



February 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
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During the month of January the Department performed 86 blood pressure checks at the Senior Center. Also, the following trainings were held: Airport Mutual Aid Class, Hilton Stairs High Rise, Stairs High Rise, Pump Training, Hose Testing, Obstetrics and Pediatrics. A members of the Department attended the Hazard Unified Incident Command Class held at Texas A&M University in college Station, Texas. This Firefighter/Paramedic also obtained his Bachelors on Emergency Management and Homeland Security from Clayton State University graduating Cum Laude.

<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>EMS</i> 6
<i>1</i>	<i>Motor Vehicle Accident with Injuries</i> 1
<i>Auto Accident w/o injuries</i>	<i>Motor vehicle accident w/o injuries</i> 1
<i>1</i>	<i>Water or steam leak</i> 1
<i>Auto/ pedestrian accident</i>	<i>Invalid Assist</i> 1
<i>1</i>	<i>Carbon monoxide detector activation/ no CO</i> 1
<i>EMS</i>	<i>Smoke Detector Activation, no fire</i> 1
<i>Emergency Medical Services (other)</i>	<i>Alarm system activation, no fire</i> 2
<i>2</i>	
<i>Medical Assist, assist EMS crew</i> 1	<u>Total Calls at Station #2</u> 14
<i>Alarm system activation, no fire</i> 1	
<i>Invalid Assist</i> 2	
<i>Unauthorized burning</i> 1	
<i>Dispatched & cancelled en route</i> 3	
<i>Accident, potential accident</i> 1	
<i>Alarm system sound/ malfunction</i> 1	

<i>Arcing, shorted electrical equipment</i>	<i>1</i>
<i>Building Fire</i>	<i>1</i>
<i>False Alarm or false call</i>	<i>1</i>
<i>Smoke Detector Activation, malfunction</i>	<i>1</i>
<i>Gas Leak (Natural Gas or LPG)</i>	<i>1</i>
<i>Outside Equipment Fire</i>	<i>1</i>
<i>Water or Steam Leak</i>	<i>1</i>
<i>No incident found on arrival at address</i>	<i>1</i>
<i>Outside Trash Fire</i>	<i>1</i>
<i>Public Service</i>	<i>1</i>
<i>Smoke Detector Activation, on fire</i>	<i>1</i>
<i>Smoke or Odor Removal</i>	<i>1</i>
<i>Unintentional Transmission of alarm</i>	<i>1</i>
<u><i>Total Calls at Station #1</i></u>	<u><i>96</i></u>

Total for both Stations 110 with an average response time of 03:11 minutes

Police Department

Rick Glavosek, Police Chief

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Between January 1, 2016 and January 31, 2016 there were 371 calls for service. There were (1) Assault, (1) Burglary, (3) Robberies, (28) Larcenies; including 6 Entering Autos, 5 Stolen Vehicles and 17 Thefts. The Department made (30) arrests and recovered (6) stolen vehicles. The average response time was 1 minute 27 seconds. The Department issued 277 citations to include traffic, parking and general copies.

Department Personnel continue to receive daily roll call and in-service training on topics such as in Standard Operating Procedures and Case Law.

The Detective Division reviewed (45) cases, assigned (10) cases for investigation, and closed (10) cases. Four cases were closed with arrest warrants and (2) by CID arrest. The Detective Division obtained (10) warrants, responded to (4) crime scenes for investigation and executed (2) search warrant(s).

Code Enforcement: Code Enforcement handled (123) new calls for service, of which (10) were animal incidents, (5) parking in grass, (1) permit issue, (53) outside storage, (48) littering or pollution problems, and (6) were other code compliance issues. The unit closed (34) cases, and issued (26) citations.

Abatements: The current properties that are under abatements are as follows: 3 Woodrow lot (between Wheeler and N. Fulton Avenue), 278 Moreland Way, 330 Mount Zion Road, 234 Maple Street, 437 Walnut Street, 472 Walnut Street, 370 Woodrow Avenue, 3001 Dogwood Drive, 3309 North Fulton Avenue, 3285 North Whitney Ave and 3227 Jackson Street.

Abatements in Progress: 625 Coleman Street, 329 Maple Street, and 3450 Rainey 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 3111 Old Jonesboro Road 3303 North Whitney Avenue 3415 Hamilton Avenue 3446 Old Jonesboro Road 755 Virginia Avenue 3356 Magnolia Court 238 Moreland Way 488 Woodrow Avenue 639 Cofield Drive 3290 Sims Street</p> <p>Tree Permits 892 Custer Street</p>	<p>Mechanical Permits 3401 International Blvd 3440 Lang Avenue 3020 Commerce Way, Ste A & C</p> <p>Plumbing Permits 3175 Dogwood 3344 Forrest Hill Drive 535 Moreland Way 794 South Central Avenue</p> <p>Electrical Permits 238 Moreland Way 794 South Central Avenue</p>
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Allie O'Brien,

Main Street & Marketing Manager

City of Hapeville, Department of Economic Development

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Department/HATT Activities

Produced City Newsletter and all Departmental related advertising and promotional materials. (Newsletter Note: The submission deadline for the March issue of the Newsletter is February 15th). Promoted City Sponsored events (City Website, FB, Newsletter) including the Academy Theatre productions at the Hapeville Performing Arts Center. Promoted Gas South Partnership Program (visit <http://www.gas-south.com/-hapeville> and enter promo code: HAPEVILLE for program and discount information). Submitted final report for Fulton Council Arts Council Grant (\$5,000 was awarded in 2015 to fund the October Gallery Crawl and public art promotions).

Staff represented the City at various partnership and project meetings in January including: the South Fulton Economic Development Partnership update meeting, the South Fulton Chamber meeting (speaker Commissioner Emma Darnell, District 6), and the Atlanta Aerotropolis Alliance. Meeting Highlights include: At the SFED update meeting, city representatives were informed that the Carl Vinson Institute and the Fulton County Development Authority are working together on recommending types of organizational structures/models that may be appropriate for South Fulton; attendees discussed resources and tools including funding sources, promotional opportunities and research/data that might be helpful for the County to provide to local municipalities; next steps will be outreach/coordination with elected officials in South Fulton regarding next steps to upstart an organization).

At the January Aerotropolis Alliance meeting discussion highlights include: future/potential investments in fundraising consulting and organizational management (ARC)--to be discussed at next meeting. Events and marketing secured copyrights for logo (inclusion of word alliance was again pointed out), printing of collateral will be next. The Alliance will participate in the State of the Airport Event (March 10) and the South Metro Development Outlook (February 18) (<http://southmetrooutlook.com/>). Updates were also provided on airport area CIDs and an Amsterdam and Paris competitive intelligence trip. The Board of Directors will receive the 2015 Annual Report of Board Activities being prepared by ARC and the Blue Print regional plan being finalized by Jacobs in the near future. Visit: www.atlantaaerotropolis.org/ for information.

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

*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 7 p.m., with a Reception with the Filmmaker at 6 p.m. visit www.hapeville.org for information.*

Main Street Board Activities

The Board hosted a Business Appreciation Breakfast--THANK YOU to all of the volunteers that helped make this event meaningful for the businesses that attended. Submitted final report/self assessment to DCA for 2015. The Board will work to incorporate new National initiatives into its work plan for 2016. The Board continues to support the Sharing Our Stories project visit:

www.haevillestories.org to participate. Two members of the Board volunteered to serve on the 125 Commemorative Committee for the City--thank you for your leadership!

Planning and Zoning

Bill Johnston, City Planner

Spi_llc@bellsouth.net -404.684.6588

Mayor & Council January 5 and 19, 2016

- *Billiard Ordinance*

Planning Commission, January 12, 2016

- *Cancelled due to lack of agenda items*

Design Review Committee, January 20, 2016

- *553 North Avenue, add gable and new roof, denied*
- *3118 Sylvan Road, new climate controlled storage, approved*

Board of Zoning Appeals, January 28, 2016

- *Cancelled due to lack of agenda items*

Other planning and zoning actions:

- *Occupational tax permit approved at 204 Mt. Zion Road, home occupation*
- *Occupational tax permit approved at 455 Oak Drive, home occupation*
- *Occupational tax permit approved at 579 North Central, restaurant*
- *Occupational tax permit approved at 600 South Central, insurance agency*
- *Occupational tax permit approved at 623 North Central, restaurant*
- *Occupational tax permit approved at 631 North Central, real estate agency*
- *Occupational tax permit approved at 1001 Virginia Avenue Suite 380, school*
- *Occupational tax permit denied at 1001 International Blvd, car rental parking*
- *Sign application approved at 760 South Central Avenue, wall sign*
- *Sign application pending at 1155 Virginia Avenue, Suite M, wall sign*

Finance Director

James Schuster

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Month / Year-End Closing and Reporting

- *Fiscal year 2015 closed*
- *Fiscal year 2016 opened*
- *Prepare Q1 2016 Report*
- *Prepare Mid- Year 2016 Report*
- *Financial Statements complete*
- *CAFR in process*

Year- end audit support

- *Completed FY 2015 audit*
- *Presentation to be made to Council*
- *No Audit findings*

Budget Process

- *Generate Budget Presentation Worksheets for Departments*
- *Begin Salary and benefits forecast for Departments*
- *Review new budget software*
- *Test account structure against software for discontinuities*
- *Create crosswalk: Incode↔Excel↔ Open Gov↔ State CoA*

Finance/Accounting Activities

- *Ongoing training of Accounting Specialists --re: year-end reconciliations, closing procedures, manual Court ware Interface, general ledger maintenance, prepare ATB*
- *Train staff on Budget preparation*
- *Review agenda items*
- *Continue work on Internal Control manual*
- *Analyze costs or prepare analyses as needed (State of the City)*

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
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Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org- 404.766.3004

City Clerk

Upcoming Meetings:

Hapeville Development Authority- February 4, 2016 at 6:30 p.m. at City Hall

Hapeville Clean and Beautiful Commission- February 8, 2016 at 6:30 p.m. at City Hall

Planning Commission- February 9, 2016 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board- February 17, 2016 (May have special called meeting on February 8th)

Mayor and Council- February 16, 2016 at 6:00 p.m. at Hapeville Municipal Annex

Council Retreat - February 20th (Location-TBD)

Design Review Commission- February 17, 2016 6:00 p.m. at City Hall

Alcohol Review Board- February 25, 2016 at 6:15 p.m. at City Hall

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

Open Records Request

11 Open Records Request were processed

Total Time: 16 hours

Total Cost: \$ 207.47

Human Resources

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

- *Congratulation to Pat Williams who retired from service with the City as of February 1st.*
- *Responded to Job Openings and Labor Turnover Report*

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*