



February 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 28 inspections, 4 pre-fire plans, 3 plan reviews, 10 new construction consultations, 2 investigations, 2 burn permits issued, 92 blood pressure checks at the Senior Center, and 6 smoke detectors were given out. The Department held the following trainings: Advance Cardiac Life Support and Cardiopulmonary Resuscitation certification renewals for all Department members, Rapid dress and Target Solutions Fire & EMS online training.

<i>Fire Station #1 - 3468 North Fulton Avenue</i>		<i>Fire Station #2 - 870 South Central Avenue</i>	
<i>Auto Accidents w/ injuries</i>	<i>3</i>	<i>Auto Accident</i>	<i>0</i>
<i>EMS</i>	<i>43</i>	<i>Auto Accidents w/ injuries</i>	<i>2</i>
<i>Fire</i>	<i>5</i>	<i>EMS</i>	<i>39</i>
<i>Fire Alarm</i>	<i>1</i>	<i>Fire</i>	<i>2</i>
<i>Mutual Aid (Given)</i>	<i>1</i>	<i>Fire Alarm</i>	<i>2</i>
<i>Gas Leak</i>	<i>0</i>	<i>Mutual Aid (Given)</i>	<i>0</i>
<i>Hazardous Conditions</i>	<i>1</i>	<i>Chemical Spill</i>	<i>0</i>
<i>Other Responses</i>	<i>0</i>	<i>Hazardous Conditions</i>	<i>1</i>
<i>Wires Down</i>	<i>0</i>	<i>Wires Down</i>	<i>0</i>
<i>Illegal Burning</i>	<i>1</i>	<i>Other Responses</i>	<i>2</i>
<i>Total Calls at Station #1</i>	<i>55</i>	<i>Total Calls at Station #2</i>	<i>48</i>

Total for both Stations 103 with an average response time of 03:30 minutes

Police Department**Rick Glavosek, Police Chief****rglavosek@hapeville.org – 404-669-2150**

From January 1, 2015 to January 31, 2015 the Police Department answered 475 calls for service. There were (6) Assaults, (9) Burglaries, (6) Robberies, (28) Larcenies; including 6 Entering Autos, 6 Stolen Vehicles and 16 Thefts. The Department made 59 arrests. The Average Response Time was 1 minute 17 seconds. There was a total of 398 tickets to include 262 Traffic tickets, 72 General and 64 Parking.

The Detective Division reviewed (48) cases, assigned (38) cases for investigation, and closed (49) cases. Four (4) cases were closed with arrest warrants and (1) by CID arrest. The Detective Division obtained (17) warrants and responded to (10) crime scenes and executed (1) search warrant. The Detective Division responded to (10) crime scenes for investigation.

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>Building Permits 3083 Old Jonesboro Road 760 South Central Avenue 3378 Lavista Drive 591 North Central Avenue 637 North Central Avenue 3455 Rainey Avenue 3197 Oakdale Road 3312 Myrtle Street 3140 Forrest Hill Drive</p> <p>Mechanical Permits 3561 South Fulton Avenue 262 Dorsey Road 519 North Avenue 2129 Woodland Drive</p>	<p>Plumbing Permits 3379 North Whitney Avenue 493 Lake Drive 3426 Rainey Avenue</p> <p>Tree Permits 243 Colorado Avenue</p> <p>Electrical Permits 886 Custer Street Apt. B 3481-A North Fulton Avenue 724 Campbell Circle</p>
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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 coordinating the State of the City presentation. (Newsletter Deadline Note: The submission deadline for the Newsletter remains the 15th of the month prior to the publication date. Visit www.hapeville.org .)

Promoted City Sponsored events (City newsletter, website, FB) including the the Academy Theatre productions at the Hapeville Performing Arts Center and the upcoming City Sponsored Paint the Town Program. The February Tri-Cities Business-to-Business Networking Series will be held on February 19th at Beer Girl from 5 to 7 p.m.

Represented the City at various meetings and events including: the Google Fiber service announcement of meetings. The City will continue to announce further details in the future as

they are readily available, see photos from the Press Conference on January 27, 2015 where Mayor Hallman represented Hapeville, for more information visit www.hapeville.org

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

Planning Upcoming Events -please visit 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.

Vote Now! Movie Nights Under the Stars Series. Hapeville's Movie Nights Under the Stars Series continues in 2015 on April 17th, May 15th and June 19th at dusk on the Hapeville Football Field! Be sure to cast your vote at www.hapeville.org click on "Festivals & Special Events" to vote for the films you and your family would like to see! Voting ends Friday, March 6th at 5 p.m

Now accepting vendor applications for the annual Spring Festival, Saturday, April 11th! This fun-filled day that includes a 5K Run/Walk, Parade, Tennis Tournament, Baseball and Softball games and the festival! The vendor application deadline is Friday, March 20th at 5 p.m.

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! At the January Meeting Board Members discussed public art project planning, ideas for Facebook Posts, including promoting the Tri-Cities Merchant Mixer and the South Arts Film Series, and the Upcoming National Sprint Main Street Conference. The City's Application to host a mobile bus tour on March 30th as part of the National Conference, with a focus on public art, has been awarded!

Recreation Department

Tod Nichols, Manager

tnichols@hapeville.org -404-669-2136

Athletics

Baseball and softball registration is underway for boys and girls ages 3 - 17. Cost is \$105 please contact Ray Rollins at 404-669-2127 or rrollins@hapeville.org.

The Department will host the GRPA District Four 12 year old youth boys basketball tournament on February 27 - 28, 2015.

Programs

The Busy Bee after school program continues to meet daily Monday through Friday from 2:30 - 6:30 pm.

IT and Communication

Corey Daniel, IT Manager

cdaniel@hapeville.org- 404-669-2167

IT and Communications has continued to focus on expanding the City of Hapeville's technology and communications infrastructure. The IT and Communications Department will continue to implement programs and services that will help provide staff with the ability to provide better service to the citizens of Hapeville.

Unified Communication Upgrade(Phone system) : *On February 20th myself and Nexus will upgrading all the City Desk top Cisco phone's firmware before deploying the new Call Manager.*

Community Service : *Will be Installing the Unipro Software for a (Public Works) employee so that the water meter data can be uploaded via usb.*

Fire Department : *Working with Sprint Support Engineer to configure Panasonic CF-19 (gobi modem)*

Incode: *Working with incode's interface Specialist and Hapeville's Court Department to get the proper GL Account numbers along with the fund to be added to text file for import .*

Planning and Zoning

Bill Johnston, City Planner

Strategic Planning Initiatives, LLC

Spi_llc@bellsouth.net -404-684-6588

Planning Commission, January 13, 2015

- *Site plan review for construction of a 1,131-square foot, single story dwelling at 437 Walnut Street, approved*

Design Review Committee, January 21, 2015

- *In-ground concrete pool at 3447 Orchard Street, approved*
- *Rear deck addition at 591 North Central Avenue, approved*
- *Addition to a dwelling at 3359 Old Jonesboro Road, approved*
- *Construction of a single family dwelling at 437 Walnut Street, approved*
- *Exterior renovation to Motel 6 at 1200 Virginia Avenue, approved*

Board of Zoning Appeals, January 22, 2015

- Canceled due to lack of agenda items

Mayor and Council, January 6 and 20, 2015

- Design Review Committee assessing potential revisions to Architectural Design Standards

Other planning and zoning actions:

- Occupational tax permit at 388 North Avenue, Videography and photography, approved home office use
- Occupational tax permit approved at 801 Doug Davis Drive, Nail salon
- Fence plan for outdoor dining area approved at 760 South Central Avenue, Slideways Restaurant

Old Business:

- Review of Commercial parking regulations (pending)
- Arts District Overlay ordinance being drafted in collaboration with City Attorney

New Business:

- Review of Personal Care Home Regulations

Finance/Administration

Jim Schuster, Director of Finance

jschuster@hapeville.org – 404-669-2118

I. City Annual State of the City presentation

1. Analyze all Revenue sources creating 5 year history
2. Analyze Property Tax histories
3. Analyze all Cash Flow sources creating 5 year history
4. Analyze Financial Trends
5. Prepare Power point Presentation

II. Month/Year End Closing and Reporting

1. Bank and account reconciliation ---audit
2. Integrate HDA and HATT accounts into CAFR
3. Prepare preliminary year-end Annual Financial report
4. Review AFR statement

III. Year- end audit support

1. Analytical work/support for audit

IV. Finance/Accounting Activities

1. Consolidate/organize physical, electronic and e-mail files --on-going process
2. Train Account temp staff person
3. Review agenda items
4. 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. Respond to Mayor and Department requests
2. Meet with individual customers and citizens with complaints
3. Staff and Council meetings

Utility Accounts

35 Residential Accounts

2 Commercial Accounts

Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org - 404-766-3004

City Clerk

Upcoming Meetings:

Alcohol Review Board –February 19, 2015 at 6:00 p.m. at City Hall

Board of Appeals – February 26, 2015 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Commission – February 18, 2015 6:00 p.m. at City Hall

Hapeville Development Authority – February 12, 2015 at 6:00 p.m. at City Hall

Main Street Board – February 16, 2015 at 6:00 p.m. at City Hall

Planning Commission – February 10, 2015 at 6:00 p.m. at Hapeville Municipal Annex

Mayor and Council - February 17, 2015 at 6:00 p.m. at Hapeville Municipal Annex

Mayor and Council Retreat– February 7 & 21, 2015 9:00 a.m. at City Hall

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

Open Records Request

7 Open Records Request were processed.

Total Time: 1 hour and 5 minutes

Total Cost: 0

Human Resources

Hired 2 Recreation Aides

Hired 1 for Part- Time Custodian