



**July 2019 Department Reports
(June'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 June, the Department conducted the following: 14 new construction site visits, 2 certificates of completion / business licenses, 1 new alcohol license, 2 building plan reviews, and 73 blood pressure checks at the Senior Center. The Fire Marshal also attended a development meeting for the Fulton County Library remodel and a construction meeting for the Academy Theater project. Also, the following in house and off-site trainings were completed by our personnel, for a combined total of 1,020 hours of training: Extrication Equipment Familiarization, Cardiac EMS, Pediatric Advanced Life Support recertification, Truck Operations, New Driver Training, and Advanced Cardiac Life Support (ACLS) recertification. Also, the Fire Chief, Training Division Chief, and the Fire Marshal attended the South Fulton Chief's meeting which was hosted by us and held at the Scout Hut. As part of our Community Risk Reduction program, members of B shift provided fire prevention education to 30 students, ages 5-6, from the Hapeville Elementary Summer Program "Los Niños Primero". The Training Division Chief attended the Metro Atlanta Fire Chiefs Association meeting in Dekalb County. The Training Division Chief attended the Life Fire Instructor Update at the Georgia Fire Academy in Forsyth, GA. All 4 fire administration personnel attended this year's Fire Safety Symposium held at the Georgia Public Safety Training Center (GPSTC), in Forsyth, GA. The department provided mutual aid for the City of East Point during 5 different occasions, 2 vehicle fires, 1 structural fire, and 2 medical calls. We requested mutual aid from Grady Ambulance during two different incidents. Med truck 2 was put in service during a call due to no ambulance backup service being available. Also, all ground ladders have undergone the yearly National Fire Protection Association yearly performance inspection and certification for 2019 – 2020.

Fire Station #1- 3468 N. Fulton Ave.		Fire Station #2- 870 South Central Ave.	
Auto Accidents w/ injuries	4	EMS	9

<i>Auto Accidents w/o injuries</i>	<i>0</i>	<i>Medical Assist, Assist EMS crew</i>	<i>0</i>
<i>EMS</i>	<i>75</i>	<i>Motor vehicle accident with injuries</i>	<i>1</i>
<i>Building Fire</i>	<i>1</i>	<i>Motor vehicle accident w/o injuries</i>	<i>0</i>
<i>Passenger vehicle fire</i>	<i>3</i>	<i>Invalid Assist</i>	<i>1</i>
<i>Rescue, EMS incident, other</i>	<i>1</i>	<i>Power line down</i>	<i>1</i>
<i>Defective elevator, no occupants</i>	<i>1</i>	<i>Electrical wiring/equipment problem, other</i>	<i>0</i>
<i>Carbon monoxide detector activation</i>	<i>1</i>	<i>Carbon monoxide detector activation, no CO</i>	<i>0</i>
<i>Outside Equipment fire</i>	<i>1</i>	<i>Dispatched and cancelled en route</i>	<i>1</i>
<i>Dispatched & cancelled en route</i>	<i>2</i>	<i>Gas or other flammable liquid spill</i>	<i>0</i>
<i>Alarm system activation/malfunction</i>	<i>0</i>	<i>Brush or Brush and grass mixture fire</i>	<i>0</i>
<i>Gas Leak (natural gas or LPG)</i>	<i>4</i>	<i>Smoke scar, odor of smoke</i>	<i>1</i>
<i>Chimney or Flue fire/confined to chimney</i>	<i>1</i>	<i>Passenger vehicle fire</i>	<i>0</i>
<i>Emergency medical service, other</i>	<i>1</i>	<i>Alarm system activation, no fire unintentional</i>	<i>1</i>
<i>Smoke alarm activation/malfunction</i>	<i>0</i>	<i>Defective elevator, no occupants</i>	<i>0</i>
<i>Medical Assist, assist EMS crew</i>	<i>2</i>		
<i>Good intent, call</i>	<i>2</i>		
<i>Person in distress, other</i>	<i>1</i>		
<i>Severe weather or natural disaster, other</i>	<i>1</i>		
<i>Lightning strike (no fire)</i>	<i>2</i>		
<i>Public Service Assistance, other</i>	<i>0</i>		
<i>False alarm or false call, other</i>	<i>1</i>		
<i>Electrical wiring/equipment problem, other</i>	<i>1</i>		
Total calls at Station # 1	106	Total calls at Station #2	015

Total calls for both Stations 121 with an average response time of 02:53 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org- 404.669.2150

Between June 1, 2019 and June 30, 2019 there were (546) calls for service. There were (4) Assaults, (7) Burglaries, (7) Robberies, (60) Larcenies; including 25 Entering Autos, 6 Stolen Vehicles and 29 Thefts. The Department recovered (5) stolen vehicles and (1) stolen property item. The Department made 28 arrests. Average Response time was 2 min 12 secs.

The Department issued 660 citations to include parking, traffic and general copies.

The E911 Center processed 3,357 calls.

The Detective Division reviewed (631) cases, assigned (52) cases for investigation, and closed (47) cases. (2) Cases were closed with arrest warrants and (0) by CID arrest. The Detective Division obtained (4) arrest warrants, responded to (9) crime scenes for investigation, conducted (0) special operations and executed (2) search warrant(s).

The Detective Division reviewed (561) cases, assigned (34) cases for investigation, and closed (9) cases. (2) Cases were closed with arrest warrants and (0) by CID arrest. The Detective Division obtained (4) arrest warrants, responded to (8) crime scenes for investigation, conducted (0) special operations and executed (2) court orders/ search warrant(s).

Code Enforcement: Code Enforcement handled (84) new calls for service. During these calls, the unit documented (8) animal incidents, (12) parking in the grass, (19) tall grass & weeds, (20) permit issues, (18) outside storage, (09) littering or pollution problems, (1) Commercial Container violation(s) and (1) property maintenance- exterior. The unit closed (35) cases and issued (18) 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

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 have started. Please see the Hapeville website for further information.

<p>Building Permits 2129 Woodland Drive 3298 Myrtle Street 232 Birch Street 238 Moreland Way 218 Maple Street 632 South Central Avenue 3418 Dogwood Drive 546 Woodrow Avenue 3238 Dogwood Drive</p> <p>Plumbing Permits 3303 Sims Street 3232 Logan Place</p> <p>Tree Permits 3313 Old Jonesboro Road 789 Virginia Avenue 3438 Parkview Place</p>	<p>Electrical Permits 3427 Forrest Hill Drive 3424 Norman Berry Drive 3018 Dogwood Drive 700 South Central Avenue 397 Lake Drive 3335 Dogwood Drive</p> <p>Mechanical Permits 2129 Woodland Drive 700 South Central Avenue 3232 Logan Place 3303 Sims Street</p> <p>Demolition Permits 940 Virginia Avenue</p>
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Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

Athletics -

Our Hapeville baseball and softball teams ended the year with a grand slam! The YBA playoffs ended with the 6 yr old Braves, 8 under Cubs and 10 under Athletics as runner ups in the championships. The 12 yr old Indians won the championships! 10 U Hapeville Pink Sox Elite won against the Hapeville Pink Sox who were runner ups. Hapeville 14 U boys won the Grand Slam Tournament.

The 12 yr old Indians also placed third in the Georgia Recreation and Parks Association State Tournament. Congratulations to all of our players, coaches and parents!!

For more information on our athletics contact Tay Dwight at odwight@hapeville.org or 404-669-2127.

Programs -

The Busy Bee Summer Camp kicked off on June 3, 2019. The camp has enjoyed trips to Brownsmill Water Park, Sky Zone, Woodys Play Land and Pinstripes. They also participate in "Water Day" every Friday where they play games outside that involve water.

The Pleasant Hours Club will start back meeting in September 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 or 404-669-2134 for more information on our programs.

Special Events -

6th Annual Father Daughter Dance held on June 15th at the Hoyt Smith Center was a success.

Coffee and Chrome was held on June 8th at Jess Lucas Park.

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:

Staff coordinated the Roundabout Advisory Group meetings held on Thursday, June 20th and Wednesday, June 26th. The Roundabout Advisory Group are key stakeholders with study area knowledge and expertise. The group is instrumental in guiding the course of the study through the identification of issues and opportunities, development of plan goals and objectives, and review of the feasibility and effectiveness of recommendations. The Advisory Group will be engaged in three meetings throughout the study.

This project - the Hapeville Wayfinding and Virginia Avenue Roundabout Study and Demonstration Project - will build from the previous Livable Centers Initiative (LCI) studies, resulting in a plan that enhances pedestrian, bicycle, and vehicular movement through and around the City of Hapeville. As part of the study process and public outreach, the City will implement a temporary demonstration project to convert the existing intersection into a roundabout using temporary, removable structure on Thursday, July 18th at 6 p.m. This community open house will take place at 800 Doug Davis Drive.

Staff attended the June 11th Tri-Cities Businesses "Merchant Mixer" held in East Point at Arts Xchange: 2148 Newnan Street in East Point. The next mixer will be hosted by the City of Hapeville's Economic Development Department - please visit www.hapeville.org for updates!

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the August 2019 issue of the Hapeville Hometown News is Monday, July 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, July 13th - visit www.hapeville.org for more information.

Staff met with residents within the Asbury Park Neighborhood to assist with coordination of creating a neighborhood association and installation of a neighborhood sign.

Hapeville Welcomed New Business! The City of Hapeville and the Hapeville Main Street Board hosted a ribbon cutting event to welcome Cryogen + Recovery Wellness Center (583A N. Central Avenue). Please stop by and welcome Cryogen + Recovery Wellness Center to downtown Hapeville!

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 next meeting will be held on Wednesday, July 24, 2019.

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

Department Head

Hapeville Roundabout Study Advisory Group

Planning & Zoning Reviews

Board of Appeals, 612 College Street

Design Review, 3365 Northside Drive

Design Review, 831 Custer Street

Design Review, Willingham & Colville Townhomes

Occupational Tax Permit, 3253 Dogwood Drive, Suite A

Occupational Tax Permit, 876 Virginia Avenue, Suite B

Sign Permit, 612 South Central Avenue

Sign Permit, 876 Virginia Avenue, Suite B

Site Plan, 105 Lilly Street

Site Plan, 3384 North Fulton Avenue

Site Plan, 3472 Rainey Avenue
Site Plan, 644 Coleman Street
Site Plan, Willingham & Colville Townhomes

Interim Finance Director

Randy Brewer

rbrewer@hapeville.org- 404-669-2107

Year End & Quarterly Closing and Reporting

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

Budget

1. Review of 2018-2019 Revenue and Expense/Budget Reports
2. Prepare 2018-2019 Budget Adjustments as needed
3. Work on budget worksheets

Audit Support

1. Review accounts for accuracy and reclassing as needed
2. Implementing processes for strong Internal Controls
3. Review past audit results

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 staff as needed
3. Train Accounting staff: reporting requirements, budgeting, payroll, A/P etc
4. Review agenda items
5. Prepare special reports to, DOAA, DCA, DoJ, Sec Of State, etc.
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. Review payroll and other processes for efficiency
10. Review process flows, document and update as needed

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 job applicants for vacancies and interviewed applicants

Water Accounts

Commercial- 2

Residential- 26

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Holiday- City will be closed July 4-5, 2019 in observance of Independence Day Holiday

Planning Commission - July 9, 2019 at 6:00 PM at Hapeville Municipal

Hapeville Ignite (Formerly known as Development Authority of the City of Hapeville) - July 11, 2019 at 6:30 PM at City Hall

Development Authority of the City of Hapeville - July 11, 2019 at 6:30 PM at City Hall

Hapeville Coffee and Chrome - July 13, 2019 at 8:30 at Jess Lucas Park

Mayor and Council Work Session - July 16, 2019 at 6:00 PM at Hapeville Municipal

Design Review Commission - July 17, 2019 at 6:00 PM at City Hall

TPD Committee Meeting - July 17, 2019 at 6:30 PM at City Hall (upstairs chamber)

Hapeville Movie Night - July 19, 2019 at 7:30 at Jess Lucas Park

Main Street Board - July 24, 2019 at 6:00 PM at City Hall

Board of Appeals - July 25, 2019 at 6:0 0PM at Hapeville Municipal

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

Open Records Request:

June 2019	June 2018
34 Open Records Request were processed	32 Open Records Request were processed

Human Resources

The City is currently accepting applications for the position of Crossing Guard-Seasonal, Maintenance Worker, Police Officer, 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
- Interviewed applicants for the Customer Service position