



**July 2015 Department Reports**

**To: Mayor and Council  
Citizens of the City of Hapeville**  
**From: William Whitson, City Manager  
wwhitson@hapeville.org**

**Fire Department**  
**Tom Morris, Fire Chief**  
[tmorris@hapeville.org](mailto:tmorris@hapeville.org) - 404-766-4399

*For this time period the Fire Department had 25 inspections, 8 pre-fire plans, 4 plan reviews, 90 blood pressure checks at the Senior Center, and 4 smoke detectors were given out. During the month of June the Department held the following trainings: Airway Management (basic & advanced), Pump training, hose testing, engine operations, IV therapy class, new stretcher operation training, backboard Grady method. Also, a fire drill was conducted at the Porsche North America Headquarters with approximately 450 employees participating. As part of our community education program, members of the Department were part of the kick-off celebration for the Fulton County Library Summer Reading program. Also, as part of this year's Safetyville program, members of the Department taught the children from the summer camp the importance of fire safety wherever they may be by utilizing the Fairburn safety bus which was borrowed for this event.*

<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>7</i>	<i>Auto Accident</i>	<i>1</i>
<i>EMS</i>	<i>84</i>	<i>Auto Accidents w/ injuries</i>	<i>0</i>
<i>Fire</i>	<i>0</i>	<i>EMS</i>	<i>20</i>
<i>Fire Alarm</i>	<i>4</i>	<i>Passenger Vehicle Fire</i>	<i>1</i>
<i>Mutual Aid (Given)</i>	<i>0</i>	<i>Rescue/ EMS incident</i>	<i>1</i>
<i>Gas Leak</i>	<i>0</i>	<i>Smoke Detector Activation</i>	<i>1</i>
<i>Wind Storms</i>	<i>1</i>	<i>Smoke Scare/ Odor of Smoke</i>	<i>1</i>
<i>Public Service</i>	<i>4</i>	<i>Fire Alarm</i>	<i>1</i>
<i>Dispatched &amp; cancelled on route</i>	<i>1</i>	<i>Mutual Aid (Given)</i>	<i>0</i>
<i>Smoke Detector Activation</i>	<i>4</i>	<i>Chemical Spill</i>	<i>0</i>
<i>Lock-out</i>	<i>1</i>	<i>Hazardous Conditions</i>	<i>0</i>
<i>Power Line Down</i>	<i>1</i>	<i>Wires Down</i>	<i>0</i>

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<i>Rescue or EMS Standby</i>	<i>1</i>	<i>Tree Down</i>	<i>0</i>
<u><i>Total Calls at Station #1</i></u>	<u><i>108</i></u>	<i>Other Response</i>	<i>1</i>
		<i>Wins Storms</i>	<i>1</i>
		<u><i>Total Calls at Station #2</i></u>	<u><i>28</i></u>
<u><i>Total for both Stations</i></u>		<u><i>136 with an average response time of 02:45</i></u>	
		<u><i>minutes</i></u>	

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**Police Department**

**Rick Glavosek, Police Chief**

[rglavosek@hapeville.org](mailto:rglavosek@hapeville.org)- 404-669-2150

*From June 1, 2015 to June 30, 2015 the Police Department answered 466 calls for service. There were (4) Assaults, (3) Burglaries, (4) Robberies, (30) Larcenies; including 17 Entering Autos, 4 Stolen Vehicles and 9 Thefts. The Department made (53) arrests. The average response time was 1 minute 10 seconds. The agency recovered 7 stolen vehicles. The agency issued 414 citations to include Traffic, General and Parking.*

**Detective Activities:**

*The Detective Division reviewed (60) cases, assigned (38) cases for investigation, and closed (37) cases. Four cases were closed with arrest warrants and (1) CID arrest. The Detective Division obtained (24) warrants and executed (1) search warrants. The Detective Division responded to (6) 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, Mechanics of Arrest, Use of Force, Elder Abuse, Suspicious Activity Training, On-Premise Consumption, and Case Law.*

**Code Enforcement:**

*Code Enforcement handled (158) new calls for service, of which (31) were animal incidents, (14) parking in grass, (3) permit issues, (28) outside storage, (1) littering or pollution problems, and (13) were other code compliance issues. The unit closed (94) cases, and issued (4) citations. Operation Clean sweep is still in-effect. The next Operation Clean Sweep is July 25th.*

**Abatements:**

*The current properties that are under abatements are as follow: 625 Coleman Street, 3011 Dogwood Drive, 3049 Dogwood Drive, 748 Virginia Avenue, and 261 Birch Street.*

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**Community Services**

**Lee Sudduth, Interim Director**

[leesudduth@hapeville.org](mailto: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.*

<p><b>Building Permits</b> 3304 Forrest Hill Drive 515 North Central Avenue 3380 Sunset Avenue 558 Woodrow Avenue 735 North Central Avenue #2 3358 Colville Avenue 3362 Colville Avenue 1200 Virginia Avenue 3358 North Whitney Avenue 794 South Central Avenue 3290 Stillwood Drive 760 Doug Davis Drive, Ste B</p> <p><b>Plumbing Permits</b> 3401 International Blvd 3116 Grove Circle 415 North Central Avenue 515 North Central Avenue 407 North Central Avenue, B 1200 Virginia Avenue 840 Custer Street 3355 Old Jonesboro Road</p>	<p><b>Tree Permits</b> 3446 Orchard Street 264 Maple Street 3139 Old Jonesboro Road 3108 Jackson Street 3268 Lavista Drive</p> <p><b>Electrical Permits</b> 3040 Gordon Circle 515 North Central Avenue 3186 Lake Avenue 685 North Central Avenue 641 North Central Avenue 583 North Central Avenue, B 3358 Colville Avenue 3362 Colville Avenue 3238 Dogwood Drive</p> <p><b>Mechanical Permits</b> 3359 Old Jonesboro Road</p>
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**Allie O'Brien,**  
**Main Street & Marketing Manager**  
**City of Hapeville, Department of Economic Development**  
[aobrien@hapeville.org](mailto:aobrien@hapeville.org)- 404-669-8269

***Department/HATT Activities***

*Southern Circuit Tour of Independent Filmmakers Grant: final reporting for the 2014/15 series was submitted to South Arts in order to receive funding for the 2015/16 series.*

*Fulton County Arts Council Grant: application awarded. The award amount was confirmed on July 2, 2015 in the amount of \$5,000. This grant is for the artist fees for the art walk tentatively planned for October and for promotional materials related to the City's public art projects.*

*Maintained the Historic Christ Church duties including coordinating venue showings/rentals. For rental rates and to schedule a tour contact the Department.*

*Produced City Newsletter and all Departmental related advertising and promotional materials. (Newsletter Note: The submission deadline is the 15th of the month prior to the publication date.)*

*Promoted City Sponsored events (City newsletter, website) including the Academy Theatre productions at the Hapeville Performing Arts Center, the Coffee & Chrome Event, and the Paint the Town Program; provided promotional items and materials as requested.*

*Represented the City at various meetings and events in June including: those coordinated by the Collaborative Firm for the Fulton County Development Authority (a partnership is being proposed to Council); the next Tri-Cities Merchant Mixer will be hosted in College Park: date/time TBD; and meetings of the Atlanta Aerotropolis Alliance. The June Board meeting of the Atlanta Aerotropolis-Alliance highlighted the progress made on developing the "Aerotropolis BluePrint": regional input from community leaders was sought during an open house charette process held June 16th - 18th and during BluePrint Committee meetings. The next step for the BluePrint plan development will be for the ARC to coordinate seeking additional direct input from elected officials. Marketing initiatives including the new e-newsletter and area CID initiatives were covered. The next scheduled meeting will be on July 31st, the Finance Committee is expected to present potential project expenses beyond the BluePrint project, including options for the Alliance's continued relationship with the ARC (and costs associated with administrative tasks), and to outline investment level proposals. Visit: [www.atlantaaerotropolis.org/](http://www.atlantaaerotropolis.org/) for information.*

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

*Hapeville's Movie Nights Under the Stars Series finale was held in June, thanks to all that came out to enjoy the movie series with us!*

*Downtown Live Concerts are held the 3rd Friday of each month (July through October) from 7 p.m. to 11 p.m. in Jess Lucas Y-Teen Park with live music and food vendors. The July 17th, concert will feature the high energy rock, pop, dance, and country cover band 7 Sharp 9.*

*Happy Days Festival planning is underway. Save the date: September 19th! Festival T-shirt Design Contest, enter now! We are looking for anyone in the Tri-Cities area 16 years of age or older to submit a design for this contest. The deadline is Friday, August 28th. Vendor Applications for the Festival are also now available on-line. Vendor application deadline: Friday, August 21st.*

### **Main Street Board Activities**

*The June Board meeting was cancelled due to lack of agenda items. Butterfly Public Art Project update: the existing collection has been taken down for repairs and maintenance: 11 of the existing collection have been completed and clear-coated, the remainder require more extensive maintenance that will begin in July; 3 of the 10 newly commissioned butterflies are complete, the remaining 7 are still being painted by the artists. Depot Historic Photos Project Update: Council gave consensus approval of the images recommended by the Board in June, the artist has finalized the final 3 pieces; a professional printer is working on the large-scale printing for the outdoor gallery, an October tentative date has been set for an art walk that will highlight the pieces. The Downtown Planter business partners' pots were planted.*

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### **Recreation Department**

**Tod Nichols, Manager**

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

### **Athletics**

*Congratulations to the 5&6, 7&8, 9&10, and 11&12 boys baseball teams for winning their championships in the Youth Baseball Alliance!*

*Congratulations to the 11&12, 13&14 and 17 & Under girls softball teams who won their championships in the Clayton County Girls Softball League!*

*Our Ladies Kickball League comes to a close on July 12, 2015. Playoff game times are at 3, 4 and 5:00 p.m.*

*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.*

*Busy Bee Summer Camp has begun!*

*We would like to send out a big THANK YOU to all the volunteers and sponsors who made this year Father and Daughter Dance a huge success that was held on June 20, 2015.*

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

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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, June 9, 2015***

- *Site plan Lot 1/Lilly Street-Revised, approved*
- *Site plan for 240 Arnold Street, approved*
- *Text Amendment for Climate Controlled Storage, approved*

### ***Design Review Committee, June 17, 2015***

- *14,687-square foot Enrichment Center at 240 Arnold Street, approved*
- *256-square foot detached gazebo at 3191 Hope Street, approved*
- *3,456-square foot Single Family new construction at Lilly Street/Lot 1, approved*

### ***Board of Zoning Appeals, June 25, 2015***

- *Cancelled due to lack of agenda items*

### ***Mayor and Council, June 2 and 16, 2015***

- *Arts District Overlay Ordinance, public hearing, awaiting a vote*
- *Alcoholic Beverage Ordinance, microbreweries, awaiting a vote*
- *Adult Entertainment Ordinance, adopted*
- *Hotels in the RMU Zone Text Amendment, public hearing July 7*

### ***Other planning and zoning actions:***

- *Occupational tax permit approved at 272 Birch Street, home occupation*
- *Occupational tax permit approved at 1005 Virginia Avenue Suite 310, collection agency*
- *Occupational tax permit approved at 3026 Dogwood Drive, home occupation*
- *Occupational tax permit approved at 636 South Central Avenue, office use for online nanny service*

- Occupational tax permit approved at 583 Suite A & B North Central Avenue, beauty supply retail
  - Sign Application approved at 397 North Central Avenue, 2<sup>nd</sup> Wall Sign
  - Sign Application approved at 515 North Central Avenue, Wall and Pole signs branding change
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## **Finance/Administration**

**Jim Schuster, Director of Finance**

[jschuster@hapeville.org](mailto:jschuster@hapeville.org) - 404-669-2118

### **Month / Year-End Closing and Reporting**

- Bank and account reconciliations -on-going- current through May. Developing detailed procedures.
- Integrate HDA and HATT accounts into BUDGETING system transferring “actual balances” and budgets from General Fund to HATT accounts
- Reconciliation of Courtware to Incode.

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

- Prepared schedules for year end.

### **Budget Process**

- Reviewed some personnel Rosters sheets with Departments
- Compute Department payroll and fringe benefits budget component
- Recompute Pension cost reduction allocation.
- Input O & M data, payroll benefits and revenue estimates into Incode
- Compute preliminary budget
- Prepare Budget worksheets, charts, graphs.etc.
- Begin work on budget document

### **Finance/Accounting Activities**

- Train Account temp staff person -ongoing -bank reconciliations, cashiering procedures and Courtware Interface (as a manual reconciliation).
- Review agenda items
- Analyze Worker’s Comp requirements
- Continue work on Internal Control manual
- Continue to respond to State and Federal agencies

### **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, City Manager and Department requests*
- *Respond to citizens requests*
- *Meet with individual customers and citizens with complaints*
- *Staff, special subject and Council meetings*

### **Utility Accounts**

*34 Residential Accounts*

*3 Commercial Accounts*

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### **Administrative Services**

**Jennifer Elkins, City Clerk**

[jelkins@hapeville.org](mailto:jelkins@hapeville.org)- 404-766-3004

### **City Clerk**

*Upcoming Meetings:*

*Alcohol Review Board- July 16, 2015 at 6:00 p.m. at City Hall*

*Board of Appeals- July 23, 2015 at 6:00 p.m. at Hapeville Municipal Annex*

*Design Review Commission- July 15, 2015 6:00 p.m. at City Hall*

*Hapeville Development Authority- July 9, 2015 at 6:00 p.m. at City Hall*

*Main Street Board- July 20, 2015 at 6:00 p.m. at City Hall*

*Planning Commission- July 14, 2015 at 6:00 p.m. at Hapeville Municipal Annex*

*Ethics Committee- July 14, 2015 at 12:00 p.m. at City Hall*

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

*Hapeville Clean and Beautiful Commission- July 13, 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**

*16 Open Records Request were processed.*

*Total Time: 12 hour*

*Total Cost: \$ 245.78*

### **Other Duties**

- *Maintain Retirees Insurance Payments*
- *Collected Mortgage and rental payments for the Development Authority properties*
- *Collect Applications for all positions*
- *Create Agendas/ Minutes for several meetings*
- *Prepare Green Sheet (Gather all Departments information)*

- *Organized/planned Employee Health Fair for July 31st*
- *Conducted interviews for the Seasonal Recreation Department and in-processed*
- *Conducted interviews for the temp personnel for City Clerks Office*
- *Hired one Firefighter EMT*