



**March 2019 Department Reports  
(February'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](mailto:dbloodworth@hapeville.org) - 404.766.4399

*During the month of February, the Department conducted the following: 6 new construction site visits, 1 business licenses/certificates on occupancy, 1 fire alarm complaint investigation, 18 annual inspection, 1 ADA consultation, 5 plan reviews and 84 blood pressure checks at the Senior Center. Also, the following in house trainings were completed by our personnel: Physical Agility, Workplace Diversity, Sexual Harassment Awareness, General HIPAA Awareness, Fire Alarm Reviews, Ladder Familiarization, Pharmacology and Spinal Immobilization and Aerial Operations, for a combined total of 1424 hours of training. The Fire Chief and Training Division Chief visited the Georgia Power Social Media Center and Storm Center. A member of the Department attended the Leadership in Supervision: Creating Environments for Professional Growth held at the Georgia Public Safety Training Center (GPSTC) in Forsyth, Ga. The Training Division Chief is currently in the process of preparing new outdoor burning regulations and permit. The newest hire Charles Rose graduated from the NPQ Firefighter 1 and Hazardous Materials Operations certifications. This training was also held at GPSTC, and was a total of 8 weeks long.*

<b>Fire Station #1 and Fire Station #2 combined call numbers:</b>	
<i>Auto Accidents w/ injuries</i>	<i>0</i>
<i>Auto Accidents w/o injuries</i>	<i>1</i>
<i>EMS</i>	<i>66</i>
<i>EMS, other</i>	<i>7</i>
<i>Removal of victim from stalled elevator</i>	<i>1</i>

<i>Hazardous condition, other</i>	<i>1</i>
<i>Cover assignment, standby, move-up</i>	<i>1</i>
<i>Dispatched &amp; cancelled en route</i>	<i>3</i>
<i>Alarm system activation/malfunction</i>	<i>1</i>
<i>Smoke detector activation/malfunction</i>	<i>1</i>
<i>False alarm or false call, other</i>	<i>1</i>
<b>Total Calls at Station # 1</b>	<b>083</b>

**Total calls for both Stations 083 with an average response time of 02:32 minutes**

**Police Department**

**Rick Glavosek, Police Chief**

[rglavosek@hapeville.org](mailto:rglavosek@hapeville.org)- 404.669.2150

*Between February 1, 2019 and February 28, 2019 there were (547) calls for service. There was (1) Assault, (8) Burglaries, (4) Robberies, (28) Larcenies; including 16 Entering Autos, 3 Stolen Vehicles and 9 Thefts. The Department recovered (7) stolen vehicles and (2) stolen property items. The Department made 38 arrests. Average Response time was 1 min 49 secs.*

*The Department issued 357 citations to include parking, traffic and general copies.*

*The E911 Center processed 2,524 calls.*

*Department Personnel continued to receive daily roll call and in-service training on the department's Standard Operating Procedures.*

*The Detective Division reviewed (100) cases, assigned (34) cases for investigation, and closed (9) cases. (1) Case was closed with arrest warrant and (0) by CID arrest. The Detective Division obtained (3) arrest warrants, responded to (8) crime scenes for investigation, conducted (1) special operations and executed (0) search warrant(s). The bait car was used (0).*

*Code Enforcement: Code Enforcement handled (91) new calls for service. During these calls, the unit documented (7) animal incidents, (1) parking in grass, (1) tall grass & weeds, (10) permit issues, (50) outside storage, (18) littering or pollution problems, (1) Commercial Container violation(s) and (2) property maintenance- exterior. The unit closed (36) cases and issued (18) citations.*

*Abatements: The current properties that are under abatements are as follow: 3 Woodrow lot (between Wheeler and N. Fulton Avenue).*

**Community Services**

**Lee Sudduth, Interim Director**

[leesudduth@hapeville.org](mailto: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.*

*New garbage, yard debris and recycling services will begin in May. Please see the Hapeville website for further information.*

<p><b>Building Permits</b> 903 Margaret Street (14012700020510) 3303 Sims Street (140098000100309) 600 South Central Ave (14009800200513) 831 Custer Street (14009800080220) 771 Virginia Avenue (14009800050108) 785 Virginia Avenue (14009800050231)</p> <p><b>Plumbing Permits</b> 903 Margaret Street 902 Margaret Street 253 Birch Street 3048 Dogwood Drive 3313 Old Jonesboro Road 876 Virginia Avenue</p> <p><b>Mechanical Permits</b> 3532 South Fulton Avenue 876 Virginia Avenue 3048 Dogwood Drive</p>	<p><b>Electrical Permits</b> 3208 Hope Street 760 Doug David Drive 3288 Russell Street 3303 Sims Street 3532 South Fulton Avenue</p> <p><b>Tree Permits</b> 3352 Sunset Avenue 3336 Lavista Drive 892 Custer Street 214 Colorado Avenue 3365 North Whitney Avenue 3215 Forrest Hill Drive</p>
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**Recreation**

**Tod Nichols, Manager**

[tnichols@hapeville.org](mailto:tnichols@hapeville.org) 404-669-2136

**Athletics -**

*The department sent five teams to the GRPA District Four youth basketball tournaments during the weekend of February 22 - 23. The 12 year old girls finished as runner ups in their division that took place in Carrollton. The 8, 10, 12 and 14 year old boys all won their divisions and will advance to the GRPA Class B State Tournament. The teams will travel to Carrollton, Murray County and Effingham County respectively. Congratulations to the teams!!!*

Youth baseball, softball and soccer registration is ongoing until March 15, 2019. There will be a baseball / softball camp on March 16, 2019 at 10am at the Tom Morris Sports Complex.

For more information on our athletics contact Tay Dwight at [odwight@hapeville.org](mailto:odwight@hapeville.org) or 404-669-2127.

### **Programs -**

The Busy Bee Summer After School Club is ongoing. The children meet every Monday - Friday from 2:30 P.M. to 6:30 P.M.

The Pleasant Hours Club met for lunch on February 6, 2019.

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](mailto:amoody@hapeville.org) or 404-669-2134 for more information on our programs.

### **Special Events -**

For more information on upcoming Special Events contact Holli Stephens at [hstephens@hapeville.org](mailto:hstephens@hapeville.org) or 404-669-2116.

### **Building and Park Rentals -**

Contact Wayne Stephens at 404-669-2132 or [wstephens@hapeville.org](mailto:wstephens@hapeville.org).

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### **Economic Development**

**Adrienne Senter, Planning & Development Coordinator**

[asenter@hapeville.org](mailto:asenter@hapeville.org) - 404.669.8269

### **Department Activities:**

Staff attended the AeroATL Greenway Plan/Hapeville LCI Application meeting held on February 12th. The Aerotropolis is interested in doing a joint application as a continuation of the Greenway Plan to develop the model mile concepts for each of the jurisdictions. Staff met with Kirsten Mote of Aerotropolis CID and Hanna Palmer with Finding the Flint to discuss the application process.

Please join us: March 8th - South Arts Film Series

March feature film is "Bathtubs over Broadway" a film by Director Dava Whisenant.

Comedy writer Steve Young's assignment to scour bargain-bin vinyl for Late Night segment becomes an unexpected, decades-spanning obsession when he stumbles upon the strange and hilarious world of corporate musicals in this musical-comedy-documentary. With David Letterman, Martin Short, Chita Rivera, Susan Stroman, Jello Biafra, Florence Henderson, and

more. **Bathtubs Over Broadway** has been nominated for several awards and have won eight awards, including 2018 Heartland Film Festival: Humor and Humanity Award, 2018 Nantucket Film Festival: Audience Award for Best Documentary Feature and the 2018 Tribeca Film Festival: Albert Maysles Award for Best New Documentary Director. Visit [Bathtubs Over Broadway](#) website 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 2018-2019 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](http://www.hapeville.org) for additional film information coming to Hapeville this Spring!

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the April 2019 issue of the Hapeville Hometown News is Friday, March 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, April 13- visit [www.hapeville.org](http://www.hapeville.org) for more information.

Staff attended the February 21st Tri-Cities Businesses "Merchant Mixer" held in College Park at The Holiday Inn & Suites located at 1380 Virginia Avenue in College Park. The next mixer will be hosted by the City of Hapeville's Economic Development Department on March 13th at Sanskrit Moon Yoga Studio, 583-B N. Central Avenue at 5:30 p.m. - please visit [www.hapeville.org](http://www.hapeville.org) for more information!

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

### **Main Street Board Activities**

The Board meets the 4th Wednesday of each month at 6:00 p.m. in City Hall  
The March 27, 2019 meeting is cancelled.

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### **Planning and Zoning Activities**

Lynn M. Patterson, City Planner

[lpatterson@bcstudio.com](mailto:lpatterson@bcstudio.com) - 404.205.0123

### **Meetings**

Planning Commission

Mayor & Council

Department Head

Economic Development

Aerotropolis CID

ARC LCI Grant

### **Planning and Zoning Reviews**

Annexation Research

*Chestnut Townhomes*  
*Design Review, 321 Maple Street*  
*Design Review, 3290 N. Whitney Ave.*  
*Design Review, 525 King Arnold Street*  
*Design Review, Elkins St & Orchard Street*  
*Home Occupation Permit, 3150 Lake Avenue*  
*Home Occupation Permit, 3311 Lavista Drive*  
*Occupational Tax Certificate, 1003 Virginia Ave., Ste. 108*  
*Occupational Tax Certificate, 1155 Virginia Ave., Ste. F&G*  
*Occupational Tax Certificate, 655 North Central Ave.*  
*Sign Permit, 583 North Central Ave., Ste. B*  
*Sign Permit, 655 N. Central Avenue*  
*Sign Permit, 876 Virginia Avenue*  
*Site Plan Review, 525 King Arnold Street*  
*Site Plan Review, Elkins St & Orchard Street*  
*Zoning Verification, 760 Doug Davis Drive*

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## **Finance Director**

**James Schuster**

[jschuster@hapeville.org](mailto:jschuster@hapeville.org) - 404-669-2118

## **Year End & Quarterly Closing and Reporting**

1. *Accounts reconciliations*
2. *Review journal entries to true-up accruals and cost allocations*

## **Budget Administration**

1. *Prepare for FY 2020 Budget Prep Process*
2. *Review FY 2018 and 2019 for amendments*
3. *Work on salary worksheet and system worksheets*

## **Audit Support**

1. *Preliminary draft of audited statements*
2. *Responses to additional questions--auditors*
3. *Draft sent to CAFR compiler*

## **Finance/Accounting Activities**

1. *Train Accounting staff -ongoing - bank reconciliations, cashier procedures & Court-ware reconciliations, journal entries, year-end/month-end work, budget maintenance, etc.*
2. *Crosstrain Assistant as needed for audit and accounting*
3. *Train Accounting staff: reporting requirements, budgeting, payroll, A/P etc*
4. *Review agenda items*
5. *Begin preparation of 12+ special reports to, DoAA, DCA, DoJ, Sec Of State, Dept of Commerce, etc Footnote: Most reports require audited numbers. No audit, no report*
6. *Reconcile/Allocate Worker's Comp, pension and other insurance costs (mid year)*
7. *Continue work on Internal Control and "Accounting Systems" manual*

8. Review accounts payable for processing
9. Proceed with Self insurance fund

**Other On-going Accounting and Billing (mainly clerical)**

1. Generate multiple payrolls for ~120 full time & 30 part time employees
2. Mail all payroll and vendor checks. Enroll employees in direct deposit
3. Monthly Billing and collections for ~2,100 Water & Sewer customers
4. Maintain payment records for ~500 vendors
5. Process 10-20,000 cash receipt transactions ( W&S, Tax, permits-revenues)
6. Process credit card and wire transfer payments

**Other On-going Managerial / Administrative Duties**

1. Respond to Mayor, City Manager and Department requests
2. Respond to citizen requests
3. Meet with individual customers and citizens with complaints
4. Review Applicants

**Water Accounts**

Commercial- 1

Residential- 29

**Administrative Services**

**Crystal Epps, City Clerk**

[cepps@hapeville.org](mailto:cepps@hapeville.org) -404-766-3004

**Upcoming Meetings:**

*Development Authority of the City of Hapeville - March 7, 2019 at 6:30 PM at City Hall*

*Hapeville Development Authority - March 7, 2019 at 6:30 PM at City Hall*

*Hapeville Clean and Beautiful Commission - March 11, 2019 at 6:30 PM at City Hall*

*Planning Commission - March 12, 2019 at 6:00PM at Hapeville Municipal*

*Mayor and Council Work Session - March 19, 2019 at 6:00 PM at Hapeville Municipal*

*Design Review Commission - March 20, 2019 at 6:00PM at City Hall*

*Main Street Board - March 27, 2019 at 6:00PM at City Hall- CANCELLED*

*Board of Appeals- March 28, 2019 at 6:00PM at Hapeville Municipal*

Meeting times and places are subject to change, please visit [www.hapeville.org](http://www.hapeville.org) for further information.

**Open Records Request:**

<b>February 2019</b>	<b>February 2018</b>
24 Open Records Request were processed	20 Open Records Request were processed

### **Human Resources**

*The City is currently accepting applications for the position of Utility Service Worker I, Finance Director, Part-Time Recreation Aide, Police Officer, Communication, Communications Officer, Reserve Police Officer, Code Enforcement Officer, and Firefighter Paramedic. Applications are available online ([www.hapeville.org](http://www.hapeville.org)) or at City Hall.*

- *Responded to Job Openings and Labor Turnover Report*
- *Collected Applications for all open positions*