



February 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**

Administrative Services

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

City Clerk

Upcoming Meetings:

Alcohol Review Board – March 18th, 2010 at 6:00p.m.

Board of Appeals – March 25th, 2010 at 6:00p.m.

Design Review Commission – March 17th, 2010 6:00p.m.

Hapeville Development Authority – March 4th, 2010 at 6:00p.m.

Main Street Board – March 15th, 6:00p.m.

Mayor and Council – March 2nd 6:00p.m. at Hapeville Municipal Court and March 16th, 2010 6:00p.m. at City Hall

Planning Commission – March 9th, 2010 at 6:00p.m.

Meeting times and places are subject to change, please visit 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

Tami Hagans – 5 Years

The City welcomes the following new employee:

Brian Thomas, EMT Intermediate

Attended Department of Labor Seminar regarding Employee Benefits and ARC Seminar regarding Performance Appraisal.

Open Records Request

2 Open Records Request were processed.

Risk Management

The Safety Committee hosted a Proper Lifting and Back Care class, 30 employees attending.

Community Services

Lee Sudduth, Interim Director

Leesudduth@hapeville.org – 404-669-2120

The Public Works Division planted 62 maple trees in our parks and right of way areas throughout the city.

Leaf season procedures for the winter months ended in February. Our yard debris trucks will be back in their individual zones picking up yard debris.

Woolpert and Associates completed the Sanitary Sewer Evaluation for Zone 3. This area included everything from Dogwood to I-85 and North Central Avenue to Cofield Drive.

BUILDING PERMITS

257 Moreland Way

PLUMBING PERMITS

3216 Forrest Hill Drive

ELECTRICAL PERMITS

421 King Arnold

3306 Russell Street

1003 Virginia Avenue

Economic Development

Allie O'Brien, Main Street & Marketing Manager

aobrien@hapeville.org – 404-669-8269

EVENTS:

2010 City Events Calendar are posted; planning is underway. Please visit the City website www.hapeville.org Events Section for the schedule.

DEPARTMENT/HATT ACTIVITIES:

RFP with Georgia Economic Development Tourism Division for market study to determine a sustainable tourism component of the Jacoby Development site was posted; proposal deadline is February 26th.

Developing Hapeville Historic District tax incentive information for residents and commercial property owners.

MAIN STREET BOARD ACTIVITIES:

The Board appointed and welcomed one new Board member, James Newton.

The Board Committees conducted their mid-year work program self-assessment at the February meeting 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.

Board Hosted the Trees Atlanta Tree Planting on February 6th.

Save the Date: *Ribbon Cutting--March 2nd at 4PM at the Renal Care Partners Dialysis Center located at 800 Virginia Avenue.*

Finance/Administration

Mike Clark, Director of Finance

mclark@hapeville.org – 404-669-2118

Utility Accounts

32 Residential Accounts

0 Commercial Accounts

Occupational Tax Permit

Occupational Tax Permit Renewal Forms have been mailed and are due March 1st.

Finance

2009 property taxes collected through February 15, 2010 amounted to \$4,304,641.

Collections to date are 94% of the budgeted amount of \$4,600,000.

Prior year's taxes collected through February 15, 2010 amounted to \$177,813; the City budgeted \$150,000.

The CPA firm of J.K. Boatwright & Co., P.C. has concluded the audit of the financial statements for the year ended June 30, 2009. A preliminary draft was presented at the City Council meeting on February 16, 2010. The final report will be published on the City's web site on February 28, 2010.

General Fund expenditures amounted to \$5,468,738 for the six months ended December 31, 2009. Budgeted expenditures on average for the same period amounted to \$5,513,000, resulting in a positive budget variance of \$44,262.

Fire

Tom Morris, Chief

tmorris@hapeville.org – 404-766-4399

The Fire Department hired 4 new firefighters to fill vacancies. Two (2) are attending a thirteen (13) week rookie class in Fayette County. For this time period the Department had 93 blood pressure checks, 35 inspections, 4 plan reviews, 16 pre-fire plans, and 0 fire investigations. The Department had a fire safety class at the First Baptist Church for 45 people.

<u>Fire Station #1 - 3468 North Fulton Avenue</u>		<u>Fire Station #2 - 870 South Central Avenue</u>	
Auto Accidents w/ injuries	1	Auto Accident	2
EMS	51	Auto Accidents w/ injuries	2
Fire	2	EMS	51
Fire Alarm	2	Fire	2
Mutual Aid (Given)	0	Fire Alarm	4
Gas Leak	0	Mutual Aid (Given)	0
Hazardous Conditions	0	HazMat	0
Other Responses	0	Hazardous Conditions	0
Wires Down	0	Wires Down	0
		Other Responses	2
<u>Total Calls at Station #1</u>	<u>56</u>	<u>Total Calls at Station #2</u>	<u>63</u>

Total for both Stations 119 responses with an average response time of 03:34 minutes

IT & Communications

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

During the month of February the IT Department has completed 21 help-desk tickets. The year to date total number of tickets completed from July 2009 to February 18, 2010 is 374.

INCODE Court software has been installed, but will require additional training at no further cost to the City, due to time constraints of staff.

INCODE document management software will be installed the week of March 3rd.

Installed HID Asure ID card system for Human Resources department.

Refurbished 8 state surplus laptops that were purchased for \$8.00 a piece.

Hapeville WI-FI:

Upgraded Cisco IOS on all 3750 switches.

VC3 and Brightlan repaired the backhaul link between City Hall and PD, the current speed is at 87MB.

Planning and Zoning

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

PLANNING COMMISSION

Meeting, February 9, 2010 - Cancelled due to lack of agenda items.

DESIGN REVIEW COMMITTEE

Meeting, February 17, 2010 - Cancelled due to lack of agenda items.

BOARD OF APPEALS

Meeting, February 25, 2010

Item 1) Jiri Matousek

1155 Virginia Avenue

Mr. Matousek is seeking a variance to increase the permissible size of a monument sign from 20sf to 50sf, and to reduce the setback from 10' to 0' at 1155 Virginia Avenue – Virginia Gateway Center. The property is zoned UV, Urban Village, and is subject to the zoning requirements under Section 93-3.3-8(2) of the City of Hapeville Zoning Ordinance.

DISPOSITION: PENDING

- *The disposition of this case will be reported on the March Green Sheet as the meeting had not occurred at the submission of the February report deadline.*

OTHER PLANNING & ZONING ITEMS

- *2/3 – Meeting with Debbie Dukes with Budgetel regarding transient lodging for a drug and alcohol rehabilitation program – additional information on the proposed use has been requested.*
 - *2/5 – Quarterly intergovernmental coordination meeting with East Point Economic Development Department.*
 - *2/8 – Meeting with Lee Sudduth and Ed Macie regarding revisions to the Tree Conservation Ordinance – to be presented to Council in mid-March.*
 - *2/12 – AICP exam preparation course at Georgia Tech. I will be taking the American Institute of Certified Planners test in May 2010.*
 - *2/16 – ARC economic development meeting regarding the 2010 Census.*
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Police

Rick Glavosek, Chief

rglavosek@hapeville.org – 404-669-2150

From January 16, 2009 to February 15, 2009, the police department answered (540) calls for service. There was (1) reports of Assault, (4) Residential Burglaries, (0) Commercial Burglaries, (1) Robbery, (1) Child Molestations and (21) other Larcenies.

The department closed (15) cases with arrests and issued (4) additional arrest warrants. (169) citations were written and an average of (3) minute response time was maintained.

The Detective Division received (49) new cases, cleared (9) cases by arrest and obtained (1) arrest warrant. As a result of an arrest of two individuals for some of the recent burglaries on the west side of the city(5) cases were closed.

Uniform Personnel have been receiving daily roll-call training that covers city ordinances, state criminal and traffic laws, and the new department Standard Operating Procedures.

Code Enforcement handled (193) new calls for service, of which (50) were animal incidents and (143) were code compliance issues. The Unit closed (159) cases with compliance and issued (37) citations for code violations.

The department continues to recruit for police officers and completed the assessment to promote new department supervisors. Officer Jeff Chapman graduated the Police Academy and Alfred Martin has been hired as a Police Officer. We continue working to bring the

department and community closer together, Captain Hughes and Officer Forrest met with citizens and discussed the Neighborhood Watch Program.

Recreation

Tod Nichols, Interim Director

tnichols@hapeville.org – 404-669-2129

Athletic Division

The regular season for youth basketball ended on February 20, 2010 with our annual Blue – Gold All-Star games. Players from each team, in their respective age groups, were separated then paired with other players from other teams. All games were competitive with the Coaches Game drawing the most excitement and laughter.

Youth Baseball & Girls Softball Registration has begun.

Programs

The Busy Bees after school club continue to meet weekly Monday through Friday from 2:30 - 6:30 p.m. On Wednesday February 24th the club met early due to a half – day of school in Fulton County. The club took a trip to American Adventures to enjoy the rest of their day.

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

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 – 7:00 p.m. on the same days.

Registration for Biggest Loser Contest will continue through March 16, 2010. Fee is \$25 per person.

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

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

Seniors

Our High Stepping Hornets continues to walk every Tuesday, Thursday, and Friday at Southlake Mall from 7:45 – 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 February 12, 2010 the group took a trip to Phillips Arena to see the Ringling Brothers & Barnum & Bailey Zing Zang Zoom Circus.