



**April 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 25 inspections, 11 pre-fire plans, 5 plan reviews, 8 new construction consultations, 4 burn permits issued, 85 blood pressure checks at the Senior Center, and 6 smoke detectors were given out. During the month of March the Department held the following trainings: High Rise Operations, Field Bridge Reporting Software Training, Pump Training, Thermal Imaging Camera, MSA 5 Gas Detector, Target Solutions Fire & EMS online training. Two members of the Department completed the Rescue Systems 1: Fundamentals of Heavy Rescue and one member completed the classroom portion of Fire Department Executive. Both training were conducted at Georgia Public Safety Training Center (GPSTC) in Forsyth, GA. As part of our Public Safety Education Program, 4 members of the Department attended the Service League monthly meeting, where they spoke to the audience about safety around their homes, smoke detectors and the new ISO rating. Also, two members of the Department attended the Exchange Club monthly meeting, where they also cover the same topics and provided information about burn permit requirements.*

<i>Fire Station #1 - 3468 North Fulton Avenue</i>		<i>Fire Station #2 - 870 South Central Avenue</i>	
<i>Auto Accidents</i>	<i>1</i>	<i>Auto Accident</i>	<i>0</i>
<i>Auto Accidents w/ injuries</i>	<i>4</i>	<i>Auto Accidents w/ injuries</i>	<i>1</i>
<i>EMS</i>	<i>61</i>	<i>EMS</i>	<i>46</i>
<i>Fire</i>	<i>2</i>	<i>Fire</i>	<i>4</i>
<i>Fire Alarm</i>	<i>2</i>	<i>Fire Alarm</i>	<i>5</i>
<i>Mutual Aid (Given)</i>	<i>0</i>	<i>Mutual Aid (Given)</i>	<i>0</i>
<i>Gas Leak</i>	<i>3</i>	<i>Chemical Spill</i>	<i>0</i>
<i>Hazardous Conditions</i>	<i>0</i>	<i>Hazardous Conditions</i>	<i>0</i>
<i>Other Responses</i>	<i>0</i>	<i>Wires Down</i>	<i>0</i>
<i>Wires Down</i>	<i>1</i>	<i>Other Responses</i>	<i>2</i>
<i>Illegal Burning</i>	<i>0</i>	<i>Tree Down</i>	<i>1</i>
<i>Welfare Checks</i>	<i>2</i>	<i>Welfare Checks</i>	<i>3</i>

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<u>Total Calls at Station #1</u>	<u>78</u>	<u>Total Calls at Station #2</u>	<u>60</u>
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<u>Total for both Stations</u>	<u>138 with an average response time of 03:16</u> <u>minutes</u>
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## **Police Department**

**Rick Glavosek, Police Chief**

**rglavosek@hapeville.org – 404-669-2150**

*From March 1, 2015 to March 31, 2015 the Police Department answered 507 calls for service. There were (6) Assaults, (3) Burglaries, (1) Robbery, (19) Larcenies; including 13 Entering Autos, 7 Stolen Vehicles and 19 Thefts. The agency recovered 5 stolen vehicles. The Department made 43 arrests. The average response time was 1 minute 42 seconds. There was a total of 411 tickets to include 267 Traffic tickets, 117 General and 27 Parking.*

### **Detective Activities:**

*The Detective Division reviewed (67) cases, assigned (41) cases for investigation, and closed (54) cases. Two cases were closed with arrest warrants and (3) by CID arrest. The Detective Division obtained (14) warrants and responded to (10) crime scenes and executed (1) search warrant. The Detective Division responded to (7) 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, Dealing with the Mentally Ill, or Persons with Diminished Capacity, Suspicious Activity Training, Verbal Defense, Field Training Officer, Case Law and Domestic Violence.*

### **Code Enforcement:**

*Code Enforcement handled (133) new calls for service, of which (25) were animal incidents, (93) parking in grass, (8) permit issues, (23) outside storage, (36) littering or pollution problems, and (28) were other code compliance issues. The unit closed (177) cases, and issued (3) citations. Operation Clean sweep is still in effect and has teamed up with Community Services to get help cleaning up litter, illegal dumping, and making sidewalks passable.*

### **Abatements:**

*The current properties that are under abatements are as follow: 3 Woodrow lot (between Wheeler and N. Fulton Avenue), 278 Moreland Way, and 3255 Oakdale Road, 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.

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**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 20<sup>th</sup>. Please see website for more details.*

<p><b>Building Permits</b> 724 Campbell Circle 465 Oak Drive 597 North Central Avenue 515 Lake Drive 723 Campbell Circle</p> <p><b>Plumbing Permits</b> 3165 Oakdale Road 3167 Oakdale Road 3332 Wheeler Street</p> <p><b>Mechanical Permits</b> 637 North Central Avenue 3446 Orchard Street</p>	<p><b>Tree Permits</b> 3239 Jackson Street 214 Colorado Avenue</p> <p><b>Electrical Permits</b> 637 North Central Avenue 1016 South Central Avenue 220 Mt. Zion Road 597 North Central Avenue 329 Moreland Way</p> <p><b>Demolition Permits</b> 465 Oak Drive</p>
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**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 all educational and promotional materials for the City's participation in the National Main Street Conference. (Newsletter Deadline Note: The submission deadline for the Newsletter remains the 15th of the month prior to the publication date. Visit [www.hapeville.org](http://www.hapeville.org).)*

*Promoted City Sponsored events (City newsletter, website, FB) including the the Academy Theatre productions at the Hapeville Performing Arts Center, the Coffee & Chrome Car and Motorcycle Show, and the upcoming City Sponsored Hapeville Cares Paint the Town Program.*

*Represented the City at various meetings and events: the next Tri-Cities Merchant Networking Mixer will be held in East Point at Regions Bank on Main Street in East Point on Thursday, April 16th; 5-7pm: Networking series produced in partnership by the City of East Point, Hapeville and College Park Departments of Economic Development. Free for Tri-Cities businesses, bring a business card for admission. RSVP: 404-270-7059*

*The March Board meeting of the Atlanta Aerotropolis-Alliance highlighted the Alliance hosting the upcoming "Smart Airports and Regions Conference" (<http://www.saandr.com/>) May 4-6, 2015 at the GICC; the City will be represented as a Board member/partner of the host organization. An additional presentation was provided to the Alliance on the process of developing an "Atlanta Aerotropolis Blue Print." Research efforts have been initiated with the Atlanta Regional Commission, municipalities located within the Aerotropolis area were assigned to a working committee to ensure inclusion in the process. The City will continue to provide meeting updates from the Alliance as they are available, visit: [www.atlantaaerotropolis.org/](http://www.atlantaaerotropolis.org/) for ongoing information.*

*Submitted Fulton County Arts Council Grant application for artists fees and support of planned upcoming cultural events and activities. The amount applied for was \$5,000. Notification will be given in June.*

***Planning Upcoming Events -please visit [www.hapeville.org](http://www.hapeville.org) for details.***

*South Arts Film Series: The 2015 Spring Series Screenings will continue 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. May 1st: Resistance. Visit: [www.resistancethefilm.com](http://www.resistancethefilm.com)*

*Hapeville's Movie Nights Under the Stars Series Kicks-off in on April 17th (Captain America), May 15th (Big Hero 6), and June 19th (Annie). Events begin at 7:30PM with DJ fun and popcorn concessions, movies begin at dusk.*

*Spring Festival, Saturday, April 11th! This fun-filled day that includes a 5K Run/Walk (8AM), Parade (10:15AM), Tennis Tournament (10:30AM), Baseball and Softball games (11AM) and the festival (11AM to 4PM). All activities take place at the Tom E. Morris Sports Complex.*

### **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 March Board meeting was cancelled due to lack of quorum. The City hosted a mobile bus tour on March 30th as part of the National Main Street Conference, attendees learned about the City's investment in venues repurposed as arts venues and cultural activities and public art as an Economic Development driver. Board members also attended certain sessions of the National Conference and plan to present "takeaways" at an upcoming meeting. Thank you to all of the partners and volunteers that participated on the mobile tour- a great day for Hapeville's Main Street!*

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### **Recreation Department**

**Tod Nichols, Manager**

**[tnichols@hapeville.org](mailto:tnichols@hapeville.org) - 404-669-2136**

### **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 March 04, 2015 at the Hoyt Smith Center.*

*The March 26th trip to the Governor's Mansion and & Swan House went well.*

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

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### **Planning and Zoning**

**Bill Johnston, City Planner**

**[Spi\\_llc@bellsouth.net](mailto:Spi_llc@bellsouth.net) - 404.684.6588**

### **Planning Commission, March 10, 2015**

- *Conditional Use Permit to allow increase in monopole height at 3062 Springdale Road,  
recommendation of approval*
- *Modification of Landscape requirements at One Porsche Drive, approved*
- *Conference Center at 385 N. Central Avenue, withdrawn until April 14 meeting*
- *Text Amendment to allow and define hotels in the RMU district, approved*

**Design Review Committee, March 18, 2015**

- *Installation of vinyl siding at rear of Clarion Court apartments at 437 King Arnold Street, denied*
- *440 square foot accessory building at 3299 Whitney Ave, approved*
- *Landscape plan for 400 temporary space parking lot at One Porsche Avenue, approved*

**Board of Zoning Appeals, March 26, 2015**

- *Canceled due to lack of agenda items*

**Other planning and zoning actions:**

- *Occupational tax permit denied at 3440 N. Fulton Avenue, janitorial service*
- *Occupational tax permit approved at 3538 S. Fulton Avenue, event planning as an office use*
- *Occupational tax permit approved at 581-B restoration service as an office use*
- *Occupational tax permit approved at 397 N. Central Avenue, restaurant*
- *Occupational tax permit approved at 3388 Dogwood Drive, retail boutique*
- *Occupational tax permit approved at 3080 Sylvan Road, peachy parking dog kennel*
- *Sign Application approved at 655 N. Central Avenue, wall sign*
- *Sign Application approved at 1016 N. Central Ave, billboard conversion*

**Old Business:**

- *The following ordinance amendments are being drafted:*
- *Adult Entertainment*
- *Community Residences (120-day moratorium adopted February 3, 2015)*
- *Arts District Overlay, including micro-brewery standards*
- *Climate controlled storage facilities*
- *Fence Standards (First reading April 21)*
- *Hotels as a permitted use in the RMU Zone*

**New Business:**

- *Proposal for "Ordinances" as a recurring Council agenda item*
- *Billboards (consideration of an amendment to the sign ordinance to allow structural changes to nonconforming signs)*
- *Gravel Parking Lots (moratorium for the purpose of evaluating policy and standards)*

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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- current through February. Developing detailed procedures manual.*
- *Integrate HDA and HATT accounts into accounting system transferring data from General Funds to HATT Costs accounts*
- *Worked on data for February monthly (Year-to-Year) report.*

### **Year- end audit support**

- *Complete- Debrief for next year*
- *Prepare and distribute Budget preparation sheets to Departments*
- *Prepare and distribute personnel Rosters sheet to Departments*

### **Finance/Accounting Activities**

- *Consolidate/organize physical, electronic and e-mail files on-going process*
- *Train Account temp staff person -ongoing -bank reconciliations, cashiering procedures and Courtware Interface*
- *Review agenda items*
- *Compile cash flow and revenue /expense forecast for possible TAN*
- *Q & A sessions with prospective TAN providers*
- *Work with actuary to revise Pension plan amortization period, reduced annual funding by \$500,000 (Enabled TAN sale)*

### **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*
- *Respond to citizens requests*
- *Meet with individual customers and citizens with complaints*
- *Staff and Council meetings*

### **Utility Accounts**

*38 Residential Accounts*

*2 Commercial Accounts*

### **Occupational Tax Permits**

*Servus Fleet Management- 450 Porsche Avenue  
William Craig Salon- 51 Virginia Avenue  
The Seafood Spot & Market- 3266 B. Dogwood Drive  
The Castle Restaurant- 397 N. Central Avenue  
Barking Hound Village- 3080 Sylvan Road*

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## **Administrative Services**

**Jennifer Elkins, City Clerk**

**jelkins@hapeville.org - 404-766-3004**

### **City Clerk**

*Upcoming Meetings:*

*Alcohol Review Board -April 9th, 2015 at 1:00 p.m. at City Hall*

*Alcohol Review Board –April 16th, 2015 at 6:00 p.m. at Hapeville Municipal Annex*

*Board of Appeals –April 23rd, 2015 at 6:00 p.m. at Hapeville Municipal Annex*

*Design Review Commission –April 15th, 2015 6:00 p.m. at City Hall*

*Hapeville Development Authority –April 9th, 2015 at 6:00 p.m. at City Hall*

*Main Street Board –April 20th, 2015 at 6:00 p.m. at City Hall*

*Planning Commission –April 14th, 2015 at 6:00 p.m. at Hapeville Municipal Annex*

*Mayor and Council -April 21st, 2015 at 6:00 p.m. at Hapeville Municipal Annex*

*Hapeville Clean and Beautiful Commission -April 13th, 2015 at 6:30 p.m. at City Hall*

*Meeting times and places are subject to change, please visit [www.hapeville.org](http://www.hapeville.org) for further information.*

### **Open Records Request**

*18 Open Records Request were processed.*

*Total Time: 54 hour and 55 minutes*

*Total Cost: \$1055.60*

### **Human Resources**

*The City is currently accepting applications for the position Municipal Court Clerk and Seasonal Recreation Aide. Applications are available online ([www.hapeville.org](http://www.hapeville.org)) or at City Hall.*

### **Other Duties**

- *Maintain Retirees Insurance Payments current*
- *Collect & file Alcohol Reports*
- *Collect Applications for all positions*

- *Create Agendas/ Minutes for several meetings*
- *Prepare Green Sheet (Gather all Departments information)*