

MAYOR
Allen Brown

CITY MANAGER
Kenneth Howard

CITY CLERK
Lia Jones

CITY ATTORNEY
Linnie Darden III



**MAYOR AND COUNCIL
REGULAR MEETING**

**AGENDA
3:00 PM
January 19, 2023
Council Chamber**

MAYOR PRO TEM
Keith Jenkins

COUNCIL MEMBERS
Diana Reid
Vicky Nelson
Jason R. Floyd
Karl A. Riles

1. INVOCATION

Bishop A. D. Shaw of Full Gospel Tabernacle COGIC.

2. MINUTES

Approve the Minutes of the January 5, 2023 Council Meeting.

3. UNFINISHED BUSINESS

3.1. HAMPO CITIZENS ADVISORY COMMITTEE (CAC)

To Present for Mayor and Council Consideration, Make an Appointment to the Hinesville Area Metropolitan Planning Organization (HAMPO) Citizens Advisory Committee (CAC). These Appointments are Made by Mayor and Council.

Action Item

3.2. AMEND MOBILE FOOD SERVICE ESTABLISHMENT ORDINANCE #2022-08

To Present for Mayor and Council Consideration, Amend Mobile Food Service Establishment Ordinance #2022-08 to Clarify that a Base of Operation is Allowed on all Properties Used for a Single-Family Dwelling.

Action Item

3.3. AMEND HOME OCCUPATIONS ORDINANCE #2022-09

To Present for Mayor and Council Consideration, Amend Home Occupations Ordinance #2022-09.

Informational Item

4. PRESENTATIONS

4.1. MLKOA CIVIC AWARD - SARAH LUMPKIN

To Present for Mayor and Council Consideration, Recognition of Former City Clerk, Mrs. Sarah Lumpkin's Receipt of the Liberty County Martin Luther King, Jr. Observance Association Civic Award.

Informational Item

4.2. LIBERTY COUNTY CHAMBER OF COMMERCE/CVB

"Home for a Day or a Lifetime"

To Present for Mayor and Council Consideration, Leah Poole, CEO of the Liberty County Chamber/CVB Quarterly Activities Update.

Informational Item

5. PLANNING AND ZONING

5.1. UNIFIED DEVELOPMENT PROPOSED ORDINANCE #2023-01

To Present for Mayor and Council Consideration, Proposed Unified Development Ordinance (UDO) for all of Liberty County, Including the Municipalities of Allenhurst, Flemington, Gum Branch, Hinesville, Midway, Riceboro and Walthourville. The Proposed UDO is Intended to Update and Replace the Existing Zoning and Subdivision Ordinances for Each of the Aforementioned Jurisdictions with a Common “Unified” Development Ordinance.

Informational Item

5.2. CHEROKEE STATION PH. 3B

To Present for Mayor and Council Consideration, Request by Dryden Enterprises for Final Plat Approval and Acceptance of Dedications for a 20-lot Subdivision for Single-Family Dwellings on Meloney Drive. (District #5)

Action Item

5.3. GRIFFIN PARK EXTENSION PH. 3A

To Present for Mayor and Council Consideration, Request by Dryden Enterprises for Final Plat Approval and Acceptance of Dedications for a 42-lot Subdivision for Single-Family Dwellings on Grayson Avenue. (District #3)

Action Item

6. NEW BUSINESS

6.1. ESG BID OPENING

To Present for Mayor and Council Consideration, Bid Opening for New Asphalt Hotbox.

Action Item

6.2. ESG BID OPENING

To Present for Mayor and Council Consideration, Bid Opening for the Purchase of One (1) Garbage Truck.

Action Item

6.3. ADMINISTRATION BID OPENING

To Present for Mayor and Council Consideration, Bid Opening for One (1) New Ford Explorer.

Action Item

6.4. HPD BID OPENING

To Present for Mayor and Council Consideration, Bid Opening for Police Patrol/Admin Vehicles (10 Ford Explorers).

Action Item

6.5. HPD BID OPENING

“Home for a Day or a Lifetime”

To Present for Mayor and Council Consideration, Bid Opening for Body Worn and In Car Camera Systems.

Action Item

6.6. HPD BID OPENING

To Present for Mayor and Council Consideration, Bid Opening for Automatic Front Entrance Sliding Doors.

Action Item

6.7. COLLECTION OF MUNICIPAL TAXES INTERGOVERNMENTAL AGREEMENT #2023-3

To Present for Mayor and Council Consideration, Amendment to the IGA for Collection of Municipal Taxes for Changes Proposed by Liberty County.

Action Item

6.8. QUALIFYING FOR MUNICIPAL ELECTIONS

To Present for Mayor and Council Consideration, Qualifying for Candidacy in the City of Hinesville Election to be Held on November 7, 2023.

Informational Item

7. BUSINESS LICENSE

7.1. MOBILE FOOD SERVICE ESTABLISHMENT REQUEST

To Present for Mayor and Council Consideration, Kaelum Kalista of Kalista Concessions has Requested to Operate a Mobile Food Service Establishment.

Action Item

7.2. YR 2023 ALCOHOL BEVERAGE LICENSE RENEWALS

To Present for Mayor and Council Consideration, **Consumption off Premise:** Countryside C Store, Fast Stop, Food Lion, and Kroger #487.

Action Item

8. PUBLIC COMMENT

8.1. PUBLIC COMMENT

9. MAYOR ALLEN BROWN

9.1. MAYOR BROWN'S REPORT

10. COUNCILMEMBER RILES - DISTRICT 5

10.1. COUNCILMEMBER RILES REPORT

10.2. MONTHLY CRIME AND CITATION REPORT

11. MAYOR PRO TEM JENKINS - DISTRICT 4

11.1. MAYOR PRO TEM JENKINS REPORT

11.2. MONTHLY INSPECTIONS DEPT. REPORT

12. COUNCILMEMBER NELSON - DISTRICT 3

"Home for a Day or a Lifetime"

- 12.1. COUNCILMEMBER NELSON'S REPORT
- 12.2. MONTHLY HFD REPORT
- 13. COUNCILMEMBER FLOYD - DISTRICT 2
 - 13.1. COUNCILMEMBER FLOYD'S REPORT
 - 13.2. MONTHLY BUSINESS LICENSE REPORT
 - 13.3. MONTHLY BIRTHDAYS
 - 13.4. LIBERTY TRANSIT MONTHY REPORT
- 14. COUNCILMEMBER REID - DISTRICT 1
 - 14.1. COUNCILMEMBER REID'S REPORT
 - 14.2. MONTHLY ESG OPERATION AND STATUS REPORT
- 15. CITY MANAGER KENNETH HOWARD
 - 15.1. CITY MANAGER'S REPORT
- 16. EXECUTIVE SESSION
 - 16.1. EXECUTIVE SESSION
 - To Hold an Executive Session to Discuss Litigation Matters.
- Informational Item*
- 17. ADJOURN

"Home for a Day or a Lifetime"



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: HAMPO Citizens Advisory Committee (CAC)
Prepared by: Rose Kenner
Presented by: Kenneth Howard

PURPOSE: To inform Mayor and Council that an appointment needs to be made to replace Elaine Moore on the Hinesville Area Metropolitan Planning Organization (HAMPO) Citizens Advisory Committee (CAC).

BACKGROUND: Elaine Moore informed staff that she does not want to be reappointed to serve on the HAMPO Citizens Advisory Committee. Her appointment expired on December 31, 2022. The Citizens Advisory Committee appointments are for a two-year term and all appointments are made by Mayor and Council.

FUNDING: N/A

RECOMMENDATION: N/A

ATTACHMENTS:

1. HAMPO Board Appointment Spreadsheet
2. HAMPO Citizens bylaws

PREVIOUS COUNCIL DISCUSSION:

STANDING
BOARDS/COMMISSIONS/AUTHORITIES
APPOINTEES

HAMPO Citizens Advisory Committee (CAC)							
APPOINTED BY	CURRENT APPOINTEES	RESIDES IN DISTRICT	TERMS SERVED	LENGTH OF TERM	TERM BEGAN	TERM EXPIRES	NOTES
Mayor and Council	Elaine Moore	3		2 Years	01/01/21	12/31/2022	
Mayor and Council	Marcello Page	1		2 Years	01/01/21	12/31/2024	
Mayor and Council	Curles Butler	4		2 Years	01/0/21	12/31/2024	
Mayor and Council	Cassidy Collins	2		2 Years	01/01/21	12/31/2024	



Hinesville Area Metropolitan Planning Organization

HAMPO

By-Laws: Citizens Advisory Committee

On December 10, 2020, the Policy Committee approved an amendment to the Citizens Advisory Committee to amend Article VI Policy Committee Bylaws to amend Article VI, Meetings, by deleting second Tuesday of every even numbered month and adding "second Thursday of every odd numbered month" as directed by the Policy Committee.

On February 11, 2021, the Policy Committee approved an amendment to the Citizens Advisory Committee Bylaws to add Article VIII, Meeting Remotely and Virtually, as directed by the Policy Committee.

Adopted: December 13, 2012
Amended: February 11, 2021

100 Main Street, Suite 7520
Phone: 912-408-2030

Hinesville, Georgia 31313
Fax: 912-408-2037

Jeff Ricketson, AICP, Executive Director

Chairman Donald Lovette, Policy Committee Chairman

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Prepared by the Hinesville Area Metropolitan Planning Organization (HAMPO), for more information regarding this document or any other HAMPO activity, please contact us at:

Hinesville Area Metropolitan Planning Organization
c/o Liberty Consolidated Planning Commission
100 Main Street, Suite 7520
Hinesville, Georgia 31313

Phone: (912) 408-2030 Fax: (912) 408-2037

Visit our website for the most up-to-date information and downloadable documents at www.thelcpc.org and click on the HAMPO tab.

ARTICLE I

Name of the Committee

The name of the organization shall be the Hinesville Area Metropolitan Planning Organization – Citizens Advisory Committee, hereinafter referred to as the Committee.

ARTICLE II

Purpose

The Citizens' Advisory Committee (CAC) of the Hinesville Area Metropolitan Planning Organization shall advise the Policy Committee on matters of public opinion from individual citizens and citizen groups regarding planned changes to the Transportation Improvement Plan, Unified Planning Work Program and the Long Range Transportation Plan as well as study findings and recommendations.

ARTICLE III

Membership

Membership in the Committee is made up of eighteen (18) individuals representing nine (9) local governments, Fort Stewart, Savannah Technical College and Armstrong Atlantic State University, Hinesville Campus. Members will serve without compensation.

Voting Members:

- Town of Allenhurst (1 member)
- City of Flemington (1 member)
- Town of Gum Branch (1 member)
- City of Hinesville (4 members)
- City of Midway (1 member)
- City of Riceboro (1 member)
- City of Walthourville (2 members)
- Liberty County (3 members)
- Long County (1 member)
- Representative, Fort Stewart (1 member)
- Representative, Savannah Technical College (1 member)
- Representative, Armstrong Atlantic State University, Hinesville Campus (1 member)

Membership appointments will be for a term of two (2) calendar years. Unexpired vacancies may be filled as they arise from appointments by the Policy Committee.

Any member in a position that has not been filled for a new term will continue in that position until such position is filled by the Policy Committee.

The number of members shall be eighteen (18). The Policy Committee will strive to have representation from all the member communities of the Hinesville Area Metropolitan Planning Organization.

Unless excused by the Chairperson, any member of the CAC having two consecutive (2) absences from regular meetings during a calendar year shall be removed from the Committee. If a member is in violation of the Committee's attendance policy when he/she is eligible for reappointment, the Chairperson shall send a letter to the Policy Committee recommending that the individual not be reappointed due to a lack of participation. Members are expected to attend regularly.

ARTICLE IV

Organizational Duties

- 1) The Citizens' Advisory Committee ensures that citizen participation in the transportation planning process will be met, in accordance with the HAMPO Participation Plan. The CAC functions as a public information and involvement committee. The CAC will participate in the review of social, economic, and environmental considerations that are essential for developing a viable transportation study for the area. The CAC, through establishment of various task forces, subcommittees, and stakeholder groups, and regular committee meetings, should participate in the following:
 - a) Review each year the work of the transportation study including the HAMPO Unified Planning Work Program (UPWP), the Transportation Improvement Plan (TIP), as well as the Metropolitan Transportation Plan (MTP).
 - b) Make recommendations as appropriate to the Policy Committee and the Technical Coordinating Committee regarding amendments to the items identified in the preceding paragraph.
 - c) Assess public opinion relative to the transportation study's activities with recommendations to the Policy and Technical Coordinating committees.

ARTICLE V

Officers and Members Duties

- 1) The CAC shall select a Chairperson and Vice-Chairperson at the first meeting of the calendar year when a quorum is present by simple majority vote. The term of Chairperson and Vice-Chairperson shall be for the calendar year. The Chairperson and the Vice-Chairperson may serve up to a maximum of three calendar years.
- 2) The Chairperson shall arrange and conduct all meetings of the Committee, appoint subcommittees to function on the behalf of the Committee and represent the Committee on the HAMPO Policy Committee as a non-voting member. The Chairperson shall act as official spokesperson for the CAC; however, this shall not abridge any individuals' rights to freedom of speech on their own behalf. The Chairperson shall have such powers as may be reasonably construed as belonging to the chief of executive of any organization.
- 3) The Vice-Chairperson shall act as Chairperson to conduct any meetings of the Committee in the absence of the Chairperson. This officer shall act on behalf of the Chairperson when requested to do so by the Chairperson. In the event of the absence or inability of the Chairperson to exercise

his/her duties, the Vice-Chairperson shall become acting Chairperson with all the rights, privileges and powers of a duly elected Chairperson, until such time as the Chairperson is able to resume the duties. The Vice-Chairperson or their designate shall represent the Committee on the HAMPO Technical Coordinating Committee as an ex-officio, non-voting member.

- 4) In the event of a vacancy in the office a Chairperson before completion of a term, the Vice-Chairperson shall automatically become Chairperson. If, at any time, the office of Vice-Chairperson becomes vacant, a new Vice-Chairperson shall be elected by a majority of the membership at the first meeting at which there is a vacancy, provided that a quorum is present.

ARTICLE VI

Meetings

- 1) The CAC shall meet on the second Thursday of every odd numbered month, beginning at 5:30 PM at the location as directed by the Policy Committee.
- 2) Meeting notices shall be e-mailed seven calendar days prior to the meeting outlining the planned agenda. Should there be no business to come before the committee, the officers, by agreement with the members, may cancel the meeting.
- 3) No action of the CAC will become official unless a quorum is present. A quorum shall be 50% of the appointed membership. Vacant memberships shall not be counted towards the quorum.
- 4) A majority vote of the members present shall be required for approval of any action taken by the CAC.
- 5) Special meetings, including special public meetings of this organization, may be called at the discretion of the Chairperson when it is deemed to be in the best interest of the organization. Also one-third (1/3) of the voting members of the HAMPO CAC may petition the Chairperson to call special meetings. Notice of any such meeting shall state the reasons that the meeting has been called, the business to be transacted, by whom the meeting is called, and the time and place of the meeting. The business discussed will be limited to that specified in the notice unless there is unanimous consent of all members present at such meeting.
- 6) The meetings of the Committee shall be conducted in accordance with the rules adopted by the Committee.
- 7) The agenda of the meetings of the HAMPO CAC shall be set by the Chairperson. A member may petition the Chairperson to place an item on the agenda at least seven (7) days before the schedule date for such meeting. The order of business at all regular meetings shall be at the discretion of the Chairperson. The agenda will include a public participation period.
- 8) Meetings are open to the public. Comments by the public are welcome and will be solicited through notices placed in available public media. Public comment at meetings is subject to the committee's rules of order.

ARTICLE VII

Amendments to By-laws

- 1) These By-laws are adopted pursuant to Article III of the Policy Committee By-laws and may be amended by the Policy Committee on its own or pursuant to recommendation of the CAC. The CAC shall be informed of any proposed amendments to these by-laws at the regularly scheduled meeting of the CAC prior to final consideration by the Policy Committee.
- 2) Motions to recommend modification to or repeal these By-laws may be made at any regularly scheduled meeting but any action with regard to such motion may not be taken until the next or subsequent regularly scheduled meeting. All members of the Policy Committee must be notified as soon as possible regarding such motion.
- 3) An affirmative vote by a simple majority of the full voting membership of the Policy Committee is required to recommend modifications to or repeal these By-laws.
- 4) Notwithstanding Section 1, Article VII, a motion to poll all members concerning the alteration or repeal of these By-laws may be made at any regular or special meeting of the Policy Committee provided that the meeting is called in accordance with these By-laws.
- 5) To approve the process of polling all of the members of the Policy Committee, an affirmative vote cast by at least two-thirds of the members in attendance is required.
- 6) Within sixty (60) days of the approval to poll the membership, the Policy Chairperson will conduct the poll in writing by mail. The number of members responding to the poll must constitute a quorum. A super majority of the respondents must vote affirmatively to recommend modifications to or repeal these By-laws.

ARTICLE VIII

Meeting Remotely and Virtually

- 1) In the event of public health or other public emergencies, in-person committee meetings will be suspended, and be held virtually via an online platform accessible to the general public.
- 2) Committee members may participate in virtual meetings with simultaneous live audio/video.
- 3) Proxy members will be identified at the start of committee meetings in a verbal roll call.
- 4) A quorum consists of a simple majority of the committee's members, who can vote on action items virtually by a verbal yes or no.
 - e. Nay votes will be documented by HAMPO staff,
 - f. Committee members will announce themselves when making or seconding a motion.
- 5) If committee members lose connection, the chairperson may call a brief recess while attempts are made to reconnect with the committee member.

- 6) Committee members will be provided with meeting materials digitally, with the general public receiving access to these materials via the HAMPO website.
- 7) Virtual committee meeting web-links and telephone access numbers will be published on meeting agendas and made available to the public on the HAMPO website. This method allows the general public to participate in the meeting, with a standing agenda item to receive comments from the public.
- 8) Public comments can be issued during MPO meetings, posted online, or submitted via telephone, email or U.S. Mail.
- 9) Comments received from the general public via telephone, email, U.S. Mail, or posted online, will be shared with the committee by HAMPO staff.

Resolution of Adoption

RESOLUTION BY THE HINESVILLE AREA METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE ADOPTING COMMITTEE BYLAWS AS AMENDED

WHEREAS, on February 14, 2007 the U.S. DOT published the final rules incorporating changes to the Code of Federal Regulations due to the passage of the legislation, Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU) and now Moving Ahead for Progress in the 21st Century (MAP-21), and these require that the Metropolitan Planning Organization, in cooperation with participants in the planning process and others, develop and update as necessary the *Policy, Technical Coordinating and Citizens Advisory Committee Bylaws*; and,

WHEREAS, the Hinesville Area Metropolitan Planning Organization is the Metropolitan Planning Organization for the Hinesville urbanized area; and,

WHEREAS, the urban transportation planning regulations require that the product of a planning process be certified as in compliance with all applicable requirements of the law and regulations; and,

WHEREAS, the staff of the Hinesville Area Metropolitan Planning Organization and the Georgia Department of Transportation have reviewed the organization and activities of the planning process and found them to be in compliance with the requirements of the law and regulation; and,

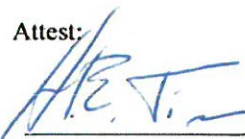
WHEREAS, the locally developed and adopted process for private sector participation has been followed in the development of the; and,

NOW, THEREFORE, BE IT RESOLVED that the Hinesville Area Metropolitan Planning Organization Policy Committee adopts the *Policy, Technical Coordinating and Citizens Advisory Committee Bylaws* as set forth in the documents attached to this Resolution;

BE IT FURTHER RESOLVED that the Hinesville Area Metropolitan Planning Organization Policy Committee finds that the requirements of applicable law and regulation regarding urban transportation planning have been met and authorizes the Executive Director of the Liberty Consolidated Planning Commission to execute a joint certification to this effect with the Georgia Department of Transportation, if necessary.

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Hinesville Area Metropolitan Planning Organization Policy Committee on December 13, 2012.

	
John D. McIver	H.E. "Sonny" Timmerman
Chair, HAMPO Policy Committee	Executive Director, Secretary
12-13-12	12/13/2012
(date)	(date)

Resolution of Amendment #1/2

RESOLUTION BY THE HINESVILLE AREA METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE APPROVING AN AMENDMENT TO THE CITIZENS ADVISORY COMMITTEE BYLAWS

WHEREAS, the Hinesville Area Metropolitan Planning Organization (HAMPO) has been designated by the Governor of the State of Georgia as the metropolitan planning organization responsible for conducting transportation planning activities in the Hinesville urbanized area, which consists of urbanized Long County, Liberty County, Fort Stewart Military Reservation, the Town of Allenhurst, and the Cities of Flemington, Gum Branch, Hinesville, Midway, Riceboro and Walthourville; and

WHEREAS, the Federal Highway Administration and the Federal Transit Administration have reviewed the organization and activities of the planning process and certified them to be in conformance with the requirements of law and regulations; and

WHEREAS, the staff of the Hinesville Area Metropolitan Planning Organization and the Georgia Department of Transportation have reviewed the organization and activities of the planning process and found them to be in compliance with the requirements of the law and regulation; and,

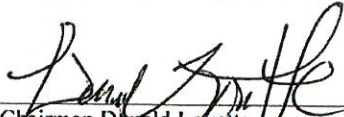
WHEREAS, the locally developed and adopted process for private sector participation has been followed in the development of the *Citizens Advisory Committee Bylaws*; and

NOW, THEREFORE BE IT RESOLVED that the Hinesville Area Metropolitan Planning Organization Policy Committee approves this amendment to the *Citizens Advisory Committee Bylaws* as set forth in the documents attached to this Resolution;

BE IT FURTHER RESOLVED that the Hinesville Area Metropolitan Planning Organization Policy Committee finds that the requirements of applicable law and regulation regarding urban transportation planning have been met and authorizes the Executive Director of the Liberty Consolidated Planning Commission to execute a joint certification to this effect with the Georgia Department of Transportation, if necessary.

CERTIFICATION

I hereby certify that the above is a true and correct copy of the Resolution adopted by the Hinesville Area Metropolitan Planning Organization Policy Committee on February 11, 2021.


Chairman Donald Lovette
Chair, HAMPO Policy Committee

3/18/2021
Date

ATTEST:


Jeff Rickelson, AICP
Executive Director, LCPC/HAMPO

3/19/2021
Date



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023

Agenda Item: Amend Mobile Food Service Establishment Ordinance #2022-08

Prepared by: Lia Jones

Presented by: Kenneth Howard

PURPOSE: The purpose of this amendment is to clarify that a base of operation (a.k.a. “commissary”) is allowed **on all properties** used for a single-family dwelling. The ordinance in its current form does not specify which zones would allow a home-based base of operations. Rather than specify specific single-family zones, the LCPC recommends that home-based bases of operation be allowed on all properties used for a single-family dwelling, regardless of the zoning.

BACKGROUND: *C. Commissaries.* (4) A home-based location for a base of operation will be established with a Home-Based Business License issued by the City of Hinesville. A base of operation may be placed in an accessory building only in the following zoning districts with a waiver letter signed by the applicant’s attorney if applicable and approved by the Director of the Department of Inspections. R-1, R-2, R-3, and R-4. **Refer to revisions on Ordinance #2022-01 page 3.** Proposed Ordinance #2022-08 will be presented as an action item at the January 19, 2022 Council Meeting.

FUNDING: N/A

RECOMMENDATION: Approval

ATTACHMENTS:

1. Coastal Courier Notice
2. Mobile Food Service Establishment Ordinance_Final

PREVIOUS COUNCIL DISCUSSION: N/A

Girls Empowering for Success, Inc., who participated in this year's program. "It also allowed nonprofit leaders time to converse with others and hear how they too were dealing with various issues. These resources will be very useful moving forward."

The program framework was designed by the BIPOC Leadership Council: Alicia Johnson, executive director of Step Up Savannah; Cheri Dean, vice president of Direct Services with United Way of the Coastal Empire; Desti-

Education, Inc., along with United Way Community Investments staff.

"As a new nonprofit, I value this amazing learning experience to support our foundation, to encourage best practices, and to ensure our sustainability," said Carla B. Simmons, executive director and founder of

The Spei-Well Foundation, Inc. and one of the BIPOC Nonprofit Leadership Symposium participants.

"One of the strengths of Savannah's BIPOC nonprofit community is their

vision services to the Savannah community," said Dei Bharath, assistant professor of public administration at Savannah State University and one of the BIPOC Nonprofit Leaders.

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CITY OF HINESVILLE NOTICE

A proposed Ordinance #2022-08, to amend the Code of the City of Hinesville, Georgia, Chapter 9 - Licensing and Business Regulations, Article IV - Miscellaneous Business Regulations, Section 9-108 Mobile Food Service Establishment Regulations; Section 2. Approvals and Licensing. C. Commissaries. Section 3. The base of operations for a home based mobile food service establishment may only be placed in an accessory building on a property for which the principal use is a single-family dwelling and approved by the Director of Inspections; A home-based business license issued by the City of Hinesville shall be obtained in accordance with Section 2(A) and (B) of this chapter; to Provide an Adoption Date; to Provide an Effective Date; and for Other Purposes Allowed by Law, is available for public review in the City Clerk's Office, Monday through Friday between 8:00 a.m. and 5:00 p.m., at City Hall, 115 East M. L. King Jr., Drive, Hinesville, Georgia 31313.

This Ordinance will be presented to Mayor and Council as an informational item at the regular scheduled City Council Meeting to be held on January 5, 2023 and presented as an action item at the regular scheduled City Council Meeting to be held on January 19, 2023 in the City Hall Council Chamber, located at 115 East M.L. King Jr. Drive at 3:00 p.m.

All interested citizens are invited to attend.

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF HINESVILLE, GEORGIA, CHAPTER 9 – LICENSING AND BUSINESS REGULATIONS, ARTICLE IV – MISCELLANEOUS BUSINESS REGULATIONS TO ADD SEC. 9-108 MOBILE FOOD SERVICE ESTABLISHMENT REGULATIONS; TO REGULATE FOOD TRUCKS IN THE CITY OF HINESVILLE; TO PROVIDE AN ADOPTION DATE; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES ALLOWED BY LAW.

WITNESSED:

Whereas, it is the purpose of this Article to protect the public health, safety and general welfare of individuals and the community at large; to establish uniform regulations for the operation of mobile food service units; and to enhance street- level economic opportunities within the City.

Whereas, this Article shall apply to the operation of all mobile food service units within the corporate limits of the City.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Hinesville, and it is hereby ordained by the authority of same, that the Ordinance and subsequent amendments regulating the operation of all mobile food service units for the City of Hinesville be amended as follows:

Chapter 9 – Licensing and Business Regulations

Article IV. Miscellaneous Business Regulations

Sec. 9-108 – Mobile Food Service Establishment Regulations

1. Definitions.

- A. *Base of Operation* means a food service establishment, or any other permitted location in which food, containers or supplies are kept, handled, prepared, packaged, stored, or placed in containers for subsequent transport, sale or service elsewhere. A base of operation may also be called a commissary.
- B. *Food Truck Park* means a privately-owned parcel of land where three or more mobile food service establishments that are limited to the sale of food and non-alcoholic beverages to the public are congregated. Participants in a food truck park may share required facilities as needed such as toilet facilities or trash receptacles,

as permitted by the Department of Public Health.

- C. *Mobile Food Service Establishment* means a trailer, pushcart, vehicle vendor or any other similar conveyance operating as an extension of and under the managerial authority of the license holder of its permitted base of operation. This definition encompasses all mobile food service establishments, with the exception of pushcarts. The mobile food service establishment is accessory to the base of operation, which is the location of the business.
- D. *Pushcart* means a human propelled, self-contained, enclosed food service cart.

2. Approvals and Licensing.

- A. *In general.* No person shall operate a mobile food service establishment within the corporate limits of the City without first obtaining the proper licenses and/or permits from the state, county, and City of Hinesville. Mobile Food Service Establishment operators shall at all times comply with the provisions of this Article and all other applicable local, state and federal laws, regulations or rules. All approvals will be issued annually based on the calendar year. No approval issued under this Article may be prorated, transferred, or assigned or used by any person other than the one to whom it is issued, or at any location other than the one for which it is issued.
- B. *Specific requirements.* Any person intending to operate a mobile food service establishment within the corporate limits of the City of Hinesville shall obtain, prior to commencing operation:
 - 1. All permits as may be required to operate a mobile food service establishment by the state, including the Department of Public Health of Liberty County.
 - 2. A City of Hinesville Mobile Food Service Establishment License.
- C. *Commissaries.* All mobile food service establishments must first establish a base of operation before application to operate a mobile food service establishment.
 - 1. A commercial location for a base of operation will be established with a Business License issued by the City of Hinesville. A base of operation is permitted by right in the following zoning districts: C-1, C-2, C-3, D-D, O-I, O-C, or L-I.
 - 2. As directed by the Department of Public Health, no two Mobile Food Service Establishments may share a base of operation. Each establishment requires a dedicated space as decided by the Department of Public Health.

3. The base of operations for a home based mobile food service establishment may only be placed in an accessory building on a property for which the principal use is a single-family dwelling and approved by the Director of Inspections; A home-based business license issued by the City of Hinesville shall be obtained in accordance with section 2(A) and (B) of this chapter.
4. A base of operation may be located outside the city limits of Hinesville. Proof of compliance with local laws shall be required.

D. *Mobile Food Service Establishment License Application.* Applicants seeking mobile food service establishment license approval shall submit an application for such approval to the City Clerk or Designee. Such application shall include, at a minimum:

1. The mobile food service establishment license application as distributed by the Business License Department, which includes;
 - a. The name, address, telephone number, and email address of the mobile food service establishment's owner(s) of record. If the owner is a non-natural person, a human point of contact will be identified;
 - b. Information identifying the mobile service unit including, its make, model and license plate number, together with a photograph of the mobile food service establishment;
 - c. The corporate and, where applicable, trade name of the base of operation associated with the mobile food service establishment;
 - d. A listing of operating locations, schedule for operation, and hours of operation for each site on which the mobile food service establishment intends to conduct business;
 - e. Signatures from the owners of the properties on which the truck intends to operate.
 - f. A listing of Mobile Food Service Establishment operators who will be driving the vehicle and copies of their driver's license. Applicants will be responsible for notifying the Business License Office when there is a change in driver or driver's license status.
2. A copy of the base of operation's approved business license from the appropriate governing authority. Where the base of operation is located outside Liberty County, the applicant shall provide evidence of compliance with that

district's requirements.

3. A copy of the approved permit and inspection certificate for the base of operation issued by the applicable Department of Public Health;
4. A legible site plan to include distance for each location illustrating the location of the mobile food service establishment, required queue space, and any outdoor seating;
5. A non-refundable application fee paid to the City of Hinesville as set forth in the Fee Schedule.

3. Grant or Denial of Application

Review and consideration of an application shall be conducted in accordance with principles of due process. Approval is conditional upon the applicant's compliance with applicable local, state, or federal laws.

4. Operational Requirements and Provisions

- A. Mobile food service establishments shall not conduct business within the public right-of-way, with the exception of special events recognized by the City of Hinesville for which the mobile food service establishment has received pre-approval from the City Manager.
- B. Mobile food service establishments shall not operate on private property without written consent from the property owner.
- C. Mobile food service establishments shall comply with all applicable grease interceptor standards.
- D. The Department of Public Health mobile food service establishment permit, together with all applicable health certificates, including food inspection reports, pertaining to the units, shall be firmly attached in a prominent location, which shall be plainly visible to the public at all times the mobile food service establishment is conducting business.
- E. Any driver of a mobile food service establishment must possess a valid driver's license.
- F. Mobile food service establishments may conduct business only within the zones designated for such activity as listed here: C-1, C-2, C-3, D-D, O-I, O-C, and all Residential Districts with special permit uses.
- G. A mobile food service establishment court may be located only in D-D, C-1, C-2, or C-

3 zoning districts.

- H. When conducting business, mobile food service establishments shall provide no less than nine feet of unobstructed horizontal pedestrian clearance on private property, as measured from the main service window.
- I. Mobile food service establishments may only park in pre-approved locations when not in operation as indicated on the mobile food service establishment license application.
- J. Mobile food service establishments shall comply with all applicable local, state, and federal health and safety laws, regulations and rules.
- K. Mobile food service establishments may place one temporary sandwich board not greater than 16 ft² in area for advertisement purposes and not more than four feet from the main service window.
- L. Mobile food service establishments may not conduct business within 200 feet of a brick-and-mortar restaurant as measured from the main entrance of the restaurant to the main service window of the mobile food service establishment. Mobile food service establishments within a food court are exempted from this restriction.
- M. Mobile food service establishments may not conduct business in a manner that blocks or impedes pedestrian or vehicular traffic, with the exception of special events recognized by the City of Hinesville.
- N. Mobile food service establishments may not conduct business with any person who is seated in a motor vehicle.
- O. No more than two mobile food service establishments may operate independently on a single property, with the exception of special events recognized by the City of Hinesville.
- P. Pushcarts are not permitted by right under this ordinance and may only be used for special events with the express permission of the City Manager as well as approval from the Department of Public Health.
- Q. Toilet Facilities – adequate access for employees to toilet facilities within 200 feet is required for all mobile food service establishments. See Georgia Department of Public Health 511-6-1.06(2)(h).
- R. The City Council may permit licensed mobile food service establishments to operate at special events regardless of zoning.
- S. Mobile and temporary cooking operations shall not block any required exits, fire

department access roads, fire lanes, fire hydrants, fire department connections to automatic sprinkler and standpipes or other fire protection devices and equipment.

- T. Mobile and temporary cooking operations shall be separated from buildings or structures, combustible materials, vehicles and other cooking operations by a minimum of 10 feet and at least 20 feet from tents and other membrane structures.
- U. Covers shall be installed on fryers to prevent cooking oil from spilling while mobile food vehicle is in motion.
- V. Any mobile food service establishment using solid fuel cooking appliances (wood, charcoal, etc.) with a fire box of 5 cubic feet or less, must provide either a 1.6-Gal Class K extinguisher or a water extinguisher, in addition to a Class 2-A 10BC ABC extinguisher.

5. Mobile food service establishment parks

- A. A mobile food service establishment park may be established on a privately-owned commercial property zoned C-1, C-2, C-3, or D-D on a property no less than 30,000 square feet.
- B. Mobile food service establishments in a food truck park may share toilet facilities, parking spaces, outdoor temporary/permanent seating, trash receptacles, and other facilities as approved by the Department of Public Health.
- C. A mobile food service establishment park site plan showing paved access and adequate off-street parking shall be submitted to the LCPC for review. The minimum number of designated parking spots required for a mobile food service establishment park shall be four per mobile food service establishment.

6. Trash

- A. Each mobile food service establishment shall provide a suitably sized receptacle for trash, which shall be located within ten feet of the service window of the unit. It shall be maintained and regularly emptied. All waste generated by the mobile food service establishment's operation, including that associated with its customers and staff, must be disposed of at the base of operation or another approved location.
- B. The area within which a mobile food service establishment operates shall, at all times,

be kept clean and free from trash, garbage, rubble and debris. For purposes of this Section, a mobile food service establishment shall be responsible for operating in a safe and hygienic space to conduct business.

7. Fire Safety

To minimize the threat to public safety posed by fire, the following apply:

- A. *Combustible gas detector.* Prior to the operation of any combustible gas-fueled appliances, all visible connections shall be inspected for leakage utilizing a combustible gas detector. Detected leaks shall be repaired before any gas-fueled appliance is operated.
- B. *Liquid Propane Systems.* Propane and natural gas tanks shall be shut off while the mobile food vehicle is in motion, unless the tank is equipped with an impact detection shut off device approved by the U.S. DOT. Propane and natural gas tanks must always be shut off while the vehicle is unattended and/or in overnight storage. Mounted tanks must be secure (NFPA 58 5.2.4) and conform with NFPA standards relating to the safe mounting of tanks as described in NFPA 58 6.23.3.3. and be capable of withstanding impact requirements as required by the NFPA (NFPA 58 6.23.3.4.).
- C. *Portable fire extinguishers.* All mobile food service establishments shall be equipped with a readily accessible multipurpose dry chemical portable fire extinguisher with a minimum rating of 2A 10BC. All mobile food service establishments utilizing fats or cooking oils, including those that produce grease, grease laden vapors or oily byproducts, shall, in addition to the ABC fire extinguisher, be equipped with a readily accessible Class K portable fire extinguisher. All required fire extinguishers shall be maintained in compliance with National Fire Protection Association 10, as amended.
- D. *Operations prior to set up.* Propane and natural gas tanks shall be shut off while the mobile food vehicle is in motion, unless the tank is equipped with an impact detection shut off device approved by the U.S. DOT. Mobile food service establishments are prohibited from igniting, starting or operating any cooking appliances requiring heat, electricity or combustible gases while traveling upon any street, road or highway. Food warming or hot holding appliances are exempt from this requirement.
- E. *Exhaust creating nuisance.* Emission of exhaust gases or smoke shall not be handled in such a manner as to constitute a nuisance, pursuant to section 11.7 of the ordinance.

- F. *Hood cleaning and maintenance.* Mobile food service establishments shall be maintained and regularly cleaned to minimize the buildup of grease and other combustible residues. This includes all interior and exterior surfaces upon which grease can or may accumulate including, but not limited to, hold filter surfaces, plenums, ducts, exhaust fans and exterior cowling.
 - G. *Fire suppression system inspections.* All mobile food service establishment fire suppression systems shall be inspected and maintained in accordance with the applicable provisions of the National Fire Protection Association. The system shall be tagged in accordance with the Rules and Regulations of the Georgia Safety Fire Commissioner.
 - H. *Liquefied petroleum gas systems on mobile food vehicles and temporary cooking operations* shall comply with the currently adopted IFC Section 319+.8 and Chapter 61, NFPA 5 and Chapter 120-3-6.
 - I. *A listed LP gas alarm* shall be installed within the vehicle in the vicinity of LP gas system components, in accordance with the manufacturer's instructions per IFC Section 319.8.5.
 - J. *A shutoff valve* shall be readily accessible and identified with a sign permanently affixed to the vehicle in reflective decal material with letters a minimum of two (2) inches.
 - K. *Fabric awnings, if present,* shall be fire rated to comply with IFC Section 3104 and NFPA 701. Mobile food service operators shall provide documentation or remove fabric awning.
8. **Generators**
- A. *Generators* shall be in safe working condition and properly grounded.
 - B. *Non-permanently mounted generators* shall be located at least 25 feet from combustibles or public gathering areas.
 - C. *Generators* shall not be refueled when generator is in operation or within 20 feet of the mobile food vehicle.
 - D. *Generators* shall not be operated within 20 feet of tents or other membrane structures.
 - E. *Should generators be mounted in a storage compartment on the mobile food vehicle,* the generator must be vented to the exterior to prevent fumes from entering the mobile food vehicle.

9. Enforcement and Sanctions

- A. Mobile Food Services Establishments shall be inspected by the Fire Marshall, City Inspector or other duly empowered officer for compliance with this ordinance.
- B. To ensure the continued application of the intent and purpose of this Article, the City Manager shall notify the owner(s) and operator(s) and, where applicable, the Department of Public Health, of all instances in which a citation is issued to a mobile food service establishment.
- C. The City Clerk or designee shall be responsible for maintenance of all code violation charges, founded accusations and convictions concerning mobile food service establishments. When a mobile food service establishment owner or operator accumulates three code violations for a particular mobile food service unit within a period of twelve consecutive months, the City shall revoke the mobile food service establishment's license and reject all applications for mobile food service establishment license approval by the concerned owner(s) and operator(s) for a period of twelve consecutive months following the date of revocation.
- D. If a mobile food service establishment owner or operator has been cited for and found to be in violation of any zoning, health or life safety code provision, the owner or operator must demonstrate compliance with the applicable code prior to being eligible to continue operations under the current approval.
- E. Violations of this Article are subject to the following sanctions, which may not be waived or reduced, and which may be combined with any other legal remedy available to the City:
 - 1. First violation: \$500
 - 2. Second violation within 12 months of the first: \$750
 - 3. Third violation within 12 months of the first: \$1,000 and revocation of the Mobile food service establishment license. Mobile food service establishment license approvals will be revoked for the remainder of the calendar year.
- F. Nothing in this section shall limit the City from enforcement of its code, state or federal law by any other legal remedy available to the City. Nothing in this section shall be construed to limit or supplant the power of any City inspector, Fire marshal or other duly empowered officer under the City's ordinances, rules and regulations or the authority granted under state law, as amended, to take necessary action, consistent with the law, to protect the public from

operation of a mobile food service establishment as a nuisance, including abatement thereof by lawful means.

EFFECTIVE DATE

This ordinance shall become effective on _____ day of _____, 2023.

APPROVED this _____ day of _____, 2023, by the Mayor and Council of the City of Hinesville.

Allen Brown, Mayor

Keith Jenkins, Mayor Pro Tem

Diana F. Reid, Councilmember

Jason R. Floyd, Councilmember

Vicky C. Nelson, Councilmember

Karl A. Riles, Councilmember

ATTEST:

Lia Jones, City Clerk



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023

Agenda Item: Amend Home Occupations Ordinance #2022-09

Prepared by: Lia Jones

Presented by: Kenneth Howard

PURPOSE: At the December 1, 2022 Council meeting, Council recommended removal of section 607(6) of article VI of the Zoning Ordinance.

All applications for a home occupation permit shall be accompanied by a certificate of an attorney duly licensed to practice law in the State of Georgia, confirming that there are no private land restrictions or restrictive covenants existing which prohibit the proposed home occupation.

BACKGROUND: None

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. Ordinance amendment - HOME OCCUPATIONS - RED LINE
2. Sec. 607. Home occupations.
3. Coastal Courier Notice

PREVIOUS COUNCIL DISCUSSION:

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF HINESVILLE,
GEORGIA, ARTICLE VI TO AMEND SECTION 607 HOME OCCUPATIONS BY
REMOVING SECTION 607(6) AND MODIFYING SECTION 607(4) AND FOR OTHER
PURPOSES AS ALLOWED BY LAW.**

WITNESSETH:

WHEREAS, the duly elected governing authority of the City of Hinesville, Georgia is authorized under Article 9, Section 2, of the Constitution of the State of Georgia to enact reasonable ordinances to protect the health, safety and general welfare of the public; and

WHEREAS, the duly elected governing authority of the City of Hinesville, Georgia is the Mayor and City Council thereof;

WHEREAS, Code of Ordinances, Appendix A- Zoning, Article VI – Additional Regulations, Section 607 of the Municipal Code provides the standards and procedures for amending any provision of the said Code;

WHEREAS, the Mayor and City Council desire to amend Code of Ordinances, Appendix A- Zoning, Article VI – Additional Regulations, Section 607 of the Municipal Code of the City of Hinesville;

WHEREAS, Code of Ordinances, Appendix A- Zoning, Article VI – Additional Regulations, Section 607 defined benefit retirement plan adoption agreement;

WHEREAS, the City of Hinesville is authorized to provide for the health, safety, morals, convenience, order, propriety, and general welfare of the people of the City of Hinesville, Georgia; and

IT IS HEREBY ORDAINED by the Mayor and City Council of the City of Hinesville, Georgia, and by the authority thereof, that Code of Ordinances, Appendix A- Zoning, Article VI – Additional Regulations, Section 607, be amended as follows:

**APPENDIX A - ZONING
Article VI. ADDITIONAL REGULATIONS
Sec. 607 – Home Occupations**

Sec. 607. - Home occupations.

(1) A home occupation, if it is permitted, must comply with the following requirements:

Customers or clients are not permitted to physically come to the home/office.

(2) Employees, other than members of the family residing on the premises, are not authorized to meet, park or work at the home.

(3) Supplies, materials or debris are not to be located, stored, stockpiled or kept on the property where the home is located.

(4) Applicants living in multi-family residential dwellings in R-A-1 and in single-family dwellings in MH shall present a consent statement from either property owner, property management, or property owner's association; ~~however, they shall be exempt from subsection 607(6).~~

(5) Home occupations approved or licensed at the time of the approval of this appendix but not meeting the requirements of subsection 607(1) through (4) are grandfathered and are approved for continued operation. This approval will remain in effect until one of the following occurs:

- (a) Business is inactive and not licensed for one year; or
- (b) The present home owner/licensee moves from the licensed location.

~~(6) — All applications for a home occupation permit shall be accompanied by a certificate of an attorney duly licensed to practice law in the State of Georgia, confirming that there are no private land restrictions or restrictive covenants existing which prohibit the proposed home occupation.~~

APPROVED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF HINESVILLE at a regular meeting of the Mayor and Council on the ____ day of January, 2023:

CITY OF HINESVILLE, GEORGIA:

Allen Brown, Mayor

Keith Jenkins, Mayor Pro Tem

Diana F. Reid, Council Member

Jason R. Floyd, Council Member

Vicky C. Nelson, Council Member

Karl A. Riles, Council Member

ATTEST:

Lia Jones, City Clerk

Sec. 607. Home occupations.

A home occupation, if it is permitted, must comply with the following requirements:

- (1) Customers or clients are not permitted to physically come to the home/office.
- (2) Employees, other than members of the family residing on the premises, are not authorized to meet, park or work at the home.
- (3) Supplies, materials or debris are not to be located, stored, stockpiled or kept on the property where the home is located.
- (4) Applicants living in multi-family residential dwellings in R-A-1 and in single-family dwellings in MH shall present a consent statement from either property owner, property management, or property owner's association; however, they shall be exempt from subsection 607(6).
- (5) Home occupations approved or licensed at the time of the approval of this appendix but not meeting the requirements of subsection 607(1) through (4) are grandfathered and are approved for continued operation. This approval will remain in effect until one of the following occurs:
 - (a) Business is inactive and not licensed for one year; or
 - (b) The present home owner/licensee moves from the licensed location.
- ~~(6) All applications for a home occupation permit shall be accompanied by a certificate of an attorney duly licensed to practice law in the State of Georgia, confirming that there are no private land restrictions or restrictive covenants existing which prohibit the proposed home occupation.~~

(Ord. No. 2018-02, § I, 10-4-2018)

Make a change with KLB

nesses, municipalities, and individuals to reserve a tree to plant. We will start taking reservations on February 1, 2023.

In February, we also hold our quarterly Recycle It! Fairs to help reduce the amount of waste going into landfills and to provide items for recycling.

always helpful in preparing for and staffing these locations.

From March through June, KLB partners with local cities and neighborhoods to hold our annual Great American Cleanup events with thousands of other communities internationally. Volunteers are

planning and preparations.

This spring, we will also work on beautification GROW projects with schools and organizations and provide some potential educational workshops. Are you looking for a project for your church, business, social group, or

Academic honors

To be eligible for the Academic Achievement List, a student must previously earn at least 12 credit hours at GSW, be enrolled in three to 11 hours of courses, and earn a 3.5 or higher GPA.

CITY OF HINESVILLE NOTICE

A proposed Ordinance #2022-09, to amend the Code of the City of Hinesville, Georgia, Appendix A, Zoning, Article VI. Additional Regulations, to amend Section 607 Home Occupations by removing Section 607 (6) and modifying Section 607 (4) to Provide an Adoption Date; to Provide an Effective Date; and for Other Purposes Allowed by Law, is available for public review in the City Clerk's Office, Monday through Friday between 8:00 a.m. and 5:00 p.m., at City Hall, 115 East M. L. King Jr., Drive, Hinesville, Georgia 31313.

This Ordinance will be presented to Mayor and Council as an informational item at the regular scheduled City Council Meeting to be held on January 19, 2023 and presented as an action item at the regular scheduled City Council Meeting to be held on February 2, 2023 in the City Hall Council Chamber, located at 115 East M.L. King Jr. Drive at 3:00 p.m.

All interested citizens are invited to attend.

Winter Sale

100% Financing
Metal Roofs
Starting at **\$139**
per month/WAC

Sunrooms
Starting at **\$139**
per month/WAC


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24+ years in business.

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City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023

Agenda Item: MLKOA Civic Award - Sarah Lumpkin

Prepared by: Christy Deloach

Presented by: Kenneth Howard

PURPOSE: To Present for Mayor and Council Consideration, Recognition of Former City Clerk, Mrs. Sarah Lumpkin's Receipt of the Liberty County Martin Luther King, Jr. Observance Association Civic Award.

BACKGROUND: Each year, the Liberty County MLK Committee canvases the community to seek worthy award recipients in the categories of community service, civics, trailblazer and youth. This year the committee was given the name of Sarah Lumpkin for consideration of her work in the community. After a full investigation of her service, Ms. Lumpkin was found to have made valuable contributions at work, church, home, and in the community. In fact, her attributes and accomplishments exceeded the criteria for the individual Trail Blazer Award.

Therefore, the committee awarded Ms. Lumpkin, the **Liberty County Martin Luther King, Jr. Observance Association Civic Award**. Thereby recognizing her tenure as Hinesville's first African American Clerk, state office holder in the GMA Clerk's Association, and her service in the local, state, and national positions in the Church of Christ Holiness Unto the Lord. In addition to these civic and service achievements, she excelled as a loving wife, mother, grandmother, and great-grandmother. Sarah Lumpkin is hereby cherished in the community in her professional, church, and family life.

FUNDING: none

RECOMMENDATION: none

ATTACHMENTS:

1. MLKOA Awards

PREVIOUS COUNCIL DISCUSSION:





City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Liberty County Chamber of Commerce/CVB
Prepared by: Christy Deloach
Presented by: Leah Poole

PURPOSE: To Present for Mayor and Council Consideration, a quarterly presentation from Leah Poole, CEO of the Liberty County Chamber/CVB, providing an update on the Liberty County Chamber of Commerce and Convention & Visitors Bureau activities.

BACKGROUND: None

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. Bi-Annual Update PresentationCOHJanuary2023

PREVIOUS COUNCIL DISCUSSION:

LIBERTY COUNTY CHAMBER/ CVB UPDATE

City of Hinesville
January 2023



ACCOLADES

- Leah celebrates 12 years
- Phyllis celebrated 3 years
- Desiree celebrated 2 years
- Emma celebrated 1 year
- 2021-2022 Leadership Liberty Class raised \$20k for Kiwanis Club to install special needs playground equipment.
- Leah was invited to visit Washington, DC with CGMAC in support of Liberty County and Ft. Stewart
- Participated in 3rd ID Day at the Capital
- Explore Liberty received \$5k in ARPA funds.
- Emma received a scholarship to attend Southeast Tourism Society's Marketing College at Mercer University.
- Leah completed the GA Young GameChangers program in Dalton, GA.
- We continued to educate our community on the importance of tourism, film & festivals through radio and news interviews.







NEW MARKETING CONTENT







RIBBON CUTTINGS







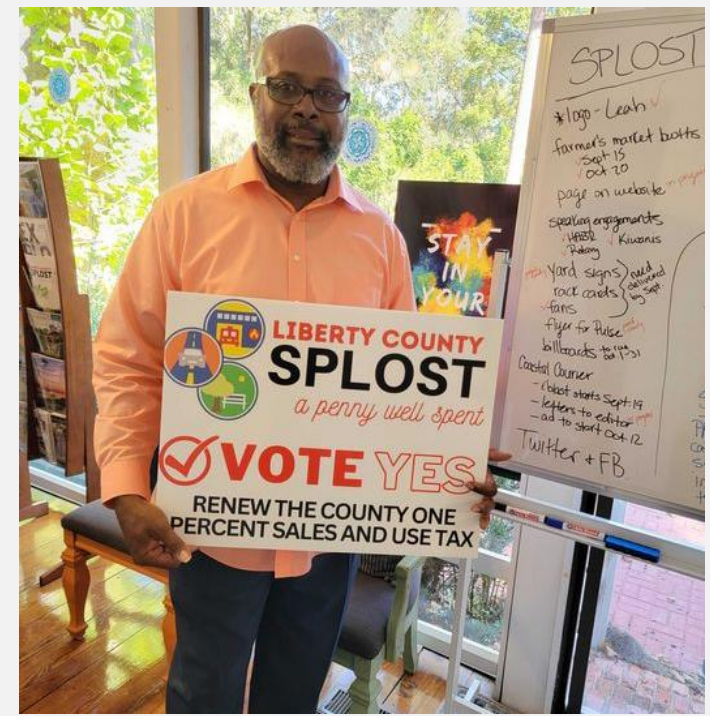
18TH ANNUAL
BLUES BREWS & BBQ
 HINESVILLEARTS.COM
 SEPTEMBER 17 | 11AM TO 7PM
 DOWNTOWN HINESVILLE
 BBQ Competition begins at 4pm
 Public Sales Start at 12pm

FEATURING
 LIVE MUSIC BY JB STRAUSS
 & MORE. A BEER GARDEN, KID ZONE & FUN FOR THE WHOLE FAMILY!











THURSDAY, DECEMBER 1ST

5:00-8:00PM
IN BRADWELL PARK
TREE LIGHTING AT 7:00PM

JOIN US FOR PHOTOS WITH SANTA, TRAIN RIDES,
BOUNCE HOUSES, POPCORN, HOT COCOA,
LIVE MUSIC & FUN FOR THE WHOLE FAMILY!



26TH ANNUAL LIBERTY COUNTY
CHAMBER OF COMMERCE ILLUMINATED

CHRISTMAS PARADE

FRIDAY, DECEMBER 2nd

STARTS @6:30 PM

DOWNTOWN HINESVILLE

WWW.LIBERTYCOUNTRY.ORG 912.368.4445

Christmas Around the World



REACHING FAR AND WIDE



Explore Liberty
Published by Emma Hayes Faircloth · April 20, 2022 ·

Sheriff Bobby Sikes busted one of the largest marijuana hauls on the East Coast in the 1970's. Over 20 tons shown here, was seized on a high bluff at Laurel View near Sunbury. Locals now call this spot "Marijuana Bluff" 🔥 #ExploreLiberty



27,508
People reached

2,799
Engagements

↑ +66.7x higher
Distribution score

Boost post



Liberty Chamber
Published by Leah Poole · March 18, 2022 ·

What a great ribbon cutting yesterday afternoon with Margie's Southern Cooking 2! They are located on Hwy 84 going towards Walthourville on the right if you're coming from Hinesville, just past the railroad tracks. Be sure to stop by & support this amazing new family owned business as they serve breakfast & lunch! #eatlocal



15,562
People reached

3,282
Engagements

Boost post

👍❤️ 357

58 comments 72 shares



Explore Liberty
Published by Emma Hayes Faircloth · June 30, 2022 ·

A meteor landed in Liberty County in February of 1910, & there have been reports of UFO's in the area ever since 🌌 #ExploreLiberty



13,665
People reached

3,213
Engagements

↑ +35.4x higher
Distribution score

Boost post

👍❤️ 108

56 comments 72 shares

Page 50 of 195

UPCOMING EVENTS

MARCH 4, 2023



**HINESVILLE
SMALL WORLD
FESTIVAL**

**CELEBRATE THE MELTING POT
THAT IS LIBERTY COUNTY WITH US IN
DOWNTOWN HINESVILLE 11AM-4PM
FOOD TRUCKS, FREE ACTIVITIES
FOR KIDS & LIVE MUSIC**



LIBERTY COUNTY'S

**5TH BI-ANNUAL
FOOD
TRUCK
FESTIVAL**

GREAT FOOD | LIVE MUSIC | BEER GARDEN



**FEATURING
A MAKERS
MARKET BY
RUSTIC
DESIGNS!**

**DOWNTOWN
HINESVILLE
11AM-4PM**

**SATURDAY
MARCH 25**





City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023

Agenda Item: Unified Development Proposed Ordinance #2023-01

Prepared by: Lori Parks

Presented by: Jeff Ricketson

PURPOSE: The Proposed Unified Development Ordinance (UDO) For All of Liberty County, Including the Municipalities of Allenhurst, Flemington, Gum Branch, Hinesville, Midway, Riceboro And Walthourville. The Proposed UDO is Intended to Update and Replace the Existing Zoning and Subdivision Ordinances for Each of the Aforementioned Jurisdictions with a Common “Unified” Development Ordinance.

BACKGROUND: The Liberty Consolidated Planning Commission Has Recommended Approval of a Proposed Unified Development Ordinance (UDO) that will Update and Consolidate The Zoning and Subdivision Regulations for Liberty County and Its 7 Municipalities Into a Single Document.

FUNDING: N/A

RECOMMENDATION: N/A

ATTACHMENTS:

1. COH UDO letter

PREVIOUS COUNCIL DISCUSSION: N/A



December 9, 2022

The Honorable Allen Brown, Mayor
City of Hinesville
115 E. Martin Luther King, Jr., Street
Hinesville, GA 31313

RE: Unified Development Ordinance (UDO)

Dear Mayor Brown,

As you are aware, the LCPC has spent time over the past few years drafting a Unified Development Ordinance (UDO). The proposed UDO updates and combines both zoning and subdivision regulations into one document that would be applicable in the entire County. At its meeting on September 20th, 2022, the Planning Commission recommended approval of the UDO and requested that staff present it to each jurisdiction for action.

Attached please find a summary of the UDO as well as a link to the full document and maps of the proposed UDO for consideration by the City Council. The Georgia Zoning Procedures Law (O.C.G.A. § 36-66-1) requires at least one public hearing be held prior to City Council adoption. I would like to formally present this recommended UDO to Mayor and Council for consideration at an upcoming meeting and I would be happy to facilitate the required public hearings. I will bring a hard copy of the UDO to each of your Councilmembers when I present it.

Upon approval by each jurisdiction, the UDO will become effective for that jurisdiction. In the meantime, if you have any questions about the UDO, please do not hesitate to contact me.

Sincerely,

Jeff Ricketson, AICP
Executive Director

Cc: Kenneth Howard, Hinesville City Manager

Attachment

Summary of the Unified Development Ordinance (UDO)

General

- The UDO unifies zoning and subdivision regulations into one document.
- The UDO unifies regulations for all the jurisdictions in Liberty County (all 7 municipalities and unincorporated Liberty County). As applicable, each jurisdiction's zoning and subdivision regulations will be repealed.
- Each jurisdiction may have some unique provisions that only apply to it or general provisions from which it is excluded, accounting for the individual needs or wants of the jurisdictions.
- The UDO does not replace other development-related ordinances such as drainage, tree, flood, etc. Each of these are referenced in their own Article which serves as a placeholder should these ordinances be unified in the UDO in the future.

Amendments

- Any amendment to the UDO which will apply to all jurisdictions will need to be adopted by all governing authorities. Once all have approved the amendment, it will be incorporated into the UDO.
- Amendments to the UDO which are not applicable to all jurisdictions will need to be adopted by all applicable governing authorities and will be appended to the UDO. At least every 3 years, the appended amendments will be ratified by all governing authorities and incorporated into the UDO.

Organization

- The UDO is broken up into 8 divisions, some of which are further addressed in the remainder of this memo:
 - Div. I. Enactment and General Provisions
 - Div. II. Zoning Districts
 - Div. III. Development Provisions
 - Div. IV. Site Plan Review
 - Div. V. Subdivisions
 - Div. VI. Zoning Actions, Appeals and Variances
 - Div. VII. Administration
 - Div. VIII. Definitions and Abbreviations
- The appendices include maps, the above-mentioned amendments and lesser-used overlay district provisions (i.e. Military Installation Zoning Overlay District).

Division II – Zoning Districts

- There are a total of 20 zoning districts. These are broken down into the following 5 categories with the number of zoning districts within each indicated:
 - Agricultural and Conservation Districts (3 zoning districts)
 - Residential Districts (7 zoning districts)
 - Commercial Districts (6 zoning districts)
 - Industrial Districts (2 zoning districts)
 - Planned Districts (2 zoning districts)
- Current zoning districts were assigned to one of the new districts with the intent of finding the one most similar without making it more restrictive for the property owners. A conversion table is provided in Sec. 201-3.

- For continuity from one district to another, one list of uses is considered for each zoning district.
- The uses allowed are, in some instances, more broadly described (i.e. “personal service shop” is used instead of listing a barber shop and nail salon separately).
- The list of uses has been updated to include “new” uses such as auto detailing, brewpubs/distilleries, assisted living facilities and fitness centers.
- The uses in each district are listed in the more widely used terms of permitted, conditional (instead of special permit use) or prohibited.
- The provisions for Planned Unit Developments (PUDs) have been greatly enhanced to help ensure that the community has open space, recreation areas and other enhancements to make it a more desirable development for living and/or working.
- No changes were made to the overlay districts.

Division III – Development Standards

This division includes development standards which generally apply to most development (i.e. driveways, road frontage, etc.) as well as more detailed requirements for specific uses such as RV and mobile home parks. Some of the provisions have been updated, as well.

Division IV – Site Plan Review

- An application and review procedure is provided which takes into account that the County Building and Licensing Department conducts site plan review for unincorporated Liberty County and the LCPC reviews site plans for all the municipalities.
- A modified process is clarified for minor changes to existing sites for consistent review of such changes.
- Review standards are provided which include updated provisions for parking and pedestrians and references to other applicable requirements within the subdivision provisions of the UDO and within the applicable Code of Ordinances such as drainage and landscaping.

Division V – Subdivisions

- The application and review procedures for preliminary and final plats have been separated into different articles. As with site plan review, the review processes take into account that the County Building and Licensing Department conducts reviews for unincorporated Liberty County and the LCPC provides the review for all the municipalities.
- A more detailed closeout process is provided, and associated provisions have been added and/or clarified for items such as record drawings, dedication and acceptance of improvements, etc.
- The design elements and required improvements have been updated and unwanted or unenforced provisions have been removed. New requirements have been added for items such as cluster mailbox stations, drainage, signage and easements.
- The provisions for conservations subdivisions remains unchanged.

Division VI – Zoning Actions, Appeals and Variances

- The requirements for public hearings have been updated and standardized for all hearings, regardless of why the hearing is needed.
- A clear and updated amendment process is provided.
- An application and review process for conditional uses is provided.

Division VIII – Abbreviations and Definitions

- A list of abbreviations has been included for the many that are used throughout the UDO.
- The definitions have been updated and, when possible, simplified.

Link to the full document and maps of the proposed UDO: <https://thelcpc.org/proposed-unified-development-ordinance-and-maps/>



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Cherokee Station Ph. 3B
Prepared by: Mardee Sanchez
Presented by: Jeff Ricketson

PURPOSE: Request by Dryden Enterprises for Final Plat Approval and Acceptance of Dedications for Cherokee Station Ph. 3B (District #5)

BACKGROUND: This is the last phase of the Cherokee Station subdivision. The min. lot size for this subdivision is 4,500 sq. ft. and the lots in this final phase range from approximately 7,000 sq. ft. to 12, 500 sq. ft. Dedications to the City include a 0.22-mile extension of Meloney Drive, utilities, and drainage easements for functional maintenance of ponds, culverts, a flume and a swale. Dedications to the HOA include detention areas (1.8 ac. total), wetlands (71 ac.) and greenspaces (1 ac. total).

At its meeting on July 19, 2022, the Planning Commission recommended approval with standard and special conditions (which have been met).

FUNDING: None.

RECOMMENDATION: Approval with standard conditions of the final plat for Cherokee Station Ph. 3B and acceptance of dedications noted on the plat.

ATTACHMENTS:

1. Cherokee Sta. Ph. 3B

PREVIOUS COUNCIL DISCUSSION:

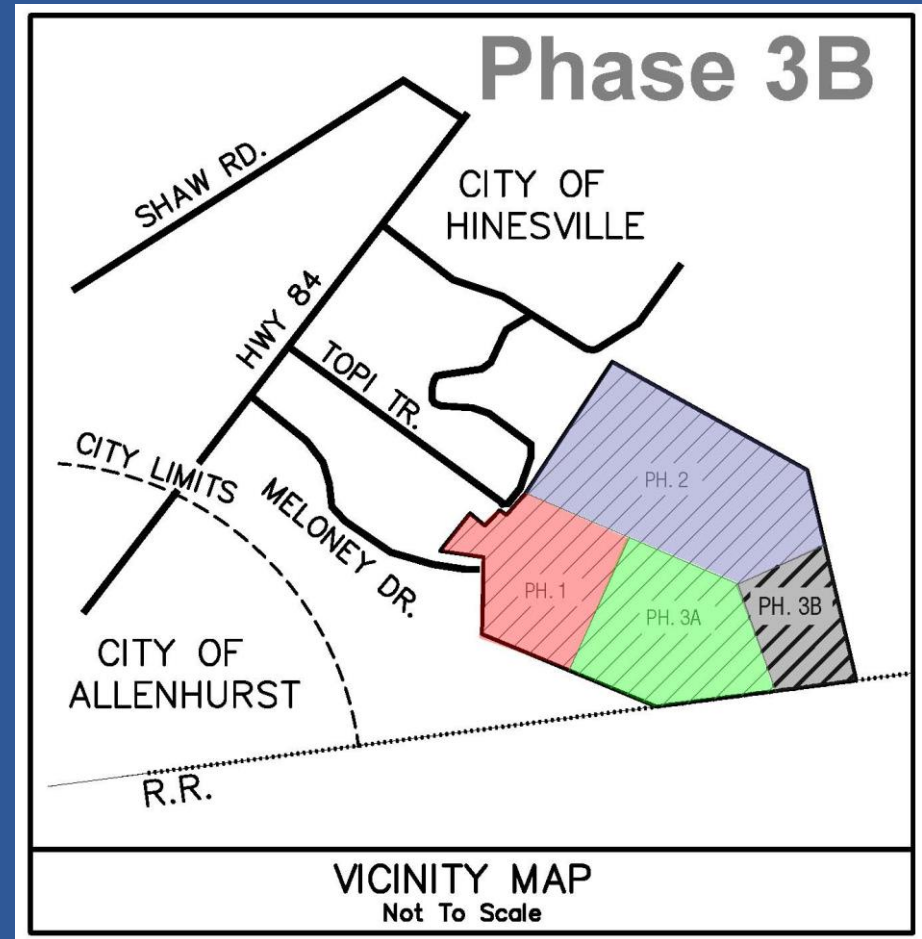
Final Plat and Dedications for Cherokee Station Phase 3B

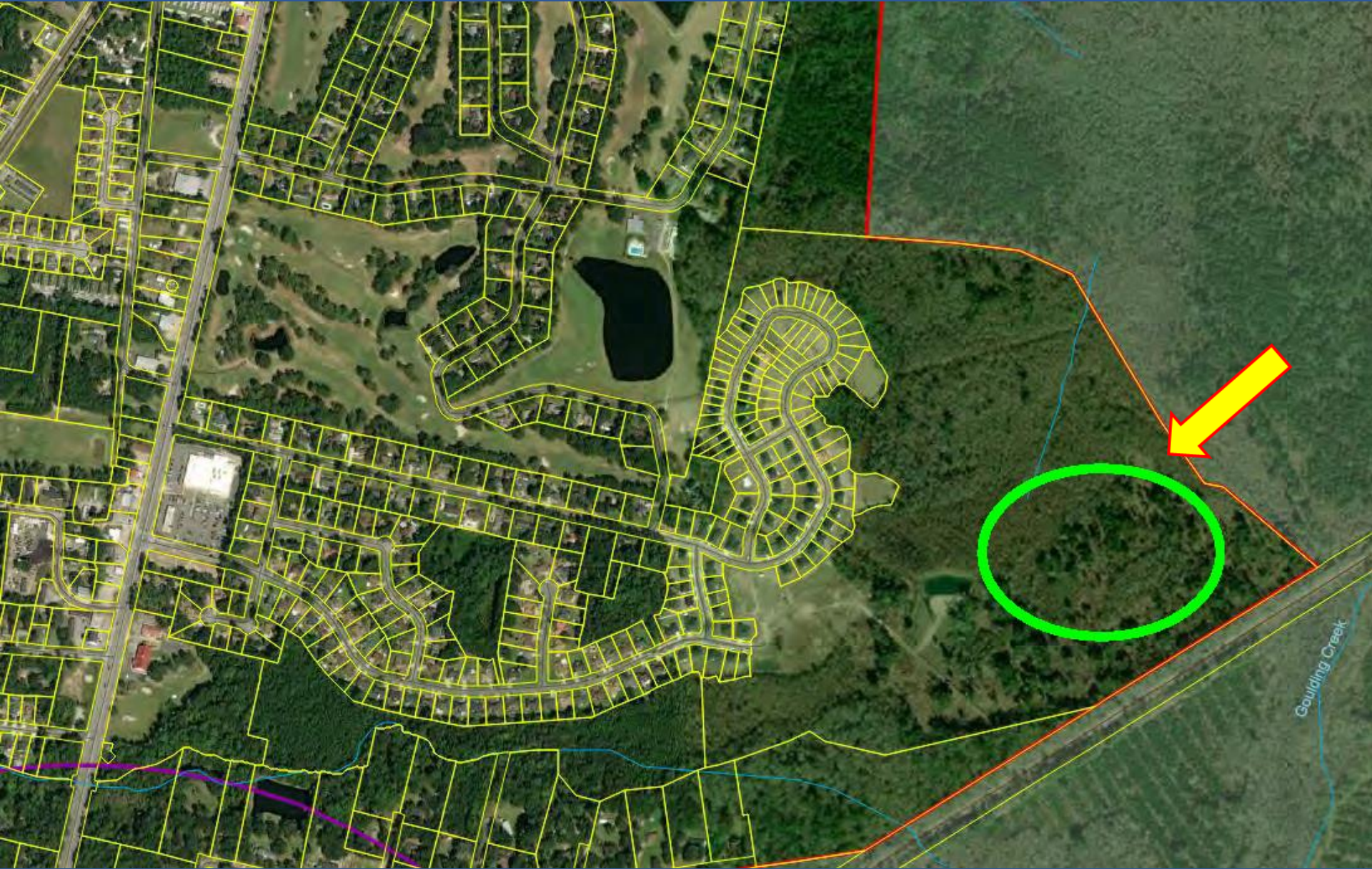
Developer:
Dryden Enterprises

Engineer:
M.E. Sack Engineering

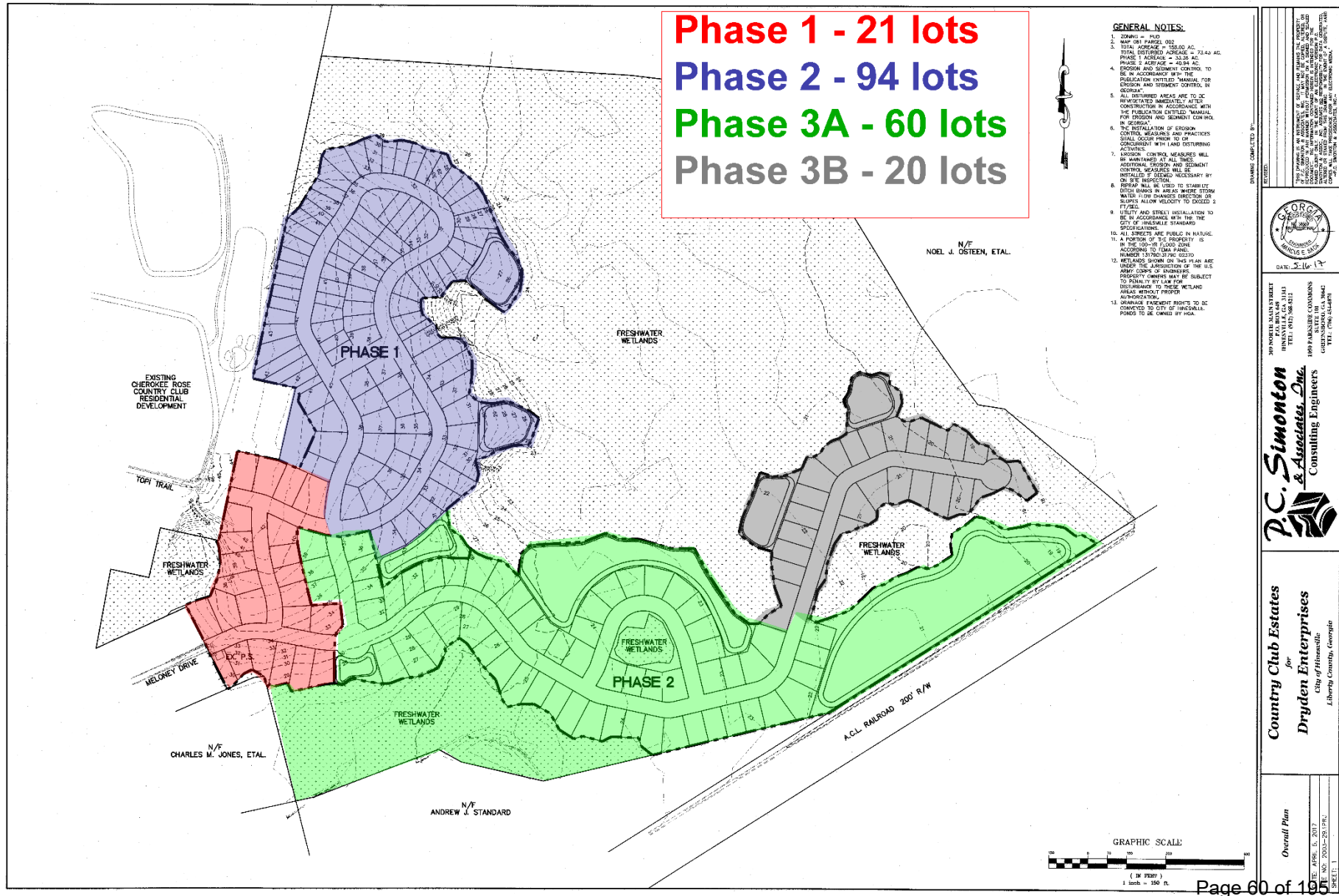
Description:
• 20 single-family dwellings

Location: Meloney Dr.,
Hinesville





Overall Map of Cherokee Station Subdivision



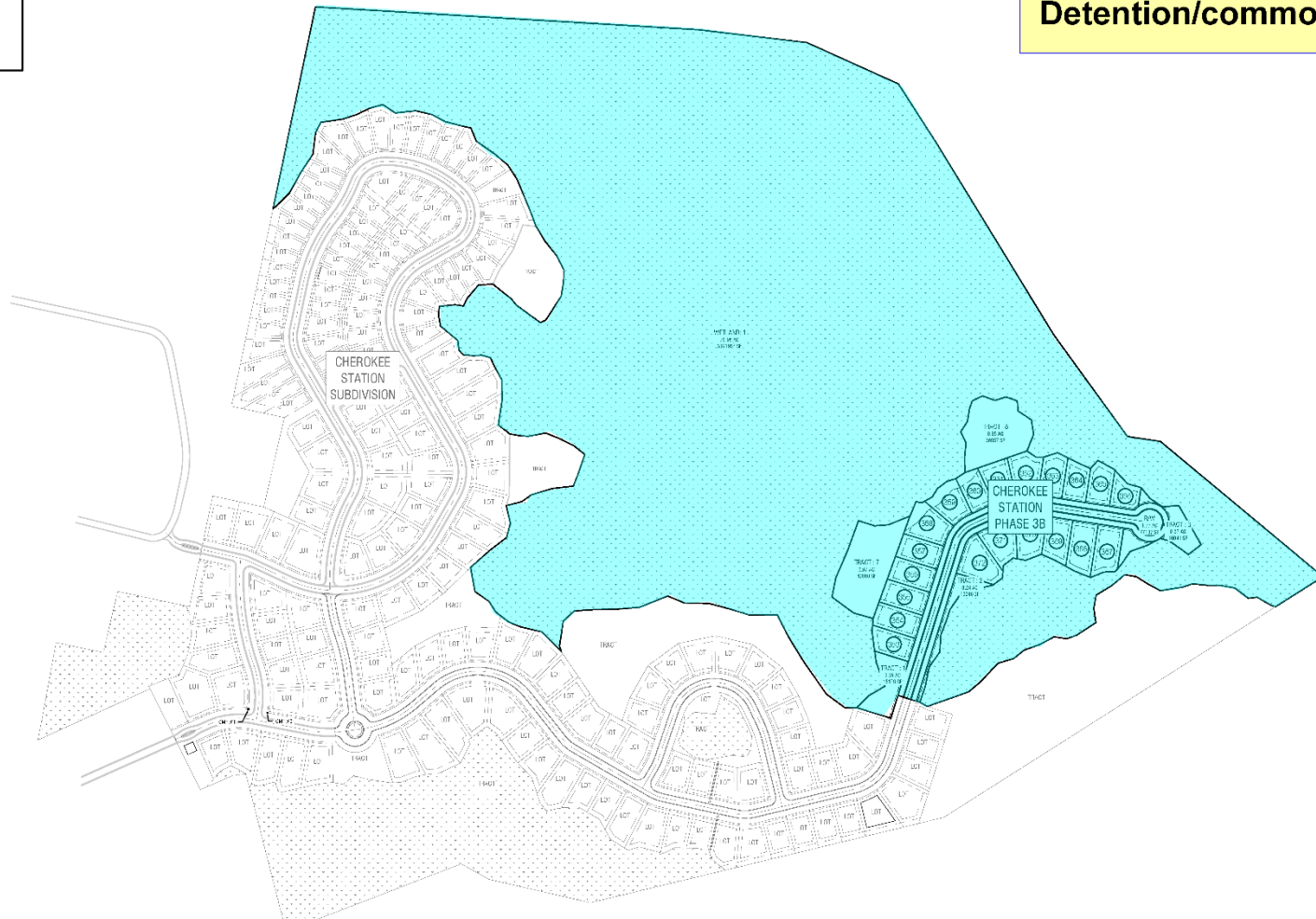
Sheet 1 – Total area being platted

Total area being platted

Wetlands - 71 ac.

House lots - 5 ac.

Detention/common areas - 3 ac.



DESIGN PROFESSIONAL:
MARCOUS J. BACA
SINCE: 7/1/2004
STATE: MISSISSIPPI
MARCOUSJ.BACA.COM
SINCE: 7/1/2004
STATE: MISSISSIPPI
MARCOUSJ.BACA.COM



MUNICIPALITY:
CITY OF WINSTON-SALEM

COUNTY:
FORSYTH

Owner:
DYNEX ENTERPRISES
1000 N. 10TH ST.
WINSTON-SALEM, NC 27101
919-360-0512

PLAT FOR CONTRACT:
ALICE DRYDEN
1000 N. 10TH ST.
WINSTON-SALEM, NC 27101
919-360-0512

CHEROKEE
STATION PHASE
3B

FINAL
PLAT

1 of 4

FILE NO: 2005-052

DATE: 08/01/2005

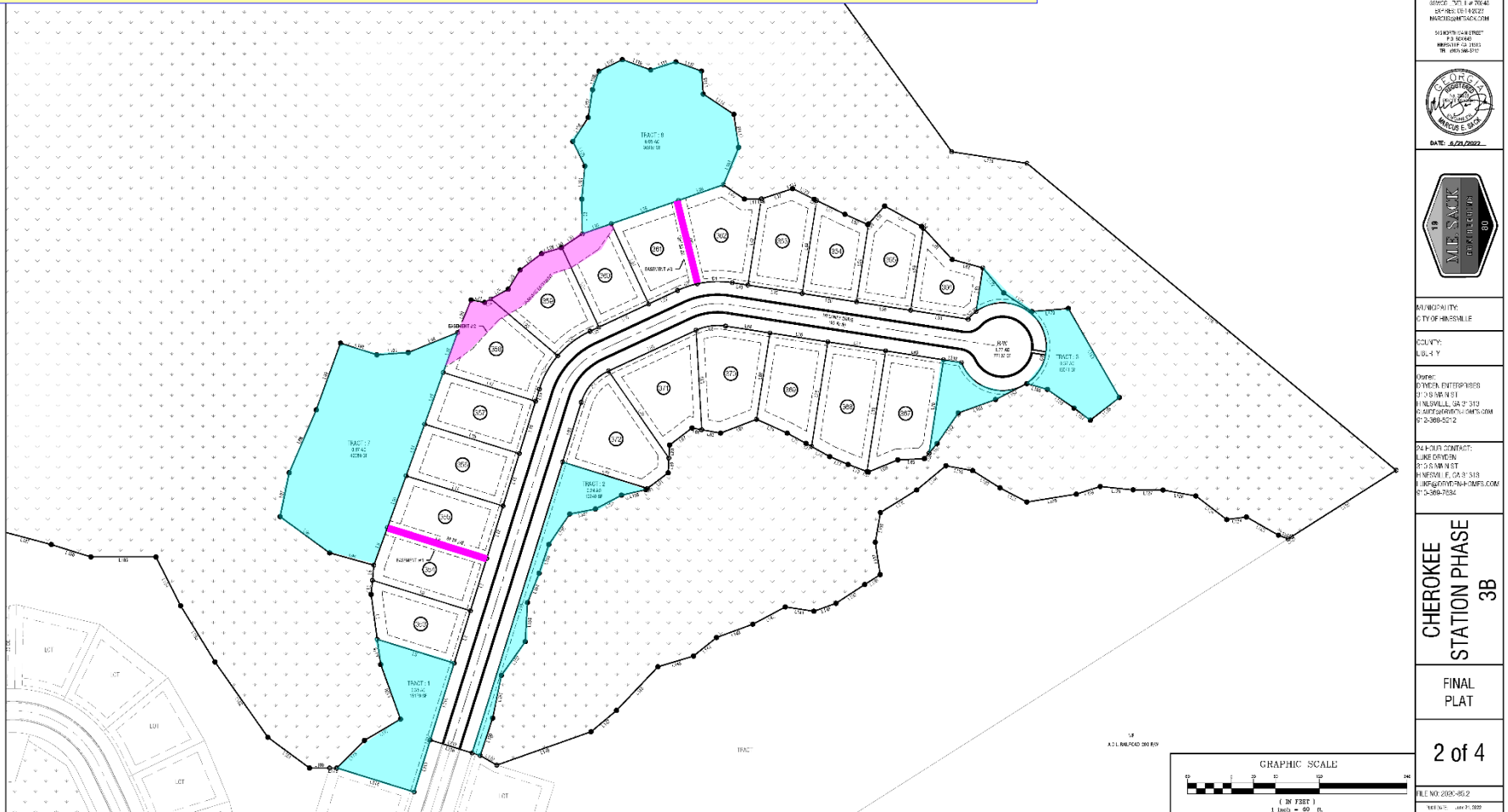
SCALE: 1" = 150'

Color added for presentation purposes only.

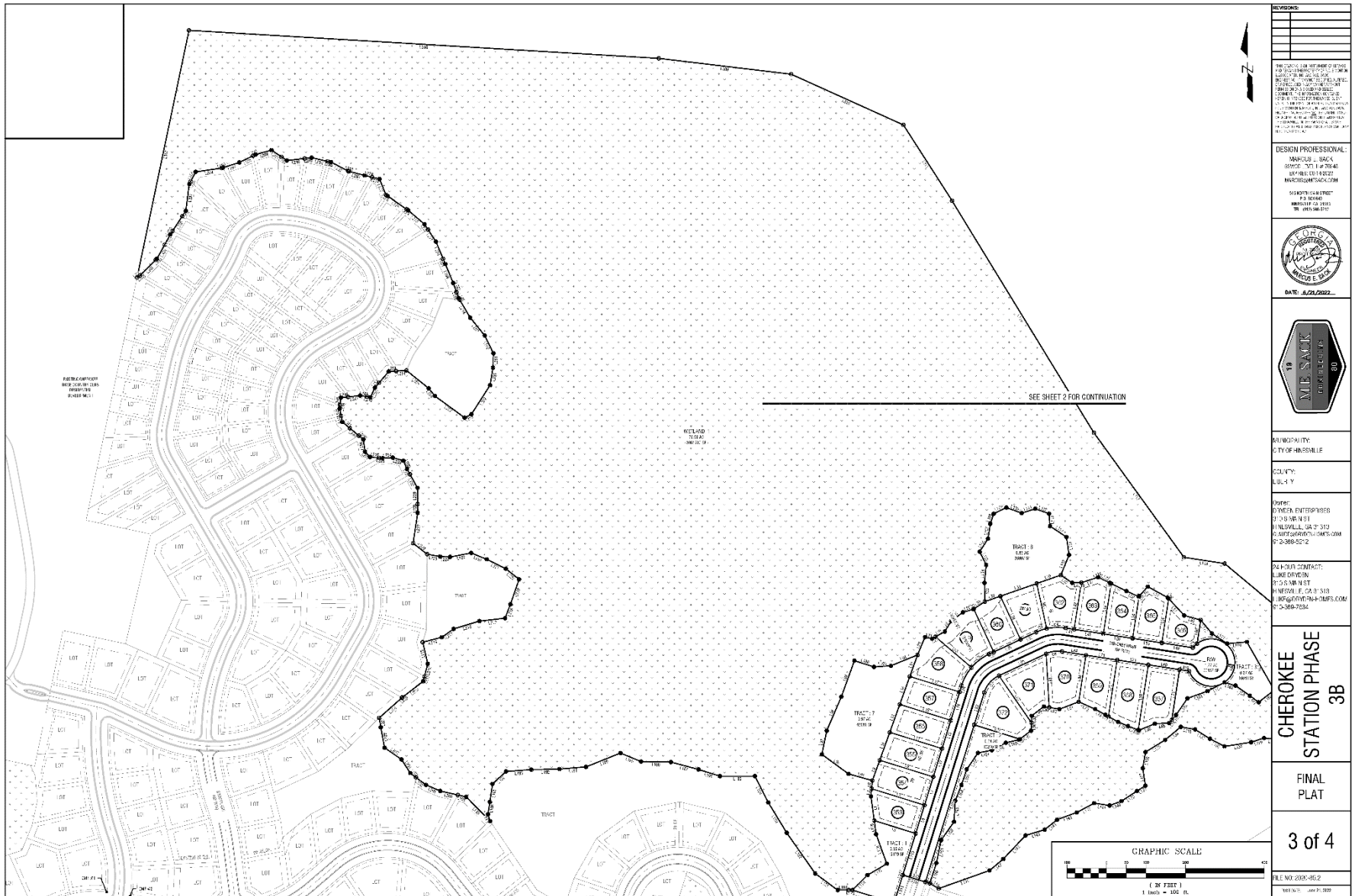
Sheet 2 – Lots and dedications

**Dedications to the City - Drainage easements
(culverts, swale and ponds)**

**Dedications to the HOA - Detention/common areas
and wetlands**



Sheet 3 – Entirety of wetlands tract



Additional dedications to the City:

- ❖ 1,155 linear feet (0.22 miles) of new street (extension of Meloney Drive)
- ❖ Water, reuse water, stormwater and sewer improvements

The utilities improvements are installed and the installation of the remaining improvements are guaranteed by letters of credit in the following amounts:

- Primary improvements - \$53,000
(paving, striping and signage)
- Secondary improvements - \$63,500
(sidewalks and trees)

A letter of credit in the amount of \$73,000 for maintenance of the improvements has also been received.



IRREVOCABLE LETTER OF CREDIT 5272

BENEFICIARY

City of Hinesville
c/o Liberty Consolidated Planning Commission
110 Main Street, Suite 7520
Hinesville, GA 31313

APPLICANT

Dryden Enterprises, Inc
Cherokee Station Phase 3B
Hinesville, GA 31313

ISSUE DATE: January 19, 2023

EXPIRATION DATE: January 19, 2024

ILOC NO: 5272

AMOUNT: \$53,000

We hereby establish our Irrevocable Letter of Credit #5272 in your favor for the account of Dryden Enterprises, Inc. in the amount of \$53,000.00 and available upon presentation of your draft(s) drawn on The First Bank at sight and accompanied by the following:

1. A statement signed by the beneficiary indicating that payment has been requested and is due.
2. Certification that funds are required related to installation of paving, striping and signage RE: Cherokee Station Phase 3B or required as a cash bond to secure contained adherence to the terms.
3. Original of this Irrevocable Letter of Credit.

Draft(s) must be negotiated (or presented to drawee bank for payment) on or before January 19, 2024 or any extended date.

This Letter of Credit shall be automatically extended for an additional period of one year from the present or each future expiration date unless we have notified you in writing, not less than forty-five (45) days before such expiration date, that we elect not to renew this letter of credit. Our notice of such election shall be sent certified mail to the above address.

Draft(s) must be marked "Drawn on The First Bank, Irrevocable Letter of Credit #5272."

Except as otherwise stated, this Irrevocable Letter of Credit is subject to the "Uniform Customs and Practice for Documentary Credit (2007 Revision)", International Chamber of Commerce Publication No. 600.

We hereby agree with you that drafts under and in compliance with this credit shall be duly honored on due presentation to the drawee.

THE FIRST BANK

A blue ink signature of Stephen L. Parker, written in a cursive style.

Stephen L. Parker
Coastal Division President



IRREVOCABLE LETTER OF CREDIT 5273

BENEFICIARY

City of Hinesville
c/o Liberty Consolidated Planning Commission
110 Main Street, Suite 7520
Hinesville, GA 31313

APPLICANT

Dryden Enterprises, Inc
Cherokee Station Phase 3B
Hinesville, GA 31313

ISSUE DATE: January 19, 2023

EXPIRATION DATE: January 19, 2024

ILOC NO: 5273

AMOUNT: \$63,500

We hereby establish our Irrevocable Letter of Credit #5273 in your favor for the account of Dryden Enterprises, Inc. in the amount of \$63,500.00 and available upon presentation of your draft(s) drawn on The First Bank at sight and accompanied by the following:

1. A statement signed by the beneficiary indicating that payment has been requested and is due.
2. Certification that funds are required related to trees and sidewalks RE: Cherokee Station Phase 3B or required as a cash bond to secure contained adherence to the terms.
3. Original of this Irrevocable Letter of Credit.

Draft(s) must be negotiated (or presented to drawee bank for payment) on or before January 19, 2024 or any extended date.

This Letter of Credit shall be automatically extended for an additional period of one year from the present or each future expiration date unless we have notified you in writing, not less than forty-five (45) days before such expiration date, that we elect not to renew this letter of credit. Our notice of such election shall be sent certified mail to the above address.

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We hereby agree with you that drafts under and in compliance with this credit shall be duly honored on due presentation to the drawee.

THE FIRST BANK

A blue ink signature of Stephen L. Parker, written in a cursive style.

Stephen L. Parker
Coastal Division President



IRREVOCABLE LETTER OF CREDIT 5274

BENEFICIARY

City of Hinesville
c/o Liberty Consolidated Planning Commission
110 Main Street, Suite 7520
Hinesville, GA 31313

APPLICANT

Dryden Enterprises, Inc.
Cherokee Station Phase 3B
Hinesville, GA 3131

ISSUE DATE: January 19, 2023

EXPIRATION DATE: January 19, 2025

ILOC NO: 5274

AMOUNT: \$73,000.00

We hereby establish our Irrevocable Letter of Credit #5274 in your favor for the account of Dryden Enterprises, Inc, in the amount of \$73,000.00 and available upon presentation of your draft(s) drawn on The First Bank at sight and accompanied by the following:

1. A statement signed by the beneficiary indicating that payment has been requested and is due.
2. Certification that funds are required related to maintenance of improvements RE: Cherokee Station Phase 3B or required as a cash bond to secure contained adherence to the terms.
3. Original of this Irrevocable Letter of Credit.

Draft(s) must be negotiated (or presented to drawee bank for payment) on or before January 19, 2025.

Draft(s) must be marked "Drawn on The First Bank, Irrevocable Letter of Credit #5274."

Except as otherwise stated, this Irrevocable Letter of Credit is subject to the "Uniform Customs and Practice for Documentary Credit (2007 Revision)", International Chamber of Commerce Publication No. 600.

We hereby agree with you that drafts under and in compliance with this credit shall be duly honored on due presentation to the drawee.

THE FIRST BANK

Stephen L. Parker
Coastal Division President

Staff Recommendations

Cherokee Station Phase 3B

APPROVAL of the FINAL PLAT

and

ACCEPTANCE of DEDICATIONS

noted on the Plat

with standard conditions

LCPC Standard Conditions

1. The applicant must obtain all required local, state and federal licenses and permits prior to commencement of any construction.
2. All plans, documents, materials, and statements contained or implied in this application are considered a condition of this action.
3. No change or deviation from the conditions of approval are allowed without prior notification and approval of the Director of the LCPC or the Planning Commission, and the approving governmental authority.



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Griffin Park Extension Ph. 3A
Prepared by: Mardee Sanchez
Presented by: Jeff Ricketson

PURPOSE: Request by Dryden Enterprises for Final Plat Approval and Acceptance of Dedications for Griffin Park Extension Ph. 3A (District #3)

BACKGROUND: The minimum lot size in this subdivision is 4,500 sq. ft. In this phase, the lots average 5,400 sq. ft. and range between 4,750 and 8,300 sq. ft. Dedications to the City is the extension of Grayson Avenue, utilities and drainage easements for functional maintenance of ponds, culverts and a swale. A drainage easement for the swale is also being dedicated to the HOA for daily general maintenance of it (i.e., mowing). Additionally, dedications to the HOA include the detention areas and a common area.

At its meeting on November 15, 2022, the Planning Commission recommended approval of the final plat and acceptance of dedications with standard and special conditions (which have been met).

FUNDING: None.

RECOMMENDATION: Approval with standard conditions of the final plat for Griffin Park Extension Ph. 3A and acceptance of dedications noted on the plat.

ATTACHMENTS:

1. Griffin Park Ext. Ph. 3A

PREVIOUS COUNCIL DISCUSSION:

Griffin Park Extension Phase 3A

Final Plat and Acceptance of Dedications

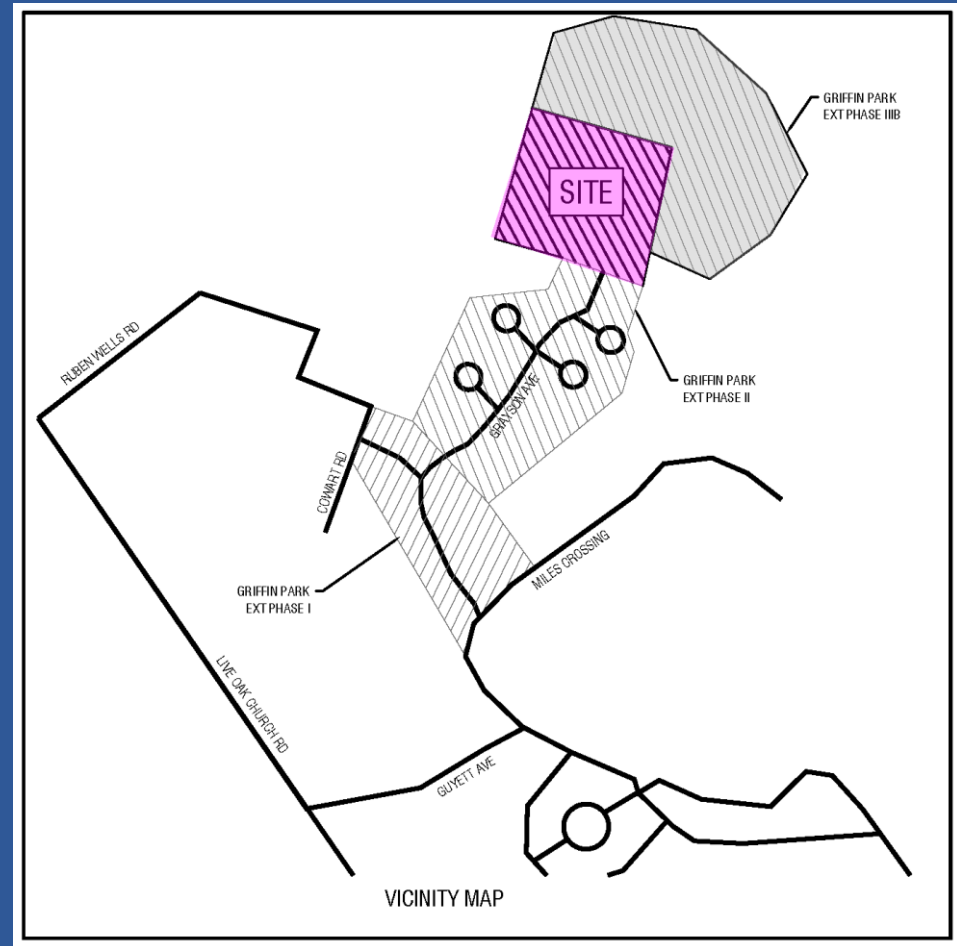
Developer:
Dryden Enterprises

Engineer:
M.E. Sack Engineering

Description:

- 42 lots
- Single-family dwellings
- 6³/₄ acres

Location: Grayson Avenue in
Hinesville



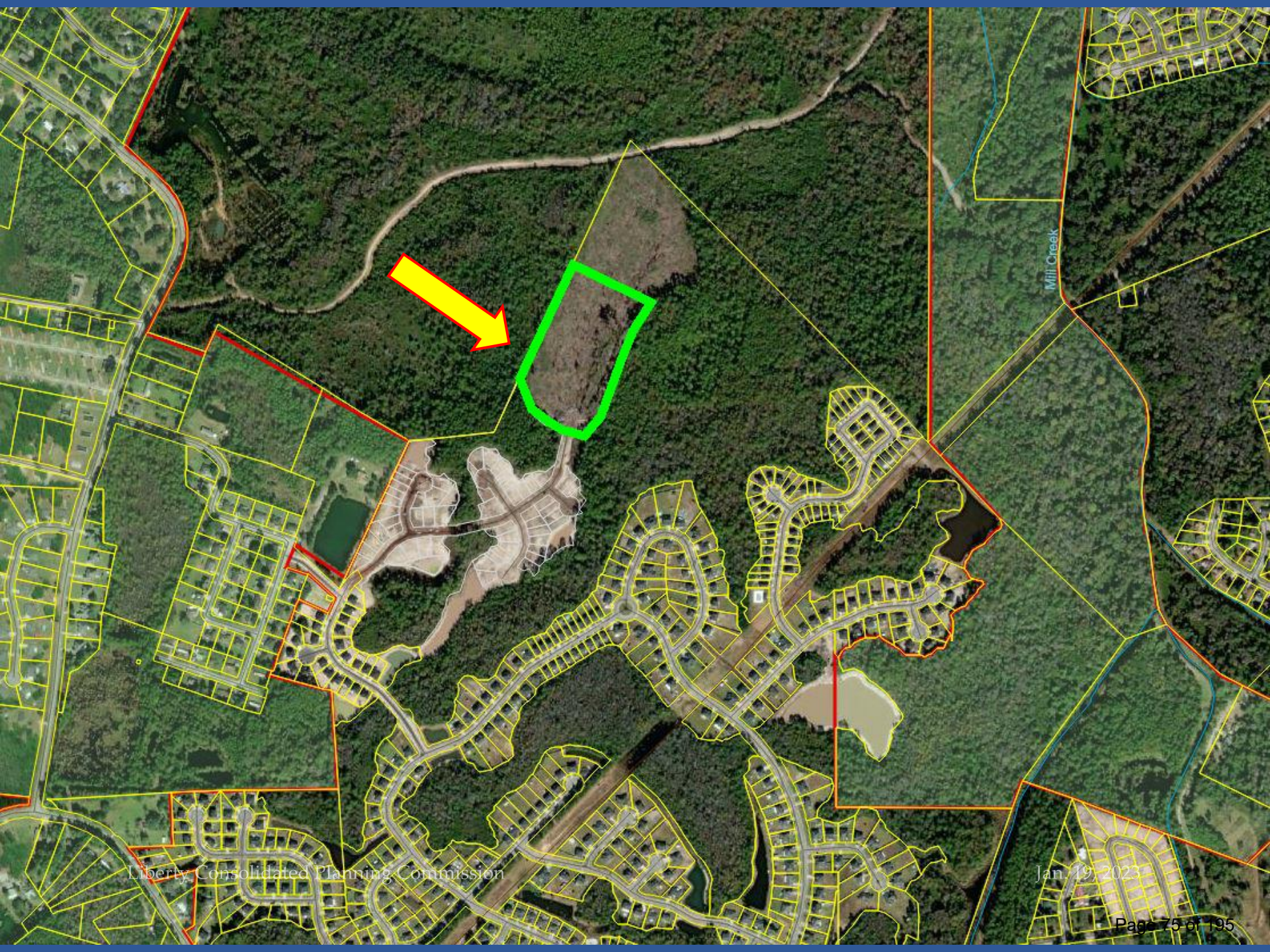
Griffin Park Extension for Dryden Enterprises

 Patio
 Small Single Family

Phase 3

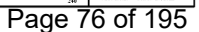


P.C. Simonton
& Associates, Inc.

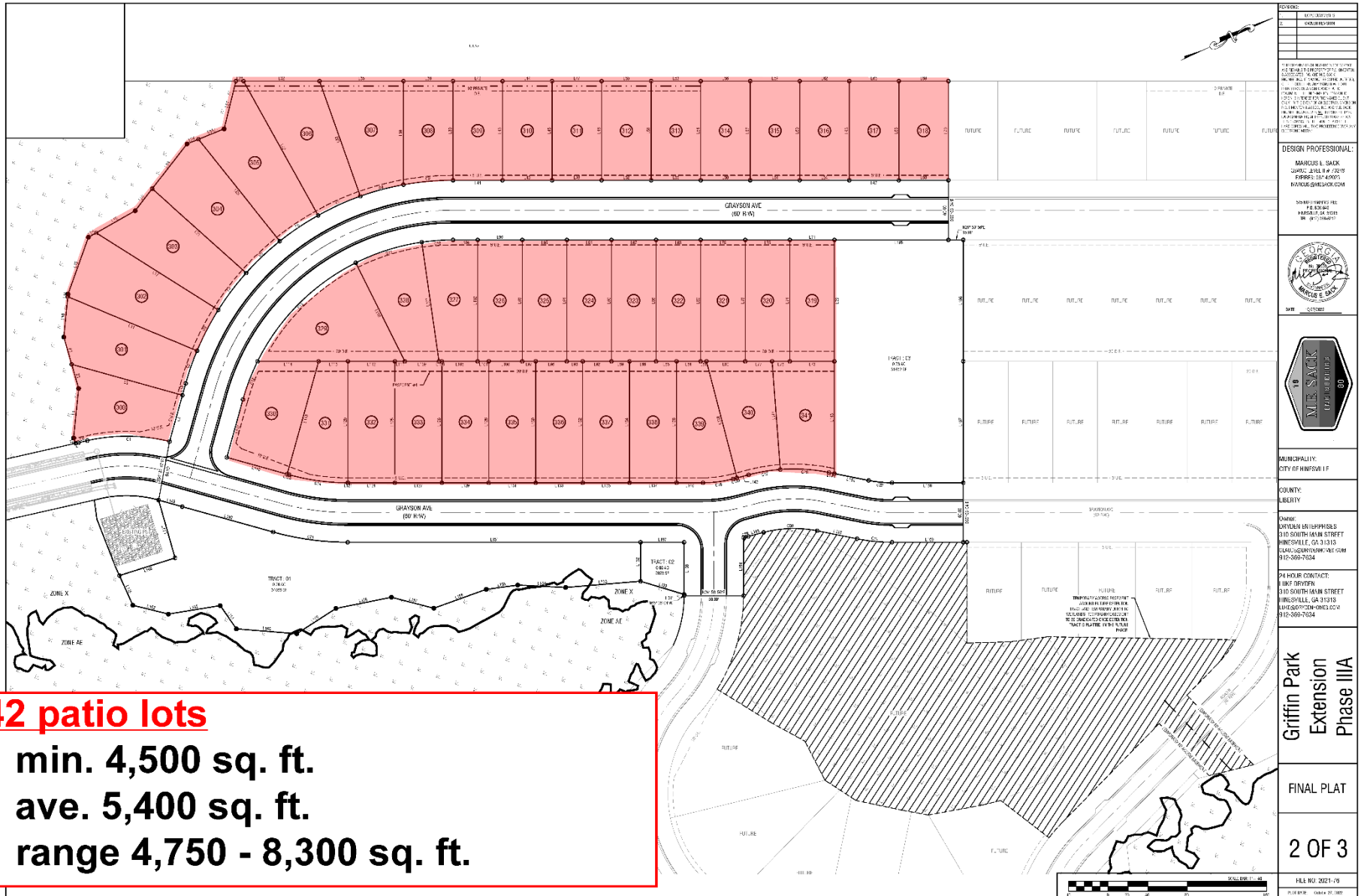


Mill Creek

Color added for presentation purposes only.



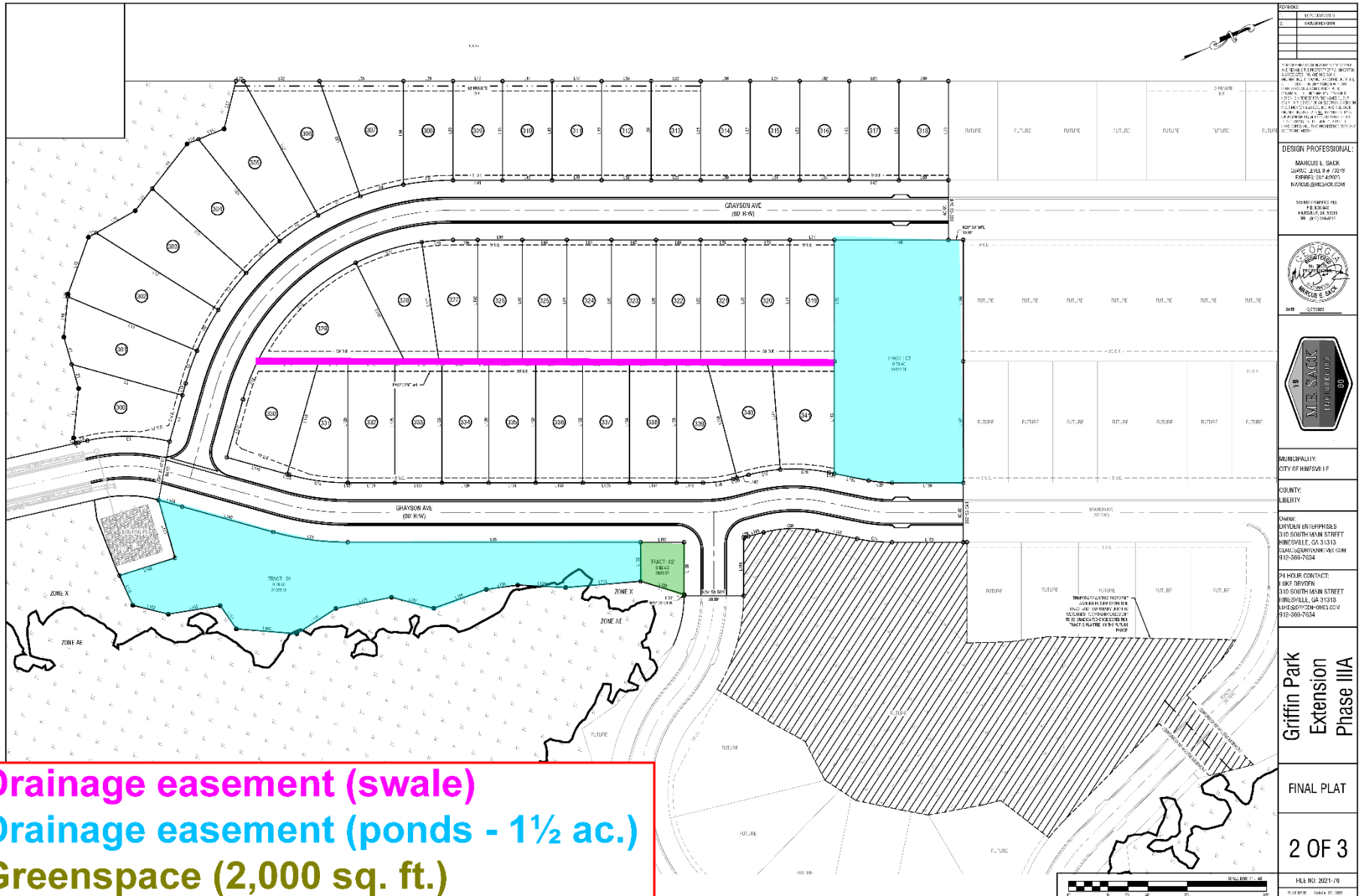
Sheet 2 - Lots



THREE LOT TYPES

	<u>Patio</u>	<u>Small SF</u>	<u>Large SF</u>
Lot size, <i>sq. ft.</i>	4,500	6,000	7,000
Lot width	45 '	60 '	70 '
Front setback	10 '	12½ '	15'
Rear setback	20 '	20 '	20 '
Side setback	7½ '	7½ '	7½ '
No. lots (ph. 3)	76	13	8
No. lots (ph. 3A)	42	0	0

Sheet 2 - Dedications



Dedications to the City also include:

- ❖ 1,809 linear feet (0.34 mile) extension of Grayson Avenue
- ❖ Water, reuse water, stormwater and sewer improvements.

The utilities improvements have been installed. The installation of remaining improvements are guaranteed by letters of credit in the following amounts:

- Primary improvements - **\$65,000**
(paving, striping and signage)
- Secondary improvements - **\$86,000**
(sidewalks and trees)

Additionally, a two-year maintenance bond in the amount of **\$77,000** has also been received.



IRREVOCABLE LETTER OF CREDIT 5269

BENEFICIARY

City of Hinesville
c/o Liberty Consolidated Planning Commission
110 Main Street, Suite 7520
Hinesville, GA 31313

APPLICANT

Dryden Enterprises, Inc
Griffin Park Extension Phase IIIA
Hinesville, GA 31313

ISSUE DATE: January 19, 2023

EXPIRATION DATE: January 19, 2024

ILOC NO: 5269

AMOUNT: \$65,000

We hereby establish our Irrevocable Letter of Credit #5269 in your favor for the account of Dryden Enterprises, Inc. in the amount of \$65,000.00 and available upon presentation of your draft(s) drawn on The First Bank at sight and accompanied by the following:

1. A statement signed by the beneficiary indicating that payment has been requested and is due.
2. Certification that funds are required related to installation of paving, striping and signage RE: Griffin Park Extension Phase IIIA or required as a cash bond to secure contained adherence to the terms.
3. Original of this Irrevocable Letter of Credit.

Draft(s) must be negotiated (or presented to drawee bank for payment) on or before January 19, 2024 or any extended date.

This Letter of Credit shall be automatically extended for an additional period of one year from the present or each future expiration date unless we have notified you in writing, not less than forty-five (45) days before such expiration date, that we elect not to renew this letter of credit. Our notice of such election shall be sent certified mail to the above address.

Draft(s) must be marked "Drawn on The First Bank, Irrevocable Letter of Credit #5269."

Except as otherwise stated, this Irrevocable Letter of Credit is subject to the "Uniform Customs and Practice for Documentary Credit (2007 Revision)", International Chamber of Commerce Publication No. 600.

We hereby agree with you that drafts under and in compliance with this credit shall be duly honored on due presentation to the drawee.

THE FIRST BANK

A blue ink signature of Stephen L. Parker, written in a cursive style.

Stephen L. Parker
Coastal Division President



IRREVOCABLE LETTER OF CREDIT 5270

BENEFICIARY

City of Hinesville
c/o Liberty Consolidated Planning Commission
110 Main Street, Suite 7520
Hinesville, GA 31313

APPLICANT

Dryden Enterprises, Inc
Griffin Park Extension Phase IIIA
Hinesville, GA 31313

ISSUE DATE: January 19, 2023

EXPIRATION DATE: January 19, 2024

ILOC NO: 5270

AMOUNT: \$86,000

We hereby establish our Irrevocable Letter of Credit #5270 in your favor for the account of Dryden Enterprises, Inc. in the amount of \$86,000.00 and available upon presentation of your draft(s) drawn on The First Bank at sight and accompanied by the following:

1. A statement signed by the beneficiary indicating that payment has been requested and is due.
2. Certification that funds are required related to trees and sidewalks RE: Griffin Park Extension Phase IIIA or required as a cash bond to secure contained adherence to the terms.
3. Original of this Irrevocable Letter of Credit.

Draft(s) must be negotiated (or presented to drawee bank for payment) on or before January 19, 2024 or any extended date.

This Letter of Credit shall be automatically extended for an additional period of one year from the present or each future expiration date unless we have notified you in writing, not less than forty-five (45) days before such expiration date, that we elect not to renew this letter of credit. Our notice of such election shall be sent certified mail to the above address.

Draft(s) must be marked "Drawn on The First Bank, Irrevocable Letter of Credit #5270."

Except as otherwise stated, this Irrevocable Letter of Credit is subject to the "Uniform Customs and Practice for Documentary Credit (2007 Revision)", International Chamber of Commerce Publication No. 600.

We hereby agree with you that drafts under and in compliance with this credit shall be duly honored on due presentation to the drawee.

THE FIRST BANK

A blue ink signature of Stephen L. Parker, written in a cursive style.

Stephen L. Parker
Coastal Division President



IRREVOCABLE LETTER OF CREDIT 5271

BENEFICIARY

City of Hinesville
c/o Liberty Consolidated Planning Commission
110 Main Street, Suite 7520
Hinesville, GA 31313

APPLICANT

Dryden Enterprises, Inc.
Griffin Park Extension Phase IIIA
Hinesville, GA 3131

ISSUE DATE: January 19, 2023

EXPIRATION DATE: January 19, 2025

ILOC NO: 5271

AMOUNT: \$77,000.00

We hereby establish our Irrevocable Letter of Credit #5271 in your favor for the account of Dryden Enterprises, Inc, in the amount of \$77,000.00 and available upon presentation of your draft(s) drawn on The First Bank at sight and accompanied by the following:

1. A statement signed by the beneficiary indicating that payment has been requested and is due.
2. Certification that funds are required related to maintenance of improvements RE: Griffin Park Extension Phase IIIA or required as a cash bond to secure contained adherence to the terms.
3. Original of this Irrevocable Letter of Credit.

Draft(s) must be negotiated (or presented to drawee bank for payment) on or before January 19, 2025.

Draft(s) must be marked "Drawn on The First Bank, Irrevocable Letter of Credit #5271."

Except as otherwise stated, this Irrevocable Letter of Credit is subject to the "Uniform Customs and Practice for Documentary Credit (2007 Revision)", International Chamber of Commerce Publication No. 600.

We hereby agree with you that drafts under and in compliance with this credit shall be duly honored on due presentation to the drawee.

THE FIRST BANK

Stephen L. Parker
Coastal Division President

Staff Recommendations

Griffin Park Extension Phase 3A

APPROVAL of the FINAL PLAT

and

ACCEPTANCE OF DEDICATIONS

noted on the plat

with standard conditions

LCPC Standard Conditions

1. The applicant must obtain all required local, state and federal licenses and permits prior to commencement of any construction.
2. All plans, documents, materials, and statements contained or implied in this application are considered a condition of this action.
3. No change or deviation from the conditions of approval are allowed without prior notification and approval of the Director of the LCPC or the Planning Commission, and the approving governmental authority.



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: ESG Bid Opening
Prepared by: Darlene Long
Presented by: Gary Gilliard

PURPOSE: To present for Mayor and Council Consideration Bid Opening for Asphalt Hotbox for Public Works

BACKGROUND: Bid opening was held on December 19, 2022 for the Asphalt Hotbox for Public Works Street Department

FUNDING: Budgeted amount is \$75,000.00 for Asphalt Hotbox

RECOMMENDATION: Recommend bid to KM International, North Branch, MI

ATTACHMENTS:

1. Bid Tabulation Sheet for Asphalt Hotbox

PREVIOUS COUNCIL DISCUSSION:

BID TABULATION SHEET

DATE: December 19, 2022
FOR: Asphalt Hotbox
DEPARTMENT: Streets
AMOUNT BUDGETED: \$75,000

COMPANY NAME	PRODUCT OR TYPE	BID AMOUNT
KM International North Branch, MI mike@kminternational.com	One trailer mounted asphalt hotbox	\$56,033.47
Reynolds Warren Equipment Co. Richmond Hill, GA kschachner@reynoldswarren.com	One trailer mounted asphalt hotbox	\$53,263.00
Falcon Asphalt Repair Equipment Freeland, MI trish@falconrme.com	One trailer mounted asphalt hotbox	No bid submitted

*Recommend purchase of Asphalt Hotbox from:
K M International, North Branch, MI

The Reynolds Warren bid did not include all the special items listed in the bid package, there are \$14,343.97 in special items not included in their bid. The K M International equipment will be safer to operate on high traffic streets and more versatile and productive to use because of they included all the special items in the bid package. Reynolds Warren did not include the torch with hose reel, plate compactor, tack tank and spray tack unit in their bid. The special items listed in the bid package are integral to the machine and are needed for the hotbox to meet our needs.



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: ESG Bid Opening
Prepared by: Darlene Parker
Presented by: Gary Gillard

PURPOSE: To Present for Mayor and Council Consideration, Award Bid for the Purchase of One (1) Garbage Truck.

BACKGROUND: Bid opening was held December 28, 2022 for the purchase of Garbage Truck

FUNDING: \$215,000.00

RECOMMENDATION: Garbage Truck from Volvo Truck Solid Waste Applied Technologies for the amount of \$292,000.00

ATTACHMENTS:

1. 2023 Bid Tabulation Sheet Garbage truck

PREVIOUS COUNCIL DISCUSSION:

BID TABULATION SHEET

DATE: December 28, 2022
FOR: Public Works Garbage Truck
DEPARTMENT: Sanitation Department
AMOUNT BUDGETED: \$215,000 (fund balance)

COMPANY NAME	PRODUCT OR TYPE	BID AMOUNT
Roberts Truck Center Savannah, GA mitchellc@rtcga.com	2023 Rear Loader Garbage Truck, 32 Cu Yd	No Bid Submitted
Freightliner of Savannah Savannah, GA joseph@freighlinersavannah.com	2023 Rear Loader Garbage Truck, 32 Cu Yd.	No Bid Submitted
Solid Waste Applied Technologies Statesboro, GA 30458 jc@swattruckrepair.com	2023 Rear Loader Garbage Truck, 32 Cu Yd.	\$292,000.00 (Bid 2024 Volvo chassis) Estimated delivery end of 3rd Qtr 2023
Wastebuilt Mableton, GA dbender@wastebuilt.com	2023 Rear Loader Garbage Truck, 32 Cu Yd.	No Bid Submitted

***Recommend purchase:** Purchase Volvo truck from Solid Waste Applied Technologies for \$292,000.00.

Budgeted amount is \$215,000.00 based on 2021 truck purchase price. This is a replacement bid for the truck that was bid and awarded in FY2021 and never delivered. The order for that truck was subsequently cancelled when the factory built and delivered the incorrect chassis for the order. The funding was placed in fund balance and this is the re-bid for the truck.



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Administration Bid Opening
Prepared by: Lloyd Slater
Presented by: Lloyd Slater

PURPOSE: To Present for Mayor and Council Consideration, Vehicle for Administration will be a budget amendment from the 2022 fund balance. The bid for this vehicle came in at \$38,205. The City originally budgeted \$32,000 in FY2022 for this purchase, which would put this \$6,205 over budget. There is funding in the WSF fund balance to amend the budget for the entire purchase.

BACKGROUND: Included in the police department's bid for ten 2023 Ford Explorers was an additional 2023 Ford Explorer for the Administration Department (Assistant City Manager).

FUNDING: Budget \$35,000

RECOMMENDATION: O.C. Welch Ford Lincoln, Inc

ATTACHMENTS:

1. Bid Tabulation Sheet
2. 2023 Ford Explorer Specs

PREVIOUS COUNCIL DISCUSSION:

BID TABULATION

DATE: November 10, 2022

FOR: One (1) Ford Explorer SUV

DEPARTMENT: Administration

BUDGET: \$35,000.00

COMPANY	PRODUCT	BID AMOUNT
J.C. Lewis Ford Hinesville, Georgia	2023 Ford Explorer	NO RESPONSE
O.C. Welch Ford Lincoln, Inc. Hardeeville, South Carolina	2023 Ford Explorer	\$38,205.00
Woody Folsom Auto Group Baxley, Georgia	2023 Ford Explorer	NO RESPONSE

Prepared for: Mr. Tracey Howard

Asst Chief, Hinesville Police

Prepared by: Ocie Welch III

11/08/2022



O. C. Welch Ford | 4920 Independence Boulevard Hardeeville South Carolina | 299274334

2023 Explorer 4dr 4x2 Base (K7B)

Price Level: 320 | Quote ID: hinesvill

Major Equipment

- | | |
|---|--|
| * Seat mounted side impact front passenger airbag | * Airbag occupancy sensor |
| * 8 airbags | * SecuriLock immobilizer |
| * Automatic climate control | * Dual-zone front climate control |
| * Rear under seat climate control ducts | * Cloth rear seat upholstery |
| * Carpet third-row seatback upholstery | * Fixed third-row seats |
| * 50-50 folding third-row passenger seat | * Third-row bench seat |
| * Front facing third-row seat | * Manual fold into floor third-row seat |
| * Height adjustable third-row head restraints | * Manual third-row head restraint control |
| * 2 third-row head restraints | * Fixed second-row seats |
| * 35-30-35 folding second-row seats | * Manual reclining second-row seats |
| * Split-bench second-row seat | * Front facing rear seat |
| * Fold forward second-row seatback | * Second-row seats with manual fore and aft |
| * Height adjustable rear seat head restraints | * Manual rear seat head restraint control |
| * 3 rear seat head restraints | * Bucket front seats |
| * Driver seat with 8-way directional controls | * Front passenger seat with 4-way directional controls |
| * Height adjustable front seat head restraints | * Manual front seat head restraint control |
| * Front seat center armrest | * Power reclining driver seat |
| * Power height adjustable driver seat | * Power driver seat fore/aft control |
| * Power driver seat cushion tilt | * Manual reclining passenger seat |
| * Manual passenger seat fore/aft control | * Cloth front seat upholstery |
| * Cloth front seatback upholstery | * 4-wheel disc brakes |
| * 4-wheel antilock (ABS) brakes | * Electronic parking brake |

As Configured Vehicle**MSRP**

SUBTOTAL.....	\$36,710.00
Destination Charge	\$1,495.00
TOTAL.....	\$38,205.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: HPD Bid Opening
Prepared by: Lloyd Slater
Presented by: Lloyd Slater

PURPOSE: To Present for Mayor and Council Consideration, Bid Opening for Police Patrol/Admin Vehicles Ford Explorers

BACKGROUND: The Police Department requested ten vehicles (five patrol and five admin) in the FY 2023 budget for a total of \$350,000.

FUNDING: Bids came in at \$405,250 (\$55,250 over budget)

- \$38,205 each for admin vehicle (\$191,025)
- \$42,845 each for patrol vehicles (\$214,225)

After consulting with the CFO, HPD is now requesting

- Four admin vehicles (\$152,820)
- Five patrol vehicles (\$214,225)

That would be a total of \$367,045, which would be \$17,045 over budget. This difference can potentially be made up with additional SPLOST funds (approx.\$15,000) and additional efficiencies in HPD's budget (approx. \$2,000).

RECOMMENDATION: O.C. Welch Ford Lincoln, Inc.

ATTACHMENTS:

1. 2023 Bid Tabulation Sheet 1 Vehicles

PREVIOUS COUNCIL DISCUSSION:

BID TABULATION

DATE: November 10, 2022

FOR: Police Patrol/Admin Vehicles (10 Ford Explorers)

DEPARTMENT: Hinesville P.D.

AMOUNT BUDGETED: \$350,000 - \$105,000 (SPLOST 6)

COMPANY	PRODUCT	BID AMOUNT
J.C. Lewis Ford Hinesville, Georgia	2023 Ford Explorer	NO RESPONSE
O.C. Welch Ford Lincoln, Inc. Hardeeville, South Carolina	2023 Ford Explorer	5@ \$38,205 (Admin.) 5@ \$42,845 (Police Pack.) Total \$405,250
Woody Folsom Auto Group Baxley, Georgia	2023 Ford Explorer	NO RESPONSE



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: HPD Bid Opening
Prepared by: Lloyd Slater
Presented by: Lloyd Slater

PURPOSE: To Present to Mayor and Council Consideration, HPD Bid Opening for Body Worn and In Car Camera Systems

BACKGROUND: For over thirty years, officers of the Hinesville Police Department (HPD) have used body worn cameras (BWC's) and/or in car video (ICV's) cameras for documenting evidence, officer training, preventing and resolving complaints brought by citizens and strengthening police transparency, performance and accountability.

FUNDING: Approved budget \$109,611.00 for one year

RECOMMENDATION: LensLock

ATTACHMENTS:

1. Bid Tabulation Sheet
2. Hinesville PD - BWC ICV RFP

PREVIOUS COUNCIL DISCUSSION: None

BID TABULATION

DATE: December 28, 2022

FOR: Body-Worn and In Car Camera Systems

DEPARTMENT: Police Department

AMOUNT BUDGETED: \$109,611.00

COMPANY	PRODUCT	BID AMOUNT
LensLock Tampa, Florida	Worn Body Camera / In Car Camera System	Year 1: \$109,611.00 Year 2-5: \$145,587.00 annually Total \$691,959
Digital Ally Lenexa, Kansas	Worn Body Camera / In Car Camera System	Year 1: \$177,814.02 Year 2-5: \$150,127.52 annually Total \$778,324.08
Axon Scottsdale, Arizona	Worn Body Camera / In Car Camera System	Year 1: \$183,407.64 Year 2-5: \$129,156.49 annually Total \$700,033.60



CITY OF
HINESVILLE
POLICE DEPARTMENT

Public Notice

REQUEST FOR PROPOSALS (RFP)

Police Department Body Worn Camera System

Release Date: November 1, 2022

Deadline for Submission: December 1, 2022

Contact Person: Captain Franklin Gallob, Hinesville Police Department

Hinesville Police Department

123 East M.L. King Jr. Drive

Hinesville, GA 31313

(912) 368-8211

REQUEST FOR PROPOSALS

Police Department Body Worn Camera System

RELEASE DATE: November 1, 2022

CLOSING DATE: December 1, 2022 at 5:00pm

All submissions must be received at the Hinesville Police Department by the above deadline, postmarks will not be accepted.

CONTACT PERSON: Captain Franklin Gallob
(912) 432-0271
fgallob@cityofhinesville.org

Hinesville Police Department
123 East M.L. King Jr. Drive
Hinesville, GA 31313
(912) 368-8211
Hours: Monday – Friday 8:00AM – 5:00PM

Purpose

The Hinesville Police Department (HPD) is seeking proposals to implement Body Worn Camera System (BWC) and In-Car Video Systems (ICV). In addition to hardware and related accessories, this system must include software to store, manage, retrieve, redact, and share captured digital video and audio. Qualified companies will also provide a minimum five-year service agreement, which includes set up, training, maintenance, service, and support of all system hardware and software.

The equipment (cameras, accessories, docking stations, etc.) may remain the property of the vendor but will reside at the city for the duration of the contract. All audio and video data shall be the sole property of the City of Hinesville, GA during the contract and will remain as such afterwards.

Proposals that do not conform to the mandatory items provided in the proposal instructions will not be considered.

The City

The Hinesville Police Department was established in 1940 with one officer. There are now over 80 certified officers and 20 support staff members serving the citizens of our community.

The mission of the Hinesville Police Department is to provide effective, efficient, and professional law enforcement services in a fair, impartial, and ethical manner. To attain this goal,

we strive to create a vision-led, values-based, and purpose-driven culture in which purpose and values align with our actions.

Project Background

For this RFP, HPD intends to outfit 60 sworn officers with BWCs and 48 vehicles with ICVs. Each camera must be rugged, easy to use, and meet the functionality requirements of public safety operations. Additionally, these cameras must be supported by software that meets the chain of custody requirements of digital evidence as well as the redaction capabilities to easily comply with public record release.

Scope of Work

BWC Specifications:

- Within industry standards for size and weight (max. 4.5 oz.)
- Wide angle camera lens (min. 140 degree)
- Waterproof, shockproof case (min. IP66-X8)
- Built-In Wi-Fi
- Built in Bluetooth
- Built-In GPS
- Multiple mounting options – on the body, i.e. clasps, plates, etc.
- Ability to record continuously for at least 12 hours
- Must have pre-record, and must have the ability deactivate the feature if deemed necessary
- Additional battery extender options (mobile charger, USB cable, etc.)
- Secure encryption of data
- Multiple resolution settings of 480p/720p/1080p/1296p (set to preference)
- Audio and Video Record
- Multiple charging options, AC, 12V DC
- 30 frames per second video
- Mpeg – 4 formats
- Ability to simultaneously capture photos while recording videos without interruption
- Multiple activation notifiers such as vibrate, speaker, lights
- Ability to activate stealth mode (no lights or sounds, with vibration as the sole notifier)
- Charging time of 4 hours or less
- IR capable with option to deactivate the feature if deemed necessary

BWC Technical Requirements:

- BWCs must be able to connect with any Windows 7 or newer computer for download and maintenance.
- Respondent must include video/audio data management software
- 24-hour Technical Support (contiguous United States)
- BWCs must have Auto On functionality with multiple integrated triggers from vehicle

Service and Repair:

- All service and repair of devices provided at no cost to City. List any exceptions to covered repairs.

- Thirty (30) month replacement of BWCs and accessories to commence with original product delivery date
- 24-hour Technical Support (contiguous United States)
- Must provide unlimited 24/7 outsourced redaction services with a 24 - 48 hour turn-around on any video, photos, or audio that needs redacting. This process must be completed in a Criminal Justice Information Services (CJIS) compliant manner.
- Respondent must provide an on-site (City of Hinesville Police Department) implementation and training program at no additional cost

ICV Specifications:

- Selective Resolution 1080P/720P
- Video Format H.265/H.264
- Audio Format ADPCM and G.711U
- Operational Humidity – 90%
- Must have Pre-Record
- Built in Microphone Supported
- Operational Temperature -40 degrees Fahrenheit to 158 degrees Fahrenheit
- Sensor – 1/2.8” CMOS Sensor
- IR Capable
- GPS Functionalities
- Wi-Fi/Cellular Offload
- Storage – SD Card – Support SDXC 32GB/64GB/128GB/256GB
- Integration with Body Worn Camera
- Auto-Activation Triggers: Speed, Collision, Door Opening, Gun Rack Release, Code 2, Code 3
- 24-hour Technical Support (contiguous United States)

Storage:

- Unlimited Cloud storage on the Microsoft Azure Government Cloud
- 24-hour access for viewing or downloading the stored videos
- Acknowledgment that data is property of the city and must be made available at no additional cost
- Storage solution compliance with law enforcement CJIS data protection and transport (i.e. SSL) standards. No external party-initiated connections will be allowed. The storage facility must be located within the contiguous United States (lower 48) including data storage for disaster recovery (DR) solutions.
- Chain of custody reporting with the ability to export audit trail along with video, including redactions in an industry standard format
- Identified data integrity
- Ability to upload videos from third parties via an encrypted link

Proposal Format

Responses to this Request for Proposal must be made according to the requirements set forth in this section, both for content and sequence. Failure to adhere to these requirements, or inclusion of conditions, limitations or misrepresentations in a response may be cause for rejection of the submittal. Use 8-1/2” x 11” sheets (fold outs are acceptable for charts, etc.). Type size must be large enough to be easily legible but shall not be smaller than 12-point font.

Cover Letter shall be a maximum two-page Cover Letter and introduction, and shall include the name and address of the respondent submitting the proposal, together with the name, address and telephone number of the contact person who will be authorized to make representations for the respondent, the respondent's federal tax ID number, DUNS number, and a list of subcontractors, if any. The cover letter shall include a statement that the proposal is valid for 90 days after receipt.

Table of Contents shall be a detailed Table of Contents and shall include an outline of submittal, identified by sequential page number and by section reference number and section title as described therein.

Company Overview shall be a maximum of five pages in length and shall describe the respondent's experience in providing body cameras for law enforcement. Experience and focus in the public safety sector is of vital importance. The proposal shall include a statement that the company can meet the Scope of Work as detailed below and include the timeline for completing all required tasks. Describe related past projects completed along with a discussion comparing similarities with this proposed project. Please provide a comprehensive narrative history of the company and its experience in providing body cameras to public safety agencies. Respondents may also include any additional offered services or resources they offer that exceed the minimum requirements stated within this RFP.

This section shall also contain a comprehensive list of references preferably including municipalities or government agencies wherein similar services were performed. At a minimum, the following information must be included for each client reference:

- Client name, address, contact person name, telephone number, and email address.
- Detailed description of services provided similar to the services outlined in the Draft Scope of Work.

System Capabilities shall be a maximum of six pages entitled "System Capabilities" and shall include a description of the proposing Respondent's resources for successfully developing and completing this project. (Resources can include company's stability, staffing, support services, product quality/availability, method of delivery, etc.)

Project Pricing shall detail the cost portion of the proposal. Respondent shall provide pricing based on cost to properly train city staff, program implementation, and provide support and maintenance of the system annually. Respondent shall provide an itemized breakdown of all costs associated with providing body worn cameras to law enforcement agencies as formatted below. Prices quoted shall be valid for at least ninety (90) days following the proposal submission deadline and if a contract is entered into as a result of this RFP, shall become fixed for the term of the contract. All costs must be included in the Cost Response Section of the Proposal along with a not-to-exceed price.

Cost must be summarized in the following format (or similar format) per year. For example, if the contract is for five years, provide the below costs for Year 1, Year 2, Year 3, Year 4, and Year 5. For items that are on an as-needed basis provide the cost per service and the not to exceed costs.

For cost purposes, assume a total of 90 cameras and the required hardware, accessories and support.

Cost Element	Replacement Frequency	Cost per Item	Cost for Year _	Not to Exceed Costs
Body Worn Cameras, Mounting Apparatus, Service, Repair and 24-Hour Technical Support				
Additional Accessories and/or Mounting Options for BWCs				
Docking Station (s)				
In-Car Video System: Front-facing Camera, Backseat Camera, MDVR, Necessary Accessories				
In-Car Video System Installation				
Cloud Storage				
Set Up/Installation Fees				
On-Site Training (Implementation)				
Total Year _ Cost			Sum	

Cost Element for As-Needed Services	Cost per Item/Incident/Etc.
Outsourced Redaction	
On-Site Training (after implementation)	

Note: Any and all costs for the services presented must be accounted for and displayed in this summary format. Failure to do so may disqualify the proposal from further consideration. If your company has any commentary on any of these costs or require explanation, please do so on the page or continuation of the page on which you place this table in your proposal.

Draft Scope of Work shall be identified as “Attachment II – Scope of Work” for incorporation in the Model Contract as the final contract to be awarded to the successful respondent. This is the document in which the proposing respondents are requested to describe the work they will perform to complete this project. Should there be any tasks that are expected to be performed by the City, these should

also be clearly outlined as tasks in the Draft Scope of Work. If the proposing respondent included a not-to-exceed price in the proposal, proposed billing rate for all reimbursable expenses should be included in the Draft Scope of Work.

Evaluation Criteria

The selection committee will include representatives from the City of Hinesville and HPD. The criteria for selecting the company is provided below:

Criteria may include *but are not limited to*: Reputation and Experience, Capability and Availability of Staff, Quality of Product, System Design, and Cost. Criteria may be adjusted depending on the project and desired results.

- a. Reputation and Experience: Does the Respondent have sufficient experience in the kind of work required? Does the Respondent have a reputation of being reliable, delivering on schedule and performing tasks to the satisfaction of its clients?
- b. System Capability/Ease of Solution's Use/Support: Does the Respondent have the resources and capability to meet the customer support and maintenance needs? Is the repair or replacement turn-around time acceptable? Does the Respondent have the ability to provide more advanced technology solutions? How are upgrades and maintenance handled? Does the Respondent have sufficient stability and ability to meet the needs both now and in the future?
- c. Cost: Are the costs reasonable for the proposed tasks? Complete Cost response in format as per *Project Pricing* section above.

Selection may consist of two levels of review. Level I will consist of evaluating the proposals for the purpose of establishing the most qualified respondents. Level II will be used to select the finalists. This level may include a request for a presentation/demonstration from the finalists, proposal fact finding and negotiation of contract terms and conditions at no cost to the City of Hinesville. The presentation/demonstration may be web-based.

We reserve the right to discuss the proposals and negotiate modifications of the proposal, draft and potentially change the scope of work, terms and conditions and pricing with the prospective company as a part of the selection process.

Key Action Dates/Timeline

Event	Anticipated Date/Time (Subject to Change)
RFP Publication	Tuesday – November 1, 2022
Final Date to Submit Questions and Requests for Clarification	Friday – November 11, 2022
RFP Submittals Due	Thursday – December 1, 2022
Notice of Intent to Award	Monday – December 19, 2022
Anticipated Contract Award Date	Monday – January 2, 2023

General Terms & Conditions

Limitation: The Request for Proposals (RFP) does not commit the City of Hinesville (City) to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with all qualified sources or to cancel all or part of this RFP.

Award: The firm/entity selected may be required to participate in negotiations and to submit such revisions of their proposals as a result of the negotiations. The City reserves the right to award a contract/select a service provider without discussion based upon the initial proposals.

Indemnity: To the fullest extent permitted by law, the Vendor shall indemnify, defend, and volunteers, from and against any and all claims, losses, liabilities of every kind, nature and description, damages, injury (including without limitation injury to or death of an employee of Vendor or subcontractors as well as any claim by any employee, agent, contractor or independent contractor hired or employed by Vendor that such persons or individuals are entitled to any benefit otherwise provided to employees of the City, including coverage under the California Public Employee Retirement System, costs and expenses of any kind, whether actual, alleged or threatened, including, without limitation, incidental and consequential damages, court costs, reasonable attorney fees, litigation expenses, and fees of expert contractors or expert witnesses incurred in connection therewith and the costs of investigation, arising out of, pertaining to, or relating to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of Vendor, any subcontractor, anyone directly or indirectly employed by them or anyone that they control. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Vendor. This obligation to indemnify and defend the City, its members, officers, agents, employees and volunteers shall survive termination of the Contract.

The Vendor shall also agree to indemnify, defend and hold harmless the City, and its members, officers, employees, agents and volunteers for any costs, including attorney fees, expenses, damages, or liability that City may incur as a result of any proceedings claiming infringement of any patent, copyright, or trademark by use of the product and services furnished by Vendor.

Signature: The consultant's RFP response shall provide the following information: name, title, address and telephone number of individuals with authority to bind the service provider and also who may be contacted during the period of proposal evaluation. The consultant's RFP response shall be signed by an official authorized to bind the consultant, signifying complete understanding of and ability to comply with all requirements of the RFP, including those related to insurance as identified above.

Submission Instructions

The response shall include a cover letter, a table of contents and all items listed above and shall be in the following format:

- Submissions shall contain one (1) signed, original and three (2) hard copies, printed material on 8.5" x 11" paper.
- One (1) electronic copy shall also be provided in a thumb drive format.
- Submissions shall be in the order noted above.
- Submissions may also include color and fold out charts and graphs.

The City shall receive all Submissions no later than **5:00pm, Thursday, December 1, 2022**. Submissions should be addressed to:

Captain Frank Gallob
Hinesville Police Department
123 East M.L. King Jr. Drive
Hinesville, GA 31313

Late proposals will not be accepted.



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: HPD Bid Opening
Prepared by: Lloyd Slater
Presented by: Lloyd Slater

PURPOSE: To Present for Mayor and Council Consideration, HPD Bid Opening for Automatic Front Entrance Sliding Doors for the Law Enforcement Center.

BACKGROUND: Currently, the doorway of the Hinesville Police Department's main entrance consists of two swing-open glass doors. The left door is problematic, so it remains locked, and the hardware on the right door requires constant maintenance and repair. The door's inability to close automatically means it often swings free and remains in the open position, thereby losing heat and air conditioning. The three major reasons for converting the current doorway to an automatic sliding glass door system are:

1. Greater Convenience to Our Customers
Automatic doors will provide a hassle-free entrance for our elderly and disabled customers.
2. Significant Energy Savings
Automatic doors will effectively save energy by reducing the cost of heating and cooling.
3. Improved Cleanliness and Safety
By not touching the door, the likelihood of bacterial transmission drops significantly.

FUNDING: Budget \$22,682.00 *moved to (Cares Act)

RECOMMENDATION: 911 Glass and Door Service, LLC - Bid totaled \$14,300.00

ATTACHMENTS:

1. Bid Tabulation Sheet

PREVIOUS COUNCIL DISCUSSION: None

BID TABULATION

DATE: November 8, 2022

FOR: Automatic Front Entrance Sliding Doors

DEPARTMENT: Police

BUDGET: \$22,700

FUNDING: CARES Act (Coronavirus Aid, Relief, and Economic Security Act)

COMPANY	PRODUCT	BID AMOUNT
Formula Automatic Door Company Charleston, South Carolina	Automatic Front Entrance Sliding Doors	NO RESPONSE
Door Service911 Glass and, LLC Eden, Georgia	Automatic Front Entrance Sliding Doors	\$14,300
J&L Glass Incorporated Savannah, Georgia	Automatic Front Entrance Sliding Doors	NO RESPONSE

*Amount requested based on previous estimates \$22,700

Bid -\$14,300
Savings \$ 8,382



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023

Agenda Item: Collection of Municipal Taxes
Intergovernmental Agreement
#2023-3

Prepared by: Kimberly Ryon

Presented by: Kenneth Howard

PURPOSE: To amend the Intergovernmental Agreement for collection of Municipal Taxes with the Liberty County Tax Commissioner, Liberty County and the City for changes proposed by Liberty County.

BACKGROUND: The Intergovernmental Agreement for the collection of municipal taxes was updated and approved by City Council on December 15, 2022. Liberty County has requested an increase in the administration fees paid to them as part of this agreement. The increase is \$4,150 for a total of \$9,150.

FUNDING: The City's General Fund would pay for the increase.

RECOMMENDATION: To approve the amendment to the IGA for the collection of municipal taxes.

ATTACHMENTS:

1. LCTC Agreement 2022 final 01-12-2023-2

PREVIOUS COUNCIL DISCUSSION: December 15, 2022 City Council Meeting

AGREEMENT FOR THE COLLECTION OF MUNICIPAL TAXES PURSUANT TO
O.C.G.A. § 48-5-359.1 (a)

Dated and effective as of the 1st day of January, 2023 Between Liberty County, Georgia, a political subdivision of the State of Georgia, and City of Hinesville, Georgia, a municipal corporation created and existing under the laws of the State of Georgia, and Virgil M. Jones the duly elected Tax Commissioner of Liberty County, Georgia

THIS AGREEMENT FOR THE COLLECTION OF MUNICIPAL TAXES PURSUANT TO O.C.G.A. § 48-5-359.1(a) is made and entered into as of the 1st day of January, 2023, by and between LIBERTY COUNTY, GEORGIA, a political subdivision of the State of Georgia, with its offices being at 112 N. Main Street, Hinesville, Liberty County, Georgia (hereinafter referred to as the "County"), CITY OF HINESVILLE, GEORGIA, a municipal corporation created and existing under the laws of the State of Georgia, with its offices being at 115 E. M.L. King Jr. Blvd., Hinesville, Liberty County, Georgia (hereinafter referred to as the "City"), and VIRGIL M. JONES, the duly elected Tax Commissioner of Liberty County, Georgia (hereinafter referred to as the "Tax Commissioner").

WITNESSETH:

WHEREAS, pursuant to O.C.G.A. § 48-5-359.1 (a), the City and County are authorized and desire to contract, subject to approval of the Tax Commissioner, for the said Tax Commissioner: (i) to prepare the tax digest of the City; (ii) to assess and collect municipal taxes in the same manner as county taxes; and (iii) for the purpose of collecting such municipal taxes, to invoke any remedy permitted for collection of municipal taxes; and,

WHEREAS, the Tax Commissioner is willing to provide such services to the City, provided that the City compensate him for such additional duties and responsibilities as set forth hereinbelow; and,

WHEREAS, the City and County have determined that such arrangement will preserve public funds, better provide for the efficient and proper collection of taxes due and payable to the City, and otherwise benefit the public; and,

WHEREAS, this Agreement was presented and approved at meetings of the governing authorities of both the County and the City pursuant to lawful and duly given notice as required by O.C.G.A. 50-14-1 et seq.

NOW THEREFORE, incorporating the foregoing recitals, and in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby expressly acknowledged, the parties hereto mutually agree and bind themselves as follows:

I. Replacing Prior Agreements. Any and all agreements, understandings, or contracts that may presently exist between the parties regarding the subject matter hereof, whether written or oral, are hereby mutually rescinded, canceled, and annulled.

II. Services Provided. During the term of this Agreement, the Tax Commissioner is hereby empowered to, and to the best of his ability shall:

(A) upon the millage rate being fixed and determined by the governing authority of the City each year, prepare the tax digest for the City as required by law;

(B) assess, bill, and collect municipal taxes for the City in the same manner as county taxes (it being understood and agreed that the collection of municipal taxes hereunder shall not include those taxes due the City prior to November 1, 2001 unless otherwise agreed to by the parties hereto);

(C) for the purpose of collecting such municipal taxes, invoke any remedy permitted for collection of municipal taxes;

(D) account for and remit to the City all municipal taxes collected pursuant to this Agreement, together with all interest thereon, whether owing to delinquency or earned while in the possession of the Tax Commissioner, and penalties attributable thereto, if any, no less than monthly as may be hereafter specifically agreed upon by the City and the Tax Commissioner (it being understood and agreed that, in the event a tax bill is partially paid, the Tax Commissioner will remit to the City only a prorated amount based upon its percentage share of the whole tax amount due);

(E) timely prepare and file Georgia Department of Revenue ("GDOR") Form PT- 553C, known as the "Homeowner Tax Relief Grant Certification," in accordance with O.C.G.A. § 36-89-4 et seq. and related regulations (to include, but not limited to, GDOR Reg. 560-11-2-.57); and

(F) work with the City in the reconciliation of the then current year digest and prior digest.

The duties and responsibilities described in subparagraphs (A) through (F) hereinabove shall be collectively referred to herein as the "Tax Services," and shall at all times during the term of this Agreement be faithfully and industriously performed by the Tax Commissioner as this Agreement and the laws and Constitution of the State of Georgia may require.

III. Term of Agreement: Termination.

(a) Term. Unless sooner terminated as authorized hereinbelow, this Agreement shall commence on January 1, 2023 and terminate on December 31, 2023, provided, however, that this Agreement shall be automatically renewed on such termination date and on an annual basis thereafter not to exceed fifty (50) years, unless either the City, the County, or the Tax Commissioner notifies the other party(ies) of his or its wish to terminate this Agreement as set pursuant to subsections 3(b) or 3(c) of this Section.

(b) Termination Generally. Notwithstanding any other provision of this Agreement to the contrary, the County, the City, or the Tax Commissioner may terminate this Agreement

at any time during its term, for any or no reason, with or without cause, upon 12 months written notice to the other party(ies) of his or its intent to so terminate.

- (c) Termination for Reasonable Cause. In addition to, and not by limitation of, those rights of termination specified in subsection 3(b) of this Section, this Agreement may also be terminated by the County or the City, or the Tax Commissioner at any time upon seven (7) days prior written notice following a good faith determination by the governing authority of said entity that "reasonable cause" exists for such termination. "Reasonable Cause" shall be defined for the purposes of this Agreement as being:

- 1) Any act or omission which reasonably constitutes dishonesty, fraud, deceit, gross negligence, willful misconduct or recklessness; or
- 2) Inattention to, neglect of, or any other failure to competently perform the duties and responsibilities described hereunder in the manner and to the extent required in this Agreement, and failure to cure or otherwise satisfactorily address the same following ten (10) days' written notice thereof.

Upon the termination of this Agreement, neither party shall thereafter have any further rights, duties or obligations under this Agreement, but each party shall remain liable and responsible to the other for all obligations and duties hereunder accruing prior to said termination and for all acts and omissions of such party prior to such termination, provided, however, that the City and Tax Commissioner shall continue to collect taxes for the current tax year to the extent payment for the same has been remitted to the County and Tax Commissioner for such services. The City, the County, and the Tax Commissioner shall fully cooperate with one another to ensure that (i) all documents, accounts, and other records maintained hereunder are furnished to the City to the extent required by law or otherwise reasonably requested by the City; (ii) any and all audits or other accountings required by this Agreement or the laws of the State of Georgia are satisfactorily completed; and (iii) the future assessment and/or collection of municipal taxes is in no way materially jeopardized.

IV. Consideration and Reimbursement of Costs.

- (a) Payment to County. During the term of this Agreement, the City shall pay to the County a sum of TWO AND 00/100 (\$2.00) DOLLAR for each parcel of real estate lying within the City for which a tax bill is issued by the Tax Commissioner hereunder; provided, however that the annual aggregate amount paid by the City to the County by virtue of this Section 4 shall in no event exceed an amount equal to NINE THOUSAND ONE HUNDRED FIFTY AND 00/100 (\$9,150.00) DOLLARS (the "Maximum County Cost"). Payment by the City to the County hereunder shall be made annually following billing of municipal taxes by check to the County Financial Officer and based upon a written certificate or other appropriate record of the Tax Commissioner indicating the number of qualifying tax bills which were issued during such period. It is further acknowledged that the amounts paid pursuant to this Section 4 substantially

approximate the cost to the County of providing, through its Tax Commissioner, the Tax Services described in this Agreement.

- (b) Payment to Tax Commissioner. In consideration of the additional duties and responsibilities assumed by the Tax Commissioner under this Agreement, the City shall pay to the Tax Commissioner during the term hereof a sum of TWO AND 40/100 DOLLARS (\$2.40) for each parcel of real estate, personal property, mobile home and timber for which a tax bill is issued by the Tax Commissioner hereunder; it being acknowledged by all parties that such payments shall be in addition to all other compensation provided by law to be paid to the Tax Commissioner. Payment by the City to the Tax Commissioner pursuant to this subsection (b) of Section 5 shall be made monthly. Notwithstanding the foregoing, it is further understood and agreed that the City shall further allocate said monthly installments to other qualifying personnel within the Office of the Tax Commissioner as may be directed by the Tax Commissioner from time to time upon such conditions as may be agreed upon between the City and the Tax Commissioner; provided, however, that in no event shall the total payments made pursuant to this subsection (b) of Section 5 be increased in any way by such allocation.
- (c) Out-of-Pocket Expenses; Necessary Equipment. Notwithstanding any other provision in this Agreement to the contrary, the City shall, within ten (10) calendar days following written request thereof from the County, reimburse to the County any and all costs, fees, and expenses, of whatever nature, reasonably required by third parties and incurred by either the County or the Tax Commissioner by reason of the Tax Services provided hereunder. By way of illustration only, such third-party costs, fees, and expenses may include, but are not limited to (i) attorney fees, litigation expenses, costs of any public sale and related notice publications required in connection with the collection of municipal taxes; (ii) fees, costs, and expenses charged by any financial institution(s) in connection with the holding and maintenance of municipal taxes; and (iii) fees, costs, and expenses incurred by the County and attributable to any audit or similar examination conducted by the County's independent auditors pursuant to Section VI hereinbelow, provided however additional costs, if any, related to these services shall be mutually agreed upon by both parties prior to obligation. Additionally, in the event the purchase of new or replacement office equipment, computer enhancements, software, or similar items is made necessary in order to properly perform the Tax Services described herein, the City and County shall negotiate in good faith such purchase(s) and their respective contribution thereto (prior to acquisition). All monies paid by the City under this Paragraph 6, if any, shall be in addition to those amounts required elsewhere in this Agreement, to include, without limitation, Paragraphs 4 and 5 hereof.

V. Reporting.

(a) During the term of this Agreement, the Tax Commissioner shall make available to the City certain reports and documents as follows:

(1) On a date or dates mutually agreed upon by the City, the County, and the Tax Commissioner, the Tax Commissioner shall annually provide to the City:

(A) Preliminary tax digest totals including totals by category and grand totals;

(B) List of exempt real and personal property accounts, whether due to freeport, homestead, disabled veteran, or other exemption authorized by law which includes a total of the exemptions by category and a total of all exemptions;

(C) List of tax assessments by classification;

(D) List of real and personal property accounts under appeal with a total for each category and a grand total upon receipt the listing of such appeals from the Liberty County Board of Tax Assessors;

(E) A report effectively providing an execution docket of all unpaid accounts as of October 31st of each year (to include, without limitation, tax map and parcel number, bill number, taxpayer name, and tax amount); and

(F) A detailed tax digest and binder after tax billing.

(2) Monthly, a report detailing the municipal taxes collected and remitted to the City, together with such other type of information regularly provided to the County in connection with similar payments, as well as the following if not so included:

(A) List of allowances for errors;

(B) List of refunds made;

(C) List of partial payments;

(D) Breakdown of payments indicating amounts remitted by reason of principal tax, interest and penalties thereon, and interest earned on such amounts while in the custody of the Tax Commissioner;

(E) NOD accounts;

(F) Errors and releasing for existing accounts;

(G) Summary of collections by classification and tax year; and

(H) List of paid accounts (to include, without limitation, tax map and parcel number, bill number, taxpayer name, and tax amount).

The foregoing shall be provided in addition to any and all other reports, digests or documents required by this Agreement or the laws of the State of Georgia but may be made a part of or otherwise included therein.

VI. Mutual Cooperation; Audit. The City, County, and Tax Commissioner shall each cooperate with the others to the extent necessary to fully effectuate the intent and purpose of this Agreement and shall make available to the others for review or inspection any and all documents, accounts, and other records necessary for the performance of this Agreement. Without limiting the generality of the foregoing, it is specifically agreed that the County and the Tax Commissioner

shall permit access to the City and its auditors or similar agents for the purpose of the City's annual audit or for other good and sufficient cause made necessary by this Agreement. Additionally, or alternatively, should the City so request, the County's independent auditors shall confirm annually to the City the accuracy of the municipal taxes collected and paid to the City under this Agreement.

VII. Tax Schedule; Unitary Billing. The City hereby agrees to cooperate with the Tax Commissioner, the County, the Board of Assessors, the Board of Education, the Hospital Authority, and the Industrial Authority of Liberty County in establishing and observing a schedule of dates necessary for the efficient and proper assessment and collection of all taxes due the aforementioned entities; it being understood and agreed that all taxes shall be billed simultaneously notwithstanding the failure of any one entity to fully and timely comply with such schedule.

VIII. Severability of Provisions. If any provision of this Agreement or the application of any such provision to any person or circumstance is held unenforceable or invalid for any reason, then provided that the essential consideration for entering into this Agreement on the part of any party is not unreasonably impaired, such provision or portion thereof shall be modified or deleted in such manner as to render this Agreement legal and enforceable to the fullest extent permitted under applicable law.

IX. Modification. Any modification, amendment or other change to this Agreement, or additional obligation assumed, by either party in connection therewith shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

X. Waiver. No failure by any party hereto to insist upon the strict performance of any term or condition of this Agreement or to exercise any right or remedy available to it will constitute a waiver. No breach or default of any provision of this Agreement will be waived, altered or modified, and no party may waive any of its rights, except by a written instrument executed by such party. No waiver of any breach or default will affect or alter any term or condition of this Agreement, and such term or condition will continue in full force and effect with respect to any other then existing or subsequent breach or default thereof.

XI. Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the subject matters addressed herein, and supersedes any and all prior or contemporaneous agreements, discussions, representations or understandings between them, whether written or oral, with respect to said subject matters. The parties further acknowledge that no promises, representations, inducements, agreements, or warranties, other than those set forth herein, have been made to induce the execution of this Agreement, and no party has executed this Agreement in reliance on any promise, representation, inducement, or warranty not contained herein.

XII. Neutral Construction; Exhibits. The parties hereto acknowledge that this Agreement was jointly negotiated and reviewed by them, and therefore no provision of this Agreement shall

be construed against either party by any Court or other judicial or arbitral body by reason of such party 1s being deemed to have drafted or structured such provision. Each and every exhibit attached to or otherwise specifically referenced in this Agreement is and shall be construed to be made a part of this Agreement by such reference or attachment at each point at which such reference or other mention occurs, in the same manner and with the same effect as if fully set forth herein.

XIII. Governing Law; Venue. THIS AGREEMENT HAS BEEN EXECUTED IN THE STATE OF GEORGIA AND SHALL BE GOVERNED BY AND CONSTRUED IN ALL RESPECTS IN ACCORDANCE WITH THE LAWS OF THE STATE OF GEORGIA.

XIV. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement, binding on all parties hereto, whether or not each counterpart is executed by all parties hereto, so long as each party hereto has executed one or more counterparts hereof.

XV. Construction. Words of any gender used in this Agreement shall be held and construed to include any other gender, and words of a singular number shall be held to include the plural, and vice versa, unless the context requires otherwise. All references to paragraph or subparagraphs shall be deemed references to paragraphs and subparagraphs of this Agreement, and unless otherwise specified the terms "herein," "hereby," "hereunder," "hereof," "hereinafter," "hereinafter" and other equivalent words refer to this Agreement and not solely to the particular portion thereof in which any such word is used. Additionally, paragraph and subparagraph headings herein are for purposes of convenience only and shall not affect the meaning or interpretation of any provision or term of this Agreement.

XVI. Notices. All notices required hereunder shall be in writing and shall be given or served by first-class United States mail, postage prepaid, registered or certified with return receipt requested; by overnight courier service; or personally presented to any party hereto at the below listed addresses; provided, however, that hereinafter any party shall have the right to change its address for notice hereunder to any other location within Liberty County, Georgia by the giving of thirty (30) days' notice to the other party in the manner set forth hereinabove. Notice sent by first-class United States mail, postage prepaid, registered or certified with return receipt requested, shall be effective three (3) days after its deposit. Notice given in any other manner, including overnight delivery, shall be effective only if and when received by the addressee.

If to the city:

City of Hinesville, Georgia
Attn: Kenneth Howard
115 E. Martin Luther King Jr. Dr.
Hinesville, Georgia 31313

If to the County:

Liberty County, Georgia
Attn: Joseph Brown
112 N. Main Street
Hinesville, Georgia 31313

If to Tax Commissioner:

Virgil M. Jones

Tax Commissioner of Liberty County, Georgia

112 N. Main Street, First Floor

Hinesville, Georgia 31313

XVII. Assignment; Binding Effect. The rights and obligations of the parties under this Agreement are personal and may not be assigned without the prior written consent of all the parties hereto. Subject to the foregoing, this Agreement shall be binding upon and enforceable against, and shall inure to the benefit of, the parties hereto and their respective successors, successors in office, and permitted assigns.

XVIII. No Third-Party Beneficiaries. This Agreement is made between and limited to the legal entities and persons executing the same, and is not intended, and shall in no event be construed to be, for the benefit of any person(s) other than such signatories, and no other person(s), whether residing in Hinesville, Liberty County, Georgia or not, shall be considered a third-party beneficiary by virtue of this Agreement or otherwise entitled to enforce the terms of this Agreement for any reason whatsoever.

XIX. Time of the Essence; Computation of Time. Time is of the essence of this Agreement. Anywhere a day certain is stated for payment or for performance of any obligation, the day certain so stated enters into and becomes a part of the consideration for this Agreement. If any date set forth in this Agreement shall fall on, or any time period set forth in this Agreement shall expire on, a day which is a Saturday, Sunday, federal or state holiday, or other non-business day, such date shall automatically be extended to, and the expiration of such time period shall automatically be extended to, the next day which is not a Saturday, Sunday, federal or state holiday or other non-business day. The final day of any time period under this Agreement or any deadline under this Agreement shall be the specified day or date and shall include the period of time through and including such specified day or date.

[SIGNATURES CONTAINED ON THE FOLLOWING PAGE]

[Agreement Pursuant to O.C.G.A. § 48-5-359.1 (a) - Signature Page]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement under seal as of the day and year shown above, and the same shall be considered binding all such parties in accordance with the foregoing provisions.

This ____ day of January, 2023.

_____(SEAL)
Virgil Jones in his capacity as Tax Commissioner
of Liberty County

_____(SEAL)
JOSEPH BROWN on behalf of LIBERTY COUNTY,
GEORGIA, a political subdivision of the State of Georgia

Signed, sealed and delivered
in the presence of as to County:

Witness

Notary (SEAL)
My commission expires: _____

CITY OF HINESVILLE, GEORGIA, a Georgia municipal
corporation

By: _____
Allen Brown, Mayor

Attest: _____

Position: _____

Signed, sealed, and delivered in
the presence of as to City:

Witness

Notary (SEAL)
My commission expires: _____



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Qualifying for Municipal Elections
Prepared by: Shamika Wilson
Presented by: Kenneth Howard

PURPOSE: To Discuss Information for Qualifying for Candidacy in the City of Hinesville General Election to be Held on November 7, 2023.

BACKGROUND: City of Hinesville General Elections are held every four years. Elections are managed by the Liberty County Board of Electors.

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. Qualifying for Candidacy

PREVIOUS COUNCIL DISCUSSION: None

**QUALIFYING FOR CANDIDACY INFORMATION
CITY OF HINESVILLE ELECTION**

NOVEMBER 7, 2023

QUALIFYING FEES:

Mayor - \$720.00

City Council - \$360.00

QUALIFYING PERIOD AND PLACE:

August 21, 2023 – August 25, 2023

(8:30a.m. – 4:30p.m.)

City Hall – City Clerk’s Office

115 East M. L. King Jr. Drive

Hinesville, Georgia 31313

MAYOR AND COUNCIL QUALIFICATIONS:

City of Hinesville Charter

-Section 5 (a)

A candidate for mayor may not offer for election unless such person has been a resident of the City of Hinesville for at least 12 months immediately preceding the date of the municipal election. If the mayor moves his legal residence from the city, the office of mayor shall immediately become vacant.

-Section 5 (b)

A candidate for city council may not offer for election unless such person has been a resident of the council district from which such person offers as a candidate for at least 12 months immediately preceding the date of the municipal election. In the event a member moves his legal residence from the district the member represents, the member’s place on the council shall immediately become vacant.

-Section 11

Be it further enacted by the authority aforesaid, that no person shall be eligible to the position of mayor and council unless he has reached the age of twenty-one years, a citizen of the United States and of the State of Georgia, and shall have resided in the City of Hinesville for at least (12) months prior to his election.

REFER TO GENERAL PROVISION O.C.G.A. (Code Section 45-2-1)

In order to hold any civil office, a person must:

1. Be a citizen of this state and at least 21 years of age;
2. Not be the holder of any public money due this state or any county who has refused to account for and pay over the same to the proper officer;
3. Have not been convicted of a felony offense involving moral turpitude under the laws of this or any other state unless restored to all his rights of citizenship by a pardon from the State Board of Pardons & Paroles;
4. Not hold any office of profit or trust under the government of the United States other than that of postmaster & officers & enlisted men of Armed Forces Reserve (see code section); or of either of the several states, or of any foreign state.
5. Not be of unsound mind or unfit to discharge the duties of the office from advanced age or bodily infirmity;
6. Be an inhabitant of the state, county, district, or circuit for the period required by the Constitution & laws of this state.
7. Be a qualified voter entitled to vote.
8. Not be constitutionally disqualified for any cause.

ARTICLE II, SECTION II, PARAGRAPH III OF THE CONSTITUTION OF THE STATE OF GEORGIA

Persons not eligible to hold office. No person who is not a registered voter or who has been convicted of a felony involving moral turpitude, unless that person's civil rights have been restored & at least ten years have elapsed from the date of the completion of sentence without a subsequent conviction of another felony involving moral turpitude, or who is the holder of public funds illegally shall be ineligible to hold any office or appointment of honor or trust in this state.

EARLY VOTING:

Historical Courthouse
100 Main Street
Hinesville, Georgia 31313

October 16, 2023 –November 3, 2023
Monday – Friday (8:00a.m. – 5:00p.m.)

POLLING PLACE:

November 7, 2023 (7:00a.m. – 7:00p.m.)
Charles M. Shuman Recreation Center
800 Tupelo Trail
Hinesville, GA 31313

VOTERS REGISTRATION OFFICE:

100 North Main Street
Suite 1600
Hinesville, GA 31313

Coastal Courier – January 25, 2023

Please acknowledge receipt of this notice. Thanks!

Signature

Date



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Mobile Food Service
Establishment Request
Prepared by: Deridra Weeks
Presented by: Deridra Weeks

PURPOSE: Kaelum Kalista of Kalista Concessions, would like to operate a mobile food service establishment. The Inspections and Fire Department have reviewed and approved the application.

BACKGROUND: None

FUNDING: None

RECOMMENDATION: Approval

ATTACHMENTS:

1. Kalista Concessions Application
2. Kalista Concessions Background Check
3. Kalista Concessions Summary Sheet

PREVIOUS COUNCIL DISCUSSION: None

LICENSE YEAR: 2023



DATE RECEIVED:
BLDG INSP:
ZONING:
FIRE:

FOR OFFICE USE ONLY

DATE: 1-3-23
DATE:
DATE:

MOBILE FOOD SERVICE ESTABLISHMENT LICENSE APPLICATION

PAYABLE TO:

City of Hinesville
115 East M.L. King, Jr. Drive
Hinesville, Georgia 31313

NAME OF MOBILE FOOD OWNER:

Kaelum Kalista
779 Bears Bluff Rd Glennville Ga. 30427

MAILING ADDRESS: CITY/STATE/ZIP

Kalista concessions KaelumK@gmail.com

TRADE NAME OF COMMISSARY:

EMAIL ADDRESS:

779 Bears Bluff Rd. Glennville Ga. 30427

BUSINESS / COMMISSARY ADDRESS: CITY/STATE/ZIP

912-318-9772

BUSINESS PHONE:

ALTERNATE PHONE:

Walmart Supercenter 751 W Ogethorpe Hwy

FOOD VENDING LOCATION ADDRESS:

SOCIAL SECURITY NUMBER:

88-1596781

BIRTH DATE: MONTH/DAY/YEAR

22072775

FEDERAL TAX ID NUMBER:

STATE TAX ID NUMBER:

052308785

CITY BUSINESS LICENSE NUMBER:

OWNER DRIVER'S LICENSE NUMBER:

(Please attach a photocopy of driver licenses of all drivers)

TYPE OF VEHICLE: truck/other (specify)

(Please attach a photograph of mobile unit)

MAKE:

MODEL:

VIN:

PLATE NUMBER:

(Please attach copy of registration)

ACTIVE LICENSE / PERMIT FROM ANOTHER COUNTY:

YES NO

(Please attach a copy of license / permit)

LICENSE FEE COMPUTATIONS

Amount per event 500.00 x 1 days

(Enter Amount Due) \$

500.00

Administrative Fee

68.00

Inspection Fee

20.00

Additional Fees

380.00

TOTAL DUE:

TOTAL RECEIVED \$ 580.00

IMPORTANT - PLEASE READ CAREFULLY:

The applicant hereby agrees to be bound by all of the terms and conditions of the Ordinances adopted by the City of Hinesville, Georgia and any laws as may apply to the above business. I hereby agree to permit during business hours reasonable inspections as authorized by law. I hereby certify that all information provided is true and correct. I understand that providing false information may result in the revocation of my license. Licenses may be suspended or revoked for violation of the terms of the Ordinance. Notification is required of closing, change of business location or ownership.

THIS 1 DAY OF 3, 2023

(AUTHORIZED SIGNATURE OF APPLICANT)

Personally, before me the undersigned appeared Kaelum Kalista who on Oath has sworn that the above information given therein is true and correct.

Sworn to and subscribed before me this 3 day of Jan, 2023

STATE OF: GA

COUNTY OF: Liberty

CITY OF: Hinesville

NOTARY STAMP OR SEAL:

NOTARY PUBLIC:

LICENSE MAY BE SUSPENDED OR REVOKED FOR VIOLATION OF THE TERMS OF THE ORDINANCE. NO BUSINESS, PERSON, OR ORGANIZATION IS TO OPERATE WITHOUT APPROVAL OF THIS APPLICATION FOR LICENSE.

MAYOR
Allen Brown

CITY MANAGER
Kenneth K. Howard

CITY CLERK
Lia Jones

CITY ATTORNEY
Linnie L. Darden, III



Lloyd L. Slater, Chief of Police

MAYOR PRO TEM
Keith Jenkins

COUNCIL MEMBERS
Diana F. Reid
Vicky C. Nelson
Jason Floyd
Karl A. Riles

FROM THE HINESVILLE POLICE DEPARTMENT

This is to certify that I have checked criminal history records on the enclosed applicants.

Name of applicant

☐ No record on file
☒ Record on file acceptable
☐ Record on file, summary attached
☐ Not acceptable

Kalista, Kaelum Martin

Name of applicant

☐ No record on file
☐ Record on file acceptable
☐ Record on file, summary attached
☐ Not acceptable

Name of applicant

☐ No record on file
☐ Record on file acceptable
☐ Record on file, summary attached
☐ Not acceptable

Name of applicant

☐ No record on file
☐ Record on file acceptable
☐ Record on file, summary attached
☐ Not acceptable

Name of applicant

☐ No record on file
☐ Record on file acceptable
☐ Record on file, summary attached
☐ Not acceptable

Signature

01/09/23

Date

"Home for a Day or a Lifetime"

123 East M.L. King Jr. Drive, Hinesville, GA 31313 (912) 368-8211
www.cityofhinesville.org

SUMMARY SHEET FOR MOBILE FOOD SERVICE ESTABLISHMENT LICENSE

YEAR OF LICENSE	2023
NAME OF BUSINESS	Kalista Concessions
ADDRESS OF BUSINESS	779 Bearns Bluff Rd Glennville, GA 30427
NAME OF APPLICANT	Kaelum Kalista
NAME OF MANAGER	Kaelum Kalista
APPROVED BY HPD	Yes 01/01/2023
APPROVED BY ZONING	Yes 01/03/2023
APPROVED BY INSPECTIONS DEPARTMENT	Yes 01/03/2023
APPROVED BY HFD	Yes 01/04/2023
TYPE OF LICENSE	Mobile Food Service Establishment

NOTES: In the past, Mayor & Council have authorized representatives to solicit from 10:00 am until 7 pm. All authorized representatives must carry a City issued ID card, along with a picture ID, when soliciting.

City Council () Approved () Disapproved by _____ Date: 01-19-2023



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: YR 2023 Alcohol Beverage License Renewals
Prepared by: Deridra Weeks
Presented by: Deridra Weeks

PURPOSE: 2023 Alcohol Beverage License Renewals

BACKGROUND: Current establishments request renewal of their Alcohol Beverage License for Year 2023.

FUNDING: None

RECOMMENDATION: Approval

ATTACHMENTS:

1. Countryside C Store Summary Sheet
2. Fast Stop Summary Sheet
3. Food Lion Summary Sheet
4. Kroger 487 Summary Sheet

PREVIOUS COUNCIL DISCUSSION: None

SUMMARY SHEET FOR ALCOHOL LICENSE RENEWAL-YEAR 2023

NAME OF BUSINESS Countryside C Store

ADDRESS OF BUSINESS 1439B W Oglethorpe Hwy
Hinesville, GA 31313

NAME OF APPLICANT(S) Jauruti Patel

NAME OF LOCAL MANAGER Jauruti Patel

APPROVED BY HPD YES 01/09/2023

APPROVED BY ZONING YES 12/29/2022

**APPROVED BY INSPECTIONS
DEPARTMENT** YES 12/29/2022

APPROVED BY HFD YES 12/29/2022

TYPE OF LICENSE Consumption off premise
Beer, and wine

SUNDAY SALES Yes

VIOLATION HISTORY No violations past 12 months

NOTES: This business operates as a convenience store. This location is not on probation.

City Council () Approved () Disapproved by _____ Date 01-19-23

SUMMARY SHEET FOR ALCOHOL LICENSE RENEWAL-YEAR 2023

NAME OF BUSINESS Fast Stop

ADDRESS OF BUSINESS 1735 Elma G Miles Pkwy
Hinesville, GA 31313

NAME OF APPLICANT(S) Chirag Patel

NAME OF LOCAL MANAGER Chirag Patel

APPROVED BY HPD YES 12/15/2022

APPROVED BY ZONING YES 12/13/2022

**APPROVED BY INSPECTIONS
DEPARTMENT** YES 01/09/2023

APPROVED BY HFD YES 01/09/2023

TYPE OF LICENSE Consumption off premise
Beer, and wine

SUNDAY SALES Yes

VIOLATION HISTORY No violations past 12 months

NOTES: This business operates as a convenience store. This location is not on probation.

City Council () Approved () Disapproved by _____ Date 01-19-23

SUMMARY SHEET FOR ALCOHOL LICENSE RENEWAL-YEAR 2023

NAME OF BUSINESS Food Lion

ADDRESS OF BUSINESS 2389 W Hwy 196
Hinesville, GA 31313

NAME OF APPLICANT(S) Food Lion Corporation

NAME OF LOCAL MANAGER Jerica Evans

APPROVED BY HPD YES 12/20/2022

APPROVED BY ZONING YES 12/27/2022

**APPROVED BY INSPECTIONS
DEPARTMENT** YES 01/09/2023

APPROVED BY HFD YES 01/09/2023

TYPE OF LICENSE Consumption off premise
Beer, and wine

SUNDAY SALES Yes

VIOLATION HISTORY No violations past 12 months

NOTES: This business operates as a grocery store. This location is not on probation.

City Council () Approved () Disapproved by _____ Date 01-19-23

SUMMARY SHEET FOR ALCOHOL LICENSE RENEWAL-YEAR 2023

NAME OF BUSINESS Kroger #487

ADDRESS OF BUSINESS 555 W Oglethorpe Hwy
Hinesville, GA 31313

NAME OF APPLICANT(S) The Kroger Company

NAME OF LOCAL MANAGER Davina Ortiz

APPROVED BY HPD YES 01/09/2023

APPROVED BY ZONING YES 12/28/2022

**APPROVED BY INSPECTIONS
DEPARTMENT** YES 12/28/2022

APPROVED BY HFD YES 12/28/2022

TYPE OF LICENSE Consumption off premise
Beer, and wine

SUNDAY SALES Yes

VIOLATION HISTORY No violations past 12 months

NOTES: This business operates as a grocery store. This location is not on probation.

City Council () Approved () Disapproved by _____ Date 01-19-23



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Public Comment
Prepared by: Lia Jones
Presented by: Mayor Brown

PURPOSE: To Allow Citizens to Address Mayor and Council.

BACKGROUND: None

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

PREVIOUS COUNCIL DISCUSSION:



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Mayor Brown's Report
Prepared by: Christy Deloach
Presented by: Mayor Brown

ACTION ITEMS:

None

INFORMATIONAL ITEMS:

None



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Councilmember Riles Report
Prepared by: Jean Marie Reynolds
Presented by: Councilmember Riles

ACTION ITEMS:

None

INFORMATIONAL ITEMS:

Monthly Crime and Citation Report



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Monthly Crime and Citation Report
Prepared by: Jean Marie Reynolds
Presented by: Lloyd Slater

PURPOSE: To discuss the Monthly Crime and Citation report for the month of December 2022

BACKGROUND: None

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. Crime and Citation report 2022-12
2. MonthlyCrimes_Council_2022_12_Charts
3. MonthlyCrimes_Council_2022_12_HeatMap
4. MonthlyCrimes_Council_2022_12_PointMap

PREVIOUS COUNCIL DISCUSSION:

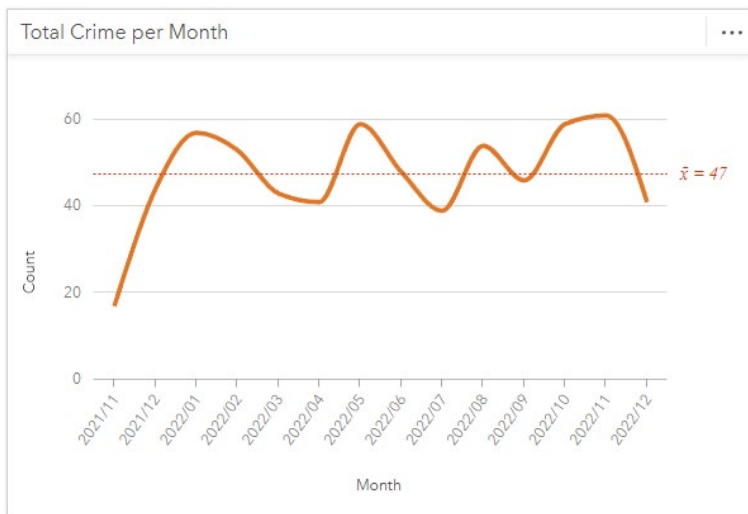
CRIME AND CITATION REPORT
December 1, 2022 - December 31, 2022

	December 2022	November 2022	Monthly % Change	December 2021	November 2021
Aggravated Assault/Assault	16	15	7%	19	14
Auto Theft	4	8	-50%	2	0
Homicide/Homicide by Vehicle	1	0	100%	0	0
Rape	1	0	0%	3	2
Robbery	2	1	0%	1	0
Burglary	4	13	-69%	10	15
Arson	0	0	0%	0	0
Entering Auto	13	24	-46%	7	8
Domestic Disputes	80	42	90%	50	58
Juvenile Arrests	23	26	-12%	11	21
Adult Arrests	194	199	-3%	130	132
Traffic	57	76	-25%	40	39
Criminal	137	123	11%	101	93
Total Case Numbers Issued	4,977	4,997	0%	4,418	4,496
Direct Patrols. Walk & Talks, Foot Patrols	1,950	1,841	6%	1,801	2,226
Dispatched Calls	1,642	1,657	-1%	1,468	1,515
Criminal Citations	114	152	-25%	101	108
Military	16	17	-6%	27	15
Civilian	98	135	-27%	74	93
Traffic Citations	917	957	-4%	673	745
Military	224	207	8%	147	146
Civilian	693	750	-8%	526	599
Total Citations	1,031	1,109	-7%	774	853
Traffic Warnings	534	549	-3%	394	453
DUI	10	15	-33%	8	10
Over 21	10	15	-33%	8	9
Under 21	0	0	0%	0	1
Military	2	4	-50%	3	0
Civilian	8	11	-27%	5	10

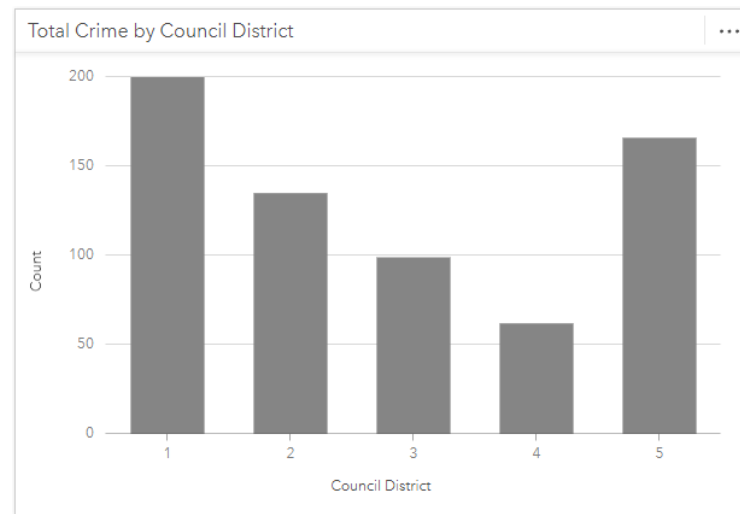
PART I CRIMES IN December 2022 - BY DISTRICT

	District 1	District 2	District 3	District 4	District 5
Homicide/Homicide by vehicle	1	0	0	0	0
Rape	0	0	0	0	1
Robbery	1	0	0	0	1
Aggravated Assault/Assault	7	3	4	0	2
Burglary	1	1	1	0	1
Auto Theft	3	1	0	0	0
Arson	0	0	0	0	0
Entering Auto	7	1	4	0	1

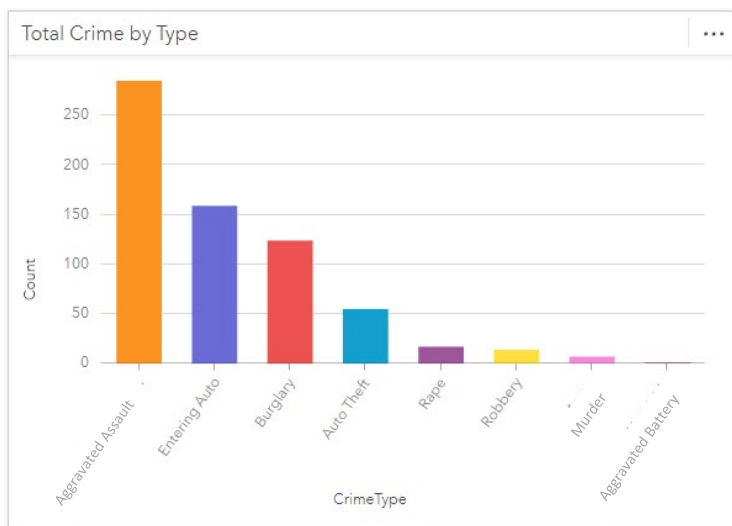
Total Crime per Month



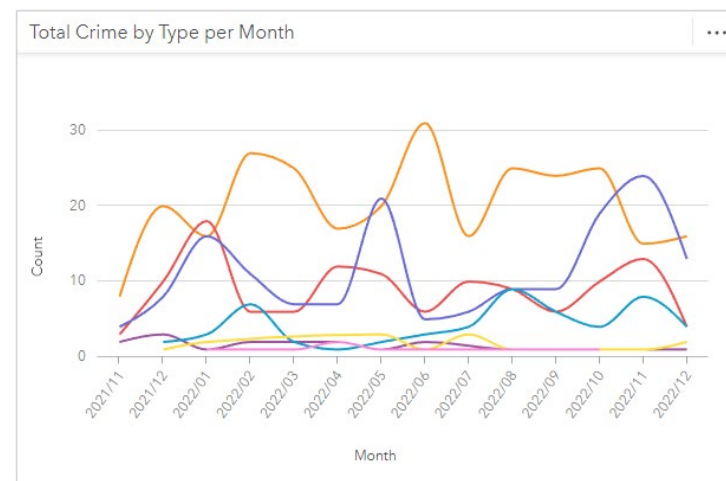
Total Crime per Council District in the last 12 months



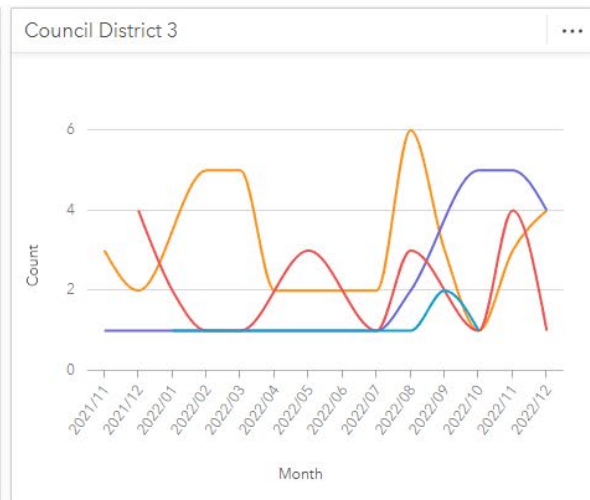
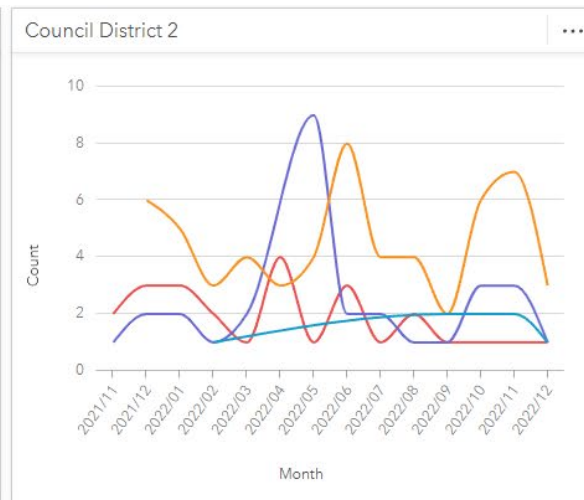
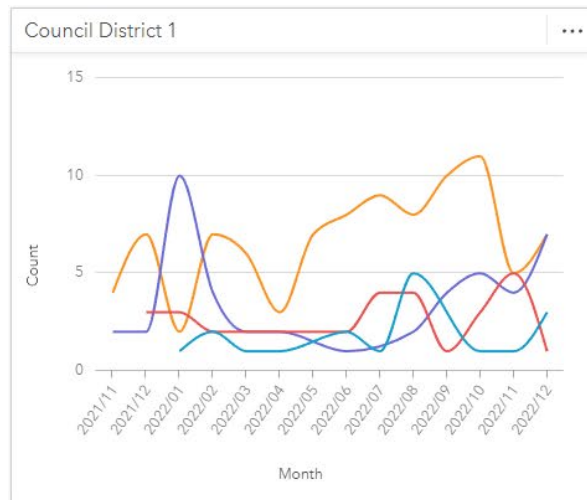
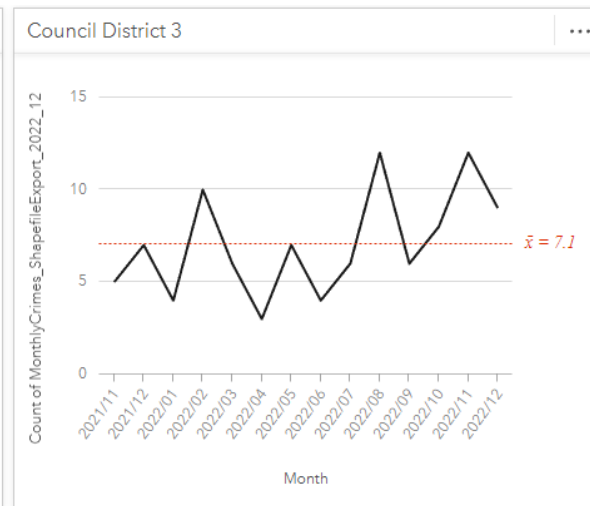
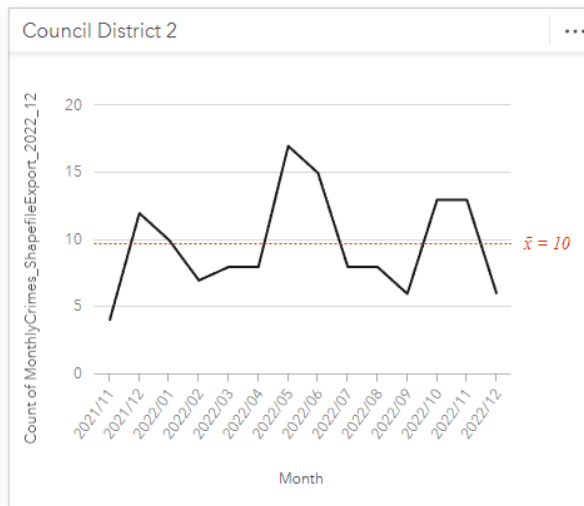
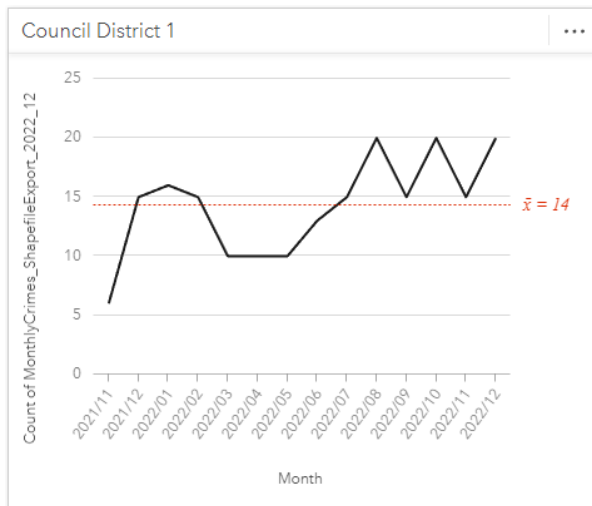
Total Crime by Type in the last 12 months



Total Crime by Type per Month



Total Crime per Council District



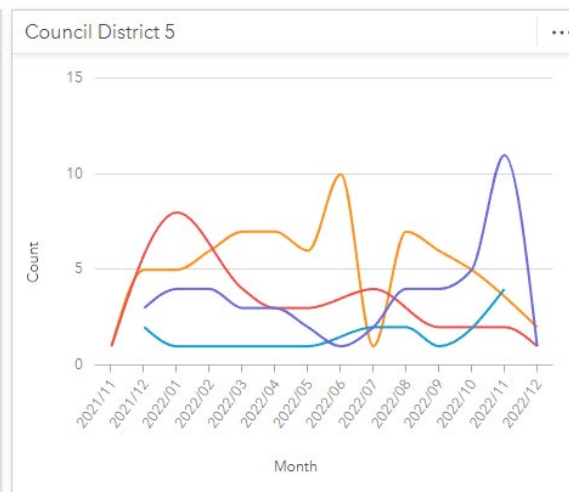
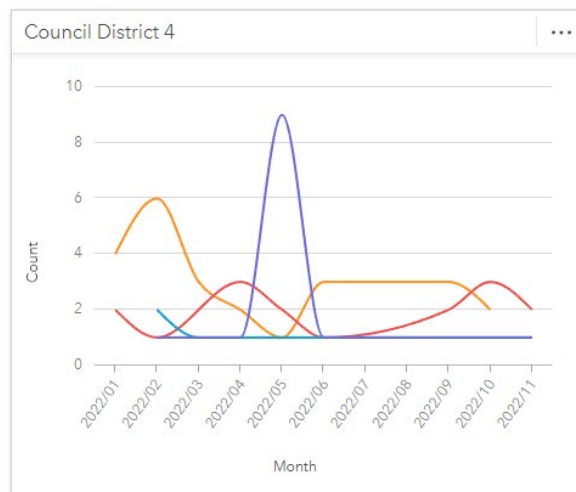
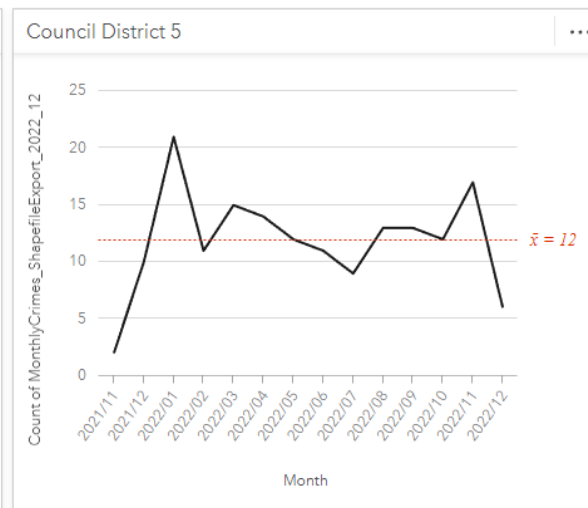
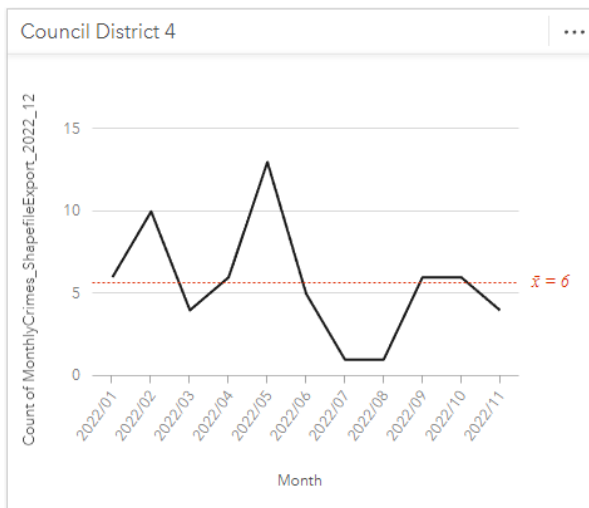
Entering Auto

Aggravated Assault

Burglary

Auto Theft

Total Crime per Council District (cont.)

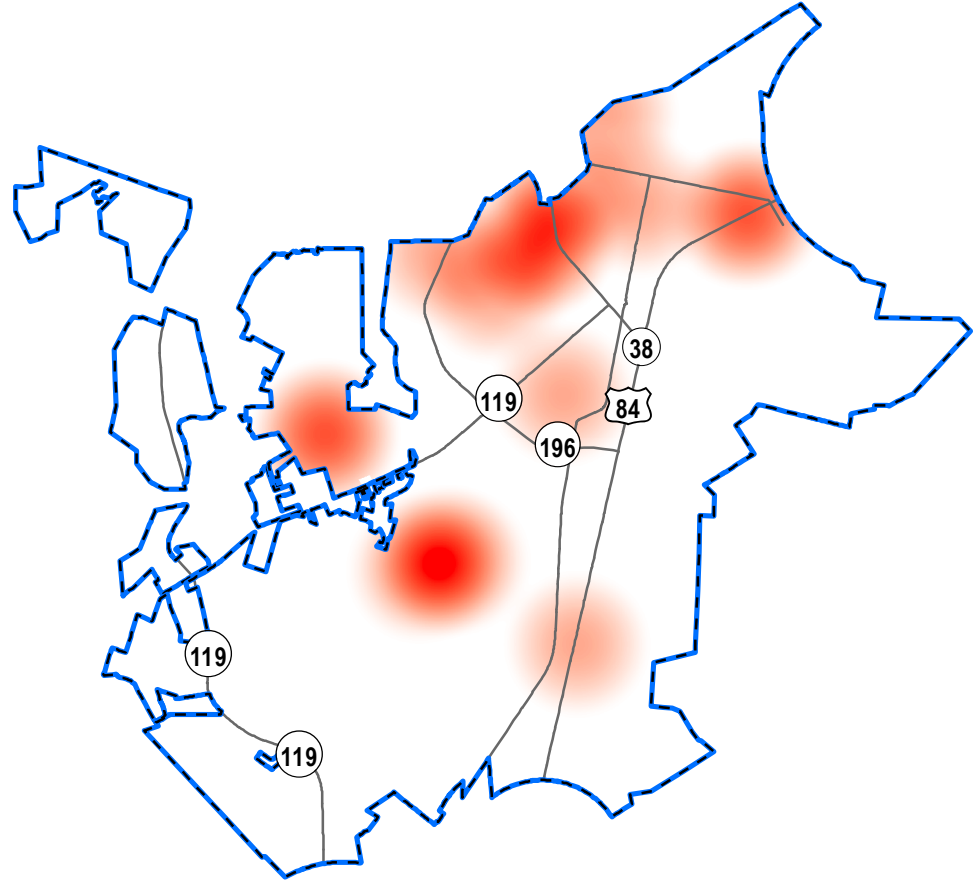
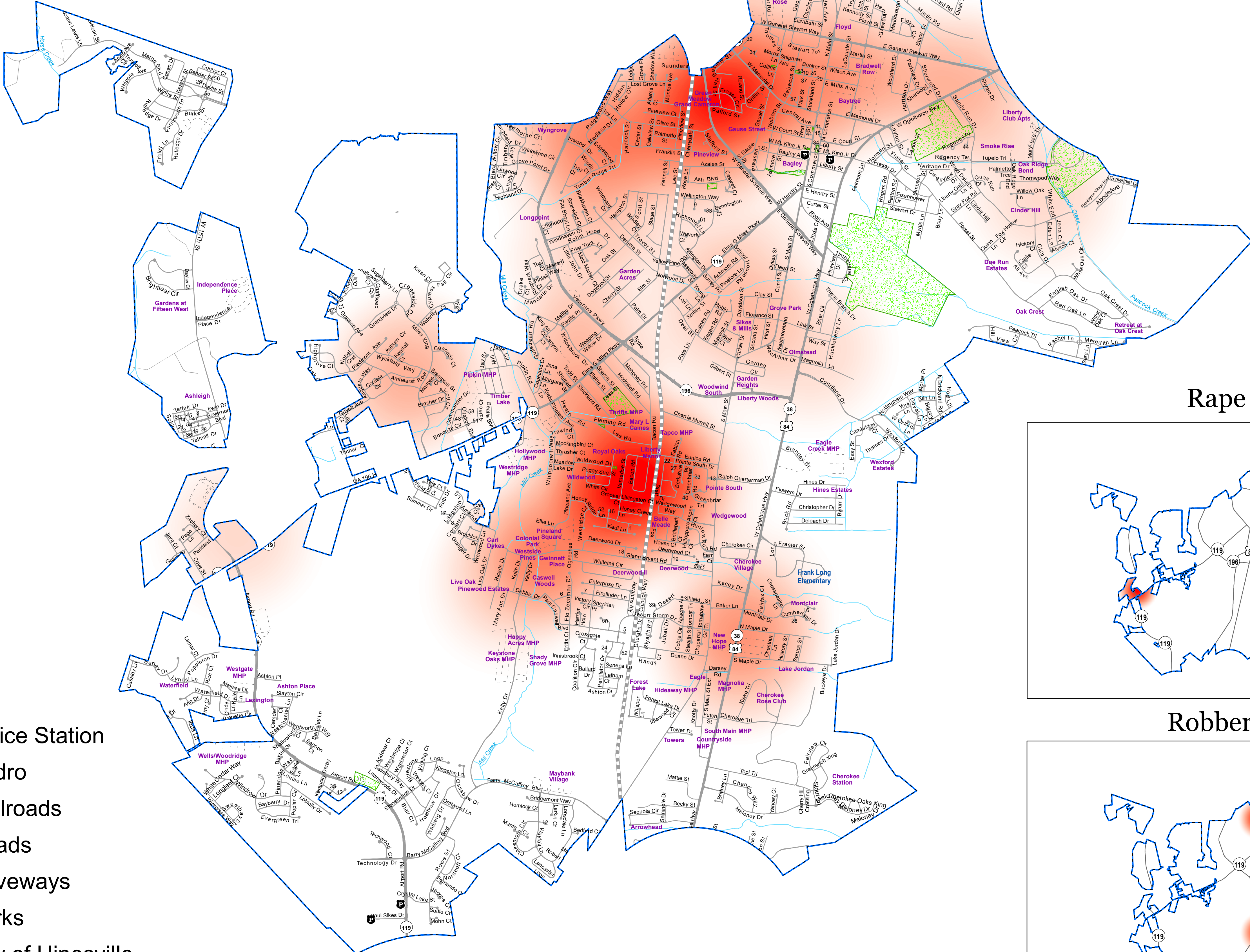


Entering Auto

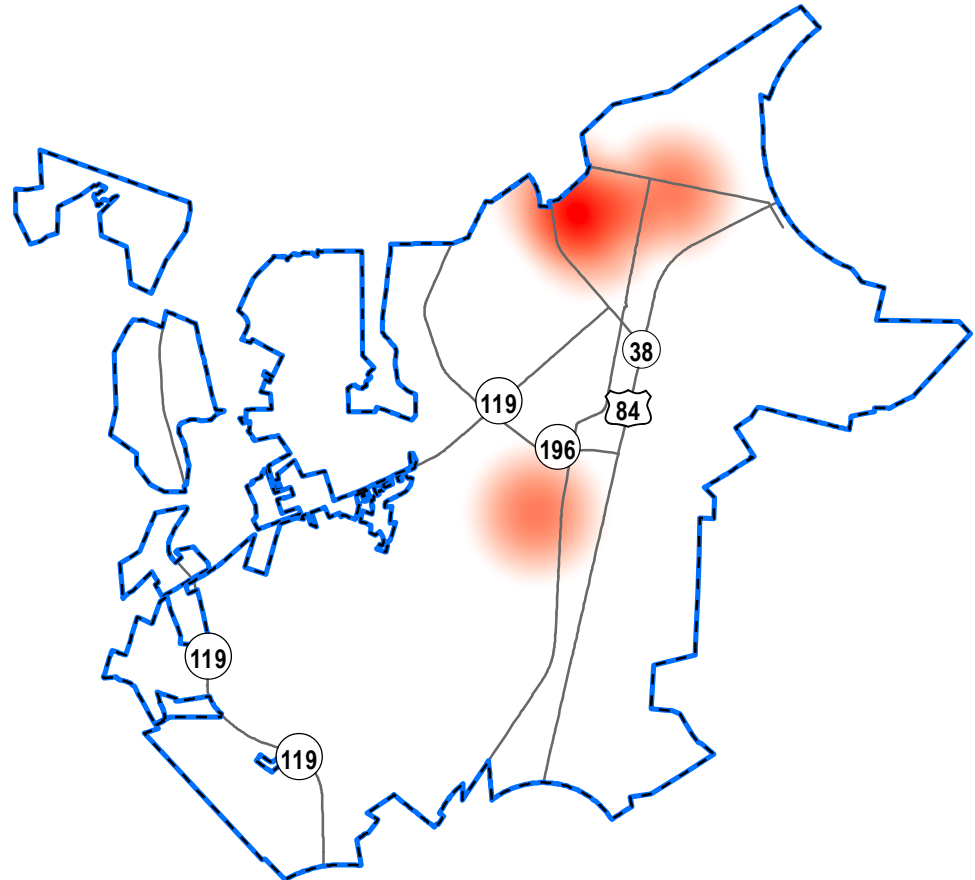
Aggravated Assault

Burglary

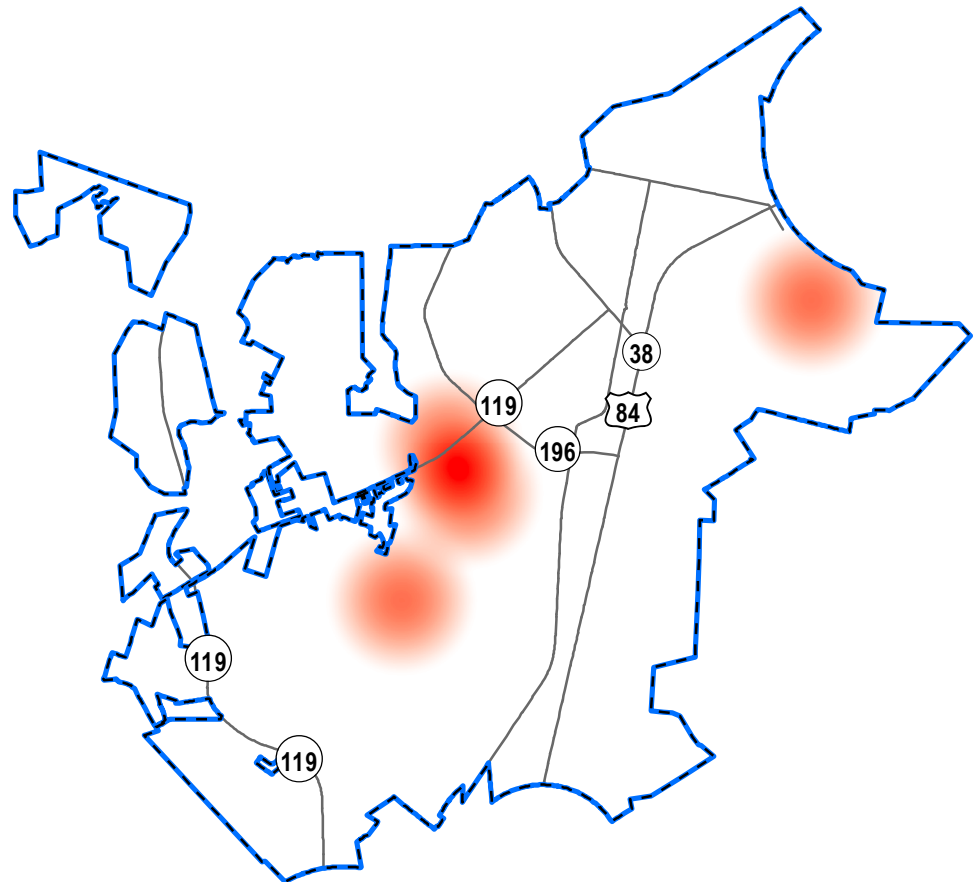
Auto Theft



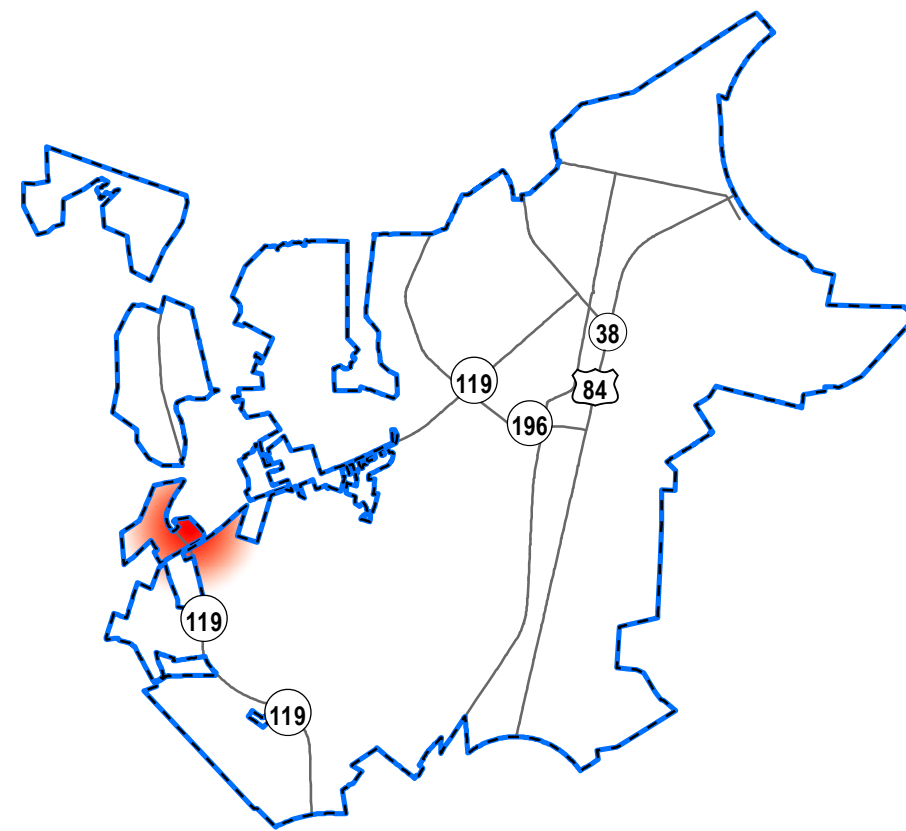
Auto Theft



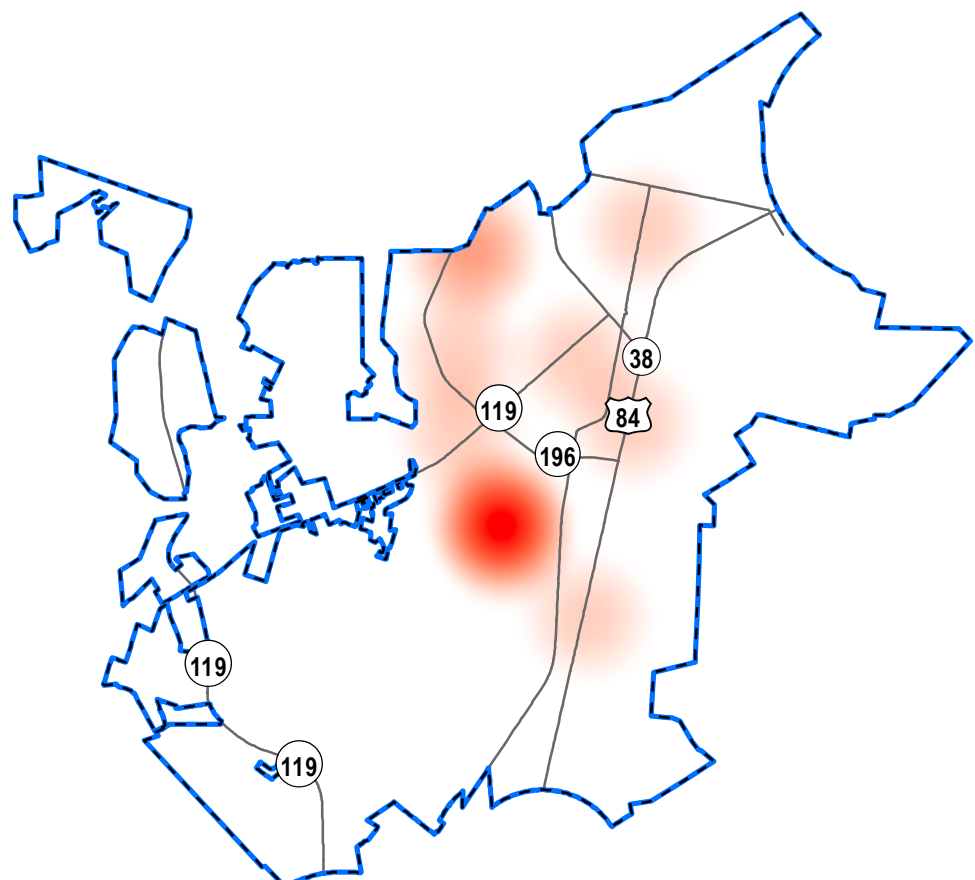
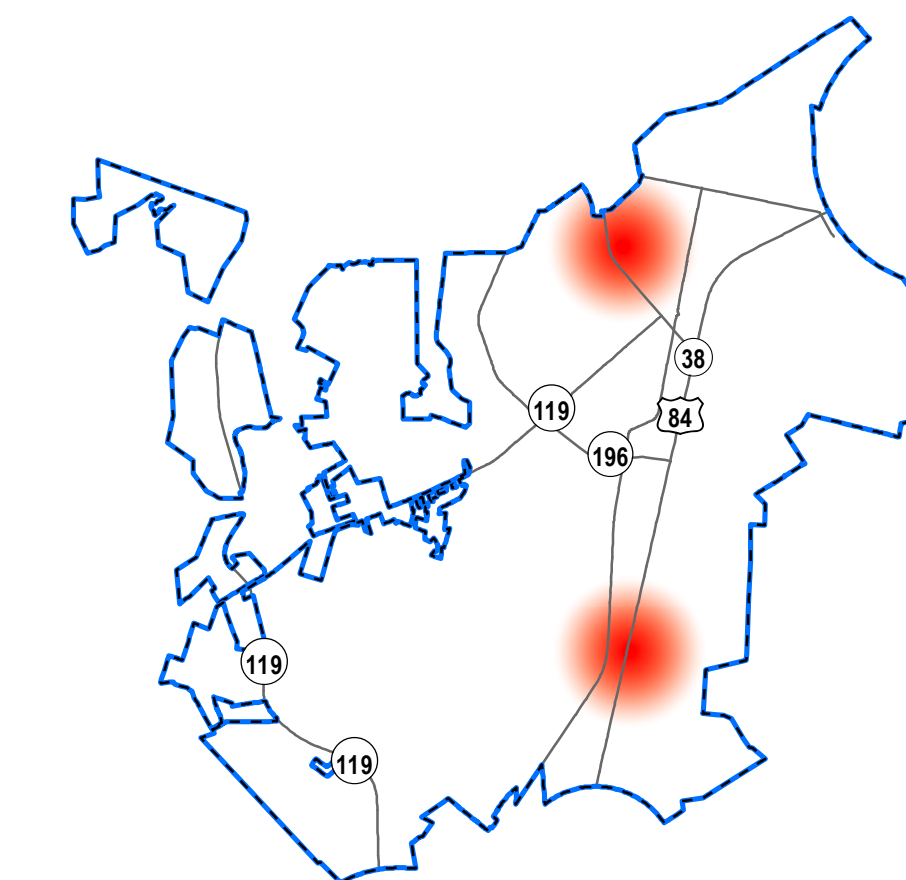
Burglary



Entering Auto



Robbery

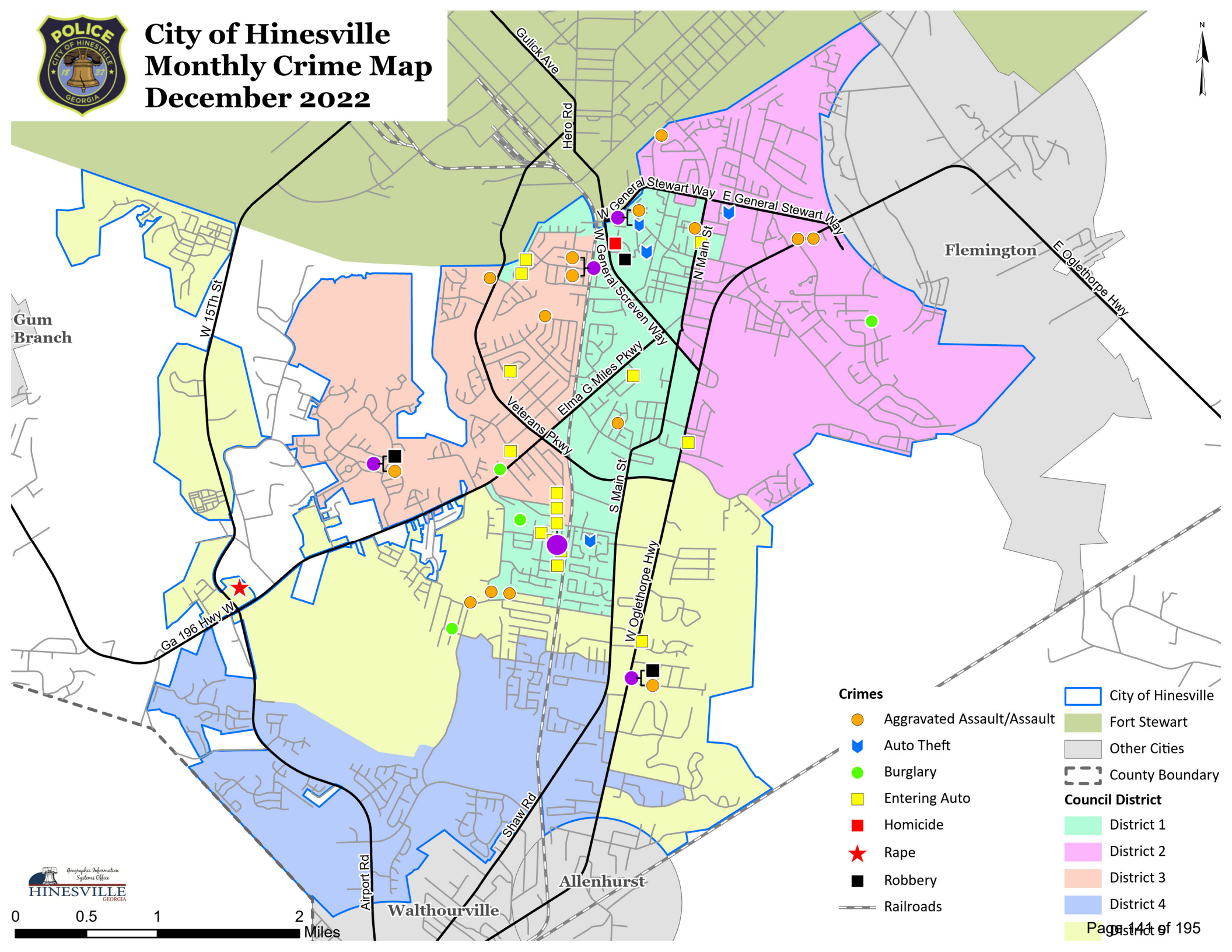


-  Police Station
-  Hydro
-  Railroads
-  Roads
-  Driveways
-  Parks
-  City of Hinesville

0 1 2 Miles



City of Hinesville Monthly Crime Map December 2022



Crimes

- Aggravated Assault/Assault
- Auto Theft
- Burglary
- Entering Auto
- Homicide
- Rape
- Robbery
- Railroads

- City of Hinesville
- Fort Stewart
- Other Cities
- County Boundary
- Council District**
 - District 1
 - District 2
 - District 3
 - District 4



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Mayor Pro Tem Jenkins Report
Prepared by: Brittany Avery
Presented by: Mayor Pro Tem Jenkins

ACTION ITEMS:

None

INFORMATIONAL ITEMS:

Monthly Inspections Dept. Report



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Monthly Inspections Dept. Report
Prepared by: Brittany Avery
Presented by: George W. Smith, Jr. Director of Inspections

PURPOSE: To provide activities and collection of fees for the month of December 2022.

BACKGROUND: None

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. December 2022 Monthly Report

PREVIOUS COUNCIL DISCUSSION:

INSPECTIONS DEPARTMENT MONTHLY REPORT
December 2022

			TOTAL ASSESSED	TOTAL FEES COLLECTED
PERMITS ISSUED			VALUE	
19	Residential	New Construction	\$ 2,309,600.00	\$ 74,628.50
20	Residential	Alteration/Addition/Repair	\$ 123,815.00	\$ 880.00
2	Commercial	New Construction	\$ 850,146.00	\$ 9,227.00
1	Commercial	Alteration/Addition/Repair	\$ 37,594.00	\$ 188.50

PERMITS COMPLETED				
39	Residential	New Construction	\$ 10,283,988.00	\$ 192,317.00
17	Residential	Alteration/Addition/Repair	\$ 159,664.00	\$ 720.00
0	Commercial	New Construction	\$ -	\$ -
1	Commercial	Alteration/Addition/Repair	\$ 10,000.00	\$ 282.75

69 **Residential New Construction**
Permits Completed FY to Date

CODE ENFORCEMENT	
Complaints Received	25
Field Generated Cases	81
TOTAL NEW CASES	106

INSPECTIONS PERFORMED

897 **TOTAL INSPECTIONS**
49 *Failed Inspections*

TOTAL CLOSED CASES 123

OTHER FEES COLLECTED

INSPECTIONS DEPT

\$ 20.00 GIS Map Sales
\$ 150.00 Re-Inspection Fees

MOBILE HOMES COMPLETED

<u>REPLACEMENT UNITS</u>	<u>NEW UNITS</u>
0	0

WATER/SEWER FUND

\$ 10,450.00 Water Meter Fees
\$ 11,780.00 Water Impact Fees
\$ 51,490.00 Sewer Impact Fees
\$ 5,000.00 Infrastructure Fees
(Independence/Settlement)

**PORTION OF IMPACT FEES
OUTSIDE CITY LIMITS**

\$ 4,125.00
\$ 5,650.00
\$ 28,950.00

Water ERUs		Sewer ERUs	
Res.	Comm.	Res.	Comm.
19	1.7778	19	1

CURRENT PROJECT LIST- DECEMBER 2022

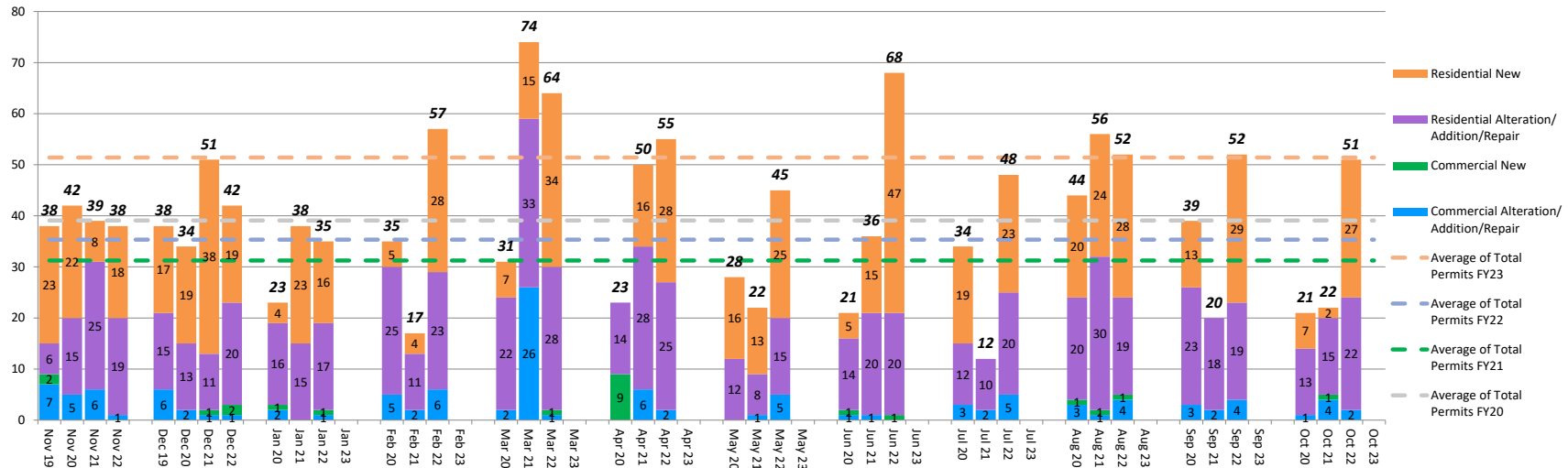
PROJECT	ADDRESS	CONTRACTOR	ASSESSED VALUE
Azalea Project	Azalea St./ Ash Blvd.	Apex Home/James Rim	\$ 1,192,274
BP Gas Station	1111 W Oglethorpe Hwy	DeWitt-Tilton Group	\$ 708,146
Cherokee Station Ph.3	Meloney/Stout/Cherokee Oaks Xing	Dryden Enterprises	\$ 12,946,358
Diversity Health Clinic	301 A&B, 303 Fraser Dr.	Pioneer Construction	\$ 619,658
Gardens at 15W Ph.1	Brightleaf Cir.	RTS Homes	\$ 309,818
Gardens at 15W Ph.2	Brightleaf Cir.	RTS Homes	\$ 5,861,945
Heritage Pointe Ph.1	Centennial Ct., & Abode Ave.	Dryden Enterprises	\$ 4,153,300
Hinesville Business Incubator	220 W Washington Ave	Dabbs Williams	\$ 962,734
Hinesville Day Care	969 W Oglethorpe Hwy	Freddie Young	\$ 174,062
Hinesville Fire Station	308 S Commerce St	Lavender & Associates	\$ 2,836,846
Home2 Suites	749 E Oglethorpe Hwy.	Vivid Construction	\$ 6,091,264
Latin Dreams	230 W General Screven Way Ste 100	Ray Futch Construction	\$ 146,042
Liberty County Pre-K Center	206 Bradwell St	Johnson Laux Constr.	\$ 1,448,802
Mill Creek Phase 1	Mill Creek Cir.	Transcend Custom Homes	\$ 8,102,411
Mt. Carmel Church	454 S Main St	RM Ray Developers	\$ 189,190
Olmstead Apartments	905 Olmstead dr.	Overholt Construction	\$ 1,128,700
Palm Tree Apartments, Bldgs 1 & 2	1474 Kelly Dr., Bldgs 1 & 2	Freddie Young	\$ 3,378,136
Taylors Creek Elementary	378 Airport Rd	Dabbs Williams	\$ 3,160,000
Trinity Missionary Baptist Temple	1016 Live Oak Dr.	PAR Church Builders	\$ 147,325
Urgent Care Center	1028 W Oglethorpe Hwy	Maxus Construction	\$ 576,602
Waldo Pafford Elementary	2550 W 15th St	Lavender & Associates	\$ 3,172,000
TOTAL			\$ 57,305,613



Residential New Construction For FY 2023



Permits Issued Each Month FY 2020 to Present



Totals

	Total # of Permits	Residential New Construction	Residential Alteration/Addition/Repair	Commercial New Construction	Commercial Alteration/Addition/Repair
FY 2020	375	136	192	14	33
FY 2021	423	153	216	2	52
FY 2022	617	331	244	5	37
FY 2023	80	37	39	2	2

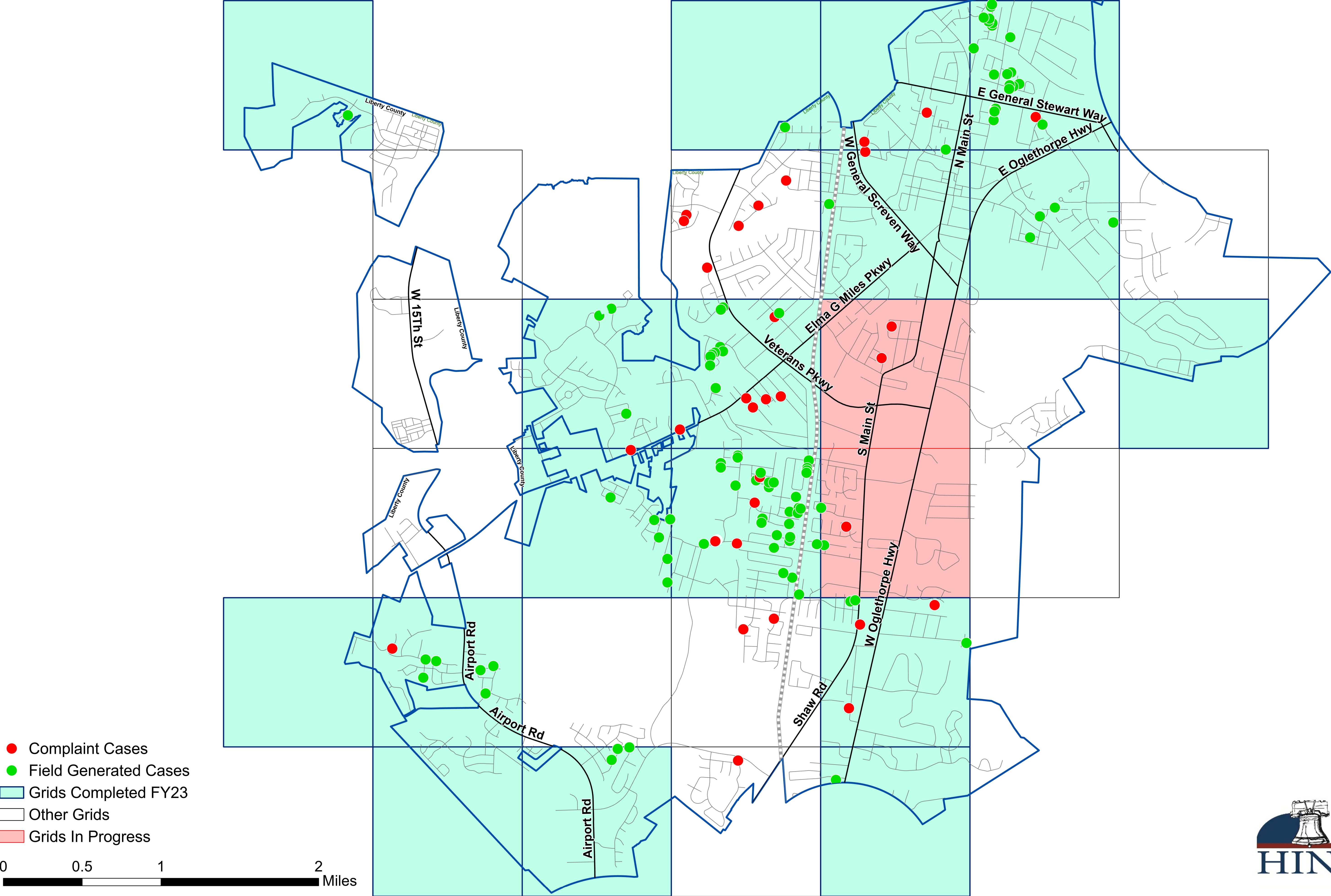
Averages

	Total # of Permits	Residential New Construction	Residential Alteration/Addition/Repair	Commercial New Construction	Commercial Alteration/Addition/Repair
FY 2020	31	11	16	1	3
FY 2021	35	13	18	0	4
FY 2022	51	28	20	0	3
FY 2023	40	19	20	1	1

City of Hinesville

Code Enforcement Cases Opened in December 2022

Last Updated: 1/3/2023



INSPECTIONS DEPARTMENT PERIODIC REPORT SUMMARY OF PERMITS ISSUED

Previous Month December 1, 2022 to December 31, 2022					Fiscal Year to Date November 1, 2022 to December 31, 2022					(Previous) Fiscal Year to Date November 1, 2021 to December 31, 2021				
Permit Type	Code	# of Permits	Assessed Value	Total Fees Collected	Permit Type	Code	# of Permits	Assessed Value	Total Fees Collected	Permit Type	Code	# of Permits	Assessed Value	Total Fees Collected
Single Family (Detached)	101	19	\$ 2,309,600	\$ 74,629	Single Family (Detached)	101	37	\$ 6,860,616	\$ 178,960	Single Family (Detached)	101	46	\$ 2,892,883	\$ 229,881
Single Family (Attached)	102	0	\$ -	\$ -	Single Family (Attached)	102	0	\$ -	\$ -	Single Family (Attached)	102	0	\$ -	\$ -
Two-Family Building	103	0	\$ -	\$ -	Two-Family Building	103	0	\$ -	\$ -	Two-Family Building	103	0	\$ -	\$ -
3 & 4 Fam. Building (Apts)	104	0	\$ -	\$ -	3 & 4 Fam. Building (Apts)	104	0	\$ -	\$ -	3 & 4 Fam. Building (Apts)	104	0	\$ -	\$ -
5+ Fam Building (Apts)	105	0	\$ -	\$ -	5+ Fam Building (Apts)	105	0	\$ -	\$ -	5+ Fam Building (Apts)	105	0	\$ -	\$ -
3 & 4 Fam. Building (Condos)	106	0	\$ -	\$ -	3 & 4 Fam. Building (Condos)	106	0	\$ -	\$ -	3 & 4 Fam. Building (Condos)	106	0	\$ -	\$ -
5+ Fam. Building (Condos)	107	0	\$ -	\$ -	5+ Fam. Building (Condos)	107	0	\$ -	\$ -	5+ Fam. Building (Condos)	107	0	\$ -	\$ -
Manu. Home (New Locate)	111	0	\$ -	\$ -	Manu. Home (New Locate)	111	1	\$ 53,599	\$ 75	Manu. Home (New Locate)	111	0	\$ -	\$ -
Manu. Home (Replacement)	112	0	\$ -	\$ -	Manu. Home (Replacement)	112	3	\$ 161,358	\$ 225	Manu. Home (Replacement)	112	0	\$ -	\$ -
Driveway/Open Ditch Encl.	113	2	\$ 8,000	\$ 60	Driveway/Open Ditch Encl.	113	4	\$ 143,200	\$ 353	Driveway/Open Ditch Encl.	113	12	\$ 36,200	\$ 360
Well Drilling Permit	116	0	\$ -	\$ -	Well Drilling Permit	116	0	\$ -	\$ -	Well Drilling Permit	116	1	\$ 3,500	\$ 35
Electrical Permit	120	24	\$ 66,836	\$ 1,305	Electrical Permit	120	55	\$ 710,417	\$ 3,110	Electrical Permit	120	33	\$ 172,155	\$ 1,632
Plumbing Permit	121	8	\$ 22,950	\$ 280	Plumbing Permit	121	20	\$ 57,950	\$ 905	Plumbing Permit	121	10	\$ 66,000	\$ 580
Mechanical Permit	122	6	\$ 81,491	\$ 417	Mechanical Permit	122	11	\$ 117,930	\$ 666	Mechanical Permit	122	15	\$ 375,645	\$ 1,773
Gas Permit	123	0	\$ -	\$ -	Gas Permit	123	0	\$ -	\$ -	Gas Permit	123	3	\$ 25,000	\$ 111
Hotel or Motel	213	0	\$ -	\$ -	Hotel or Motel	213	0	\$ -	\$ -	Hotel or Motel	213	0	\$ -	\$ -
Amusement/Recreation	318	0	\$ -	\$ -	Amusement/Recreation	318	0	\$ -	\$ -	Amusement/Recreation	318	0	\$ -	\$ -
Church/Religious Building	319	0	\$ -	\$ -	Church/Religious Building	319	0	\$ -	\$ -	Church/Religious Building	319	0	\$ -	\$ -
Industrial Building	320	0	\$ -	\$ -	Industrial Building	320	0	\$ -	\$ -	Industrial Building	320	0	\$ -	\$ -
Parking Garage	321	0	\$ -	\$ -	Parking Garage	321	0	\$ -	\$ -	Parking Garage	321	0	\$ -	\$ -
Serve Station/Repair Garage	322	0	\$ -	\$ -	Serve Station/Repair Garage	322	0	\$ -	\$ -	Serve Station/Repair Garage	322	0	\$ -	\$ -
Hospital/Institution	323	0	\$ -	\$ -	Hospital/Institution	323	0	\$ -	\$ -	Hospital/Institution	323	0	\$ -	\$ -
Office, Bank/Professional Bldg.	324	0	\$ -	\$ -	Office, Bank/Professional Bldg.	324	0	\$ -	\$ -	Office, Bank/Professional Bldg.	324	0	\$ -	\$ -
Public Works/Utilities	325	0	\$ -	\$ -	Public Works/Utilities	325	0	\$ -	\$ -	Public Works/Utilities	325	0	\$ -	\$ -
School/Educational Bldg.	326	0	\$ -	\$ -	School/Educational Bldg.	326	0	\$ -	\$ -	School/Educational Bldg.	326	0	\$ -	\$ -
Store/Mercantile Building	327	2	\$ 850,146	\$ 9,227	Store/Mercantile Building	327	2	\$ 850,146	\$ 9,227	Store/Mercantile Building	327	1	\$ 681,252	\$ 3,583
Other Non-Residential Bldg.	328	8	\$ 354,914	\$ 2,257	Other Non-Residential Bldg.	328	13	\$ 369,617	\$ 2,402	Other Non-Residential Bldg.	328	8	\$ 78,626	\$ 662
Structures other than Bldg.	329	27	\$ 584,124	\$ 4,223	Structures other than Bldg.	329	46	\$ 1,221,420	\$ 8,691	Structures other than Bldg.	329	21	\$ 363,041	\$ 2,608
Sign	330	10	\$ 28,117	\$ 350	Sign	330	16	\$ 54,131	\$ 625	Sign	330	9	\$ 14,375	\$ 400
Add/Alter/Repair Res. Bldg.	434	20	\$ 123,815	\$ 880	Add/Alter/Repair Res. Bldg.	434	39	\$ 358,569	\$ 1,717	Add/Alter/Repair Res. Bldg.	434	36	\$ 316,025	\$ 2,012
Add/Alter/Repair Non-Res. Bldg.	437	1	\$ 37,594	\$ 189	Add/Alter/Repair Non-Res. Bldg.	437	3	\$ 98,594	\$ 3,711	Add/Alter/Repair Non-Res. Bldg.	437	7	\$ 729,525	\$ 4,811
Residential Garage/Carport	438	0	\$ -	\$ -	Residential Garage/Carport	438	0	\$ -	\$ -	Residential Garage/Carport	438	0	\$ -	\$ -
Demolition	450	2	\$ -	\$ 100	Demolition	450	5	\$ -	\$ 250	Demolition	450	1	\$ -	\$ 50
Move House/Structure/Bldg.	475	0	\$ -	\$ -	Move House/Structure/Bldg.	475	0	\$ -	\$ -	Move House/Structure/Bldg.	475	0	\$ -	\$ -
Sprinkler System, Bldg. Only	501	3	\$ 84,575	\$ 648	Sprinkler System, Bldg. Only	501	3	\$ 84,575	\$ 648	Sprinkler System, Bldg. Only	501	0	\$ -	\$ -
TOTAL		132	\$ 4,552,162	\$ 94,564	TOTAL		258	\$ 11,142,122	\$ 211,564	TOTAL		203	\$ 5,754,227	\$ 248,498

* Total Fees Collected include base permit fee, impact fee, and plan review fee. The table below indicates plan review fees collected, which is included in the total above.

Previous Month December 1, 2022 to December 31, 2022		Fiscal Year to Date November 1, 2022 to December 31, 2022		(Previous) Fiscal Year to Date November 1, 2021 to December 31, 2021	
Plan Review Fees Collected	\$ 5,686.75	Plan Review Fees Collected	\$ 9,487.00	Plan Review Fees Collected	\$ 7,753.00



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Councilmember Nelson's Report
Prepared by: Wendy Bruce Sochia
Presented by: Councilmember Nelson

ACTION ITEMS:

None

INFORMATIONAL ITEMS:

HFD Monthly Report



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Monthly HFD Report
Prepared by: Wendy Bruce Sochia
Presented by: Robert Kitchings

PURPOSE: To discuss Fire Department report for the month of...

BACKGROUND: None

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. HFD Monthly Report - December 2022-1

PREVIOUS COUNCIL DISCUSSION:

Hinesville Fire Department Incident Activity Report

Period	Hinesville City Limits	Flemington City Limits	Liberty County	Midway City Limits	Richmond Hill	Jesup	Glennville	Sta 1 Totals	Hinesville City Limits	Walthourville City Limits	Alenhurst City Limits	Gumbranch City Limits	Riceboro City Limits	Liberty County	Long County	Sta 2 Totals	Totals
November 1-30, 2022	290	9															299
December 1-31, 2022	260	12															272
January 1-31, 2023																	0
February 1-28, 2023																	0
March 1-31, 2023																	0
April 1-30, 2023																	0
May 1-31, 2023																	0
June 1-30, 2023																	0
July 1-31, 2023																	0
August 1-21, 2023																	0
September 1-30, 2023																	0
October 1-31, 2023																	0
Totals	550	21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	571

Non Incident Activity Report

Period	Burn Permits	Car Seats	Smoke Detectors	Public Education	Swimming Pool Filled	CPR	First Response	BP Checks	Station Tour	Fire Safety House	Safety Talk	Totals
November 1-30, 2022	26		2	389								417
December 1-30, 2022	32	5	5	471								513
January 1-31, 2023												0
February 1-28, 2023												0
March 1-31, 2023												0
April 1-30, 2023												0
May 1-31, 2023												0
June 1-30, 2023												0
July 1-31, 2023												0
August 1-31, 2023												0
September 1-30, 2023												0
October 1-31, 2023												0
Totals	58	5	7	860	0	0	0	0	0	0	0	930

City of Hinesville

Hinesville Fire Department

Dollar Value Saved and Loss

Period	# of Fires	Total Values	Total Losses	Total Saved	Total % Losses	Total % Saved
November 1-30, 2022	1	26,590	19,943	6,648	75.00%	25.00%
December 1-31, 2022	2	322,019	1,255	320,764	0.39%	99.61%
January 1-31, 2023						
February 1-28, 2023						
March 1-31, 2023						
April 1-30, 2023						
May 1-31, 2023						
June 1-30, 2023						
July 1-31, 2023						
August 1-31, 2023						
September 1-30, 2023						
October 1-31, 2023						
Fiscal Year 2022 YTD	3	\$ 348,609	\$ 21,198	\$ 327,412	6.08%	93.92%



Custom ▾

Dec 1, 2022 - Dec 31, 2022 ▾

34%

FIRE

Percentage of Total Incidents

66%

EMS

Percentage of Total Incidents

260

INCIDENTS

In Selected Time Slice

31

DAYS

In Selected Time Slice



Counts

% Rows

% Columns

% All

Week Ending	12/4/22	12/11/22	12/18/22	12/25/22	1/1/23	1/8/23	1/15/23	1/22/23	1/29/23	2/5/23	2/12/23	2/19/23	2/26/23	Total
(11) Structure Fire		1	2		1									4
(14) Natural vegetation fire		1		1										2
(15) Outside rubbish fire					1									1
(16) Special outside fire			1											1
(25) Excessive heat, scorch burns with no ignition					2									2
(31) Medical assist	18	37	28	27	28									138
(32) Emergency medical service (EMS) incident	5	11	6	7	5									34
(35) Extrication, rescue			1											1
(41) Combustible/f... spills & leaks		1	2											3
(42) Chemical release, reaction, or toxic condition				1	1									2
(44) Electrical wiring/equipm. problem	1			1										2
(51) Person in distress		1	1	1										3
(52) Water problem				3										3
(56) Unauthorized burning		1												1
(61) Dispatched and canceled en route	3	6	3	3	3									18

Week Ending	12/4/22	12/11/22	12/18/22	12/25/22	1/1/23	1/8/23	1/15/23	1/22/23	1/29/23	2/5/23	2/12/23	2/19/23	2/26/23	Total
(62) Wrong location, no emergency found			2	4										6
(63) Controlled burning					1									1
(65) Steam, other gas mistaken for smoke			1											1
(71) Malicious, mischievous false alarm			2		4									6
(73) System or detector malfunction	1		1	3	1									6
(74) Unintentional system/detect... operation (no fire)	5	3	6	6	5									25
Total	33	62	56	57	52									260



Custom ▾

Dec 1, 2022 - Dec 31, 2022 ▾

17%

FIRE

Percentage of Total Incidents

83%

EMS

Percentage of Total Incidents

12

INCIDENTS

In Selected Time Slice

31

DAYS

In Selected Time Slice

2

1.5

1

0.5

0

Dec 2

Dec 4

Dec 6

Dec 8

Dec 10

Dec 12

Dec 14

Dec 16

Dec 18

Dec 20

Dec 22

Dec 24

Dec 26

Dec 28

Dec 30

Aug '22

Sep '22

Oct '22

Nov '22

Dec '22

Jan '23

Counts

% Rows

% Columns

% All

Week Ending	12/4/22	12/11/22	12/18/22	12/25/22	1/1/23	1/8/23	1/15/23	1/22/23	1/29/23	2/5/23	2/12/23	2/19/23	2/26/23	Total
(11) Structure Fire					1									1
(31) Medical assist	1	2	1	1	1									6
(32) Emergency medical service (EMS) incident	1	1	2											4
(61) Dispatched and canceled en route					1									1
Total	2	3	3	1	3									12

Hinesville Fire Department Monthly Inspection Report

Period	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
30 Day Re-Inspection	-	-										
Above Grid Inspection	1	5										
Annual Inspection	11	6										
Business License	7	14										
Commercial Burn Inspection	-											
Compaint	3	10										
Consultation	1	1										
Courtesy Walk Through	4	10										
Final	8	3										
Fireworks Display Inspection	-	5										
Fire Alarm	1	-										
Food Truck Inspection	-	-										
Firewall/Barrier	2	2										
Hood Suppression	-	-										
Hood System Light Test Inspection	-	-										
HVAC Smoke Test Inspection	2	-										
Occupancy	1	-										
Hydrant Inspection	-	-										
Plans Review	-	-										
Pre-Construction	-	-										
Special Request	-	1										
Underground Pressure Test	-	1										
	41	58	-	-	-	-	-	-	-	-	-	-

**Hinesville Fire Department
Public Safety Education Report
December 1, 2022 to December 31, 2022**

Date	Shift	Location	Description	Contacts
12/2/2022	B	378 Airport Road (Taylors Creek Elementary School)	Engine Display	110
12/3/2022	C	251 W. General Screven Way (Marathon Gas Station)	Engine Display	5
12/5/2022	B	103 Liberty Street (Station 1)	Car Seat Check	1
12/7/2022	A	1071 Desert Shield St.	Smoke Detector Check	1
12/7/2022	A	103 Liberty Street (Station 1)	Car Seat Check	1
12/8/2022	B	814 Spanish Oak Lane	Smoke Detector Check	1
12/10/2022	A	413 S. Main Street (Madallion Styles)	Engine Display	30
12/12/2022	C	2352 Rowe Street	Smoke Detector Check	1
12/13/2022	A	103 Liberty Street (Station 1)	Car Seat Check	1
12/13/2022	A	508 Ashmore Road (Westwood Day Care)	Engine Display/Christmas Story-Time	66
12/16/2022	B	2324 Suttle Court	Engine Display/Drive-By	100
12/17/2022	B	607 E. Oglethorpe Highway (Stafford Pavilion)	PSE Event (Annual Toy Drive)	150
12/19/2022	A	103 Liberty Street (Station 1)	Car Seat Check	1
12/23/2022	B	634 Airport Road, Apt. 23	Smoke Detector Check	1
12/27/2023	C	103 Liberty Street (Station 1)	Car Seat Check	1
12/28/2022	A	526 Elm Street	Smoke Detector Check	1
Total Contacts Made				471

Title	Total
Public Safety Education	471
Smoke Detectors	5
Burn Permits	32
Car Seats	5
CPR	0
Pool Fills	0



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Councilmember Floyd's Report
Prepared by: Rose Kenner
Presented by: Councilmember Floyd

ACTION ITEMS:

None

INFORMATIONAL ITEMS:

Monthly Business License Report
Monthly Birthdays
First Transit Presentation



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Monthly Business License Report
Prepared by: Deridra Weeks
Presented by: Deridra Weeks

PURPOSE: To inform Mayor and Council of new license applications received for the month of December.

BACKGROUND: The attached list shows all business license applications processed in December 2022. The list includes businesses that have started and/or completed the process of obtaining a City of Hinesville business license. The report includes 3 new businesses and 2 change in ownership.

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. December Monthly Report

PREVIOUS COUNCIL DISCUSSION: None



Monthly Business License Report

Completed and/or Pending Business License Applications

From: 12/01/2022

To: 12/31/2022

Status	Start Date	Trade Name	BL Address	Nature of Business
C	12/05/2022	HIGH LIFE HOOKAH LOUNGE INC	117 W HENDRY STREET STE 137	713990 - HOOKAH AND VAPE LOUNGE
C	12/07/2022	KCN GROUP LLC	104B W HENDRY ST	249924 - TAX PREP AND BOOKKEPPING
C	12/09/2022	LIBERTY TOWING II	100 MATTIE ST	488410 - TOW TRUCK COMPANY
C	12/12/2022	POPSHELF STORE 24277	196 VETERANS PKWY	479065 DISCOUNT DEPT STORE
P	12/19/2022	CG STORE-GAURD LLC	404 FRASER CIRCLE	531130 SELF STORAGE UNITS

NEW	5	ACTIVE ACCOUNTS ENDING IN NOVEMBER 2022	1403
CHANGE IN OWNERSHIP	2	TERMINATED ACCOUNTS IN DECEMBER 2022	13
TOTAL	5	ACCOUNTS ACTIVE IN DECEMBER 2022	1408



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Monthly Birthdays
Prepared by: Rose Kenner
Presented by: Councilmember Floyd

PURPOSE: For Mayor and Council to Acknowledge Employee Birthdays for the month of...

BACKGROUND: None

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. January Birthdays

PREVIOUS COUNCIL DISCUSSION:

JANUARY BIRTHDAYS



Michelle Ricketson

DDA

Joseph Lindquist

Police

Lloyd Slater

Police

Machelle Mavromat

Water/Sewer

Timothy Conley

Patrol

Justin Gill

Patrol

Scott Mercer

Patrol

Demetrius Moore

Patrol

Earl Thomas

Patrol

Margaret Oberlander

Court

Gloria Routh

Police

Allen Crystal

Fire

Thomas Lazaras

Fire

Jerry Heath Jr.

Fire

Rusberg Perez

Fire



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Liberty Transit Monthly Report
Prepared by: Lia Jones
Presented by: Karen Randolph

PURPOSE: To Present for Mayor and Council Consideration, Monthly Transit Operation and Status Report.

BACKGROUND: On November 1, 2020 First Transit assumed Third Party Operator management services of the Liberty Transit Public Transportation System. As the new General Manager Karen Randolph is responsible for the day-to-day operations of Liberty Transit as well as managing the public transportation system's planning and public outreach efforts and providing monthly updates to Council.

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. First Transit Presentation

PREVIOUS COUNCIL DISCUSSION: None



Staffing:

- Short 2 Operators

Staffing (10) FTE's

- (1) General Manager, CDL
- (1) Dispatcher/ Admin, CDL
- (1) Supervisor, CDL
- (5) Operators, CDL
- (1) Technician in charge, CDL, ASE
- (1) Service Employee / Fueler

Safety:

- **Safety meetings are conducted monthly**
October's Topic – Accountable for Performance – Every Decision Matters
November's Topic – Dedicated to Safety – Our Way of Life
December's Topic – Holiday Risks – Protect Your Joy This Season
- **Zero accidents or employee injuries** – October 1 – December 31, 2022

Maintenance:

- 7 preventive maintenance – Oct 1 – Dec 31 (every 6k miles schedule)
- Zero Road Calls – Oct 1 – Dec 31

Operations:

- Zero route deviations
- One complaint

Ridership:

Figure 1. Fixed Route Service

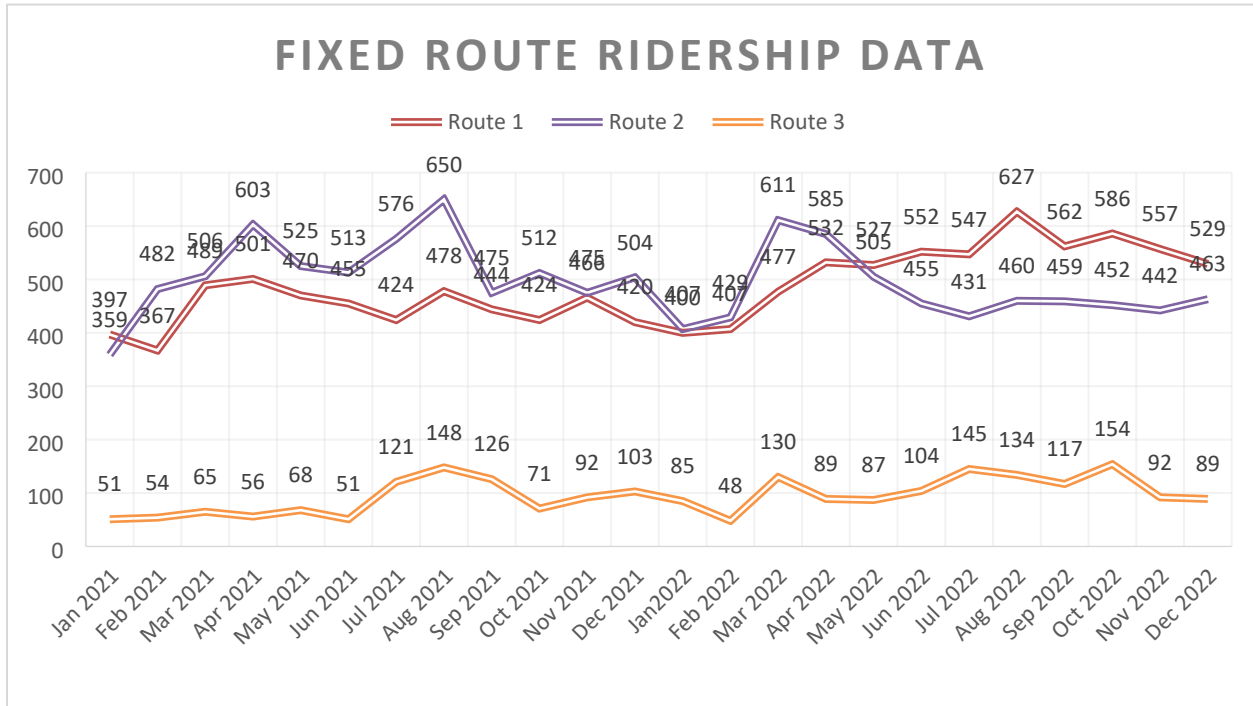
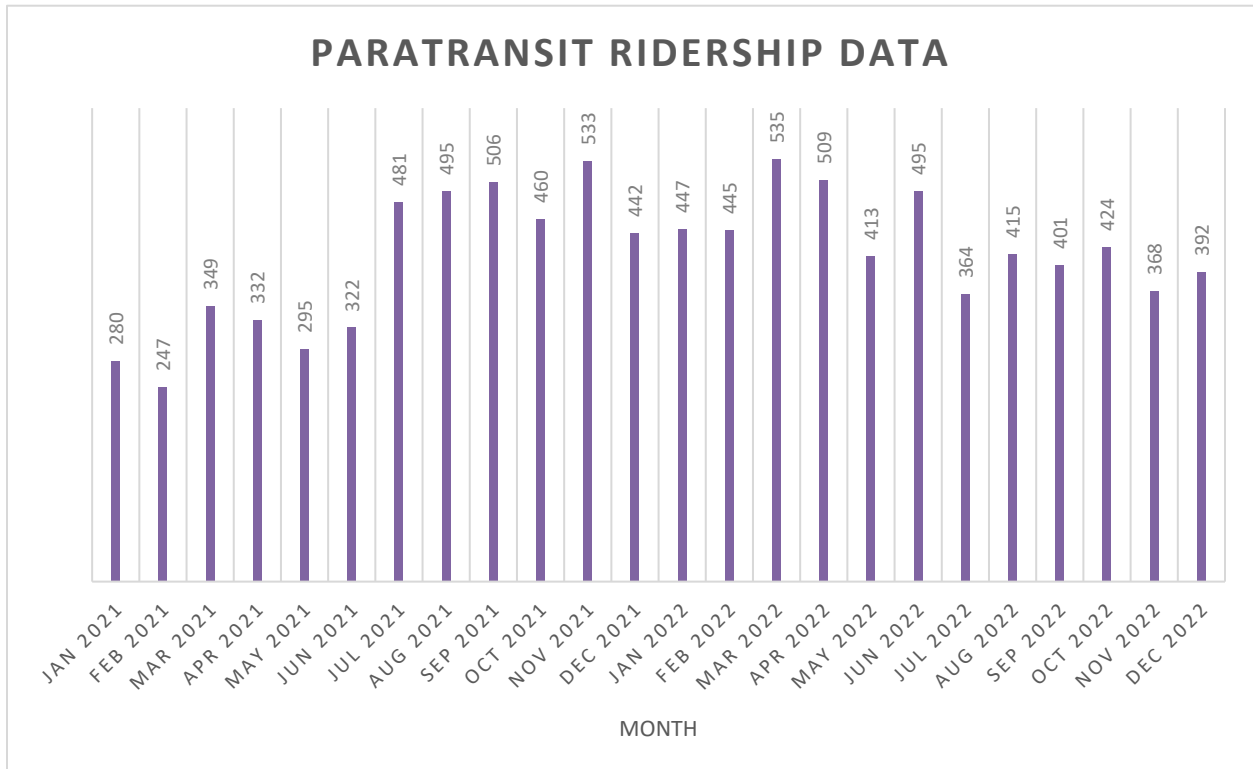


Figure 2. Para Transit Service





City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Councilmember Reid's Report
Prepared by: Darlene Parker
Presented by: Councilmember Reid

ACTION ITEMS:

None

INFORMATIONAL ITEMS:

Monthly ESG Operations and Status Report



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Monthly ESG Operation and Status Report
Prepared by: Darlene Parker
Presented by: Gary Gillard

PURPOSE: To discuss ESG Operations and Status Report for the month of...

BACKGROUND: None

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. ESG Operations and Status Report December 2022

PREVIOUS COUNCIL DISCUSSION:



December 2022

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COMPLIANCE.....	16
FSGM.....	17

DEPARTMENTAL SUMMARY***Executive Summary***

Below are departmental activity reports for ESG-Operations for the month of Dec '22

Administrative

1 Dec 22: We are THE CHAMPIONS (city wins 2022 KLB Rivers Alive Clean-up Competition)



8 Dec 22: State of the City Address with Mr. Howard***14 Dec 22: Retirement Celebration for Henry Wilson (30 years)***



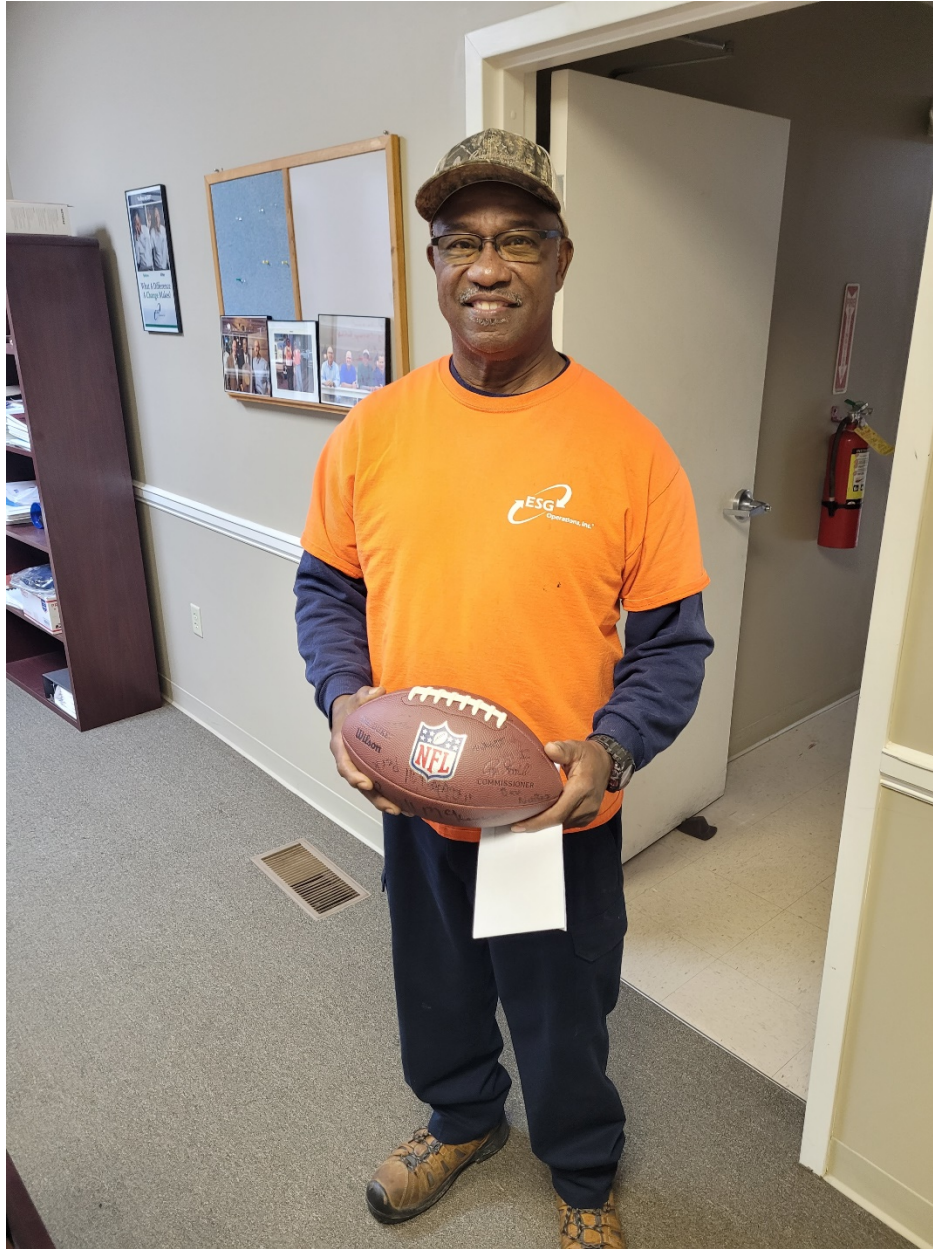
14 Dec 22: Employee Christmas Luncheon with Dan Groselle



15 Dec 22: ESG Volunteers recognized by city for work with Christmas Tree Lighting



December '22 Team Player of the Month: Michael Thomas (Meter Reader)



Safety Incident Reports
Dec '22

At Fault Motor Vehicle Incidents	1
Motor Vehicle Accidents	0
First Aid Cases	1
Collateral Damage Incidents	1
Occupational Injury Incidents	2
Safety Training Hours	138
Medical Treatment Cases	0
Restricted Duty Cases	0
Lost Time Incidents	0
Worksite Inspections	0
Near Miss Incidents	0

HINESVILLE SAFETY TRAINING

(Hours)

Jan '19	Feb '19	Mar '19	Apr '19	May '19	Jun '19	Jul '19	Aug '19	Sep '19	Oct '19	Nov '19	Dec '19	Total
104	127	136	148	117	123	150	137	114	105	103	123	1384

(Hours)

Jan '20	Feb '20	Mar '20	Apr '20	May '20	Jun '20	Jul '20	Aug '20	Sep '20	Oct '20	Nov '20	Dec '20	Total
83	63	116	112	81	71	76	112	119	111	81	135	1079

(Hours)

Jan '21	Feb '21	Mar '21	Apr '21	May '21	Jun '21	Jul '21	Aug '21	Sep '21	Oct '21	Nov '21	Dec '21	Total
122	137	174	187	172	169	213	178	155	246	263	142	2158

(Hours)

Jan '22	Feb '22	Mar '22	Apr '22	May '22	Jun '22	Jul '22	Aug '22	Sep '22	Oct '22	Nov '22	Dec '22	Total
160	154	168	197	254	199	198	205	152	125	105	138	2052

Parks and Grounds (Mosquito Control)

Dec '22 Mosquito Control Activity Report

Date	Activity
1-Dec-22	Inspected stormwater structures for District 1
2-Dec-22	Inspected stormwater structures for District 1
5-Dec-22	Inspected stormwater structures for District 1
6-Dec-22	Inspected stormwater structures for District 1
7-Dec-22	Conducted identification of Culex genus species adjusting lighting of microscope EC3 Camera to specs needed for positive identification
8-Dec-22	Inspected stormwater structures for District 2
9-Dec-22	Inspected stormwater structures for District 2
12-Dec-22	Inspected stormwater structures for District 2
13-Dec-22	Inspected stormwater structures for District 2
14-Dec-22	Inspected arbovirus report sent by Dr Kelly State Zoonotic Entomologist Epidemiologist
15-Dec-22	Inspected stormwater structures for District 3; inspected taxonomic keys for mosquitoes and ticks
16-Dec-22	Inspected stormwater structures for District 3. Inspected historical breeding sites in the city, cross referenced with map book and GIS.
19-Dec-22	Inspected stormwater structures for District 3. Conducted identification of Aedes genus species adjusting lighting of microscope EC3 Camera to specs needed for positive identification
20-Dec-22	Inspected stormwater structures for District 3. Practiced identification / freeze sequence for lab shipments of specimens to UGA.
21-Dec-22	Inspected stormwater structures for District 4
22-Dec-22	Inspected stormwater structures for District 4; Looked at most probable areas of application for backpack barrier treatments.
27-Dec-22	Inspected stormwater structures for District 4
28-Dec-22	Inspected stormwater structures for District 4
29-Dec-22	Inspected larvicides, adulticides on hand for the upcoming 2023 season

Parks and Grounds

8 Dec 22: Picking up Litter along South Main St (Joe Harris and Robert McCoy)



Vehicle Maintenance

Below are the number of Corrective Maintenance (CM's) and Preventative Maintenance (PM's) work orders completed during the month of Dec '22

Department	CM	PM	Total
Police	14	8	22
Fire	3	2	5
Stormwater	7	1	8
City Hall Admin	2	0	2
ESG Admin	3	1	4
Inspections	2	1	3
Sanitation	17	3	20
Streets/Drainage	5	1	6
Parks/Grounds	4	4	8
FSAB/HAAF	4	1	5
Vehicle Maint	0	1	1
Const Maint	3	3	6
Meter Reading	3	0	3
Water Lab	0	1	1
Lift Stations	3	1	4
WRF	1	0	1
WPCP	0	0	0
		Total	99

Sanitation

Listed below is a summary of the material picked up by the sanitation department since

the beginning of our contract:

Tons of Garbage

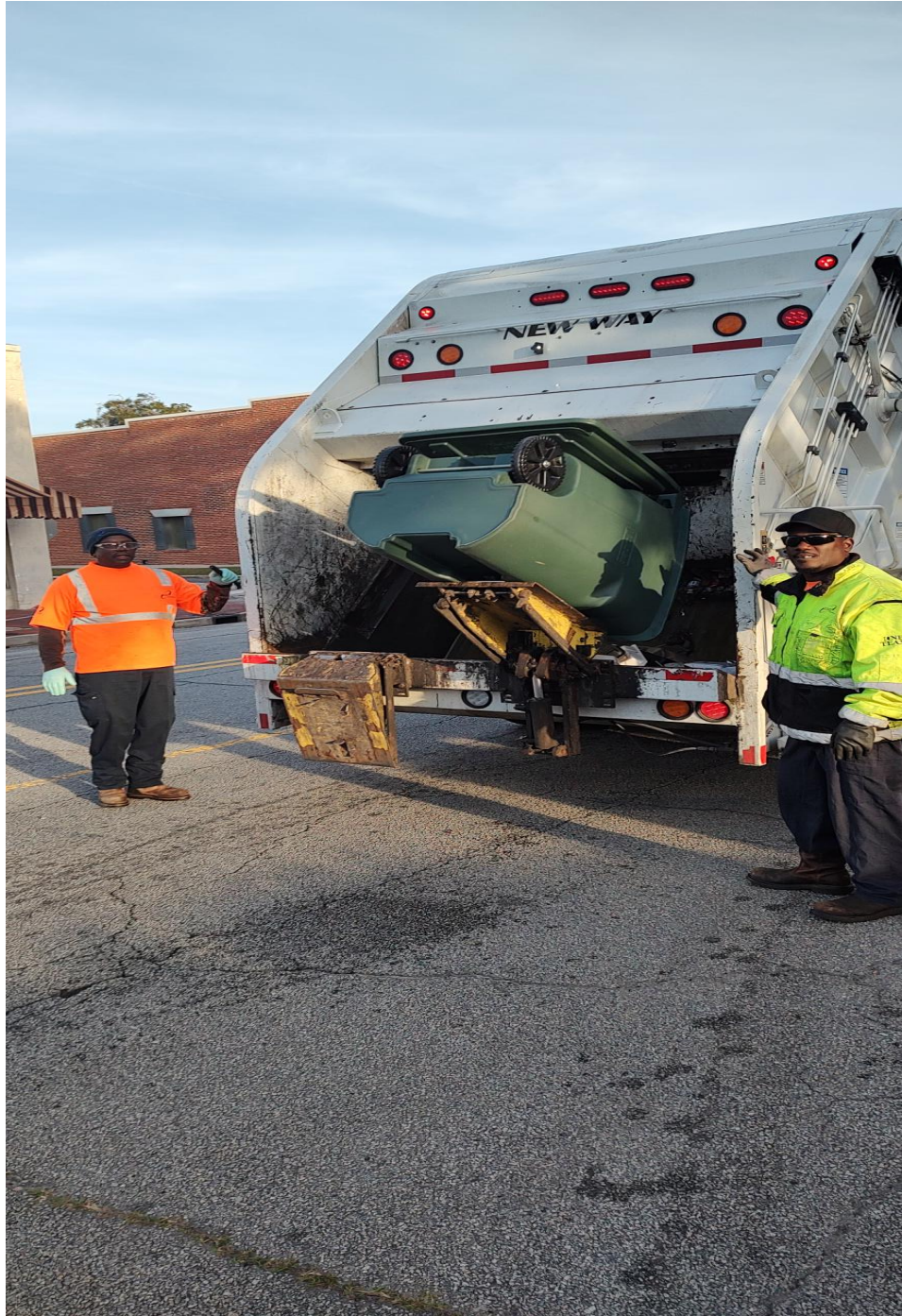
YEAR	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	TOTAL	AVG
2016/17	850	911	957	784	948	900	939	989	1006	956	980	918	11138	928.2
2017/18	947	899	889	865	1012	988	1065	1033	1069	1048	854	958	11627	968.9
2018/19	942	870	1063	819	955	975	995	980	1120	956	915	1112	11702	975.2
2019/20	894	1078	1053	879	1080	1323	782	1246	1253	1165	1174	1119	13046	1087
2020/21	1086	1246	1023	1023	1379	1242	1228	1284	1334	1222	1203	1086	14356	1196
2021/22	1184	1282	1660	1015	1307	1136	1170	1177	1129	1240	1180	1077	14557	1213
2022/23	1174	1168											2342	1171
2023/24													0	0

Cubic Yards of Yard Waste

YEAR	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	TOTAL	AVG
2016/17	3275	1625	2200	2575	2850	2375	2150	1150	1625	1425	6750	1625	29625	2469
2017/18	1800	1700	1625	1850	2775	1825	2304	1350	2050	1950	1966	3175	24370	2031
2018/19	1200	1675	2575	1775	2275	1750	1925	1625	1575	725	1475	1325	19900	1658
2019/20	1100	1875	1925	1325	2475	3200	2425	2000	1575	2050	1775	2425	24150	2013
2020/21	1975	2600	2500	2225	3200	2450	2700	2550	2075	1475	1700	1750	27200	2267
2021/22	2125	2975	1725	2425	2350	2175	2000	1300	1050	1300	1300	2100	22825	2075
2022/23	1550	2675											4225	2113
2023/24													0	0

Sanitation

3 Dec 22: Emptying polycarts after Christmas Parade (Saturday)



Streets

Dec '22: Sign Maintenance/Pothole Repairs

Date	Street	Sign	Pothole
6-Dec-22	250 DEERWOOD DR		FILLED 6 POTHOLE
	247 DEERWOOD DR		FILLED 2 POTHOLE
	240 DEERWOOD DR		FILLED 2 POTHOLE
	236 DEERWOOD DR		FILLED 3 POTHOLE
	234 DEERWOOD DR		FILLED 1 POTHOLE
	220 DEERWOOD DR		FILLED 1 POTHOLE
	214 DEERWOOD DR		FILLED 1 POTHOLE
	212 DEERWOOD DR		FILLED 5 POTHOLE
	124 EDELL OSSGOOD AVE	STOP SIGN REPLACED	
	102 E-HENDRY AVE	NEW SIGN POST	
7-Dec-22	1003 OGEECHE RD		FILLED 1 POTHOLE
	1040 VARNEDOE ST		FILLED 1 POTHOLE
	943 HILLTOPPER ST		FILLED 1 POTHOLE
8-Dec-22	422 CLUB DR		FILLED 1 POTHOLE
	CARTER ST		FILLED 1 POTHOLE
13-Dec-22	713 OLIVE ST		FILLED 1 POTHOLE
	108 OLIVE ST		FILLED 1 POTHOLE
	110 CEDAR ST		FILLED 1 POTHOLE
	101 W- COURT ST		FILLED 1 POTHOLE
14-Dec-22	840 COURTLAND DR		FILLED 1 POTHOLE
	844 COURTLAND DR		FILLED 1 POTHOLE
	846 COURTLAND DR		FILLED 1 POTHOLE
	856 COURTLAND DR		FILLED 1 POTHOLE
21-Dec-22	603 OLIVE ST		FILLED 1 POTHOLE
	606 OLIVE ST		FILLED 1 POTHOLE
	705 McARTHUR DR		FILLED 1 POTHOLE
22-Dec-22	101 DEVILLA ST	REPLACE STOP SIGN	
	200 BENDER ST	REPLACE STOP SIGN	
	145 HESSLER ST	REPLACE STOP SIGN	
27-Dec-22	110 PAUL SIKES RD		FILLED 1 POTHOLE
	706 FOREST ST		FILLED 1 POTHOLE
	701 ENGLISH OAK DR		FILLED 1 POTHOLE.

Drainage

Street Sweeping Monthly Total Miles

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
November	784	881	933	768	788	838	1103	
December	628	658	762	899	895	897	752	
January	783	871	774	815	789	828		
February	776	790	835	902	807	442		
March	833	826	908	1047	1052	991		
April	777	855	913	1036	1011	934		
May	876	1021	1029	841	798	828		
June	870	822	789	1005	1092	837		
July	813	940	997	1079	1047	532		
August	963	970	1004	961	923	871		
September	616	897	949	973	899	684		
October	899	1023	1019	837	847	670		
Total	9618	10554	10912	11163	10948	9352	1855	0

Compliance

There were no permit excursions for the month of December for JV Road or Fort Stewart WPCP. All permit-required documentation has been submitted to the state regulatory agencies in a timely manner.

Water Treatment

Water Production (million gallons)	114.712
Water Meters Read	13,630
Water/Sewer line locates	307
Sewer main cleaning	33,429ft.

Wastewater Treatment

WPCP

Hinesville Total Flow (million gallons)	97.95
Hinesville Average Flow (million gallons per day)	3.16
Ft. Stewart Total Flow (million gallons)	76.99
Ft. Stewart Average Flow (million gallons per day)	2.48
Combined Total Inf Flow (million gallons)	174.94
Combined Average Inf Flow (million gallons per day)	5.64
Combined Average Eff Flow (million gallons per day)	5.77

WRF

Influent flow (million gallons)	46.151
Influent flow Average (million gallons per day)	1.488
Discharge flow (million gallons)	31.578
Discharge flow Average (million gallons per day)	1.019
Re-use flow (million gallons)	11.571
Re-use flow Average (million gallons per day)	0.373
On-Site Storage (million gallons)	3.002

FSGM

Area 10 on Fort Stewart*Community Engagement**1 Dec 22: Santa (2) and Elves (2) at the Christmas Tree Lighting*



1 Dec 22: Mayor Brown and my grandkids at the Christmas Tree Lighting



1 Dec 22: ESG's Team of Volunteers at the Christmas Tree Lighting



16 Dec 22: Andre Forney (ESG) donates to Councilwoman Nelson's toy drive



17 Dec 22: Seven Ministries Christmas Turkey and Ham Giveaway to Senior Citizens







City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: City Manager's Report
Prepared by: Christy Deloach
Presented by: Kenneth Howard

ACTION ITEMS:

None

INFORMATIONAL ITEMS:

None



City of Hinesville, Georgia, Council Meeting

Date: January 19, 2023
Agenda Item: Executive Session
Prepared by: Lia Jones
Presented by: Mayor Allen Brown

PURPOSE: To Hold an Executive Session to Discuss Litigation Matters.

BACKGROUND: None

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

PREVIOUS COUNCIL DISCUSSION: None