



**August 2018 Department Reports
(July's Information)**

**To: 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 July, the Department conducted the following: 2 fire investigations (1 structural and 1 contents), 1 technical rescue, 5 new construction site visits, 11 pre-fire plans, 5 issued business licenses/certificates of occupancy, 2 plan reviews, 1 consultation, and 83 blood pressure checks at the Senior Center. Also, the following in house trainings were completed by our personnel: Territory Familiarization, Driver Training, Fire Services Incident Planning Process – The Planning P, Image Trend Elite Q&A, Fire Control, Fire Investigations for the First Responders, Incident Command for High-Rise Operations, and Incident Command for Structural Collapse Incidents. The Training Division Chief is currently working on the development of the 2019 training curriculum. The training is being developed based on the community needs as the city moves forward with the scheduled development process. Members also attended and/or participated in the following off-site event and meetings: National Incident Management System (NIMS) 300 & 400, Train the Trainer for Traffic Incident Management Course and Fulton County Public Safety Active Shooter Response Plan meeting.

Fire station #1 - 3468 North Fulton Avenue

Auto Accidents w/ injuries	0
Auto Accidents w/o injuries	1
EMS	73
EMS, other	1
Removal of victim from stalled elevator	0
Rescue, EMS incident, other	2
Medical Assist, assist EMS crew	0
Alarm system activation, no fire	4
Invalid Assist	0
Dispatched & cancelled en route	6
Alarm system activation/malfunction	0
Gas Leak (natural gas or LPG)	1
Gasoline or other flammable liquid spill	0
Passenger vehicle fire	0
Smoke detector activation/malfunction	0
Motor vehicle/pedestrian accident	0
Arcing, shorted electrical equipment	1
Outside rubbish, trash or waste fire	1
Accident, potential accident, other	0
Smoke or odor removal	0
Power lines down	2
Good intent call, other	1
Building Fire	2
Assist police or other government agency	1

Total Calls at Station #1 96

Total for both Stations 113

Fire Station #2 -870 South Central Avenue

EMS	13
Emergency Medical Service, other	0
Motor vehicle accident with injuries	0
Motor vehicle accident w/o injuries	0
Detector activation, no fire-unintentional	0
Invalid Assist	0
Gas or other flammable liquid spill	1
Motor Vehicle/pedestrian accident (MV Ped)	0
Alarm system activation no fire unintentional	0
Unintentional transmission of alarm, other	0
Cooking fire, confined to container	0
Fire in mobile home used as fixed residence	0
Dispatched and cancelled en route	0
Smoke scare, odor of smoke	0
Passenger vehicle fire	0
Overpressure rupture or steam pipe/pipeline	0
Water or steam leak	0
Building Fire	0
Spinkler Activation, no fire- unintentional	1
Carbon monoxide incident	0
Alarm system sounded due to malfunction	0
Removal of victims from stalled elevator	0
Self-propelled motor home or RV	1
Wind storm, tornado/hurricane assessment	0

Total Calls at Station #2 17

response time of 02:49 minutes

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

Between July 1, 2018 and July 31, 2018 there were (523) calls for service. There was (1) Assault, (6) Burglaries, (2) Robberies, (62) Larcenies; including 37 Entering Autos, 2 Stolen Vehicles and 23 Thefts. The Department recovered (6) Stolen Vehicles and (4) Stolen Property Items. The Department made 33 arrests. Average Response time was 1 min 49 secs.

The Department issued 338 citations to include parking, traffic and general copies.

The E911 Center processed 3,268 calls.

Department Personnel continued to receive daily roll call and in-service training on topics such as Juvenile Offenders, Eyewitness ID, Ethics and Employee Assistance Program, and the HPD's Standard Operating Procedures.

The Detective Division reviewed (57) cases, assigned (15) cases for investigation, and closed (5) cases. (1) Case was closed with arrest warrants and (3) by CID arrests. The Detective Division obtained (36) warrants, responded to (10) crime scenes for investigation and executed (4) search warrant.

Code Enforcement: Code Enforcement handled (43) new calls for service. During these calls, the unit documented (2) animal incidents, (3) parking issues, (11) tall grass & weeds, (5) permit issues, (10) outside storage, (23) littering or pollution problems, and (2) property maintenance-exterior. The unit closed (25) cases and issued (7) citations.

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

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

The Loop Road Project will be under construction in the next couple of months.

Building Permits

491 Walnut Street (14009400030278)
493 Walnut Street (14009400030278)
243 Moreland Way (14009400090280)
3440 Old Jonesboro Road (14006600030389)
3401 International Blvd (140127LL1107)
487 Woodrow Avenue (14009400080216)
585 North Central Avenue (14009500020138)
279 Moreland Way (14009400090371)
3399 International Blvd (140127LL1099)
3436 Harding Avenue (14009800030183)
256 Birch Street (14009400091254)

Plumbing Permits

501 North Central Avenue
3117 Grove Circle
1180 Virginia Avenue
487 Woodrow Avenue
317 Maple Street
3341 North Whitney Avenue
3336 Myrtle Street

Electrical Permits

243 Moreland Way
760 Doug Davis Drive

Tree Permits

3430 Parkview Place
260 Mt. Zion Road
493 Walnut Street
317 Moreland Way
279 Moreland Way
907 Custer Street

Mechanical Permits

317 Maple Street
703 North Central Avenue
587 North Central Avenue

Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

Athletics

We are still registering for youth cheerleading, football and fall baseball.

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.

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

Coffee and Chrome will be held on August 11th.

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

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 September 2018 issue of the Hapeville Hometown News is Wednesday, August 15, 2018). Promoted City Sponsored events (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center and Coffee and Chrome.

Staff hosted the Tri-Cities Merchant Mixer on Tuesday, July 24th at Hapeville Maker Space located at 3578 South Fulton Avenue in Hapeville.

The City of Hapeville was awarded a grant from Georgia Council for the Arts in the amount of \$7,000. This is a 1:1 match and will go towards the planning and implementation of art for the pedestrian bridge.

The City of Hapeville welcomed Bliss Nail Spa into the downtown community. Ribbon Cutting event was held on Thursday, August 2nd.

Art on the two KaBOOM! crosswalks have been completed. A ribbon cutting event will be held on Thursday, August 23rd at 4PM in front of the Hoyt Smith Center, 3444 North Fulton Avenue.

Staff continued coordinating administrative items for the 2018-19 South Arts Grant regarding filmmaker and screening schedules and dates. Staff completed the 2017-18 final report for South Arts and received the 2018-19 schedule for the Southern Circuit Tour of Independent Filmmakers. The Fall/Spring schedule dates are as follow:

Friday, September 14, 2018

Friday, October 26, 2018

Friday, November 11, 2018

Friday, February 15, 2019

Friday, March 7, 2019

Friday, April 12, 2019

Planning and Zoning Activities

Lynn M. Patterson, City Planner

lpatterson@bcstudio.com - 404.205.0123

Mayor & Council Meeting

Alcohol Review Board

Design Review Committee

Department Head Meeting

Mayor & Council

Planning Commission

Planning and Zoning Reviews

Developer meetings Design Review, 279 Moreland Way Design Review, 3035 Oakdale Road

Design Review, 3039 Oakdale review Design Review, 3302 Myrtle Street Design Review, 3400

Dogwood Drive Design Review, 3532 South Fulton Avenue

Design Review, 625 Coleman St review Design Review, 637 N Central

Fence review, CHOA

Mural review, Main Street

Occupational Tax Permit, 1155 Virginia Avenue, Suite H

Occupational Tax Permit, 876 North Avenue

Occupational Tax Permit, 415 N. Central

Occupational Tax Permit, 597 North Avenue

Occupational Tax Permit, 612 S. Central

Permitted use inquiry, 3253 Dogwood

Sign Permit, 612 S. Central Avenue

Sign Permit, 637 N Central Site Plan, 3035 Oakdale Rd Special Exception, 876 Virginia Ave

Subdivision, 633 Spring Street

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

- Council hearings for adoption budget
- Finalize Budget Document (need millages)

Audit Support

- *Account reconciliations*
- *Confirmation letters to financial institutions*
- *Respond to audit findings*

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*

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*
(reconciliation of 2014 Bond transactions -for years 2014-5-6-7-8)
- *Meet with individual customers and citizens with complaints*

Water Accounts

Residential- 26

Commercial- 2

Administrative Services
Crystal Epps, City Clerk
cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Hapeville Development Authority- August 09, 2018 at 6:30 PM at City Hall
Development Authority of the City of Hapeville- August 9, 2018 @ 6:30 PM at City Hall
Clean and Beautiful- August 13, 2018 at 6:30 PM at 6:30 PM
Planning Commission- August 14, 2018 at 6:00 PM at Hapeville Municipal
Design Review Commission- August 15, 2018 at 6:00 PM at City Hall
Mayor and Council Work Session- August 21, 2018 at 6:00 PM at Hapeville Municipal
Main Street Board- August 22, 2018 at 6:00 PM at Hapeville Municipal
Board of Appeals- August 23, 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:

July 2018
17 Open Records Request were processed

Human Resources

The City is currently accepting applications for the position of Police Officer, Tac/Communication Supervisor, 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
- Coordinated Retirees Benefits for FY 18-19