepot.org, **Location: Hapeville Depot Museum**
3:30 PM - 4:00 PM | Procession to the Park
4:00 PM - 6:00 PM | Manga African Dance - First Performance
Location: Jess Lucas Park

6:00 PM - 6:30 PM | Kevin Lemons' Higher Calling Choir
Location: Jess Lucas Park

For more event information, visit www.hapevilledepot.org.