



September 2017 Department Reports

To: Mayor and Council
Citizens of the City of Hapeville

Fire Department

David Bloodworth, Fire Chief

dbloodworth@hapeville.org - 404.766.4399

During the months of August and part of September, the Department conducted 3 pre-fire plans, 15 inspections, 5 new construction consultations, 5 plan reviews, issued 1 CO certificate and 85 blood pressure checks, which were done at the Senior Center. Also, the following trainings were held: Rescue Jack setup and operations, Pre-incident planning, Air-pack training and review, Engine 1 and Ladder 2 driver, pump familiarization and aerial platform training, Target Solutions online training, Pediatric assessment class and Pediatric Advanced Life Support recertification. Also, members of the Department performed inspections on all Personal Protective Equipment (PPE) and equipment maintenance for all emergency vehicles. The Department announced the promotion of our 3 new Battalion Chiefs: BC Brock Robertson, BC Mike Donaldson and BC Bobby Craig and our new Division Training Chief Joey Overton. As part of our Public Safety Education our Department taught fire extinguisher classes at the Senior Center and Auto-Chlor plant. Two of the Paramedics completed the Advanced Cardiac Life Support instructor course and one completed the Pediatric Advanced Life Support Instructor certification as well. The Training Division is currently preparing for the upcoming promotional testing for the ranks of Lieutenant and Sergeant. The Department responded to a total of 26 Hurricane Irma related calls, of which 18 were fallen trees with down power lines. As part of the recovery process, the Department collaborated with Atlanta Fulton County Emergency Management Agency (AFCEMA) by providing the required documentation for possible reimbursement. Our Department conducted a boot drive to collect funds in support of all the Fire Departments and the Firefighters from Houston who were affected by Hurricane Harvey. We collected a total of \$2,195.

Fire Station #1 - 3468 North Fulton Avenue		Fire Station #2 - 870 South Central Avenue	
<i>Auto Accidents w/ injuries</i>	4	<i>Motor vehicle accident w/ injuries</i>	2
<i>EMS</i>	88	<i>Cooking fire, confined to container</i>	1
<i>Good Intent call, other</i>	2	<i>EMS</i>	5
<i>Medical Assist, assist EMS crew</i>	1	<i>System malfunction, other</i>	1
<i>Passanger vehicle fire</i>	1	<i>Alarm activation, no fire- unintentional</i>	1
<i>Invalid Assist</i>	11	<i>Removal of victims from stalled elevator</i>	1
<i>Alarm system activation/no fire</i>	2	<i>Windstorm, tornado/ hurricane assessment</i>	4
<i>Gas Leak (natural gas or LPG)</i>	1		
<i>Public Service</i>	3		
<i>Police Matter</i>	1		
<i>Motor vehicle/ pedestrian accident</i>	1		
<i>Dipatached & cancelled on route</i>	2		
<i>Windstorm/ hurricane assessment</i>	14		
<u>Total Calls at Station #1</u>	131	<u>Total Calls at Station #2</u>	15

Total for both Stations 146 with an average response time 02:47 of minutes

Police Department

Rick Glavosek, Police Chief

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 - 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 Dogwood Drive (14009900021660)
3117 Dogwood Drive (14009900021652)
250 Maple Street (14009400090868)
3233 Oakdale Road (14009900030117)
3358 Colville Avenue (14009800080170)
3112 Grove Circle (14009400100618)
242 Moreland Way (14009400090504)
3247 North Fulton Avenue(14009500060209)
3223 Oakdale Road (14009900030091)
220 Birch Street (14009400091353)

Plumbing Permits

3585 Atlanta Avenue
1025 Virginia Avenue
3379 North Whitney Avenue
3420 Harding Avenue
3401 International Blvd
2 Porsche Drive
3416 Elkins Street
639 Coleman Street
3115 Dogwood Drive
3117 Dogwood Drive

Electrical Permits

3098 Jackson Street
811 Virginia Avenue
3219 North Fulton Avenue
501 King Arnold Street
3379 North Whitney Avenue

Mechanical Permits

1007 Virginia Avenue
3416 Elkins Street
3550 Atlanta Avenue
3425 Harding Avenue

Tree Permits

558 College Street
3046 Gordon Circle
356 Lake Drive
3312 Myrtle Street
610 King Arnold Street
3302 Myrtle Street

Recreation**Tod Nichols, Manager**

tnichols@hapeville.org 404-669-2136

Athletics

Youth Cheer and Football season is underway. Teams range from ages 3 - 11 years old. Games are played on Saturdays. For game times and specific age groups call 404-669-2136.

The Youth Baseball fall ball season has begun. Call 404-669-2127 for details.

For more information on our athletics contact Ray Rollins at rrollins@hapeville.org or 404-669-2127.

Programs

The Busy Bee Summer Camp After School Club has resumed meeting. The Club meets every Monday through Friday from 2:30 - 6:30.

If you have any pet food or items that you would like to donate, please bring them by the Hoyt Smith Center as we've kicked off our Restock The Rescue support of animal shelters.

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 or 404-669-2134.

Special Events

For more information on our upcoming Special Events contact Holli Stephens at hstephens@hapeville.org or 404-669-2116.

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 October 2017 issue of the Hapeville Hometown News is Friday, September 15, 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.

Hosted kick-off to the South Arts screening as part of the grant process. Save the Date! South Arts Film series continues October 18th. The film will be screened in the Christ Church venue. Reception with the filmmaker at 6 p.m. Film Screening at 7 p.m. Visit www.hapeville.org for info, click on Events.

Staff attended the Aerotropolis Atlanta CIDs Master Plan Launch event at Arches Brewing on August 29th. The CIDs completed the development of a Master Plan to guide investment in the Aerotropolis area through the year 2021. The Master Plan identifies projects that support the dual goals of enhancing the brand and perception of the Aerotropolis in addition to fostering economic development. These goals will be achieved through the undertaking projects which address objectives in the areas of public safety, wayfinding, beautification, and infrastructure. A list of seventeen (17) projects and studies that meet the above description was developed as part of the Master Plan. For additional information regarding the Master Plan document, please follow this link to view the executive summary:

<http://aerocids.com/2017/02/15/download-the-master-plan-executive-summary/>

Staff assisted with all Aerotropolis Atlanta Alliance & AeroCIDs initiatives. In addition, staff is working with the Aerotropolis Atlanta Alliance to organize and promote the upcoming

Aerotropolis Brokers Reception event that will be held on Wednesday, October 4, 2017 from 5:30p.m. - 8:30 p.m. at Arches Brewing. The presentation will feature available properties from the Aerotropolis area for interested brokers and developers. This event is hosted by the Aerotropolis Atlanta Alliance.

Staff continued to work on the entertainment film ordinance and permitting policy. The intent of adopting the entertainment filming ordinance is to facilitate entertainment industry work performed in Hapeville while safeguarding the interest of Hapeville's residents and businesses.

Planning and Zoning Activities

Lynn M. Patterson, City Planner

lpatterson@bcstudio.com - 404.205.0123

Meetings

- *Planning Commission*
- *Design Review Committee*

Other Planning and Zoning activities

- *DRC, 3424 Norman Berry Dr*
 - *DRC, 597 College St*
 - *DRC, 3400 Dogwood Dr*
 - *DRC, 917 Virginia Ave*
 - *Home Occupational Tax Permit, 3260 Russell St*
 - *Home Occupational Tax Permit, 3322 N. Whitney*
 - *Home Occupational Tax Permit, 585 Marina St*
 - *Occupational Tax Permit, 2 Porsche Drive Hotel*
 - *Occupational Tax Permit, 301 N. Central Ave*
 - *Occupational Tax Permit, 3253 Dogwood Dr (Insurance Agency)*
 - *Occupational Tax Permit, 3253 Dogwood Dr (Car Lot)*
 - *Occupational Tax Permit, 3391 Dogwood Dr*
 - *Occupational Tax Permit, 3500 N. Inner Loop*
 - *Occupational Tax Permit, 685 N. Central Ave*
 - *Sign Permit 1 Clay Place*
 - *Sign Permit, 409 N. Central Ave*
 - *Sign Permit, 751 N. Central*
 - *Site Plan Review, 3424 Norman Berry Drive*
 - *Site Plan Review, 1180 Virginia Ave*
 - *Site Plan Review, 3415 Hamilton Ave*
 - *Subdivision Review, 1180 Virginia Ave*
-

Finance Director

James Schuster

jschuster@hapeville.org - 404-669-2118

Month / Year-End Closing and Reporting

- *Bank and accounts reconciliations -on going*
- *Preparation for Year-End close - Prepared some schedules for year end.*
- *Prepare data and documents for auditors*

Budget Process

- *Begin work on final budget documents*
- *Compute and advertise Five years tax history for hearings.*

Finance/Accounting Activities

- *Train Account temp- ongoing - bank reconciliations, cashiering procedures and Court ware Interface, journal entries (as a manual reconciliation).*
- *Crosstrain Assistant*
- *Review agenda items*
- *Reconcile Worker's Comp requirements*
- *Continue work and Internal Control Checklist*

Other Accounting and Billing

- *Generate multiple payrolls for ~120 full time & 30 part time employees*
- *Mail all payroll and vendor checks. Enroll employees in direct deposit*
- *Maintain payment records for ~500 vendors*
- *Monthly Billing and collections for ~2,100 Water & Sewer customers*
- *Process 10-20,000 cash receipts transactions (revenues)*
- *Process credit card and wire transfer payments*

Other Managerial /Administrative Duties

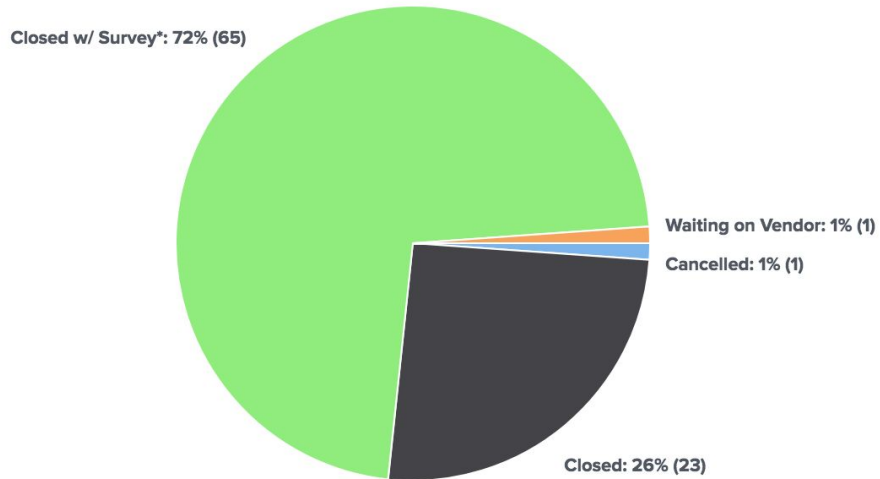
- *Respond to Mayor, City Manager and Department requests*
- *Respond to citizen requests*
- *Meet with individual customers and citizens with complaints*
- *Staff, special subject and Council meetings*

Water Accounts

Residential- 25

Commercial- 1

Tickets Opened - Status - Previous Month



85 Tickets Closed - Last Month
Tickets Closed Last Month

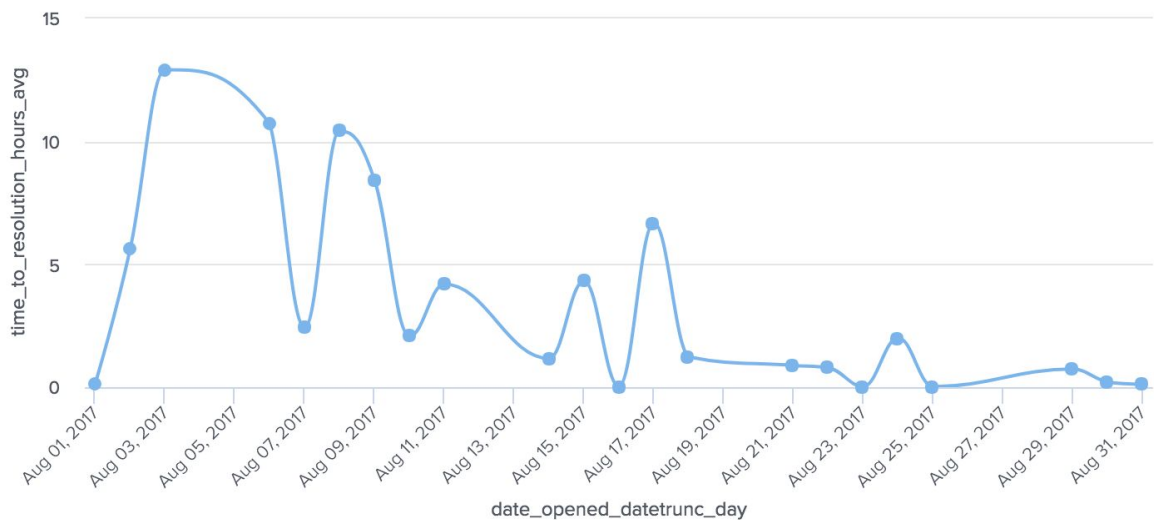
128.39 Actual Hours - Tickets ...
Actual Hours on tickets close...

90 Tickets Opened - Last Month
Tickets Opened Last 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	2	1	50%	1	50%	1	50%	1	50%
Priority 3 - Normal Response	88	81	92%	84	95%	84	95%	83	94%

Average Time to Resolution - Previous Month



Projects In Progress:

- Continued work on getting old cameras repaired to work with Genetec system. Continued with fine tuning the system.
- Kicked off audio/visual project for Christ Church for meetings.

Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org - 404.766.3004

City Clerk

Upcoming Meetings:

Development Authority of the City of Hapeville- September 20, 2017 at 6:30 p.m. at City Hall

*Design Review Commission- September 20, 2017 at 6:00 p.m. at City Hall
Board of Appeals- September 28, 2017 at 6:00 p.m. at Hapeville Municipal Complex- Cancelled*

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

*Processed property Insurance claims for:
Hapeville Depot Museum
Computer Storm Damage*

Open Records Request:

August - September 2017	August - September 2016
<i>21 Open Records Request were processed</i>	<i>20 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) or at City Hall.

- *Hired 1 personnel for Full-Time Custodian*
 - *Responded to Job Openings and Labor Turnover Report*
 - *Collected Applications for all open positions*
 - *Coordinated Retirees Benefits for FY 17-18*
-