



**February 2020 Department Reports
(January'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 January, the Department conducted the following: 12 new construction site visits, 7 certificate of completion inspection / business licenses, 2 plan reviews, 24 annual inspections / alcohol license renewals, and 81 blood pressure checks at the Senior Center. The following in house and off-site training were completed by the personnel: High Rise Search & Rescue Operations Training, Pre-Incident Plan & Tour of the Porsche North America Headquarters, Advanced Cardiovascular Life Support (ACLS), and Pediatric Advanced Life Support (PALS). The Training Chief completed the Fire Service Ground Ladders and De-Escalation Options for Gaining Compliance online courses. The Fire Chief and Training Chief attended the South Fulton Chief's meeting held in Union City. Also, the Fire Chief and the Assistant Fire Marshal traveled to Springfield, OH for a pre-construction meeting with the Sutphen Fire Apparatus production staff.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
<i>Auto Accidents w/ injuries</i>	<i>5</i>	<i>EMS</i>	<i>21</i>
<i>Auto Accidents w/o injuries</i>	<i>2</i>	<i>Emergency medical service, other</i>	<i>0</i>
<i>EMS</i>	<i>72</i>	<i>Motor vehicle accident w/ injuries</i>	<i>1</i>
<i>Medical Assist, assist EMS crew</i>	<i>0</i>	<i>Motor vehicle accident w/o injuries</i>	<i>0</i>
<i>Smoke from barbecue, tar kettle</i>	<i>0</i>	<i>Motor vehicle/pedestrian accident (MV Ped)</i>	<i>0</i>
<i>Dispatched and cancelled en route</i>	<i>4</i>	<i>Fire, other</i>	<i>0</i>
<i>Outside rubbish fire, other</i>	<i>0</i>	<i>Fire in mobile home used as fixed residence</i>	<i>0</i>

<i>Brush or Brush-and-grass mixture fire</i>	<i>1</i>	<i>CO detector activation due to malfunction</i>	<i>1</i>
<i>Gas Leak (Natural gas or LPG)</i>	<i>0</i>	<i>Smoke, odor removal</i>	<i>1</i>
<i>Fire, other</i>	<i>0</i>	<i>Alarm system sounded, no fire unintentional</i>	<i>2</i>
<i>Cooking fire, confined to</i>	<i>0</i>	<i>Brush or Brush and grass mixture fire</i>	<i>0</i>
<i>Power line down</i>	<i>0</i>	<i>Removal of Victims from stalled elevator</i>	<i>0</i>
<i>Motor vehicle/pedestrian accident</i>	<i>1</i>	<i>Telephone, malicious false alarm</i>	<i>1</i>
<i>Assist Invalid</i>	<i>1</i>	<i>Overheated motor</i>	<i>0</i>
<i>Water or steam leak</i>	<i>0</i>	<i>Brush or brush grass mixture fire</i>	<i>0</i>
<i>Detector activation, no fire</i>	<i>1</i>	<i>Medical assist, assist EMS crew</i>	<i>1</i>
<i>Total calls at Station # 1</i>	<i>087</i>	<i>Total calls at Station #2</i>	<i>028</i>

Total calls for both Stations 115 with an average response time of 2:58 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org - 404.669.2150

Between January 1, 2020 and January 31, 2020 there were (544) calls for service. There were (4) Assaults, (5) Burglaries, (1) Robbery, (35) Larcenies; including 15 Entering Autos, 7 Stolen Vehicles and 13 Thefts. The Department recovered (15) Stolen Vehicles and (4) Stolen Property Items. The Department made 40 arrests. Average Response time was 1 min 57 secs.

The Department issued 563 citations to include parking, traffic and general copies.

The E911 Center processed 2,890 calls.

Special Operation Division:

The Detective Division reviewed (633) cases, assigned (27) cases for investigation, and closed (22) cases. (3) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (3) warrants, responded to (4) crime scenes for investigation and executed (1) search warrant(s).

The Traffic Unit responded to (12) accidents, assisted Uniform Patrol on (24) occasions, wrote (37) reports, made (6) arrests, and wrote (222) citations & (10) warnings.

Code Enforcement handled (147) new calls for service. These calls, the unit documented (7) animal incidents, (6) parking in grass, (0) tall grass & weeds, (14) permit issues, (42) outside storage, (6) littering or pollution problems, (0) Commercial Container Violation(s), (17) Yard

Debris and (5) property maintenance - exterior. The unit closed (249) cases and issued (19) citations.

Abatements: The current properties that are under abatement are as follows: 3 Woodrow lot (between Wheeler and N. Fulton Avenue). As of January 28, 2020, abatement proceedings have begun on 3393 LaVista Drive, 336 Moreland Way, and 240 Maple Street.

Community Services

Lee Sudduth, Director

lsudduth@hapeville.org- 404.669.2120

Construction on the Doug Davis Bike Path Project is almost complete.

The Level 1 drought restrictions have been lifted.

<p>Building Permits 282 Birch Street (14009400101624) 801 Virginia Avenue (14009800040265) 600 South Central Avenue (14009800200513) 3441 Dogwood Drive (14009800170310)</p> <p>Tree Permits 218 Moreland Way 336 Moreland Way 404 North Avenue 3480 Rainey Avenue</p> <p>Plumbing Permits 515 Oak Drive 780 North Avenue 105 Lilly Street</p>	<p>Electrical Permits 3424 Norman Berry Drive 801 Virginia Avenue 3353 Magnolia Court 751 North Central Avenue 3498 Claire Drive 3450 International Blvd</p> <p>Demolition Permits 554 Parkway Drive</p> <p>Mechanical Permits 3444 Elkins Street 3448 Elkins Street 3331 Sims Street #19</p>
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Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

Athletics -

The youth basketball season is at its midway point. Dates to remember: February 22, 2020 we will host our All - Star game, February 28-29, 2020 we will host the GRPA Fourth District 8 Year Old Basketball Tournament.

Registration for Youth Baseball, Girl's Softball and Youth Soccer has begun.

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

Programs -

The Busy Bee After School Club meets Monday thru Friday from 2:30 p.m - 6:30 p.m.

The Pleasant Hours Club met on January 8, 2020 at the Hoyt Smith Center. The PHC also took a trip to Tanger Outlet on January 22, 2020 to do some shopping and enjoyed lunch at Butner's.

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 -

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:

Thank you to our volunteers and Trees Atlanta! On Saturday, January 18, 2020 at 1001 International Blvd the City of Hapeville along with Trees Atlanta hosted a tree planting event at 1001 International Boulevard. The trees that were planted will provide cleaner air, cool shade, and all around improved habitat for humans and wildlife living in Atlanta. For more information regarding tree conservation or ways to get involved, please visit www.treesatlanta.org.

Staff attended the 3rd Aerotropolis Land Use Community Development Assistance Program (CDAP) project meeting. This project is in partnership with the Atlanta Regional Commission and is focused on regional land use development.

*February 8th - The Southern Circuit Tour of Independent Filmmakers continues on Saturday, February 8th, March 7th and April 18th at the Historic Christ Church located at 680 S. Central Avenue. Reception with the filmmaker (live music and local restaurant food) at 6 p.m. and Film Screening at 7 p.m. The February film is **Community First: A Home for the Homeless** is a film by award-winning director, Layton Blaylock. The film, **Community First: A Home for the Homeless**, captures an extraordinary look at a new movement in Austin, TX that is transforming the lives of homeless people through the power of community. Community First Village is a 27-acre master planned development providing affordable, permanent housing, opportunities for a dignified income, and a supportive community for the chronically homeless.*

Visit the [*Community First: The Movie*](#) website for more information or to view the trailer.

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the March 2020 issue of the Hapeville Hometown News is Friday, February 14th). Promoted City Sponsored events (City Website, FB, Newsletter). Please visit www.hapeville.org for more upcoming event information.

Staff continued to assist with the development of the new website redesign. The City's goal is to create a website that successfully promotes our brand, facilitates a user-friendly environment for accessing municipal services, creates a two way communication between the City and citizens and simplifies content management while meeting high standards for design quality and visual appeal. The new website will serve as the public face of Hapeville's government and community while providing 24/7 services for a wide range of users. The new site is scheduled to go live on February 3rd!

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

Main Street Board Activities

The meeting date for the March Board meeting is Wednesday, March 12th at 6 p.m. in City Hall, 3468 N. Fulton Avenue.

Planning and Zoning Activities

Lynn M. Patterson, City Planner

lpatterson@bcstudio.com - 404-205-0123

Meetings

Mayor & Council

Planning Commission

Design Review Commission

Board of Appeals

Planning & Zoning Reviews

Board of Appeals, 3240 Lake Avenue

Board of Appeals, 3277/3275 Russell Street

Board of Appeals, 3409 N. Fulton Avenue

Board of Appeals, 515 Walnut Street

Design review, 3436 Harding Avenue

Design review, 3473 Harding Avenue

Design review, 515 Walnut Street

Design review, 856 Virginia Avenue

Design inspection, 105 Lilly Street

Design inspection, 282 Birch Street

Occupational tax permit, 1001 Virginia Avenue, Suite 320
Occupational tax permit, 3238 Dogwood Drive
Occupational tax permit, 3301 Dogwood Drive
Occupational tax permit, 955 N. Central Avenue
Site plan review, 3436 Harding Avenue
Site plan review, 3473 Harding Avenue
Site plan review, 360 Lake Drive
Site plan review, 515 Walnut Street
Text amendment, administrative variance
Text amendment, live-work housing in A-D
Updates to the City's Sign Ordinance

Finance Director

Randy Brewer

rbrewer@hapeville.org- 404-669-2107

Month End & Quarterly and Fiscal Year End Closing and Reporting

- *Account reconciliations*
- *Review journal entries to true-up accruals and cost allocations*

Budget Administration

- *Review of 2019-2020 Revenue and Expense/Budget Reports*
- *Prepare 2019-2020 Budget Adjustments as needed*

Audit Preparation for FYE 2019

- *Review accounts for accuracy and reclassing as needed*
- *Implementing processes for strong Internal Controls*
- *Providing answers to audit requests*
- *Review past audit results*

Finance/Accounting Activities

- *Train Accounting staff -ongoing - bank reconciliations, cashier procedures & Court-ware reconciliations, journal entries, year-end/month-end work, budget maintenance, etc.*
- *Crosstrain staff as needed*
- *Train Accounting staff: reporting requirements, budgeting, payroll, A/P etc.*
- *Review agenda items*
- *Prepare special reports to, DOAA, DCA, DoJ, Sec Of State, etc.*
- *Reconcile/Allocate Worker's Comp, pension and other insurance costs (mid-year)*
- *Continue work on Internal Control and "Accounting Systems" manual*
- *Review accounts payable for processing*
- *Review payroll and other processes for efficiency*
- *Review process flows, document and update as needed*

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 receipt transactions (W&S, Tax, permits-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

Commercial- 3

Residential- 35

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Hapeville Development Authority - February 6, 2020 at 6:30 p.m. at City Hall

Development Authority of the City of Hapeville (Statutory Authority) - February 6, 2020 at 6:30 p.m. at City Hall

Planning Commission - February 11, 2020 at 6:00 p.m. at Hapeville Municipal Annex

Hapeville Main Street Board - February 12, 2020 at 6:00 p.m at City Hall

Mayor and Council Work Session - February 18, 2020 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Commission - February 19, 2020 at 6:00 p.m. at City Hall

Board of Appeals - February 27, 2020 at 6:00 p.m. at Hapeville Municipal Annex

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

Open Records Request:

January 2020	January 2019
<i>35 Open Records Request were processed</i>	<i>23 Open Records Request were processed</i>

Human Resources

The City is currently accepting applications for the position of Crossing Guard-Seasonal, Police Officer, Communications Officer, and Reserve Police Officer. 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*
- *Host the South Fulton Municipal Association Meeting*