



March 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 February the Department held the following trainings: Bullard Thermal Imaging Camera, MSA 5-Gas Detector, Territory Familiarization, Pittsburg Drill (rescuing a downed Firefighter), EMS training, Zika virus awareness, Harassment in the Workplace, and the International Airport Mutual Aid Operations alongside of members of Clayton County and Forrest Park Fire Departments. This training was held at Hartsfield Jackson Atlanta International Airport. One of the officers started the course NPQ Fire Officer 4 (Executive Chief Officer). He will complete the training in April. The newest employee graduated from the Georgia Public Safety Training Center Basic Firefighter Training Course. He has obtained the National Professional Qualifications Pro Board (NPQ) Certifications as a Firefighter 1, Hazardous Materials Awareness, and Hazardous Materials Operations Level Responder. He completed over 345 hours of training during the months of January and February. The Department also participated in the Wells Fargo Operations Center yearly health fair where employees received health screenings and were educated on healthy living and emergency medicine.

Fire Station #1 - 3468 North Fulton Avenue

Fire Station #2 - 870 South Central Avenue

<i>Auto Accidents w/ injuries</i>	<i>2</i>	<i>EMS</i>	<i>8</i>
<i>Auto Accident w/o injuries</i>	<i>0</i>	<i>Motor Vehicle Accident with Injuries</i>	<i>1</i>
<i>Auto/ pedestrian accident</i>	<i>0</i>	<i>Motor vehicle accident w/o injuries</i>	<i>0</i>
<i>EMS</i>	<i>72</i>	<i>Gasoline or other flammable liquid spill</i>	<i>1</i>
<i>Emergency Medical Services (other)</i>	<i>5</i>	<i>Invalid Assist</i>	<i>0</i>
<i>Medical Assist, assist EMS crew</i>	<i>1</i>	<i>Oil or other combustible liquid spill</i>	<i>1</i>
<i>Alarm system activation, no fire</i>	<i>6</i>	<i>Powerline down</i>	<i>1</i>
<i>Invalid Assist</i>	<i>0</i>	<i>Smoke Detector Activation, malfunction</i>	<i>1</i>
<i>Dispatched & cancelled en route</i>	<i>1</i>	<i>Smoke or odor removal</i>	<i>1</i>
<i>Alarm system sound/ malfunction</i>	<i>0</i>	<i>Removal of victims from stalled elevator</i>	<i>1</i>

<i>Building Fire</i>	0		
<i>False Alarm or false call</i>	0	<i>Alarm system activation, no fire</i>	1
<i>Smoke Detector Activation, malfunction</i>	0		
<i>Public Service</i>	2	<u><i>Total Calls at Station #2</i></u>	<u>16</u>
<i>Service Call, Other</i>	1		
<u><i>Total Calls at Station #1</i></u>	<u>90</u>		

Total for both Stations 106 with an average response time of 03:07 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org- 404.669.2150

Between February 1, 2016 and February 29, 2016 there were 398 calls for service. The 911 Center processed 2,912 calls. There was (1) Assaults, (1) Burglary, (2) Robberies, (29) Larcenies; including 11 Entering Autos, 1 Stolen Vehicles and 17 Thefts. The Department made (30) arrests and recovered (4) stolen vehicles. The Average Response Time was 8 minute 04 seconds.

The Department issued 144 citations to include parking, traffic and general copies.

Community Services

Lee Sudduth, Interim Director

leesudduth@hapeville.org- 404.669.2120

The Dogwood Drive Streetscape and Rail Facilities Improvement Project are scheduled to be under construction in 2016. The Loop Road Access Project is currently in Right Of Way Acquisition.

The City of Hapeville is part of the ongoing discussion about a possible T-SPLOST for Fulton County Cities. The local option sales tax would be for 5 years and the tax would be used for transportation projects. Discussions with other Fulton County cities on project eligibility have been ongoing. We will provide further information as it comes available.

<p>Building Permits 3174 Lake Avenue (14009900031099) 3409 Dogwood Drive (14009800170179) 514 Oak Drive (14009400050128) 3309 North Whitney Avenue (14009800140248) 453 Oak Drive (14009400070027) 585 North Central Avenue (14009500020138) 448 Lake Drive (14009400040087)</p> <p>Tree Permits 3338 Barnett Circle 646 Campbell Circle 3038 Oakdale Road 3174 Lake Avenue 846 Custer Street 3364 Northside Drive 629 Cofield Drive 514 Oak Drive</p>	<p>Mechanical Permits 794 South Central Avenue 3309 North Whitney Avenue 279 Moreland Way 3200 Forrest Hill Drive</p> <p>Plumbing Permits 238 Moreland Way 279 Moreland Way 3337 Old Jonesboro Road 3309 North Whitney Avenue 3110 Grove Circle</p> <p>Electrical Permits 3337 Old Jonesboro Road 3110 Grove Circle 3309 North Whitney Avenue 3273 Dogwood Drive</p>
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Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

We would like to congratulate Holli Stephens on accepting the position of Special Events Coordinator for the City. Holli has been our Programs Coordinator for the past seven years and we've had tremendous growth under her leadership. We look forward to assisting her in keeping up the great tradition that has been set forth as well as enhancing the City's events.

Athletics

Congratulations to our youth basketball teams that have competed and won their respective age division championship in the Georgia Recreation and Parks Association's District Four tournaments during the weekend of February 26 - 27. The teams (8, 10, 12 and 14 yrs) will travel to play in the state tournament the weekend of March 4 - 5. Good luck!!

Baseball and Softball registration for boys (age 3 - 14) and girls (age 3 - 17) are ongoing. Please call 404-669-2136 for more information.

For more information on our Athletic Department contact Ray Rollins at rollins@hapeville.org or 404-669-2127.

Programs

Please stop into The Hoyt Smith Center to get one of our program guides. It has a list of all the activities we offer from the tiny tots to the recycled teenagers!

The Pleasant Hours Club met on February 3, 2016 at The Hoyt Smith Center. Their next meeting is on March 2, 2016 at 10:30 a.m.

The Busy Bee Club continues to meet Monday through Friday 2:30 - 6:30 p.m.

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 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 annual final report for Opportunity Zone program requirements. Submitted grant application to South Arts for film series for next year. Assisted with presentations and communications efforts for the Mayor's State of the City presentation as well as programs for the South Fulton Municipal Association meeting. Continued working with GMA Intern/Program to assist with developing and disseminating a business license survey to those that have applied for a license in the last three years to gather important data that will help improve customer service. Received preliminary grant award notification (\$62,000 funding request, that requires a 20% cash match-- a budgeted item) from Atlanta Regional Commission for funding for technical assistance for the City's LCI (Livable Centers Initiative) update includes: existing plan assessment; market analysis review of plan recommendations/initiatives and consistency with market demands; and updating concepts and implementation strategies; presenting findings, and making recommendations as needed). Next steps: a meeting will be set with ARC to determine parameters, timeline and implementation process; we will work with Planning & Zoning to keep the community informed.

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

We are working with the Recreation Department Director, Tod Nichols, and Holli Stephens to prepare for the upcoming events season. Together, we will ensure a smooth transition of the event planning operations (festivals, kids movie nights and concert series) to the Recreation Department, we look forward to the springtime events!

Save the Dates! Spring Festival: April 9th--Vendor and Sponsorship forms as well as 5K and Tennis Tournament forms are all available on-line: visit the Spring Festival Page:

<http://www.hapeville.org/index.aspx?nid=243>. **Movie Nights Under the Stars: 3rd Fridays in May, June and July!** Vote on-line now for your favorite movies on the movie night event Page: <http://www.hapeville.org/index.aspx?NID=365>. Holli Stephens will be the primary contact on these events (festivals, kids movie nights and concerts): 404-669-2134.

2016 Spring South Arts Film Series! Save the dates for the Film Series feature films:

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 the South Arts Film Series Page for info: <http://www.hapeville.org/index.aspx?NID=410>. The Economic Development Department will remain the primary contact for this event series. Great News: the City has received preliminary notification of being awarded the South Arts Film Series Grant Next Year!

Tri-Cities Merchant Mixer: March 22nd, 5 to 7 p.m. at the Seven Arts Center in East Point (www.sevenartscenter.com), RSVP to 404-919-9978. Free Business-to-Business networking event series brought to you by the Economic Development Departments of Hapeville, East Point and College Park--we hope to see our Hapeville businesses there!

Main Street Board Activities

The Board continues to support the Sharing Our Stories project visit: www.hapevillestories.org to participate. Thank you to our volunteers that attended the March Film--we appreciate your help and had a great screening! Staff attended a DCA mandatory webinar to ensure proper development of work plan in concert with National standards. The Board is accepting applications for volunteers, contact aobrien@hapeville.org

Planning and Zoning – February, 2016

Bill Johnston, City Planner

Spi_llc@bellsouth.net -404.684.6588

Mayor & Council, February 2 and 16, 2016

- Billiard Ordinance; Extended Stay Ordinance

Planning Commission, February 9, 2016

- Cancelled due to lack of agenda items

Design Review Committee, February 17, 2016

- Cancelled due to lack of agenda items

Board of Zoning Appeals, February 25, 2016

- Reduction in minimum building setback for covered patio at 760 S. Central Avenue,

approved

Other planning and zoning actions:

- Occupational tax permit approved at 3400 N. Inner Loop Road, aircraft maintenance
 - Occupational tax permit approved at 673 N. Central Ave, Real Estate Agent
 - Sign application pending at 755 Virginia Ave, wall sign
 - Sign application pending at 427 King Arnold Street, ground sign
 - Sign application approved at 600 S. Central Ave, wall sign
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Finance Director

James Schuster

jschuster@hapeville.org -404.669.2118

Month / Year-End Closing and Reporting

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

Year- end audit support

- 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*

Water Accounts

Residential - 24

Commercial - 1

Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org- 404.766.3004

City Clerk

Upcoming Meetings:

Hapeville Development Authority-March 3, 2016 at 6:30 p.m. at City Hall

Hapeville Clean and Beautiful Commission- March 7, 2016 at 6:30 p.m. at City Hall

Planning Commission- March 8, 2016 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board- March 21, 2016 at 6:00 p.m. at City Hall

Mayor and Council- March 15, 2016 at 6:00 p.m. at Hapeville Municipal Annex

Council Retreat - March 5, 2016 at 8:30 a.m. at Staybridge Hotel

Design Review Commission- March 16, 2016 6:00 p.m. at City Hall

Alcohol Review Board- March 17, 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

14 Open Records Request were processed

Total Time: 3 hours 50 minutes

Total Cost: \$ 5.00

Human Resources

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

- *Congratulation to Chief Tom Morris who announced his intent to retire from service with the City as of May 1st*
- *Responded to Job Openings and Labor Turnover Report*
- *Conducted interviews for the Part- time Recreation Aide position*

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)*