



March 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 31 inspections, 13 pre-fire plans, 3 plan reviews, 12 new construction consultations, 2 burn permits issued, 95 blood pressure checks at the Senior Center, and 8 smoke detectors were given out. During the month of February the Department held the following trainings: Advance Cardiac Life Support and Cardio Pulmonary Resuscitation certification renewals for a member of the community, familiarization tour of the Porsche North America Headquarters building, new employee driver training, high rise operations, Department Administration, Policies and Procedures, EMS familiarization & supplies utilization, and Target Solutions Fire & EMS online training. Also, a tabletop session was conducted following an apartment complex fire.

<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>4</i>	<i>Auto Accident</i>	<i>0</i>
<i>EMS</i>	<i>61</i>	<i>Auto Accidents w/ injuries</i>	<i>2</i>
<i>Fire</i>	<i>4</i>	<i>EMS</i>	<i>37</i>
<i>Fire Alarm</i>	<i>7</i>	<i>Fire</i>	<i>3</i>
<i>Mutual Aid (Given)</i>	<i>0</i>	<i>Fire Alarm</i>	<i>1</i>
<i>Gas Leak</i>	<i>0</i>	<i>Mutual Aid (Given)</i>	<i>0</i>
<i>Hazardous Conditions</i>	<i>0</i>	<i>Chemical Spill</i>	<i>0</i>
<i>Other Responses</i>	<i>2</i>	<i>Hazardous Conditions</i>	<i>0</i>
<i>Wires Down</i>	<i>1</i>	<i>Wires Down</i>	<i>1</i>
<i>Illegal Burning</i>	<i>0</i>	<i>Other Responses</i>	<i>2</i>
<i>Total Calls at Station #1</i>	<i>79</i>	<i>Tree Down</i>	
		<i>Total Calls at Station #2</i>	<i>47</i>

Total for both Stations 126 with an average response time of 02:52 minutes

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

From February 1, 2015 to February 27, 2015 the Police Department answered 385 calls for service. There were (2) Assaults, (3) Burglaries, (2) Robberies, (24) Larcenies; including 11 Entering Autos, 5 Stolen Vehicles and 8 Thefts. The Department made 46 arrests. The average response time was 1 minute 32 seconds. There was a total of 275 tickets to include 180 Traffic tickets, 61 General and 34 Parking. Of note, the agency recovered 5 stolen vehicles.

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.

Department personnel continue to receive daily roll-call and in-service training on topics such as in Standard Operating Procedures, Officer Safety, Alcohol Ordinances, Ethics, Hiring Practices, Vehicle Operations, Legal Reviews, Use of Force Reporting Procedures, Transporting Prisoners, Dealing with the Mentally Ill, or Persons with Diminished Capacity, Suspicious Activity Training, Vehicle Pullovers, Elder Abuse, and Domestic Violence.

Code Enforcement handled (199) new calls for service, of which (24) were animal incidents, (16) parking in grass, (8) permit issues, (24) outside storage, (24) littering or pollution problems, and (103) were other code compliance issues. The unit closed (97) active cases, and issued (5) citations.

The current properties that are under abatements for landscaping are as follows: Woodrow lot (between Wheeler and N. Fulton Ave), 278 Moreland Way, and 3255 Oakdale Road.

The properties that are in the process of being abated as follows: 3118 Sylvan Road, 639 Cofield Drive, 3093 Hope Street, 330 Mount Zion Road, 234 Maple Street, 437 Walnut Street, 472 Walnut Street, and 370 Woodrow Avenue.

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.

The Dogwood Drive Streetscape Project, the Loop Road Project and the Rail Facilities Project are in the preliminary engineering phase.

Our annual Clean Sweep event will be held on Monday, April 20th. Please see website for more details.

<p>Building Permits 3480 Orchard Street 3165 Oakdale Road 3167 Oakdale Road 581-B North Central Avenue 3156 Forrest Hill Drive 3316 Old Jonesboro Road 558 College Street Apt. D-11 3120 Sylvan Road 415 King Arnold Street 3359 Old Jonesboro Road</p>	<p>Tree Permits 298 Moreland Way 532 North Avenue 3290 Wheeler Street 3271 Russell Street 931 Custer Street 3224 Lake Avenue 3312 Russell Street 3283 Stillwood Drive</p>
<p>Plumbing Permits 3401 International Blvd. 639 Coleman Street</p>	<p>Electrical Permits 3365 Sunset Avenue 581-B North Central Avenue 3425 Meadow Road 3045 Commerce Way 558 College Street D-11 3447 Orchard Street 3165 Oakdale Road 3167 Oakdale Road</p>
<p>Mechanical Permits 239 Maple Street</p>	

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.

Represented the City at various meetings and events: the February Tri-Cities Merchant Mixer was hosted in Hapeville at Beer Girl, the event was well attended by business owners and volunteers; the next mixer will be held in East Point at a date yet to be determined. The February meeting of the Atlanta Aerotropolis-Alliance was cancelled; the organization continues to plan for the upcoming "Smart Airports and Regions Conference" May 4-6, 2015 at the GICC; the City will be represented as a Board member/partner of the host organization. The City will continue to provide meeting and conference updates from the Alliance as they are available, visit: www.atlantaaerotropolis.org/ for ongoing information.

Submitted Annual Opportunity Zone related documents, maps, and reports to maintain the City's Opportunity Zone designation. The City's A Tier 1 Job Tax Credit Designation carries dramatic tax advantages in seven commercial corridors/subareas for qualifying businesses within the zone that are new jobs (2 or more net new jobs to Georgia, other qualifications apply). For more information on the Opportunity Zone, visit www.hapeville.org, select the "Business and Development" tab and select "Opportunity Zone Tax Incentives."

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: 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 February meeting officer elections were held: Charlotte Rentz, President, Don May, VP and Lee Duke, Secretary -congratulations to the 2015 officers and we thank you for your leadership! Plans are underway for the mobile bus tour on March 30th as part of the National Main Street Conference, attendees will meet at Historic Christ Church, walk through downtown and tour public art and streetscape improvement sites and learn about the Main Street's collaborative arts initiatives.

Recreation Department

Tod Nichols, Manager

tnichols@hapeville.org - 404-669-2136

Athletics

Our Youth Basketball season has come to an end. The Recreation Department sent six teams in four different age groups to the District Four Georgia Recreation and Parks Association tournaments over the weekend of February 27 - 28, 2015. Our eight year old team was the runner - up in their division while the teams in the 10, 12 and 14 year old divisions all won their respective tournaments. Those teams will be advancing to the State tournament in Tift County (10 year olds), Habersham County (12 year olds) and Effingham County (14 year olds) over the weekend of March 6 - 7, 2015. Congratulations and good luck to the teams!

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.

Programs

The Coffee and Cuties group meet every second and fourth Tuesday from 9:30 a.m. to 10 a.m. at The Hoyt Smith Center. Mom's come bring out your toddlers to play in the gymnasium with other toddlers while you enjoy a cup of coffee.

The Pleasant Hours Club met on February 4, 2015 at the Hoyt Smith Center.

The Dip and Dab paint class was held on February 21, 2015. Participants were able to come and show off their inner artist as they painted various pictures on a canvas.

Our February 25th trip to the Fighter Squadron Restaurant was canceled due to weather.

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

Planning and Zoning
Bill Johnston, City Planner
Strategic Planning Initiatives, LLC
Spi_llc@bellsouth.net -404-684-6588

Planning Commission, February 10, 2015

- *Site plan review for construction of a single story dwelling at 840 Custer Street, approved*

Design Review Committee, February 18, 2015

- *Installation of siding on rear of building at 437 King Arnold Street, tabled due to no quorum applicant requested to be heard at March 18, 2015 meeting*
- *New single family dwelling at 840 Custer Street, approved*

Board of Zoning Appeals, February 26, 2015

- *Canceled due to lack of agenda items*

Mayor and Council, February 3 and 17, 2015

- *No specific topics*

Other planning and zoning actions:

- *Occupational tax permit denied at 450 Porsche Drive, Retail & wholesale truck parts*
- *Occupational tax permit approved at 518 King Arnold St, home office use*
- *Occupational tax permit approved at 581-B North Central Avenue, Shipping & Trading as an office use*
- *Occupational tax permit approved at 751 Virginia Avenue, hair salon*
- *Occupational tax permit approved at 3266 Dogwood Avenue #B, Seafood market*
- *Sign Application approved at 587 North Central Avenue*
- *Sign Application approved at 747 Virginia Avenue*

Old Business:

- *Review of Personal Care Home regulations (120-day moratorium adopted February 3, 2015)*
- *Review of Commercial parking regulations (pending)*
- *Arts District Overlay ordinance being drafted by City Attorney*

New Business:

- *Researching regulations for micro-breweries*
 - *Researching regulations for climate controlled storage facilities*
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Finance/Administration

Jim Schuster, Director of Finance

jschuster@hapeville.org – 404-669-2118

Month / Year-End Closing and Reporting

- *Bank and account reconciliations ---on-going*
- *Integrate HDA and HATT accounts into accounting and CAFR*
- *Prepare Letter of Transmittal, Management Discussion and Analysis (MD&A), and statistical section for the Comp Annual Financial Report (CAFR).*
- *Prepare Representation Letter for auditors*

Year- end audit support

- *Analytical work/support for audit*

Finance/Accounting Activities

- *Consolidate/organize physical, electronic and e-mail files on-going process*
- *Train Account temp staff person -ongoing*
- *Review agenda items*
- *Compile cash flow and revenue /expense forecast for possible TAN*
- *Finalize cash flow for TAN*
- *Integrate Courtware and Incode software*
- *Revise Pension plan amortization period, reduced annual funding by \$500.000*

Other Accounting and Billing

- *Generate multiple payrolls for 120 full time & 30 part time employees*
- *Mail all payroll and vendor checks. Enroll employees in direct deposit*
- *Monthly Billing and collections for 2,100 Water & Sewer customers*
- *Maintain payment records for 500 vendors*
- *Process 10-20,000 cash receipts transactions (revenues)*
- *Process credit card and wire transfer payments*

Other Managerial/ Administrative Duties

- *Respond to Mayor and Department requests*

- *Meet with individual customers and citizens with complaints*
- *Staff and Council meetings*

Utility Accounts

21 Residential Accounts

0 Commercial Accounts

Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org - 404-766-3004

City Clerk

Upcoming Meetings:

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

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

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

Hapeville Development Authority – March 5, 2015 at 6:00 p.m. at City Hall

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

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

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

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

Open Records Request

15 Open Records Request were processed.

Total Time: 2 hour and 25 minutes

Total Cost: 0

Human Resources

The City is currently accepting applications for the position Crime Scene Tech/ Evidence Custodian, Communication Officer, and Crossing Guard. Applications are available online (www.hapeville.org) or at City Hall.

Other Duties

- *Maintain Retirees Insurance Payments Current*
- *Alcohol Report*