



**October 2019 Department Reports
(September'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 September, The Department conducted the following: 7 new construction site visits, 3 certificate of completion inspection / business licenses, 1 plan reviews, 20 annual inspections/alcohol license renewals, 4 mobile food vendor inspections, and 82 blood pressure checks at the Senior Center. The Fire Marshal and Assistant Fire Marshal also attended the Happy Days logistic meeting, post construction meeting for the new Academy Theatre building, a development meeting for the Chick-fil-A new construction and a metro chiefs meeting at the Sandy Springs Fire Department. In addition, the Assistant Fire Marshal conducted 9 fire prevention classes throughout the day during the Happy Days Festival with a total of 70 children and 9 adults attending. Also, the following in house and off-site trainings were completed by our personnel: Active Shooter, Truck 2 (Ladder Truck) Operations, New Hire Territory Familiarization Training, Cardiology & Trauma and an In – Service Stryker Stretcher Training. The Fire Chief and Training Division Chief attended the Metro Atlanta Fire Chiefs Association meeting in the City of College Park. A member of our administration team attended the Stop the Stigma at the Georgia Public Safety Training Center in Forsyth, GA. The Department conducted a total of 9 boot drives throughout the month to benefit the Amanda Riley foundation. So far, we have collected approximately \$7,000 but will continue our t-shirt sale until the end of October in order to increase our fundraiser revenue. The mission of the foundation is to provide support for children who are currently battling cancer.

Fire Station #1- 3468 N. Fulton Ave.	Fire Station #2- 870 South Central Ave.
Auto Accidents w/ injuries 4	EMS 36
Auto Accidents w/o injuries 1	Emergency medical service, other 1
EMS 68	Motor vehicle accident with injuries 3

<i>Medical Assist, assist EMS crew</i>	<i>1</i>	<i>Motor vehicle accident w/o injuries</i>	<i>0</i>
<i>No incident found on arrival at address</i>	<i>1</i>	<i>Motor vehicle/pedestrian accident (MV Ped)</i>	<i>1</i>
<i>Rescue, EMS incident, other</i>	<i>0</i>	<i>Fire, other</i>	<i>1</i>
<i>Outside rubbish fire, other</i>	<i>1</i>	<i>Gas Leak</i>	<i>1</i>
<i>Brush or brush-and-grass mixture fire</i>	<i>1</i>	<i>Carbon monoxide detector activation, no CO</i>	<i>0</i>
<i>Police matter</i>	<i>1</i>	<i>Dispatched and cancelled en route</i>	<i>2</i>
<i>Dispatched & cancelled en route</i>	<i>0</i>	<i>Gas or other flammable liquid spill</i>	<i>0</i>
<i>Alarm system activation/malfunction</i>	<i>0</i>	<i>Brush or Brush and grass mixture fire</i>	<i>1</i>
<i>Gasoline or other flammable liquid spill</i>	<i>0</i>	<i>Removal of Victims from stalled elevator</i>	<i>0</i>
<i>Person in distress</i>	<i>1</i>	<i>Grass Fire</i>	<i>0</i>
<i>Emergency medical service, other</i>	<i>0</i>	<i>Alarm system activation, no fire unintentional</i>	<i>1</i>
<i>Smoke or odor removal</i>	<i>1</i>	<i>Defective elevator, no occupants</i>	<i>0</i>
<i>Medical Assist, assist EMS crew</i>	<i>0</i>		
<i>Power line down</i>	<i>1</i>		
<i>False alarm or false call, other</i>	<i>0</i>		
<i>Assist Invalid</i>	<i>1</i>		
<i>Smoke detector activation, no fire</i>	<i>1</i>		
<i>Total calls at Station # 1</i>	<i>083</i>	<i>Total calls at Station #2</i>	<i>047</i>

Total calls for both Stations 130 with an average response time of 2:48 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org - 404.669.2150

Between September 1, 2019 and September 30, 2019 there were (583) calls for service. There were (4) Assaults, (3) Burglaries, (2) Robberies, (53) Larcenies; including 36 Entering Autos, 4 Stolen Vehicles and 13 Thefts. The Department recovered (8) stolen vehicles. The Department made 36 arrests. Average Response time was 2 min 37 secs.

The Department issued 586 citations to include parking, traffic and general copies.

The E911 Center processed 3,000 calls.

The Detective Division reviewed (733) cases, assigned (43) cases for investigation, and closed (64) cases. (2) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (8) warrants, responded to (9) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (131) new calls for service. During these calls, the unit documented (7) animal incidents, (15) parking in grass, (19) tall grass & weeds, (14) permit issues, (32) outside storage, (17) littering or pollution problems, (0) Commercial Container Violation(s) and (0) property maintenance- exterior. The unit closed (158) cases and issued (13) citations.

Abatements: The current property that is under abatement 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 wrapping up construction.

The Loop Road Project is also wrapping up construction.

New garbage, yard debris and recycling services have started. Please see the Hapeville website for further details.

<p>Building Permits 3206 Oakdale Road 3464 Elkins Street 3462 Elkins Street 3458 Elkins Street 3454 Elkins Street 3452 Elkins Street 282 Birch Street 3407 Old Jonesboro Road 526 Oak Drive 575 North Central Avenue 3220 Forrest Hill Drive 876 Virginia Avenue Suite B</p> <p>Tree Permits 3273 Old Jonesboro Road 531 Parkway Drive 3624 Union Avenue 831 North Avenue 464 Moreland Way 208 Moreland Way</p>	<p>Electrical Permits 625 Coleman Street, C-1 282 Birch Street 526 Oak Drive 3469 Dearborn Plaza 3407 Old Jonesboro Road 724 North Avenue 734 North Avenue 418 Dorsey Road 3580 Perkins Street 547 Lake Dive</p> <p>Mechanical Permits 282 Birch Street 526 Oak Drive 3469 Dearborn Plaza 230 Arnold Street</p> <p>Plumbing Permits 282 Birch Street 3469 Dearborn Plaza 3316 Myrtle Street 526 Oak Drive</p>
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Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

Athletics -

Youth Cheer and Football season has begun. Homecoming will be held on October 12, 2019.

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

Programs -

The Busy Bee After School Club meets Monday thru Friday from 2:30pm - 6:30pm.

The Pleasant Hours Club met on September 4, 2019 at The Hoyt Smith Center. Their next meeting will be held on October 3, 2019 at 10:30am. On September 25th The PHC visited The Booth Western Museum in Cartersville, Ga. While there they enjoyed lunch on site at The Cafe.

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 second Downtown Live! concert was held during Happy Days weekend on September 20th and the Happy Days Festival was held on September 21st. Both events were held at Jess Lucas Park.

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:

The City of Hapeville hosted the September 2019 Tri-Cities Merchant Mixer on Tuesday, September 24th at the Historic Christ Church and Carriage House: 680 S. Central Avenue - please visit www.hapeville.org for upcoming event information!

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the November 2019 issue of the Hapeville Hometown News is Tuesday, October 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, October 12th - visit www.hapeville.org for more information.

Please join us: October 26th - South Arts Film Series October feature film is "The City That Sold America" a documentary by executive producer Mary Warlick. **The City That Sold America** reveals, with intriguing insights and wistful nostalgia, the confluence of Chicago's creative talent, business savvy, grit and determination that changed the country and our relationship with popular culture. This film explores the threshold of the 20th Century, a melting pot of adventurous immigrants, creative mavericks, and freedom-seeking African Americans and how they all shaped consumerism as we now know it. Visit The City That Sold America for more information or to view the trailer. Free Admission. Hapeville Historic Christ Church & Carriage House, 6 p.m. Reception with the Filmmaker, 7 p.m. The 2019-2020 Southern Circuit is a program of South Arts. Southern Circuit screenings are funded in part by a grant from South Arts, a regional arts organization, in partnership with the National Endowment for the Arts. Please visit www.hapeville.org for additional film information coming to Hapeville this Fall!

Staff attended the final Project Management Team meeting for the Virginia Avenue Smart Corridor Study on Friday, September 20th. The CID presented the final recommendations along with the implementation and phasing plan, 100-day action plan, funding strategy, etc. The CID is planning to submit a TIP application for a Scoping/Concept Report for Virginia Ave to include the infrastructure improvements and Smart Corridor recommendations and is funding the local match.

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

Main Street Board Activities

The meeting date for the October 2019 Board meeting is Wednesday, October 9th 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

Board of Appeals

Planning & Zoning Reviews

Board of Appeals, 591 King Arnold Street

Design review inspection, 3048 Dogwood Drive

Design review inspection, 3303 Sims Street

Design review, 219 Maple Street

Design review, 257 Birch Street

Design review, 261 Birch Street

Design review, 438 Porsche Avenue

Design review, 449 Walnut Street

Design review, 451 Walnut Street

Design review, 591 King Arnold Street

Occupational Tax Permit, 1 Clay Place

Occupational Tax Permit, 1001 Virginia Avenue, Suite 360

Sign inventory

Sign ordinance revisions

Sign permit, 1 Clay Place

Sign permit, 1155 Virginia Avenue, Suite E

Sign permit, 1155 Virginia Avenue, Suite H

Sign permit, 1155 Virginia Avenue, Suite H

Sign permit, 3162 Dogwood Drive
Sign permit, 3259 Dogwood Drive
Sign permit, 3266 Dogwood Drive, Suite B
Sign permit, 438 Porsche Avenue
Site plan, 257 Birch Street
Site plan, 261 Birch Street
Site plan, 449 Walnut Street
Site plan, 451 Walnut Street
Site plan, 591 King Arnold Street
Site plan, Porsche Avenue

Tree ordinance revisions

Zoning verification, 3450 International Boulevard
Zoning verification, 461 N. Central Avenue
Zoning verification, 591 King Arnold Street

Finance Director

Randy Brewer

rbrewer@hapeville.org- 404-669-2107

Month End & Quarterly and Fiscal Year End Closing and Reporting

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

Budget Administration

- *Review of 2019-2020 Revenue and Expense/Budget Reports*
- *Prepare 2019-2020 Budget Adjustments as needed*

Audit Preparation for FYE 2019

- *Review accounts for accuracy and reclassing as needed*
- *Implementing processes for strong Internal Controls*
- *Providing answers to audit requests*
- *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- 7

Residential- 25

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Development Authority of the City of Hapeville (Statutory Authority)- October 3, 2019 at 6:30 PM at City Hall

Hapeville Development Authority - October 03, 2019 at 6:30 PM at City Hall

Planning Commission - October 08, 2019 at 6:00 PM at Hapeville Municipal

Hapeville Main Street Board - October 09, 2019 at 6:00 PM at City Hall

Hapeville Coffee - October 12, 2019 at 8:30 AM at Jess Lucas Park

Mayor and Council Work Session - October 15, 2019 at Hapeville Municipal

Design Review Commission - October 16, 2019 at 6:00 PM at City Hall

Hapeville Downtown Live - October 18, 2019 at 7:00 PM At Jess Lucas Park

LocalMotion Arts Festival - October 19, 2019 at 10 AM At Jess Lucas Park

Board of Appeals - October 24, 2019 at 6:00 PM at Hapeville Municipal

Hapeville Trunk or Treat - October 31, 2019 at 6:30 PM at Master Park

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

Open Records Request:

September 2019	September 2018
38 Open Records Request were processed	25 Open Records Request were processed

Human Resources

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