

MAYOR
Karl A. Riles

CITY MANAGER
Kenneth K. Howard

CITY CLERK

CITY ATTORNEY
Linnie Darden III



MAYOR PRO TEM
Vicky C. Nelson

COUNCIL MEMBERS
Diana F. Reid
Jason R. Floyd
Dexter L. Newby
José A. Ortiz, Jr.

**MAYOR AND COUNCIL
REGULAR MEETING
AGENDA
3:00 PM
January 18, 2024
Council Chamber**

1. INVOCATION

Bishop A.D. Shaw of Tabernacle of Praise

2. MINUTES

To approve the minutes from the January 4, 2024, Council Meeting.

3. UNFINISHED BUSINESS

3.1. LIBERTY COUNTY BOARD OF HEALTH

To present for Mayor and Council Consideration, an appointment to replace former Mayor Pro Tem Keith Jenkins on the Liberty County Board of Health. This appointment is made by the Mayor or his appointee.

Action Item

4. PRESENTATIONS

4.1. HOMELESS PREVENTION POINT IN TIME COUNT

To Present for Mayor and Council Consideration, 2024 Point in Time Count Announcement

Informational Item

5. PLANNING AND ZONING

6. PUBLIC HEARING

7. NEW BUSINESS

7.1. LIBERTY TRANSIT AGENCY SAFETY PLAN ADOPTION

Resolution #2024-01, revising the Liberty Transit Public Transit Agency Safety Plan.

Action Item

7.2. THE HINESVILLE MUNICIPAL COURT PARTICIPATION IN THE TAX REFUND INTERCEPT PROGRAM (TRIP), #2024-02

To Present for Mayor and Council Consideration, the Memorandum of Understanding (MOU) between the City of Hinesville Municipal Court and the Administrative Office of the Courts For Continued Participation in the Tax Refund Intercept Program (TRIP).

"Home for a Day or a Lifetime"

Action Item

8. BUSINESS LICENSE

8.1. BUSINESS LICENSES NOT RENEWED

To Present for Mayor and Council Consideration, Business License Renewal from the Previous Year Becomes Delinquent if the Applicable Occupation Tax is Not Paid on or Before December 31.

Informational Item

9. PUBLIC COMMENT

9.1. PUBLIC COMMENT

10. MAYOR KARL RILES

10.1. MAYOR KARL RILES' REPORT

11. COUNCILMEMBER REID - DISTRICT 1

11.1. COUNCILMEMBER REID'S REPORT

11.2. ESG OPERATIONS AND STATUS REPORT DECEMBER 2023

12. COUNCILMEMBER FLOYD - DISTRICT 2

12.1. COUNCILMEMBER FLOYD'S REPORT

12.2. MONTHLY BIRTHDAYS

12.3. DECEMBER MONTHLY BUSINESS LICENSE REPORT

12.4. LIBERTY TRANSIT MONTHLY REPORT

13. MAYOR PRO TEM NELSON - DISTRICT 3

13.1. MAYOR PRO TEM NELSON'S REPORT

13.2. HFD MONTHLY REPORT

14. COUNCILMEMBER NEWBY - DISTRICT 4

14.1. COUNCILMEMBER NEWBY'S REPORT

14.2. MONTHLY INSPECTIONS DEPARTMENT REPORT

15. COUNCILMEMBER ORTIZ, JR. - DISTRICT 5

15.1. COUNCILMEMBER ORTIZ, JR.'S REPORT

15.2. MONTHLY CRIME AND CITATION REPORT

16. CITY MANAGER KENNETH HOWARD

16.1. CITY MANAGER KENNETH HOWARD'S REPORT

17. EXECUTIVE SESSION

17.1. EXECUTIVE SESSION

18. ADJOURN

"Home for a Day or a Lifetime"

"Home for a Day or a Lifetime"



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024
Agenda Item: Liberty County Board of Health
Prepared by: Virginia Hendricks
Presented by: Kenneth Howard

PURPOSE: To present for Mayor and Council Consideration, an appointment to replace former Mayor Pro Tem Keith Jenkins on the Liberty County Board of Health. This appointment is made by the Mayor or his appointee.

BACKGROUND: Former Mayor Brown appointed former Mayor Pro Tem Jenkins to serve on the Liberty County Board of Health.

FUNDING: N/A

RECOMMENDATION: N/A

ATTACHMENTS:

1. Liberty County BOH By-Laws (3) (1)
2. Liberty County Board of Health Spreadsheet (2) (1)

PREVIOUS COUNCIL DISCUSSION: January 4, 2024.

**BY-LAWS
OF
LIBERTY COUNTY BOARD OF HEALTH**

ARTICLE I

NAME: This Board of Health is a creation of Title 31-3, *Official Code of Georgia Annotated* (O.C.G.A.), which establishes a county Board of Health in each and every county of the state. Consequently, this Board of Health is named the Liberty County Board of Health.

ARTICLE II

FUNCTIONS AND POWERS: The functions and powers of the Liberty County Board of Health are those given it by Titles 31-3-4 and 31-3-5 of the *Official Code of Georgia Annotated*.

A: FUNCTIONS

The Liberty County Board of Health functions are:

- 1) To determine the health needs and resources of its jurisdiction by research, and by collection, analysis, and evaluation of all data pertaining to the health of the community;
- 2) To develop, in cooperation with the health department, programs, activities, and facilities responsive to the needs of its area;
- 3) To secure compliance with the rules and regulations of the health department and have local application; and
- 4) To enforce, or cause enforcement of, all laws pertaining to health unless the responsibility for the enforcement of such laws is that of another agency.

B: POWERS

The Liberty County Board of Health is empowered to:

- 1) Establish and adopt By-Laws for its own governance. Meetings shall be held at least four (4) times per year.
- 2) Exercise responsibility and authority in all matters within the county pertaining to health unless the responsibility for enforcement of such is By-Laws of another agency;

- 3) Take such steps, as may be necessary, to prevent and suppress disease and conditions deleterious to health and to determine compliance with health laws and rules, regulations, and standards adopted;
- 4) Adopt and enforce rules and regulations appropriate to its functions and powers.
- 5) Review and approve annual budget, review and accept the annual audit report and review quarterly financial update on results of operations;
- 6) Propose to the Liberty County Commission fees for the provision of environmental health services provided by the County Board of Health;
- 7) Make contracts and establish fees for the provision of public health services provided by the County Board of Health;
- 8) Contract with Georgia Department of Public Health, or other agencies, for assistance in the performance of its functions and the exercise of its powers and for supplying services which are within its purview to perform, provided that such contracts and amendments thereto shall have first been approved by the Georgia Department of Public Health; and
- 9) Establish rules and regulations which apply to all citizens and premises of the county or to specified areas and citizens therein without regard to the remainder of the county (OCGA 31-3-6).

ARTICLE III

MEMBERSHIP: The Liberty County Board of Health shall be composed of seven members as provided in Title 31-3-2 of the Official Code of Georgia Annotated. Composition of the Board of Health, appointments, terms of members, notification of vacancies, appointment, and qualification of members, to fill vacancies, shall all be according to said Title 31-3-2, and these By-Laws. The composition of the Liberty County Board of Health is listed in the following table:

**GEORGIA HEALTH CODE
CHAPTER 3 COUNTY BOARDS OF HEALTH**

31-3-2

Composition; terms of members (Created by House Bill 1068, 1984 Georgia Legislature)

BOARD OF HEALTH MEMBERS	TERM BEGINS/EXPIRES
1. Chief executive officer of the governing authority of County (Chairperson of County Commission or another member of the County Commission)	Serves While Holding Office
2. County Superintendent of Schools (or an Assistant Superintendent of Schools appointed by the Superintendent)	Serves While Holding Office
3. Physician actively practicing in County (Appointed by governing authority of County [County Commissioners])	Six Year Term
4. Consumer representing consumers of Mental Health, Mental Retardation, and Substance Abuse Services. (Appointed by governing authority of County [County Commissioners])	Six Year Term
5. Consumer or licensed nurse interested in promoting Public Health (Appointed by governing authority of the largest municipality in the county)	Six Year Term
6. Consumer representing the County's needy, underprivileged, or elderly community (Appointed by governing authority of County [County Commissioners])	Six Year Term
7. Chief executive officer of the governing authority of the largest municipality of the County (or a member of the City Commission)	Serves While Holding Office

No member appointed to the Liberty County Board of Health shall be an employee of the Liberty County Government or of the Liberty County Health Department. Appointing authority must provide documentation to Liberty County Board of Health of selection. *When a Board member's term expires, that Board member will continue to hold office and may continue to participate and vote on Board matters until a successor is sworn in.*

ARTICLE IV

TITLES OF OFFICERS: The officers of Liberty County Board of Health shall be the Chairperson, Vice-Chairperson, and Secretary.

ELECTION OF OFFICERS:

Officers shall be elected bi-annually and at the first regular meeting of the Board of Health of the calendar year. To qualify for nomination, as an officer of the Liberty County Board of Health, it is preferred that a person must have been a member of the Board of Health for a minimum of one year. There shall be no limit to the number of terms to which the officers may be elected to serve.

A. DUTIES OF THE BOARD OF HEALTH CHAIRPERSON

1. The Chairperson person shall:
 - a) ensure that all meetings are held as required by these By-Laws;
 - b) preside at all meetings of the Board of Health;
 - c) ensure that provisions in these By-Laws are adhered to;
 - d) ensure that all policies, resolutions, and directives of the Board of Health are carried out;
 - e) serve as an ex-officio member of all committees; and
 - f) perform other appropriate duties as the Board of Health may direct.
2. If the Chairperson does not fulfill his or her duties, resigns, or is no longer eligible to serve, the election of a new Chairperson will be conducted by the Board of Health.

B. DUTIES OF THE BOARD OF HEALTH VICE CHAIRPERSON:

1. In the absence of the Chairperson, the Vice Chairperson shall conduct the Board of Health meeting and perform other duties as requested.
2. In the absence of the Chairperson and the Vice Chairperson, the District Health Director may Chair the Board of Health meetings.

C. DUTIES OF THE BOARD OF HEALTH SECRETARY:

1. Ensure minutes are taken to accurately reflect proceedings of each meeting. A Liberty County Health Department employee may be designated to take the minutes of each meeting.

D. NOMINATING COMMITTEE

1. The Chairperson shall appoint a nominating committee consisting of three Board of Health members. This committee will be appointed two months prior to the meeting where elections are held. Additional nominations may be made from the floor at the time of elections.

E. DUTIES OF THE BOARD OF HEALTH MEMBERS

1. The members shall:
 - a) attend all meetings of the Board of Health if possible, but to remain on the Board of Health members must attend three (3) or more consecutive regular meetings or more than forty-five (45%) of the regularly held and specially called meetings during any calendar year*;

- b) be entitled to absent himself or herself and shall be deemed to have a leave of absence from his or her public duties (1) while engaged in the performance of ordered military duty and while going to and returning from such duty or (2) for other good cause as approved by the Board* ;

****Attendance Policy, Liberty County Board of Commissioners as amended***

- c) removal of any member will require a majority Board of Health vote;
- d) ensure that provisions in these By-Laws are adhered to;
- e) ensure that all policies, resolutions, and directives of the Board of Health are carried out;
- f) serve as an ex-officio member of all committees; and
- g) perform other appropriate duties as the Board of Health may direct.

ARTICLE V

CHIEF EXECUTIVE OFFICER: The District Health Director of Public Health District 9-1 shall serve as the Chief Executive Officer of this Board of Health as provided in Sections 31-3-12 and 31-3-15 of the Official Code of Georgia.

FUNCTIONS AND POWERS: The District Health Director, as Chief Executive Officer of this Board of Health, shall in the name of the Board of Health perform the functions and exercise the powers set forth in Chapter 31-3 of the Official Code of Georgia, except to adopt By-Laws and adopt rules.

COUNTY HEALTH DEPARTMENT LEADERSHIP STAFF (I.E COUNTY NURSE MANAGER, ENVIRONMENTAL HEALTH MANAGER): The County Nurse Manager and the Environmental Health County Manager, of the Liberty County Health Department, will sit on the Board of Health, as ex-officio members.

ARTICLE VI

REGULAR MEETINGS: Regular meetings shall be held no less frequently than quarterly.

SPECIAL MEETINGS: Special meetings may be called by the Chairperson at the request of any member of the Board-Health or as deemed necessary by the Chairperson. No business shall be transacted at a special meeting except that stated in the notice calling the meeting. Notice of any special meeting shall be given at least five days before the time set for the meeting; provided, however, that a meeting called to respond to a public health emergency may be held as soon as a quorum of members is assembled.

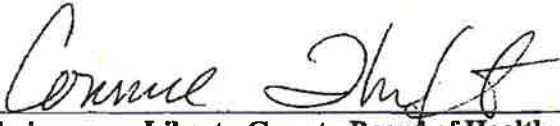
QUORUM: An officer plus 3 members of the Board of Health shall constitute a quorum for the conduct of business.

AMENDMENTS: The By-Laws may be amended, after at least 30 days notice, at any regular meeting of the Board of Health. Such notice shall be referred to a special committee which shall report at the next regular meeting and shall require a majority vote of those present for adoption. Amendments, so made, shall be effective when approved by the Board of Health.

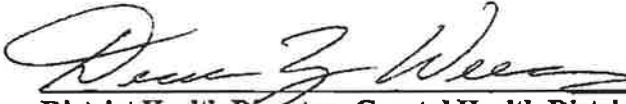
PARLIAMENTARY AUTHORITY: The rules contained in the current edition of *Robert's Rules of Order* shall guide governance in all cases to which they are applicable.

ADOPTION: These By-Laws shall be adopted at any regular meeting of the Board of Health in which there is a quorum and shall replace any previous By-Laws. Members of the Board of Health will need to be notified 30 days in advance if new By-Laws will be presented.

ADOPTED BY THE LIBERTY COUNTY BOARD OF HEALTH, THIS 6 **DAY OF**
March, 2014.



Chairperson, Liberty County Board of Health



District Health Director, Coastal Health District 9-1

STANDING
BOARDS/COMMISSIONS/AUTHORITIES
APPOINTEES

Liberty County Board of Health							
APPOINTED BY	CURRENT APPOINTEES	RESIDES IN DISTRICT	TERMS SERVED	LENGTH OF TERM	TERM BEGAN	TERM EXPIRES	NOTES
Mayor Brown	Keith Jenkins	4		4 years	06/17/2016	12/31/2023	
Mayor and Council	Martha Kitchings*				07/07/2022	12/31/2023	Martha Kitchings is filling the unexpired term of Samantha Roberts

Created by State Law O.C.G.A. 31-3-2 (a) (5)



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024

Agenda Item: Homeless Prevention Point in Time Count

Prepared by: Kendra Ivy

Presented by: Shauntay Harris

PURPOSE: To Present for Mayor and Council Consideration, announcement of the 2024 Point in Time Count.

BACKGROUND: The 2024 Georgia Balance of State Point in Time (PIT) Count date is January 22, 2024. Sheltered homelessness counts are conducted annually, and unsheltered counts are conducted every two years. This year's counts cover sheltered and unsheltered homelessness.

The PIT Count's purpose is to obtain a snapshot of homelessness in communities across the nation. An effective and accurate count increases an area's chances of better funding allocation at the state and national level.

The 2024 street count begins on the night of January 22, 2024, and is followed by a 7-day service-based count. DCA is coordinating local count efforts with Count Coordinators in 39 counties across the state.

FUNDING: N/A

RECOMMENDATION: N/A

ATTACHMENTS:

1. 2024 POINT IN TIME COUNT SIGN UP FLYER

PREVIOUS COUNCIL DISCUSSION: N/A



Hello Community Leaders, Stakeholders and Partners!

We are conducting a homelessness census called the “Point In Time Count” Event being held on January 22nd, and are looking for volunteers to assist in conducting this PIT Count. Every other year Dept of Community Affairs’ Continuum of Cares throughout the country are tasked with counting the sheltered and unsheltered homeless population on one night in January to get a snapshot of homelessness in the nation, states, and local communities.

We are encouraging everyone to spread the word and recruit as many volunteers as possible. The more community collaborators, stakeholders, and organizations who volunteer and participate the higher the count (and the better chance of funding to be allocated to that area).

To do this all you have to do is scan the first QR code to let us know you’re volunteering for local team leads and then scan the second QR code to sign up with Ga DCA (Dept of Community Affairs) and your local team lead with contact you with more information about training and the PIT Event.



**First QR Code
Local Team Sign-Up**



**Second QR Code
GA DCA Sign-Up**

If the QR codes do not scan then please email Jclark@safeharborcenterinc.org or Mmarshall@safeharborcenterinc.org for assistance with signing up.



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024

Agenda Item: Liberty Transit Agency Safety Plan Adoption

Prepared by: Ryan Arnold

Presented by: Ryan Arnold

PURPOSE: To Present for Mayor and Council Consideration, Request for approval of Resolution 2024-01 revising the Liberty Transit Public Transit Agency Safety Plan.

BACKGROUND: On November 21, 2022, The Liberty Transit Steering Committee approved a Public Transit Safety Agency Plan as required by FTA and GDOT regulations. The plan is reviewed annually and if significant changes are made, the plan is updated and submitted to the governing body for approval. This year's changes include:

- New Third Party Operator
- New Position added to increase safety oversight

FUNDING: N/A

RECOMMENDATION: Approval of Resolution 2024-01

ATTACHMENTS:

1. 2024_PTASP_GDOT_Liberty Transit (Hinesville)draft 2
2. Resolution Public Transit Agency Safety Plan revised

PREVIOUS COUNCIL DISCUSSION: N/A

LIBERTY TRANSIT

SAFETY PLAN

JANUARY 2024



01/18/2024 FINAL DRAFT

AUTHORIZATIONS

Moving Ahead for Progress in the 21st Century (MAP-21) and the Fixing America's Surface Transportation Act (FAST) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of transit bus systems throughout the United States. On July 19, 2018, the FTA promulgated its final rule 49 C.F.R. Part 673 - Public Transportation Agency Safety Plan (PTASP) which requires recipients of FTA Chapter 5307 funds to develop and implement a safety plan based on Safety Management Systems (SMS) principles and methods.

Liberty Transit establishes this Safety Plan as our agency's commitment to system safety and the principles of SMS. The objectives of our plan are to:

- Increase the safety of our transit system by proactively identifying, assessing, and controlling risks;
- Continually improve safety performance;
- Improve the commitment of transit leadership to safety; and
- Foster a culture of safety awareness and responsiveness.

Liberty Transit is committed to implementing a systematic and comprehensive safety program. Leadership will visibly demonstrate its commitment to safety by monitoring hazards, enforcing, and supporting safety programs, and promoting an open and transparent environment to discuss and address safety issues.

This Safety Plan was developed by the Georgia Department of Transportation (GDOT), and Liberty Transit has adopted it to comply with FTA Part 673 requirements. Our Board of Commissioners, the City Manager, and Mobility Manager have reviewed and approved this Safety Plan and assure that its contents establish a comprehensive SMS framework and meet the requirements of Part 673.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the National Public Transportation Safety Plan (NSP), Liberty Transit has adopted this PTASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A). While safety has always been a primary function at Liberty Transit this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule, as amended.

Additionally, FTA recently released proposed revisions to the National Public Transportation Safety Plan (NPTSP) to address the new requirements in the Bipartisan Infrastructure Law (BIL), enacted as the Infrastructure Investment and Jobs Act (IIJA) to further advance transit safety. This Plan supersedes the one which FTA published in January 2017. It lays out a performance-based approach to reduce injuries and fatalities on transit systems under FTA's safety jurisdiction. If these changes are ratified, this plan will be updated to include safety training for maintenance staff as well as de-escalation training for all safety sensitive personnel. Three new Safety Performance Measures will be added for tracking including "Transit Worker Fatality Rate," "Assaults on Transit Workers" and "Rate of Assaults on Transit Workers" This plan will then be updated to include two new Safety Risk Reduction Program Measures which are "Assaults on Transit Workers" and "Rate of Assaults on Transit Workers, both of which are already reported

by Liberty Transit to the FTA through the National Transit Database (NTD). Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At Liberty Transit, all levels of management, administration and operations are responsible for the safety of their customers and themselves.

This Safety Plan will be distributed to all transit employees and will be reviewed and updated annually.

APPROVED BY	DATE
ACCOUNTABLE EXECUTIVE, KENNETH HOWARD, CITY MANAGER, CITY OF HINESVILLE	

REVISION RECORD				
REVISION #	REVIEW DATE	REVIEWER	REVISION DATE	APPROVED BY
1	__/__/24	GDOT		GDOT
2	12/31/24	GDOT		
3	__/__/25			
4	__/__/26			

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DEFINITIONS

Accident: An event that involves any of the following – loss of life; a report of a serious injury to a person; a collision of a public transit vehicle; an evacuation for life safety reasons at any location, at any time, whatever the cause.

Accountable Executive: A single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the Agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the Agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and the Agency's Transit Asset Management Plan in accordance with 49 U.S.C. § 5326.

Agency Leadership and Executive Management: Those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

Chief Safety Officer: Means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Event: Any accident, incident, or occurrence.

Hazard: A condition that has the potential to cause injury, illness, death, or property damage.

Fatality: A death or suicide confirmed within 30 days of a reported event. Does not include deaths in or on transit property that are a result of illness or other natural causes; a death due to, Collision (including suicides), Fire, Hazardous material spill, Acts of God, System, or personal security event (including suicides), and other safety events.

Hazard Likelihood: Probability of a hazard consequence to occur.

Hazard Severity: The effect/damaging result of a hazards consequence.

Incident: An event that involves any of the following – a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation: The process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Injury: Any damage or harm to persons that requires immediate medical attention away from the scene because of a reportable event. Agencies must report each person transported away from the scene for medical attention as an injury, whether or not the person appears to be injured.

Key staff: A group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

Major Mechanical Failures: Failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

National Public Transportation Safety Plan (NPTSP): The plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Notice of Proposed Rulemaking (NPRM): A proposed new regulation or proposed changes to an existing regulation. A Federal agency is only allowed to issue regulations if authorized to do so by Congress, so the NPRM also provides the statutory authority under which the agency is proposing the regulation. The NPRM also explains the background and history of the issue that generated the regulation, and avenues for public participation.

Occurrence: An event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Passenger: A person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Preventative Maintenance: Regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

Public Transportation Agency Safety Plan (PTASP): The documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Performance target: A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration.

Reportable: An event occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle, excluding occupational safety events occurring in administrative buildings.

Risk: An assessed probability and severity calculation to classify the overall potential consequences of a hazard.

Safety Assurance (SA): A list of defined safety performance indicators for reach priority risk and associated targets the Agency will use to determine if it is achieving the specified safety goals.

Safety Committee: A committee convened by a joint labor-management process comprised of an equal number of frontline employees (selected by a labor organization representing the plurality of the frontline workforce employed by the recipient or, if applicable, a contractor to the recipient, to the extent frontline employees are represented by labor organizations) and management.

Safety Events: Include but are not limited to slips, trips, falls, smoke, power failure, maintenance-related issues, or electric shock. To be reported as a major event, these events must **either** meet the fatality, evacuation, or property damage threshold **or** result in two or more injured persons. Other Safety Events that cause only one person to be immediately transported from the scene for medical attention, and that do not trigger any other reporting threshold, are reported on the Non-Major Monthly Summary Report form. The FTA includes Other Safety Events that occur in a transit maintenance facility and meet a reporting threshold but continues to exclude occupational safety events occurring in administrative buildings.

Safety Management Policy (SMP): A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's employees regarding safety.

Safety Management System (SMS): The formal, top-down, data-driven, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Executive: A CSO or an equivalent.

Safety Objective: A general goal or desired outcome related to safety.

Safety Performance: An organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Measure: An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Safety Performance Monitoring: Activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and safety performance targets.

Safety Performance Target: A performance target related to safety management activities.

Safety Promotion (SP): A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk: The assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment: The formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.

Safety Risk Management (SRM): A process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation: The activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

Safety Risk Probability: The likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

Safety Risk Severity: The anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

Serious Injury: Any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from
- the date that the injury was received;
- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small Public Transportation Provider: A recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State: A State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of Good Repair: The condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency: An agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

Transit Agency: An operator of a public transportation system.

Transit Asset Management (TAM) Plan: The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Vehicle Revenue Miles (VRM): The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

Acronyms:

ADA	Americans with Disabilities Act
AE	Accountable Executive
ARB	Accident Review Board
ASP	Agency Safety Plan (aka PTASP)
BIL	Bipartisan Infrastructure Law
CAP	Corrective Action Plan
CEO	Chief Executive Officer
CSO	Chief Safety Officer
FAST	Fixing America's Surface Transportation Act
FTA	Federal Transit Administration
FY	Fiscal Year
GDOT	Georgia Department of Transportation
HAMPO	Hinesville Area Metropolitan Planning Organization
HR	Human Resources
KPI	Key Performance Indicator
MAP-21	Moving Ahead for Progress in the 21 st Century
MILSTD	Military Standard
NPRM	Notice of Proposed Rulemaking
MPO	Metropolitan Planning Organization
NPTSP	National Public Transportation Safety Plan
NTD	National Transit Database
NTSB	National Transportation Safety Board
ODP	Operator Development Program
PHA	Preliminary Hazard Assessment
PPE	Personal Protective Equipment
PTASP	Public Transportation Agency Safety Plan
SMS	Safety Management System
SPT	Safety Performance Target
SRM	Safety Risk Management
TAM	Transit Asset Management
TPO	Third Party Operator
UPT	Unlinked Passenger Trips
USC	United States Code
VRM	Vehicle Revenue Miles

1. Transit Agency Information

Liberty Transit is a fixed route public transit system that operates within the City of Hinesville, City of Flemington, City of Walthourville, and Fort Stewart Military Installation, home of the 3rd Infantry Division. The service area is approximately 20 square miles with an estimated population of 31,932 (according to the 2018 Transit Development Plan). The Liberty Transit System is governed by the Transit Steering Committee, which is comprised of the Mayor of Hinesville, Mayor of Flemington, Liberty County Board of Commissioners Chairperson, Mayor of Walthourville, and an ex-officio Fort Stewart representative. The agency operates a fleet of nine buses each equipped with ADA complaint wheelchair lifts and tie downs as well as bicycle racks for multimodal passengers.

While Liberty Transit has begun as a fixed route transit system, the long-term goal is to become a countywide system and ultimately part of a regional solution to transportation needs. In order to accomplish these long-term goals, the staff at Liberty Consolidated Planning Commission is working across the region with transit partners to develop a plan to make these goals a reality.

Transit Agency Name	Liberty Transit		
Transit Agency Address	115 East Main Street, Hinesville GA 31313		
Accountable Executive (Name and Title)	Kenneth Howard, City Manager		
Chief Safety Officer (Name and Title)	Donna Dale, Transportation Manager		
Mode(s) of Service Provided (e.g., Fixed Route, Demand Response, ADA Paratransit, etc.)	Fixed Route & ADA Paratransit	List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307
Vehicles Operated in Maximum Service, by Mode	Fixed Route: 3 ADA Paratransit: 1 Extraordinary Service Route: 1		Other(describe mode) 1 (capacity for extraordinary service route)
Mode(s) of Service Contracted Out to Third Party Operators (TPOs)	Liberty Transit's whole operations are contracted out to a third party (currently RTW). Our governing local government entity pays for the fuel, provides the facilities, and administers the grants.		

Name of Third Party Operator (if applicable) and contact person	RTW Management Inc.			
Does the agency provide transit services on behalf of another transit agency or entity?	Yes	No X	Description of Arrangement(s)	The City of Hinesville serves as the grantee for the 5307 program which funds Liberty Transit. Liberty Transit serves the Cities of Hinesville, Flemington, Walthourville and Fort Stewart.
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	City of Flemington, 156 Old Sunbury Rd. Flemington GA. 31313 City of Walthourville, 222 Busbee Rd, Walthourville GA 31333 Ft. Stewart. 954 William H. Wilson Ave. Bldg 624, Suite 131 Fort Stewart, Georgia 31314			
Are any transit employees represented by a Labor Union? If so please describe.	No			
No. of Fixed Bus Routes:	3			
Annual Vehicle Revenue Miles (VRM)	Fixed Route Bus VRM		Demand Response/Paratransit VRM	
	5,173		13,180	
Annual Unlinked Passenger Trips (UPT)	Fixed Route Bus UPT		Demand Response/Paratransit UPT	
	24,950		5,173	

Liberty Transit System Map

Logos: HINESVILLE GEORGIA, LIBERTY COUNTY, CITY OF FLEMINGTON, LIBERTY TRANSIT

Last Updated: 10/15/2011

Legend:

- Route 1 (Red line)
- Route 1 Limited Service (Red dashed line)
- Route 2 (Green line)
- Route 3 (Blue line)
- Timed Stops (Clock icon)
- Bus Stops (Circle icon)
- Bus Stops (Arrow marks roadside)
- Fort Stewart Gates
- Hospitals
- Roads
- Railroads
- Paratransit Area
- Parks
- City of Hinesville
- Liberty Transit Participating Cities
- Other Cities
- Fort Stewart
- County Boundaries

Map Labels: Hinesville, Walthourville, Flemington, W. 1st St., W. 2nd St., W. 3rd St., W. 4th St., W. 5th St., W. 6th St., W. 7th St., W. 8th St., W. 9th St., W. 10th St., W. 11th St., W. 12th St., W. 13th St., W. 14th St., W. 15th St., W. 16th St., W. 17th St., W. 18th St., W. 19th St., W. 20th St., W. 21st St., W. 22nd St., W. 23rd St., W. 24th St., W. 25th St., W. 26th St., W. 27th St., W. 28th St., W. 29th St., W. 30th St., W. 31st St., W. 32nd St., W. 33rd St., W. 34th St., W. 35th St., W. 36th St., W. 37th St., W. 38th St., W. 39th St., W. 40th St., W. 41st St., W. 42nd St., W. 43rd St., W. 44th St., W. 45th St., W. 46th St., W. 47th St., W. 48th St., W. 49th St., W. 50th St., W. 51st St., W. 52nd St., W. 53rd St., W. 54th St., W. 55th St., W. 56th St., W. 57th St., W. 58th St., W. 59th St., W. 60th St., W. 61st St., W. 62nd St., W. 63rd St., W. 64th St., W. 65th St., W. 66th St., W. 67th St., W. 68th St., W. 69th St., W. 70th St., W. 71st St., W. 72nd St., W. 73rd St., W. 74th St., W. 75th St., W. 76th St., W. 77th St., W. 78th St., W. 79th St., W. 80th St., W. 81st St., W. 82nd St., W. 83rd St., W. 84th St., W. 85th St., W. 86th St., W. 87th St., W. 88th St., W. 89th St., W. 90th St., W. 91st St., W. 92nd St., W. 93rd St., W. 94th St., W. 95th St., W. 96th St., W. 97th St., W. 98th St., W. 99th St., W. 100th St.

Inset Map: Hinesville Downtown

Civic

1 Board of Education	7 Emergency Management	12 Police Department
2 City Hall - Flemington	8 Fire Station	13 Public Works
3 City Hall - Hinesville	9 Fire Station	14 Records Retention Center
4 County Jail	10 Health Department	15 State Patrol Office
5 Court House	11 Justice Center	16 VA Medical Center
6 Court House Annex	12 Police Department	

Schools

1 Georgia Southern University	4 Lewis Frasier Middle	10 Lyman Hall Elementary
2 Bradwell Institute	5 Liberty County Career Academy	11 Snelson-Golden Middle
3 Burt Gwinnett Elementary	6 Liberty County Performing Arts Center	12 Taylors Creek Elementary
4 Frank Long Elementary	7 Liberty Pre-K	13 Waldo Pafford Elementary
5 Joseph Martin Elementary		

Shopping

1 Clydes Convenience Store	3 Kroger
2 Hinesville Square	4 Walmart Neighborhood Market

2. Safety Management

2.1 Safety Management Policy – 673.23(a)

Liberty Transit strives to provide the safest and most secure experience for the riding public and our employees. All levels of management and employees are accountable for the delivery of the highest level of safety performance, starting with the City Manager. Every employee must practice workplace safety, use equipment, tools, and materials properly, and be trained in the agency's work rules and procedures for his or her respective areas of responsibility, including contingency plans for abnormal and emergency conditions.

Liberty Transit is committed to:

- Supporting an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as paid to other management systems of the organization;
- Integrating the management of safety as a primary responsibility of all managers and employees, including contractors;
- Defining for all staff, managers, and employees alike, their accountability and responsibility for the delivery of the organization's safety performance and the overall implementation of our Safety Plan;
- Establishing and implementing a proactive safety program to manage risks to a level that is acceptable and consistent with safety performance;
- Ensuring protections for any employee who discloses a safety concern through the employee safety reporting program;
- Complying with, and wherever possible, exceeding the expectations of legislative and regulatory requirements and standards;
- Ensuring all staff are provided with adequate and appropriate safety-related information, personal protective equipment (PPE), and training;
- Ensuring all staff are competent in safety management matters, and are allocated only to tasks commensurate with their skills;
- Communicating the purpose and benefits of the Safety Management System (SMS) to all staff, managers, supervisors, and employees;
- Establishing and measuring our safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- Continually improving our safety performance through management processes that ensure appropriate safety management actions are taken and are effective; and
- Ensuring externally supplied systems and services to support our operations are delivered to meet our safety performance standards.

This agency Safety Plan describes our safety efforts and programs, and through our thorough implementation of such efforts and programs we explicitly show our commitment to system safety based on SMS principles, as per 49 CFR Part 673.

2.2 Employee Safety Reporting – 673.23(b)

Employees (both in-house and contract operator) are required to embrace Liberty Transit's safety goals and objectives and are encouraged to report safety concerns, issues, or hazards. Executive

management has established a safety reporting process for employees to voice their safety concerns without fear of retribution or blame. All frontline personnel will be responsible for utilizing this program, as necessary. Our employees (including contractors) have a duty to report any unsafe condition to their supervisor, manager, or the Chief Safety Officer. Unsafe conditions may include issues with policies, procedures, physical conditions, events, information about an issue, among others. All violations of agency safety rules or procedures (including regulatory requirements of the agency) may result in disciplinary action. No action will be taken against any employee who communicates a safety condition through our reporting program unless such disclosure indicates an illegal act, gross misconduct, or negligence, or a deliberate or willful disregard of our rules, policies, and procedures. Once actions to remediate a safety violation have been determined, they shall be communicated throughout the organization and carried out.

2.3 Safety Management Policy Communication 673.23(c)

Liberty Transit staff, including both RTW and City of Hinesville employees, are informed of their responsibilities related to safety and the requirements of our Safety Plan during onboarding. Communicating the purpose and benefits of this Safety Plan and SMS principles among executive and senior management, supervisors and frontline staff are the most important jobs of all of our employees. All employees understand their respective safety roles and obligations and in identifying and assessing safety risks in the workplace and in agency operations. Fostering and reinforcing these obligations through regular agency-wide communications and programs are critical functions of senior management and the Chief Safety Officer including, but not limited to:

- Safety meetings;
- Operator meetings with supervisors and managers;
- Newsletters;
- Safety bulletins;
- Safety emails and text message alerts;
- Radio supervisor communication with operators;
- One-on-one communication between supervisors and frontline employees;
- Meetings with contractors;
- Committee meetings; and
- Safety campaigns.

2.4 Safety Responsibilities

The purpose of our Safety Plan is to maintain a formal safety program and establish a coordinated safety effort responsive to the needs of the operating, maintenance, and support units (both contracted and in-house) involved in the provision of transit services. We emphasize the goal of all personnel and contractors to work toward the common goal of minimizing the occurrence of customer and employee accidents and incidents by providing safe revenue service to our customers and a safe work environment for our employees.

The following personnel lead the organization in the implementation of our Safety Plan:

City Manager, Accountable Executive (AE) (Current Incumbent, Kenneth Howard)

- Establishes and sets an organizational example for safety objectives and goals;
- Directs human resources;

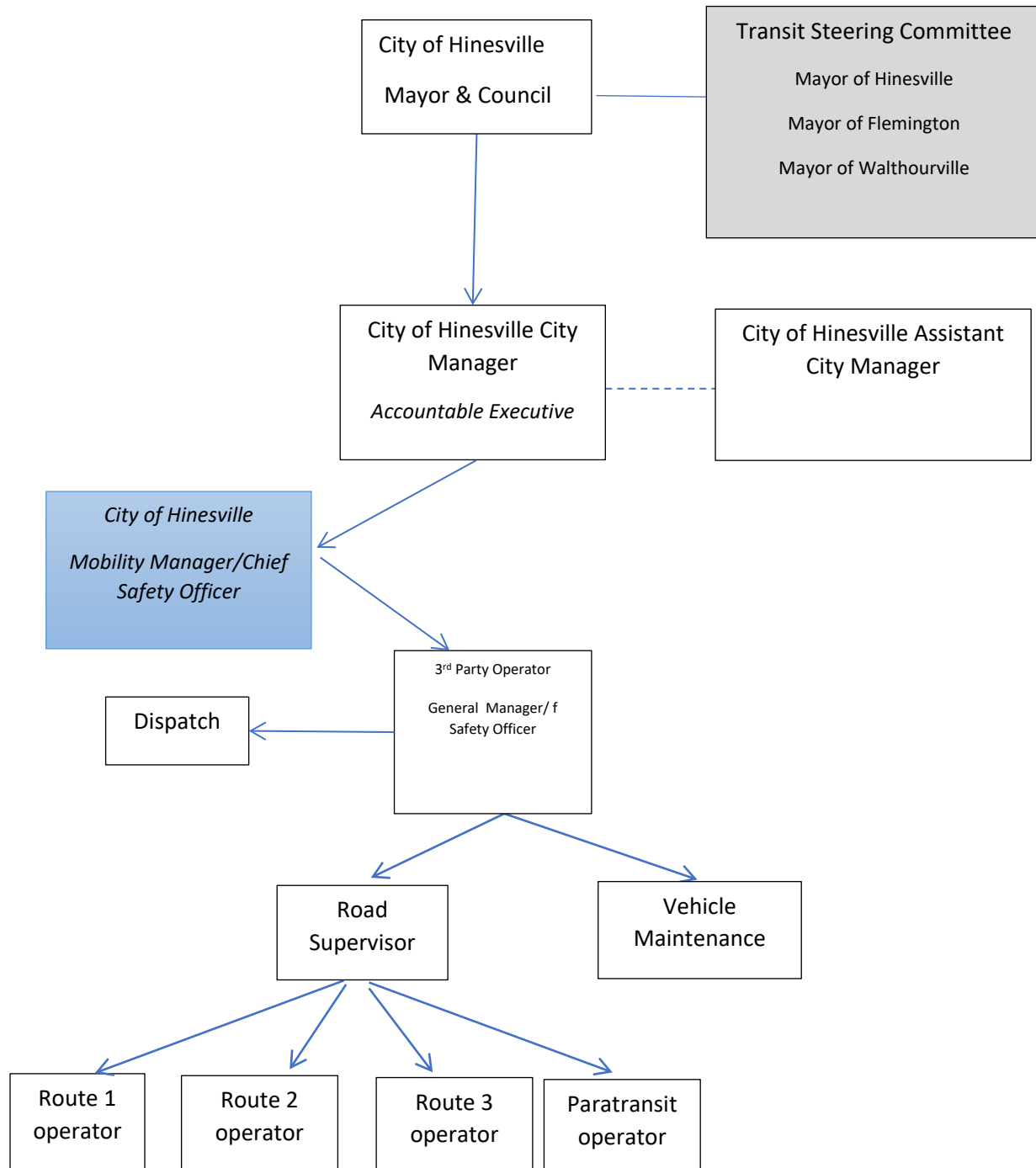
- Manages agency finances;
- Oversees operations and maintenance programs;
- Promotes and communicates safety policy and programs;
- Participates in regular meetings with key staff to understand the status of safety programs and data; and
- Ultimately holds responsibility for all agency safety outcomes.

Mobility Manager, Chief Safety Officer(current incumbent Donna Dale, Transportation Manager)

- Regularly reports to the AE to provide status reports on Liberty Transit's safety program implementation;
- Manages and implements the Safety Plan throughout the Liberty Transit system;
- Chairs Safety meetings with key departmental managers including operations and maintenance;
- Participates in formal meetings with the FTA and GDOT on safety regulatory and program topics;
- Reports Safety Performance Measures/Targets to the Hinesville Area Metropolitan Planning Organization (HAMPO);
- Develops and implements safety policies, procedures, and programs;
- Supervises and oversees work of assigned safety staff, conducts performance reviews with staff, and initiates appropriate actions related to such;
- Directs the hazard management process and provides notification of reportable accidents, incidents, and hazardous conditions;
- Investigates employee and vehicle accidents/incidents and injuries and works to develop programs to reduce accidents and injuries;
- Conducts inspections and researches safety codes, standards, and regulations;
- Compiles and analyzes health and safety statistics; produces reports, records, documents, and manifests; accesses and updates database files;
- Coordinates staff safety meetings and attends meetings, conferences and group functions related to safety;
- Develops and conducts training sessions relating to safety issues;
- Identifies health and safety concerns, analyzes reports and information, develops programs for accident/injury prevention, and submits recommendations to reduce frequency of accidents;
- Develops departmental and organizational Key Performance Indicators (KPI); and
- Conducts risk identification, evaluation, control, funding, and administration.

Other agency executive management who have responsibilities in support of implementation and management of Liberty Transit's SMS include the Assistant City Manager of the City of Hinesville, and representatives from RTW, including the Road Supervisor, Vehicle Maintenance Department, and Dispatch. Provided in Figure 2, which follows, is the Organization Chart for the Liberty Transit SMS.

Figure 2 – Liberty Transit SMS Organizational Chart



2.5 Safety Committee

The CSO will periodically convene meetings of the Safety Committee to discuss safety program issues, safety data/performance indicators, Safety and Transit Asset Management (TAM) Plan updates, among various other issues that pertain to overall agency safety matters. The Safety Committee is an executive-level function that will at minimum include the City Manager, key representatives from Operations and Maintenance, and will be chaired by the CSO. The objectives of regular meetings of the Safety Committee are to ensure that the City Manager is well-versed in the implementation of the Safety Plan, KPI, and other important data, and that executive-level staff have a regular multi-disciplinary forum to discuss pertinent safety issues and policy.

The safety committee of a recipient shall:

- (i) be convened by a joint labor-management process;
- (ii) consist of an equal number of—
 - (I) frontline employee representatives, selected by a labor organization representing the plurality of the frontline workforce employed by the recipient or, if applicable, a contractor to the recipient, to the extent frontline employees are represented by labor organizations; and
 - (II) management representatives
- (iii) have, at a minimum, responsibility for—
 - (I) identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency's safety risk assessment;
 - (II) identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended; and
 - (III) identifying safety deficiencies for purposes of continuous improvement.
- (iv) Risk reduction performance targets.
 - (A) In general. —The safety committee shall establish performance targets for the risk reduction program ... using a 3-year rolling average of the data submitted by the recipient to the national transit database under section 5335.

3. Safety Risk Management (673.25)

3.1 Safety Risk Management Program

Liberty Transit promotes the proactive identification and evaluation of hazards before they escalate into accidents or incidents. This Safety Plan and its programs must be effective in identifying and minimizing hazards in the operational environment. All operations must be viewed from a systems perspective in that the safety-critical functions of one group may impact those of one or more others. This focus on system safety is meant to foster the understanding of the interdependence of actions on overall safety. As such, our hazard management program involves a multi-disciplinary review process that is ultimately managed by the Safety Committee, led by the CSO. There are three basic objectives:

- Safety Risk identification;
- Safety Risk assessment; and
- Safety risk mitigation.

3.2 Safety Risk Identification

Safety Risk identification and resolution is a core element of the Safety Plan emphasizing timely correction of unsafe conditions, anticipated, and reconciled before serious accident, injury, or damage occurs. Our risk management program includes the following practices:

- Employee safety reporting;
- Driver, dispatcher, supervisory and maintenance performance information;
- Rules compliance checks;
- Americans with Disabilities Act (ADA) compliance reviews;
- Asset conditions assessments;
- Camera and event recorder reviews;
- Environmental information;
- Safety observations;
- Pre- and post-trip inspections;
- Vehicle, facility, and equipment inspections;
- Internal safety investigations;
- Fitness for duty checks;
- Accident reports;
- Compliance programs;
- Safety Committee reviews;
- Via reports from local agencies such as the Hinesville Police Department; and
- Public feedback/complaints.

Liberty Transit emphasizes the timely identification and correction of unsafe conditions, anticipated, and reconciled before serious accident, injury, or damage occurs. To ensure we provide as safe and reliable transportation services as possible, we have established a process by which hazards are identified, analyzed for potential impact on the operating system, and resolved in a manner acceptable to management and applicable regulatory agencies. All

management, staff, contractors, and suppliers are required to implement high standards of safety and system assurance throughout the design, construction, testing, and operational phases of our projects. Safety Risks which cannot be eliminated with design mitigations including the implementation of safety warning devices are usually addressed by training, and/or written procedures to prevent mishaps. Most hazards are identified in the field, reported, entered in reports, and are addressed by the responsible departments through routine corrective measures that do not require special attention.

Hazards can be identified through a host of sources ranging from daily experience (accidents, incidents, or safety concerns), gathered data, information submitted by patrons, to detailed analyses and assessments of existing conditions, among others. Once hazard causes, consequences, and likelihood of occurrence have been assessed, priorities for resolution can be established. The risks associated with hazards are accepted, minimized, controlled, or identified for future remedy. Safety efforts must, however, continue to ensure that the implementation of hazard remedies do not create new safety concerns.

3.3 Safety Risk Assessment

Safety Risk assessments shall include specific inputs, reviews, and comments from any department and personnel, as necessary. To categorize the severity of a hazard, the likely effects on passengers, employees, general public and equipment must be established. Hazard severity ratings are based on categories from Military Standard 882E (MILSTD-882E) and require system key agency stakeholders to make subjective determinations of the worst case that could be anticipated to result from design inadequacies, human error, component failure or malfunction. Hazard severity categories are defined to provide a qualitative measure of the worst credible mishap from resulting from personnel error, environmental conditions, design inadequacies, and procedural deficiencies for a system, subsystem or component failure or malfunction. Table 1 below summarizes the hazard severity categories. It reflects the principle that not all hazards pose an equal amount of risk to personnel safety.

Table 1 – Safety Risk Severity

Characteristics				
Severity Level	People	Equipment/Services	Financial	Reputational
Catastrophic 1	Several deaths and/or numerous severe injuries (per event)	Total loss of equipment or system interruption, requiring months to repair	Estimated loss in excess of \$5 million	Ongoing media coverage, irreparable reputational damage, government intervention (weeks-months)
Critical 2	Low number of deaths and/or severe injuries (per event)	Significant loss of equipment or system interruption, requiring weeks to repair	Estimated loss in the range of \$500,000 to \$5 million	Prolonged media campaign, serious reputational damage, sustained government involvement (days-weeks)
Major 3	Minor injury and possible serious injury (per event)	Some loss of equipment or system interruption, requiring 7 days or less to repair	Estimated loss in the range of \$50,000 to \$500,000	Adverse media coverage, reputational damage, government involvement
Marginal 4	Possible minor injury (per event)	Some loss of equipment, no system interruption, less than 24 hours to repair	Estimated loss in the range of \$1000 to \$49,999	Local media coverage and some reputational damage
Insignificant 5	No injury	Minor damage to equipment, no system interruption, no immediate repair necessary	Estimated loss is likely less than \$1000	No adverse media or reputational damage

The probability that a hazard will occur during the planned life expectancy of a system element, subsystem, component, or daily operational function can be described subjectively in potential occurrences per unit time, event, population, items, or activity. A qualitative hazard probability may be derived from research, analysis, and evaluation of historical safety data or a similar system. The CSO, departmental managers or the Safety Committee can assign a probability rating to a particular event or a specific hazard. Supporting rationale for assigning a hazard probability is documented in hazard analysis reports, memos, or minutes from meetings. The assessment of the probability of hazard occurrence will consider specific system operations based on the current system configuration. Hazard likelihood levels to be considered are shown in Table 2 below.

Table 2 – Safety Risk Likelihood

Probability	Specific Item	Fleet / Inventory	Frequency
A Frequent	Likely to occur frequently in the life of an item	Continuously experienced	26 or more events in a year
B Probable	Will occur often in the life of an item	Will occur frequently in the system	13 to 25 events in a year
C Occasional	Likely to occur sometime in the life of an item	Will occur several times	6 to 12 events in one year, or less than 24 events in 5 years
D Remote	Unlikely but possible to occur in the life of an item	Unlikely, but can be expected to occur	1 to 5 events in one year or less than 10 events in 10 years
E Improbable	Unlikely to occur but possible	Unlikely to occur, but possible	1 event in 25 years
F Eliminated	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.		

The Safety Risk Index (Table 3) combines hazard categories, severity, and probability to constitute a chart to assist in the evaluation of specific hazards and their associated levels of risk.

Table 3 – Safety Risk Index

Hazard Categories					
Frequency	1 Catastrophic	2 Critical	3 Major	4 Marginal	5 Insignificant
A Frequent	1A	2A	3A	4A	5A
B Probable	1B	2B	3B	4B	5B
C Occasional	1C	2C	3C	4C	5C
D Remote	1D	2D	3D	4D	5D
E Improbable	1E	2E	3E	4E	5E
F Eliminated	1F	2F	3F	4F	5F

Hazard Risk Index	Risk Decision Criteria
Unacceptable	Hazard must be mitigated
Undesirable	Requires acceptance from management
Acceptable with Review	Hazard may be accepted with management review

Acceptable	Risk level is acceptable
Eliminated	No hazard remains

3.4 Safety Risk Reduction Program

Once a risk has been evaluated, the agency will determine a course of action to address a given risk. As per the process above, a risk may be eliminated by eliminating the source of the hazard. For example, if a special service route has experienced incidents, such hazards will be eliminated when such special service is also eliminated. In other instances, for example, the CSO and Safety Committee may utilize accident/incident data over time to discuss the hazards of vehicle rear-endings and evaluate the type, severity and probability of these accidents, and mitigation measures to prevent these mishaps in the future.

Such mitigations may include:

- i. a reduction of vehicular and pedestrian accidents involving buses that includes measures to reduce visibility impairments for bus operators that contribute to accidents, including retrofits to buses in revenue service and specifications for future procurements that reduce visibility impairments,
- ii. the mitigation of assaults on transit workers, including the deployment of assault mitigation infrastructure and technology on buses, including barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators when a risk analysis performed by the safety committee ... determines that such barriers or other measures would reduce assaults on transit workers and injuries to transit workers.
- iii. new standard operating procedures, policies, additional training requirements, public awareness campaigns, or even vehicle design changes.

This methodology may be applied for the analysis of risks of day-to-day operations as well as for preliminary hazard assessments (PHA) when designing new system infrastructure. During the safety certification process to develop system expansions, identified hazards can be addressed by designing system elements for minimum risk, and/or incorporating safety and warning devices.

3.5 Safety Risk Tracking

Some more complex hazards may require the use of a Safety Risk Register which may consist of the following information:

- Assigned hazard number;
- Date hazard identified;
- Hazard title;
- Hazard description;
- Sources from which a hazard was identified;
- The element of operation affected by the hazard;
- Initial hazard classification;
- Current hazard classification; and
- Corrective Action Plan (CAP).

The Safety Risk Register, when used, is updated regularly until the hazard CAP has been closed out. All captured data is analyzed for the identification of developing trends to ensure future safety risks/hazards can be mitigated and/or eliminated.

Other departmental records and oversight of issues are routinely maintained to track issues as matter-of-course office processes. For example, the tracking of complaints and concerns regarding Liberty Transit; these issues are processed by the City of Hinesville via its online tracking software, and complaints and concerns may also be made to the Assistant City Manager and/or City Manager.

Hazard ID	Hazard Type	Source	Identification Date	Description	Hazard Rating (Likelihood and Consequence)	Mitigation	Status of feedback with reporter (if applicable)	Updated Hazard Rating (after mitigation)

4. Safety Assurance – 373.27 (a)

The purpose of Safety Assurance is to evaluate the overall effectiveness of safety risk controls established under safety risk management program. The City Manager and CSO are responsible for monitoring and evaluating day-to-day operations to ensure that: 1) emerging risks are identified, 2) Liberty Transit is in compliance with regulatory requirements applicable to the Safety Plan, and 3) that our safety programs are meeting our safety goals and objectives. Safety Assurance programs provide important feedback and data into the risk management process and vice versa to promote safer operations. Through our Safety Risk Management and Safety assurance Activities, we will evaluate the adequacy of procedures, processes, personnel performance, our data collected, and compliance with procedures and programs.

4.1 Safety Performance Monitoring and Measurement of Risk Mitigations

49 CFR Part 673.27 requires transit agencies to establish activities to:

- Monitor its system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance;
- Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended;
- Conduct investigations of safety events to identify causal factors; and
- Monitor information reported through any internal safety reporting programs.

4.2 Monitoring Operations and Maintenance Compliance – 673.27(b)(2)

The City Manager has the ultimate responsibility of affording the riding public and employees safe and secure operations. Each employee is required to carry out specific system safety responsibilities in compliance with their job specifications, agency rules and regulations and this Safety Plan. Each department generates its own performance data used for the detection of trends or problems in operations and maintenance prior to the development of a major safety concern. Among the various safety assurance activities overseen by the City Manager and CSO include:

- Fleet operations;
- Standard Operating Procedures for Reporting Accidents
- Standard Operating Procedures for Reporting Incidents
- Road supervision;
- Fleet maintenance;
- Drug and Alcohol Program;
- TAM;
- Resource planning;
- Internal operations reviews;
- Accident/incident investigations and other means to determine causal factors;
- Contractor safety efforts;
- Data collection and analysis; and
- Security activities.

It is the task of the CSO to monitor and measure the safety performance of operations through data provided from the various departments and report to the City Manager and Safety Committee periodically. Using collected data and assessing trends, we develop minimum performance standards to meet agency safety targets and goals. From there, we may create KPI that show us whether or not we are achieving our safety targets and goals. Selected data is accumulated and analyzed for ongoing trending and performance measurement, including fatalities, injuries to passengers and/or personnel, system reliability, and other safety related events. This data comes from various sources including, but are not limited to:

- Event reports;
- Observations of operations reports;
- Internal and external inspection, survey, and audit reports;
- Safety suggestions from employees and customers;
- Historical knowledge;
- Seasonal events and effects;
- Environmental considerations;
- New equipment or facility deployments;
- Fleet issues;
- Process reviews and audits;
- Training efforts; and
- Peer reviews.

For example, Liberty Transit conducts safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event. An investigation report is prepared and sent to the Safety Committee for integration into their analysis of the event. The Safety Committee determines whether:

- The accident was preventable or non-preventable;
- Personnel require discipline or retraining;
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

Monitoring and measurement of our Safety Assurance program establishes a baseline which we can use to compare criteria and conditions at other specific points in time. Once a baseline is established through monitoring and measurement, data can be used as criteria in evaluating operations to reduce risk and overall safety objective/goal achievement. Ongoing monitoring is built into our operations, performed continually, and responsive to change. Ongoing monitoring includes regular management and supervisory activities, comparisons, reconciliations, and other routine actions.

The CSO maintains a list of safety risk mitigations in a Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation. The CSO establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The CSO will

endeavor to make use of existing processes and activities before assigning new information collection activities.

The CSO and Safety Committee review the performance of individual safety risk mitigations during Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The CSO will approve or modify this proposed course of action and oversee its execution.

4.3 Safety Performance Measures and Targets

Among the various KPI that we use are the four safety performance measures that are required by the National Public Transportation Safety Plan (NPTSP): Fatalities, Injuries, Safety Events and System Reliability, as defined below:

- Fatalities – Total number of reportable¹ fatalities and rate per total vehicle revenue miles (VRM) by mode;
- Injuries – Total number of reportable injuries and rate per total VRM by mode;
- Safety Events – Total number of reportable events and rate per total VRM by mode; and
- System Reliability – Mean distance between major mechanical failures by mode.

These safety performance measures are based on data submitted to the National Transit Database (NTD). Our annual performance targets for these measures for FY 2021 are as below on **Table 4**. These safety performance targets will be shared with HAMPO to aid in the planning process. Liberty Transit will coordinate with GDOT and HAMPO in the selection of State and MPO safety performance targets as requested. A member of HAMPO regularly attends the Liberty Transit Monthly Steering Committee Meeting to provide staff support. The CSO and representatives of the City also attend monthly HAMPO meetings. These various meetings are used as a way for Liberty Transit and HAMPO to stay in contact and connected.

In accordance with 49 USC 5329(d)(1)(I)(i), these SPTs are set to works towards a reduction of vehicular and pedestrian accidents involving buses. In order to reduce such events, Liberty Transit will utilize the safety risk management process. Mitigations that may be taken to reduce events may include measures to reduce visibility impairments for bus operators that contribute to accidents, including retrofits to buses in revenue service and specifications for future procurements that reduce visibility impairments.

Additionally, per 49 USC 5329(d)(1)(I)(ii), Liberty Transit will also continue to take further measures to mitigate assaults on transit workers, including the deployment of assault mitigation infrastructure and technology on buses, including barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators. To conduct this review, the safety committee will conduct risk analyses to determine if such physical mitigations are necessary to reduce assaults and injuries to transit workers.

¹ The thresholds for “reportable” fatalities, injuries, and events are defined in the NTD Safety and Security Reporting Manual.

Table 4 – FY 2024 Safety Performance Measures and Targets

Motorbus (per 100,000 VRM)							
Mode - MB	Fatalities	Rate* of Fatalities	Injuries	Rate* of Injuries	Safety Events	Rate* of Safety Events	System Reliability
2020 Actual	0	0.00	0	0.00	1	1.04	95,908
2021 Actual	0	0.00	0	0.00	0	0.00	114,071
2022 Actual	0	0.00	0	0.00	0	0.00	115,817
Average	0.00	0.00	0.00	0.00	0.33	0.35	108,599
2024 SPT (MB)	0	0.00	0	0.00	1	0.35	108,599

Demand Response (per 100,000 VRM)							
Mode - DR	Fatalities	Rate* of Fatalities	Injuries	Rate* of Injuries	Safety Events	Rate* of Safety Events	System Reliability
2020 Actual	0	0.00	0	0.00	1	5.28	18,949
2021 Actual	0	0.00	0	0.00	0	0.00	18,708
2022 Actual	0	0.00	0	0.00	0	0.00	12,475
Average	0.00	0.00	0.00	0.00	0.33	1.76	16,711
2024 SPT (DR)	0.00	0.00	0.00	0.00	1.00	1.76	16,711

5. Safety Promotion

Safety Promotion fosters a positive safety culture and improves safety performance by increasing safety awareness through training and communication. Appropriate training for all employees regardless of their position within the agency provides knowledge for a successful safety program. Through communication of lessons learned and safety performance data, employees are made aware of safety priorities and concerns as they relate to their individual job tasks and the entire organization.

5.1 Safety Training

All new and existing transit employees whether contracted or in-house undergo Safety Plan familiarization training. Employees at all levels of the agency (defined as both in-house and contracted) need to understand 1) what the Safety Plan is, 2) how it supports the agency's mission, and 3) what their specific individual Safety Plan responsibilities are. This core element of our comprehensive safety training program applies to all Liberty Transit employees directly responsible for safety, including:

- City Manager and CSO;
- Bus operators;
- Dispatchers;
- Maintenance technicians; and
- Managers and supervisors.

Liberty Transit has developed job specifications for all job classifications which require certain skills training in order for personnel to perform job functions safely. For certain positions this will include initial as well as refresher training. Our safety training programs include, but are not limited to, the following:

- Bus operator training;
 - RTW Management Inc. is responsible for 40 hours of driver training in a classroom setting, and 80 hours in the vehicle. This training includes learning the following items:
 - Basic class in first aid
 - Driver sensitivity training with respect to meeting the needs of persons with disabilities
 - Passenger assistance techniques or comparable training
 - Drug and alcohol awareness training
 - Blood-borne pathogen training
 - National Safety Council defensive driving course
 - Refresher training is conducted monthly in which supervisors are on the vehicle to conduct a safety inspection
 - Operator Development Program (ODP) Classroom Training
- Bus maintainer training;
- Dispatcher training; and
- Supervisor training.
- De-escalation training

Refresher training programs are outlined in our individual departmental training syllabi. Liberty Transit and RTW maintain records of all employees upon hire and manage their progress through training, annual recertification and retraining if required.

5.2 Safety Communication

All employees, from the City Manager to frontline personnel, shall communicate the virtues and requirements of our Safety Plan and program elements. Safety communication activities ensure that all employees and contractors are aware of the following goals and responsibilities:

- The observance of all agency standard operating procedures, policies, and plans;
- The need to systematically identify safety hazards, mitigate risk and reduce fatalities and injuries resulting from transit operations;
- The need to reduce the injury incidence rate by minimizing exposure to unsafe conditions and reducing hazardous employee behavior;
- Providing safe and efficient transit services by ensuring that all vehicles, equipment, and facilities are regularly inspected, maintained, and serviced as needed; and
- Achieving 100 percent of scheduled routine inspections, preventative and regular maintenance work is completed on time, and essential repairs addressed in a designated time.

Further, we encourage employees and contractors to be mindful of their safety responsibilities, and we review various safety issues, recommendations, policies, etc. by various means which include but are not limited to:

- Employee Safety Reporting Program;
- Safety meetings;
 - RTW Management Inc. currently holds monthly safety meetings. The Liberty Transit Steering Committee meets and addresses any issues brought and reviews a safety report including Drug and Alcohol testing, accident reports, and any complaints;
- Operator meetings with supervisors and managers;
- Newsletters;
- Safety bulletins;
- Safety emails;
- Text message alerts;
- Radio supervisor communication with operators;
- One-on-one communication between supervisors and frontline employees;
- Meetings with contractors;
- Committee meetings; and
- Safety campaigns.

A positive safety culture focuses on finding and correcting systemic issues rather than finding someone or something to blame. A positive safety culture flourishes in an environment of trust, encouraging error-reporting and discouraging covering up mistakes. The need to address behavior that is malicious or recklessly negligent must be balanced with the need for a just culture that is not excessively punitive. A positive safety culture goes beyond simply adhering to

procedures. It is demonstrated when employees carry out their duties correctly, with alertness, full knowledge, sound judgment, and a sense of accountability.

6. Annual Update Process

The CSO will review and update this Safety Plan annually. The updated version of the Plan will be signed by the City Manager and approved by the agency's Board of Directors. The newly authorized version will be reissued to all transit personnel for their perusal and comprehension. The Governing Body of Liberty Transit consists of a Steering Committee made up of the Mayors of the Three Cities that contribute to the program on a per-population based share (City of Hinesville, City of Walthourville, and City of Flemington). The Steering Committee is responsible for approving all items and reports. The City of Hinesville serves as the Transit System's Fiscal Agent and grant administrator and approves contracts and agreements after approval of the Steering Committee has been received.

Liberty Transit will maintain all documents that are related to the implementation of this Safety Plan and results from SMS processes and activities. These documents will be made available upon request by the FTA or other related federal entity. All such documents will be maintained for a minimum of three years after they are created. Per 49 USC 5329(d)(1)(D), this plan includes provisions for annual updates of the SMS. As part of Liberty Transit's ongoing commitment to fully implementing SMS and engaging our agency employees in developing a robust safety culture, Liberty Transit will review the ASP and all supporting documentation annually. The review will be conducted as a precursor to certifying to FTA that this PTASP is fully compliant with 49 CFR Part 673 and accurately reflects the agency's current implementation status. Certification will be accomplished through Liberty Transit's annual Certifications and Assurances reporting to FTA.

The annual PTASP review will follow the update activities and schedule provided below.

Table 5 – Annual Review/Update Timeline

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Review Agency Operations											
Review SMS Documentation • <i>Safety Policy;</i> • <i>Risk Management;</i> • <i>Safety Assurance; and</i> • <i>Safety Promotion.</i>											
Review Previous Targets and Set or Continue Targets											
Report Targets to National Transit Database (NTD), MPO											
Make Any Necessary Adjustments to PTASP											
Update Version No., Adopt & Certify Plan Compliance											★

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Appendix A: PTASP Relationship to Other Federal Laws & Regulations

1. Public Transportation Safety Program Rule - 49 U.S.C. § 5329

The Public Transportation Safety Program Rule establishes substantive and procedural rules for FTA's administration of the Public Transportation Safety Program authorized by 49 U.S.C. § 5329. The rule establishes FTA's SMS approach to the development and implementation of the Safety Program. Further, it sets rules of practice for the FTA's enforcement authority and describes the contents of a National Public Transportation Safety Plan.

National Public Transportation Safety Plan (NPTSP)- section 5329(b)

Through the NPTSP, the FTA has adopted the principles and methods of SMS as the basis for enhancing the safety of public transportation in the United States. The NPTSP is a policy document, communications tool, and a repository of standards, guidance, best practices, tolls, technical assistance, and other resources.

This Safety Plan was written in accordance to the Public Transportation Safety Program Rule and the NPTSP.

2. Public Transportation Agency Safety Plan (PTASP) Rule - 49 CFR Part 673

The Federal Transit Administration (FTA) published a final rule for PTASP as authorized by the Moving Ahead for Progress in the 21st Century Act (MAP-21). This final rule requires States and certain operators of public transportation systems that receive Federal financial assistance under Urbanized Area Formula Program (49 U.S.C. § 5307) to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). Transit operators must certify they have a safety plan, meeting the requirements of the rule, in place by July 20, 2020.

3. Transit Asset Management (TAM) Rule - 49 CFR Part 625

The PTASP final rule applies to only Section 5307 recipients and sub-recipients, and the TAM rule applies to all operators of public transit. However, the two plans can support one another by providing useful data for agency use and NTD reporting. Pursuant to 49 C.F.R. Part 625, condition assessments were performed as part of safety risk management and safety assurance activities. The results of TAM condition assessments, and subsequent SMS analysis can help prioritize a transit agency's TAM Plan elements. Condition assessments help identify potential safety issues, which could undergo a safety risk assessment as part of safety risk management. Further, TAM data and analysis can also be used for performance monitoring and measurement as part of safety assurance. Results of safety risk assessments and safety performance monitoring and measurement can guide the prioritization of an asset for repair or replacement.

4. National Transit Database (NTD) Rule 49 U.S.C 5335(a)

Transit agency's receiving funding from the Urbanized Area Formula Program (5307) or Rural Formula Program (5311) are required to submit data to the NTD in uniform categories. Agencies submit reports to NTD each fiscal year. The PTASP rule and NTD reporting rule are related, as both rules require agencies to track data based on the same data points; fatalities, injuries, and safety events per total revenue vehicle mile by mode, with the additional requirement of mean distance between major mechanical failures.

Appendix B: Approval by Governing Body

Agency Name: **Liberty Transit**

I hereby certify on behalf of Liberty Transit,
(Agency Name)

that on December, 2023, the _____

City of Hinesville approved the enclosed
(Name of governing Board)

Agency Safety Plan in accordance with 49 CFR 673.11(a)(1).

Signature of Authorized Official: _____

Printed Name and Title: Kenneth Howard, City Manager

Date: _____

Appendix C: GDOT Plan Certification

[ATTACH CERTIFICATION LETTER]

CITY OF HINESVILLE

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF
HINESVILLE, GEORGIA APPROVING THE LIBERTY TRANSIT PUBLIC TRANSIT
SAFETY AGENCY PLAN**

WHEREAS, The Federal Transit Authority requires all agencies that receive 5307 Transit funds adopt a formal Public Transportation Agency Safety Plan;

WHEREAS, The Liberty Transit public transportation system receives 5307 Transit funds;

WHEREAS, The City of Hinesville serves as the administrative and fiscal authorized agent for Liberty Transit;

WHEREAS, The attached Public Transit Safety Agency Plan was developed by the Georgia Department of Transportation (GDOT), and Liberty Transit to comply with Federal Transit Authority Part 673 requirements;

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The City approves the Public Transit Safety Agency Plan.
2. That the City of Hinesville hereby approves this Resolution.

APPROVED this 18th day of January 2024.

Karl A. Riles, Mayor

Dexter L. Newby, Mayor Pro Tem

Diana F. Reid, Councilmember

Jason R. Floyd, Councilmember

Vicky C. Nelson, Councilmember

Jose A. Ortiz, Jr., Councilmember

ATTEST:

Kenneth Howard, City Manager



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024

Agenda Item: The Hinesville Municipal Court Participation in the Tax Refund Intercept Program (TRIP), #2024-02

Prepared by: Christy Deloach

Presented by: Malissa Oberlander

PURPOSE: To Present for Mayor and Council Consideration, the Memorandum of Understanding (MOU) between the City of Hinesville Municipal Court and the Administrative Office of the Courts For Continued Participation in the Tax Refund Intercept Program (TRIP).

BACKGROUND: The Hinesville Municipal Court has been participating in the TRIP Program since 2016. The Court partners with the State of Georgia's Administrative Office of the Courts (AOC) and the Department of Revenue. By participating in this program, the court can garnish Georgia State income taxes of defendants who were placed on Probation and whose cases expired before being paid in full. The court can collect through this program for up to 7 years from the date of disposition.

FUNDING: None

RECOMMENDATION: Approval

ATTACHMENTS:

1. TRIP Brochure
2. TRIP MOU

PREVIOUS COUNCIL DISCUSSION:

- The Tax Refund Intercept Program (TRIP) began operation as a pilot project in 2016, and became a full program open to all Georgia courts in 2017.
- For the 1st and 2nd quarters of 2023 fourteen courts transmitted 1060 certified intercepts through TRIP to the Department of Revenue.

Courts ranged in size from Cairo Municipal Court and Eton Municipal Court to large metro courts like Atlanta Municipal Court.

- Over 1060 intercept requests have been submitted by participating courts from 1/2023 to 6/2023. The current number of debtors with active accounts is 2813. To date, new debtors total 132.
- By the end of 2023, the program has made 1060 plus successful income intercepts.
- No hearings were requested to contest intercepts in 2023.
-
- The total collected intercepts from 1/1/2023 – 6/30/2023 is \$107,512.14 of which will be paid out to participating courts.



Features to Make Your Job Easier

Revenue results include these features:

- Automated Work Lists
- Automated Workflow
- Payment Plans
- Reporting
- Forwarding to Outside Collection Agencies
- Integrated Automated Dialer and VR
- Web Payment Portal
- Skip Tracing
- Management of Joint and Several Accounts (co-responsibility)



**Georgia
Court Tax
Refund
Intercept
(TRIP)**

Tax Refund Intercept Program

The Tax Refund Intercept Program (TRIP) offered by the Administrative Office of the Courts in cooperation with the Department of Revenue provides a low cost, low maintenance means to enforce monetary judgments of your court. The TRIP program serves as a clearinghouse for courts that prepare, certify, and submit income tax refund intercept requests to satisfy unpaid fines and fees. The court will have SEVEN YEARS from the date of the judgment before the intercept request expires. Using a combination of bulk processing and streamlined business processes, TRIP transmits debtor data from courts to the Department of Revenue and receives intercept data from DOR on behalf of the participating courts. At the end of each tax season, the amounts successfully collected by the Department of Revenue are sent electronically to the account designated by the court.

Applications to participate in TRIP are accepted throughout the year, and courts are added to the program on a first-come, first-served basis at no cost to the court.

TRIP doesn't just collect unpaid fines and fees from state income tax returns. As structured, the program serves as an incentive to debtors to pay their debts directly to the court. Tens of thousands of dollars in unpaid fines and fees are paid directly to courts by debtors in response to tax intercept notices. Prior to making an intercept request, the program requires a court to mail notice to the court debtor offering a final chance to pay the debt to the court. After the intercept request is made, the court still manages the

intercept and any dispute over the validity of the intercept request. The clearinghouse/AOC manages software that allows each court to manage its intercepts right from a local computer. Web-based instructional tools, training, and telephone help is available to courts participating in the program.

TRIP utilizes RevQ to manage the thousands of intercept requests it receives. RevQ is the product of leading government collections software company Ontario Systems/ Finvi. While we do not need all the features of this robust application, RevQ possesses several features that TRIP is using to automate the tax intercept process:

We (AOC) send payments to courts twice a year. Once before June 30th (end of fiscal year), and the other before the end of the calendar year. We get intercept files/reports from DOR (Department of Revenue) so each court can check their status on a regular basis via the reports in Revenue Results.

Participant shall only submit claims for Debts that are eligible for TRIP. Debts submitted by Participant for TRIP:

1. Must be least ninety (90) calendar days past due and for which the time to appeal the court judgement has expired.
2. Must be greater than \$25.00 for each court judgement.
3. Must be less than seven (7) years from the date of the court judgement; and
4. Must include a social security number to correctly identify the Debtor.

Participant shall not submit claims that are under any other means of collection or enforcement of the judgement. Such forms of collection include but are not limited to: Debts submitted to collection agencies; Debts currently payable under probation; Debts under collection through foreclosure, garnishment or any other action provided for the enforcement of a judgement.

In Review

1. The Tax Refund Intercept Program (TRIP) is supported by Revenue Results (RevQ) software from Ontario Systems.
2. Ontario Systems developed the RevQ Tax Intercept Module to aid and automate government collection tasks.
3. Ontario Systems provides RevQ software licenses to all local court users, which enables users to enter eligible debtors/cases and submit those cases to the Department of Revenue for income tax redirect.
4. The Judicial Council of Georgia Administrative Office of the Courts (JC/AOC) staff installs the RevQ software for all local court users, as well as provides software training and level one technical support.
5. Ontario Systems RevQ software allows court users and JC/AOC staff to report, track, and monitor the complete tax intercept process.
6. Advanced technical support and customized report generation is provided to JC/AOC staff directly by Ontario Systems.
7. The facilitation of Georgia's TRIP is only made possible by the type of software module provided by Ontario Systems RevQ.

Georgia's Tax Refund Intercept Program Participation

Memorandum of Understanding

This Memorandum of Understanding ("MOU") is made this ____ day of _____, 202_, by and between the Judicial Council's Administrative Office of the Courts of Georgia ("AOC") and the City of Hinesville Municipal Court "Participant").

Statement of Purpose

The AOC exists, in part, to assist judges, administrators, clerks of court, and other officers and employees of the court in matters relating to court administration, and to provide such services as are requested. O.C.G.A. § 15-5-24(1). The AOC serves as staff to the Judicial Council of Georgia and serves as the administrative arm of the Judicial Council. O.C.G.A. § 15-5-22, 15-5-24. The AOC may perform such additional duties as may be assigned by the Judicial Council of Georgia. O.C.G.A. § 15-5-24(8). Article 7 of Chapter 7 of Title 48 of the O.C.G.A. authorizes the AOC to submit debts on behalf of Georgia Courts to the Georgia Department of Revenue ("DOR") for collection. O.C.G.A. § 48-7-162.1. The AOC has developed, and is responsible for, Georgia's Tax Refund Intercept Program ("TRIP"), through which court debts shall be collected.

The Participant is a Georgia Court and desires to collect outstanding court debts through the TRIP.

NOW, THEREFORE, in consideration of their mutual promises and agreements set forth in this intergovernmental MOU, pursuant to the intergovernmental contracts clause of the Georgia Constitution of 1983, Article IX, Section III, Paragraph I, the parties hereto agree as follows:

1. Definitions

- A. The term "Debt(s)" means a liquidated sum in excess of \$25.00 that constitutes court costs, surcharges, or fines, for which there is an outstanding court judgment payable to the court, or restitution due pursuant to a sentence imposed on a person convicted of a crime and sentenced to restitution. Debt does not include amounts due under parking tickets or photo enforced violations.
- B. The term "Debtor" means an individual owing money to, or having a delinquent account with, a Georgia court, which obligation has not been adjudicated as satisfied by court order, set aside by court order, or discharged in bankruptcy.
- C. The term "Fee" means the administrative collection assistance fee imposed on each Debt intercepted by DOR as set forth in O.C.G.A. § 48-7-163(c).
- D. The term "Refund" means a Georgia state income tax refund that the DOR determines is due to an individual taxpayer.
- E. The term "TRIP" means the process by which debts will be deducted from Debtor's refunds and remitted to the courts that are owed those debts.

- F. The term “TRIP staff” means the AOC employees or the AOC’s agents responsible for carrying out its powers and duties set forth in Article 7 of Chapter 7 of Title 48 of the O.C.G.A.
- G. The term “TRIP user” means the representative of the Participant who is authorized to submit claims to the AOC and maintain the confidentiality of Debtor information.

2. Collections Process and Responsibilities

- A. Only the AOC is authorized to submit Debts to DOR for collection. To participate in the TRIP, Participant must apply to the AOC for a court identification number and must receive approval for specific court employees to submit Debts for tax interception. Participant must designate a representative to serve as a point of contact for Debtors and must designate a hearing officer to conduct hearings on contested setoffs. The hearing officer may not be an individual or judge from the Participant, and superior court judges may not preside over appeals from hearing decisions if that superior court was the court collecting the Debt. Participant must also submit additional information and documentation requested by AOC, including but not limited to a Form W-9 and an electronic funds transfer authorization.
- B. Participant will hold in confidence any social security information accessed through the TRIP software and web service. Each authorized TRIP user will have a unique login and password. The AOC may periodically review authorized user activities to ensure the confidentiality of social security and other Debtor information.
- C. Participant shall only submit claims for Debts that are eligible for TRIP. Debts submitted by Participant for TRIP:
 - 1. Must be at least ninety (90) calendar days past due and for which the time to appeal the judgment has expired.
 - 1. Must be less than seven (7) years from the date of the court judgement making the balance due or the expiration of the time set by the court for payment of the Debt; and
 - 2. Must include a social security number to correctly identify the Debtor.
- D. Pursuant to O.C.G.A. § 48-7-163(a), Participant shall not submit claims that are under any other means of collection or enforcement of the judgement where the alternate means of collection are believed to be adequate. Such forms of collection include but are not limited to: Debts submitted to collection agencies; Debts currently payable under probation, unless an outstanding balance due has been reduced to a judgment; Debts under collection through foreclosure, garnishment or any other action provided for the enforcement of a judgement.
- E. Participant shall not contact DOR for assistance with the TRIP and shall not refer Debtors to the DOR. Participant shall contact TRIP staff if assistance with the TRIP is needed.

F. At least thirty (30) calendar days before Participant submits a claim for Debt to the AOC, Participant shall notify the Debtor in writing that it may seek to collect a debt from the Debtor's state income tax refund, unless the debt is satisfied within thirty (30) calendar days. The information in such notice shall be substantially similar to the information contained in "Exhibit A" of this agreement, which is hereby incorporated by reference.

G. Participant must submit claims for Debts to the AOC through use of either the TRIP software or the TRIP secure web service.

Participant must provide sufficient information for the AOC and DOR to identify the Debtor, including the Debtor's social security number. Incomplete submissions will not be submitted to DOR for tax interception.

H. Participant must certify that the claim information provided is accurate, that the Debt is owed and payable to Participant, and should not submit claims for Debts with questionable social security numbers or claim amounts. The AOC and DOR may rely upon the Participant's certification that the claim amount is valid and owed by the Debtor. The AOC, at its discretion, may limit the number of Debts submitted by Participant for interception.

I. The TRIP staff shall forward submitted claims to DOR.

J. After DOR notifies the AOC and Debtor that Debtor tax refund funds have been setoff, the Debtor has thirty (30) calendar days to contest the setoff in writing. The AOC shall collect the setoff funds and the administrative collection assistance fee and hold them in escrow until the validity of the setoff is determined.

K. When the AOC receives valid written notice from a Debtor contesting a setoff, the AOC shall notify Participant that the setoff funds shall not be disbursed until after Participant has granted Debtor a hearing. Such hearing, and any further appeal, must be conducted in accordance with O.C.G.A. § 48-7-165.1. The hearing procedures must be substantially similar to the procedures set forth in "Exhibit B" of this agreement, which is hereby incorporated by reference.

L. Upon notice from the AOC of the requested hearing, Participant shall provide the Debtor with notice of the hearing through certified mail or personal service and will provide the Debtor with an electronic or written copy of the hearing procedures. Prior to the hearing, Participant shall require the Debtor to confirm the Debtor's mailing address and shall forward the Debtor's mailing address to the AOC. If a Participant does not schedule a hearing or resolve a dispute within thirty (30) days, AOC may disburse the disputed funds to the taxpayer and may terminate the intercept request.

M. Upon final determination that a setoff is valid per O.C.G.A. § 48-7-165.1, or, if the Debtor does not contest the setoff within thirty (30) calendar days of the setoff, the AOC shall remove the amount of the Debt from escrow and credit it to the Debtor. The AOC shall then notify the Debtor in writing that the setoff is final. Such notice shall include a final accounting of the refund that was setoff.

- N. The AOC is responsible for refunding to the Debtor any funds held in escrow in excess of the valid claim amount.
- O. Following completion of the TRIP procedures listed above, the AOC shall transfer to the Participant the funds that were sent off after the conclusion of each tax season and the resolution of all intercept disputes. Participant shall review interceptions for validity within ten (10) business days of receipt and immediately report erroneous interceptions to the AOC.
- P. Participant shall disburse the setoff funds in the same manner as if such funds had been originally collected by Participant.
- Q. When the intercepted amount is insufficient to satisfy all claims filed by all courts, distribution of setoff funds shall be made in the order of the date the claims for Debt were received by the AOC. The administrative collection assistance fee shall have priority over Participant's claim.
- R. When the intercepted amount is insufficient to entirely satisfy a claim for Debt, the claim shall remain active until sufficient setoff funds become available or until the judgment upon which the claim is based expires by law.
- S. Participant must submit updates (deletions, reductions, and increases) to existing claims using the TRIP software or the TRIP secure web service if the claim amount previously submitted to the AOC is no longer accurate, the Debt is over 7 years old, or other information is incorrect. Providing updates is the responsibility of the Participant, not the TRIP staff.

TRIP staff and DOR shall only modify a claim amount without an update from Participant when necessary to apply a payment or clear a negative claim amount.
- T. If an unforeseeable, exigent reason requires the Participant to request the TRIP staff to manually update an existing claim, the Participant and not the AOC or TRIP staff shall be liable for applicable fees, penalties and interest caused by an incorrect manual update.

3. Term

This MOU shall be effective as of the date first above written and shall continue in force and effect until June 30, 2026. This MOU may be renewed for additional Terms by mutual agreement of the parties in writing, the total length of which shall not exceed the limitation provided in the intergovernmental contract clause of the Georgia Constitution.

4. Termination

This MOU may be terminated for any reason by any party upon thirty (30) calendar days written notice. Written notice of termination must be given or confirmed in writing by hand delivery, or by certified or registered United States Mail. Notice of termination shall be given to the party Liaisons identified in Section 5 of this MOU. Upon the receipt of a notice of termination from Participant, the AOC will commence winding down its activities according to the notice and will submit notice

to DOR within five (5) business days that outstanding Debts previously submitted for setoff will no longer be collected by DOR. Participant understands that interceptions may still occur for some time until the AOC and DOR have fully removed the outstanding Debts from their intercept files.

5. Notices and Liaisons

The parties will coordinate and conduct communications through their respective Liaisons identified below. Any communication in writing, or any oral communication confirmed in writing, from the respective Liaisons will be deemed communications and notices from the party.

However, a notice of termination must be given or confirmed in writing by hand delivery or by certified or registered United States Mail. The date upon which any notice is delivered will be deemed the date thereof. Any party may, by five (5) business days' prior written notice to the other party, specify a different address to which notices will be sent. Any party or Liaison may designate a new Liaison, indefinitely, for a stated time period or for certain designated matters.

For AOC:	For Participant:
Andrew T. Theus III	
Business Operations Manager	
Judicial Council's Administrative Office of the Courts	
244 Washington Street, Suite 300	
Atlanta, GA 30334	
andrew.theus@georgiacourts.gov	
(404) 463-5177	

6. Amendment

This MOU may be amended by mutual agreement of the parties by a writing of equal dignity.

7. Liability

Each party shall act at its own risk and responsibility. Further, neither the AOC, TRIP staff, nor DOR is responsible for fees, costs, penalties or interest incurred due to incorrect claim information submitted to the AOC by Participant. Nothing contained in this MOU shall make, or shall be construed to make, the AOC or Participant liable to a third party for the debts or obligations of the other.

8. Policy Decisions

The parties acknowledge that the rights and obligations of the AOC under this MOU are subject to any decision made by the Judicial Council of Georgia or the Supreme Court of Georgia.

9. Assignment; Subcontractors

The parties agree that the AOC may perform the Services through the use of AOC staff or through subcontractors or may otherwise delegate or assign the performance of the services without prior

notice to the Participant. The parties' rights and obligations under this MOU, including but not limited to Amendments, shall be automatically transferred or assigned, in whole or in part, after notice, to any successor agency or entity that (as determined solely with reference to any act of the General Assembly of the State of Georgia, an executive order of the Governor of the State of Georgia, or order of the Supreme Court of Georgia) succeeds to any or all powers or responsibilities of the parties.

10. Time of the Essence; Force Majeure

Time is of the essence of this MOU. However, no party shall be liable to the other party for any delay or failure of performance of service outside the reasonable control of the affected party, including but not limited to technology failures, fires or other casualties or accidents, acts of God, severe weather conditions, strikes or labor disputes, or war.

11. Execution of MOU electronically or by facsimile

This MOU may be executed in multiple counterparts, electronically and/or by facsimile, each of which counterpart shall be deemed an original, but all of which shall constitute one and the same MOU, so long as the MOU is signed by all parties involved. It is sufficient for one party to sign the MOU and then transmit the MOU, either electronically or by facsimile, to the other party to sign and complete.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed as of date first above written:

**For Judicial Council's Administrative Office
of the Courts of Georgia ("AOC")**

**For
("Participant")**

Cynthia H. Clanton
Director

Name: Karl Riles
Title: Mayor

Date _____

Date _____

Exhibit A

[Date, Year]

[Name]

[Street address]

[City], GA [zip code]

Re: [Case caption that corresponds to overdue debt]

Dear [Mr./Ms. Debtor's Name]:

Our records indicate that you owe \$[amount of debt] to the [Court name] of [county name] County. This amount is at least 60 days past due. Please pay this amount in person at the court clerk's office, or send a check to:

[Address of court clerk's office]

Failure to pay this debt within 30 days will result in collection efforts, including a possible reduction in any state income tax refund you may be entitled to in the next six years. Chapter 7 of Title 48 of the Official Code of Georgia Annotated authorizes the Georgia Department of Revenue to deduct from a taxpayer's income tax refund any debts owed by the taxpayer to a Georgia court, as well as the assessment of recovery costs of up to \$20.00. After a tax refund offset occurs, the Georgia Department of Revenue will send a notice to the taxpayer with an accounting of the offset.

If you believe this debt amount is incorrect or has already been paid, please contact my [or representative for TRIP] office at [888-888-888] to discuss this matter. If you have filed for bankruptcy, please contact [above contact] immediately.

Sincerely,

[Clerk of Court]

EXHIBIT B

Procedures for Income Tax Refund Offset Hearings

Article 7 of Chapter 7 of Title 48 of the O.C.G.A. authorizes the Judicial Council's Administrative Office of the Courts ("AOC") to submit Debts on behalf of Georgia courts to the Georgia Department of Revenue ("DOR") for collection. The DOR collects court Debts by setting off funds from Debtors' state income tax Refunds and sending those funds to the AOC for distribution. O.C.G.A. § 48-7-164 requires the DOR to notify Debtors that a setoff has been made at the time it transfers funds to the AOC and provides Debtors thirty (30) days to contest the setoff by applying to the AOC in writing for a hearing. Upon receiving written notice from a Debtor contesting a setoff, or the amount of the setoff, the AOC shall notify Participant that the setoff funds shall not be disbursed until it grants a hearing to the Debtor, and a final determination on the Debt has been made and provided to the AOC.

O.C.G.A. § 48-7-165.1 mandates that officers of the court adopt appropriate procedures to govern the conducting of Georgia's Tax Refund Intercept Program ("TRIP") hearings by the hearing officer. As a court participating in TRIP, Participant agrees to adopt hearing procedures substantially similar to the following:

I. DEFINITIONS

- (A) "Debt" means a liquidated sum in excess of \$25.00 that constitutes court costs, surcharges and fines for which there is a final outstanding court judgment payable to the court.
- (B) "Debtor" means an individual owing money to, or having a delinquent account with, a Georgia court, which obligation has not been adjudicated as satisfied by court order, set aside by court order, or discharged in bankruptcy.
- (C) "Participant" means a Georgia Court desiring to collect outstanding court Debts through TRIP.
- (D) "Refund" means a Georgia state income tax refund that the DOR determines is due to an individual taxpayer.

II. NOTICE

- (A) After the DOR notifies the AOC and the Debtor that the Debtor's tax refund funds have been setoff, the Debtor has thirty (30) calendar days to contest the setoff in a writing addressed to the AOC. The AOC shall collect the setoff funds and the administrative collection assistance fee and hold them in escrow until the validity of the setoff is determined.
- (B) When the AOC receives valid written notice from a Debtor contesting a setoff, the AOC shall notify Participant that the setoff funds shall not be disbursed until after Participant has granted Debtor a hearing.

(C) Participant shall provide Debtor notice of the hearing by certified mail or personal service. When personal service is used, it shall be made by the officers of the court designated by the judges of that court or any other officers authorized by law to serve process.

(D) The notice shall include:

- (1) A statement of the date, time, location, and nature of the hearing;
- (2) A statement of the legal authority and jurisdiction under which the hearing is to be held;
- (3) A short and plain statement of the issue(s) to be heard;
- (4) A statement as to the right of the party to subpoena witnesses and documentary evidence through the hearing officer;
- (5) The name of the hearing officer presiding over the hearing and the contact information for the Participant's representative responsible for disseminating the notice; and
- (6) A provision informing the Debtor that the Debtor has the right to retain counsel for the hearing.

III. HEARING OFFICER

(A) All hearings conducted pursuant to these procedures will be presided over by a hearing officer, as required by O.C.G.A. § 48-7-165.1(b), and not a jury.

(B) Participant's court officer(s), designated by Participant's judges, shall appoint the hearing officer. The hearing officer may not be an individual or judge from Participant. The hearing officer must be an active member in good standing of the State Bar of Georgia. Alternatively, the hearing officer may be a full-time or part-time magistrate or probate court judge in the county where the hearing is to be held. The hearing officer may be a retired or senior judge. The hearing officer may not advocate for the court and must be impartial.

(C) Within ten (10) days of receiving the required hearing notice, a Debtor wishing to contest the appointment of the hearing officer must do so in writing and include Debtor's reason(s) for contesting the appointment. The writing containing the Debtor's objections must be sent to Participant's representative.

- (1) The appointing court officer(s) shall consider the contest within ten (10) days of receipt and issue a ruling thereon.
- (2) If the appointing court officer(s) finds an unavoidable conflict of interest, the appointing court officer(s) shall appoint an alternative hearing officer.

(D) The hearing officer shall have the authority to:

- (1) Administer oaths and affirmations;
 - (2) Sign and issue subpoenas;
 - (3) Rule upon offers of proof;
 - (4) Regulate the course of the hearing;
 - (5) Set the time and place for continued hearings;
 - (6) Dispose of all motions; and
 - (7) Issue an order detailing the hearing officer's findings.
- (E) The hearing officer shall refrain from having ex parte communications with either party regarding the facts of a specific case, unless otherwise permitted by law to do so.

IV. HEARING PROCEDURES

- (A) Each party shall bear its own costs of attending and participating in the hearing, including the cost of court reporter services, if such services are requested.
- (B) All persons present for or participating in a hearing under these procedures shall conduct themselves according to the standards of decorum commonly prevailing in courts of law. The hearing officer may take such action as the hearing officer deems appropriate to remedy inappropriate decorum.
- (C) The hearing is considered informal, and the Georgia rules of evidence and the Georgia Civil Practice Act shall not apply. The hearing is open to the public.
- (D) Either party may:
- (1) Give opening or closing statements;
 - (2) Offer witness testimony, either orally or in writing in the form of an affidavit;
 - (3) Offer documents, exhibits, or other evidence for consideration by the hearing officer;
 - (4) Provide supplemental briefs;
 - (5) Make motions before and during the hearing; and
 - (6) Cross-examine the other party.
- (E) The Debtor has the burden of proof and must prove his or her case by a preponderance of the evidence.

- (F) Although the hearing officer has the authority to subpoena witnesses, it is the responsibility of each party to arrange the logistics of the witnesses' participation, including travel to and from the hearing.
- (G) Issues that have previously been litigated will not be considered at the hearing. Some issues that may be considered at the hearing, if not previously litigated, include, but are not limited to: whether the Debt has already been paid; whether the Debt setoff is in the correct amount; whether the judgment has expired; or whether the Debtor is the person against whom the judgment was issued.
- (H) Should the Participant and Debtor informally resolve the setoff contest at any point during the hearing, the hearing shall be cancelled. The Participant and Debtor must inform the hearing officer of the resolution.
- (I) The hearing officer shall issue a written order to the Debtor and AOC detailing the hearing officer's findings of fact and conclusions of law within five (5) business days of the conclusion of the hearing, or if the matter is informally resolved, within five (5) business days of the resolution.

V. APPEALS

- (A) If the Debtor or Participant disagrees with the determination of the hearing officer, either party may appeal the determination by filing a petition in the superior court of the county where the hearing was held no later than ten (10) days following the date of the hearing officer's written determination.
- (B) The superior court judge presiding over the appeal may not be a judge from the court collecting the debt. Retired or senior judges may preside over the appeal if the superior court is the court collecting the debt.
- (C) The superior court judge shall conduct a hearing and render a final written determination. The judge shall transmit a copy to the hearing officer, the Debtor, and the AOC not later than ten (10) days after the date of such hearing.
- (D) The superior court judge shall give deference to the hearing officer's findings of fact and conclusions of law. The judge may substitute his or her judgment for the hearing officer's only upon a finding that:
 - (1) The hearing officer acted arbitrarily and capriciously;
 - (2) The hearing officer abused his or her discretion; or
 - (3) The hearing officer's decision violates state or federal law.



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024
Agenda Item: Business Licenses Not Renewed
Prepared by: Deridra Weeks
Presented by: Kenneth Howard

PURPOSE: Chapter 9, Article II. Business License Tax, Sec. 9-31. Fee Payment; renewals.

(b) All business license renewals from the previous year become delinquent if the applicable occupation tax is not paid on or before December 31 of each year. Should any special, occupation, or sales tax imposed by this chapter remain due and unpaid for 90 days from the due date of the tax, the person, firm or corporation liable for the tax shall pay a penalty of ten percent of the tax due.

(c) All new or renewing applications for licenses for the sale of alcoholic beverages shall be paid on or before December 31 of each year. If not paid by December 31 of each year, no alcoholic beverage sales will be permitted until license is paid for.

- If not paid on or before **December 31**, a 1.5% interest fee is assessed each month.
- A 10% penalty will be assessed by **April 1 (90 days)**.
- Payments can be submitted in person or via mail.

BACKGROUND: All business license renewals for 2024 were mailed to the customers on November 4, 2023. As of January 15, 2024 there are 658 businesses that have not renewed their business licenses. A reminder has been posted on the City of Hinesville Website for all business that have not been renewed to do so immediately.

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

PREVIOUS COUNCIL DISCUSSION: None



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024
Agenda Item: Public Comment
Prepared by: Christy Deloach
Presented by: Mayor Karl Riles

PURPOSE: To Allow Citizens to Address Mayor and Council.

BACKGROUND:

FUNDING:

RECOMMENDATION:

ATTACHMENTS:

PREVIOUS COUNCIL DISCUSSION:



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024
Agenda Item: Mayor Karl Riles' Report
Prepared by: Christy Deloach
Presented by: Mayor Karl Riles

ACTION ITEMS:

None

INFORMATIONAL ITEMS:

None



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024
Agenda Item: Councilmember Reid's Report
Prepared by: Diana Reid
Presented by: Diana Reid

ACTION ITEMS:

INFORMATIONAL ITEMS:

ESG Operations and Status Report December 2023



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024
Agenda Item: ESG Operations and Status Report
December 2023
Prepared by: Darlene Parker
Presented by: Gary Gillard

PURPOSE: None

BACKGROUND: None

FUNDING: N/A

RECOMMENDATION:

ATTACHMENTS:

1. ESG Operations and Status Report December 2023

PREVIOUS COUNCIL DISCUSSION:



December 2023

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DEPARTMENTAL SUMMARY***Executive Summary***

Below are departmental activity reports for ESG-Operations for the month of Dec '23.

Administrative

Dec '23 Team Player of the Month: Nelson Johnson (Construction Maintenance)



7 Dec 23: New Council Member Briefing with Mr. Howard, Councilman Ortiz and Councilman Newby



14 Dec 23: State of the City Address with Mayor Allen Brown, and others....



15 Dec 23: Employee Christmas Luncheon

15 Dec 23: Retirement Luncheon for Sheridan Kantor (WW Operations Manager)



19 Dec 23: City Department Heads say Good-bye to Mayor Allen Brown



28 Dec 23: Swearing-in Ceremony of New Mayor and City Council

Safety Incident Reports

Dec '23

At Fault Motor Vehicle Incidents	0
Motor Vehicle Accidents	0
First Aid Cases	0
Collateral Damage Incidents	1
Occupational Injury Incidents	0
Safety Training Hours	104
Medical Treatment Cases	0
Restricted Duty Cases	0
Lost Time Incidents	0
Worksite Inspections	48
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

(Hours)

Jan '23	Feb '23	Mar '23	Apr '23	May '23	Jun '23	Jul '23	Aug '23	Sep '23	Oct '23	Nov '23	Dec '23	Total
124	143	141	131	155	164	173	119	148	171	129	104	1573

***Parks and Grounds
(Mosquito Control)***

Dec '23 Mosquito Control Activity Report

Date	Activity
4-Dec-23	Inspected storm structures in District 4 w/ GIS system and Hinesville city map books
4-Dec-23	Inspected storm structures in District 4 w/ GIS system and Hinesville city map books
5-Dec-23	Inspected storm structures in District 4 w/ GIS system and Hinesville city map books
6-Dec-23	Inspected storm structures in District 4 w/ GIS system and Hinesville city map books
7-Dec-23	Inspected storm structures in District 3 w/ GIS system and Hinesville city map books
8-Dec-23	Inspected storm structures in District 3 w/ GIS system and Hinesville city map books
11-Dec-23	Inspected storm structures in District 3 w/ GIS system and Hinesville city map books
12-Dec-23	Inspected storm structures in District 3 w/ GIS system and Hinesville city map books
13-Dec-23	Inspected storm structures in District 5 w/ GIS system and Hinesville city map books
14-Dec-23	Inspected storm structures in District 5 w/ GIS system and Hinesville city map books
15-Dec-23	Inspected storm structures in District 5 w/ GIS system and Hinesville city map books
18-Dec-23	Inspected storm structures in District 5 w/ GIS system and Hinesville city map books
19-Dec-23	Inspected storm structures in District 1 w/ GIS system and Hinesville city map books
20-Dec-23	Inspected storm structures in District 1 w/ GIS system and Hinesville city map books
21-Dec-23	Inspected storm structures in District 1 w/ GIS system and Hinesville city map books
22-Dec-23	Inspected storm structures in District 1 w/ GIS system and Hinesville city map books
27-Dec-23	Inspected storm structures in District 2 w/ GIS system and Hinesville city map books
28-Dec-23	Inspected storm structures in District 2 w/ GIS system and Hinesville city map books
29-Dec-23	Inspected storm structures in District 2 w/ GIS system and Hinesville city map books

Vehicle Maintenance

Below are the number of Corrective Maintenance (CM's) and Preventative Maintenance (PM's) work orders completed during the month of Dec '23.

Department	CM	PM	Total
Police	14	15	29
Fire	3	4	7
Stormwater	10	1	11
City Hall Admin	2	0	2
ESG Admin	1	0	1
Inspections	4	0	4
Sanitation	17	1	18
Streets/Drainage	4	0	4
Parks/Grounds	3	1	4
FSAB/HAAF	4	2	6
Vehicle Maint	1	1	2
Const Maint	1	0	1
Meter Reading	1	0	1
Water Lab	0	0	0
Lift Stations	2	0	2
WRF	2	1	3
WPCP	2	0	2
		Total	97

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	1184	1078	1279	1111	1302	1260	1200	1254	1168	1110	14288	1191
2023/24	1124	1099											2223	1112

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	2468.8
2017/18	1800	1700	1625	1850	2775	1825	2304	1350	2050	1950	1966	3175	24370	2030.8
2018/19	1200	1675	2575	1775	2275	1750	1925	1625	1575	725	1475	1325	19900	1658.3
2019/20	1100	1875	1925	1325	2475	3200	2425	2000	1575	2050	1775	2425	24150	2012.5
2020/21	1975	2600	2500	2225	3200	2450	2700	2550	2075	1475	1700	1750	27200	2266.7
2021/22	2125	2975	1725	2425	2350	2175	2000	1300	1050	1300	1300	2100	22825	2075
2022/23	1550	2675	2400	2750	3000	2050	2250	1675	1500	1650	2150	1950	25600	2133.3
2023/24	2225	2225											4450	4450

Streets

Dec '23: Sign Maintenance/Pothole Repairs

DATE	STREET	SIGN	POTHOLE
4-Dec-23	248 N-MAIN ST	STRAIGHTEN YIELD SIGN	
	1023 BARLEY DR		FILLED 2 POTHOLE
	1035 BARLEY DR		FILLED 1 POTHOLE
	1030 BARLEY DR		FILLED 2 POTHOLE
	S-MAINT EXT ST		FILLED 1 POTHOLE
	FUTCH ST		FILLED 1 POTHOLE
	W-COURT ST		FILLED 4 POTHOLE
	MADISON DR		FILLED 1 POTHOLE
	STAFFORD ST		FILLED 2 POTHOLE
	OLIVE ST		FILLED 3 POTHOLE
	BRADWELL ST		FILLED 1 POTHOLE
5-Dec-23	615 DEMERE ST		FILLED 2 POTHOLE
	190 BARRY McCAFFERY BLVD		FILLED 2 POTHOLE
	846 WILLOWBROOK		FILLED 1 POTHOLE
	848 WILLOWBROOK		FILLED 1 POTHOLE
	407 VALDEZ ST		FILLED 2 POTHOLE
	100 CLUB DR	STRAIGHTEN SIGN.	
8-Dec-23	305 YORK LN		FILLED 1 POTHOLE.
	304 YORK LN		FILLED 1 POTHOLE.
	1045 MILES CROSSING		FILLED 1 POTHOLE.
	1001 MILES CROSSING		FILLED 1 POTHOLE.
	1002 MILES CROSSING		FILLED 1 POTHOLE.
	230 DEERWOOD DR		FILLED 2 POTHOLE.
	178 WEEPING WILLOW	STRAIGHTEN SIGN	
12-Dec-23	701 EDGEWOOD RD		FILLED 1 POTHOLE.
	1001 MILES CROSSING		FILLED 1 POTHOLE.
	1000 MILES CROSSING		FILLED 1 POTHOLE.
	1002 MILES CROSSING		FILLED 1 POTHOLE.
	258 LIVE OAK DR		FILLED 1 POTHOLE.
	233 LIVE OAK DR		FILLED 2 POTHOLE.
14-Dec-23	MARY LOU DR		FILLED 1 POTHOLE.
	248 DEERWOOD DR		FILLED 3 POTHOLE.
	244 DEERWOOD DR		FILLED 2 POTHOLE.
	241 DEERWOOD DR		FILLED 2 POTHOLE.
	213 DEERWOOD DR		FILLED 1 POTHOLE.
	210 DEERWOOD DR		FILLED 1 POTHOLE.

	237 DEERWOOD DR		FILLED 2 POTHOLE.
	COALITION CIR		FILLED 6 POTHOLE.
	1230 S-MAIN EXT		FILLED 1 POTHOLE.
	1248 S-MAIN EXT		FILLED 1 POTHOLE.
22-Dec-23	S-MAIN ST	CHANGED SIGNS (CHARLES.C FRASIER BLVD)	
27-Dec-23	611 2ND ST	AUTISTIC SIGN (REQUEST)	
	702-704 EDGEWOOD CT	AUTISTIC SIGN (REQUEST)	
	1140 WAHLBURG ST		FILLED 1 POTHOLE.
	1136 WAHLBERG ST		FILLED 1 POTHOLE.
	2130 WAHLBERG ST		FILLED 1 POTHOLE.
	2135 WAHLBERG ST		FILLED 1 POTHOLE.
	2138 WAHLBERG ST		FILLED 1 POTHOLE.
	2148 WAHLBERG ST		FILLED 2 POTHOLE.
28-Dec-23	1438 FIREFINDER LN		FILLED 3 POTHOLE.
	1440 ENTERPRISE DR		FILLED 1 POTHOLE.
	1455 ENTERPRISE DR		FILLED 2 POTHOLE.
	1469 ENTERPRISE DR		FILLED 1 POTHOLE.
	1456 COALITION CIR		FILLED 1 POTHOLE.
	1217 PEACOCK TRL		FILLED 2 POTHOLE.
	109 GILBERT ST		FILLED 12 POTHOLE.
	108 GILBERT ST		FILLED 6 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	948
December	628	658	762	899	895	897	752	878
January	783	871	774	815	789	828	778	
February	776	790	835	902	807	442	716	
March	833	826	908	1047	1052	991	920	
April	777	855	913	1036	1011	934	955	
May	876	1021	1029	841	798	828	1017	
June	870	822	789	1005	1092	837	609	
July	813	940	997	1079	1047	532	923	
August	963	970	1004	961	923	871	1057	
September	616	897	949	973	899	684	999	
October	899	1023	1019	837	847	670	1036	
Total	9618	10554	10912	11163	10948	9352	10865	1826

Compliance

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

Water Treatment

Water Production (million gallons)	100.993
Water Meters Read	14,148
Water/Sewer line locates	275
Sewer Main Cleaning Footage	13,222

Wastewater Treatment

WPCP

Hinesville Total Flow (million gallons)	106.96
Hinesville Average Flow (million gallons per day)	3.45
Ft. Stewart Total Flow (million gallons)	74.76
Ft. Stewart Average Flow (million gallons per day)	2.41
Combined Total Inf Flow (million gallons per day)	181.72
Combined Average Eff Flow (million gallons per day)	5.70

WRF

Influent flow (million gallons)	43.153
Influent flow Average (million gallons per day)	1.392
Discharge flow (million gallons)	17.684
Discharge flow Average (million gallons per day)	0.570
Re-use flow (million gallons)	18.843
Re-use flow Average (million gallons per day)	1.608
On-Site Storage (million gallons)	6.626

FSGM***12 Dec 23: Warrior's Walk Fort Stewart***

Community Engagement

16 Dec 23: Seven Ministries Christmas Giveaway with Councilwoman Diana Reid



Community Engagement

22 Dec 23: ESG Employees Donate Can Goods to Manna House



22 Dec 23: City Awards Hinesville for the Holidays Volunteers



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024
Agenda Item: Councilmember Floyd's Report
Prepared by: Jason Floyd
Presented by: Jason Floyd

ACTION ITEMS:

INFORMATIONAL ITEMS:

Monthly Birthdays
Business License Report
Liberty Transit Report



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024
Agenda Item: Monthly Birthdays
Prepared by: Virginia Hendricks
Presented by: Jason Floyd

PURPOSE: For Mayor and Council to acknowledge employee birthdays for the month of January.

BACKGROUND: None

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. January Birthday Template

PREVIOUS COUNCIL DISCUSSION:

JANUARY BIRTHDAYS



**Virginia
Hendricks**

Admin

Christina Perez

Police

Justin Gill

Police

Crystal W. Allen

Fire

**Michelle
Ricketson**

Lloyd Slater

Thomas Earl

Jerry D. Heath Jr.

**Margaret
Oberlander**

HDDA

Police

Police

Fire

Municipal

**Machelle
Mavromat**

Timothy Conley

Gloria Routh

Scott D. Mercer

Water

Police

Police

Police



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024

Agenda Item: December 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 2023. The list includes businesses that have started and/or completed the process of obtaining a City of Hinesville business license. The report includes 8 new businesses and 1 change in ownership.

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. December BL Monthly Report

PREVIOUS COUNCIL DISCUSSION: None



Monthly Business License Report

Completed and/or Pending Business License Applications
DECEMBER 2023

From: 12/01/2023
To: 12/31/2023

Status	Start Date	Trade Name	BL Address	Nature of Business
C	12/06/2023	PRYCELESS TYME	1327 LOBLOLLY DR	812990 - PARTY AND EVENT PLANNING
C	12/06/2023	NAFII MARKET	834 FOREST ST	454111 - ONLINE BOUTIQUE
C	12/13/2023	UPLIFTING WOMEN'S HEALTH CLUB	740 E GENERAL STEWART WAY	713940 - TRAINING STUDIO
P	12/13/2023	SHO' NUFF SMOKING GOOD T3 LLC	809 WILLOWBROOK DR	722110 - FULL SERVICE RESTAURANT
P	12/19/2023	CITI TAX SERVICES AND MORE	401 S MAIN ST	541213 - TAX PREPARTION
C	12/28/2023	SFT APPAREL LLC	1219 GRAYSON AVE	454111 - ONLINE WOMENS CLOTHING BOUTIQUE
P	12/28/2023	LIVILITY INTEGRATED HEALTH	319 W GENERAL SCREVEN WAY	621330 - MENTAL HEALTH PRACTICE
P	12/29/2023	LIVE OAK CHIROPRACTIC	462 S MAIN ST	621310 - CHIROPRACTOR

NEW	8	ACTIVE ACCOUNTS ENDING IN NOVEMBER 2023	1569
CHANGE IN OWNERSHIP	1	TERMINATED ACCOUNTS IN DECEMBER 2023	9
TOTAL	9	ACCOUNTS ACTIVE DECEMBER 2023	1578



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024
Agenda Item: Liberty Transit Monthly Report
Prepared by: Kendra Ivy
Presented by: Donna Dale

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

BACKGROUND: On November 5, 2023, RTW Management assumed Third Party Operator management services of the Liberty Transit Public Transportation System.

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. December 2023 Transit Ridership Data

PREVIOUS COUNCIL DISCUSSION: None



Staffing:

- Fully Staffed

Staffing (12) FTE's

- (1) General Manager, CDL
- (1) Dispatcher/ Admin, CDL
- (1) Supervisor, CDL
- (8) Operators, CDL
- (1) Technician in Charge, CDL, ASE
- (0) Service Employee / Fueler

Safety:

- **Safety meetings/training are conducted monthly.**
July's Topic Pedestrian Awareness
- **1 drug and 1 alcohol test**

Maintenance:

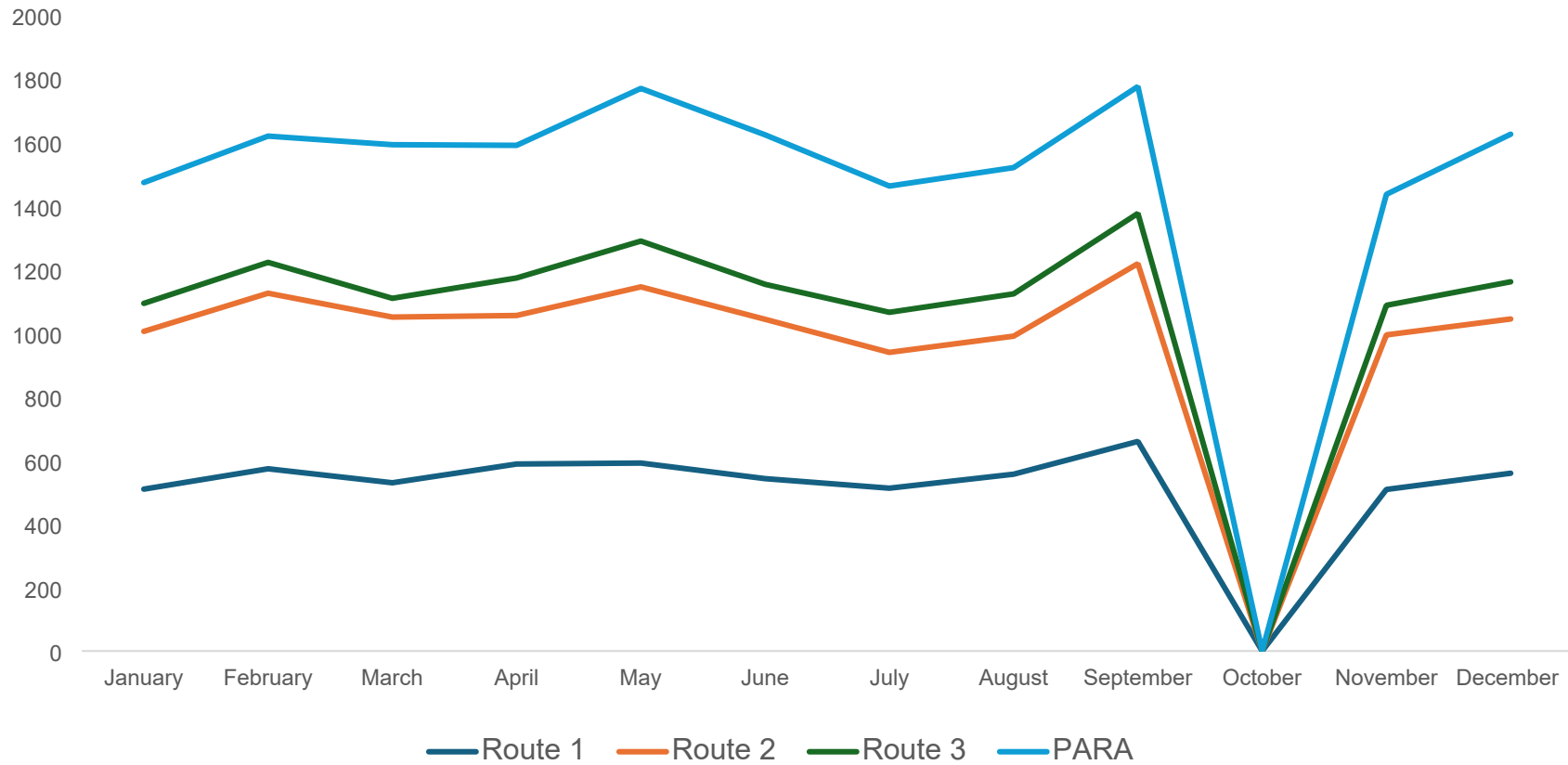
- Zero Preventive Maintenance - December 2023 (every 6k miles schedule)
- Two Road Calls

Operations:

- Two Route Deviations
- Two Complaints

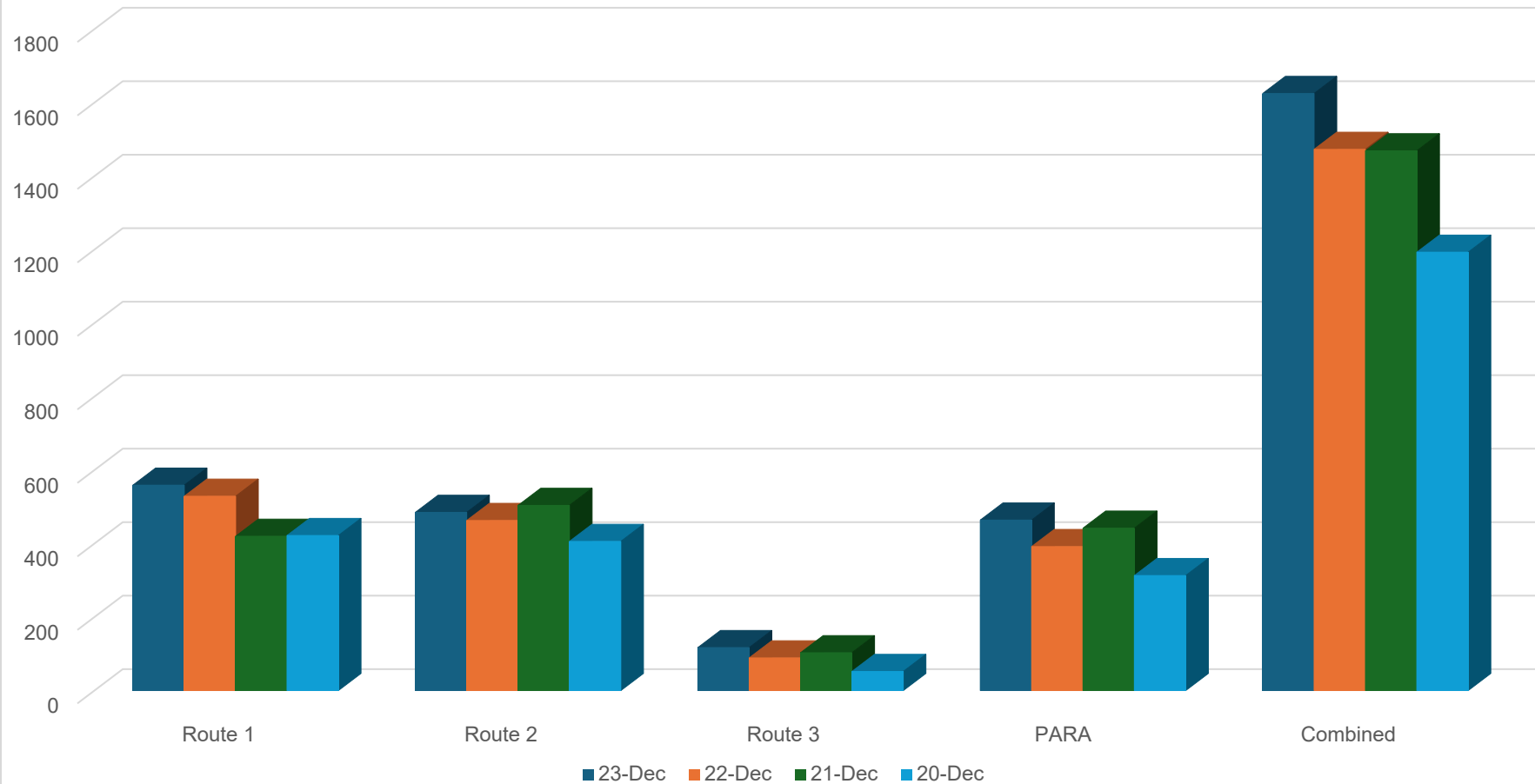


DECEMBER 2023 FIXED ROUTE RIDERSHIP DATA





DECEMBER 2020-2023 FIXED ROUTE RIDERSHIP DATA





City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024
Agenda Item: Mayor Pro Tem Nelson's Report
Prepared by: Vicky C. Nelson
Presented by: Vicky C. Nelson

ACTION ITEMS:

INFORMATIONAL ITEMS:

HFD Monthly Report



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024
Agenda Item: HFD Monthly Report
Prepared by: Wendy Bruce Sochia
Presented by: Robert Kitchings

PURPOSE: To Present for Mayor and Council Consideration, HFD Monthly Report - December 2023

BACKGROUND: None

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. HFD Monthly Report - December 2023
2. Hardy
3. Santa
4. McKinney Vento
5. Earnest Moe McDuffie Scholarship

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, 2023	251	15															266
December 1-31, 2023	283	18															301
January 1-31, 2024																	0
February 1-28, 2024																	0
March 1-31, 2024																	0
April 1-30, 2024																	0
May 1-31, 2024																	0
June 1-30, 2024																	0
July 1-31, 2024																	0
August 1-21, 2024																	0
September 1-30, 2024																	0
October 1-31, 2024																	0
Totals	534	33	0	0	0	0	0	0	0	0	0	0	0	0	0	0	567

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, 2023	44	4	6	652	-	-	-	-	-	-	-	706
December 1-30, 2023	15	7	5	2676	-	-	-	-	-	-	-	2703
January 1-31, 2024												0
February 1-28, 2024												0
March 1-31, 2024												0
April 1-30, 2024												0
May 1-31, 2024												0
June 1-30, 2024												0
July 1-31, 2024												0
August 1-31, 2024												0
September 1-30, 2024												0
October 1-31, 2024												0
Totals	59	11	11	3328	0	0	0	0	0	0	0	3409

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, 2023	1	276,656	6,303	270,353	2.28%	97.72%
December 1-31, 2023	-	-	-	-	-	-
January 1-31, 2024						
February 1-28, 2024						
March 1-31, 2024						
April 1-30, 2024						
May 1-31, 2024						
June 1-30, 2024						
July 1-31, 2024						
August 1-31, 2024						
September 1-30, 2024						
October 1-31, 2024						
Fiscal Year 2022 YTD	1	\$ 276,656	\$ 6,303	\$ 270,353	2.28%	97.72%

Custom ▾ Dec 1, 2023 - Dec 31, 2023 ▾

35%

FIRE
Percentage of Total Incidents

65%

EMS
Percentage of Total Incidents

283

INCIDENTS
In Selected Time Slice

31

DAYS
In Selected Time Slice



Counts

% Rows

% Columns

% All

Week Ending	12/3/23	12/10/23	12/17/23	12/24/23	12/31/23	1/7/24	1/14/24	1/21/24	1/28/24	2/4/24	2/11/24	2/18/24	2/25/24	Total
(13) Mobile property (vehicle) fire					1									1
(31) Medical assist	16	32	42	32	29									151
(32) Emergency medical service (EMS) incident	4	7	5	10	6									32
(33) Lock-In	1													1
(35) Extrication, rescue				1										1
(41) Combustible/f.. spills & leaks		1	1		1									3
(42) Chemical release, reaction, or toxic condition					1									1
(44) Electrical wiring/equipm. problem		1	1	1	1									4
(51) Person in distress		1												1
(52) Water problem				1										1
(53) Smoke, odor problem				1										1
(55) Public service assistance	1	1												2
(61) Dispatched and canceled en route	4	6	7	7	9									33
(62) Wrong location, no emergency found	1	1	2	2	1									7
(65) Steam, other gas mistaken for smoke			2	1										3

Week Ending	12/3/23	12/10/23	12/17/23	12/24/23	12/31/23	1/7/24	1/14/24	1/21/24	1/28/24	2/4/24	2/11/24	2/18/24	2/25/24	Total
(73) System or detector malfunction		2	1		2									5
(74) Unintentional system/detect... operation (no fire)	5	8	6	10	6									35
UNK			1											1
Total	32	60	68	66	57									283



Custom ▾

Dec 1, 2023 - Dec 31, 2023 ▾

56%

FIRE

Percentage of Total Incidents

44%

EMS

Percentage of Total Incidents

18

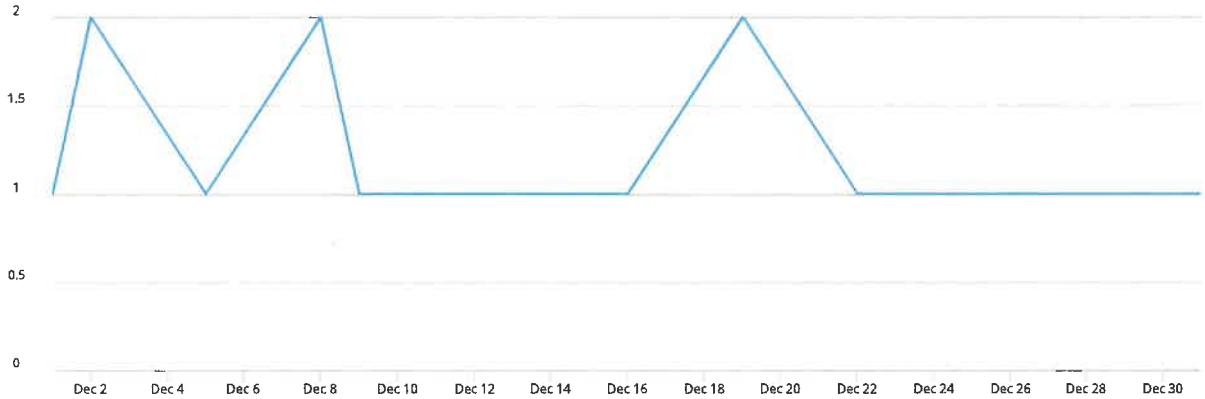
INCIDENTS

In Selected Time Slice

31

DAYS

In Selected Time Slice



Counts

% Rows

% Columns

% All

Week Ending	12/3/23	12/10/23	12/17/23	12/24/23	12/31/23	1/7/24	1/14/24	1/21/24	1/28/24	2/4/24	2/11/24	2/18/24	2/25/24	Total
(13) Mobile property (vehicle) fire					1									1
(31) Medical assist	1	1	1	1	1									5
(32) Emergency medical service (EMS) incident		1	1		1									3
(53) Smoke, odor problem				1										1
(61) Dispatched and canceled en route	1	1			1									3
(74) Unintentional system/detect... operation (no fire)	1	1		2	1									5
Total	3	4	2	4	5									18

Hinesville Fire Department

Monthly Inspection Report

Period	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
30 Day Re-Inspection	-											
80 Percent Inspection	-											
Above Grid Inspection	1											
Annual Inspection	15	3										
Business License	11	8										
Ceiling Cover Up	1											
Commercial Burn Inspection	-											
Compaint	4											
Consultation	3	1										
Courtesy Walk Through	6	3										
Final	2	10										
Fireworks Display Inspection	-	4										
Fire Alarm	-											
Flush Inspection	-											
Follow Up	-											
Food Truck Inspection	4											
Firewall/Barrier	5	4										
Flow Test	-											
Hood Suppression	1											
Hood System Light Test Inspection	-											
HVAC Smoke Test Inspection	3	1										
Hydrant Inspection	-											
Occupancy	-	1										
Out of City Limits	-											
Parking Lot Inspection	-											
Plans Review	-											
Pre-Construction	1	1										
Special Request	-											
Sprinkler System	1	1										
Tent and Air Canopies	-											
Underground Pressure Test	-	1										
Wall Cover up	3	2										
	61	40	-	-	-	-	-	-	-	-	-	-



Hinesville Fire Department
Public Safety Education Report
December 1, 2023 to December 31, 2023

Date	Shift	Location	Description	Contacts
12/1/2023	C	Downtown Hinesville (27th Annual Christmas Parade)	Engine Display	2500
12/2/2023	A	705 Dover Lane	Smoke Detector Check	1
12/6/2023	B	901 Olmstead Drive, Apt. 49G	Smoke Detector Check	1
12/6/2023	B	508 Ashmore Road (Westwood Day Care Center - Holiday Storytime)	Engine Display	60
12/7/2023	C	941 Elma G. Miles Parkway (Gateway BHS - Flag Hanging Assistance)	PSE Shift Assignment	2
12/9/2023	B	201 Mary Lou Drive (YMCA - Christmas Bazaar)	Engine Display	12
12/9/2023	B	700 Sharon Street (Irene B. Thomas Park - Annual Toy Drive)	PSE Shift Assignment	40
12/12/2023	B	308 S. Commerce Street (Station 1)	Car Seat Installation	1
12/12/2023	B	308 S. Commerce Street (Station 1)	Car Seat Installation	1
12/13/2023	C	200 Bradwell Street (Liberty County Board of Education - Toy Drive Event)	Engine Display	50
12/15/2023	B	308 S. Commerce Street (Station 1)	Car Seat Installation	1
12/15/2023	B	308 S. Commerce Street (Station 1)	Car Seat Installation	1
12/18/2023	B	308 S. Commerce Street (Station 1)	Car Seat Installation	1
12/18/2023	B	308 S. Commerce Street (Station 1)	Car Seat Installation	1
12/20/2023	A	308 S. Commerce Street (Station 1)	Car Seat Installation	1
12/20/2023	A	250 N. Maple Drive	Smoke Detector Check	1
12/21/2023	B	716 Fleming Road	Smoke Detector Check	1
12/23/2023	A	1100 Chestnut Lane	Smoke Detector Check	1
Total Contacts Made				2,676

Title	Total
Public Safety Education	2676
Smoke Detectors	5
Burn Permits	15
Car Seats	7
Pool Fills	0









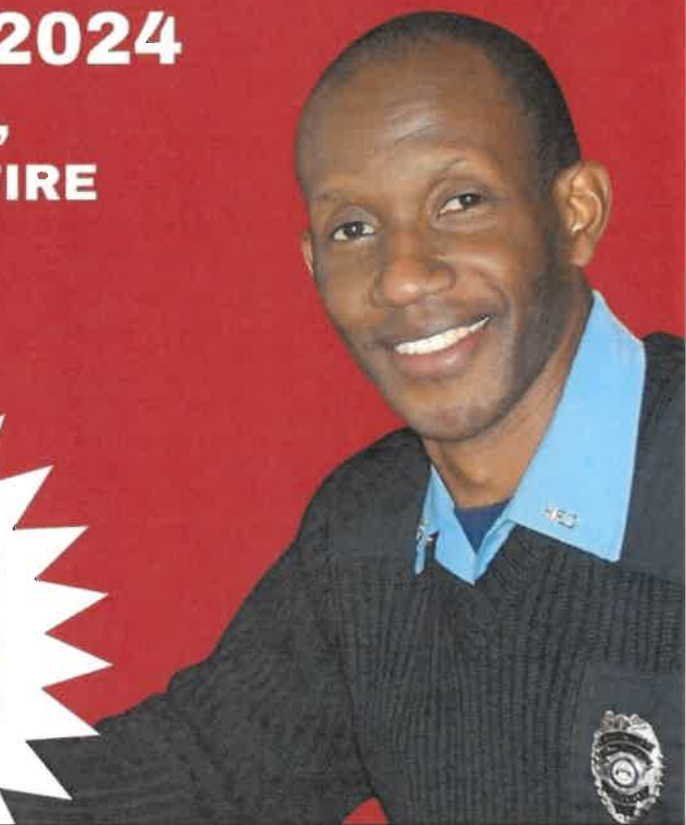
EARNEST "MOE" MCDUFFIE 3RD ANNUAL ESSAY SCHOLARSHIP

DUE FEBRUARY 29, 2024

**TOPIC: VOLUNTEERISM PAST,
PRESENT & FUTURE IN THE FIRE
SERVICE**

**AVAILABLE TO HIGH
SCHOOL SENIORS
IN LIBERTY COUNTY**

**\$1000
PRIZE**



**308 SOUTH COMMERCE ST.
HINESVILLE, GA 31313
912.876.4143**

**DROP OFF LOCATION
M-F 8 AM – 5 PM**

**MINIMUM OF 1000 WORDS, APA FORMATTING REQUIRED, DOUBLE SPACED &
W/PROPER CITATIONS**

**SUBMIT ALL ESSAYS IN A SEALED ENVELOPE WITH YOUR HIGH SCHOOL NAME,
YOUR NAME, AND YOUR PHONE #.**



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024
Agenda Item: Councilmember Newby's Report
Prepared by: Dexter L. Newby
Presented by: Dexter Newby

ACTION ITEMS:

INFORMATIONAL ITEMS:

Monthly Inspections Department Report



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024
Agenda Item: Monthly Inspections Department Report
Prepared by: Kimberly St. Onge
Presented by: George W Smith Jr

PURPOSE: To provide activities and collection of fees for the month of December 2023.

BACKGROUND:

FUNDING:

RECOMMENDATION:

ATTACHMENTS:

1. Inspections Monthly Report_December

PREVIOUS COUNCIL DISCUSSION:

INSPECTIONS DEPARTMENT MONTHLY REPORT
December 2023

			TOTAL ASSESSED	TOTAL FEES
			VALUE	COLLECTED
PERMITS ISSUED				
9	Residential	New Construction	\$ 2,234,650.00	\$ 53,294.00
16	Residential	Alteration/Addition/Repair	\$ 155,963.00	\$ 1,008.75
0	Commercial	New Construction	\$ -	\$ -
0	Commercial	Alteration/Addition/Repair	\$ -	\$ -

PERMITS COMPLETED				
30	Residential	New Construction	\$ 9,180,766.00	\$ 188,367.50
7	Residential	Alteration/Addition/Repair	\$ 49,165.00	\$ 285.00
1	Commercial	New Construction	\$ 200,967.00	\$ 1,194.00
4	Commercial	Alteration/Addition/Repair	\$ 945,953.00	\$ 2,910.00

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

CODE ENFORCEMENT	
Complaints Received	26
Field Generated Cases	27
TOTAL NEW CASES	53

INSPECTIONS PERFORMED

952 TOTAL INSPECTIONS
94 *Failed Inspections*

TOTAL CLOSED CASES 55

OTHER FEES COLLECTED

INSPECTIONS DEPT

\$ 30.00 GIS Map Sales
\$ 250.00 Re-Inspection Fees

MOBILE HOMES COMPLETED

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

WATER/SEWER FUND

\$ 29,460.00 Water Meter Fees
\$ 28,090.00 Water Impact Fees
\$ 140,190.00 Sewer Impact Fees
\$ - Infrastructure Fees
(Independence/Settlement)

**PORTION OF IMPACT FEES
OUTSIDE CITY LIMITS**

\$ 18,300.00
\$ 22,600.00
\$ 115,800.00

Water ERUs		Sewer ERUs	
Res.	Comm.	Res.	Comm.
29	0	29	0

CURRENT PROJECT LIST-December 2023

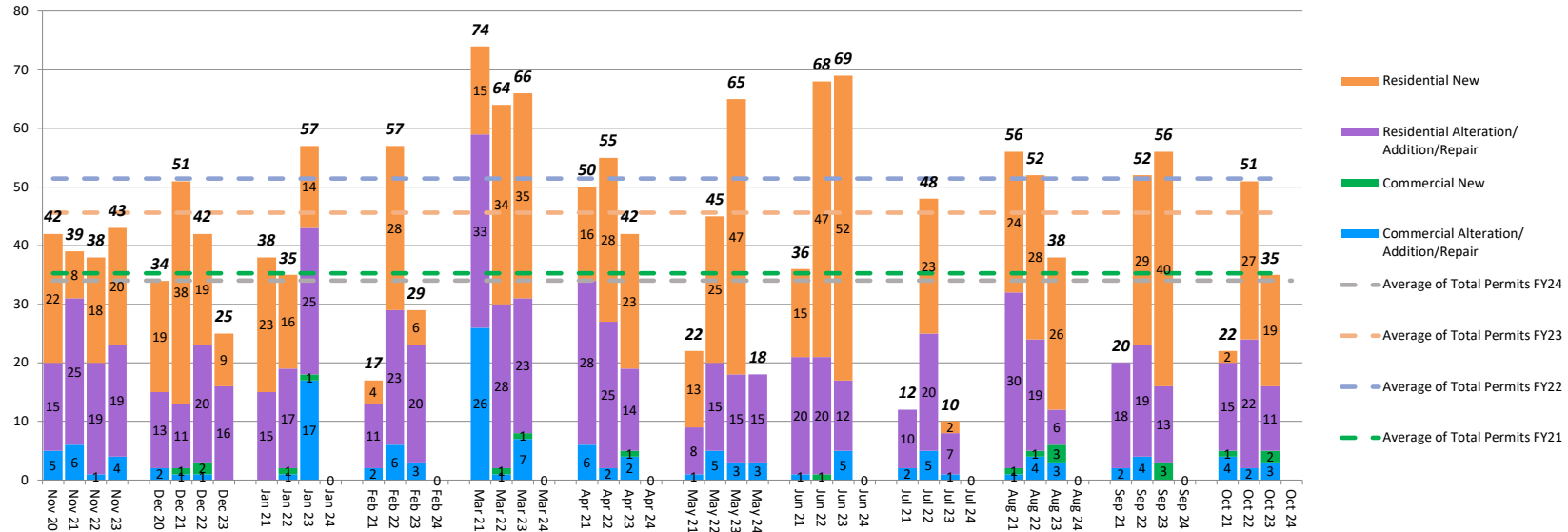
PROJECT	ADDRESS	CONTRACTOR	ASSESSED VALUE
7 Brew Coffee Shop	621 W Oglethorpe Hwy	Valston Construction	\$ 615,611
Abundant Life	934 Elma G Miles Pkwy	CHE Builders	\$ 241,374
Brantley Shell Building	796 W Oglethorpe Hwy	Tippins-Polk Construction	\$ 1,319,666
Darin Townsend Dental Addition	767 Veterans Pkwy	JL wallace of Savannah	\$ 66,218
Fire Station Admin Building	304 S Commerce St	Lavender & Associates	\$ 759,466
Governor's Quarters	Governors Blvd	Slade Sikes -AIO South	\$ 1,585,080
Griffin Park Extension, Ph 3B	Grayson Ave. & Marron Way	Dryden Enterprises	\$ 3,241,653
Heritage Pointe Ph 1B	Abode Ave	Dryden Enterprises	\$ 2,464,448
Heritage Pointe Ph 1C	Abode Ave and Legacy Ln	Dryden Enterprises	\$ 7,957,321
Hinesville Day Care	969 W Oglethorpe Hwy	Ray Futch Construction	\$ 174,062
Hwy 55 Burgers, Shakes & Fries	708 W Oglethorpe Hwy	IB Builders, Inc.	\$ 363,256
Mill Creek Subdivision	Mill Creek Cir.	Transcend Custom Homes	\$ 5,597,022
Modwash Car Wash	754 Veterans Pkwy	Berry Hutton Construction	\$ 528,671
Mt. Carmel Church	454 S Main St	RM Ray Developers	\$ 189,190
Palm Tree Apartments, Bldgs 1 & 2	1474 Kelly Dr., Bldgs 1 & 2	Freddie Young	\$ 3,378,136
Scrub Hub	826 W Oglethorpe Hwy, B	Ecker Construction	\$ 720,841
Take 5 Oil Change	826 W Oglethorpe Hwy, A	Ecker Construction	\$ 200,967
Trinity Missionary Baptist Temple	1016 Live Oak Dr	CHE Builders	\$ 147,325
WalMart - HVAC Replacement	751 W Oglethorpe Hwy	Pettus Plumbing & Mech.	\$ 385,691
Wyngrove Apartments, Phase 3	1303 Veterans Pkwy	Dryden Enterprises	\$ 16,331,534
TOTAL			\$ 45,410,547



Residential New Construction For FY 2024



Permits Issued Each Month FY 2021 to Present



Totals

	Total # of Permits	Residential New Construction	Residential Alteration/Addition/Repair	Commercial New Construction	Commercial Alteration/Addition/Repair
FY 2021	423	153	216	2	52
FY 2022	617	331	244	5	37
FY 2023	547	301	185	13	48
FY 2024	68	29	35	0	4

Averages

	Average # of Permits	Residential New Construction	Residential Alteration/Addition/Repair	Commercial New Construction	Commercial Alteration/Addition/Repair
FY 2021	35	13	18	0	4
FY 2022	51	28	20	0	3
FY 2023	46	25	15	1	4
FY 2024	34	15	18	0	2

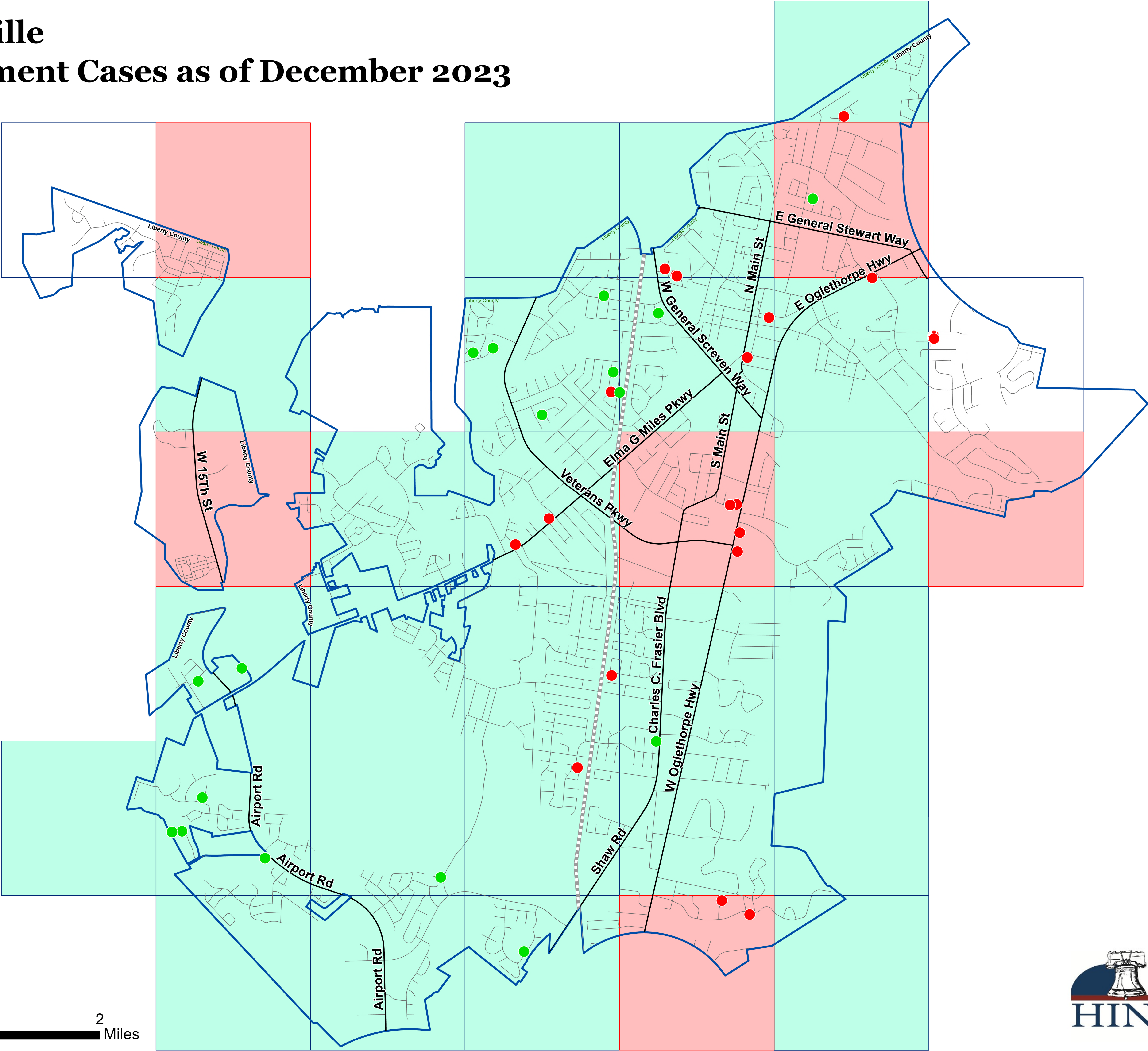
City of Hinesville

Code Enforcement Cases as of December 2023

Last Updated: 1/2/2024



- Complaint Cases
- Field Generated Cases
- Grids In Progress
- Grids Completed FY24
- Other Grids



INSPECTIONS DEPARTMENT PERIODIC REPORT SUMMARY OF PERMITS ISSUED

Previous Month December 1, 2023 to December 31, 2023					Fiscal Year to Date November 1, 2023 to December 31, 2023					(Previous) Fiscal Year to Date December 1, 2022 to December 31, 2022				
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	9	\$ 2,234,650	\$ 53,294	Single Family (Detached)	101	29	\$ 7,839,331	\$ 173,823	Single Family (Detached)	101	19	\$ 2,309,600	\$ 74,629
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	\$ 69,900	\$ 75	Manu. Home (New Locate)	111	0	\$ -	\$ -
Manu. Home (Replacement)	112	0	\$ -	\$ -	Manu. Home (Replacement)	112	0	\$ -	\$ -	Manu. Home (Replacement)	112	0	\$ -	\$ -
Driveway/Open Ditch Encl.	113	3	\$ 11,660	\$ 120	Driveway/Open Ditch Encl.	113	7	\$ 23,120	\$ 240	Driveway/Open Ditch Encl.	113	2	\$ 8,000	\$ 60
Well Drilling Permit	116	0	\$ -	\$ -	Well Drilling Permit	116	0	\$ -	\$ -	Well Drilling Permit	116	0	\$ -	\$ -
Electrical Permit	120	8	\$ 137,030	\$ 411	Electrical Permit	120	35	\$ 1,045,453	\$ 1,513	Electrical Permit	120	24	\$ 66,836	\$ 1,305
Plumbing Permit	121	4	\$ 23,350	\$ 125	Plumbing Permit	121	11	\$ 51,200	\$ 600	Plumbing Permit	121	8	\$ 22,950	\$ 280
Mechanical Permit	122	4	\$ 18,850	\$ 168	Mechanical Permit	122	13	\$ 105,522	\$ 681	Mechanical Permit	122	6	\$ 81,491	\$ 417
Gas Permit	123	0	\$ -	\$ -	Gas Permit	123	0	\$ -	\$ -	Gas Permit	123	0	\$ -	\$ -
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	0	\$ -	\$ -	Store/Mercantile Building	327	0	\$ -	\$ -	Store/Mercantile Building	327	2	\$ 850,146	\$ 9,227
Other Non-Residential Bldg.	328	1	\$ 4,970	\$ 70	Other Non-Residential Bldg.	328	4	\$ 26,324	\$ 210	Other Non-Residential Bldg.	328	8	\$ 354,914	\$ 2,257
Structures other than Bldg.	329	11	\$ 124,395	\$ 892	Structures other than Bldg.	329	21	\$ 236,656	\$ 1,421	Structures other than Bldg.	329	27	\$ 584,124	\$ 4,223
Sign	330	4	\$ 8,300	\$ 175	Sign	330	14	\$ 43,461	\$ 600	Sign	330	10	\$ 28,117	\$ 350
Add/Alter/Repair Res. Bldg.	434	16	\$ 155,963	\$ 1,009	Add/Alter/Repair Res. Bldg.	434	35	\$ 337,580	\$ 2,569	Add/Alter/Repair Res. Bldg.	434	20	\$ 123,815	\$ 880
Add/Alter/Repair Non-Res. Bldg.	437	0	\$ -	\$ -	Add/Alter/Repair Non-Res. Bldg.	437	7	\$ 183,629	\$ 2,378	Add/Alter/Repair Non-Res. Bldg.	437	1	\$ 37,594	\$ 189
Residential Garage/Carport	438	0	\$ -	\$ -	Residential Garage/Carport	438	0	\$ -	\$ -	Residential Garage/Carport	438	0	\$ -	\$ -
Demolition	450	0	\$ -	\$ -	Demolition	450	0	\$ -	\$ -	Demolition	450	2	\$ -	\$ 100
Move House/Structure/Bldg.	475	7	\$ -	\$ 350	Move House/Structure/Bldg.	475	7	\$ -	\$ 350	Move House/Structure/Bldg.	475	0	\$ -	\$ -
Sprinkler System, Bldg. Only	501	0	\$ -	\$ -	Sprinkler System, Bldg. Only	501	1	\$ 7,775	\$ 75	Sprinkler System, Bldg. Only	501	3	\$ 84,575	\$ 648
TOTAL		67	\$ 2,719,168	\$ 56,614	TOTAL		185	\$ 9,969,951	\$ 184,534	TOTAL		132	\$ 4,552,162	\$ 94,564

* 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, 2023 to December 31, 2023		Fiscal Year to Date November 1, 2023 to December 31, 2023		(Previous) Fiscal Year to Date December 1, 2022 to December 31, 2022	
Plan Review Fees Collected	\$ 1,956.50	Plan Review Fees Collected	\$ 4,076.00	Plan Review Fees Collected	\$ 5686.75



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024
Agenda Item: Councilmember Ortiz, Jr.'s Report
Prepared by: Jose A. Ortiz Jr.
Presented by: Jose A. Ortiz, Jr.

ACTION ITEMS:

None

INFORMATIONAL ITEMS:



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024
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 2023

BACKGROUND: None

FUNDING: None

RECOMMENDATION: None

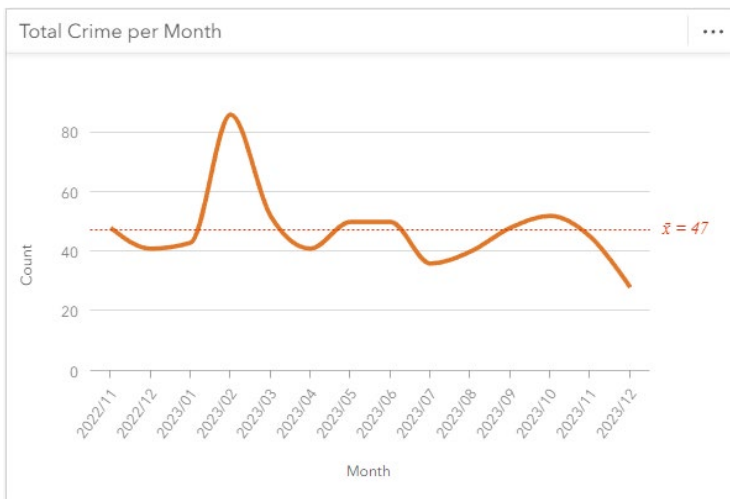
ATTACHMENTS:

1. Crime and Citation 12-2023
2. MonthlyCrimes_Council_2023_12_Charts
3. MonthlyCrimes_Council_2023_12_PointMap
4. MonthlyCrimes_Council_2023_12_HeatMap

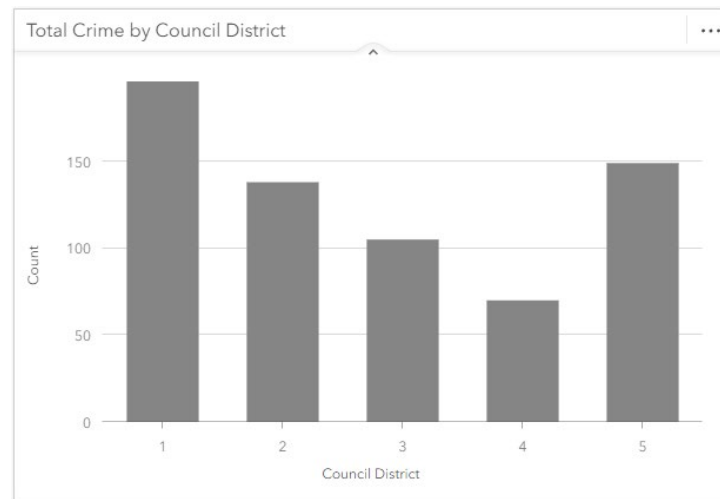
PREVIOUS COUNCIL DISCUSSION:

CRIME AND CITATION REPORT					
December 1, 2023 - December 31, 2023					
	December 2023	November 2023	Monthly % Change	December 2022	November 2022
Aggravated Assault/Assault	12	16	-25%	16	15
Auto Theft	4	9	-56%	4	8
Homicide/Homicide by Vehicle	0	0	0%	1	0
Rape	1	0	100%	1	0
Robbery	1	6	-83%	2	1
Burglary	8	6	33%	4	13
Arson	0	0	0%	0	0
Entering Auto	2	8	-75%	13	24
Domestic Disputes	48	55	-13%	80	42
Juvenile Arrests	25	14	79%	23	26
Adult Arrests	135	115	17%	194	199
Traffic	63	44	43%	57	76
Criminal	72	71	1%	137	123
Total Case Numbers Issued	4,308	4,076	6%	4,977	4,997
Direct Patrols. Walk & Talks, Foot Patrols	1,445	1,418	2%	1,950	1,841
Dispatched Calls	1,350	1,378	-2%	1,642	1,657
Criminal Citations	86	86	0%	114	152
Military	6	4	50%	16	17
Civilian	80	82	-2%	98	135
Traffic Citations	967	852	13%	917	957
Military	148	106	40%	224	207
Civilian	819	746	10%	693	750
Total Citations	1,053	938	12%	1,031	1,109
Traffic Warnings	464	453	2%	534	549
DUI	12	7	71%	10	15
Over 21	12	7	71%	10	15
Under 21	0	0	0%	0	0
Military	4	0	100%	2	4
Civilian	8	7	14%	8	11
PART I CRIMES IN DECEMBER 2023 - BY DISTRICT					
	District 1	District 2	District 3	District 4	District 5
Homicide/Homicide by vehicle	0	0	0	0	0
Rape	1	0	0	0	0
Robbery	0	0	0	0	1
Aggravated Assault/Assault	1	5	4	1	1
Burglary	2	3	0	1	2
Auto Theft	0	1	1	1	1
Arson	0	0	0	0	0
Entering Auto	0	2	0	0	0

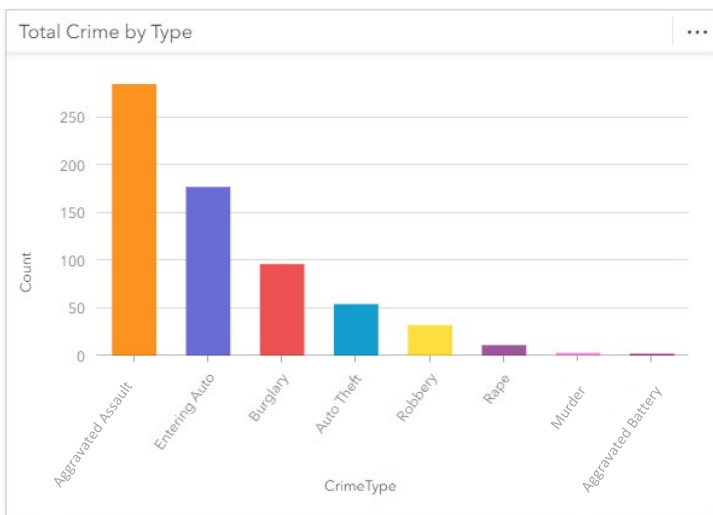
Total Crime per Month



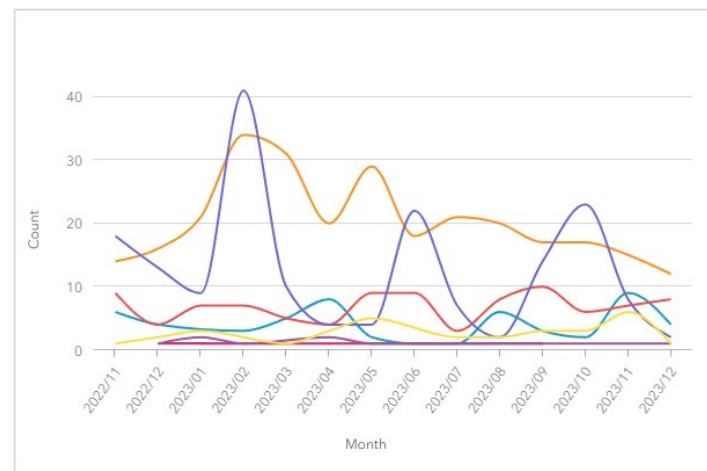
Total Crime per Council District in the last 12 months



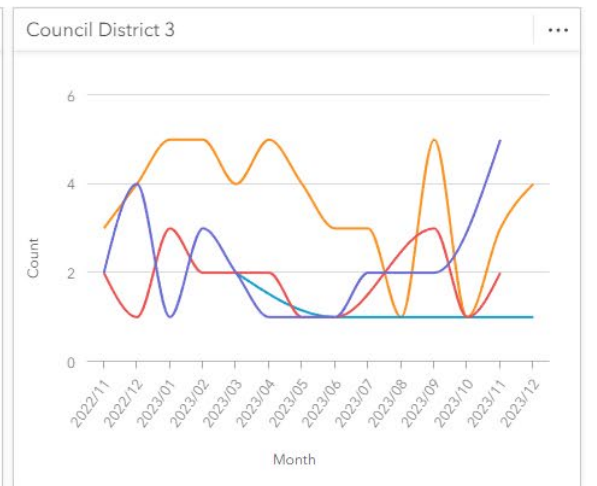
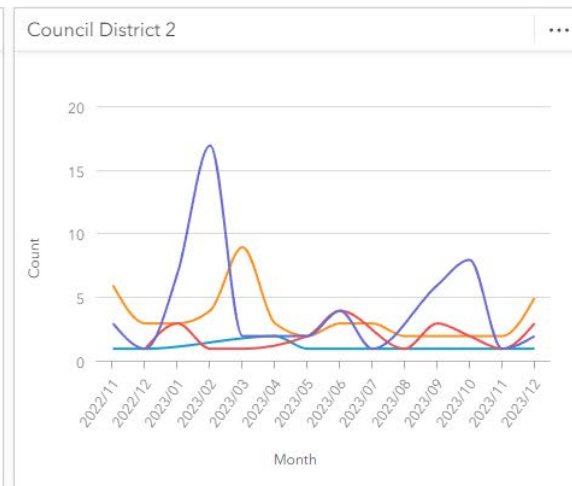
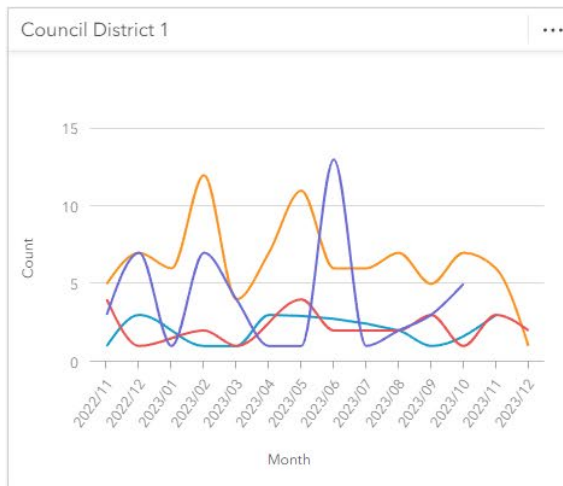
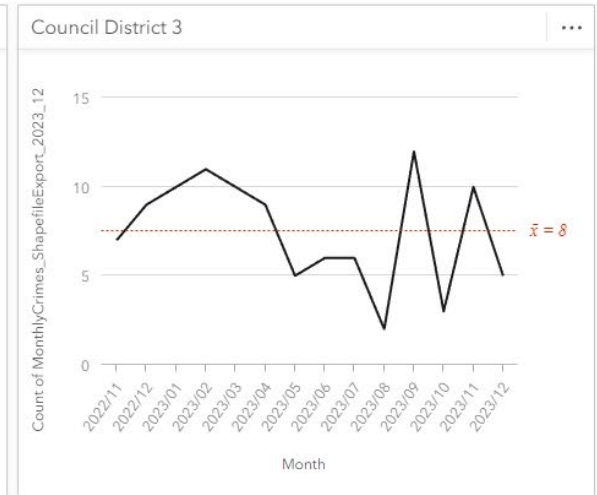
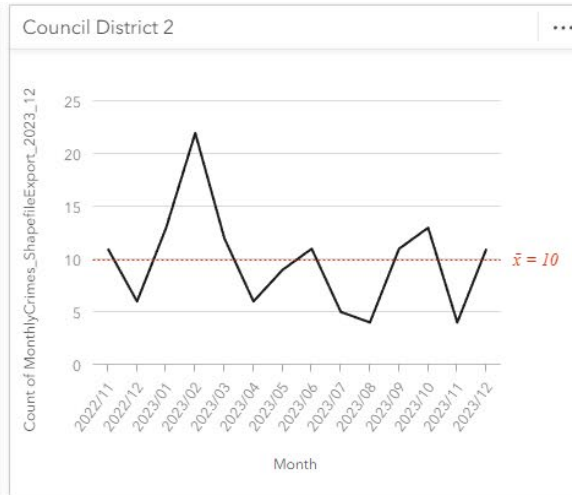
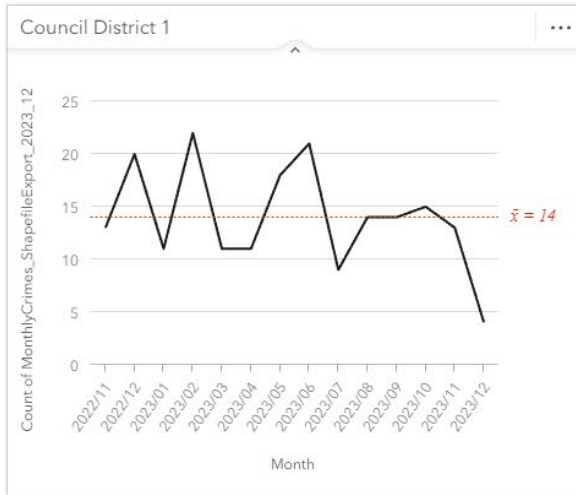
Total Crime by Type in the last 12 months



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

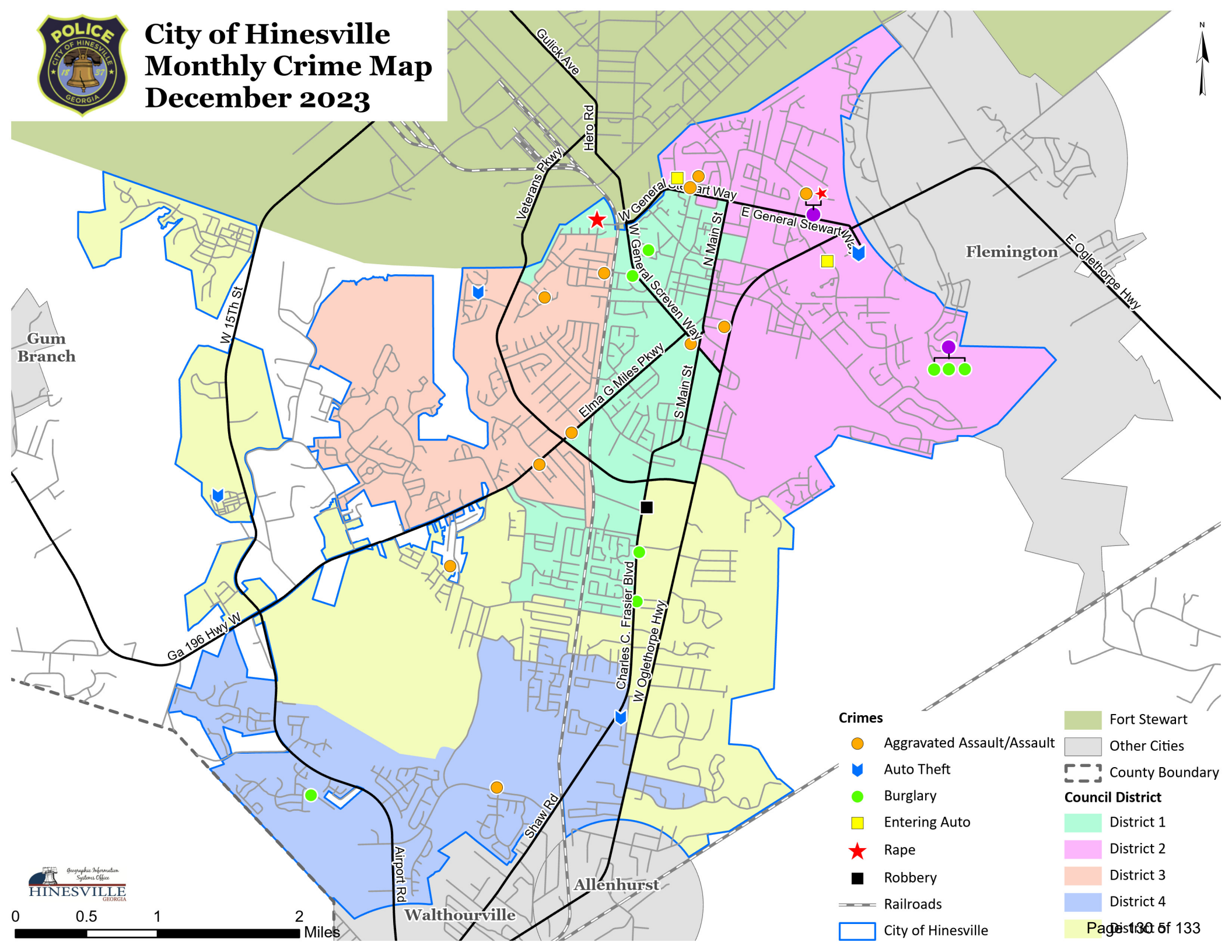
Aggravated Assault

Burglary

Auto Theft



City of Hinesville Monthly Crime Map December 2023

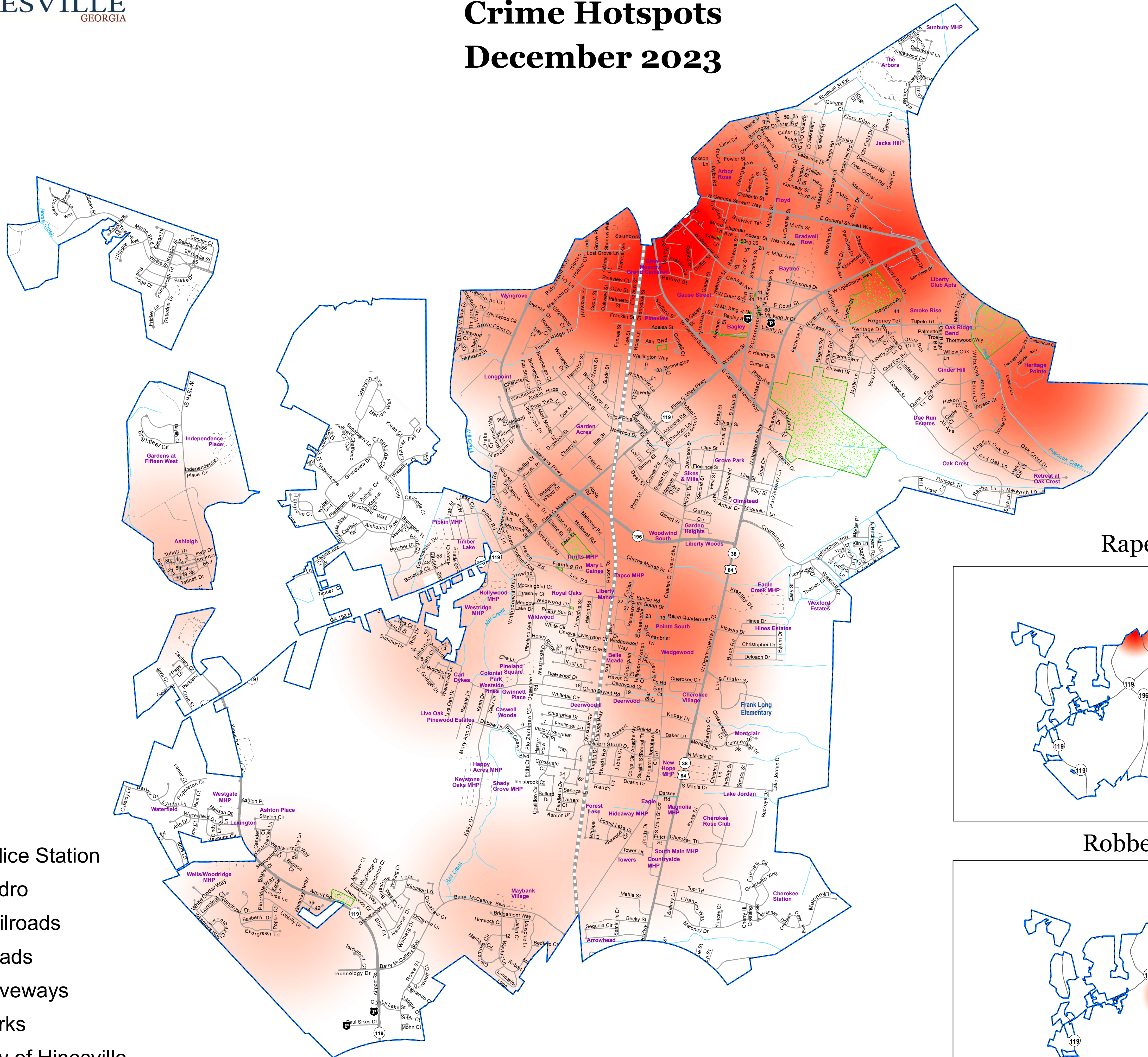


City of Hinesville, GA

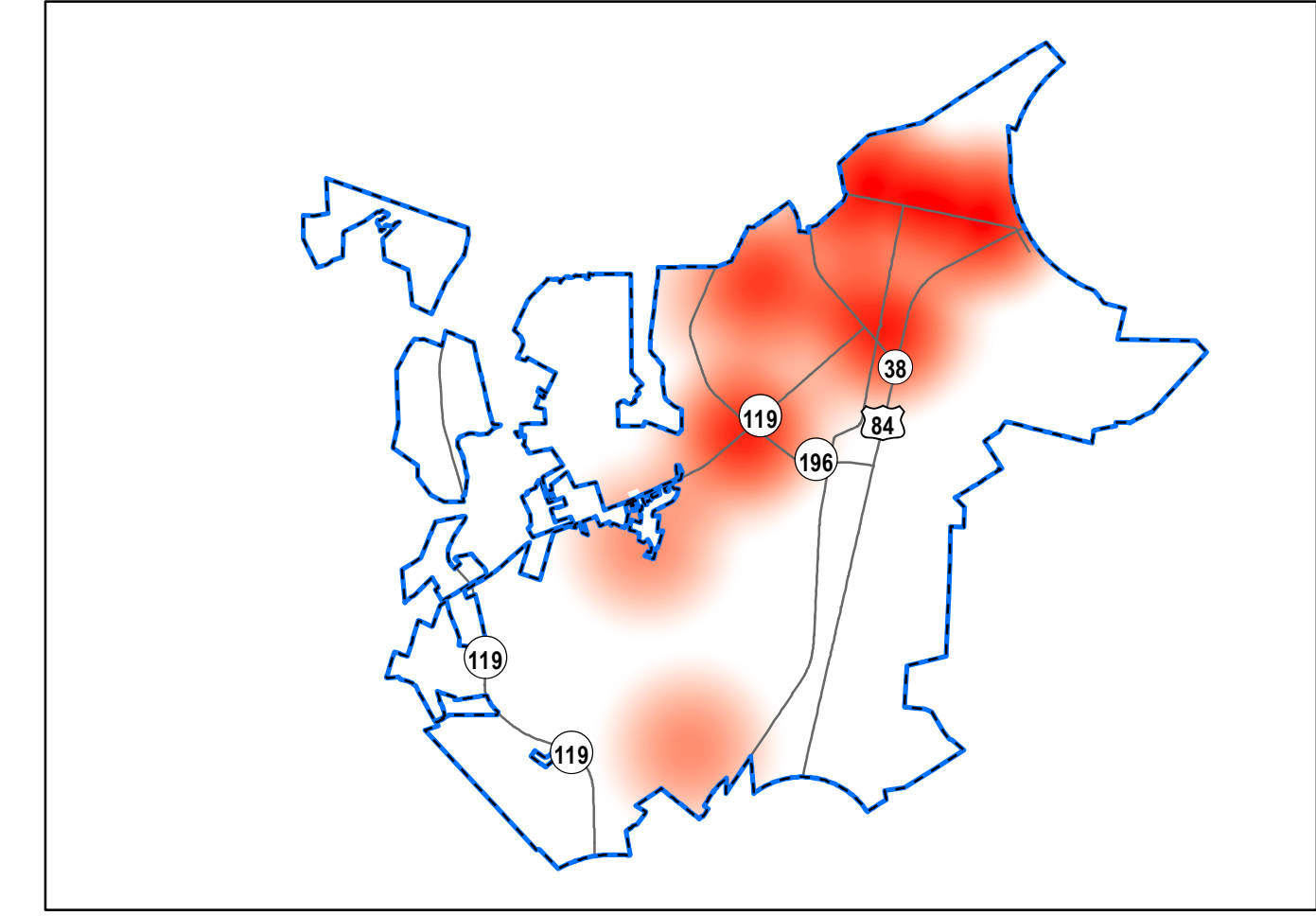
Crime Hotspots

December 2023

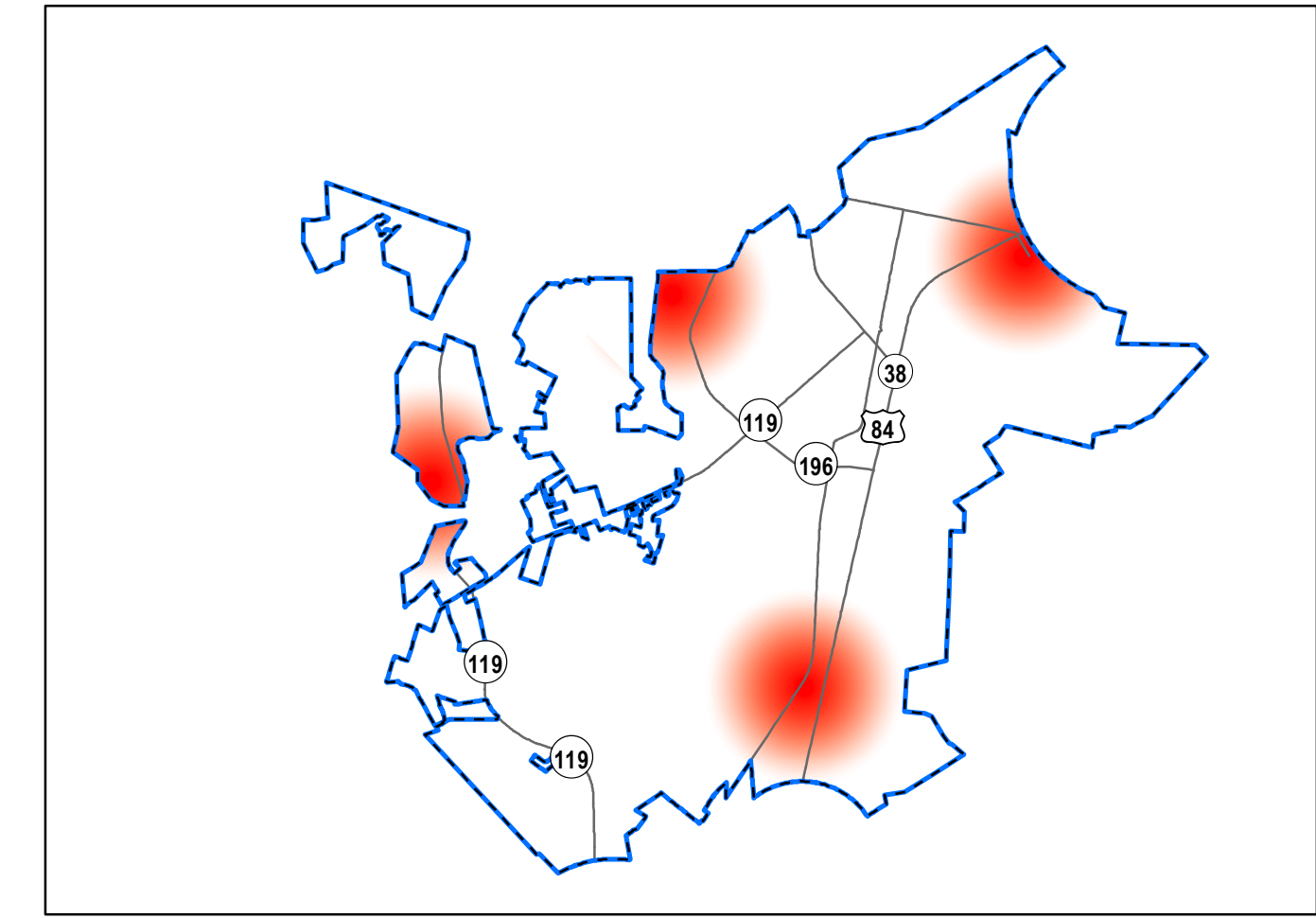
Last Updated: January 04, 2024



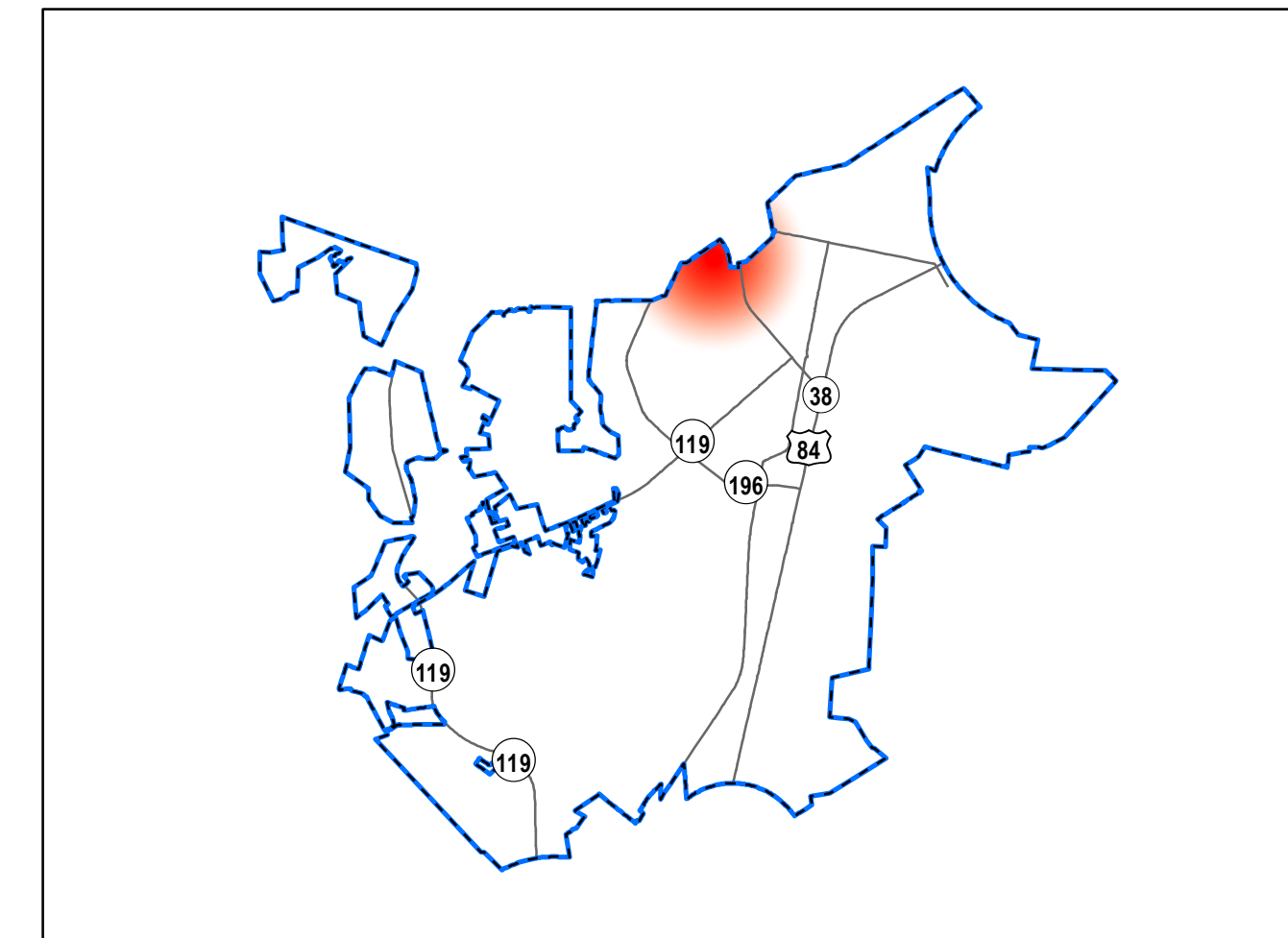
Aggravated Assault



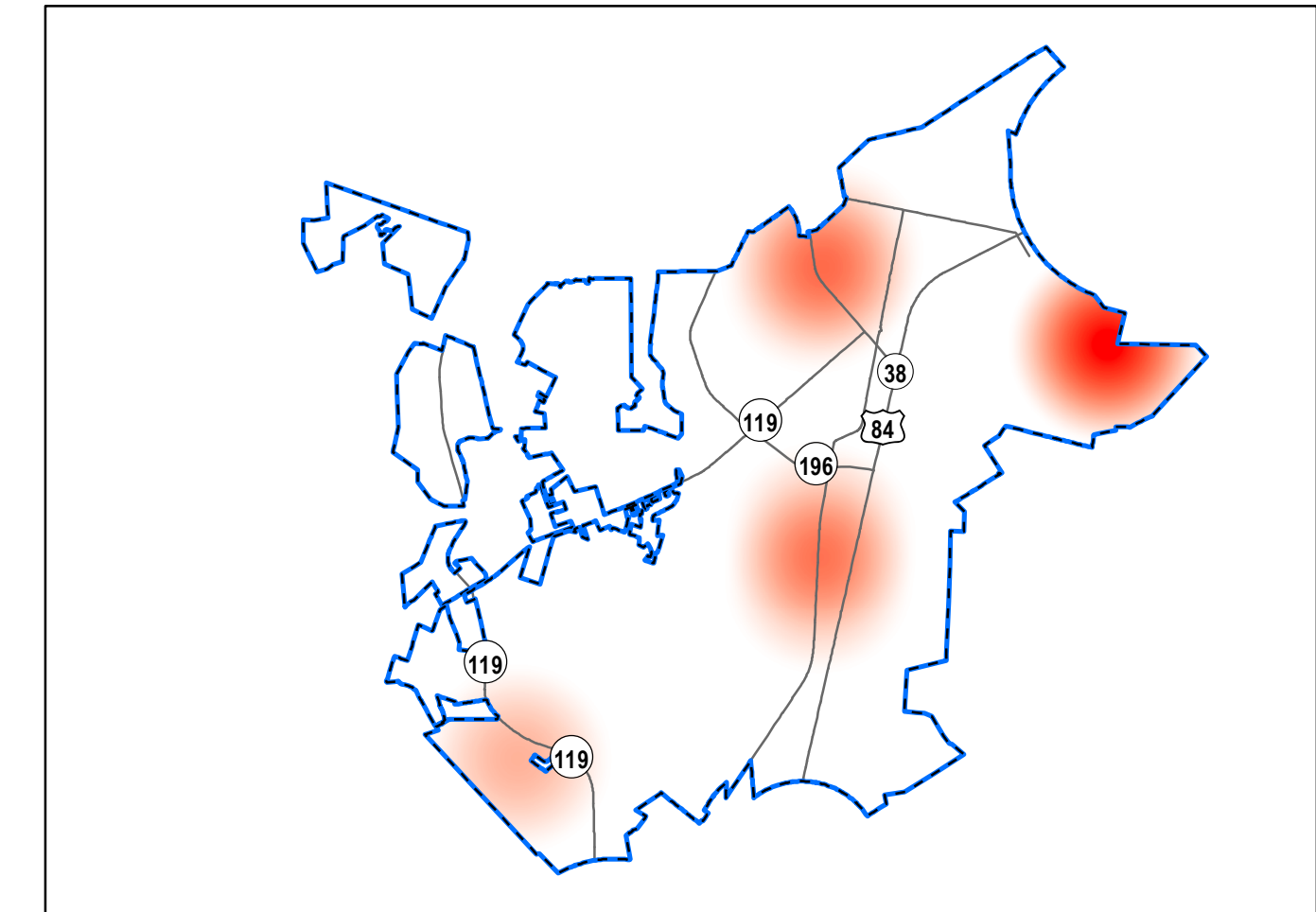
Auto Theft



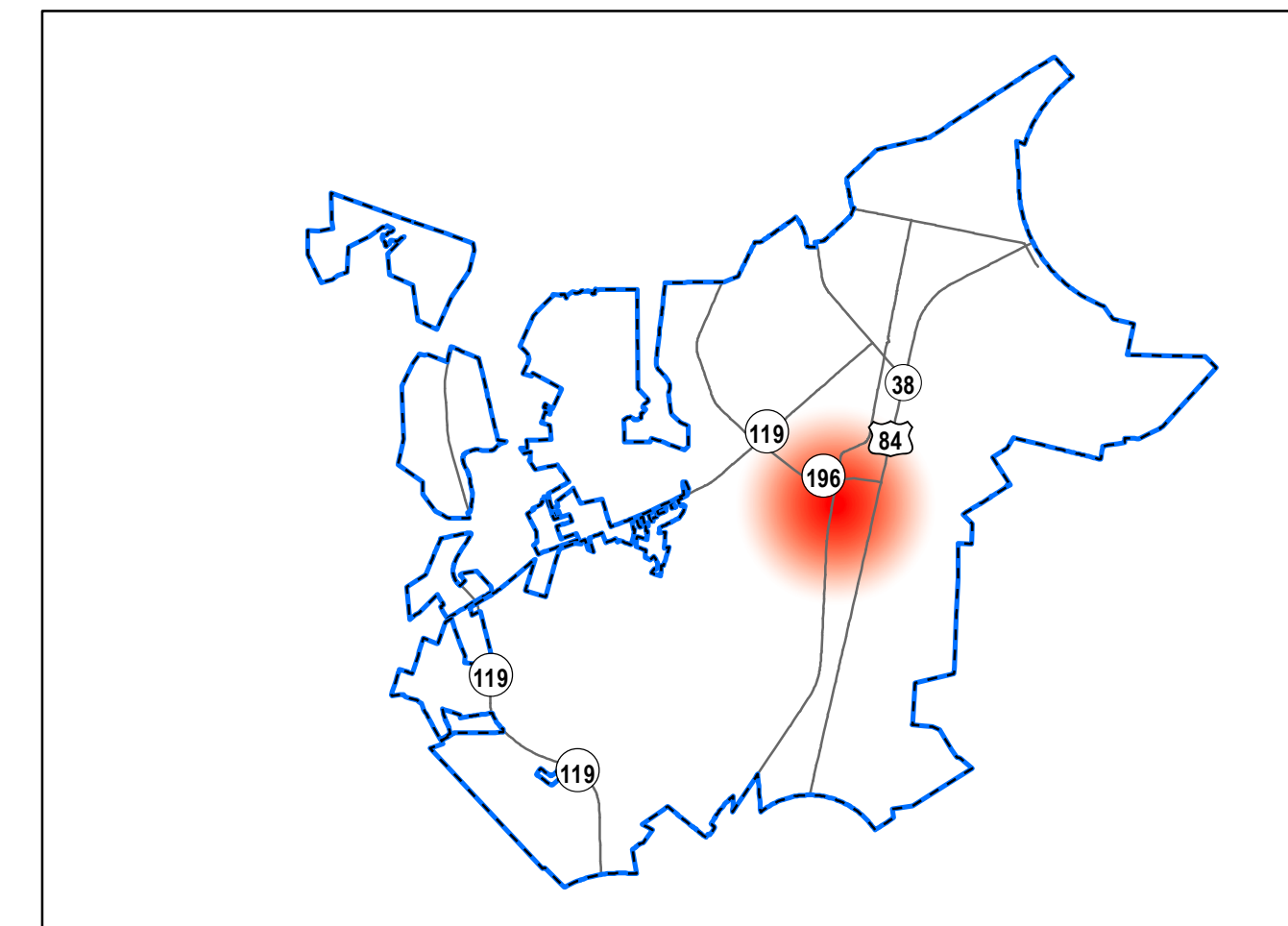
Rape



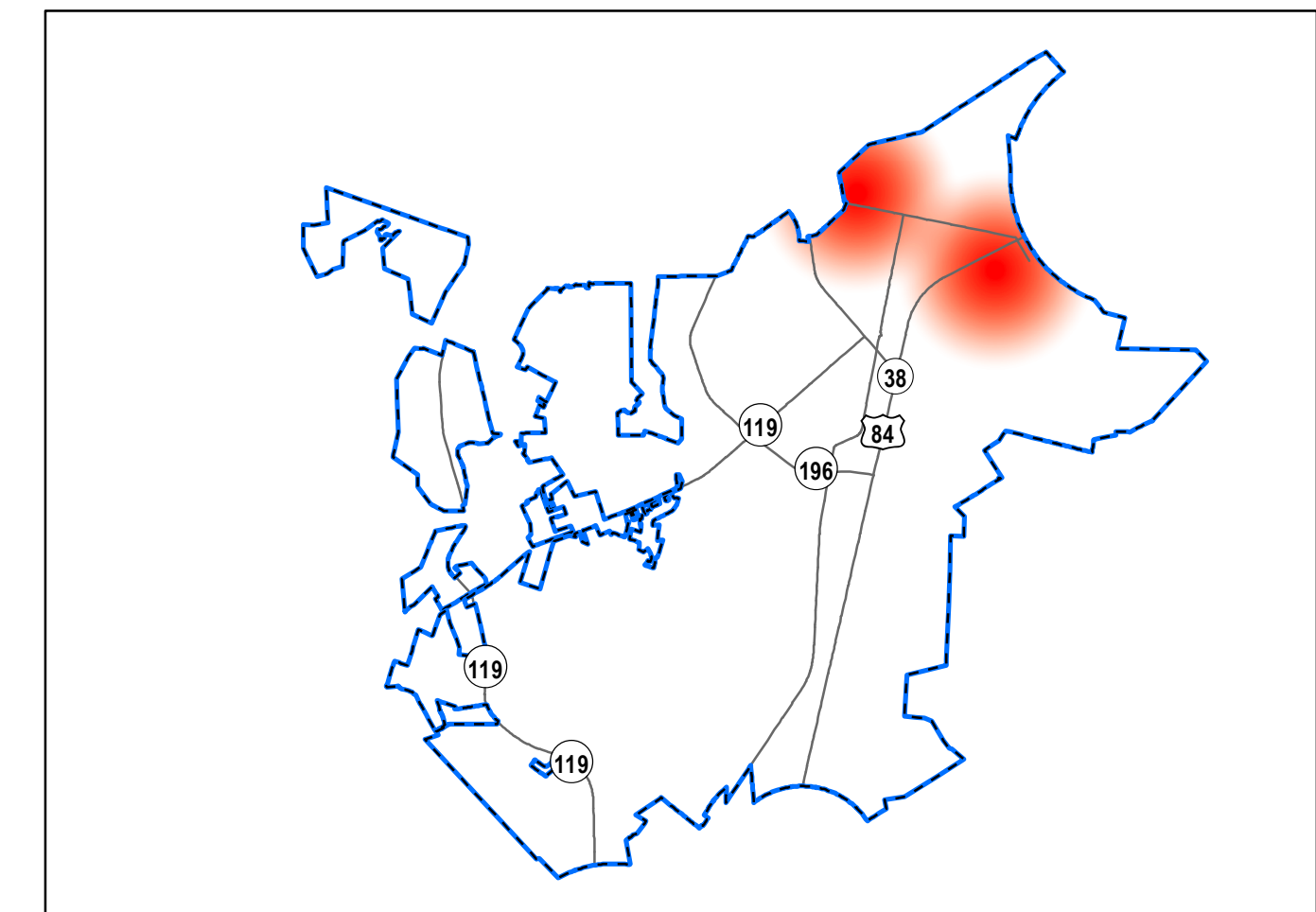
Burglary



Robbery



Entering Auto





City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024
Agenda Item: City Manager Kenneth Howard's Report
Prepared by: Christy Deloach
Presented by: Kenneth Howard

ACTION ITEMS:

None

INFORMATIONAL ITEMS:

None



City of Hinesville, Georgia, Council Meeting

Date: January 18, 2024
Agenda Item: Executive Session
Prepared by: Christy Deloach
Presented by: Kenneth Howard

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

BACKGROUND: None

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

PREVIOUS COUNCIL DISCUSSION: