



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 25 fire inspections, 14 new construction site visits, 4 plan reviews, 1 fire investigation, 1 burn permit, 17 pre-fire plans, and 90 blood pressures checked. During the last month members of the Department tested, painted and greased 279 hydrants throughout the city. Our Firefighter of the Year, Christopher Rogers, was recognized at the monthly Exchange Club meeting. Approximately 175 students from Hapeville Middle School participated in the Red Ribbon Week activities and 250 students from St. John's Catholic Elementary School visited the Fire Safety Bus as part of fire prevention week, which was provided by Fairburn Fire Department. One of the shift also provided assistance to St. John's Catholic School during their Relay for Life event. The Department participated in both First Baptist Church and Chick-fil-A Trunk or Treat. A Medical Unit was posted during home football games to provide medical first response in the event of an injury. During the month of October the Department also conducted training in the following areas: Public Relations, Command Presence and Confined Space (Night Training). Finally, our station 2 bunk room bathroom received a much needed remodel.

Fire Station #1 - 3468 North Fulton Avenue

Fire Call Statistics

Auto Accidents w/o injuries	3
Auto Accidents w/injuries	1
EMS	67
Fire	1
Fire Alarm	3
Mutual Aid (Given)	0
Gas Leak	0
Hazardous Conditions	0
Trees Down	0
Elevator Rescue	0
Wires Down	0
Other Responses Citizen Assist	1
<u>Total Calls at Station #1</u>	<u>76</u>

Fire Station #2 - 870 S. Central Avenue

Fire Call Statistics

Auto Accidents	0
Auto Accidents w/injuries	1
EMS	56
Fire	2
Fire Alarm	3
Mutual Aid (Given)	0
HazMat	0
Hazardous Conditions	0
Trees Down	0
Wires Down	0
Gas Leaks	0
Citizen Assist	0
Other Responses	0
Elevator Rescue	0
<u>Total Calls at Station #2</u>	<u>62</u>

Total Average Response Time minutes 2:57

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

From October 1, 2013 to October 30, 2013 the Police Department answered (517) calls for service. There were: (1) reports of Assault, (1) report of Criminal Homicide, (6) Burglaries, (4) Robberies, (37) Larcenies (to include 13 Entering Auto, 61 Stolen Vehicles, and 18 Thefts). The Department made 67 arrests. Our Average Response Time was 2 minutes 43 seconds. There was a total of 461 tickets to include 374 Traffic tickets, 49 General and 38 Parking.

The Detective Division reviewed (739) cases, assigned (72) cases for investigation, and closed (73) cases, and (9) cases were closed with arrest warrants. The Detective Division obtained (22) warrants, responded to (22) crime scenes, and conducted (2) special operations details.

The Detective Division participated in a Federal Plea Deal in which a suspect plead guilty to (2) armed robberies and (1) car jacking that occurred in the city in 2012. As part of the plea deal the suspect was sentenced to 40 years to serve in a Federal Penitentiary.

Detective J. Dyer received training in Advanced Report Writing at the Fulton County Public Safety Training Center.

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

Code Enforcement handled (217) new calls for service, of which: (26) for tall grass, (43) were animal incidents, (54) for outside storage violations, (35) for parking on the grass, (7) Permit Violations and (52) were other code compliance issues. The unit wrote (18) citations and gained compliance in (20) tall grass cases. The unit closed (154) cases and has (146) active cases.

346 Moreland Way –the property is being maintained by the owner.

3249 North Fulton - citations sent certified mail, receipt notification pending. Defense for the Trustee Company had the court date reset to August 20, 2013 due to civil suit with owner.

3409 Dogwood Drive - July 23, 2013 court date. Abatement.

644 Coleman Street - citations sent certified mail, receipt notification received as undelivered. Citations will be hand delivered to the owner. I noticed that a chemical was sprayed to kill weeds but the property is still not in compliance.

3093 Hope Street- A certified letter was sent to the last known address of the owner and Daughter of the owner. The neighbors are maintaining the property at this time.

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.

846 South Central Ave – the property was cleaned and the exterior was repaired and painted.

3118 Sylvan Road - citations sent certified mail and returned as not delivered. July 23, 2013 court date. As of 07-11-13 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.

491 Walnut Drive – demolished in October 2013.

329 Maple Street - HUD Home.

443 Lake Drive - HUD Home.

626 Gordon Cir –HUD as of 10-08-13 this property is no longer owned by HUD and is being maintained properly.

625 Coleman St. (burned apt)- HUD

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

Work is wrapping up on the Depot Renovation TE Project. This project consists 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 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 replaced the LARP program that was used for paving of local roads. There is a required 30% match for this grant.

Building Permits

3372 Colville Avenue
451 North Avenue
3007 Dogwood Drive
231 Moreland Way
214 Maple Street

Electrical Permits

415 North Central Avenue
441 Dorsey Road Apt. 1

Mechanical Permits

994 South Central Avenue
3453 Harding Avenue

Demolition Permits

491 Walnut Street
3430 Lang Avenue

Plumbing Permits

724 North Avenue
446 Walnut Street
2129 Woodland Drive
3309 Dogwood Drive

Tree Permits

3167 Oakdale Road
919 Custer Street
3269 Wheeler Street
254 Barton Drive
376 North Avenue

Economic Development

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

City Events Planning Underway -please visit www.hapeville.org for more events information.

Downtown Live Concert Series wrapped-up in October and November. Thanks to all of the sponsors, vendors, bands and volunteers who were part of this year's concert series.

November 26- Hapeville for the Holidays! Annual Tree Lighting event Tuesday, November 26th. (Please note, the date listed in the Newsletter was incorrect, the event will be held on the traditional date, the Tuesday before Thanksgiving.)

*5:30 p.m. to 7 p.m. Santa Visits and Children's Fair: Jess Lucas Y-Teen Park.
7 p.m. Community Thanksgiving Service : Hapeville First Baptist Church.
8 p.m. Tree Lighting, Jess Lucas Y-Teen Park.*

Department/HATT Activities

November 15- The Reel to Real Arts Film Series Continues. Southern Circuit Tour of Filmmakers. Friday night film screenings 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 November 15th film is "Harvest" a California wine country documentary. Visit: www.harvestmovie.com

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. An online form has been set up for the use of community members who wish to submit events.

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

Co-Hosted Tri-Cities Merchant Mingle, in East Point a b-to-b networking opportunity for Hapeville businesses. The next of the series will be hosted in College Park, date TBD.

Offered peer-to-peer website training for departments with new staff and/or newly appointed website administrators--all departments participated in the 101 training. Preparations for 102 peer-to-peer training are underway.

Main Street Board Activities

The Board meets the 3rd Monday of each month at 6:00 p.m. in City Hall . The Board presented its installation plans for the Phase II of the Butterfly Project to the City Council for approval. The Board officially welcomed three new Board members: David Burt, Lee Duke, and Don May. A new Board member training was conducted by the Board Chair and Manager. The Board nominated Volare Wine Bar & Bistro for the 2013 Fulton County Economic Development New & Emerging Small Business Award.

Recreation Department

Tod Nichols, Recreation Manager

tnichols@hapeville.org – 404-669-2136

Athletics:

All seven of our youth football teams have made it to the Youth Football Alliance playoffs. The teams will be playing in various locations around the Metro Atlanta area. Hapeville will host the championship game for the 5 year olds on Saturday November 9th at 12:00 p.m. Please contact Alan Dotson at 404-669-2127 for playoff game times and schedule.

Adult softball has come to an end for the 2013 season. Contact Wayne Stephens at 404-669-2132 for more information on the 2014 season.

Programs:

The "What's For Lunch?" group (35 and over) visited Sprayberry's BBQ resteraunt on October 17th.

There was a Halloween Dance given by the Department on November 1st for ages 5 - 12.

The Busy Bee After School program meets daily from 2:30 - 6:30 p.m.

Seniors:

The Pleasant Hours Club met on October 2, 2013 and their next meeting will be on November 6, 2013. All PHC meetings are held at the Hoyt Smith Center.

The High Stepping Hornets visited Jaemore Farms on October 30th for the annual apple trip. The group enjoyed lunch afterwards at Longstreet Cafe in Gainesville.

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.

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

Audit Fiscal year ended 6/30/2013

- Site visits by auditors.
- Responses to auditor's requests
- Work with Regions to validate collateralization
- Reissue checks on lost check list
- No audit issues so far.

General Ledger Accounting

- Reconciled special cash accounts.
- Monitor cash available
- Preparing 2014 budget amendments and transfers
- Writing some budget procedures
- Training on ITreasury and Incode

Accounting and Billing

- Generate multiple payrolls for 122 full time & 29 part time employees
- Monthly Billing for 6,000 Water & Sewer customers
- Maintain payment records for 500 vendors
- Process 10-20,000 cash receipts (revenues)

Water Accounts

Commercial 1

Residential 37

Bill Johnston, City Planner**Strategic Planning Initiatives, LLC****Spi_llc@bellsouth.net****404.684.6588****Planning Commission, October 8, 2013:**

- City Attorney presented training session; PC requested additional topics in near future (December 2013).

Design Review Committee, October 16, 2013:

- *Approved 14-foot by 20-foot commercial building addition at 411 King Arnold Street (Pregnancy Center)*

Board of Zoning Appeals, October 24, 2013

- *Canceled due to lack of agenda items; BZA participated in training session*

Mayor and Council, October 1 and 15, 2013

- *Moratorium to prohibit installation of certain types (bright) of building lighting adopted.*

Other planning and zoning actions:

- *Occupational tax permit application approved at 3554 Atlanta Avenue-Home office use*
- *Occupational tax permit application approved at 1005 Virginia Avenue Suite 230-Collection Agency*
- *Occupational permit application approved at 3430 Lang Avenue-Education Services*
- *Occupational permit application approved at 1155 Virginia Avenue, Landmark Restaurant*
- *Occupational tax permit was approved at 3325 Myrtle Street- Home office use*
- *Occupational tax permit was approved at 415 North Central Avenue-Nails Spa*
- *Zoning Certification completed for 1031 Virginia Avenue, Atlanta Airport Hilton*
- *Occupational permit application approved at 600 College Street-Home office use*

Old Business:

- *Subdivision Regulations Update on November 12 Planning Commission agenda.*
- *Sign Ordinance Amendment going to Planning Commission and Design Review Committee in November.*
- *Accessory building text amendment going to PC November 12.*
- *Yotel site plan application withdrawn by applicant.*

New Business:

- *Draft Future Development Map and Comprehensive Plan Update complete. Planning Commission will review at December meeting with a public hearing before Mayor and Council in January.*
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Administrative Services
Jennifer Elkins, City Clerk
jelkins@hapeville.org - 404-766-3004

City Clerk

Upcoming Meetings:

Mayor and Council- November 19, 2013

Development Authority- November 7, 2013 at 6:00 p.m.

Planning Commission- November 12, 2013 at 6:00 p.m.

Design Review Commission- November 20, 2013 at 6:00 p.m.

Alcohol Review Board- November 21, 2013 at 6:00 p.m.

Main Street Board- November 18, 2013 at 6:00 p.m.

Board of Appeals- November 21, 2013 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

59 Open Records Requests were processed.