



August 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, 17 pre-fire plans, 85 blood pressures checked and 66 hours of Firefighters on patrol. All three shifts have completed their training for the NPQ Firefighter 2 certification and they will begin testing their skills during the month of August. During the month of July, the Department conducted training in the following areas: Engine 1, 2 and Ladder 1 Pump Training, Public Relations, Low Angle Slope Evacuation, Preventative Maintenance on All Apparatus, Records and Reports training, Hybrid Extrication and Firefighters' Safety and Health Training. Three department personnel attended the Georgia Fire Safety Symposium at the Georgia Public Safety Training Center in Forsyth, GA.

Fire Station #1 - 3468 North Fulton Avenue

Fire Call Statistics

<i>Auto Accidents w/o injuries</i>	<i>0</i>
<i>Auto Accidents w/injuries</i>	<i>2</i>
<i>EMS</i>	<i>60</i>
<i>Fire</i>	<i>2</i>
<i>Fire Alarm</i>	<i>3</i>
<i>Mutual Aid (Given)</i>	<i>3</i>
<i>Gas Leak</i>	<i>2</i>
<i>Hazardous Conditions</i>	<i>1</i>
<i>Trees Down</i>	<i>2</i>
<i>Elevator Rescue</i>	<i>2</i>
<i>Wires Down</i>	<i>1</i>
<i>Other Responses Citizen Assist</i>	<i>1</i>
<u><i>Total Calls at Station #1</i></u>	<u><i>79</i></u>

Fire Station #2 - 870 S. Central Avenue

Fire Call Statistics

<i>Auto Accidents</i>	<i>2</i>
<i>Auto Accidents w/injuries</i>	<i>1</i>
<i>EMS</i>	<i>58</i>
<i>Fire</i>	<i>1</i>
<i>Fire Alarm</i>	<i>1</i>
<i>Mutual Aid (Given)</i>	<i>0</i>
<i>HazMat</i>	<i>2</i>
<i>Hazardous Conditions</i>	<i>0</i>
<i>Trees Down</i>	<i>0</i>
<i>Wires Down</i>	<i>1</i>
<i>Gas Leaks</i>	<i>0</i>
<i>Citizen Assist</i>	<i>0</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>66</i></u>

Total Average Response Time minutes 3:16

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

From July 1, 2014 to July 31, 2014 the Police Department answered 549 calls for service. There were (3) Assaults, (5) Burglaries, (1) Robbery, (70) Larcenies: including 45 Entering Autos, 3 Stolen Vehicles and 22 Thefts. The Department made 65 arrests. The average response time was 2 minute 44 seconds. There was a total of 308 tickets to include 196 Traffic tickets, 71 General and 41 Parking. The Department recovered 5 stolen vehicles.

The Detective Division reviewed and assigned (65) cases for investigation and closed (53) cases, (29) cases were closed with arrest warrants. The Detective Division obtained (34) warrants and responded to (18) crime scenes and executed (1) search warrant.

The Department's 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, Personnel Orders, Roll-call assignments, Uniform & Vehicle Inspections, Officer Safety, State Laws and Motor Vehicle Codes.

Code Enforcement handled (171) new calls for service, of which: (44) were animal incidents, (26) for outside storage violations, (14) for parking on the grass, (12) Permit Violations and (75) were other code compliance issues. The unit wrote (14) citations, closed (167) cases, and has (152) active cases.

Some current cases:

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. The owner was given a 30 day compliance extension for the 08-26-14 court date.

625 Coleman Street- Certified letter sent with citations- no receipt received- projected abatement hearing on 08-26-14.

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. The owner failed to appear at the 07-22-14 court date.

629 Cofield Drive- The property was brought into compliance by the previous owner who later produced a foreclosure letter in her name for the above property.

639 Cofield Drive- certified letter with citations sent -no receipt received- Legal ad placed for court date: 07/22/14. Owner failed to appear in court. Case was sent to legal.

3409 Dogwood Drive- Certified letter sent with citations-projected abatement hearing on 07/22/14. Judge Ewing reset the court date for 08-26-14 to begin the abatement process.

3093 Hope Street – Certified letter sent with citations- no receipt received. Legal ad placed for court date: 07/22/14. Owner failed to appear in court. Case was sent to legal.

437 Walnut Street – Citations sent certified mail on 6/24/2014, this property will be in court for abatement hearing 8/26/2014.

222 Mount Zion Road – Property owner was in court 7/22/2014. Boards have been removed and all brickwork is complete.

234 Maple Street – Citations sent certified mail on 5/22/2014, this property will be in court for abatement hearing 8/26/2014.

370 Woodrow Avenue - Citations sent certified mail on 5/22/2014, this property will be in court for abatement hearing 8/26/2014.

429 Lake Drive – Citations sent certified mail on 5/22/2014, this property will be in court for abatement hearing 8/26/2014.

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 8/26/2014.

3265 North Fulton Avenue - Citations sent certified mail on 5/22/2014, this property will be in court for abatement hearing 8/26/2014.

466 Woodrow Avenue - Citations sent certified mail on 5/22/2014, this property will be in court for abatement hearing 8/26/2014.

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

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

493 Barnett Drive
3010 Dogwood Drive
624 Spring Street
3361 North Whitney Avenue
558 College Street, Bldg D
3435 Harding Avenue
521 Oak Drive
475 Lake Drive
3351 Magnolia Court

Electrical Permits

3116 Grove Circle

Demolition Permits

712 Campbell Circle

Tree Permits

308 Maple Street
3184 Forrest Hill Drive
3207 Hope Street
353 Moreland Way

Plumbing Permits

3127 Old Jonesboro Road

Mechanical Permits

3399 International Blvd

Economic Development

Allie O'Brien, Main Street & Marketing Manager
aobrien@hapeville.org - 404-669-8269

Department/HATT Activities

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 or contact asenter@hapeville.org.

Assisted with promotional efforts and coordinated with organizers for City Sponsored events including the Vet Fest, the Paint the Town program, the Hapeville Farm and Artist Markets, the Coffee & Chrome Car Events and the Academy Theatre productions at the Hapeville Performing Arts Center.

Coordinating the Tri-Cities Merchant Mixer Series with College Park and East Point Economic Development Departments. The next event to be held at Cartini Home in Hapeville, date: TBD.

Represented the City at various meetings and events including the July Airport Chamber monthly meeting, the July Airport Area Guide Fam/Advertisers event, and the July Atlanta Aerotropolis Alliance Board meeting. The Atlanta-Aerotropolis Alliance Board is currently working with the Atlanta Regional Commission to develop an RFP for strategic planning and had a presentation from the Fulton County Economic Development Department on shared business attraction strategies. The Board is also developing membership/sponsorship opportunities for the Alliance's initiatives including a future "Smart Airport & Regions" International Conference--the City of Hapeville will be recognized as a founding Alliance member.

Coordinated with City's "Google Fiber" team/staff to meet with Google Fiber business development/regional outreach representative for a follow-up meeting. Google has all of the information requested of the City. Google continues to consider Hapeville, and the metro-Atlanta area for Google Fiber, they are continuing their due diligence and considering build-out infrastructure, network logistics and costs. They expect to determine a "go or no-go" decision by Jan. 2015 for the metro-Atlanta area network build-out.

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

Planning Summer Events -please visit www.hapeville.org for details.

August 15th-Hapeville's Downtown Live Concert Series: "[The Foxes and The Fossils.](#)" will play everything from Crosby, Stills and Nash to Sara Bareilles. Downtown Live Concerts in the Park are held the third Friday of the month 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.

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.

Save the Date! September 12th-The Southern Circuit of Independent Filmmakers Tour returns to Hapeville! "Oil & Water" is a documentary directed by Francine Strickwerda & Laurel Spellman Smith it is the true story of two boys coming of age during one of the world's worst oil pipeline toxic disasters. Series Screenings will be on Friday evenings at the Historic Christ Church & Carriage House starting with a Reception with the Filmmaker at 6 p.m. and the Film Screening at 7 p.m. followed by a Q&A with the filmmaker. Free Admission.

Save the Date! Sept. 19th & 20th-Happy Days Festival: at Jess Lucas Y-Teen Park. Friday night Downtown Live Concert Kick-off features live music, local bands and great food. Saturday features live music, artist market, arts & crafts vendors, games and rides for children.

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 July meeting Board members discussed on-going projects and developed an artist recruitment list, time line and strategy for the Butterfly Phase II project--artist recruitment is underway. I attended the July Department of Community Affairs Regional Managers Meeting including a site visit in Woodstock, GA.

Recreation Department

Tod Nichols, Recreation Manager

tnichols@hapeville.org – 404-669-2136

Athletics:

Youth Cheerleader and Football registration is coming to a close. The teams will participate in the Youth Football Alliance for the upcoming 2014 season.

The annual Each One Reach One football camp was held on July 12, 2014 at the Hapeville Memorial Stadium. Over 100 kids enjoyed individual drills taught by our past Hapeville football players who are currently in high school and college. Some of the colleges represented were University of

Georgia, University of Auburn, Georgia State and University of Tennessee - Chattanooga. On July 19, 2014 the Department hosted the Youth Football Alliance coaches certification. There were over 600 coaches from 15 associations that covers four counties to attend the event. On July 26, 2014 Hapeville hosted the first annual YFA Coaches Flag Football tournament. There were 12 teams filled with volunteer youth football coaches to compete in this double elimination tournament. Team Hapeville Hornets lost their first game but went on to win five straight games to bring home the trophy! The trophy will be on display at the Hoyt Smith Center for the entire 2014 YFA season.

Our cheerleader camp was held on July 26, 2014 with 85 cheerleaders in attendance. A special thank you to Mrs. Tania Wismer who helped orchestrate the camp!

Please contact Alan Dotson at 404-669-2127 for more information on our youth sports.

Contact Wayne Stephens at 404-669-2132 for information on the 2014 Co-Ed and Men's Summer Softball League.

Programs:

Our Busy Bee Summer Camp came to an end on August 1, 2014. The campers final day was made up of our own Hapeville Summer Olympics as they competed in 11 events. The top boy and girl received a touchscreen tablet during the awards ceremony courtesy of The Atlanta Travel Social Club.

The Busy Bee After School program begins August 11, 2014 and meets daily from 2:30 - 6:30 p.m.

Seniors:

The Pleasant Hours Club will meet at the Hoyt Smith Center on September 3, 2014.

Our High Stepping Hornets will continue to walk every Tuesday, Thursday, and Friday at the Hoyt Smith Center from 9:30 – 10:00 a.m.

IT and Communication

Corey Daniel, IT Manager

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:** Has been submitted for bid. RFP can be located on the City website or Georgia Municipal Association website.

* **Police Dept:** Cisco 3560 Switch will be installed at the Police Department.
- Replacing a couple of users computers at the Police Department.

* **CourtWare Software :** Database was reinstalled due to corruption.

Finance Department
Jim Schuster, Finance Director
jschuster@hapeville.org - 404-669-211

City Annual Budget

- *Prepare tax data for publication of tax hearings*
- *Prepare budget corrections for InCode system for summarization*
- *Summary and detail appropriations for all departments*
- *Get final budget ready for publication*

Month/Year End Closing and Reporting:

- *Developed formal (Excel) methodology for bank reconciliations*
- *Corrected five years of monthly InCode Pooled Cash Reports*
- *Used corrected Cash Reports to create Cash Flow History and graph*
- *Reconciled Hapeville Development Authority bank account*
- *Updated general Ledger accounts to prepare Hapeville Development Authority FY 2014 Year End Report*
- *Updated accounts and prepared HAAT FY 2014 Year End report*
- *Respond to open records request*
- *Prepare written instructions on payment methods for City bills*
- *Prepare same for newsletter*
- *Change payments site with new instructions*
- *Cross train new Senior Accountant for Payroll and Accounts Payable*
- *Review of allocations of fringe benefit costs for FY 2014*

Accounting and Billing

- *Generate multiple payrolls for 122 full time & 29 part time employees*
- *Billing and collections for 6,000 Water & Sewer customers*

Water Accounts

Residential- 38

Commercial- 3

Planning and Zoning – May, 2014

Bill Johnston, City Planner

Strategic Planning Initiatives, LLC

Spi_Illc@bellsouth.net -404.684.6588

Planning Commission, July 8, 2014

- *Sign ordinance changes, only minor edits to Sign District Map and text remain*
- *Vehicle sales by Lending Institutions recommended for approval*

Design Review Committee, July 16, 2014

- *397 North Central Avenue, new metal awnings-approved*
- *3044 Dogwood, fence-referred to BOA*
- *3325 Lavista Drive, metal roofing on accessory structure-approved*

Board of Zoning Appeals, July 24, 2014

- Canceled due to lack of agenda items

Mayor and Council, July 15, 2014

- Mural ordinance (first reading) Re-set for first reading August 5th for paint and maintenance standards
- Free libraries recommendation as to standards for private property
- Discussion of Auction for 3552 Perkins Street

Other planning and zoning actions:

- Occupation tax approved at 1003 Virginia Ave. Suite 108.-office use
- Sign application approved at 791 Oaks Street, wall sign
- Sign application approved at 1155 Virginia Avenue Suite H, wall sign

Old Business:

- Arts District Overlay public input review in progress
- Sign Ordinance, including LED building lighting (the subject of a moratorium), pending

New Business:

- Mural Ordinance "first reading" now scheduled for first reading August 19
- Accessory Building Text Amendment now scheduled for first reading August 19
- Sign ordinance now scheduled for first reading August 19
- Vehicle sales by Lending Institutions now scheduled for first reading August 19
- Subdivision Regulations Update now scheduled for first reading August 19

Administrative Services**Jennifer Elkins, City Clerk****jelkins@hapeville.org - 404-766-3004****Upcoming Meetings:**

Mayor and Council-August 19, 2014 at 6:00 p.m.

Development Authority- August 7, 2014 at 6:30 p.m.

Planning Commission- August 12, 2014 at 6:00 p.m.

Design Review Commission- August 20, 2014 at 6:00 p.m.

Alcohol Review Board- August 21, 2014 at 6:00 p.m.

Main Street Board- August 18, 2014 at 6:00 p.m.

Board of Appeals- August 28, 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 for further information.

If you are interested in serving on a Board or Commission, applications can be found online at www.hapeville.org on the City Clerk's page or at City Hall.

- Processed Alcohol License

- *Mayor and Council will hold Public Hearings for:*
 - *Millage Rate - August 5th at 9:00AM and 6:00 PM and August 19th at 6:00 PM*
 - *Sign Ordinance August 19th at 6:00 PM*
 - *Accessory Structure Ordinance August 19th at 6:00 PM*
 - *Subdivision Regulations August 19th at 6:00 PM*
 - *Vehicles Sales Accessory to lending institutions August 19th at 6:00 PM*

Open Records Request

15 Open Records Requests were processed.

Human Resources

Process applications for Police, Seasonal Recreation Aide, and Firefighter/EMT.

Obtained quotes for renewal of employee benefits.

Process new employee Andrea Boyes with the Police Department.