



**January 2015 Department**

**Reports**

**To: Mayor and Council  
Citizens of the City of Hapeville**

**Fire Department**

**Tom Morris, Fire Chief**

**tmorris@hapeville.org – 404-766-4399**

*For this time period, the Fire Department had 25 inspections, 2 plan reviews, 11 pre-fire plans, 12 new construction consultations, 2 investigations, 2 burn permits issued, 90 blood pressure checks at the Senior Center, and 5 smoke detectors were given out. During the month of December, the Department held the following trainings: Rapid dress, new driver territory familiarization, pump training, hose evolutions, tools familiarization, disoriented firefighter and Image Trend reporting systems training. Three members of the Department attended Atlanta Fire & Rescue Blast Injuries and Explosions and 2 members attended Handling Flammable and Combustible Liquids Incidents at the Georgia Public Safety Training Center in Forsyth, GA. All three shifts conducted Boot Drives to raised funds for the yearly Exchange Club Toys for Kids project. Approximately \$3,000 was raised. Nine members of the Department in conjunctions with other city employees assisted the Exchange Club in the distribution of toys and food for this project. The Department Engine 2 provided Mutual Aid assistance to East Point Fire Department.*

*Fire Station #1 - 3468 North Fulton Avenue*

*Fire Station #2 - 870 South Central Avenue*

<i>Auto Accidents w/ injuries</i>	<i>1</i>	<i>Auto Accident</i>	<i>0</i>
<i>EMS</i>		<i>Auto Accidents w/ injuries</i>	
<i>62</i>	<i>1</i>		
<i>Fire</i>	<i>4</i>	<i>EMS</i>	
<i>Fire Alarm</i>	<i>4</i>		<i>45</i>
<i>Mutual Aid (Given)</i>	<i>0</i>	<i>Fire</i>	<i>3</i>
<i>Gas Leak</i>	<i>2</i>	<i>Fire Alarm</i>	<i>5</i>
<i>Hazardous Conditions</i>	<i>0</i>	<i>Mutual Aid (Given)</i>	<i>0</i>
<i>Other Responses</i>	<i>1</i>	<i>Chemical Spill</i>	
<i>Wires Down</i>	<i>0</i>	<i>1</i>	
		<i>Hazardous Conditions</i>	<i>0</i>

<u>Total Calls at Station #1</u>	<u>74</u>	Wires Down	0
		Other Responses	1
		<u>Total Calls at Station #2</u>	
		<u>56</u>	

Total for both Stations 130 with an average response time of 03:03 minutes

---

**Police Department**

**Rick Glavosek, Police Chief**

**rglavosek@hapeville.org – 404-669-2150**

*From December 1, 2014 to December 31, 2014, the Police Department answered (506) calls for service. There were (3) reports of Assault, (6) Residential Burglaries, (1) Commercial Burglary, (3) Robbery, (5) Auto Thefts and (43) other Larcenies.*

*The Department closed (52) cases with arrests, issued (4) additional arrest warrants, and (308) citations were written with an average of (1.5) minute response time was maintained.*

*The Detective Division received (85) new cases, cleared (74) cases, and has (28) active cases pending.*

*Uniform Personnel continues receiving daily roll-call training that covers city ordinances, state criminal and traffic laws, and the Department's Standard Operating Procedures.*

*Code Enforcement handled (218) new calls for service of which (61) were animal incidents and (157) were code compliance issues. The Unit closed (121) cases with compliance, issued (29) citations for code violations.*

---

**Community Services**

**Lee Sudduth, Interim Director**

**leesudduth@hapeville.org – 404-669-2120**

*Work has begun on the N. Central Avenue Streetscape and the N. Fulton Avenue Streetscape. This project involves installation of new sidewalks, brick pavers, street lamps and street furniture.*

*Work has been completed on the CDBG N. Fulton Avenue Sidewalk Improvement Project.*

*The Dogwood Drive Streetscape Project, the Loop Road Project and the Rail Facilities Project are in the preliminary engineering phase.*

<p><b>Building Permits</b>  3176 Forrest Hill Drive  3247 Oakdale Road  3446 Orchard Street  3078 Old Jonesboro Road  351 Moreland Way  3379 North Whitney Avenue</p> <p><b>Electrical Permits</b>  3176 Forrest Hill Drive  3174 Lake Avenue  3379 North Whitney Avenue  3037 Oakdale Road</p> <p><b>Mechanical Permits</b>  508 King Arnold Street Apt J4  3174 Lake Avenue  493 Lake Drive</p>	<p><b>Plumbing Permits</b>  3208 North Fulton Avenue  3361 Lavista Drive  493 Lake Drive  3111 Grove Circle  417 North Central Avenue</p> <p><b>Tree Permits</b>  535 Walnut Street  3001 Dogwood Drive  701 Campbell Circle  2108 Argo Drive</p>
---	---

---

**Allie O'Brien,**  
**Main Street & Marketing Manager**  
**City of Hapeville, Department of Economic Development**  
**aobrien@hapeville.org - 404-669-8269**

***Department/HATT Activities***

*Maintained the Historic Christ Church Building rental log and coordinated venue showings/rentals and handled inquiries and events.*

*Produced City Newsletter, web updates of Departmental information, and all Departmental related advertising and promotional materials, including the Annual Business Appreciation Holiday Card Mailing, the December Town Hall Meeting information, and business informational pieces and door-to-door visits with the Community Services Department regarding streetscape projects. (Newsletter Deadline Note: The submission deadline for the Newsletter remains the 15th of the month prior to the publication date. Visit [www.hapeville.org](http://www.hapeville.org) or contact [asenter@hapeville.org](mailto:asenter@hapeville.org).)*

*Promoted City Sponsored events (City newsletter, website, FB) including the Hapeville Farm and Artist Markets, the Coffee & Chrome Car Events, and the Academy Theatre productions at the Hapeville Performing Arts Center. The December Tri-Cities Business-to-Business Networking Series was held in College Park. The next event will be held by the City of Hapeville at a date not yet to be determined in February.*

*Represented the City at various meetings and events including: Economic Development regional staff informational meetings, the Hapeville Economic Development Committee Meeting (housing), the December Airport Chamber event, and the December Atlanta Aerotropolis Alliance Board meeting. The focus of the Alliance continues to be on strategic planning -an RFP has been issued in partnership with the Atlanta Regional Commission, and on planning and raising funds to host a conference in Spring of 2015: The SMART Airports & Regions Conference will be a two-day Conference and Exhibition on May 4-6, 2015. The event will be jointly hosted by The Atlanta Aerotropolis Alliance (AAA) and Hartsfield Jackson Atlanta International Airport (HJAIA) and organised by Aviation Media. For more information on the Alliance visit: <http://www.atlantaaerotropolis.org/>*

*Coordinated in-house Planning & Zoning administrative tasks with City Planner.*

***Planning Upcoming Events -please visit [www.hapeville.org](http://www.hapeville.org) for details.***

*South Arts Film Series: The 2015 Spring Series Screenings will continue on Friday evenings at the Historic Christ Church & Carriage House starting with a Reception with the Filmmaker at 6 p.m. and the Film Screening at 7 p.m. followed by a Q&A with the filmmaker. Free admission and parking. Spring Films 2015: February 13th: Private Violence; March 13th: This Ain't No Mouse Music; and May 1st: Resistance.*

***Main Street Board Activities***

*The Board meets the 3rd Monday of each month at 6:00 p.m. in City Hall, volunteers and visitors are welcome! The Board members delivered business appreciation gifts to the Main Street Area businesses- thank you to our volunteers! The appreciation bags included: information on upcoming streetscape projects, promotional opportunities available through the City and the State Tourism Department, a Hapeville Celebrates the Arts Calendar, with save the dates for 2015 special events, staff contacts and more. In preparation for future public art projects the Program Manager and President have met with the City's consultant on several occasions to develop grant applications and artist proposals to propose to the Board and the Council for downtown public art projects.*

---

**Planning and Zoning**

**Bill Johnston, City Planner**

**Strategic Planning Initiatives, LLC**

**[Spi\\_llc@bellsouth.net](mailto:Spi_llc@bellsouth.net) -404.684.6588**

***Planning Commission, December 9, 2014***

- Canceled due to lack of agenda items*

***Design Review Committee, December 17, 2014***

- 637 North Central Avenue-Replacement of storefront windows and doors, approved*
- 3120 Sylvan Road-Building with shelter and storage, approved*

***Board of Zoning Appeals, December 4, 2014***

- 3446 Orchard Street to allow a reduction in setback, approved

**Mayor and Council, December 2, 2014**

- No items for planning and zoning

**Other planning and zoning actions:**

- Occupational tax permit approved at 427 King Arnold Street, Place of worship
- Occupational tax permit approved at 655 North Central Avenue, Restaurant
- Alcohol Application approved as to zoning at 760 South Central Avenue, Slideways
- Zoning Certifications completed at 636 South Central Avenue and 3579-3585 Atlanta Avenue

**New Business:**

- Review of RLUIPA
- Review of Commercial Parking Regulations

---

**Finance/Administration**

**Jim Schuster, Director of Finance**

**jschuster@hapeville.org – 404-669-2118**

- I. City Annual Budget/Town Hall presentation
  1. Review budgets for amendments (on-going) \_ Year end
  2. Analyze all Revenue sources creating 5 year history
  3. Analyze Property Tax histories
  4. Analyze all Cash Flow sources creating 5 year history
  5. Analyze Financial Trends
  6. Prepare Power point Presentation
- II. Month/Year End Closing and Reporting
  1. Bank and account reconciliation – through December
  2. Integrate HDA and HATT accounts into CAFR
  3. Prepare preliminary year-end report
- III. Year- end audit support
  1. Objective: keep accounts current to minimize year-end work
  2. Analytical work/support for audit
- IV. Finance/Accounting Activities
  1. Strengthen documentation of transactions (audit trail) and internal controls
  2. Consolidate/organize physical, electronic and e-mail files on-going process
  3. Train Accountemp staff person
  4. Review agenda items
  5. Compile cash flow and revenue /expense forecast for possible TAN
- V. Other Accounting and Billing
  1. Generate multiple payrolls for 120 full time & 30 part time employees

2. *Mail all payroll and vendor checks. Enroll employees in direct deposit*
3. *Monthly Billing and collections for 2,100 Water & Sewer customers*
4. *Maintain payment records for 500 vendors*
5. *Process 10-20,000 cash receipts (revenues)*
6. *Process credit card and wire transfers payments*

IV. *Other Managerial / Administrative Duties*

1. *Council / Train / Supervise employees*
2. *Respond to City Manager and Department requests*
3. *Meet with individual customers and citizens*
4. *Staff and Council meetings*

**Utility Accounts**

40 Residential Accounts

6 Commercial Accounts

---

**Administrative Services**

**Jennifer Elkins, City Clerk**

**[jelkins@hapeville.org](mailto:jelkins@hapeville.org) - 404-766-3004**

**City Clerk**

*Upcoming Meetings:*

*Alcohol Review Board – January 15, 2015 at 6:00 p.m.*

*Board of Appeals – January 22, 2015 at 6:00 p.m.*

*Design Review Commission – January 21, 2015 6:00 p.m.*

*Hapeville Development Authority – January 8, 2015 at 6:00 p.m.*

*Main Street Board – January 26, 2015 at 6:00 p.m.*

*Mayor and Council – January 20, 2015 6:00 p.m. at Hapeville Municipal Court*

*Planning Commission – January 13, 2015 at 6:00 p.m.*

*Meeting times and places are subject to change, please visit [www.hapeville.org](http://www.hapeville.org) for further information.*

**Open Records Request**

14 Open Records Request were processed.

Total Time: 3 hours and 15 minutes

Total Cost: \$29.15 Dollars

**Human Resources**

*The City is currently accepting applications for the position Police Officer, Reserve Police Officer and Part- time Custodian. Applications are available online ([www.hapeville.org](http://www.hapeville.org)) or at City Hall.*