



**July 2014 Department Reports**

**To: Mayor and Council  
Citizens of the City of Hapeville**  
**From: Bill Werner, City Manager  
bwerner@hapeville.org – 404-669-2117**

**Fire Department**

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

*The Department had 11 fire inspections, 9 pre-fire plans, 85 blood pressures checked and 66 hours of Firefighters on patrol. All three shifts participated in this year's Safetyville with 30 children attending the Fire Safety Education class and visiting the Fairburn Fire Department Safety Bus. During the month of June, the Department conducted training in the following areas: Fire Control, GA Service Bridge, Operations at Haz-Mat Incidents, Engine Company Operations, Public Relations, Ladder Truck training, Pump Training and Driver Training. A walk-through of the future Porsche Headquarters was performed by all shifts to be better familiarized in the event of an incident. A member of the Department attended the monthly Hapeville Elementary business partners meeting. Our newest member of the Department has completed all required training to be a line Firefighter/EMT. FF Williamson completed his training with Atlanta Fire & Rescue in which he was top of his class on both Firefighter and EMT classes. Captain Michael Shuman has retired effective June 1 with over 29 years of fire service at Hapeville Fire & Rescue.*

*Fire Station #1 - 3468 North Fulton Avenue*

*Fire Call Statistics*

<i>Auto Accidents w/o injuries</i>	<i>1</i>
<i>Auto Accidents w/injuries</i>	<i>1</i>
<i>EMS</i>	<i>52</i>
<i>Fire</i>	<i>3</i>
<i>Fire Alarm</i>	<i>3</i>
<i>Mutual Aid (Given)</i>	<i>0</i>
<i>Gas Leak</i>	<i>1</i>
<i>Hazardous Conditions</i>	<i>0</i>
<i>Trees Down</i>	<i>0</i>
<i>Elevator Rescue</i>	<i>0</i>
<i>Wires Down</i>	<i>1</i>
<i>Other Responses Citizen Assist</i>	<i>4</i>
<u><i>Total Calls at Station #1</i></u>	<u><i>66</i></u>

*Fire Station #2 - 870 S. Central Avenue*

*Fire Call Statistics*

<i>Auto Accidents</i>	<i>1</i>
<i>Auto Accidents w/injuries</i>	<i>2</i>
<i>EMS</i>	<i>48</i>
<i>Fire</i>	<i>4</i>
<i>Fire Alarm</i>	<i>3</i>
<i>Mutual Aid (Given)</i>	<i>1</i>
<i>HazMat</i>	<i>0</i>
<i>Hazardous Conditions</i>	<i>0</i>
<i>Trees Down</i>	<i>1</i>
<i>Wires Down</i>	<i>1</i>
<i>Gas Leaks</i>	<i>0</i>
<i>Citizen Assist</i>	<i>1</i>
<i>Other Responses</i>	<i>0</i>
<i>Elevator Rescue</i>	<i>0</i>
<u><i>Total Calls at Station #2</i></u>	<u><i>62</i></u>

*Total Average Response Time minutes 4:41*

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

*From June 1, 2014 to June 30, 2014 the Police Department answered 565 calls for service. There were (8) Assault, (4) Burglaries, (1) Carjacking, (2) Robberies, (44) Larcenies; including (18) Entering Autos, (4) Stolen Vehicles and (22) Thefts. The Department made (67) arrests. The average response time was 2 minute 31 seconds. There was a total of (304) tickets to include (214) Traffic tickets, (66) General and (24) Parking. The Department recovered 5 stolen vehicles.*

*The Detective Division assigned (72) cases for investigation, and closed (39) cases. (4) cases were closed with arrest warrants. The Detective Division obtained (20) warrants and responded to (13) crime scenes and executed (6) search warrants. The Division investigated a rape case at the Willingham Apartments. The suspect is accused of raping two women. The suspect was identified and arrest warrants have been issued. The Unit is also investigating an incident in which a victim was carjacked at gunpoint in front of the Hapeville Library. The vehicle was recovered by Uniform Patrol officers and the suspects were interviewed by Detectives. Several leads are being followed.*

*The Department personnel continue to receive daily roll-call and in-service training on topics such as (but not limited to) the Department's Standard Operating Procedures (SOP), Special Orders, Uniform & Vehicle Inspections, Evidence Procedures, Case Law: Arizona V. Gant, Officer Safety, DUI Checkpoints, Motor Vehicle Codes, and Department's Goals & Objectives.*

*Code Enforcement handled (239) new calls for service, of which: (39) were animal incidents, (21) for outside storage violations, (14) for parking on the grass, (6) Permit Violations and (159) were other code compliance issues. The unit wrote (16) citations, closed (201) cases, and has (133) active cases.*

**Some current cases:**

*330 Mount Zion Road-RFQ for demolition*

*3409 Dogwood Drive- Certified letter sent with citations-projected abatement hearing-07/22/14  
3223 Lake Ave.- The owner failed to appear at his 05/20/14 court date. A warrant was issued for his arrest. The owner was arrested and was issued more citations for the same violations present. Their court date is for July 22nd.*

*625 Coleman Street- Certified letter sent with citations- no receipt received- projected abatement hearing on 07/22/14.*

*3118 Sylvan Road- Certified letter sent to Universal Capital LLC in the name of the representative. Also citations were sent to the private residence of the representative. A partner and representative with Universal Capital LLC was sent a certified letter with citations for the July 22nd court date. The confirmation and signature card was received with representative's signature.*

*437 Walnut Street – Citations sent certified mail on 6/24/2014, this property will be in court for abatement hearing 7/22/2014.*

*222 Mount Zion Road – Property owner was in court 6/24/2014, judge gave 30 days to be in compliance.*

*234 Maple Street – Citations sent certified mail on 5/22/2014, this property will be in court for abatement hearing 7/22/2014.*

*370 Woodrow Avenue - Citations sent certified mail on 5/22/2014, this property will be in court for abatement hearing 7/22/2014.*

429 Lake Drive – Citations sent certified mail on 5/22/2014, this property will be in court for abatement hearing 7/22/2014.  
3249 North Fulton Avenue – This house has been demolished.  
3175 North Fulton Avenue - Citations sent certified mail on 5/22/2014, this property will be in court for abatement hearing 7/22/2014.  
3265 North Fulton Avenue - Citations sent certified mail on 5/22/2014, this property will be in court for abatement hearing 7/22/2014.  
466 Woodrow Avenue - Citations sent certified mail on 5/22/2014, this property will be in court for abatement hearing 7/22/2014.  
831 Custer Street- This property is in compliance.  
3186 Dogwood Drive – Currently working with FDIC to find property owner.  
629 Cofield Drive- Certified letter sent – no receipt received-projected abatement hearing on 07/22/14.  
639 Cofield Drive- certified letter with citations sent -no receipt received- Projected abatement hearing on 07/22/14.  
3409 Dogwood Drive- Certified letter sent with citations-projected abatement hearing on 07/22/14.  
3093 Hope Street – Certified letter sent with citations- no receipt received projected abatement.

**The Police Department's non-emergency number is (404) 669-2111. In the event of an emergency dial 911!**

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#### **Community Services**

**Lee Sudduth, Interim Director**

**lsudduth@hapeville.org – 404-669-2120**

*The N. Central Avenue Streetscape Project, the N. Fulton Streetscape project and the Municipal Complex Parking Improvements will begin construction in a couple of months. The projects will consist of new sidewalks, street furniture, street lamps, new paving, alley way improvements and brick pavers. See the website for more information.*

*The Department has three streetscape projects that are currently in the engineering stage. They are as follows: **Dogwood Drive** from South Central to North Avenue, **Loop Road Access** which includes Atlanta Avenue, Rainey, Union and parts of Virginia Avenue, and the **Rail Facilities Project** which includes all of the railroad right of way.*

**Building Permits**

3443 Orchard Street  
377 North Avenue  
220 Mount Zion Road

**Electrical Permits**

3177 Oakdale Road  
261 Dorsey Road

**Tree Permits**

3548 South Fulton Avenue  
639 Coleman Street

**Plumbing Permits**

3127 Old Jonesboro Road

**Mechanical Permits**

3300 Forrest Hill Drive  
397 North Central Avenue  
627 Cofield Drive

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**Economic Development****Allie O'Brien, Main Street & Marketing Manager****aobrien@hapeville.org - 404-669-8269****Department/HATT Activities**

*Produced June Special Events: including the finale of the Movie Night Series, thanks to all of the residents who came out to see "Frozen!" what a great night!*

*Maintained the Historic Christ Church Building rental log and coordinated venue showings/rentals and handled inquires and events.*

*Produced City Newsletter, web updates of Departmental information, and all Departmental related advertising and promotional materials. The Hapeville Hometown News submission deadline remains the 15th of the month prior to the publication date. For newsletter submissions, visit [www.hapeville.org](http://www.hapeville.org) or contact [asenter@hapeville.org](mailto:asenter@hapeville.org).*

*Assisted with promotional efforts for City Sponsored events including the Hapeville Farm and Artist Markets, the Coffee & Chrome Car Events and the Academy Theatre productions at the Hapeville Performing Arts Center.*

*Met with representatives from the tri-cities Economic Development/Main Street staff to discuss on-going projects with new staff in College Park. Planning is underway for the next tri-cities business-to-business-networking event.*

*South Arts Selects Hapeville as 2014-2015 Film Screening Partner! The South Arts organization has announced the 2014-2015 Southern Circuit Film Screening partners. Hapeville has been selected as one of 17 venues for the Independent Filmmakers' Tour! Dates and films will be announced soon!*

*Coordinated in-house Planning & Zoning administrative tasks with City Planner.*

**Planning Summer Events -please visit [www.hapeville.org](http://www.hapeville.org) for details.**

July 18th-Hapeville's Downtown Live Concert Series begins! The July 18th concert will feature Hapeville's own John Stringer and [The Last Five Standing](http://www.lastfivestanding.com), Atlanta's premier rock cover band. Visit their website at [www.lastfivestanding.com](http://www.lastfivestanding.com). Downtown Live Concerts in the Park are held the third Friday of the months of July through October-save the dates! The concert series features live music and food vendors in Jess Lucas Park from 7p.m. to 11 p.m. Free Admission. (The vendor application deadline for the August concert is Friday, July 25th.)

Happy Days T-Shirt Design Contest! Do you have a great design idea for this year's Happy Days T-Shirt? Are you interested in receiving a \$150 grand prize? If the answer is yes, this is the contest for you! The deadline for all submissions is 5:00 p.m. on Friday, August 29, 2014. The winner will be announced at the festival kick-off concert on Friday, September 19th and recognized on Saturday, September 20th during the festival.

**Main Street Board Activities**

The Board meets the 3rd Monday of each month at 6:00 p.m. in City Hall, volunteers and visitors are always welcome! At the June meeting Board members discussed remaining work plan projects for the fiscal year and set goals to complete projects within the month. The Main Street Program Manager has been invited by the UGA Carl Vinson Institute of Government and the GA Economic Development and Department of Community Affairs to be a panelist as part of an annual downtown leadership conference.

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**IT and Communication**

**Corey Daniel, IT Manager**

**[cdaniel@hapeville.org](mailto:cdaniel@hapeville.org) -404-669-2167**

IT and Communications has continued to focus on expanding the City of Hapeville's technology and communications infrastructure. The Department will continue to implement programs and services that will help provide staff with the ability to provide better service to the citizens of Hapeville.

- \* **VOIP RFP:** Will be submitting an RFP in less than a week for bidding for the City's Unified Communication upgrade/ replacement (City phone System).
- \* **BTV Systems:** Meeting with BTV Systems Friday regarding City wide camera surveillance system.
- \* **CourtWare Software Install:** Courtware software was installed June 26, 2014.
- \* **Microphones(Work Sessions):** Obtaining a quote for wired microphones for work sessions.

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**Finance Department**

**Jim Schuster, Finance Director**

**[jschuster@hapeville.org](mailto:jschuster@hapeville.org) - 404-669-211**

**City Annual Budget**

- Review budgets for amendments (on-going)
- Revised budget personnel cost worksheets for FY 2015
- Compiled "Proposed Budget"
- Budget Presentation(s)
- Compute/estimate HATT budget
- Analyze all Revenue sources creating 5 year history
- Analyze tax assessments, billings, revenues, etc.

- *Formatting final Budget document*
- *Set up new year Budget*

### **Month/Year End Closing and Reporting**

- *Bank and account reconciliation – through June*
- *Started HDA and HATT monthly reports (Bank reconcile a problem)*
- *Distribute preliminary year-end report*

### **Year- end audit support**

- *Objective: keep accounts current to minimize year-end work*

### **Finance/Accounting Activities**

- *Continue Self-Training on iTreasury, Incode, W&S billing, Tax software, Trust Co website (bond draws), banking, other systems*
- *Strengthen documentation of transactions (audit trail) and internal controls*
- *Consolidate/organize physical, electronic and e-mail files --on-going process*
- *Train Accounting Supervisor,*
- *Review agenda items*

### **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 (revenues)*
- *Process credit card and wire transfers payments*

### **Other Managerial / Administrative Duties**

- *Council / Train / Supervise employees*
- *Respond to City Manager and Department requests*
- *Meet with individual customers and citizens*
- *Staff and Council meetings*

### **Water Accounts**

*Residential- 27*

*Commercial- 1*

### **Planning and Zoning – May, 2014**

**Bill Johnston, City Planner**

**Strategic Planning Initiatives, LLC**

**[Spi\\_llc@bellsouth.net](mailto:Spi_llc@bellsouth.net) -404.684.6588**

### **Planning Commission, June 10, 2014**

- *Canceled due to lack of agenda items*

### **Design Review Committee, June 18, 2014**

- *801 Virginia Avenue, building addition--approved by DRC*
- *856 Virginia Avenue, building addition--approved by DRC*

**Board of Zoning Appeals, June 26, 2014**

- *Canceled due to lack of agenda items*

**Mayor and Council, June 3 & 17, 2014**

- *Mural ordinance (first reading)*
- *Free libraries*
- *Small grocer*

**Other planning and zoning actions:**

- *Occupational tax permit application approved at 1001 Virginia Ave. Suite 302-Office Use*
- *Occupational tax permit application approved at 3266 Dogwood Drive-Grocer*
- *Sign application denied at 3670 Georgia Avenue*
- *Sign application approved at 3445 Dogwood Drive*
- *Zoning certification at 1200 Virginia Avenue*

**Old Business:**

*Arts District Overlay public input in progress*

*Sign Ordinance, including LED building lighting (the subject of a moratorium), pending*

**New Business:**

*Mural Ordinance "first reading" held June 17th*

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**Administrative Services**

**Jennifer Elkins, City Clerk**

**jelkins@hapeville.org - 404-766-3004**

*Upcoming Meetings:*

*Mayor and Council-July 16, 2014 at 6:00 p.m.- Called Meeting*

*Design Review Commission- July 16, 2014 at 6:00 p.m.*

*Alcohol Review Board- July 17, 2014 at 6:00 p.m.*

*Main Street Board- July 21, 2014 at 6:00 p.m.*

*Board of Appeals- July 24, 2014 at 6:00 p.m.*

*Please note that attendees at meetings held at City Hall are asked to enter through the Conference Room Entrance located at the rear of the building.*

*Meeting times and places are subject to change, please visit [www.hapeville.org](http://www.hapeville.org) for further information.*

*If you are interested in serving on a Board or Commission, applications can be found online at [www.hapeville.org](http://www.hapeville.org) on the City Clerk's page or at City Hall.*

**Open Records Request**

*7 Open Records Requests were processed.*

**Human Resources**

*The City is currently accepting applications for the position Firefighter EMT and Police Officer. Applications are available online ([www.hapeville.org](http://www.hapeville.org)) or at City Hall.*

- Successfully completed Retirement process for one employee*
- Processed Alcohol License*