



**January 2020 Department Reports
(December'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 December, the Department conducted the following: 8 new construction site visits, 1 certificate of completion inspection / business licenses, 3 plan reviews, 9 annual inspections / alcohol license renewals, and 85 blood pressure checks at the Senior Center. The following in house and off-site trainings were completed by our personnel: New Driver Training, Pediatric Emergency Assessment, Recognition and Stabilization (PEARS), Pre – Hospital Care, and Company Training Solomon Fire Review. Our Fire Chief and Training Division Chief attended the 60th Mayors' Motorcade and Georgia Regional Hospital in Dekalb County. The Training Chief attended EOC Management and Operations, and Disaster Recovery Programs: Information and Documentation. Both GEMA classes were held at the Georgia Public Safety Training Center in Forsyth, GA. Our Department received a grant check for \$5,000 from Norfolk Southern, to be used for the purchase of much needed fire safety and education equipment. Personnel from Operations Department at the Porsche North America Headquarters brought some holiday cheer to our crews by providing breakfast and gifts for those on shift. The crews held boot drives to benefit the Toys for Kids Project. A total of \$2,401 was collected and the firefighters assisted with the distribution of toys and food items as part of the project.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
Auto Accidents w/ injuries	3	EMS	16
Auto Accidents w/o injuries	1	Emergency medical service, other	0
EMS	62	Motor vehicle accident w/ injuries	1
Medical Assist, assist EMS crew	2	Motor vehicle accident w/o injuries	0

Smoke from barbecue, tar kettle	1	Motor vehicle/pedestrian accident (MV Ped)	0
Dispatched and cancelled en route	1	Fire, other	0
Outside rubbish fire, other	1	Fire in mobile home used as fixed residence	1
Brush or Brush-and-grass mixture fire	1	Building fire	1
Gas Leak (Natural gas or LPG)	1	Smoke scare, odor or smoke	1
Fire, other	1	Alarm system sounded due to malfunction	1
Cooking fire, confined to	1	Brush or Brush and grass mixture fire	0
Power line down	0	Removal of Victims from stalled elevator	0
Person in distress	0	Power line down	0
Assist Invalid	3	Overheated motor	0
Water or steam leak	1	Brush or brush grass mixture fire	0
Road freight or transport vehicle fire	1		
Total calls at Station # 1	080	Total calls at Station #2	021

Total calls for both Stations 101 with an average response time of 2:51 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org - 404.669.2150

Between December 1, 2019 and December 31, 2019 there were (519) calls for service. There were (4) Assaults, (2) Burglaries, (6) Robberies, (52) Larcenies; including 29 Entering Autos, 7 Stolen Vehicles and 16 Thefts. The Department recovered (7) Stolen Vehicles. The Department made (43) arrests. Average Response time was 2 min 14 secs.

The Department issued 559 citations to include parking, traffic and general copies.

The system that reports the number of calls is currently down and could not be accessed to determine volume of calls.

The Criminal Investigations Division reviewed (735) cases, assigned (36) cases for investigation, and closed (12) cases. (2) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (16) warrants, responded to (10) crime scenes for investigation and executed (0) search warrant(s).

The Traffic Unit responded to (20) accidents, assisted Uniform Patrol on (13) occasions, wrote (26) reports, made (14) arrests, and wrote (276) citations & (14) warnings.

Code Enforcement: Handled (214) new calls for service. The unit documented (3) animal incidents, (8) parking in grass, (3) tall grass & weeds, (17) permit issues, (64) outside storage, (3) littering or pollution problems, (9) Commercial Container Violation(s) and (4) property maintenance- exterior. The unit closed (182) cases and issued (8) 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

Construction on the Doug Davis Bike Path Project is still ongoing.

Please see the Hapeville Website for more information on the Level 1 drought restrictions.

Building Permits	Electrical Permits
3421 Louise Street (14009500110293)	3239 Oakdale Road
740 North Avenue (14009800100077)	484 King Arnold Street, A1
545 North Avenue (14009400010478)	625 Coleman Street, A4
Tree Permits	516 Lake Drive
541 Parkway Drive	105 Lilly Street
497 Oak Drive	3464 Elkins Street
Plumbing Permits	3462 Elkins Street
451 Walnut Street	3458 Elkins Street
3464 Elkins Street	3454 Elkins Street
3462 Elkins Street	3452 Elkins Street
3458 Elkins Street	451 Walnut Street
3454 Elkins Street	724 North Avenue, A, B & C
3452 Elkins Street	734 North Avenue, A & B
Mechanical Permits	484 King Arnold Street, M1
3472 Rainey Avenue	3408 Orchard Street
105 Lilly Street	

Recreation

Tod Nichols, Manager
tnichols@hapeville.org 404-669-2136

Athletics - Congratulations to our 6 year old Hapeville Hornets for finishing as a runner up in the Youth Football Alliance Championship game. Basketball registration has ended. Games have begun on January 4, 2020.

For more information on registration or about 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 2:30 p.m - 6:30 p.m.

The Pleasant Hours Club met on December 4, 2019 for their annual Christmas luncheon. Attendees enjoyed lunch, a raffle and pictures with Mr and Mrs Clause!

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 -

The Recreation Department hosted the Project C.A.F.E Toys For Kids interviews and distribution. Items were distributed to Hapeville families on December 19 - 20, 2019.

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:

January 18th - Please join us on Saturday, January 18, 2020 from 9 a.m. - 12 p.m. at 1001 International Blvd to plant trees! Help make a difference by planting new trees in Hapeville! These trees will provide cleaner air, cool shade, and all around improved habitat for humans and wildlife living in Atlanta. Activities include digging holes, mulching, watering, and cleaning up your planting area. Sign up today! Visit www.treesatlanta.org to complete your signup form. For more information, please visit www.hapeville.org or call (404) 669-8269.

January 21st - Finding the Flint Working Group Social. Staff will attend and participate in the first Finding the Flint Working Group gathering of 2020. This casual and interactive meeting will celebrate the 2019 Finding the Flint accomplishments and strategize about the new year.

Stations will be set up to learn the latest about current projects and partnerships, contribute feedback, and get involved.

January 22nd - Tri-Cities Businesses "Merchant Mixer." The Tri-Cities of Hapeville, College Park and East Point Economic Development Departments coordinate a series of business-to-business networking events for merchants in the Tri-cities area to network, take advantage of the resources provided and explore all three participating cities. The next series will be held in East Point on Wednesday, January 22nd from 5:30 p.m-7 p.m. Location: TBD - visit www.hapeville.org for updates.

January 27th: Staff will attend the 3rd Aerotropolis Land Use Community Development Assistance Program (CDAP) project meeting. This project is in partnership with the Atlanta Regional Commission and is focused on regional land use development.

*February 8th - The Southern Circuit Tour of Independent Filmmakers continues on Saturday, February 8th, March 7th and April 18th at the Historic Christ Church located at 680 S. Central Avenue. Reception with the filmmaker (live music and local restaurant food) at 6 p.m. and Film Screening at 7 p.m. The February film is **Community First: A Home for the Homeless** is a film by award-winning director, Layton Blaylock. The film, **Community First: A Home for the Homeless**, captures an extraordinary look at a new movement in Austin, TX that is transforming the lives of homeless people through the power of community. Community First Village is a 27-acre master planned development providing affordable, permanent housing, opportunities for a dignified income, and a supportive community for the chronically homeless.*

Visit the [Community First: The Movie](http://CommunityFirstTheMovie.com) website for more information or to view the trailer.

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the February 2020 issue of the Hapeville Hometown News is Wednesday, January 15th). Promoted City Sponsored events (City Website, FB, Newsletter). Please visit www.hapeville.org for more upcoming event information.

Staff continued to assist with the development of the new website redesign. The City's goal is to create a website that successfully promotes our brand, facilitates a user-friendly environment for accessing municipal services, creates a two way communication between the City and citizens and simplifies content management while meeting high standards for design quality and visual appeal. The new website will serve as the public face of Hapeville's government and community while providing 24/7 services for a wide range of users. The new is scheduled to go in February 2020!

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

Main Street Board Activities

The meeting date for the January 2020 Board meeting is Wednesday, January 8th at 6 p.m. in City Hall, 3468 N. Fulton Avenue.

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

Code compliance, 3409 N. Fulton Avenue

Code compliance, Airport Vapes

Code compliance, Marriott Courtyard

Code compliance, Arches Brewing

Design review, 218 Maple Street

Design review, 3272 N. Whitney Avenue

Design review, 336 Moreland Way

Design review, 3409 N. Fulton Avenue

Design review, 3445 Dogwood Drive

Design review, 3450 International Boulevard

Design review, 360 Lake Drive

Design review, 494 North Avenue

Design review, 515 Walnut Street

Design review, 740 North Avenue

Design inspection, Elkins & Orchard townhomes

Updates to the Zoning and Future Land Use maps for existing C-1 Zoning

Updates to the City's Commercial Property Inventory

Updates to the Tree Conservation Ordinance

Updates to the Sign Ordinance

Occupational tax certificate, 1005 Virginia Avenue, Ste. 220

Occupational tax certificate, 1001 Virginia Avenue, Ste. 322

Sign permit, 3118 Sylvan Rd.

Site plan review, 360 Lake Drive

Site plan review, 515 Walnut Street

Site plan review, 3436 Harding Avenue

Text amendment, administrative variance

Text Amendment, food truck courts in the A-D overlay

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- 11

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

Upcoming Meetings:

Hapeville Main Street Board - January 8, 2020 at 6:00 p.m at City Hall

Hapeville Development Authority - January 9, 2020 at 6:30 p.m. at City Hall

Development Authority of the City of Hapeville (Statutory Authority) - January 9, 2020 at 6:30 p.m. at City Hall

Planning Commission - January 14, 2020 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Commission - January 15, 2020 at 6:00 p.m. at City Hall

TPD Committee Meeting - January 16, 2020 at 6:30 p.m. at City Hall

Mayor and Council Work Session - January 21, 2020 at 6:00 p.m. at Hapeville Municipal Annex

Board of Appeals - January 23, 2020 at 6:00 p.m. at Hapeville Municipal Annex

Holiday City Closed

January 20, 2020

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

Open Records Request:

December 2019	December 2018
<i>28 Open Records Request were processed</i>	<i>18 Open Records Request were processed</i>

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*