

August 2025 Department Reports (July'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

Personnel Updates:

- **Lieutenant / EMT Rick Jenkins** retired this month after **30 years of service** to the City of Hapeville.
- **Firefighter Latson** is expected to complete his **Firefighter Task Book** within the next **2** weeks and will be fully operational online at that time.

Training & Certification:

Captain Jenny Brown:

- Completed the **FEMA course: Preparing for Initial Company Operations**.
- Will begin the **Strategy and Tactics for Initial Company Operations** course on **July 20th**.
- Completed **Handtevy Instructor Training** and is now certified to instruct on the **Handtevy pediatric app** used on med unit iPads.
- Instructed multiple personnel in **Basic Life Support (BLS)** and **CPR** for bi-annual recertification.
- Registered, along with Fire Marshal Pildner, for **Fire Officer IV (Fire Department Executive)** at **GPSTC**.

Captain Hank Askew:

- Instructed online crew members in **Hazardous Materials Awareness** training
- Will be conducting training for online crew members in **Hazardous Materials Awareness**, **Operations and Firefighter II** level operational tasks in the upcoming months.

Firefighter Chadara Sam:

• Completed **Leadership I, II, and III** training courses at the **Georgia Public Safety Training Center (GPSTC)** in Forsyth.

Online Personnel:

- Participated in the **Police Department's Active Shooter Training** at **Hapeville Elementary School**.
- Conducted **pre-fire planning** at **more than 20 businesses** across the city.

Fire Recruits:

• Currently in **Week 3** of training at the **Georgia Public Safety Training Center (GPSTC)** in Forsyth.

Division Chief Overton:

- Attended Terrorism: Introduction to Sovereign Citizens
- Attended Pathology for death investigations

Community Engagement:

- Fire personnel attended the **Grand Opening of the Atlanta Postal Credit Union**.
- Participated in the **Police Department's Annual Safetyville Course**. This is a summer public safety education program hosted by the Police Department.
- Battalion Chief Mike Donaldson and Firefighter Gary Ramsey represented the department at the Jazz Festival on July 19th.

Administrative and Operational:

- All fire apparatuses underwent annual pump testing this month.
- **Division Chief Overton** attended both the **Metro Chief's Association Meeting** and the **South Fulton Chief's July Meeting**.

Basic Primary Station Name: Hapeville FD Station #1	Counts of Incidents
Assist invalid	3
Cabron monoxide detector activation, no CO	1
Dispatched and cancelled en route	1
EMS call, excluding vehicle accident with injury	85
False alarm or false call, other	1
Gas Leak (natural gas or LPG)	3
Good intent call, other	1
Motor vehicle accident with injuries	3
Motor vehicle accident with no injuries	1
No incident found on arrival at dispatch address	1
Public Services	1

Windstorm, tornado/hurricane assessment	1
	102
Basic Primary Station Name: Hapeville	FD Station #2
EMS call, excluding vehicle accident with injury	14
Extinguishing system activation due to malfunction	1
Local alarm system, malicious false alarm	1
Power line down	1
Smoke detector activation, no fire- unintentional	1
	18
Calls for Station 1 and Station 2:	Total: 123

POLICE DEPARTMENT:

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

Between July 1, 2025, and July 31, 2025, the Police Department responded to (667) calls for service. There was (1) Assault, (2) Burglaries, (1) Robbery, (43) Larcenies, including (24) Entering Autos, (0) Stolen Vehicle, and (19) Thefts. The Department made (24) arrests. The average response time was 03 mins 17 sec.

The Department issued 274 citations including parking, traffic, and general copies.

The E-911 Center processed 2,301 calls.

The Detective Division reviewed (645) cases, assigned (45) cases for investigation, and closed (32) cases. (1) Case was closed with arrest warrants. The Detective Division Obtained (3) arrest warrants, responded to (12) crime scenes for investigation) and made (3) CID Arrests.

Code Enforcement handled (256) new calls for service. Of these calls, the unit documented (14) Animal Incidents, (23) Parking on Grass, (12) Inoperable Vehicles, (6) Parking Problems, (5) Permit Violations, (12) Outside Storage, (61) Littering or Pollution problems, (70) Tall Grass, and (7) Property Maintenance- Exterior. Also (12) Yard debris, (14) Business Violations, and (10) Tree Violations, (2) Erosion violation and (1) Gravel violation. Also (2) Graffiti violations, (1) Fence, (1) Utility violation, (1) Nuisance and (1) Premise number violation and (1) Exterior treatment. The unit closed (190) cases and issued (15) citations.

COMMUNITY SERVICES:

Lee Sudduth, Director

lsudduth@hapeville.org (404)669-2120

Building Permits

3336 Forrest Hills Drive (14006600040099)
3368 North Whitney Avenue (14009800170054)
415 Dorsey Road (14009400070753)
3403 Old Jonesboro Road (140066LL0052)
388 Walnut Street (14009400060366)
3196 Lake Avenue (14009900030497)
3426 Elkins Street (14012700030634)
2109 Woodland Drive (14006600040487)
650 Campbell Circle (14009900020787)
3166 Dogwood Drive (14009400020873)
3388 North Whitney Avenue (14009800170369)

204 Colorado Avenue (14006600020620)

3409 Dogwood Drive (14009800170179)

3416 Harding Avenue (14009800030225)

3352 Lavista Drive (14006600010019)

Mechanical Permits

3311 Stillwood Drive 3312 Springhaven Avenue 3314 Springhaven Avenue

Tree Permits

3181 Hope Street 3101 Jackson Street 3007 Dogwood Drive 414/418 Dorsey Road 460 Walnut Street 3328 Old Jonesboro Road 367 North Avenue 369 North Avenue 3350 Old Jonesboro Road

Electrical Permits

3311 Stillwood Drive 3312 Springhaven Avenue 3314 Springhaven Avenue 437 North Avenue 3346 Springhaven Avenue 641 North Central Avenue 3388 North Whitney Avenue 3358 Elm Street

Plumbing Permits

641 North Central Avenue 3166 Dogwood Drive

Economic Development:

Adrienne Senter, Planning & Economic Development Manager <u>asenter@hapeville.org</u> - 404.669.8269

Department Activities:

Produced City Newsletter and all departmental-related duties. (Newsletter Note: The submission deadline for the September 2025 issue of the Hapeville Hometown News is Friday, August 15th, 5 p.m.). Promoted City news via (City Website, social media, and Newsletter). Please visit www.hapeville.org for up-to-date information.



Grand Opening Event!

On July 22nd, we proudly celebrated the grand opening of the new Atlanta Postal Credit Union / Center Parc Credit Union Headquarters right here in our community!

We're excited to welcome this outstanding organization to Hapeville and look forward to the opportunities it brings for financial growth and community connection.

Stop by their beautiful new headquarters and discover all they have to offer! Location: 400 Porsche Avenue

Planning Commission Meeting: Tuesday, August 12th at 6 p.m.

Applicant	Property Address	Residential/Commercial	Request
Greg Patel	831 Custer Street	Residential	Construction of a new SF dwelling
Michele Keaton	3226 Dogwood Drive	Residential	Construction of new SF dwelling
Atwell, LLC	Chestnut St – Final Plat	Residential	Final Plat Review, Pod F
Alex Popham	325 Sunset Ave. Lots 11-14	Residential	Final Plat Review, Lots 11-14

Board of Appeals Meeting: Thursday, August 28th at 6 p.m.

Applicant	Property Address	Residential/Commercial	Request
Maruf Ali	3445 Dogwood Drive	Commercial	Off Site Parking Variance
Abdulsattar Khan	611 North Avenue	Residential	Request to reduce the setback

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!

On Monday, August 4th from 5:30 p.m. – 7 p.m. The Main Street Board of Directors hosted a Hapeville Business Network Meet-Up. This meeting offered business owners a chance to connect with fellow entrepreneurs, share ideas, and collaborate on ways to strengthen the business environment in our city. Special thanks to Café Belli for hosting this event. Please be sure to sign up for our email list for information on upcoming business opportunities! Let's build a thriving business network together!

2025 Artist Residents-Session 2

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. 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 2 Artists

Session 2: August 4 - October 4 Exhibition: October 4 - 11

Gallery Crawl: October 4

Julio Ceballos



Artist Bio: I'm an artist based right here in Hapeville, GA, and I earned my BFA from Georgia State University in 2013. Since then, I've worked on public art projects for a variety of Atlanta organizations, including the Georgia Building Authority, The Office of Cultural Affairs, The Department of Veterans Affairs, and The Atlanta Beltline. I've also had the opportunity to collaborate with nonprofit organizations like Paint Love and Project Chimps, contributing to programs that use art to support and uplift the communities they serve. My practice is driven by a curiosity about process and material. From traditional painting to sculpture and installation work, I take each piece of art as an opportunity to experiment and learn.

Julio's studio will be in the Arts Alley Art Container.

Nick Twiner



Artist Bio: As an Atlanta-born and -based artist, my work transforms urban infrastructure into nuanced visual commentaries through a distinctive approach to landscape painting. Working primarily in gouache and watercolor, I create impressionistic views of Atlanta's built environment, finding unexpected beauty and meaning in spaces often overlooked or dismissed as merely functional.

My artistic practice has been shaped by my lifelong relationship with Atlanta's evolving landscape. I've witnessed the city's ongoing transformation through both personal experience and professional engagement.

Today, my work deliberately presents urban infrastructure with the same reverent care typically reserved for natural landscapes. There's an intentional tension in my approach—rendering concrete

overpasses, highways, and interchanges with the aesthetic attention one might use for mountains or clouds. This juxtaposition highlights the absurdity of our relationship with infrastructure that simultaneously connects and divides us yet remains a source of nostalgic pride for many Atlantans.

While I lack formal art school training, my approach has developed organically through dedicated practice and a deep engagement with Atlanta's specific urban context. This has allowed me to develop a distinctive visual language that transforms the mundane aspects of city infrastructure into compositions that reveal striking formal qualities and invite deeper consideration of urban space.

Main Street Board of Directors Meeting:

Wednesday, August 13th 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.
- FY2024 Bridge Period Audit is Complete Clean Audit Opinion Rendered.
- Uploaded FY2024 –(July-September) Three-Month Period Comprehensive Financial Report (ACFR) to the Website.
- 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 <u>Certification of E-911 Expenditures Report</u> 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 <u>FY2024</u> (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 <u>PNC</u>, <u>TRUIST</u> and <u>Regions</u> 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 <u>ARPA Reporting/Certification for Year 2025.</u>
 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.

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.

Property Taxes Billed and Collected as July 2025		
2024 Real Property Billed	\$8,030,323.34	
2024 Real Property Collected	\$7,206,846.59	
2024 Real Property Payments Collected	2307	
2024 Personal Property Billed	\$2,943,267.92	
2024 Personal Property Collected	\$2,915,269.16	
2024 Personal Property Payments Collected	214	
2024 Stormwater Fees Billed	\$274,475.04	
2024 Stormwater Fees Collected	\$179,445.08	
2024 Stormwater Payments Collected	1,412	
2024 Public Utilities Billed	\$748,680.38	
2024 Public Utilities Collected	\$748,543.22	
2024 Public Utilities Payments Collected	15	
Totals Collected as of July 2025	\$11,050,104.05	

July 2025 Occupational Permits	
New Business License Applications	6
New Business License-Issued	4
Business License by Type	
Commercial	298
Residential	21
Short-term Rental Permits	19
Total Business License & Permits	338

July 2025 Short-Term Rental Program		
Active Short-Term Rental Permits	19	
New Applications Received	0	
Units Under Review	0	

July 2025 Water Accounts	
New Commercial Accounts	10
New Residential Accounts	47
Total New Accounts	57

Monthly Water Collection	
Utility Payments	\$271,747.66
Water Deposits	\$7,700.00
Total Collected – July 2025	\$279,447.66

Open Records Requests		
ORR-2025-274	Completed	
ORR-2025-278	Completed	
ORR-2025-293	Completed	
ORR-2025-320	Completed	

Administrative:

Customer Financial Services is growing; we are currently **interviewing for a Part-Time Customer Service Representative** to provide administrative and backup support for staff.

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, at 1:00pm**. There are currently **19 delinquent parcels** that have outstanding property taxes due. The Property Tax department is working diligently to get the property owners to bring accounts current prior to the tax sale.

The Tax Sale advertisement is posted in the weekly South Fulton Neighbor newspaper and advertised on the City of Hapeville website starting July 9, 2025. Running weekly July 9th, July 16th, July 23rd and July 30th.

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 June 30, 2025, the City collected 90% of the taxes billed for real estate parcels and 99 % 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. 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 received payment for 15 at \$748,543.22. We are continuously making the effort to collect one (1) remaining parcel for current billing.

New business for June 2025:

- Cooper's Kitchen LLC
- Hapeville Fish & Chicken
- The Juicee Details
- Glow Skincare

Business License:

In July 2025, the city collected \$495.00 in new license fees. Currently, Hapeville has 338 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 assistance with customer service, property taxes, business licenses, or short-term rentals, **please contact the appropriate staff member below:**

Property Tax & Stormwater

Melanie Hention - Property Tax Specialist

Phone: 404-669-2106

Email: Mhention@hapeville.org

Business License & Short-Term Rentals

Charity Holton – Occupational Tax Clerk

Phone: 404-669-2105

Email: Cholton@hapeville.org

Customer Service

Nyfeesa Valentine – Customer Service Representative – Team Lead

Phone: 404-669-2102

Email: Nvalentine@hapeville.org

CITY CLERK'S OFFICE

Sharee Steed, City Clerk ssteed@hapeville.org (404)766.3004

Upcoming Meetings

Meeting Type	<u>Date</u>	<u>Time</u>	<u>Location</u>
Mayor and Council Work Session	Tuesday, August 19, 2025	6:00 PM	Hapeville Municipal Annex

Open Records Requests (2025)

Request Type # Processed
Public Safety Requests 61
General Open Record Requests 53

Upcoming Training

- Ethics Training Completed February 2025
- ♣ Development Authority Training Date TBD
- **♣** Open Meetings Training Date TBD

Major Projects

Project Name

Status / Deadline

Centralizing Alcohol New/Renewal Process

In Progress – Deadline TBD

Qualifying for the November 4th Election

August 18–20, 2025 Time: 8:30 AM–12:00 PM, 1:00 PM–4:30

PM

Alcohol Beverage Renewal

Beginning September 15, 2025

Courtroom Chamber Audio Project

Vendor selected – Project expected to

start late September

Employee Luncheon

TBD

Alcohol Beverage License Calendar - 2025

New Pending Licenses: o

Business Name

Potential Public Hearing Date

N/A

Alcohol Beverage Tax - Excise tax reporting for Liquor Sales 2025
Collected from January- June \$95,109.14

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: Senior Accountant, Police Officer, Communications Officer, Firefighter-Not Certified, Custodian, Part-Time Recreation Aide and Part-time Customer Service Representative. 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.
- In process updating the Personnel Policy Manual
- Assist with hiring efforts for all departments.
- New Hires Yaredmi Aguliar Billing Analyst

Jeremiah Freed – Firefighter

Charmaine Buttler - Rogers - Police Officer

Amina Ech Chally – Police Officer

Malik Harrison – Police Officer

Dusty Mitchell - Police Officer Lamonta Thorne - Police Officer Samaiya Clayton - Communication Officer Kalia Martin - Communication Officer

- Left Employment Demetrius Rives Firefighter
 Johnny Parish II Firefighter
 Kemari Nash Firefighter
 Morel Jeffro Maintenance Worker
- Completed PSR-2025-425 PSR-2025-430 PSR-2025-457

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: 1,723

Highlights:

• Class with Georgia State University

This summer semester, the Hapeville Depot Museum was the focus of a GSU Masters in Preservation and Public History class. Students met at the museum to learn about creating exhibits and best practices for museum professionals. The students' final presentations were on Tuesday, July 29th. GSU has confirmed that a class focused on exhibit creation specifically at the Hapeville Depot Museum will now run each summer semester for students in the Masters in Preservation and Public History program.

• **AJC Article:** The Hapeville Depot Museum was featured online and in AJC's Sunday Arts Section on July 6th. The article can be found at: https://www.ajc.com/arts-entertainment/2025/07/artists-and-historians-collaborate-to-bring-hidden-stories-to-life-in-hapeville/

Upcoming Initiatives:

New Walking Tours with Atlanta Preservation Center

In partnership with the Atlanta Preservation Center, The Hapeville Depot Museum will host monthly walking tours that connect the history of Hapeville to the larger Atlanta Metro Area. For more information visit https://www.atlantapreservationcenter.com/

The Atlanta Journal-Constitution



By Felicia Feaster - For the AJC