



June 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
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During the month of May, the Department held the following trainings: Breathing and Circulation Medical Emergencies, New Ladder Truck evolutions, and Victim Extrication. Members of the Department provided EMS support for this year's Delta Reservation Relay for Life 5k event and St. John's the Evangelist field day. Personnel also assisted with the Tri-cities 10k event. One of the shifts attended the Village Church Mother's Day celebration.

<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>EMS</i>	<i>9</i>
<i>5</i>	<i>Motor Vehicle Accident with Injuries</i>	<i>0</i>
<i>Auto Accident w/o injuries</i>	<i>Motor vehicle accident w/o injuries</i>	<i>0</i>
<i>0</i>	<i>Gasoline or other flammable liquid spill</i>	<i>0</i>
<i>Auto/ pedestrian accident</i>	<i>Invalid Assist</i>	
<i>0</i>	<i>0</i>	
<i>EMS</i>	<i>Gas leak (natural gas or LPG)</i>	<i>0</i>
<i>74</i>	<i>Powerline down</i>	<i>0</i>
<i>Emergency Medical Services (other)</i>	<i>Smoke Detector Activation, malfunction</i>	<i>2</i>
<i>5</i>	<i>Lightning Strike, (no fire)</i>	<i>0</i>
<i>Medical Assist, assist EMS crew</i>	<i>No incidents found on arrival at address</i>	<i>0</i>
<i>0</i>	<i>Transport Vehicle Fire</i>	<i>1</i>
<i>Alarm system activation, no fire</i>	<i>Building Fire</i>	<i>1</i>
<i>2</i>	<i>Brush or bush & grass fire</i>	<i>1</i>
<i>Invalid Assist</i>	<i>Person in distress, other</i>	<i>2</i>
<i>2</i>	<i>Police matter</i>	<i>1</i>
<i>Dispatched & cancelled en route</i>	<i>2</i>	
<i>Alarm system sound/ malfunction</i>	<i>Total Calls at Station #2</i>	<i>17</i>
<i>1</i>		

<i>Building Fire</i>	<i>0</i>
<i>False Alarm or false call</i>	<i>0</i>
<i>Smoke Detector Activation, Malfunction</i>	<i>1</i>
<i>Public Service</i>	<i>2</i>
<i>Service Call, Other</i>	<i>1</i>
<i>Water or steam leak</i>	<i>1</i>
<i>Passenger vehicle fire</i>	<i>1</i>
<i>Rescue, EMS Incident, Other</i>	<i>9</i>
<i>Cooking Fire</i>	<i>2</i>
<i>Gas Leak</i>	<i>1</i>
<i><u>Total Calls at Station #1</u></i>	<i><u>109</u></i>

Total for both Stations 126 with an average response time of 02:50 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org- 404.669.2150

Between May 1, 2016 and May 31, 2016 there were 486 calls for service. There were (2) Assaults, (3) Burglaries, (4) Robberies, (64) Larcenies; including 28 Entering Autos, 9 Stolen Vehicles and 27 Thefts. The Department made (43) arrests and recovered (9) stolen vehicles. The average response time was 1 minute 31 seconds.

The Department issued 486 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 (25) cases, assigned (10) cases for investigation, and closed (4) cases. One case was closed with arrest warrant and (0) by CID arrest. The Detective Division obtained (4) warrants, responded to (3) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (197) new calls for service, of which (22) were animal incidents, (10) parking in grass, (100) Tall Grass & Weeds, (5) permit issues, (23) outside storage, (19) littering or pollution problems, (18) property maintenance- exterior, and (3) were other code compliance issues. The unit closed (103) cases, and issued (6) 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 LCI and the Rail Facilities Improvement Projects are scheduled to be under construction in this fiscal year. The Loop Road Project is currently in the Right of Way phase.

The walking tracks at Jess Lucas and Cofield park have been refreshed with the help of the many volunteers that helped out on May 18th.

The parking lot across from City Hall is currently under construction. New curbing, lighting and asphalt will be installed.

<p>Building Permits 57 Central Park Drive (140095LL0321) 3477 Orchard Street (1401270030709) 620 Spring Street (14009500050143) 304 Maple Street (14009400101483) 3155 Old Jonesboro Road (14009400100352)</p> <p>Tree Permits 407 Dorsey Road 3238 Dogwood Drive 639 Coleman Street</p>	<p>Mechanical Permits 632 Spring Street 3038 Gordon Circle</p> <p>Plumbing Permits 632 Spring Street 636 South Central Avenue 3379 North Whitney Avenue 3450 Elkins Street</p> <p>Electrical Permits 632 Spring Street 639 Cofield Drive 636 South Central Avenue 205 Birch Street</p>
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Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

Join us for Movies Under the Stars: family friendly outdoor movie night series! The movies are shown on the third Fridays 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!

A big THANK YOU to all of the volunteers who helped us make this year's Annual Memorial Day Service a fantastic event that was held at the Hoyt Smith Center on May 30th.

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.

Our Youth Baseball and Softball season has come to a close. We had two teams win the Youth Baseball Alliance Championship, the 11 - 12 Hornets Coached by Jimmy Lovern and the 13 - 14 Hornets Coached by Tay Dwight. Way to go guys!

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 the Department offers from the tiny tots to the recycled teenagers!

The Pleasant Hours Club had their meeting on May 4th at The Hoyt Smith Center. It was a luncheon catered by Ask Mary. The group will take a break during the summer months of June and July and will resume meeting in August.

Our Busy Bee Summer Camp has begun. It will run through July 29, 2016. Currently there are 60 children enrolled in the camp.

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

Staff continued coordinating administrative items for the 2017 South Arts Grant regarding filmmaker and screening schedules and dates--a final schedule for Hapeville's host dates and films should be available by the end of June. Staff worked on grants for the upcoming 125 City Commemorative activity support with Fulton County Arts Council; and for a potential KaBoom grant application for a playground for Master Park (www.kaboom.org).

Continued participation with the Atlanta Aerotropolis Alliance--current activities include Committee Meetings to discuss distribution of Aerotropolis Alliance materials and protocol of use for member organizations, and upcoming annual work plan: key activities that will be proposed to the Board for consideration include: development of collective marketing collateral--business/visitor focus, hosting events--annual, developer/real estate--to be coordinated with other committees. Other May Board Meeting activities included a presentation from a competitive analysis LINK Trip to Dallas drawing several comparisons and best practices to be learned from the aerotropolis (presentation should be made available by ARC in near future); an update on the airport area CIDs; a workforce committee update highlighting work being done to coordinate regional workforce partners with educators and identifying existing barriers; continued work on the final BluePrint should be presented to the Board for approval in the coming months (discussion of next steps: including possibility of inviting municipal partners to adopt the Blue Print once final--no formal action taken on this (Hapeville Council approved the plan in concept previously and an updated draft was distributed by the City Manager to Council for review); investor and finance committee discussion included interviewing fundraising firms for 2017 campaign launch and the need to diversify funding beyond initial municipal/government partners and grow private sector contributions (affects status of organization and raises awareness/funds). City staff and officials represented the City at the BizNow commercial real estate event sponsored by the Alliance at the GICC and took advantage of the sponsorship table to display marketing materials. Next Board Meeting: July 29th (for more information visit: the Atlanta Airport Alliance Website Here: <http://www.atlantaaerotropolis.org/>)

Staff worked with City Manager and Planning & Zoning to issue a Request for Proposal: LCI Study and Comprehensive Plan to update the existing Livable Centers Initiative study and comprehensive plan by reassessing the feasibility and sustainability of land uses and development activities recommended in the City's Comprehensive Plan and LCI Studies. The deadline for accepting proposals is: July 8, 2016 at 3:00PM. For more information, visit www.hapeville.org, select "Business & Development", "Requests for Proposals" or simply visit the NewsFlash Section of the site!

Completed work with GMA Intern. Findings/recommendations report/presentation was uploaded to the Council Meeting packet in May. Next step: staff to work with City Manager to begin cost analysis and implementation plan of the various student recommendations that resulted from the project.

Worked with City Manager, Finance Director and all Department Managers to prepare Budget Workshop Presentation for the June Budget Workshop.

Tri-Cities Merchant Mixer was hosted in Hapeville at Slideways--thanks to Slideways for hosting and to all the tri-cities businesses that attended! The next Mixer will be hosted by College Park.

Main Street Board Activities

The Board continues to support the Sharing Our Stories project visit: www.haevillestories.org to participate. The Board completed the South Arts Top 40 Film Selection Day process, they completed the Spring Planter program plantings, the Board welcomed four new Board members Sophie Lute (Volare), Alexia Ryan (Beer Girl), Lorene Fey (Academy Theatre), and Ellen Free (resident). Congratulations and thanks to our new members! The Board Chair and Manager held a welcome/orientation for the new members and all members have been distributed the DCA training dates and are in the process of selecting their training dates. The Board prepared their work plan for the budget preparation and are requesting to continue current grant initiatives (Sharing Our Stories and South Arts) and plan to increase business driven workshops/initiatives and to do a call for artists for creative arts district signage.

Planning and Zoning

Bill Johnston, City Planner

Spi_llc@bellsouth.net -404.684.6588

Mayor & Council, May 3 and 25, 2016

- *No planning and zoning agenda items*

Planning Commission, May 25 2016

- *New detached garage at 629 Cofield Dr, approved*

Design Review Committee, May 26, 2016

- *New detached garage at 629 Cofield Dr, approved*
- *Addition of a sunroom at 3116 Woodland Dr, approved*

Board of Zoning Appeals, May 26, 2016

- *Cancelled due to lack of agenda items*

Other planning and zoning actions:

- *Occupational tax permit approved at 581-B North Central Avenue, yoga studio*
- *Occupational tax permit approved at 3481 Orchard Street, home occupation*
- *Occupational tax permit approved at 3280 Sims Street, home occupation*
- *Occupational tax permit approved at 581 North Central Ave, unit 2-B, dance studio*

- Occupational tax permit approved at 3191 Hope Street, home occupation
 - Sign application pending for Corner Tavern sign
 - Sign application pending at 1003 Virginia Avenue, wall and ground sign
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Finance Director

James Schuster

jschuster@hapeville.org -404.669.2118

Month / Year-End Closing and Reporting

- CAFR submitted to GFOA for certification within extension deadline
- CAFR submitted to State within extension deadline acknowledged

Budget Process

- Upload all worksheet data to Incode---done
- Create Excel file from Incode report...done
- Use Excel files to create charts, graphs, summaries , etc

Finance/Accounting Activities

- Ongoing training of Accounting Specialists --re: year-end reconciliations, closing procedures, manual Court ware Interface, general ledger maintenance, budgeting, debt service
- Train staff on Budget preparation
- Train staff for preparation of special external year end reports. (DCA, DOC, AG, ect)
- Continue work on Internal Controls
- Create crosswalks: 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
- Reconcile accounts

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 - 22

Commercial - 3

Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org- 404.766.3004

City Clerk

Upcoming Meetings:

Hapeville Development Authority- June 16, 2016 at 6:30 p.m. at Hapeville Municipal Annex

Hapeville Clean and Beautiful Commission- June 13, 2016 at 6:30 p.m. at City Hall

Planning Commission- June 14, 2016 at 5:00 p.m. at Hapeville Municipal Annex

Main Street Board- June 20, 2016 at 6:00 p.m. at City Hall

Called Mayor and Council- June 14, 2016 at 6:00 p.m. at Hapeville Municipal Annex

Mayor and Council- June 21, 2016 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Commission- June 15, 2016 6:00 p.m. at City Hall

Alcohol Review Board- June 16, 2016 at 6:15 p.m. at City Hall

Board of Appeals- June 23, 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:

June 2016

19 Open Records Request were processed

Total Time: 11 hours 15 minutes

Total Cost: \$249.55

June 2015

18 Open Records Request were

Total Time: 3 hours 10 minutes

Total Cost: \$ 18.62

Human Resources

The City is currently accepting applications for the positions of Police Officer and Executive Assistant. Applications are available online (www.hapeville.org) or at City Hall.

- *Responded to Job Openings and Labor Turnover Report*
- *Conducted interviews for the Seasonal Recreation Aide Position*
- *On boarded two Employees*

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)*