



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

*The Department had 32 fire inspections, 10 new construction site visits, 3 plan reviews, 15 pre-fire plans, 80 blood pressure checks and 92 hours of Firefighters on patrol. All 3 shifts performed general in service training. During the last month members of the department also participated in Engineering Scenario, Command Presence, Public Relations, and Firefighter Health and Wellness training. A member of the department participated in the Hapeville Middle School curriculum event. Our new Command SUV and Chief's new truck were put in service, and along with our fire engine 1, were part of the Happy Days parade. This year's hydrant testing is under way and expected to be completed within the next two weeks. All three shifts collected funds for the Muscular Dystrophy Association by conducting boot drives. In accordance to ISO guidelines a new department training room has been set up on the second floor of City Hall to be able to conduct all department classroom trainings. One officer represented the department at the Airport Area Kiwanis Club monthly luncheon at the Feed Store in College Park. During the event he provided public education for the attendees.*

*Fire Station #1 - 3468 North Fulton Avenue*

Fire Call Statistics

Auto Accidents w/o injuries	1
Auto Accidents w/ injuries	1
EMS	63
Fire	1
Fire Alarm	3
Mutual Aid (Given)	0
Gas Leak	0
Hazardous Conditions	1
Trees Down	1
Elevator Rescue	0
Wires Down	0
Other Responses Citizen Assist	0
<u>Total Calls at Station #1</u>	<u>71</u>

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

Fire Call Statistics

Auto Accidents	1
Auto Accidents w/ injuries	0
EMS	42
Fire	2
Fire Alarm	1
Mutual Aid (Given)	2
HazMat	0
Hazardous Conditions	2
Trees Down	0
Wires Down	1
Gas Leaks	0
Citizen Assist	0
Other Responses	5
Elevator Rescue	0
<u>Total Calls at Station #2</u>	<u>56</u>

Total Average Response Time minutes 2:39

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**Police Department**

**Rick Glavosek, Police Chief**

**rglavosek@hapeville.org – 404-669-2150**

*From September 1, 2013 to September 30, 2013 the Police Department answered (464) calls for service. There were: (3) reports of Assault, (5) Burglaries, (5) Robberies, (42) Larcenies (to include 13 Entering Auto, 11 Stolen Vehicles, and 18 Thefts). The Department made 45 arrests. Our Average Response Time was 2 minutes 52 seconds. There was a total of 410 tickets to include 318 Traffic tickets, 45 General and 47 Parking.*

*The Detective Division received (52) new cases, obtained (8) felony arrest warrants, (0) Search Warrants and cleared (1) cases with arrest. Members of the team responded to (15) crime scenes taking in (17) items of evidence. The unit currently has (43) active or assigned cases and they closed (41) cases. Both the Detective Division and Uniform Patrol participated in a Special Operation involving entering autos and stolen autos on Virginia Avenue which yielded (1) arrest.*

*Department Personnel continue to receive daily roll-call and in-service training on topics such as National Accreditation and State Certification, 2013 Legislative Updates and other Legal Updates. Moreover, personnel received Supervision Training, Field Officer Training, Police Tactical Rifle, Use of Force, Expandable Metal Baton, Oleoresin Capsicum, TASER Recertification, and other police related topics.*

*The 2013 Citizen Police Academy is coming to an end the group's graduation date is September 12, 2013.*

*Code Enforcement handled (172) new calls for service, of which: (130) were code violations and (42) were animal incidents. Below is a list of some problem properties around the city. That is, properties*

*that are in the process for abatement.*

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. The defense was able to show where the trustee was removed from any affiliation before the citations were issued.

3409 Dogwood Drive -. The property was cut and some exterior repairs were made.

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

639 Cofield Drive - next of kin notified of violations, however the property is still in the name of the deceased owner. 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.

3118 Sylvan Road - We were able to make contact with owner. He sent out a work crew and had the property cleaned and repaired several of the boarded and broken windows. Later we followed up with him in reference to the windows that are in need of repair. We are awaiting on the owner to make a plan to board or replace the windows.

429 Lake Drive – Code Enforcement was contacted by HUD in reference to the property. They contacted by A2Z field services to handle all HUD owned properties. No time frame could be provided as to when the property would be addressed.

3224 Lake Avenue - citations issued. Owner was cited for exterior violations on the structure and outside storage of construction materials. The case has been reset for an October 22nd court date.

491 Walnut Drive - Citations were issued and the case has ben reset for October 22nd court date.

The following properties are HUD properties in which we have no jurisdiction to hold them accountable for violations. We are however, in contact with the case agent and they are working on bringing them into compliance.

329 Maple Street - HUD Home.

443 Lake Drive - HUD Home.

626 Gordon Cir –HUD. In compliance

625 Coleman St (burned apt)- HUD

The following abated properties have been successfully abated and are being maintained by Segrest Landscaping.

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!*

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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**

714 North Avenue  
409 North Central Avenue  
1030 Delta Blvd.

**Electrical Permits**

994 South Central Avenue  
3325 Russell Street

**Mechanical Permits**

801 Doug Davis Drive, Suites B & C

**Plumbing Permits**

994 South Central Avenue

**Tree Permits**

3422 Louise Street  
3650 Union 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.***

*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. Souther 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](http://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.*

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**Recreation Department**  
**Tod Nichols, Recreation Manager**  
**tnichols@hapeville.org – 404-669-2136**

**Athletics:**

*Our youth football teams are off to a great start so far this season. Out of the seven teams we entered in the Youth Football Alliance, our combined park record is a staggering 23 wins versus five losses. There are three teams that is still undefeated, three teams with just one loss and one team with two losses. October 5, 2013 is Hapeville Homecoming as games will begin at 9:00 a.m and the last one begins at 5:30 p.m. Please contact Alan Dotson at 404-669-2127 for season game times and schedule.*

*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 After School program has begun and meets daily from 2:30 - 6:30 p.m.*

**Seniors:**

*The Pleasant Hours Club met on September 4, 2013 and their next meeting will be on October 2, 2013. All PHC meetings are held at the Hoyt Smith Center.*

*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.*

**\* Court Services:**

- Will be replacing an outdated laptop for court clerk.
- Trouble shooting voice mail for court clerk ext. 2149 & 2157

**\* Fire Dept:**

- Training Room relocation in progress to City Hall. Strategic Datacom Inc will be deploying cat 5 cable for network connectivity upstairs( City Hall)
- Replaced an outdated PC @ Fire-station 2

**\* 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:** *Unix Server ( Spillman) has been delivered to the Police Dept for installation.*

\* **City Copiers:** All City copiers have been updated. The two signage display boards are being scheduled to be mounted by Sharp.

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## **Finance Department**

**Jim Schuster, Finance Director**

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

### **City Annual Budget**

- Completed adopted FY 2014 Final Budget Document for printing
- Budget to printer

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

- Reconciled bank accounts through June 30, 2013
- Construction-in-progress/grants analysis complete
- Balanced pooled cash to each fund cash on June 30, 2013
- Reconciled special cash accounts.
- Final review of all general Ledger account balances
- Posted transactions needed to close June 30 year end
- Prepared 2013 budget amendments and transfers
- Completed preparation of the Adjusted Trial Balance
- ATB sent to Auditors and Glick

### **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 30

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## **Bill Johnston, City Planner**

**Strategic Planning Initiatives, LLC**

[\*\*Spi llc@bellsouth.net\*\*](mailto:Spi_llc@bellsouth.net)

**404.684.6588**

### **Planning Commission, August 13, 2013:**

- Consideration of a site plan to build an 8-story, 145 guest room hotel at 1155 Virginia Avenue; application denied.

### **Design Review Committee, August 21, 2013:**

- Applicant proposes a metal awning the full width of the commercial building at 409 North Central Avenue, the Central Plaza Commercial Center; application approved.

### **Board of Zoning Appeals meeting, August 22, 2013**

- The owner at 3420 Norman Berry Drive (Staybridge Suites) seeking a variance to the sign ordinance to permit installation of a monument style sign; application approved.

**Other planning and zoning actions:**

- 1 occupational tax permit application was approved at 3200 Oakdale Road-Home office use  
1 occupational tax permit application was denied at 1003 Virginia Avenue, Suite 290-Passenger transportation service
- 2 Sign Applications were approved at (1) 603 North Central Avenue and (2) 451 North Central Avenue

**Old Business:**

- Subdivision Regulations Update is ready for an October review by Planning Commission
- Amendment to the Zoning Ordinance concerning accessory buildings going to Board of Appeals in Sept
- Sign Ordinance Amendment going to Planning Commission and Design Review Committee in September
- First reading of an amendment to the C-1 Zone and the City Code to accommodate dog kennels in limited locations and subject to specified operating procedures has been held; second reading September 17
- An initial draft of a Free Libraries ordinance concerning obscene materials has been prepared

**New Business:**

- Draft Update to the Future Development Map and Comprehensive Plan generated; pending Staff review
- 2014 Unified Planning Work Program recommendations forward to FC and ARC (essentially reporting on the Short Term Work Program accomplishments)
- A South Fulton Comprehensive Transportation Plan "Recommendations Report" has been completed by consultant ARCADIS

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**Administrative Services****Jennifer Elkins, City Clerk****jelkins@hapeville.org - 404-766-3004****City Clerk***Upcoming Meetings:**Mayor and Council- October 1, 2013**Development Authority- October 3, 2013 at 6:00 p.m.**Planning Commission- October 8, 2013 at 6:00 p.m.**Design Review Commission- October 16 at 6:00 p.m.**Alcohol Review Board- October 17, 2013 at 6:00 p.m.**Main Street Board- October 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](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**

*6 Open Records Requests were processed.*