



January 2016 Department Reports

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

Fire Department
Tom Morris, Fire Chief
tmorris@hapeville.org - 404.766.4399

During the month of December the Department conducted 18 inspections, 5 plan reviews, 10 new construction site visits, 80 blood pressure checks at the Senior Center, 2 burn permits were issued and 4 smoke detectors were given. Also, the following training were held: Fire Department Administration, Pump Operations, Driver Training, Engine Familiarization, Firefighter Rapid Dress, Fire Hose Evolutions, and Air Pack Training. Members of the Department participated on this year's Toys for Kids distribution and sang Christmas Carols to the residents at the Hapeville Manor. Two members of the Department attended this year's Mayor's Motorcade at the Atlanta Regional Hospital, and two other members delivered all the donations collected throughout the City to be given as gifts to the patients residing at the hospital.

<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>Auto Accident w/o injuries</i>	<i>1</i>	<i>5</i>	
<i>EMS</i>	<i>68</i>	<i>Motor Vehicle Accident with Injuries</i>	
<i>Emergency Medical Services (other)</i>	<i>5</i>	<i>2</i>	
<i>Passenger Vehicle Fire</i>	<i>2</i>	<i>Cover Assignment, Standby, moveup</i>	
<i>Alarm system activation, no fire</i>	<i>2</i>	<i>1</i>	
<i>Invalid Assist</i>	<i>7</i>	<i>Dispatched and Cancelled on route</i>	
<i>Attempted burning/ Illegal Action</i>	<i>1</i>	<i>1</i>	
<i>Dispatched & cancelled on route</i>	<i>2</i>	<i>EMS other</i>	
<i>Authorized Control Buring</i>	<i>1</i>	<i>1</i>	
<i>Grass Fire</i>	<i>1</i>	<i>Outside Rubbish, Trash or Waste Fire</i>	<i>2</i>
<i>Medical Assist, assist EMS crew</i>	<i>1</i>	<i>Smoke Detector Activation, no fire</i>	<i>1</i>
<i>No incident found on arrival at address</i>	<i>2</i>		

Outside Trash Fire	1	<u>Total Calls at Station #2</u>	<u>13</u>
Public Service	1		
Smoke Detector Activation, on fire	1		
Smoke or Odor Removal	1		
Unintentional Transmission of alarm	1		
<u>Total Calls at Station #1</u>	<u>99</u>		

Total for both Stations 112 with an average response time of 02:48 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org- 404.669.2150

Between December 1, 2015 and today the 911 Center processed 2,937 calls of which 398 were calls for service. There were (2) Assaults, (8) Burglaries, (2) Robberies, (31) Larcenies; including 11 Entering Autos, 3 Stolen Vehicles and 17 Thefts. The Department made (30) arrests and recovered (6) stolen vehicles. The average response time was 1 minute 38 seconds. There were a total of 181 citations written to include traffic, parking and general copies.

The Detective Division reviewed (70) cases, assigned (14) cases for investigation, and closed (16) cases. Two cases were closed with arrest warrants and (0) by CID arrest. The Detective Division obtained (5) warrants, responded to (9) crime scenes for investigation and executed (2) search warrant(s).

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.

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 512 King Arnold Street, Bldgs R & S 3110 Grove Circle 856 Virginia Avenue 641 Cofield Drive 553 North Avenue 1200 Virginia Avenue 710 Campbell Circle</p> <p>Mechanical Permits 234 Maple Street 554 Oak Drive</p>	<p>Plumbing Permits 240 Arnold Street 3390 Lavista Drive 856 Virginia Avenue 248 Mt. Zion Road</p> <p>Tree Permits 3436 Harding Avenue 931 Custer Street 3288 Dogwood Drive</p> <p>Electrical Permits 3323 Wheeler Street 856 Virginia 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 for the February issue of the Newsletter is January 15th). Promoted City Sponsored events (City newsletter, website and FB) including the Academy Theatre productions at the Hapeville Performing Arts Center. Sent city-wide annual business appreciation holiday mailing.

Staff represented the City at various partnership and project meetings in December including: the Gas South partners meeting/event, the South Fulton Economic Development Partnership update meeting, the Airport Chamber holiday event, and the Atlanta Aerotropolis Alliance, and the South Fulton Economic Development Partnership (SFED) meeting. Meeting Highlights include: At the SFED update meeting, hosted by the Collaborative Firm, city representatives were informed that Phase I of the firm's work for the Development Authority of Fulton County was complete and that Phase II of their work was going to kick-off in 2016. The Collaborative firm informed municipalities that it will e-mail copies of their Phase I. (In July of 2015, a Resolution to support the organization in concept was adopted by the City.) Phase II scope of work includes recommending types of organizational structures/models that are in use in other counties that may be appropriate for South Fulton as well as identifying funding mechanisms and doing outreach/coordination with elected officials and other regional business minded boards in South Fulton regarding next steps to upstart an organization).

At the December Aerotropolis Alliance meeting, a 2016 slate of officer was reviewed and voted on; the Board reviewed the 2016 proposed Work Plan and Budget; a discussion was held where municipalities, including Hapeville, expressed their strong desire to have the word “alliance” appear in logo renditions--Jones Worley will make style changes and get back to the Board. Several Alliance members plan to attend the upcoming South Metro Development Outlook Conference on February 18th at the GICC, which will have the Alliance as a regional effort/focus--for information on the conference visit: <http://southmetrooutlook.com/> Development The Board of Directors of the Atlanta Aerotropolis Alliance will meet monthly in 2016 the last Friday of every other month, beginning in January 2016. The Board continues to seek further investment and involvement. Visit: www.atlantaaerotropolis.org/ for Atlanta Aerotropolis Alliance information.

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

Please visit www.hapeville.org or City of Hapeville, Georgia on FB for photos from “Hapeville for the Holidays” Tree lighting Event and downtown decor.

Planning is underway for the 2016 Spring South Arts Film Series! Save the dates **for the Film Series feature films February 26:** Dorothea Lange: Grab a Hunk of Lightning, **March 18:** American Made Movie, and **April 8:** Althea. All films are shown at the Christ Church & Carriage House in Jess Lucas Park at 7p.m., with a Reception with the Filmmaker at 6 p.m. visit www.hapeville.org for information.

Main Street Board Activities

At the The Board sponsored a Reception at the Depot Museum on Friday, December 11th to celebrate the joint Sharing Our Stories (audio oral history project)--look for a website launch to record and post a story--or call the Depot Museum at 404-669-2175 to get involved in this project commemorating Hapeville’s 125 charter date celebration with oral histories and public art! Board members will host an Open House Business Appreciation Breakfast for downtown/main street businesses at the Depot on January 12th. The Board hopes to meet face-to-face with business owners at the event and express appreciation for doing business in downtown and to learn about how the Board can support downtown business in the new year.

Recreation Department

Tod Nichols, Manager

tnichols@hapeville.org- 404.669.2136

We would like to give a big THANK YOU to all of the citizens, civic organizations, churches, businesses, neighborhood associations and employees who assisted in the Project C.A.F.E Toys for Kids program this year.

Athletics

Basketball registration has closed. The youth basketball season will begin to play January 9, 2016. Please contact Ray Rollins at 404-669-2127 or rollins@hapeville.org for more information.

Youth basketball games will be played Monday thru Friday beginning at 6:30 p.m. Saturday's games will begin at 9:00 a.m. Please call 404-669-2136 for more information.

Programs

The Pleasant Hours Club met at the Hoyt Smith Center on December 9, 2015.

We held our annual Senior Appreciation Christmas luncheon on December 9, 2015. We would like to thank all of the citizens, elected officials and employees that attended to support our seniors.

The Department hosted the annual Mayor and Council's Employee luncheon on December 11, 2015 at the Hoyt Smith Center.

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.

Busy Bee Summer After School program will resume meeting on January 6, 2016 from 2:30 - 6:30 p.m.

Planning and Zoning

Bill Johnston, City Planner

Spi_llc@bellsouth.net -404.684.6588

SCM of Planning Commission, Board of Appeals, and Design Review Committee-December 8, 2015

- *Potential developments in the city, including Solis hotel, and redevelopment of Virginia Crossing*

Planning Commission, December 8, 2015

- *Site plan for new hotel at Two Porsche Drive, approved*
- *Site plan for new climate controlled facility at 3118 Sylvan Road, approved*

Design Review Committee, December 16, 2015

- *New hotel at Two Porsche Drive, approved*
- *Addition of a bedroom & garage at 3449 Harding Avenue, approved*
- *Conference center at 385 North Central Avenue, approved*
- *Porch addition at 3110 Grove Circle, approved*

Board of Zoning Appeals, December 17, 2015

- *Cancelled due to lack of agenda items*

Mayor and Council, December 1 and 15, 2015

- *Billiard hall ordinance input*

Other planning and zoning actions:

- *Occupational tax permit approved at 389 North Central Avenue, restaurant*
 - *Occupational tax permit approved at 755 Virginia Avenue, retail sales*
 - *Occupational tax permit approved at 3395 Dogwood Drive, retail & art classes*
 - *Sign application approved at 636 South Central Avenue, wall sign*
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Finance Director

James Schuster

jschuster@hapeville.org -404.669.2118

Month / Year-End Closing and Reporting

- *Bank and account reconciliations ---for fiscal year end close*
- *Prepare year-end analyses for auditors*

Year- end audit support

- *Preparing reconciliations and documentation of transactions, accounts and journal entries for auditors as required.*
- *Prepare year-end adjusting journal entries for auditors*
- *Analyze and document content of accounts for audit*

Budget Process

- *Prepare "housekeeping" budget amendment to close FY 2015.*
- *Print the final budget document (2016) (Narratives and analyses).*
- *Review new budget software*
- *Test account structure against software for discontinuities*
- *Prep for FY 2017 Budget process*

Finance/Accounting Activities

- *Ongoing training of Accounting Specialists ---re: year-end reconciliations, closing procedures, manual Court ware Interface, general ledger maintenance, prepare ATB.*

Audit support (Balance Sheet and Operating Statements preparation).

- *Review agenda items*
- *Continue work on Internal Control manual*
- *Create editable copy of state chart of accounts and Incode chart*
- *Analyze costs (such as IT) as needed*

Other Accounting and Billing

- *Generate payrolls for ~120 full time & 30 part time employees*
- *Distribute 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*
- *Collect 10-20,000 cash receipts transactions (revenues)*
- *Process credit card and wire transfer payments*
- *Collect tax payments. Re-bill as needed.*

Other Managerial / Administrative Duties

- *Respond to Mayor, City Manager and Department requests*
- *Respond to citizen requests*
- *Meet with individual customers and citizens with complaints*
- *Staff meetings, committee meetings and Council meetings*

Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org- 404.766.3004

City Clerk

Upcoming Meetings:

Hapeville Development Authority- January 7, 2016 at 6:30 p.m. at City Hall

Hapeville Clean and Beautiful Commission- January 4, 2016 at 6:30 p.m. at City Hall

Planning Commission- January 12, 2015 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board- To be rescheduled due to MLK Day

Mayor and Council- January 19, 2015 at 6:00 p.m. at Hapeville Municipal Annex

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

Alcohol Review Board- January 21, 2015 at 6:15 p.m. at City Hall

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

203 Open Records Request were processed.

Total Time: 126 hours 50 minutes

Total Cost: \$ 2212.39

Human Resources

The City is currently accepting applications for the positions of 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)*
- *Hosted the Employee Christmas Luncheon*