



January 2018 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 December, the Department conducted 2 new construction site visits, 2 unsafe conditions investigations, 8 annual inspections, 81 blood pressure checks at the Senior Center and installed a total 102 smoke alarms as part of our Operation Save a Life project. Also, the following trainings were held: Stroke Evaluation Training, Fire Review and Tactics and Pump Operator Training. The training Division Chief continues working on the development of the training plan for the upcoming 2018 year. The Department conducted a boot drive to raise funds for the Toys for Kids yearly project. A total of \$2,783.00 was collected. Also, we assisted with this year's distribution of toys and food to the families.

<i>Fire Station #1 - 3468 North Fulton Avenue</i>	<i>Fire Station #2 - 870 South Central Avenue</i>
<i>Auto Accidents w/ injuries</i> 1	<i>Motor vehicle accident w/ injuries</i> 2
<i>EMS</i> 74	<i>Motor vehicle accident w/o injuries</i> 2
<i>Auto Accident w/o injuries</i> 2	<i>EMS</i> 0
<i>No incident found on arrival</i> 1	<i>Emergency medical, other</i> 3
<i>Smoke or odor removal</i> 0	<i>Dispatched and cancelled on route</i> 0
<i>Invalid Assist</i> 5	<i>Removal of victims from stalled elevator</i> 0
<i>Alarm system activation/no fire</i> 2	<i>Medical assist/Assist EMS crew</i> 0
<i>Gas Leak (natural gas or LPG)</i> 1	<i>Combustible/flammable gas/liquid condition</i> 0
<i>Dispatched & cancelled en route</i> 0	<i>Alarm activation, no fire-unintentional</i> 4
<i>Police Matter</i> 1	<i>Outside rubbish fire, other</i> 1
<i>Electrical wiring/ equipment problem</i> 2	<i>Alarm system sounded due to malfunction</i> 0
<i>Grass Fire</i> 1	<i>Smoke detector activation/ malfunction</i> 0
<i>Motor vehicle/ pedestrian accident</i> 1	<i>Passenger vehicle fire</i> 1
<i>Lock-out</i> 1	
<i>Passenger vehicle fire</i> 1	
<u><i>Total Calls at Station #1</i></u> <u><i>93</i></u>	<u><i>Total Calls at Station #2</i></u> <u><i>13</i></u>

Total for both Stations 106 with an average response time 02:51 of minutes

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

Between December 1, 2017 and December 31, 2017 there were (530) calls for service. There was (1) Assaults, (7) Burglaries, (1) Robbery, (106) Larcenies; including 75 Entering Autos, 12

Stolen Vehicles and 19 Thefts. The Department recovered (8) stolen vehicles. The department made 33 arrests. Average Response time was 1min 48secs.

The Department issued 337 citations to include parking, traffic and general copies.

The E911 Center processed 3,364 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, Elder Abuse, Firearms Qualifications, Use of Deadly Force, Juvenile Justice Reform, Vehicle Pullovers, Legal Updates, and the HPD's Standard Operating Procedures.

The Detective Division reviewed (86) cases, assigned (35) cases for investigation, and closed (20) cases. (5) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (16) warrants, responded to (5) crime scenes for investigation and executed (2) search warrant(s).

Code Enforcement: Code Enforcement handled (134) new calls for service. During these calls, the unit documented (13) animal incidents, (3) parking in grass, (3) tall grass & weeds, (11) permit issues, (6) outside storage, (32) littering or pollution problems, (29) property maintenance- exterior, and (37) other code compliance issues. The unit closed (100) cases, and issued (14) 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

487 Woodrow Avenue (14009400080216)
21 Central Park Drive (140095LL0149)
506 King Arnold Street (14009500030038)
859 Custer Street (14009800080279)
3166 Dogwood Drive (14009400020873)
308 Maple Street (14009400101475)
348 Colorado Avenue (14006600020380)
489 Oak Drive (14009400080026)
489 Radar Drive (14009500110319)
459 Oak Drive (14009400080109)
3439 Dogwood Drive (14009800160295)
3384 North Fulton Avenue (14009500090107)

Plumbing Permits

3449 Louise Street
246 Colorado Avenue
3358 North Whitney 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

994 South Central Avenue
1200 Virginia Avenue
3156 Old Jonesboro Road
3166 Oakdale Road

Mechanical Permits

3216 Dogwood Drive
639 Coleman Street

Tree Permits

3294 Sims Street
3032 Oakdale Road
3233 Forrest Hill Drive
3190 Old Jonesboro Road
3320 Northside 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 February 2018 issue of the Hapeville Hometown News is Monday, January 15, 2018). 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 final draft of the entertainment film ordinance and permitting policy. This item will be presented to Council for adoption on Tuesday, January 9th. 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.

There are multiple grant opportunities through FCAC and with the help of the Main Street Board, the City applied for a \$75,000 grant from Fulton County Arts Council to transform the three-story downtown pedestrian bridge into a world-class work of public art. It is our hope, through this grant, the pedestrian bridge will enrich the experience of Hapeville's present and shape the

identity of Hapeville's future. Furthermore, this grant project will also signify Hapeville's future as a regional arts destination, a goal of Hapeville Main Street. The City will be notified of this award by March/April 2018.

Staff is working with the Atlanta Regional Commission and the Georgia Department of Community Affairs to successfully complete the upcoming Local Update of Census Addresses (LUCA) program. LUCA is an important component of an accurate 2020 Census count, which is used to reapportion Federal House and Senate seats and helps the federal government annually allocate more than \$400 billion across 26 federal agencies for tribal, state, and local government programs and services for the next ten years. Staff is working with ARC to help ensure that the City of Hapeville has an as accurate a count as possible so to maximize the amount of federal dollars that will flow into the region based on the 2020 Census. Staff will attend a technical training event hosted by the US Census Bureau on Tuesday, January 9, 2018. The training will cover all three product preference formats, how to complete the update, security measures and confidentiality, along with a question and answer session.

Planning and Zoning Activities

Lynn M. Patterson, City Planner

lpatterson@bcstudio.com - 404.205.0123

Mayor & Council Meeting

Design Review Committee

Board of Appeals

Planning Commission

Department Head Meetings

Aerotropolis Greenway Meeting

ULI TAP Meeting

Other Planning and Zoning Activities

Board of Appeals, Embassy Suites

Conditional Use Permit, 407A N Central

Design Review, Chestnut Commons

Design Review, 3302 Myrtle St

Design Review, 415 Lake Dr

Design Review, 348 Colorado

Design Review, 3112 Grove Circle

Design Review, 3415 Hamilton

Final Plat, Embassy Suites

Occupational Tax Permit, 610 S Central

Occupational Tax Permit Inquiries

Permitted Use Inquiries

Sign Permit, 616 S Central

Sign Inquiries

Site Plan, Chestnut Commons
Site Plan, Embassy Suites
Site Plan, Home Occupation Text Amendment
Site Plan, 817 Custer St
Site Plan, 3302 Myrtle St
Site Plan, 3112 Grove Circle
Subdivision, 3202 Hope St
Zoning Certification, 3433-3437 Elkins and 3458-3464 Elkins
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

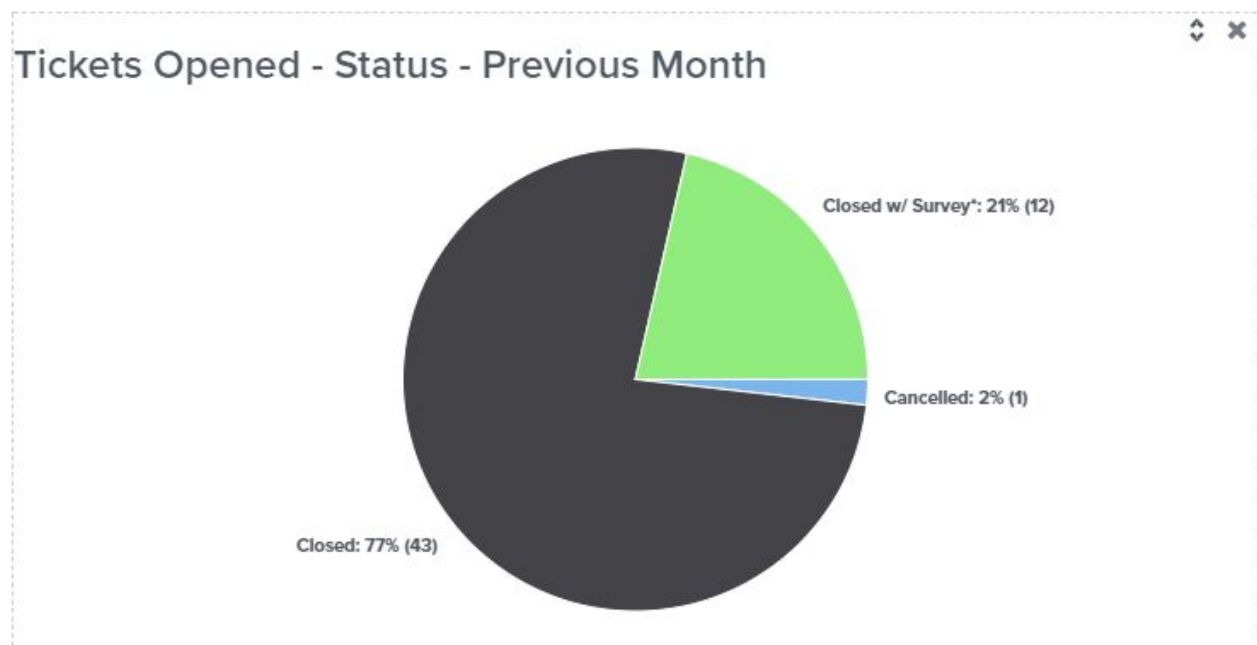
Residential- 22

Commercial- 5

IT Services

Liberty Technology

support@libertytech.net - 770.229.9424



60 Tickets Closed - Last Month
Tickets Closed Last Month

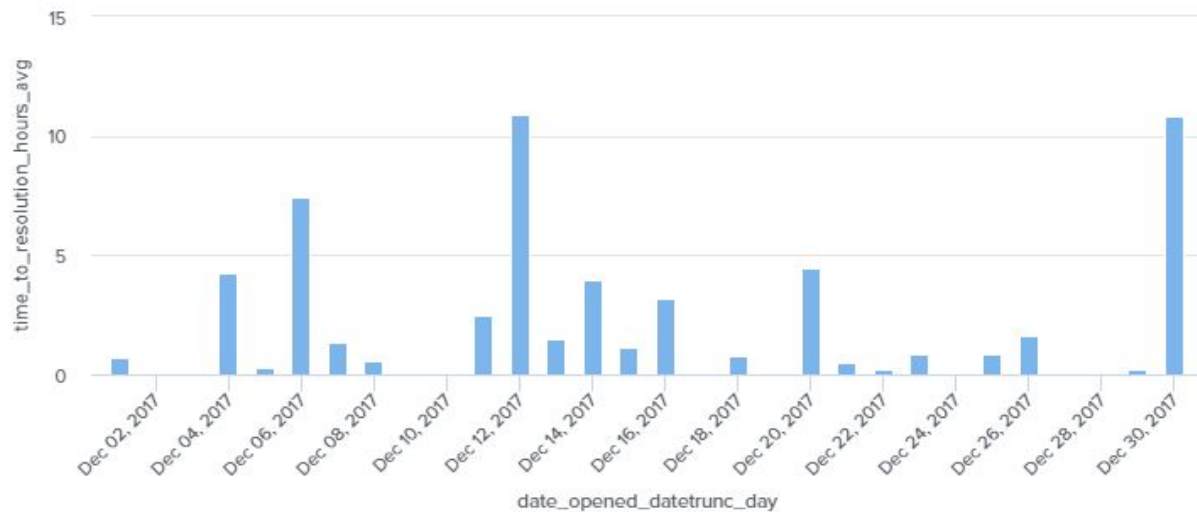
43.01 Actual Hours - Tickets closed...
Actual Hours on tickets closed last ...

56 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 3 - Normal Response	56	55	98%	55	98%	55	98%	55	98%

Average Time to Resolution - Previous Month



Ongoing Projects

- Transferring and upgrading carrier services and porting numbers from current carrier to carrier supporting City's Cisco Spark phone system.

Administrative Services

Upcoming Meetings:

Development Authority of the City of Hapeville- January 11, 2018 at 6:30 p.m. at City Hall

Hapeville Development Authority- January 11, 2018 at 6:30 p.m. at City Hall

Planning Commission- January 16, 2018 at 6:00 p.m. at Hapeville Municipal

Design Review Commission- January 17, 2018 at 6:00 p.m. at City Hall

Main Street Board- January 24, 2018 at 6:00 p.m. at Hapeville Municipal

Board of Appeals- January 25, 2018 at 6:00 p.m. at Hapeville Municipal

Mayor and Council Work Session- January 23, 2018 at 7:00 p.m. at Hapeville Municipal

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

Other Duties:

Processed Alcohol License

Holiday Hours

January 15th , 2018 Closed

Open Records Request:

<i>December 2017</i>	<i>December 2016</i>
<i>10 Open Records Request were processed</i>	<i>21 Open Records Request were processed</i>

Human Resources

The City is currently accepting applications for the position of Police Officer and Tac/ Communication Supervisor, Reserve Police Officer and Firefighter Paramedic. 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*
- *Interviewed for Part-Time Recreation Aide position*