

CITY OF HOSCHTON
CITY COUNCIL
THURSDAY, JANUARY 15, 2026, AT 6:00PM
HOSCHTON COMMUNITY CENTER
65 CITY SQUARE, HOSCHTON



REGULAR SESSION
AGENDA

CALL TO ORDER

PRAYER

PLEDGE OF ALLEGIANCE

ADMINISTERING OATH FOR MAYOR DEBBIE MARTIN

AGENDA APPROVAL

**RECOGNIZING MRS. DIANNE BLANKENSHIP FOR 50 YEARS OF SERVICE TO THE
HOSCHTON WOMEN'S CIVIC CLUB PRESENTED BY MAYOR DEBBIE MARTIN**

**HISTORIC PRESERVED ITEMS REPRESENTING HOSCHTON PRESENTED TO MAYOR DEBBIE
MARTIN AND GIVING TO THE CITY BY MR. BILL LOTT**

MINUTE APPROVAL

December 11, 2025: Public Hearing Minutes

December 11, 2025: Work Session Minutes

December 18, 2025: Regular Session Minutes

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 30th)
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

ADJOURN

OATH OF OFFICE

CITY OF HOSCHTON

STATE OF GEORGIA
COUNTY OF JACKSON

I, **Ms. Debbie Martin** 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 **Mayor** 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)

CITY OF HOSCHTON
CITY COUNCIL
THURSDAY, DECEMBER 11, 2025, AT 6:00PM
HOSCHTON COMMUNITY CENTER
65 CITY SQUARE, HOSCHTON



PUBLIC HEARING
MINUTES

WELCOME AND CALL TO ORDER *by Mayor Martin at 6pm*

INVOCATION *by Councilmember Fredria Sterling*

PLEDGE OF ALLEGIANCE *by Councilmember James Lawson*

West Jackson Elementary School presented their license plate designs for local tags.

AGENDA APPROVAL *Motion to approve as is by Martin, seconded by D. Brown and all in favor.*

NEW BUSINESS

1. **Z-25-05** Rezoning request: Applicant, Ashishkumar Patel, seeks to rezone from MU/C3 to MU. Parcel H02 051B, 1.38 acres.
No one spoke on behalf or against request.

2. **Z-25-06** Rezoning request: Applicant, Tim Jenkins, seeks to rezone from PUD to PUD with different conditions. Parcel 114 002A and 114 001B.
On behalf of the project, Attorney Shane Lanhām spoke in favor. Gave update on where the development is at in the phase of the project.
Attorney stated that this being approved would give them a jump start while waiting on final plat approval. He also spoke about the land dedication parcels.
No one spoke in opposition.

Mayor asks if they have addresses and lot number.

Councilmember Courier brings up the park area and asked the developer to help the city to develop. Shane mentioned they would not be opposed of having this discussion.

Councilmember Tina Brown ask would this delay them if we denied? Shane mentioned approx. 45 to 60 days.

Rich A agreed with timing and explained the confusion of how to permit "model home".

Councilmember D Brown, if we modify the zoning, could we reopen the other conditions? Attorney mentioned that we have

ADJOURN

Motion to adjourn at 6:51pm

Members Present:

Debbie Martin, Mayor
Fredria Sterling, Councilmember
Scott Courtier, Councilmember
David Brown, Councilmember
Christina Brown, Councilmember

Also Present:

Tiffany Wheeler, Finance Director
Abb Hayes, City Attorney
Rich Atkinson, City Planner
Ben Munro, Media

Absent:

Jennifer Harrison, City Manager / City Clerk
JJ Jackson, Councilmember
James Lawson, Councilmember

CITY OF HOSCHTON
CITY COUNCIL
THURSDAY, DECEMBER 11, 2025, AT 6:00PM
HOSCHTON COMMUNITY CENTER
65 CITY SQUARE, HOSCHTON



WORK SESSION
MINUTES

CALL TO ORDER at 6:51pm by *Mayor Martin*

AGENDA APPROVAL with no changes by *Courtier, Sterling and all in favor*

REPORTS BY MAYOR, COUNCIL, AND STAFF

NEW BUSINESS

1. Aberdeen Pod A Final Plat - *City Planner, Rich stated that this is ready for acceptance. No further questions from council.*
2. Water Booster Pump Station Site – *Amy Industrial Presented by J. Hood with no additional questions.*
3. *New Court Fines. No questions asked by Council.*

CITIZEN INPUT

Mr. Robert Brown at 1238 Chatuge Drive, spoke about church near Kenerly Site and wants to make sure the church doesn't get lost in development.

EXECUTIVE SESSION (IF NEEDED)

Motion to go into executive session for 6:57pm for real estate by Martin, seconded by Courtier and all in favor.

Motion to go out of executive session for 7:03pm for real estate by Martin, seconded by Courtier for all in favor.

ADJOURN at 7:03pm

Members Present:

Debbie Martin, Mayor
Fredria Sterling, Councilmember

Scott Courtier, Councilmember
David Brown, Councilmember
Christina Brown, Councilmember

Also Present:

Tiffany Wheeler, Finance Director
Abb Hayes, City Attorney
Rich Atkinson, City Planner
Ben Munro, Media

Absent:

Jennifer Harrison, City Manager / City Clerk
JJ Jackson, Councilmember
James Lawson, Councilmember

CITY OF HOSCHTON
CITY COUNCIL
THURSDAY, DECEMBER 11, 2025, AT 6:00PM
HOSCHTON COMMUNITY CENTER
65 CITY SQUARE, HOSCHTON



PUBLIC HEARING
MINUTES

WELCOME AND CALL TO ORDER by Mayor Martin at 6pm

INVOCATION by Councilmember Fredria Sterling

PLEDGE OF ALLEGIANCE by Councilmember James Lawson

West Jackson Elementary School presented their license plate designs for local tags.

AGENDA APPROVAL Motion to approve as is by Martin, seconded by D. Brown and all in favor.

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No one spoke on behalf or against request.

2. **Z-25-06** Rezoning request: Applicant, Tim Jenkins, seeks to rezone from PUD to PUD with different conditions. Parcel 114 002A and 114 001B.
On behalf of the project, Attorney Shane Lanham spoke in favor. Gave update on where the development is at in the phase of the project.
Attorney stated that this being approved would give them a jump start while waiting on final plat approval. He also spoke about the land dedication parcels.
No one spoke in opposition.

Mayor asks if they have addresses and lot number.

Councilmember Courier brings up the park area and asked the developer to help the city to develop. Shane mentioned they would not be opposed of having this discussion.

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Rich A agreed with timing and explained the confusion of how to permit "model home".

Councilmember D Brown, if we modify the zoning, could we reopen the other conditions? Attorney mentioned that we have

ADJOURN

Motion to adjourn at 6:51pm

Members Present:

Debbie Martin, Mayor
Fredria Sterling, Councilmember
Scott Courtier, Councilmember
David Brown, Councilmember
Christina Brown, Councilmember

Also Present:

Tiffany Wheeler, Finance Director
Abb Hayes, City Attorney
Rich Atkinson, City Planner
Ben Munro, Media

Absent:

Jennifer Harrison, City Manager / City Clerk
JJ Jackson, Councilmember
James Lawson, Councilmember

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 15th 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



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.

A handwritten signature in blue ink that reads "Jerry E. Hood".

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 15th 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:** _____

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:** _____

LINE #3

**Resolution 2026-01 – Events
Road Closure (Spring Festival –
May 30th)**

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 15th 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

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 2nd through October 4th, 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 15th day of January, 2026.

Debbie Martin, Mayor

ATTEST:

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 15th 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.

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 15th 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 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 31st 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>	Personal Leave Days
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 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 31st 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)
** 3 rd Thursday **	** 2 nd Thursday **	** 1 st Thursday **	** 4 th Thursday **	
December 1 st	January 28 th (2026)	January 8 th (2026)	January 7 th (2026)	January 22 nd (2026)
January 5 th	February 19 th	February 12 th	February 5 th	February 26 th
February 2 nd	March 19 th	March 12 th	March 5 th	March 26 th
March 2 nd	April 16 th	April 9 th	April 2 nd	April 23 rd
April 1 st	May 21 st	May 14 th	May 7 th	May 28 th
May 1 st	June 18 th	June 11 th	June 4 th	June 25 th
June 1 st	July 16 th	July 9 th	July 2 nd	July 23 rd
July 1 st	August 20 th	August 13 th	August 6 th	August 27 th
August 3 rd	September 17 th	September 10 th	September 3 rd	September 24 th
September 1 st	October 15 th	October 8 th	October 1 st	October 22 nd
October 1 st	November 19 th	November 12 th	November 5 th	November 19 th *
November 2 nd	December 17 th	December 10 th	December 3 rd	December 17 th *
December 1 st	January 28 th (2027)	January 14 th (2027)	January 7 th (2027)	January 28 th (2027)

*Moved up a week due to Holidays

HISTORIC PRESERVATION COMMITTEE

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 th
	April 2 nd
	June 4 th
	August 6 th
	October 1 st
	January 7 th (2027)