



## April 2023 Department Reports (March's Information)

**To: Tim Young, City Manager  
Mayor and Council  
Citizens of the City of Hapeville**

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**Fire Department**  
**David Bloodworth, Fire Chief**  
[dbloodworth@hapeville.org](mailto:dbloodworth@hapeville.org) - 404.669.4399

*During the month of March, The Department conducted the following 22 annual inspections, 10 new construction site visits, 4 plans reviews, 2 Fire Sprinkler System inspections and 2 fire alarm inspections. Chief Joey Overton worked with GPSTC training facilities to teach handling flammable liquids training, 2 members of our department participated. Deputy Chief Nicholas Condrey taught a total of 5 classes of Pediatric Life Support training for our department. For the Month of March our department completed over 900 hours of training.*

| <b>Fire Station #1- 3468 N. Fulton Ave</b> |    | <b>Fire Station #2- 870 South Central Ave</b>  |   |
|--------------------------------------------|----|------------------------------------------------|---|
| EMS                                        | 90 | EMS                                            | 4 |
| Medical assist, assist EMS crew            | 2  | Medical assist, assist EMS crew                | 0 |
| Passenger vehicle fire                     | 0  | Smoke, scare, odor of smoke                    | 0 |
| Emergency medical service, other           | 3  | Motor vehicle accident with injuries           | 3 |
| Assist police or other government agency   | 0  | Motor vehicle accident with no injuries        | 0 |
| Assis Invalid                              | 0  | Motor vehicles/ped accident (MV Ped)           | 0 |
| Carbon monoxide incident                   | 0  | Extrication of victims                         | 0 |
| Dispatched and canceled in route           | 1  | False alarm or false call, other               | 2 |
| Cooking fire, confined to container        | 0  | Dispatched and canceled in route               | 1 |
| Smoke or odor removal                      | 0  | Alarm system activation, no fire-unintentional | 2 |
| No incident found on arrival at address    | 1  | No incident found or arrival at address        | 2 |

|                                                         |          |                                                         |          |
|---------------------------------------------------------|----------|---------------------------------------------------------|----------|
| <i>Motor vehicle/pedestrian accident (MV Ped)</i>       | <i>0</i> | <i>Good intent call, other</i>                          | <i>0</i> |
| <i>Motor vehicle accident with no injuries</i>          | <i>2</i> | <i>Overpressure rupture of air of gas pipeline</i>      | <i>0</i> |
| <i>Motor vehicle accident with injuries</i>             | <i>4</i> | <i>Smoke detector activation, no fire unintentional</i> | <i>0</i> |
| <i>Good intent call, other</i>                          | <i>0</i> | <i>Removal of victim(s) from stalled elevator</i>       | <i>0</i> |
| <i>Alarm system activation, no fire-unintentional</i>   | <i>5</i> | <i>Gas leak (natural gas or LPG)</i>                    | <i>3</i> |
| <i>Smoke detector activation, no fire-unintentional</i> | <i>3</i> | <i>Dumpster or other trash</i>                          | <i>0</i> |
| <i>Dumpster or other outside trash bin fire</i>         | <i>0</i> | <i>Windstorm, tornado/hurricane assessment</i>          | <i>0</i> |
| <i>False alarm or false call, other</i>                 | <i>0</i> | <i>Fire, other</i>                                      | <i>0</i> |
| <i>Gas leak (natural gas or LPG)</i>                    | <i>0</i> | <i>Passenger vehicle fire</i>                           | <i>2</i> |
| <i>Police matter</i>                                    | <i>0</i> | <i>Person in distress, other</i>                        | <i>0</i> |
| <i>Rescue, EMS incident, other</i>                      | <i>0</i> | <i>Invalid assist</i>                                   | <i>0</i> |
| <i>Brush or brush and grass mixture fire</i>            | <i>1</i> | <i>Extrication of victim(s) from vehicle</i>            | <i>0</i> |
| <i>Combustible/flammable gas/liquid condition</i>       | <i>0</i> | <i>Service call, other</i>                              | <i>0</i> |
| <i>Building or structure weakened or collapsed</i>      | <i>0</i> | <i>Cooking fire, confined to container</i>              | <i>0</i> |
| <i>Gasoline or other flammable liquid spill</i>         | <i>1</i> | <i>Natural vegetation fire, other</i>                   | <i>0</i> |
| <i>Removal of victim(s) from stalled elevator</i>       | <i>2</i> | <i>Alarm system due to malfunction</i>                  | <i>0</i> |
| <i>Powerline down</i>                                   | <i>0</i> | <i>Assist invalid</i>                                   | <i>2</i> |
| <i>Fire in motorhome, camper, recreational vehicle</i>  | <i>0</i> | <i>Outside rubbish, treason or waste fire</i>           | <i>0</i> |
| <i>Person in distress</i>                               | <i>0</i> | <i>Smoke detector activation, no fire unintentional</i> | <i>2</i> |
| <i>Fire, other</i>                                      | <i>0</i> | <i>Trash or rubbish fire, contained</i>                 | <i>2</i> |
| <i>Public service assistance, other</i>                 | <i>0</i> | <i>Arcing, shortened electrical equipment</i>           | <i>0</i> |
| <i>Service call, other</i>                              | <i>0</i> | <i>Power line down</i>                                  | <i>0</i> |
| <i>Severe weather or natural disaster, other</i>        | <i>0</i> | <i>Weak or steam leak</i>                               | <i>0</i> |
| <i>Steam, vapor, fog or dust thought to be smoke</i>    | <i>0</i> | <i>Building Fire</i>                                    | <i>1</i> |
| <i>Unintentional transmission of alarm, other</i>       | <i>0</i> |                                                         |          |
| <i>Weak or steam leak</i>                               | <i>0</i> |                                                         |          |

|                                                 |            |                                  |
|-------------------------------------------------|------------|----------------------------------|
| Cover assignment, standby, move up              | 0          |                                  |
| Animal Rescue                                   | 0          |                                  |
| Building Fire                                   | 1          |                                  |
| Defective elevator, no occupant                 | 0          |                                  |
| Outside rubbish, treason or waste fire          | 1          |                                  |
| Vicinity alarm(incident in order location)      | 0          |                                  |
| Alarm system sounded due to malfunction         | 0          |                                  |
| Chemical hazard (no spill or leak)              | 0          |                                  |
| Detector activation, no-fire-unintentional      | 0          |                                  |
| Sprinkler activation due to malfunction         | 0          |                                  |
| Sprinkler activation due, no fire unintentional | 0          |                                  |
| Cover assignment standby, move up               | 0          |                                  |
|                                                 |            |                                  |
| <b>Total Calls at Station #1</b>                | <b>117</b> | <b>Total Calls at Station #2</b> |
|                                                 |            | <b>26</b>                        |

**Total for both Stations with an average response time of 02:32 minutes**

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**Police Department**

**Rick Glavosek, Police Chief**

[rglavosek@hapeville.org](mailto:rglavosek@hapeville.org) - 404.669.2150

Between March 1, 2023, and March 31, 2023, there were (692) calls for service. There were (1) Assaults, (7) Burglaries, (0) Robberies, (53) Larcenies, including 38 Entering Autos, 7 Stolen Vehicles, and 12 Thefts. The Department recovered (1) Stolen Vehicles and (1) Stolen Property Items. The Department made 31 arrests. The average Response time was 02 min 36 secs.

The Department issued 437 citations, including parking, traffic, and general copies.

The E-911 center processed 2,604 calls.

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**Community Services**

**Lee Sudduth, Director**

[lsudduth@hapeville.org](mailto:lsudduth@hapeville.org)- 404.669.2120

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Building Permits</b><br/> 831 Custer Street (14009800080220)<br/> 3199 Oakdale Road (14009900030042)<br/> 770 South Central Avenue (14009800050223)<br/> 522 Oak Drive (14009400050110)<br/> 415 Birch Street (14009400100378)<br/> 229 Birch Street (14009400091072)</p> <p><b>Plumbing Permits</b><br/> 600 South Central Avenue<br/> 925-933 Willingham Drive<br/> 3424 Old Jonesboro Road<br/> 3414 Louise Street<br/> 801 North Central Avenue, Bldg E</p> <p><b>Mechanical Permits</b><br/> 901-907 Willingham Drive<br/> 624 South Gordon Circle<br/> 3165 Dogwood Drive<br/> 801 North Central Avenue, Bldg J<br/> 3230 Logan Place<br/> 3232 Logan Place<br/> 3473 Harding Avenue</p> | <p><b>Tree Permits</b><br/> 3416 Orchard Street<br/> 619 North Gordon Circle<br/> 461 North Avenue<br/> 3039 Oakdale Road<br/> 3420 Elkins Street</p> <p><b>Electrical Permits</b><br/> 3165 Dogwood Drive, Bldg 300<br/> 494 North Avenue<br/> 917-949 Willingham Drive<br/> 3001 Dogwood Drive<br/> 600 South Central Avenue<br/> 3230 Logan Place<br/> 3232 Logan Place<br/> 3358 Sunset Avenue<br/> 770 South Central Avenue</p> |
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## **Economic Development**

**Adrienne Senter, Planning & Economic Development Manager**

[asenter@hapeville.org](mailto:asenter@hapeville.org) - 404.669.8269

### **Department Activities:**

**Please Welcome our New Main Street & Grants Coordinator!** The Economic Development Department is pleased to welcome our new Main Street & Grants Coordinator, Ms. Rashida Cloud. Ms. Cloud has a wealth of experience in grant procurement and public engagement. If you visit City Hall, please stop by Rashida's office to introduce yourself or send her an email at [rcloud@hapeville.org](mailto:rcloud@hapeville.org) or call 404.669.4673.

**Produced City Newsletter and all Departmental related duties.** (Newsletter Note: The submission deadline for the May 2023 issue of the Hapeville Hometown News is Friday, April 14th by 5 p.m.). Promoted City news via (City Website, FB, Newsletter). Please visit [www.hapeville.org](http://www.hapeville.org) for up-to-date information.

**Hapeville Hosts Southern Circuit Tour of Independent Filmmakers: April 14th!** The Spring Series finale will take place at the Historic Christ Church located at 680 S. Central Ave. in downtown Hapeville. Receptions with the filmmakers featuring live music by local musicians & food by local partner restaurants will start at 6 p.m., with the film's

showing at 7 p.m. The screening for the April film is *Hazing*. If you think hazing is a trivial college problem, think again. In *Hazing*, award-winning filmmaker Byron Hurt lifts the veil on secret, underground rituals that are often dehumanizing, abusive, and sometimes deadly. Byron, a member of a fraternity, places hazing culture under the microscope to discover a world of toxic masculinity, violence, sexual degradation, binge drinking, denial, and institutional coverups. Visit <http://www.bhurt.com/films/view/hazing> to view the trailer or call (404) 669-8269 for event details.

**Planning Commission Application Under Review: Tuesday, April 11, 2023**

| <b>Applicant</b>                          | <b>Address</b>       | <b>Commercial/<br/>Residential</b> | <b>Application<br/>Type</b> | <b>Description</b>                                                              |
|-------------------------------------------|----------------------|------------------------------------|-----------------------------|---------------------------------------------------------------------------------|
| <b>Jeresha White</b>                      | 3409 Dogwood Dr.     | Commercial                         | CUP                         | Request to operate a daycare center.                                            |
| <b>Phil Carson (MCRT Investments LLC)</b> | 3558 Elm Street      | Multifamily                        | Site Plan                   | Review of revised site plan. Site plan was originally approved on Jan. 17, 2023 |
| <b>Alex Popham</b>                        | 3264 Springhaven Dr. | Residential                        | Final Plat                  | Review of final plat for lots 1-6.                                              |

**Board of Appeals Applications Under Review: Thursday, April 27, 2023**

| <b>Applicant</b>          | <b>Address</b>       | <b>Commercial/<br/>Residential</b> | <b>Application<br/>Type</b>  | <b>Description</b>                                                          |
|---------------------------|----------------------|------------------------------------|------------------------------|-----------------------------------------------------------------------------|
| <b>Lorreine Patterson</b> | 3259 Dogwood Dr.     | Commercial                         | Off-site parking arrangement | Request approval of an off-site parking agreement.                          |
| <b>Arthur Baker</b>       | 3400 N. Whitney Ave. | Residential                        | Variance Request             | Request to increase the allowable square footage of an accessory structure. |

|                                               |              |             |                     |                                                          |
|-----------------------------------------------|--------------|-------------|---------------------|----------------------------------------------------------|
| <b>Phil Carson<br/>(MCRT<br/>Investments)</b> | 3558 Elm St. | Multifamily | Variance<br>Request | Request to increase the<br>maximum parking<br>allowance. |
|-----------------------------------------------|--------------|-------------|---------------------|----------------------------------------------------------|

### **Upcoming Planning & Zoning Meetings:**

- **Planning Commission:** Tuesday, April 11th at 6:00 p.m.
- **Design Review Committee:** Wednesday, April 19th at 6 p.m.
- **Board of Appeals:** Thursday, April 27th at 6 p.m.

\*All meetings will be held at the Hapeville Municipal Annex, 700 Doug Davis Drive. Please visit <https://ga-hapeville3.civicplus.com/562/Agendas-and-Minutes> to access meeting agendas and application information.

**Ongoing Task:** Coordinated in-house Planning & Zoning administrative tasks with City Planner.

### **Main Street Board**

#### ***Hapeville Main Street Board hosts the Butterfly Lantern Parade Thanks!***

The Main Street Board would like to thank everyone who attended the 1st Annual Butterfly Lantern Parade on Saturday, March 25th. Thanks to all the vendors, volunteers, and staff who helped make this event successful! Special thanks to Chantelle Rytter and the Krewe of the Grateful Gluttons for making this event possible - we look forward to seeing everyone next year!

The date for the March meeting is Wednesday, March 8th, 2023, at 6 p.m. at the Municipal Annex, 700 Doug Davis Drive. Please visit [www.hapeville.org](http://www.hapeville.org) for additional information.

### **Finance Accounting:**

**Randy Brewer - Finance Director**

[rbrewer@hapeville.org](mailto:rbrewer@hapeville.org)- 404-669-2107

### **Month End Closing, Fiscal Year End Closing and Reporting**

- Account Reconciliations
- Review journal entries to true-up accruals and cost allocations

### **Budget Administration**

- Review of 2022-2023 Revenue and Expense/Budget Reports
- Meet with Department Heads to discuss budget and possible budget adjustments

- *Prepare 2022-2023 Budget Adjustments as needed*
- *Prepare 2023-2024 Budget*

### **Audit Support**

- *Review accounts for accuracy and reclassify accounts as needed*
- *Implement processes for stronger Internal Controls*
- *2022 Audit is Complete*
- *Prepare for 2023 audit*
- *Review past audit results*

### **Finance/Accounting and Reporting Activities**

- *Train Accounting staff - ongoing - bank reconciliations, reconciliations, journal entries, year-end/month-end work, budget maintenance, reporting requirements, A/P, etc.*
- *Crosstrain staff as needed*
- *Review agenda items*
- *Prepare special reports to, DOAA, DCA, DOJ, Sec of State, etc.*
- *Submitted 2022 Audit Report to Georgia Department of Audits and Accounts*
- *Completed and Submitted GFOA Application for 2022 Certificate of Achievement for Excellence in Financial Reporting*
- *Completed and Submitted 2022 Certifications of E-911 Expenditures to Georgia Department of Audits and Accounts*
- *Completed and Submitted 2022 Hotel-Motel Tax Report to Department of Community Affairs (DCA) - Report Due Six (6) Months After Fiscal Year End*
- *Completed and Submitted 2022 Report of Local Government Finances to Department of Community Affairs (DCA) - Report Due Six (6) Months After Fiscal Year End*
- *Assisted City Clerk with Completing 2022 Annual Authority Registration and Financial Report (AARF) – Department of Community Affairs Report Due Six (6) Months After Fiscal Year End*
- *Submitted 2022 Audit Report to PNC Bank and Truist Bank for Bond Compliance*
- *Reconcile/Allocate Workers Comp, pension, and other insurance costs*
- *Continue work on Internal Control and “Accounting Systems” manual*
- *Review accounts payable for processing*
- *Review and post payrolls activity*
- *Review process flows, document and update as needed*
- *Preparing to implement new Travel Policy*
- *Preparing to implement new Project Accounting Software - Tyler Technologies*
- *Completed Police Department Vehicles Financing with Truist Bank for 2023*
- *Received GFOA 2021 certificate of Achievement Award for Excellence in Financial Reporting*

### **Other On-going Accounting and Billing (mainly clerical)**

- *Process and mail all vendor checks*
- *Maintain payment records for ~2,000 active vendors*

### **Other On-going Managerial / Administrative Duties**

- Respond to Mayor, City Manager and Department requests
- Respond to citizen requests
- Meet with department heads to review general ledger details related to expenses as needed

**Financial Customer Service:**  
**Chrislyn Turner, Assistant Finance Director**  
[cturner@hapeville.org](mailto:cturner@hapeville.org)- 404-305-9576

| <b>Monthly Taxes Collected</b>      |                   |
|-------------------------------------|-------------------|
| <i>Real Property Taxes</i>          | <i>52,080.33</i>  |
| <i>Personal Property Taxes</i>      | <i>0.00</i>       |
| <i>Stormwater Fees</i>              | <i>92,162.61</i>  |
| <i>Public Utilities</i>             | <i>63,685.77</i>  |
| <b>Total Collected - March 2023</b> | <b>207,928.71</b> |

| <b>Occupational Permits Issued</b>         |            |
|--------------------------------------------|------------|
| <i>New Business Licenses</i>               | <i>2</i>   |
| <i>Business License Renewals</i>           | <i>194</i> |
| <i>Short-term Rental Permits - (YTD-9)</i> | <i>0</i>   |

| <b>Water Accounts</b>           |           |
|---------------------------------|-----------|
| <i>New Commercial Accounts</i>  | <i>3</i>  |
| <i>New Residential Accounts</i> | <i>19</i> |
| <b>Total New Accounts</b>       | <b>22</b> |

| <b>Open Records Requests</b> |                  |
|------------------------------|------------------|
| <i>ORR-2023-82</i>           | <i>Completed</i> |
| <i>ORR-2023-83</i>           | <i>Completed</i> |



|              |           |
|--------------|-----------|
| ORR-2023-101 | Completed |
| ORR-2023-112 | Completed |
| ORR-2023-120 | Completed |

### **Department Activities:**

***Congratulations to Angela Floyd! Angela served 23 years in the Finance Department. We wish her well as she transitions to a new Hapeville Department, Fire Administration.***

### ***Tax Collection:***

*As of March 31, 2023, staff has collected **\$5,618,948.36**, or **97%** of total real property taxes billed, and **\$806,642.49**, or **97%** of total personal property taxes billed. As a result of the staff's efforts, over **\$50,000** was collected during March 2023. Stage One collection letters were processed and mailed to outstanding property owners in February and 133 FIFAs were processed and recorded with Fulton County.*

### ***Stormwater Fee:***

*Staff collected Stormwater fees, the amount of **\$92,162.61** for the month of March 2023. **\$168,414.63** is still outstanding. All Stormwater fees are due on April 6, 2023.*

### ***Public Utilities:***

*Staff collected Public Utilities, in the amount of **\$63,685.77** for the month of March 2023. **\$608,630.78** is still outstanding. All public utilities fees are due on April 9, 2023.*

### ***Business Licenses:***

*Annual renewal notices were mailed to business owners on February 1, 2023. All completed renewal applications were due on March 1, 2023. Any applications submitted after March 1, 2023, incurred interest. Three hundred twenty-seven, **327**, renewal notices were processed and mailed, and YTD, **194** licenses have been renewed. All expired licenses will be submitted to Code Enforcement on April 17, 2023, for non-compliance.*

### ***Short-term Rentals (STR):***

*Staff is continuously working to identify STR owners and operators within the city limits that are not compliant. As the STR owners are identified, the staff makes contact to inform them of the ordinance and compliance regulations. Staff is sending updated information to Granicus monthly. Also, staff has updated the Hapeville STR website has been updated to reflect all approved STRs.*

The STR application is available online at [www.Hapeville.org](http://www.Hapeville.org). Residents can download the application and apply for a permit. Support documents, such as a submission checklist are available to ensure all support documents are submitted.

### **Other Duties:**

The city moved from an old financial server to a new server during March 2023. The Incode 9/ERP financial software server was migrated to a new server on March 23, 2023. AFD participated in preparation meetings and served as POC on the day of the migration as well as POC for troubleshooting and resolution. The city was down for maintenance and unable to accept payments for one day. Online payments were unavailable for 24 hours.

The city is working on an automated phone system that will allow citizens to call City Hall and be guided by automated prompts to get to the appropriate department and staff members. During the month of March, the AFD has met with IT, mapped out the extension routing, and is currently waiting for the automated demo. The demo will be shared with the City Manager and department heads for approval.

The city is in the process of creating a new travel policy. The original draft was created by our City Clerk and disseminated for feedback. Read draft travel policy and provided feedback.

### **Administration:**

Our team holds monthly financial services staff meetings and training to ensure the continuity of all major projects and tasks.

- Staff attended two-day delinquent tax training.
- All staff members attended the annual mandatory harassment training.

Ordered new PCs for staff. The current systems only have 8GB of memory. We are upgrading so all systems will no longer run slow or crash during transactions.

Staff updated the financial section of the website to reflect department 1515, Customer Financial Services. Additional website information is forthcoming to delineate department and staff duties.

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### **Administrative Services**

**Sharee Steed, City Clerk**

[ssteed@hapeville.org](mailto:ssteed@hapeville.org) - 404-766-3004

### **Upcoming Meetings:**

**Main Street Board Meeting**- April 12, 2023 at 6:00 p.m. at Hapeville Municipal Annex  
**Hapeville Development Authority Meeting** - April 6, 2023 at 6:30 p.m. at Hapeville Municipal Annex

**Development Authority of the City of Hapeville (Statutory Authority) Meeting** - April 6, 2023 at 6:30 p.m. at Hapeville Municipal Annex

**Ethics Committee Meeting** - April 11, 2023 at City Hall

**Planning Commission Meeting** -April 11, 2023 at 6:00 p.m. at Hapeville Municipal Annex  
**Design Review Committee** -April 19, 2023 at 6:00 p.m. at Hapeville Municipal Annex  
**Mayor and Council Work Session**- April 18, 2023 at 6:00 p.m. at Hapeville Municipal Annex  
**Board of Appeals** - April 27, 2023 at 6:00 p.m. at Hapeville Municipal Annex - canceled

Meeting times and places are subject to change, please visit [www.hapeville.org](http://www.hapeville.org) for further information.

### **Open Records Request:**

|                                                |
|------------------------------------------------|
| <b>February 2023</b>                           |
| <b>49</b> Records Requests were completed      |
| <b>56</b> Public Safety records                |
| <b>105</b> General Open records were processed |

### **Future Training:**

Carl Vision and Department of Revenue Georgia for employees, board members and local businesses.

### **Potential training courses**

- Ethics
- Alcohol Education
- Open Meetings

### **Other Duties:**

- Preparing for 2023 Hapeville Elections
- Preparing for upcoming meetings
- Continue education- 2023 Ethic and Open Meeting Session
- Finalizing travel policy
- Preparing for Council Retreat

### **Alcohol Beverage License**

As of January 12, 2022, applicants or licensees must apply for an Alcohol License using the ALP Portal on the Georgia Department of Revenue Website. All applicants applying for a new or renewed retail alcohol license must register an account on the Georgia Tax Center (GTC) and apply for state and local jurisdiction.

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## **Human Resources**

**Stacie Johnston, Human Resources Manager**

**[sjohnston@hapeville.org](mailto:sjohnston@hapeville.org) - 404-669-2115**

### **Ongoing Hiring Efforts**

*The City is currently accepting applications for the following positions: Firefighter EMT I or A, Firefighter Paramedic, Part- time Recreation Aide, Police Officer, Reserve Police Officer, Communications Officer, Code Enforcement Officer, Occupational Tax Clerk and Museum Manager. Applications are available online ([www.hapeville.org](http://www.hapeville.org)).*

*The City is paperless for the application process.*

### **Other Initiatives:**

- *In process - Update Personnel Policy Manual*
- *Assist with hiring efforts for all departments.*
- *Responded to Open Records Requests: ORR-2023-99 and ORR-2023-79*
- *Processed Cost of Living Adjustment*
- *Migration from ApplicantPro to Paycom for Applicant Tracking*
- *Communicate with retirees for ongoing benefits.*
- *Preparation for 2023-2024 Open Enrollment*
- *Payroll Processing*