



May 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 28 inspections, 2 investigations, 11 pre-fire plans, 7 plan reviews, 5 new construction consultations, 2 burn permits issued, 92 blood pressure checks at the Senior Center, and 4 smoke detectors were given out. During the month of April the Department held the following trainings: Field Bridge Reporting Software Training, Thermal Imaging Camera, MSA 5 Gas Detector, Target Solutions Fire & EMS online training, Rescue 42 Jacks familiarization and Lift Bags operations. Three members of the Department attended a tabletop exercise with the Atlanta Fire and Rescue Airport Operations Division and three others attended the actual annual Big Bird down exercise at the Atlanta Airport. One Department officer obtained the National Pro Board Certification in Fire Officer 3 and one Paramedic attended the 2015 Emergency Management Summit and Training held in Savannah, GA and he also attended the Tactical Emergency Casualty Care Guidelines for High Threat Medical Response class at Georgia State University. As part of our Public Safety Education Program, 16 Porsche North America employees attended a CPR class taught by one of our officers.

Fire Station #1 - 3468 North Fulton Avenue

Fire Station #2 - 870 South Central Avenue

<i>Auto Accidents w/ injuries</i>	<i>3</i>	<i>Auto Accidents w/ injuries</i>	<i>1</i>
<i>EMS</i>	<i>76</i>	<i>EMS</i>	<i>18</i>
<i>Building Fire</i>	<i>4</i>	<i>Building Fires</i>	<i>4</i>
<i>Fire Alarm</i>	<i>1</i>	<i>Fire Alarm</i>	<i>1</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>Brush Fires</i>	<i>1</i>	<i>Tree Down</i>	<i>0</i>
<i>Cooking Fires</i>	<i>1</i>	<i>Other Responses</i>	<i>2</i>
<i>Illegal Burning</i>	<i>1</i>	<i>Welfare Checks</i>	<i>0</i>

Welfare Checks	1	Citizen Assist	3
Citizen Assist	4	Refrigeration Leaks	1
Dispatched & cancelled on route	2	Elevator Rescue	2
No incident found upon arrival	1	Smoke Odor	2
Smoke detector activation	1	Dispatched & cancelled on route	1
Smoke and odor removal	1	<u>Total Calls at Station #2</u>	<u>33</u>
<u>Total Calls at Station #1</u>	<u>96</u>		

Total for both Stations 129 with an average response time of 03:04 minutes

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

From April 1, 2015 to April 30, 2015 the Police Department answered 427 calls for service. There were (2) Assaults, (2) Burglaries, (0) Robberies, (31) Larcenies; including 9 Entering Autos, 7 Stolen Vehicles and 15 Thefts. The Department made (50) arrests. The average response time was 56 seconds. The agency recovered 4 stolen vehicles.

Detective Activities:

The Detective Division reviewed (55) cases, assigned (35) cases for investigation, and closed (18) cases. Four cases were closed with arrest warrants and (0) by CID arrest. The Detective Division obtained (22) warrants and executed (0) search warrant(s). The Detective Division responded to (4) 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, Field Training Officer, Ethics, Communications Officer Training, Case Law and Domestic Violence.

Code Enforcement:

Code Enforcement handled (126) new calls for service, of which (31) were animal incidents, (5) parking in grass, (8) permit issues, (11) outside storage, (13) littering or pollution problems, and (68) were other code compliance issues. The unit closed (159) cases, and issued (12) citations. Operation Clean sweep is still in-effect; however, the rain prevented volunteers from coming on April 24th. The next Operation Clean Sweep is May 30th.

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.

Community Services

Lee Sudduth, Interim Director

leesudduth@hapeville.org – 404-669-2120

Construction has begun on the N. Central Avenue Streetscape and the N. Fulton Avenue Streetscape. This project involves installation of new sidewalks, brick pavers and street lamps.

Preliminary Engineering has begun on the Dogwood Streetscape, Rail Facilities Improvements and the Loop Road Streetscape Project.

Building Permits

840 Custer Street

289 Birch Street

441 Dorsey Road

242 Moreland Way

243 Maple Street

629 Cofield Drive

200/204 Mt. Zion Road

Plumbing Permits

3645 Elm Street

597 North Central Avenue

459 Oak Drive

Mechanical Permits

597 North Central Avenue

3165 Oakdale Road

3167 Oakdale Road

Tree Permits

841 Custer Street

612 College Street

525 Walnut Street

Electrical Permits

3446 Orchard Street

629 Cofield Drive

497 Lake Drive

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 including preparing the venue for City special events and coordinating venue showings/rentals. For rental rates and to schedule a tour visit: www.hapeville.org/index.aspx?nid=402 or contact the Department.

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.)

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

Represented the City at various meetings and events including the April Tri-Cities Merchant Networking Mixer; the April regional economic development meeting hosted by the Fulton County Development Authority and the Collaborative firm, the County is planning to propose a collaboration of municipalities in South Fulton in the near future; the Fulton County Arts Council grant review day where staff served as a panelist; and the launch day of the Atlanta Regional Commission's Public Art Grant program, which included a brief tour in Hapeville with renowned mural program specialist Jane Golden of Philadelphia; the City will attend upcoming workshops on the new ARC public art grant program. Visit: publicart.atlantaregional.com to learn about the grant program.

The April 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 by Mayor Hallman and staff at various parts of the conference. Updates on area CIDs, including the Airport West CID which has identified safety and beautification as two of its primary initiatives. The ARC reported that they are underway with 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, including Hapeville, have been assigned to a working committee to ensure inclusion in the process and be sure the City's planning documents are included and reviewed. One of the next steps will be to develop a survey to gain regional input. The City will

continue to provide meeting updates and access to the survey from the Alliance as they are available, visit: www.atlantaerotropolis.org/ for ongoing information.

Event Planning Activities -please visit www.hapeville.org for details.

The 2015 Spring Series Screenings concluded on May 1st. Thank you to all of the volunteers that reviewed films and supported the series. The 2016 planning is underway -with the grant awarded to the City to host another year of the series! Reporting for the 2015 series will be handled in May as will the review of the Top 40 films for the 2016 series.

Hapeville's Movie Nights Under the Stars Series continues, May 15th (Big Hero 6), and June 19th (Annie). Events begin at 7:30PM with DJ fun and popcorn concessions, movies begin at dusk.

Memorial Day Service. Monday, May 25th at 10 a.m. at the Hoyt Smith Center Gymnasium.

Main Street Board Activities

The Board meets the 3rd Monday of each month volunteers and visitors are welcome! At the April meeting, board members who attended certain sessions of the National Conference presented "takeaways" and discussed volunteer recruitment for the South Arts Film Series as well as moving the public art projects along. The May Board meeting will be held at the Historic Depot and will be a visioning/planning session for the workplan and budget for the upcoming fiscal year.

Recreation Department

Tod Nichols, Manager

tnichols@hapeville.org - 404-669-2136

Athletics

The youth baseball and softball season is in full swing. Games are played Monday, Tuesday, Wednesday and Saturday at the Tom Doc Morris Complex. Contact Ray Rollins at 404-669-2127 for game times and more information.

Our Ladies Kickball League has begun. The league is made up of three teams from Hapeville, two from Union City and two from Riverdale. The game sites are played on a rotational basis. The next game day in Hapeville is May 17th and game times are 3, 4, 5 and 6pm.

The Co-Ed Softball League games are played on Tuesday's beginning at 7pm. Our Men's Softball League is played on Thursday's with games beginning at 7pm. Contact Wayne Stephens at 404-669-2132 for more information.

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.

Sign up for Busy Bee Summer Camp has begun.

The Pleasant Hours Club met on April 1st, 2015 at the Hoyt Smith Center.

The Hapeville Roundtowners went to visit the Atlanta Roller Derby on Saturday, April 18th.

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

Contact Holli Stephens at 404-669-2134 for more information concerning our programs.

Planning and Zoning

Bill Johnston, City Planner

Spi_llc@bellsouth.net - 404.684.6588

Planning Commission, April 14, 2015

- *Site Plan for 3178 Forrest Hills Drive dwelling addition, approved*
- *Conference Center at 385 N. Central Avenue, tabled pending production of additional information*

Design Review Committee, April 15, 2015

- *Installation of vinyl siding at rear of Clarion Court apartments at 437 King Arnold Street, denied*
- *3178 Forrest Hills Drive dwelling addition, approved*

Board of Zoning Appeals, April 23, 2015

- *Variance to allow roof top sign at 760 South Central Avenue, approved*

Mayor and Council, April 7 and 21, 2015

- *Review of pending ordinances; seeking direction as to schedule and priority*

Other planning and zoning actions:

- *Occupational tax permit approved at 3380 Sunset Avenue, hookah lounge/grocery/retail*
- *Occupational tax permit approved at 383 North Central Ave, hair salon*
- *Occupational tax permit approved at 1031 Virginia Avenue, audio/visual equipment rental*
- *Occupational tax permit approved at 415 North Central Avenue, ice cream shop*
- *Occupational tax permit at 768 South Central Avenue Suite 300, staffing service*

- pending*
- *Sign Application approved at 383 North Central Ave, wall sign*
- *Sign Application approved at 3266 Dogwood Ave, wall sign and pole sign*

Old Business:

The following ordinance amendments are being drafted:

- *Adult Entertainment*
- *Community Residences, including halfway houses (120-day moratorium adopted February 3, 2015)*
- *Arts District Overlay, including micro-brewery standards*
- *Climate controlled storage facilities*
- *Fence Standards (Hearing May 19)*
- *Hotels as a permitted use in the RMU Zone*

New Business:

- *Billboards (consideration of an amendment to the sign ordinance to allow structural changes to nonconforming signs)*
- *Pervious surfaces for parking (moratorium for the purpose of evaluating policy and establishing standards to expire October 7, 2015)*
- *Re-Adopt the Official Zoning Map with rezoning and any necessary corrections*

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 March. Developing detailed procedures.*
- *Integrate HDA and HATT accounts into accounting system transferring “actual balances” and budgets from General Fund to HATT accounts
General Funds to HATT Costs accounts*
- *Worked on March data/format for monthly (Year-to-Year) report.*

Year- end audit support

- *Format “prepared-by-client” schedules*
- *Distribute Budget preparation sheets and Goal and Objectives section of Budget to Departments*
- *Prepare and distribute personnel Rosters sheet to Departments*

Finance/Accounting Activities

- *Train Account temp staff person -ongoing -bank reconciliations, cashiering procedures and Courtware Interface- as a manual reconciliation.*
- *Review agenda items*
- *Work with actuary to 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*
- *Respond to citizens requests*
- *Meet with individual customers and citizens with complaints*
- *Staff and Council meetings*

Utility Accounts

39 Residential Accounts

3 Commercial Accounts

Occupational Tax Permits

Contractor Rapid Recovery & Restoration- 581 North Central Ave. B

Dolphin Trading, Inc.- 581 North Central Ave. 4

The Sweet Optimist, LLC- 3388 Dogwood Drive

Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org - 404-766-3004

City Clerk

Upcoming Meetings:

Alcohol Review Board -May 21, 2015 at 6:00 p.m. at Hapeville Municipal Annex

Board of Appeals -May 28, 2015 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Commission -May 20, 2015 6:00 p.m. at City Hall

Hapeville Development Authority -May 07, 2015 at 6:00 p.m. at City Hall

Main Street Board -May 18, 2015 at 6:00 p.m. at City Hall

Planning Commission -May12, 2015 at 6:00 p.m. at Hapeville Municipal Annex

*Mayor and Council -May 19, 2015 at 6:00 p.m. at Hapeville Municipal Annex
Hapeville Clean and Beautiful Commission -May 11, 2015 at 6:30 p.m. at City Hall*

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

Other Duties

- *Attend webinar with Secretary of State regarding November election*

Open Records Request

19 Open Records Request were processed.

Total Time: 27 hour and 25 minutes

Total Cost: \$ 449.85

Human Resources

The City is currently accepting applications for the position Police Officer, Firefighter EMT and Seasonal Recreation Aide. Applications are available online (www.hapeville.org) or at City Hall.

Other Duties

- *Maintain Retirees Insurance Payments*
- *Collect Applications for all positions*
- *Create Agendas/ Minutes for several meetings*
- *Prepare Green Sheet (Gather all Departments information)*
- *Hosted employee Appreciation Luncheon on April 24th, 2015 for GA Cities Week.*
- *Organized/planned Employee Health Fair for June 26th, 2015*