



December 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 30 fire inspections, 3 burn permits issued, 2 plan reviews, 20 pre-fire plans, 4 smoke detectors given out, 90 blood pressure checks, 15 new construction consultations, 3 investigations, and 62 hours of Firefighters on patrol. During the month of November, the Department conducted training in the following areas: Fire Department Administration, Pumping, Public Relations, Driver Training, and Territory Familiarization. All shifts completed the yearly fire hydrants testing throughout the City. A member of the department attended the 80 hours of Fire Department Management training conducted at the Georgia Public Safety Training Center (GPSTC).

Fire Station #1 - 3468 North Fulton Avenue

Fire Call Statistics

Auto Accidents w/o injuries	0
Auto Accidents w/injuries	4
EMS	66
Fire	4
Fire Alarm	4
Mutual Aid (Given)	0
Gas Leak	2
Hazardous Conditions	0
Trees Down	0
Elevator Rescue	0
Wires Down	2
Other Responses Citizen Assist	2
<u>Total Calls at Station #1</u>	<u>84</u>

Fire Station #2 - 870 S. Central Avenue

Fire Call Statistics

Auto Accidents	2
Auto Accidents w/injuries	2
EMS	49
Fire	4
Fire Alarm	5
Mutual Aid (Given)	0
HazMat	0
Hazardous Conditions	0
Trees Down	0
Wires Down	1
Gas Leaks	0
Citizen Assist	6
Other Responses	0
Elevator Rescue	1
Chemical Spills	2
<u>Total Calls at Station #2</u>	<u>72</u>

Total Average Response Time: 3:04

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

From November 1, 2014 to November 24, 2014, the Police Department answered (370) calls for service. There were (2) Assaults, (6) Burglaries, (4) Robberies, (43) Larcenies; including (26) Entering Autos, (6) Stolen Vehicles and (11) Thefts. The Department made (47) arrests. The average response time was 2 minutes 24 seconds. There were a total of (296) tickets to include (202) Traffic tickets, (46) General and (48) Parking. The Department recovered 3 stolen vehicles.

The Detective Division reviewed (60) cases, assigned (53) cases for investigation, and closed (29) cases. Two (2) cases were closed with arrest warrants. The Detective Division obtained (12) warrants and responded to (15) crime scenes and executed (3) search warrants.

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, State Laws and Motor Vehicle Codes, Case Law, Standards of Conduct, Pursuits, and Vehicle Operations.

Code Enforcement handled (55) new calls for service, of which: (16) were animal incidents, (10) for outside storage violations, (7) for parking on the grass, (4) Permit Violations and (18) were other code compliance issues. The unit is currently identifying vacant lots, vacant residents, lots and nonconforming & conforming signage. The unit wrote (32) citations, closed (77) cases, and has (141) 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- The Home Owners Association Manager was located and was given 28 citations. The court day is set for December 16, 2014 at 9 a.m.

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 January. 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.

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 Atlanta Regional Commission "Leadership Atlanta" mobile bus tour for a site visit. Visitors to the City learned about the City's streetscape and capital improvements to downtown, and the public arts program, with a focus on the City's murals. Hapeville was selected as one of only three cities chosen for the tour, specifically for the "Hapeville Celebrates the Arts" mural by Shannon Lake.

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.

Planned the next Tri-Cities Business Networking Series with College Park and East Point Economic Development Departments. The event will be held on December 2, 2014 in College Park from 5 to 7 p.m. at "The Historic" at 3137 Main Street, College Park-please bring your business card and a toy for a child.

Represented the City at various meetings and events including: Economic Development regional staff informational meetings, the City's Economic Development Committee Meeting, and the November 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 hosting a SMART Airport Conference. The Board had presentations on the Ft. McPherson redevelopment and on other successful Aerotropolis models in both Paris and Amsterdam. To stay informed 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 for details.

Thanks to all that volunteered with the City of Hapeville 2014 events to make them a success! We are already planning for 2015 and look forward to seeing you at the events!

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! At the November meeting board members developed their recommendations to Council for a public art project. The board also hosted a guest who presented a Shop Local Pledge idea that the board agreed to assist in promoting alongside its Shop Small Business Saturday initiative. In preparation for the upcoming sidewalk improvement projects, staff sent letters to planter program businesses notifying them that the planter program will be suspended. Staff is also working on annual main street business appreciation gifts.

Recreation Department

Tod Nichols, Recreation Manager

tnichols@hapeville.org – 404-669-2136

Athletics:

The Youth Cheerleader and Football season has ended. Our 11 year old team advanced to the championship but lost 8 - 6 to the Redan Raiders. However, their overall 7 - 2 record was enough for them to qualify for the state tournament being played during the weekend of December 5 - 7, 2014.

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

Contact Wayne Stephens at 404-669-2132 for information on our adult sports and facility rentals.

Programs:

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 November 5, 2014. Their next meeting will be held on December 3, 2014.

Our seniors also took a trip to The Mall of Georgia on November 20, 2014 for some holiday shopping.

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. *Compiled and presented a Preliminary Year End Report for the Mayor and Council*
2. *Review and correction of allocations of fringe benefit costs for FY 2015*
- 3.. *Bank Reconciliations*
 - a. *Recruit and Train Stephanie (Accountemps) on bank recs and account recs*
 - b. *Use InCode (not Excel) for preparing for bank reconciliations*
 - c. *Goal: Bank recs completed by month end*
4. *Cash and Cash Flow*
 - a. *Still using pooled cash report to monitor cash availability*
 - b. *Use InCode (not Excel) for preparing for bank reconciliations*
 - c. *Continued work to "clean up" un-reconciled or unnecessary bank accounts*
 - d. *Cash flow forecast for possible Tax Anticipation Note in January*
5. *Development Authority and HATT component units set up as "funds" in InCode.*
 - a. *Restructure Incode Charts of accounts for HATT and HDA*
 - b. *Finalize HATT & HAD FY 2014 Year End report*
 - c. *Set up appropriate accounts for 2014 bond issue*
 - d. *Made draws to pay City of Atlanta MOU bills*

Accounting and Billing

1. *Cross train new Senior Accountant on Payroll and Accounts Payable*
2. *Generate multiple payrolls for 124 full time & 31 part time employees*
3. *Billing and collections for 6,000 Water & Sewer customers*
4. *Tax Billing and Collection tracking reassessments*

City Annual Budget

1. *Need final trial balance to prepare 2014 "housekeeping" amendment for December meeting*
2. *Prepared 2014 and 2015 budget corrections to InCode system for summarization*
3. *Run 2015 Summary and detail appropriations for all departments*

Water Accounts*Commercial- 1**Residential- 27*

Bill Johnston, City Planner
Strategic Planning Initiatives, LLC
Spi_llc@bellsouth.net -404.684.6588

Planning Commission, November 18, 2014

- 1001-1007 Virginia Avenue-Conditional use to allow parking, denied

Design Review Committee, November 19, 2014

- 748 South Central Avenue-new carport addition, approved

Board of Zoning Appeals, November 6, 2014

- 3446 Orchard Street to allow a reduction in setback, canceled due to lack of a quorum

Mayor and Council, November 4 & 18, 2014

- Resolution to increase in zoning certification fees, approved

Other planning and zoning actions:

- Occupation tax permit approved at 484 Radar Drive , approved home office use
- Occupation tax permit approved at 301 North Central Avenue, restaurant and bar Sign Application, 747 Virginia Ave Suite 200, wall sign denied, window sign approved

Old Business:

- Comprehensive Plan Amendment to encompass housing strategies

New Business:

- 12/2/2014 Conditional Use application public hearing for 1001-1007 Virginia Avenue to allow parking

Administration Services
Jennifer Elkins, City Clerk
jelkins@hapeville.org -404-766-3004

Upcoming Meetings:

Development Authority- December 4, 2014 at 6:30 p.m.
Planning Commission- December 9, 2014 at 6:00 p.m.
Town Hall Meeting- December 11, 2014 at 7:00 p.m.
Main Street Board- December 15, 2014 at 6:00 p.m.
Mayor and Council- December 16, 2014 at 6:00 p.m.
Design Review Commission- December 17, 2014 at 6:00 p.m.
Alcohol Review Board- December 18, 2014 at 6:00 p.m.

Open Records Request

13 Open Records Requests were processed.
Total Time: 3 hours and 25 minutes
Total Cost: \$5.00

Human Resources

- *Hired one Athletic Coordinator*