



**May 2019 Department Reports
(April'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 April, the Department conducted the following: 25 new construction site visits, 1 certificate of completion, inspection, 4 business license, 1 new alcohol license, 10 annual inspections, 3 building plan review, 1 fire alarm plan review, 1 special event inspection (La Fiesta del Cinco Festival), 15 pre – fire plans, 1 hood system plan review, 1 possible unsafe conditions inspection, 200 hydrants tested, and 81 blood pressure checks at the Senior Center. Also, the following in house and off-site trainings were completed by our personnel: Suspicious Substance Class, Station Duties Review, Tactical Emergency Casualty Care Training, Basic Principles and Practices for Fire Inspections, EMS Managing Casualties, EMS Crime Scene, EMS Narcotics Overdose, Traffic Incident Management, Streets Familiarization Driver Training, Mayday, Basic Life Support Recertification, Scene Size-up and Image Trend Elite Self - Instruction. One of our officers completed all course and testing required to obtain his NPQ Fire Officer 2. The Fire Chief and Training Division Chief attended the South Fulton Chief's meeting during which they obtained 16 Stop the Bleed kits and 100 tourniquets to be utilized for departmental and community wide training. The Training Chief taught Fire Cause & Determination and Life Safety Initiatives to the Basic Firefighter class at the State Fire Academy. He also assisted the Fairburn Fire Department with their 2 days of promotional testing process. The Fire Marshal attended the following meetings: Fulton County Safe Kids, Alcohol Review Board and various Academy Theater construction meetings, as well as several development meetings for upcoming new businesses. He also assisted the city's insurance underwriters with their Risk Management stations and office tours.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
<i>Auto Accidents w/ injuries</i>	<i>2</i>	<i>EMS</i>	<i>9</i>

<i>Auto Accidents w/o injuries</i>	<i>1</i>	<i>Motor vehicle accident with injuries</i>	<i>1</i>
<i>EMS</i>	<i>91</i>	<i>Motor vehicle accident w/o injuries</i>	<i>3</i>
<i>EMS, other</i>	<i>2</i>	<i>Invalid Assist</i>	<i>1</i>
<i>Attempted burning, illegal action, other</i>	<i>1</i>	<i>Gas or other flammable liquid spill</i>	<i>1</i>
<i>Rescue, EMS incident, other</i>	<i>0</i>	<i>Motor Vehicle/pedestrian accident (MV Ped)</i>	<i>1</i>
<i>Dumpster or other outside trash fire</i>	<i>1</i>	<i>Power line down</i>	<i>1</i>
<i>Dispatched & cancelled en route</i>	<i>0</i>	<i>Dispatched and cancelled en route</i>	<i>1</i>
<i>Motor vehicle/pedestrian accident</i>	<i>1</i>	<i>Smoke scar, odor of smoke</i>	<i>1</i>
<i>Smoke detector activation/malfunction</i>	<i>1</i>	<i>Passenger vehicle fire</i>	<i>1</i>
<i>Malicious, mischievous false call, other</i>	<i>0</i>	<i>Alarm system sounded due to malfunction</i>	<i>1</i>
<i>Public Service</i>	<i>1</i>	<i>Grass fire</i>	<i>1</i>
<i>Power line down</i>	<i>1</i>		
<i>False alarm or false call, other</i>	<i>1</i>		
<i>Total calls at Station # 1</i>	<i>104</i>	<i>Total calls at Station #2</i>	<i>022</i>

Total calls for both Stations 126 with an average response time of 02:51 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org- 404.669.2150

Between April 1, 2019 and April 30, 2019 there were (523) calls for service. There was (1) Assault, (3) Burglaries, (0) Robberies, (56) Larcenies; including 35 Entering Autos, 4 Stolen Vehicles and 17 Thefts. The Department recovered (4) stolen vehicles and (2) stolen property items. The Department made 38 arrests. Average Response time was 2 min 58 secs.

The Department issued 279 citations to include parking, traffic and general copies.

The E911 Center processed 3,015 calls.

The Detective Division reviewed (631) cases, assigned (52) cases for investigation, and closed (47) cases. (2) Cases were closed with arrest warrants and (0) by CID arrest. The Detective Division obtained (4) arrest warrants, responded to (9) crime scenes for investigation, conducted (0) special operations and executed (2) search warrant(s).

Code Enforcement: Code Enforcement handled (107) new calls for service. During these calls, the unit documented (3) animal incidents, (5) parking in grass, (11) tall grass & weeds, (23) permit issues, (19) outside storage, (7) littering or pollution problems, (1) Commercial Container Violation(s) and (0) property maintenance- exterior. The unit closed (167) cases and issued (29) citations.

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 have started. Please see the Hapeville website for further information.

<p>Building Permits 3239 Oakdale Road 625 Coleman Street, B-3 512 King Arnold Street. Bldg Q 724 North Avenue 208 Birch Street 3195 Hope Street</p> <p>Plumbing Permits 3324 Dogwood Drive 493 Walnut Street 734 North Avenue 3408 Orchard Street 724 North Avenue 625 Coleman Street, B-3 3088 Old Jonesboro Road 3290 North Whitney Avenue 2129 Woodland Drive</p> <p>Mechanical Permits 461 North Central Avenue 625 Coleman Street, B-3</p>	<p>Electrical Permits 903 Margaret Street 3290 North Whitney Avenue 3400 North Whitney Avenue 785 Virginia Avenue 547 Lake Drive 517 Woodrow Avenue 461 North Central Avenue 625 Coleman Street, B-3 3370 Myrtle Street 69 Central Park Drive 2129 Woodland Drive 3270 North Fulton Avenue, Unit 3</p> <p>Tree Permits 2129 Lavista Circle 3035 Dogwood Drive 2129 Woodland Drive</p> <p>Demolition Permits 816 South Central Avenue</p>
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Recreation**Tod Nichols, Manager**tnichols@hapeville.org 404-669-2136**Athletics -**

Youth Baseball, Softball and Soccer seasons are in full swing! We kicked off the season on April 13, 2019 with one of the biggest Opening Day parades in recent memory. Thank you to all of the participants who made the day and event a huge success!!

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 April 3, 2019 at the Hoyt Smith Center. The group visited The Biblical Center in Lagrange on April 23, 2019. The group enjoyed lunch at Fried Tomatoes.

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 -

Our Spring into Health Fair was held on April 13, 2019 at the Hoyt Smith Center

The first Coffee and Chrome for 2019 was held at Jess Lucas Park on April 13th as well.

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:

Staff attended a Project Management Team (PMT) meeting for the Virginia Avenue Smart Corridor Study at the Aerotropolis CID's office on April 17th. The focus of the meeting was to conduct a debrief from the public meeting and to review the project prioritization framework and inventory and needs assessment. Also discussed, were several potential strategies and next steps. The next public meeting will be held in July 2019 - additional details will be available at www.hapeville.org.

Staff attended the Census 2020 Planning Kick-off meeting on April 18th at the Fulton County Government Center. The joint meeting included presentations from the Atlanta Regional Census Center of the U.S. Census Bureau, Georgia Department of Community Affairs, Fulton County Government and the Atlanta Regional Commission. The purpose of the census is to help forecast future transportation needs, determining areas eligible for housing assistance and rehabilitation loans, assisting state and local governments in planning, and implementing services in - education, healthcare, transportation, social services and emergency response, and designing facilities for people with disabilities, elderly and children. The meeting gave a detailed timeline for the upcoming 2020 Census and information for local government agencies to get involved and promote awareness. For more information regarding the Census 2020, please visit www.census.gov.

Staff assisted along with the cities of East Point and College Park with the coordination of the 2nd Annual Small Business Summit at the Georgia International Convention Center which was held on Thursday, May 2nd.

The 2019 Spring Series Screenings concluded on April 12th. Thank you to all of the volunteers that reviewed films and supported the series. The 2019 Fall planning is underway with the grant awarded to the City to host another year of the series! Reporting for the 2018-19 series will be handled in May as will the review of the Top 40 films for the 2019-20 series.

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the June 2019 issue of the Hapeville Hometown News is Wednesday, May 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, May 11th - 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, May 22, 2019.

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 budget 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*
- 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- 41

Residential- 1

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Hapeville Development Authority - May 9, 2019 at 6:30 PM at City Hall

Development Authority of the City of Hapeville - May 9, 2019 at 6:30 PM at City Hall

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

Planning Commission - May 14, 2019 at 6:00 PM at Hapeville Municipal

Design Review Commission - May 15, 2019 at 6:00 PM at City Hall

Mayor and Council Work Session - May 21, 2019 at 6:00 PM at Hapeville Municipal

Main Street Board - May 22, 2019 at 6:00 PM at City Hall

Board of Appeals - May 23, 2019 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:

April 2019	April 2018
25 Open Records Request were processed	35 Open Records Request were processed

Human Resources

The City is currently accepting applications for the position of Accountant, Police Officer, Communication, Communications Officer, Reserve Police Officer, Code Enforcement Officer, Seasonal Recreation Aide - Summer Camp 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