



Work Session Agenda
Thursday, January 2, 2025, 9:00 AM
Administration Building, Boardroom (3rd Floor)
300 Henry Ward Way, Gainesville, GA 30501
Mayor or Mayor Pro Tem Presides

CITY MANAGER ISSUES:

MAYOR/COUNCIL ISSUES:

- Ex-Officio Report(s)

CITY ATTORNEY ISSUES:

CITY CLERK ISSUES:

- | | |
|--|---------------|
| • Resolution: BR-2025-01 Emergency Interim Successors | Sam Couvillon |
| • Appointment: Administrative Hearing Officer | Denise Jordan |
| • Appointment: Legal Organ | Denise Jordan |
| • Appointments: Board/Committee Ex-Officio Members | Sam Couvillon |
| • Appointment: Georgia Mountains Regional Commission | Sam Couvillon |
| • Resolution: Georgia Municipal Association City of Ethics Recertification | Denise Jordan |

EXECUTIVE SESSION:

ADJOURNMENT:

Final: Monday, December 30, 2024, 1:07 PM



CITY OF GAINESVILLE

Work Session Agenda Request

Item Created: December 18, 2024
Date Submitted: December 27, 2024
Final Approval Date: December 31, 2024
Presenter: Sam Couvillon
Item of Business: Resolution: BR-2025-01 Emergency Interim Successors
Meeting Date: January 2, 2025

Purpose of Request:

The purpose of this request is to define the order of succession for calendar year 2025.

Facts & Issues / History & Background:

The order of succession is established annually during the organizational meeting upon adoption of the Emergency Interim Resolution.

Department Recommendation:

Adopt the resolution as presented by Mayor Couvillon.

Department Director:

Sam Couvillon

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. Resolution: Emergency Interim Successors

RESOLUTION BR-2025-01
EMERGENCY INTERIM SUCCESSORS

WHEREAS, the Georgia Civil Defense Act as amended in 1962 requires the Emergency Interim Successor to be named.

WHEREAS, the governing body annually adopts a resolution identifying the order of succession during emergency situations.

NOW, THEREFORE, BE IT RESOLVED, that the Emergency Interim Successors for the City of Gainesville are designated in the order listed below:

1. Mayor W. Samuel Couvillon
2. Mayor Pro Tem _____
3. Council Member _____
4. Council Member _____
5. Council Member _____
6. Council Member _____

Adopted this _____ day of January 2025.

W. Samuel Couvillon, Mayor

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this resolution was adopted as stated and will be recorded in the official minutes.

ATTEST:

Denise O. Jordan, City Clerk



CITY OF GAINESVILLE

Work Session Agenda Request

Item Created: December 18, 2024
Date Submitted: December 27, 2024
Final Approval Date: December 31, 2024
Presenter: Denise Jordan, City Clerk
Item of Business: Appointment: Administrative Hearing Officer
Meeting Date: January 2, 2025

Purpose of Request:

The purpose of this request is to reappoint G. Hammond Law, III to serve another one-year term.

Facts & Issues / History & Background:

Section 1-8-1(6) of the Code of Ordinances addresses this appointment.

Department Recommendation:

Comply with the Code of Ordinances and accept the nomination as presented.

Department Director:

Bryan Lackey

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. 2025 Organizational Meeting Appointments List

Organizational Meeting Appointments

Position	Member Name	Initial Appointed Date	*Current Appointed Date	Effective Date	Expiration Date	Frequency
Administrative Hearing Officer	G. Hammond Law, III	1/1/1992	1/16/2024	1/17/2024	1/7/2025	Annual
Chief Judge	G. Hammond Law, III	1/1/1988	12/17/2024	1/1/2025	12/31/2026	Annual
City Attorney	Hulsey, Oliver & Mahar, LLP (Abbott Hayes, Jr.)	10/6/2015	10/6/2015	01/01/2016	N/A	As Needed
City Auditor	Rushton & Company, CPA Auditor	2/18/1997	1/7/2014	1/8/2014	N/A	As Needed
City Manager	Bryan Lackey	11/3/2015	11/3/2015	11/30/2015	N/A	As Needed
Legal Organ	The Times Legal Organ	1/10/2017	1/16/2024	1/17/2024	1/7/2025	Annual
Municipal Court Solicitor	Inez Grant	9/15/2020 UE	1/16/2024	1/17/2024	1/6/2026	2 year Appt.

* This date represents the latest appointment date for consecutive years.

"As Needed": Charter states "shall be removed at anytime upon majority vote of the governing body"

Expiration Date: First Council Meeting of the year

Updated: 12/18/2024 ag



CITY OF GAINESVILLE

Work Session Agenda Request

Item Created: December 18, 2024
Date Submitted: December 27, 2024
Final Approval Date: December 31, 2024
Presenter: Denise Jordan, City Clerk
Item of Business: Appointment: Legal Organ
Meeting Date: January 2, 2025

Purpose of Request:

The purpose of this request is to reappoint The Times as the Legal Organ for another one-year term.

Facts & Issues / History & Background:

The Times is the only newspaper published in Hall County.

Department Recommendation:

Accept the nomination to proceed with reappointment.

Department Director:

Bryan Lackey

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. 2025 Organizational Meeting Appointments List

Organizational Meeting Appointments

Position	Member Name	Initial Appointed Date	*Current Appointed Date	Effective Date	Expiration Date	Frequency
Administrative Hearing Officer	G. Hammond Law, III	1/1/1992	1/16/2024	1/17/2024	1/7/2025	Annual
Chief Judge	G. Hammond Law, III	1/1/1988	12/17/2024	1/1/2025	12/31/2026	Annual
City Attorney	Hulsey, Oliver & Mahar, LLP (Abbott Hayes, Jr.)	10/6/2015	10/6/2015	01/01/2016	N/A	As Needed
City Auditor	Rushton & Company, CPA Auditor	2/18/1997	1/7/2014	1/8/2014	N/A	As Needed
City Manager	Bryan Lackey	11/3/2015	11/3/2015	11/30/2015	N/A	As Needed
Legal Organ	The Times Legal Organ	1/10/2017	1/16/2024	1/17/2024	1/7/2025	Annual
Municipal Court Solicitor	Inez Grant	9/15/2020 UE	1/16/2024	1/17/2024	1/6/2026	2 year Appt.

* This date represents the latest appointment date for consecutive years.

"As Needed": Charter states "shall be removed at anytime upon majority vote of the governing body"

Expiration Date: First Council Meeting of the year

Updated: 12/18/2024 ag



CITY OF GAINESVILLE

Work Session Agenda Request

Item Created: December 18, 2024
Date Submitted: December 27, 2024
Final Approval Date: December 31, 2024
Presenter: Sam Couvillon
Item of Business: Appointments: Board/Committee Ex-Officio Members
Meeting Date: January 2, 2025

Purpose of Request:

The purpose of this request is to address the annual ex-officio appointments for 2025.

Facts & Issues / History & Background:

The Mayor will present the nominations.

Department Recommendation:

Appoint the ex-officio members as presented.

Department Director:

Sam Couvillon

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. 2025 Ex-Officio Appointments

Ex-Officio Appointments

Committee	Meeting Schedule	2023	2024	2025
Airport Advisory Committee	Quarterly	Barbara Brooks & Juli Hayes	Barbara Brooks & Juli Hayes	
American Red Cross	Monthly	Mayor	Mayor	
Board of Health	Quarterly	Barbara Brooks	Barbara Brooks	
Chattahoochee Golf Course Advisory Committee	Bi-Monthly	Zack Thompson	Zack Thompson	
Chicopee Woods Area Park Commission	Quarterly	George Wangemann	Juli Hayes	
Economic Development Council	Monthly	Mayor	Mayor	
Gainesville-Hall County Development Authority	As Needed	Mayor	Mayor	
Gainesville-Hall County Land Bank Board		Barbara Brooks	Barbara Brooks	
Gainesville Non-Profit Development Authority	Quarterly	Barbara Brooks	Barbara Brooks	
Gainesville Redevelopment Authority	As Needed	Zack Thompson	Zack Thompson	
Greater Hall Chamber of Commerce Board of Directors	Monthly	Mayor	Mayor	
Hallmark Initiative		Mayor	Mayor	
Historic Preservation Commission	Monthly	George Wangemann	C. Danny Dunagan, Jr.	
Housing Authority	Monthly	Zack Thompson	Abigail Guzman	
Keep Hall Beautiful/Hall County Green Alliance		George Wangemann	Zack Thompson	
Main Street Gainesville Advisory Board	Monthly	C. Danny Dunagan, Jr.	C. Danny Dunagan, Jr.	
Parks & Recreation Board	Monthly	Juli Hayes	Juli Hayes	
Parks & Recreation Foundation, Inc. (formerly FOP)	Monthly	Juli Hayes	Abigail Guzman	
Planning and Appeals Board	Monthly	Barbara Brooks	Barbara Brooks	

Appointed: 1/16/2024

Updated: 6/5/2024 ag

Updated: 6/19/2024 ag



CITY OF GAINESVILLE

Work Session Agenda Request

Item Created: December 18, 2024
Date Submitted: December 27, 2024
Final Approval Date: December 31, 2024
Presenter: Sam Couvillon
Item of Business: Appointment: Georgia Mountains Regional Commission
Meeting Date: January 2, 2025

Purpose of Request:

The purpose of this request is to appoint the governing body representative for calendar year 2025.

Facts & Issues / History & Background:

This appointment is addressed annually during the organizational meeting.

Department Recommendation:

Accept the nomination as presented by the Mayor.

Department Director:

Sam Couvillon

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. 2025 GMRC City of Gainesville Representative Appointment

The GMRC offers a wide variety of services to its 49 local governments, which include 12 counties and 37 municipalities. The GMRC works with these entities to formulate goals and strategies for area growth and development. Upon request, the GMRC provides a variety of technical assistance that will improve community services and the quality of life for Georgia Mountains residents. The GMRC focuses its broad scope of responsibility through the following departments: Planning, Economic Development, Workforce Development, Information Services, Finance and Administration.

The Georgia Mountains Regional Commission's (GMRC) governing Council is responsible for establishing policy and direction to complete its regional objectives. The objectives of the GMRC are to develop, promote, and assist in establishing coordinated and comprehensive planning in Georgia; to provide local governments on both an individual and regional basis with professional technical assistance to improve local government service programs; to provide professional technical assistance with the development, collection, compilation, and maintenance of a local information base and network; to manage those nonprofit corporations created by the GMRC in accordance with Georgia law for the operation of revolving loan programs; and to function as the designated fiscal agent responsible for Workforce Development services.

The GMRC is guided by a forty-one (41) member Council and is composed of individuals appointed by the Governor, Lieutenant Governor, Speaker and one county elected official, one city elected official and one private sector individual from each of our 12 counties. City, County and private sector representatives are chosen by the cities and counties they represent. The Council is responsible for all policy decisions. Council meetings are held on the last Thursday of each month at 6:00 p.m. with the exception of November and December, which are held earlier in the month due to the holidays. Council Meetings rotate locations around the Georgia Mountains Region. Please check our Meetings and Announcements for more information.

Hall County and City of Gainesville Representatives:

- Hall County Richard Higgins
- City of Gainesville Sam Couvillon
- Private Sector Deborah Mack

Monthly Meeting Schedule

- January 30, 2025
- February 27, 2025
- March 27, 2025
- April 24, 2025
- May 29, 2025
- June 26, 2025
- July 31, 2025
- August 28, 2025
- September 25, 2025
- October 30, 2025
- November 13, 2025
- December 5, 2025



CITY OF GAINESVILLE

Work Session Agenda Request

Item Created: December 19, 2024
Date Submitted: December 30, 2024
Final Approval Date: December 31, 2024
Presenter: Denise Jordan, City Clerk
Item of Business: Resolution: Georgia Municipal Association City of Ethics Recertification
Meeting Date: January 2, 2025

Purpose of Request:

The purpose of this request is to seek recertification as a Georgia Municipal Association City of Ethics by recommitting to principles addressing the conduct to city officials.

Facts & Issues / History & Background:

The Georgia Municipal Association (GMA) promotes the Certified City of Ethics Program. The City of Gainesville was first certified in 2009 and has retained this designation through periodic recertification. GMA recently provided the recertification notice which requires submitting the following documents.

1. A cover letter requesting recertification that advises of changes made to the Ethics Ordinance in the last four years. (There have been no changes to the Ethics Ordinance since 2017).
2. A resolution signed by a majority of the elected officials adopting the five ethics principles:
 - Serve others, not ourselves.
 - Use resources with efficiency and economy.
 - Treat all people fairly.
 - Use the power of our position for the well-being of our constituents.
 - Create an environment of honesty, openness and integrity.

Department Recommendation:

Adopt the proposed resolution.

Department Director:

Bryan Lackey

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. Resolution GMA City of Ethics Recertification
2. Request for GMA City of Ethics Recertification

RESOLUTION BR-2025 - ____

GEORGIA MUNICIPAL ASSOCIATION CITY OF ETHICS RECERTIFICATION

WHEREAS, the Board of Directors for the Georgia Municipal Association has promoted the Certified City of Ethics Program for several decades as a method for increasing confidence and trust in public officials; and

WHEREAS, the City of Gainesville adopted a Code of Ethics ordinance in 2007 and became a Certified City of Ethics in 2009; and

WHEREAS, the City of Gainesville was recertified as a City of Ethics in 2016 and 2020; and

WHEREAS, recertification is required periodically and the City of Gainesville desires to be recertified by the Georgia Municipal Association as a City of Ethics.

NOW THEREFORE BE IT RESOLVED THAT the City of Gainesville, Georgia reaffirms its commitment to these five ethics principles addressing the conduct of city officials:

1. Serve others, not ourselves
2. Use resources with efficiency and economy
3. Treat all people fairly
4. Use the power of our position for the well-being of our constituents
5. Create an environment of honesty, openness and integrity

BE IT FURTHER RESOLVED THAT the Code of Ethics was last revised in 2017 by Ordinance 2017-04 which remains in effect and enforceable as documented in the official Code of Ordinances maintained by the City Clerk.

Adopted this ____ day of _____, 2025.

Mayor W. Samuel Couvillon

Council Member Barbara Brooks

Mayor Pro Tem Zack Thompson

Council Member Juli Hayes

Council Member Abigail Guzman

Council Member C. Danny Dunagan, Jr.

This is to certify that I am City Clerk of the City of Gainesville. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this resolution was adopted as stated and will be recorded in the official minutes.

ATTEST:

Denise O. Jordan, City Clerk

CITY OF
GAINESVILLE

MAYOR AND COUNCIL

Sam Couvillon
Mayor

C. Danny Dunagan, Jr.
Ward One

Zack Thompson
Ward Two

Barbara B. Brooks
Ward Three

Abigail Guzman
Ward Four

Juli Hayes
Ward Five

January 7, 2025

Georgia Municipal Association
Attention: Gina Gresham
201 Pryor Street, SW
Atlanta, Georgia 30303

REFERENCE: CITY OF ETHICS RECERTIFICATION

Dear Ms. Gresham:

The City of Gainesville became a City of Ethics in 2009 and has proudly retained that status to date. We were last recertified in 2020 and desire to be recertified again with recognition at the June 2025 Annual Convention. We respectfully submit the following required information as supporting documentation.

1. The last Ethics Ordinance was adopted on April 4, 2017 and has not been revised.
2. The attached Business Resolution was recently adopted by the governing body reaffirming commitment to the GMA's five ethics principles.

Please review this information to confirm compliance. We look forward to receiving notice of recertification. Should there be any questions or a need for additional information, please contact City Clerk Denise Jordan via email to djordan@gainesvillega.gov or cityclerk@gainesvillega.gov.

Cordially,

W. Samuel Couvillon
Mayor

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Enclosures (2)