



June 2015 Department Reports

**To: Mayor and Council
Citizens of the City of Hapeville**

**Fire Department
Tom Morris, Fire Chief
tmorris@hapeville.org – 404-766-4399**

For this time period the Fire Department had 25 inspections, 6 pre-fire plans, 8 plan reviews, 5 new construction consultations, 85 blood pressure checks at the Senior Center, and 4 smoke detectors were given out. During the month of May the Department held the following trainings: Rescue Bridge Webinar, Engine Operations, Water Supply, Driver Familiarization, Commercial and Consumer Fireworks and Airway, Breathing and Circulation training. As part of our Public Safety Education Program, 30 Kindergarten students from St John’s Catholic School visited station one and learned about fire safety at home and school. The newest member of the Department graduated from the Georgia Fire Academy Basic Firefighter Training Course. He is now a certified Firefighter and has received his National Professional Qualifications for Hazardous Materials Awareness and Operations Level certification.

<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>7</i>	<i>Auto Accidents w/ injuries</i>	<i>7</i>
<i>EMS</i>	<i>76</i>	<i>EMS</i>	<i>15</i>
<i>Building Fire</i>	<i>1</i>	<i>Building Fires</i>	<i>0</i>
<i>Fire Alarm</i>	<i>2</i>	<i>Fire Alarm</i>	<i>0</i>
<i>Mutual Aid (Given)</i>	<i>0</i>	<i>Mutual Aid (Given)</i>	<i>0</i>
<i>Gas Leak</i>	<i>3</i>	<i>Chemical Spill</i>	<i>0</i>
<i>Hazardous Conditions</i>	<i>0</i>	<i>Hazardous Conditions</i>	<i>0</i>
<i>Other Responses</i>	<i>0</i>	<i>Wires Down</i>	<i>0</i>
<i>Brush Fires</i>	<i>0</i>	<i>Tree Down</i>	<i>0</i>
<i>Cooking Fires</i>	<i>0</i>	<i>Welfare Checks</i>	<i>0</i>
<i>Illegal Burning</i>	<i>0</i>	<i>Citizen Assist</i>	<i>2</i>
<i>Welfare Checks</i>	<i>0</i>	<i>Refrigeration Leaks</i>	<i>0</i>
<i>Citizen Assist</i>	<i>2</i>	<i>Elevator Rescue</i>	<i>0</i>
<i>Dispatched & cancelled on route</i>	<i>2</i>	<i>Smoke Odor</i>	<i>1</i>
<i>No incident found upon arrival</i>	<i>0</i>	<i>Dispatched & cancelled on route</i>	<i>1</i>

<i>Smoke Detector Activation</i>	<i>1</i>	<i>Alarm Systems-False Alarm</i>	<i>1</i>
<i>Smoke and Odor Removal</i>	<i>0</i>	<i>Malicious, Mischievous False Call</i>	<i>1</i>
<i>Outside Equipment Fire</i>	<i>1</i>	<i>Police Matter</i>	<i>10</i>
<i>Alarm Systems-False Alarms</i>	<i>2</i>	<i>Rescue, EMS Incident</i>	<i>1</i>
<i>Police Assist</i>	<i>1</i>	<i>Smoke Detector Activation</i>	<i>1</i>
<i>Water or Steam Leak</i>	<i>1</i>	<u><i>Total Calls at Station #2</i></u>	<u><i>31</i></u>
<i>Wind Storm Assessment</i>	<i>1</i>		
<u><i>Total Calls at Station #1</i></u>	<u><i>100</i></u>		

Total for both Stations *131 with an average response time of 03:01*
minutes

Police Department
Rick Glavosek, Police Chief
rglavosek@hapeville.org – 404-669-2150

From May 1, 2015 to May 31, 2015 the Police Department answered 451 calls for service. There were (2) Assaults, (7) Burglaries, (2) Robberies, (39) Larcenies; including 14 Entering Autos, 2 Stolen Vehicles and 23 Thefts. The Department made (51) arrests. The average response time was 1 minute 44 seconds. The agency recovered 6 stolen vehicles. The agency issued 382 citations to include Traffic, General and Parking.

Detective Activities:

The Detective Division reviewed (57) cases, assigned (46) cases for investigation, and closed (21) cases. One case was closed with arrest warrants and (1) CID arrest. The Detective Division obtained (9) warrants and executed (2) search warrants. The Detective Division responded to (4) crime scenes for investigation.

Department Personnel continue to receive daily roll call and in-service training on topics such as in Standard Operating Procedures, Officer Safety, Mechanics of Arrest, Use of Force, Elder Abuse, Suspicious Activity Training, On-Premise Consumption, and Case Law.

In regard to Alcohol Ordinance enforcement the Detective Division issued (6) citations and (1) warning to various locations throughout the City.

Code Enforcement:

Code Enforcement handled (154) new calls for service, of which (23) were animal incidents, (19) parking in grass, (8) permit issues, (25) outside storage, (17) littering or pollution problems, and (62) were other code compliance issues. The unit closed (94) cases, and issued (4) citations. Operation Clean sweep is still in-effect and has teamed up with Community Service to get help Cleaning up litter, illegal dumping, and making sidewalk passable.

Abatements:

The current properties that are under abatements are as follow: 3 Woodrow lot (between Wheeler and N. Fulton Avenue), 278 Moreland Way, 3118 Sylvan Road, 639 Cofield Drive, 3093 Hope Street, 330 Mount Zion Road, 234 Maple Street, 437 Walnut Street, 472 Walnut Street, and 370 Woodrow Avenue.

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.

<p>Building Permits 3327 Dogwood Drive 3399 International Blvd. 3062 Springdale Road 3510 South Fulton Avenue, 101 647 Campbell Circle</p> <p>Plumbing Permits 3316 Old Jonesboro Road 3455 Rainey Avenue 629 Cofield Drive 3510 South Fulton Avenue, 101</p> <p>Mechanical Permits 3167 Oakdale Road 629 Cofield Drive 191 Arnold Street</p>	<p>Tree Permits 919 Custer Street 260 Mount Zion Road 3354 North Whitney Avenue</p> <p>Electrical Permits 3327 Dogwood Drive 362 Woodrow Avenue 191 Arnold Street 3380 Sunset Avenue 3316 Old Jonesboro Road</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

Maintained the Historic Christ Church Building including preparing the venue for City special events and coordinating venue showings/rentals. For rental rates and to schedule a tour visit: www.hapeville.org/index.aspx?nid=402 or contact the Department.

Produced City Newsletter, web updates of Departmental information, and all Departmental related advertising and promotional materials. (Newsletter Deadline Note: The submission deadline for the Newsletter remains the 15th of the month prior to the publication date. Visit www.hapeville.org.)

Promoted City Sponsored events (City newsletter, website) including the the Academy Theatre productions at the Hapeville Performing Arts Center, the Coffee & Chrome Event, and the upcoming City Sponsored Hapeville Cares Paint the Town Program.

Represented the City at various meetings and events in May including the Smart Airports Conference hosted by the Aerotropolis Alliance; the May Board meeting of the Atlanta Aerotropolis-Alliance was canceled. The ARC continues with the process of developing an "Atlanta Aerotropolis BluePrint." Research efforts have been initiated with the Atlanta Regional Commission, municipalities located within the Aerotropolis area, including Hapeville, have been assigned to a working committee to ensure inclusion in the process and be sure the City's planning documents are included and reviewed during preliminary committee meetings. One of the next steps will be to develop a survey to gain regional input. The City will continue to provide meeting updates and access to the survey from the Alliance as they are available from upcoming meetings. Please visit: www.atlantaaerotropolis.org for ongoing information.

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

Southern Circuit Tour of Independent Filmmakers: Reporting for the 2015 series will be finalized in June. City volunteers and staff dedicated time and talent to reviewing films and making recommendations for films during the month of June--special thanks to the Main Street Board volunteers and all of the film screeners. Hapeville's film titles and 2015-16 screening dates will be announced this summer!

Memorial Day Service thanks! Thank you to all of the community volunteers who assisted with the Memorial Day Service, an annual tribute to those that have made the ultimate sacrifice.

Hapeville's Movie Nights Under the Stars Series finale: June 19th (Annie). Events begin at 7:30PM with DJ fun and popcorn concessions, movies begin at dusk. (Rain location is the Hoyt Smith Center Gym)

Main Street Board Activities

The Board meets the 3rd Monday of each month volunteers and visitors are welcome! At the May meetings, board members discussed volunteer efforts for the South Arts Film Series as well as the public art projects. The Board held visioning/planning sessions for the workplan and budget for the upcoming fiscal year.

Recreation Department

Tod Nichols, Manager

tnichols@hapeville.org - 404-669-2136

Athletics

Our Ladies Kickball League is ongoing. Currently Hapeville has a team in first and second place in the standings. Games are played on Sunday's. The next scheduled games will be played at the Tom "Doc" Morris complex on Sunday June 7th. Game times are at 3, 4 and 5:00 p.m.

The Co-Ed Softball League games are played on Tuesday's beginning at 7pm. Our Men's Softball League is played on Thursday's with games beginning at 7pm. Contact Wayne Stephens at 404-669-2132 for more information.

Programs

The Coffee and Cuties group meet every second and fourth Tuesday 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 Camp has begun!

The Busy Bee after school program had its' final meeting of the 2014 - 15 school year on May 29, 2015. The group will resume meetings in August.

Contact Holli Stephens at 404-669-2134 for more information concerning our programs.

Planning and Zoning – May, 2015

Bill Johnston, City Planner

Strategic Planning Initiatives, LLC

Spi_llc@bellsouth.net

404.684.6588

Planning Commission, May 12, 2015

- *Site plan for 385 North Central Avenue, denied*
- *Final plat at 3420 Norman Berry Drive, approved*
- *Site plan for 240 Arnold Street, approved*
- *Site plan for 3163 Oakdale Road, approved*
- *Site plan for Lot 1/Lilly Street, tabled at request of applicant*
- *Site plan for 3358 Colville Avenue, approved*
- *Site plan for 3362 Colville Avenue, approved*

Design Review Committee, May 20, 2015

- *396-square foot metal roof at 558 Woodrow Avenue, approved*
- *174-square foot porch at 647 Campbell Circle, approved*
- *625-square foot addition at 3304 Forest Hill Drive, approved*
- *3,528-square foot SF new construction at 3163 Oakdale Road, tabled at request of applicant*
- *3,456-square foot SF new construction at Lily Street/Lot 1, tabled at request of applicant*
- *2,265-square foot SF new construction at 3358 Colville Avenue, approved*
- *2,265-square foot SF new construction at 3362 Colville Avenue, approved*

Board of Zoning Appeals, May 28, 2015

- *Variance to allow vinyl siding at 437 King Arnold Street*
- *Side yard reduction at 3178 Forrest Hill Drive*

Mayor and Council, May 5 and 19, 2015

- *Review of pending ordinances; attached table provides Ordinance processing schedule*

Other planning and zoning actions:

- *Occupational tax permit at approved at 637 North Central Avenue, logistics office use*
- *Occupational tax permit approved at 1001 Virginia Avenue, mobile ultrasounds office use*
- *Occupational tax permit approved at 3640-#1148 South Fulton Avenue, home occupation*

- *Occupational tax permit approved at 407-B North Central Avenue, cafe*
 - *Occupational tax permit denied at 3338 Dogwood Drive, assisted living*
 - *Occupational tax permit approved at 768 South Central Avenue Suite 300, staffing service*
 - *Sign Application approved at 636 South Central Avenue, wall sign*
 - *Sign Application approved at 397 North Central Avenue, wall sign*
 - *Sign Application approved at 1007 Virginia Avenue, wall sign*
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Finance/Administration

Jim Schuster, Director of Finance

jschuster@hapeville.org – 404-669-2118

Month / Year-End Closing and Reporting

- *Bank and account reconciliations -on-going- current through May. Developing detailed procedures.*
- *Integrate HDA and HATT accounts into BUDGETING system transferring “actual balances” and budgets from General Fund to HATT accounts*
- *Begin Account reconciliations for year-end.*

Year- end audit support

- *Obtain “prepared –by client” schedules from auditors*
- *Distribute Budget preparation sheets and Goal and Objectives section of Budget to Departments*
- *Prepared and distributed personnel Rosters sheets to Departments*
Compute department payroll and fringe benefits budget component
Input O & M data, payroll benefits and revenue estimates into Incode
- *Compute preliminary budget*
- *Begin work on budget document*

Finance/Accounting Activities

- *Train Account temp staff person -ongoing -bank reconciliations, cashiering procedures*
and Courtware Interface- as a manual reconciliation.
- *Review agenda items*
- *Prorated budget for Pension plan amortization period, reduced annual funding by \$500,000.*
- *Analyze Worker’s Comp requirements*
- *Run draft of May report*
- *Continue work on Internal Control manual*

Other Accounting and Billing

- *Generate multiple payrolls for 120 full time & 30 part time employees*
- *Mail 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*
- *Process 10-20,000 cash receipts transactions (revenues)*
- *Process credit card and wire transfer payments*

Other Managerial/ Administrative Duties

- *Respond to Mayor and Department requests*
- *Respond to citizens requests*
- *Meet with individual customers and citizens with complaints*
- *Staff and Council meetings*

Utility Accounts

22 Residential Accounts

2 Commercial Accounts

Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org - 404-766-3004

City Clerk

Upcoming Meetings:

Alcohol Review Board -June 18, 2015 at 6:00 p.m. at Hapeville Municipal Annex

Board of Appeals -June 25, 2015 at 6:00 p.m. at Hapeville Municipal Annex

Design Review Commission -June 17, 2015 6:00 p.m. at City Hall

Hapeville Development Authority -June 4, 2015 at 6:00 p.m. at City Hall

Main Street Board -June 15, 2015 at 6:00 p.m. at City Hall

Planning Commission -June 9, 2015 at 6:00 p.m. at Hapeville Municipal Annex

Mayor and Council -June 16, 2015 at 6:00 p.m. at Hapeville Municipal Annex

Hapeville Clean and Beautiful Commission -June 8, 2015 at 6:30 p.m. at City Hall

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

Open Records Request

18 Open Records Request were processed.

Total Time: 3 hour and 10 minutes

Total Cost: \$ 18.62

Other Duties

- *Maintain Retirees Insurance Payments*

- *Collect Applications for all positions*
- *Create Agendas/ Minutes for several meetings*
- *Prepare Green Sheet (Gather all Departments information)*
- *Hosted employee Appreciation Luncheon on April 24th, 2015 for GA Cities Week.*
- *Organized/planned Employee Health Fair for June 26th, 2015*
- *Prepare flyers for Employee Health Fair*
- *Responded to Subpoena*
- *Provided EEO Report to Police Department*
- *Set up interview schedule for the Recreation Department*
- *Attend webinar with Secretary of State regarding November election*
- *Provided alcohol quarterly/ monthly reports to the Police Department*
- *Provided lapel pins for the Hapeville High School Class of 1960 Ladies Luncheon*
- *Prepared/Mailed out Certified Letters for Alcohol License*