



**November 2018 Department Reports
(October'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 October, the Department conducted the following: 12 new construction site visits, 4 business license, 4 alcohol renewal inspections, 1 burn permit, 3 Medic 2 in-service calls, 1 Mutual Aid assistance to East Point Fire Department, 1 street survey, and 78 blood pressure checks at the Senior Center. Also, the following in house trainings were completed by our personnel: New departmental Standard Operating Procedure (SOP) review for all three shifts and Stroke Assessment and Review Writing. During this year's Fire Prevention Education our crews conducted classes at Saint John's the Evangelist Elementary School for 130 students and at Hapeville Elementary School for approximately 355 students. Once again, thanks to the generosity of the College Park Fire Department we were able to borrow their Safety Trailer to conduct both classes. The Fire Chief and Training Division Chief attended the following meetings and Public Relations events: South Fulton Fire Chiefs, Five Bugle, Metro Atlanta Fire Chiefs Association, Atlanta Airport Administration Mutual Aid and WSB-TV Channel 2 Operation Save A Life kick -off.

Fire Station #1 and #2 combined call numbers	
<i>Rescue or EMS Incident, other</i>	232
<i>Fire</i>	8
<i>False Alarm & false call</i>	8
<i>Emergency medical service, other</i>	0
<i>Motor vehicle accident with injuries</i>	0
<i>Motor vehicle/pedestrian accident (MP Ped)</i>	0
<i>Removal of victim(s) from stalled elevator</i>	0
<i>Hazardous Condition (No Fire)</i>	2
<i>Gas Leak (natural gas or LPG)</i>	0
<i>Good intent call</i>	7
<i>Dispatched and cancelled en route</i>	0
<i>Self -Propelled motor home or RV</i>	0
<i>Gas or other flammable liquid spill</i>	0
<i>Service Call</i>	12
	Total: 269

Average call time of 02:48 minutes

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

Between October 1, 2018 and October 31, 2018 there were (486) calls for service. There were (4) Assault, (3) Burglaries, (1) Robbery, (53) Larcenies; including 42 Entering Autos, 3 Stolen Vehicles and 8 Thefts. The Department recovered (6) stolen vehicles. The Department made 36 arrests. Average Response Time was 2 min 09 secs.

The Department issued 582 citations to include parking, traffic and general copies.

The E911 Center processed 3,081 calls.

Department Personnel continued to receive daily roll call and in-service training on topics such as Cultural Awareness, Autism & De-escalation, Community Relations, and the HPD's Standard Operating Procedures.

The Detective Division reviewed (50) cases, assigned (41) cases for investigation, and closed (27) cases. (4) Cases were closed with arrest warrants and (3) by CID arrest. The Detective Division obtained (19) warrants, responded to (18) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (84) new calls for service. During these calls, the unit documented (8) animal incidents, (3) parking in grass, (13) tall grass & weeds, (5) permit issues, (48) outside storage, (18) littering or pollution problems, and (3) property maintenance- exterior. The unit closed (85) cases and issued (7) 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, and 370 Woodrow Avenue.

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 is under construction. Please see website for schedule.

With leaf season approaching, please remember to separate your loose leaves and limbs. Bagged leaves will be picked up every Friday.

Building Permits

3303 Sims Street (14009800100309)
3162 Dogwood Drive (14009400020642)
536 College Street (14009600020301)
876 Virginia Avenue (14009800010698)
423/425 Lake Drive (14009400080554)
3230 Hope Street (14009900040462)
3295 Myrtle Street (14009800120083)
3384 North Fulton Avenue (14009500090107)
279 Moreland Way (14009400090371)
599 North Central Avenue (14009500020088)
510 Lake Drive (14009400030153)
437 North Avenue (14009400040277)

Plumbing Permits

490 Barnett Drive
344 Colorado Avenue
491 Walnut Street
493 Walnut Street
3230 Hope Street
3460 Lang Avenue
459 Moreland Way
3430 Harding Avenue
3424 Old Jonesboro Road

Electrical Permits

533 North Avenue
2106 Lavista Circle
536 College Street
902 Margaret Street
3424 Old Jonesboro Road
3085 Hope Street
3230 Hope Street
235 North Central Avenue
685 North Central Avenue
3042 South Gordon Circle

Tree Permits

428 Grady Place
3277 Wheeler Street
3317 Myrtle Street

Mechanical Permits

576 Marina Street
3341 Lavista Drive

Demolition Permits

3384 North Fulton Avenue

Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

Athletics

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 Holli Stephens at 404-669-2116 or hstephens@hapeville.org for more information on our programs.

Upcoming 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:

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the December 2018 issue of the Hapeville Hometown News is Monday, November 12, 2018). Promoted City Sponsored events (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center, Gallery Crawl (11-10-18) and Coffee and Chrome.

Staff hosted the Tri-Cities Merchant Mixer on Thursday, October 18th at Spacemax located at 3118 Sylvan Road. We had a great turn out with plenty of new faces! The Tri-Cities Merchant Mixer is a free business-to-business networking event brought to you by the Economic Development Departments of Hapeville, East Point, and College Park. The next mixer will be hosted by the City of College on November 15th - please visit www.hapeville.org for updates!

The Economic Development Team completed the Fulton Co. Arts Council Grant, requesting approximately \$33,000 from the organization to use towards Phase II of the Pedestrian Bridge.

Staff completed the 2018 Tree City USA recertification application. More than 3,400 communities have made the commitment to becoming a Tree City USA. They have achieved Tree City USA status by meeting four core standards of sound urban forestry management: maintaining a tree board or department, having a community tree ordinance, spending at least \$2 per capita on urban forestry and celebrating Arbor Day. For more information, visit www.arborday.org.

Staff attended the Fulton County Arts and Culture (FCAC) Contractor's Stakeholders Engagement Session held at the Museum of Design Atlanta (MODA) on Friday, October 12th. The event was an opportunity to network with other 2018 award recipients and mingle with Arts Council Members and dialogue with other Fulton County stakeholders about thoughts, ideas and concerns. For more information regarding FCAC initiatives, visit www.fultonarts.org.

Staff attended the first Clayton County Transit Vision Charrette held on Wednesday, October 10th at the Lake City Community Center, 5471 Jonesboro Road, Lake City, GA 30260 from 11 AM to 4 PM. This was an opportunity to meet with elected officials and key planning and economic development staff regarding the vision of Marta and ideas for each community. The meeting featured an interactive mapping platform that allowed participants to input suggested transit improvements, proposed development changes as well as the costs associated with the respective transit network vision.

Community Event Planning Activities please visit www.hapeville.org for details.

Southern Circuit Tour of Independent Filmmakers! The 2018 Fall Series Screenings Finale will be on Friday, Nov. 9th at the Historic Christ Church & Carriage House starting with a Reception with the Filmmaker at 6 p.m. and the Film Screening at 7 p.m. followed by a Q&A with the filmmaker. Free admission and parking. Film: "Farmsteaders" www.farmsteaders.com This film is as much a study of place as it is a study of persistence. Filmmaker, Shaena Mallett, captures this magnificent story.

Trees Atlanta Tree Planting Beautifies Master Park! The City of Hapeville hosted a tree planting in conjunction with Trees Atlanta. The planting was held on Saturday, October 20th in Master Park. The planting was in partnership with the NFL, Aerotropolis CID and the Atlanta Super Bowl Host Committee through the Super Bowl LIII Urban Forestry grant program. Trees Atlanta is a nationally recognized citizens' group that protects and improves Atlanta's urban forest by planting, conserving, and educating. For more information about Trees Atlanta, visit www.treesatlanta.org.

Hapeville Welcomed New Business! The City of Hapeville and the Hapeville Main Street Board hosted ribbon cutting events to welcome 2000 A.D. Inc. Concepts in Floral Art (637 N. Central Avenue) and Monty K Jewelry (768 S. Central Avenue). Please stop by and welcome these businesses to Hapeville!

Planning and Zoning Activities

Lynn M. Patterson, City Planner

lpatterson@bcstudio.com - 404.205.0123

Meetings

Design Review Committee

Planning Commission

Department Head Meeting

Mayor & Council

Planning Commission

Planning & Zoning Reviews

Alcohol Permit Review, 1180 Virginia Ave

Annexation research for T. Horsley

Board of Appeals Review, 3048 Dogwood
Code Enforcement meeting, 3116 Sylvan Road
Conditional Use Permit, 685 N Central
Design Review, 243 Moreland Way
Design Review, 3042 South Gordon Circle
Design Review, 3048 Dogwood Drive
Design Review, 3266 Dogwood Drive
Design Review, 3412 Orchard
Design Review, 3424 Old Jonesboro Road
Design Review, 3532 S Fulton Avenue
Design Review, 437 North Avenue
Design Review, 449 Walnut Street
Design Review, 451 Walnut Street
Design Review, 485 Radar
Design Review, 490 Barnett
Design Review, 816/840 South Central Avenue
Design Review, Corner Tavern awning
Design Review, Elkins Townhomes
Developer inquiry, affordable housing
Developer inquiry, Development Authority property at Willingham
Home Occupational Tax Permit, 3301 Forrest Hills
Home Occupational Tax Permit, 3371 Dogwood Drive
Mural, 3114 Sylvan Road
Occupational Tax permit, 1 Clay Place
Occupational Tax Permit, 1001 Virginia Avenue Suite 325
Occupational Tax Permit, 1180 Virginia Avenue
Occupational Tax Permit, 3162 Dogwood Drive
Occupational Tax Permit, 3266 Dogwood Drive, Suite B
Occupational Tax Permit, 3279 Dogwood Drive
Occupational Tax Permit, 3383 Dogwood Drive
Occupational Tax permit, 501 N Central Avenue
Occupational Tax Permit, 637 N Central Avenue
Occupational Tax Permit, 703 North Central Avenue
Occupational Tax Permit, 994 South Central Avenue
Preliminary Plat Review, Elkins St/Orchard
Sign Permit, 235 S Central, Sign
Sign Permit, 240 King Arnold
Sign Permit, 411 S Central Avenue
Sign Permit, 760 S Central Avenue
Site Plan Review, 449 Walnut Street
Site Plan Review, 451 Walnut Street
Site Plan Review, 485 Radar
Site Plan Review, Elkins Townhomes

Site Plan Review, 3048 Dogwood Drive
Site Plan Review, 3065 Oakdale Road
Site Plan Review, 437 North Avenue
Temporary Use Permit, 579 North Avenue
Text Amendment, Arts District Overlay
Text Amendment, Restaurants
Zoning Verification, 3469 Dearborn Plaza
Zoning Verification, 3469 Dogwood Drive
Zoning Verification, 1155 Virginia Avenue

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- 25

Commercial- 1

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Development Authority of the City Of Hapeville- November 8, 2018 at 6:30 PM at City Hall

Hapeville Development Authority- November 8, 2018 at 6:30 PM at City Hall

Hapeville Clean and Beautiful Commission- Cancelled

Planning Commission- November 13, 2018 at 6:00 PM at Hapeville Municipal

Mayor and Council Work Session- November 20, 2018 at Hapeville Municipal

Design Review Commission- November 14, 2018 at 6:00 PM at City Hall

Board of Appeals- November 15, 2018 at 6:00 PM at Hapeville Municipal

Main Street Board- November 28, 2018 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:

October 2018	October 2017
<i>14 Open Records Request were processed</i>	<i>12 Open Records Request were processed</i>

Human Resources

The City is currently accepting applications for the position of Police Officer, Communication, 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*