

CITY OF HOSCHTON  
CITY COUNCIL  
**THURSDAY, JANUARY 8, 2026, AT 6:00PM**  
HOSCHTON COMMUNITY CENTER  
65 CITY SQUARE, HOSCHTON



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WORK SESSION  
AGENDA

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**CALL TO ORDER**

**PRAYER**

**PLEDGE OF ALLEGIANCE**

**ADMINISTERING OATHS FOR NEWLY ELECTIVE OFFICIALS**

**AGENDA APPROVAL**

**REPORTS BY MAYOR, COUNCIL, AND STAFF**

**NEW BUSINESS**

1. Resolution 2026-05 Proposed Water and Sewer User Rate Increase & Irrigation Meter Fee
2. Resolution 2026-06 – Meter Repair Fee
3. Resolution 2026-01 – Events Road Closure (Spring Festival – May 30<sup>th</sup>)
4. Resolution 2026-02 – Events Road Closure (Fall Festival – October 2-4)
5. Personnel Policy Amendment
  - a. Resolution 2026-04 Holiday Schedule (Section 11.14)
  - b. Resolution 2026-03 Paid Time Off (Section 11.1)
6. Meeting Schedules for 2026: City Council, Planning & Zoning Commission, Downtown Development Authority, Historic Preservation Committee

**CITIZEN INPUT**

**EXECUTIVE SESSION (IF NEEDED)**

**ADJOURN**

## **OATH OF OFFICE**

# OATH OF OFFICE

## CITY OF HOSCHTON

STATE OF GEORGIA  
COUNTY OF JACKSON

I, **Mr. Edwin “Ace” Acevedo** a citizen of Jackson County, State of Georgia, do hereby solemnly swear and affirm that I will well, truly, and faithfully perform and discharge the duties devolved upon me as **City Council** for the City of Hoschton, Georgia, that I will faithfully enforce the law of this City, that I will support and defend the Charter of the City of Hoschton as well as the Constitution and laws of the State of Georgia and of the United States of America, and that I will do all in my power to promote the general welfare of the inhabitants of the City of Hoschton, and the common interest thereof.

I do further solemnly swear and affirm that I am not the holder of any unaccounted for public money due this State or any political subdivision or authority thereof; that I am not the holder of any office of trust under the government of the United States, any other state, or any foreign state which by the laws of the State of Georgia I am prohibited from holding; and that I am otherwise qualified to hold said office, according to the Constitution and Laws of Georgia.

So help me God.

Sworn to and subscribed before me,  
this the \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
(Official's Signature)

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(Official's Printed Name)

# OATH OF OFFICE

## CITY OF HOSCHTON

STATE OF GEORGIA  
COUNTY OF JACKSON

I, **Ms. Mariya Bentz** a citizen of Jackson County, State of Georgia, do hereby solemnly swear and affirm that I will well, truly, and faithfully perform and discharge the duties devolved upon me as **City Council** for the City of Hoschton, Georgia, that I will faithfully enforce the law of this City, that I will support and defend the Charter of the City of Hoschton as well as the Constitution and laws of the State of Georgia and of the United States of America, and that I will do all in my power to promote the general welfare of the inhabitants of the City of Hoschton, and the common interest thereof.

I do further solemnly swear and affirm that I am not the holder of any unaccounted for public money due this State or any political subdivision or authority thereof; that I am not the holder of any office of trust under the government of the United States, any other state, or any foreign state which by the laws of the State of Georgia I am prohibited from holding; and that I am otherwise qualified to hold said office, according to the Constitution and Laws of Georgia.

So help me God.

Sworn to and subscribed before me,  
this the \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
(Official's Signature)

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(Official's Printed Name)

# OATH OF OFFICE

## CITY OF HOSCHTON

STATE OF GEORGIA  
COUNTY OF JACKSON

I, **Mr. David Brown** a citizen of Jackson County, State of Georgia, do hereby solemnly swear and affirm that I will well, truly, and faithfully perform and discharge the duties devolved upon me as **City Council** for the City of Hoschton, Georgia, that I will faithfully enforce the law of this City, that I will support and defend the Charter of the City of Hoschton as well as the Constitution and laws of the State of Georgia and of the United States of America, and that I will do all in my power to promote the general welfare of the inhabitants of the City of Hoschton, and the common interest thereof.

I do further solemnly swear and affirm that I am not the holder of any unaccounted for public money due this State or any political subdivision or authority thereof; that I am not the holder of any office of trust under the government of the United States, any other state, or any foreign state which by the laws of the State of Georgia I am prohibited from holding; and that I am otherwise qualified to hold said office, according to the Constitution and Laws of Georgia.

So help me God.

Sworn to and subscribed before me,  
this the \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
(Official's Signature)

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(Official's Printed Name)

# REPORTS

# City Planner Report - December 2025

[illegible]



## **PUBLIC WORKS DEPARTMENT**

### **MONTHLY REPORT NOVEMBER/DECEMBER 2025**

**The Public Works Department completed the following in addition to normal day-to-day duties.**

- **Attended Pre Con for Peachstate Academy along with City Manager and other Staff.**
- **Met with Ben Johnson (Twin Lakes) about Stormwater ponds and agreements.**
- **Attended meeting with EMI and other staff members to go over MS4 coming up in February.**
- **Phase 3 of New Water Line installation should be wrapping up within first few weeks of New Year.**
- **Spent 2 days overseeing the installation of several new water hydrants around town.**
- **Attended Pre Con for Patterson Dental along with City Manager and other Staff members.**
- **Continuing to work with EMI on updated plan for North Tank.**
- **Met with Colby Jones (EMI) to go over the new requirements RRA and ERP per the EPD.**
- **Twin Lake 2A,2B & 2C – Bond Release – In Progress**
- **Twin Lakes Phase 8 – Bond Release – In Progress**



City of Hoschton Water Treatment System and Wastewater Treatment Facility  
Water System Permit # 1570002 - NPDES # GA0035980

11/2025

**Wastewater Treatment Facility** – System is not operating within permit limits

1. **Treatment Facility Solid Content (MLSS):** Belt press operation and wasting of solids has been continuously ongoing seeking target value of MLSS. Ongoing operations will continue to maintain target value.
2. **Inflow and Infiltration:** The treatment system receives inflow and infiltration at the wastewater plant during significant rain events. Sources of I/I within the collection system should be evaluated. EMI can assist with this.
3. **Process Control Data:** Process control sampling and analysis is conducted routinely at treatment facility to optimize treatment and ensure permit compliance.
4. **Maintenance/Repair Items:** EMI continues to identify and address various maintenance and repair needs at the wastewater treatment facility (WWTF). Current efforts include work on the exterior lighting, influent bar screen, grinder pump, yard hydrants, effluent UV system, and the EQ basin aerator.
5. **Aerator and UV System:** Recent mechanical failures with the UV and aerator system within the Orbal System have created exceedances in ammonia and Ecoli. EMI is working to resolve these issues.

**Drinking Water System** – System is operating within permit limits.

1. **Ground Water System:** System is operating within permit limits; all required sampling and analysis has been completed and meets or exceeds EPD drinking water standards.
2. **White Street Well:** Need stand by generator.

## **LINE #1**

Resolution 2026-05 Proposed  
Water and Sewer User Rate  
Increase & Irrigation Meter Fee

CITY OF HOSCHTON  
STATE OF GEORGIA

**RESOLUTION 2026 - 05**

**A RESOLUTION ADOPTING UPDATED WATER AND SEWER OPERATING FEES AND  
IRRIGATION METER COST**

**WHEREAS**, the City of Hoschton requested that the City Engineer investigate and evaluate the City's current water and sewer operating fees and Irrigation Meter cost;

**NOW, THEREFORE**, based on the findings of the City Engineer, IT IS RESOLVED by the City Council of the City of Hoschton as follows:

**1.**

The Charges for water and sewer operating cost and Irrigation meter cost, as more fully described in Exhibit A attached to this resolution, are hereby approved.

**Adopted this 15<sup>th</sup> day of January, 2026.**

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Debbie Martin, Mayor

This is to certify that I am City Clerk of the City of Hoschton. 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:**

---

Jennifer Harrison, City Clerk

December 30, 2025

Mrs. Jennifer Kidd-Harrison, City Manager  
City of Hoschton  
61 City Square  
Hoschton, GA 30548

**RE: Proposed Water and Sewer User Rate Increase & Irrigation Meter Fee increase**

Dear Jennifer:

As discussed during the FY 2026 Budget preparations, the recommended water user rate adjustment for FY 2026 is 8.6 percent across the board.

Regarding connection fees, these appear to be adequate for FY 2026, unless something changes. The exception is irrigation meter installations. To cover the City's current cost for these, it is recommended to increase this fee from \$500 to \$600 for a standard  $\frac{3}{4}$  "meter connection.

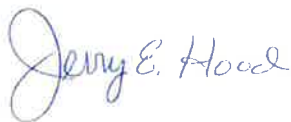
The cost of delivery of water and sewer service continues to accelerate. Base water delivery cost is expected to increase by 13% in 2026. Water system materials are also increasing. The increase in cost of the materials in the last three years as an example include- Fire Hydrant assemblies cost- up 34%; meter boxes, up 25%; gate valves, up 85%, irrigation meter assemblies, up 20%.

In addition to operating expenses and material cost increases, the City is providing cost of living wage increases to its professional staff in order to keep dedicated and experienced personnel on the system. The City must compete for good employees with systems in Gwinnett County, Hall County and Athens-Clark.

It is important to adjust rates in a timely fashion, as it is easy to get behind. Some metro systems have recently announced ten percent increases each year for the next ten years, as the infrastructure has been allowed to depreciate, and the rates have not been adjusted in decades. The proposed rate increase will allow the City to keep pace with the system's growth while maintaining an excellent level of service for the customer.

Sincerely,

**ENGINEERING MANAGEMENT, INC.**



Jerry E. Hood, CEO

## **LINE #2**

Resolution 2026-06 – Meter  
Repair Fee

CITY OF HOSCHTON  
STATE OF GEORGIA

**RESOLUTION 2026 - 06**

**A RESOLUTION ADOPTING UPDATED WATER METER REPAIR COST**

**WHEREAS**, the City of Hoschton requested that the City Engineer investigate and evaluate the City's current water and sewer operating fees and Hydrant Meter cost;

**NOW, THEREFORE**, based on the findings of the City Engineer, IT IS RESOLVED by the City Council of the City of Hoschton as follows:

**1.**

The charges for Water meter repair cost, as more fully described in Exhibit A attached to this resolution, are hereby approved.

**Adopted this 15<sup>th</sup> day of January, 2026.**

---

Debbie Martin, Mayor

This is to certify that I am City Clerk of the City of Hoschton. 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:**

---

Jennifer Harrison, City Clerk

# Endpoint Installation Form



\*Current\*

CUSTOMER NAME: \_\_\_\_\_

CUSTOMER ADDRESS: \_\_\_\_\_ LOT: \_\_\_\_\_

CUSTOMER ACCOUNT #: \_\_\_\_\_

OLD METER SERIAL #: \_\_\_\_\_ REG RESOL: 0.01 0.1 INSTALL DATE: \_\_\_\_\_

METER TYPE: DISC ☐ COMPOUND ☐ OTHER \_\_\_\_\_

METER SIZE: 3/4" ☐ 1" ☐ 1.5" ☐ 2" ☐ OTHER \_\_\_\_\_

ENDPOINT INSTALLATION TYPE: METER ☐ REGISTER ☐ ENDPOINT ☐

ENDPOINT MOUNTING: THRU THE LID ☐ OTHER \_\_\_\_\_

OLD METER READING: \_\_\_\_\_

ENDPOINT LABEL:

FOR INVENTORY PURPOSE ONLY:

NEW LID ☐ NEW BOX ☐ NEW BACKFLOW ☐

ADDITIONAL BILLING:

REPLACE DAMAGED METER (\$175.00) ☐ REPLACE DAMAGED BACKFLOW (\$40.00) ☐ OTHER: \_\_\_\_\_

REPLACE DAMAGED METER BOX LID (\$25.00) ☐ DAMAGED METER BOX (\$40.00) ☐ OTHER COST: \$ \_\_\_\_\_

COMMENTS:

SIGNATURE OF PERSON COMPLETING FORM: \_\_\_\_\_ DATE: \_\_\_\_\_

\* This Section \*

# Endpoint Installation Form



\* proposed \*

CUSTOMER NAME: \_\_\_\_\_

CUSTOMER ADDRESS: \_\_\_\_\_ LOT: \_\_\_\_\_

CUSTOMER ACCOUNT #: \_\_\_\_\_

OLD METER SERIAL #: \_\_\_\_\_ REG RESOL: 0.01 0.1 INSTALL DATE: \_\_\_\_\_

METER TYPE: DISC ☐ COMPOUND ☐ OTHER \_\_\_\_\_

METER SIZE: 3/4" ☐ 1" ☐ 1.5" ☐ 2" ☐ OTHER \_\_\_\_\_

ENDPOINT INSTALLATION TYPE: METER ☐ REGISTER ☐ ENDPOINT ☐

ENDPOINT MOUNTING: THRU THE LID ☐ OTHER \_\_\_\_\_

OLD METER READING: \_\_\_\_\_

ENDPOINT LABEL:

FOR INVENTORY PURPOSE ONLY:

NEW LID ☐ NEW BOX ☐ NEW BACKFLOW ☐

ADDITIONAL BILLING:

REPLACE DAMAGED METER (\$500.00) ☐ REPLACE DAMAGED BACKFLOW (\$60.00) ☐ OTHER: \_\_\_\_\_

REPLACE DAMAGED METER BOX LID (\$35.00) ☐ DAMAGED METER BOX (\$50.00) ☐ OTHER COST: \$ \_\_\_\_\_

COMMENTS:

SIGNATURE OF PERSON COMPLETING FORM: \_\_\_\_\_ DATE: \_\_\_\_\_

\* This Section \*



## **LINE #3**

Resolution 2026-01 – Events  
Road Closure (Spring Festival –  
May 30<sup>th</sup>)

CITY OF HOSCHTON  
STATE OF GEORGIA

**RESOLUTION 2026 - 01**

**A RESOLUTION REGARDING USE OF PUBLIC ROADS DURING  
THE HOSCHTON SPRING FESTIVAL**

**WHEREAS**, the City of Hoschton is sponsoring the Hoschton Spring Festival on May 30, 2026; and

**WHEREAS**, the activities for the festival are conducted on City Square.

**NOW, THEREFORE, BE IT RESOLVED** that City Square will be closed from 10:00pm on May 29, 2026 until 6:00pm on May 31, 2026.

**SO RESOLVED** this 15<sup>th</sup> day of January, 2026.

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Debbie Martin, Mayor

This is to certify that I am City Clerk of the City of Hoschton. 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:

---

Jennifer Harrison, City Clerk

## **LINE #4**

Resolution 2026-02 – Events  
Road Closure (Fall Festival –  
October 2-4)

CITY OF HOSCHTON  
STATE OF GEORGIA

**RESOLUTION 2026 - 02  
REGARDING USE OF PUBLIC ROADS DURING THE  
HOSCHTON FALL FESTIVAL**

**WHEREAS**, the City of Hoschton is sponsoring the Hoschton Fall Festival event October 2<sup>nd</sup> through October 4<sup>th</sup>, 2026; and

**WHEREAS**, the activities for the Hoschton Fall Festival are conducted on City Square, Bell Avenue, Railroad Avenue, West Broad Street, and the portion of White Street between W. Broad Street and Bell Avenue.

**NOW, THEREFORE, BE IT RESOLVED** that City Square, Bell Avenue, Railroad Avenue, West Broad Street, and the portion of White Street between W. Broad Street and Bell Avenue will be closed from 8:00pm on October 1, 2026 until 7:00pm on October 4, 2026.

**SO RESOLVED** this 15<sup>th</sup> day of January, 2026.

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Debbie Martin, Mayor

ATTEST:

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Jennifer Harrison, City Clerk

## **LINE #5**

Resolution 2026-04 –  
Amendment to the personnel  
policy regarding holiday schedule

CITY OF HOSCHTON  
STATE OF GEORGIA

**RESOLUTION 2026 - 04**

**A RESOLUTION ADOPTING AN AMENDMENT TO THE PERSONNEL POLICY  
REGARDING HOLIDAY SCHEDULE**

**WHEREAS**, the governing body of the City of Hoschton ("City") desires to amend the personnel policy, such that employees of the City are aware of their rights and obligations relating to employment by the City and to ensure that the citizens of the City continue to receive excellent service from the persons who work for the City; and

**WHEREAS**, the City has reviewed the personnel policy and wished to amend Section 11.14, Holidays , as attached hereto in "Exhibit A".

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the City of Hoschton does hereby adopt the amended personnel policy and directs the Mayor and City Manager to sign such documents and take such action as are necessary to ensure that the personnel policy is made available to City staff.

**Adopted this 15<sup>th</sup> day of January, 2026.**

---

Debbie Martin, Mayor

This is to certify that I am Assistant City Clerk of the City of Hoschton. 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:**

---

Jennifer Harrison, City Clerk

**11.13 BEREAVEMENT LEAVE**

Regular full-time employees receive up to three days of paid bereavement leave for a death in the immediate family (see definition in Section 1.8(H)). Longer periods, charged against the employee's PTO, may be approved by the Manager or his/her designee.

**11.14 HOLIDAYS**

The following 11 days are recognized as paid holidays for regular full-time employees.

**Holidays Observed:**

- o New Year's Day - January 1
- o Memorial Day - Last Monday in May
- o Independence Day - July 4
- o Labor Day - First Monday in September
- o Veterans Day
- o Thanksgiving Day - Fourth Thursday in November
- o Day After Thanksgiving
- o Christmas Break (To be set each year by City Manager)
- o Floating Holiday: (MLK or Employees Birthday)

Employer-paid holidays which fall on a Saturday will be observed on the preceding Friday; paid holidays falling on a Sunday will be observed on the following Monday.

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**11.14.1 WORK ON HOLIDAYS**

No work will normally be required of an employee on a holiday. However, in the event that a regular, full-time non-exempt employee is required to work a holiday, he/she will be paid for the holiday plus time worked at his/her regular rate of pay. Overtime rate of pay may be eligible if employee has reached the threshold of 40 hours work to make them eligible. Employee must inform their Department Head and get approval from City Manager. Regular part-time employees will be paid at their regular straight-time rate for hours worked on a holiday.

**SECTION 12 - EMPLOYEE RESPONSIBILITIES AND CONDUCT****12.1 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST**

No employee may engage in any paid employment in addition to his employment with the City of Hoschton unless it is recommended by the Department Head and approved by the City Manager. The standards used for approval or disapproval of outside employment shall be based on whether the outside employment will or can cause a

## \* Proposed \*

period of disability as certified by a doctor, even if it exceeds three months. Employees taking leave without pay for childbirth- related disability are guaranteed a return to their job or a similar job with at least the same pay.

Parental Leave: In appropriate circumstances either parent may take leave without pay for parental leave related to birth or adoption of a child. Parental leave must be taken within one year from the time of childbirth or adoption.

### 11.13 BEREAVEMENT LEAVE

Regular full-time employees receive up to three days of paid bereavement leave for a death in the immediate family (see definition in Section 1.8(H)). Longer periods, charged against the employee's PTO, may be approved by the Manager or his/her designee.

### 11.14 HOLIDAYS

The holiday schedule for City of Hoschton employees shall be established annually by the City Manager. The schedule will be determined using a combination of local government, state, and federal holiday dates.

Employer-paid holidays which fall on a Saturday will be observed on the preceding Friday; paid holidays falling on a Sunday will be observed on the following Monday.

#### 11.14.1 WORK ON HOLIDAYS

No work will normally be required of an employee on a holiday. However, in the event that a regular, full-time non-exempt employee is required to work a holiday, he/she will be paid for the holiday plus time worked at his/her regular rate of pay. Overtime rate of pay may be eligible if employee has reached the threshold of 40 hours work to make them eligible. Employee must inform their Department Head and get approval from City Manager. Regular part-time employees will be paid at their regular straight-time rate for hours worked on a holiday.

## SECTION 12 - EMPLOYEE RESPONSIBILITIES AND CONDUCT

### 12.1 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

No employee may engage in any paid employment in addition to his employment with the City of Hoschton unless it is recommended by the Department Head and approved by the City Manager. The standards used for approval or disapproval of outside employment shall be based on whether the outside employment will or can cause a conflict of interest and whether it will cause interference with the efficient performance of an employee's duties with the City.



## **LINE #5B**

Resolution 2026-04 –  
Amendment to the personnel  
policy regarding PTO

CITY OF HOSCHTON  
STATE OF GEORGIA

**RESOLUTION 2026 - 03**

**A RESOLUTION ADOPTING AN AMENDMENT TO THE PERSONNEL POLICY  
REGARDING PAID TIME OFF (PTO) CASH OUT**

**WHEREAS**, the governing body of the City of Hoschton ("City") desires to amend the personnel policy, such that employees of the City are aware of their rights and obligations relating to employment by the City and to ensure that the citizens of the City continue to receive excellent service from the persons who work for the City; and

**WHEREAS**, the City has reviewed the personnel policy and wished to amend Section 11.1, Paid Time Off, as attached hereto in "Exhibit A".

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the City of Hoschton does hereby adopt the amended personnel policy and directs the Mayor and City Manager to sign such documents and take such action as are necessary to ensure that the personnel policy is made available to City staff.

**Adopted this 15<sup>th</sup> day of January, 2026.**

---

Debbie Martin, Mayor

This is to certify that I am Assistant City Clerk of the City of Hoschton. 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:**

---

Jennifer Harrison, City Clerk

after an on-the-job injury and continuing through the seventh day following the injury, the injured employee may elect to be compensated by using their available PTO. However, if the disability lasts for 21 consecutive days, compensation is retro-active for the first seven days. The first seven days of disability are not reimbursable unless the employee is disabled more than the 21 consecutive days. If the employee is reimbursed from the state for the initial seven day period, he/she will be responsible for returning that money to the City.

(f) Beginning with the eighth day following the injury, the employee will be compensated with the statutory worker's compensation rate of  $66 \frac{2}{3}$  of weekly salary up to the maximum prevailing rate required by the Worker's Compensation Law. The employee may continue their available balance of sick or vacation time to supplement the worker's compensation benefit.

(g) During the first six months of a job-related injury, the employee's position will be secure and the affected department may use temporary employment if the budget allows.

(h) If the employee is unable to return to their regular position, the City may require the employee to perform a light duty assignment that is approved by the assigned physician until a time the employee can return to work on an unrestricted basis. The City has no obligation to create a light duty assignment if work is not available.

(i) Worker's compensation leave must run concurrent with Family Medical Leave.

### 10.3 SOCIAL SECURITY

The City makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.

### 10.4 RETIREMENT PLAN

The City offers a Defined Benefit Retirement Plan for eligible employees, administered through the Georgia Municipal Employees Benefit System. All contributions to the plan are paid by the City.

## SECTION 11 – TIME OFF

### 11.1 PAID TIME OFF (PTO)

The City recognizes the importance of offering time off for rest, relaxation, scheduled doctor appointments for employee and immediate family, and sick time for the employee or to care for an immediate family member.

Therefore, PTO is provided each year based on years of service from the last date of hire. Regular full-time employees are eligible for paid time off accrual as outlined below:

Personal leave is paid leave that is available only to regular full-time employees. Full-time employees laid off due to position discontinuation, lack of funding, or due to legitimate circumstances may still receive accumulated paid leave. The City Manager shall decide when legitimate circumstances exist. Personal leave is not payable to terminated full-time personnel.

All regular full-time City employees begin accumulating personal leave days after their 3 Month (90 Day) Probation period has ended. All PTO is computed annually based on the Employee's date of employment. Up to 160 hours of personal leave for a calendar year may be accumulated and carried forward to the next 12-month period. Any leave accumulated beyond 160 hours as of December 31<sup>st</sup> each year will be forfeited.

Accumulated PTO hours may be cashed in twice per year, once during the period January-June and once during the period July-December. Requests must be submitted with at least a two-week notice to the payroll department and require approval from the City Manager. An employee must cash in a minimum of 20 hours up to a maximum of 40 hours per request.

Eligible employees (except for probationary employees in their "original probation period") can take leave immediately once hours have been accrued and approved by Department Head and City Manager.

#### 11.2 ACCRUAL SCHEDULE

Full time employees will accumulate personal leave in accordance with this schedule:

<u>Years of Service:</u>	<u>Personal Leave Days</u>
3 months – 1 year	40 Hours
1 – 4	160 Hours
5 - 9	200 Hours
Over 10	240 Hours

Maximum accrual is 160 hours; this maximum may be exceeded during a calendar year, but PTO leave balances in excess of 160 hours as of December 31 of each year will be forfeited without pay. In the event of extraordinary circumstances - these limits may be exceeded with approval by the City Manager or his/her designee.

## *\*Proposed\**

after an on-the-job injury and continuing through the seventh day following the injury, the injured employee may elect to be compensated by using their available PTO. However, if the disability lasts for 21 consecutive days, compensation is retro-active for the first seven days. The first seven days of disability are not reimbursable unless the employee is disabled more than the 21 consecutive days. If the employee is reimbursed from the state for the initial seven day period, he/she will be responsible for returning that money to the City.

(f) Beginning with the eighth day following the injury, the employee will be compensated with the statutory worker's compensation rate of  $66 \frac{2}{3}$  of weekly salary up to the maximum prevailing rate required by the Worker's Compensation Law. The employee may continue their available balance of sick or vacation time to supplement the worker's compensation benefit.

(g) During the first six months of a job-related injury, the employee's position will be secure and the affected department may use temporary employment if the budget allows.

(h) If the employee is unable to return to their regular position, the City may require the employee to perform a light duty assignment that is approved by the assigned physician until a time the employee can return to work on an unrestricted basis. The City has no obligation to create a light duty assignment if work is not available.

(i) Worker's compensation leave must run concurrent with Family Medical Leave.

### **10.3 SOCIAL SECURITY**

The City makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.

### **10.4 RETIREMENT PLAN**

The City offers a Defined Benefit Retirement Plan for eligible employees, administered through the Georgia Municipal Employees Benefit System. All contributions to the plan are paid by the City.

## **SECTION 11 – TIME OFF**

### **11.1 PAID TIME OFF (PTO)**

The City recognizes the importance of offering time off for rest, relaxation, scheduled doctor appointments for employee and immediate family, and sick time for the employee or to care for an immediate family member.

Therefore, PTO is provided each year based on years of service from the last date of hire. Regular full-time employees are eligible for paid time off accrual as outlined below:

Personal leave is paid leave that is available only to regular full-time employees. Full-time employees laid off due to position discontinuation, lack of funding, or due to legitimate circumstances may still receive accumulated paid leave. The City Manager shall decide when legitimate circumstances exist. Personal leave is not payable to terminated full-time personnel.

All regular full-time City employees begin accumulating personal leave days after their 3 Month (90 Day) Probation period has ended. All PTO is computed annually based on the Employee's date of employment. Up to 160 hours of personal leave for a calendar year may be accumulated and carried forward to the next 12-month period. Any leave accumulated beyond 160 hours as of December 31<sup>st</sup> each year will be forfeited.

Accumulated PTO hours may be cashed in twice per year, once during the period January-June and once during the period July-December. Requests must be submitted with at least a two-week notice to the payroll department and require approval from the City Manager. An employee must cash in a minimum of 20 hours up to a maximum of 40 hours per request.

PTO cash-outs beyond twice per year may be approved by the City Manager, provided they remain within the approved budget.

Eligible employees (except for probationary employees in their "original probation period") can take leave immediately once hours have been accrued and approved by Department Head and City Manager.

#### 11.2 ACCRUAL SCHEDULE

Full time employees will accumulate personal leave in accordance with this schedule:

<u>Years of Service:</u>	Personal Leave Days
3 months – 1 year	40 Hours
1 – 4	160 Hours
5 - 9	200 Hours
Over 10	240 Hours

## **LINE #6**

Resolution 2026-04 – 2026  
Meeting schedule

# City of Hoschton 2026 Meeting Schedule

APPLICATION SUBMITTAL DEADLINE	PLANNING & ZONING COMMISSION (6:00pm)	CITY COUNCIL WORK SESSION & REGULAR SESSION (6:00pm)	DOWNTOWN DEVELOPMENT AUTHORITY (9:00am)	MUNICIPAL COURT (2:00pm)
	<b>** 3<sup>rd</sup> Thursday **</b>	<b>** 2<sup>nd</sup> Thursday **</b>	<b>** 1<sup>st</sup> Thursday **</b>	<b>** 4<sup>th</sup> Thursday **</b>
December 1 <sup>st</sup>	January 28 <sup>th</sup> (2026)	January 8 <sup>th</sup> (2026)	January 7 <sup>th</sup> (2026)	January 22 <sup>nd</sup> (2026)
January 5 <sup>th</sup>	February 19 <sup>th</sup>	February 12 <sup>th</sup>	February 5 <sup>th</sup>	February 26 <sup>th</sup>
February 2 <sup>nd</sup>	March 19 <sup>th</sup>	March 12 <sup>th</sup>	March 5 <sup>th</sup>	March 26 <sup>th</sup>
March 2 <sup>nd</sup>	April 16 <sup>th</sup>	April 9 <sup>th</sup>	April 2 <sup>nd</sup>	April 23 <sup>rd</sup>
April 1 <sup>st</sup>	May 21 <sup>st</sup>	May 14 <sup>th</sup>	May 7 <sup>th</sup>	May 28 <sup>th</sup>
May 1 <sup>st</sup>	June 18 <sup>th</sup>	June 11 <sup>th</sup>	June 4 <sup>th</sup>	June 25 <sup>th</sup>
June 1 <sup>st</sup>	July 16 <sup>th</sup>	July 9 <sup>th</sup>	July 2 <sup>nd</sup>	July 23 <sup>rd</sup>
July 1 <sup>st</sup>	August 20 <sup>th</sup>	August 13 <sup>th</sup>	August 6 <sup>th</sup>	August 27 <sup>th</sup>
August 3 <sup>rd</sup>	September 17 <sup>th</sup>	September 10 <sup>th</sup>	September 3 <sup>rd</sup>	September 24 <sup>th</sup>
September 1 <sup>st</sup>	October 15 <sup>th</sup>	October 8 <sup>th</sup>	October 1 <sup>st</sup>	October 22 <sup>nd</sup>
October 1 <sup>st</sup>	November 19 <sup>th</sup>	November 12 <sup>th</sup>	November 5 <sup>th</sup>	November 19 <sup>th</sup> *
November 2 <sup>nd</sup>	December 17 <sup>th</sup>	December 10 <sup>th</sup>	December 3 <sup>rd</sup>	December 17 <sup>th</sup> *
December 1 <sup>st</sup>	January 28 <sup>th</sup> (2027)	January 14 <sup>th</sup> (2027)	January 7 <sup>th</sup> (2027)	January 28 <sup>th</sup> (2027)

\*Moved up a week due to Holidays

All meetings are held at

**Hoschton Community Center**

**65 City Square**

**Hoschton, GA 30548**

For more information, call

**706-654-3034**



HISTORIC PRESERVATION COMMITTEE (3:00pm)
February 5 <sup>th</sup>
April 2 <sup>nd</sup>
June 4 <sup>th</sup>
August 6 <sup>th</sup>
October 1 <sup>st</sup>
January 7 <sup>th</sup> (2027)