



## March 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 February, the Department conducted 19 Annual Inspections, 3 new construction site visits, 5 plan reviews for the Planning Commission, 49 pre-fire plans, issued 1 business licenses/certificates of occupancy, 1 illegal burn investigation, and 73 blood pressure checks at the Senior Center. Also, the following trainings were held: Web Based Target Solutions Training, National Incident Management Systems (NIMS) training, Fire Review and Tactics and Pump Operator Training. The Training Division Chief is currently working on finalizing the update of the Department's Standards Operating Procedure (SOP) and Career Matrix. Members of the Department also taught, attended and/or participated in the following off-site trainings and events: Response to Terrorism in Georgia class at the Fire Academy in Forsyth, GA. We have completed the agility test and interviews portion of the hiring process for vacant positions. One new hire is already working on shift and two others will be reporting for duty in the next couple of weeks after all the pre-employment requirements are met. Also, the Fire Chief and Training Division Chief attended this year's Firefighters Recognition Luncheon at the state's Capitol. The Department was recognized for our yearly boot drive participation during the last 27 years.*

<b>Fire Station #1 - 3468 North Fulton Avenue</b>	<b>Fire Station #2 - 870 South Central Avenue</b>
<i>Auto Accidents w/ injuries</i> 1	<i>Motor vehicle accident w/ injuries</i> 0
<i>Auto Accident w/o injuries</i> 1	<i>Motor vehicle accident w/o injuries</i>
<i>EMS</i> 57	<i>EMS</i> 20
<i>EMS call/ transported by other agency</i> 1	<i>Emergency medical, other</i> 0
<i>Medical Assist, assist EMS crew</i> 1	<i>Dispatched and cancelled on route</i> 1
<i>Alarm system activation, no fire</i> 3	<i>Removal of victims from stalled elevator</i> 0
<i>False Alarm/ false call</i> 1	<i>Medical assist/Assist EMS crew</i> 0
<i>Gas Leak (natural gas or LPG)</i> 2	<i>Combustible/flammable gas/liquid condition</i> 0
<i>Dispatched &amp; cancelled en route</i> 2	<i>Alam activation, no fire-unintentional</i> 3
<i>Outside Rubbish Fire, other</i> 1	<i>No incident found on</i>
<i>Outside Rubbish, trash or waste fire</i> 1	<i>Alarm system sounded due to malfunction</i>
<i>Hazardous Conditions</i> 1	<i>Smoke detector activation/ no fire</i> 1
<i>Motor vehicle/ pedestrian accident</i> 1	<i>Passenger vehicle fire</i> 0
<i>Service Call, other</i> 1	<i>Gas Leak (natural gas or LPG)</i> 1
<i>Passenger vehicle fire</i> 0	<i>Wind storm, tornado/hurricane assessment</i> 1
<b><u>Total Calls at Station #1</u></b> 74	<b><u>Total Calls at Station #2</u></b> 30

Total for both Stations 104 with an average response time 02:49 of minutes

**Police Department**  
**Rick Glavosek, Police Chief**  
[rglavosek@hapeville.org](mailto:rglavosek@hapeville.org) - 404.669.2150

Between February 1, 2018 and February 28, 2018 there were (471) calls for service. There were (4) Assaults, (4) Burglaries, (3) Robberies, (85) Larcenies; including 57 Entering Autos, 4

*Stolen Vehicles and 24 Thefts. The Department recovered (11) stolen vehicles. The Department made 38 arrests. Average Response time was 2 min 06 secs.*

*The Department issued 361 citations to include parking, traffic and general copies.*

*The E911 Center processed 3,107 calls.*

*Department Personnel continued to receive daily roll call and in-service training on topics such as Use of Deadly Force, Domestic Violence Investigations, Mental & Emotional Wellness, Community Relations, Homicide Investigations, Firearms Qualifications, and, Legal Updates, and the HPD's Standard Operating Procedures.*

*The Detective Division reviewed (54) cases, assigned (20) cases for investigation, and closed (12) cases. (3) Cases were closed with arrest warrants and (3) by CID arrest. The Detective Division obtained (9) warrants, responded to (9) crime scenes for investigation and executed (1) search warrant(s).*

*Code Enforcement: Code Enforcement handled (121) new calls for service. During these calls, the unit documented (8) animal incidents, (15) parking in grass, (5) tall grass & weeds, (4) permit issues, (6) outside storage, (54) littering or pollution problems, (12) property maintenance- exterior, and (17) other code compliance issues. The unit closed (72) cases and issued (2) 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

*There will be a Charrette for the N. Central Phase II Streetscape Study at 5pm on March 20<sup>th</sup> at the Municipal Court Building at 700 Doug Davis Drive. Please come and give input on this study.*

*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 Loop Road Streetscape is in the construction bidding phase.*

**Building Permits**

3452 Louise Street (14009500080025)  
 487 North Avenue (14001500060263)  
 3331 Northside Drive (14009500100161)  
 489 Radar Drive (14009500110319)  
 363 North Avenue (14006700040437)  
 3244 North Fulton Avenue(14009500070513)  
 415 Lake Drive (14009400080364)  
 3202 Hope Street (14009900040421)  
 3114 Grove Circle (14009400100600)  
 859 Custer Street (14009800080279)  
 3401 International Blvd (140127LL1107)  
 3399 International Blvd (140127LL1099)

**Plumbing Permits**

639 Coleman Street  
 502 King Arnold Street, F1

**Demolition Permits**

3227 Jackson Street  
 549 Woodrow Avenue

**Electrical Permits**

472 Walnut Street  
 3320 Northside Drive  
 407 North Central Avenue, Suite A  
 703 North Central Avenue  
 3358 Colville Avenue  
 3609 South Street  
 3147 Old Jonesboro Road

**Mechanical Permits**

3244 North Fulton Avenue, G2  
 624 Spring Street  
 861 Virginia Avenue  
 3358 Colville Avenue

**Tree Permits**

3200 Forrest Hill Drive

**Recreation**

**Tod Nichols, Manager**

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

**Athletics**

The Youth Baseball and Softball registration is underway for boys and girls ages 3 - 12. Call 404-669-2136 for details.

The 10 and under and 14 and under boys basketball teams both won the GRPA District Four tournaments and will advance to the state tournament.

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.

*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!*

*The Meet and Eat club visited the Gone With The Wind Museum in Marietta and had lunch at The Varsity on February 28, 2018.*

*For more information on our Programs contact Katie Ray at [kray@hapeville.org](mailto:kray@hapeville.org) or 404-669-2134.*

### **Special Events**

*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 April 2018 issue of the Hapeville Hometown News is Thursday, March 15, 2018). Promoted City Sponsored events (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center, and the Southern Circuit of Independent Filmmakers.*

*Staff is preparing for the March 23rd South Arts Film Series--save the date, Friday evenings at Christ Church in Jess Lucas Park at 6 p.m. Reception with the Filmmaker, 7 p.m. Film Screening, March 23rd: Swim Team. Visit the City website or FaceBook for more information.*

*Staff prepared and completed the annual 2017 final report for Opportunity Zone program requirements to the Georgia Department of Community Affairs.*

*Staff is in the process of planning for the upcoming 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.*

*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, February 13th and will attend the next meeting which is scheduled on April 13th.*

*Staff is continuing to work with the Atlanta Regional Commission and the Georgia Department of Community Affairs to successfully complete the upcoming Local Update of Census Addresses (LUCA) program. LUCA is an important component of an accurate 2020 Census*

count, which is used to reapportion Federal House and Senate seats and helps the federal government annually allocate more than \$400 billion across 26 federal agencies for tribal, state, and local government programs and services for the next ten years. Staff is working with ARC to help ensure that the City of Hapeville has an as accurate a count as possible so to maximize the amount of federal dollars that will flow into the region based on the 2020 Census. Staff attended a technical training event hosted by the US Census Bureau on Tuesday, January 9, 2018. The training covered all three product preference formats, how to complete the update, security measures and confidentiality, along with a question and answer session. Staff will receive census data reports by mid March 2018.

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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

Main Street Meeting

Land Use Coordinating Committee Meeting

Atlanta Regional Commission Grant Meeting

Atlanta Regional Commission, GRETA DRI Meetings

Department Head Meetings

**Other Planning and Zoning Activities**

Alcohol License Permit, 760 S Central Avenue

DRC, 2102 Argo Drive

DRC, 230 Moreland Way

DRC, 3115 Dogwood Drive

DRC, 3285 N. Whitney Avenue

DRC, 3408 Orchard Street

DRC, 3450 International

DRC, 542 Oak Drive

Home Occupational Tax Permit, 3157 Old Jonesboro Road

Home Occupational Tax Permit, 3199 Oakdale Drive

Home Occupational Tax Permit, 3470 Parkview Place

Home Occupational Tax Permit, 415 King Arnold

Occupational Tax Permit, 3400 N Inner Loop Rd, Suite 201

Occupational Tax Permit, 3619 S Fulton Avenue

Occupational Tax Permit, 407 N Central Suite A

Occupational Tax Permit, 626 S Central

Permitted uses, 1 Clay Place

Permitted uses, 1003 Virginia Avenue

*Permitted uses, 3120 Sylvan Road  
Rezoning, 800 Doug Davis Drive  
Sign Permit, 573 N Central Avenue  
Sign permit, 811 Virginia Avenue  
Site Plan, 542 Oak Drive  
Site Plan, 831 Custer Street  
Subdivision inquiry, 3128 Dogwood Drive  
Zoning inquiry, Stillwood*

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**Finance Director**

**James Schuster**

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

***Month / Year-End Closing and Reporting***

- *Bank account and general ledger 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.***

***Budget Process***

- *Begin info-gathering for new budget process*
- *Prepare pay and benefits worksheet*
- *Open a new budget file in incode software.*

***Audit Support***

- *Prepare schedules for year end as requested*
- *Prepare data and documents for auditors*
- *Assign resources as needed*
- *Continuing review of “Prepared by Client” requests from M&J*

***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*
- *Review cash flow*
- *Reconcile Worker’s Comp and insurance requirements*
- *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 Managerial /Administrative Duties**

- Respond to Mayor, City Manager and Department requests
- Respond to citizen requests
- Meet with individual customers and citizens with complaints
- Staff, special subject and Council meetings

**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- March 8, 2018 at 6:30 p.m. at City Hall*

*Hapeville Development Authority- March 8, 2018 at 6:30 p.m. at City Hall*

*Clean and Beautiful Commission March 12, 2018 at 6:30 p.m. at City Hall*

*Planning Commission- March 13, 2018 at 6:00 p.m. at Hapeville Municipal*

*Mayor and Council Work Session- March 20, 2018 at 7:00 p.m. at Hapeville Municipal*

*Board of Appeals- March 22, 2018 at 6:00 p.m. at Hapeville Municipal*

*Design Review Commission- March 21, 2018 at 6:00 p.m. at City Hall*

*Main Street Board- March 28, 2018 at 6:00 p.m. at Hapeville Municipal*

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

**Open Records Request:**

<b>February 2018</b>	<b>February 2017</b>
20 Open Records Request were processed	16 Open Records Request were processed



## **Human Resources**

*The City is currently accepting applications for the position of Code Enforcement Officer, Police Officer and Tac/ Communication Supervisor, Reserve Police Officer and Firefighter Paramedic. 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*
- *Hired City Clerk and Hired three Firefighters*
- *Rough Draft of revised Employee Handbook completed*