



April 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 March, the Department conducted 26 Annual Inspections, 2 site inspections, 9 new construction site visits, 10 plan reviews for the Planning Commission, 1 fire sprinkler plan review, 49 pre-fire plans, issued 5 Business licenses/Certificates of occupancy, 3 complaint investigation, 2 plan reviews for new construction, 1 alcohol license inspection, 5 certificate completion inspections (smoke detectors replacement) and 65 blood pressure checks at the Senior Center. Also, the following in house trainings were completed by our personnel: Web Based Target Solutions Training, National Incident Management Systems (NIMS 400) training, Officers Administrative Functions, New Hires Training, Aerial Training, and StaffHub Training. The Training Division Chief completed and submitted the 2017 CARES report to Emory University, and continues writing our medical protocols. He also completed the Health Insurance Portability and Accountability Act (HIPAA) and EMS reporting policies to be implemented for the department. Members of the Department also taught, attended and/or participated in the following off-site trainings and events: Response to Terrorism in Georgia class at the Fire Academy, Handling Flammable and Combustible Liquids Incidents, Disaster Recovery Programs Operations: Information & Documentation, Live Fire Training, and Leadership Train the Trainer course. The Department hosted the monthly South Fulton Chief's meeting. Also, students from the Corner Pre – School visited station 1 for a tour and class on fire safety and prevention.

Fire Station #1 - 3468 North Fulton Avenue		Fire Station #2 - 870 South Central Avenue	
<i>Auto Accidents w/ injuries</i>	5	<i>Motor vehicle accident w/ injuries</i>	5
<i>Auto Accident w/o injuries</i>	1	<i>Motor vehicle accident w/o injuries</i>	
<i>EMS</i>	73	<i>EMS</i>	10
<i>EMS, other</i>	4	<i>EMS, other</i>	1
<i>Rescue, EMS incident, other</i>	3	<i>Dispatched and cancelled on route</i>	1
<i>Alarm system activation, no fire</i>	5	<i>Removal of victims from stalled elevator</i>	0
<i>Invalid Assist</i>	2	<i>Medical assist/Assist EMS crew</i>	0
<i>Gas Leak (natural gas or LPG)</i>	0	<i>Combustible/flammable gas/liquid condition</i>	0
<i>Dispatched & cancelled en route</i>	1	<i>Alam activation, no fire-unintentional</i>	3
<i>Outside Rubbish Fire, other</i>	0	<i>No incident found on</i>	0
<i>Outside Rubbish, trash or waste fire</i>	3	<i>Alarm system sounded due to malfunction</i>	1
<i>Hazardous Conditions</i>	1	<i>Smoke detector activation/ no fire</i>	0
<i>Motor vehicle/ pedestrian accident</i>	1	<i>Passenger vehicle fire</i>	0
<i>Service Call, other</i>	1	<i>Gas Leak (natural gas or LPG)</i>	0
<i>Excessive Heat, scorch burn, no ignition</i>	2	<i>Wind storm, tornado/hurricane assessment</i>	0
<u><i>Total Calls at Station #1</i></u> <u>102</u>		<u><i>Total Calls at Station #2</i></u> <u>21</u>	

Total for both Stations 123 with an average response time 02:53 of minutes

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

Between March 1, 2018 and March 29, 2018 there were (457) calls for service. There were (0) Assaults, (2) Burglaries, (3) Robberies, (52) Larcenies; including 36 Entering Autos, 3 Stolen

Vehicles and 13 Thefts. The Department recovered (11) stolen vehicles. The Department made 41 arrests. Average Response time was 1min 47secs.

The Department issued 371 citations to include parking, traffic and general copies.

The E911 Center processed 3,257 calls.

Department Personnel continued to receive daily roll call and in-service training on topics such as Use of Deadly Force, Domestic Violence Investigations, Dealing with the Mentally Ill & People with a Diminished Capacity, Evidence Collection & Preservation, Mental & Emotional Wellness, Legal Updates, and the HPD's Standard Operating Procedures.

The Detective Division reviewed (48) cases, assigned (38) cases for investigation, and closed (30) cases. (2) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (10) warrants and responded to (12) crime scenes for investigation.

Code Enforcement: Code Enforcement handled (133) new calls for service. During these calls, the unit documented (7) animal incidents, (5) parking in grass, (32) tall grass & weeds, (4) permit issues, (17) outside storage, (48) littering or pollution problems, (11) property maintenance- exterior, and (9) other code compliance issues. The unit closed (103) cases and issued (9) 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 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.

Our annual Clean Sweep Day is scheduled for Monday, April 23rd.

Building Permits

3409 Louise Street (14009500110418)
3619 South Fulton Avenue (14009700090022)
3331 Northside Drive (14009500100161)
3314 Dogwood Drive (14009500060282)
3324 Dogwood Drive (14009500060423)
2102 Argo Drive (14006600040669)
623 Chestnut Street (14009700080619)
621 Chestnut Street (14009700080601)
619 Chestnut Street (14009700080593)
617 Chestnut Street (14009700080585)
542 Oak Drive (14009400020279)
638 South Gordon Circle (14009900020969)
3424 Estelle Street (14009500040227)
3320 Northside Drive (14006600041048)
286 Birch Street (14009400101616)
3210 Oakdale Road (14009900031529)

Plumbing Permits

819 North Avenue
3088 Old Jonesboro Road

Demolition Permits

3580 Sherman Road

Electrical Permits

3062 Springdale Road
3401 International Blvd.
3399 International Blvd.
3404 Orchard Street
3202 Hope Street
1001 Virginia Avenue
3272 Russell Street Unit B
859 Custer Street
617-623 Chestnut Street

Mechanical Permits

3117 Dogwood Drive
3320 Northside Drive
994 South Central Avenue
3331 Northside Drive
415 North Central Avenue
859 Custer Street

Tree Permits

3341 North Whitney Avenue
3352 LaVista Drive
3610 Atlanta Avenue
3365 North Whitney Avenue
3088 Old Jonesboro Road
3393 Old Jonesboro Road
3131 Old Jonesboro Road
3405 Rainey Avenue
409 Walnut Street
624 Cofield Drive

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 Camp After School Club continues to meet every Monday through Friday from 2:30 - 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!

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 May 2018 issue of the Hapeville Hometown News is Monday, April 16, 2018). Promoted City Sponsored events (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center, Coffee and Chrome and the Southern Circuit of Independent Filmmakers.

Staff is preparing for the April 13th South Arts Film Series Finale at Christ Church in Jess Lucas Park at 6 p.m. Reception with the Filmmaker, 7 p.m. Film Screening, April 13th: Bending the Arc. Visit the City website or Facebook for more information.

Staff is continuing to plan and promote the upcoming Tri-Cities Merchant Mixer on Friday, April 27th at Tatum Dance Studio located at 3418 Dogwood Drive. Free business-to-business networking eventeries brought to you by the Economic Development Departments of Hapeville, East Point, and College Park. This unique event will feature a short dance presentation by

students of Tatum Dance Studio. All businesses located within the Tri-Cities area are welcomed to attend.

Staff continued to support and meet with Hannah Palmer, Coordinator for the Finding the Flint Project. Staff attended a Finding the Flint Working Group meeting on Tuesday, March 13th and will attend the next meeting which is scheduled on April 10th.

Staff successfully completed the report data sheets for the 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 began working with ARC in November 2017 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 received the census data reports in March 2018 and completed the requested data updates and we are awaiting final confirmation by the Census Bureau.

The Department issued a call to select an artist to transform the ordinary crosswalks on King Arnold Street/Clair Drive and North Fulton Avenue/Scout Street to kid friendly crosswalks. Applications are due by Thursday, April 12th.

Planning and Zoning Activities

Lynn M. Patterson, City Planner

lpatterson@bcstudio.com - 404.205.0123

Mayor & Council Meeting

Mayor & Council Meeting

Design Review Committee

Planning Commission Meeting

Board of Appeals Meeting

Department Head Meetings

Other Planning and Zoning Activities

Alcohol Permit Review, 301 N. Central Avenue

ARC LCI Implementation Grant Scope

Conditional Use Permit, 3120 S. Central Avenue

Design Review, 309 N. Central Avenue

Design Review, 831 Custer Street

Home Occupation Permit, 374 North Avenue

Home Occupation Permit, 449 Lake Drive

Home Occupation Permit, 535 Oak Drive

Home Occupation Permit, 552 Oak Drive

Occupational Tax Permit, 1003 Virginia Avenue

Occupational Tax Permit, 301 N. Central Avenue
Occupational Tax Permit, 3025 Commerce Way
Occupational Tax Permit, 3135 Dogwood Drive
Occupational Tax Permit, 632 S. Central Avenue
Occupational Tax Permit, 3640 S. Fulton Avenue
Permitted Uses Inquiries
Rezoning, 800 Doug Davis Drive
Sign Permit, 309 N. Central Avenue
Sign Permit, 397 N. Central Avenue
Sign Permit, 573 North Central Avenue
Sign Permit, 626 South Central Avenue
Site Plan, 3341 N. Whitney Avenue
Site Plan, 3430 Harding Avenue
Site Plan, 549 Woodrow Avenue
Site Plan, 3 Porsche Avenue
Site Plan, 816 S. Central Avenue
Subdivision, 514 Oak Drive
Variance , 260 Birch Street
Variance , 3 Porsche Avenue
Variance , 3408 Orchard Street
Variance , 514 Oak Drive
Variance , 816 S. Central Avenue
Variance , International Blvd.
Zoning Certification, DelMar Apartments

Finance Director

James Schuster

jschuster@hapeville.org - 404-669-2118

Month / Year-End Closing and Reporting- on going

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

Note: As the City hired new auditors for FY 2017 the year-end processes have taken significantly more time and resources than previously as the auditors construct new “master files” and documentation. Since the “year-end” position may significantly affect the mid-year position both sets of reports have been Delayed. The auditors are now targeting April 20th.

Budget Process

- Begin info-gathering for new budget process
- Prepare pay worksheet; Circulated to Departments.

- *Waiting on insurance quotes for benefits worksheet*
- *Open a new budget file in incode software.*
- *New Incode worksheets sent to Departments.*

Audit Support

- *Prepared schedules for year-end as requested*
- *Prepare data, documents and justifications for auditors*
- *Assign resources as needed*
- *Continuing review of "Prepared by Client" requests from Administration*
- *Decipher impact of Solis debt issuance.*

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, budgeting, etc.*
- *Review agenda items*
- *Prepare 12+ special reports to DOAA, DCA, DOJ, Sec of State, Dept. of Commerce, etc.*
- *Reconcile Worker's Comp and insurance costs*
- *Continue work on Internal Control and "Accounting Systems" manual*

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 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*

Water Accounts

Residential- 31

Commercial- 2

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Development Authority of the City of Hapeville- April 5, 2018 at 6:30 p.m. at City Hall

Hapeville Development Authority- April 5, 2018 at 6:30 p.m. at City Hall

Clean and Beautiful Commission April 9, 2018 at 6:30 p.m. at City Hall

Ethics Committee- April 10, 2018 at 12 noon at City Hall

Planning Commission- April 10, 2018 at 6:00 p.m. at Hapeville Municipal

Mayor and Council Work Session- April 17, 2018 at 7:00 p.m. at Hapeville Municipal

Board of Appeals- April 26, 2018 at 6:00 p.m. at Hapeville Municipal

Design Review Commission- April 18, 2018 at 6:00 p.m. at City Hall

Main Street Board- April 25, 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.

Open Records Request:

March 2018	March 2017
<i>21 Open Records Request were processed</i>	<i>41 Open Records Request were processed</i>

Human Resources

The City is currently accepting applications for the position of Equipment Operator I, Code Enforcement Officer, Accreditation Manager, Police Officer and Tac/ Communication Supervisor, Reserve Police Officer, Seasonal Recreation Aide, and Firefighter Paramedic, Recreation Program Coordinator. 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*
- *Rough Draft of revised Employee Handbook*