



**April 2019 Department Reports
(March'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 March, the Department conducted the following: 26 new construction site visits, 2 business license, 2 false alarm investigations, 6 annual inspections, 1 unsafe conditions complaint, 6 building plan review, 6 planning commission reports, 37 pre – fire plans, and 78 blood pressure checks at the Senior Center. Also, the following in house and off-site trainings were completed by our personnel: Leadership, Company Level Team Building, Fire Apparatus Equipment Training, Image Trend Elite Self - Instruction, Standpipe / Sprinkler System Training, Driver / Pumper Operations Training, Water Supply, Fire Detections, Alarms and Suppression Systems, Pre – Plan and Review and Suppression Systems and Intraosseous Gun. The Fire Chief and Training Division Chief attended the monthly Metro Atlanta Fire Chief's Association and Five Bugle Meeting, held in Union City. They also attended the 2019 Atlanta Rotary Club Firefighter of the Year recognition at the Kimpton Overland Hotel, in which FF Brian Thomas was recognized with an award.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
Auto Accidents w/ injuries	0	EMS	14
Auto Accidents w/o injuries	2	Motor vehicle accident with injuries	2
EMS	64	Motor vehicle accident w/o injuries	1
EMS, other	0	Alarm system activation, no fire unintentional	1
Removal of victim from stalled elevator	1	Good intent call, other	1
Rescue, EMS incident, other	1	Sprinkler Activation, no fire- unintentional	1

<i>Public services assistance, other</i>	1	<i>Grass Fire</i>	1
<i>Dispatched & cancelled en route</i>	3	<i>Local alarm system, malicious false alarm</i>	1
<i>Gas Leak (natural gas or LPG)</i>	1		
<i>No incident found on arrival</i>	1		
<i>Malicious, mischievous false call, other</i>	1		
<i>False alarm or false call, other</i>	1		
<i>Building Fire</i>	1		
<i>Good Intent call, other</i>	1		
Total calls at Station # 1	078	Total calls at Station #2	022

Total calls for both Stations 100 with an average response time of 02:44 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org - 404.669.2150

Between March 1, 2019 and March 31, 2019 there were (507) calls for service. There were (3) Assaults, (10) Burglaries, (0) Robberies, (27) Larcenies; including 15 Entering Autos, 1 Stolen Vehicle and 11 Thefts. The Department recovered (3) stolen vehicles and (2) stolen property items. The Department made (41) arrests. Average Response time was 2 min 23 secs. The Department issued 382 citations to include parking, traffic and general copies. The E911 Center processed 2,908 calls.

Department Personnel continued to receive daily roll call and in-service training on the department's Standard Operating Procedures.

The Detective Division reviewed (678) cases, assigned (33) cases for investigation, and closed (15) cases. (7) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (7) arrest warrants, responded to (7) crime scenes for investigation, conducted (0) special operations and executed (3) search warrant(s). The bait car was used (0).

Code Enforcement: Code Enforcement handled (182) new calls for service. During these calls, the unit documented (10) animal incidents, (8) parking in grass, (7) tall grass & weeds, (16) permit issues, (40) outside storage, (20) littering or pollution problems, (23) Commercial Container Violation(s) and (21) property maintenance- exterior, (19) alcohol inspections. The unit closed (76) cases.

Abatements: The current properties that are under abatements are as follow: 3 Woodrow lot (between Wheeler and N. Fulton Avenue).

Community Services

Lee Sudduth, Interim Director

lsudduth@hapeville.org - 404.669.2120

The Rail Facilities Improvement Project is under construction. Please see website for schedule.

The Loop Road Project is under construction. Please see website for schedule.

New garbage, yard debris and recycling services will begin in May. Please see the Hapeville website for further information.

Building Permits

3042 South Gordon Circle (14009900020522)
253 Birch Street (14009400091775)
3290 North Whitney Avenue (14009800160337)
461 North Central Avenue (14009500030152)
3351 Myrtle Street (14009800130082)
3358 Magnolia Court (14009500050440)
3344 Dogwood Drive (14009500050341)
649 Cofield Drive (140099LL0277)
3266 Dogwood Drive (14009500060498)
3037 Lake Avenue (14009900020472)
1155 Virginia Avenue Ste F & G (140127LL1198)

Plumbing Permits

785 Virginia Avenue
3656 Union Avenue
3469 Harding Avenue
547 Lake Drive
31 Central Park Drive

Mechanical Permits

771 Virginia Avenue
785 Virginia Avenue
3399 International Blvd
902 Margaret Street
301 North Central Avenue
903 Margaret Street
3619 South Fulton Avenue Ste 101

Electrical Permits

771 Virginia Avenue
785 Virginia Avenue
3431 Old Jonesboro Road
631 North Central Avenue
3309 Old Jonesboro Road
253 Birch Street
3042 South Gordon Circle
3408 Orchard Street

Tree Permits

576 Marina Street
3244 North Fulton Avenue
217 Birch Street
221 Birch Street

Demolition Permits

816 South Central Avenue

Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

Athletics -

Congratulations to the 12 year and 14 year old boys basketball teams. The 12 year old's finished as GRPA State Runner up. The 14 year old's finished as GRPA State Champions!

For more information on our athletics contact Tay Dwight at odwight@hapeville.org or 404-669-2127.

Programs -

The Busy Bee Summer After School Club is ongoing. The children meet every Monday - Friday from 2:30 P.M. to 6:30 P.M.

The Pleasant Hours Club met on March 6, 2019. The Club will be visiting Serenbe on April 26th, 2019.

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 Ashley Moody at amoody@hapeville.org or 404-669-2134 for more information on our programs.

Special Events -

The Hapeville Spring into Health Fair will be on April 13th from 10 a.m.-2 p.m. at the Hoyt Smith Center Community meetings for Happy Days Festival held at the Scout Hut on March 6th and with the Service League on March 20th. The first Coffee and Chrome for 2019 will be at Jess Lucas Park on April 13th from 8:30 a.m.- noon.

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:

Please join us: April 12th - South Arts Film Series

April feature film is "This is Home" a film by Alexandra Shiva and Lindsey Megrue. Syrian refugees as they attempt to build a new life in Baltimore, MD. Given eight months to become self-sufficient from the moment their feet touch American soil in early 2016, their against-the-clock attempts to put down new roots in unfamiliar soil makes for compelling human drama. **This Is Home** is winner of the Sundance Film Festival 2018 World Cinema - Documentary Award. Visit www.gidalyapictures.com website for more information or to view the trailer. Free Admission. Hapeville Historic Christ Church & Carriage House, 6 p.m. Reception with the Filmmaker, 7 p.m. The 2018-2019 Southern Circuit is a program of South Arts. Southern Circuit screenings are funded in part by a grant from South Arts, a regional arts organization, in partnership with the National Endowment for the Arts. Please visit www.hapeville.org for additional film information coming to Hapeville this Spring!

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the May 2019 issue of the Hapeville Hometown News is Wednesday, April 15th). Promoted City Sponsored events (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center and the upcoming Coffee & Chrome Car & Motorcycle Show on Saturday, April 13- visit www.hapeville.org for more information.

Coordinated in-house Planning & Zoning administrative tasks with City Planner.

Main Street Board Activities

The Board meets the 4th Wednesday of each month at 6:00 p.m. in City Hall - the next meeting will be held on Wednesday, April 24, 2019.

Called Main Street Board meeting will take place on Wednesday, April 3, 2019.

Planning and Zoning Activities

Lynn M. Patterson, City Planner

lpatterson@bcstudio.com - 404.205.0123

Meetings

Mayor and Council

Board of Appeals

Department Head

Economic Development

ARC LCI Grant

Planning and Zoning Reviews

Board of Appeals, 525 King Arnold Street

Board of Appeals, 876 Virginia Avenue

Conditional Use Permit, 325 Sunset Avenue

Design Review, 105 Lilly Street

Design Review, 325 Maple Street

Driveway and garage review, 3121 Hope Street
Home Occupation Permit, 3300 Sims Street
Occupational Tax Permit, 1005 Virginia Ave. Ste. 220
Occupational Tax Permit, 3145 Dogwood Ave. Ste. A
Occupational Tax Permit, 3266 Dogwood Dr. Ste. B
Occupational Tax Permit, 3578 South Fulton Ave. Ste. 103
Occupational Tax Permit, 581 North Central Ave. Ste. B3
Property Inventory
Proposed use certification, 816 S Central
SAFER Grant submission
Sign Permit, 1003 Virginia Ave. Ste. 108
Sign Permit, 1155 Virginia Ave. Ste. F&G
Sign Permit, 3481 North Fulton Ave. Ste. A
Sign Permit, 581 North Central Ave. Ste. B3
Sign Permit, 591 North Central Ave.
Site Plan Review, 105 Lilly St.
Site Plan Review, 525 King Arnold St
Site Plan Review, Willingham & Colville Townhomes
Zoning Certification, 760 Doug Davis Drive

Interim Finance Director

Randy Brewer

rbrewer@hapeville.org- 404-669-2107

Year End & Quarterly Closing and Reporting

- 1. Accounts reconciliations*
- 2. Review journal entries to true-up accruals and cost allocations*

Budget Administration

- 1. Prepare for FY 2020 Budget Prep Process*
- 2. Work on salary worksheet and system worksheets*

Audit Support

- 1. Review accounts for accuracy and reclassing as needed*
- 2. Implementing processes for strong Internal Controls*
- 3. Review past audit results*

Finance/Accounting Activities

- 1. Train Accounting staff -ongoing - bank reconciliations, cashier procedures & Court-ware reconciliations, journal entries, year-end/month-end work, budget maintenance, etc.*
- 2. Crosstrain Assistant as needed for audit and accounting*
- 3. Train Accounting staff: reporting requirements, budgeting, payroll, A/P etc*
- 4. Review agenda items*
- 5. Begin preparation of 12+ special reports to, DoAA, DCA, DoJ, Sec Of State, Dept of Commerce, etc Footnote: Most reports require audited numbers. No audit, no report*

6. *Reconcile/Allocate Worker's Comp, pension and other insurance costs (mid year)*
7. *Continue work on Internal Control and "Accounting Systems" manual*
8. *Review accounts payable for processing*
9. *Proceed with Self insurance fund*
10. *Review payroll and other processes for efficiency*

Other On-going Accounting and Billing (mainly clerical)

1. *Generate multiple payrolls for ~120 full time & 30 part time employees*
2. *Mail all payroll and vendor checks. Enroll employees in direct deposit*
3. *Monthly Billing and collections for ~2,100 Water & Sewer customers*
4. *Maintain payment records for ~500 vendors*
5. *Process 10-20,000 cash receipt transactions (W&S, Tax, permits-revenues)*
6. *Process credit card and wire transfer payments*

Other On-going Managerial / Administrative Duties

1. *Respond to Mayor, City Manager and Department requests*
2. *Respond to citizen requests*
3. *Meet with individual customers and citizens with complaints*
4. *Review Applicants*

Water Accounts

Commercial- 2

Residential- 29

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Called Main Street Board Meeting - April 3, 2019 at 6:30 PM at City Hall

Hapeville Development Authority - April 4, 2019 at 6:30 PM at City Hall

Development Authority of the City of Hapeville - April 4, 2019 at 6:30 PM at City Hall

Ethics Committee Meeting - April 9, 2019 at 12:00 PM AT City Hall

Planning Commission - April 9, 2019 at 6:00 PM at Hapeville Municipal

Mayor and Council Work Session - April 16, 2019 at 6:00 PM at Hapeville Municipal

Design Review Commission - April 17, 2019 at 6:00 PM at City Hall

Main Street Board - April 24, 2019 at 6:00 PM at City Hall

Board of Appeals - April 25, 2019 at 6:0 0PM at Hapeville Municipal

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

Open Records Request:

March 2019	March 2018
<i>26 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, Communication, Communications Officer, Reserve Police Officer, Code Enforcement Officer, and Firefighter Paramedic. 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*