



November 2017 Department Reports

To: Mayor and Council
Citizens of the City of Hapeville

Fire Department

David Bloodworth, Fire Chief

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During the month of October, the Department conducted 8 new construction site visits, 2 smoke detectors installations, 10 plan reviews, 4 new alcohol license inspections, 1 certificate of completion, 3 temporary certificate of occupancy inspections, 2 fire drills at Delta Reservations Building, 21 alcohol renewal inspections, 2 certificates of occupancy and 72 blood pressure checks at the Senior Center. Also, the following trainings were held: EMS Pediatric and Advanced Emergencies, Report Writing, Officers' Professional Development, Engine 1 and Ladder 2 Driver Operations Training, Emergency Vehicles Operator Course, Adult and Pediatric Trauma (EMS) Training, Extrication Equipment Review on Engine 2 and Truck 2. Members of the Department completed the National Incident Management System (NIMS) 200 and 800 online trainings. The Chief started the professional development series through the FEMA Emergency Management Institute. One of our newly promoted Lieutenants completed the Fire Department Supervision Course at the Georgia Public Safety Training Center (GPSTC) in Forsyth, GA. Two officers in the Department participated in a Cardiac Arrest Registry to Enhance Survival (CARES) teleconference. As part of our Fire Prevention Month community education our Fire Prevention Officer provided education to approximately 432 Pre-K through 2nd grade Hapeville Elementary School students and 180 Kindergarten through 2nd grade students from St John's Catholic School. The Department also provided EMS staff for First Aid during St John's Catholic School fundraiser walk-a-thon, and Fire Prevention education for a group of 60 after school program students from Hapeville Elementary School. The Department also participated in this year's Delta Reservations Safety Fair and aided the City of Fairburn Fall Festival Parade in which Truck 2 was part of the event. The Department participated in the City's Trunk and Treat in which approximately 1200+ children and adults were in attendance.

Fire Station #1 - 3468 North Fulton Avenue		Fire Station #2 - 870 South Central Avenue	
<i>Auto Accidents w/ injuries</i>	<i>5</i>	<i>Motor vehicle accident w/ injuries</i>	<i>1</i>
<i>EMS</i>	<i>71</i>	<i>Cooking fire, confined to container</i>	<i>0</i>
<i>Auto Accident w/o injuries</i>	<i>1</i>	<i>EMS</i>	<i>10</i>
<i>Medical Assist, assist EMS crew</i>	<i>0</i>	<i>System malfunction, other</i>	<i>0</i>
<i>Smoke or odor removal</i>	<i>3</i>	<i>Dispatched and cancelled on route</i>	<i>2</i>
<i>Invalid Assist</i>	<i>2</i>	<i>Removal of victims from stalled elevator</i>	<i>0</i>
<i>Alarm system activation/no fire</i>	<i>0</i>	<i>Windstorm, tornado/ hurricane assessment</i>	<i>0</i>
<i>Gas Leak (natural gas or LPG)</i>	<i>2</i>	<i>Gas leak (natural gas or LGP)</i>	<i>1</i>
<i>Public Service</i>	<i>1</i>	<i>Police matter</i>	<i>1</i>
<i>Police Matter</i>	<i>1</i>	<i>Trench/ below grade rescue</i>	<i>1</i>
<i>Power line down</i>	<i>1</i>	<i>Alarm activation, no fire- unintentional</i>	<i>3</i>
<i>Lock- out</i>	<i>1</i>	<i>Smoke or odor removal</i>	<i>1</i>
<i>Natural vegetation fire, other</i>	<i>1</i>		
<i>Heat from short circuit, defective worn</i>	<i>0</i>		
<i>Building Fire</i>	<i>0</i>		
<i>Windstorm/ hurricane assessment</i>	<i>0</i>		
<u>Total Calls at Station #1</u>		<u>Total Calls at Station #2</u>	<u>20</u>
94			

Total for both Stations 141 with an average response time 02:48 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 Police Motorcycle Level 2, Community Relations, Carrying & Possessing Weapons in GA, Use of Deadly Force, Juvenile Justice Reform, Vehicle Pullovers, Legal Updates, and the HPD's Standard Operating Procedures.

The Detective Division reviewed (126) cases, assigned (52) cases for investigation, and closed (36) cases. (8) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (24) warrants, responded to (11) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (128) new calls for service. During these calls, the unit documented (21) animal incidents, (8) parking in grass, (31) Tall Grass & Weeds, (3) permit issues, (11) outside storage, (26) littering or pollution problems, (13) property maintenance- exterior, and (15) other code compliance issues. The unit closed (97) cases, and issued (17) 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, 472 Walnut Street, 370 Woodrow Avenue, 3001 Dogwood Drive, 3309 North Fulton Avenue, and 3227 Jackson Street.

Between October 1, 2017 and October 31, 2017 there were (604) calls for service. There were (3) Assaults, (4) Burglaries, (1) Robbery, (141) Larcenies; including 106 Entering Autos, 19 Stolen Vehicles (11 of which were overdue rental vehicles) and 16 Thefts. The Department recovered (9) stolen vehicles. The Department made 31 arrests. Average response time was 2min 51 secs.

The department issued 349 citations to include parking, traffic and general copies.

The E911 Center processed 3,306 calls.

Community Services

Lee Sudduth, Interim Director

leesudduth@hapeville.org- 404.669.2120

Leaf season is here! Please remember to separate your limbs from your leaves. Bagged leaves and limbs will be picked up on Fridays during leaf season.

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.

Building Permits

3585 Atlanta Avenue (140098LL0278)
3400 Dogwood Drive (14009800180137)
3216 Forrest Hill Drive (14006700040064)
485 Oak Drive (14009400080034)
545 North Avenue (14009400010478)
255 Moreland Way (14009400090314)
3400 Hamilton Avenue (14009800070189)
478 Walnut Street (14009400030393)
3578 South Fulton Avenue (14009800210421)
3074 Old Jonesboro Road (14009400100857)
434 Dorsey Road (14009400060036)
208 Mt Zion Road (14009400030181)
811 Virginia Ave (14009800040166)

Plumbing Permits

545 Oak Drive
3115 Old Jonesboro Road
3585 Atlanta Avenue
350 Mt Zion Road
3400 Hamilton Avenue
3417 Orchard Street
3358 Colville Avenue

Demolition Permits

45 Central Park Drive

Electrical Permits

1007 Virginia Avenue
259 Maple Street
370 Woodrow Avenue A
370 Woodrow Avenue B
3585 Atlanta Avenue
3290 Russell Street
3400 Dogwood Drive
3216 Forrest Hill Drive
3216 Dogwood Drive
3400 Hamilton Avenue
3362 Colville Avenue

Mechanical Permits

545 North Avenue
760 Doug Davis Drive
3115 Old Jonesboro Road
350 Mt Zion Road
3362 Colville Avenue
3585 Atlanta Avenue
703 North Central Avenue

Tree Permits

3290 Russell Street
730 South Central Avenue
507 Woodrow Avenue
3021 Dogwood Drive
550 Woodrow Avenue
511 Parkway Drive

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 December 2017 issue of the Hapeville Hometown News is Friday, November 10, 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 November 17th. 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 a “Finding the Flint” working group meeting that was held at Woodward Academy on October 31st. The “Finding the Flint” Working Group invited stakeholders of the Aerotropolis Atlanta Community Improvement District and other organizations to the meeting in an effort to build support for the concept and embrace the idea. “Finding the Flint” is a vision for connecting Atlanta’s Flint River Headwaters and The Aerotropolis to develop a vision of what the area around Hartsfield-Jackson could be if we were to reclaim our natural amenities – such as the Flint River. The “Finding the Flint” project is funded by American Rivers and the Conservation Fund in partnership with the Atlanta Regional Commission.

Staff assisted with all Aerotropolis Atlanta Alliance & AeroCIDs initiatives. In addition, assisted with organizing Aerotropolis Brokers Reception event that was held on Wednesday, October 4, 2017 at Arches Brewing. The presentation featured available properties from the Aerotropolis area for interested brokers and developers. This event was hosted by the Aerotropolis Atlanta Alliance.

Staff completed the 1st draft of the entertainment film ordinance and permitting policy. This item will be presented to the Council for a 1st Reading on Tuesday, November 7th. 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**
- Mayor & Council Meeting
- Design Review Committee
- Board of Appeals
- Department Head Meetings

- **Other Planning and Zoning Activities**
- Board of Appeals 3424 Norman Berry Drive
- Board of Appeals, 751 N Central Avenue
- Design Review Inquiries
- Design Review, 3156 Old Jonesboro Road
- Design Review, 3358 Colville
- Design Review, 3400 Dogwood
- Design Review, 441 N Central
- Occupational Tax Permit, 529 N Central

- *Occupational Tax Permit, 1003 Virginia Avenue, Suite 212*
- *Occupational Tax Permit, 1155 Virginia Avenue, Suite I*
- *Occupational Tax Permit Inquiries*
- *Race Trace and East Point Legal Agreements for Traffic Signal @Norman Berry & Virginia Avenue*
- *Sign Permit, 3440 Lang*
- *Sign Permit, 3640 S Fulton Avenue*
- *Sign Inquiries*
- *Site Plan Prelim Reviews, 3302 Myrtle*
- *Site Plan Prelim Reviews, Norman Berry Drive*
- *Site Plan Prelim Reviews, 3112 Grove Circle*
- *Zoning Inquiries*

Finance Director

James Schuster

jschuster@hapeville.org - 404-669-2118

Month / Year-End Closing and Reporting

- *Bank and accounts reconciliations -on going*
- *Review Preliminary Year End Report for Council*
- *Review prior year journal entries to true accruals*
- *Preparation for Year-End close - Prepared some schedules for year end.*
- *Prepare data and documents for auditors*
- *Prepare "Accountant Systems" description for audit*
- *Review and monitor progress on "Prepared by Client" request form M&J*
- *Auditor selection*

Budget Process

- *Finish work on final budget documents to comply with State Law*
- *Compute and advertise Five year tax history for hearings -adopt millage.*

Finance/Accounting Activities

- *Train Account temp- ongoing - bank reconciliations, cashiering procedures and Court ware Interface, journal entries (as a manual reconciliation).*
- *Crosstrain Assistant (now Acting City Manager)*
- *Review applications*
- *Review agenda items*
- *Reconcile Worker's Comp requirements*
- *Continue work and Internal Control (Add to Accountant Systems memo)*

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- 44

Commercial- 1

Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org- 404.766.3004

City Clerk

Upcoming Meetings:

Main Street Board Called- November 8, 2017 at 6:00 p.m. at Hapeville Municipal

*Development Authority of the City of Hapeville- November 9, 2017 at 6:30 p.m. at City Hall -
Cancelled*

Hapeville Development Authority Called- November 9, 2017 at 6:30 p.m. at City Hall - Cancelled

*Hapeville Clean and Beautiful- November 13, 2017 at 6:30 p.m. at Conference Room-
Cancelled*

Planning Commission- November 14, 2017 at 6:00 p.m. at Hapeville Municipal

Design Review Commission- November 15, 2017 at 6:00 p.m. at City Hall

Board of Appeals- November 16, 2017 at 6:00 p.m. at Hapeville Municipal

Mayor and Council Work Session- November 21, 2017 at 7:00 p.m. at Hapeville Municipal

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 - insurance funds received
Processed Alcohol License renewals for 2017.*

Accepting Service Board applications for Hapeville Development, Development Authority of the City of Hapeville and Ethics Board.

Holiday Hours

November 10, 2017 Closed

November 23-24, 2017 Closed

December 8th City Facilities will be closed from 11 AM- 2 PM for Annual Employee Luncheon

Open Records Request:

October 2017	October 2016
<i>12 Open Records Request were processed</i>	<i>11 Open Records Request were processed</i>

Human Resources

The City is currently accepting applications for the position of Police Officer and Tac/ Communication Supervisor, and Part- Time Recreation Aide. 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*
 - *Coordinated Retirees Benefits for FY 17-18*
 - *Interim to begin reviewing job descriptions*
 - *Rough Draft of revised Employee Handbook completed*
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