



## 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 30 fire inspections, 5 new construction site visits, 5 plan reviews, 1 burn permit, and 85 blood pressures checked. During the last month members of the Department continued painting and greasing the hydrants throughout the city. During the month of November the Department conducted training in the following areas: Public Relations, Rope Rescue, Pittsburgh drill, and Search Operations. Two members of the Department provided assistance during the Annual Holidays in Hapeville Celebration by providing transportation for Santa Claus from Station to the newly renovated Historic Depot. All three shifts conducted boot drives in support of the Exchange Clubs Toys for Kids event. A member of the Department attended the monthly Business Partners Meeting at the Hapeville Elementary School. Members of the department were recognized at the monthly Council meeting for their heroic act during a cardiac save call. Those individuals recognized were David Bloodworth, Andric Getz, Nicholas Condrey, Bryan Porterfield and Joshua Himes.*

#### *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>2</i>
<i>EMS</i>	<i>50</i>
<i>Fire</i>	<i>2</i>
<i>Fire Alarm</i>	<i>0</i>
<i>Mutual Aid (Given)</i>	<i>1</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>1</i>
<u><i>Total Calls at Station #1</i></u>	<u><i>56</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>48</i>
<i>Fire</i>	<i>1</i>
<i>Fire Alarm</i>	<i>2</i>
<i>Mutual Aid (Given)</i>	<i>0</i>
<i>HazMat</i>	<i>0</i>
<i>Hazardous Conditions</i>	<i>1</i>
<i>Trees Down</i>	<i>1</i>
<i>Wires Down</i>	<i>0</i>
<i>Gas Leaks</i>	<i>0</i>
<i>Citizen Assist</i>	<i>0</i>
<i>Other Responses</i>	<i>1</i>
<i>Elevator Rescue</i>	<i>0</i>
<u><i>Total Calls at Station #2</i></u>	<u><i>55</i></u>

*Total Average Response Time minutes 3:57*

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

*From November 1, 2013 to November 30, 2013 the Police Department answered (451) calls for service. There were: (1) report of Assault, (1) report of Criminal Homicide, (5) Burglaries, (5) Robberies, (32) Larcenies (to include 12 Entering Auto, 4 Stolen Vehicles, and 16 Thefts). The Department made 61 arrests. Our average response time was 2 minutes 07 seconds. There was a total of 294 citations to include 222 Traffic citations, 46 General and 26 Parking citations.*

*The Detective Division reviewed (631) cases, assigned (26) cases for investigation, and closed (53) cases. (4) Cases were closed with arrest warrants and (2) CID arrests were made. The Detective Division obtained (25) warrants, responded to (12) crime scenes.*

*The Detective Division investigated several Tier 1 crimes. Arrests were made in two separate Car Jacking incidents with the assistance of the Atlanta Police Department. An arrest was also made in the Homicide case at the Bell Hartsfield Apartments with the assistance of the Iowa Department of Public Safety.*

*Detective J. Dyer received 16 hours of training in Search Warrants and Affidavits at the Fulton County Public Safety Training Center.*

*Detective S. Cushing received 40 hours of training in Sexual Assault Investigations at the Georgia Public Safety Training Center. Detective S. Cushing also participated in a community meeting at the Bell Hartsfield Apartments.*

*The Detective Division would like to welcome its newest member Detective Nelson. Detective Nelson was selected for the position after scoring the highest overall score on the recent assessment for the open position.*

*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. All sworn personnel completed firearms training and requalified.*

*Code Enforcement handled (174) new calls for service, of which: (5) for tall grass, (60) were animal incidents, (34) for outside storage violations, (29) for parking on the grass, (5) Permit Violations and (41) were other code compliance issues. The unit wrote (20) citations. The unit closed (96) cases and has (72) active cases.*

*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 - On November 22, 2013, the front of the property was cleaned along with the grass and weeds cut.*

*644 Coleman Street - citations sent certified mail, receipt notification received as un-delivered. 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. 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. 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.

329 Maple Street - HUD Home.

443 Lake Drive - HUD Home.

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

625 Coleman Street (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 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!

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### **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**

3025 Commerce Way  
3277 Wheeler Street  
3430 Lang Avenue  
855 Custer Street  
411 King Arnold Street  
856 Virginia Avenue

**Plumbing Permits**

994 South Central Avenue  
415 North Central Avenue  
3430 Lang Avenue  
415 North Central Avenue  
3469 Dearborn Plaza  
3238 Dogwood Drive

**Electrical Permits**

411 Dorsey Road  
3430 Lang Avenue  
3400 North Fulton Avenue  
3240 Old Jonesboro Road  
590 South Central Avenue  
747 Virginia Avenue Suite 200  
3321 Myrtle Street

**Tree Permits**

3389 Old Jonesboro Road  
3303 Sims Street  
3469 Dearborn Plaza

**Mechanical Permits**

3280 Wheeler Street  
951 Virginia Avenue

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**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](http://www.hapeville.org) for updates to the schedule.**

**Department/HATT Activities**

Annual business appreciation cards are being created and will be sent to all businesses on behalf of HATT, the Mayor and Council and the Main Street Board.

February 21st- The Reel to Real Arts Film Series Continues. Southern Circuit Tour of Filmmakers. Friday night film screenings continue on February 21, March 21 and April 11 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 February film is "Bidder 70" a look at the controversial bidder who falsely bid \$1.8M to save 22,000 acres of land from drilling in 2008, with no means nor intention to pay, during a federal oil and gas lease auction--resulting in imprisonment. Visit: [www.bidder70film.com](http://www.bidder70film.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.*

*Peer-to-peer website training for departments with new staff and/or newly appointed website administrators--all departments --102 peer-to-peer training is currently scheduled for mid-December.*

### **Main Street Board Activities**

*The Board meets the 3rd Monday of each month at 6:00 p.m. in City Hall--the Board's December meeting will be an annual holiday dinner (the location will be determined and posted on the City website). Board members attended the South Arts Film Series Fall Finale, "Harvest" in November. The Board discussed ideas with the Hapeville Arts Alliance for a grant application and made recommendations to Mayor and Council regarding possible application components. Program Manager met with public works and the artists commissioned for the "Living Tree" sculpture to discuss logistics and time line for the installation planned for the Depot Plaza. It is anticipated the installation will take place in the first quarter of 2014. The Board is planning its annual door-to-door Main Street business district business appreciation /outreach visits.*

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### **Recreation Department**

**Tod Nichols, Recreation Manager**

**[tnichols@hapeville.org](mailto:tnichols@hapeville.org) – 404-669-2136**

*The Recreation Department received several awards honoring employees and programs during the Georgia Parks and Recreation Fourth District banquet. Congratulations to Alan Dodson who received the "Athletic Professional of the Year" award and Holli Stephens for receiving the "Administrative Professional of the Year" award. These two employees are huge assets to our department and are proud of them for being recognized for their hard work.*

*The Department also received the "Athletic Program of the Year" award for the summer football camp named "Each One Reach One". The camp hosts instructors who were past participants in the youth football program but are now currently high school and collegiate football players. The young men speak to the camp as well as serve as camp counselors for the day.*

*Miguel Garcia was honored as "Volunteer of the Year" for his extensive work with the Hapeville Soccer program. Miguel spends countless hours on the field as a coach and mentor to our young soccer participants as well as a father and husband to his family. Miguel and his family have resided in Hapeville for more than 20 years and we are happy to have him as an major component of the Department.*

### **Athletics:**

*Congratulations to the 10 year old Hapeville Hornets who are 2013 Youth Football Alliance Champions. The team finished with a perfect 8 - 0 record during the regular season and will compete in the State Championship tournament during the week of December 4 - 8.*

Basketball registration is ongoing and will close on December 20, 2013 for boys and girls ages 4 - 14. Please contact Alan Dotson at 404-669-2127 for more information.

Contact Wayne Stephens at 404-669-2132 for information on the 2014 Co-Ed and Men's softball season.

**Programs:**

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

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

**Seniors:**

The Pleasant Hours Club met on November 6, 2013 and their next meeting will be on December 4, 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.

\* **Email Server/ City Websites:** SSL certificates for City Websites has been renewed.

\* **VOIP:** Currently working with Cisco Rep for the City's UC upgrade of phone system.

\* **City Website:** Added an Incident and Accident Request Form to the City Website under online services > Police Dept Request form.

\* **Signage Software:** Currently waiting on a deployment date from our Sharp Rep (Eric Denny).

\* **Police Department:** Added three new network drops to the reception area location.

\* **Spillman:** Mobile Units are not receiving returns on tags in Spillman. Currently working with Spillman technician on this issue.

\* **Mobile Units @ Police Dept:** Currently replacing old units with new ones.

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

**City Annual Budget**

- Review budget for amendments
- Revise budget personnel cost worksheets

**Month/Year End Closing and Reporting**

- Construction-in-progress/grants analysis complete
- Completed Hotel motel and HDA reports
- Bank and account reconciliation

**Year- end audit support**

- Respond to all auditor inquiries
- Support on-going audit

**Other Finance/Accounting Activities**

- Debt service, fund balance and cash analyses
- Assist in preparation of Bond issuance
- Training on iTreasury and Incode
- Consolidate/organize electric files and e-mails

**Accounting and Billing**

- Generate multiple payrolls for 120 full time & 30 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 3  
Residential 41

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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, November 12, 2013:**

- Consideration of Text Amendments to Sign Ordinance
- Consideration of Text Amendments to Accessory Buildings
- Consideration of Text Amendments to Subdivision Ordinance

**Design Review Committee, November 13, 2013:**

- Canceled due to lack of agenda items

**Board of Zoning Appeals, November 21, 2013**

- Canceled due to lack of agenda items

**Mayor and Council, November 5 and 19, 2013**

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

**Other planning and zoning actions:**

- *Occupational tax permit application approved at 747 Virginia Avenue-Fitness Center*
- *Occupational tax permit application under consideration at 421 King Arnold Street*
- *Sign application approved at 415 North Central Avenue*
- *Sign application approved at 3430 Lang Avenue*

**Old Business:**

- *Draft "Outdoor Merchandise Display Ordinance" ready for distribution to affected merchants*
- *Draft Future Development Map and Comprehensive Plan Update complete. Planning Commission will review at December meeting with a public hearing before Mayor and Council possibly in January.*

**New Business:**

- *Scope of Work for GIS services to be prepared in December for soliciting proposals in January.*
- *Arcadis to present South Fulton Comprehensive Transportation Plan at December 3 Council meeting.*

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**Administrative Services**

**Jennifer Elkins, City Clerk**

**jelkins@hapeville.org - 404-766-3004**

**City Clerk**

*Upcoming Meetings:*

*Mayor and Council- December 17, 2013*

*Development Authority- December 5, 2013 at 6:00 p.m.*

*Planning Commission- December 10, 2013 at 6:00 p.m.*

*Design Review Commission- December 18, 2013 at 6:00 p.m.*

*Alcohol Review Board- December 19, 2013 at 6:00 p.m.*

*Main Street Board- December 16, 2013 at 6:00 p.m.*

*Board of Appeals- December 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**

*35 Open Records Requests were processed.*