



**June 2019 Department Reports
(May'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 May, the Department conducted the following: 45 new construction site visits, 11 certificates of completion / business licenses, 5 new alcohol license, 9 annual inspections, 11 building plan review, and 78 blood pressure checks at the Senior Center. Also, the following in house and off-site trainings were completed by our personnel, for a combined total of 1,020 hours of training: Rope Rescue Review, Stop the Bleed, Tactical Emergency Casualty Care Training, Traffic Incident Management, and Image Trend Elite Self - Instruction. All ambulance licensing renewal requirements were completed for year 2019 – 2020. One of the Sergeant's completed the Basic Principles and Practices for Fire Inspections at the Georgia Public Safety Training Center in Forsyth, GA. Two members of the Department performed Color Guard duties during the city's Memorial Day Ceremony. Also, the Fire Chief, Training Division Chief, one Battalion Chief and one administrative personnel attended National Criminal Justice Orientation, which was held at the Georgia Bureau of Investigation in Decatur, GA. As part of the Community Risk Reduction program, members of B shift provided fire prevention education to students at the Montessori School. The Training Division Chief attended the Metro Atlanta Fire Chiefs Association meeting in DeKalb County.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
Auto Accidents w/ injuries	3	EMS	6
Auto Accidents w/o injuries	1	Medical Assist, Assist EMS crew	1
EMS	46	Motor vehicle accident with injuries	1
Building Fire	1	Motor vehicle accident w/o injuries	1

<i>Passenger vehicle fire</i>	<i>2</i>	<i>Invalid Assist</i>	<i>1</i>
<i>Carbon monoxide incident</i>	<i>1</i>	<i>Motor Vehicle/pedestrian accident (MV Ped)</i>	<i>0</i>
<i>Carbon monoxide detector activation</i>	<i>1</i>	<i>Carbon monoxide detector activation, no CO</i>	<i>2</i>
<i>Dispatched & cancelled en route</i>	<i>1</i>	<i>Dispatched and cancelled en route</i>	<i>0</i>
<i>Gas Leak (natural gas or LPG)</i>	<i>1</i>	<i>Smoke scar, odor of smoke</i>	<i>1</i>
<i>Smoke or odor removal</i>	<i>1</i>	<i>Passenger vehicle fire</i>	<i>0</i>
<i>Invalid Assist</i>	<i>1</i>	<i>Alarm system sounded due to malfunction</i>	<i>0</i>
<i>Person in distress, other</i>	<i>2</i>	<i>Brush or Brush and grass mixture fire</i>	<i>1</i>
<i>Power line down</i>	<i>1</i>	<i>Gas or other flammable liquid spill</i>	<i>0</i>
<i>Smoke scare, odor of smoke</i>	<i>1</i>	<i>Electrical wiring/equipment problem, other</i>	<i>1</i>
<i>Removal of victim(s) from stalled elevator</i>	<i>1</i>	<i>False alarm or false call, other</i>	<i>1</i>
<i>Public Service Assistance, other</i>	<i>1</i>	<i>Defective elevator, no occupants</i>	<i>1</i>
<i>False alarm or false call, other</i>	<i>2</i>		
<i>Electrical wiring/equipment problem, other</i>	<i>1</i>		
Total calls at Station # 1	68	Total calls at Station #2	017

Total calls for both Stations 085 with an average response time of 02:49 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org- 404.669.2150

Between May 1, 2019 and May 31, 2019 there were (568) calls for service. There were (4) Assaults, (4) Burglaries, (5) Robberies, (61) Larcenies; including 38 Entering Autos, 7 Stolen Vehicles and 16 Thefts. The Department recovered (8) stolen vehicles and (1) stolen property item. The Department made 48 arrests. Average Response time was 2 min 43 secs.

The Department issued 391 citations to include parking, traffic and general copies.

The E911 Center processed 3,326 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).

The Detective Division reviewed (332) cases, assigned (45) cases for investigation, and closed (22) cases. (1) Cases were closed with arrest warrants and (4) by CID arrest. The Detective Division obtained (3) arrest warrants, responded to (10) crime scenes for investigation, conducted (0) special operations, executed (0) search warrant(s), and the unit issued five traffic citations.

Code Enforcement: Code Enforcement handled (100) new calls for service. During these calls, the unit documented (2) animal incidents, (9) parking in grass, (43) tall grass & weeds, (7) permit issues, (31) outside storage, (11) littering or pollution problems, (1) Commercial Container violation(s) and (1) property maintenance-exterior. The unit closed (92) cases and issued (6) 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.

Building Permits

512 King Arnold Street, E
3037 Oakdale Road
700 South Central Avenue
3334 Barnett Circle
3085 Hope Street
282 Birch Street
485 Lake Drive
3344 North Whitney Avenue

Plumbing Permits

771 Virginia Avenue
3450 Elkins Street
437 North Avenue
3450 Elkins Street
208 Birch Street

Tree Permits

3215 Forrest Hill Drive
3443 North Fulton Avenue
3436 Harding Avenue

Electrical Permits

3440 Old Jonesboro Road
735 North Central Avenue Unit 3
3314 Dogwood Drive
491 Walnut Street
208 Birch Street

Mechanical Permits

3290 North Whitney Avenue
253 Birch Street
208 Birch Street
700 South Central Avenue
3630 Union Avenue
3344 Myrtle Street
724 North Avenue A, B & C
734 North Avenue A & B

Recreation**Tod Nichols, Manager**

tnichols@hapeville.org 404-669-2136

Athletics -

Our Hapeville baseball and softball teams ended the year with a grand slam! The YBA playoffs ended with the 6 yr old Braves, 8 under Cubs and 10 U as runner ups in the championships. The 12 yr old Indians won the championships! 10 U Hapeville Pink Sox Elite won against the Hapeville Pink Sox who were runner ups. Hapeville 14 U boys won the Grand Slam Tournament.

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 ended on May 23rd, 2019. We enjoyed a year end party with pizza & water play. Busy Bee's summer camp starts June 3rd, 2019.

The Pleasant Hours Club met on May 1st , 2019 at the Hoyt Smith Center. The group visited The Atlanta Beltline Tour on May 21st and enjoyed lunch at the Varsity.

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 -

2nd Annual La Fiesta Cinco Hapeville at Jess Lucas Park on May 4th was a success.

Coffee and Chrome -May 11th was cancelled due to rain.

Hapeville Memorial Day Service was held at Hoyt Smith Center on May 27th at 10 a.m. Our Speaker was Commander Tony Dobbins.

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 participated in a conference with the Project Management Team (PMT) for the Hapeville Roundabout and Wayfinding Study on Tuesday, May 28th. The project team included the consultant team, ARC and the City of Hapeville. The team discussed the progress of the plan, brainstormed solutions and strategies to address challenges and needs, and to plan community engagement opportunities. The Advisory Group which consists of business and property owners, community leaders, ARC, GDOT MARTA, Aerotropolis Atlanta CIDs, and others who bring knowledge and expertise to the process. The Advisory Group will be engaged in three meetings. The first Advisory Group meeting is scheduled on June 13th at City Hall and the kick-off Community meeting (demonstration project) will be held on July 18th at the roundabout site.

Staff attended the May 23rd Tri-Cities Businesses "Merchant Mixer" held in College Park at The Elysium Event Center: 1851 Hawthorne Avenue in College Park. The next mixer will be hosted by the City of East Point's Economic Development Department - please visit www.hapeville.org for updates!

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The

submission deadline for the July 2019 issue of the Hapeville Hometown News is Friday, June 14th). 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, June 8th - 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, June 26, 2019.

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

Department Head

Planning & Zoning Reviews

Board of Appeals, 3409 Dogwood Drive

Design Review, 232 Birch Street

Design Review, 3472 Rainey Avenue

Design Review, Willingham & Colville Townhomes

Home Occupation Permit, 3640 South Fulton Avenue, Unit 1545

Home Occupation Permit, 912 Margaret Street

Mural, 3418 Dogwood Drive

Mural, 632 South Central Avenue

Occupational Tax Permit, 1001 Virginia Avenue, Suite 210

Occupational Tax Permit, 1031 Virginia Avenue

Occupational Tax Permit, 3114 Sylvan Road

Occupational Tax Permit, 3252 Dogwood Drive

Occupational Tax Permit, 3253 Dogwood Drive

Occupational Tax Permit, 3388 Dogwood Drive

Occupational Tax Permit, 3409 Dogwood Drive

Occupational Tax Permit, 3451 Dogwood Drive

Occupational Tax Permit, 583 North Central Ave, Suite A

Occupational Tax Permit, 876 Virginia Avenue

Sign Permit, 3080 Sylvan Road.

Sign Permit, 3114 Sylvan Road

Sign permit, Legends Barbershop

Site Plan, 105 Lilly Street
Site Plan, 3365 Northside Drive
Site Plan, 3472 Rainey Avenue
Site Plan, Willingham & Colville Townhomes
Subdivision, 510 Lake Drive
Subdivision, Willingham & Colville Townhomes
Zoning Verification, 1031 Virginia Avenue

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 job applicants for vacancies
5. Filled vacant positions of Assistant Finance Director

Water Accounts

Commercial- 0

Residential- 38

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Hapeville Ignite (Formerly known as Development Authority of the City of Hapeville) - June 6, 2019 at 6:30 PM at City Hall

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

Planning Commission - June 11, 2019 at 6:00 PM at Hapeville Municipal

Design Review Commission - June 19, 2019 at 6:00 PM at City Hall

Mayor and Council Work Session - June 18, 2019 at 6:00 PM at Hapeville Municipal

Main Street Board - June 26, 2019 at 6:00 PM at City Hall

Board of Appeals - June 27, 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:

May 2019	May 2018
23 Open Records Request were processed	19 Open Records Request were processed

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
- Hired one for the Account Position