



**November 2019 Department Reports
(October'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 October, the Department conducted the following: 7 new construction site visits, 2 certificate of completion inspection / business licenses, 4 plan reviews, 33 annual inspections/alcohol license renewals, 1 mobile food vendor inspections, and 85 blood pressure checks at the Senior Center. The Fire Marshal and Assistant Fire Marshal also attended a post construction meeting for the Academy Theater. In addition, the Assistant Fire Marshal, along with our shifts, conducted 12 fire prevention classes at the Hapeville Elementary School with a total of 268 students participating. Other Fire Prevention classes were also taught at St John The Evangelist Catholic School for 160 students and 62 students at the Discovery Montessori School. Also, the following in house and off-site trainings were completed by our personnel: Trauma, Fire Alarms Systems, New Driver Training, EMS Culture & Diversity, Risk Management, EMS Health and Wellness, Area Familiarization, and Fire Department Communications. Our training chief taught a Stop the Bleed class to 17 members of the Hapeville Citizens of Patrol. Three members of the Administration participated in this year's Operation Save A Life hosted at the Home Depot Headquarters. As a result of our visit, the department received a total of 54 smoke alarms and 9 carbon monoxide alarms. Two members of the department provided EMS support during this year's Localmotion festival at the Jess Lucas Park. We are currently collecting donations of gently used clothing, hygiene items, and other much needed personal items as part of this year's Mayors' Motorcade which will be taken to the Georgia Regional Hospital. Items will be collected between November 1st – December 11th. Donation bins are located at City Hall, Fire Stations 1 & 2 and the Hoyt Smith Recreation Center.

| Fire Station #1- 3468 N. Fulton Ave. | Fire Station #2- 870 South Central Ave. |
|---|--|
| Auto Accidents w/ injuries | 4 EMS 8 |
| Auto Accidents w/o injuries | 0 Emergency medical service, other 0 |

| | | | |
|---|-------------------|---|-------------------|
| <i>EMS</i> | <i>60</i> | <i>Motor vehicle accident with injuries</i> | <i>1</i> |
| <i>Medical Assist, assist EMS crew</i> | <i>2</i> | <i>Motor vehicle accident w/o injuries</i> | <i>0</i> |
| <i>Trash or rubbish fire, contained</i> | <i>1</i> | <i>Motor vehicle/pedestrian accident (MV Ped)</i> | <i>1</i> |
| <i>Dispatched & cancelled en route</i> | <i>2</i> | <i>Alarm system activation, no fire unintentional</i> | <i>1</i> |
| <i>Electrical wiring/equipment problem</i> | <i>1</i> | <i>Gas Leak</i> | <i>1</i> |
| <i>Unintentional transmission of Alarm, other</i> | <i>2</i> | <i>Unintentional transmission of alarm, other</i> | <i>1</i> |
| <i>Service call, other</i> | <i>1</i> | <i>False alarm or false call, other</i> | <i>2</i> |
| <i>Public Services Assistance, other</i> | <i>1</i> | <i>Alarm system sounded due to malfunction</i> | <i>1</i> |
| <i>Alarm system activation, no fire</i> | <i>1</i> | <i>Brush or Brush and grass mixture fire</i> | <i>0</i> |
| <i>Gasoline or other flammable liquid spill</i> | <i>0</i> | <i>Removal of Victims from stalled elevator</i> | <i>1</i> |
| <i>Person in distress</i> | <i>1</i> | <i>Power line down</i> | <i>1</i> |
| <i>Assist Invalid</i> | <i>1</i> | <i>Overheated motor</i> | <i>1</i> |
| <i>Smoke alarm activation malfunction</i> | <i>2</i> | <i>Severe weather or natural disaster, other</i> | <i>1</i> |
| <i>Toxic conditions, other</i> | <i>1</i> | | |
| | | | |
| <i>Total calls at Station # 1</i> | <i>080</i> | <i>Total calls at Station #2</i> | <i>020</i> |

Total calls for both Stations 100 with an average response time of 2:51 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org - 404.669.2150

Between October 1, 2019 and October 31, 2019 there were (541) calls for service. There were (2) Assaults, (1) Burglary, (0) Robberies, (80) Larcenies; including 54 Entering Autos, 6 Stolen Vehicles and 18 Thefts. The Department recovered (6) Stolen Vehicles and (1) Stolen Property item. The Department made 45 arrests. Average Response time was 2 min 41secs.

The Department issued 550 citations to include parking, traffic and general copies.

The E911 Center processed 3,318 calls.

The Detective Division reviewed (758) cases, assigned (38) cases for investigation, and closed (57) cases. (6) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (11) warrants, responded to (10) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (218) new calls for service. During these calls, the unit documented (10) animal incidents, (13) parking in grass, (33) tall grass & weeds, (20) permit issues, (46) outside storage, (12) littering or pollution problems, (0) Commercial Container Violation(s) and (1) property maintenance- exterior. The unit closed (121) cases and issued (4) citations.

Abatements: The current properties that are under abatements are as follow: 3 Woodrow lot (between Wheeler and N. Fulton Avenue).

Community Services

Lee Sudduth, Interim Director

lsudduth@hapeville.org - 404.669.2120

The Rail Facilities Improvement Project is wrapping up construction.

The Loop Road Project is also wrapping up construction.

Please see the Hapeville Website for more information on the Level 1 drought restrictions.

Building Permits

3482 Orchard Street
3484 Orchard Street
3486 Orchard Street
3488 Orchard Street
3490 Orchard Street
734 North Avenue Units A & B (14009800100275)
600 South Central Avenue (1400980020053)
3450 International Blvd (140127LL0737)
3035 Oakdale Road (140099LL0319)
723 Campbell Circle (14009900030182)
740 North Avenue (14009800100077)
542 North Avenue (14009500060092)
252 Mt Zion Road (14009400090074)
525 King Arnold Street (140095LL0131)
3408 Orchard Street (14009800050181)
724 North Avenue Units A, B, C (14009800100275)

Tree Permits

551 Parkway Drive
3416 Parkview Place
542 Oak Drive
3416 Northside Drive
493 Walnut Street
3195 Hope Street

Electrical Permits

3285 North Fulton Avenue
876 Virginia Avenue, Suite B
3469 Dearborn Plaza
3340 Myrtle Street
546 Woodrow Avenue
625 Coleman Street Unit A4
3252 Dogwood Drive

Mechanical Permits

3360 Old Jonesboro Road
876 Virginia Avenue Suite B

Plumbing Permits

3424 Old Jonesboro Road
662 Campbell Circle
876 Virginia Avenue Suite B

Recreation**Tod Nichols, Manager**tnichols@hapeville.org 404-669-2136**Athletics -**

Youth Cheer and Football season is coming to a close. The department had five teams earn bids to the Youth Football Alliance playoffs. Good luck teams!!

Youth Basketball registration is underway for boys and girls ages 5 - 14.

For more information on registration or about our athletics contact Tay Dwight at odwight@hapeville.org or 404-669-2127.

Programs -

The Busy Bee After School Club meets Monday thru Friday from 2:30pm - 6:30pm.

The Pleasant Hours Club met on October 2, 2019 at The Hoyt Smith Center.

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 Ashley Moody at amoody@hapeville.org or 404-669-2134 for more information on our programs.

Special Events -

Our Trunk or Treat event was moved to the Hoyt Smith Center due to the weather on October 31st. Over 1200 participants went through the line for candy and snacks. Thank you to all of the city residents and clubs that donated candy and participated in making this a huge success.

Our final Coffee and Chrome of 2019 was held on October 11th.

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:

*Please join us! The City of College Park will host the November 2019 Tri-Cities Merchant Mixer on Thursday, November 21st from 5:30 p.m. - 7 p.m. at Bailey & Hunter located at 3755 Main Street in College Park. **Please Save the Date! The City of Hapeville will host the December 2019 Tri-Cities Merchant Mixer on Thursday, December 19th. Planning is underway - please visit www.hapeville.org for upcoming event information!*

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the December 2019 issue of the Hapeville Hometown News is Wednesday, November 13th). Promoted City Sponsored events (City Website, FB, Newsletter). Attended the Academy Theatre's grand opening/ribbon cutting event held on Friday, October 11th at the Hapeville Performing Arts Center. Please visit www.hapeville.org for more upcoming event information.

Please join us - Fall Finale: November 23rd- South Arts Film Series November feature film is "Well Groomed" captures the hearts, minds and imaginations of four champion groomers and

their gorgeous, vibrant dogs through a year in the life of the technicolor competition circuit, playfully exploring their creative process. This film may prove that competitive creative dog grooming is the most colorful competition in America.

Visit [Well Groomed](#) website for more information or to view the trailer. Free Admission. Hapeville Historic Christ Church & Carriage House, 6 p.m. Reception with the Filmmaker, 7 p.m. The 2019-2020 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!

Staff assisted and attended several meetings regarding the development of the new website redesign. The City's goal is to create a website that successfully promotes our brand, facilitates a user-friendly environment for accessing municipal services, creates a two way communication between the City and citizens and simplifies content management while meeting high standards for design quality and visual appeal. The new website will serve as the public face of Hapeville's government and community while providing 24/7 services for a wide range of users. The new is scheduled to go in January 2020!

Staff attended the Finding the Flint Working Group meeting on Tuesday, October 29th in the City Council Chambers of East Point's new City Hall.

Coordinated in-house Planning & Zoning administrative tasks with City Planner.

Main Street Board Activities

The meeting date for the November 2019 Board meeting is Wednesday, November 13th at 6 p.m. in City Hall.

Planning and Zoning Activities

Lynn M. Patterson, City Planner

lpatterson@bcstudio.com - 404-205-0123

Meetings

Mayor & Council

Planning Commission

Design Review Commission

Board of Appeals

Planning & Zoning Reviews

Design Review, 218 Maple Street

Design Review, 219 Maple Street

Design Review, 282 Birch Street

Design Review, 3055 Oakdale Road

Design Review, 3275/3277 Russell Street
Design Review, 3472 Rainey Avenue
Design Review, 449 & 451 Walnut Street
Design Review, 536 College Street
Design Review, 591 King Arnold Street
Design Review, 801 Virginia Avenue
Design Review, Porsche Avenue
Design Review, Elkin St & Orchard Street
Design Inspection, 3042 Gordon Circle
Occupational Tax Permit, 1001 Virginia Avenue Suite 300
Occupational Tax Permit, 1003 Virginia Avenue Suite 107
Occupational Tax Permit, 1003 Virginia Avenue Suite 210
Occupational Tax Permit, 3196 Dogwood Drive
Occupational Tax Permit, 3409 Estelle Street
Occupational Tax Permit, 3409 Estelle Street - Café
Occupational Tax Permit, 3409 Estelle Street - Market
Occupational Tax Permit, 3421 Dogwood Drive
Occupational Tax Permit, 925 Virginia Avenue
Zoning verification, 461 N. Central Avenue
Zoning verification, 591 King Arnold Street
Sign Ordinance, Revisions
Sign Permit, 1001 Virginia Avenue, Suite 335
Sign Permit, 3510 Atlanta Avenue
Sign Permit, 407 N. Central Avenue Suite B
Sign Permit, 438 Porsche Avenue
Sign Permit, 438 Porsche Avenue
Site Plan, 360 Lake Drive
Site Plan, Village Walk
Site Plan, Willingham & Colville Townhomes
Subdivision, 3240 Lake Avenue
Tree Conservation Ordinance, Revisions

Finance Director

Randy Brewer

rbrewer@hapeville.org- 404-669-2107

Month End & Quarterly and Fiscal Year End Closing and Reporting

- *Account reconciliations*
- *Review journal entries to true-up accruals and cost allocations*

Budget Administration

- *Review of 2019-2020 Revenue and Expense/Budget Reports*
- *Prepare 2019-2020 Budget Adjustments as needed*

Audit Preparation for FYE 2019

- *Review accounts for accuracy and reclassing as needed*
- *Implementing processes for strong Internal Controls*
- *Providing answers to audit requests*
- *Review past audit results*

Finance/Accounting Activities

- *Train Accounting staff -ongoing - bank reconciliations, cashier procedures & Court-ware reconciliations, journal entries, year-end/month-end work, budget maintenance, etc.*
- *Crosstrain staff as needed*
- *Train Accounting staff: reporting requirements, budgeting, payroll, A/P etc*
- *Review agenda items*
- *Prepare special reports to, DOAA, DCA, DoJ, Sec Of State, etc.*
- *Reconcile/Allocate Worker's Comp, pension and other insurance costs (mid-year)*
- *Continue work on Internal Control and "Accounting Systems" manual*
- *Review accounts payable for processing*
- *Review payroll and other processes for efficiency*
- *Review process flows, document and update as needed*

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 receipt 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*

Water Accounts

Commercial- 0

Residential- 35

Administrative Services

Crystal Epps, City Clerk

cepps@hapeville.org -404-766-3004

Upcoming Meetings:

Development Authority of the City of Hapeville (Statutory Authority)- November 7, 2019 at 6:30 PM at City Hall - Cancelled

Hapeville Development Authority - November 7, 2019 at 6:30 PM at City Hall - Cancelled

Planning Commission - November 12, 2019 at 6:00 PM at Hapeville Municipal

Hapeville Main Street Board - November 13, 2019 at 6:00 PM at City Hall
Board of Appeals - November 14, 2019 at 6:00 PM at Hapeville Municipal
Hapeville for the Holidays - November 19, 2019 at 5:30 PM at Jess Lucas Park
Design Review Commission - November 20, 2019 at 6:00 PM at City Hall

Holiday City Closed

November 11, 2019
November 28-29, 2019

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

Open Records Request:

| October 2019 | October 2018 |
|--|--|
| 37 Open Records Request were processed | 14 Open Records Request were processed |

Human Resources

The City is currently accepting applications for the position of Crossing Guard-Seasonal, Police Officer, Communications Officer, and Reserve Police Officer. 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
- Hosted the Employee Luncheon