



November 2014 Department Reports

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

Fire Department

Tom Morris, Fire Chief

tmorris@hapeville.org – 404-766-4399

The Department had 25 fire inspections, 2 burn permits issued, 3 plan reviews, 29 pre-fire plans, 5 smoke detectors given out, 90 blood pressures checked, 15 new construction consultations, 1 investigation, and 65 hours of Firefighters on patrol. During the month of October, the Department conducted training in the following areas: Rope Rescue 1, Fire Department Administration, Public Relations, Station Management, Driver Training, and Ambulance Familiarization. A total of 5 members of the Department attended "New Age Fire Tactics" at the Fulton County Training Center. All shifts started the yearly fire hydrants testing throughout the City. As part of the Fire Prevention Education for this month, over 300 students from the Hapeville Elementary School visited the Fire Safety Bus who was loaned to the City by the Fairburn Fire Department. The students learned about safety inside and outside of the home. A group of over 110 pre-kindergarten students visited station 1 for a tour and education on fire safety. In addition, 6 middle school members of the "Boys to Men" after school program visited the station and learned about what is like to be a firefighter and all the equipment that is carried on the trucks. They also had the opportunity to interview a couple of members of the Department. Members of the Department participated in this year's Chili Cook-off and were part of the judging panel. One of the shifts attended the monthly Coffee & Chrome and they spoke with different members of the community about some of the Fire Department Services. Finally, the Firefighter of the Year was recognized at the Exchange Club monthly meeting.

Fire Station #1 - 3468 North Fulton Avenue

Fire Call Statistics

<i>Auto Accidents w/o injuries</i>	<i>2</i>
<i>Auto Accidents w/injuries</i>	<i>2</i>
<i>EMS</i>	<i>60</i>
<i>Fire</i>	<i>2</i>
<i>Fire Alarm</i>	<i>0</i>
<i>Mutual Aid (Given)</i>	<i>0</i>
<i>Gas Leak</i>	<i>2</i>
<i>Hazardous Conditions</i>	<i>0</i>
<i>Trees Down</i>	<i>1</i>
<i>Elevator Rescue</i>	<i>0</i>
<i>Wires Down</i>	<i>0</i>
<i>Other Responses Citizen Assist</i>	<i>1</i>
<u><i>Total Calls at Station #1</i></u>	<u><i>70</i></u>

Fire Station #2 - 870 S. Central Avenue

Fire Call Statistics

<i>Auto Accidents</i>	<i>0</i>
<i>Auto Accidents w/injuries</i>	<i>1</i>
<i>EMS</i>	<i>53</i>
<i>Fire</i>	<i>0</i>
<i>Fire Alarm</i>	<i>2</i>
<i>Mutual Aid (Given)</i>	<i>0</i>
<i>HazMat</i>	<i>0</i>
<i>Hazardous Conditions</i>	<i>0</i>
<i>Trees Down</i>	<i>0</i>
<i>Wires Down</i>	<i>1</i>
<i>Gas Leaks</i>	<i>0</i>
<i>Citizen Assist</i>	<i>3</i>
<i>Other Responses</i>	<i>0</i>
<i>Elevator Rescue</i>	<i>0</i>
<u><i>Total Calls at Station #2</i></u>	<u><i>60</i></u>

Total Average Response Time minutes 3:36

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org – 404-669-2150

From October 1, 2014 to October 31, 2014 the Police Department answered (552) calls for service. There were (7) Assaults, (6) Burglaries, (3) Robberies, (25) Larcenies; including (10) Entering Autos, (4) Stolen Vehicles and (11) Thefts. The Department made (68) arrests. The average response time was 2 minute 49 seconds. There was a total of (226) tickets to include (143) Traffic tickets, (66) General and (17) Parking.

The Detective Division assigned (63) cases for investigation and closed (47) cases. Three cases were closed with an arrest warrant and (5) by CID arrest. The Detective Division obtained (13) arrest warrants and responded to (29) crime scenes and executed (4) search warrants. The Detective Division is investigating several burglaries that occurred in the city.

The Department's personnel continue to receive daily roll-call and in-service training on topics such as (but not limited to) the Department's Standard Operating Procedures (SOP), Special Orders, Personnel Orders, Roll-call assignments, Officer Safety, State Laws and Motor Vehicle Codes, Use of Force, Use of Deadly Force, Case Law, Code of Ethics -Sworn & Civilian, and Standards of Conduct.

Code Enforcement handled (118) new calls for service, of which: (30) were animal incidents, (14) for outside storage violations, (12) for parking on the grass, (14) Permit Violations and (48) were other code compliance issues. The unit wrote (12) citations, closed (136) cases, and has (153) active cases.

Some current cases:

437 Walnut Street – The property is currently in City's legal process for abatement.

234 Maple Street – The property is currently in City's legal process for abatement.

370 Woodrow Avenue - The property is currently in City's legal process for abatement.

625 Coleman Street- Certified letter sent with citations- no return receipt was received. Currently in the process of getting the property abated.

3118 Sylvan Road- The property is currently in City's legal process for abatement.

639 Cofield Drive- The property is currently in City's legal process for abatement.

3093 Hope Street – The property is currently in City's legal process for abatement.

The Police Department's non-emergency number is (404) 669-2111. In the event of an emergency dial 911!

Community Services

Lee Sudduth, Interim Director

lsudduth@hapeville.org – 404-669-2120

The North Central Avenue Streetscape Project, the North Fulton Streetscape project and the Municipal Complex Parking Improvements will begin construction in a couple of months. The projects will consist of new sidewalks, street furniture, street lamps, new paving, alley way improvements and brick pavers. See the website for more information.

The Department has three streetscape projects that are currently in the engineering stage. They are as follows: **Dogwood Drive** from South Central to North Avenue, **Loop Road Access** which includes Atlanta Avenue, Rainey, Union and parts of Virginia Avenue, and the **Rail Facilities Project** which includes all of the railroad right of way.

The North Fulton CDBG Sidewalk Replacement Project will begin the first of October. This project will replace old dilapidated sidewalks from King Arnold Street to North Avenue. This is a Community Development Block Grant with no local match.

Building Permits

3425 Meadow Road
801 Virginia Avenue
3174 Lake Avenue
375 North Avenue
3321 Old Jonesboro Road
457 North Avenue
461 North Central Avenue
3333 North Whitney Avenue
856 Virginia Avenue
3337 Old Jonesboro Road
199 Arnold Street
493 Lake Drive
3379 North Whitney Avenue

Electrical Permits

712 Campbell Circle
461 North Central Avenue
710 Campbell Circle

Tree Permits

3376 Northside Drive
834 Custer Street
903 Custer Street
3447 Orchard Street

Plumbing Permits

3174 Lake Avenue
33015 Dogwood Drive
3220 Dogwood Drive

HVAC Permits

3290 Russell Street
461 North Central Avenue

Economic Development

Allie O'Brien, Main Street & Marketing Manager
aobrien@hapeville.org - 404-669-8269

Department/HATT Activities

Maintained the Historic Christ Church Building rental log and coordinated venue showings/rentals and handled inquires and events. Hosted newly appointed GA Economic Development Tourism representative for a site and informational visit on the state's new website administration and partnership program opportunities to promote City events as well as tourism related businesses.

Produced City Newsletter, web updates of Departmental information, and all Departmental related advertising and promotional materials. (Newsletter Deadline Note: The submission deadline for the Newsletter remains the 15th of the month prior to the publication date. Visit www.hapeville.org or contact 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.

South Arts Film Series: South Arts reporting requirements were met by sending letters to representatives. South Arts made a preliminary announcement to accept applications to be a host venue for the film series for 2015 - 2016, the deadline will be in February 2015.

The Tri-Cities Business Networking Series with College Park and East Point Economic Development Departments was held on October 28th. The Atlanta Medical Center-South Campus in East Point offered tours and made announcements for upcoming business/healthcare and women's health

events open to the tri-cities business community and residents. The next event will be held by College Park at a date not yet to be determined.

Represented the City at various meetings and events including: Economic Development regional staff informational meetings, the October "Annual View From the Top" Airport Chamber event and the October 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.

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

Planning Upcoming Events -please visit www.hapeville.org for details.

November 21st-The Southern Circuit of Independent Filmmakers Tour continues, "The Road to Fame" is a documentary directed by Hao Wu, that chronicles the staging of the American musical Fame-China's first official collaboration with Broadway. Series Screenings will be 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. Upcoming film dates: after the November screening, the series will resume in February.

Downtown Live Concert Series in the Park Finale, featuring the Annual Chili Cook-off! Thanks to all that volunteered with Hapeville Cares to make this event a success!

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 participated as volunteers at both the Tri-Cities Merchant Mixer and the South Arts Film Series events, and by recruiting painters for the butterfly project-thank you for volunteering! At the October meeting board members reviewed a public art proposal that they plan to bring to Council for review. The program manager attended a manager's meeting in Macon and a webinar on Small Business Saturday. In the month of November, the board plans to promote local chamber events and small business saturday through City staff as well as through volunteer social media efforts. In preparation for the upcoming sidewalk improvement projects, staff will send out letters to businesses notifying them that the planter program will be suspended and the City will remove and store the pots in preparation for the improvement project in downtown.

Recreation Department

Tod Nichols, Recreation Manager

tnichols@hapeville.org – 404-669-2136

The Recreation Department hosted the Service League "Hapeville's Got Talent" show on November 1, 2014 with over 100 people in attendance.

On the same day we hosted the first round of the YFA playoffs for the 8 year old division.

Athletics:

The Youth Cheerleader and Football season is coming to a close. We have four teams competing in the YFA playoffs. Good luck to the teams.

Our 8 year old cheerleading squad took 1st place and 10 year old squad took 2nd in their respective divisions in the Youth Football Alliance Cheer Competition on October 26, 2014 that was held at Banneker High School. Congratulations girls!!

Registration for Youth Basketball for boys and girls ages 5 - 14 has begun. Please contact 404-669-2136 for more information.

Contact Wayne Stephens at 404-669-2132 for information on the 2014 Co-Ed Fall Softball League schedule or for more information on our adult sports and facility rentals.

Programs:

The Trunk or Treat event that was held in the Jess Lucas Park on October 31st attracted over 600 people with 35 vehicles giving out treats. The participants also enjoyed games and a DJ.

The Busy Bee After School program continues to meet daily, Monday through Friday, from 2:30 - 6:30 p.m.

The Teen - Center is open for all children ages 12 - 18 everyday from 4:00 to 7:00 pm. Kids can come and hang out to socialize with one another while playing video arcade games, table tennis, bumper pool, air hockey, board games and more.

Contact Holli Stephens for more information regarding adult, senior or youth programming at 404-669-2134.

Seniors:

The Pleasant Hours Club met at the Hoyt Smith Center on October 1, 2014. Their next meeting will be held on November 5, 2014.

Our High Stepping Hornets will continue to walk every Tuesday, Thursday, and Friday at the Hoyt Smith Center from 9:30 – 10:00 a.m.

Finance Department

Jim Schuster, Finance Director

jschuster@hapeville.org - 404-669-2118

Month/Year End Closing and Reporting:

1. *Use InCode (not Excel) for preparing for bank reconciliations.*
2. *Recruit and Train Stephanie (Accountemps) on bank recs and account recs*
3. *Goal: Bank recs by month end*
4. *Review and correction of allocations of fringe benefit costs for FY 2015*
5. *Still using pooled cash report to monitor cash availability*
6. *Continued work to "clean up" unreconciled or unnecessary bank accounts*
7. *Finalize incorporation of "component units" HDA & HATT into Incode fund accounting system (with year-end processes).*
8. *Restructure Incode Charts of accounts for HaTT and HDA*
9. *Finalize HATT & HDA FY 2014 Year End report*
10. *Cross train new Senior Accountant on Payroll and Accounts Payable*

Accounting and Billing

11. *Generate multiple payrolls for 124 full time & 31 part time employees*
12. *Billing and collections for 6,000 Water & Sewer customers*
13. *Tax Billing prep and Occupational licenses*
14. *Establish accounting funds for FY 2014 bond issue*
15. *Made draws to pay City of Atlanta MOU bills*

City Annual Budget

1. *Prepare a 2014 year-end summary for Council & Departments (lacked some year-end entries)*
2. *Worked with Actuary to reduce Pension Contribution for 2014 & 2015*
3. *Need final trial balance to do 2014 "housekeeping" amendment*
4. *Prepare 2015 budget corrections for InCode system for summarization*
5. *Run 2015 Summary and detail appropriations for all departments*
6. *Get final budget ready for publication.*

Bill Johnston, City Planner

Strategic Planning Initiatives, LLC

Spi_llc@bellsouth.net -404.684.6588

Planning Commission, October 14, 2014

- *493 Lake Drive Site Plan, approved*
- *3165 Oakdale Road Site Plan, approved*
- *3167 Oakdale Road Site Plan, approved*
- *3667 Orchard Street Site Plan, approved*
- *Arts District Overly Text Amendment, recommended for approval as amended by Planning Commission*
- *Conditional use application to allow office uses and "commercial parking without condition or limitation"*

Design Review Committee, October 15, 2014

- *3165 Oakdale Road-new single family dwelling, approved*
- *3167 Oakdale Road-new single family dwelling, approved*
- *3667 Orchard Street-renovation and addition, approved*
- *493 Lake Drive-new single family dwelling, approved*

Board of Zoning Appeals, October 30, 2014

- *Virginia Crossing appeal of City Planner decision on occupational tax permit application concerning limousine service and commercial parking now deferred pending outcome of condition use application before Planning Commission and a public hearing before Mayor and Council advertized for Tuesday, December 2, 2014*

Mayor and Council, October 7 & 21, 2014

- *Ordinance 2014-10, Accessory Structures, Adopted September 16*
- *Ordinance 2014-11, Subdivision Regulations, Adopted September 16*
- *Ordinance 2014-12, Sign Regulations, Adopted October 21*
- *Comprehensive Plan Amendment, Adopted October 21*

Other planning and zoning actions:

- Occupation tax permit approved 512 King Arnold Street, approved home office use
- Sign Application, 3086 Springdale Road, GA Lottery Billboard Digital Conversion, approved w/conditions

Old Business:

- None

New Business:

- Comprehensive Plan Amendment to encompass housing strategies

Administration Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org -404-766-3004

Upcoming Meetings:

Development Authority- November 6, 2014 at 6:30 p.m.

Planning Commission- November 18, 2014 at 6:00 p.m.

Design Review Commission- November 19, 2014 at 6:00 p.m.

Alcohol Review Board- November 20, 2014 at 6:00 p.m.

Main Street Board- November 17, 2014 at 6:00 p.m.

Mayor and Council- November 18, 2014 at 6:00

Board of Appeals- November 20, 2014 at 6:00 p.m.

Open Records Request

13 Open Records Requests were processed.

Total Time: 5 hours

Total Cost: \$22.26

Human Resources

The City is currently accepting applications for the position Crossing Guard and Reserve Police Officer. Applications are available online (www.hapeville.org) or at City Hall.

- Hired one Firefighter EMT