



**October 2018 Department Reports
(September's Information)**

**To: Tim Young, City Manager
Mayor and Council
Citizens of the City of Hapeville**

Fire Department

David Bloodworth, Fire Chief

dbloodworth@hapeville.org - 404.766.4399

During the month of September, the Department conducted the following: 8 new construction site visits, 2 business licenses/certificates on occupancy, 1 fire alarm inspection, 1 annual inspection, 2 planning & zoning impact studies, 8 pre-fire plans, 6 event vendor inspections and 81 blood pressure checks at the Senior Center. Also, the following in house trainings were completed by the personnel: Pump Training, Drivers Training, EMS– Trauma recertification, Hose Testing, Pediatric Advanced Life Support (PALS), Pediatric Emergency Assessment, Recognition and Stabilization training (PEARS), Firefighter Fitness, and NIMS 300 & 400. The Department also participated in the following city sponsored and off-site events and meetings: 2018 Local Motion Festival. During the event we provided fire prevention education to attendees while having them come through the Fire Safety House loaned by the College Park Fire Department. We also provided EMS support throughout the day. The Fire Chief and Training Division Chief attended the Metro Atlanta Chiefs Association (MAFCA) meeting, Metro Atlanta Training Officers (MATO) meeting, Super Bowl 2019 planning meetings, Active Shooter Response Plan, and South Fulton Training Facility. The Training Division Chief is currently in the process of developing the career matrix and the rough draft for the Active Shooter Response Plan for the South Fulton Area. All 22 of our air packs have had the yearly testing and required repairs and maintenance have been performed.

Fire Station #1 and #2 combined call numbers	
<i>Public service assistance, other</i>	10
<i>Fire, other</i>	1
<i>Cooking fire confined to container</i>	1
<i>Medical assist, assist EMS crew</i>	1
<i>Emergency medical service, other</i>	6
<i>EMS call, excluding vehicle accident with injury</i>	75
<i>Motor vehicle accident with injuries</i>	9
<i>Motor vehicle/pedestrian accident (MP Ped)</i>	1
<i>Motor vehicle accident with no injuries</i>	1
<i>Removal of victim(s) from stalled elevator</i>	1
<i>Rescue or EMS standby</i>	1
<i>Power line down</i>	3
<i>Assist police or another governmental agency</i>	1
<i>Assist invalid</i>	1
<i>Unauthorized burning</i>	1
<i>Dispatched and cancelled en route</i>	2
<i>No incident found on arrival at dispatched address</i>	2
<i>False alarm or false call, other</i>	2
<i>Smoke detector activation, no fire- unintentional</i>	1
	Total: 120

Average call time of 02:32 minutes

Police Department**Rick Glavosek, Police Chief**rglavosek@hapeville.org- 404.669.2150

Between September 1, 2018 and September 30, 2018 there were (542) calls for service. There was (1) Assault, (5) Burglaries, (1) Robbery, (46) Larcenies; including 29 Entering Autos, 4 Stolen Vehicles and 13 Thefts. The Department recovered (9) stolen vehicles. The Department made 32 arrests. Average Response time was 1 min 41 secs.

The Department issued 533 citations to include parking, traffic and general copies.

The E911 Center processed 3,243 calls.

Department Personnel continued to receive daily roll call and in-service training on topics such as Use of Deadly Force, Autism & De-escalation, Death Notification, Legislative Updates 2018, Dealing with the Mentally Ill & People with a Diminished Capacity, and the HPD's Standard Operating Procedures.

The Detective Division reviewed (105) cases, assigned (51) cases for investigation, and closed (25) cases. (5) Cases were closed with arrest warrants and (0) by CID arrest. The Detective Division obtained (0) warrants, responded to (6) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (88) new calls for service. During these calls, the unit documented (0) animal incidents, (1) parking in grass, (55) tall grass & weeds, (3) permit issues, (11) outside storage, (9) littering or pollution problems, and (16) property maintenance- exterior. The unit closed (54) cases and issued (4) 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.

Community Services**Lee Sudduth, Interim Director**leesudduth@hapeville.org- 404.669.2120

The Rail Facilities Improvement Project is currently under construction. Please see website for further information.

The Loop Road Project is currently under construction. Please see website for further information.

Building Permits

3312 Myrtle Street (14009800140065)
3035 Oakdale Road (140099LL0319)
3039 Oakdale Road (140099LL0293)
3041 Oakdale Road (140099LL0285)
249 Maple Street (14009400091734)
3393 Old Jonesboro Road (14009500120235)
490 Barnett Drive (14009500110046)
3317 Myrtle Street (14009800120109)
3424 Old Jonesboro Road (14006600030249)
902 Margaret Street (14012700020536)
517 Woodrow Avenue (14009400050250)
3341 Lavista Drive (14006600021313)
3303 North Whitney Avenue (14009800140271)
3412 Orchard Street (14009800050173)
3532 South Fulton Avenue (14009800200059)

Plumbing Permits

549 Woodrow Avenue
3436 Old Jonesboro Road
536 College Street
3371 Dogwood Drive
279 Moreland Way
3042 South Gordon Circle
256 Moreland Way
3341 Lavista Drive

Electrical Permits

256 Moreland Way
279 Moreland Way
3430 Harding Avenue
3312 Myrtle Street
3035 Oakdale Road
3039 Oakdale Road
3041 Oakdale Road
3341 Lavista Drive
463 Walnut Street

Tree Permits

3234 Old Jonesboro Road
271 Dorsey Road
290 Birch Street
518 North Avenue
204 Barton Drive
3319 North Whitney Avenue
903 Margaret Street

Mechanical Permits

3430 Harding Avenue
414 Dorsey Road
256 Moreland Way

Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

Athletics

Currently there is youth football, youth fall soccer and youth fall baseball in season at The Hoyt. Call 404-669-2136 for more information and game times.

Youth basketball registration has begun for boys and girls ages 5 - 12. Contact us at 404-669-2136 for more information.

For more information on our athletics contact Ray Rollins at rrollins@hapeville.org or 404-669-2127.

Programs

The Busy Bee Summer After School Club has begun. The children meet every Monday - Friday from 2:30 to 6:30.

The Pleasant Hours Club traveled to The Tomato Buffet in McDonough, Ga. The group will meet October 3, 2018 at 11 am at The Hoyt Smith Center and travel to The Mercier Apple Orchard Farm in Blue Ridge on October 24th at 9 am.

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!

Contact Paige Pierce at 404-669-2134 or ppierce@hapeville.org for more information on our programs.

Special Events

Happy Days Weekend and the Local Motion events were held on September 21 - 22. Festival attendees enjoyed hometown music on Friday night as well as the Pet Parade, local acts, fine art and craft beer on Saturday. Planning for 2019 is underway as we look to separate the two events, Happy Days and Local Motion, into two different enjoyable weekends for the community.

Upcoming Events -

Coffee and Chrome will be held on Saturday, October 13th.

Downtown Live / Chili Cook-off on Friday, October 19th.

For more information on upcoming Special Events contact Holli Stephens at hstephens@hapeville.org or 404-669-2116.

Building and Park Rentals -

Contact Wayne Stephens at 404-669-2132 or wstephens@hapeville.org.

Economic Development

Adrienne Senter, Planning & Development Coordinator

asenter@hapeville.org - 404.669.8269

Department Activities:

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the November 2018 issue of the Hapeville Hometown News is Monday, October 15, 2018). Promoted City Sponsored events (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center and Coffee and Chrome.

Staff is in the process of promoting and preparing for the Tri-Cities Merchant Mixer on Thursday, October 18th at SpaceMax located at 3118 Sylvan Road in Hapeville. Free business-to-business networking event brought to you by the Economic Development Departments of Hapeville, East Point, and College Park. This unique event will include a guided tour of the facility and give-a-ways. All businesses located within the Tri-Cities area are welcomed to attend.

Staff is continuing to promote the South Arts Film series which continues on Friday, October 26th. The October film is Las Sandinistas! by writer and director Jenny Murray. Las Sandinistas is a documentary film that tells the disappearing story of the women who fought in Nicaragua's 1979 Sandinista Revolution, and the ensuing US-backed Contra War, as these same women continue to lead the struggle for justice today against their current government suppression of women's rights and democracy. The reception will begin at 6 p.m., with the film beginning at 7 p.m. The film will be screened in the Historic Christ Church venue, 680 S. Central Avenue. Visit www.hapeville.org for info, click on the Events tab.

Save the Date: Ribbon Cutting-October 3rd at 9AM at 2000 A.D. Inc. Concepts in Floral Art located at 637 North Central Avenue. For more info., visit www.hapeville.org.

Trees Atlanta Tree Planting: October 20th, Volunteers Welcomed! Please meet the Trees Atlanta experts at 8:30 a.m. at Hapeville City Hall (rear parking lot) to help plant trees in our community (event ends at approximately noon). For more information, please call (404) 669-8269.

Finance Director

James Schuster

jschuster@hapeville.org - 404-669-2118

Month / Year-End Closing and Reporting

- Account reconciliations
- Review journal entries to true-up accruals and cost allocations
- Prepare Preliminary Year end Report for Council

Budget Administration

- Prepare for Council hearings for adoption millage
- Review FY 2018 Year End for budget amendments
- Complied Final Budget Document

Audit Support

- Account reconciliations
- Confirmation letters to financial institutions

- Respond to audit findings
- Prepare compliance report for auditors
- Update Accounting Systems Memo

Finance/Accounting Activities

- Train Accounting staff: ongoing - bank reconciliations, cashiering procedures and Court-ware reconciliation, journal entries, year-end/month-end work, budget maintenance
- Crosstrain Assistant (Temp agency)
- Train Accounting staff: reporting requirements, budgeting, etc.
- Review agenda items
- Begin preparation of 12+ special reports to DOAA, DCA, DOJ, Sec. of State, Dept. of Commerce, etc. (2 remaining) Footnote: Most reports require audited numbers. No audit no report
- Reconcile/Allocate Worker's Comp, pension and other insurance costs
- Continue work on Internal Control and "Accounting Systems" manual
- Review accounts payable for processing
- Work on Self insurance fund

Other On-going Accounting and Billing (mainly clerical)

- 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
- Review Applicants

Water Accounts

Residential- 22

Commercial- 0

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Development Authority of the City Of Hapeville- October 4, 2018 at 6:30 PM at City Hall
Hapeville Development Authority- October 4, 2018 at 6:30 PM at City Hall
Hapeville Clean and Beautiful Commission- October 8, 2018 at 6:30 PM at City Hall
Ethics Committee- October 9, 2018 at 12:00 PM at City Hall
Planning Commission October 9, 2018 at 6:00 PM at Hapeville Municipal
Mayor and Council Work Session- October 16, 2018 at Hapeville Municipal
Design Review Commission- October 17, 2018 at 6:00 PM at City Hall
Main Street Board- October 24, 2018 at 6:00 PM at City Hall
Board of Appeals- October 25, 2018 at 6:00 PM at Hapeville Municipal

Meeting times and places are subject to change, please visit www.hapeville.org for further information.

Open Records Request:

September 2018	September 2017
<i>25 Open Records Request were processed</i>	<i>21 Open Records Request were processed</i>

Human Resources

The City is currently accepting applications for the position of Police Officer, Tac/Communication Supervisor, Communications Officer, Reserve Police Officer, Code Enforcement Officer, Firefighter Paramedic, and Custodian. Applications are available online (www.hapeville.org) or at City Hall.

- *Responded to Job Openings and Labor Turnover Report*
- *Collected Applications for all open positions*