



**February 2019 Department Reports  
(January'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](mailto:dbloodworth@hapeville.org) - 404.766.4399

*During the month of January, the Department conducted the following: 17 new construction site visits, 4 new alcohol inspections, 1 fire lane complaint investigation, 1 fire alarm review, 17 annual inspections, 2 planning & zoning reports, 1 new business license, and 83 blood pressure checks at the Senior Center. The following in house trainings were completed by our personnel: Target Solutions: General HIPAA Awareness, Sexual Harassment Awareness, and Workplace Diversity. Also, Health & Safety / Firefighter Drill Training, Sprinkler and Fire Department Connection Review, Pre – fire Plan Instruction, Advanced Cardiac Life Support Recertification, Company Level Training and Live Fire Training Exercise and Standpipe Review. The Fire Chief and Training Division Chief attended the South Fulton Chiefs Meeting and the Metro Atlanta Fire Chiefs Association Meeting.*

<b>Fire Station #1 - 3468 North Fulton Avenue</b>	<b>Fire Station #2 - 870 South Central Avenue</b>
<i>Auto Accidents w/ injuries</i> 0	<i>Auto vehicle accident with injuries</i> 0
<i>Auto Accidents w/o injuries</i> 1	<i>Auto vehicle accident w/o injuries</i> 0
<i>EMS</i> 73	<i>EMS</i> 13
<i>EMS, other</i> 1	<i>Emergency Medical Services, other</i> 0
<i>Removal of victim from stalled elevator</i> 0	<i>Detector activation, no fire-unintentional</i> 0
<i>Rescue, EMS incident, other</i> 2	<i>Cooking fire, confined to container</i> 0
<i>Medical Assist, Assist EMS crew</i> 0	<i>Fire in mobile home</i> 0

<i>Alarm, system activation, no fire</i>	<i>4</i>	<i>Alarm system activation, no fire</i>	<i>0</i>
<i>Invalid Assist</i>	<i>0</i>	<i>Invalid Assist</i>	<i>0</i>
<i>Dispatched &amp; cancelled en route</i>	<i>6</i>	<i>Dispatched and cancelled en route</i>	<i>0</i>
<i>Alarm system activation/malfunction</i>	<i>0</i>	<i>Smoke scare, odor of smoke</i>	<i>0</i>
<i>Gas Leak (Natural gas or LPG)</i>	<i>1</i>	<i>Public service assistance, other</i>	<i>1</i>
<i>Gasoline or other flammable liquid spill</i>	<i>0</i>	<i>Gasoline or other flammable liquid spill</i>	<i>1</i>
<i>Passenger vehicle fire</i>	<i>0</i>	<i>Overpressure rupture or steam pipe</i>	<i>0</i>
<i>Smoke detector activation/malfunction</i>	<i>0</i>	<i>Water or steam leak</i>	<i>0</i>
<i>Motor vehicle/pedestrian accident</i>	<i>0</i>	<i>Motor vehicle/pedestrian accident</i>	<i>0</i>
<i>Arcing, shorted electrical equipment</i>	<i>1</i>	<i>Building Fire</i>	<i>0</i>
<i>Outside rubbish, trash or waste fire</i>	<i>1</i>	<i>Sprinkler Activation, no fire</i>	<i>1</i>
<i>Accident, potential accident, other</i>	<i>0</i>	<i>Carbon monoxide incident</i>	<i>0</i>
<i>Smoke or odor removal</i>	<i>0</i>	<i>Alarm system malfunction</i>	<i>0</i>
<i>Power line down</i>	<i>2</i>	<i>Unintentional transmission of alarm, other</i>	<i>0</i>
<i>Good intent call, other</i>	<i>1</i>	<i>Self- propelled motorhome or RV</i>	<i>1</i>
<i>Building Fire</i>	<i>2</i>	<i>Removal of victims from stalled elevator</i>	<i>0</i>
<i>Assist police or other Gov. Agency</i>	<i>1</i>	<i>Wind storm, tornado/hurricane assess.</i>	<i>0</i>
<b>Total Calls at Station # 1</b>	<b>096</b>	<b>Total Calls at Station # 2</b>	<b>017</b>

**Total calls for both Stations 113 with an average response time of 02:52 minutes**

**Police Department**

**Rick Glavosek, Police Chief**

[rglavosek@hapeville.org](mailto:rglavosek@hapeville.org)- 404.669.2150

*Between January 1, 2019 and January 31, 2019 there were (546) calls for service. There were (2) Assaults, (3) Burglaries, (1) Robbery, (50) Larcenies; including 35 Entering Autos, 4 Stolen Vehicles and 11 Thefts. The Department recovered (4) stolen vehicles and (3) stolen property items. The Department made 37 arrests. Average Response time was 1 min 50 secs.*

*The Department issued 466 citations to include parking, traffic and general copies.*

*The E911 Center processed 3,140 calls.*

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

*The Detective Division reviewed (100) cases, assigned (34) cases for investigation, and closed (20) cases. (3) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (15) arrest warrants, responded to (16) crime scenes for investigation, conducted two special operations and executed (3) search warrant(s).*

*Code Enforcement: Code Enforcement handled (97) new calls for service. During these calls, the unit documented (9) animal incidents, (1) parking in grass, (1) tall grass & weeds, (10) permit issues, (58) outside storage, (15) littering or pollution problems, (2) Commercial Container Violation(s) and (2) property maintenance- exterior. The unit closed (106) 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).*

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### **Community Services**

**Lee Sudduth, Interim Director**

[leesudduth@hapeville.org](mailto: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**

2108 Argo Drive (14006600040834)  
 3408 Orchard Street (14009800050181)  
 3580 Atlanta Avenue (14009800210538)  
 3100 Sylvan Road (14009900010937)  
 3275 Russell Street (14009500100757)  
 3261 N Fulton Avenue (14009500060241)  
 3440 Old Jonesboro Rd (14006600030389)

**Plumbing Permits**

3389 Old Jonesboro Road  
 3371 Dogwood Drive Unit 200  
 3038 Gordon Circle  
 3274 Wheeler Street  
 294 Birch Street

**Tree Permits**

3200 Forrest Hill Drive  
 3290 North Whitney Avenue  
 791 Oak Street

**Electrical Permits**

3272 Wheeler Street  
 3274 Wheeler Street  
 576 Marina Street  
 3302 Myrtle Street  
 917 Virginia Avenue  
 3265 North Fulton Avenue  
 437 North Avenue  
 3481 North Fulton Avenue Suite A  
 876 Virginia Avenue

**Mechanical Permits**

32 Central Park Drive  
 565 Marina Street  
 3312 Myrtle Street  
 3035 Oakdale Road  
 3039 Oakdale Road  
 3041 Oakdale Road  
 3573 South Fulton Avenue  
 437 North Avenue  
 407 North Central Avenue

**Recreation****Tod Nichols, Manager**[tnichols@hapeville.org](mailto:tnichols@hapeville.org) 404-669-2136**Athletics -***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.**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 -***For more information on upcoming Special Events contact Holli Stephens at [hstephens@hapeville.org](mailto:hstephens@hapeville.org) or 404-669-2116.*

## **Building and Park Rentals -**

Contact Wayne Stephens at 404-669-2132 or [wstephens@hapeville.org](mailto:wstephens@hapeville.org).

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## **Economic Development**

**Adrienne Senter, Planning & Development Coordinator**

[asenter@hapeville.org](mailto:asenter@hapeville.org) - 404.669.8269

### **Department Activities:**

*Staff attended the Virginia Avenue Smart Corridor meeting with Aerotropolis CID and Modern Mobility Partners on January 10th. The purpose of the meeting was to begin discussion regarding the implementation of various “smart” projects for the Virginia Avenue corridor which includes the City of East Point, College Park, and Hapeville. Modern Mobility Partner’s have obtained much of the data needed and provided the participating cities with a a list of additional data needs to help move the project forward, such as WiFi capability and Traffic Control.*

*Staff attended the Finding the Flint Workgroup meeting on January 15th. The Finding the Flint initiative kicked off by Hannah Palmer briefed many of its successes in the previous year and its ongoing goals for the 2019 year. Ms. Palmer announced that the City of Hapeville adopted a resolution supporting the Finding the Flint principles. Additional updates mentioned during the workshop included the State Farmer’s Market Study (Forest Park) as they are undergoing much-needed renovations, opening more funding opportunities and urban community involvement, and Dr. Yomi’s Eco Action class known as the Atlanta Watershed Learning Network (AWLN). We also had guest speaker Ben Emanuel from Washington, DC who’s project was similar to the initiative set forth by Finding the Flint. Emanuel’s presentation displayed many ideas that could be adopted to the Finding the Flint plans as well.*

*Please join us: 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](http://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 March 2019 issue of the Hapeville Hometown News is Friday, February 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 March 2019- visit [www.hapeville.org](http://www.hapeville.org) for more information.*

Staff attended the January 22nd Tri-Cities Businesses “Merchant Mixer” held in East Point at The Vault: 2919 East Point Street in East Point. The next mixer will be hosted by the City of College Park’s Economic Development Department on February 21st - please visit [www.hapeville.org](http://www.hapeville.org) for updates!

Staff completed 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](http://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 February meeting will be held on Wednesday, February 27th.

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### **Planning and Zoning Activities**

Lynn M. Patterson, City Planner

[lpatterson@bcstudio.com](mailto:lpatterson@bcstudio.com) - 404.205.0123

### **Meetings**

Design Review Committee

Planning Commission

Department Head

Mayor & Council

### **Planning and Zoning Reviews**

Alcohol License Review, 2 Porsche (Kimpton Hotels)

Alcohol License Review, 3332 Colville

Alcohol License Review, 832 Virginia (Marco’s Pizza)

Code Research, Accessory Buildings

Code Research, Minimum Building size

Design Review, 3042 Gordon Circle

Design Review, 3290 N Whitney

Design Review, 490 Barnett

Design Review, 903 Margaret Street

Occupational Tax Permit, 3253 Dogwood

Sign Permit, 583 N Central Avenue

Site Plan Review, 3290 N Whitney

Site Plan Review, Village Walk

Site Plan Review, Willingham Townhomes

*Text Amendment CR to V, revisions*  
*Text Amendment, non-conforming signs*  
*Text Amendment, U-V residential buffer*  
*Zoning Certification, 3118 Sylvan Road*  
*Zoning Map Amendment, C-R to V*

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**Finance Director**

**James Schuster**

[jschuster@hapeville.org](mailto: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 amendments*

***Audit Support***

***Note: Audit virtually complete.***

***Audit Occupied a major portion of staff resources during January.***

***Expecting draft of audited statements by end of February***

- 1. Accounts reconciliations—requested by auditors*
- 2. Responses to additional questions--auditors*
- 3. 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, etc.*
- 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

**Water Accounts**

Commercial- 4

Residential- 22

**Administrative Services**

**Crystal Epps, City Clerk**

[cepps@hapeville.org](mailto:cepps@hapeville.org) -404-766-3004

**Upcoming Meetings:**

*Development Authority of the City of Hapeville - February 7, 2019 at 6:30 PM at City Hall*

*Hapeville Development Authority - February 7, 2019 at 6:30 PM at City Hall*

*Hapeville Clean and Beautiful Commission - February 11, 2019 at 6:30 PM at City Hall*

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

*Hapeville Valentine Dance -February 14, 2019 at 3:30PM at the Hoyt Smith Center*

*Mayor and Council Work Session - February 19, 2019 at 6:00 PM at Hapeville Municipal*

*Design Review Commission - February 20, 2019 at 6:00PM at City Hall*

*Main Street Board - February 27, 2019 at 6:00PM at City Hall*

*Board of Appeals- February 28, 2019 at 6:00PM at Hapeville Municipal*

Meeting times and places are subject to change, please visit [www.hapeville.org](http://www.hapeville.org) for further information.

**Open Records Request:**

<b>January 2019</b>	<b>January 2018</b>
23 Open Records Request were processed	17 Open Records Request were processed



### ***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](http://www.hapeville.org)) or at City Hall.*

- *Responded to Job Openings and Labor Turnover Report*
- *Collected Applications for all open positions*
- *Hosted the South Fulton Municipal Association Meeting*