



June 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 May the Department conducted 15 pre-fire plans and 85 blood pressure checks, which were done at the Senior Center. Also, the following trainings were held: Aerial Pump Training, Hose Training, Territory Familiarization for new hire, web based Target Solutions classes, Ladder 2 Operations (drive, set up, extend and rotate), EMS Medical Emergencies, One Man Hydrant Hookup and E1 Pumping. Also, all the 3" hose on E3 has been tested and a walkthrough of the Solis Hotel construction has been performed. The CERT training for 2017 has been completed with 8 students graduating and 2 previous attendees also participating. Two members of the Department were part of the Color Guard during the City's Memorial Day Ceremony.

Fire Station #1 - 3468 North Fulton Avenue	Fire Station #2 - 870 South Central Avenue
<i>Auto Accidents w/ injuries 4</i>	<i>Motor vehicle accident w/ injuries 0</i>
<i>Auto Accidents w/o injuries 1</i>	<i>Motor vehicle accident w/o injuries 0</i>
<i>EMS 69</i>	<i>EMS 19</i>
<i>No incident found on arrival 2</i>	<i>Emergency Medical Service, other 0</i>
<i>Extrication Rescue (Other) 0</i>	<i>Detector activation, no fire- unintentional 0</i>

<i>Rescue, EMS incident, other</i> 0	1	<i>Rescue, EMS incident, other</i> 0
<i>Medical Assist, assist EMS crew</i> 0	1	<i>Medical assist, assist EMS crew</i> 1
<i>Service Call, other</i> 0		<i>Alarm system sounded due to malfunction</i> 1
<i>Invalid Assist</i> 5		<i>Invalid Assist</i> 3
<i>Dispatched & cancelled en route</i> 0		<i>Dispatched & cancelled en route</i> 1
<i>Alarm system sound/malfunction</i> 0		<i>No incident found on arrival at address</i>
<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>Carbon monoxide detector activation</i> 0		<i>Arcing, shorted electrical equipment</i> 0
<i>False Alarm/false call</i> 0		<i>False Alarm/false call</i> 0
<i>Brush or grass mixture fire</i> 0		<i>Outside rubbish, trash or waste fire</i> 2
<i>Unauthorized burning</i> 0		<i>Smoke detector activation/ malfunction</i> 3
<i>Good intent call, other</i> 0		<i>Assist Police or other governmental agency</i> 0
<i>Smoke or odor removal</i> 0		<i>Person in distress, other</i> 0
<i>Natural vegetation Fire, other</i> 0		<i>Vehicle accident, general cleanup</i> 0

<i>Telephone, malicious false alarm</i> 0	<i>Public service</i> 1
<i>Person in distress, other</i> 0	<i>Wind storm, tornado/hurricane assessment</i>
<i>Police matter</i> 0	<i>Trash or rubbish fire, contained</i>
<i>Special type of incident, other</i> 0	<i>Hazardous condition, other</i> 1
<i>Arcing, shorted electrical equipment</i> 0	<i>Alarm activation, no fire-unintentional</i> 2
<i>Hazmat Incident</i> 0	<i>Assist Police or other governmental agency</i> 0
<i>Mutual Aide</i> 0	<i>Severe weather or natural disaster standby</i> 1
<u><i>Total Calls at Station #1</i></u> <u>103</u>	<u><i>Total Calls at Station #2</i></u> <u>35</u>

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

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org- 404.669.2150

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

The Detective Division reviewed (106) cases, assigned (56) cases for investigation, and closed (37) cases, (5) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (24) warrants, responded to (10) crime scenes for investigation and executed (7) search warrant(s).

Code Enforcement: Code Enforcement handled (71) new calls for service. During these calls, the unit documented (2) animal incidents, (2) parking in grass, (36) Tall Grass & Weeds, (3) permit issues, (15) outside storage, (16) littering or pollution problems, (6) property maintenance- exterior, and (0) other code compliance issues. The unit closed (114) cases, and issued (3) 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.

Between May 1, 2017 and May 31, 2017 there were 627 calls for service. There were (2) Assaults, (9) Burglaries, (5) Robberies, (93) Larcenies; including 68 Entering Autos, 10 Stolen Vehicles and 15 Thefts. The Department recovered (11) stolen vehicles. The Department made 36 arrests. The average response time was 1min 42 seconds.

The Department issued 386 citations to include parking, traffic and general copies.

We are unable to determine the number of calls processed through the E911 center due to damage from the lightning strike.

Community Services

Lee Sudduth, Interim Director

leesudduth@hapeville.org- 404.669.2120

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.

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

329 Maple Street (14009400101335)
 350 Mt. Zion Road (14009400100873)
 259 Maple Street (14009400090777)
 3420 Harding Avenue (1400980003021)
 546 Woodrow Avenue (14009400020410)
 243 Moreland Way (14009400090280)
 393 Lake Drive (14009400070274)
 3251 Old Jonesboro Road(14009400040020)
 543 Lake Drive (14009400020485)
 3285 North Whitney Avenue (14009800140180)
 3400 Northside Drive (14009500120201)
 3585 Atlanta Avenue (140098LL0278)
 54 Central Park Drive (140095LL0438)
 3417 Orchard Street (14009800070221)

Mechanical Permits

3365 North Whitney Avenue
 334 Moreland Way
 3049 Springdale Road
 867 Custer Street

Plumbing Permits

510 Walnut Street
 3090 Jackson Street
 3096 Jackson Street
 3098 Jackson Street
 3365 Dogwood Drive
 3469 Rainey Avenue

Electrical Permits

501 King Arnold Street
 3361 Dogwood Drive
 2 Porsche Drive
 536 College Street, Apt. 7
 3123 Dogwood Drive
 409 Walnut Street
 3585 Atlanta Avenue
 3090 Jackson Street
 3096 Jackson Street
 3469 Rainey Avenue

Tree Permits

3304 Forrest Hill Drive
 642 South Gordon Circle
 624 South Gordon Circle
 3125 Dogwood Drive
 422 Lake Drive
 305 Birch Street
 3311 Northside Drive
 3209 Oakdale Road

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

Congratulations are in order for our 7&8 Hapeville Hornets Green and 9&10 Hapeville Hornets White as they won the Youth Baseball Alliance Championship!! We also had two runner - ups in the championship round who were the 7&8 Hapeville Hornets Gold and the 11&12 Hapeville Hornets Gold. Great job to all of the coaches, players and parents!!

For more information on our athletics 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. The Guide 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.

The Pleasant Hours Club had it's appreciation luncheon on May 5, 2017. The club will take the months of June and July off and will resume in August.

The Busy Bee After School Club held it's final meeting on May 25, 2017. The club will begin their 2017-18 meetings in August.

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

Special Events

We hosted our annual Memorial Day Service on May 29, 2017 at the Hoyt Smith Center.

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 July 2017 issue of the Hapeville Hometown News is Thursday, June 15, 2017). Promoted City Sponsored events (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center, Coffee and Chrome Car & Motorcycle Show and the Southern Circuit of Independent Filmmakers.

Staff continued to organize the upcoming CID Bus Tour that is scheduled for Wednesday, June 7th and Wednesday, June 21st. Representatives from the Aerotropolis Atlanta CIDs, Aerotropolis Alliance and area municipalities will discuss opportunities and planned improvements of interest to real estate investment and development professionals.

Began preparation for the South Arts Grant Final report. Assisted with the April Citizen Chalkboard Budget and the final Comprehensive Plan/LCI Update presentation to Council including the performance of Hapeville's first song "You Are Welcome Here" that was written and performed by Hapeville's own John Stringer.

Continued to work with South Arts for the upcoming 2017-18 Film Series Events. The first film of the series is scheduled on Friday, September 8th. Additional details are forthcoming and will be made available on the website.

Continued working with the City Intern on developing a business welcome pamphlet for all new/existing business owners. The draft is under review and staff will continue to establish the baseline development for the One Stop Shop to increase efficiency.

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

Other Planning and Zoning activities

- Alcohol License, Ace Package
- Conditional Use Permit, 3391 Dogwood
- DRC, 3080 Sylvan Road
- DRC, 3100 Sylvan Road
- DRC, 461 North Central Avenue
- DRC, 421 King Arnold Street
- DRC, 3112 Grove Circle
- DRC, 243 Moreland Way
- DRC, 3469 Rainey Avenue
- DRC, 259 Maple Street
- DRC, 100 Lily Way
- Home Occupational Tax Permit, 251 Birch Street
- LCI Coordination
- Occupational Tax Permit, 573 North Central Avenue
- Occupational Tax Permit, 3149 Dogwood Drive
- Code Enforcement Inquiries
- Permitted Uses Inquiry – Perkins @ South Central
- Permitted Uses Inquiry, 3314-3324 Dogwood
- Sign Permit, 636 South Central Avenue
- Site Plan Review, 3112 Grove Circle
- Site Plan Review, 917 Virginia Avenue
- Zoning Inquiry, 3196 Dogwood

Finance Director

James Schuster

jschuster@hapeville.org - 404-669-2118

Month / Year-End Closing and Reporting

- *CAFR still being reviewed by GFOA for certification*
- *CAFR accepted by State (last month)*
- *Quarterly report completed (3Q)*

Budget Process

- *Finalize budget worksheets - Incode*
- *Load to Incode*
- *Updated personnel and fringe cost worksheet- based on the City Council decisions.*
- *Preliminary Budget to City Council*

Finance/Accounting Activities

- *Ongoing oversight of Accounting Specialists and staff--re: year-end reconciliations, closing procedures, general ledger maintenance, budgeting, debt service*
- *Train staff on Budget preparation*
- *Preparation of special external year end reports. (DCA, DOC, AG, etc)*
- *Continue work on Internal Controls and other procedures*
- *Training for Assistant Finance Director*
- *Prepare RFP for audit (Sent)*

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*
- *Review and Reconcile various accounts.*
- *Prep for year end*

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

Resident - 21

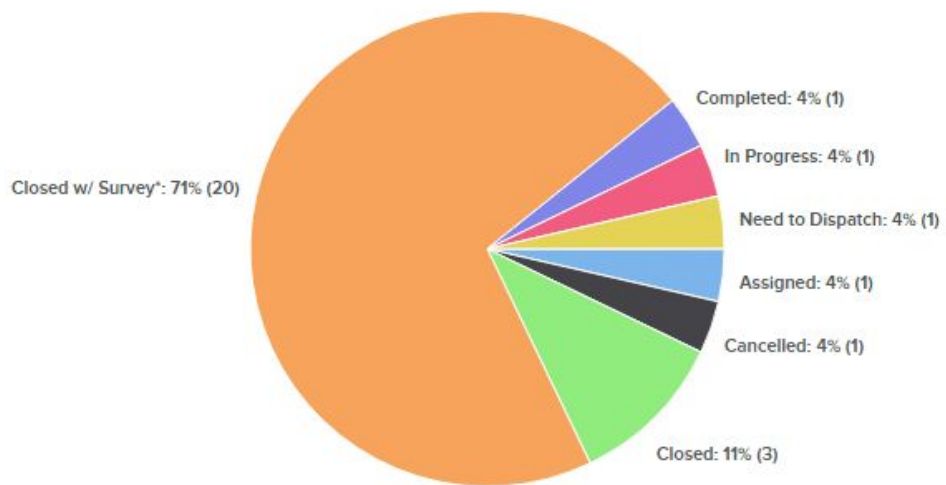
Commercial - 5

Liberty Technology

Steven Lease

steven@libertytech.net

Tickets Opened - Status - Previous Month



27 Tickets Closed - Last Month
Tickets Closed Last Month

73.04 Actual Hours - Tickets closed last mo...
Actual Hours on tickets closed last month

28 Tickets Opened - Last Month
Tickets Opened Last Month

SLA: Standard
 Company: Liberty Technology
 Division: Services
 Board: Service

**Liberty Technology
 SLA Priority Report
 Period: 04/01/2017 to 04/30/2017**

Company: City of Hapeville
 Agreement: ALL
 Agreement Type: ALL
 Ticket Status: ALL
 Show Ticket List: Yes

Priority	SLA Totals			SLA Responded			SLA Resolution Plan			SLA Resolved		
	Total	# Met SLA	% Met SLA	# Met SLA	Target	% Met SLA	# Met SLA	Target	% Met SLA	# Met SLA	Target	% Met SLA
Bench	0	0	0.00 %	0	80.00	0.00 %	0	80.00	0.00 %	0	80.00	0.00 %
Priority 1 - Emergency Response	0	0	0.00 %	0	80.00	0.00 %	0	80.00	0.00 %	0	80.00	0.00 %
Priority 2 - Quick Response	4	1	25.00 %	1	80.00	25.00 %	3	80.00	75.00 %	4	80.00	100.00 %
Priority 3 - Normal Response	25	21	84.00 %	23	90.00	92.00 %	24	90.00	96.00 %	24	90.00	96.00 %
Priority 4 - Scheduled Maintenance	0	0	0.00 %	0	90.00	0.00 %	0	90.00	0.00 %	0	90.00	0.00 %
Priority 5 - No SLA	0	0	0.00 %	0	80.00	0.00 %	0	80.00	0.00 %	0	80.00	0.00 %
Warranty	0	0	0.00 %	0	80.00	0.00 %	0	80.00	0.00 %	0	80.00	0.00 %
Summary	29	22	75.86 %	24		82.76 %	27		93.10 %	28		96.55 %

Average Time to Resolution - Previous Month



Projects In Progress:

- Security Cameras - Worked out issues with video quality. Received approval from Comcast for final 2 sites. Scheduled on site meeting with Genetec for first week of May for finalization of system.

Administrative Services

Jennifer Elkins, City Clerk
jelkins@hapeville.org- 404.766.3004

City Clerk

Upcoming Meetings:

- Hapeville Development Authority- June 8, 2017 at 7:30 p.m. at City Hall
- Hapeville Clean and Beautiful- June 12, 2017 at 6:30 p.m. at City Hall
- Planning Commission Meeting- June 13, 2017 at 6:00 p.m. at Hapeville Municipal

Main Street Board Meeting- Cancelled

Mayor and Council Work Session- June 20, 2017 at 6:00 p.m. at Hapeville Municipal

Design Review Commission- June 21, 2017 at 6:00 p.m. at City Hall

Board of Appeals- June 22, 2017 at 6:00 p.m. at Hapeville Municipal

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

Coordinated Property/Casualty Insurance and Excess WC.

Open Records Request:

May 2017	May 2016
<i>14 Open Records Request were processed</i>	<i>17 Open Records Request were processed</i>
<i>Total Time: 2hrs 10 minutes</i>	<i>Total Time: 2 hours 55 minutes</i>
<i>Total Cost: \$ 0.00</i>	<i>Total Cost: \$324.74</i>

Human Resources

The City is currently accepting applications for the position of Maintenance Worker and Police Officer. Applications are available online (www.hapeville.org) or at City Hall.

- *Hired 8 personnel for Part- Time Recreation Aide*
 - *Responded to Job Openings and Labor Turnover Report*
 - *Collected Applications for all open positions*
 - *Coordinated Retirees Benefits for FY 17-18*
-