



May 2016 Department Reports

**To: Mayor and Council
Citizens of the City of Hapeville**
**From: William R. Whitson, City Manager
wwhitson@hapeville.org**

Fire Department
Tom Morris, Fire Chief
tmorris@hapeville.org - 404.766.4399

During the month of April, the Department conducted 20 inspections, 5 new construction consultations, 9 plan reviews, 2 burn permits were issued, 4 smoke detectors were issued and 83 blood pressure checks were done at the Senior Center. Also the following trainings were held: New Ladder 2 operation and equipment loading, Healthcare Provider CPR, American Heart Association updates, Zika Virus preparedness and fire hose testing. Three member of the Department participated in the Citizens Chalkboard Exercise and two of the Employees along with members of the Police Department performed Color Guard duties for the groundbreaking ceremony of the Solis Hotel. Three members of the Department attended a planning meeting at the Police Department for the upcoming Safetyville events. Three groups of Preschool students from Hapeville Elementary School visited Station 1. During their visit, students toured the station and learned about fire safety and were able to see some of the equipment the Department has on the trucks.

Fire Station #1 - 3468 North Fulton Avenue

Fire Station #2 - 870 South Central Avenue

Auto Accidents w/ injuries

5

Auto Accident w/o injuries

1

Auto/ pedestrian accident

0

EMS

70

Emergency Medical Services (other)

6

EMS

9

Motor Vehicle Accident with Injuries

2

Motor vehicle accident w/o injuries

0

Gasoline or other flammable liquid spill

0

Invalid Assist

0

Gas leak (natural gas or LPG)

1

Powerline down

3

Smoke Detector Activation, malfunction

2

Lightning Strike, (no fire)

1

No incidents found on arrival at address

1

Medical Assist, assist EMS crew		Passenger vehicle on fire	1
1		Building Fire	1
Alarm system activation, no fire		Brush or bush & grass fire	1
2		Person in distress, other	2
Invalid Assist		Police matter	1
2		Special Type of Incident/Other	1
Dispatched & cancelled en route	3		
Alarm system sound/ malfunction		<u>Total Calls at Station #2</u>	<u>26</u>
1			
Alarm system activation/ no fire	3		
Building Fire	0		
False Alarm or false call	0		
Smoke Odor removal	1		
Unauthorized burning	1		
Outside rubbish, trash, or waste fire	1		
Grass fire	1		
Hazardous conditions, other	1		
Excessive heat, scorch burns w/o ignition	1		
<u>Total Calls at Station #1</u>	<u>100</u>		

Total for both Stations 126 with an average response time of 02:44 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org- 404.669.2150

Between April 1, 2016 and April 30, 2016 there were 510 calls for service. The 911 Center processed 3,382 calls. There were (3) Assaults, (7) Burglaries, (2) Robberies, (54) Larcenies; including 35 Entering Autos, 8 Stolen Vehicles and 11 Thefts. The Department made (37) arrests and recovered (6) stolen vehicles. The average response time was 1 minute 17 seconds.

The Department issued 165 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 Suspicious Activity Reporting, Dealing with the Mentally Ill, HPD's Standard Operating Procedures and Case Law.

The Detective Division reviewed (53) cases, assigned (18) cases for investigation, and closed (17) cases. Two cases were closed with arrest warrants and (0) by CID arrest. The Detective

Division obtained (8) warrants, responded to (8) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (155) new calls for service, of which (19) were animal incidents, (17) parking in grass, (6) permit issues, (16) outside storage, (13) littering or pollution problems, and (3) were other code compliance issues. The unit closed (59) cases, and issued (10) 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, 234 Maple Street, 437 Walnut Street, 472 Walnut Street, 370 Woodrow Avenue, 3001 Dogwood Drive, 3309 North Fulton Avenue, 3285 North Whitney Ave and 3227 Jackson Street.

Abatements in Progress: 625 Coleman Street, 329 Maple Street, and 3450 Rainey Avenue.

Community Services

Lee Sudduth, Interim Director

leesudduth@hapeville.org- 404.669.2120

The Dogwood Drive Streetscape and Rail Facilities Improvement Project are scheduled to be under construction in 2016. The Loop Road Access Project is currently in Right Of Way Acquisition.

The City of Hapeville is part of the ongoing discussion about a possible T-SPLOST for Fulton County cities. The local option sales tax would be for 5 years and the tax would be used for transportation projects. A list of eligible transportation related projects for Hapeville will be submitted at the end of May.

<p>Building Permits 650 South Central Avenue (14009800200026) 473 Barnett Drive (14009500120120151) 3185 Dogwood Drive (14009900030455) 643 Campbell Circle (14009900020688) 278 Moreland Way (14009400090413) 3435 Harding Avenue (14009800030159)</p> <p>Tree Permits 3220 Lake Avenue 3237 Old Jonesboro Road 3336 Lavista Drive</p>	<p>Mechanical Permits 3331 Sims Street, Unit 19</p> <p>Plumbing Permits 3474 Elkins Street</p> <p>Electrical Permits 1016 South Central Avenue 3036 Gordon Circle 1155 Virginia Avenue, Suite J 473 Barnett Drive</p>
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Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

The Department would like to congratulate Katie Ray on accepting the position of Program Coordinator. The Department looks forward to assisting her in keeping up the great tradition that has been set forth as well as enhancing the City's programs.

Join us for Movies Under the Stars: family friendly outdoor movie night series! The movies are shown on the third Fridays of May (20th), June (17th) and July (15th) and will take place at the Hoyt Smith Center/Football Fields. At each movie night event there will be concessions, DJ fun and a moon-walk until the movies start--at dusk!

Please join us for the Annual Memorial Day Service May 30th at the Hoyt Smith Center at 10 a.m.

Athletics

Register now for Football and Cheerleading: May 16th – July 19th. Children ages 4- 14 years old. Save the date: Football Camp July 2nd 10am-12pm Cheerleading Camp July 16th 10am-12pm.

Baseball and Softball registration for boys (age 3 - 14) and girls (age 3- 17) are ongoing. Please call 404-669-2136 for more information.

For more information on our Athletic Department contact Ray Rollins at rollins@hapeville.org 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 we offer from the tiny tots to the recycled teenagers!

The Pleasant Hours Club meets at The Hoyt Smith Center. Their next meeting is on May 4th, 2016 at 10:30 a.m.

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. (Newsletter Note: The submission deadline for the June issue of the Newsletter is May 15th). Promoted City Sponsored events including Coffee & Chrome event series (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center).

Began preparation for the South Arts Grant Final report. Assisted with the April Citizen Chalkboard Budget and T-SPLOST Input Events. Assisted ACRON with the ACRON/Solis Hotel groundbreaking event and press and promotional materials.

Continued participation with the Atlanta Aerotropolis Alliance--current activities include Marketing Committee Meetings to discuss distribution of Aerotropolis Alliance materials and protocol of use for member organizations; attending and supporting the Board participation/sponsorship of events to promote the area including the BisNow commercial real estate forum held at the GICC in April and providing City promotional materials for the Alliance at the event. Other Board activities include working collectively on messaging and promoting achievements in the area to the press and others. The final Blue Print should be presented to the Board for approval in the coming months, along with a marketing piece for Alliance partners to use. Next Board Meeting: May 20th (for more information visit: the Atlanta Airport Alliance Website Here: <http://www.atlantaaerotropolis.org/>)

Continued to work with all of the South Fulton cities--attended staff meetings as requested by the Collaborative Firm regarding the potential of the "South Fulton Economic Development Partnership" (SFEDP), a Fulton Co. Development Authority initiative to foster collaboration. Next step: the organization would need to come to all cities Mayor/Councils to propose structure, similar models, governance, funding, etc.

Continued working with GMA Intern/Program to assist with guiding the business license survey project: updates included hosting a multi-departmental staff team meeting to further discuss the process, flow-chart, communications, and "one stop shop" items associated with the business license process. Next step: the intern is currently drafting a findings/recommendations report/presentation for the City Manager review to be presented to Mayor & Council in May.

Save the Date: Tri-Cities Merchant Mixer on May 26th, at Slideways from 5 to 7 p.m. Free Business-to-Business networking event series brought to you by the Economic Development Departments of Hapeville, East Point and College Park--Hapeville businesses please join us and bring a business card for entry!

Main Street Board Activities

The Board continues to support the Sharing Our Stories project visit: www.haevillestories.org to participate. The Board assisted with the Arches Opening by promoting the walkable main street area--with the assistance of the Guide Magazine. The Board is working on the Spring Planter program plantings (installations to be complete by mid-May) and on business notifications, increasing social media activity and the film reviews for the selection meetings in May for the South Arts Film Series.

Planning and Zoning

Bill Johnston, City Planner

Spi_llc@bellsouth.net -404.684.6588

Mayor & Council, April 5 and 19, 2016

- *Parking lot surfacing definitions*
- *Special event and overflow parking*

Planning Commission, April 12, 2016

- *3118 Sylvan Road final subdivision plat, approved*
- *Chesapeake at Oakdale final subdivision plat, approved*

Design Review Committee, April 20, 2016

- *3477 Orchard Street addition of one bay to existing garage, approved*
- *3100 Sylvan Road construction of a carport for 62 vehicle parking spaces, approved*

Board of Zoning Appeals, April 28, 2016

- *629 Cofield Drive variance to allow a 3-car garage with storage*

Other planning and zoning actions:

- *Occupational tax permit approved at 3409 Orchard Street, home occupation*
- *Occupational tax permit approved at 3380 Sunset Avenue, office/dispatch service*
- *Occupational tax permit approved at 1003 Virginia Ave, Suite 100, drycleaners*
- *Occupational tax permit approved at 860 Virginia Ave, restaurant*
- *Occupational tax permit approved at 325 North Ave, restaurant*
- *Occupational tax permit approved at 3395 Dogwood Dr, retail and art classes*
- *Occupational tax permit pending at 3100 Sylvan Road, airport parking*
- *Occupational tax permit approved at 965 Virginia Ave, engineering office*
- *Occupational tax permit denied at 1016 S. Central Ave, airport parking*
- *Occupational tax permit approved at 383 North Central Ave, full service salon*
- *Occupational tax permit approved at 3388 Dogwood Dr, property management*
- *Occupational tax permit approved at 3355 Old Jonesboro Rd, home occupation*
- *Occupational tax permit approved at 3355 Northside Drive, home occupation*
- *Occupational tax permit approved at 201 Colorado Ave, home occupation*
- *Occupational tax permit pending at 3540 Atlanta Ave, home occupation*
- *Sign application approved 631 North Central Avenue, wall sign*
- *Sign application pending at 1003 Virginia Avenue, wall and ground sign*

Finance Director

James Schuster

Month / Year-End Closing and Reporting

- Q3 2016 reconciliations/ allocations and Report Preparation
- CAFR submitted to GFOA for certification within extension deadline
- CAFR submitted to State within extension deadline

Budget Process

- Completed Collate Budget Preparation Worksheet submittals
- Completed Collate Salary forecast for Departments
- Completed Compute Fringe Benefits and allocate by Departments
- In process uploading all worksheet data

Finance/Accounting Activities

- Ongoing training of Accounting Specialists --re: year-end reconciliations, closing procedures, manual Court ware Interface, general ledger maintenance
- Train staff on Budget preparation
- Train staff for preparation of special year end reports. (on -going)
- Prepare second version of State HATT- 2015
- Continue work on Internal Control manual
- Create crosswalk: Incode Excel Open Gov State CoA

Other Accounting and Billing

- Generate payrolls for 120 full time & 30 part time employees
- Monthly Billing and collections for 2,100 Water & Sewer customers
- Maintain payment records for 500 vendors
- Reconcile credit card and wire transfer payments
- Re-bill as needed.

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

Residential - 24

Commercial - 1

Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org- 404.766.3004

City Clerk

Upcoming Meetings:

Hapeville Development Authority- May 5, 2016 at 6:30 p.m. at City Hall

Hapeville Clean and Beautiful Commission- May 9, 2016 at 6:30 p.m. at City Hall

Planning Commission- May 10, 2016 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board- May 16, 2016 at 6:00 p.m. at City Hall

Mayor and Council- May 17, 2016 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Commission- May 18, 2016 6:00 p.m. at City Hall

Alcohol Review Board- May 19, 2016 at 6:15 p.m. at City Hall

Board of Appeals- May 26, 2016 at 6:00p.m. at Hapeville Municipal Annex

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

Open Records Request:

18 Open Records Request were processed

Total Time: 20 hours 35 minutes

Total Cost: \$ 320.77

Human Resources

The City is currently accepting applications for the positions of Police Officer, Maintenance Worker, Part- time Recreation Aide and Seasonal Recreation Aide Applications are available online (www.hapeville.org) or at City Hall.

- *Congratulation to Chief Tom Morris who retired from service with the City as of May 1st*
- *Responded to Job Openings and Labor Turnover Report*
- *Conducted interviews for the Assistant Human Resources, and Administrative Specialist, and Fire Chief*

Other Duties

- *Maintain Retirees Insurance Payments*
- *Collected Mortgage and rental payments for the Development Authority properties*
- *Collect Applications for all positions*
- *Create Agendas/ Minutes for several meetings*
- *Prepare Green Sheet (Gather all Departments information)*

