



November 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
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For this time period the Fire Department had 20 inspections, 4 plan reviews, 4 pre-fire plans, 10 new construction site visits, 85 blood pressure checks at the Senior Center, and 6 smoke detectors were given out. During the month of October the Department held the following trainings: EMS Reporting System, Engine Operations and Pump Training. A total of 240 fire hydrants were flow tested to ensure they have proper pressure. As part of the Fire Prevention Education Month the Department visited Hapeville Elementary School where approximately 185 students learned about fire safety. Also, 110 students from St. John's Catholic School pre-k through 2nd grade were able to participate in the program. All students participated in a hands on learning experience by going through the Fairburn Fire Safety Bus. The Department also attended this year's Hapeville Elementary School fall festival where they talked to the attendees about the different types of equipment that we carry on our apparatus. The 5th grade group Boys to Men from the Hapeville Elementary visited Station 1, where the firefighters taught them some first aid skills. A total of 13 students were present. Also, the Department provided fire safety educational materials and personnel in support of Delta Reservations Health Fair. Attendees were explained the importance of having working smoke alarms at home and a fire escape plan in case of a fire. The Department participated in this year's community Trunk & Treat where they handed out candy to approximately 500 children.

<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>1</i>	<i>EMS</i>	<i>6</i>
<i>Auto Accident w/o injuries</i>	<i>1</i>	<i>Removal of victim(s) from elevator</i>	<i>1</i>
<i>EMS</i>	<i>66</i>	<i>Alarm system malfunction</i>	<i>1</i>
<i>Emergency Medical Services (other)</i>	<i>4</i>	<i>Invalid Assist</i>	<i>1</i>
<i>Passenger Vehicle Fire</i>	<i>1</i>	<i>Motor Vehicle accident</i>	<i>1</i>
<i>Fire</i>	<i>1</i>	<i>No incident found on arrival</i>	<i>1</i>

<i>Alarm system activation, no fire</i>	2	<i>Overpressure Rupture</i>	1
<i>Mutual Aid (Given)</i>	0	<i>Public Service</i>	1
<i>Invalid Assist</i>	8	<i>Smoke Detector Activation/ Malfunction</i>	1
<i>Electrical Wiring /Equipment problem</i>	1	<i>Smoke or Odor Removal</i>	2
<i>Person in distress</i>	1	<u><i>Total Calls at Station #2</i></u>	<u>16</u>
<i>False alarm or false call, other</i>	1		
<i>Water problem</i>	1		
<u><i>Total Calls at Station #1</i></u>	<u>88</u>		

Total for both Stations 104 with an average response time of 02:51 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org- 404-669-2150

From October 1, 2015 to October 29, 2015 the Police Department answered 3,186 calls of which 455 were calls for service. There were (4) Assaults, (4) Burglaries, (3) Robberies, (44) Larcenies; including (18) Entering Autos, (6) Stolen Vehicles and (20) Thefts. The Department made (40) arrests and recovered (9) stolen vehicles. The average response time was 1 minute 36 seconds. The agency issued 290 citations to include Traffic, General and Parking.

Code Enforcement:

Code Enforcement handled (129) new calls for service, of which (29) were animal incidents, (9) parking in grass, (8) permit issues, (19) outside storage, (16) littering or pollution problems, and (48) were other code compliance issues. The unit closed (53) cases, and issued (9) citations. Operation Clean sweep is still in-effect. The next Operation Clean Sweep is October 24th.

Abatements:

The current properties that are under abatements are as follow: 3 Woodrow lot (between Wheeler and N. Fulton Avenue), 278 Moreland Way, 3255 Oakdale Road, 3118 Sylvan Road, 639 Cofield Drive, 330 Mount Zion Road, 234 Maple Street, 437 Walnut Street, 472 Walnut Street, and 370 Woodrow Avenue.

Abatements in Progress: 625 Coleman Street, 3011 Dogwood Drive, 3049 Dogwood Drive, 261 Birch Street, 329 Maple Street, 3272 Wheeler Street, 3309 North Fulton Avenue and 3285 North Whitney Avenue.

Community Services

Lee Sudduth, Interim Director

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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.

A possible Special Purpose Local Option Sales Tax (SPLOST) is being discussed by Fulton County Cities. The Fulton Transportation SPLOST would be for 5 years (2017-2021) and the sales tax would be for transportation projects only. We are currently meeting with other cities in Fulton County and discussing project eligibility. We will provide further information as it is available.

<p>Building Permits 556 Lake Drive 615 Cofield Drive 240 Arnold Street 558 College Street Bldg F 492 Lake Drive 1003 Virginia Avenue, Suite 300</p> <p>Electrical Permits 3468 North Fulton Avenue 3229 Oakdale Road 1200 Virginia Avenue 1003 Virginia Avenue, Suite 300 3175 Dogwood Drive</p> <p>Mechanical Permits 3289 Wheeler Street 1200 Virginia Avenue</p>	<p>Tree Permits 441 North Avenue 625 Coleman Street 615 Cofield Drive 3282 North Whitney Avenue 3341 North Whitney Avenue 3032 Oakdale Road</p> <p>Plumbing Permits 493 King Arnold Street 1-6 3359 Old Jonesboro Road 3160 Oakdale Road 886 Custer Road 3049 Springdale Road 483 North Avenue</p> <p>Demolition Permits 301 North Central Avenue</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

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, and the Coffee & Chrome Event.

Staff continued work with Gas South to continue to implement the City's Partnership. Gas South will send a follow-up letter to residents and businesses informing them of a discount for Hapeville residents and businesses. The money that's generated from new account creation in Hapeville will be used to help fund park improvements in Hapeville's downtown and neighborhood parks. For information on the Partnership and to take advantage of the discount: call: 1-855-980-3323 mention promo code: HAPEVILLE or please visit: www.gas-south.com/Hapeville.

Staff represented the City at various partnership and project meetings in September including the Airport Area Chamber meeting, the Aerotropolis Alliance October Board meeting and committee meetings, and the Hapeville Service League Board Meeting. Aerotropolis Board Meeting highlights: a decision was made to extend the contract between the Board and Jacobs to complete the BluePrint Plan: recommendation/edits to the Plan from Board members are underway. {Hapeville Council approved of the BluePrint Plan in concept in the form of a Resolution in October. The Council also agreed to continue their financial commitment to the Aerotropolis Alliance.} The Aerotropolis Board aims to have preliminary branding concepts for their consideration by the end of December. The Board continues to seek further investment. Visit: www.atlantaaerotropolis.org/ for Atlanta Aerortopolis Alliance information.

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

Southern Circuit Tour of Independent Filmmakers! The 2015 Fall Series Screenings Finale will be on Friday, Nov. 13th 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. Film: "Imba Means Sing" www.imbafilm.com This film follows the story of a little boy growing up in the slums of Uganda who makes his way to becoming the celebrity drummer from the Grammy-nominated African Children's Choir.

Thanks to all the Downtown Live concert series sponsors and to Hapeville Cares volunteers for their work on the Chili Cook-off!

Main Street Board Activities

Board members participated in the Hapeville Gallery Crawl and the unveiling of the temporary Outdoor Depot Gallery project by artist Katie Lebel celebrating Hapeville's past (original works on display inside the Depot Museum), and the first phase of the Butterfly Project, with three butterflies installed around the Depot Plaza area by Hapeville Artists including: Tonya Downin, Kaity Ferrero, and Julianne Hardy. Thanks to the partners of this project: Hapeville Historical Society, Hapeville Arts Alliance and Fulton County Arts Council. Staff attended the DCA/State Managers meeting in Canton, GA.

Recreation Department

Tod Nichols, Manager

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Programs

The Pleasant Hours Club met at the Hoyt Smith Center on October 7, 2015.

Our Seniors took a trip down to Mercier Orchard Farms on September 28, 2015.

The Coffee and Cuties group meet every second and fourth Friday 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.

Trunk or Treat took place on October 31st where more than 500 children attended.

Busy Bee Summer After School program began on August 10, 2015. The group meets daily from 2:30 - 4:30 p.m.

Planning and Zoning

Bill Johnston, City Planner

Spi_llc@bellsouth.net - 404.684.6588

Planning Commission, October 13, 2015

- Site Plan review for 301 North Central Avenue, approved
- Site Plan review for 385 North Central Avenue, tabled

Design Review Committee, October 21, 2015

- New 5-story hotel at 301 North Central Avenue, approved

Board of Zoning Appeals, October 29, 2015

- Cancelled due to lack of agenda items

Mayor and Council, October 6 and 20, 2015

- No planner agenda items

Other planning and zoning actions:

- Occupational tax permit approved at 3361 Dogwood Drive, Brewery
 - Occupational tax permit approved at 3437 Dogwood Drive, Weapons & Safety Training
 - Occupational tax permit approved at 990 and 994 South Central Avenue, Bar & Grill Restaurant
 - Occupational tax permit approved at 451 North Central Avenue, Automotive Services
 - Sign Application approved at 1200 Virginia Avenue, Wall Signs
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Finance Department**James Schuster, Director**jshuster@hapeville.org - 404-669-2118**Month / Year-End Closing and Reporting**

1. Bank and account reconciliations ---for fiscal year end close
2. Prepare year-end accruals and deferrals for all Funds and accounts.
3. Finalize for year end.

Year- end audit support

1. Preparing reconciliations and documentation of transactions, accounts and journal entries for auditors as required.
2. Finalized "Adjusted Trial balance" for auditors as basis for audit.
3. Analyze and document content of accounts

Budget Process

1. Prepare "housekeeping" budget amendment to close FY 2015.
2. Prepare the final budget document (2016) (Narratives and analyses).
3. Review new budget software

Finance/Accounting Activities

1. Ongoing training of Accounting Specialists ---re: year-end reconciliations, closing procedures, manual Court ware Interface, general ledger maintenance, prepare ATB. (Balance Sheet and Operating Statements preparation).
2. Review agenda items
3. Continue work on Internal Control manual
4. Developed new deposit methods.

Other Accounting and Billing

1. Generate payrolls for ~120 full time & 30 part time employees
2. Distribute all payroll and vendor checks. Enroll employees in direct deposit
3. Monthly Billing and collections for ~2,100 Water & Sewer customers
4. Maintain payment records for ~500 vendors

5. *Process 10-20,000 cash receipts transactions (revenues)*
6. *Process credit card and wire transfer payments*
7. *Prepare tax billing roster and generate tax bills.*

Other Managerial / Administrative Duties

1. *Respond to Mayor, City Manager and Department requests*
2. *Respond to citizen requests*
3. *Meet with individual customers and citizens with complaints*
4. *Staff meetings, committee meetings and Council meetings*

Utility Accounts

1 Commercial Account

29 Residential Accounts

Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org- 404-766-3004

City Clerk

Upcoming Meetings:

Hapeville Development Authority- Cancelled

Hapeville Clean and Beautiful Commission- November 9, 2015 at 6:30 p.m. at City Hall

Planning Commission- November 10, 2015 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board- November 16, 2015 at 6:00 p.m. at City Hall

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

Design Review Commission- November 18, 2015 6:00 p.m. at City Hall

Alcohol Review Board- November 19, 2015 at 6:00 p.m. at City Hall

Board of Appeals- November 26, 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.

Board/ Commissions

The City is currently taking applications for Design Review Committee. There are two positions available. Applications can be found online or at City Hall.

Open Records Request

6 Open Records Request were processed.

Total Time: 1 hours and 30 minutes

Total Cost: \$ 0.00

Human Resources

The City is currently accepting applications for the positions of Communication Officer and Police Officer. Applications are available online (www.hapeville.org) or at City Hall.

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)*
- *Conducted interviews for Communication and Event Specialist positions*
- *Prepare Alcohol Renewals and mailed out to establishments*
- *Hosted the Employee Recognition Luncheon*
- *Gathering Monthly and Quarterly Reports for the Alcohol Review Board Meeting*