



May 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 25 fire inspections, 10 new construction site visits, 3 plan reviews, 25 pre-fire plans, 85 blood pressures checked and 108 hours of Firefighters on patrol. Three smoke detectors were given out to residents within the community, and 3 burn permits were issued. During the month of April, all three shifts conducted training in the following areas: Fire Detection, Alarms & Suppression Systems, Protecting Fire Scene Evidence and Fire Department Communications as part of the requirements to be certified for the National Standards for Firefighter. All EMTs and Paramedics completed the second part of three for the new Atlanta Regional Protocols for EMS. Our goals is to have all training completed by June 1st. Additional training in the pumping operations and drivers training. Two members of the Department completed the National Fire Academy course Shaping the Future held at the Georgia Public Safety Training Center (GPSTC) in Forsyth, GA. Two other members attended the Acting Officer in Charge course also held at GPSTC. Our Fire Marshal completed the Fire & Life Safety Plan Review course as well as the Testing & Evaluation of Water Supplies for Fire Protection. All shifts have started the yearly hose testing.

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>1</i>
<i>EMS</i>	<i>62</i>
<i>Fire</i>	<i>0</i>
<i>Fire Alarm</i>	<i>2</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>5</i>
<u><i>Total Calls at Station #1</i></u>	<u><i>70</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>1</i>
<i>EMS</i>	<i>30</i>
<i>Fire</i>	<i>0</i>
<i>Fire Alarm</i>	<i>3</i>
<i>Mutual Aid (Given)</i>	<i>0</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>4</i>
<i>Elevator Rescue</i>	<i>0</i>
<u><i>Total Calls at Station #2</i></u>	<u><i>39</i></u>

Total Average Response Time minutes 3:02

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

From April 1, 2014 to April 30, 2014 the Police Department answered (495) calls for service. There were (0) Rapes, (5) Assaults, (6) Burglaries, (4) Robbery, (35) Other Larcenies and (4) Stolen Vehicles. The agency made (53) arrests and recovered (8) stolen vehicles. The agency's average response time was 1 minutes 44 seconds. The Department wrote (412) tickets: (336) Traffic tickets, (59) General and (17) Parking.

The Detective Division reviewed (834) cases, assigned (64) cases for investigation, and closed (40) cases. Six cases were closed with arrest warrants. The Detective Division obtained (10) search warrants and responded to (27) crime scenes.

This month the Detective Division is investigating several high crimes, including;

1. An armed robbery of the Wendy's Restaurant on North Central Avenue, where we have identified and issued warrants on the suspect.
2. A Car Jacking incident and a separate Robbery at the City Market Complex on North Central Avenue; and
3. A robbery at the Family Dollar Store on Dogwood Drive
In this case, forensic evidence was recovered and is being submitted to the GBI for processing. Additionally, Detectives are working with the Coweta County Sheriff's Office investigators who have had a few similar events in their jurisdiction.

The Detective Division was able to close three cases from prior years, through forensic evidence (DNA) that was returned from the GBI with matches to suspects. Warrants are being issued in the cases of a Burglary from 2012, a Burglary from 2013, and an Entering Auto from 2014.

The Detective Division is currently coordinating an ongoing crime suppression detail in regards to the increased number of stolen automobiles and vehicle break-ins. The detail in addition to directed patrols by the Uniform Patrol Division has lead to several arrests in the targeted areas for crimes such as theft by taking (automobile), entering automobile, and loitering and prowling.

Department personnel continue to receive daily roll-call and in-service training on topics such as the Department's standard operating procedures (SOP), Special Orders, Family Violence, Juvenile Procedures, Officer Safety, Department's Goals & Objectives, Uniform Crime Reporting (UCR), Case Law, Legal Updates, and International Accreditation and State Certification. Detective Stephen Cushing earned a Crime Scene Investigator Certification.

Code Enforcement handled (332) new calls for service, of which: (35) were animal incidents, (27) for outside storage violations, (12) for parking on the grass, (10) Permit Violations and (251) were other code compliance issues. The unit wrote (5) citations, closed (271) cases, and has (167) 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 05-01-14, the property was cleaned well and the rear fallen tree was removed from the residence. The property is still not in 100% compliance. The owner had his court date reset for the May court date.

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.

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.

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 – 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.

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 Avenue 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

We held our annual Clean Sweep Event on April 28, 2014.

The Department has three streetscape projects that are currently in the engineering stage. They are as follows: **Dogwood Drive** from South Central to North 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 **North Fulton Avenue Streetscape Project** and the **North Central Avenue Streetscape Project** and construction should begin sometime in 2014.

There was a Public Information Open House for the Railroad Facilities Improvement Project on April 17, 2014 at 700 Doug Davis Drive from 5PM to 7PM. For more information on this project, please see our website.

Building Permits

3101 Hope Street
377 North Avenue
3030 Oakdale Road
494 Barnett Drive
1 Porsche Avenue
924 Custer Street

Electrical Permits

3409 North Fulton Avenue
377 North Avenue
397 North Central Avenue

Tree Permits

291 Dorsey Road

Plumbing Permits

509 Lake Drive
498 North Avenue

Tree Permits

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

Mechanical Permits

590 South Central Avenue
831 North Avenue

Recreation Department

Tod Nichols, Recreation Manager

tnichols@hapeville.org – 404-669-2136

Athletics:

The boys baseball, girls softball and soccer programs are in full swing. Contact Alan Dotson at 404-669-2127 for game times and dates.

Co-Ed softball leagues are in play on Monday and Tuesday nights and Men's league plays on Thursday. Contact Wayne Stephens at 404-669-2132 for information.

Programs:

The "What's For Lunch?" group (35 and over) visited The Popcorn Divine and Truett Cathy's Luau restaurant on April 23rd.

The Busy Bee After School program meets daily from 2:30 - 6:30 p.m. Our last date of the meeting will be May 23, 2014. The Busy Bee Summer Camp program begins June 1, 2014.

Seniors:

The Pleasant Hours Club met on April 2, 2014 and their next meeting will be on May 7, 2014. We will also have a luncheon for our senior citizens on May 7th from 10:30am - 12:30pm. 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.

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.

** **VOIP:** UC upgrade RFP under review.*

** **Signage Software:** Signage Software and Screens deployed successfully. Refresher training Wednesday May 7, 2014 at City Hall.*

** **Police Department:** Spillman Server has been tied into backup power supply system.*

** **Court Services:** Requested quote for Additional microphones on conference table in court room.*

** **Cisco Equipment:** IOS "Internetwork Operating System" upgrades of Routers & Switches.*

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 coordinated the Georgia Municipal Association's GA Cities Week "If I Were Mayor Essay" Contest in the community. The local award is awarded to Jordan B. Hood of the Hapeville Charter Middle School--congratulations! All Hapeville school children who participated in the essay contest were given a Certificate of Participation on behalf of the City for their efforts.

The Department gave Georgia Department of Community Affairs representatives an informational tour and site visit of Hapeville providing an update of City activities, and gathered resources and insight from the regional leaders.

Coordinated City Signs Scheduled Maintenance. Please note: several signs identifying City limits and facilities are currently undergoing routine maintenance. These signs will appear all white for several days before the lettering will appear again. Thank you for your patience during this time.

Currently developing RFP for Marketing services.

Special Thanks- The Reel to Real Arts Southern Circuit Tour of Filmmakers event series concluded. Thanks to all of the volunteers and attendees who participated in the event series by reviewing films, promoting the City by serving as hosts to visitors, and attending the series!

Special Thanks- Spring Festival Baseball Opening Day Celebration! Thank you to all of the sponsors, vendor and volunteers that made this day so great for the baseball players and their families.

May 16- Hapeville's Movie Nights Under the Stars Series continues with "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.

May 26th-Hapeville Memorial Day Service: join us for a special service to honor those who made the ultimate sacrifice in the United States Military. The service will be held at the Hoyt Smith Center, located at 3444 N. Fulton Ave. Hapeville resident Ann McElfresh will be the Guest Speaker. Service will be followed by refreshments provided by volunteers.

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. For newsletter submissions, visit www.hapeville.org or contact asenter@hapeville.org.

Coordinating South Arts Grant efforts for the Southern Circuit Tour of Filmmakers in 2015 including scheduling and reporting to the South Arts organization and working with volunteers to schedule film review screenings. Are you film buff? Interested in helping screen films and reviewing them for potential to be shown in Hapeville next year? If so, contact the Economic Development Department or Charlotte Rentz, Main Street Board President.

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 May meeting Board members began to discuss budget planning. Several Board members are attending the GA Heart & Soul Tour of middle Georgia cities tour as part of their planning process to begin to prepare a proposed budget and work plan for Council approval during the formal budgeting process. The Program Manager was awarded a scholarship by the GA Cities Foundation, recommended by DCA Leadership, to attend the Tour and audit the program for the DCA. Board members are also coordinating community participation in the film selection process for the next film series.

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

City Annual Budget

- Review budget for amendments (on-going)
- Revised budget personnel cost worksheets for FY 2015-(WIP)
- Research and compute all fringe benefits for all departments
- Distributed Budget Preparation Worksheets to Departments
- Loaded General Fund worksheets- now balancing Gen Fund
- Prepare HAAT budget
- Prepare Debt Service balances and schedules (All funds, HAAT, HDA)
- Analyze all Revenue sources creating 5 year history
- Analyze tax assessments, billings, revenues, etc.
- Begin formatting budget presentation summaries
- Begin formatting final Budget document

Month/Year End (Mid Year) Closing and Reporting

- Bank and account reconciliation (Jan, Feb and Mar 2014)
- Need Jan-Feb-Mar bank recs for 3Q Report
- Started HDA and HATT monthly reports
- Distributed Mid-year and Jan 2014 department reports for budget feed-back and FY 2014 prep

Year- end audit support

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

Finance/Accounting Activities

- Continue Self-Training on iTreasury, Incode, banking, and other systems
- Strengthen documentation of transactions (audit trail)
- Consolidate/organize physical, electronic and e-mail files --on-going process
- Set up general ledger accounts and budgets for Bond Issue, HATT and HDA and develop process for maintaining
- Evaluate and recruit Chief Accountant
- Presentation by Regions for p-card system for purchasing
- Review agenda items

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 and collections for 2,100 Water & Sewer customers
- Maintain payment records for 500 vendors
- Process 10-20,000 cash receipts (revenues)
- Process credit card and wire transfers payments

Other Managerial / Administrative Duties

- Counsel/ Train / Supervise employees
- Respond to City Manager and Department requests

- *Meet with individual customers and citizens*
- *Staff and Council meetings*

Water Accounts

Residential- 42

Commercial- 2

Planning and Zoning

Bill Johnston, City Planner

Spi_llc@bellsouth.net- 404-684-6588

Planning Commission, April 15, 2014:

- *Training session*
- *Sign Ordinance Tabled*

Design Review Committee, April 16, 2014:

- *494 Barnett Street, Front Porch Replacement –approved by DRC*
- *3445 Dogwood Drive, Storefront Replacement –approved by City Planner*

Board of Zoning Appeals, April 24 2014

- *Training session*
- *3445 Dogwood Drive- Administrative Appeal Granted*

Mayor and Council, April 8 & 22, 2014

- *First reading of a text amendment that exempts single family detached dwellings from the nonconforming use provisions of the Ordinance, specifically Sec. 93-3-5. – Restoration, was held; second reading and adoption scheduled for May 6, 2014.*
- *Application for Conditional Use Permit that would allow a health spa at 1155 Virginia Avenue, Suite L*

Other planning and zoning actions:

- *Occupational tax permit application approved by Board of Zoning Appeals on 4/24/2014 at 3445 Dogwood Drive - Retail, Consignment Shop*
- *Occupational tax permit application approved at 597 North Central –Theater & Office Use*
- *Occupational tax permit application approved at 383 Lake Drive-Home Occupation*
- *Occupational tax permit application approved at 673 North Central Ave-Retail*
- *Occupational tax permit application approved at 3297 Dogwood Drive- Outreach Center*
- *Occupational tax permit application approved at 383 Lake Drive-Home Occupation*
- *Occupational tax permit application approved at 781 North Central Ave-Arts Center*
- *Occupational tax permit application approved at 315 North Central Ave-Auto Detailing*
- *Sign application approved at 411 King Arnold Street*
- *Sign application approved at 832 Virginia Avenue*

Old Business:

- *Draft "Outdoor Merchandise Display Ordinance" pending*
- *Draft "Free Libraries Ordinance" pending*
- *GIS services RFP pending*

New Business:

- *Google Fiber Team has forwarded all info to Google*
 - *Re-write of zoning ordinance underway, emphasis on Cultural Arts District Overlay*
 - *Urban Redevelopment Plan Update*
 - *Comprehensive Plan Update (major)*
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Administrative Services**Jennifer Elkins, City Clerk****jelkins@hapeville.org - 404-766-3004***Upcoming Meetings:**Mayor and Council- May 20, 2014 at 6:00 p.m.**Development Authority- May 8, 2014 at 6:00 p.m.**Planning Commission- May 13, 2014 at 6:00 p.m.**Design Review Commission- May 21, 2014 at 6:00 p.m.**Alcohol Review Board- May 15, 2014 at 6:00 p.m.**Main Street Board- May 19, 2014**Board of Appeals- May 22, 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

13 Open Records Requests were processed.

Human Resources

The City is currently accepting applications for the position of Seasonal Recreation Aide and Accreditation Manager. Applications are available online (www.hapeville.org) or at City Hall.