

September 2025 Department Reports (August'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

Training & Certification:

- Captain Jenny Brown earned certification as a **State of Georgia Arson Investigator** after completing the **160-hour Arson Investigation** course at the **Georgia Public Safety Training Center (GPSTC).** She is our first employee in **18 years** to obtain Fire Investigator certification.
- Captain Hank Askew instructed multiple Hazardous Materials Operations classes for online crews to meet annual training requirements.
- **Training Chief Joey Overton** completed **60+ hours** assisting with the training of future members of Hapeville FD, at **GPSTC**.
- Four fire recruits remain on track to graduate on September 19 from GPSTC.
- Captain Jenny Brown also completed Decision Making for Initial Company Officers (DMICO) with the LaGrange Fire Department.
- **Battalion Chief Ben Kell** instructed a **BLS/CPR** course for online crew member's recertification.
- Online crew members assisted Administration in evaluating potential recruits during both the physical skills assessment and the written entry exam.
- Fire Medic Chandara Sam completed the Incident Safety Officer course at GPSTC.
- Fire Medic Aaron Lasenyik completed **Fire Cause & Determination for Company Officers** at **GPSTC**.
- Firefighter Chaz Latson completed his assigned Task Book and has been reinstated as a Certified Firefighter through the Georgia Firefighter Standards and Training Council (GFSTC).

Community Involvement & Public Events:

• Fire Marshal Pildner and online crews participated in the Hapeville Police Department's National Night Out 2025.

Operations & Preparedness:

- **21** business **pre fire plans** were completed by online crews.
- A new **Husqvarna K970 K 12 Rescue Saw** was purchased for **Truck 2**, completing the required equipment list per state standards.
- New structural **firefighter turnout gear** was purchased for the **four new recruits**. Administration intends to outfit all firefighters with up-to-date gear as soon as feasible.

Professional Development & Conferences:

- Fire Department Administration Staff toured the new **85-acre Atlanta Public Safety Training Grounds (Key Road)** on **Friday, August 22**.
- Chief Nick Condrey presented the Annual State of the Fire Department to the Mayor and Council on August 19 during their biweekly council meeting.

Personnel Updates:

- Lieutenant Brian Thomas was promoted to the rank of Captain on B Shift.
- Two new recruits have been hired and will begin firefighter training at GPSTC on September 5.
- The department will begin the **hiring process** in the coming weeks to fill **three** vacant online positions.

Basic Primary Station Name: Hapeville FD Station #1	Counts of Incidents
Alarm system activation, no fire - unintentional	2
Alarm system sounded due to malfunction	4
Assist invalid	1
Dispatched and cancelled en route	2
EMS call, excluding vehicle accident with injury	95
Extrication of victim(s) from building/structure	1
Motor vehicle accident with injuries	4
Motor vehicle accident with no injuries	1
Outside rubbish, trash or waste fire	1
Smoke detector activation, no fire – unintentional	1
	112
Basic Primary Station Name: Hapeville	FD Station #2
Alarm system activation, no fire - unintentional	1
Alarm system sounded due to malfunction	1
EMS call, excluding vehicle accident with injury	15
Gas leak (natural gas or LPG)	1
Motor vehicle accident with no injuries	1
No incident found on arrival at dispatch address	1

	20
Calls for Station 1 and Station 2:	Total: 132

POLICE DEPARTMENT:

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

Between August 1, 2025, and August 29,2025, there were (606) calls for service. There were (6) Assaults, (0) Burglaries, (1) Robbery, (31) Larcenies, including 15 Entering Autos, o Stolen Vehicle, and 16 Thefts. The Department made (30) arrests. The average response time was 03 mins 02 sec.

The Department issued 263 citations, including parking, traffic, and general copies.

The Detective Division reviewed (580) cases, assigned (36) cases for investigation, and closed (33) cases. (2) Cases were closed with arrest warrants. The Detective Division obtained (6) arrest warrants, responded to (14) crime scenes for investigation, executed (3) search warrants and made (1) CID Arrest.

Code Enforcement handled (213) new calls for service. Of these calls, the unit documented (15) Animal Incidents, (11) Parking on Grass, (9) Inoperable Vehicles, (4) Parking Problems, (10) Permit Violations, (9) Outside Storage, (56) Littering or Pollution problems, (73) Tall Grass, and (4) Property Maintenance- Exterior. Also (10) Yard Debris, (6) Business License Violations, and (1) Erosion Violation and (1) Utility Violation, (1) Premise Number Violation and (1) Sign Violation, (1) Trespassing and (1) Noise Violation. The unit closed (168) cases and issued (8) citations.

COMMUNITY SERVICES:

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

Building Permits

208 Barton Drive (14006700040601)
305 Birch Street (14009400101566)
754 North Avenue (14009800100051)
329 Maple Street (14009400101335)
3388 North Whitney Avenue (14009800170369)
444 Oak Drive (14009400071009)
3401 Northside Drive (14009500120250)
3538 South Fulton Avenue (14009800200414)
3389 Old Jonesboro Road (14009500100583)
305 Maple Street (14009400101285)

Electrical Permits

3304 - 3308 Stillwood Lane

Plumbing Permits

3365 Northside Drive 561 Parkway Drive 511 Parkway Drive 754 North Avenue 3409 Dogwood Drive Suite A

Mechanical Permits

3304 - 3308 Stillwood Lane 3303 – 3307 Stillwood Drive

Tree Permits

3109 Dogwood Drive

3303 – 3307 Stillwood Drive 484 King Arnold Street Unit A1 3435 North Fulton Avenue 265 Maple Street 3290 Myrtle Street 711 Oak Drive 3300 Russell Street 493 Woodrow Avenue

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 October 2025 issue of the Hapeville Hometown News is Monday, September 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 August 29th, we proudly celebrated the grand opening of Funtapas Bar & Kitchen at 3365 Dogwood Drive. It was a wonderful event marking the beginning of a new chapter for this exciting local spot! Join us in welcoming Funtapas to the Hapeville community and check out all they have to offer!

Exciting News! 🍀

The City of Hapeville has advanced to the second round of the Georgia Initiative for Community Housing (GICH) program! As part of this next step, we will be hosting members of the GICH Selection Committee on Friday, September 26th, from 10:00 a.m. to 12:00 p.m. for a presentation and bus tour of the city. This visit will showcase Hapeville's housing priorities, challenges, and opportunities, highlighting our commitment to building a stronger, more vibrant community. Stay tuned as we continue to work toward creating innovative housing solutions for our residents!

City of Hapeville Partners with Trees Atlanta!

The City of Hapeville is excited to announce a new partnership with Trees Atlanta to bring more shade and greenery to our neighborhoods! Through the Front Yard Tree Program, residents can apply to receive up to two (2) free trees planted in their front yards. This program helps increase Hapeville's tree canopy \checkmark , keeps our community cooler, and makes our city even more beautiful.

Interested in having trees planted in your yard? Apply online here: treesatlanta.org/yardtree. For more information, please contact the Economic Development Department at (404) 669-8269 or email Adrienne Senter at asenter@hapeville.org.

Planning Commission Meeting: Tuesday, September 9th - Canceled

Board of Appeals Meeting: Thursday, September 25th - 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 – New! HAPEVILLE ARTIST RESIDENCY AUGUST 4 – OCTOBER 11

We're excited to welcome Julio Ceballos and Nick Twiner to Session 2 of the Hapeville Artist Residency! Throughout their stay, they'll use their studio space to create new work, host workshops, and connect with the community. ♥ Visit the Studios in Arts Alley and Jess Y Lucas Park! Stop by to meet Julio and Nick, see works-in-progress, and learn about their inspiration. ☑ Our next Gallery Crawl is happening October 4th—and if you joined us last time, you know it's a can't-miss evening! The previous crawl was a huge success, turning Downtown Hapeville into a vibrant hub of art, music, and connection. Let's make this one even bigger! Each residency ends with a week-long public exhibition, so you'll have plenty of chances to see their finished pieces. Follow us on Instagram for artist highlights and event updates: @hapevillemainstreet Main Street Board of Directors − News!

Julio Caballos



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.

Save the Date! Gallery Crawl Event

Saturday, October 4, 5 p.m. - 9 p.m. Downtown Hapeville: Experience a night of creativity and culture at the Hapeville Gallery Crawl! Local artists will transform downtown businesses into one-of-a-kind pop-up galleries, each showcasing a solo exhibition of their work. Wander along Main Street as live music and entertainment lead you from venue to venue, creating a vibrant and lively atmosphere. This self-guided tour is a fantastic opportunity to discover new artists, enjoy unique spaces, and connect with the local arts community and businesses. Bring friends and family for an unforgettable evening celebrating art, music, and the spirit of Hapeville!

Main Street Board of Directors Meeting:

Wednesday, September 10th 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 May 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
- 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.
- Assisted Department Heads with FY2025-2026 Budget Presentations.

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 City's 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.
- Completed and Submitted 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.
- Reviewing other ways of accepting customer payments other than by credit card
- Filled vacant Senior Accountant position with Kathy Stargell-Clark

Property Taxes Billed and Collected as August 2025		
2024 Real Property Billed	\$8,030,323.34	
2024 Real Property Collected	\$7,426,801.36	
2024 Real Property Payments Collected	2395	
2024 Personal Property Billed	\$2,943,267.92	
2024 Personal Property Collected	\$2,921,068.82	
2024 Personal Property Payments Collected	223	
2024 Stormwater Fees Billed	\$274,475.04	
2024 Stormwater Fees Collected	\$193,375.89	
2024 Stormwater Payments Collected	1,723	
2024 Public Utilities Billed	\$748,680.38	
2024 Public Utilities Collected	\$748,543.22	
2024 Public Utilities Payments Collected	15	
Totals Collected as of August 2025	\$11,289,789.29	

August 2025 Occupational Permits	
New Business License Applications	6
New Business License-Issued	2
Business License by Type	
Commercial	299
Residential	21
Short-term Rental Permits	19
Total Business License & Permits	339

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

August 2025 Water Accounts	
New Commercial Accounts	11
New Residential Accounts	23
Total New Accounts	34

Monthly Water Collection	
Utility Payments	\$212,497.01
Water Deposits	\$5,600.00
Total Collected – August 2025	\$218,097.01

Open Records Requests	
ORR-2025-368	Completed
ORR-2025-351	Completed
ORR-2025-338	Completed
ORR-2025-334	Completed
ORR-2025-329	Completed
ORR-2025-328	Completed

Administrative:

Customer Financial Services is now completely staffed. We welcome our new Part-time Customer Service employee, **Keisha Boykin**!

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:

The Property Tax Department is preparing for the 2025 Tax Billing. There will be a Public Hearing on **September 16, 2025, related to millage, at 6:00 p.m.** The Notice of Public Hearing will be published in the South Fulton newspaper by September 10, 2025.

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 July 31, 2025, the City staff collected 92% of the taxes billed for real estate parcels and 99% for personal property parcels. Collection efforts are ongoing, with continued efforts to collect 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.

https://hapeville.org/796/Stormwater-Utility-Fee

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:

- Mack III Development
- B&P Moore Investments dba Smoothie King

Business License:

In August 2025, the city collected \$655.00 in new license fees. Currently, Hapeville has 339 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

Customer Service

Keish Boykin - Part Time Customer Service Representative

Email: kboykin@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, September 16, 2025	6:00 PM	Hapeville Municipal Annex

Open Records Requests (2025)

Request Type	# Processed	Year to Date
Public Safety Requests	68	551
General Open Record Requests	57	383

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

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- August \$99,539.15

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, Firefighter-Not Certified, Custodian, Part-Time Recreation Aide. 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 Kathy Stargell-Clark Senior Accountant

 Den Overvieus Johnson, Custodien

DonQuavious Johnson - Custodian

Keisha Boykin - Customer Service Representative

JaMicah Moore - Recreation Aide

Keridan Ogletree - Recreation Aide

- Left Employment Alishia Eubanks Recreation Aide
 Cadyn Carr Recreation Aide
 Roman Johnston Maintenance Worker
- Jeannette Aymerich attended the Local Government Risk Management Services Safety Coordinator Training held in Macon, GA.

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: 1,921

Upcoming Programming:

New Exhibits Premier on October 24th 6-8pm

This October, join the Hapeville Depot Museum for 2 new exhibits which focus on Candler Speedway and Early Aviation in Hapeville. Historians and Artists will provide tours to the public beginning at 6pm with time for Q+A as well as time to tour the full museum.

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 www.atlantapreservationcenter.com.

