



## January 2010 Monthly Department Reports

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

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### **Administrative Services**

**Alice Shepard, Administrative Services Director  
ashepard@hapeville.org - 404-669-2100**

### **City Clerk**

*Upcoming Meetings:*

*Alcohol Review Board – February 18<sup>th</sup>, 2010 at 6:00p.m.*

*Board of Appeals – February 18<sup>th</sup>, 2010 at 6:00p.m.*

*Hapeville Development Authority – February 4<sup>th</sup>, 2010 at 6:00p.m.*

*Main Street Board – February 8<sup>th</sup>, 6:00p.m.*

*Mayor and Council – February 2<sup>nd</sup> 6:00p.m. at Hapeville Municipal Court and February 16<sup>th</sup>, 2010 6:00p.m. at City Hall*

*Planning Commission – February 9<sup>th</sup>, 2010 at 6:00p.m.*

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

### **Human Resources**

*The Mayor and Council would like to express their appreciation to the following employee for her Years of Service:*

*Police Department*

*Pat Williams – 15 Years*

*Please welcome the following new employees:*

*Deputy Court Clerk, Vanessa Meglich who starts on Feb 8*

*Police Officer, Alfred Martin*

*Received 17 applications for various positions.*

### **Open Records Request**

*5 Open Records Request were processed.*

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**Community Services**  
**Lee Sudduth, Interim Director**  
**Leesudduth@hapeville.org – 404-669-2120**

*The Parks Department finished clearing the thicket of pine trees on the I-85 ramp areas.*

*The South Central Avenue Sidewalk, Curb & Gutter Improvement Project should be getting underway sometime in February. This is a CDBG Stimulus Project.*

*Once again, all bagged leaves will be picked up every Friday through February. If you have a question about when the leaf vacuum trucks will be in your area, please contact the Public Service Department at 404-669-2110.*

**BUILDING PERMITS**

3320 Wheeler Street  
421 King Arnold Street  
3510 Atlanta Avenue  
347 Northwoods Place  
3322 Wheeler Street  
3383 Old Jonesboro Road  
3308 Russell Street  
3366 Northside Drive  
3355 Magnolia Court  
590 South Central Avenue

**HVAC Permits**

3157 Old Jonesboro Road  
449 Lake Drive  
447 Lake Drive  
3619 South Fulton Avenue

**PLUMBING PERMITS**

3157 Old Jonesboro Road

**TREE PERMITS**

3308 Russell Street

**ELECTRICAL PERMITS**

3320 Wheeler Street  
3322 Wheeler Street  
600 South Central Avenue  
3619 South Fulton Avenue

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

**EVENTS:**

*Prepared year-end event sponsor thank you letters to be mailed to all events sponsors.*

*Proposed 2010 City Events Calendar to HATT Board in January. The 2010 schedule of events will include the Movie Night Series, Spring 5K, and expanded Christmas programs as well as others introduced in 2009. The new schedule will also feature additional Downtown Live Concerts and other special events. Please visit the City website [www.hapeville.org](http://www.hapeville.org) Events Section for the schedule.*

**DEPARTMENT/HATT ACTIVITIES:**

*Developed RFP with GA Economic Development Tourism Division for market study to determine a sustainable tourism component of the Jacoby Development site.*

*Planned and Promoted Hapeville Historic District Open House with Historic Preservation Division tax and grant professionals.*

**MAIN STREET BOARD ACTIVITIES:**

*Attended DCA 30th Anniversary Main Street Program Luncheon, accepted Certificate on behalf of the City.*

*The Board appointed and welcomed one new Board member, Kat Hutcherson.*

*The Board held Officer Elections: David Burt will remain Board President, Mike Rast, Jr. will remain Vice President, and Katie Gregory will serve as the Board Secretary.*

*Board Committees are currently conducting a mid-year work program self-assessment and are planning their annual planning retreat in late February to develop a proposed work plan to Mayor and Council for the next fiscal year.*

*Trees Atlanta Tree Planting: February 6th, Volunteers Needed! Please meet the Main Street Board and Trees Atlanta experts at 8:30 a.m. at the Hapeville Depot Museum to help plant trees in our downtown (event ends at approximately noon). For more information please visit [www.hapeville.org](http://www.hapeville.org)*

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**Finance/Administration**

**Mike Clark, Director of Finance**

**[mclark@hapeville.org](mailto:mclark@hapeville.org) – 404-669-2118**

**Utility Accounts**

33 Residential Accounts

1 Commercial Accounts

**Occupational Tax Permit**

*DA Chop Shop Salon – 3439 Dogwood*

*L & L Records – 3135 Old Jonesboro Road*

*Stepping Stone Real Estate – 3454 Orchard Street*

*Fan Club Bar & Grill – 3259 Dogwood Drive*

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**Fire**

**Tom Morris, Chief**

**[tmorris@hapeville.org](mailto:tmorris@hapeville.org) – 404-766-4399**

*The Fire Department collected over \$3,000 for the Toys for Kids Program at the Recreation Center. The Department completed its annual report for calendar year 2009. The Department performed 30 inspections, 5 plan reviews, 10 pre-fire plans on businesses, 1 fire investigation and 90 blood pressure checks.*

*The Fire Department received a grant from the Georgia Office of EMS through to provide a new computer for the med truck. This will allow for the Department to convert to a paperless patient care report that will be sent to the state office and ambulance billing.*

*Firefighter Appreciation Day will be held at the State Capitol on February 2.*

<i>Fire Station #1 - 3468 North Fulton Avenue</i>		<i>Fire Station #2 - 870 South Central Avenue</i>	
Auto Accidents w/ injuries	1	Auto Accidents w/ injuries	1
EMS	48	EMS	48
Fire	5	Fire	5
Fire Alarm	3	Fire Alarm	3
Mutual Aid (Given)	0	Mutual Aid (Given)	0
Gas Leak	0	Gas Leak	0
Hazardous Conditions	0	Hazardous Conditions	0
Other Responses	4	Other Responses	4
Wires Down	0	Wires Down	0
<b>Total Calls at Station #1</b>	<b>61</b>	<b>Total Calls at Station #1</b>	<b>61</b>

*Total for both Stations 122 with an average response time of 02:53 minutes*

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### **IT & Communications**

**Ashley Smith, IT & Communications Manager**  
**asmith@hapeville.org – 404-669-2167**

*Have completed 39 help-desk tickets during the month of January. The year to date total number of tickets completed from July 2009 to January 25, 2010 is 343.*

*INCODE Court software will be installed on February 2-5th, 2010. The Go-Live date for the system will be February 15-18th, 2010.*

*Using Crystal Reports to develop custom reports for the Finance, Police, and Fire Departments.*

*Updated City of Hapeville LAN map.*

### **Hapeville WI-Fi:**

*Replace two injection layer radios, one in Virginia Park, the second in Azalea Park.*

*Have sold 6 CPEs in the month January.*

*Brightlan will be installing 3 additional radios off Virginia Ave by the Airport Hilton.*

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### **Planning and Zoning**

**Chris Montesinos, Planning and Zoning Manager**  
**cmontesinos@hapeville.org - 404-669-8269**

### **PLANNING COMMISSION MEETING, JANUARY 12, 2010**

*Cancelled due to lack of agenda items.*

## **DESIGN REVIEW COMMITTEE MEETING, JANUARY 20, 2010**

*Cancelled due to lack of agenda items.*

## **BOARD OF APPEALS MEETING, JANUARY 28, 2010**

*Item 1) Craig Barclay, Superior Sign Svc. Co.*

*3580 Atlanta Avenue*

*Mr. Barclay is seeking a variance to increase the permissible size of a ground sign from 5' wide with a maximum sign face area of 20sf, to 8.73' wide and 70.5sf sign face area, and to increase the permissible size of a wall sign from 20sf up to 92sf at 3580 Atlanta Avenue. The property is zoned RMU, Residential Mixed-Use, and is subject to the zoning requirements under Section 93-3.3-8(2) of the City of Hapeville Zoning Ordinance.*

**DISPOSITION: APPROVED WITH CONDITIONS**

- *Ground sign not to exceed an aggregated 50sf;*
- *Wall sign not to exceed 75sf – must forgo additional signage on the secondary façade.*

## **OTHER PLANNING & ZONING ITEMS**

- *1/13 – ARC Regional GIS Users Group meeting – ArcView 10 will be released in 2010 – Hapeville's current GIS platform, ArcView 3.2a was installed in 2001, and needs to be upgraded. Will look to include funding in the FY10/11 budget to upgrade our GIS platform.*
- *1/14 – Meeting with HJAIA planning officials regarding facilities upgrades and fiber optic tie-ins to Atlanta-owned buildings on Loop Road.*
- *1/19 – Completed National Register Properties Map and spreadsheet of eligible properties. Will coordinate with administration to create a brochure on preservation tax credits and other incentives for property owners.*
- *1/25 – The Department is in receipt of the latest draft of the Hapeville Tree Conservation Ordinance. The consultant is still working on updating the Administrative Standards, which is a companion document to the ordinance. P&Z and CS will coordinate a review of the draft and will bring the proposed ordinance back to Council for discussion/action in mid-February.*
- *1/26 – The Department is in receipt of the proposal and scope of work for the Hapeville Trails Feasibility Study.*
- *1/28 – ARC Land Use Coordination Committee annual strategic planning meeting – ARC land use policy subcommittee shares planning and land use issues that affect communities throughout metro Atlanta, including zoning, legal, environmental issues.*

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## **Police**

**Rick Glavosek, Chief**

**[rglavosek@hapeville.org](mailto:rglavosek@hapeville.org) – 404-669-2150**

*From December 16, 2009 to January 15, 2010, the police department answered (485) calls for service. There was (2) reports of Assault, (10) Residential Burglaries, (0) Commercial Burglaries, (2) Robberies, (0) Child Molestations and (21) other Larcenies.*

*The department closed (18) cases with arrests and issued (4) additional arrest warrants. (169) citations were written and an average of (3.1) minute response time was maintained.*

*The Detective Division received (82) new cases, cleared (4) cases by arrest, obtained (0) arrest warrants and closed (46) previous cases.*

*Uniform Personnel have been receiving daily roll-call training that covers city ordinances, state criminal & traffic laws, and the new department Standard Operating Procedures. On December 16th and 17th the department underwent an assessment for the State of Georgia Police Department Certification. The audit was a success and the official recognition from the state should arrive very soon!*

*Code Enforcement handled (92) new calls for service, of which (28) were animal incidents and (164) were code compliance issues. The Unit closed (173) cases with compliance and issued (7) citations for code violations.*

*The department continues to recruit for police officers and completed the assessment to promote new department supervisors. Of the applicants Barry Barnes was promoted to the position of Sergeant. We continue working to bring the department and community closer together and last weekend we met with some residents to discuss burglaries on their street and shared information to combat them.*

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## **Recreation**

**Tod Nichols, Interim Director**

**tnichols@hapeville.org – 404-669-2129**

### ***Athletic Division***

*Basketball season is ongoing with games being played daily at the recreation center. During the week you can enjoy games that features youth recreation teams, Hapeville Middle, and St. John the Evangelist schools. Contact the center for game time information.*

### **Programs**

*The Busy Bees after school club resumed it's meetings on Monday January 4, 2010. Two new members have joined the club.*

*Ballet is ongoing for children ages 3 – 14 years. Classes meet every Thursday 5:30 p.m. - 6:30 p.m.*

*Self – Defense courses are offered on Thursday's at 11:00 a.m.*

*Monday's and Wednesday's aerobic class "Fit & Healthy" is from 5:30 p.m. – 6:30 p.m. 'Cardio Pump' and 'Body Toning' is from 6:00 p.m. – 7:00 p.m. on the same days.*

*Belly Dancing is offered every Thursday from 6:45 p.m. – 8:00 p.m.*

*Fitness Room hours are Monday – Friday 11:00 a.m. to 7:00 p.m.*

### **Seniors**

*Our High Stepping Hornets continues to walk every Tuesday, Thursday, and Friday at Southlake Mall from 7:45 a. m. – 9:00 a.m. First Tuesday of each month come and enjoy Bingo with us. The last Thursday of every month the club takes a trip to The Varsity for lunch.*

*On January 27, 2010 we toured the Margret Mitchell House and dined at Pitty Pats Porch.*