



April 2017 Department Reports

**To: Mayor and Council
Citizens of the City of Hapeville**
**From: William R. Whitson, City Manager
wwhitson@hapeville.org**

Fire Department
David Bloodworth, Fire Chief
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During the month of March, the Department conducted 49 pre-fire plans and 87 blood pressure checks, which were done at the Senior Center. Also, the following trainings were held: Narcan Administration, Pump Panel Overview, EMS (Airway), Territory Familiarization, Patient Packaging and Stabilization, Ladder Operations and Familiarization, Command Vehicle Winch Operations, web based Target Solutions classes. Also, 2 shift of the personnel attended the Georgia EMS Leadership Conference, and 2 other obtained their certification as Basic Life Support (BLS) Instructors. Three members of the Department taught a recertification BLS provider class. We have conducted 4 Community Emergency Response Team (CERT) classes which are being attended by 8 members of the community. The group of 5th graders "Boys to Men" from Hapeville Elementary visited station for a tour and to learn about becoming a Firefighter. FF/EMT Caleb Labiche obtained his Advanced EMT certification.

Fire Station #1 - 3468 North Fulton Avenue	Fire Station #2 - 870 South Central Avenue
Auto Accidents w/ injuries 3	Motor vehicle accident w/ injuries 4
Auto Accidents w/o injuries 0	Motor vehicle accident w/o injuries 0
Auto/pedestrian accident 0	Fire, other 0
EMS 65	EMS 29

<i>Removal of victim(s) from stalled elevator</i> 1	<i>Emergency Medical Service, other</i> 0
<i>Extrication Rescue (Other)</i> 0	<i>Detector activation, no fire- unintentional</i> 0
<i>Rescue, EMS incident, other</i>	<i>Rescue, EMS incident, other</i> 0
<i>Medical Assist, assist EMS crew</i> 0	<i>Medical assist, assist EMS crew</i> 0
<i>Service Call, other</i> 0	<i>Alarm system sounded due to malfunction</i> 0
<i>Invalid Assist</i> 2	<i>Invalid Assist</i> 0
<i>Dispatched & cancelled en route</i> 4	<i>No incidents found on arrival</i> 1
<i>Alarm system sound/malfunction</i> 0	<i>Wind storm, tornado/ hurricane assessment</i> 1
<i>Alarm system activation/no fire</i> 2	<i>Local Alarm System, Malicious False Alarm</i> 0
<i>Gas Leak (natural gas or LPG)</i> 0	<i>Gas leak(natural gas or LPG)</i> 0
<i>Carbon monoxide detector activation</i> 0	<i>Arcing, shorted electrical equipment</i> 0
<i>False Alarm/false call</i> 1	<i>False Alarm/false call</i> 0
<i>Brush or grass mixture fire</i> 0	<i>Outside rubbish, trash or waste fire</i> 0
<i>Unauthorized burning</i> 0	<i>Smoke or odor removal</i> 0
<i>Good intent call, other</i> 0	<i>Assist Police or other governmental agency</i> 0

<i>Smoke or odor removal</i>	<i>1</i>	<i>Person in distress, other</i>	<i>0</i>
<i>Natural vegetation Fire, other</i>	<i>0</i>	<i>Vehicle accident, general cleanup</i>	<i>0</i>
<i>Telephone, malicious false alarm</i>	<i>0</i>	<i>Public service</i>	<i>0</i>
<i>Person in distress, other</i>	<i>2</i>	<i>Wind storm, tornado/hurricane assessment</i>	<i>0</i>
<i>Police matter</i>	<i>1</i>	<i>Trash or rubbish fire, contained</i>	<i>1</i>
<i>Special type of incident, other</i>	<i>2</i>	<i>Hazmat Incident</i>	<i>1</i>
<i>Arcing, shorted electrical equipment</i>	<i>1</i>	<i>Alarm activation, no fire-unintentional</i>	<i>2</i>
<i>Hazmat Incident</i>	<i>1</i>	<i>Assist Police or other governmental agency</i>	<i>0</i>
<i>Mutual Aide</i>	<i>1</i>	<i>Assist invalid</i>	<i>1</i>
<u><i>Total Calls at Station #1</i></u>	<u><i>87</i></u>	<u><i>Total Calls at Station #2</i></u>	<u><i>40</i></u>

Total for both Stations 127 with an average response time of 02:47 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org- 404.669.2150

Between March 1, 2017 and March 30, 2017 the Hapeville Police Department responded to 479 calls for service. There were (5) Assaults; including domestic altercations (5) Burglaries, (2) Robberies, (31) Larcenies; including (11) Entering Autos, (9) Stolen Vehicles and (11) Thefts. The Department recovered (13) stolen vehicles and (1) stolen property item. The Department made (23) arrests. The average response time was 1min 40secs. The Department issued (468) citations to include parking, traffic and general copies. The E911 Center handled 3,045 incoming calls.

Department Personnel continued to receive daily roll call and in-service training on topics such as in Fostering Positive Community Relations, Domestic Violence, Legal Updates, and the HPD's Standard Operating Procedures.

The Detective Division reviewed (31) cases, assigned (17) cases for investigation, and closed (15) cases. (2) Cases were closed with arrest warrants. The Detective Division obtained (4) warrants and responded to (4) crime scenes for investigation.

Code Enforcement: Code Enforcement handled (253) new calls for service. During these calls, the unit documented (31) animal incidents, (22) parking in grass, (66) Tall Grass & Weeds, (25) permit issues, (39) outside storage, (77) littering or pollution problems, (28) property maintenance- exterior, and (0) other code compliance issues. The unit closed (200) cases, and issued (94) 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, 370 Woodrow Avenue, 3001 Dogwood Drive, 3309 North Fulton Avenue, 3285 North Whitney Ave and 3227 Jackson Street.

Community Services

Lee Sudduth, Interim Director

leesudduth@hapeville.org - 404.669.2120

Construction on the Dogwood Drive LCI Streetscape Project will start the first week in April. A schedule of activities on this project is posted on the City's website.

The Loop Road Streetscape is currently in the ROW phase.

Please remember we are currently in a Level 2 drought. There can be no driveway & sidewalk washing, no car washing at home and no fountain or waterfall use. Please see our website for all of the restrictions during Level 2.

<p>Building Permits 411 North Central Avenue (14009600030201) 620 Spring Street (14009500050143) 456 Moreland Way (14009400100493) 235 North Central Avenue (14006500040116) 3225 Jackson Street (14009400010049) 1003 Virginia Avenue (140127LL0844) 251 Maple Street (14009400091718) 3358 Lavista Drive (14006600010159) 3365 North Whitney Avenue (14009800150155) 3394 Old Jonesboro Road (14006600040800) 3585 Atlanta Avenue (140098LL0278) 3400 Northside Drive (14009500120201) 550 Woodrow Avenue (14009400020402) 225 Maple Street (14009400090652)</p> <p>Mechanical Permits 251 Maple Street 924 Custer Street</p> <p>Demolition Permits 3391 Dogwood Drive (Interior)</p>	<p>Plumbing Permits 219 Moreland Way 3420 Elkins Street 3383 Dogwood Drive 251 Maple Street</p> <p>Electrical Permits 3196 Dogwood Drive 3424 Old Jonesboro Road 3120 Forrest Hill Drive 3272 North Whitney Avenue 251 Maple Street 2 Porsche Drive 243 Moreland Way 3365 North Whitney Avenue 411 North Central Avenue 3049 Springdale Road</p> <p>Tree Permits 3371 Old Jonesboro Road 100 Lilly Street 3456 Louise Street</p>
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Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

Programs

Please stop into The Hoyt Smith Center to get one of our program guides. It has a list of all the activities the Department offers from the tiny tots to the recycled teenagers!

Our Busy Bee After School Program has begun and the group meets on school days Monday through Friday from 2:30pm - 6:00 pm.

For more information on our Programs contact Katie Ray at kray@hapeville.org or 404-669-2134.

The Pleasant Hours Club tour the Porsche Experience Center.

Special Events

For more information on our 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 May 2017 issue of the Hapeville Hometown News is Thursday, April 13, 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).

Assisted with the coordination of the upcoming CID Bus Tour that is tentatively scheduled for June 7th and June 21st. Additional details are forthcoming.

Assisted SpaceMax Storage with preparations and public relations efforts for their ribbon cutting event on Thursday, March 30th.

Received formal grant award notification from South Arts that the City will be hosting the 2017/18 Southern Circuit of Independent Filmmaker Tour series which will include a total of six films between the months of September 2017 – April 2018.

Continued with promotion and public outreach for the Film Series Event. The March 2017 film, “Maya Angelou, And Still I Rise”, brought over 100 attendees to the Hapeville Historic Christ Church. The Spring Finale for the South Arts Film Series is Friday, April 7th at 6 p.m.

Planning and Zoning Activities

Lynn M. Patterson, City Planner

lpatterson@bcstudio.com - 404.205.0123

- **Meetings**
- Mayor & Council
- Planning Commission
- Design Review Committee
- LCI Workshop
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- **Other Planning and Zoning activities**
- Alcohol License, The Pantry
- Alcohol License, Neighborhood Grocery
- Conditional Use Permit, 501 King Arnold
- DRC, 100 Lily Street

- *DRC, 3090 Jackson Street*
- *DRC, 3096 Jackson Street*
- *DRC, 3098 Jackson Street*
- *DRC, 3115 Dogwood Drive*
- *DRC, 3117 Dogwood Drive*
- *DRC, 3365 North Whitney Avenue*
- *DRC, 3400 Dogwood Drive*
- *DRC, 3420 Harding Avenue*
- *DRC, 545 Oak Drive*
- *Home Occupational Tax Permit, 251 Birch Street*
- *Home Occupational Tax Permit, 3401 Northside Drive*
- *Home Occupational Tax Permit, 441 Walnut Street*
- *Home Occupational Tax Permit, 336 Moreland Way*
- *Home Occupational Tax Permit, 251 Birch Street*
- *Home Occupational Tax Permit, 3401 Northside*
- *LCI Coordination*
- *Occupational Tax Permit, 1005 Virginia Avenue*
- *Occupational Tax Permit, 1031 Virginia Avenue*
- *Occupational Tax Permit, 3439 Dogwood*
- *Occupational Tax Permit, 581 B N Central*
- *Occupational Tax Permit, 636 S Central Avenue*
- *Occupational Tax Permit, 3445 Dogwood*
- *Occupational Tax Permit, 3396 Dogwood*
- *Occupational Tax Permit, 409 N Central*
- *Occupational Tax Permit, 3279 Dogwood*
- *Occupational Tax Permit, 3118 Sylvan*
- *Permitted Use Inquiry, 3578 Fulton Avenue*
- *Permitted Use Inquiry, Sylvan Road*
- *Permitted Use Inquiry, 701 N. Central*
- *Sign Permit, 1155 Virginia Avenue*

Finance Director

James Schuster

jschuster@hapeville.org-404-669-2118

Month / Year-End Closing and Reporting

- *Prepare and submit Annual Financial Report*
- *Prepare CAFR submit GFOA*

Budget Process

- *Compiled FY 2018 Personnel & Fringe Benefit worksheet*
- *Compile Department Budget Pre Worksheets*

- *Prepare revenue and expense worksheets*

Finance/Accounting Activities

- *Prepare Third quarter report*
- *Ongoing training of Accounting Specialists --re: year-end reconciliations, closing procedures, general ledger maintenance, budgeting, debt service*
- *Train staff on Incode Budget analysis and amendment*
- *Training and preparation of special year end reports. (DCA, DOJ, DOC, AG, etc)*
- *Continue work on Internal Controls*
- *Continue to documents Accounting procedures*
- *Continua work on crosswalks: Incode<-->Excel<-->Open Gov<-->State CoA*
- *Work on new revenues and third quarter budget amendments*
- *Review Property Tax Digest*

Other Accounting and Billing

- *Generate payrolls for ~120 full time & 30 part time employees*
- *Maintain payment records for ~500 vendors*
- *Monthly Billing and collections for ~2,100 Water & Sewer customers*
- *Reconcile bank statements*
- *Reconcile credit card and wire transfer payments*
- *Review third quarter journal entries*
- *Research fringe benefit costs*

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 meetings, Pension Committee, Revenue Committee, and Council meetings*
- *Respond to banks, creditors, debt service, ect.*

Water Accounts

Residential - 26

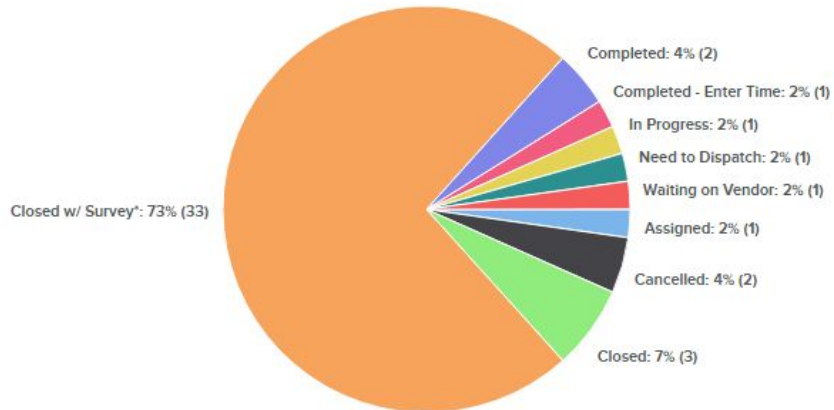
Commercial - 4

Liberty Technology

Steven Lease

steven@libertytech.net

Tickets Opened - Status - Previous Month



54 Tickets Closed - Last Month
Tickets Closed Last Month

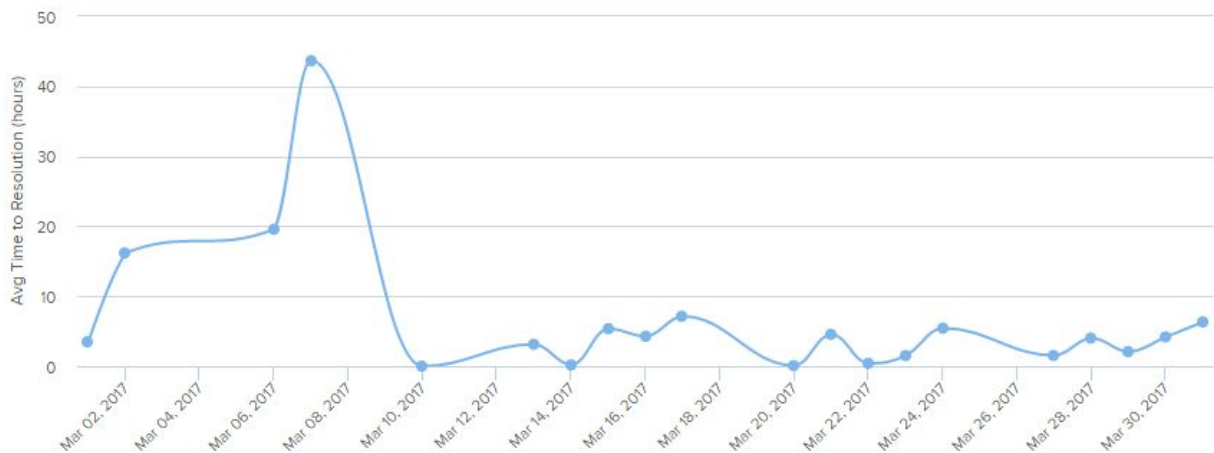
71.27 Actual Hours - Tickets closed last month
Actual Hours on tickets closed last month

45 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	3	1	33%	2	67%	2	67%	2	67%
Priority 3 - Normal Response	47	35	74%	40	85%	43	91%	38	81%

Average Time to Resolution - Previous Month



Projects In Progress:

- *Security Cameras - Completed calibration and configuration of LPR cameras. Installed Security Center software on server and workstations in Police Department. Finalizing the configuration of the system with Genetec. Commenced site work on for other camera locations.*
- *Saved email archiver data following hardware failure and migrated data to GFI Platform for improved security and data retrieval. The email archiver is instrumental in providing information related to Open Records Requests.*
- *Set up AV Tech Room Alert monitor following server room cooling issues in February. Alert in March provided notice to techs to proactively resolve another issue in the server room and prevent a server or other hardware failure.*

Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org- 404.766.3004

City Clerk

Upcoming Meetings:

Hapeville Development Authority- April 6, 2017 at 7:30 p.m. at City Hall

Planning Commission Meeting- April 11, 2017 at 6:00 p.m. at Hapeville Municipal

Main Street Board Meeting- Cancelled

Mayor and Council Work Session- April 18, 2017 at 6:00 p.m. at Hapeville Municipal

Design Review Commission- April 19, 2017 at 6:00 p.m. at City Hall

Alcohol Review Board- April 20, 2017 at 6:15 p.m. at City Hall

Board of Appeals- April 27, 2017 at 6:00 p.m. at Hapeville Municipal

Hapeville Clean and Beautiful- April 10, 2017 at 6:30 p.m. at City Hall

Ethics Committee- April 11, 2017 at 12:00 noon at City Hall

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

Open Records Request:

April 2017	March 2016
<i>20 Open Records Request were processed</i>	<i>Open Records Request were processed</i>
<i>Total Time:</i>	<i>Total Time: hours min</i>
<i>Total Cost: \$</i>	<i>Total Cost: \$</i>

Human Resources

The City is currently accepting applications for the position of Police Officer, Communication Officer, and Seasonal 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
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