



January 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
dbloodworth@hapeville.org - 404.766.4399

During the month of December the Department conducted 28 inspections, 3 plan reviews, 3 construction site meetings and visits, 1 fire drill at Porsche N.A. Headquarters, and 81 blood pressure checks, which were done at the Senior Center. Also, the following trainings were held: Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) for Healthcare Providers for all three shifts, New Driver Familiarization, Ladder Operations, Pump Operations, and 5 Web Based Target Solutions classes. As part of the community involvement members of the Department visited the Hapeville Manor and the Senior Center to sing Christmas Carols for those present. Also, we assisted with the Toys for Kids distribution to approximately 60 families within the community.

Fire Station #1 - 3468 North Fulton Avenue	Fire Station #2 - 870 South Central Avenue
Auto Accidents w/ injuries 2	Motor vehicle accident w/ injuries 0
Auto Accidents w/o injuries 1	Motor vehicle accident w/o injuries 0
Auto/pedestrian accident 1	Fire, other 0
EMS 77	EMS 19

<i>Emergency Medical Services (other)</i> 0		<i>Emergency Medical Service, other</i> 0
<i>Extrication Rescue (Other)</i> 0	0	<i>Motor Vehicle/pedestrian accident(MV Ped)</i> 0
<i>Rescue, EMS incident, other</i> 5	5	<i>Rescue, EMS incident, other</i> 0
<i>Medical Assist, assist EMS crew</i> 0	0	<i>Medical assist, assist EMS crew</i> 0
<i>Alarm system activation, no fire</i> 4		<i>Alarm system sounded due to malfunction</i> 0
<i>Invalid Assist</i> 0		<i>Invalid Assist</i> 0
<i>Dispatched & cancelled en route</i> 3		<i>Dispatched & cancelled en route</i> 2
<i>Alarm system sound/malfunction</i> 0		<i>Lightning Strike, (no fire)</i> 0
<i>Alarm system activation/no fire</i> 0		<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>Gasoline or other flammable spill</i> 0		<i>Gasoline or other flammable spill</i> 1
<i>False Alarm/false call</i> 0		<i>False Alarm/false call</i> 0
<i>Outside rubbish, trash, or waste fire</i> 2		<i>Outside rubbish, trash or waste fire</i> 0
<i>Unauthorized burning</i> 0		<i>Attempted burning, illegal action</i> 0
<i>Good intent call, other</i> 0		<i>Good Intent call, other</i> 0

<i>Hazardous Condition, other</i> 1		<i>Person in distress, other</i> 0
<i>Natural vegetation Fire, other</i>	1	<i>Vehicle accident, general cleanup</i> 0
<i>Telephone, malicious false alarm</i>	0	<i>Public service</i> 1
<i>Authorized Controlled Burning</i> 0		<i>Smoke detector activation / malfunction</i> 0
<i>Mobile property (vehicle) fire, other</i>	0	<i>No incident found upon arrival</i> 1
<i>Public Service</i> 0		<i>Muni Alarm System, Malicious False Alarm</i> 1
<i>Police Matter</i> 0		<i>Citizen Complaint</i> 1
<i>No incident found upon arrival</i> 0		<i>Removal of victim(s) from stalled elevator</i> 1
<i>Service Call, other</i>	1	<i>Alarm activation, no fire-unintentional</i> 1
<u><i>Total Calls at Station #1</i></u> <u>98</u>		<u><i>Total Calls at Station #2</i></u> <u>28</u>

Total for both Stations 126 with an average response time of 02:49 minutes

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

Between December 1, 2016 and December 31, 2016 the Hapeville Police Department responded to 497 calls for service. There were (6) Assaults, (3) Burglaries, (4) Robberies, (70) Larcenies; including 46 Entering Autos, 11 Stolen Vehicles and 13 Thefts. The Department recovered (15) stolen vehicles. The average response time was 1 minute 36 seconds. The

Department issued 190 citations to include parking, traffic and general copies. The E911 Center handled 3,167 incoming calls.

Department Personnel continued to receive daily roll call and in-service training on topics such as in Privacy and Suspicious Activity Reporting, Dealing with the Mentally Ill, Evidence Collection and Presentation, Transporting Prisoners, Juvenile Offenders, DUIs, Weaponless Control Techniques, Vehicle Pullovers, Legal Updates, and the HPD's Standard Operating Procedures.

The Detective Division reviewed (42) cases, assigned (12) cases for investigation, and closed (12) cases, (11) Cases were closed with arrest warrants and (0) by CID arrest. The Detective Division obtained (14) warrants, responded to (2) crime scenes for investigation and executed (2) search warrant(s).

Code Enforcement: Code Enforcement handled (61) new calls for service, of which (13) were animal incidents, (14) parking in grass, (0) Tall Grass & Weeds, (4) permit issues, (7) outside storage, (13) littering or pollution problems, (4) property maintenance- exterior, and (6) were other code compliance issues. The unit closed (116) cases, and issued (12) 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

The Dogwood Drive LCI Streetscape Project and the Rail Facilities Improvement Project are scheduled to be under construction sometime at the beginning of 2017.

The Loop Road Streetscape is currently in the ROW phase.

Please keep leaves and limbs separated for pick up by Public Services. Bagged Leaves are picked up every Friday during the winter months.

<p>Building Permits 3311 Northside Drive (14009500100112) 3358 Lavista Drive (14006600010159) 3171 Hope Street (14009900040751) 3170 Street (14009900040769) 3161 Oakdale Road (14009900021595) 3159 Oakdale Road (14009900021603) 3157 Oakdale Road (14009900021611) 278 Moreland Way (14009400090413) 3371 Dogwood Drive #200 (14009800170435) 3371 Dogwood Drive #210 (14009800170443) 3371 Dogwood Drive #220 (14009800170450) 3371 Dogwood Drive #230 (14009800170468) 3371 Dogwood Drive #240 (14009800170476) 3371 Dogwood Drive #250 (14009800170484) 514 Oak Drive (14009400050128) 301 Birch Street (14009400101558)</p> <p>Mechanical Permits 468 Moreland Way 3303 Wheeler Street 3440 Rainey Avenue</p>	<p>Plumbing Permits 439 Walnut Street</p> <p>Electrical Permits 3161 Oakdale Road 3159 Oakdale Road 3157 Oakdale Road 514 Oak Drive 3371 Dogwood Drive 200-250</p> <p>Tree Permits 3206 Oakdale Road 3210 Oakdale Road 3208 Oakdale Road 443 Walnut Street 3269 North Fulton Avenue 3255 Oakdale Road 341 Colorado Avenue 3209 Forrest Hill Drive</p> <p>Demo Permits 516 Walnut Street</p>
---	--

Recreation

Tod Nichols, Manager
tnichols@hapeville.org 404-669-2136

Athletics

Youth Basketball season is officially underway. Please contact us at 404-669-2136 for specific game times for ages 4 - 14.

For more information on our Athletic Department contact Ray Rollins at rrollins@hapeville.org or 404-669-2127.

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.

Special Events

Hosted The Mayor and Council Employee Appreciation luncheon on December 9, 2016.

Was the distribution site for Project C.A.F.E. Toys for Kids program sponsored by The Hapeville Exchange Club on December 16, 2016.

For more information on our Special Events contact Holli Stephens at hstephens@hapeville.org or 404-669-2116.

Economic Development

Allie O'Brien, Manager

aobrien@hapeville.org - 404.669.8269

Department/HATT Activities

Produced City Newsletter and all Departmental related advertising and promotional materials and FB activities. (Just as a reminder, the deadline for the February 2017 edition of the Hapeville Hometown News is Friday, January 13th by 5:00 p.m.) Promoted City Sponsored events including the Hapeville Arts Alliance Gallery Crawl (City Website, FB, Newsletter), and Academy Theatre productions at the Hapeville Performing Arts Center.

Staff continued working with City Manager on the LCI/Comprehensive Plan Update project. The first Community Meeting was held on December 12, 2016. The next Community Meeting will be held on January 19, 2017 from 6 p.m. - 7:30 p.m. in the form of an interactive LCI/Comprehensive Plan Planning Crawl with the starting location at the Depot Museum - 620 S. Central Avenue. Residents and Business owners are encouraged to come out and provide input in the City's Master Planning process, input stations will be set-up at Bittersweet, Volare and Beer Girl with different themes at each location--start at the Depot to check-in! For more information or to complete the community survey -

<https://sites.google.com/site/hapeville2016lci/>, or call the Economic Development Department. The Community Survey is live and available in the Lobby of the Billing Department at City Hall and on the Project Website--please give your input! Project announcements and opportunities for public outreach will continue be made available on the City website and on a dedicated project website:<https://sites.google.com/site/hapeville2016lci/>. The Council Appointed Core Team will meet in January to begin planning for next steps in the process including: key stakeholder interviews and design workshop planning.

Staff represented the City at various regional meetings, key initiatives included: The Aerotropolis Alliance "State of the Aerotropolis" event on December 13th that included a spotlight on Hapeville and the Solis Hotel (follow the construction photos on FB @CityofHapevilleGA). Visit

<http://aeroatl.org/> for updates and information on the Alliance. Staff continued work with regional counterparts in the CID and the Airport Area Chamber of Commerce.

Main Street Board Activities

Several Board members attended the LCI Community Visioning Session. At the December Board Meeting members had a presentation and update from Department Manager on the LCI Process; they also went through the exercise of the annual DCA Self Assessment and reviewed highlights of the work plan and the Main Street Program. (Mayor and Council approved the continuation of the Main Street Program contract at their December Meeting.) The Board continued supporting the Hapeville Arts Alliance Gallery Crawl Series by sponsoring the event series on December 10th.

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 3: *Mind/Game: The Unquiet Journey of Chamique Holdsclaw*; March 17: *Maya Angelou: And Still I Rise*, and April 7: *The IF Project*. Visit the City website or FB for more information.

Planning and Zoning Activities

Lynn M. Patterson, City Planner

lpatterson@bcstudio.com - 404.205.0123

Meetings

- Mayor & Council
- Planning Commission
- Design Review Committee
- Board of Zoning Appeals

Other Planning and Zoning activities

- Zoning ordinance modification, alcohol distance measurement
- Review zoning code, outdoor display/services
- Zoning inquiries, permitted uses, dimensional requirements
- Zoning verification
- Architectural Design Guidelines inquiries
- Architectural Design Guidelines, recommended modification
- Occupational tax certificate review, 3332 Colville Ave, grocery/convenience store
- Occupational tax certificate review, 845 N. Central Ave, hotel
- Occupational tax certificate review, 409 N. Central Ave, package store
- Home occupational tax certificate review, 348 Colorado, costumer
- Alcohol beverage license permit review, 1155 Virginia Ave
- Planning commission review, renaming of Dearborn Plaza to Samuel Hape Plaza
- Design Review Committee, 3409 Dogwood Dr, building improvements
- Design Review Committee, 591 N. Central Ave, mural

- *Sign application review, 3118 Sylvan Rd*
 - *Fence install review, 3338 Dogwood Dr*
 - *Fence install review, 1200 Virginia Ave*
-

Finance Director

James Schuster

jschuster@hapeville.org-404-669-2118

I. Month / Year-End Closing and Reporting

- *Analyze and reconcile accounts for Year-end close and audit*
- *Analyze and reconcile accounts for Mid-Year report*
- *Cash flow analysis*
- *Support for year-end audit*
- *Prepare Annual Financial Report*
- *Prepare CAFR-submit to GFOA*

II. Budget Process

- *Compile FY 2017 Budget Document (Word copy)*
- *Compile Budget Prep Worksheets*

III. Finance/Accounting Activities

- *Ongoing training of Accounting Specialists --re: year-end reconciliations, closing procedures, general ledger maintenance, budgeting, debt service*
- *Train staff on Incode Budget preparation and amendment*
- *Train for preparation of special year end reports. (DCA, DOJ, DOC, AG, etc)*
- *Continue work on Internal Controls*
- *Continue to document Accounting procedures*
- *Review Bond Covenants (2004B)*
- *Review Bond Documents (2017)*
- *Create crosswalks: Incode<-->Excel<-->Open Gov<-->State CoA*
- *Set up bank access security*
- *Work on new revenues and mid-year budget amendments*
- *Review Property Tax Digest*

V. 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 credit card and wire transfer payments*
- *Prepare Personnel Roster for budget*
- *Research fringe benefit costs*

IV. 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, etc

Water Accounts

Residential - 24

Commercial - 5

Liberty Technology

Steven Lease

steven@libertytech.net

CITY OF HAPEVILLE SERVICE REPORT		
	12/2016 (to date)	01-01-2016 to 12-31-2016 Total
<i>Closed/Completed</i>	51	476
<i>Assigned</i>	0	00
<i>Needs parts ordered</i>	0	0
<i>Waiting on client</i>	1	1
<i>Waiting on Vendor</i>	0	1
<i>Cancelled</i>	2	14
<i>Scheduled</i>	0	0
<i>In Progress at month end</i>	3	3
TICKET OVERDUE	0	0
	57	495
<i>Hours</i>	68.87	790.99
<i>Median Resolution Time (hrs)</i>	3.21	3.30
<i>Mean Resolution Time (hrs)</i>	21.78	25.26
<i>Resolution within SLA</i>	92.00%	91.65%

Projects In Progress:

- Security Cameras - Currently, the vast majority of equipment is received and is currently being pre-configured. The high-speed internet connections for the system are ordered. Site surveys have been completed and the City now is waiting on Comcast to execute

install/construction dates in order to finalize the installation plan. The system is projected to be operational in the very near future.

- *Server replacement - Considerable progress has been made moving files and applications over to new infrastructure. Incode is now transferred completely over, along with Courtware. Data shares set up on new file server so data can be routinely backed up as well.*
- *Office 365 - Project is proceeding, but is dependent on new cable service to use for mail upload to cloud. Current bandwidth would make an upload of this size untenable and possibly cause service degradation for day to day users.*

Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org- 404.766.3004

City Clerk

Upcoming Meetings:

Hapeville Development Authority- January 12, 2017 at 7:30 p.m. at City Hall

Planning Commission Meeting- January 17, 2017 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board Meeting- Cancelled in Observance to MLK

Mayor and Council Work Session- January 24, 2017 at 6:00 p.m. at Hapeville Municipal

Design Review Commission- January 18, 2017 at 6:00 p.m. at City Hall

Alcohol Review Board- January 19, 2017 at 6:15 p.m. at City Hall

Board of Appeals- Cancelled

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

Open Records Request:

December 2016	December 2015
<i>21 Open Records Request were processed</i>	<i>21 Open Records Request were processed</i>
<i>Total Time: 3 hours 15 minutes</i>	<i>Total Time: 7 hour 0 minutes</i>
<i>Total Cost: \$11.00</i>	<i>Total Cost: \$162.06</i>

Human Resources

The City is currently accepting applications for the position of Police Officer, Fire Fighter, Firefighter EMT, Firefighter Paramedic and Communication Officer. 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*
 - *Hired a Police Officer*
 - *Assisted with Toys for Kids Distribution*
 - *Hosted the Annual Employee Luncheon*
 - *Participated on Christmas Caroling for the Hapeville Manor*
-