



**September 2018 Department Reports
(August'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 August, the Department conducted the following: 49 new construction site visits, 1 business license, 11 alcohol renewal inspections, 1 complaint investigation, 1 new alcohol license, 1 fire alarm review, 20 annual inspections, 1 fire drill, 1 unsafe conditions investigation, 2 planning & zoning impact studies, 1 building plan review, 1 fire alarm inspection, 5 pre – fire plans, and 85 blood pressure checks at the Senior Center. Also, the following in house trainings were completed by our personnel: Image Trend Elite Self - Instruction, Driver Training and Department of Homeland Security – FEMA Professional Development Series (all department officers). Nine of our firefighters completed the firefighter 2 course, 3 of those individuals have tested and obtained the National Professional Qualifications Board Firefighter 2 certification. The Department participated in this year's National Night Out hosted by the Police Department. During the event, we provided fire prevention education to attendees while having them come through the Fire Safety House loaned to us by the College Park Fire Department. The Fire Chief and Training Division Chief attended the Active Shooter Seminar at the Georgia Public Safety Training Center (GPSTC) and are working on the development of an Active Shooter response plan for the South Fulton County cities. They also conducted mutual aid training for the Chattahoochee Fire Department by teaching Traffic Incident Management to all three fire shifts and their Public Works Department. The Training Division Chief is currently in the process of developing a lesson plan for an in-service class on parking deck fires.

Fire station #1 - 3468 North Fulton Avenue

Auto Accidents w/ injuries	0
Auto Accidents w/o injuries	1
EMS	73
EMS, other	1
Removal of victim from stalled elevator	0
Rescue, EMS incident, other	2
Medical Assist, assist EMS crew	0
Alarm system activation, no fire	4
Invalid Assist	0
Dispatched & cancelled en route	6
Alarm system activation/malfunction	0
Gas Leak (natural gas or LPG)	1
Gasoline or other flammable liquid spill	0
Passenger vehicle fire	0
Smoke detector activation/malfunction	0
Motor vehicle/pedestrian accident	0
Arcing, shorted electrical equipment	1
Outside rubbish, trash or waste fire	1
Accident, potential accident, other	0
Smoke or odor removal	0
Power lines down	2
Good intent call, other	1
Building Fire	2
Assist police or other government agency	1

Total Calls at Station #1 96

Total for both Stations 113

Fire Station #2 -870 South Central Avenue

EMS	13
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 or other flammable liquid spill	1
Motor Vehicle/pedestrian accident (MV Ped)	0
Alarm system activation no fire unintentional	0
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
Public service assistance, other	1
Overpressure rupture or steam pipe/pipeline	0
Water or steam leak	0
Building Fire	0
Spinkler Activation, no fire- unintentional	1
Carbon monoxide incident	0
Alarm system sounded due to malfunction	0
Removal of victims from stalled elevator	0
Self-propelled motor home or RV	1
Wind storm, tornado/hurricane assessment	0

Total Calls at Station #2 17

response time of 02:52 minutes

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

Between August 1, 2018 and August 31, 2018 there were (535) calls for service. There were (7) Assaults, (3) Burglaries, (3) Robberies, (50) Larcenies; including 19 Entering Autos, 9 Stolen Vehicles and 22 Thefts. The Department recovered (9) stolen vehicles. The Department made 34 arrests. Average Response time was 1 min. 44 secs.

The Department issued 493 citations to include parking, traffic and general copies.

The E911 Center processed 3,461 calls.

Department Personnel continued to receive daily roll call and in-service training on topics such as Use of Deadly Force, Autism & De-escalation, Death Notification, Legislative Updates 2018, Dealing with the Mentally Ill & People with a Diminished Capacity, and the HPD's Standard Operating Procedures.

The Detective Division reviewed (50) cases, assigned (15) cases for investigation, and closed (4) cases. (0) Cases were closed with arrest warrants and (0) by CID arrest. The Detective Division obtained (0) warrants, responded to (7) crime scenes for investigation and executed (0) search warrant(s).

Code Enforcement: Code Enforcement handled (36) new calls for service. During these calls, the unit documented (0) animal incidents, (0) parking in grass, (12) tall grass & weeds, (3) permit issues, (3) outside storage, (6) littering or pollution problems, and (1) property maintenance- exterior. The unit closed (65) cases and issued (1) citations.

Abatements: The current properties that are under abatements are as follow: 3 Woodrow lot (between Wheeler and N. Fulton Avenue), 330 Mount Zion Road, 370 Woodrow Avenue, 3001 Dogwood Drive, 3309 North Fulton Avenue, and 3227 Jackson Street.

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

The Rail Facilities Improvement Project is under construction. Please see website for schedule.

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

Building Permits

717 Campbell Circle (14009900030208)
 3343 Lavista Drive (14006600020315)
 3182 Lake Avenue (14009900030539)
 3168 Oakdale Road (14009900030224)
 612 South Central Avenue (14009800200208)
 646 Campbell Circle (14009900020761)
 256 Birch Street (14009400091254)
 536 College Street (14009600020301)
 3302 Myrtle Street (14009800140073)
 3042 South Gordon Circle (14009900020522)
 405 Dorsey Road (14009400070571)
 3443 North Fulton Avenue (14009500040128)

Plumbing Permits

3399 International Blvd
 243 Moreland Way
 3430 Harding Avenue
 3131 Jackson Street
 3343 Lavista Drive

Mechanical Permits

3320 Old Jonesboro Road
 1180 Virginia Avenue
 3341 North Whitney Avenue
 487 Woodrow Avenue
 3401 International Blvd
 3202 Hope Street
 3131 Jackson Street
 243 Moreland Way
 549 Woodrow Avenue
 3343 Lavista Drive

Electrical Permits

3131 Jackson Street
 3168 Oakdale Road
 3341 North Whitney Avenue
 434 Dorsey Road
 3343 Lavista Drive
 487 Woodrow Avenue
 369 North Avenue
 3399 International Blvd
 590 South Central Avenue

Tree Permits

3430 Parkview Place
 260 Mt. Zion Road
 493 Walnut Street
 317 Moreland Way
 279 Moreland Way
 907 Custer Street
 382 North Avenue
 639 Coleman Street
 3299 Russell Street
 3297 Forrest Hill Drive
 3358 Lavista Drive
 3473 Louise Street
 3345 Lavista Drive
 3401 Old Jonesboro Road
 2128 Lavista Drive
 3366 Lavista Drive
 3410 Elkins Street
 3352 Sunset Avenue
 200 Maple Street
 279 Moreland Way

Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

Athletics

We are still registering for youth cheerleading, football and fall baseball.

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

Programs

The Busy Bee Summer After School Club has begun. The children meet every Monday - Friday from 2:30 to 6:30.

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 Paige Pierce at 404-669-2134 or ppierce@hapeville.org for more information on our programs.

Special Events

Coffee and Chrome will be held on Saturday, October 13th.

For more information on 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 October 2018 issue of the Hapeville Hometown News is Friday, September 14, 2018). Promoted City Sponsored events (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center and Coffee and Chrome.

Save the Date! Staff is in the process of promoting and preparing for the Tri-Cities Merchant Mixer on Thursday, October 18th at SpaceMax located at 3118 Sylvan Road 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 preparing to host the kick-off to the South Arts screening on as part of the grant process. Save the Date! South Arts Film series continues October 18th. The film will be screened in the Christ Church venue. Reception with the filmmaker at 6 p.m. Film Screening at 7 p.m. Visit www.hapeville.org for info, click on Events.

Staff continued coordinating administrative items for the 2018-19 South Arts Grant regarding filmmaker and screening schedules and dates. The film series kick-off was held on Friday, September 14th with the screening of "The Unafraid". Please visit www.hapeville.org for complete film details. 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

Historic Mural Beautifies Hapeville City Hall! The Hapeville Main Street Board presented a historic and beautiful artwork which is featured on the sidewall of the Hapeville City Hall. The artist, Charmaine Minnifield, pays tribute to the first African-American Hapeville business owner, Ms. Marjorie Protho.

Planning and Zoning Activities

Lynn M. Patterson, City Planner

lpatterson@bcstudio.com - 404.205.0123

Mayor & Council Meeting

Design Review Committee

Department Head Meeting

Mayor & Council

Planning Commission

Planning and Zoning Reviews

Alcohol Permit Review, 579 N Central Avenue

Conditional Use Permit, 1155 Virginia Avenue

Design Review, 876 Virginia Avenue

Design Review, 902 Margaret Street

Developer meetings

Home Occupational Tax Permit, 3044 Hope Street

Home Occupational Tax Permit, 502 King Arnold

Occupational Tax Permit, 579 North Avenue

Occupational Tax Permit, 685 N Central Avenue

Occupational Tax Permit, 760 S Central Avenue

Occupational Tax Permit, 876 Virginia Avenue

Rezoning, 3578 S Fulton Avenue

Sign Permit, 235 N Central Avenue

Site Plan 493 Walnut Street

Text Amendment, Restaurant definition Text Amendment, Arts District Overlay

Zoning Certification, 3433 and 3437 Elkins Street

Finance Director

James Schuster

jschuster@hapeville.org - 404-669-2118

Month / Year-End Closing and Reporting

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

Budget Administration

- *Prepare for Council hearings for adoption millage*
- *Review FY 2018 Year End for budget amendments*
- *Complied Final Budget Document*

Audit Support

- *Account reconciliations*
- *Confirmation letters to financial institutions*
- *Respond to audit findings*
- *Prepare compliance report for auditors*
- *Update Accounting Systems Memo*

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 (Temp agency)*
- *Train Accounting staff: reporting requirements, budgeting, etc.*
- *Review agenda items*
- *Begin 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*
- *Work on Self insurance fund*

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
- Meet with individual customers and citizens with complaints
- Review Applicants

Water Accounts

Residential- 36
Commercial- 0

Administrative Services

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

Upcoming Meetings:

Design Review Commission- September 19, 2018 at 6:00 PM at City Hall
Town Hall Meeting- September 24, 2018 at 7:00 PM at Hoyt Smith Center
Main Street Board- September 26, 2018 at 6:00 PM at City Hall
Board of Appeals- September 27, 2018 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:

August 2018	August 2017
20 Open Records Request were processed	21 Open Records Request were processed

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