



**August 2019 Department Reports
(July'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 July, the Department conducted the following: 7 new construction site visits, 1 certificates of completion / business licenses, 1 certificate of completion inspection, 2 unsafe conditions inspections, 1 temporary certificate of occupancy, 8 pre-fire plans, and 81 blood pressure checks at the Senior Center. The Fire Marshal also attended 2 Academy Theater construction meetings and the Roundabout Advisory Committee meeting. Also, the following in house and off-site trainings were completed by our personnel: New EMS familiarization training, EMS bi-annual recertification, EMS Ketoacidosis Advanced, Managing Multi-casualties Incidents, EMS Detailed Physical Exams and EMS Burn Management. The Fire Chief, Training Division Chief and Fire Marshal attended the Metro Atlanta Fire Chiefs Association meeting in Dekalb County. The Training Division Chief completed the CPR instructor online course and attended the onsite CPR course. He also attended the National Professional Qualifications Evaluator course, taught live fire training at the Georgia Fire Academy and is in the process of developing an in-service class on parking garage fires. A member of the Fire Administration staff attended the Remembering When class, taught by the National Fire Protection Association at the Alabama Fire College in Pelham, Al. All the newly purchase portable radios have been put in service. The department conducted interviews for the Assistant Fire Marshal position and a selection has been made. Our new Assistant Fire Marshal will begin working his position on August 19th.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
<i>Auto Accidents w/ injuries</i>	<i>1</i>	<i>EMS</i>	<i>20</i>
<i>Auto Accidents w/o injuries</i>	<i>0</i>	<i>Medical Assist, Assist EMS crew</i>	<i>0</i>
<i>EMS</i>	<i>57</i>	<i>Motor vehicle accident with injuries</i>	<i>1</i>

<i>Building Fire</i>	<i>0</i>	<i>Motor vehicle accident w/o injuries</i>	<i>0</i>
<i>Passenger vehicle fire</i>	<i>0</i>	<i>Invalid Assist</i>	<i>0</i>
<i>Rescue, EMS incident, other</i>	<i>0</i>	<i>Power line down</i>	<i>0</i>
<i>Defective elevator, no occupants</i>	<i>1</i>	<i>Electrical wiring/equipment problem, other</i>	<i>0</i>
<i>Carbon monoxide detector activation</i>	<i>0</i>	<i>Carbon monoxide detector activation, no CO</i>	<i>0</i>
<i>Municipal Alarm system false alarm</i>	<i>1</i>	<i>Dispatched and cancelled en route</i>	<i>0</i>
<i>Dispatched & cancelled en route</i>	<i>1</i>	<i>Gas or other flammable liquid spill</i>	<i>0</i>
<i>Alarm system activation/malfunction</i>	<i>3</i>	<i>Brush or Brush and grass mixture fire</i>	<i>0</i>
<i>Gas Leak (natural gas or LPG)</i>	<i>3</i>	<i>Smoke scar, odor of smoke</i>	<i>0</i>
<i>Chimney or Flue fire/confined to chimney</i>	<i>0</i>	<i>Police Matter</i>	<i>1</i>
<i>Emergency medical service, other</i>	<i>0</i>	<i>Alarm system activation, no fire unintentional</i>	<i>1</i>
<i>Smoke alarm activation/malfunction</i>	<i>1</i>	<i>Defective elevator, no occupants</i>	<i>0</i>
<i>Medical Assist, assist EMS crew</i>	<i>1</i>		
<i>Smoke and odor removal</i>	<i>1</i>		
<i>Person in distress, other</i>	<i>1</i>		
<i>Assit Invalid</i>	<i>1</i>		
<i>Wind storm, tornado/hurricane assessment</i>	<i>1</i>		
<i>Public Service Assistance, other</i>	<i>1</i>		
<i>Smoke detector activation, no fire</i>	<i>2</i>		
<i>Total calls at Station # 1</i>	<i>76</i>	<i>Total calls at Station #2</i>	<i>023</i>

Total calls for both Stations 099 with an average response time of 02:58 minutes

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

Between July 1, 2019 and July 31, 2019 there were (599) calls for service. There were (5) Assaults, (5) Burglaries, (2) Robberies, (88) Larcenies; including 54 Entering Autos, 14 Stolen

Vehicles and 20 Thefts. The Department recovered (16) stolen vehicles and (1) stolen property item. The Department made 31 arrests. Average Response time was 2 min 53 secs.

The Department issued 734 citations to include parking, traffic and general copies.

The E911 Center processed 3,542 calls.

The Detective Division reviewed (638) cases, assigned (46) cases for investigation, and closed (24) cases. (3) Cases were closed with arrest warrants and (0) by CID arrest. The Detective Division obtained (11) arrest warrants, responded to (13) crime scenes for investigation, conducted (2) special operations and executed (2) search warrant(s).

Code Enforcement: Code Enforcement handled (76) new calls for service. During these calls, the unit documented (2) animal incidents, (9) parking in grass, (5) tall grass & weeds, (18) permit issues, (19) outside storage, (6) littering or pollution problems, (0) Commercial Container Violation(s) and (0) property maintenance- exterior. The unit closed (150) cases and issued (19) citations.

Abatements: The current properties that are under abatements are as follows: 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

501 Walnut Street (14009400030286)
1155 Virginia Avenue Suite E (140127LL1198)
3301 Old Jonesboro Road (14009500101417)
516 Lake Drive (14009400010254)
3450 Elkins Street (14012700040120)
265 Birch Street (14009400091148)
3093 Hope Street (14009900010796)
3088 Old Jonesboro Road (14009400101111)

Tree Permits

3420 Estelle Street
3624 Union Avenue
234 Colorado Avenue
3331 Northside Drive
3304 Forrest Hill Drive
211 Victoria Lane
923 Custer Street
522 Lake Drive
305 Birch Street

Electrical Permits

3377 Lavista Drive
3303 North Whitney Avenue
3341 North Whitney Avenue
3450 Elkins Street
1155 Virginia Avenue, Suite E
256 Birch Street

Mechanical Permits

1155 Virginia Avenue, Suite E

Plumbing Permits

3288 Russell Street
3450 Elkins Street
3290 North Whitney Avenue
1155 Virginia Avenue, Suite E
3440 Rainey Avenue
685 North Central Avenue

Recreation**Tod Nichols, Manager**

tnichols@hapeville.org 404-669-2136

Athletics -

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

Programs -

The Pleasant Hours Club will start back meeting in September 2019.

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:

Staff coordinated the 2nd Roundabout Advisory Group meeting held on Thursday, August 1st. The Roundabout Advisory Group are key stakeholders with study area knowledge and expertise. The group is instrumental in guiding the course of the study through the identification of issues and opportunities, development of plan goals and objectives, and review of the feasibility and effectiveness of recommendations.

This project - the Hapeville Wayfinding and Virginia Avenue Roundabout Study and Demonstration Project - will build from the previous Livable Centers Initiative (LCI) studies, resulting in a plan that enhances pedestrian, bicycle, and vehicular movement through and around the City of Hapeville. As part of the study process and public outreach, on Thursday, July 18th the City implemented a temporary demonstration project and converted the existing intersection into a roundabout using temporary, removable structure. The next Community meeting will be held on Thursday, August 15th, 6 p.m. at the Hapeville Municipal Annex, 700 Doug Davis Drive - please join us!

Staff hosted the Tri-Cities Merchant Mixer on Tuesday, July 30th at Lickety Split: 1155 Virginia Avenue, Suite F. The next mixer will be hosted by the City of College Park'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 September 2019 issue of the Hapeville Hometown News is Thursday, August 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, August 10th - visit www.hapeville.org for more information.

Staff attended the Virginia Avenue Smart Corridor Study meeting at the AACIDs office on Thursday, August 1st to review and discuss the best practices and trends in emerging technology draft technical report.

Staff attended the AeroATL Greenway Model Mile Concept RFP - Pre Proposal meeting held at AACIDs on Wednesday, July 17th. This was an opportunity for interested firms to ask questions regarding the RFP and specific questions about the project area.

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

Main Street Board Activities

The meeting date for the August 2019 Board meeting has been changed to Wednesday, August 14th at 6 p.m. in City Hall.

Planning and Zoning Activities

Lynn M. Patterson, City Planner

lpatterson@bcstudio.com - 404-205-0123

Meetings

Mayor & Council

Planning Commission

Design Review Commission

Hapeville Roundabout Study Advisory Group

Planning & Zoning Reviews

Commercial Inventory

Design Review, 105 Lilly Street

Design Review, 282 Birch Street

Design Review, 3093 Hope Street

Design Review, 3210 Oakdale Road

Design Review, 3365 Northside Drive

Design Review, 600 S. Central Avenue

Design Review, 644 Coleman Street

Design Review, 831 Custer Street

Design Review, Willingham & Colville Townhomes

Home Occupation Permit, 629 Chestnut Street

Occupational Tax Permit, 1155 Virginia Avenue, Suite H

Occupational Tax Permit, 3259 Dogwood Drive

Sign Permit, 3080 Sylvan Road

Sign permit, 3162 Dogwood Drive

Sign Permit, 583 N. Central Avenue Suite A

Sign Permit, 583 N. Central Avenue Suite B

Sign Permit, 599 N. Central Avenue

Sign Permit, 876 Virginia Avenue, Suite B

Site Plan review, 3384 N. Fulton Avenue

Site Plan review, 644 Coleman Street

Site Plan review, 3429 Rainey Avenue

Special exception, 876 Virginia Avenue

Text amendment, attendance requirements

Text amendment, bank drive-throughs

Text amendment, Board of Appeals appointments

Text amendment, dimensional requirements

Text amendment, DRC remodel exception
Text amendment, home occupation
Text amendment, neighborhood identification signs
Text amendment, repeat zoning applications
Text amendment, setback definition
Text amendment, solar panels
Text amendment, special & conditional uses
Zoning verification, 3118 Sylvan Road
Zoning verification, 3578 S. Fulton Avenue Suite. 103
Zoning verification, 801 Virginia Avenue

Interim Finance Director
Randy Brewer
rbrewer@hapeville.org- 404-669-2107

Year End & Quarterly Closing and Reporting

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

Budget

- *Review of 2018-2019 Revenue and Expense/Budget Reports*
- *Prepare 2018-2019 Budget Adjustments as needed*

Audit Preparation for FYE 2019

- *Review accounts for accuracy and reclassing as needed*
- *Implementing processes for strong Internal Controls*
- *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- 2

Residential- 32

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) - August 8, 2019 at 6:30 PM at City Hall

Development Authority of the City of Hapeville - August 8, 2019 at 6:30 PM at City Hall

Hapeville Coffee and Chrome - August 10, 2019 at 8:30 at Jess Lucas Park

Planning Commission - August 13, 2019 at 6:00 PM at Hapeville Municipal

Mayor and Council Work Session - August 20, 2019 at 6:00 PM at Hapeville Municipal

Design Review Commission - August 21, 2019 at 6:00 PM at City Hall

Board of Appeals - August 22, 2019 at 6:0 0PM at Hapeville Municipal

Main Street Board - August 28, 2019 at 6:00 PM at City Hall

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

Open Records Request:

June 2019	June 2018
27 Open Records Request were processed	31 Open Records Request were processed

Human Resources

The City is currently accepting applications for the position of Crossing Guard-Seasonal, Police Officer, 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