



## Monthly 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, 10 new constructions and site visits, 2 plan reviews, 1 fire investigation, 18 pre-fire plans, 85 blood pressure checks and 91 hours of Firefighters on patrol. All 3 shifts performed general in service training. Four members of the Department attended this year's Fire Safety Symposium at the Georgia Public Safety Training Center (GPSTC). Ten Firefighters trained in Loss Control Prevention. EMS training was conducted on Respiratory Emergencies and Pediatrics and Obstetrics.*

*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>58</i>
<i>Fire</i>	<i>5</i>
<i>Fire Alarm</i>	<i>3</i>
<i>Mutual Aid (Given)</i>	<i>0</i>
<i>Gas Leak</i>	<i>3</i>
<i>Hazardous Conditions</i>	<i>0</i>
<i>Trees Down</i>	<i>0</i>
<i>Elevator Rescue</i>	<i>0</i>
<i>Wires Down</i>	<i>1</i>
<i>Other Responses Citizen Assist</i>	<i>4</i>
<u><i>Total Calls at Station #1</i></u>	<u><i>76</i></u>

*Fire Station #2 - 870 S. Central Avenue*

*Fire Call Statistics*

<i>Auto Accidents</i>	<i>0</i>
<i>Auto Accidents w/injuries</i>	<i>2</i>
<i>EMS</i>	<i>49</i>
<i>Fire</i>	<i>1</i>
<i>Fire Alarm</i>	<i>3</i>
<i>Mutual Aid (Given)</i>	<i>1</i>
<i>HazMat</i>	<i>0</i>
<i>Hazardous Conditions</i>	<i>0</i>
<i>Trees Down</i>	<i>0</i>
<i>Wires Down</i>	<i>0</i>
<i>Gas Leaks</i>	<i>0</i>
<i>Citizen Assist</i>	<i>1</i>
<i>Other Responses</i>	<i>0</i>
<i>Elevator Rescue</i>	<i>1</i>
<u><i>Total Calls at Station #2</i></u>	<u><i>58</i></u>

*Total Average Response Time minutes 3:06*

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

*From July 1, 2013 to July 31, 2013 the Police Department answered (580) calls for service. There were (3) reports of Assault, (2) Burglaries, (7) Robberies, (54) Larcenies (to include 14 Entering Auto, 16 Stolen Vehicles, and 24 Thefts). The Department made 50 arrests. Our Average Response Time was 2 minutes 31 seconds. There was a total of 313 tickets to include 215 Traffic tickets, 60 General and 38 Parking.*

*The Detective Division received (65) new cases, obtained (6) felony arrest warrants, (1) Search Warrant and cleared (3) case with an arrest and responded to (2) crime scenes. The unit currently has (35) active or assigned cases and they closed (55) cases. An arrest was made regarding the armed robbery/person shot that occurred at Dogwood Drive and Cofield Drive by Detective Dyer. The Detective Division and several Uniform Patrol officers participated in a "Vehicle Assaults" class taught by Sgt. Barnes. Both the Detective Division and Uniform Patrol participated in a Special Operation involving entering autos and stolen autos on Virginia Avenue. Detective McGinnis has taught two classes for the Citizen's Police Academy.*

*Department Personnel continue to receive daily roll-call and in-service training on topics such as National Accreditation and State Certification, Legal Updates, Supervision Training, Police Tactical Rifle, Domestic Violence, Juvenile Offenders, Recertification on Terminal Operator, Security and Integrity, Suspicious Person calls, Standard Operating Procedure, and other police related topics.*

*Code Enforcement handled (182) new calls for service, of which: (82) for tall grass, (46) were animal incidents, (31) for outside storage violations, (4) for parking on the grass, and (19) were other code compliance issues. The unit wrote (0) citations and gained compliance in (55) tall grass cases.*

*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**

*Work has begun on the Depot Renovation TE Project. This project will consist of renovating the existing Depot and adding a new plaza area on the outside with landscaping, lighting and a fountain.*

*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 the Department hopes to be under construction sometime this year.*

*The Georgia Department of Transportation has awarded the City of Hapeville \$52,983.61 for the LMIG Program. This Local Maintenance and Improvement Grant replaced the LARP program that*

was used for paving of local roads. There is a required 30% match for this grant.

**Building Permits**

741 Oak Drive  
715 Oak Drive  
721 Oak Drive  
733 Oak Drive  
735 Oak Drive  
737 Oak Drive  
739 Oak Drive  
3306 Sims Streets  
275 Moreland Way  
755 North Avenue  
233 Colorado Avenue  
464 Porsche Avenue  
503 Woodrow Avenue

**Tree Permits**

642 South Gordon Circle  
3354 North Whitney Avenue  
646 Campbell Circle  
3290 Old Jonesboro Road

**Electrical Permits**

557 Oak Drive  
3399 Dogwood Drive  
3394 Myrtle Street Apt. 4  
631 North Central Avenue  
723 Campbell Circle

**Mechanical Permits**

3401 International Blvd.  
403 Dorsey Road

**Plumbing Permits**

243 Moreland Way  
866 Custer Street  
619 King Arnold Street  
761 North Central Avenue  
801 Doug Davis Drive Suites B & C

**Land Disturbance Permits**

340 Porsche Avenue

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**Economic Development**

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

**City Events Planning Underway -please visit [www.hapeville.org](http://www.hapeville.org) for more events information.**

August 16-- Downtown Live Concert Series Kick-off, featuring "The Chris Waller Project" The series takes place the 3rd Friday of each month through October: August 16th, September 20th and October 18th, from 7 p.m. to 11 p.m. at the Jess Lucas Y-Teen Park. Live bands and an assortment of food vendors. Free Admission and Parking.

Vending Opportunities! Sign-up now to participate in Downtown Live Concert Series and Hapeville Happy Days Festival. Vendor applications are available at [www.hapeville.org](http://www.hapeville.org)

T-Shirt Design Contest! The Department is looking for anyone in the Tri-Cities area 16 years of age or older to submit a design for the Annual Happy Days T-Shirt Design Contest. The Design for the 2013 Hapeville Happy Days Festival T-Shirt should reflect the spirit of the community. The deadline for all submissions is 5:00p.m. on Friday, August 30, 2013. Applications and rules are available at [www.hapeville.org](http://www.hapeville.org)

**Department/HATT Activities**

August 26th: The Tri-Cities of Hapeville, College Park and East Point Economic Development

*Departments are joining forces to coordinate a series of business-to-business networking events specifically for merchants in the Tri-cities area. The next event will be held on Monday, August 26th from 5:00 to 7:00 p.m. at Volare Wine Bar & Bistro -a business speakers on the topics of on-line marketing and social media. Both a professional from Scout Mob as well as local business owners will be sharing their knowledge with attendees.*

*Maintained the Historic Christ Church Building rental log and coordinated venue showings/rentals and handled inquires and events.*

*Produced City Newsletter, web updates, and all departmental related advertising and promotional materials. Training on Civic Plus currently being planned. The Hapeville Hometown News Submission deadlines remain the 15th of the month prior to the publication date. An online form has been set up for the use of community members who wish to submit events.*

*Assisted businesses with information and assistance regarding local and state incentives and programs.*

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

*Currently planning to host the South Arts Film Festival for 2013-2014. The series will be hosted on Hapeville on Friday nights and local restaurants will be featured at the receptions with the Filmmakers. Dates and films will be announced in late July.*

### **Main Street Board Activities**

*The Board meets the 3rd Monday of each month at 6:00 p.m. in City Hall . The Board has a scheduled called meeting on Wednesday, August 7, 2013 at 3468 N. Fulton Avenue, Hapeville, GA 30354, at 6PM. to discuss public art.*

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### **Recreation Department**

**Tod Nichols, Recreation Manager**

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

#### **Athletics:**

*Youth Cheerleading and Football registration has ended. The Department will enter seven teams into the Youth Football Alliance which begins play September 7, 2013. Please contact Alan Dotson at 404-669-2127 for more information.*

*Activities hosted in the month of July included: Each One Reach One Football Camp on July 13th, Youth Football Alliance Coach's certification on July 20th, YFA Coach certification July 25th and Hapeville Cheerleading Camp July 27th.*

*Adult Co - Ed Softball league play is on Tuesday nights and Adult Men Softball league play is on Thursday nights. Contact Wayne Stephens at 404-669-2132 for more information.*

#### **Programs:**

*The Busy Bee Summer Camp has concluded. Some of the activities during the summer were: Trips to the Perkerson Splash Pad, Fern Bank, Imagine It Museum, Phillips Arena for the Atlanta Dream*

season opening home game, Turner Field for a tour of the facilities, ATL Movies, Metro Lanes Bowling Alley, Brownsmill Aquatic Park, Lego Land, Zoo Atlanta, Hapeville Library as well as participation in Safetyville. The camp also participated in Art, Sign Language and Zumba classes as well as a talent show every Friday!

**Seniors:**

The Pleasant Hours Club will resume meetings on August 7, 2013.

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. beginning in August 2013.

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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.

\* **Email Server/ City Websites:** Renewing SSL certificates for City Websites.

\* **VOIP:** The City's Call-Manager (phone system) is at end of life at ver4.2. Accepting competitive bids for an upgrade to ver7.1

\* **Police Dept:** Drobo storage unit is working & functional.  
- Wireless Access Point in court room is working.

\* **City Copiers:** Sharp proposal is under consideration by Mayor & Council to upgrade all copiers and provide two signage display boards.

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**Finance Department**

**Jim Schuster, Finance Director**

**JSchuster@hapeville.org 404-669-2118**

**City Annual Budget: Compiled City budget for Fiscal Year 2014:**

1. Modify format to create adopted Final Budget Document for printing
2. Prepare 2013 budget amendments and transfers.
3. Create FY 2014 budget amendments based on prior year results/mis-classifications

**Month/Year End Closing and account maintenance:**

1. Reconciled bank accounts through June 30, 2013
2. Completed additions/deletions to General Fixed Assets (Capital Projects) and Water and Sewer long term assets (for related footnote disclosures)
3. Prepare audit-required debt service disclosures from corrected schedules for Bonds and leases (90% complete) and related journal entries.
4. Construction-in-progress complete
5. Wrote off accumulated Water and Sewer bad debts for Balance Sheet presentation (debt is kept on the billing file in the event the customer returns).

6. *Balanced pooled cash to each fund's cash.*
7. *Reconcile special cash accounts.*
8. *Continued review of all general Ledger account balances*
9. *Prepare transactions needed to close June 30 year end*
10. *Completed reconciliation of Special Revenue Funds*

**Accounting and Billing**

1. *Generate multiple payrolls for ~122 full time & 29 part time employees*
2. *Billing for ~6,000 Water & Sewer customers*
3. *Issued ~ 400 business licenses*

**Water Accounts**

*Commercial 5*  
*Residential 30*

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

**Planning Commission, July 9, 2013:**

- *Canceled due to a lack of agenda items*

**Design Review Committee, July 17, 2013:**

- *Canceled due to a lack of agenda items*

**Board of Zoning Appeals meeting, July 25, 2013**

- *Canceled due to a lack of agenda items*

**Other planning and zoning actions:**

- *8 occupational tax permit applications were approved at (1) 1003 Virginia Avenue Dry Cleaners, (2) 2124 Argo Dr - Home Office, (3) 535 North Central Ave - Medical Office -- 3 occ tax permits at this location, (4) 801 Doug Davis Dr – Restaurant and (5) 579 Virginia Avenue-Restaurant*
- *1 Sign Application was approved at 1003 Virginia Avenue Dry Cleaners and an application for an awning at 409 North Central Avenue is pending review by DRC*

**Old Business:**

- *Subdivision Regulations Update under review by City Engineer*
- *Amendment to the Zoning Ordinance concerning accessory buildings under review by Board of Appeals*  
*Sign Ordinance Amendment under review by Planning Commission and Design Review Committee*  
*Stormwater Code Amendments have been adopted.*  
*The SF Comprehensive Transportation Plan "Needs Assessment" has been completed by consultant Arcadis*

**New Business:**

*Update to the Future Development Map is underway in preparation for a Comprehensive Plan and Map Update.*

*An amendment to the C-1 Zone and the City Code to accommodate dog kennels in limited locations and subject to specified operating procedures being drafted*

*South Fulton Mayors Update on the SF Comprehensive Transportation Plan scheduled for August 22, 2013, 12:00 noon, at the H. J. C. Bowden Center.*

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

*Upcoming Meetings:*

*Alcohol Review Board- August 15, 2013 at 6:00 p.m.*

*Planning Commission -August 13, 2013 at 6:00 p.m.*

*Main Street Board -August 19, 2013 at 6:00 p.m.*

*Mayor & Council - August 20, 2013 at 6:00 p.m. at City Hall*

*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.*

**Open Records Request**

*12 Open Records Requests were processed.*

**Elections**

*Qualifying will be held on August 26th through August 28th at 4:30 p.m. for the positions of Councilman at Large, Councilman Ward I and Councilman Ward II.*

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