



February 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 January, the Department conducted 2 new construction site visits, 10 annual inspections, 2 plan reviews for the Planning Commission, 26 pre-fire plans to include a walk through at the Solís Hotel, issued 3 business licenses/certificates of occupancy, and 75 blood pressure checks at the Senior Center. Also, the following trainings were held: Web Based Target Solutions Training, National Incident Management Systems (NIMS) training, Pre-fire Plans breakdowns, Fire Review and Tactics and Pump Operator Training. The training Division Chief has completed the update process of training hours on the Target Solutions, ImageTrend and Georgia Public Safety Training Center databases. He is currently working on finalizing the update of the Department's Standards Operating Procedure (SOP). Chief Overton also completed the Leadership in Supervision: Perspective in Thinking at GPSTC. Members of the Department also taught, attended and/or participated in the following off-site trainings and events: Chain Reaction and Spiritual Healing (CRASH) course at Strong Rock Christian School, Chief Fire Officer Orientation, Intermediate ICS for Expanding Incidents (NIMS 300) and the Georgia Emergency Management Agency Program Overview. A member of the Department completed the 2-week Georgia Fire Inspector I course at the Georgia Fire Academy in Forsyth, GA. The Department provided Mutual Aid alongside 5 other departments as they responded to a 4-alarm fire at the Newell Recycling Plant, located in East Point, GA. All shifts have worked on the renovation of the EMS supplies room. The Department is currently in the process of completing the hiring process. The new hires will be working on shift by the end of February.

Fire Station #1 - 3468 North Fulton Avenue	Fire Station #2 - 870 South Central Avenue
Auto Accidents w/ injuries 4	Motor vehicle accident w/ injuries 0
EMS 89	Motor vehicle accident w/o injuries 1
Auto Accident w/o injuries 0	EMS 16
No incident found on arrival 0	Emergency medical, other 0
Emergency Medical Services (other) 1	Dispatched and cancelled on route 1
Invalid Assist 2	Removal of victims from stalled elevator 0
Alarm system activation/no fire 1	Medical assist/Assist EMS crew 0
Gas Leak (natural gas or LPG) 2	Combustible/flammable gas/liquid condition 0
Dispatched & cancelled en route 0	Alam activation, no fire-unintentional 3
Police Matter 0	Outside stationary compactor fire 1
Electrical wiring/ equipment problem 1	Alarm system sounded due to malfunction 1
Grass Fire 1	Smoke detector activation/ malfunction 0
Motor vehicle/ pedestrian accident 0	Passenger vehicle fire 0
Special type of Incident 2	Gas Leak (natural gas or LPG) 1
Passenger vehicle fire 0	
<u>Total Calls at Station #1</u> <u>103</u>	<u>Total Calls at Station #2</u> <u>24</u>

Total for both Stations 127 with an average response time 02:46 of minutes

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

Between January 1, 2018 and January 31, 2018 there were (487) calls for service. There were (2) Assaults, (8) Burglaries, (4) Robberies, (86) Larcenies; including 49 Entering Autos, 11

Stolen Vehicles and 26 Thefts. The Department recovered (8) stolen vehicles. The Department made 15 arrests. Average Response time was 1min 55 secs.

The Department issued 396 citations to include parking, traffic and general copies.

The E911 Center processed 3,233 calls.

Department Personnel continued to receive daily roll call and in-service training on topics such as Use of Deadly Force, Community Relations, Homicide Investigations, Firearms Qualifications, and, Legal Updates, and the HPD's Standard Operating Procedures.

The Detective Division reviewed (105) cases, assigned (44) cases for investigation, and closed (36) cases. (6) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (18) warrants, responded to (15) crime scenes for investigation and executed (2) search warrant(s).

Code Enforcement: Code Enforcement handled (110) new calls for service. During these calls, the unit documented (30) animal incidents, (11) parking in grass, (0) tall grass & weeds, (4) permit issues, (7) outside storage, (33) littering or pollution problems, (10) property maintenance- exterior, and (15) other code compliance issues. The unit closed (101) cases, and issued (8) 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

There will be a Charrette for the N. Central Phase II Streetscape Study at 5pm on February 20th at the Municipal Court Building at 700 Doug Davis Drive. Please come and give input on this study.

The Dogwood Drive LCI Streetscape Project is currently under construction and the Rail Facilities Improvement Project is scheduled to begin construction in the next couple of weeks.

The Loop Road Streetscape is in the construction bidding phase.

Building Permits

3320 Northside Drive (14006600041089)
470 Oak Drive (14009400080265)
892 Custer Street (14009800030084)
3224 Lake Avenue (14009900030752)
489 Barnett Drive (14009500120029)
917 Virginia Avenue (14012700040377)
3424 Norman Berry Drive (140127LL1263)
2102 Argo Drive (14006600040669)
230 Moreland Way (14009400090538)
230 Arnold Street (14006500040025)
3288 Dogwood Drive (14009500060332)
344 Lake Drive (14009400070357)

Plumbing Permits

3216 Dogwood Drive
407 North Central Avenue Suite A
3220 Lake Avenue
243 Maple Street

Demolition Permits

3227 Jackson Street
549 Woodrow Avenue

Electrical Permits

3216 Dogwood Drive
230 Arnold Street
407 North Central Avenue Suite A
3025 Commerce Way
3420 Harding Avenue
892 Custer Street
915 Custer Street

Mechanical Permits

301 North Central Avenue
3578 South Fulton Avenue
3115 Dogwood Drive
407 North Central Avenue Suite A

Tree Permits

398 Dorsey Road
523 North Avenue
401 Dorsey Road
3341 Lavista Drive
3343 Lavista Drive
230 Moreland Way
3414 Louise Street

Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

Athletics

The Youth Baseball fall ball season has begun. Call 404-669-2127 for details.

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

Programs

The Busy Bee Summer Camp After School Club has resumed meeting. The Club meets every Monday through Friday from 2:30 - 6:30.

If you have any pet food or items that you would like to donate, please bring them by the Hoyt Smith Center as we've kicked off our Restock The Rescue support of animal shelters.

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! For more information on our Programs contact Katie Ray at kray@hapeville.org or 404-669-2134.

Special Events

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 March 2018 issue of the Hapeville Hometown News is Thursday, February 15, 2018). Promoted City Sponsored events (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center, and the Southern Circuit of Independent Filmmakers.

Staff is preparing for the February South Arts Film Series--save the date, Friday evenings at Christ Church in Jess Lucas Park at 6 p.m. Reception with the Filmmaker, 7 p.m. Film Screening, February 23rd: First Lady of the Revolution, March 23rd: Swim Team, and April 13th: Bending the Arc. Visit the City website or FB for more information.

Staff has submitted South Arts Grant application for the 2018-19 film series events. Staff is continuing to work on the annual final report for Opportunity Zone program requirements.

Hosted the Tri-Cities Merchant Mixer on Tuesday, January 30th at Discovery Montessori of Georgia located at 3391 Dogwood Drive. Free business-to-business networking event series brought to you by the Economic Development Departments of Hapeville, East Point, and College Park - Hapeville will host another mixer this year in April - dates TBD.

Staff is continuing to work with the Atlanta Regional Commission and the Georgia Department of Community Affairs to successfully complete the upcoming Local Update of Census Addresses (LUCA) program. LUCA is an important component of an accurate 2020 Census count, which is used to reapportion Federal House and Senate seats and helps the federal government annually allocate more than \$400 billion across 26 federal agencies for tribal, state,

and local government programs and services for the next ten years. Staff is working with ARC to help ensure that the City of Hapeville has an as accurate a count as possible so to maximize the amount of federal dollars that will flow into the region based on the 2020 Census. Staff attended a technical training event hosted by the US Census Bureau on Tuesday, January 9, 2018. The training covered all three product preference formats, how to complete the update, security measures and confidentiality, along with a question and answer session. Staff will receive census data reports sometime between the months of February - April 2018.

Staff has completed the installation of the butterfly names plast and all have been posted to its respective butterfly, which was a success!

Planning and Zoning Activities

Lynn M. Patterson, City Planner

lpatterson@bcstudio.com - 404.205.0123

Mayor & Council Meeting

Mayor & Council Meeting

Design Review Committee

Board of Appeals

Planning Commission

Department Head Meetings

Other Planning and Zoning Activities

Alcohol Review Board, 397 N Central

Board of Appeals, 859 Custer

Board of Appeals, 3202 Hope Street

Design Review, 415 Lake Drive

Design Review, 3288 Dogwood Drive

Design Review, 919 Custer Street

Design Review, 489 Radar Drive

Design Review, 859 Custer Street

Design Review, 3283 N Whitney Avenue

Design Review, metal bars

Developer meeting

DRI Review

Fence Inquiries

Home Occupational Tax Permit, 493 Barnett

Home Occupational Tax Permit, 3220 N Fulton Avenue

Home Occupational Tax Permit, 3157 Old Jonesboro Road

Home Occupational Tax Permit, 415 King Arnold

Occupational Tax Permit, 407A N Central

Occupational Tax Permit, 377 N Central

Occupational Tax Permit, 397 N Central

Occupational Tax Permit, 1001 Virginia Avenue, Suite 350

Occupational Tax Permit, 3400 Airport Loop Road, Suite 201
Occupational Tax Permit, 811 Virginia Avenue
Occupational Tax Permit, 626 S Central
Occupational Tax Permit, 655 N Central
Permitted Use Inquiries
Sign Permit, 616 S Central
Sign Permit, 610 S Central
Sign Permit, 573 S Central
Sign Inquiries
Site Plan, 3285 N Whitney Avenue
Site Plan, 859 Custer Street
Text Amendment, Home Occupation
Zoning Inquiries

Finance Director

James Schuster

jschuster@hapeville.org - 404-669-2118

Month / Year-End Closing and Reporting

- *Bank account and general ledger account reconciliations*
- *Review journal entries to true-up accruals*
- *Prepare Preliminary Mid-Year Report for Council*

Budget Process

- *Begin info-gathering for new budget process*
- *Draft Budget calendar*
- *Prepare pay and benefits worksheet*

Audit Support

- *Prepare schedules for year end as requested*
- *Prepare data and documents for auditors*
- *Assign resources as needed*
- *Continuing review of "Prepared by Client" requests from M&J*

Finance/Accounting Activities

- *Train Accounting staff: ongoing - bank reconciliations, cashiering procedures and Court-ware Interface, journal entries, year-end work, budget maintenance*
- *Crosstrain Assistant (on hold: now Acting City Manager)*
- *Train Accounting staff: reporting requirements*
- *Review agenda items*
- *Review cash flow*
- *Reconcile Worker's Comp and insurance requirements*
- *Continue work on Internal Control and "Accounting Systems" memo.*

Other Accounting and Billing

- 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 Managerial /Administrative Duties

- Respond to Mayor, City Manager and Department requests
- Respond to citizen requests
- Meet with individual customers and citizens with complaints
- Staff, special subject and Council meetings

Water Accounts

Residential- 25

Commercial- 3

Administrative Services

Upcoming Meetings:

Development Authority of the City of Hapeville- February 15, 2018 at 6:30 p.m. at City Hall
 Hapeville Development Authority- February 15, 2018 at 6:30 p.m. at City Hall
 Clean and Beautiful Commission February 12, 2018 at 6:30 p.m. at City Hall
 Planning Commission- February 13, 2018 at 6:00 p.m. at Hapeville Municipal
 Mayor and Council Work Session- February 20, 2018 at 7:00 p.m. at Hapeville Municipal
 Board of Appeals- February 22, 2018 at 6:00 p.m. at Hapeville Municipal
 Design Review Commission- February 21, 2018 at 6:00 p.m. at City Hall
 Main Street Board- February 28, 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.

Other Duties:

Processed 1 Alcohol License

Open Records Request:

January 2018	January 2017
17 Open Records Request were processed	16 Open Records Request were processed

Human Resources

The City is currently accepting applications for the position of Assistant Finance Director, Police Officer and Tac/ Communication Supervisor, Reserve Police 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 17-18*
- *Hired City Clerk and 1 Part-Time Recreation Aide*
- *Rough Draft of revised Employee Handbook completed*