



## May 2018 Department Reports

To: Mayor and Council  
Citizens of the City of Hapeville

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### Fire Department

David Bloodworth, Fire Chief

[dbloodworth@hapeville.org](mailto:dbloodworth@hapeville.org) - 404.766.4399

*During the month of April, the Department conducted 12 Annual Inspections, 2 annual re-inspections, 10 new construction site visits, 2 plan reviews for the Planning Commission, 4 fire sprinkler plan review, 24 pre-fire plans, 3 issued business licenses/certificates of occupancy, 1 false alarm complaint, 1 hood system plan reviews, 1 occupant load calculations and 72 blood pressure checks at the Senior Center. Also, the following in house trainings were completed by our personnel: Rapid Dress, Air Pack Training, Fire Behavior, Pittsburgh Drill, Rope Familiarization Class, Officers Administrative Functions, New Hires Training, and Hazardous Materials Awareness. The Training Division Chief has completed the Standard Operating Procedures for records retentions, accident reporting and injury reporting. He also completed the Health Insurance Portability and Accountability Act (HIPAA) and EMS reporting policies to be implemented for the Department. Members of the Department also attended and/or participated in the following off-site event: Jeremiah's Angel Fun Day at Master Park in support of a local family who recently lost their son.*

<b>Fire Station #1 - 3468 North Fulton Avenue</b>		<b>Fire Station #2 - 870 South Central Avenue</b>	
<i>Auto Accidents w/ injuries</i>	3	<i>Motor vehicle accident w/ injuries</i>	2
<i>Auto Accident w/o injuries</i>	2	<i>Motor vehicle accident w/o injuries</i>	2
<i>EMS</i>	65	<i>EMS</i>	24
<i>EMS, other</i>	3	<i>EMS, other</i>	1
<i>Removal of victim from stalled elevator</i>	1	<i>Dispatched and cancelled on route</i>	1
<i>Rescue, EMS incident, other</i>	3	<i>Removal of victims from stalled elevator</i>	1
<i>Medical Assist, assist EMS crew</i>	1	<i>Alarm system activation, unintentional</i>	5
<i>Alarm system activation, no fire</i>	7	<i>Unintentional transmission of alarm, other</i>	1
<i>Invalid Assist</i>	1	<i>Cooking fire, confined to container</i>	1
<i>Dispatched &amp; cancelled en route</i>	2	<i>Smoke scare, odor of smoke</i>	1
<i>Alarm system activation/malfunction</i>	1	<i>Passenger vehicle fire</i>	1
<i>Brush or brush-and-grass mixture fire</i>	2	<i>Brush or brush and grass mixture fire</i>	2
<i>Passenger vehicle fire</i>	1	<i>Water or Stream leak</i>	1
<i>Smoke detector activation/malfunction</i>	2	<i>Service call, other</i>	1
<i>Motor vehicle/ pedestrian accident</i>	1	<i>Assist police or other government agency</i>	1
<i>Detector Activation, no fire-unintentional</i>	1	<i>Carbon monoxide incident</i>	1
<i>Cooking fire, confined to container</i>	1	<i>Alarm system sounded due to malfunction</i>	1
<i>Public service assistance</i>	1	<i>Smoke detector activation/malfunction</i>	2
<i>Smoke or odor removal</i>	1	<i>Wind storm, tornado/hurricane assessment</i>	0
<i>Power lines down</i>	2		
<i>Unintentional Transmission of alarm, other</i>	1		
<i>Person in distress, other</i>	1		
<i>Smoke scare, odor of smoke</i>	1		

<i>Total Calls at Station #1</i>	<i>104</i>	<i>Total Calls at Station #2</i>	<i>49</i>
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*Total for both Stations 153 with an average response time 02:51 of minutes*

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**Police Department**

**Rick Glavosek, Police Chief**

[rglavosek@hapeville.org](mailto:rglavosek@hapeville.org) - 404.669.2150

*Between April 1, 2018 and April 27, 2018 there were (467) calls for service. There was (1) Assault, (9) Burglaries, (1) Robbery, (61) Larcenies; including 40 Entering Autos, 3 Stolen Vehicles and 18 Thefts. The Department recovered (10) stolen vehicles. The Department made 36 arrests. Average Response time was 1min. 39 secs.*

*The Department issued 444 citations to include parking, traffic and general copies.*

*The E911 Center processed 3,079 calls.*

*Department Personnel continued to receive daily roll call and in-service training on topics such as Use of Deadly Force, Dealing with the Mentally Ill & People with a Diminished Capacity, Patrol Rifle Class & Qualifications, Mantracker Conference—Stop Sticks, Mental & Emotional Wellness, and the HPD’s Standard Operating Procedures.*

*The Detective Division reviewed (54) cases, assigned (30) cases for investigation, and closed (23) cases. (2) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (10) warrants and responded to (11) crime scenes for investigation.*

*Code Enforcement: Code Enforcement handled (88) new calls for service. During these calls, the unit documented (11) animal incidents, (2) parking in grass, (56) tall grass & weeds, (10) permit issues, (4) outside storage, (16) littering or pollution problems, and (16) property maintenance- exterior. The unit closed (45) cases and issued (7) citations.*

*Abatements: The current properties that are under abatements are as follow: 3 Woodrow lot (between Wheeler and N. Fulton Avenue), 330 Mount Zion Road, 370 Woodrow Avenue, 3001 Dogwood Drive, 3309 North Fulton Avenue, and 3227 Jackson Street.*

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**Community Services**

**Lee Sudduth, Interim Director**

[leesudduth@hapeville.org](mailto:leesudduth@hapeville.org) - 404.669.2120

The Dogwood Drive LCI Streetscape Project is currently under construction and the Rail Facilities Improvement Project is scheduled to begin construction in the next couple of weeks.

The water Department will be flushing hydrants the week of May 7<sup>th</sup> through the 11<sup>th</sup>.

**Building Permits**

3619 South Fulton Avenue (14009700090022)  
230 Moreland Way (14009400090538)  
3290 Russell Street (14009500100674)  
3195 Oakdale Road (14009900030026)  
367 North Avenue (14006700040411)  
470 Oak Drive (14009400080265)  
3366 Myrtle Street (14009800150031)  
409 Walnut Street (14009400060689)  
3408 Orchard Street (14009800050181)  
309 North Central Avenue (14006500040165)  
919 Custer Street (14012700030261)  
487 Woodrow Avenue (140009400080216)  
463 Walnut Street (14009400040145)  
3626 Georgia Avenue (14009700080072)  
3206 Oakdale Road (14009900031545)  
3414 Rainey Avenue (14009800030068)  
760 Doug Davis Drive (140098LL0237)  
512 King Arnold Street Buildings K & L  
(1400950003038)

**Plumbing Permits**

3244 North Fulton Avenue  
225 Birch Street  
3371 Dogwood Drive Unit 230  
3223 Oakdale Road  
3331 Northside Drive  
461 North Central Avenue  
3206 Oakdale Road  
632 South Central Avenue

**Electrical Permits**

3331 Northside Drive  
3619 South Fulton Avenue  
994 South Central Avenue  
461 North Central Avenue  
3206 Oakdale Road  
309 North Central Avenue  
3184 Forrest Hill Drive  
3088 Jackson Street  
3313 LaVista Drive

**Mechanical Permits**

3619 South Fulton Avenue

**Tree Permits**

463 Walnut Street  
3234 Old Jonesboro Road  
3420 Elkins Street  
480 Oak Drive  
240 Arnold Street

**Demolition Permits**

382 Walnut Street

## **Recreation**

**Tod Nichols, Manager**

[tnichols@hapeville.org](mailto:tnichols@hapeville.org) 404-669-2136

## **Athletics**

*The youth baseball, softball and soccer has begun. Please contact us at 404-669-2136 for specific times and dates.*

*For more information on our athletics contact Ray Rollins at [rrollins@hapeville.org](mailto:rrollins@hapeville.org) or 404-669-2127.*

## **Programs**

*The Busy Bee Summer Camp After School Club continues to meet every Monday through Friday from 2:30 - 6:30.*

*On April 25, 2018 The Meet and Eat group visited Jaemor Apple Farm.*

*Our Program Coordinator Katie Ray has decided to pursue another opportunity and her last day was April 20, 2018. We appreciate the hard work and love she showed for our community. We wish her much success!*

*Please stop into The Hoyt Smith Center to get one of our program guides. The Guide has a list of all the activities the Department offers from the tiny tots to the recycled teenagers!*

## **Special Events**

*The first annual La Fiesta del Cinco festival will be held on Saturday May 5, 2018 at Jess Lucas Park from 11am to 5pm.*

*For more information on our upcoming Special Events contact Holli Stephens at [hstephens@hapeville.org](mailto:hstephens@hapeville.org) or 404-669-2116.*

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## **Economic Development**

**Adrienne Senter, Planning & Development Coordinator**

[asenter@hapeville.org](mailto:asenter@hapeville.org) - 404.669.8269

## **Department Activities:**

*Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the June 2018 issue of the Hapeville Hometown News is Tuesday, May 15, 2018). Promoted City Sponsored events (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center, Coffee and Chrome and the Southern Circuit of Independent Filmmakers.*

Staff hosted the Tri-Cities Merchant Mixer on Friday, April 27th at Tatum Dance Studio located at 3418 Dogwood Drive. Free business-to-business networking eventeries brought to you by the Economic Development Departments of Hapeville, East Point, and College Park. This unique event featured a short dance presentation by students of Tatum Dance Studio. All businesses located within the Tri-Cities were welcomed to attend.

Staff continued to support and meet with Hannah Palmer, Coordinator for the Finding the Flint Project. Staff attended a Finding the Flint Working Group meeting on Tuesday, April 10th and will attend the next meeting which is scheduled on July 19th which will be held at the Delta Flight Museum from 10 a.m. - 12 p.m.

Staff will represent the City of Hapeville along with the cities of East Point and College Park at the Small Business Summit at the GICC on Wednesday, May 2nd hosted by the Economic Development Department of East Point.

The Economic Development Team has received applications from the Call for Artist for the KaBOOM! grant to paint kid friendly crosswalks. Thursday, May 3<sup>rd</sup>, panelists, who are local public art professionals, will review the submissions to select finalists. The finalists will then develop a proposal that would best fit the objective of this public art project.

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### **Planning and Zoning Activities**

**Lynn M. Patterson, City Planner**

[lpatterson@bcstudio.com](mailto:lpatterson@bcstudio.com) - 404.205.0123

### **Mayor & Council Meeting**

Mayor & Council Meeting

Design Review Committee

Planning Commission Meeting

Department Head Meetings

### **Other Planning and Zoning Activities**

Design Review, 579 N. Central Avenue

Design Review, 549 Woodrow Avenue

Design Review, 3341 N. Whitney Avenue

Design Review, 3430 Harding Avenue

Design Review, 1180 Virginia Avenue

Home Occupation Permit, 383 Lake Drive

Occupational Tax Permit, 405 N. Central Avenue

Occupational Tax Permit, 383 N. Central Avenue

Sign Permit, 3578 South Fulton Avenue

Sign Permit, 632 S. Central Avenue

Site Plan, 3341 Lavista Drive

Site Plan, 3343 Lavista Drive

Subdivision, 491 Walnut Street  
Subdivision, 382 Walnut Street  
Variance, 309 N. Central Avenue

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## **Finance Director**

**James Schuster**

[jschuster@hapeville.org](mailto:jschuster@hapeville.org) - 404-669-2118

### **Month / Year-End Closing and Reporting- on going**

- Account reconciliations
- Review journal entries to true-up accruals
- Prepare Preliminary Mid-Year Report for Council

**Note: As the City hired new auditors for FY 2017 the year-end processes have taken significantly more time and resources than previously as the auditors construct new “master files” and documentation. Since the “year-end” position may significantly affect the mid-year position both sets of reports have been Delayed. The auditors are now targeting April 20th.**

### **Budget Process**

- Prepare pay worksheet; Circulated to Departments.
- Load insurance, benefits and pay data
- Post to new budget file in Incode software.
- New Incode worksheets loaded for City Manager review

### **Audit Support**

- Prepared schedules for year-end as requested
- Prepared data, documents and justifications for auditors
- Assign resources as needed

### **Finance/Accounting Activities**

- Train Accounting staff: ongoing - bank reconciliations, cashiering procedures and Court-ware Interface, journal entries, year-end work, budget maintenance
- Crosstrain Assistant (on hold: now Acting City Manager)
- Train Accounting staff: reporting requirements, budgeting, etc.
- Review agenda items
- Prepare 12+ special reports to DOAA, DCA, DOJ, Sec of State, Dept. of Commerce, etc.
- Reconcile Worker’s Comp and insurance costs
- Continue work on Internal Control and “Accounting Systems” manual

### **Other Accounting and Billing**

- Generate multiple payrolls for ~120 full time & 30 part time employees

- Mail all payroll and vendor checks. Enroll employees in direct deposit
- Monthly Billing and collections for ~2,100 Water & Sewer customers
- Maintain payment records for ~500 vendors
- Process 10-20,000 cash receipts transactions (revenues)
- Process credit card and wire transfer payments

**Other On-going Managerial /Administrative Duties**

- Respond to Mayor, City Manager and Department requests
- Respond to citizen requests
- Meet with individual customers and citizens with complaints

**Water Accounts**

Residential- 21

Commercial- 0

**Administrative Services**

**Crystal Epps, City Clerk**

[cepps@hapeville.org](mailto:cepps@hapeville.org) -404-766-3004

**Upcoming Meetings:**

*Development Authority of the City of Hapeville- May 3, 2018 at 6:30 p.m. at City Hall*

*Hapeville Development Authority- May 3, 2018 at 6:30 p.m. at City Hall*

*Clean and Beautiful Commission May 14, 2018 at 6:30 p.m. at City Hall*

*Ethics Committee- July 10, 2018 at 12:00 p.m. at City Hall*

*Planning Commission- May 8, 2018 at 6:00 p.m. at Hapeville Municipal*

*Mayor and Council Work Session- May 15, 2018 at 7:00 p.m. at Hapeville Municipal*

*Board of Appeals- May 24, 2018 at 6:00 p.m. at Hapeville Municipal*

*Design Review Commission- May 16, 2018 at 6:00 p.m. at City Hall*

*Main Street Board- May 23, 2018 at 6:00 p.m. at Hapeville Municipal*

**Holiday Hours**

May 28, 2018- City Closed

Meeting times and places are subject to change, please visit [www.hapeville.org](http://www.hapeville.org) for further information.

**Open Records Request:**

<b>April 2018</b>	<b>April 2017</b>
40 Open Records Request were processed	27 Open Records Request were processed



## **Human Resources**

*The City is currently accepting applications for the position of Code Enforcement Officer, Accreditation Manager, Police Officer and Tac/ Communication Supervisor, Reserve Police Officer, Firefighter Paramedic, Part-Time Custodian, and Utility Service Worker I. Applications are available online ([www.hapeville.org](http://www.hapeville.org)) or at City Hall.*

- *Responded to Job Openings and Labor Turnover Report*
- *Collected Applications for all open positions*
- *Coordinated Retirees Benefits for FY 17-18*
- *Rough Draft of revised Employee Handbook*