



July 2018 Department Reports

To: 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 June our Department conducted the following: 1 fire investigation, 23 new construction site visits, 1 temporary certificate of completion issued, 13 pre-fire plans, 3 issued business licenses/certificates of occupancy, 2 false alarm complaint, 7 plan reviews, 1-unsafe conditions inspection, and 81 blood pressure checks at the Senior Center. Also, the following in house trainings were completed by our personnel: Fire Department Communications, Building Construction, Scene Lighting, Rescue Tools, Vehicle Extrication classroom and practical training, Technical Rescue, Pump Operations, Truck 2 Operations, 1410 Drill / Master Stream, National Incident Management System 200 & 800(NIMS 200 & 800), Territory Familiarization, Fire Streams & Fire Hose, 1410 Drill, Water Supply, Driver Training, Territory Familiarization, New Hires Training, and Hazardous Materials Awareness. Our Training Division Chief is currently working on the development of the 2019 training curriculum. The training is being developed based on the community needs as the city moves forward with the scheduled development process. Members also attended and/or participated in the following off-site event and meetings: Four members of our Department attended the 2018 Life & Fire Safety Symposium held at the Georgia Public Safety Training Center in Forsyth, GA. Also, three members attended the training "Managing Disciplinary Challenges in the Fire Service" sponsored by the Covington Fire Department. The class was taught by Curt Varone, a 30-year practicing attorney in Rhode Island and Maine, and a retired career firefighter in Providence (retiring as a Deputy Assistant Chief). Our Department collected a total of approximately \$3,118 for this year's "Give Burns the Boot" Georgia Firefighters' Burn Foundation campaign. Our C Shift worked a structural fire with a estimated \$50, 000 in losses. The cause of fire was determined to be electrical. We also participated in the 2018 Safetyville program and provided Fire Prevention education to 26 participants, ages 5-9.

Fire station #1 - 3468 North Fulton Avenue

Auto Accidents w/ injuries	0
Auto Accidents w/o injuries	2
EMS	84
EMS, other	0
Removal of victim from stalled elevator	0
Rescue, EMS incident, other	1
Medical Assist, assist EMS crew	0
Alarm system activation, no fire	6
Invalid Assist	0
Dispatched & cancelled en route	3
Alarm system activation/malfunction	1
Gas Leak (natural gas or LPG)	1
Gasoline or other flammable liquid spill	0
Passenger vehicle fire	1
Smoke detector activation/malfunction	0
Motor vehicle/pedestrian accident	0
Detector Activation, no fire-unintentional	1
Outside gas/ vapor combustion explosion	0
Accident, potential accident, other	1
Smoke or odor removal	0
Power lines down	1
Good intent call, other	1
Forrest woods or wildland fire	1
No incident found on arrival at address	1

Total Calls at Station #1 106

Total for both Stations 000 with an average

Fire Station #2 -870 South Central Avenue

EMS	8
Emergency Medical Service, other	0
Motor vehicle accident with injuries	0
Motor vehicle accident w/o injuries	0
Detector activation, no fire-unintentional	0
Invalid Assist	0
Gas leak (natural gas or LPG)	1
Motor Vehicle/pedestrian accident (MV Ped)	0
Alarm system activation no fire unintentional	4
Unintentional transmission of alarm, other	0
Cooking fire, confined to container	0
Fire in mobile home used as fixed residence	0
Dispatched and cancelled en route	0
Smoke scare, odor of smoke	0
Passenger vehicle fire	0
Overpressure rupture or steam pipe/pipeline	1
Water or steam leak	0
Building Fire	2
Assist police or other government agency	0
Carbon monoxide incident	0
Alarm system sounded due to malfunction	0
Removal of victims from stalled elevator	0
Smoke detector activation/malfunction	0
Wind storm, tornado/hurricane assessment	1

Total Calls at Station #2 017

response time of 02:53 minutes

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

Between June 1, 2018 and June 30, 2018 there were (519) calls for service. There were (4) Assaults, (7) Burglaries, (2) Robberies, (66) Larcenies; including 41 Entering Autos, 3 Stolen Vehicles and 22 Thefts. The Department recovered (9) stolen vehicles. The Department made 36 arrests. Average Response time was 2 min 03 secs.

The Department issued 399 citations to include parking, traffic and general copies.

The E911 Center processed 3,207 calls

Department Personnel continued to receive daily roll call and in-service training on topics such as FTO Training, Unusual Occurrences, Ethics, Employee Assistance Program, and the HPD's Standard Operating Procedures.

The Detective Division reviewed (57) cases, assigned (20) cases for investigation, and closed (7) cases. (7) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (8) warrants, responded to (10) crime scenes for investigation and executed (1) search warrant.

Code Enforcement: Code Enforcement handled (51) new calls for service. During these calls, the unit documented (10) animal incidents, (10) parking issues, (17) tall grass & weeds, (2) permit issues, (5) outside storage, (14) littering or pollution problems, and (10) property maintenance- exterior. The unit closed (14) cases and issued (11) citations.

Community Services**Lee Sudduth, Interim Director**leesudduth@hapeville.org- 404.669.2120

The Dogwood Drive LCI Streetscape Project is nearing completion and the Rail Facilities Improvement Project has begun construction.

The Loop Road Project will be under construction in the next couple of months.

The Water Department completed flushing of hydrants last month.

Building Permits

256 Moreland Way (14009400090462)
3415 Hamilton Avenue (14009800030266)
627 North Central Avenue (14009800190334)
317 Maple Street (1400940010130)
3450 Orchard Street (14009800020176)
1180 Virginia Avenue (140127LL1248)
480 Oak Drive (14009400080562)
703 North Central Avenue (14009800170013)
3156 Old Jonesboro Road (14009400101657)
3015 Dogwood Drive (14009900020217)

Plumbing Permits

617 Chestnut Street
619 Chestnut Street
621 Chestnut Street
623 Chestnut Street
626 South Central Avenue
703 North Central Avenue

Demolition Permits

3477 Rainey Avenue
3474 Elkins Street

Mechanical Permits

463 Walnut Street
235 North Central Avenue
480 Oak Drive
542 Oak Drive
627 North Central Avenue
501 North Central Avenue

Electrical Permits

3430 Harding Avenue
317 Maple Street
269 Birch Street
3415 Hamilton Avenue
549 Woodrow Avenue
542 Oak Drive
3290 Russell Street
230 Moreland Way
3375 North Whitney Avenue
1180 Virginia Avenue

Tree Permits

3412 Estelle Street
855 Custer Street
3578 South Fulton Avenue
3007 Dogwood Drive
3327 Northside Drive
519 Lake Drive
3312 Stillwood Drive
3324 Forrest Hill Drive
491 Walnut Street
493 Walnut Street
262 Dorsey Road
3412 Orchard Street
536 College Street

Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

Athletics

Congrats to our youth baseball teams who were either champions or runner ups in the Youth Baseball Alliance on Championship Saturday June 2nd. 6 yr old Hornets Green (Runner Up), 8 yr old Hornets Gold (Champion) and 10 yr old Hornets White (Runner Up).

Youth Cheer and Football registration are underway. Contact 404-669-2136 for more details.

For more information on our athletics contact Ray Rollins at rrollins@hapeville.org or 404-669-2127.

Programs

The Busy Bee Summer Camp is ongoing and will have it's final day of camp on July 27th.

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!

Special Events

Coffee and Chrome will be held on August 11th.

Movie night is June 20th Coco will be showing. Activities begin at 7:00 P.M.

For more information on our upcoming Special Events contact Holli Stephens at hstephens@hapeville.org or 404-669-2116.

Economic Development

Adrienne Senter, Planning & Development Coordinator

asenter@hapeville.org - 404.669.8269

Department Activities:

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the August 2018 issue of the Hapeville Hometown News is Monday, July 16, 2018). Promoted City Sponsored events (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center and Coffee and Chrome.

Staff is in the process of promoting and preparing for the Tri-Cities Merchant Mixer on Tuesday, July 24th at Hapeville Makers Space located at 3578 South Fulton Avenue in Hapeville. Free business-to-business networking event brought to you by the Economic Development Departments of Hapeville, East Point, and College Park. This unique event will include a guided tour of the facility. All businesses located within the Tri-Cities area are welcomed to attend.

Staff continued to support and meet with Hannah Palmer, Coordinator for the Finding the Flint Project and will attend the next meeting scheduled on July 19th which will be held at the Delta Flight Museum from 10 a.m. - 12 p.m.

Staff continued coordinating administrative items for the 2018-19 South Arts Grant regarding filmmaker and screening schedules and dates. Staff completed the 2017-18 final report for South Arts and received the 2018-19 schedule for the Southern Circuit Tour of Independent Filmmakers. The Fall/Spring schedule dates are as follow:

Friday, September 14, 2018
Friday, October 26, 2018
Friday, November 11, 2018
Friday, February 15, 2019
Friday, March 7, 2019
Friday, April 12, 2019

Staff worked with Planning & Zoning to issue a Request for Proposal: LCI Policy Study for the Wayfinding and Virginia Avenue Roundabout Study and Demonstration Project. The Wayfinding and Virginia Avenue Roundabout Study and Demonstration Project will examine the options for the development of a roundabout at the Virginia Ave/Doug Davis/Clay Place/ Hamilton Avenue Intersection to reduce speeds and improve safety along the corridor. The study will also formulate a wayfinding, streetscape, design guidelines and signage program and plan to encourage efficient and safe movement of pedestrians, bicycles and vehicles in, through and around the City of Hapeville. Lastly, as part of the study process and public outreach, the City will implement a temporary demonstration project to convert an intersection into a roundabout and use a community created concept plan to show possibilities for complete streets along the same road using temporary, removable infrastructure. The RFP Selection Committee will meet on Wednesday, July 18th to review the submissions.

Planning and Zoning Activities
Lynn M. Patterson, City Planner
lpatterson@bcstudio.com - 404.205.0123

Mayor & Council Meeting
ARC Land Use Coordination Committee Meeting
Design Review Committee
Department Head Meeting
Mayor & Council
Planning Commission

Planning and Zoning Reviews
Conditional Use Permit, 3114 Sylvan Road
Design Review, 491 Walnut Street
Design Review, 493 Walnut Street
Design Review, 637 N Central Avenue
Design Review, 625 Coleman Street
Design Review, 3039 Oakdale
Design Review, 3041 Oakdale
Final Plat, 491/ 493 Walnut Street
Home Occupation Tax Permit, 427 Dorsey Road
Occupational Tax Permit, 1005 Virginia Avenue, Ste 230
Occupational Tax Permit, 3114 Sylvan Road

Occupational Tax Permit, 768 S. Central Avenue, Ste 100
Sign Permit, 627 N. Central Avenue
Site Plan, 3039 Oakdale Road
Site Plan, 3041 Oakdale Road
Site Plan, 491 Walnut Street
Site Plan, 493 Walnut Street
Zoning Certification, 3578 S. Fulton Avenue

Finance Director

James Schuster

jschuster@hapeville.org - 404-669-2118

Month / Year-End Closing and Reporting- on going

- Account reconciliations
- Review journal entries to true-up accruals and cost allocations
- Prepare Preliminary Year end Report for Council

Note: As the City hired new auditors for FY 2017 the year-end processes have taken significantly more time and resources than previously as the auditors construct new “master files” and documentation.

Budget Administration

- Open new fiscal year setting up budget file in Incode software.
- Council hearings for adoption budget

Audit Support

- M & J initial visit in mid-June
- Respond to audit findings

Finance/Accounting Activities

- Train Accounting staff: ongoing - bank reconciliations, cashiering procedures and Court-ware reconciliation, journal entries, year-end/month-end work, budget maintenance
- Crosstrain Assistant (on hold: now Acting City Manager)
- Train Accounting staff: reporting requirements, budgeting, etc.
- Review agenda items
- Continue preparation of 12+ special reports to DOAA, DCA, DOJ, Sec. of State, Dept. of Commerce, etc. (2 remaining) Footnote: Most reports require audited numbers. No audit no report
- Reconcile/Allocate Worker's Comp, pension and other insurance costs
- Continue work on Internal Control and “Accounting Systems” manual
- Review accounts payable for processing

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 receipts transactions (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*
(reconciliation of 2014 Bond transactions -for years 2014-5-6-7-8)
- *Meet with individual customers and citizens with complaints*

Water Accounts

Residential- 30

Commercial- 5

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Ethics Committee- July 10, at 12:00 p.m. at City Hall

Planning Commission- July 10, 2018 at 6:00 p.m. at Hapeville Municipal

Design Review Commission- July 18, 2018 at 6:00 p.m. at City Hall

Mayor and Council Work Session- July 17, 2018 at 7:00 p.m. at Hapeville Municipal

Main Street Board- July 25, 2018 at 6:00 p.m. at Hapeville Municipal

Board of Appeals- July 26, 2018 at 6:00 p.m. at Hapeville Municipal

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

Open Records Request:

July 2018
<i>31 Open Records Request were processed</i>

Human Resources

The City is currently accepting applications for the position of Police Officer, Tac/Communication Supervisor, 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*
- *Coordinated Retirees Benefits for FY 18-19*
- *Rough Draft of revised Employee Handbook*