



**January 2019 Department Reports
(December'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 December our Department conducted the following: 3 new construction site visits, 2 site plan reviews for planning commission, 2 alcohol license renewal inspections, 1 temporary certificate of occupancy, 78 blood pressure checks at the Senior Center. Also, the following in house trainings were completed by our personnel: New Hire Driver's Training, Firefighter Fitness, and Territory Familiarization. Our Department also participated in this year's Toys for Kids toy distribution. During the event our department helped by loading all toys and food items in the recipients' vehicles.

Fire Station #1 and #2 combined call numbers	Total: 126
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Average call time of 02:06 minutes

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

Between December 1, 2018 and December 31, 2018 there were (502) calls for service. There were (5) Assaults, (5) Burglaries, (2) Robberies, (62) Larcenies; including 39 Entering Autos, 6 Stolen Vehicles and 17 Thefts. The Department recovered (5) stolen vehicles and (3) stolen property items. The Department made 24 arrests. Average Response Time was 1 min 46 secs. The Department issued 348 citations to include parking, traffic and general copies.

The E911 Center processed 3,286 calls.

Department Personnel continued to receive daily roll call and in-service training on the department's Standard Operating Procedures.

The Detective Division reviewed (54) cases, assigned (54) cases for investigation, and closed (18) cases. (4) Cases were closed with arrest warrants and (0) by CID arrest. The Detective Division obtained (6) warrants, responded to (13) crime scenes for investigation and executed (2) search warrant(s).

Code Enforcement: Code Enforcement handled (45) new calls for service. During these calls, the unit documented (5) animal incidents, (1) parking in grass, (0) tall grass & weeds, (2) permit issues, (21) outside storage, (5) littering or pollution problems, and (4) property maintenance-exterior. The unit closed (145) 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, 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.

Please remember to separate your loose leaves and limbs during leaf season. Bagged leaves will be picked up every Friday.

Building Permits

278 Moreland Way (14009400090413)
428 Grady Place (14009400070514)
3339 Northside Drive (140095000100187)
3038 Gordon Circle (14009900020548)

Plumbing Permits

3412 Orchard Street
3162 Dogwood Drive
785 Virginia Avenue
771 Virginia Avenue
437 North Avenue
3202 Hope Street
3412 Orchard Street

Tree Permits

3162 Dogwood Drive
617 Chestnut Street
2128 Woodland Drive

Electrical Permits

3048 Dogwood Drive
3196 Oakdale Road
437 North Avenue
3162 Dogwood Drive
3353 Myrtle Street
433 Grady Place

Demolition Permits

3436 Harding Avenue

Mechanical Permits

3162 Dogwood Drive
490 Barnett Drive
3454 Orchard Street
491 Walnut Street
493 Walnut Street
536 College Street
3355 Old Jonesboro Road

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:

Arbor Day Foundation - Names Hapeville as a Tree City!

The City of Hapeville received notification from the Arbor Day Foundation that the City had met the four standards to be designated a Tree City USA. The City is proud to have earned this national honor. "We all benefit when communities like Hapeville place a high priority on planting and caring for trees, one of our nation's most beautiful resources," said John Rosenow, Chief Executive and Founder of the Arbor Day Foundation. Communities that earn Tree City USA recognition not only have taken the time to meet the standards, they know that trees:

1) Promote healthier communities by filtering the air we breathe. 2) Moderate climate, conserve water and provide vital habitat for wildlife. 3) Reduce the heat island effect in urban areas caused by pavement and buildings. 4) Reduce energy use and increase property values. For more information about Tree City USA, please visit: www.arborday.org.

Save the dates:

February 15th - South Arts Film Series

February feature film is "Don't Get Trouble in Your Mind" a film by award-winning director, John Whitehead, captures the story of how three African-Americans from the hip-hop generation embraced a 19th century genre and took it to new heights, winning a grammy in 2010. Free Admission. Hapeville Historic Christ Church & Carriage House, 6 p.m. Reception with the Filmmaker, 7 p.m. The 2018-2019 Southern Circuit is a program of South Arts. Southern Circuit screenings are funded in part by a grant from South Arts, a regional arts organization, in partnership with the National Endowment for the Arts. Please visit www.hapeville.org for additional film information coming to Hapeville this Spring!

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the February 2019 issue of the Hapeville Hometown News is Tuesday, January 15th). Promoted City Sponsored events (City Website, FB, Newsletter), Academy

Theatre productions at the Hapeville Performing Arts Center and the upcoming Gallery Crawl tentatively scheduled in February 2019- visit www.hapeville.org for more information.

January 22nd - Tri-Cities Businesses "Merchant Mixer." The Tri-Cities of Hapeville, College Park, and East Point Economic Development Departments coordinate a series of business-to-business networking events for merchants in the Tri-cities area to network, take advantage of resources provided and explore all three participating cities. The next of the series will be held in East Point at The Vault: 2919 East Point Street in East Point. 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!

Began preparation of the Annual Opportunity Zone Report. The City's a Tier 1 Job Tax Credit Designation carries dramatic tax advantages in seven commercial corridors/subareas for qualifying businesses within the zone that are new jobs (2 or more net new jobs to Georgia, other qualifications apply). For more information on the Opportunity Zone, visit www.hapeville.org, select the "Business and Development" tab and select "Opportunity Zone Tax Incentives."

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 Board's January meeting will be held on Wednesday, January 23rd.

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

Alcohol Permit Review, Annual Renewals

Conditional Use Permit, 1031 Virginia Avenue

Design Review, 3038 Gordon Circle

Design Review, 3303 Sims Street

Design Review, 3408 Orchard Street

Home Occupational Tax Permit, 3391 North Whitney Avenue

Occupational Tax Permit, 1001 Virginia Avenue Suite 302

Occupational Tax Permit, 235 N. Central Avenue
Occupational Tax Permit, 3481 A North Fulton Street
Occupational Tax Permit, 397 N Central
Occupational Tax Permit, 583 B North Central Avenue
Occupational Tax Permit, 591 North Central Avenue
Occupational Tax Permit, 791 Oak Street
Sign Permit, 421 North Central Avenue
Site Plan, 3303 Sims Street
Site Plan, 903 Margaret Street
Special Exception, 917 Virginia Avenue
Subdivision, 3202 Hope Street
Text Amendment, C-R to V
Variance, 3303 Sims
Zoning Verification, 2 Porsche Drive
Zoning Verification, 3043 Commerce Way

Finance Director

James Schuster

jschuster@hapeville.org - 404-669-2118

Year End & Quarterly Closing and Reporting

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

Budget Administration

1. *Prepare for FY 2019 Initialization*
2. *Review FY 2018 and 2019 admendments*

Audit Support

1. *Accounts reconciliations—requested by auditors*
2. *Responses to additional questions--auditors*
3. *Awarded GFOA CAFR Certificate for Financial Reporting---2017*
4. *Update Accounting Systems (Internal Controls) Memo (cntd)*

Finance/Accounting Activities

1. *Train Accounting staff: ongoing - bank reconciliations, cashier procedures & Court-ware reconciliations, journal entries, year-end/month-end work, budget maintenance, governmental accounting practices*
2. *Crosstrain Assistant as needed for audit and accounting*
3. *Train Accounting staff: reporting requirements, budgeting, payroll, A/P etc*
4. *Review agenda items*

5. *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*
6. *Reconcile/Allocate Worker's Comp, pension and other insurance costs (mid end)*
7. *Continue work on Internal Control and "Accounting Systems" manual*
8. *Review accounts payable for processing*
9. *Proceed with Self insurance fund*

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 Applicants*

Administrative Services
Crystal Epps, City Clerk
cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Ethics Committee - January 8, 2019 at 12 noon at City Hall
Development Authority of the City Of Hapeville - January 10, 2019 at 6:30 PM at City Hall
Hapeville Development Authority - January 10, 2019 at 6:30 PM at City Hall
Hapeville Clean and Beautiful Commission - January 14, 2019 at 6:30 PM at City Hall
Planning Commission - January 15, 2019 at 6:00 PM at Hapeville Municipal
Design Review Commission - January 16, 2019 at 6:00 PM at City Hall
Holiday- City will be closed January 21, 2019 in observance of MLK Jr. Holiday
Mayor and Council Work Session - January 22, 2019 at Hapeville Municipal
Main Street Board - January 23, 2019 at 6:00 PM at City Hall
Board of Appeals- January 24, 2019 at 6:00 PM at Hapeville Municipal

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

Open Records Request:

19 December 2018	10 December 2017
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<i>19 Open Records Request were processed</i>	<i>10 Open Records Request were processed</i>
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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*
- *Processed Alcohol Applications*
- *Hosted the Employee Luncheon*