



July 2025 Department Reports (June'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 successfully completed the course requirements to become a certified Basic Life Support (BLS) and Cardiopulmonary Resuscitation (CPR) Instructor.
- Captain Brown also completed the Fire Instructor II course at the Georgia Public Safety Training Center (GPSTC).
- All shifts participated in annual air consumption drills, totaling 12 hours of training conducted in full structural firefighting gear.
- Chief Condrey instructed Pediatric Advanced Life Support (PALS) to online crew members, fulfilling annual EMS continuing education and recertification requirements.
- FF/Medic Chandara Sam and FF/Medic Charlie Rose completed Acting Officer in Charge (AOIC) training at GPSTC in Forsyth.
- FF/Medic Johnny Parish completed Fire Cause & Determination for Company Officer training at GPSTC in Forsyth.
- FF/Medic Chandara Sam completed the department's Leadership Training Series.

Community Involvement & Public Events:

- Online crews participated in Delta Reservation's Safety Fair.
- Fire Department personnel staffed a cooling station and EMS bike crews during the annual Juneteenth celebration.
- Crews took part in "Safetyville," a summer public safety education program hosted by the Hapeville Police Department.
- Operations & Preparedness:
 - 28 business pre-fire plans were completed by online crews.
 - Online personnel are nearing completion of the department's annual fire hose testing.
- Professional Development & Conferences:
 - Fire Department Administration attended the annual Fire Safety Symposium at the Georgia Public Safety Training Center in Forsyth, GA.

Personnel Updates:

- Captain Ben Kell was promoted to Battalion Chief and assigned to lead A-Shift.

Basic Primary Station Name: Hapeville FD Station #1		Counts of Incidents
Alarm system sounded due to malfunction		3
Arcing, shorted electrical equipment		1
Assist invalid		6
Dispatched and cancelled en route		4
EMS call, excluding vehicle accident with injury		80
Flood assessment		1
Gas Leak (natural gas or LPG)		1
Hazardous condition, other		2
Malicious, mischievous false call, other		1
Motor vehicle accident with injuries		4
Power line down		1
Public Services		2
Smoke detector activation due to malfunction		2
Smoke detector activation, no fire – unintentional		1
Smoke scare, odor of smoke		1
		110
Basic Primary Station Name: Hapeville FD Station #2		
Alarm system sounded due to malfunction		1
Defective elevator, no occupants		1
Dispatched and cancelled en route		1
EMS call, excluding vehicle accident with injury		30
Gas leak (natural gas or LPG)		1
Motor vehicle accident with no injuries		1
Removal of victim(s) from stalled elevator		1
		36
Calls for Station 1 and Station 2:		Total: 147

POLICE DEPARTMENT:

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

Between July 1, 2025, and July 10, 2025, the Police Department responded to (210) calls for service. There were (0) Assaults, (1) Burglary, (0) Robberies, (12) Larcenies, including (8) Entering Autos, (0) Stolen Vehicle, and (4) Thefts. The Department made (29) arrests. The average response time was 03 mins 20 sec.

The Department issued 74 citations including parking, traffic, and general copies.

The E-911 Center processed 746 calls.

The Detective Division reviewed (131) cases, assigned (17) cases for investigation, and closed (0) cases. (0) Cases were closed with arrest warrants. CID responded to (0) crime scenes for investigation and had (0) CID Arrest.

Code Enforcement handled (89) new calls for service. Of these calls, the unit documented (6) Animal Incidents, (4) Parking on Grass, (7) Inoperable Vehicles, (1) Parking Problems, (4) Permit Violations, (5) Outside Storage, (24) Littering or Pollution problems, (21) Tall Grass, and (5) Property Maintenance- Exterior. Also (1) Yard debris, (7) Business Violations, and (2) Tree Violations, and (1) Erosion violation and (1) gravel violation. The unit closed (47) cases and issued (3) citations.

COMMUNITY SERVICES:

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

Building Permits 441 Lake Drive (14009400040384) 3434 Elkins Street (14012700030618) 3307 Northside Drive (14009500100104) 437 King Arnold Street (14009500030327) 366 North Avenue (14006700040692) 347 Moreland Way (14009400101079) Mechanical Permits 3558 Elm Street 537 North Avenue 639 Coleman Street 344 Northwoods Place	Tree Permits 232 Birch Street 2109 Woodland Drive 568 Marina Street 613 Cofield Drive 201 Victoria Lane Electrical Permits 3037 Lake Avenue 3042 Lake Avenue 3558 Elm Street 3534 Atlanta 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 August 2025 issue of the Hapeville Hometown News is Tuesday, July 15th, 5 p.m.). Promoted City news via (City Website, social media, and Newsletter). Please visit www.hapeville.org for up-to-date information.

📌 Ribbon Cutting Ribbon Ceremony ✂

Join us on Tuesday, July 22nd at 10 a.m. as the Atlanta Postal Credit Union (APCU) celebrates the grand opening of their new headquarters located at 400 Porsche Avenue! We hope to see you there!

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

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!



🎨 Thank You for Celebrating with Us! 🥰

A heartfelt thank you to everyone who joined us for the Arts District Debut Celebration and the official unveiling of the new Arts District Sign with a special ribbon cutting at Atlanta Printmakers Studio!

Your presence helped make the evening a truly memorable one as we marked an exciting new chapter in Hapeville's creative journey. Attendees were among the first to receive our brand-new seasonal Arts District Brochure, and we hope you

enjoyed the light refreshments, live energy, and engaging conversations.

The new Arts District sign is more than just a marker—it's a bold statement of identity and purpose. It proudly signals that Hapeville is a place where art thrives, where creativity is part of our daily lives, and where we're committed to building a walkable, welcoming hub that supports artists, engages the public, and attracts cultural tourism.

By anchoring the district with a landmark that reflects both our artistic spirit and historic character, we are laying the foundation for a future where the arts hold a central place in the story of Hapeville.

Stay inspired, stay involved—and we hope to see you at our next arts event!

🥰 Gallery Crawl Event – Thank You! 🎨



The Main Street Board of Directors hosted a successful Gallery Crawl on Saturday, July 12th, celebrating a night of creativity, community, and culture in Downtown Hapeville. Local artists transformed businesses along Main Street into pop-up galleries, each featuring a solo exhibition of their work. Attendees enjoyed an evening of art, live music, and entertainment while strolling from venue to venue—creating a vibrant and inspiring atmosphere. 💎 Thank you to everyone who joined us and made this event so special!



Save the Date! The next Gallery Crawl is set for Saturday, October 4th from 5 p.m. to 9 p.m. We hope to see you there for another unforgettable evening!

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 Certification 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.

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 June 30, 2025	
2024 Real Property Billed	\$8,030,323.34
2024 Real Property Collected	\$7,152,109.69
2024 Real Property Payments Collected	2280
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	\$177,498.38
2024 Stormwater Payments Collected	1,385
2024 Public Utilities Billed(16)	\$748,680.38
2024 Public Utilities Collected	\$748,543.22
2024 Public Utilities Payments Collected	15
Totals Collected as of June 30, 2025	\$10,993,420.45

June 2025 Occupational Permits	
New Business License Applications	4
New Business License-Issued	1
Business License by Type	
Commercial	294
Residential	23
Short-term Rental Permits	19
Total Business License & Permits	336

June 2025 Short-Term Rental Program	
Active Short-Term Rental Permits	19
New Applications Received	1
Units Under Review	0

June 2025 Water Accounts	
New Commercial Accounts	4
New Residential Accounts	26
Total New Accounts	30

Monthly Water Collection	
Utility Payments	\$220,448.56
Water Deposits	\$5,000.00
Total Collected – June 2025	\$225,448.56

Open Records Requests	
ORR-2025-243	Completed
ORR-2025-258	Completed
ORR-2025-274	Completed
ORR-2025-265	Completed
ORR-2025-263	Completed
ORR-2025-248	Completed

Administrative:

Congratulations to **Nyfeesa Valentine** on her promotion to **Customer Service Representative – Team Lead**! Customer Financial Services is growing; we are currently **hiring 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**. There are currently 51 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 tax sales.

The Tax Sale advertisement will be 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 89% 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:

- Rollings Funeral Services LLC

- 405 Walnut Street(SRT)

Business License:

In June 2025, the city collected \$973.72 in new license fees. Currently, Hapeville has 336 active businesses. Our total number was reduced due to several businesses closing or relocating out of the area. 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

<u>Meeting Type</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Mayor and Council Regular Session	Tuesday, August 5, 2025	6:00 PM	Hapeville Municipal Annex
Open Records Requests (2025)			
Request Type	# Processed		
Public Safety Requests		64	
General Open Record Requests		47	

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
Juneteenth Celebration Event	Completed – June 19, 2025
GMA Annual Conference	Completed – June 20–23, 2025

Alcohol Beverage License Calendar – 2025

New Pending Licenses: 2

Business Name	Potential Public Hearing Date
ATL Restaurant & Lounge	Tuesday, July 15, 2025

HUMAN RESOURCES:

Stacie Johnston, Human Resources Manager
sjohnston@hapeville.org (404)669-2115

Ongoing Hiring Efforts

The city is currently accepting applications for the following positions: 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 - Ayla Jones - Special Events Assistant

- Left Employment - Rolando Hernandez - Senior Accountant
Diamond Williams - Billing Analyst
- Completed ORR - 2025 -245

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

Highlights:

- **Juneteenth History Activities:** Juneteenth event guests enjoyed the two new exhibits, genealogy workshop, history panel, and local historian booth on Thursday, June 19th.
- **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->

The Atlanta Journal-Constitution

July Initiatives:

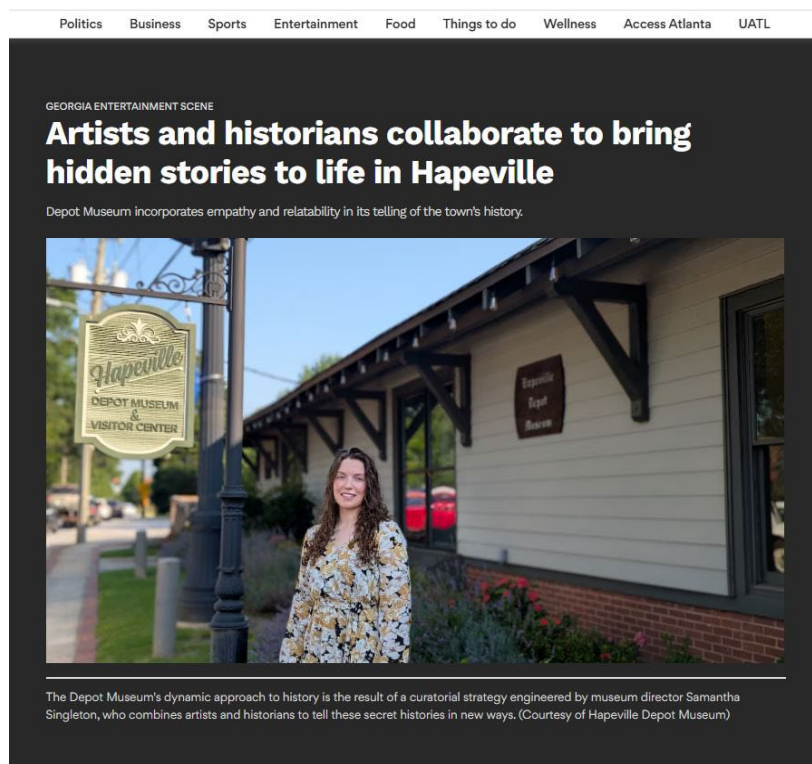
- **Partnership with Georgia State University**

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.

- **New Residency Cycle with Two Exhibits Created at the Museum**

From now through October 18th, there will be two new exhibits being created regarding the earliest years

of the airport as well as its lesser-known history as a racetrack. Local author and historian Sara Butler of *Fortune and Folly: The Weird and Wonderful Life of the South's Most Eccentric Millionaire* partners with local artist, Kate Luther to create a new exhibit on Asa Candler Jr.'s early 1900s racetrack project in Hapeville. Meanwhile, Lisa Flaherty, a Delta flight attendant and owner of *History Afoot Atlanta* joins Madison Nunes, local artist and arts administrator at The Supermarket, to design a new exhibit on the early aviators of Hapeville.



SUBJECT: THE ATLANTA SPEEDWAY

CYCLE NO. 2

ARTIST: KATE LUTHER

she/they/he



Kate Luther is an interdisciplinary artist who lives and works in Athens, Georgia. She creates portraits out of reclaimed objects, upcycled textiles, inflatable sculptures and the dirt beneath your feet. Through the aesthetic lens of camp, they construct large scale room installations, garments and small material assemblages to capture the essence of a character that they have created. She holds a BFA from the School of the Art Institute of Chicago and is currently an MFA candidate at the University of Georgia. Past works have been featured in New American Paintings, Creative Loafing, The Bakery and Visionary Projects

HISTORIAN: SARA BUTLER

she/her



Sara Butler is an Atlanta-based writer and marketing professional who authored *Fortune and Folly: The Weird and Wonderful Life of the South's Most Eccentric Millionaire*. Her research into the original Coca-Cola family and the undocumented history of Asa Candler Jr. led to the discovery of lost Atlanta lore from the early- to mid-1900s. With a specialized interest in the story of how the Atlanta Speedway evolved into Hartsfield-Jackson International Airport, Butler seeks to humanize Atlanta's transportation history through the lives of the people who built it.



SUBJECT: EARLY AVIATION IN HAPEVILLE

CYCLE NO. 2

ARTIST: MADISON NUNES

they/he/she



Madison Nunes is a lens based artist, curator, and arts administrator from the so-called United States South. Their work focuses on the chosen intimacies of alternative family structures and expands on stories of queerness and neurodivergence where retellings of history are at risk for erasure. They hold a BFA from the School of Visual Arts and are currently an MFA candidate at Georgia State University. Past work has been featured in Midwest Nice Art, Greenpoint Gallery, Empire Arts, and The Bakery Atlanta, where they are also proudly building community as the Program Manager.

HISTORIAN: LISA FLAHERTY

she/her



Lisa Flaherty is the co-founder of History Afoot Atlanta. Since 2022, History Afoot has developed walking tours in Atlanta focused on connecting people to their surroundings through stories and past events. As a graduate of Georgia State University's Masters of Heritage Preservation program, she has taken her degree and combined it with her lifelong passion for storytelling and Public History. Lisa has been a docent for the Dekalb History Center, Delta Flight Museum, and The Breman Museum. Lisa was part of Georgia State's Special Collection Archives efforts to chronicle the stories of women across Georgia who participated in the Women's March on Washington, D.C. She has just finished doing research at the Atlanta History Center for an exhibit opening in 2026.

