



## 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 22 fire inspections, 5 new construction site visits, 3 plan reviews, 7 pre-fire plans and 70 blood pressures checked. Monitored a fire drill at Delta Reservations complex and 8 smoke detectors were given out to residents within the community. During this month, the Department conducted training in the following areas: Service Bridge Reporting System, Fire Grounds Operations, Community Relations and Water Supply. All three shifts collected money for the Exchange Club Toys for Kids Project. A total of \$1,847.00 was raised. The Departments newest member completed 14 weeks of Atlanta Fire Rookie School, through which he received certifications as a Firefighter 1 & 2 as well as Hazmat Awareness and Operations. He will be attending their Advanced Emergency Medical Technician Training starting this month.*

#### *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>61</i>
<i>Fire</i>	<i>3</i>
<i>Fire Alarm</i>	<i>3</i>
<i>Mutual Aid (Given)</i>	<i>0</i>
<i>Gas Leak</i>	<i>1</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>0</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>34</i>
<i>Fire</i>	<i>0</i>
<i>Fire Alarm</i>	<i>1</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>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>38</i></u>

*Total Average Response Time minutes 3:03*

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

*From December 1, 2013 to December 31, 2013 the Police Department answered (475) calls for service. There were: (2) reports of Assault, (0) reports of Criminal Homicide, (9) Burglaries, (4) Robberies, (26) Larcenies (to include 11 Entering Auto, 4 Stolen Vehicles, and 11 Thefts). The Department made 79 arrests. Our average response time was 2 minutes 06 seconds. There was a total of 305 citations to include 228 Traffic citations, 59 General and 18 Parking citations.*

*The Detective Division reviewed (672) cases, assigned (59) cases for investigation, and closed (36) cases. (5) cases were closed with arrest warrants and (3) CID arrests were made. The Detective Division obtained (17) warrants and responded to (27) crime scenes.*

*The Detective Division investigated two separate domestic violence assault cases and obtained arrest warrants on both of the primary aggressors. The Detective Division also investigated a child abandonment case at the Corner Preschool located on Dogwood Drive along with Detectives from the East Point Police Department. An arrest was made in the case and the suspect has pending charges in each respective jurisdiction.*

*Department Personnel continue to receive daily roll-call and in-service training on topics such as Elder Abuse, Dealing with the Mentally Ill or Person's with Diminished Capacity, International Accreditation and State Certification, Legal Updates, and policy and procedures.*

*Code Enforcement handled (173) new calls for service, of which: (1) for tall grass, (59) were animal incidents, (24) for outside storage violations, (30) for parking on the grass, (15) Permit Violations and (44) were other code compliance issues. The unit wrote (5) citations, closed (84) cases, and has (72) active cases.*

*3249 North Fulton – To be sold at auction for taxes owed in Hapeville and Fulton county.*

*3409 Dogwood Drive – Fulton County sold the tax lien.*

*644 Coleman Street – The property is under contract to be sold. I spoke with a representative with SunTrust Finance who advised that she would send me the new owners information as soon as the property closed.*

*3093 Hope Street- The property is in compliance and will be removed from the list.*

*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 – 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)- HUD Home.*

*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.*

*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 Home.*

*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 completed on the Depot Renovation TE Project. This project consisted 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**

1 Porsche Avenue  
366 Woodrow Avenue  
614 North Gordon Circle  
3369 Myrtle Street  
3440 North Fulton Avenue  
3238 Dogwood Drive

**Electrical Permits**

3430 Lang Avenue  
411 King Arnold Street  
3224 Lake Avenue

**Plumbing Permits**

736 South Central Avenue  
540 King Arnold Street  
994 South Central Avenue

**Tree Permits**

3448 Louise Street  
3200 Forrest Hill Drive  
3309 North Whitney Avenue

**Mechanical Permits**

3238 Dogwood Drive

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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 were sent to all businesses on behalf of HATT, the Mayor and Council and the Main Street Board. The cards featured images from the Hapeville Arts Mural and included contact information for the Economic Development Department.

January 23rd - Tri-Cities Businesses "Merchant Mixer." The Tri-Cities of Hapeville, College Park and East Point Economic Development Departments coordinate a series of business-to-business networking events for merchants in the Tri-cities area to network, take advantage of resources provided and explore all three participating cities. The next of the series will be held in College Park at Big Burger: 3333 Main Street, College Park, GA 30337. Thursday, January 23rd from 5pm-7pm.

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 was conducted in mid-December. This included an overview of document uploads and editing of current pages as well as image uploads. The next training--103--will cover the use of automated e-mail systems as will be scheduled in the next 2-months.*

### **Main Street Board Activities**

*The Board meets the 3rd Monday of each month at 6:00 p.m. in City Hall--the Board's January meeting will be re-scheduled as it conflicts with the MLK Holiday. The Board conducted their annual door-to-door Main Street business district business appreciation /outreach visits. The packets included information on capital projects in the City, an annual address from Mayor Hallman, Opportunity Zone information, and a letter from the Board President with Main Street Program information and an invitation to participate in downtown revitalization efforts.*

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### **Recreation Department**

**Tod Nichols, Recreation Manager**

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

*A very special THANK YOU is in store for all of the Hapeville citizens who donated items and volunteered their time to make the Toys 4 Kids event a special one for the families that were in a time of need. Without the citizens of Hapeville, Hapeville Exchange Club, Hapeville Service League, City of Hapeville employees from the Fire, Public Works and Recreation Departments this event could not be possible. Again thank you to everyone that was mentioned and anyone else that was not.*

### **Athletics:**

*Basketball registration has ended. Teams will begin play on January 4, 2014 in the Youth Basketball Alliance. Other Recreation Departments included in the league are East Point, Riverdale and Union City. Games are played Monday through Friday at 6:30 and 7:30 p.m. and Saturday's beginning at 9:00 a.m. 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 Atlanta Travelers Social Club sponsored a Christmas party for our after school program as well as students from Hapeville Elementary and Hapeville Charter. There was food and music for all the children as well as a raffle. Some of the prizes that were given away were Wal - Mart gift cards, Visa gift cards and two Kindle Fire tablets that were the main prizes. A very special THANK YOU to the club. The Busy Bee After School program meets daily from 2:30 - 6:30 p.m.*

### **Seniors:**

*The Pleasant Hours Club met on December 4, 2013 and was treated to a holiday luncheon sponsored by the Department. Their next meeting will be on January 8, 2014. 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 Representative.*
- \* **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 needed for Annual Financial Report (2013)*
- Revise budget personnel cost worksheets*
- Prepare master budget amendment for FY 2014*

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

- Completed Hotel Motel and HDA State reports*
- More reports (post audit)*
- Bank and account reconciliations*

### **Year- end audit support**

- Respond to all auditor inquiries*
- Audit completed*
- State mandated Annual Financial Reports submitted on time*
- GFOA Comprehensive Annual Financial Report (Finish in January)*  
*Requested and received a one month extension*

### **Other Finance/Accounting Activities**

- Revenue Trends Analysis- evaluate current year and prepare for next year*

- *Assist in Bond issuance*
- *Training on iTreasury and Incode (Continued)*
- *Consolidate/organize physical and electric files and e-mails*
- *Develop written Procedures*

**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 0*  
*Residential 28*

**Bill Johnston, City Planner**

**Strategic Planning Initiatives, LLC**

**[Spi\\_llc@bellsouth.net](mailto:Spi_llc@bellsouth.net) - 404.684.6588**

**Planning Commission, December 10, 2013**

- *Consideration of text amendments to Sign Ordinance*

**Design Review Committee, December 11, 2013**

- *Canceled due to lack of agenda items*

**Board of Zoning Appeals, December 19, 2013**

- *Canceled due to lack of agenda items*

**Other planning and zoning actions:**

- *Occupational tax permit application approved at 407 North Central Avenue-Phone sales*
- *Occupational tax permit application approved with conditions for home occupation at 421 King Arnold Street*
- *Occupational tax permit application at 377 North Central Avenue-Restaurant/Sports Bar under review*
- *Sign application approved for remounting of at Virginia Avenue Dry Cleaners wall sign*
- *Alcohol license as to zoning approval at 3420 Norman Berry Drive (Staybridge Suites)*
- *Zoning Certificate for 3420 Norman Berry Drive*
- *Zoning Certificate for 1155 Virginia Avenue*

**Old Business:**

- *Draft "Outdoor Merchandise Display Ordinance" being distributed to affected merchants*
- *Draft Future Development Map and Comprehensive Plan Update complete, pending review by Planning Commission followed by a public hearing before Mayor and Council.*

**New Business:**

- *Scope of Work for GIS services to be prepared for soliciting proposals in February.*
- *Arcadis to present South Fulton Comprehensive Transportation Plan at January 21 Council meeting.*

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**Administrative Services**

**Jennifer Elkins, City Clerk**

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

*Upcoming Meetings:*

*Mayor and Council- January 21, 2014*

*Development Authority- January 9, 2014 at 6:00 p.m.*

*Planning Commission- January 14, 2014 at 6:00 p.m.*

*Design Review Commission- January 15, 2014 at 6:00 p.m.*

*Alcohol Review Board- January 16, 2014 at 6:00 p.m.*

*Main Street Board- Cancelled due to Holiday*

*Board of Appeals- January 16, 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](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**

*18 Open Records Requests were processed.*