



June 2018 Department Reports

To: **Mayor and Council**
Citizens of the City of Hapeville

Fire Department

David Bloodworth, Fire Chief

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During the month of May, the Department conducted 5 Annual Inspections, 1 fire protection inspection, 15 new construction site visits, 2 certificate of completion, 20 pre-fire plans, 7 issued business licenses/certificates of occupancy, 2 false alarm complaint, 1 pre-construction meeting, 2 planning commission, 1 hood system plan reviews, 1 alcohol license and 78 blood pressure checks at the Senior Center. The testing of fire hydrants has been completed. Also, the following in house trainings were completed by our personnel: Web based Target Solutions, Air Pack Training, 1410 Drill, Water Supply, Driver Training, Territory Familiarization, New Hires Training, and Hazardous Materials Awareness. Training Division Chief Overton submitted to Georgia Fire Standards & Training Council the 60 hours syllabus for the Firefighter 2 Course. He obtained approval to teach the class in house to 14 students and get credit in the state of Georgia. The Fire Chief and Training Division Chief attended a Stop Bleed Course hosted by the Palmetto Fire Department. This course teaches organizations the steps needed to establish a response plan for an active shooter situation. Members of the Department participated in this year's Memorial Day ceremony by being part of the Color Guard. Members also attended and/or participated in the following off-site event and meetings: HazMat Awareness and Operations, Metro Atlanta Fire Chiefs Association and South Fulton Fire Chief's meetings. One of the newest hires graduated from the Georgia Public Safety Training Center Basic NPQ1 Firefighter Training. The Department is currently conducting the yearly Georgia Firefighters' Burn Foundation "Give Burns the Boot" by doing boot drives on the first three Fridays during the month of June. On June 8 & 15 our crews will be conducting the second and last boot drives in front of the Chick-fil-A, located at 461 N. Central Ave. Proceeds from the boot drive are use to assist the Burn Foundation on their mission and programs.

Fire Station #1 - 3468 North Fulton Avenue		Fire Station #2 - 870 South Central Avenue	
<i>Auto Accidents w/ injuries</i>	<i>0</i>	<i>EMS</i>	<i>16</i>
<i>Auto Accidents w/o injuries</i>	<i>0</i>	<i>Emergency Medical Service, other</i>	<i>1</i>
<i>EMS</i>	<i>82</i>	<i>Motor vehicle accident with injuries</i>	<i>0</i>
<i>EMS, other</i>	<i>0</i>	<i>Motor vehicle accident w/o injuries</i>	<i>0</i>
<i>Removal of victim from stalled elevator</i>	<i>0</i>	<i>Detector activation, no fire- unintentional</i>	<i>0</i>
<i>Rescue, EMS incident, other</i>	<i>1</i>	<i>Invalid Assist</i>	<i>1</i>
<i>Medical Assist, assist EMS crew</i>	<i>0</i>	<i>Gas Leak (natural gas or LPG)</i>	<i>0</i>
<i>Alarm system activation, no fire</i>	<i>6</i>	<i>Motor Vehicle/pedestrian accident (MV Ped)</i>	<i>0</i>
<i>Invalid Assist</i>	<i>0</i>	<i>Alarm system activation, unintentional</i>	<i>0</i>
<i>Dispatched & cancelled en route</i>	<i>4</i>	<i>Unintentional transmission of alarm, other</i>	<i>0</i>
<i>Alarm system activation/malfunction</i>	<i>0</i>	<i>Cooking fire, confined to container</i>	<i>0</i>
<i>Gas Leak (natural gas or LPG)</i>	<i>0</i>	<i>Fire in mobile home used as fixed residence</i>	<i>0</i>
<i>Gasoline or other flammable liquid spill</i>	<i>1</i>	<i>Dispatched and cancelled en route</i>	<i>2</i>
<i>Passenger vehicle fire</i>	<i>0</i>	<i>Smoke scare, odor of smoke</i>	<i>0</i>
<i>Smoke detector activation/malfunction</i>	<i>1</i>	<i>Passenger vehicle fire</i>	<i>0</i>
<i>Motor vehicle/pedestrian accident</i>	<i>2</i>	<i>Brush or brush and grass mixture fire</i>	<i>0</i>
<i>Detector Activation, no fire unintentional</i>	<i>1</i>	<i>Water or steam leak</i>	<i>0</i>
<i>Outside gas/vapor combustion explosion</i>	<i>1</i>	<i>Service call, other</i>	<i>0</i>
<i>Public service assistance</i>	<i>2</i>	<i>Assist police or other government agency</i>	<i>0</i>
<i>Smoke or odor removal</i>	<i>1</i>	<i>Carbon monoxide incident</i>	<i>0</i>
<i>Power lines down</i>	<i>0</i>	<i>Alarm system sounded due to malfunction</i>	<i>0</i>
<i>Wrong location</i>	<i>1</i>	<i>Removal of victims from stalled elevator</i>	<i>0</i>
<i>Natural vegetation fire, other</i>	<i>1</i>	<i>Smoke detector activation/malfunction</i>	<i>0</i>

<i>No incidents found on arrival at address</i>	<i>1</i>	<i>Wind storm, tornado/hurricane assessment</i>	<i>0</i>
<i>Total Calls at Station #1</i>	<i>105</i>	<i>Total Calls at Station #2</i>	<i>20</i>

Total for both Stations 125 with an average response time 02:49 of minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org- 404.669.2150

Between May 1, 2018 and May 31, 2018 there were (545) calls for service. There were (5) Assaults, (6) Burglaries, (0) Robberies, (58) Larcenies; including 40 Entering Autos, 10 Stolen Vehicles and 8 Thefts. The Department recovered (10) stolen vehicles. The Department made 43 arrests. Average Response time was 2 min 07 secs.

The Department issued 631 citations to include parking, traffic and general copies.

The E911 Center processed 3,472 calls.

Department Personnel continued to receive daily roll call and in-service training on topics such as Use of Deadly Force, Dealing with the Mentally Ill & People with a Diminished Capacity, and the HPD's Standard Operating Procedures.

The Detective Division reviewed (57) cases, assigned (28) cases for investigation, and closed (20) cases. (4) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (4) warrants, responded to (7) crime scenes for investigation and executed (2) search warrant(s).

Code Enforcement: Code Enforcement handled (70) new calls for service. During these calls, the unit documented (11) animal incidents, (1) parking in grass, (31) tall grass & weeds, (3) permit issues, (5) outside storage, (2) littering or pollution problems, and (15) property maintenance- exterior. The unit closed (22) 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, 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 nearing completion and the Rail Facilities Improvement Project is scheduled to begin construction in the next couple of weeks.

The Loop Road Project will be under construction in the next couple of months.

The Water Department completed flushing of hydrants last month.

Building Permits

- 543 Parkway Drive (14004700020798)
- 341 Colorado Avenue (14006600020125)
- 3131 Jackson Street (14009400020030)
- 3403 Orchard Street (14009800070098)
- 549 Woodrow Avenue (14009400020329)
- 617 Cofield Drive (14009900020134)
- 3430 Harding Avenue (14009800030191)
- 3445 Dogwood Drive (14009800170310)
- 3341 North Whitney Avenue (14009800150122)
- 443 Oak Drive (14009400070068)

Plumbing Permits

- 627 North Central Avenue
- 425 Dorsey Road
- 309 North Central Avenue
- 3400 Old Jonesboro Road
- 393 Lake Drive
- 230 Moreland Way
- 3290 Russell Street
- 317 Maple Street

Demolition Permits

- 3477 Rainey Avenue
- 3474 Elkins Street

Electrical Permits

- 760 Doug Davis Drive
- 506 King Arnold Street Unit H-1
- 506 King Arnold Street Unit H-3
- 3182 Lake Avenue
- 463 Walnut Street
- 437 Walnut Street
- 627 North Central Avenue

Mechanical Permits

- 994 South Central Avenue
- 230 Moreland Way
- 760 Doug Davis Drive
- 425 Dorsey Road
- 427 Dorsey Road
- 617-623 Chestnut Street
- 309 North Central Avenue

Tree Permits

- 3301 Old Jonesboro Road
- 437 Walnut Street
- 617 Cofield Drive
- 519 Lake Drive
- 3400 Hamilton Avenue

Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

Athletics

The youth baseball, softball and soccer is coming to a close. Currently we have the 6, 8 and 10 year old boys baseball teams in the Youth Baseball Alliance playoffs. The 12 year old boys are participating in the Clayton County Baseball League playoffs.

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 had it's last meeting on May 24th. They will resume meeting in August.

On April 25, 2018 The Meet and Eat group visited Jaemor Apple Farm.

We would like to welcome our new Program Coordinator Amber Crosby! Come by the Hoyt Smith Center and welcome her to our community.

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!

Special Events

Coffee and Chrome will be held on June 9th.

Movie night is June 15th Jumanji: Welcome to the jungle will be showing. Activities begin at 7:30 P.M.

Our 5th Annual Father Daughter Dance will be held on June 16th from 5pm - 7pm with the theme being "Under The Sea". Tickets are available at the Hoyt Smith Center.

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 July 2018 issue of the Hapeville Hometown News is Friday, June 15, 2018). Promoted City Sponsored events (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center, Paint the Town and Coffee and Chrome.

Staff attended the Tri-Cities Merchant Mixer hosted by the City of College Park on Thursday, May 17th at TaxPlus365 located at 1682 Virginia Avenue in College Park. Save the Date! The City of East Point will host the next Merchant Mixer on Thursday, June 21st at 5 p.m. at Kupcakerie located at 2781 Main Street in East Point. All Tri-Cities businesses are invited to attend.

The Main Street Board continues its public art initiative with the addition of Evereman mosaic art on the side wall at 599 North Central, Academy Theatre. The artwork will be completed during the summer 2018.

Staff continued to support and meet with Hannah Palmer, Coordinator for the Finding the Flint Project and will attend the next meeting scheduled on July 19th which will be held at the Delta Flight Museum from 10 a.m. - 12 p.m.

Staff continued coordinating administrative items for the 2018-19 South Arts Grant regarding filmmaker and screening schedules and dates. Staff completed the 2017-18 final report for South Arts and received the 2018-19 schedule for the Southern Circuit Tour of Independent Filmmakers. The Fall/Spring schedule dates are as follow:

Friday, September 14, 2018

Friday, October 26, 2018

Friday, November 11, 2018

Friday, February 15, 2019

Friday, March 7, 2019

Friday, April 12, 2019

Staff met with the panelists, who are local public art professionals, who reviewed the submissions to select KaBoom artist. The finalists will develop a proposal that would best fit the objective of this public art project. Staff will meet with the panelists on June 7th to make the final selection.

Staff worked with Planning & Zoning to issue a Request for Proposal: LCI Policy Study for the Wayfinding and Virginia Avenue Roundabout Study and Demonstration Project. The Wayfinding and Virginia Avenue Roundabout Study and Demonstration Project will examine the options for the development of a roundabout at the Virginia Ave/Doug Davis/Clay Place/ Hamilton Avenue Intersection to reduce speeds and improve safety along the corridor. The study will also formulate a wayfinding, streetscape, design guidelines and signage program and plan to encourage efficient and safe movement of pedestrians, bicycles and vehicles in, through and

around the City of Hapeville. Lastly, as part of the study process and public outreach, the City will implement a temporary demonstration project to convert an intersection into a roundabout and use a community created concept plan to show possibilities for complete streets along the same road using temporary, removable infrastructure.

and Comprehensive Plan to update the existing Livable Centers Initiative study and comprehensive plan by reassessing the feasibility and sustainability of land uses and development activities recommended in the City's Comprehensive Plan and LCI Studies. The deadline for accepting proposals is: June 18th at 5:00 P.M. For more information, visit www.hapeville.org, select "Business & Development", "Requests for Proposals" or simply visit the NewsFlash Section of the site!

Planning and Zoning Activities

Lynn M. Patterson, City Planner

lpatterson@bcstudio.com - 404.205.0123

Mayor & Council Meeting

ARC Land Use Coordination Committee Meeting

Board of Appeals

Design Review Committee

Mayor & Council

Planning Commission

Planning and Zoning Reviews

Alcohol Permit – 832 Virginia Avenue

Alcohol Permit – 579 North Central Avenue

Conditional Use Permit - 3114 Sylvan Road

Design Review - 3341 LaVista Street

Design Review - 3343 LaVista Street

Design Review - 341 Maple Street

Design Review - 573 North Central Avenue

Occupation Tax Permit - 627 North Central Avenue

Occupational Tax Permit - 3120 Sylvan Road

Occupational Tax Permit - 3279 Dogwood Drive

Occupational Tax Permit - 3578 South Fulton Avenue

Occupational Tax Permit - 581-B North Central Avenue

Occupational Tax Permit - 620 S. Central Avenue

Permit - 407-A N. Central Avenue

Sign Permit - 1278 Virginia Avenue

Sign Permit - 3619 South Fulton Avenue

Sign Permit - 627 N. Central Avenue

Site Plan - 3039 Oakdale Road

Site Plan - 3041 Oakdale Road

Subdivision Plat Review - 382 Walnut Street
Subdivision Plat Review - 491 Walnut Street
Variance - 309 North Central Avenue
Zoning Certification - 3450 Elkins Street
Zoning Certification - Market Street Properties

Finance Director

James Schuster

jschuster@hapeville.org- 404-669-2118

Month / Year-End Closing and Reporting- on going

- Account reconciliations
- Review journal entries to true-up accruals
- Prepare Third Quarter Reports 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

- Post to new budget file in Incode software.
- New Incode worksheets loaded for City Manager review
- Prepare Excel Spreadsheet to summarize Budget for Council presentation

Audit Support

- M & J scheduled for visit mid-June
- Respond to audit

Finance/Accounting Activities

- Train Accounting staff: ongoing - bank reconciliations, cashiering procedures and Court-ware Interface, journal entries, year-end/month-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. (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

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*
(reconciliation of 2014 Bond transactions -for years 2014-5-6-7-8)
- *Meet with individual customers and citizens with complaints*

Water Accounts

Residential- 37

Commercial- 2

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Development Authority of the City of Hapeville- June 7, 2018 at 6:30 p.m. at City Hall

Hapeville Development Authority- June 7, 2018 at 6:30 p.m. at City Hall

Clean and Beautiful Commission June 11, 2018 at 6:30 p.m. at City Hall

Ethics Committee- July 10, at 12:00 p.m. at City Hall

Planning Commission- June 12, 2018 at 6:00 p.m. at Hapeville Municipal

Design Review Commission- June 20, 2018 at 6:00 p.m. at City Hall

Mayor and Council Work Session- June 20, 2018 at 7:00 p.m. at Hapeville Municipal

Main Street Board- June 27, 2018 at 6:00 p.m. at Hapeville Municipal

Board of Appeals- June 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.

Holiday Hours

July 4, 2018- City Closed

Open Records Request:

May 2018	May 2017
<i>19 Open Records Request were processed</i>	<i>14 Open Records Request were processed</i>

Human Resources

The City is currently accepting applications for the position of Police Officer, Tac/Communication Supervisor, 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*
- *Coordinated Retirees Benefits for FY 18-19*
- *Rough Draft of revised Employee Handbook*