

# September 2016 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 September our Department conducted 30 inspections,3 plan reviews,2 construction site meetings, 3 certificates of occupancy were issued and 85 blood pressure checks, which were done at the Senior Center. Also, the following trainings were held: Driver Training for Engine 1 & 2, Truck Pumping Operations and Handling, Extrication Tools Familiarization and 5 web based Target Solutions classes. A member of our Department provided 20 Delta Credit Union employees with a Cardio Pulmonary Resuscitation (CPR) and AED training. Approximately 95 Kindergarten students from Hapeville Elementary School visited our station 1 to learn about Fire Safety and tour our Station. During this year's Happy Days festival our Department provided First Aid support and Fire Prevention Education information. Finally, 23 members of our Department along with our City Manager and Police Chief, attended this year's Ronnie Thames Foundation Award Banquet. Nominated Sgt. Mike Donaldson for the Community/Education category, are pleased to report that he was selected from a group of nominees from 16 departments within Metro Atlanta.

Fire Station #1 - 3468 North Fulton Avenue		Fire Station #2 - 870 South Central Avenue	
Auto Accidents w/ injuries	0	EMS	11
Auto Accidents w/o injuries	1	Emergency Medical Service, other	1
Auto/pedestrian accident	0	Motor vehicle accident with injuries	1
EMS	77	Motor vehicle accident w/o injuries	0
Emergency Medical Services (other)	4	Cooking Fire, confined to container	1
Extrication Rescue (Other)	1	Invalid Assist	1
Rescue, EMS incident, other	0	Gas leak(natural gas or LPG)	0
Medical Assist, assist EMS crew	0	Motor Vehicle/pedestrian accident (MV Ped)	
Alarm system activation, no fire	0	1	
Invalid Assist	3	Alarm system sounded due to malfunction 1	
Dispatched & cancelled en route	2	Local Alarm System, Malicious False Ala	arm 0

Alarm system sound/malfunction	0	Lightning Strike, (no fire)	0
Alarm system activation/no fire	0	Dispatched and cancelled en route	2
Gas Leak (natural gas or LPG)	1	Power line down	0
Rescue, EMS incident, other	6	Building Fire	0
Gasoline or other flammable spill	1	Outside rubbish, trash or waste fire	0
Unauthorized burning	0	Person in distress, other	0
Outside rubbish, trash, or waste fire	1	Arcing, shorten electrical equipment	1
Building Fire	1	Rescue, EMS incident, other	1
Good intent call, other	1	Hazardous Conditions, other	0
Smoke or odor removal	1	Smoke detector activation / malfunction	1
Person in Distress	0	Alarm activation, no fire-unintentional	2
Citizen Complaint	1	Removal of victims from stalled elevator	1
Mobile property (vehicle) fire, other	1		
Public Service	1		
Police Matter	1		
No incident found upon arrival	1		
Wrong Location	1		
		*	
Total Calls at Station #1	<u> 106</u>	Total Calls at Station #2	<u> 25</u>
Total for both Stations 131 with an average		response time of 02:51 minutes	

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

Between August 1, 2016 and August 30, 2016 there were 526 calls for service. There were (4) Assaults, (4) Burglaries, (5) Robbery, (71) Larcenies; including (48) Entering Autos, (8) Stolen Vehicles and (15) Thefts. The Department made (24) arrests and recovered (11) stolen vehicles. Our average response time was 1 minute 45 seconds. The Department issued 283 citations to include parking, traffic and general copies.

Department Personnel continue to receive daily roll call and in-service training on topics such as in Missing Juveniles and Elderly, Use of Force and Deadly Force, Security and Awareness, Domestic Violence, Due Regard, Hazardous Materials, Legislative Updates 2016, HPD's Standard Operating Procedures, and Case Law.

The Detective Division reviewed (16) cases, assigned (9) cases for investigation, and closed (1) cases. (1) Cases were closed with arrest warrants.. The Detective Division Obtained (2) warrants, responded to (8) crime scenes for investigation and executed (0) search warrant(s).

Code Enforcement: Code Enforcement handled (62) new calls for service, of which addressed: (15) were animal incidents, (2) parking in grass, (26) Tall Grass & Weeds, (3) permit issues, (9) outside storage, (10) littering or pollution problems, and (2) property maintenance- exterior. In some cases, the team addressed more than one infraction on a call. The unit closed (147) 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), 234 Maple Street, Woodrow Avenue Lots, 437 Walnut Street, 472 Walnut Street, 3001 Dogwood Drive, 3011 Dogwood Drive, 3154 Jackson Street, 3227 Jackson Street, 330 Mt. Zion Road, 3285 N. Whitney Avenue, 3309 N. Fulton Avenue

Abatements in Progress: 625 Coleman Street and 329 Maple 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 this year.

The Loop Road Streetscape is currently in the ROW phase.

The parking lot across from City Hall has been asphalted and striped and the alleyway surface has been completed.

# **Building Permits**

3388 Colville Avenue (14 009800080121)
3130 Old Jonesboro Road (14
009400102028)
540 Woodrow Avenue (14 009400020832)
1155 Virginia Avenue F & G (14 0127LL1198)
3694 Union Avenue (14 009600010443)
668 Campbell Circle (14 009900020837)
3251 Old Jonesboro Road (14
009400040020)
2109 Lavista Circle (14 006600040214)
3305 North Fulton Avenue (14
0095000050226)
611 Cofield Drive (14 009900020167)

# Plumbing Permits

3388 Colville Avenue 2118 Woodland Drive 3118 Sylvan Road 1155 Virginia Avenue, Suites F & G

## Tree Permits

285 Birch Street 422 Lake Drive 3118 Sylvan Road 43 Central Park Drive

## Mechanical Permits

3387 North Whitney Avenue 1155 Virginia Avenue, Suites F & G Electrical Permits

2118 Woodland Drive

3118 Sylvan Road

3230 North Fulton Avenue

3388 Colville Avenue

362 Woodrow Avenue

1155 Virginia Avenue, Suites F & G

278 Moreland Way

487 Woodrow Avenue 2118 Woodland Drive 3401 International Blvd

Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

The Hoyt Smith Center hosted the 2016 Service League Fashion Show on September 21, 2016.

## Special Events

Hosted The Happy Days Festival September 16th and 17th with the Downtown Live Concert kicking off the event. Also, held our first Pet Parade on September 17th. We would like to thank our fellow co-workers from the Community Service, Fire and Police Departments for their assistance in the events. It is truly a team effort!

For more information on our Special Events contact Holli Stephens at <a href="https://hapeville.org">hapeville.org</a> or 404-669-2133.

# Athletics

Football season is ongoing. Our 2016 Homecoming date is October 15th! Games are played every Saturday at the Hapeville Memorial Stadium. For game times call 404-669-2136.

For more information on our Athletic Department contact Ray Rollins at <a href="mailto:rrollins@hapeville.org">rrollins@hapeville.org</a> 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 <a href="mailto:kray@hapeville.org">kray@hapeville.org</a> or 404-669-2134.

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. (Newsletter Note: The submission deadline for the November issue of the Newsletter is October 14th). Promoted City Sponsored events including Coffee & Chrome event series and the Hapeville Arts Alliance Gallery Crawl (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center). Hosted kick-off to the South Arts Film Series, South Arts Program Director, Teresa Hollingsworth, made an on-site visit at the screening as part of the grant process. Save the Date! South Arts Film series continues October 7th. The film will be screened in the Christ Church venue. Reception with the filmmaker at 6 p.m. Film Screening at 7 p.m. Visit <a href="https://www.hapeville.org">www.hapeville.org</a> for info, click on Events.

A Great Place to Play is coming soon: October 14th Build Day at Master Park. The City is the proud recipient of a KaBOOM! Playground sponsored by Target. Staff continued to work with the Community Services and Recreation Departments, and all the volunteers to prepare for this project. For a successful playground build to occur, we still need numerous volunteers. The following dates for volunteering are October 12 (Prep Day 1), 13 (Prep Day 2) & 14 Build the Playground Day!) Can't volunteer, but interested to see the playground---You are invited---stop by Master Park at 2:30 p.m. on Friday, October 14th and celebrate at the "Ribbon Cutting" with us. Visit <a href="https://www.hapeville.org">www.hapeville.org</a> for info, click on Our Community tab, KaBoom.

Worked with City Manager on presentation for South Fulton Chamber Meeting Presentation for "Eggs & issues" event. The presenters included representatives from all of the South Fulton cities. Hapeville's presentation focused on several initiatives including new developments, planning and infrastructure activities, T-SPLOST general information, and upcoming events and grants activities.

Staff continued working with City Manager on the LCI Study and Comprehensive Plan RFP Process to update the existing Livable Centers Initiative study and comprehensive plan. The Mayor and Council interviewed the top three firms at a called meeting on Wednesday, September 7, 2016. Contract negotiations are underway with the Sizemore Group: updates for project timeline and next steps for the project will be announced as soon as they are agreed upon and available.

# Main Street Board Activities

Save the date for the September Meeting which will be held on Monday, October 18, 2016 at 6:00 p.m. at the City Hall Conference Room.

Various Board members attended Main Street 101 classes in Dahlonega and are preparing key takeaways/lessons learned to share with the rest of the Board. Prepared for Tourism & Social

Media Workshop on October 4, 2016 meeting materials will be shared after the presentation. The objectives of the workshop were to: raise awareness of Hapeville through introduction of state and local resources for businesses and to broaden the Social Media Ambassadors Program to include more businesses. This workshop is intended to be a Series for small businesses. Contact Allie O'Brien at <a href="mailto:aobrien@hapeville.org">aobrien@hapeville.org</a> if your business has an idea for a resource/workshop you would like to see us host next!

The Board is supporting the Hapeville Arts Alliance Gallery Crawl Series by sponsoring the event series on October 8th from 4 to 8 p.m.! The event will feature artists, food, artisan's market, live music and more. The October focus is photography, please visit the Depot Museum to learn about Katie Lebel's hand colored images of historic Hapeville photographs--a Main Street public art project. Postcards, mugs, and magnets with the images will be on sale at the Depot! The Event will take place in downtown with the pedestrian alley and the new Memorial Plaza and the Depot Museum Plaza serving as hubs of activity! <a href="https://www.facebook.com/Hapevillearts">https://www.facebook.com/Hapevillearts</a>

The board participated in both the September Gallery Crawl and the Happy Days Festival in order to promote the Program and Public Art projects. Board members also supported the South Arts Film Series.

# Finance Director James Schuster

jschuster@hapeville.org-404-669-2118

- Month / Year-End Closing and Reporting
  - 1. 2015 CAFR received GFOA certification
  - 2. Analyze and reconcile accounts for 2017 Year-end close and audit
- II. Budget Process
  - 1. Review FY 2016 for "housecleaning" amendment
  - 2. Compile FY 2017 Budget Document
- III. Finance/Accounting Activities
  - 1. Ongoing training of Accounting Specialists —re: year-end reconciliations, closing procedures, general ledger maintenance, budgeting, debt service
  - 2. Train staff on Budget preparation and maintenance
  - 3. Train for preparation of special external year end reports. (DCA, DOC, AG, etc)
  - 4. Continue work on Internal Controls
  - 5. Create crosswalks: Incode<-->Excel<-->Open Gov<-->State CoA
  - 6. Review DCA / HATT Documents
- V. Other Accounting and Billing
  - 1. Generate payrolls for ~120 full time & 30 part time employees
  - Maintain payment records for ~500 vendors

- 3. Monthly Billing and collections for ~2,100 Water & Sewer customers
- 4. Reconcile credit card and wire transfer payments
- 5. Reconcile cash accounts.

# IV. Other Managerial / Administrative Duties

- 1. Respond to Mayor, City Manager and Department requests
- 2. Respond to citizen requests
- 3. Meet with individual customers and citizens with complaints
- 4. Staff meetings, Pension Committee, Revenue Committee, and Council meetings
- 5. Respond to banks, creditors, debt service, etc

Water Accounts

Residentials - 27 and Commercial -0

# Liberty Technology Steven Lease

steven@libertytech.net

	09/2016	01-01-2016 to 09-29-2016 Total
	(to date)	
Closed/Completed	39	345
Assigned	1	1
Needs parts ordered	0	0
Waiting on client	0	0
Waiting on Vendor	1	0
Cancelled	2	10
Scheduled	0	0
In Progress	0	0
TICKET OVERDUE	0	0
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Hours	28.23	603.4
Median Resolution Time (hrs)	0.65	3.64
Mean Resolution Time (hrs)	4.89	26.76
Resolution within SLA	100%	92.35%

### Projects In Progress:

- Security Cameras Staff has continued to solicit proposals from contractors for fiber installation and has been reviewing the options. Chief Solutions Officer, Mario Bonacci, is finalizing design for wireless connectivity as a temporary alternative solution and will pilot upon design completion.
- Server replacement Order is proceeding. Senior Engineer, Charles Goodsell, is developing plan and timeline for migration.
- Completed integration of new chip readers with Incode.

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

# City Clerk

Upcoming Meetings:

Hapeville Development Authority-October 6,2016 at 6:30 p.m. at City Hall- Cancelled Hapeville Clean and Beautiful Commission- October 10, 2016 at 6:30 p.m. at City Hall Planning Commission Meeting- October 11, 2016 at 6:00 p.m. at Hapeville Municipal Annex Main Street Board Meeting-October 17, 2016 at 6:00 p.m. at City Hall Mayor and Council Meeting- October 3, 2016 at 6:00 p.m. at Hapeville Municipal Mayor and Council Meeting- October 4, 2016 at 7:00 p.m. at Hapeville Municipal Mayor and Council Meeting- October 18, 2016 at 7:00 p.m. at Hapeville Municipal Design and Review Commission- October 19, 2016 at 6:00 p.m. at City Hall Alcohol Review Board- October 20, 2016 at 6:15 p.m. at City Hall Board of Appeals- October 27, 2016 at 6:00 p.m. at Hapeville Municipal Annex Mayor and Council Work Session- October 4, 2016 at 6:00 p.m. at Hapeville Municipal Ethics Committee- October 11,2016 at 12:00 p.m. at City Hall- Cancelled

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

#### Open Records Request:

September 2016	September 2015
14 Open Records Request were processed	19 Open Records Request were processed
Total Time: 2 hours 0 minutes	Total Time: 3 hour 15 minutes
Total Cost: \$38.80	Total Cost: \$0.00

#### Human Resources

The City is currently accepting applications for the position of Police Officer, Firefighter EMT, and Firefighter Paramedic. Applications available online (<a href="www.hapeville.org">www.hapeville.org</a>) or at City Hall. The city is currently in the process of hiring for an Assistant Finance Director.

- Responded to Job Openings and Labor Turnover Report
- Collected Applications for all open positions
- Participated in "Ask the City Manager" meeting with each department

Planning and Zoning – September, 2016
Bill Johnston, City Planner
Strategic Planning Initiatives, LLC
Spi\_llc@bellsouth.net
404.684.6588

Mayor & Council, September 7 & 20, 2016

No Planning & Zoning Items

Planning Commission, September 13, 2016

- Subdivision at 2116 & 2118 Woodland Drive, approved
- · New dwelling at 3157 Oakdale Road, approved
- · New dwelling at 3159 Oakdale Road, approved
- · New dwelling at 3161 Oakdale Road, approved
- Text amendment applicable to halfway houses, tabled
- · Conditional use permit application at 1155 Virginia Avenue, denied

Design Review Committee, September 21, 2016

- · New dwelling at 3157 Oakdale Road, approved
- New dwelling at 3159 Oakdale Road, approved
- New dwelling at 3161 Oakdale Road, approved
- New townhouses at 3371 Dogwood Drive, approved Board of Zoning Appeals, September 22, 2016
- · Appeal of denial of a metal roof at 915 Custer Street

Other planning and zoning actions:

- · Occupational tax permit pending at 3554 Atlanta Avenue, home occupation
- Occupational tax permit approved at 3338 Dogwood Drive, wellness center
- · Occupational tax permit approved at 3266 Dogwood Drive, convenience & grocery store
- · Occupational tax permit approved at 3420 Estelle Street, home occupation
- Sign application approved at 1155 Virginia Avenue, Suite M