

1. Agenda

Documents:

[BOMC 6.29.22 WS AGENDA.PDF](#)

2. Meeting Called To Order

3. Adoption Of Agenda

4. Car Wash Water Recycling Ordinance

Documents:

[CAR WASH WATER RECYCLE ORDINANCE 6.29.22 WS.PDF](#)

5. Corner Lot Setback Study

6. Contract For Temporary Financial Services Support

Documents:

[CLINE - AE SERVICES AGREEMENT 6.23.22.PDF](#)

7. Proposal For Upgrading Police RMS Software To Cloud-Based System

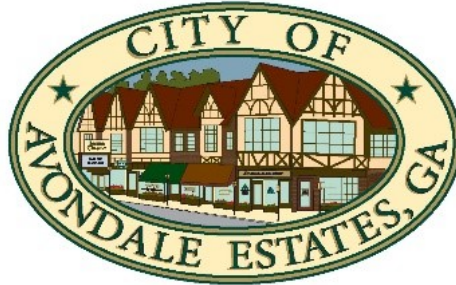
Documents:

[RMS SOFTWARE UPGRADE - 6.29.22 WS.PDF](#)

8. Resolution Calling On USPS To Change Zip Codes For Annexed Properties

9. Public Comment

10. Adjournment



**BOARD OF MAYOR AND COMMISSIONERS  
WORK SESSION  
JUNE 29<sup>TH</sup>, 2022  
IMMEDIATELY FOLLOWING REGULAR MEETING**

**AGENDA**

- Item #1 Meeting Called to Order
- Item #2 Adoption of Agenda
- Item #3 **Car Wash Water Recycling Ordinance**  
Following an audit by the state of the city's stormwater ordinances, the state has concluded the city needs to adopt an ordinance requiring all commercial car wash facilities operating within the city to install recycled water systems.
- Item #4 **Corner Lot Setback Study**  
Lord Aeck Sargeant has completed their analysis of corner lot setback distances throughout the Avondale Estates Historic District. Staff will provide the BOMC with the findings.
- Item #5 **Contract for Temporary Financial Services Support**  
Staff is requesting the BOMC enter into a contract with former City of Newnan Finance Director, Katrina Cline, to perform various Finance Director related functions that include budget development and audit support.
- Item #6 **Proposal for Upgrading Police RMS Software to Cloud-Based System**  
Staff is proposing the BOMC upgrade its Police RMS software to a cloud-based product which would allow for greater flexibility and efficiency of law enforcement activities.

- Item #7      **Resolution Calling on USPS to Change Zip Codes for Annexed Properties**  
Staff is requesting the BOMC adopt a resolution asking the United States Postal Service to change all zip codes of property within Avondale Estates' corporate boundary to reflect inclusion into city.
  
- Item #8      Public Comment
  
- Item #9      Adjournment

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO AMEND CHAPTER 20 OF THE CITY CODE REGARDING STORMWATER; TO REQUIRE COMMERCIAL CONVEYOR CAR WASH FACILITIES TO RECYCLE WATER; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Avondale Estates and its residents have long demonstrated concern for the conservation of the environment; and

**WHEREAS**, the City of Avondale Estates desires to enact regulations requiring use of recycled water by commercial carwash facilities operating within its jurisdiction;

**NOW THEREFORE BE IT ORDAINED** by the City of Avondale Estates that Chapter 20 of the Official Code of Ordinances of the City of Avondale Estates be amended as follows:

**SECTION 1.** New Article VIII of Chapter 20 is hereby added, to read as follows:

**“ARTICLE VIII. COMMERCIAL CAR WASHES.**

**Sec. 20-500. Purpose and Intent.**

The purpose of this ordinance is to reduce water consumption from commercial car wash facilities by requiring all new conveyor car washes to install operational recycled water systems.

**Section 20-501. Applicability.**

- (a) This ordinance applies to all new conveyor car washes permitted and constructed after July 1, 2022, regardless of the water source.
- (b) The provisions of this ordinance do not apply to conveyor commercial car washes that were permitted or constructed before July 1, 2022.
- (c) The provisions of this ordinance do not apply to self-service car washes or in-bay car washes.

**Section 20-502. Definitions.**

For this article, the terms below shall have the following meanings:

*In-bay automatic car wash* means a commercial car wash where the driver pulls into the bay and parks the car. The vehicle remains stationary while a machine moves

back and forth over the vehicle to clean it, instead of the vehicle moving through the tunnel.

*Conveyor car wash* means a commercial car wash where the car moves on a conveyor belt during the wash. The driver of the vehicle can remain in the vehicle or wait outside of the vehicle.

*Recycled water system* means a water system that captures and reuses water previously used in wash or rinse cycles.

*Self-service car wash* means a commercial car wash where the customers wash their cars themselves with spray wands and brushes.

**Section 20-503. Commercial Car Wash Water Recycling Requirement**

All new commercial conveyor car washes, permitted and constructed after July 1, 2022 must install operational recycled water systems. A minimum of 50% of water utilized will be recycled.”

**SECTION 2.** The effective date of this ordinance is the date of adoption.

SO ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.


ATTEST:

CITY OF AVONDALE ESTATES

By \_\_\_\_\_  
Gina Hill, City Clerk

\_\_\_\_\_  
JONATHAN ELMORE, Mayor

Approved as to Form

  
\_\_\_\_\_  
Stephen G. Quinn, City Attorney

## SERVICES AGREEMENT

This Services Agreement is made and entered into this \_\_\_\_ day of July, 2022, by and between **Katrina Cline** (“Cline”) and the **City of Avondale Estates, Georgia** (“City”). The parties agree as follows:

### 1.) Services to be Performed

During the Term of this Agreement, Cline agrees to work up to 40 hours per week at the direction of the City Manager. The services that Cline will provide to the City are expected to include developing the fiscal 2023 budget for City and its DDA, producing the 2021 annual audit report and CAFR related materials, preparing the City to transition from BAN to bond issuance, facilitating the reconciliation of bank accounts, ensuring that the City’s financial resources and investments are properly managed, and preparing reports for the City Manager as requested. Cline will perform most of the services remotely from a location that she is responsible for securing and using materials and equipment that she will furnish herself. However, Cline will work from City Hall once per week in order to give the City Manager and other City employees the opportunity to interact with her directly as needed.

### 2.) Term and Termination

The term of this Agreement is from July 18, 2022 through October 14, 2022, and may be extended for additional time by the written agreement of the parties. This Agreement may be terminated by the City sooner than the expiration of the full term pursuant to this section.

If the City deems Cline to be in breach of this Agreement for non-performance, it shall give Cline written notice of same. After giving written notice that the City deems Cline to be in default and identifying the specific nature of the alleged non-performance, if Cline fails to cure such default within seven days the City may terminate this Agreement for non-performance. If this Agreement is terminated by the City due to non-performance by Cline, City shall give written notice to Cline and shall compensate Cline for services rendered to the date of termination and shall have no further obligation under this Agreement.

### 3.) Compensation

Cline will be compensated at the rate of \$60 per hour for work performed under this Agreement. The total value of services for which Cline is entitled to be paid for the term of this Agreement shall not exceed \$31,200. Cline shall submit invoices to the City every two weeks, specifying the number of hours worked and a brief summary of tasks performed during the subject two-week period. The City will pay Cline for work performed and invoiced within ten business days of receiving an invoice.

### 4.) Independent Contractor Status.

Cline shall perform services under this Agreement as an independent contractor. Cline is not entitled to any benefits (such as insurance) and shall not accrue leave time during the term of

this Agreement. The Parties agree that the compensation paid to Cline is intended to compensate her for her services as well as cover the expense of any materials, equipment, transportation, etc. that may be necessary to perform the services. Cline will receive Form 1099 from the City and shall be responsible for paying any tax obligation associated with earnings under this Agreement.

5.) Miscellaneous Terms

- *Assignment*

Neither this Agreement nor any duties or obligations under this Agreement shall be assignable without the prior written consent of the other party.

- *Successors and Assigns*

Subject to the provision regarding assignment, this Agreement shall be binding on the heirs, executors, legal representatives, successors, and assigns of the respective parties.

- *Attorney's Fees*

The parties shall each be responsible for their own attorney's fees related to the drafting and review of this Agreement.

- *Governing Law*

The validity of this Agreement and of any of its terms or provisions, as well as the rights and duties of the parties to this Agreement, shall be governed by the laws of the State of Georgia.

- *Amendment*

This Agreement may be amended only by the mutual agreement of the contracting parties in a writing to be attached to and incorporated into this Agreement.

- *Legal Construction*

In case one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, this invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement and this Agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been contained in it.

[signature page follows]

So agreed:

**CITY OF AVONDALE ESTATES, GEORGIA**

**KATRINA CLINE**

\_\_\_\_\_  
Jonathan Elmore, Mayor

\_\_\_\_\_  
Katrina Cline

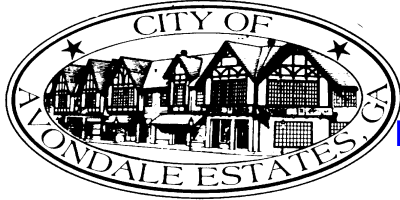
Attest:

\_\_\_\_\_  
Gina Hill, City Clerk

Approved as to Form:

Stephen G. Quinn  
Stephen G. Quinn, City Attorney





# Police Department

21 North Avondale Plaza  
Avondale Estates, Georgia 30002

Harry G. Hess  
CHIEF OF POLICE

Telephone (404) 294-5410  
Fax (404) 294-4108

**To: Patrick Bryant**  
**From: Harry Hess**  
**Date: 06/23/2022**  
**Ref.: Proposal to Upgrade our RMS Software**

The Avondale Estates Police Department is currently using Courtware Solutions RMS system for reports, citations, and court solutions. Several years ago, the city transitioned the in-car portion of this software and GCIC/NCIC inquiry solutions to Courtware Solution's cloud-based sister company, Justice One. Courtware Solutions is phasing out its product line and moving its entire platform to Justice One. As such, this necessary upgrade would move the remainder of our software seamlessly to the cloud.

On 05/18/2022, Jonathan Sampson and TJ Hargen, both from Justice One, came to the police department to provide me a demo of the upgraded software. The current software being used by patrol officers in the vehicles will not change but be expanded to provide more ease of use and functionality. The desktop software will be moved to a web-based site which can be accessed by those with rights from any computer. This will benefit our evidence custodian and command staff greatly by providing them access from any internet connected device at any time. Evidence will be able to be logged straight into the Evidence Room versus being pulled and labeled at a desk and then moved again to the Evidence Room. Command Staff will be able to pull up statistics quickly when asked about items from the public or elected officials quickly so they can speak to facts and true up to date numbers when needed.

Other key items which this upgrade will provide the agency include:

- Use of Force reports, tracking, and approval 100% digitally (currently handwritten for review)
- Pursuit reports, tracking, and approval 100% digitally (currently handwritten for review)
- Impound forms can be printed or emailed to tow services (currently handwritten)
- Fleet and Equipment tracking by vehicle and/or employee (currently handwritten and filed)
- Ability to add an evidence barcode scanner for inventories and checking out evidence (currently using a barcode system, but cannot add a scanner, everything done by hand)
- Ability to add a GPS puck to all vehicles to see in real time where vehicles are (currently no GPS in vehicles with real time tracking)

The Municipal Court side of the software will remain on a stationary server until Justice One finishes establishing that platform. However, that is expected to occur within the next year.

The city currently pays \$1,700.00 a month for Courtware Solutions or an \$8.00 per issued citation fee, whichever is greater. In 2021, Courts collected fines within the city for 1,345 citations. Under the current contract, the city did not exceed the \$1700.00 monthly cost from citation collection.

The cost of the upgraded product as proposed will increase the city's monthly minimum to \$2200 monthly or \$10 from every citation issued, whichever is greater. At its current rate of citation issuance, the city does not believe it will exceed the \$2200 minimum on a regular basis.

If accepted, there will be a 60-day migration process prior to going live.

I am recommending this upgrade for the Avondale Estates Police Department be accepted. The current product is old, outdated and will no longer be supported. If the BOMC does not approve this upgrade, the city will need to find a new vendor to provide us with this service for the police department and courts.

Respectfully,

A handwritten signature in blue ink that reads "Harry Hess". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Harry Hess, Chief of Police  
Avondale Estates Police Department