



## 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 36 fire inspections, 10 new constructions and site visits, 4 plan reviews, 21 pre-fire plans, 80 blood pressure checks and 87 hours of Firefighters on patrol. All 3 shifts performed general in service training. Ten members of the Department conducted Rescue Operations, Engine Company Operations, Engineer Scenario, and Firefighter Health & Wellness training for a total of 523 hours of combined training. Also, in a joint effort to train with other neighboring jurisdictions, several members of the Atlanta Fire & Rescue Department completed their "third rider" requirement as part of their initial rookie training. In exchange, the new hire will be part of there Firefighter training that began on Monday, September 16.

#### Fire Station #1 - 3468 North Fulton Avenue

##### Fire Call Statistics

Auto Accidents w/o injuries	0
Auto Accidents w/injuries	1
EMS	49
Fire	1
Fire Alarm	0
Mutual Aid (Given)	0
Gas Leak	2
Hazardous Conditions	0
Trees Down	0
Elevator Rescue	0
Wires Down	1
Other Responses Citizen Assist	2
<u>Total Calls at Station #1</u>	<u>56</u>

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

##### Fire Call Statistics

Auto Accidents	0
Auto Accidents w/injuries	1
EMS	54
Fire	1
Fire Alarm	1
Mutual Aid (Given)	2
HazMat	0
Hazardous Conditions	0
Trees Down	1
Wires Down	0
Gas Leaks	0
Citizen Assist	0
Other Responses	0
Elevator Rescue	0
<u>Total Calls at Station #2</u>	<u>60</u>

Total Average Response Time minutes 3:29

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

*From August 1, 2013 to August 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 (53) new cases, obtained (0) felony arrest warrants, (0) Search Warrants and cleared (5) cases with arrest (2 Fraud, 1 Assault, 1 Robbery, 1 Arson). 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 (180) new calls for service, of which: (38) for tall grass, (41) were animal incidents, (30) for outside storage violations, (17) for parking on the grass, (4) Permit Violations and (50) were other code compliance issues. The unit wrote (10) citations and gained compliance in (32) tall grass cases. The unit closed (131) cases and has (71) active cases.*

*346 Moreland Way -Update. July 23, 2013 court date. Owner was cited for the neglect of the property and he was fined for the violations. The property is in compliance as of 09-03-13.*

*626 Gordon Circle - Property is under HUD- certified letter sent. As of September 3, 2013 the property is in compliance.*

*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. A certified letter with citations was sent to the owner for a court date of September 24, 2013. Receipt of the letter has not been received as of September 3, 2013.*

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

644 Coleman Street - citations sent certified mail, receipt notification received as undelivered. Citations were hand delivered to the owner. 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 the daughter of the owner. No contact has been made with the owners, however the neighbors have been maintaining the property. Abatement process has been started.

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. As of 09-03-13 the grass and weeds have been cut and the fallen tree was partially removed. The property is not 100% in compliance however it looks a lot better.

846 South Central Ave - July 23, 2013 court date. The property is mostly in compliance. The tall grass and weeds were taken care of and the graffiti on the rear was removed. The damage at the side was caused by the adjacent limo service when a bus backed into the building. A civil suit is pending on that and the owner advised that his insurance company was notified. On 08-30-13, Khan received citations for the exterior violations. As of 09-03-13, the building was repaired and painted along with the grass and weeds cut. Khan removed the outside storage also. The property is in compliance.

3118 Sylvan Road - citations sent certified mail and returned as not delivered for the July 23, 2013 court date. On 08-20-13, the owner was finally contacted and received citations for code violations. A work crew cleaned the property and repaired several of the boarded and broken windows.

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. Possible abatement

3224 Lake Avenue - citations issued to owner for June 25, 2013 court date. Owner was cited for exterior violations on the structure and outside storage of construction materials. Owner renewed permits on April 10, 2013 for the renovation of the property. The owner later obtained a lawyer and his court date was reset to July 23, 2013. The owner was given 30 days to be in compliance from the July court date by Judge Ewing. As of 09-03-13, the owner was able to get the court date reset for the September 24th date.

491 Walnut Drive - The trustee and the property owners are scheduled to be in court September 24th to answer numerous code violations.

As you know, the department are unable to prosecute HUD for any property maintenance issues. However certified letters have been sent notifying them of the violations and I have receipt of those letters.

329 Maple Street - HUD Home.

443 Lake Drive - HUD Home.

626 Gordon Circle –HUD. In compliance

625 Coleman Street (burned apt)- HUD

The following abated properties are currently 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

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 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**

3453 Harding Avenue  
371 North Central Avenue  
3280 North Whitney Avenue  
216 Birch Street  
619 North Avenue  
558 College Street Bldg A  
994 South Central Avenue

**Plumbing Permits**

372 North Avenue  
866 Custer Street

**Electrical Permits**

801 Doug Davis Drive Suites B & C  
3244 North Fulton Avenue C-8  
994 South Central Avenue  
3325 Russell Street

---

**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.**

September 20-- Downtown Live Concert Series continues with the September 20th Friday Night Happy Days Festival Concert Kick-off, featuring "Spectrum" and "Darwin Conort & Friends. "The series continues October 18th featuring the Chili Cook-off and the band "The Last Five Standing." There is one additional concert date on November 1st featuring "The Chirs Waller Project." All concerts are 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.

September 21-Hapeville Happy Days Festival. Live music by "The Georgia Pickers", "7 Sharp 9" and "Is That So?" Over 70 vendors ranging from BBQ to arts and crafts, children's activities and more! Join us for Hapeville's signature fall festival from 11 a. m. to 5 p.m. in Jess Lucas Park. Tours of Historic Christ Church will be offered at 2 p.m. Free Admission and Parking. (Community Parade at 10 a.m.)

**Department/HATT Activities**

October 11- 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 October film is "Bending Sticks" a public art documentary, the November 15th film is "Harvest" a California wine country documentary.

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. 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.

Hosted Tri-Cities Merchant Mingle, with East Point and College Park Economic Development Departments, guest speakers on the topic of social media and on-line marketing. The next Merchant Mingle will be hosted by College Park this fall.

### **Main Street Board Activities**

The Board meets the 3rd Monday of each month at 6:00 p.m. in City Hall . The Board has volunteers assisting with the South Arts Film Series. The Board will have a booth at the Happy Days Festival, assisting with City Events promotions and selling Hapeville Coca-Cola Mural mugs, and more!

---

### **Recreation Department**

**Tod Nichols, Recreation Manager**

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

### **Athletics:**

Our youth football season got off to a spectacular start on September 7, 2013. During our Opening Day games our teams had a combined score of 190 while allowing just 6 points. All seven teams won their games to the delight of all those in attendance. Our next home date is September 28, 2013 and Hapeville Hornets Homecoming is on October 5, 2013.

Please contact Alan Dotson at 404-669-2127 for 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.

On August 28, 2013 a group of 10 visited Sky View Atlanta.

### **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.

---

## **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.

---

## **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

**Bill Johnston, City Planner**  
**Strategic Planning Initiatives, LLC**  
[Spi\\_Illc@bellsouth.net](mailto:Spi_Illc@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*



**lew 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*

---

**Administrative Services****Jennifer Elkins, City Clerk****jelkins@hapeville.org - 404-766-3004****City Clerk***Upcoming Meetings:**Alcohol Review Board- September 19, 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**

*12 Open Records Requests were processed.*