



## September 2014 Department Reports

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

*After years of effort, the City will have a number of construction projects that will be underway before the end of 2014 including streetscapes for North Central (between North Dearborn Plaza and North Whitney Avenue) and North Fulton (between North Central Avenue and King Arnold). The North Fulton project will include a major, appropriate renovation of our Memorial Plaza which is adjacent to City Hall. Other projects include upgraded parking for Dearborn Plaza, City Hall, and the lots across from City Hall. The alley way behind the Hapeville Performing Arts Center will be done with pavers to enhance the walkability of the area and increase access to downtown businesses. The City will have a ground breaking to initiate these projects this fall.*

*As the City progresses in beautifying the City, the City is pleased to partner with the Clean and Beautiful Committee to kick our efforts up a notch. This group of volunteers has started their efforts by maintaining 8 planting beds and is working on a project to promote a litter free City. Thanks Clean and Beautiful for putting your gloves on.*

*Also, the City will be undertaking renovations to the structure of the Hapeville Performing Arts Center in order to provide a larger venue for the Academy Theater, enhancing performing arts opportunities in our City.*

*Hapeville is on the Board of the **Atlanta Aerotropolis Alliance** – a committee of Airport Area governments and businesses dedicated to leveraging opportunities presented by being adjacent to the world's busiest airport. The meetings are held monthly and chaired by Joseph Folz of Porsche Cars North America.*

*Another project under study is the possible installation of silent crossings (no train horn) for the Sylvan Road and Virginia Avenue crossings. A presentation will be made to City Council on October 21st. The City is continuing to work on the \$2,970,000 no local match Railroad Corridor Pedestrian and Safety Improvement project.*

*I look forward to advancing these goals for the community, under the leadership of Mayor and Council together with the dedicated City staff.*

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

The Department had 30 fire inspections, 17 pre-fire plans, 2 plan reviews, 6 smoke detectors given out, 95 blood pressures checked and 82 hours of Firefighters on patrol. During the month of August, the Department conducted training in the following areas: Apparatus Practice (Pump Operation and Power Equipment), Water Supplies (Hooking and testing hydrants) and Firefighters Personal Protective Equipment (Air Packs and Safety Tools). Training was also done on Operations at HazMat Incidents. All three shifts have been reviewing the training materials in preparation for the the Firefighter II testing. Members of the Department participated in the Village Church Hispanic Ministry Health Fair and attended the Coffee and Chrome at the Y-Teen Park. The Department started providing medical staff for the Hapeville Charter School football games.

<i>Fire Station #1 - 3468 North Fulton Avenue</i>		<i>Fire Station #2 - 870 S. Central Avenue</i>	
<u>Fire Call Statistics</u>		<u>Fire Call Statistics</u>	
Auto Accidents w/o injuries	0	Auto Accidents	0
Auto Accidents w/injuries	2	Auto Accidents w/injuries	3
EMS	57	EMS	48
Fire	2	Fire	3
Fire Alarm	4	Fire Alarm	5
Mutual Aid (Given)	2	Mutual Aid (Given)	0
Gas Leak	3	HazMat	2
Hazardous Conditions	0	Hazardous Conditions	0
Trees Down	2	Trees Down	0
Elevator Rescue	0	Wires Down	0
Wires Down	0	Gas Leaks	0
Other Responses Citizen Assist	0	Citizen Assist	3
<u>Total Calls at Station #1</u>	<u>75</u>	Other Responses	0
		Elevator Rescue	1
		<u>Total Calls at Station #2</u>	<u>65</u>

Total Average Response Time minutes 4:21

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

From August 1, 2014 to August 31, 2014 the Police Department answered 537 calls for service. There was (1) Criminal Homicide, (1) Rape, (7) Assaults, (7) Burglaries, (2) Robberies, (50) Larcenies: including (17) Entering Autos, (9) Stolen Vehicles and (24) Thefts. The Department made (55) arrests. The average response time was 2 minute 18 seconds. There was a total of 432 tickets to include 298 Traffic tickets, 93 General and 41 Parking. The Department recovered 54 stolen vehicles.

The Detective Division reviewed and assigned (42) cases for investigation and closed (29) cases, (8) cases were closed with arrest warrants. The Detective Division obtained (40) warrants and responded to (10) crime scenes and executed (2) search warrants.

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, Officer Safety, State Laws and Motor Vehicle Codes, Use of Force, Use of Deadly Force, OC Spray, Metal Expandable Baton, TASER, Firearms, Firearms Re-qualifications, and Case Law.*

*Code Enforcement handled (179) new calls for service, of which: (33) were animal incidents, (20) for outside storage violations, (21) for parking on the grass, (13) Permit Violations and (132) were other code compliance issues. The unit wrote (36) citations, closed (156) cases, and has (82) active cases.*

**Some current cases:**

*437 Walnut Street – Citations sent certified mail on 6/24/2014, the owner failed to come to court. The property is currently in City's legal process.*

*234 Maple Street – Citations sent certified mail on 5/22/2014, the owner failed to come to court. The property is currently in City's legal process.*

*370 Woodrow Avenue - Citations sent certified mail on 5/22/2014, the owner failed to come to court. The property is currently in City's legal process.*

*429 Lake Drive – Citations sent certified mail on 5/22/2014, made contact with owner and court date was reset for compliance 9/23/2014.*

*3175 North Fulton Avenue - Citations sent certified mail on 5/22/2014, made contact with owner and court date was reset for compliance 9/23/2014.*

*3265 North Fulton Avenue - Citations sent certified mail on 5/22/2014, made contact with owner and court date was reset for compliance 9/23/2014.*

*466 Woodrow Avenue – This property is in compliance.*

*3223 Lake Avenue- 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. The Owner paid the fines for the existing citations. Judge Ewing advised to re-inspect and issues citations after 30 days.*

*625 Coleman Street- Certified letter sent with citations- no receipt received.*

*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. A warrant was issued for the owner/partner for failure to appear.*

*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. The property is in compliance at this time.*

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. 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.

**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 North Central Avenue Streetscape Project, the North 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.

The North Fulton CDBG Sidewalk Replacement Project will begin the first of October. This project will replace old dilapidated sidewalks from King Arnold Street to North Avenue. This is a Community Development Block Grant with no local match.

#### **Building Permits**

467 Walnut Street

834 Virginia Avenue

3323 Barnett Circle

#### **Electrical Permits**

3111 Grove Circle

3086 Springdale Road

493 King Arnold Street Units 1-6

3055 Oakdale Road

712 Campbell Circle

#### **Tree Permits**

3426 Louise Street

3360 Myrtle Street

819 North Avenue

648 Coleman Street

#### **Plumbing Permits**

587 North Central Avenue

334 Northwoods Place

#### **Mechanical Permits**

3259 Dogwood Drive

587 North Central Avenue

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## **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 submission deadline remains the 15th of the month prior to the publication date. Visit [www.hapeville.org](http://www.hapeville.org) or contact [asenter@hapeville.org](mailto:asenter@hapeville.org).*

*Promoted City Sponsored events (City newsletter, website, FB) including the Vet. Festival, the Hapeville Farm and Artist Markets, the Coffee & Chrome Car Events, the Chili Cook-off (in conjunction with Downtown Live), and the Academy Theatre productions at the Hapeville Performing Arts Center.*

*Coordinated and hosted the Tri-Cities Merchant Mixer Series with College Park and East Point Economic Development Departments. The event was hosted at Cartini Home, with local participation from Volare Wine & Bistro, Slideways, The Guide Magazine and the Airport Chamber-thank you for your support!*

*Represented the City at various meetings and events including: the August Council for Quality Growth, "Two Forts and the Airport" presentation- focused on economic engines driving the southside of the Atlanta region including Porsche and Jacoby Development. The August Atlanta Aerotropolis Alliance Board meeting- focus is continuing work with the Atlanta Regional Commission to develop an RFP for strategic planning and collecting regional data and plans to be used in that process. The Board is also seeking membership/sponsorship opportunities for the Alliance's initiatives including a future "Smart Airport & Regions" International Conference.*

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

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

*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. Next Film: October 24th.*

*Sept. 19th & 20th-Happy Days Festival: at Jess Lucas Y-Teen Park. Friday night Downtown Live Concert Kick-off features live music featuring Jimmy Lovern in Spectrum and Darwin Conort & Friends and great food (7 to 11 p.m.). Saturday Festival (11 a.m. to 5 p.m.) features live music by Dwight Raby and "Men in Blues", an artist market, arts & crafts vendors, games and rides for children. Free Admission.*

*October 19th-Hapeville's Downtown Live Concert Series in the Park Finale, featuring the Annual*

*Chili Cook-off! The concert series features live music: opening with John Stringer, featuring "Men in Blues" and food vendors in Jess Lucas Park. (7 to 11 p.m.) Free Admission.*

**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 welcome! The August meeting was cancelled due to lack of quorum. Program Manager attended Department of Community Affairs Regional Managers Meeting including classes offered in Decatur during the Downtown Conference. Program Manager presented during the "Downtown Topics, Practical Advice" panel as part of a Downtown Development Authority Training offered by the Carl Vinson Institute of Government (UGA) during the conference.*

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**Recreation Department**

**Tod Nichols, Recreation Manager**

**tnichols@hapeville.org – 404-669-2136**

**Athletics:**

*The Youth Cheerleader and Football season has begun. The Department will field eight teams in the Youth Football Alliance for the upcoming 2014 season.*

*Please contact Alan Dotson at 404-669-2127 for game dates and times or for more information on our youth sports.*

*Contact Wayne Stephens at 404-669-2132 for information on the 2014 Co-Ed Fall Softball League or for more information on our adult sports and facility rentals.*

**Programs:**

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

*The Teen - Center is open for all children ages 12 - 18 everyday from 4:00 to 7:00 pm. Kids can come and hang out to socialize with one another while playing video arcade games, table tennis, bumper pool, air hockey, board games and more.*

*Contact Holli Stephens for more information regarding adult, senior or youth programming at 404-669-2134.*

**Seniors:**

*The Pleasant Hours Club met 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.*

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**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:** The City has received 3 Proposals for the UC upgrade.

\* **Police Dept:** Monitoring Spillman Server due to Tomcat and Damon Services stopping causing users not to be able to retrieve tag information.

\* **CourtWare Software :** Software Engineers support are still in the process of verifying data for the Incode migration into Courtware database.

\* **Fire:** Verified with a database connection that Imagetrend does interface with Spillman so that Fire can retrieve accurate information regarding status codes.

\* **BTVSystems:** Has given the City a proposal regarding The City's Surveillance System for Implementation.

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## **Finance Department**

**Jim Schuster, Finance Director**

**jschuster@hapeville.org - 404-669-211**

### **City Annual Budget**

- Need final trial balance to do 2014 "housekeeping" amendment
- Prepare 2015 budget corrections for InCode system for summarization
- Run 2Summary and detail appropriations for all departments
- Get final budget ready for publication.
- Held property tax hearings and presentations.

### **Special Note**

City received national Government Finance Officers' Association Certificate of Achievement for Excellence in Financial Reporting for FY 2014 Comprehensive Annual Financial Report. A first for Hapeville.

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

- Continue to formalize (Excel) methodology for bank reconciliations.
- Train Beverly (Accountemps) on bank and account recs
- Still using pooled cash report to monitor cash availability
- Continued work to 'clean up' unreconciled or unnecessary bank accounts
- Revise HATT FY 2014 Year End report (preliminary pending Capital Projects and grants)
- Cross train new Senior Accountant on Payroll and Accounts Payable
- Review and corrected of allocations of fringe benefit costs for FY 2014

### **Accounting and Billing**

- Generate multiple payrolls for 124 full time & 31 part time employees
- Billing and collections for 6,000 Water & Sewer customers
- Tax Billing prep and Occupational licenses

### **Water Accounts**

Residential- 35

Commercial- 0

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**Planning and Zoning**  
**Bill Johnston, City Planner**  
**Strategic Planning Initiatives, LLC**  
[Spi\\_llc@bellsouth.net](mailto:Spi_llc@bellsouth.net) 404.684.6588

**Planning Commission, August 12, 2014**

- 3416 & 3420 Elkins Street-Preliminary and Final Plat, and Site Plan Review (proposed house construction)
- Sign Ordinance Text Amendment (Sign District Map)
- The Arts District Overlay was tabled on September 9th pending further review

**Design Review Committee, August 20, 2014**

- 718 Campbellton Circle-House rebuild, approved
- 3294 Myrtle Street-Deck rebuild, approved

**Board of Zoning Appeals, August 28, 2014**

- Canceled due to lack of agenda items

**Mayor and Council, August 5 & 19, 2014**

- 1st Reading Ordinance 2014- 07 Signs and Murals (as amended)
- 1st Reading Ordinance 2014-09, Vehicles Sales Accessory to Lending Institutions
- 1st Reading Ordinance 2014-10, Accessory Structures
- 1st Reading Ordinance 2014-11, Subdivision Regulations
- 1st reading Ordinance 2014-12, Sign Regulations

**Other planning and zoning actions:**

- Occupation tax denied at 3443 Dogwood Drive-Tire repair shop
- Occupation tax denied at 415 North Central Avenue-Tire shop
- Sign application 1155 Virginia Avenue, Suite C

**Old Business:**

- Arts District Overlay placed on Planning Commission September 9 Agenda

**New Business:**

- Comprehensive Plan Amendment (a public hearing must be held prior to adoption; Planning Commission has recommended approval of the Plan Amendment which relates to mixed use)

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**Administrative Services**  
**Jennifer Elkins, City Clerk**  
[jelkins@hapeville.org](mailto:jelkins@hapeville.org) - 404-766-3004

**Upcoming Meetings:**

Design Review Commission- September 17, 2014 at 6:00 p.m.

Alcohol Review Board- September 18, 2014 at 6:00 p.m.

Board of Appeals- September 25, 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.*

- *Processed Alcohol License for:*
  - *Super A Mart*
  - *Joffrey's*
  - *Hot Spot Bar & Grill*
  - *Airport View Restaurant*
- *Mayor and Council will hold Public Hearings for:*
  - *Sign Ordinance*
  - *Accessory Structure Ordinance*
  - *Subdivision Regulations*
  - *Vehicles Sales Accessory to lending institutions*

### **Open Records Request**

*29 Open Records Requests were processed.*

### **Human Resources**

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

- *Processed Open Enrollment for Employees and Retirees*
- *Hired one Firefighter EMT*