



## August 2017 Department Reports

To: 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 July, the Department conducted 41 inspections, 20 new construction consultations, 9 plan reviews, and 91 blood pressure checks, which were done at the Senior Center. Also, the following trainings were held: Extrication, EMS National Checkoffs, Mentoring Leadership, Pump Training, Airway and Respiratory, Ventilation and Additional Advance Life Support. Also, members of our Department participated in this year's Vacation Bible Study program at the First Baptist Church. During their visit, the firefighters played various outdoor games with the children and taught them about all the equipment that we carry on our ladder truck. The Department also conducted a promotional assessment testing for the rank of Battalion Chief.*

<b><i>Fire Station #1 - 3468 North Fulton Avenue</i></b>	<b><i>Fire Station #2 - 870 South Central Avenue</i></b>
<i>Auto Accidents w/ injuries</i> 6	<i>Motor vehicle accident w/ injuries</i> 3
<i>EMS</i> 69	<i>Motor vehicle accident w/o injuries</i> 1
<i>No incident found on arrival</i> 1	<i>EMS</i> 14
<i>Medical Assist, assist EMS crew</i> 2	<i>Medical assist, assist EMS crew</i> 1
<i>Service Call, other</i> 1	<i>Alarm system sounded due to malfunction</i> 1
<i>Invalid Assist</i> 9	<i>Invalid Assist</i> 3
<i>Alarm system activation/no fire</i> 5	<i>Dispatched &amp; cancelled en route</i> 2
<i>Gas Leak (natural gas or LPG)</i> 1	<i>Special type of incident, other</i> 1
<i>Combustible/flammable gas/liquid</i> 1	<i>Smoke or odor removal</i> 1
<i>Severe weather standby</i> 1	<i>EMS call/party transported by other agency</i> 1
<i>Overheated motor</i> 1	<i>Removal of victims from stalled elevator</i> 1
<i>Power line down</i> 1	<i>Smoke scare, odor of smoke</i> 1
<i>Hazardous conditions</i> 1	
<b><u>Total Calls at Station #1</u></b> 99	<b><u>Total Calls at Station #2</u></b> <u>30</u>

*Total for both Stations 129 with an average response time of 02:53 minutes*

---

**Police Department**  
**Rick Glavosek, Police Chief**  
[rglavosek@hapeville.org](mailto:rglavosek@hapeville.org)- 404.669.2150

*Department Personnel continued to receive daily roll call and in-service training on topics such as in Fostering Positive Community Relations, Field Training Officer, Legal Updates, and the HPD's Standard Operating Procedures.*

*The Detective Division reviewed (220) cases, assigned (32) cases for investigation, and closed (14) cases. (3) Cases were closed with arrest warrants and (1) by CID arrest. The Detective*

*Division obtained (7) warrants, responded to (4) crime scenes for investigation and executed (2) search warrant(s).*

*Code Enforcement: Code Enforcement handled (78) new calls for service. During these calls, the unit documented (11) animal incidents, (2) parking in grass, (31) Tall Grass & Weeds, (7) permit issues, (7) outside storage, (15) littering or pollution problems, (10) property maintenance- exterior, and (0) other code compliance issues. The unit closed (60) cases and issued (20) citations.*

*Abatements: The current properties that are under abatements are as follow: 3 Woodrow lot (between Wheeler and N. Fulton Avenue), 278 Moreland Way, 330 Mount Zion Road, 437 Walnut Street, 472 Walnut Street, 370c Woodrow Avenue, 3001 Dogwood Drive, 3309 North Fulton Avenue, and 3227 Jackson Street.*

*Between June 1, 2017 and June 30, 2017 there were (557) calls for service. There were (3) Assaults, (2) Burglaries, (1) Robbery, (56) Larcenies; including 36 Entering Autos, 5 Stolen Vehicles and 15 Thefts. The Department recovered (6) stolen vehicles and (3) stolen property items. The Department made 38 arrests. Average Response Time was 1 min 38 secs.*

*The Department issued 335 citations to include parking, traffic and general copies. 112 Warnings were issued.*

*The E911 Center processed 3,399 calls.*

---

### **Community Services**

**Lee Sudduth, Interim Director**

[leesudduth@hapeville.org](mailto:leesudduth@hapeville.org) - 404.669.2120

*The Dogwood Drive LCI Streetscape Project is currently under construction and the Rail Facilities Improvement Project is scheduled to begin construction in the next couple of months.*

*The Loop Road Streetscape is currently in the ROW phase.*

*Please remember we are currently in a Level 2 drought. Please see our website for all of the restrictions during Level 2.*

**Building Permits**

3115 Old Jonesboro Road(14009400102119)  
 242 Maple Street (14009400090892)  
 410 Walnut Street (140094000060325)  
 3124 Old Jonesboro Road(14009400101368)  
 510 Walnut Street (14009400030328)  
 516 Walnut Street (14009400030310)  
 350 Mt Zion Road (14009400100873)  
 3120 Old Jonesboro Road(14009400101376)  
 856 Virginia Avenue (14009800010680)  
 1025 Virginia Avenue (140127LL0836)  
 2124 Lavista Circle (14006600040164)  
 484 King Arnold Street (14009500030327)  
 522 King Arnold Street (14009500030327)  
 3362 Colville Avenue (14009800080162)  
 1007 Virginia Avenue (140127LL0844)

**Mechanical Permits**

705 Campbell Circle  
 1025 Virginia Avenue  
 3379 North Whitney Avenue

**Plumbing Permits**

912 Margaret Street  
 3251 Old Jonesboro Road  
 550 Woodrow Avenue  
 516 Walnut Street  
 1007 Virginia Avenue

**Electrical Permits**

632 South Central Avenue  
 3585 Atlanta Avenue  
 516 Walnut Street  
 242 Moreland Way  
 3090 Jackson Street  
 3096 Jackson Street  
 3098 Jackson Street  
 546 Woodrow Avenue  
 3371 Colville Avenue  
 705 Campbell Circle  
 3416 Elkins Street  
 501 King Arnold Street  
 1025 Virginia Avenue  
 1007 Virginia Avenue

**Tree Permits**

3285 North Whitney Avenue  
 362 Woodrow Avenue  
 242 Maple Street  
 306 Northwoods Place  
 3045 Dogwood Drive  
 3240 North Fulton Avenue  
 2121 Lavista Circle  
 616 Coleman Street  
 3440 North Fulton Avenue  
 700 South Central Avenue

**Recreation****Tod Nichols, Manager**[tnichols@hapeville.org](mailto:tnichols@hapeville.org) 404-669-2136**Athletics**

*Congratulations are in order for our 7&8 Hapeville Hornets Green and 9&10 Hapeville Hornets White as they won the Youth Baseball Alliance Championship!! We also had two runner - ups in the championship round who were the 7&8 Hapeville Hornets Gold and the 11&12 Hapeville Hornets Gold. Great job to all of the coaches, players and parents!!*

For more information on our athletics contact Ray Rollins at [rrollins@hapeville.org](mailto:rrollins@hapeville.org) or 404-669-2127.

### **Programs**

Our first month of Busy Bee Summer Camp was a blast. The children visited Fun Junction, Lego Land, Metro Fun Center and went Ice Skating. Our children 5-9 years old visited Safetyville and learned about fire safety, poison control, when & how to call 911 and communicate with police.

We hosted both the Hapeville Library Kick Off and Fulton County Summer Foods Service Kickoff during our first week of camp. We had a large crowd for both and the kids loved it!

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!

For more information on our Programs contact Katie Ray at [kray@hapeville.org](mailto:kray@hapeville.org) or 404-669-2134.

### **Special Events**

With support from Hapeville Dwarf House & Tri Cities Church we had another successful Father Daughter Dance. We had 20 fathers who dance the night away sweeping their daughters off their feet!

Chalk Art Festival decorated S. Central Ave with images of fairy tales. Spectacular work!

For more information on our upcoming Special Events contact Holli Stephens at [hstephens@hapeville.org](mailto:hstephens@hapeville.org) or 404-669-2116.

---

### **Economic Development**

Adrienne Senter, Planning & Development Coordinator  
[asenter@hapeville.org](mailto:asenter@hapeville.org) -404.669.8269

### **Department Activities:**

Produced City Newsletter and all Departmental related duties. (Newsletter Note: The submission deadline for the August 2017 issue of the Hapeville Hometown News was Friday, July 14, 2017). Promoted City Sponsored events (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center, Coffee and Chrome Car & Motorcycle Show and the Southern Circuit of Independent Filmmakers and Chalk Art Festival.

Began preparation and promotion for the upcoming 2017-18 South Arts Film Series. The first film, *Big Sonia*, will take place on Friday, September 8th at 6 p.m. at the Historic Christ Church and Carriage House. Please log onto [www.hapeville.org](http://www.hapeville.org) for additional information.

Continued to work on the One-Stop Shop brochure for all new/existing business owners to establish the baseline development for the One Stop Shop to increase efficiency.

Began developing a citywide social media policy. Continued preparation for the upcoming Main Street Board meeting and assisted with all Aerotropolis Alliance & AeroCIDs initiatives. In addition, staff is working with the Aerotropolis Alliance to organize and promote an upcoming Aerotropolis Brokers Reception event that is scheduled in October 2017. Additional information is forthcoming

---

### **Planning and Zoning Activities**

**Lynn M. Patterson, City Planner**

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

#### **Meetings**

- Mayor & Council
- Design Review Committee

#### **Other Planning and Zoning activities**

- Conceptual Plan Review, 461 N. Central
- Design Review, 3400 Dogwood Drive
- Occupational Tax Permit Review, 3020 Commerce
- Occupational Tax Permit, 3430 Lang
- Occupational Tax Permit, 545 N. Central
- Occupational Tax Permit, 632 S. Central
- Preliminary Plat Review, 1180 Virginia Ave.
- Sign Permit Inquiry, 1155 Virginia Ave.
- Sign Permit, 3445 Dogwood Drive
- Site Plan Review, 1180 Virginia Ave.
- Site Plan Review, 3415 Hamilton
- Traffic Study Review, 1180 Virginia Ave.
- Zoning Review, 3578 S. Fulton
- Zoning Verification, 3640 S. Fulton

---

### **Finance Director**

**James Schuster**

[jschuster@hapeville.org](mailto:jschuster@hapeville.org) - 404-669-2118

#### **Month / Year-End Closing and Reporting**

- Prepare preliminary Year-End report

- *Close accounts for audit*
- *Prepare audit support*

### **Budget Process**

- *Finalize budget - Set millage.*
- *Load to Incode (Roll Budget)*
- *Create Budget 2018 Excel Spreadsheets*

### **Finance/Accounting Activities**

- *Ongoing oversight of Accounting Specialists and staff--re: year-end reconciliations, closing procedures, general ledger maintenance, budgeting, debt service*
- *Train staff on Budget preparation*
- *Continue work on Internal Controls and other procedures*
- *Training for Assistant Finance Director*
- *Interview selected auditor*
- *Reconcile cash accounts*
- *Reconcile credit card, on-line payments, and wire transfers transactions*
- *Review and reconcile general ledger accounts*

### **Other Accounting and Billing**

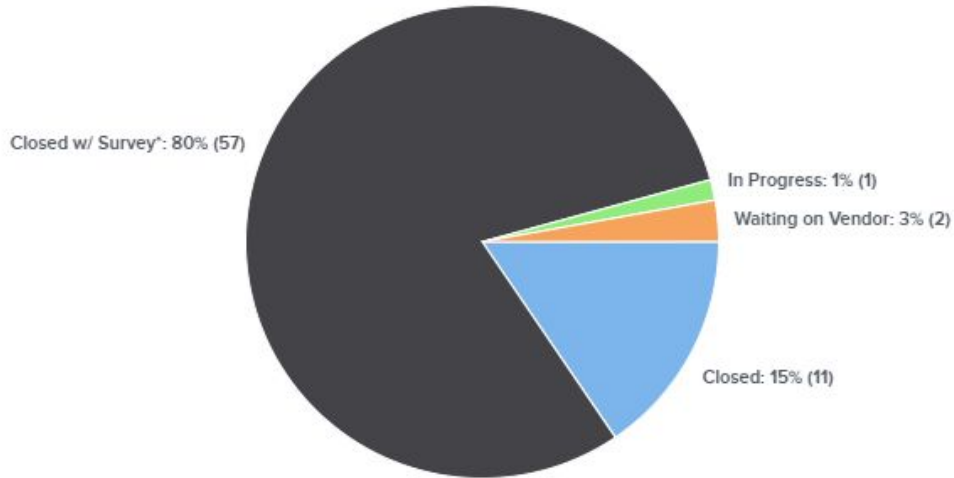
- *Generate payrolls for ~120 full time & 30 part time employees*
- *Maintain payment records for ~500 vendors*
- *Monthly Billing and collections for ~2,100 Water & Sewer customers*
- *Billing/ reconciliation of License*

### **Other Managerial /Administrative Duties**

- *Respond to Mayor, City Manager and Department requests*
  - *Respond to citizen requests*
  - *Meet with individual customers and citizens with complaints*
  - *Staff meetings, Pension Committee, Revenue Committee, and Council meetings*
  - *Respond to banks, creditors, debt service, etc.*
-

Liberty Technology  
 Steven Lease  
[steven@libertytech.net](mailto:steven@libertytech.net)

### Tickets Opened - Status - Previous Month



### SLA Statistics by Priority - Last Month

PRIORITY	TOTAL	# MET SLA	% MET SLA	MET RESPONSE SLA	% RESPONSE SLA	MET RESPLAN SLA	% RESPLAN SLA	MET RESOLUTION SLA	% RESOLUTION SLA
Priority 2 - Quick Response	5	4	80%	5	100%	5	100%	4	80%
Priority 3 - Normal Response	66	58	88%	65	98%	61	92%	61	92%

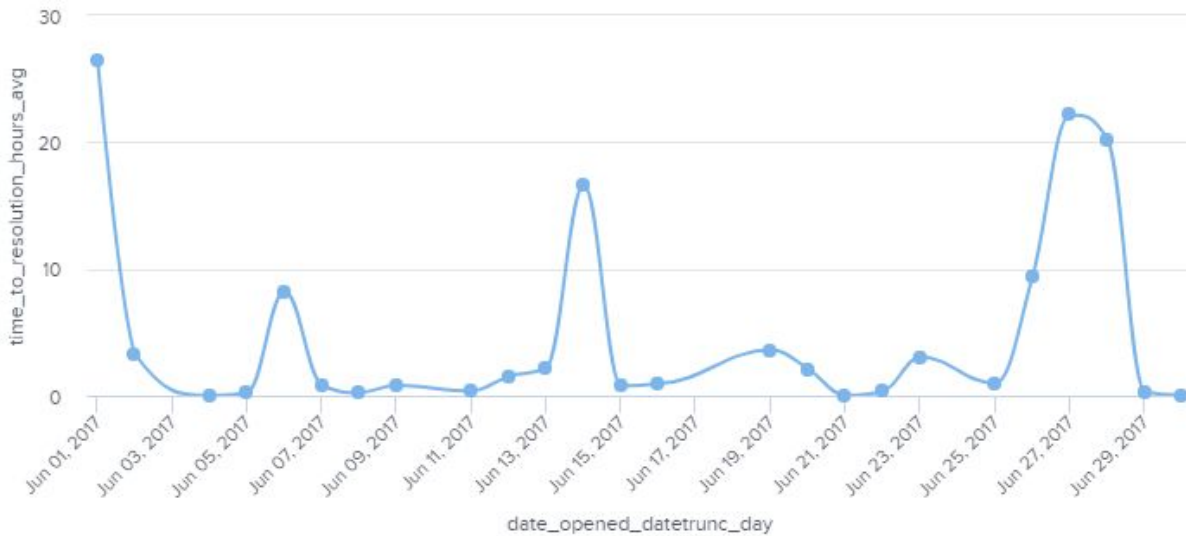
**68** Tickets Closed - Last Month  
 Tickets Closed Last Month

**51.99** Actual Hours - Tickets clos...  
 Actual Hours on tickets closed last...

**71** Tickets Opened - Last Month  
 Tickets Opened Last Month



## Average Time to Resolution - Previous Month



### Projects In Progress:

- See separate write-up for lightning damage replacement status.
- Security camera project- Staff has been coordinating with Georgia Power to get power to the remaining sites for installation of broadband to support the cameras for Phase 1.

---

### Administrative Services

Jennifer Elkins, City Clerk

[jelkins@hapeville.org](mailto:jelkins@hapeville.org)- 404.766.3004

### City Clerk

#### Upcoming Meetings:

Hapeville Development Authority- August 3, 2017 at 6:30 p.m. at City Hall

Hapeville Clean and Beautiful- August 14, 2017 at 6:30 p.m. at City Hall

Planning Commission Meeting- August 8, 2017 at 6:00 p.m. at Hapeville Municipal Complex

Main Street Board Meeting- August 21, 2017 at 6:00 p.m. at City Hall

Mayor and Council Work Session- August 15, 2017 at 7:00 p.m. at Hapeville Municipal Complex

Design Review Commission- August 16, 2017 at 6:00 p.m. at City Hall

Board of Appeals- August 24, 2017 at 6:00 p.m. at Hapeville Municipal Complex

TSPLOST Presentation- August 15, 2017 at 6:00 p.m. Hapeville Municipal Complex

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

Processed property Insurance claims for:

*Retaining wall on Dogwood Dr.  
Christ Church  
Hapeville Depot Museum  
Computer Storm Damage*

***Open Records Request:***

<b><i>17 July 2017</i></b>	<b><i>18 July 2016</i></b>
<i>Open Records Request were processed</i>	<i>Open Records Request were processed</i>

***Human Resources***

*The City is currently accepting applications for the position of Police Officer. Applications are available online ([www.hapeville.org](http://www.hapeville.org)) or at City Hall.*

- Hired 2 personnel for Part- Time Custodian and Code Enforcement*
  - Responded to Job Openings and Labor Turnover Report*
  - Collected Applications for all open positions*
  - Coordinated Retirees Benefits for FY 17-18*
-