



March 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 32 fire inspections, 8 new construction site visits, 3 plan reviews, 29 pre-fire plans, 2 fire investigations and 92 blood pressures checked. Five smoke detectors were given out to residents within the community. A total of 84 hours of firefighters on patrol were completed. During the month of February, all three shifts conducted training in the following areas: Emergency Medical Services protocols, Engine Company Operations, and reviewed ISO changes in order to comply with required certification. One member of the Department attended the Improvised Explosive Device (IED) Awareness & Demonstration Class at the Georgia Public Safety Training Center.

Fire Station #1 - 3468 North Fulton Avenue

Fire Call Statistics

Auto Accidents w/o injuries	0
Auto Accidents w/ injuries	1
EMS	51
Fire	2
Fire Alarm	2
Mutual Aid (Given)	2
Gas Leak	1
Hazardous Conditions	0
Trees Down	2
Elevator Rescue	0
Wires Down	2
Other Responses Citizen Assist	3
<u>Total Calls at Station #1</u>	<u>66</u>

Fire Station #2 - 870 S. Central Avenue

Fire Call Statistics

Auto Accidents	0
Auto Accidents w/ injuries	2
EMS	43
Fire	3
Fire Alarm	3
Mutual Aid (Given)	0
HazMat	0
Hazardous Conditions	0
Trees Down	3
Wires Down	3
Gas Leaks	0
Citizen Assist	0
Other Responses	0
Elevator Rescue	0
<u>Total Calls at Station #2</u>	<u>57</u>

Total Average Response Time minutes 3:23

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

From February 1, 2014 to February 28, 2014 the Police Department answered (664) calls for service. There were (0) Rape, (0) Assaults, (4) Burglaries, (0) Robbery, (45) Larcenies; including (25) Entering Auto, (4) Stolen Vehicles and (16) Thefts. The agency made (70) arrests and recovered (12) stolen vehicles. The agency's average response time was 2 minutes 44 seconds. The organization wrote (199) tickets: (95) Traffic tickets, (83) General and (21) Parking.

The Detective Division reviewed (664) cases, assigned (52) cases for investigation, and closed (43) cases. Nine (9) cases were closed with arrest warrants and (6) CID arrests were made. The Detective Division investigated (10) crime scenes and executed (2) search warrants.

The Detective Division is operating a crime suppression detail. The detail is intended to prevent or arrest suspects of auto theft and entering autos.

Department personnel continue to receive daily roll-call and in-service training on topics such as Case Law, Legal Updates, National Accreditation and State Certification, and policy and procedures.

Code Enforcement handled (171) new calls for service, of which: (35) were animal incidents, (61) for outside storage violations, (11) for parking on the grass, (6) Permit Violations and (58) were other code compliance issues. The unit wrote (21) citations, closed (177) cases, and has (136) active cases.

3249 North Fulton – The owner was cited and he is in the progress to get the property in compliance with city code.

3409 Dogwood Drive – Fulton County sold the tax lien. The front of the property has been cut and cleared however the rear is in need of regular maintenance.

644 Coleman Street – The property is under contract to be sold. I spoke with a representative with SunTrust Finance who advised that she would send me the new owners information as soon as the property closed.

639 Cofield Drive - A caretaker of the property has been informed of a fallen tree and property damage. A certified letter with citations has been mailed to the address to begin the abatement process. The property is being maintained by a family member however the tree in the rear remains.

3118 Sylvan Road - citations sent certified mail and returned as not delivered. Code Enforcement has been unable to successfully issue citations to the owner. As of this date, the trash, grass and weeds are being maintained however there are still some building issues.

429 Lake Drive – Code Enforcement was contacted by HUD in reference to the property however, Fulton County Tax information still shows a private owner. No receipt of the certified letter sent has been received. Fulton County now shows HUD as the owner.

329 Maple Street - HUD Home.

443 Lake Drive - HUD Home.

625 Coleman Street (burned apt)- HUD is no longer listed as the owner/agent of the property and the owner was recently contacted by certified mail.

The following abated properties are being properly maintained by Segrest Landscaping and currently have no property maintenance issues.

3097 Grove Circle

215 Moreland Way

278 Moreland Way

3255 Oakdale Road

261 Birch Street - vacant lot

and two vacant lots on Woodrow Ave identified with parcel numbers only.

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 North Avenue CDBG Sidewalk Replacement Project is underway. This project consists of replacing dilapidated sidewalks on the south side of North Avenue from Hope Street to Dogwood Drive. The Community Development Block Grant amount is \$107,500.

The Department has four streetscape projects that are currently in the engineering stage. They are as follows: **N. Central Avenue** from N. Whitney to Dearborn, **Dogwood Drive** from S. Central to N. 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. The engineering is complete on the **N. Fulton Ave. Streetscape Project** and construction begins sometime in 2014.

The Georgia Department of Transportation has awarded the City of Hapeville \$52,983.61 for the LMIG Program. This Local Maintenance and Improvement Grant Funds will be used to pave Cofield Drive. There is a required 30% match for this grant.

Building Permits

720 North Avenue
832 Virginia Avenue, Suite C
473 Barnett Drive
647 Campbell Circle
322 Mt. Zion Road

Electrical Permits

720 North Avenue
3663 Elm Street
1155 Virginia Avenue, Suite L
3394 Myrtle Street Apt. 3
346 Moreland Way (A&B)
831 North Avenue
1155 Virginia Avenue, Suite H
832 Virginia Avenue, Suite C
628 South Central Avenue
322 Mt. Zion Road

Plumbing Permits

337 Maple Street
832 Virginia Avenue, Suite C
3359 Old Jonesboro Road

Tree Permits

609 College Street
3644 Union Avenue

Mechanical Permits

720 North Avenue
557 Oak Dive
362 Woodrow Avenue
346 Moreland Way (A&B)
832 Virginia Avenue, Suite C

Economic Development

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

2014 City Events Planning and Scheduling is Underway -please visit www.hapeville.org for updates to the schedule.

Department/HATT Activities

The Department represented the City at the South Fulton Metro Development Outlook Convention (February 19, 2014) and attended sessions on regional community improvement districts and emerging technology in local government.

The next scheduled Tri-Cities Businesses "Merchant Mixer" will be held in East Point on Wednesday, March 12, 5-7pm. Guest Speaker: Shauna Smith, Marketing Muse360 at the Holiday Inn & Suites Atlanta Airport North, 1380 Virginia Avenue. This series is produced in partnership with the City of College Park, Hapeville and East Point Economic Development Departments. RSVP at 404-270-7059. Please contact the Economic Development Department for more information.

March 21st- The Reel to Real Arts Film Series Continues. Southern Circuit Tour of Filmmakers. Friday night film screenings continue on March 21st and April 11th at the Historic Christ Church. Reception with the Filmmaker (live music and local restaurant food) at 6 p.m. and Film Screening at 7 p.m. The March film is "Perfect Strangers" a journey of unexpected challenged and parallel stories that face two women involved in a kidney transplant donor/recipient process.

March 7th Deadline to Vote for Movies You Want to See this Spring-online Opinion Poll is now live at www.hapeville.org Hapeville's Movie Nights Under the Stars Series continues in 2014 on April 25th, May 16th and June 20th! Be sure to cast your vote for the films you and your family would like to see!

Spring Festival Vendor Applications now available online at www.hapeville.org. Save the Date: Saturday, April 12th for a fun filled day that includes a 5K Run/Walk, Parade, Tennis Tournament, Baseball and Softball games, Festival and much, much more! The application deadline is Friday, March 21st at 5 p.m.

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 deadlines remain the 15th of the month prior to the publication date.

Began work on South Arts Grant application to host the Southern Circuit Tour of Filmmakers in 2015.

Completed the 2013 Tree City U.S.A. re-certification, which was approved by the Arbor Day Foundation.

Attended Google Fiber's February municipal outreach introductory meeting, will continue to provide information as requested and attend team meetings to respond to requests of the City. To read about Google Fiber in Cities in the U.S. visit: <https://fiber.google.com/cities> and sign-up for e-mail news or visit www.hapeville.org for updates.

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

Worked with Mayor and City Manager to assist with State of the City visual presentation delivered at the February 4, 2014 Council Meeting. The presentation that accompanied the State of the City Address can be viewed and/or downloaded by visiting www.hapeville.org. The file can be found on the Mayor's webpage and in the Archives of the City Council Meeting Minutes folder.

Main Street Board Activities

The Board meets the 3rd Monday of each month at 6:00 p.m. in City Hall. At the February meeting, the Board will reviewed their work plan to stay on track for projects for the remainder of the fiscal year. The Board also presented their Public Art conceptual plans at the mid-month February Council meeting for an additional review and approval. The Board now plans to obtain scaled drawings of the installation for the art work at the Depot Plaza. The Board Manager, Chair and one new Board Member attended training the last week of February in Douglasville. Courses attended included Program Management regional meeting, new requirements for reporting, budgeting and work plan development; design assistance; board development & 101; financial tools, and more. Those that attended will share things to be applied to the program with the Board at the March meeting.

Recreation Department

Tod Nichols, Recreation Manager

tnichols@hapeville.org – 404-669-2136

Athletics:

Basketball regular season has come to a close. Three teams that have won the GRPA District: 4 Boys Championship and will advance to the State Tournament being played the weekend of March 7 - 8,

2014. The 8 year old team will travel to Murray County, the 10 year old team will travel to Thomson and the 14 year old team will play in Effingham County. Good luck to the teams!

Youth Baseball, Softball and Soccer registration is underway. Please contact Alan Dotson at 404-669-2127 for more information.

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

Programs:

Our Busy Bee program was featured in the February 19th edition of The South Fulton Neighbor. The article was focused on the group's daily activities with several photos of our children being published. The Busy Bee After School program meets daily from 2:30 - 6:30 p.m.

Seniors:

The Pleasant Hours Club met at the Hoyt Smith Center on February 5, 2014. We also took a group trip to the Georgia Aquarium on February 26, 2014 to see the exhibits and the dolphin show. The next PHC meeting will be March 5, 2014. All PHC meetings are held at the Hoyt Smith Center.

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 forwarded to the City Attorney for review (UC-Upgrade) .

* **Signage Software:** Training has been scheduled for March 5, 2014 @ 9am, location City Hall Conference Room.

* **Police Department:**

- Rebuild of Samba Server
- Researching a power supply backup unit for Spillman Server from City Electric.

* **City Cell phone:** In the process of Upgrading City cell.

* **Sprint (Mobile Units):** Sprint now has LTE coverage in the Atlanta area which will provide High Speed Data for mobile or wireless devices. A new pool of ip addresses will be added to our VPN tunnel to be compatible with Sprint's new wireless devices.

Finance Department
Jim Schuster, Finance Director
jschuster@hapeville.org - 404-669-2118

City Annual Budget

- Review budget for amendments needed for Annual Financial Report (2013)
- Revise budget personnel cost worksheets
- Prepare master budget amendment for FY 2013

Month/Year End (Mid Year) Closing and Reporting

- Complete Hotel Motel and HDA State reports
- Completed and brought current all State & Federal reports
- Bank and account reconciliations

Year-end audit support

- GFOA Comprehensive Annual Financial Report
Compiled 14 statistical tables with 5 year histories

Other Finance/Accounting Activities

- Revenue Trends Analysis- compile a five year history of major General Fund revenues with detail from FY 2013 to evaluate current year and prepare for next year's budget
- Set up in Bond issue proceeds accounting
- Training on Incode-research make features and functions
- Consolidate/organize physical and electronic files and e-mails
- Tie together the Transactions between Hotel Motel Revenues, HATT, General Fund, Development authority, convert to Incode system for monthly updating & reporting

Accounting and Billing

- Generate multiple payrolls for 120 full time & 30 part time employees
- Monthly Billing for 6,000 Water & Sewer and Sanitation customers
- Maintain payment records for 500 vendors
- Process 10-20,000 cash receipts (revenues)

Other Assignments

- Research history of mailing and postage machines

Water Accounts

Residential- 35

Commercial-2

Bill Johnston, City Planner
Strategic Planning Initiatives, LLC
Spi_llc@bellsouth.net - 404.684.6588

Planning Commission, February 19, 2014 (Called Meeting):

- Commission recommended text amendments to Sign Ordinance, Accessory Buildings and Subdivision Ordinance. Future Development Plan Update on March agenda along with training

Design Review Committee, February 19, 2014:

- Canceled due to a lack of items

Board of Zoning Appeals, February 27, 2014:

- Consideration of variance for sign at 535 North Central Avenue-approved

Mayor and Council, February 4 & 18, 2014:

- No planning and zoning items

Other planning and zoning actions:

- Occupational tax permit application approved at 427 King Arnold-Foot Massage Therapy
- Occupational tax permit application approved at 3031 Gordon Circle-Home office use
- Occupational tax permit application approved at 994 South Central Avenue-Bar/Lounge
- Sign application approved at 747 Virginia Avenue

Old Business:

- Draft "Outdoor Merchandise Display Ordinance" pending
- GIS services RFP pending
- Property donation of 608 King Arnold Street on hold

New Business:

- Goggle Fiber moving forward with info request
- Re-write of zoning ordinance underway
- ARC LUCC workshop on "Good Urbanism 101 Workshop." Offer made to present to Hapeville.

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

Upcoming Meetings:

Mayor and Council- March 18, 2014 at 6:00 p.m.
Development Authority- March 6, 2014 at 6:00 p.m.
Planning Commission- March 11, 2014 at 6:00 p.m.
Design Review Commission- March 19, 2014 at 6:00 p.m.
Alcohol Review Board- March 20, 2014 at 6:00 p.m.
Main Street Board- March 17, 2014

Board of Appeals- March , 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.

Open Records Request

20 Open Records Requests were processed.

Human Resources

- Processed Applications for Maintenance Worker position and promoted a part-time employee.*
- Processed Applications for Part-time Recreational Aide*
- Processed Retirement for a Community Service worker.*
- Processed Long Term Disability for employees.*
- Processed Life Insurance Benefits for a Retiree*
- Successfully migrated two Retirees to Health Reimbursement Accounts.*