



December 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 month of November, the Department conducted 5 new construction site visits, 1 smoke detector installation, 7 plan reviews, 4 new alcohol license inspections, 6 annual inspections, 3 temporary certificate of occupancy inspections, 4 alcohol renewal inspections, 4 certificates of occupancy, 3 unsafe conditions investigations, and 78 blood pressure checks at the Senior Center. Also, the following trainings were held: Fire Review and Tactics, Extrication class, Report Writing, EMS Pediatrics, Medical Trauma, Engine 1 and Ladder 2 Driver Operations Training, and Emergency Vehicles Operator Course. Our training division Chief has worked on the following: reviewed and updated the fire training Standard of Procedure (SOP), developed a detailed hydrant maintenance plan and documentation, and respiratory protection program. He is also working on the development of the training plan for the upcoming 2018 year. We have completed every part of our promotional processes, with our 3 newly promoted sergeants. Three members of our Department met with Delta Reservations management staff and safety leadership to jointly collaborate in the development of Safety Program for their organization. Our Firefighter was recognized during the November Exchange Club meeting.

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> 0
<i>EMS</i> 72	<i>Cooking fire, confined to container</i> 0
<i>Auto Accident w/o injuries</i> 0	<i>EMS</i> 9
<i>Medical Assist, assist EMS crew</i> 1	<i>Building Fire</i> 1
<i>Smoke or odor removal</i> 3	<i>Dispatched and cancelled on route</i> 2
<i>Invalid Assist</i> 4	<i>Removal of victims from stalled elevator</i> 0
<i>Alarm system activation/no fire</i> 3	<i>Midical assist/Assist EMS crew</i> 1
<i>Gas Leak (natural gas or LPG)</i> 1	<i>Combustible/flammable gas/liquid condition</i> 1
<i>Dispatched & cancelled en route</i> 2	<i>Alam activation, no fire-unintentional</i> 1
<i>Police Matter</i> 1	<i>Removal of victims from stalled elevator</i> 3
<i>False Alarm/ false call</i> 1	<i>Alarm system sounded due to malfunction</i> 1
<i>Detector Activation, no fire- unintentional</i> 2	<i>Smoke detector activation/ malfunction</i> 1
<i>Garbage dump or sanitary landfill fire</i> 1	
<i>Heat Detector activation- malfunction</i> 1	
<i>Building Fire</i> 1	
<u><i>Total Calls at Station #1</i></u> <u><i>94</i></u>	<u><i>Total Calls at Station #2</i></u> <u><i>20</i></u>

Total for both Stations 114 with an average response time 02:49 of minutes

Police Department
Rick Glavosek, Police Chief
rglavosek@hapeville.org- 404.669.2150

Between November 1, 2017 and November 30, 2017 there were (519) calls for service. There were (2) Assaults, (9) Burglaries, (3) Robberies, (99) Larcenies; including 81 Entering Autos, 8

Stolen Vehicles and 10 Thefts. The Department recovered (12) stolen vehicles and (3) Stolen Property items. The Department made 38 arrests. Average Response time was 2min 01sec.

The department issued 373 citations to include parking, traffic and general copies.

The E911 Center processed 3,176 calls.

Department Personnel continued to receive daily roll call and in-service training on topics such as Cultural Awareness, Fostering Better Community Relations, Conducting Effective Performance Appraisals, Police Legitimacy and Procedural Justice for Community Relations, Searching Motor Vehicles, Eyewitness Identification, Evidence Collection & Preservation Use of Deadly Force, Juvenile Justice Reform, Vehicle Pullovers, Legal Updates, Fulton County Child Abuse Protocols, and the HPD's Standard Operating Procedures.

The Detective Division reviewed (81) cases, assigned (31) cases for investigation, and closed (23) cases. (1) Cases were closed with arrest warrants. The Detective Division obtained (2) warrants and responded to (7) crime scenes for investigation.

Code Enforcement: Code Enforcement handled (84) new calls for service. During these calls, the unit documented (4) animal incidents, (11) parking in grass, (8) tall grass & weeds, (11) permit issues, (15) outside storage, (27) littering or pollution problems, (3) property maintenance- exterior, and (5) other code compliance issues. The unit closed (73) cases, and issued (9) citations.

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

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

3196 Oakdale Road (14009900030919)
3166 Oakdale Road (14009900030232)
411 Dorsey Road (14009400070761)
3156 Old Jonesboro Road (14009400101657)
741 North Central Avenue (14009800150015)
304 Maple Street (14009400101483)
26 Central Park Drive (140095LL0628)
3182 Forrest Hill Drive (14009400091650)
2118 Woodland Drive (14006600040420)

Plumbing Permits

3115 Old Jonesboro Road
3166 Oakdale Road
845 North Central Avenue
259 Maple Street
811 Virginia Avenue

Demolition Permits

3202 Hope Street
522 Porsche Avenue
530 Porsche Avenue
549 College Street
3558 Elm Street
3562 Elm Street
3648 Elm Street
3656 Elm Street

Electrical Permits

255 Moreland Way
3044 Sylvan Road
3401 International Blvd.
811 Virginia Avenue

Mechanical Permits

259 Maple Street
3166 Oakdale Road
3216 Forrest Hill Drive
845 North Central Avenue

Tree Permits

545 Woodrow Avenue
3055 Oakdale Road
638 South Gordon Circle
344 Lake Drive
3220 Lake Avenue

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 January 2017 issue of the Hapeville Hometown News is Friday, December 8, 2017). Promoted City Sponsored events (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center, and the Southern Circuit of Independent Filmmakers.

Staff is preparing for the upcoming Spring South Arts Film Series--save the dates, Friday evenings at Christ Church in Jess Lucas Park at 6 p.m. Reception with the Filmmaker, 7 p.m. Film Screening, February 2: First Lady of the Revolution, March 23: Swim Team, and April 13: Bending the Arc. Visit the City website or FB for more information.

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, December 5th. 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*
- *Planning Commission*
- *Department Head Meetings*

Other Planning and Zoning Activities

- *Board of Appeals, 3303 Sims St*
- *Conditional Use Permit, 1001 Virginia*
- *Design Review, 3393 Old Jonesboro Rd*
- *Design Review, 3312 Myrtle St*
- *Design Review, 811 Virginia Ave*
- *Fence Review, 3038 Hope*
- *Grant Proposal, LCI*
- *Occupational Tax Permit, 309 N Central*
- *Occupational Tax Permit, 2 Porsche Dr (Towne Park)*
- *Occupational Tax Permit, 2 Porsche Dr (Porsche Boutique)*
- *Occupational Tax Permit, 485 N Central*
- *Occupational Tax Permit, 397 N Central*
- *Occupational Tax Permit, 250 Colorado (home)*
- *Occupational Tax Permit Inquiries*
- *Permitted Use Inquiries*
- *Presentation, Aerotropolis LCI*
- *Sign Permit, 751 N Central*
- *Sign Permit, 3430 Lang Ave*
- *Sign Inquiries*
- *Site Plan, 3312 Myrtle*
- *Site Plan initial review, 703 N Central*
- *Site Plan initial review, 816 S Central*
- *Subdivision, 1001 Virginia Ave*
- *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*
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Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org- 404.766.3004

City Clerk

Upcoming Meetings:

- Main Street Board- December 27, 2017 at 6:00 p.m. at Hapeville Municipal Development Authority of the City of Hapeville- December 7, 2017 at 6:30 p.m. at City Hall*
- Hapeville Development Authority- December 7, 2017 at 6:30 p.m. at City Hall*
- Hapeville Clean and Beautiful- December 11, 2017 at 6:30 p.m. at Conference Room- Cancelled*
- Planning Commission- December 12, 2017 at 6:00 p.m. at Hapeville Municipal*
- Design Review Commission- December 13, 2017 at 6:00 p.m. at City Hall*
- Board of Appeals Called- December 14, 2017 at 6:00 p.m. at Hapeville Municipal*
- Board of Appeals- December 28, 2017 at 6:00 p.m. at Hapeville Municipal*
- Mayor and Council Work Session- December 19, 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

- December 25th-26th , 2017 Closed*
- December 8th City Facilities will be closed from 11 AM- 2 PM for Annual Employee Luncheon*

Open Records Request:

November 2017	November 2016
<i>15 Open Records Request were processed</i>	<i>10 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 City Clerk. 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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