



October 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 41 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, Pediatric Basic and Advanced Emergencies, Hazmat Awareness and Operations, Trauma and Medical Assessment, Engine 1 and Ladder 2 Driver Operations Training. 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. The Training Division Chief has completed all the Lieutenants and Sergeants promotional documentation in preparation for the upcoming testing. He has also completed the painting of the defensive driving course, and continues working on building the Imagetrend web based training tab for the Department to move forward with paperless training forms. 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. Members of one of our shifts conducted a fire extinguisher class for approximately 30 employees of the Auto Chlor plant. A Fire Drill was also conducted by the employees at the Delta Reservations Center with the assistance of the Department. The Chief and Training Division Chief attended the Homeland Security/Georgia Emergency Management Agency (GEMSA) regarding the required steps to recover money from losses resulting from Hurricane Irma. 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. The 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. Over a period of 4 days, the Department collected donations of basic needs items to be donated to the relief effort for those affected in Puerto Rico due to Hurricane María. A total of 89 cases of water and more than a 100 boxes with canned goods, hygiene products and first aid over the counter medications were delivered to a local organization in charge of transporting the donations.

Fire Station #1 - 3468 North Fulton Avenue		Fire Station #2 - 870 South Central Avenue	
<i>Auto Accidents w/ injuries</i>	<i>0</i>	<i>Motor vehicle accident w/ injuries</i>	<i>1</i>
<i>EMS</i>	<i>80</i>	<i>Cooking fire, confined to container</i>	<i>1</i>
<i>Good Intent call, other</i>	<i>2</i>	<i>EMS</i>	<i>11</i>
<i>Medical Assist, assist EMS crew</i>	<i>1</i>	<i>System malfunction, other</i>	<i>1</i>
<i>Smoke detector activation/ malfunction</i>	<i>1</i>	<i>Dispatched and cancelled on route</i>	<i>1</i>
<i>Invalid Assist</i>	<i>12</i>	<i>Removal of victims from stalled elevator</i>	<i>1</i>
<i>Alarm system activation/no fire</i>	<i>2</i>	<i>Windstorm, tornado/ hurricane assessment</i>	<i>4</i>
<i>Gas Leak (natural gas or LPG)</i>	<i>2</i>		
<i>Public Service</i>	<i>2</i>		
<i>Police Matter</i>	<i>1</i>		
<i>Motor vehicle/ pedestrian accident</i>	<i>3</i>		
<i>No incident found on arrival</i>	<i>1</i>		
<i>Dispatched & cancelled on route</i>	<i>1</i>		
<i>Heat from short circuit, defective worn</i>	<i>1</i>		
<i>Building Fire</i>	<i>1</i>		
<i>Windstorm/ hurricane assessment</i>	<i>14</i>		
<u>Total Calls at Station #1</u>	<u>123</u>	<u>Total Calls at Station #2</u>	<u>20</u>

Total for both Stations 143 with an average response time 02:53 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 Communications Training, Legal Updates, and the HPD's Standard Operating Procedures.

The Detective Division reviewed (47) cases, assigned (26) cases for investigation, and closed (21) cases. The Detective Division obtained (11) warrants and responded to (23) crime scenes for investigation and executed (1) search warrant.

Code Enforcement: Code Enforcement handled (103) new calls for service. During these calls, the unit documented (17) animal incidents, (6) parking in grass, (8) Tall Grass & Weeds, (4) permit issues, (1) outside storage, (13) littering or pollution problems, (1) property maintenance-exterior, and (15) other code compliance issues. The unit closed (55) cases, and issued (12) citations.

Between September 1, 2017 and September 30, 2017 there were (569) calls for service. There was (1) Assaults, (5) Burglaries, (4) Robberies, (76) Larcenies; including 48 Entering Autos, 9 Stolen Vehicles and 19 Thefts. The Department recovered (6) stolen vehicles and made 29 arrests. Average Response Time was 1min 56 secs.

The Department issued 325 citations to include parking, traffic and general copies.

The E911 Center processed 3,669 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

536 North Avenue (14009500060100)
 241 Maple Street (14009400090694)
 1007 Virginia Avenue (140127LL0844)
 3468 Elkins Street (14012700040211)
 3400 Dogwood Drive (14009800180137)
 484 King Arnold Street (14009500030327)
 502 King Arnold Street (14009500030392)
 703 North Central Avenue (14009800170013)
 2 Porsche Drive (140096LL0593)
 370 Woodrow Avenue (14009400070134)
 3290 Russell Street (14009500100674)
 3216 Dogwood Drive (14009400010171)
 811 Virginia Avenue (14009800040166)
 2106 Lavista Circle (14006600041139)
 3032 Oakdale Road (14009900020753)

Plumbing Permits

3416 Elkins Street
 3090 Jackson Street
 3096 Jackson Street
 3098 Jackson Street
 3580 Perkins Street
 3362 Colville Avenue
 370 Woodrow Avenue A & B

Demolition Permits

3206 Oakdale Road

Electrical Permits

3115 Dogwood Drive
 3117 Dogwood Drive
 3417 Orchard Street
 3194 Oakdale Road
 317 Moreland Way
 3580 Perkins Street
 655 North Central Avenue
 3112 Grove Circle
 545 Oak Drive
 700 Doug Davis Drive
 2 Porsche Drive
 3115 Old Jonesboro Road
 1025 Virginia Avenue

Mechanical Permits

825 Custer Street
 636 South Central Avenue
 861 Virginia Avenue
 370 Woodrow Avenue A & B
 545 Oak Drive

Tree Permits

536 North Avenue
 209 Moreland Way
 370 Woodrow Avenue
 2102 Argo 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 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

- *Alcohol Review Board*
- *Economic Development*
- *Mayor & Council Meeting*
- *Planning Commission*
- *Design Review Committee*
- *Department Head Meetings*

Other Planning and Zoning activities

- *Alcohol License Permit Application, 2 Porsche Dr (3)*
- *Alcohol License Permit Application, 3253 S Fulton Ave*
- *Agreements, 1180 Virginia Ave*
- *Conditional Use Permit, 1155 Virginia Ave*
- *Conditional Use Permit, 3116 Sylvan Rd*
- *Fence, 482 Woodrow Ave*
- *Design Review, 1180 Virginia Ave*
- *Design Review, 3415 Hamilton*
- *Design Review, 3324 Dogwood*
- *Design Review, 3314 Dogwood*
- *Design Review, Chick Fil A*
- *Design Review Inquiries*
- *Occupational Tax Permit, 1003 Virginia Avenue (4)*
- *Permitted Use Inquiries*
- *Research, Short Term Rentals*
- *Sign Permit, 409 N Central*
- *Sign Permits, 2 Porsche Drive (2)*

- Sign Permit, 3640 S Fulton Ave
 - Sign Permit, 3440 Lang
 - Sign Inquiries, Election and Visitor Center
 - Site Plan, 3415 Hamilton
 - Subdivision Review, 3285 Whitney
 - Zoning Inquiry, 3120 Sylvan Rd
 - Zoning Inquiry, 3578 S Fulton
 - Zoning Inquiry, 831 Custer
-

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- 29

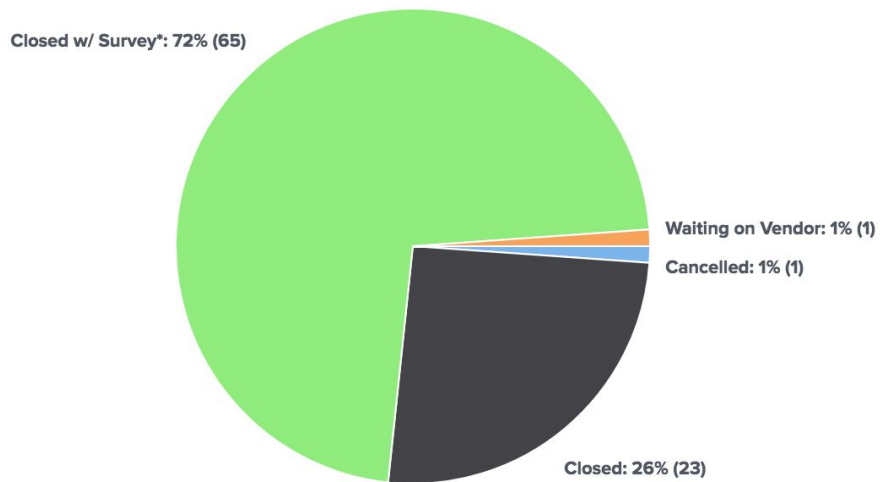
Commercial- 2

Liberty Technology

Steven Lease

steven@libertytech.net

Tickets Opened - Status - Previous Month



85 Tickets Closed - Last Month
 Tickets Closed Last Month

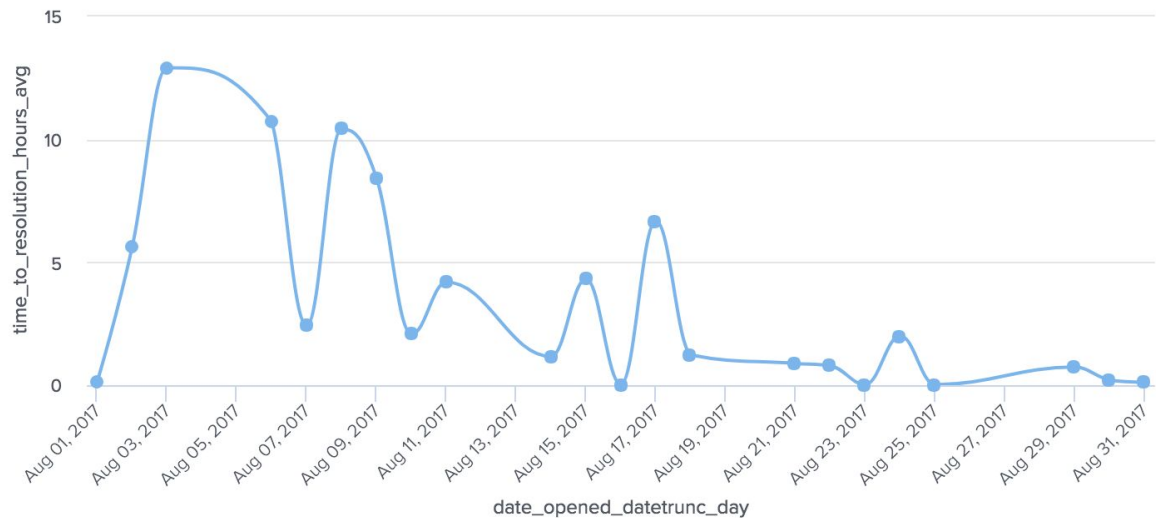
128.39 Actual Hours - Tickets ...
 Actual Hours on tickets close...

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- October 4, 2017 at 6:30 p.m. at City Hall

Hapeville Development Authority Called- October 4, 2017 at 6:30 p.m. at City Hall
 Hapeville Clean and Beautiful- October 9, 2017 at 6:30 p.m. at Conference Room
 Ethics Committee- October 10, 2017 at 12:00 p.m. at Conference Room
 Planning Commission- October 10, 2017 at 6:00 p.m. at Hapeville Municipal- Cancelled
 Mayor and Council Work Session- October 17, 2017 at 7:00 p.m. at Hapeville Municipal
 Design Review Commission- October 18, 2017 at 6:00 p.m. at City Hall
 Board of Appeals- October 26, 2017 at 6:00 p.m. at Hapeville Municipal
 Main Street Board- October 25, 2017 at 6:00 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

Open Records Request:

September 2017	September 2016
25 Open Records Request were processed	14 Open Records Request were processed

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
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