



May 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 April the Department conducted 28 pre-fire plans and 85 blood pressure checks, which were done at the Senior Center. The following training was conducted: A Department wide chainsaw maintenance and use class with 5 Community Service personnel in attendance. Aerial pumping drills. National Fire Academy online classes. Web based Target Solutions classes. The Fire Chief attended the Georgia Association of Fire Chief (GAFC) Spring Executive Training Session. Lt. Billy Overton assisted Fayette County Fire Department with their FAO promotional process. On April 19th the Department of Public Health (DPH) completed their inspection for the annual EMS license renewal. The Fire Marshal Office conducted 15 New Construction Site Visits, 7 Plan Reviews, 2 CO Inspections, 41 Annual Inspections, and 1 Burn Permit was issued. The Fire Department provided a First Aid tent with EMS personnel for the opening day of baseball. Fire Department also conducted 3 Community Emergency Response Team (CERT) classes which are being attended by 8 members of the community.

Fire Station #1 - 3468 North Fulton Avenue		Fire Station #2 - 870 South Central Avenue	
Auto Accidents w/ injuries	4	Motor vehicle accident w/ injuries	4
Auto Accidents w/o injuries	1	Motor vehicle accident w/o injuries	1
Auto/pedestrian accident	0	Fire, other	0
EMS	80	EMS	28
Removal of victim(s) from stalled elevator	0	Emergency Medical Service, other	0
Extrication Rescue (Other)	0	Detector activation, no fire- unintentional	3

<i>Rescue, EMS incident, other</i>	<i>0</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>Service Call, other</i>	<i>0</i>	<i>Alarm system sounded due to malfunction</i>	<i>0</i>
<i>Invalid Assist</i>	<i>3</i>	<i>Invalid Assist</i>	<i>2</i>
<i>Dispatched & cancelled en route</i>	<i>1</i>	<i>Motor Vehicle/pedestrian accident (MV Ped)</i>	<i>1</i>
<i>Alarm system sound/malfunction</i>	<i>0</i>	<i>No incident found on arrival at address</i>	<i>1</i>
<i>Alarm system activation/no fire</i>	<i>3</i>	<i>Local Alarm System, Malicious False Alarm</i>	<i>0</i>
<i>Gas Leak (natural gas or LPG)</i>	<i>1</i>	<i>Gas leak(natural gas or LPG)</i>	<i>0</i>
<i>Carbon monoxide detector activation</i>	<i>0</i>	<i>Arcing, shorted electrical equipment</i>	<i>0</i>
<i>False Alarm/false call</i>	<i>1</i>	<i>False Alarm/false call</i>	<i>0</i>
<i>Brush or grass mixture fire</i>	<i>0</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>0</i>
<i>Good intent call, other</i>	<i>0</i>	<i>Assist Police or other governmental agency</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>0</i>
<i>Person in distress, other</i>	<i>1</i>	<i>Wind storm, tornado/hurricane assessment</i>	<i>1</i>
<i>Police matter</i>	<i>1</i>	<i>Trash or rubbish fire, contained</i>	<i>4</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>1</i>
<i>Hazmat Incident</i>	<i>1</i>	<i>Assist Police or other governmental agency</i>	<i>0</i>
<i>Mutual Aide</i>	<i>2</i>	<i>Assist invalid</i>	<i>1</i>
<i>Total Calls at Station #1</i>	<i>103</i>	<i>Total Calls at Station #2</i>	<i>48</i>

Total for both Stations 151 with an average response time of 02:49 minutes

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

Between April 1, 2017 and April 27, 2017 there were 464 calls for service. There were (2) Assaults, (4) Burglaries, (3) Robberies, (41) Larcenies; including 21 Entering Autos, 13 Stolen Vehicles and 7 Thefts. The Department recovered (13) stolen vehicles. The Department made 32 arrests. The Average Response time was 2min 12 secs.

The Department issued 280 citations to include parking, traffic and general copies.

The E911 Center processed 2,843 calls.

Department Personnel continued to receive daily roll call and in-service training on topics such as in National Incident Management ICS 100 & ICS 200, Suspicious Activity Reporting, and the HPD's Standard Operating Procedures.

The Detective Division reviewed (55) cases, assigned (29) cases for investigation, and closed (24) cases. (7) Cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (17) warrants, responded to (6) crime scenes for investigation and executed (3) search warrant(s).

Code Enforcement: Code Enforcement handled (129) new calls for service. During these calls, the unit documented (24) animal incidents, (7) parking in grass, (41) Tall Grass & Weeds, (11) permit issues, (22) outside storage, (17) littering or pollution problems, (13) property maintenance-exterior, and (0) other code compliance issues. The unit closed (144) cases, and issued (19) 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 Avenue and 3227 Jackson Street.

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 254 Dorsey Road (14006700040049) 3090 Jackson Street (14009400020907) 3096 Jackson Street (14009400020915) 3098 Jackson Street (14009400020923) 3349 Lavista Drive (14006600010167) 3445 Dogwood Drive (14009800170310) 3415 Old Jonesboro Road (14006600020034) 333 Maple Street (14009400101343) 705 Campbell Circle (14009900030810) 915 Custer Street (14012700030253) 516 Walnut Street (14 009400030310) 421 King Arnold Street (14009500080553) 3580 Perkins Street (14009500010329) 3469 Rainey Avenue (14012700040179) Mechanical Permits 251 Maple Street 924 Custer Street Demolition Permits 3469 Rainey Avenue (Interior) 259 Maple Street (Interior)	Plumbing Permits 3421 Dogwood Drive 924 Custer Street 3445 Dogwood Drive 3365 North Whitney Avenue 3585 Atlanta Avenue Electrical Permits 3585 Atlanta Avenue 924 Custer Street 3415 Old Jonesboro Road 235 North Central Avenue 3400 Northside Drive 2 Porsche Drive 3345 Myrtle Street 329 Maple Street Tree Permits 2120 Argo Drive 612 College Street
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Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

Athletics

Our youth baseball and softball season is ongoing. Please contact us for game times and dates at 404-669-2136.

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 visited Lane Southern Orchard on April 26, 2017.

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

Special Events

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 May 2017 issue of the Hapeville Hometown News is Thursday, April 13, 2017). Promoted City Sponsored events (City Website, FB, and Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center and the Southern Circuit of Independent Filmmakers).

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

Began preparation for the South Arts Grant Final report. Assisted with the April Citizen Chalkboard Budget and the final LCI/Comprehensive Plan Events.

Continued to attend various Atlanta Aerotropolis Alliance meetings and activities to include the Marketing Committee Meetings to discuss a future networking event in October 2017.

Staff worked with City Manager to issue a Request for Proposal to establish a Destination Marketing Organization (DMO) to encourage and foster tourism and trade in the City of Hapeville.

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 being reviewed by GFOA for certification*
- *CAFR accepted by State*
- *Quarterly report completed*

Budget Process

- *Create budget worksheet – Incode*
- *(Departments meeting with City Manager)*
- *Distribute to Departments – getting some returns*
- *Load to Incode*
- *Create personnel and fringe cost worksheet- circulated to departments for review.*

Finance/Accounting Activities

- Ongoing oversight of Accounting Specialists—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

Other Accounting and Billing

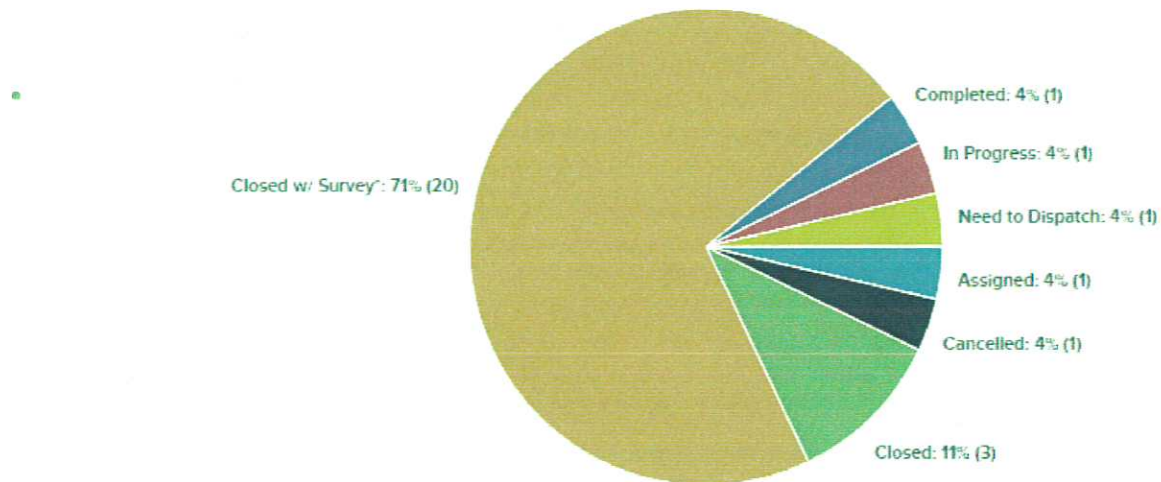
- Generate payrolls for ~120 full time & 30 part time employees
- Maintain payment records for ~500 vendors
- Monthly Billing and collections for ~2,100 Water & Sewer customers
- Reconcile credit card and wire transfer payments
- Reconcile various accounts.
- Change accounting for HATT
- Work with Development Authority on property sales/debt service

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
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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- May 4, 2017 at 7:30 p.m. at City Hall

Planning Commission Meeting- May 9, 2017 at 6:00 p.m. at Hapeville Municipal

Main Street Board Meeting- Cancelled

Mayor and Council Called Meeting May 8, 2017 at 4:30 at Hapeville Municipal

Mayor and Council Work Session- May 16, 2017 at 6:00 p.m. at Hapeville Municipal

Design Review Commission- May 17, 2017 at 6:00 p.m. at City Hall

Board of Appeals- May 25, 2017 at 6:00 p.m. at Hapeville Municipal

Hapeville Clean and Beautiful- May 8, 2017 at 6:30 p.m. at City Hall

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:

April 2017	April 2016
<i>11 Open Records Request were processed</i>	<i>18 Open Records Request were processed</i>
<i>Total Time: 4 Hrs 50 minutes</i>	<i>Total Time: 17 hours</i>
<i>Total Cost: \$ 66.11</i>	<i>Total Cost: \$320.77</i>

Human Resources

The City is currently accepting applications for the position of Maintenance Worker, Main Street/Grants Coordinator, Police Officer, and TAC/Communication Supervisor. 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
 - Hosted Employees Picnic
 - Recognized Employees for 5, 10. And 15 years of service
 - Coordinated Employees Benefits for FY 17-18
-