



April 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 March, the Department held the following trainings: Pediatrics and Obstetrics, Airway, Breathing and Circulation Medical Emergencies, New Ladder Truck familiarization, Harassment in the Workplace, Armed Aggressor Training and Engine 1 pump training. One of officers completed the course NPQ Fire Officer 4 (Executive Chief Officer). Members of our department participated in the Hapeville Elementary School Health and Wellness Fair. During their participation they conducted blood pressure checks for those attending. Also, the Department took possession of our new apparatus, a 2015 EOne Mid-mount 95' ladder truck. Once all the necessary equipment is received it will be put in service.

Fire Station #1 - 3468 North Fulton Avenue

Fire Station #2 - 870 South Central Avenue

<i>Auto Accidents w/ injuries</i>	<i>5</i>	<i>EMS</i>	<i>6</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>87</i>	<i>Gasoline or other flammable liquid spill</i>	<i>0</i>
<i>Emergency Medical Services (other)</i>	<i>3</i>	<i>Invalid Assist</i>	<i>4</i>
<i>Medical Assist, assist EMS crew</i>	<i>0</i>	<i>Gas leak (natural gas or LPG)</i>	<i>1</i>
<i>Alarm system activation, no fire</i>	<i>2</i>	<i>Powerline down</i>	<i>2</i>
<i>Invalid Assist</i>	<i>0</i>	<i>Smoke Detector Activation, malfunction</i>	<i>0</i>
<i>Dispatched & cancelled en route</i>	<i>1</i>	<i>Lightning Strike, (no fire)</i>	<i>1</i>
<i>Alarm system sound/ malfunction</i>	<i>0</i>	<i>No incidents found on arrival at address</i>	<i>1</i>
<i>Building Fire</i>	<i>1</i>	<i>Passenger vehicle on fire</i>	<i>1</i>
<i>False Alarm or false call</i>	<i>0</i>	<i>Building Fire</i>	<i>1</i>
<i>Smoke Detector Activation, malfunction</i>	<i>1</i>	<i>Brush or bush & grass fire</i>	<i>1</i>
<i>Public Service</i>	<i>2</i>	<i>Person in distress, other</i>	<i>2</i>
<i>Service Call, Other</i>	<i>1</i>	<i>Police matter</i>	<i>1</i>

Water or steam leak	1		
		<u>Total Calls at Station #2</u>	<u>22</u>
<u>Total Calls at Station #1</u>	<u>104</u>		

Total for both Stations 126 with an average response time of 02:57 minutes

Police Department

Rick Glavosek, Police Chief

rglavosek@hapeville.org - 404.669.2150

Department Personnel continue to receive daily roll call and in-service training on topics such as in Dealing with the Mentally Ill, Standard Operating Procedures and Case Law.

The Detective Division reviewed (50) cases, assigned (29) cases for investigation, and closed (16) cases. Four cases were closed with arrest warrants and (0) by CID arrest. The Detective Division Obtained (4) warrants, responded to (6) crime scenes for investigation and executed (1) search warrant(s).

Code Enforcement: Code Enforcement handled (93) new calls for service, of which (20) were animal incidents, (12) parking in grass, (3) permit issues, (34) outside storage, (21) littering or pollution problems, and (3) were other code compliance issues. The unit closed (72) cases, and issued (12) citations.

Abatements: The current properties that are under abatements are as follow: 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

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. The City will provide further information as it comes available.

The annual Clean Sweep program will be held on Monday, April the 25th. For more details on items that may be placed on the curb for pickup, please visit the City website or newsletter.

<p>Building Permits 379 Lake Drive (14009400070860) 3359 Magnolia Court (14009500050515) 793 North Avenue (14009900041114) 3187 Jackson Street (14009400020774) 493 Oak Drive (14009400080497) 610 Cofield Drive (14009900020258) 2117 Woodland Drive (14006600041170) 632 Spring Street (14009500050374) 643 Campbell Circle (14009900020688) 3020 Commerce Way (140067LL1158)</p> <p>Tree Permits 344 Lake Drive 3305 Myrtle Street 453 Oak Drive 624 Spring Street 254 Colorado Avenue 3304 Forrest Hill Drive 233 Colorado Avenue 201 Colorado Avenue 3415 Hamilton Avenue 625 Spring Street</p>	<p>Mechanical Permits 3331 Sims Street, Unit 19</p> <p>Plumbing Permits 305 Moreland Way 307 Moreland Way</p> <p>Electrical Permits 3409 Dogwood Drive 240 Arnold Street 3414 Louise Street 610 Cofield Drive</p>
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Recreation

Tod Nichols, Manager

tnichols@hapeville.org 404-669-2136

The Department would like to congratulate Katie Ray on accepting the position of Program Coordinator. The Department looks forward to assisting her in keeping up the great tradition that has been set forth as well as enhancing the City's programs.

Join Us April 9th for Baseball Opening Day & Spring Festival 8 a.m. 5K/Run Walk

Athletics

10 Year old won State and 8,12,14 yr old Basketball team awarded 2nd place in state championship

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 rrollins@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 April 6th, 2016 at The Hoyt Smith Center. Their next meeting is on May 4th, 2016 at 10:30 a.m.

Seniors visited Ponce City Market on March 30th and had lunch at W.H.Stiles midtown

Economic Development

Allie O'Brien, Manager

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 May issue of the Newsletter is April 15th).

Promoted City Sponsored events (City Website, FB, Newsletter), Academy Theatre productions at the Hapeville Performing Arts Center).

Received formal grant award notification from South Arts that the City will be hosting the Southern Circuit for Independant Filmmaker Tour film series for next year (6) films.

Assisted ACRON with preparations, presentations and public relations efforts for the upcoming ACRON/Solis Hotel groundbreaking event.

Continued participation with the Atlanta Aerotropolis Alliance--current Board Updates include. Jacobs Engineering nearing completion of the Aerotropolis Blue Print document and the Executive Summary companion marketing piece which will be key marketing tools for Hapeville. The Board is planning to sponsor an upcoming "Bisnow" event at the GICC on Tuesday, April 19th from 7:30 to 10:30AM the program will include Porsche VP Joseph Folse (immediate past chair of AAA) and will highlight Southside development. Presentations on facing workforce development (focused on educational objectives:

<http://atlantaregionsplan.com/competitive-economy/maintain-current-success/>) and on the formation and objectives of the Aero CIDs (The Airport South and Airport West CIDs have

merged and are Master Planning Projects, visit: www.atlantaaerocids.com) were delivered to the Board--the Board Executive Committee will continue to work with these partners and share information. The ARC staff distributed board budgets, highlights of the previous year, and will continue to work on marketing materials for partner organizations. Next Board Meeting: May 20th (for more information visit: the Atlanta Airport Alliance Website Here: <http://www.atlantaerotropolis.org/>)

Continued working with GMA Intern/Program to assist with guiding the business license survey process: business surveys/interviews nearing completion (for those that have opened a business in the past 3 years); staff/consultant interviews/information gathering nearing completion; next step: intern to analyse the data and draft a preliminary report for City Manager review.

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

2016 Spring South Arts Film Series! Save the date for the Film Series feature films: 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>.

Co-hosted the Tri-Cities Merchant Mixer on March 22nd, at the Seven Arts Center in East Point. Free Business-to-Business networking event series brought to you by the Economic Development Departments of Hapeville, East Point and College Park--Hapeville will host two tri-cities merchant mixers this year--dates TBD!

Assisted with promotions of the **Citizen Chalkboard Event: save the dates -Wednesday, April 13 (8:30 to 10:30 a.m.) and Thursday, April 14 (6 to 8 p.m.) for the "Citizens Chalkboard" Budget Session: Information & Outreach.** Come for budget information and share your budgetary ideas! The City of offering two (2) sessions--contact budgetquestions@hapeville.org or the City Manager at 404-669-2117.

Main Street Board Activities

The Board continues to support the Sharing Our Stories project visit: www.hapevillestories.org to participate. Staff worked with Economic Development Consultant, David Burt and a presentation was given to Mayor and Council and the Board on the project update, potential public art installation sites were selected and approved; next steps--issue a Call for Artists to submit designs based upon the "Sharing Our Stories" recordings. The Board met and the following officers were nominated/members reappointed: Charlotte Rentz (Pres.), James Newton (VP), Lee Duke (Sect.), Katie Gregory and Don May. The Board is planning a retreat to prepare their work plan/budget for Council approval during the budget process and to ensure proper development of work plan in concert with National standards. The Board is assisting with the upcoming Arches Brewing Grand Opening by promoting main street area (walking distance) restaurant and parking map for the attendees--with the assistance of the Guide Magazine. The Board is accepting applications for volunteers, contact aobrien@hapeville.org

Planning and Zoning – March, 2016

Bill Johnston, City Planner

Spi_llc@bellsouth.net -404.684.6588

Mayor & Council, March 1 and 15, 2016

- *Content driven sign ordinance amendment*
- *Zoning map re-adoption*

Planning Commission, March 8, 2016

- *Dearborn Plaza*

Design Review Committee, March 16, 2016

- *760 South Central Avenue new roof for outdoor seating addition, approved*
- *Dearborn Plaza two new restaurants, approved*

Board of Zoning Appeals, March 24, 2016

- *Canceled due to lack of agenda items*

Other planning and zoning actions:

- *Coordinated Training for all Boards conducted by Frank E. Jenkins, III, Esq.*
- *Occupational tax permit approved at 3020 Commerce Way, warehouse*
- *Occupational tax permit approved at 600 College Street, home occupation*
- *Occupational tax permit approved at 1155 Virginia Ave Suite M, retail & lounge*
- *Occupational tax permit approved at 413 North Ave, home occupation*
- *Occupational tax permit approved at 3400 N. Inner Loop Rd #218, aviation*
- *Occupational tax permit approved at 3418 Dogwood Dr, dance, fitness instruction*
- *Occupational tax permit approved at 3302 Dogwood Dr Unit 226, home occupation*
- *Occupational tax permit pending at 3280 Sims Street, home occupation*
- *Zoning Certification pending for One Clay Place*

Finance Director

James Schuster

jschuster@hapeville.org -404.669.2118

Month / Year-End Closing and Reporting

- *Begin Q3 2016 reconciliations/ allocations and Report Preparation*
- *CAFR completed for Council presentation*

Year- end audit support

- *Presentation to be made to Council*
- *No Audit findings*

Budget Process

- *Collate Budget Preparation Worksheet submittals*
- *Collate Salary forecast for Departments*
- *Compute Fringe Benefits and allocate by Departments*

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*
- *Train staff for preparation of multiple State and Federal special year end reports.*
- *Prepare any necessary reports for HATT AND HDA*
- *Continue work on Internal Control manual*
- *Analyze costs or prepare analyses as needed (State of the City)*
- *Create crosswalk: Incode Excel Open Gov State CoA*

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*
- *Respond to banks, creditors, debt service, etc*

Water Accounts

Residential - 31

Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org- 404.766.3004

City Clerk

Upcoming Meetings:

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

Hapeville Clean and Beautiful Commission- April 11, 2016 at 6:30 p.m. at City Hall

Planning Commission- April 12, 2016 at 6:00 p.m. at Hapeville Municipal Annex

Main Street Board- April 18, 2016 at 6:00 p.m. at City Hall

Mayor and Council- April 19, 2016 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Commission- April 20, 2016 6:00 p.m. at City Hall

Alcohol Review Board- April 21, 2016 at 6:15 p.m. at City Hall

Board of Appeals- April 28, 2016 at 6:00p.m. at Hapeville Municipal Annex

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

Human Resources

The City is currently accepting applications for the positions of Police Officer and Assistant Human Resources Manager 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 Program Leader 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)*