



February 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 January, the Department conducted 20 inspections, 22 pre-fire plans, 6 plan reviews, 7 construction site meetings and visits, 76 blood pressure checks, which were done at the Senior Center. Also, the following trainings were held: OB and Pediatrics training, Pump and Driver Operations, National Fire Academy Incident Command Simulation Series Courses, and 5 Web based Target Solutions classes. All shifts conducted full gear inspections to ensure that all equipment is in compliance and safe for a fire scene. Six members of the Department were recognized during the work session Council Meeting with the Cardiac Safe Award. Two shift personnel attended the Fireground Hydraulics class at the Atlanta Fire & Rescue Training Center.

Fire Station #1 - 3468 North Fulton Avenue	Fire Station #2 - 870 South Central Avenue
<i>Auto Accidents w/ injuries</i> 5	<i>Motor vehicle accident w/ injuries</i> 1
<i>Auto Accidents w/o injuries</i> 0	<i>Motor vehicle accident w/o injuries</i> 1
<i>Auto/pedestrian accident</i> 0	<i>Fire, other</i> 0
<i>EMS</i> 66	<i>EMS</i> 26
<i>Emergency Medical Services (other)</i> 0	<i>Emergency Medical Service, other</i> 0

<i>Extrication Rescue (Other)</i>	<i>0</i>	<i>Motor Vehicle/pedestrian accident(MV Ped)</i> <i>0</i>
<i>Rescue, EMS incident, other</i>	<i>1</i>	<i>Rescue, EMS incident, other</i> <i>0</i>
<i>Medical Assist, assist EMS crew</i>	<i>0</i>	<i>Medical assist, assist EMS crew</i> <i>0</i>
<i>Alarm system activation, no fire</i> <i>1</i>		<i>Alarm system sounded due to malfunction</i> <i>1</i>
<i>Invalid Assist</i> <i>0</i>		<i>Invalid Assist</i> <i>0</i>
<i>Dispatched & cancelled en route</i> <i>1</i>		<i>Dispatched & cancelled en route</i> <i>2</i>
<i>Alarm system sound/malfunction</i> <i>0</i>		<i>Overheated motor</i> <i>1</i>
<i>Alarm system activation/no fire</i> <i>1</i>		<i>Local Alarm System, Malicious False Alarm</i> <i>0</i>
<i>Gas Leak (natural gas or LPG)</i> <i>0</i>		<i>Gas leak(natural gas or LPG)</i> <i>0</i>
<i>Gasoline or other flammable spill</i> <i>0</i>		<i>Gasoline or other flammable spill</i> <i>0</i>
<i>False Alarm/false call</i> <i>0</i>		<i>False Alarm/false call</i> <i>0</i>
<i>Outside rubbish, trash, or waste fire</i> <i>1</i>		<i>Outside rubbish, trash or waste fire</i> <i>0</i>
<i>Unauthorized burning</i> <i>0</i>		<i>Smoke or odor removal</i> <i>2</i>
<i>Good intent call, other</i> <i>0</i>		<i>Good Intent call, other</i> <i>0</i>
<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>2</i>
<i>Hazardous Condition, other</i>	<i>1</i>	<i>Smoke detector activation / malfunction</i>	<i>0</i>
<i>Mobile property (vehicle) fire, other</i>	<i>0</i>	<i>No incident found upon arrival</i>	<i>1</i>
<i>Public Service</i>	<i>0</i>	<i>Muni Alarm System, Malicious False Alarm</i>	<i>0</i>
<i>Power Line Down</i>	<i>1</i>	<i>Power Line Down</i>	<i>1</i>
<i>No incident found upon arrival</i>	<i>0</i>	<i>Removal of victim(s) from stalled elevator</i>	<i>0</i>
<i>Service Call, other</i>	<i>0</i>	<i>Building Fire</i>	<i>1</i>
<u><i>Total Calls at Station #1</i></u>		<u><i>Total Calls at Station #2</i></u>	
<u><i>79</i></u>		<u><i>39</i></u>	

Total for both Stations 118 with an average response time of 02:49 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org- 404.669.2150

Between January 1, 2017 and January 31, 2017 there were 514 calls for service. There were (3) Assaults, (6) Burglaries, (2) Robberies, (80) Larcenies; including 53 Entering Autos, 10 Stolen Vehicles and 17 Thefts. The Department recovered (19) stolen vehicles. The average response time was 2 minutes.

The Department issued 209 citations to include parking, traffic and general copies.

The E911 Center handled 3,318 incoming calls.

Department Personnel continued to receive daily roll call and in-service training on topics such as in Use of Force & De-escalation Options for Gaining Compliance, Dealing with the Mentally Ill, Legal Updates, and the HPD's Standard Operating Procedures.

The Detective Division reviewed (20) cases, assigned (12) cases for investigation, and closed (10) cases. (3) Cases were closed with arrest warrants and (0) by CID arrest. The Detective Division obtained (9) warrants, responded to (4) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (56) new calls for service, of which (15) were animal incidents, (12) parking in grass, (0) Tall Grass & Weeds, (4) permit issues, (8) outside storage, (13) littering or pollution problems, (0) property maintenance- exterior, and (4) were other code compliance issues. The unit closed (95) cases, and issued (6) 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 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.

Building Permits

3272 North Whitney Ave. (14009800160014)
3427 Parkview Place (140095LL0578)
3415 Hamilton Ave. (14009800030266)
3271 Old Jonesboro Road (14009400040459)
535 Parkway Drive (14009500100872)
1007 Virginia Ave. (140127LL0844)
924 Custer Street (14012700030527)
1200 Virginia Avenue (140127LL0877)

Mechanical Permits

439 Walnut Street
558 College Street A-F
573 North Central Ave.
3279 Dogwood Drive
1 Clay Place

Plumbing Permits

600 College Street Unit 109
3161 Oakdale Road
3159 Oakdale Road
3157 Oakdale Road
867 Custer Street
519 North Central Ave.
3271 Old Jonesboro Road
734 North Avenue

Electrical Permits

558 College Street A-F
439 Walnut Street
3365 Dogwood Drive
867 Custer Street
573 North Central Ave.

Tree Permits

612 College Street
3415 Old Jonesboro Road
486 Barnett Drive
3290 Russell Street
266 Mt. Zion Road
3365 North Whitney Ave.
476 Radar Drive

Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

Athletics

Youth Basketball season is coming to a close. Our last regular season games will be played on February 18, 2017. 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 rollins@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

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

Economic Development

Contact: City Manager, William Whitson

Department: 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 March 2017 edition of the Hapeville Hometown News is Tuesday, February 14th by 5:00 p.m.) Promoted City Sponsored events including the Academy Theatre productions at the Hapeville Performing Arts Center (City Website, FB, and Newsletter).

Staff continued working with City Manager on the LCI/Comprehensive Plan Update project. The second Community Meeting was a Planning Crawl in Downtown Hapeville which was held on January 19th, 2017. This session allowed an interactive evening of rediscovering local shops and restaurants along Main Street, while introducing community members to the project process and focus. During the Planning Crawl Session, participants provided feedback on the project vision and goals at each location. Residents and business owners are encouraged attend each Community Session and provide input in the City's Master Planning process. The next Community meeting is scheduled on March 2nd. Additional details are forthcoming and will be available on the City's website. The Council Appointed Core Team will meet in February and key stakeholder interviews are in process.

Staff represented the City at various regional meetings, including the Aerotropolis Alliance meeting. Staff continued work with regional counterparts in the CID and the Airport Area Chamber of Commerce.

Main Street Board Activities

Several Board members attending the LCI Planners Crawl on January 19, 2017. At the January 23rd Board Meeting, members received an update from the Department Manager on the LCI Process and they also reviewed highlights of the work plan and discussed upcoming projects.

Staff is preparing for the upcoming South Arts Film Series at Christ Church in Jess Lucas Park at 6 p.m. Reception with the Filmmaker, 7 p.m. Film Screening, March 17th: Maya Angelou: And Still I Rise. 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

- *Review of City Agreement with HOA, Lily Way*
- *Permitted Uses Inquiries, Multiple*
- *Easement Inquiry*
- *Dimensional Requirements Review, Multiple*
- *Film Set Inquiry*
- *Cell Tower Inquiry*
- *Architectural Standards Inquiries, Multiple*
- *Site Plan Review Inquiries, Multiple*
- *Occupational Tax Certificate Review, 3401 Northside Drive*
- *Occupational Tax Certificate Review, 3182 Forrest Hills Drive*
- *Occupational Tax Certificate Review, 3066 Hope Street*
- *Occupational Tax Certificate Review, 3279 Dogwood Drive*
- *Occupational Tax Certificate Review, 1301 Virginia Avenue*
- *Economic Development Team Meeting*
- *Sign Permit, 1155 Virginia Avenue, Suite K*
- *Sign Permit, 3118 Sylvan Road*
- *Rezoning, Airport Station*
- *Design Review, 3416 Elkins Road*
- *Design Review, 3420 Elkins Road*
- *Design Review, 924 Custer Street*
- *Design Review, 3271 Jonesboro Road*
- *Design Review, 482 Woodrow Avenue*
- *Site Plan Review, 3416 Elkins Road*
- *Site Plan Review, 3420 Elkins Road*
- *Site Plan Review, 3271 Jonesboro Road*

Finance Director

James Schuster

jschuster@hapeville.org-404-669-2118

Month / Year-End Closing and Reporting

- *Bank and account reconciliations ---for December*

Year-end audit support

- *Completing information and requirements for FY 2016 audit and CAFR.*

Budget Process

- *Prepare "mid-year" budget amendment for FY 2017.*
- *Prep for FY 2018 Budget process*

Finance/Accounting Activities

- *Ongoing training of Accounting Specialists --re: month end Review agenda items*

Other Accounting and Billing

- *Generate payrolls for ~120 full time & 30 part time employees*
- *Distribute all payroll and vendor checks.*
- *Maintain payment records for ~500 vendors*
- *Collect 10-20,000 cash receipts transactions (revenues)*
- *Process credit card and wire transfer payments*
- *Monthly Billing and collections for ~2,100 Water & Sewer customers*
- *Collect tax payments, Re-bill as needed*

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*

Water Accounts

Residentials - 27

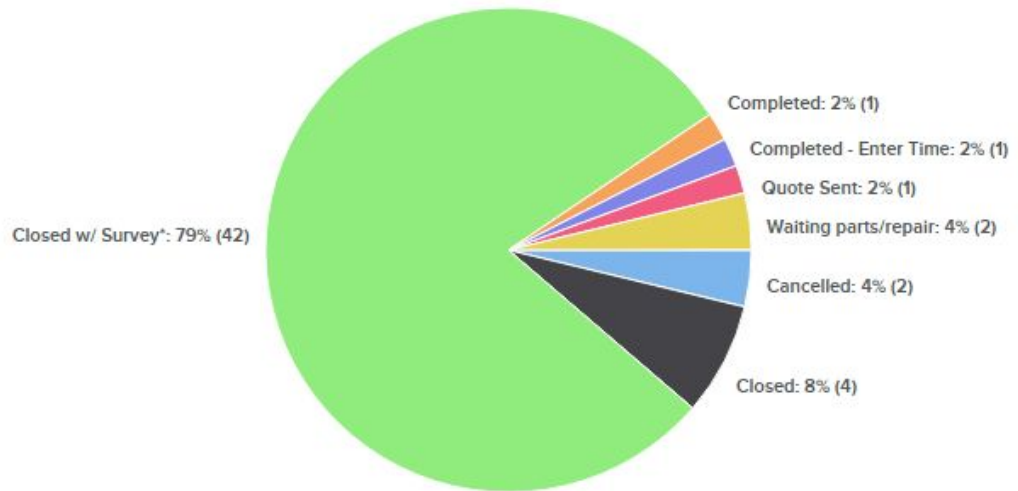
Commercial - 4

Liberty Technology

Steven Lease

steven@libertytech.net

Tickets Opened by Status Previous Month

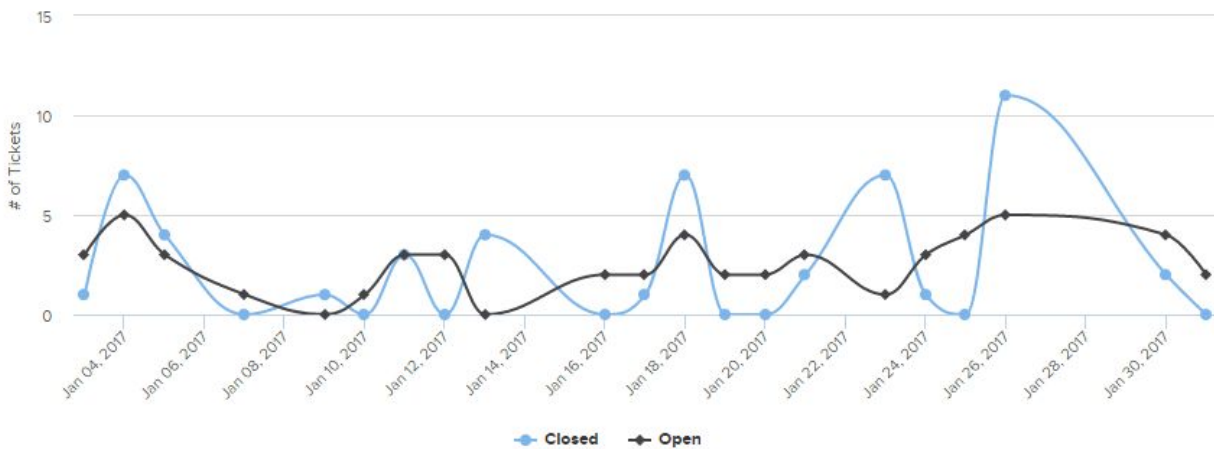


51 Tickets Closed Last Month
Tickets Closed Last Month

61.35 Actual Hours on tickets closed last m...
Actual Hours on tickets closed last month

53 Tickets Opened Last Month
Tickets Opened Last Month

Opened vs Closed Tickets - Previous Month



Resolution within SLA - 92.45%
 Average resolution time (Hours) - 13.91

Projects In Progress:

- Security Cameras - Cameras installed at one location which is approximately 90% completed; finalizing configuration on Meraki equipment and installing switch. Cable

installation completed at a second location with equipment installation in progress. A third location has infrastructure equipment and enclosure installed. Awaiting Comcast installation at 2 additional locations.

- *Server replacement - As reported previously, 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. Additional progress is awaiting installation and configuration of new switch to allow use of new high speed connection to ensure transfers happen in a timely manner.*
- *Office 365 - Project is proceeding. Cable installation with higher speeds is in place, but awaiting installation and configuration of new switch to properly route data to ensure installations happen in a timely manner.*

Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org- 404.766.3004

City Clerk

Upcoming Meetings:

Hapeville Development Authority- February 9, 2017 at 7:30 p.m. at City Hall

Planning Commission Meeting- Cancelled

Main Street Board Meeting- Postponed

Mayor and Council Work Session- February 21, 2017 at 6:00 p.m. at Hapeville Municipal

Design Review Commission- February 15, 2017 at 6:00 p.m. at City Hall

Alcohol Review Board- February 16, 2017 at 6:15 p.m. at City Hall

Board of Appeals- February 23, 2017 at 6:00 p.m. at Hapeville Municipal

Hapeville Clean and Beautiful- February 13, 2017 at 6:30 p.m. City Hall

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

Open Records Request:

February 2017	February 2016
<i>16 Open Records Request were processed</i>	<i>10 Open Records Request were processed</i>
<i>Total Time: 4 hours</i>	<i>Total Time: 4 hours</i>
<i>Total Cost: \$ 78.61</i>	<i>Total Cost: \$50.00</i>

Human Resources

The City is currently accepting applications for the position of Police Officer and Part-time 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*
-