



**December 2018 Department Reports
(November'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 November, the Department conducted the following: 8 new construction site visits, 2 business license, 8 alcohol renewal inspections, 1 Certificate of Completion Inspection, 1 Fire Alarm Plan Reviews, and 85 blood pressure checks at the Senior Center. Also, the following off-site training was attended by our personnel: Domestic Terrorism, the Enemy Within, held at the Georgia Public Safety Training Center (GPSTC) in Forsyth, Georgia. Our Fire Chief and Training Division Chief attended this month's Metro Area Chiefs Association and Five Bugle Meetings, hosted by Dekalb Fire Department. The Department provided a ride for Santa Claus during this year's Tree Lighting Ceremony. On the same night, our crews helped during Mr. Khan's Turkeys giveaway by unloading and handling to local families approximately 400 turkeys. We have a new hire paramedic, who will start firefighter training on January 7 at GPSTC. Another firefighter/paramedic will start on December 24th.

Fire Station #1 and #2 combined call numbers	Total: 101
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Average call time of 02:06 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org- 404.669.2150

Between November 1, 2018 and November 30, 2018 there were (457) calls for service. There was (1) Assault, (4) Burglaries, (2) Robberies, (43) Larcenies; including 30 Entering Autos, 4 Stolen Vehicles and 9 Thefts. The Department recovered (3) stolen vehicles. The Department made 33 arrests. Average Response time was 1 min 35 secs.

The Department issued 447 citations to include parking, traffic and general copies.

The E911 Center processed 3,046 calls.

Department Personnel continued to receive daily roll call and in-service training on topics such as Code of Ordinances: Chapter 5-Alcohol, At-Risk Adults, Emotionally Disturbed Person(s), City of Hapeville Employee Handbook, Chapter 2, and the HPD's Standard Operating Procedures.

The Detective Division reviewed (47) cases, assigned (50) cases for investigation, and closed (21) cases. (5) Cases were closed with arrest warrants and (0) by CID arrest. The Detective Division obtained (11) warrants, responded to (5) crime scenes for investigation and executed (2) search warrant(s).

Code Enforcement: Code Enforcement handled (48) new calls for service. During these calls, the unit documented (5) animal incidents, (3) parking in grass, (01) tall grass & weeds, (9) permit issues, (24) outside storage, (5) littering or pollution problems, and (3) property maintenance- exterior. The unit closed (35) cases and issued (12) 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, and 370 Woodrow Avenue.

Community Services

Lee Sudduth, Interim Director

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.

With leaf season approaching, please remember to separate your loose leaves and limbs. Bagged leaves will be picked up every Friday.

Building Permits

311 Northwoods Place (14006600020117)
 3196 Oakdale Road (14009900030919)
 407 North Central Avenue, Suite B (14009600030201)
 3048 Dogwood Drive (14009400102150)
 852 South Central Avenue (14009800080071)
 294 Birch Street (14009400101590)
 3431 Parkview Place (140095LL0552)
 3353 Myrtle Street (14009800130090)
 414 Dorsey Road (14009400060085)
 485 Radar Drive (14009500110426)
 3330 Myrtle Street (14009800140040)

Plumbing Permits

3341 Lavista Drive
 407 North Central Avenue, Suite B
 3302 Myrtle Street
 599 North Central Avenue
 485 Radar Drive
 3039 Oakdale Road
 3041 Oakdale Road
 3312 Myrtle Street
 3035 Oakdale Road
 3048 Dogwood Drive

Electrical Permits

3042 South Gordon Circle
 491 Walnut Street
 493 Walnut Street
 599 North Central Avenue
 407 North Central Avenue, Suite B
 490 Barnett Drive
 241 Maple Street
 485 Radar Drive
 240 Arnold Street
 3290 Stillwood Drive
 3196 Oakdale Road
 3412 Orchard Street

Tree Permits

261 Birch Street
 3196 Oakdale Road
 242 Maple Street
 3156 Forrest Hill Drive
 382 Walnut Street

Mechanical Permits

3424 Old Jonesboro Road
 599 North Central Avenue
 3412 Orchard Street
 3302 Myrtle Street
 485 Radar Drive

Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

Athletics

Basketball registration for Boys and Girls ages 3 - 14 is ongoing and will end soon. December 15, 2018 is the deadline to register as the season begins January 7, 2019.

For more information on our athletics contact 404-669-2136.

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 took a trip to Tanger Outlets for some Christmas shopping on November 28, 2018.

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 404-669-2136 for more information on our programs.

Special Events -

The final date of our Coffee and Chrome series was held on November 10, 2018. The series will resume in March 2019.

Hapeville For The Holidays (Lighting of The Christmas Tree) was held on November 20, 2018.

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:

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the January 2019 issue of the Hapeville Hometown News is Wednesday, December 12, 2018). Promoted City Sponsored events (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center and the November 10th Gallery Crawl.

Staff attended the Tri-Cities Merchant Mixer held on Thursday, November 15th at Chef Lowell's located at 3260 East Main Street in College Park. The Tri-Cities Merchant Mixer is a free business-to-business networking event brought to you by the Economic Development Departments of Hapeville, East Point, and College Park. The next mixer will be hosted by the City of Hapeville's Economic Development Department in February 2019 - please visit www.hapeville.org for updates!

Community Event Planning Activities please visit www.hapeville.org for details.

Southern Circuit Tour of Independent Filmmakers! The 2018 Fall Series Screenings Finale was held on Friday, Nov. 9th at the Historic Christ Church & Carriage House. The Spring Film Series will kick off in February 2019 --- visit www.hapeville.org for updates!

Planning and Zoning Activities
Lynn M. Patterson, City Planner
lpatterson@bcstudio.com - 404.205.0123

Meetings

Design Review Committee
Planning Commission
Board of Appeals
Department Head Meeting
Mayor & Council

Alcohol Permit Review, Annual Renewals

Board of Appeals Review, 703 N. Central
Board of Appeals Review, 485 Radar Drive
Design Review, 485 Radar Drive
Design Review, 816--840 S Central
Design Review, 3042 South Gordon Street
Design Review, 831 Custer St.
Design Review, Elkins Street/Orchard Street
Home Occupational Tax Permit, 3640 S Fulton, Spt 1205
Occupational Tax permit, 3332 Colville
Occupational Tax Permit, 1031 Virginia Ave.
Occupational Tax Permit, 407 N Central
Sign Permit, 240 King Arnold
Sign Permit, 791 Oak Street
Site Plan Review, 485 Radar Drive
Site Plan Review, Elkins Townhomes
Zoning Verification, 3065 Springdale Rd.
Zoning Verification, 3080 Sylvan Rd.
Zoning Verification, 3116 Sylvan Rd.
Zoning Verification, 3100 Sylvan Rd.
Zoning Verification, 771 Virginia Ave.

Finance Director

James Schuster
jschuster@hapeville.org - 404-669-2118

Month / Year-End Closing and Reporting

- *Account reconciliations*
- *Review journal entries to true-up accruals and cost allocations*
- *Start Preparing post audit preliminary report*

Budget Administration

- *Prepare FY 2019 Initialization*

Audit Support

- *Account reconciliations*
- *Responses to prepare-by-Client (PBC) request*
- *Awaiting GFOA CAFR findings*
- *Prepare compliance report for auditors*
- *Update Accounting Systems Memo (cntd)*

Finance/Accounting Activities

- *Train Accounting staff: ongoing - bank reconciliations, cashiering procedures and Court-ware reconciliation, journal entries, year-end/month-end work, budget maintenance, governmental accounting practices*
- *Crosstrain Assistant as needed for audit and accounting*
- *Train Accounting staff: reporting requirements, budgeting, etc.*
- *Review agenda items*
- *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*
- *Reconcile/Allocate Worker's Comp, pension and other insurance costs (year end)*
- *Continue work on Internal Control and "Accounting Systems" manual*
- *Review accounts payable for processing*
- *Work on Self insurance fund*

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 (W&S, Tax, permits-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*
- *Review Applicants*

Water Accounts

Residential- 23

Commercial- 3

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Development Authority of the City Of Hapeville - December 8, 2018 at 6:30 PM at City Hall

Hapeville Development Authority - December 8, 2018 at 6:30 PM at City Hall

Hapeville Clean and Beautiful Commission - December 10, 2018 - Cancelled

Planning Commission - December 11, 2018 at 6:00 PM at Hapeville Municipal

Mayor and Council Work Session - December 18, 2018 at Hapeville Municipal

Design Review Commission - December 19, 2018 at 6:00 PM at City Hall

Holiday - City will be closed December 25th and 26th in observance of Christmas Holiday

Main Street Board - December 26, 2018 at 6:00 PM at City Hall - Cancelled

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

Open Records Request:

November 2018	November 2017
<i>18 Open Records Request were processed</i>	<i>15 Open Records Request were processed</i>

Human Resources

The City is currently accepting applications for the position of Police Officer, Communication, 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*
- *Hire 1 Firefighter/Paramedic*
- *Processing Alcohol Applications*
- *Preparing for the Employee Luncheon*