



April 2014 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 30 fire inspections, 12 new construction site visits, 3 plan reviews, 13 pre-fire plans, and 90 blood pressures checked. Three smoke detectors were given out to residents within the community and 2 burn permits were issued. A fire extinguisher class was provided for approximately 125 employees at the Porsche construction site. A total of 54 hours of firefighters on patrol were completed. During the month of March, all three shifts conducted training in the following areas: Firefighter II Building Construction, Water Supply, Fire Hose & Fire Streams as part of the requirements to meet the National Standards for Firefighter 2. All three shifts attended the Airport Familiarization Class taught by the Atlanta Fire Department. Additional training was done in the utilization of ropes, knots and tools. Two department officers attended the yearly Arson Investigator's Seminar in McDonough, GA. An extrication exercise was conducted thanks to a vehicle donation made by Councilman Powell. All Department Paramedics completed training on the first part of a three part series for the new Atlanta Regional EMS Protocols. The Department's goal is to be operating under the new medical protocols starting June 1.

Fire Station #1 - 3468 North Fulton Avenue

Fire Station #2 - 870 S. Central Avenue

Fire Call Statistics

Fire Call Statistics

<i>Auto Accidents w/o injuries</i>	<i>0</i>
<i>Auto Accidents w/injuries</i>	<i>1</i>
<i>EMS</i>	<i>58</i>
<i>Fire</i>	<i>1</i>
<i>Fire Alarm</i>	<i>1</i>
<i>Mutual Aid (Given)</i>	<i>0</i>
<i>Gas Leak</i>	<i>0</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>0</i>
<i>Other Responses Citizen Assist</i>	<i>4</i>
<u><i>Total Calls at Station #1</i></u>	<u><i>65</i></u>

<i>Auto Accidents</i>	<i>0</i>
<i>Auto Accidents w/injuries</i>	<i>1</i>
<i>EMS</i>	<i>32</i>
<i>Fire</i>	<i>2</i>
<i>Fire Alarm</i>	<i>4</i>
<i>Mutual Aid (Given)</i>	<i>0</i>
<i>HazMat</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>2</i>
<i>Citizen Assist</i>	<i>2</i>
<i>Other Responses</i>	<i>3</i>
<i>Elevator Rescue</i>	<i>0</i>
<u><i>Total Calls at Station #2</i></u>	<u><i>46</i></u>

Total Average Response Time minutes 3:20

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

From March 1, 2014 to March 31, 2014 the Police Department answered (663) calls for service. There were (0) Rapes, (2) Assaults, (3) Burglaries, (1) Robbery, (17) Other Larcenies and (2) Stolen Vehicles. The agency made (80) arrests and recovered (12) stolen vehicles. The agency's average response time was 2 minutes 44 seconds. The organization wrote (403) tickets: (336) Traffic tickets, (56) General and (11) Parking.

The Detective Division reviewed (663) cases, assigned (24) cases for investigation, and closed (39) cases. Seven (7) cases were closed with arrest warrants and (2) CID arrests were made. The Detective Division investigated (16) crime scenes and executed (2) search warrants.

The Detective Division is currently operating a crime suppression detail. The detail is intended to prevent or arrest suspects of auto theft and entering autos.

Department personnel continue to receive daily roll-call and in-service training on topics such as the Department's standard operating procedures (SOP), Case Law, Legal Updates, International Accreditation and State Certification.

Code Enforcement handled (204) new calls for service, of which: (29) were animal incidents, (48) for outside storage violations, (14) for parking on the grass, (7) Permit Violations and (48) were other code compliance issues. The unit wrote (11) citations, closed (209) cases, and has (138) active cases.

3249 North Fulton – The owner was cited and he is in the process of getting the property in compliance with city code. As of 04-01-14, the property has been cleaned however the damage to the rear of the residence remains.

3409 Dogwood Drive – Fulton County sold the tax lien. The front of the property has been cut and cleared however the rear is in need of regular maintenance.

644 Coleman Street – The property did not sell and the owner was cited for a 04-22-14 court date. The property is in compliance 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.

3118 Sylvan Road - citations sent certified mail and returned as not delivered. 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 – Fulton County now shows HUD as the owner.

329 Maple Street - HUD Home.

443 Lake Drive - HUD Home.

625 Coleman Street (burned apt)- The owner came forward and presented information on a possible fraud case with the homeowners association and the insurance payment for the damage. The evidence was given to CID on 04-01-14.

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

The annual Clean Sweep Event will be held April 28, 2014. Please see the newsletter and website for more information on acceptable items for pickup.

The Department has three streetscape projects that are currently in the engineering stage. They are as follows: **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 **N. Central Avenue Streetscape Project** and construction should begin sometime in 2014.

There will be a Public Information Open House for the Railroad Facilities Improvement Project on April 17, 2014 at 700 Doug Davis Drive from 5PM to 7PM. This Open House is a chance for the public to review this project and provide input on the project.

Building Permits

3336 Forrest Hill Drive
3097 Grove Circle
832 Virginia Avenue, Suite C
3294 Myrtle Street
3409 North Fulton Avenue
427 Walnut Street

Electrical Permits

220 Mt. Zion Road
1155 Virginia Avenue, Suite L
761 North Central Avenue

Mechanical Permits

397 North Central Avenue
314 Moreland Way

Plumbing Permits

1155 Virginia Avenue, Suite L
3460 Harding Avenue
3360 Old Jonesboro Road
761 North Central Avenue

Tree Permits

3147 Old Jonesboro Road
2128 Argo Drive
3098 Springdale Road
3209 Forrest Hill Drive

Demolition Permits

555 College Street

Economic Development

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

2014 City Events Planning and Scheduling is Underway -please visit www.hapeville.org for updates to the schedule.

Department/HATT Activities

The Department represented the City at various regional meetings including the Airport Area Chamber Mixer on March 11th and the Atlanta Aerotropolis Alliance (the Alliance) meeting on March 28th. The Alliance will work to leverage the economic potential created by Hartsfield-Jackson Atlanta International Airport. The Alliance consists of businesses, local governments, and other stakeholders located within or with a vested interest in the greater airport area. Mayor Alan Hallman represents the City of Hapeville on the Alliance Board. Download the Alliance Fact Sheet & sign-up for e-mails about the Alliance at: www.atlantaerotropolis.org/resources

The Department represented the City at the Tri-Cities Businesses "Merchant Mixer" on Wednesday, March 12th. This series is produced in partnership with the City of College Park, Hapeville and East Point Economic Development Departments. Please contact the Economic Development Department for more information on upcoming mixers and for helpful business resources you may have missed.

April 11th- The Reel to Real Arts Film Series Continues. Southern Circuit Tour of Filmmakers. Friday night film screening finale on April 11th 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 April film is "The Retrieval." Set in 1864, toward the end of the Civil War, the film follows a fugitive ex-slave who encounters a duo sent for his re-capture by a gang of bounty hunters. Check out the film's accolades and see the trailer at: www.thereival.com. Free Admission.

April 12th- Spring Festival Baseball Opening Day Celebration! Join us at the Tome E. Morris Complex for "Spring into Action" a fun filled day that includes a 5K Run/Walk, Parade, Tennis Tournament, Baseball and a festival . The festival includes free bounce houses, games, and community/local business booths from 11 a.m to 4 p.m. The 5K begins at 8 a.m. Free admission.

April 25th- Hapeville's Movie Nights Under the Stars Series begins with "Monsters University". April 25th, May 16th will feature "Iron Man 3" and June 20th will feature "Frozen." Movies are shown at the Hapeville Football Stadium. The event begins at 7:30 p.m. with concessions, a DJ and bounce house for children. The movies begin at dusk. Free Admission.

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.

Completed and submitted South Arts Grant application to host the Southern Circuit Tour of Filmmakers in 2015.

Continued Google Fiber' team meeting attendance and responses to requests of the City. To read about Google Fiber in Cities in the U.S. visit: <https://fiber.google.com/cities> and sign-up for e-mail news or visit www.hapeville.org for updates.

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

Main Street Board Activities

The Board meets the 3rd Monday of each month at 6:00 p.m. in City Hall. At the March meeting, the Board decided to look for a new way to incorporate public art into the Depot Plaza. They researched an alternate artist and discussed holding a juried competition for a design. They continued work on their historic plaque program and are considering beginning the program with installations on municipal owned historically significant properties in downtown. The Board is planning their annual budgeting/retreat to begin to prepare a proposed budget and work plan for Council approval during the formal budgeting process. Board members also served as volunteers at the South Arts Film Festival screenings, providing information on the program and the Christ Church venue and welcoming visitors to the City.

Finance Department

Jim Schuster, Finance Director

jschuster@hapeville.org - 404-669-2118

City Annual Budget

- Review budget for amendments (on-going)
- Revise budget personnel cost worksheets for FY 2015
- Distributed Budget Preparation Worksheets to Departments

Month/Year End (Mid Year) Closing and Reporting

- Bank and account reconciliation (January 2014)
- January report in process
- Started HDA and HATT monthly reports
- Distributed Mid-year and January 2014 department reports for budget feed-back and FY 2014 prep
- Completed Mid-Year Reports to Council and HDA

Year- end audit support

- Objective: Keep accounts current to minimize year-end work

Finance/Accounting Activities

- Debt services, fund balance and cash analyses in prep for FY 2015 Budget
- Assist in preparation Bond issuance
- Continue self training on I Treasury and Incode
- Strengthen documentation of transactions
- Consolidate/organize electronic files and e-mails on going process
- Set up general ledger accounts and budgets for Bonds Issue, HATT and HDA and develop process for maintaining

Other Accounting and Billing

- Generate multiple payrolls for 120 full time & 30 part time employees
- Mail all payroll and vendor checks. Enroll employees in direct deposit
- Monthly Billing for 6,000 Water and Sewer customers
- Maintain payment records for 500 vendors
- Process 10-20,000 cash receipts (revenues)

Water Accounts

Residential- 42

Commercial- 3

Planning and Zoning

Bill Johnston, City Planner

[Spi llc@bellsouth.net](mailto:Spi_llc@bellsouth.net)- 404-684-6588

Planning Commission, March 11, 2014:

- Commission recommended approval of the Comprehensive Plan Update, including the Future Development Map – now comes to Council for a public hearing. DCA has been contacted concerning procedures for the Update. The response was to address the Update as we would a property rezoning.

Design Review Committee, March 19 2014:

- 3409 North Fulton Avenue application for detached garage-approved
- 427 Walnut Street application for construction of a deck-approved

Board of Zoning Appeals, March 27 2014

- Canceled due to lack of agenda items

Mayor and Council, March 4 & 18, 2014

- A text amendment that would exempt single family detached dwellings from the nonconforming use provisions of the Ordinance, specifically Sec. 93-3-5. – Restoration, was recommended.

Other planning and zoning actions:

- Occupational tax permit application approved at 1155 Virginia Ave #H-Barbershop
- Occupational tax permit application approved at 3670 Georgia Avenue-Restaurant
- Occupational tax permit application approved at 627 North Central Ave-Hair Salon
- Occupational tax permit application approved at 431 King Arnold-Home occupation
- Occupational tax permit application approved at 32 Central Park Dr-Home occupation
- Occupational tax permit application approved at 415 North Central Ave-Hair Salon
- Occupational tax permit application denied at 748 Virginia Avenue-Automotive Spa
- Occupational tax permit application denied at 3041 Commerce Way-Beauty Supply Retail
- Sign application approved at 1155 Virginia Avenue #H
- Sign application approved at 965 Virginia Avenue

Old Business:

- Draft "Outdoor Merchandise Display Ordinance" pending
- Draft "Free Libraries Ordinance" pending
- Sign Ordinance Revisions in progress
- GIS services RFP pending

New Business:

- Goggle Fiber moving forward with infrastructure info request
- Re-write of zoning ordinance underway
- Urban Redevelopment Plan Update
- Comprehensive Plan Update (major)
- Variance application anticipated from CBS Outdoors concerning billboards

Administrative Services

Jennifer Elkins, City Clerk

jelkins@hapeville.org - 404-766-3004

Upcoming Meetings:

Mayor and Council- April 15, 2014 at 6:00 p.m.

Development Authority- April 6, 2014 at 6:00 p.m.

Planning Commission- April 8, 2014 at 6:00 p.m.

Design Review Commission- April 16, 2014 at 6:00 p.m.

Alcohol Review Board April 17, 2014 at 6:00 p.m.

Main Street Board- April 21, 2014

Board of Appeals- April 24, 2014 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

25 Open Records Requests were processed.

Human Resources

The City is currently accepting applications for the position of Seasonal Recreation Aide, Communications Officer, Crime Scene Technician and Police Officer. Applications are available online (www.hapeville.org) or at City Hall.

- *Processed Applications for Part-time Maintenance Worker*
- *Processed Applications for Seasonal Recreation Aide*
- *Successfully migrated one Retiree to the Health Reimbursement Account*