

MAYOR
Karl A. Riles

CITY MANAGER
Ryan J. Arnold

CITY CLERK
Estella L. Roberson

CITY ATTORNEY
Linnie Darden III



MAYOR PRO TEM
Vicky C. Nelson

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

**MAYOR AND COUNCIL
REGULAR MEETING
AGENDA
3:00 PM
February 5, 2026
Council Chamber**

1. INVOCATION

Richard Hayes, Chaplain of the Hinesville Fire Department and Pastor of New Day Community Church.

2. MINUTES

To approve the minutes from the January 15, 2026, Council Meeting.

3. UNFINISHED BUSINESS

4. PRESENTATIONS

- 4.1. GEORGIA MUNICIPAL ASSOCIATION'S (GMA) EMPLOYEE DEVELOPMENT PROGRAM AND SUPERVISORY LEADERSHIP SKILLS DEVELOPMENT PROGRAM**
To Present for the Mayor and Council, employee participants who have successfully completed the Employee Development Program and Supervisory Leadership Skills Development Program.

Informational Item

5. PLANNING AND ZONING

- 5.1. REVISED CONDITION OF APPROVAL FOR REZONING PETITION 2025-25-H**
To Present for Mayor and Council Consideration, A Request to Revise a Special Condition of Approval for Rezoning Petition 2025-25-H for Nancy O'Neal's property on Flowers Drive and W. Oglethorpe Hwy. (District #5)

Action Item

- 5.2. THE VILLAS AT STONEHENGE FINAL PLAT**
To Present for Mayor and Council Consideration, Request by Roberson Stone Henge Development, LLC, for Final Plat Approval for a 140-lot Subdivision for Townhomes on Airport Road (District #4)

Action Item

6. PUBLIC HEARING

- 6.1. VARIANCE REQUEST 2026-01-H**
To Present for Mayor and Council Consideration, A Side Setback at 311 W. General Stewart Way, (District #1)

Action Item

"Home for a Day or a Lifetime"

6.2. REZONING PETITION 2026-03-H

To Present for Mayor and Council Consideration, A Rezoning Petition from R-12 to ATR at 729 Strickland Rd, (District #3)

Action Item

7. NEW BUSINESS

7.1. HFD BID OPENING FOR FIRE DEPARTMENT PUBLIC SAFETY RADIOS

Bid Opening for Fire Department Public Safety Radios

Action Item

7.2. RESOLUTION #2026-01 ATTENDANCE AND LEAVE POLICY AMENDMENT

To Present for Mayor and Council Consideration, Adoption of Resolution #2026-01 amending the City of Hinesville Personnel Policies and Procedures Section 16.01 Attendance and Leave.

Informational Item

7.3. RESOLUTION #2026-02 CITY OF HINESVILLE PERSONNEL POLICIES AND PROCEDURES SECTIONS 14.02 AND 14.03 GRIEVANCE AND APPEALS PROCEDURES AMENDMENT

To Present for Mayor and Council Consideration, Adoption of Resolution #2026-02 amending the City of Hinesville Personnel Policies and Procedures Sections 14.02 and 14.03 Grievance and Appeals Procedures.

Informational Item

8. BUSINESS LICENSE

8.1. TRANSIT MERCHANT LICENSE REQUEST

To Present for Mayor and Council Consideration, Jessica Borgedan of Backyard Butchers has Requested a 2026 Transient Merchant License to Sell USDA Frozen and Prepackaged Steaks.

Action Item

8.2. YEAR 2026 ALCOHOL BEVERAGE LICENSE RENEWAL

To Present for Mayor and Council Consideration, **Consumption off Premise:** Sunoco Food.

Action Item

8.3. CLASS V ALCOHOL LICENSE REQUEST

To Present for Mayor and Council Consideration, Liberty County Chamber of Commerce Class V Alcohol License

Action Item

8.4. BL ALCOHOL BEVERAGE & FOOD SALES QUARTERLY REPORT

To Present for Mayor and Council Consideration, Fourth Quarter (October 2025 through December 2025) Alcohol Beverage and Food Sales Report for Class I, II and IV.

Informational Item

8.5. HPD & HFD ALCOHOL BEVERAGE & FOOD SALES QUARTERLY REPORT

To Present o Mayor and Council Consideration, Fourth Quarter (October 2025 through December

"Home for a Day or a Lifetime"

2025) Fire and Police Departments Quarterly Alcohol on Premises Report.

Informational Item

9. PUBLIC COMMENT
 - 9.1. PUBLIC COMMENT
10. MAYOR KARL A. RILES
 - 10.1. MAYOR RILES' REPORT
11. COUNCILMEMBER REID - DISTRICT 1
 - 11.1. COUNCILMEMBER REID'S REPORT
12. COUNCILMEMBER FLOYD - DISTRICT 2
 - 12.1. COUNCILMEMBER FLOYD'S REPORT
13. MAYOR PRO TEM NELSON - DISTRICT 3
 - 13.1. MAYOR PRO TEM NELSON'S REPORT
14. COUNCILMEMBER NEWBY - DISTRICT 4
 - 14.1. COUNCILMEMBER NEWBY'S REPORT
15. COUNCILMEMBER ORTIZ, JR. - DISTRICT 5
 - 15.1. COUNCILMEMBER ORTIZ, JR'S REPORT
16. CITY MANAGER RYAN ARNOLD
 - 16.1. CITY MANAGER ARNOLD'S REPORT
 - 16.2. PRESIDENT'S DAY CLOSURE
 - 16.3. 2026 HINESVILLE SUMMER YOUTH ENHANCEMENT PROJECT
17. ADJOURN

"Home for a Day or a Lifetime"



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026

Agenda Item: Georgia Municipal Association's (GMA) Employee Development Program and Supervisory Leadership Skills Development Program

Prepared by: Niesha Williams

Presented by: Freddie D. Broome, GMA Director of Community and Workplace Culture

PURPOSE: To present to the Mayor and Council, employee participants who have successfully completed the Employee Development Program and Supervisory Leadership Skills Development Program.

BACKGROUND: To help Georgia cities thrive, the Georgia Municipal Association (GMA) provides various certificate programs designed to enhance local leadership, improve organizational capacity, and improve services for residents.

The City of Hinesville takes advantage of the Employee Development Program and Supervisory Leadership Skills Development Program to promote professional growth. These programs include a series of training sessions designed to equip both current and future supervisors with necessary skills for effective leadership. Participants engage in interactive discussions and exercises to cultivate vital supervisory abilities. The City of Hinesville is committed to developing professional leaders within its organization, ensuring effective leadership and improved service delivery to the community.

FUNDING: Fiscal Year 2025 Budget

RECOMMENDATION: None

ATTACHMENTS:

1. GMA Presenter-Freddie Broomes
2. Employee Development Program Recipients
3. Supervisory Leadership Skills Development Program Recipients

PREVIOUS COUNCIL DISCUSSION: None



Freddie D. Broome currently serves as the Director of Community and Workplace Culture at the Georgia Municipal Association (GMA), where he partners with elected officials and municipal leaders across the state to create thriving governments and sustainable communities.

He brings more than 25 years of experience in local government and fire service leadership. He began his career with the Winston-Salem (NC) Fire Department and later served as Fire Chief for the cities of Valdosta and South Fulton, Georgia. In 2019, his leadership was recognized statewide when he was named Georgia Fire Chief of the Year by the Georgia Association of Fire Chiefs.

Freddie holds a Master of Public Administration in Local Government Management from Appalachian State University and a Master of Science in Conflict Management from Kennesaw State University. He is a Ph.D. Candidate in Change Leadership at the University of Central Arkansas.

He is a Certified Public Manager (CPM), Certified Professional Coach (CPC), and a registered mediator. Passionate about leadership and professional growth, Freddie is committed to helping individuals and organizations reach their highest potential.

Employee Development Program

Certificate of Completion

**Congratulations on your
Achievement!!**

Linda Barbee

Kohle Bradley

Carolyn Canga

Calah Colvin

Shalee Dodd

Sean Ferguson

Jordan Gilliard

Bryan Johnson

Jaquan Johnson

Jose Ortiz-Macias

Patrick Roberts

Kimberly St Onge

Tameka Waye

**Supervisory Leadership Skills
Development Program**

Certificate of Completion

**Congratulations on your
Achievement!!**

Sarah Ballance

Ivey Sarvis

Marcus Barrett

Michael Scoggins

Mary Campbell

Brian Sleeth

Donna Dale

Temperance West

Machelle Mavromat

James Williams

Michael Ramirez

John Yesis



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026

Agenda Item: Revised Condition of Approval for Rezoning Petition 2025-25-H

Prepared by: Mardee Sanchez

Presented by: Jeff Ricketson

PURPOSE: A Request to Revise a Special Condition of Approval for Rezoning Petition 2025-25-H for Nancy O'Neal's property on Flowers Drive and W. Oglethorpe Hwy. (District #5)

BACKGROUND: On September 4, 2025, the City Council approved a rezoning of Ms. O'Neal's 5.80-acre parcel from MFR (Multi-family Residential) to C-3 (Highway Commercial) for a commercial development. There were 5 special conditions, one of which was at the request of the property owner:

5. Finalization of the legal transfer of the subject property shall occur within 180 days from the date of this rezoning, or the rezoning will revert back to MFR (Multi-Family Residential District).

Ms. O'Neal is requesting this condition be modified to extend the day the zoning reverts to MFR from 180 days (which would be March 3, 2026) to June 30, 2026.

FUNDING: None

RECOMMENDATION: LCPC staff recommends approval of the revision to extend the reversion date to June 30, 2026.

ATTACHMENTS:

1. Revision 2025-25-H

PREVIOUS COUNCIL DISCUSSION:

Rezoning Petition 2025-25-H

Revision to Special Condition #5

On September 4, 2025, City Council approved the rezoning petition submitted by D & G Development Group, on behalf of owner Nancy O'Neal, to rezone ±5.80 acres from MFR to C-3 (Multi-family Residential to Highway Commercial) for a commercial facility. There were 5 special conditions of approval, the last one being:

5. Finalization of the legal transfer of the subject property shall occur with 180 days from the date of this rezoning, or the rezoning will revert back to MFR (Multi-Family Residential District).

Request to Extend Date

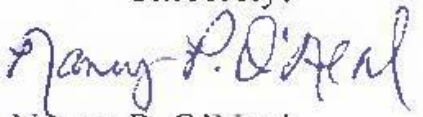
Dear Mr. Ricketson,

We are writing to address one of the conditions of the rezoning of the above referenced project. Item 5 of the special conditions requires the legal transfer of the subject property to occur within 180 days from the date of this rezoning. The purchaser and I have agreed to postpone the closing date of the property to on or about June 30, 2026 while they finalize construction plans and work through the permitting process. We respectfully request that the City of Hinesville grant us an extension for the legal transfer of the property until June 30, 2026.

Please review this request at your earliest convenience. We understand that this action must take place at one of the city council meetings during February to prevent the enactment of the special condition.

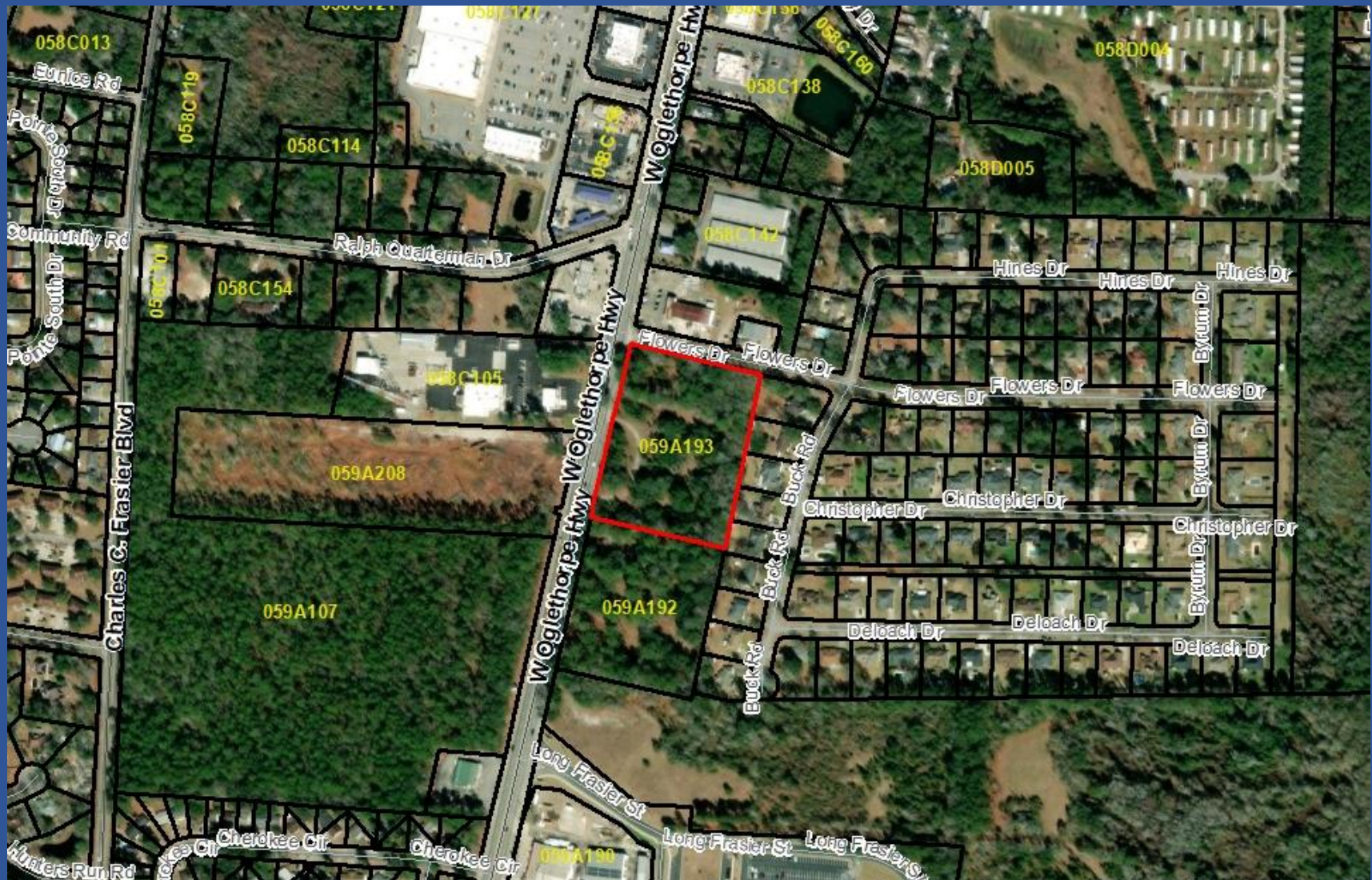
Should you have any questions, concerns, or need additional information please do not hesitate to contact me directly. Thank you for your consideration.

Sincerely,

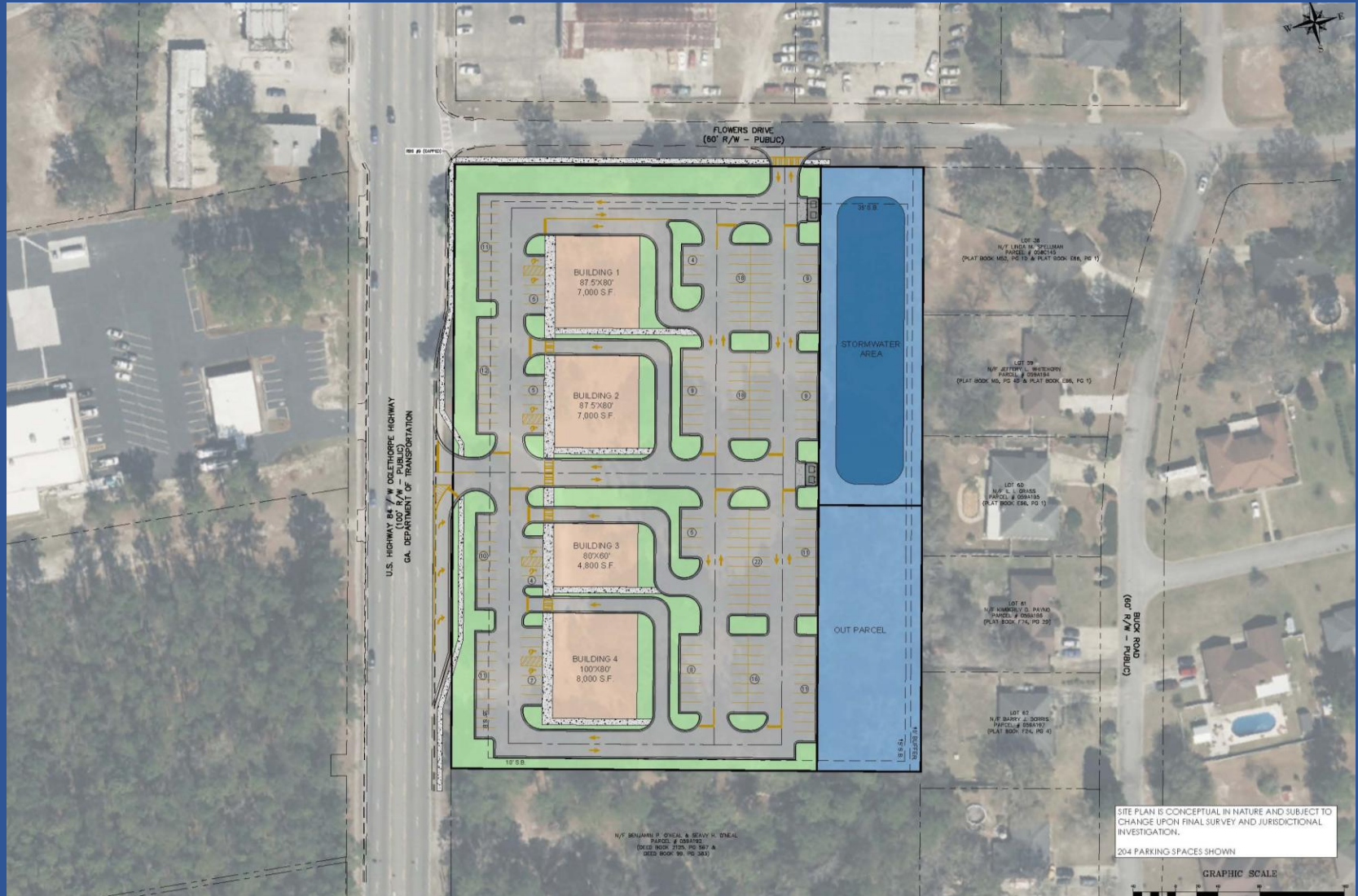


Nancy P. O'Neal

Vicinity Map



Concept Plan



Feb. 5, 2026

Staff Recommendation

Approval of Request to
Extend the Date in
Special Condition #5 for
Rezoning Petition 2025-25-H
to June 30, 2026



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026
Agenda Item: The Villas at Stonehenge Final Plat
Prepared by: Mardee Sanchez
Presented by: Mardee Sanchez

PURPOSE: Request by Roberson Stone Henge Development, LLC, for Final Plat Approval for a 140-lot Subdivision for Townhomes on Airport Road (District #4)

BACKGROUND: None

FUNDING: None

RECOMMENDATION: Approval of the final plat for The Villas at Stonehenge and acceptance of dedications noted on the plat.

ATTACHMENTS:

1. The Villas at Stonehenge

PREVIOUS COUNCIL DISCUSSION:

The Villas at Stonehenge

Final Plat & Acceptance of Dedications

Developer:

Roberson Stone Henge
Development, LLC

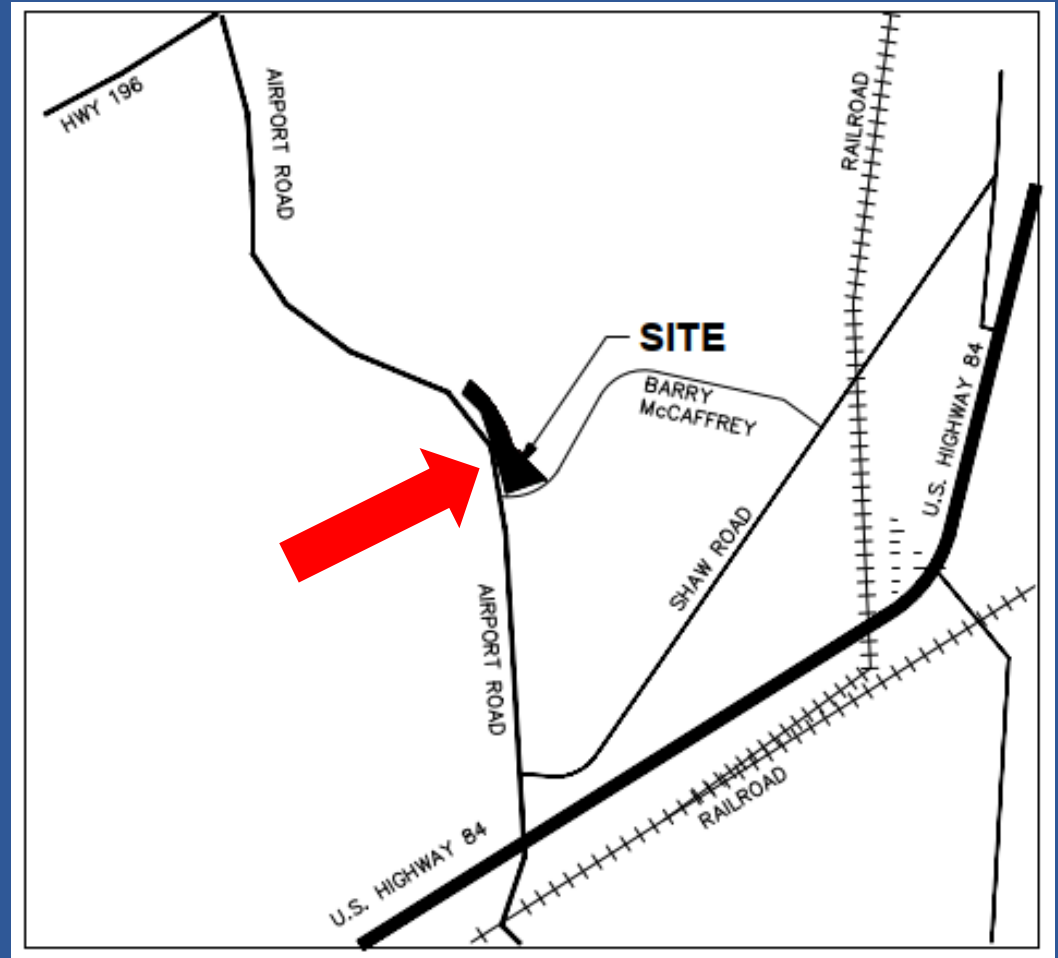
Engineer:

TR Long Engineering

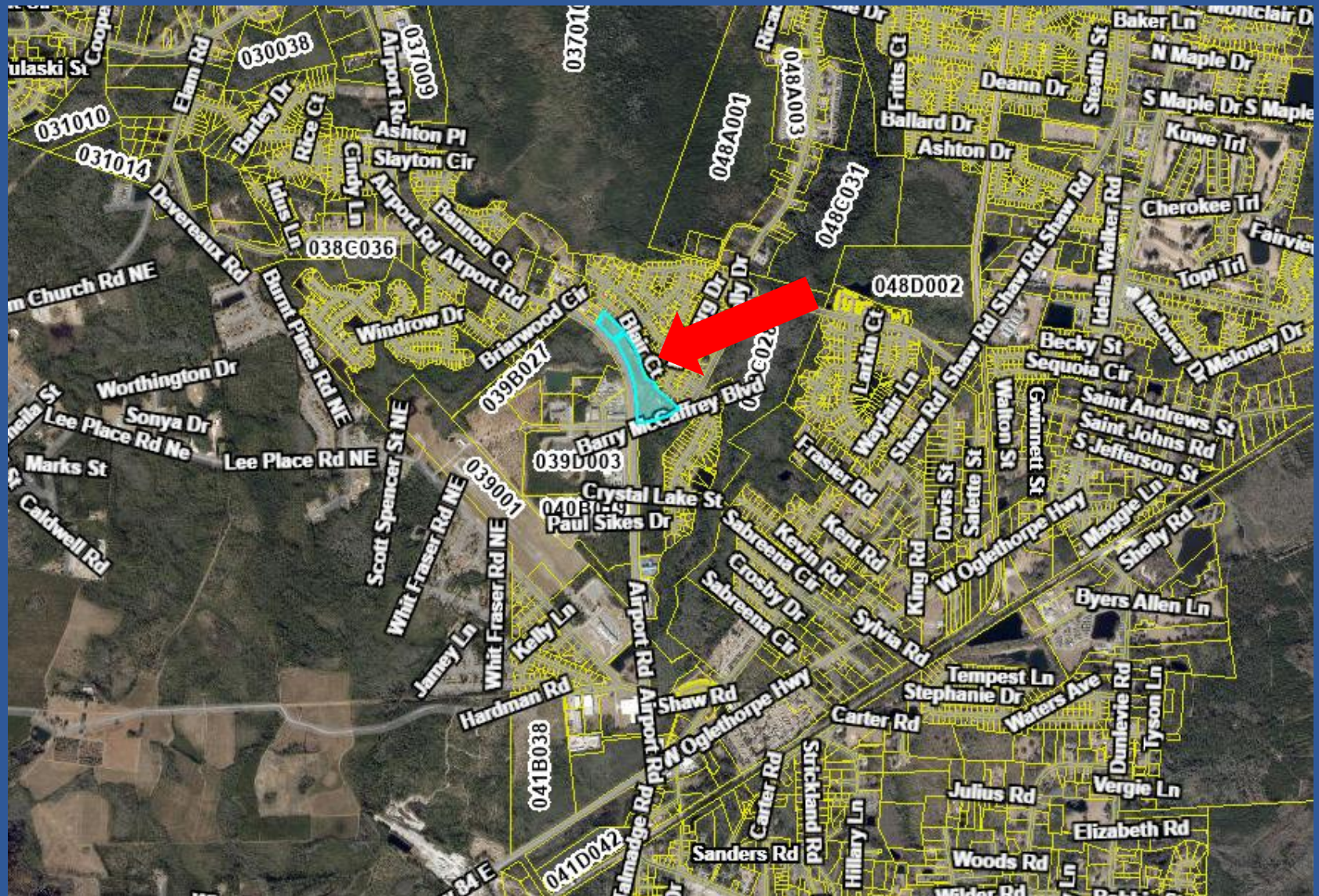
Description:

- 140 lots
- Townhomes
- Zoned ATR

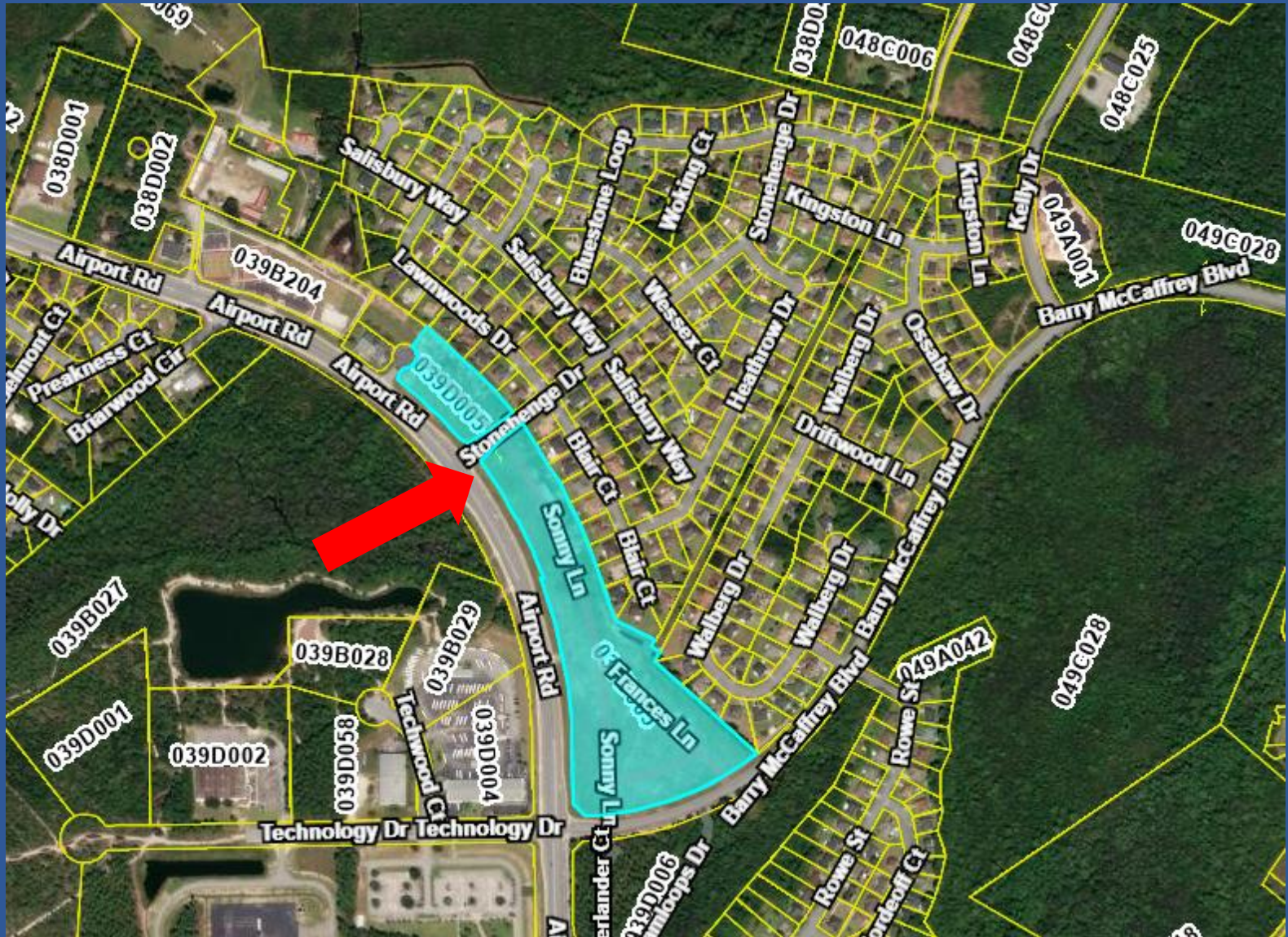
Location: Airport Road
and Stonehenge Drive
(District #4)



Vicinity Map



Vicinity Map Close-up



Project and Zoning Info

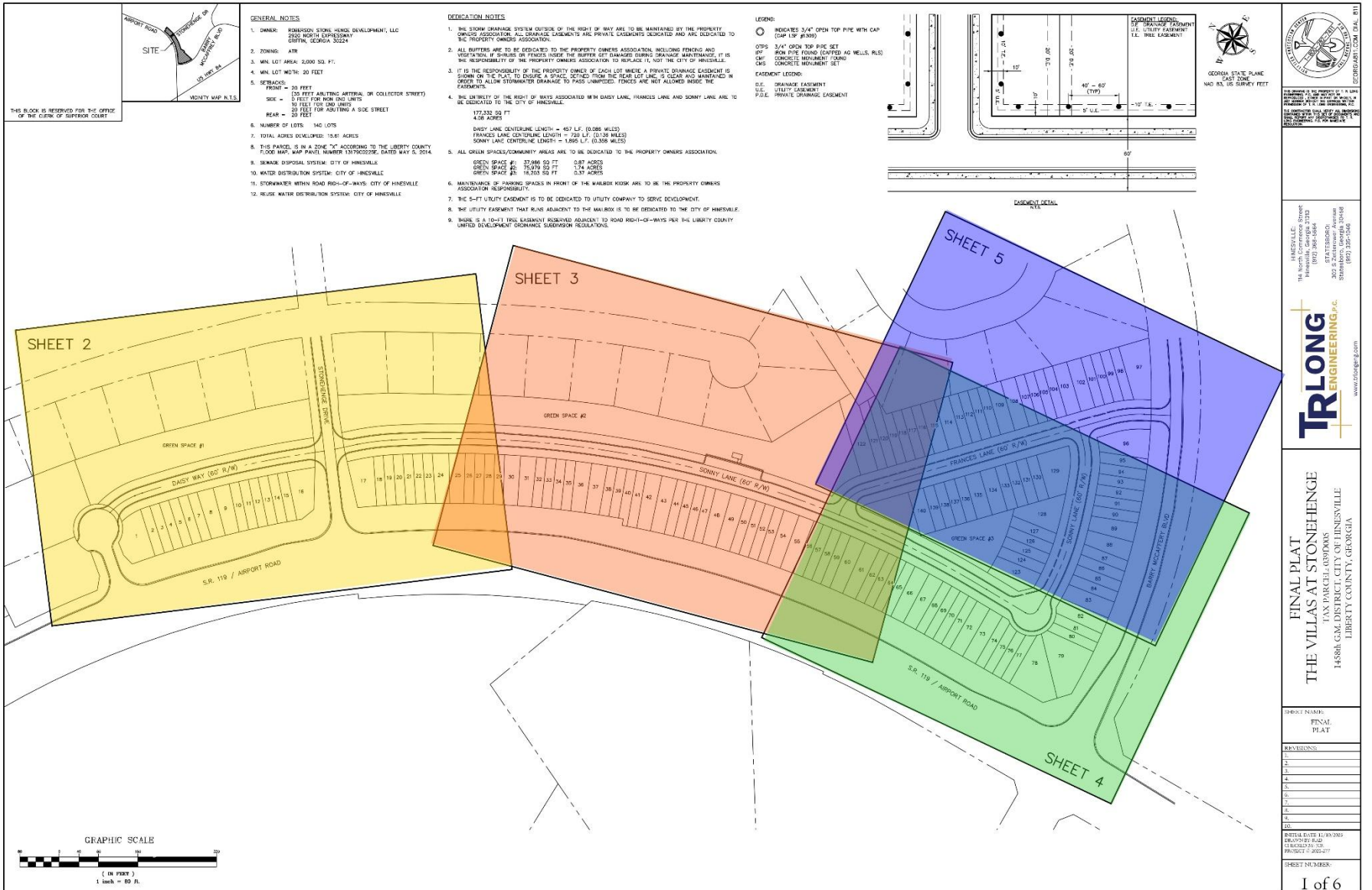
BUILDING PROPERTIES / SITE DATA:

ZONING:	ATR
SITE ACREAGE:	15.83 AC TOTAL
CONSTRUCTION TYPE:	TOWNHOMES
NUMBER OF LOTS:	140 UNITS

SETBACKS:

FRONT – 20 FEET, 35 FEET ABUTTING ARTERIAL OR COLLECTOR
SIDE – 0 FEET FOR NON END UNITS, 10 FEET FOR END UNITS, 20 FEET
FOR ABUTTING A SIDE STREET
BACK – 20 FEET

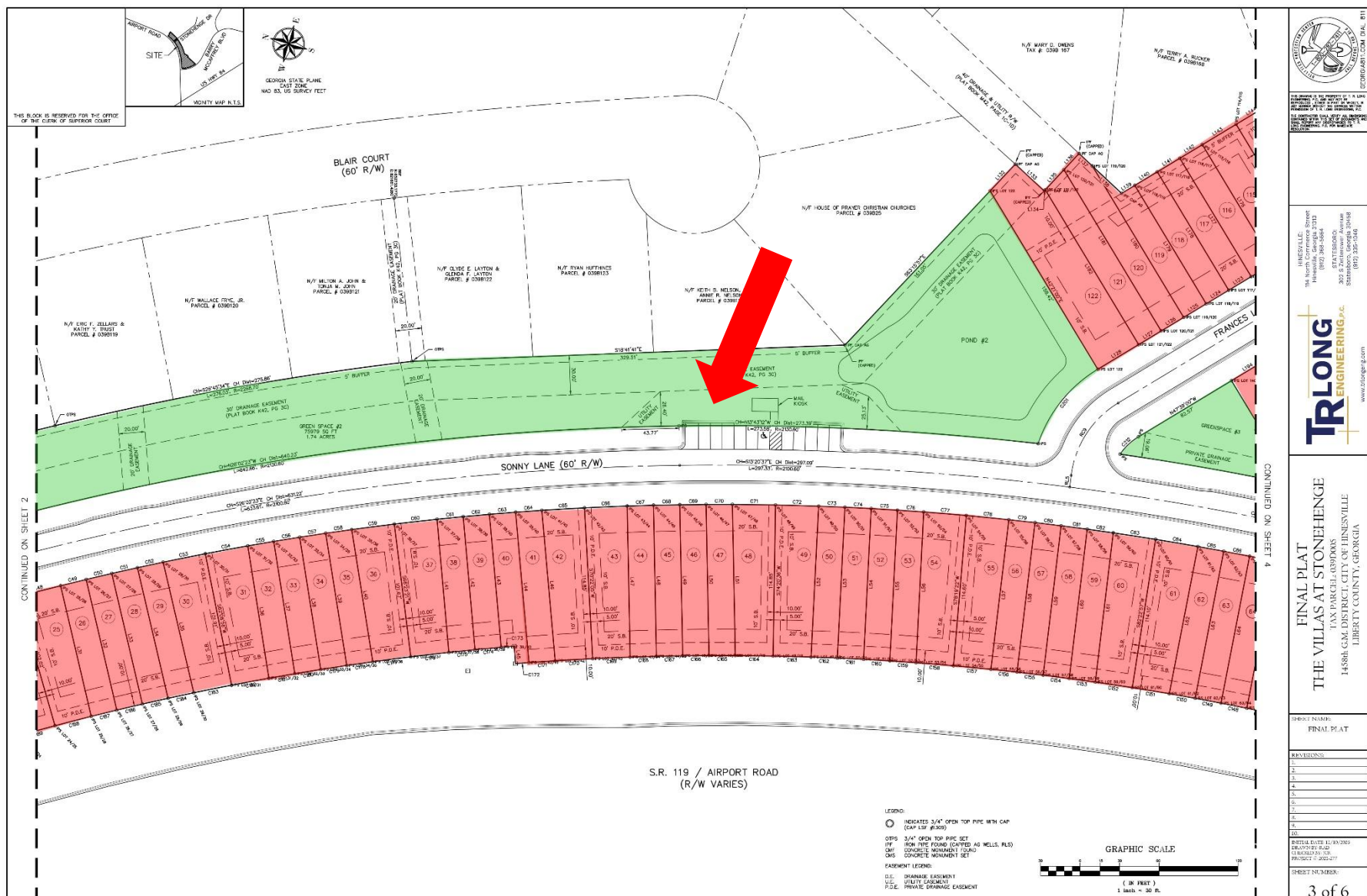
Sheet Index



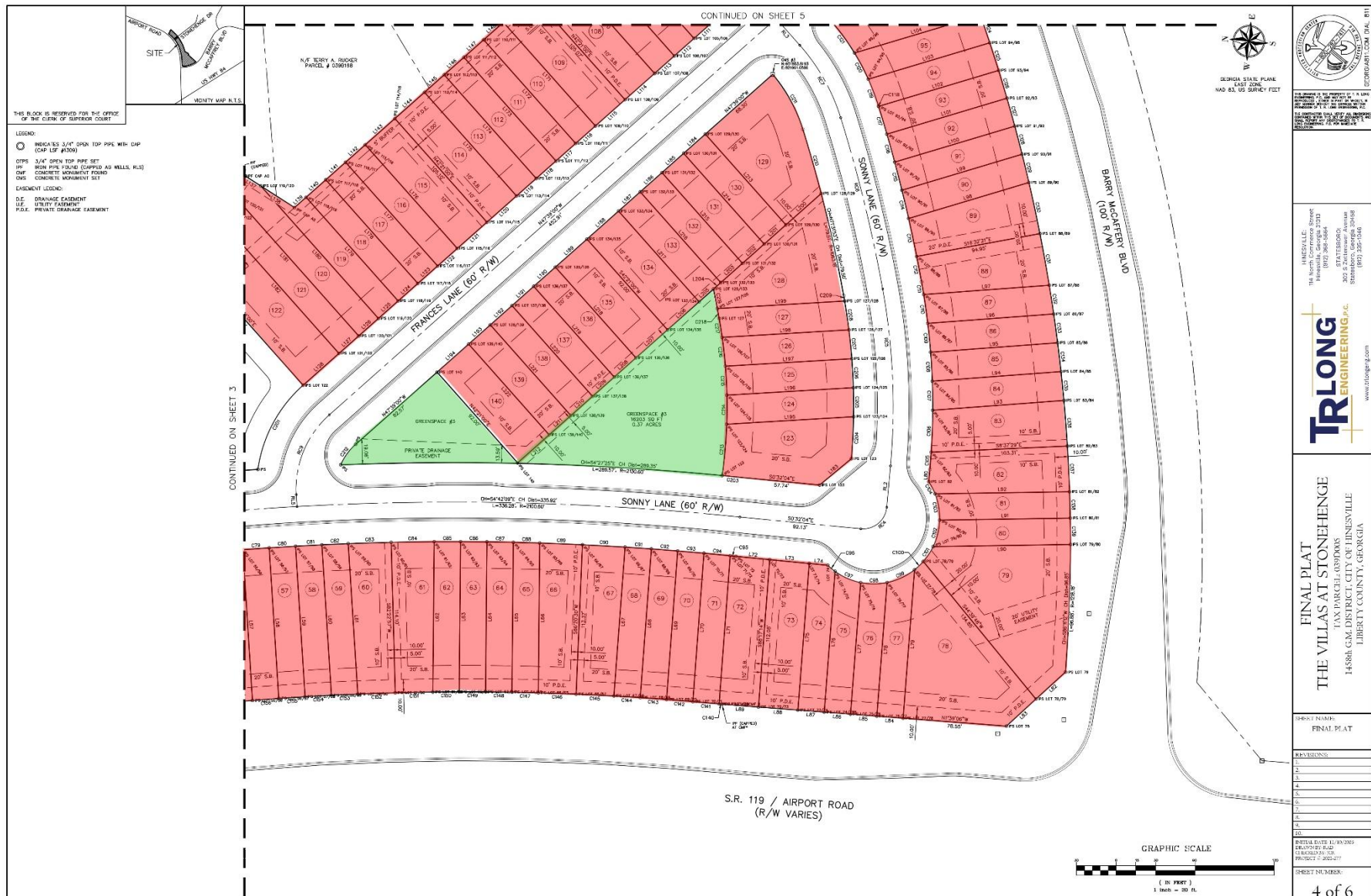
Sheet 2



Sheet 3



Sheet 4



Sheet 5



Dedications to the City:

- New streets – 0.60 miles total
 - Daisy Lane – 457 ft.
 - Frances Lane – 720 ft.
 - Sonny Lane – 1,895 ft.
- Water, reuse water and sewer and utility easements
- stormwater improvements within the street right-of-way

Dedication to the HOA:

- Three greenspace tracts (± 3 ac. total)

The utilities, paving and curb and gutter are installed. The installation of the remaining improvements (fencing, street striping, sidewalks, street trees and the mailbox shelter) is guaranteed by a letter of credit in the amount of \$427,100.

A letter of credit in the amount of \$221,600 for maintenance of the improvements is also in-hand.

Irrevocable Letters of Credit



505 S. Hill Street
P.O. Box 628
Griffin, GA 30224

IRREVOCABLE LETTER OF CREDIT

BENEFICIARY:

City of Hinesville
% Liberty Consolidated Planning Commission
100 Main Street, Suite 7520
Hinesville, Ga 31313

APPLICANT:

Roberson Stone Henge Development, LLC
2920 N Expressway
Griffin, GA 30223

ISSUE DATE: 1/16/2026

ILOC NO: 58043169

EXPIRATION: 1/15/2028

AMOUNT: \$221,600.00

We hereby establish our Letter of Credit No. 58043169 in your favor for the account of Roberson Stone Henge Development, LLC for the sum or sums of U.S. Dollars not exceeding a total of \$221,600.00 available by your drafts at sight on United Bank accompanied by the following:

1. A Statement signed by the beneficiary indicating that payment has been requested and is due.
2. Certification that the funds are required related to Paving, Grading and Drainage, Water Distribution System, Reuse Distribution System, Sanitary Sewer System RE: The Villas at Stonehenge or required as a cash bond to secure contained adherence to the terms.
3. Original of this Irrevocable Letter of Credit.

Drafts must be negotiated (or presented to drawee bank for payment) on or before 1/15/2028 and must be marked "Drawn Under United Bank", Letter of Credit No: 58043169.

This credit is subject to the Uniform Customs and Practice for Documentary Credits (2007 Revision) International Chamber of Commerce Pub. No. 600, and any subsequent revisions thereof approved by a congress of the International Chamber of Commerce and adhered to by us.

We hereby agree with you that drafts drawn under and in compliance with this credit shall be duly honored on due presentation to the drawee.

United Bank

Nat Doughtie
Commercial Lender/SVP
United Bank, NMLS#413054
PO Box 628
Griffin, GA 30224
ndoughtie@unitedbank.net

Credit Admin
2026016



505 S. Hill Street
P.O. Box 628
Griffin, GA 30224

IRREVOCABLE LETTER OF CREDIT

BENEFICIARY:

City of Hinesville
% Liberty Consolidated Planning Commission
100 Main Street, Suite 7520
Hinesville, Ga 31313

APPLICANT:

Roberson Stone Henge Development, LLC
2920 N Expressway
Griffin, GA 30223

ISSUE DATE: 1/16/2026

ILOC NO: 58043175

EXPIRATION: 1/15/2027

AMOUNT: \$427,100.00

We hereby establish our Letter of Credit No. 58043175 in your favor for the account of Roberson Stone Henge Development Company, Inc. for the sum or sums of U.S. Dollars not exceeding a total of \$427,100.00 available by your drafts at sight on United Bank accompanied by the following:

1. A Statement signed by the beneficiary indicating that payment has been requested and is due.
2. Certification that the funds are required related to installation of *Sidewalks, Fencing, Speed Hump, Trees* RE: The Villas at Stonehenge or required as a cash bond to secure contained adherence to the terms.
3. Copy of this Irrevocable Letter of Credit.

Drafts must be negotiated (or presented to drawee bank for payment) on or before 1/15/2027, or any extended date. This letter of credit shall be automatically extended for an additional period of time of one year from the present or each future expiration date unless we have notified you in writing, not less than forty-five (45) days before such expiration date, that we elect not to renew this letter of credit or the beneficiary has cancelled this letter of credit. Our notice of such election shall be sent certified mail to the above address.

All drafts must be marked "Drawn Under United Bank", Letter of Credit No: 58043175.

This credit is subject to the Uniform Customs and Practice for Documentary Credits (2007 Revision) International Chamber of Commerce Pub. No. 600, and any subsequent revisions thereof approved by a congress of the International Chamber of Commerce and adhered to by us.

We hereby agree with you that drafts drawn under and in compliance with this credit shall be duly honored on due presentation to the drawee.

United Bank

Nat Doughtie
Commercial Lender/SVP
United Bank, NMLS#413054
PO Box 628
Griffin, GA 30224
ndoughtie@unitedbank.net

Credit Admin
2026016

LCPC Recommendation

The Villas at Stonehenge

Approval of the Final Plat

and

Acceptance of Dedications noted on the Plat



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026
Agenda Item: Variance Request 2026-01-H
Prepared by: Sharon Cadiz
Presented by: Jeff Ricketson

PURPOSE: A variance request has been submitted by Auldwin Frasier to reduce the required 10-foot side setback to 6 feet for the construction of two duplexes. The 0.45 acre parcel is located at 311 W. General Stewart Way and is further described as LCTM Parcel 055C049. (District #1)

BACKGROUND: N/A

FUNDING: N/A

RECOMMENDATION: On January 20, 2026, LCPC Commissioners recommended Approval with standard and special conditions. The special condition is that the property shall be subdivided so that each duplex is on its own lot.

ATTACHMENTS:

1. 2026-01-HCC-Presentation 2-5-2026

PREVIOUS COUNCIL DISCUSSION:

Variance 2026-01-H

A variance request has been submitted by Auldwin Frasier to reduce the required 10-foot side setback to 6 feet for the construction of two duplexes.

The 0.45- acre parcel is located at 311 W. General Stewart Way and is further described as LCTM Parcel 055C049. (District #1)

Public Notification

Variance Request 2026-01-H

A variance request has been submitted by Auldwin Frasier to reduce the required 10-foot side setback to 6 feet for the construction of two duplexes. The 0.45-acre parcel is located at 311 W. General Stewart Way in Hinesville, is further described as LCTM Parcel 055C049, and is bounded now or formerly as follows: NORTH by W. General Stewart Way; SOUTH by the lands of Johnnie Thomas; EAST by lands of Kramer Nickolas; and WEST by Thomas Street.

Variance Request 2026-02-R

A variance request has been submitted by the Estates of Jistine Gordon and Theodore Gordon to reduce the required 60-foot access easement to 30 feet for a family conveyance subdivision. The property is located at 8434 EB Cooper Hwy., in Riceboro, is further described as LCTM Parcel 166A004, and is bounded now or formerly as follows: NORTH by lands of June B. Salter; SOUTH by EB Cooper Hwy. and by the lands of Rosemary Lecounte, Barnard Richardson, Catherine Jackson, and Theodore Gordon et al; EAST by lands of Eddie Sarah West, and Abe Gordon Estate; WEST by the lands of June Salter et al.

Rezoning Petition 2026-03-H

A rezoning petition has been submitted by Goose Creek Engineering, on behalf of the David McDonald Estate, to rezone +/- 0.49 acres from R-12 (Single-family Residential-12) to ATR (Attached Residential) for a 6-lot townhome development. The property is located at 749 Strickland Road in Hinesville, is further described as LCTM Parcel 046B146, and is bounded now or formerly as follows: NORTH by Strickland Road; SOUTH by lands of Yong Lee and BFIP Hinesville, LLC; EAST by lands of Kevin Street; WEST by other lands of the Estate of William McDonald.

Variance Request 2026-04-LC

A variance request has been submitted by Jacob Perna to increase the required 35-foot maximum building height limitation to 47 - 48 feet. The property is located at 1354 Lake Pamona Rd., in unincorporated Liberty County, is further described as LCTM Parcel 340D050, and is bounded now or formerly as follows: NORTH by the lands of Shawn Stevenson; SOUTH by the lands of Shawn Stevenson; EAST by Bermuda Bluff Lane; WEST by lands of Charles Dixon, Jr.

Public Hearing by the LCPC

The Liberty Consolidated Planning Commission will hold a public hearing on January 20, 2026 at 4:30 p.m., at the Liberty County Courthouse Annex, 112 North Main Street, 2nd floor, in Hinesville.

Public Hearings to be Held by the Applicable Governing Authority

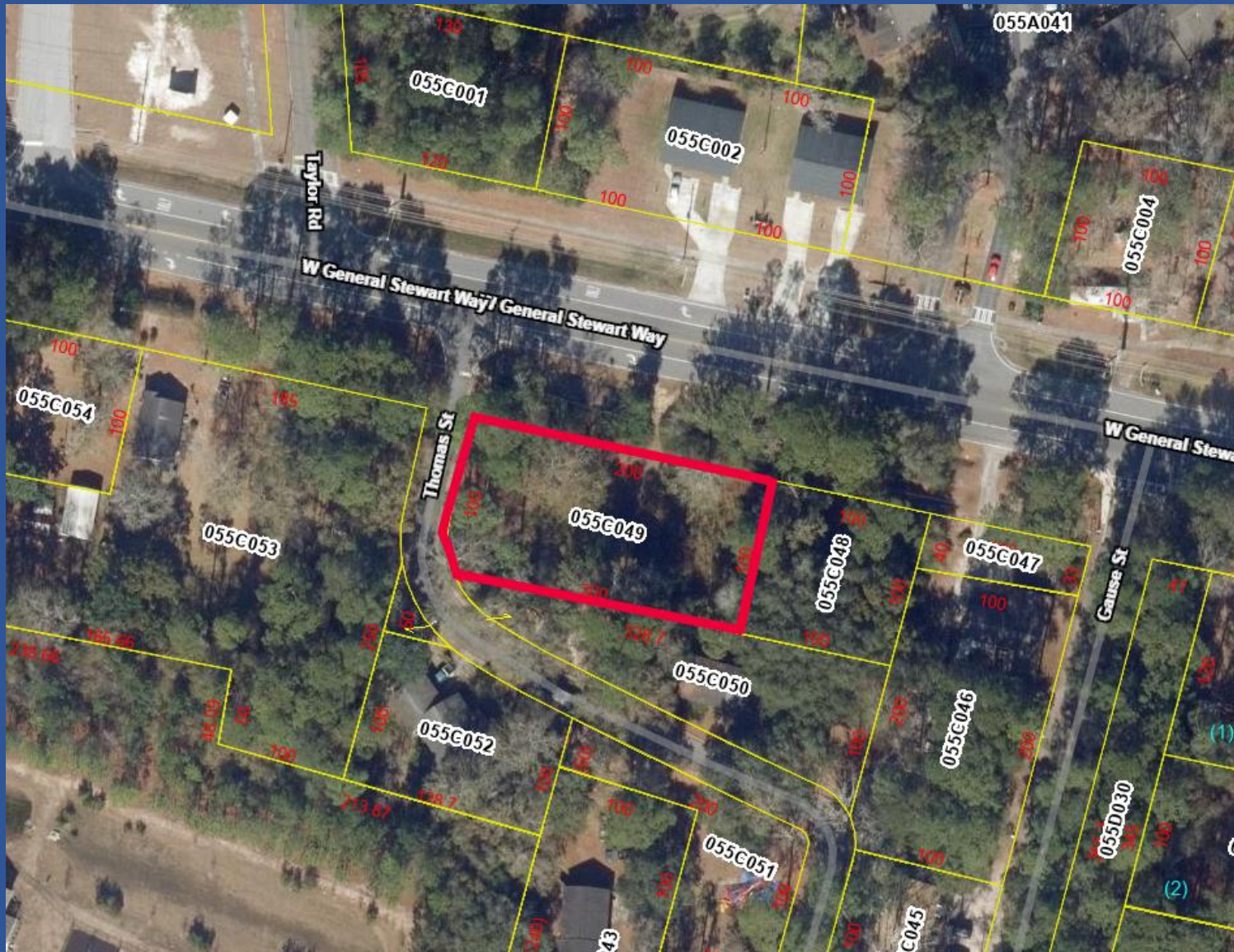
Tuesday, February 3, 2026, 6:00 p.m. – The Riceboro City Council will meet at the Riceboro City Hall at 4614 S. Coastal Hwy.
Tuesday, February 3, 2026, 6:00 p.m. – The Liberty County Board of Commissioners will meet at the Liberty Courthouse Annex at 112 N. Main Street in Hinesville.
Thursday, February 5, 2026, 3:00 p.m. – The Hinesville City Council will meet at the Hinesville City Hall at 115 E. ML King, Jr., Drive.
52593 1/1/26 RL



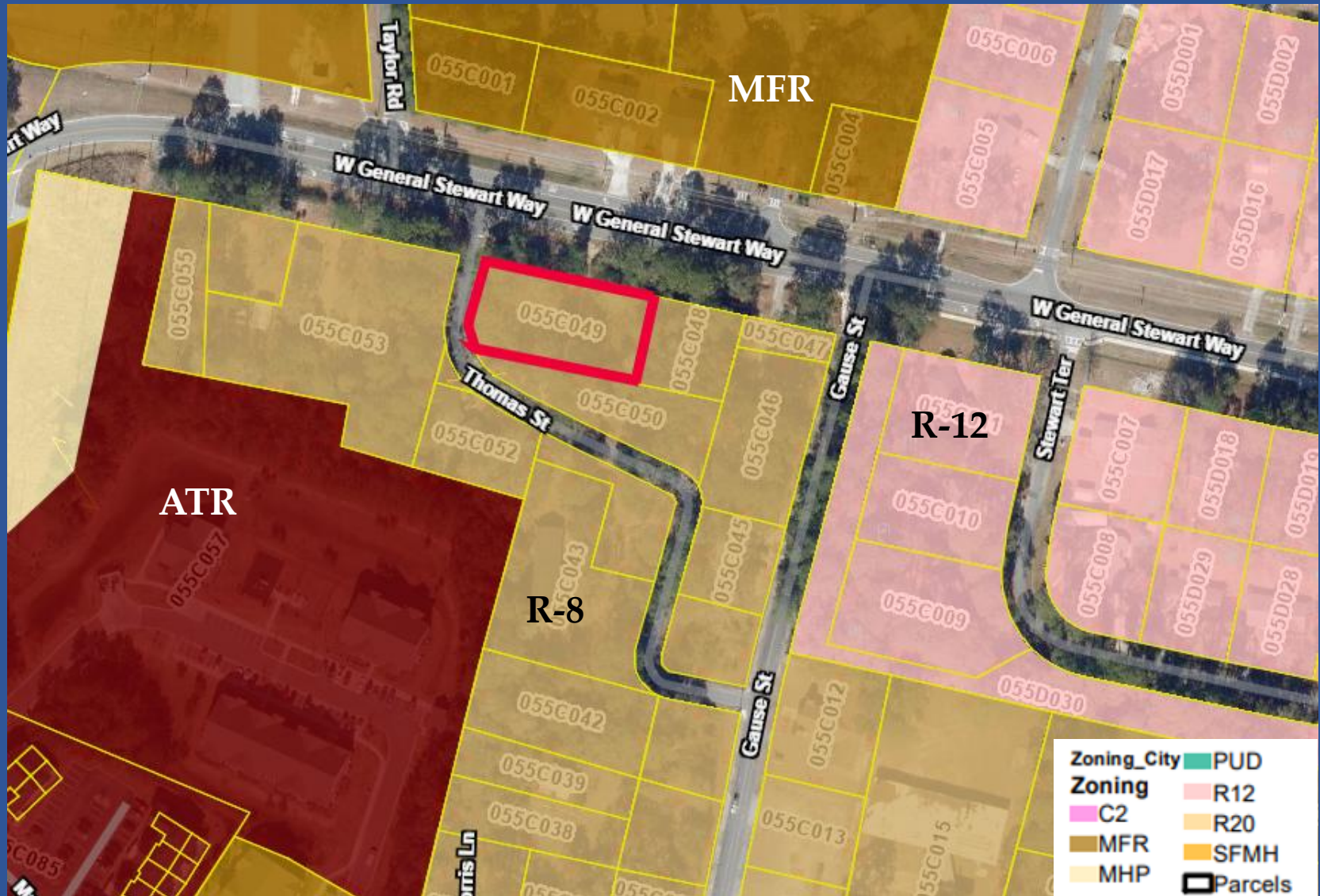
Vicinity Map



Closeup Map



Zoning Map



Narrative

A setback variance is requested for 311 W General Stewart Way. The existing site is a wooded area along W General Stewart Way. The developer is planning to subdivide the property into two tracts for a new duplex on each tract. A copy of a subdivision of the property with the proposed footprint of the desired building is attached.

This property is currently zoned R-8 and is in the "Hinesville Downtown Redevelopment Overlay District, Multi-family Residential Redevelopment Area". The following chart shows an abbreviated portion of the minimum requirements:

Lot Area	8,000 sf.
Lot Width	50 ft.
Front Yard	0 ft.
Side Yard	0 ft. if attached to adjacent structure 10 ft. if not attached
Rear Yard	10 ft.

Narrative

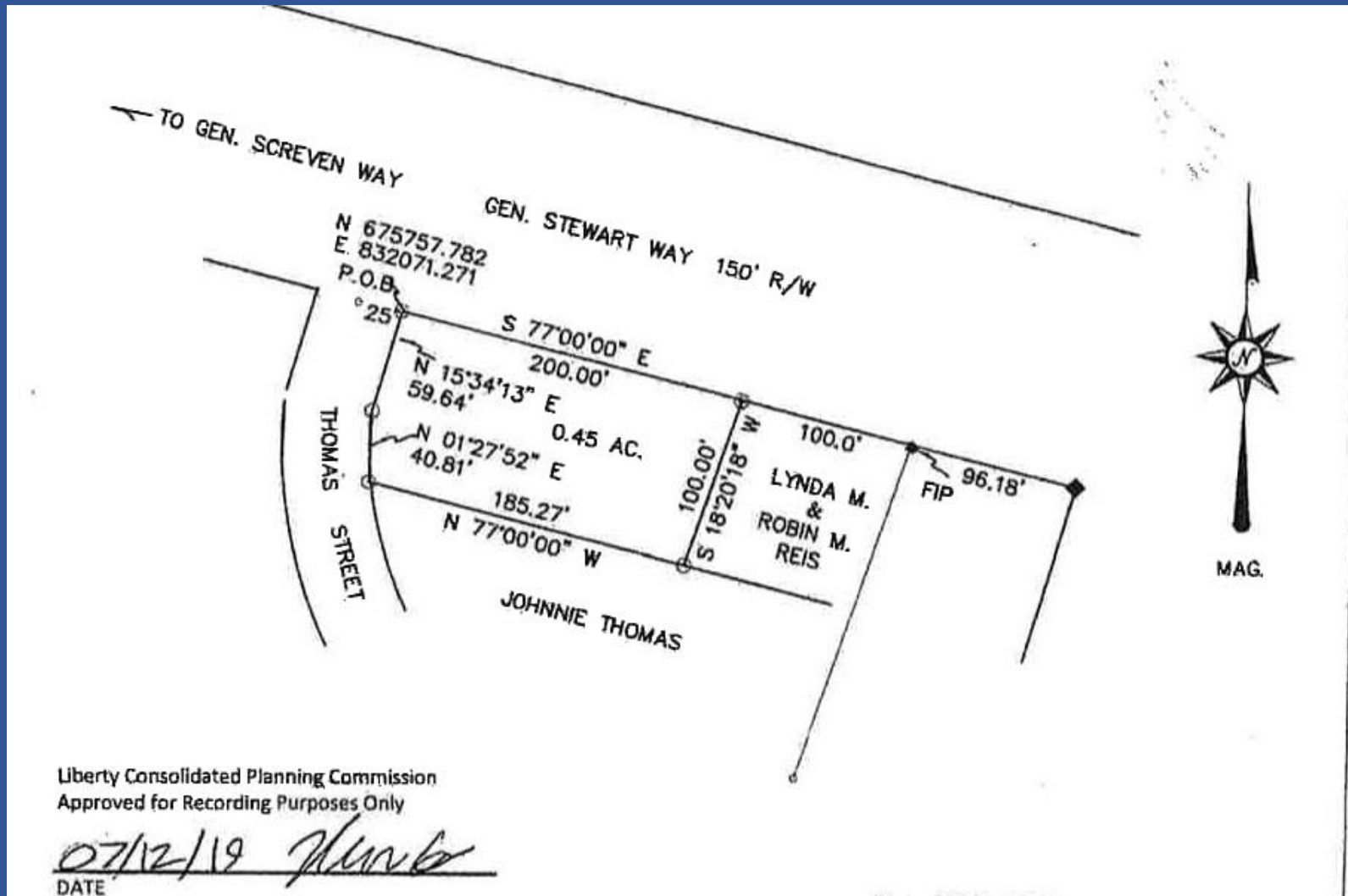
In order to accommodate the development a variance is requested from the requirements for the side and side street setbacks. The requested minimum requirements are shown below:



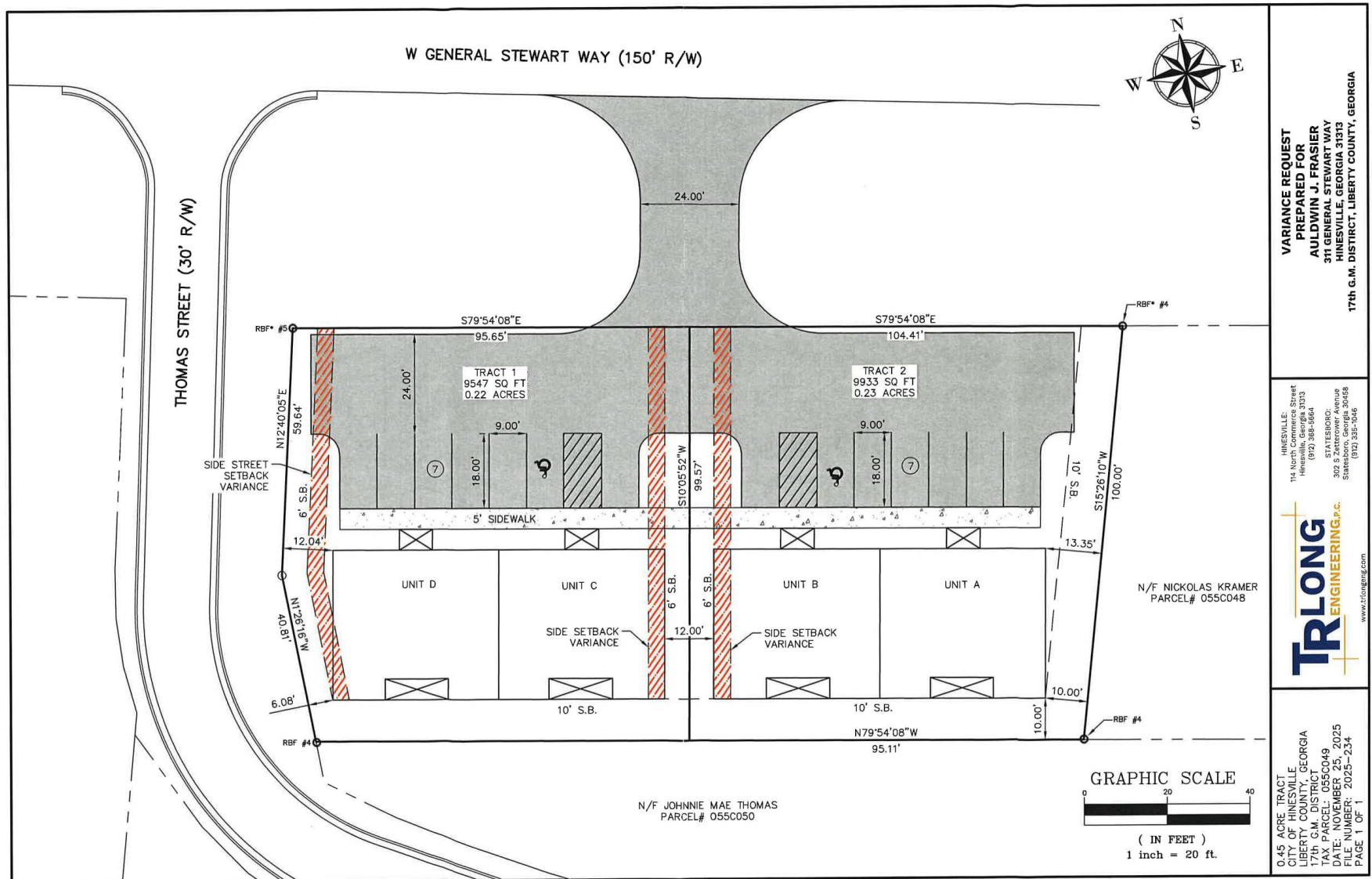
Lot Area	8,000 sf.
Lot Width	50 ft.
Front Yard	0 ft.
Side Yard	0 ft.
Side Yard between Buildings	6 ft.
Side Street Setback	6 ft.
Rear Yard	10 ft.

The change in the side and side street setback will allow the buildings to have a 12-ft separation between duplexes with a fire rate wall.

Survey



Proposed Development







Variance Criteria

1. There are extraordinary and exceptional conditions pertaining to the subject property in question because of its size, shape or topography;
 - *No.*
2. Such conditions are peculiar to the subject property;
 - *No, all the other properties in this area are similar.*
3. The application of the Ordinance to the subject property would create an unnecessary hardship;
 - *No, a quadplex could be built instead of two duplexes.*

Variance Criteria

4. Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of this Ordinance; and
 - *No.*
5. Relief, if granted, will represent the minimum variance that will afford relief and will represent the least deviation possible from the Ordinance.
 - *Yes.*

LCPC Recommendation

Approval

Variance Request 2026-01-H

Conditions

Standard and Special

Standard Conditions

1. The applicant must obtain all required local, state and federal licenses and permits prior to commencement of any construction.
2. All plans, documents, materials, and statements contained or implied in this application are considered a condition of this action.
3. No change or deviation from the conditions of approval are allowed without prior notification and approval of the Director of the LCPC or the Planning Commission, and the approving governmental authority.

Special Condition

The property shall be subdivided so that each duplex is on its own lot.





City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026
Agenda Item: Rezoning Petition 2026-03-H
Prepared by: Sharon Cadiz
Presented by: Jeff Ricketson

PURPOSE: A rezoning petition has been submitted by the Estate of David McDonald, to rezone 0.49 acres from R-12 (Single-family Residential-12) to ATR (Attached Residential) for a 6-lot townhome development. The property is located at 729 Strickland Road and is further described as LCTM Parcel 046B146 (District #3)

BACKGROUND: N/A

FUNDING: N/A

RECOMMENDATION: On January 20, 2026, LCPC Commissioners recommended Approval with standards conditions

ATTACHMENTS:

1. Presentation 2026-03-HCC 2-5-26

PREVIOUS COUNCIL DISCUSSION:

Rezoning Petition 2026-03-H

A rezoning petition has been submitted by the Estate of David McDonald, to rezone ± 0.49 acres from R-12 (Single-family Residential-12) to ATR (Attached Residential) for a 6-lot townhome development.

The property is located at 729 Strickland Road and is further described as LCTM Parcel 046B146. (District #3)

Public Notification

Variance Request 2026-01-H

A variance request has been submitted by Auldwin Frasier to reduce the required 10-foot side setback to 6 feet for the construction of two duplexes. The 0.45-acre parcel is located at 311 W. General Stewart Way in Hinesville, is further described as LCTM Parcel 055C049, and is bounded now or formerly as follows: NORTH by W. General Stewart Way; SOUTH by the lands of Johnnie Thomas; EAST by lands of Kramer Nicholas; and WEST by Thomas Street.

Variance Request 2026-02-H

A variance request has been submitted by the Estates of Justine Gordon and Theodore Gordon to reduce the required 60-foot access easement to 30 feet for a family conveyance subdivision. The property is located at 8434 EB Cooper Hwy. in Riceboro, is further described as LCTM Parcel 166A004, and is bounded now or formerly as follows: NORTH by lands of June B. Salter; SOUTH by EB Cooper Hwy. and by the lands of Rosemary Lecounte, Bernard Richardson, Catherine Jackson, and Theodore Gordon et al; EAST by lands of Eddie Sarah West, and Abe Gordon Estate; WEST by the lands of June Salter et al.

Rezoning Petition 2026-03-H

A rezoning petition has been submitted by Goose Creek Engineering, on behalf of the David McDonald Estate, to rezone +/- 0.49 acres from R-12 (Single-family Residential-12) to ATR (Attached Residential) for a 6-lot townhome development. The property is located at 749 Strickland Road in Hinesville, is further described as LCTM Parcel 046B146, and is bounded now or formerly as follows: NORTH by Strickland Road; SOUTH by lands of Yong Lee and BFP Hinesville, LLC; EAST by lands of Karin Street; WEST by other lands of the Estate of William McDonald.

Variance Request 2026-04-LC

A variance request has been submitted by Jacob Perna to increase the required 35-foot maximum building height limitation to 47 - 48 feet. The property is located at 1354 Lake Pamona Rd., in unincorporated Liberty County, is further described as LCTM Parcel 340D050, and is bounded now or formerly as follows: NORTH by the lands of Shawn Stevenson; SOUTH by the lands of Shawn Stevenson; EAST by Bermuda Bluff Lane; WEST by lands of Charles Dixon, Jr.

Public Hearing by the LCPC

The Liberty Consolidated Planning Commission will hold a public hearing on January 20, 2026 at 4:30 p.m., at the Liberty County Courthouse Annex, 112 North Main Street, 2nd floor, in Hinesville. **Public Hearings to be Held by the Applicable Governing Authority**

Tuesday, February 3, 2026, 6:00 p.m. – The Riceboro City Council will meet at the Riceboro City Hall at 4614 S. Coastal Hwy.

Tuesday, February 3, 2026, 6:00 p.m. – The Liberty County Board of Commissioners will meet at the Liberty Courthouse Annex at 112 N. Main Street in Hinesville.

Thursday, February 5, 2026, 8:00 p.m. – The Hinesville City Council will meet at the Hinesville City Hall at 115 E. ML King, Jr. Drive.

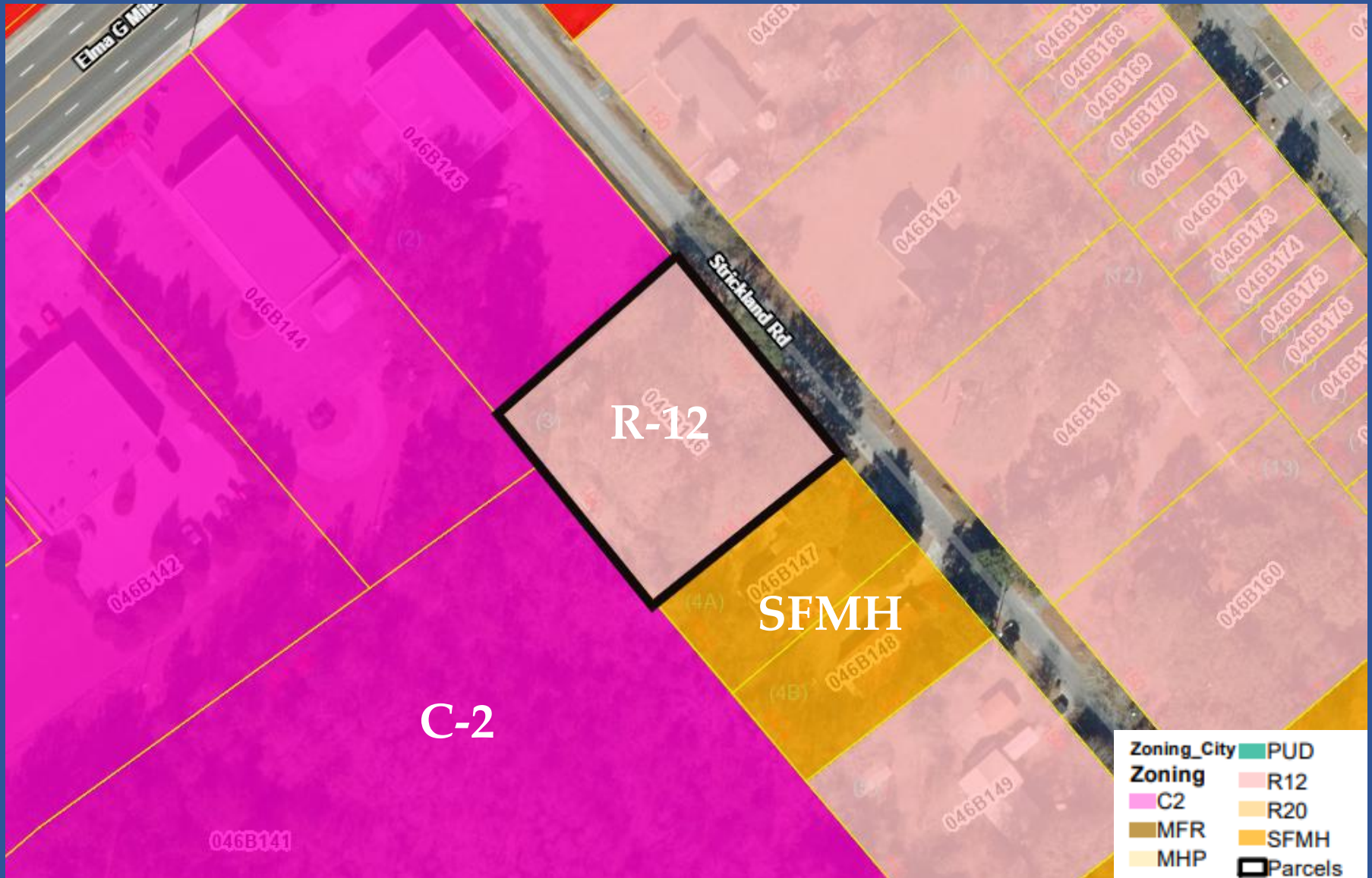
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Vicinity Map



Zoning Map



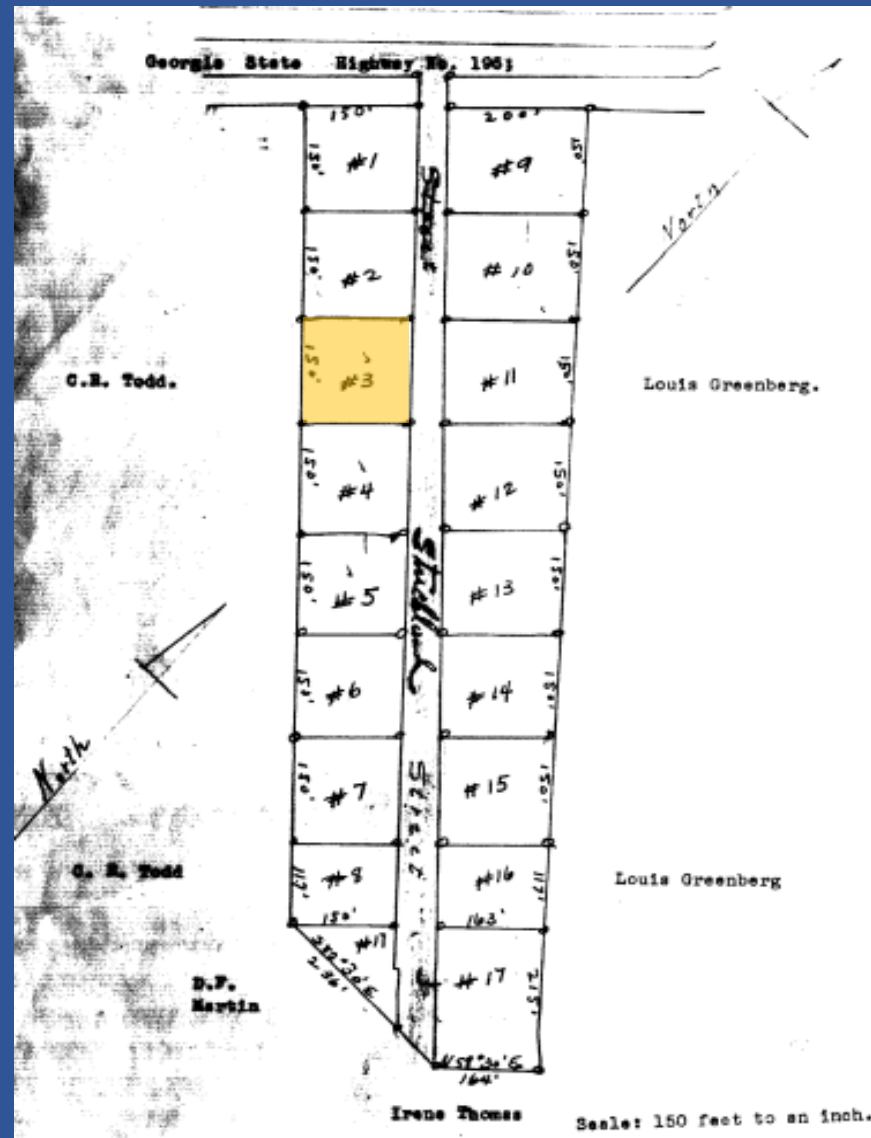
Future Land Use Map



Flood Map



Survey





Narrative

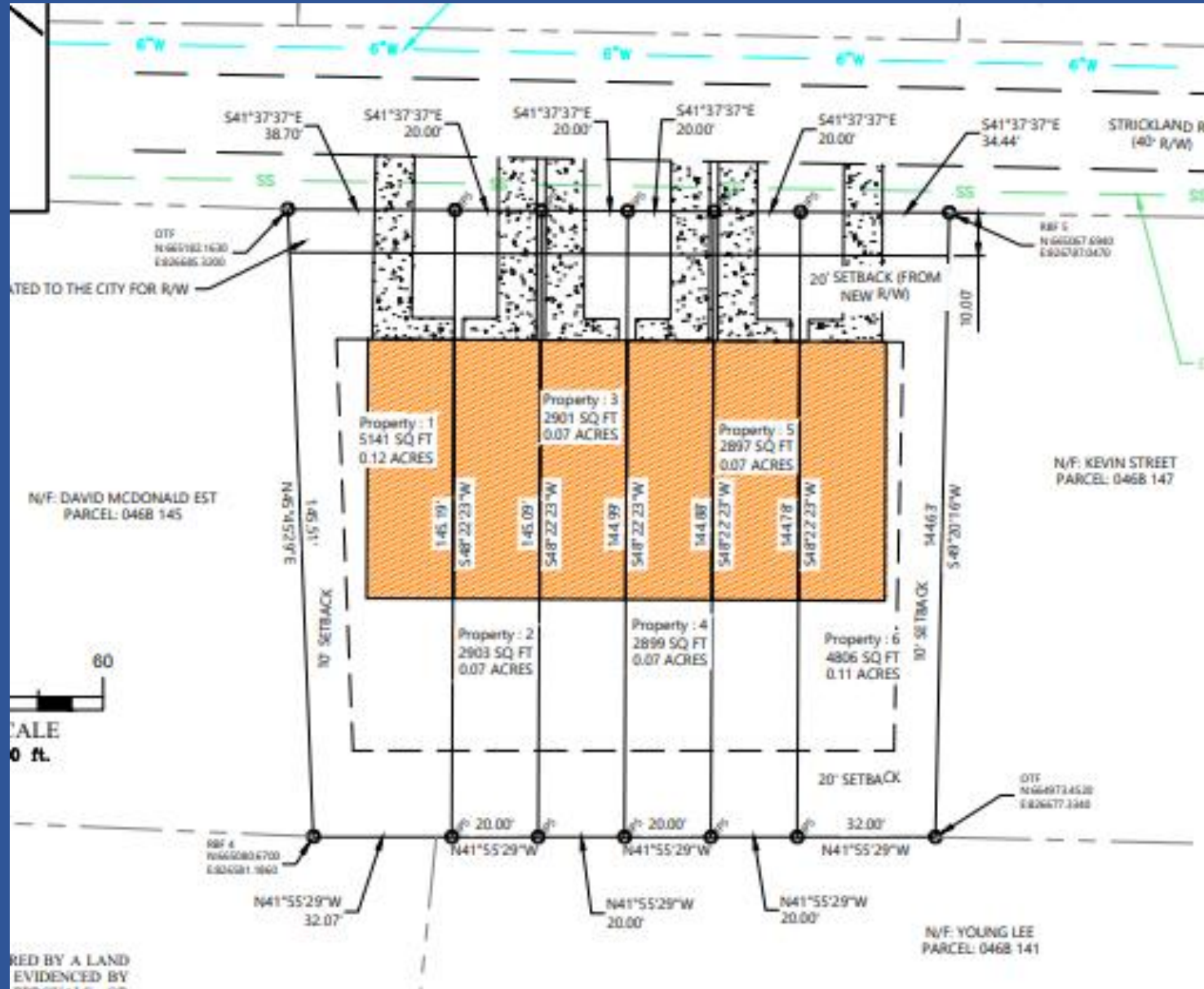
REZONING NARRATIVE FOR ATR

The subject property, the parcel identified by Tax ID 048B 146, is situated along Strickland Road and is approximately 0.49 acres. The property is presently partially wooded with several existing structures on site. It is currently zoned R-12.

The applicant is requesting rezoning of the property to ATR (Attached Family Residential) to facilitate the development of six townhome lots. This proposed rezoning is consistent with the established zoning/use patterns in the surrounding area. For example, the existing townhome development (though zoned R-12) on Elaine Street, Lesa Street, and Sharon Street to the north. All lots in the proposed subdivision will meet or exceed the applicable dimensional and development standards outlined below:

Minimum Lot Area	2,000 square feet
Minimum Lot Width at Building Line	20 feet
Minimum Front Yard	20 feet
Minimum Side Yard (Interior)	10 feet
Minimum Side Yard Street	20 feet
Minimum Rear Yard	20 feet

Concept Plan



Zoning Analysis

1. Does this property have reasonable economic value as currently zoned?
 - *Yes.*
2. Does the proposed use conform to the Fort Stewart Joint Land Use Study (JLUS)?
 - *Yes.*
3. Does the proposed use conform to the Liberty County Comprehensive Plan?
 - *Yes, the Comprehensive Plan identifies the future land use as Residential Low-Density in which ATR is a compatible zoning district.*

Zoning Analysis

4. Will there be an adverse effect on the value and usability of nearby properties?
 - *No.*
5. Is the proposed use suitable in view of nearby uses?
 - *Yes, there are other townhomes in the vicinity.*
6. Will the zoning proposal create an undue burden on transportation including streets and transit, and on schools, utilities, or the provision of public safety?
 - *No, the road is a dead end and does not see much traffic.*

Zoning Analysis

7. Would this allow a short-term gain at the expense of our local long-term goals?
 - *No.*
8. Would this change cause a “domino effect” ?
 - *Yes.*
9. Are there unique historical sites which may be adversely impacted?
 - *None noted.*

Zoning Analysis

10. Is this parcel in a flood hazard area?

- *No.*

11. Is it spot zoning and unrelated to the existing pattern of development?

- *No.*

12. Are there unique conditions which support approval or denial?

- *No.*

LCPC Recommendation

Approval

Rezoning Petition 2026-03-H

Conditions

Standard

Standard Conditions

1. The applicant must obtain all required local, state and federal licenses and permits prior to commencement of any construction.
2. All plans, documents, materials, and statements contained or implied in this application are considered a condition of this action.
3. No change or deviation from the conditions of approval are allowed without prior notification and approval of the Director of the LCPC or the Planning Commission, and the approving governmental authority.





City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026
Agenda Item: HFD Bid Opening for Fire Department Public Safety Radios
Prepared by: Wendy Bruce Sochia
Presented by: Robert Kitchings

PURPOSE: To Present for Mayor and Council Consideration, Bid opening for Fire Department Public Safety Radios

BACKGROUND: Bid opening was held February 2, 2026, for the purchase of 55 Fire Department Public Safety Radios.

FUNDING: SPLOST Funds

RECOMMENDATION: Purchase of 55 Fire Department Public Safety Radios

ATTACHMENTS:

1. HFD Hand Held Radios

PREVIOUS COUNCIL DISCUSSION:

COMPANY NAME	PRODUCT	BID AMOUNT
Williams Communication	Fifty-five (55) Fire Department hand-held radios Harris XL200	\$300,354.20
Kelrad Communications	Fifty-five (55) Fire Department hand-held radios Kenwood VP8000	\$260,261.50
Mobile Communications America	Fifty-five (55) Fire Department hand-held radios Motorola APX N70	\$459,183.45

Date: February 2, 2026

FOR: Hinesville Fire Department 55 Hand-held Radios

Amount Budgeted: \$259,765

*Recommended purchase of radios from: Kelrad Communications

Funding Note: Purchases will be made using SPLOST funds.



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026

Agenda Item: Resolution #2026-01 Attendance and Leave Policy Amendment

Prepared by: Christy Deloach

Presented by: Ryan Arnold

PURPOSE: Adoption of Resolution #2026-01 amending the City of Hinesville Personnel Policies and Procedures Section 16.01 Attendance and Leave.

BACKGROUND: At the January 15, 2026, Council Workshop, the Hinesville Personnel Policy Section 16 Attendance and Leave was reviewed with the following recommendations:

- After exhausting annual and sick leave, employees with one year of service be eligible to receive 6 consecutive calendar weeks of paid parental leave due to incapacitation related to pregnancy and confinement to run concurrently with the Family Medical Leave Act.

FUNDING: N/A

RECOMMENDATION: Approval of Resolution #2026-01

ATTACHMENTS:

1. RESOLUTION 2026-01
2. Section 16 Leave Policy Redline v.3
3. Section 16 Leave Policy clean

PREVIOUS COUNCIL DISCUSSION: January 15, 2026, Council Workshop

CITY OF HINESVILLE

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF
HINESVILLE, GEORGIA AMENDING THE CITY OF HINESVILLE PERSONNEL
POLICIES AND PROCEDURES SECTION 16. ATTENDANCE AND LEAVE**

WITNESSETH:

WHEREAS, the City of Hinesville (“City”) is a lawfully created municipal corporation pursuant to the laws of Georgia;

WHEREAS, in accordance with Hinesville Municipal Code Article 5. Section 2-83 all municipal officers, agents and employees shall be subject to the provisions of the City of Hinesville Personnel Policies and Procedures Manual as adopted by resolution of the City Council and as may be amended from time to time by resolution of the City Council;

WHEREAS, in accordance with Hinesville Municipal Code Article 2. Section 2-283 (6) the City Manager is authorized to recommend to the Mayor and City Council adoption of such measures as he may deem necessary or expedient for the health, safety or welfare of the community or for the improvement of administrative services;

WHEREAS, the City of Hinesville Personnel Policies and Procedures Section 16.01 G (6) Attendance and Leave recognizes Maternity Leave as a period of approved absence for incapacitation related to pregnancy and confinement.

WHEREAS, the City of Hinesville Personnel Policies and Procedures Section 16.01 Attendance and Leave does not provide any additional paid leave to accommodate an employee’s incapacitation related to pregnancy and confinement.

WHEREAS, the State of Georgia in O.C.G.A. § 45-20-17, as well as other municipalities in the state, recognize the need for additional leave for employees due to medical and other circumstances related to childbirth.

WHEREAS, Title VII of the Civil Rights act prescribes that any such benefits may not be used to discriminate against the sex of an employee.

NOW THEREFORE BE IT RESOLVED, by the Mayor and City Council of the City of Hinesville the following:

1. Adoption of the proposed changes to the City of Hinesville Personnel Policies and Procedures Section 16.01 G (6) of the Attendance and Leave.

APPROVED this____day of_____2026.

Karl A. Riles, Mayor

Vicky C. Nelson, Mayor Pro Tem

Dexter L. Newby, Councilmember

José A. Ortiz Jr, Councilmember

Jason R. Floyd, Councilmember

Diana F. Reid, Councilmember

ATTEST:

Estella L. Roberson, City Clerk

SECTION 16. ATTENDANCE AND LEAVE

EFFECTIVE DATE:

DATE REVISED: 10/18/2012

16.1 Attendance and Leave

- A. Hours of Work. The established work week and the hours of work shall, insofar as practicable, be uniform within occupational groups and shall be determined in accordance with the needs of the city and the reasonable needs of the public who may be required to do business with various city departments. The work schedule for each department shall be established by the department head with the advice and approval of the Personnel Director.
- B. Attendance. Each department head shall be responsible for the attendance of all persons in his or her department. The Personnel Director shall keep complete attendance and other records on each employee, including annual leave, sick leave, overtime, and others.
- C. Holidays. All full-time employees shall be eligible for holiday leave for the following days and other days as designated by specific action of the City Council:

New Year's Day	Labor Day
MLK, Jr. Day	Thanksgiving Day
Presidents Day	Day after Thanksgiving Day
Memorial Day	Christmas Eve (½ day)
Independence Day	Christmas Day
Veterans Day	New Year's Eve (½ day)

1. Whenever a holiday falls on a Saturday, the preceding Friday shall be designated a substitute holiday and observed as the official holiday for that year. When the holiday falls on a Sunday, the following Monday shall be designated as the official holiday for that year. An employee who is not on approved leave and fails to report on his or her scheduled work day before or after a holiday shall not be paid for the holiday.
2. Holidays which occur during annual or sick leave shall not be charged against annual or sick leave. Full-time employees shall be paid for holidays based on the number of hours they normally work each day, exclusive of overtime. Temporary employees will not be paid for holidays not worked.
3. Any essential employee scheduled to work on an official city holiday shall take a subsequent day off in lieu of the holiday worked, the day of which will be determined by the appropriate department head.

D. Annual (Vacation) Leave.

1. General. Vacations are for the purpose of rejuvenating both physical and mental faculties and all employees are urged to avail themselves of vacation periods.
2. Eligibility. All full-time employees and regular part-time employees in the classified service shall be entitled to earn and accrue annual leave. Temporary employees shall not be eligible for annual leave.
3. Rate of Leave Accrual. Full-time and part-time employees begin to earn and accrue annual leave immediately upon employment; however, an employee may not take annual leave until the initiation period has been completed. Employees under temporary, provisional, or emergency appointments, and employees not deemed to be in the classified service, will not be granted annual leave under these policies.

Annual leave for regular full-time employees shall be accrued according to the following schedule:

Number of Normal Hours per Work Day	Number of Leave Hours Accrued per Month	Number of Years of Continuous Employment
8 hours	4.667 hours	1 mth. - 1 yr.
24 hours	8 hours	1 mth. - 1 yr.
8 hours	9.333 hours	1 yr. - 7 yrs.
24 hours	14 hours	1 yr. - 7 yrs.
8 hours	14 hours	7 yrs. - & over
24 hours	20 hours	7 yrs. - & over

Annual leave for regular part-time employees shall be accrued according to the following schedule:

Number of Normal Hours per Work Week	Number of Leave Hours Accrued per Month	Number of Years of Continuous Employment
less than 35	2.667 hrs.	1 mth. - 1 yr.
less than 35	4.667 hrs.	1 yr. - 7 yrs.
less than 35	7.334 hrs.	7 yrs. - & over

4. Notice of Leave.

A request for annual leave shall be submitted to the employee's immediate supervisor.

Annual leave may be taken only after approval by the appropriate department head so that, insofar as practicable, the department can function without the hiring

of additional temporary help. Annual leave shall be authorized in units of days or hours only.

5. Maximum Allowable Accumulation. Unused annual leave not exceeding 96 hours may be carried into the next calendar year. It is the intent of these rules to have employees take their annual leave yearly. Therefore, no payment shall be made for non-use of annual leave except as provided in paragraph 6 below.
6. Payment for Unused Leave. When an employee is separated from the service in good standing, such employee shall be paid for all unused annual leave (up to 96 hours) unless he or she fails to give proper notice of resignation as provided in Section 10.

F. Sick Leave.

1. General. Sick leave shall be allowed to an eligible employee:
 - a. in the case of actual sickness or disability of the employee or for medical, dental or eye examination or treatment for which arrangements cannot be made outside of working hours; and
 - b. when the employee is required to care for a sick or injured spouse, child, or member of the immediate family. The employee shall report the illness prior to his or her scheduled work time if possible. If not, the employee shall see that the illness is reported within one (1) hour after the time he or she is scheduled to have reported for work.
2. Eligibility. Those employees entitled to earn annual leave shall also be eligible to earn sick leave.
3. Rate of Leave Accrual. Full-time employees begin to accrue sick leave immediately upon employment at the rate of 10.667 hours per month. Regular part-time employees begin to accrue sick leave immediately upon appointment at 4 hours per month.
4. Certification by Physician. A medical certificate signed by a licensed physician may be required by a department head to substantiate a request for sick leave.
5. Maximum Allowable Accumulation. A maximum of 400 hours of sick leave may be accumulated by regular full-time employees. A maximum of 80 hours of sick leave may be accumulated by regular part-time employees.
6. Payment of Unused Sick Leave. When an employee is separated from the service in good standing, the employees will be paid for any unused sick leave at the rate of 2 hours for each 8 hours of accumulated sick leave.
7. Sick Leave Pool. An employee may opt to be a member of the sick leave pool as defined in Section 16.G.4.

G. Other Types of Leave.

1. Military Leave.

- a. Any regular employee who leaves the classified service to join the military forces of the United States during time of war or other national emergency, or is inducted by Selective Service, may, upon written request, prior to induction into the military, be placed on military leave without pay, such leave to extend through a date 90 days after which such service terminates. Such employee shall be entitled to be restored to the vacated position, or a comparable position, provided the employee makes application to the Personnel Director within 90 days of the date of discharge under honorable conditions, and is physically and mentally capable of performing the essential functions of the position with or without reasonable accommodation.
- b. The returning employee shall be entitled to any increases in salary (including cost-of-living increases) or any advancement in grade which would normally be accorded to the incumbent of the position, with the exception of any increases or advancement in grade which would normally be dependent on meritorious performance of the duties of the position.
- c. In the event a position vacated by a person entering the military service as stated above no longer exists at the time he or she qualifies to return to work, such person shall be entitled to be re-employed in another position of the same status, class and pay in the classified service, provided such re-employment does not necessitate the laying off of another employee.
- d. Any regular employee who is a member of the National Guard or an organized military reserve of the United States will be allowed leave of absence with pay not to exceed 18 calendar days (or in compliance with state law) during any calendar year to attend training camps upon presentation of orders concerning such training. Such leave shall not be charged to annual leave.

2. Funeral Leave. Funeral leave of three working days will be granted with pay for employees absent from duty due to the event of death in the immediate family. Immediate family shall mean spouse, child, father, mother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, or any relative who is domiciled in the employee's household.

3. Workers' Compensation. An employee who is temporarily disabled because of an injury or illness sustained directly in the performance of his or her work may be covered by the provisions of the State Workers' Compensation Act.

4. Sick Leave Pool. An employee who becomes temporarily disabled shall be allowed to exhaust his or her accrued sick and vacation leave. After all sick and vacation leave have been used, further extension of leave (either with or without pay) must be specifically authorized by the City Council upon recommendation of the department head and approval of the Personnel Director.

The City of Hinesville has adopted a Sick Leave Pool. In order to fund the sick leave pool, the following must have occurred:

- a. Initially an employee must volunteer to be a member of the pool. At that time, 4 of the 16 days an employee accrues each year will be paid into the pool.
- b. After an employee accrues the maximum allowable days (50), all days from that point on will be paid into the pool. At this time if an employee has been previously volunteered to be a member of the pool he/she will automatically become a member.
- c. To get the pool started we would calculate the number of sick days accumulated by each employee in excess of the allowable 50. These days would be used to pre-fund the pool.
- d. When an employee leaves employment with the City, the sick days he/she has accrued in excess of what is paid to the employee in severance pay will be paid into the pool.

Criteria for being eligible to utilize days from the sick leave pool:

- a. The employee must have a catastrophic illness or injury or the employee needs to be absent from work to provide care to the employee's spouse or child that is in need of care resulting from a catastrophic illness or injury. The circumstances describe in this paragraph must be certified by qualified physician.
- b. The employee must be a member of the pool.
- c. The application for sick leave days from the pool must be approved by a board, which is made of the department heads and the City Manager. *An employee's department head must recommend an employee to the board.
- d. An employee must have been employed by the City for at least one year without interruption.
- e. The employee must have exhausted all other forms of leave such as basic sick leave, annual leave and accumulated holiday leave.

*Among the criteria to be considered by the board, will be the back record established by the employee of the abuse of the sick leave policy.

Sliding scale to be used in determining the number of days an employee can use from the pool during a twelve month period is as follows:

- An employee cannot utilize the pool until one (1) year from his/her initial date of permanent employment.

- An employee is eligible for up to thirty (30) days after one (1) year of employment.
- After two (2) years employment up to fifty-five (55) days.
- After three (3) years employment up to eighty (80) days.
- After four (4) years employment up to one hundred and five (105) days.
- After five (5) years employment up to one hundred and thirty days (130) days.
- After six (6) years employment up to one hundred and fifty (150) days.
- After seven (7) years employment up to one hundred and eighty (180) days.

An employee eligible to use of the sick leave pool for a spouse or child with a catastrophic illness or injury may be awarded up to 50% of the maximum amounts available in accordance to the sliding scale referenced above.

After an employee has utilized the maximum allowable to him/her the department head may grant a leave of absence with the consent of the City Manager.

Additional points to mention:

- Employees will not accrue any holiday, sick or annual leave while receiving sick leave pool benefits;
- If a holiday occurs on a regularly scheduled workday while an employee is receiving benefits through the sick leave pool, the employee will receive holiday pay for that day;
- If an employee is utilizing days from the sick leave pool, any time that is charged to the sick leave pool must be charged as a full day of leave from the sick leave pool. (example: if an employee works 4 hours/day and takes 4 hours off from the sick leave pool, a full day will be taken from the sick leave pool balance.)

5. Civil Leave. An employee shall be given necessary time off when performing jury duty or when required by proper authority to be a witness in legal proceedings, provided such call to duty is reported in advance to the employee's Department Director. The employee will be paid for the difference between his or her regular salary and the fee received for the services performed upon submission of pay vouchers. In the event the employee's civil leave earnings exceed his or her usual city pay for the period, there shall be no compensation from the city.

6. **Maternity Parental** Leave.

- a. **Maternity Parental** leave is a period of approved absence for incapacitation related to pregnancy and confinement **prescribed by a physician**.
- b. After exhausting annual and sick leave, employees with one year of service are eligible to receive 6 consecutive calendar weeks of paid parental leave to run concurrently with the Family Medical Leave Act.
- c. Employees will continue to accrue sick, vacation, and holiday leave time while on Parental Leave.
- d. Additional **Maternity** parental leave may be charged to sick leave or any combination of sick leave, annual leave, and leave without pay.
- e. The employee desiring **maternity parental** leave should report the pregnancy to the department head. Such notification shall include a written statement from the attending physician specifying the approximate date of birth.
- f. An employee will be permitted to continue work, with reasonable accommodation, so long as the conditions of the pregnancy do not adversely impair work performance or health.
- g. An employee shall be granted leave without pay for **maternity parental** purposes in accordance with Section 16-6.

7. Leave of Absence Without Pay. A department head, with the approval of the Personnel Director, may grant a regular employee a leave of absence without pay for a period not to exceed six (6) months. Leave of absence without pay for a period exceeding six months and not more than one year may be granted with the approval of the City Manager. All departments are required to adhere to the following regulations.

- a. Leave without pay shall be granted only when it will not adversely affect the interests of the city service.
- b. Failure of an employee to return to work at the expiration of approved leave shall be considered as absence without leave and grounds for disciplinary action.
- c. Any employee who has been granted leave of absence and who wishes to return before the leave period has expired shall be required to give his or her department head at least a one week notice. Upon receipt of such written notice, the employee shall be permitted to return to work.
- d. No sick leave or annual leave will be earned by an employee for the time that such employee is on leave without pay.
- e. An employee may elect to have health insurance continue to be provided, with the employee paying the total amount of the premium.
- f. An employee shall return from leave without pay to the same salary grade as at the time of commencement of leave.
- g. An employee who obtains either ⁷part-time or full-time employment elsewhere while on an authorized leave of absence without pay is required to notify his or her department head in

writing within three days of accepting such employment.

- h. An employee returning from a leave of absence without pay shall be entitled to employment in the same department in the same or equivalent class wherein employed when said leave commenced.
- 8. Absence Without Leave. An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of these regulations shall be deemed to be an absence without leave. Any such absence shall be without pay and shall be cause for disciplinary action.
- 9. Family and Medical Leave Act. Family and medical leave shall be granted in accordance with the Family and Medical Leave Act of 1993.
- 10. Administrative Leave. An employee may be placed on administrative leave with pay at the discretion of the department head and approval of the Personnel Director when such action is deemed to be in the best interest of the city.
- 11. Notification to Personnel Director. When an employee has taken leave of any kind or is absent without leave, his or her department head shall notify the Personnel Director in writing within the same pay period in which the leave is taken or the absence without leave occurs. Such notification may be by notation on a time card or attendance sheet or by memo, giving specific information covering type of leave, dates, hours and other pertinent data

SECTION 16. ATTENDANCE AND LEAVE

EFFECTIVE DATE: 10/18/2012

DATE REVISED: 2/05/2026

16.1 Attendance and Leave

- A. Hours of Work. The established work week and the hours of work shall, insofar as practicable, be uniform within occupational groups and shall be determined in accordance with the needs of the city and the reasonable needs of the public who may be required to do business with various city departments. The work schedule for each department shall be established by the department head with the advice and approval of the Personnel Director.
- B. Attendance. Each department head shall be responsible for the attendance of all persons in his or her department. The Personnel Director shall keep complete attendance and other records on each employee, including annual leave, sick leave, overtime, and others.
- C. Holidays. All full-time employees shall be eligible for holiday leave for the following days and other days as designated by specific action of the City Council:

New Year's Day	Labor Day
MLK, Jr. Day	Thanksgiving Day
Presidents Day	Day after Thanksgiving Day
Memorial Day	Christmas Eve (½ day)
Independence Day	Christmas Day
Veterans Day	New Year's Eve (½ day)

1. Whenever a holiday falls on a Saturday, the preceding Friday shall be designated a substitute holiday and observed as the official holiday for that year. When the holiday falls on a Sunday, the following Monday shall be designated as the official holiday for that year. An employee who is not on approved leave and fails to report on his or her scheduled work day before or after a holiday shall not be paid for the holiday.
2. Holidays which occur during annual or sick leave shall not be charged against annual or sick leave. Full-time employees shall be paid for holidays based on the number of hours they normally work each day, exclusive of overtime. Temporary employees will not be paid for holidays not worked.
3. Any essential employee scheduled to work on an official city holiday shall take a subsequent day off in lieu of the holiday worked, the day of which will be determined by the appropriate department head.

D. Annual (Vacation) Leave.

1. General. Vacations are for the purpose of rejuvenating both physical and mental faculties and all employees are urged to avail themselves of vacation periods.
2. Eligibility. All full-time employees and regular part-time employees in the classified service shall be entitled to earn and accrue annual leave. Temporary employees shall not be eligible for annual leave.
3. Rate of Leave Accrual. Full-time and part-time employees begin to earn and accrue annual leave immediately upon employment; however, an employee may not take annual leave until the initiation period has been completed. Employees under temporary, provisional, or emergency appointments, and employees not deemed to be in the classified service, will not be granted annual leave under these policies.

Annual leave for regular full-time employees shall be accrued according to the following schedule:

Number of Normal Hours per Work Day	Number of Leave Hours Accrued per Month	Number of Years of Continuous Employment
8 hours	4.667 hours	1 mth. - 1 yr.
24 hours	8 hours	1 mth. - 1 yr.
8 hours	9.333 hours	1 yr. - 7 yrs.
24 hours	14 hours	1 yr. - 7 yrs.
8 hours	14 hours	7 yrs. - & over
24 hours	20 hours	7 yrs. - & over

Annual leave for regular part-time employees shall be accrued according to the following schedule:

Number of Normal Hours per Work Week	Number of Leave Hours Accrued per Month	Number of Years of Continuous Employment
less than 35	2.667 hrs.	1 mth. - 1 yr.
less than 35	4.667 hrs.	1 yr. - 7 yrs.
less than 35	7.334 hrs.	7 yrs. - & over

4. Notice of Leave.

A request for annual leave shall be submitted to the employee's immediate supervisor.

Annual leave may be taken only after approval by the appropriate department head so that, insofar as practicable, the department can function without the hiring

of additional temporary help. Annual leave shall be authorized in units of days or hours only.

5. Maximum Allowable Accumulation. Unused annual leave not exceeding 96 hours may be carried into the next calendar year. It is the intent of these rules to have employees take their annual leave yearly. Therefore, no payment shall be made for non-use of annual leave except as provided in paragraph 6 below.
6. Payment for Unused Leave. When an employee is separated from the service in good standing, such employee shall be paid for all unused annual leave (up to 96 hours) unless he or she fails to give proper notice of resignation as provided in Section 10.

F. Sick Leave.

1. General. Sick leave shall be allowed to an eligible employee:
 - a. in the case of actual sickness or disability of the employee or for medical, dental or eye examination or treatment for which arrangements cannot be made outside of working hours; and
 - b. when the employee is required to care for a sick or injured spouse, child, or member of the immediate family. The employee shall report the illness prior to his or her scheduled work time if possible. If not, the employee shall see that the illness is reported within one (1) hour after the time he or she is scheduled to have reported for work.
2. Eligibility. Those employees entitled to earn annual leave shall also be eligible to earn sick leave.
3. Rate of Leave Accrual. Full-time employees begin to accrue sick leave immediately upon employment at the rate of 10.667 hours per month. Regular part-time employees begin to accrue sick leave immediately upon appointment at 4 hours per month.
4. Certification by Physician. A medical certificate signed by a licensed physician may be required by a department head to substantiate a request for sick leave.
5. Maximum Allowable Accumulation. A maximum of 400 hours of sick leave may be accumulated by regular full-time employees. A maximum of 80 hours of sick leave may be accumulated by regular part-time employees.
6. Payment of Unused Sick Leave. When an employee is separated from the service in good standing, the employees will be paid for any unused sick leave at the rate of 2 hours for each 8 hours of accumulated sick leave.
7. Sick Leave Pool. An employee may opt to be a member of the sick leave pool as defined in Section 16.G.4.

G. Other Types of Leave.

1. Military Leave.

- a. Any regular employee who leaves the classified service to join the military forces of the

United States during time of war or other national emergency, or is inducted by Selective Service, may, upon written request, prior to induction into the military, be placed on military leave without pay, such leave to extend through a date 90 days after which such service terminates. Such employee shall be entitled to be restored to the vacated position, or a comparable position, provided the employee makes application to the Personnel Director within 90 days of the date of discharge under honorable conditions, and is physically and mentally capable of performing the essential functions of the position with or without reasonable accommodation.

- b. The returning employee shall be entitled to any increases in salary (including cost-of-living increases) or any advancement in grade which would normally be accorded to the incumbent of the position, with the exception of any increases or advancement in grade which would normally be dependent on meritorious performance of the duties of the position.
 - c. In the event a position vacated by a person entering the military service as stated above no longer exists at the time he or she qualifies to return to work, such person shall be entitled to be re-employed in another position of the same status, class and pay in the classified service, provided such re-employment does not necessitate the laying off of another employee.
 - d. Any regular employee who is a member of the National Guard or an organized military reserve of the United States will be allowed leave of absence with pay not to exceed 18 calendar days (or in compliance with state law) during any calendar year to attend training camps upon presentation of orders concerning such training. Such leave shall not be charged to annual leave.
2. Funeral Leave. Funeral leave of three working days will be granted with pay for employees absent from duty due to the event of death in the immediate family. Immediate family shall mean spouse, child, father, mother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, or any relative who is domiciled in the employee's household.
3. Workers' Compensation. An employee who is temporarily disabled because of an injury or illness sustained directly in the performance of his or her work may be covered by the provisions of the State Workers' Compensation Act.
4. Sick Leave Pool. An employee who becomes temporarily disabled shall be allowed to exhaust his or her accrued sick and vacation leave. After all sick and vacation leave have been used, further extension of leave (either with or without pay) must be specifically authorized by the City Council upon recommendation of the department head and approval of the Personnel Director.

The City of Hinesville has adopted a Sick Leave Pool. In order to fund the sick leave pool, the following must have occurred:

- a. Initially an employee must volunteer to be a member of the pool. At that time, 4 of the 16 days an employee accrues each year will be paid into the pool.
- b. After an employee accrues the maximum allowable days (50), all days from that point on will be paid into the pool. At this time if an employee has been previously volunteered to be a member of the pool he/she will automatically become a member.

- c. To get the pool started we would calculate the number of sick days accumulated by each employee in excess of the allowable 50. These days would be used to pre-fund the pool.
- d. When an employee leaves employment with the City, the sick days he/she has accrued in excess of what is paid to the employee in severance pay will be paid into the pool.

Criteria for being eligible to utilize days from the sick leave pool:

- a. The employee must have a catastrophic illness or injury or the employee needs to be absent from work to provide care to the employee's spouse or child that is in need of care resulting from a catastrophic illness or injury. The circumstances describe in this paragraph must be certified by qualified physician.
- b. The employee must be a member of the pool.
- c. The application for sick leave days from the pool must be approved by a board, which is made of the department heads and the City Manager. *An employee's department head must recommend an employee to the board.
- d. An employee must have been employed by the City for at least one year without interruption.
- e. The employee must have exhausted all other forms of leave such as basic sick leave, annual leave and accumulated holiday leave.

*Among the criteria to be considered by the board, will be the back record established by the employee of the abuse of the sick leave policy.

Sliding scale to be used in determining the number of days an employee can use from the pool during a twelve month period is as follows:

- An employee cannot utilize the pool until one (1) year from his/her initial date of permanent employment. An employee is eligible for up to thirty (30) days after one (1) year of employment.
- After two (2) years employment up to fifty-five (55) days.
- After three (3) years employment up to eighty (80) days.
- After four (4) years employment up to one hundred and five (105) days.
- After five (5) years employment up to one hundred and thirty days (130) days.
- After six (6) years employment up to one hundred and fifty (150) days.
- After seven (7) years employment up to one hundred and eighty (180) days.

An employee eligible to use of the sick leave pool for a spouse or child with a catastrophic illness or injury may be awarded up to 50% of the maximum amounts available in accordance

to the sliding scale referenced above.

After an employee has utilized the maximum allowable to him/her the department head may grant a leave of absence with the consent of the City Manager.

Additional points to mention:

- Employees will not **accrue** any holiday, sick or annual leave while receiving sick leave pool benefits;
- If a holiday occurs on a regularly scheduled workday while an employee is receiving benefits through the sick leave pool, the employee will receive holiday pay for that day;
- If an employee is utilizing days from the sick leave pool, any time that is charged to the sick leave pool must be charged as a full day of leave from the sick leave pool. (example: if an employee works 4 hours/day and takes 4 hours off from the sick leave pool, a full day will be taken from the sick leave pool balance.)

5. Civil Leave. An employee shall be given necessary time off when performing jury duty or when required by proper authority to be a witness in legal proceedings, provided such call to duty is reported in advance to the employee's Department Director. The employee will be paid for the difference between his or her regular salary and the fee received for the services performed upon submission of pay vouchers. In the event the employee's civil leave earnings exceed his or her usual city pay for the period, there shall be no compensation from the city.

6. Parental Leave.

- a. Parental leave is a period of approved absence for incapacitation related to pregnancy and confinement prescribed by a physician.
- b. After exhausting annual and sick leave, employees with one year of service are eligible to receive 6 consecutive calendar weeks of paid parental leave to run concurrently with the Family Medical Leave Act.
- c. Employees will continue to accrue sick, vacation, and holiday leave time while on Parental Leave.
- d. Additional parental leave may be charged to sick leave or any combination of sick leave, annual leave, and leave without pay.
- e. The employee desiring parental leave should report the pregnancy to the department head. Such notification shall include a written statement from the attending physician specifying the approximate date of birth.
- f. An employee will be permitted to continue work, with reasonable accommodation, so long as the conditions of the pregnancy do not adversely impair work performance or health.

6

- g. An employee shall be granted leave without pay for parental purposes in

accordance with Section 16-6.

7. Leave of Absence Without Pay. A department head, with the approval of the Personnel Director, may grant a regular employee a leave of absence without pay for a period not to exceed six (6) months. Leave of absence without pay for a period exceeding six months and not more than one year may be granted with the approval of the City Manager. All departments are required to adhere to the following regulations.
 - a. Leave without pay shall be granted only when it will not adversely affect the interests of the city service.
 - b. Failure of an employee to return to work at the expiration of approved leave shall be considered as absence without leave and grounds for disciplinary action.
 - c. Any employee who has been granted leave of absence and who wishes to return before the leave period has expired shall be required to give his or her department head at least a one week notice. Upon receipt of such written notice, the employee shall be permitted to return to work.
 - d. No sick leave or annual leave will be earned by an employee for the time that such employee is on leave without pay.
 - e. An employee may elect to have health insurance continue to be provided, with the employee paying the total amount of the premium.
 - f. An employee shall return from leave without pay to the same salary grade as at the time of commencement of leave.
 - g. An employee who obtains either part-time or full-time employment elsewhere while on an authorized leave of absence without pay is required to notify his or her department head in writing within three days of accepting such employment.
 - h. An employee returning from a leave of absence without pay shall be entitled to employment in the same department in the same or equivalent class wherein employed when said leave commenced.
8. Absence Without Leave. An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of these regulations shall be deemed to be an absence without leave. Any such absence shall be without pay and shall be cause for disciplinary action.
9. Family and Medical Leave Act. Family and medical leave shall be granted in accordance with the Family and Medical Leave Act of 1993.
10. Administrative Leave. An employee may be placed on administrative leave with pay at the discretion of the department head and approval of the Personnel Director when such action is deemed to be in the best interest of the city.
11. Notification to Personnel Director⁷. When an employee has taken leave of any kind or is absent without leave, his or her department head shall notify the Personnel Director

in writing within the same pay period in which the leave is taken or the absence without leave occurs. Such notification may be by notation on a time card or attendance sheet or by memo, giving specific information covering type of leave, dates, hours and other pertinent data



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026

Agenda Item: Resolution #2026-02 City of Hinesville Personnel Policies and Procedures Sections 14.02 and 14.03 Grievance and Appeals Procedures Amendment

Prepared by: Christy Deloach

Presented by: Ryan Arnold

PURPOSE: Adoption of Resolution 2026-02 amending the City of Hinesville Personnel Policies and Procedures Sections 14.02 and 14.03 Grievance and Appeals Procedures.

BACKGROUND: At the January 15, 2026, Council Workshop, the Hinesville Personnel Policy Section 14 Grievance and Appeals Procedures was reviewed with the following recommendations:

- Removing an independent Grievance Committee from overseeing personnel matters
- Authorize the City Manager to investigate and render a determination if the grievance was valid and if additional action is necessary.

FUNDING: N/A

RECOMMENDATION: Approval of Resolution #2026-02

ATTACHMENTS:

1. RESOLUTION 2026-02
2. Section 14 Grievance and Appeals v.2 redline
3. Section 14 Grievance and Appeals

PREVIOUS COUNCIL DISCUSSION:

CITY OF HINESVILLE

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF
HINESVILLE, GEORGIA AMENDING THE CITY OF HINESVILLE PERSONNEL POLICIES
AND PROCEDURES SECTION 14. GRIEVANCE AND APPEALS**

WITNESSETH:

WHEREAS, the City of Hinesville (“City”) is a lawfully created municipal corporation pursuant to the laws of Georgia;

WHEREAS, in accordance with Hinesville Municipal Code Article 5. Section 2-83 all municipal officers, agents and employees shall be subject to the provisions of the City of Hinesville Personnel Policies and Procedures Manual as adopted by resolution of the City Council and as may be amended from time to time by resolution of the City Council;

WHEREAS, in accordance with Hinesville Municipal Code Article 5. Section 2-249 (11) the City Manager is authorized to investigate the affairs of the City of any department or division thereof. Investigate all complaints in relation to matters concerning the administration of the government of the City and in regard to service maintained by the public utilities in the City, and see that all franchises, permits and privileges granted by the City are faithfully observed;

WHEREAS, the City of Hinesville Personnel Policies and Procedures Section 14.01 (A) Grievance and Appeal Procedures specifies that City employee grievances should receive prompt consideration and an equitable resolution. Wherever possible and practicable, grievances should be resolved informally, and both supervisors and employees are expected to make every reasonable effort to do so.

WHEREAS, the City of Hinesville Personnel Policies and Procedures Section 14.01 (B) Grievance and Appeal Procedures specifies These procedures governing the processing of grievances are established for the purpose of addressing justifiable complaints or dissatisfaction of regular employees or certain complaints of initiatory employees insuring that all employees shall be afforded fair, equitable, and expeditious review of their grievances without fear, coercion, or retaliation; and providing a systematic and orderly method of resolving complaints and differences between employees and supervisory or management personnel.

WHEREAS, the City of Hinesville Personnel Policies and Procedures Section 14.02 and 14.03 Grievance and Appeal Procedures includes provisions for a grievance committee and procedures not specified in the Hinesville Municipal Code and not in keeping with the intent of the policy for a prompt and equitable resolution.

NOW THEREFORE BE IT RESOLVED, by the Mayor and City Council of the City of Hinesville the following:

1. Adoption of the proposed changes to sections 14.02 and 14.03 of the Grievance and Appeals section of the Hinesville Personnel Policies and Procedures.

APPROVED this ____ day of _____ 2026.

Karl A. Riles, Mayor

Vicky C. Nelson, Mayor Pro Tem

Dexter L. Newby, Councilmember

José A. Ortiz Jr, Councilmember

Jason R. Floyd, Councilmember

Diana F. Reid, Councilmember

ATTEST:

Estella L. Roberson, City Clerk



**CITY OF HINESVILLE
PERSONNEL POLICIES AND PROCEDURES**

SECTION 14. GRIEVANCE AND APPEAL PROCEDURES

EFFECTIVE DATE:

DATE REVISED: 10/18/2012

14.01 Intent

- A. City employee grievances should receive prompt consideration and an equitable resolution. Wherever possible and practicable, grievances should be resolved informally, and both supervisors and employees are expected to make every reasonable effort to do so. With respect to those grievances which cannot be so resolved, employees will be permitted to process the grievances as hereinafter provided.
- B. These procedures governing the processing of grievances are established for the purpose of addressing justifiable complaints or dissatisfaction of regular employees or certain complaints of initiatory employees insuring that all employees shall be afforded fair, equitable, and expeditious review of their grievances without fear, coercion, or retaliation; and providing a systematic and orderly method of resolving complaints and differences between employees and supervisory or management personnel.
- C. These procedures are intended, and should be interpreted, as providing meaningful administrative review of covered grievances. To facilitate this intent, all parties to proceedings initiated under these procedures shall be afforded a full and fair opportunity to present their case.

~~14.02—Grievance Committee~~

- ~~A. Establishment—There is hereby created a Grievance Committee for the City of Hinesville, Georgia to hear grievances from personnel regarding actions taken or proposed by City department heads or other supervisory or management personnel of the City.~~
- ~~B. Composition—The Grievance Committee shall be composed of five (5) members jointly appointed by the City Council. No member of the City Council, the Mayor, or any other elected or appointed City official or employee shall attempt to influence the decision of any member of the Grievance Committee outside the context of a hearing conducted in accordance with these procedures.~~
- ~~C. Terms of Appointment/Vacancies; Chairperson—The members of said committee shall be appointed for staggered terms. The members shall be appointed for terms commencing December 21, 2011, with one member's term expiring December 21, 2012, two expiring December 21, 2013, and two expiring December 21, 2014. At the expiration of the terms of the original members, their successors shall be appointed for three (3) year terms. Any member of the committee shall be eligible to succeed himself or herself as a member of the committee. A vacancy in the membership of said committee caused by a member's death, resignation, disqualification, or other condition shall be filled by appointment of the City Council for the~~

~~unexpired term of such. The committee shall elect a chairperson from amongst its members. In the event they are unable to do so, the Mayor shall appoint the chairperson.~~

~~D. — Oath — Each member of the Grievance Committee shall take an appropriate oath pledging to arrive at a fair and independent decision with regard to the matter under review.~~

~~E. — Qualification of Committee Members — The City Council shall not appoint to the Grievance Committee any person who:~~

- ~~1. — Has not been a resident of the City of Hinesville for two (2) or more years immediately preceding appointment to said committee;~~
- ~~2. — Holds an elective or appointed office in either federal, state, or local government, provided that prior appointment as a member of the grievance committee shall not disqualify a person from being reappointed hereto;~~
- ~~3. — Has held political office in the City of Hinesville during the twelve (12) months immediately preceding appointment to said committee;~~
- ~~4. — Is an employee of the City of Hinesville; or~~
- ~~5. — Is not of voting age.~~

~~F. — Powers; Scope of Review — The Grievance Committee shall hear all matters brought before it under the procedures set forth, and after a hearing may, by a majority vote of the Committee members presiding over the hearing, uphold, overturn, or modify the action taken or proposed by the department head or other supervisory or management personnel. In so doing, the Committee shall consider whether any non-job related factors motivated or influenced the decision under review, including but not limited to unlawful discrimination, retaliation, or harassment. Within the context of the hearings conducted pursuant to these procedures, the Committee shall have broad discretion to investigate the matter under review to arrive at a fair and independent decision.~~

14.03.2 Procedure for Grievance Resolution

Any regular employee in the classified service who is aggrieved as a result of the interpretation and application of these personnel policies and procedures, or any employee who believes that he or she has been subjected to discriminatory, retaliatory, or harassing action prohibited by law, shall have the right to utilize the grievance and appeal procedure.

- A. A formal grievance shall not be initiated unless and until the employee has met and discussed the grievance with his or her actual department head. Such discussion must be requested by the employee within five (5) working days after the notice of the proposed action or other occurrence or the employee otherwise becomes aware of the occurrence of a grievable matter. The department head shall discuss the matter with the employee and render a decision on the matter within ten (10) working days after the grievance meeting has been requested.
- B. Should the employee not be satisfied with the decision of the department head, the employee, within five (5) working days of the department head's decision, shall file a formal written grievance, which shall set forth the grounds for the grievance **to the Human Resources Department.** ~~The City Manager shall make appropriate inquiries, consider all facts surrounding the action, and make every effort to resolve the grievance to the satisfaction of the department head and the employee.~~ The Human Resources Director shall provide a copy of the grievance to

the Department Head and the City Manager.

- C. ~~Should no decision resulting in resolution of the grievance be reached within fifteen (15) working days after the filing of the grievance with the City Manager, the employee within the next five (5) working days, may appeal the City Manager's decision to the Grievance Committee.~~ Such appeal must be submitted through the ~~City Manager~~ Human Resources Director, must be in writing, and must be accompanied by all of the facts and information concerned with the grievance as well as any written responses of the department head. After receipt of an appeal, the ~~Grievance Committee~~ Human Resources Director shall schedule an administrative hearing with the City Manager for consideration of the action or occurrence complained of in the grievance. The hearing shall be conducted within seven working days. ~~a reasonable time, taking into account the schedules of the parties and the Committee members, as well as the complexity of the issues raised by grievance.~~

1. Scheduling. Whenever possible, the hearing shall be scheduled during normal working hours and employees, supervisors, and their representatives and witnesses shall have the right to appear before the committee for the purpose of presenting facts, information, and relevant evidence.
2. ~~Right to Counsel. Any party to the hearing may be represented by an attorney at his or her own expense.~~
3. ~~Evidence-Grievance Committee. Any member of the Grievance Committee shall have the power to administer oaths and call witnesses and may compel the production of relevant books, records, and documents within the possession, custody or control of the City or the employee or applicant presenting the grievance. At the hearing before the Grievance Committee, formal rules of evidence shall not apply. All testimony before the committee shall be under oath or affirmation.~~
4. ~~Evidence-Parties. Consistent with the intent of these procedures to provide each such party with a full and fair opportunity to present his or her case, each party to the hearing shall be afforded the opportunity to call witnesses and present evidence, and cross-examine witnesses and challenge evidence.~~
5. ~~Exchange of Witness and Exhibit Lists. The parties shall exchange lists of witnesses they intend to or may call at the hearing and lists identifying the documents and other physical evidence they intend to introduce at the hearing. Unless otherwise agreed by the parties or directed by the Grievance Committee City Manager, this exchange shall take place no later than five (5) working days before the hearing. Absent extraordinary circumstances, no party may call a witness or introduce a document or other physical evidence at the hearing unless the same was included on an exchanged list in a timely fashion as herein provided.~~
6. ~~Parties Defined. For purposes of these grievance and appeal procedures, the employee initiating the grievance, the department head or other supervisory or management personnel proposing, taking, or agreeing to the action or other matter at issue in the grievance, and the City itself, shall all be considered "parties" to the proceedings.~~
7. ~~Record. An audio recording shall be made of each hearing. This recording, along with any physical evidence presented at the hearing, shall constitute the official record. The City Manager shall be custodian of the record.~~

2. The hearing shall be conducted in an informal manner, and the rules of evidence and rules of civil procedure shall not apply. Both parties shall have the opportunity to present facts, evidence or testimony from witnesses. Both parties shall have the right to be represented by an attorney if they choose. Both parties may be present during any part of the testimony of the witnesses. The City Manager shall schedule and call witnesses to be heard in such manner that witnesses' waiting time will be minimal. Witnesses may be recalled for additional questioning if requested by either party or the City Manager, after initial witnesses for both parties have been heard.

The City Manager will endeavor to conduct the hearing in a manner conducive to its sensitive nature.

~~All testimony pertaining to the administrative hearing shall be held in confidence between the major parties and witnesses who appear. The hearing shall be closed to the public, and all persons participating in the hearing shall be asked to keep the information provided during the hearing in confidence.~~

The City Manager's decision is final.

- ~~8-3.~~ ~~Committee's~~ City Manager's ~~Decision~~ Determination. A copy of the ~~decision~~ determination of the ~~Grievance Committee~~ City Manager will be given to the affected employee and the department head, within ten (10) working days following the completion of the hearing. Any Disciplinary Actions resulting from the determination of the City Manager shall be governed by Personnel Policy Section 13.

- ~~9-4.~~ Retaliation Prohibited. No punitive, discriminatory, or other adverse action shall be taken against any employee on account of the filing of a grievance or against any employee on account of providing truthful testimony in connection with a grievance.

- ~~11. Name Clearing Hearing. Where the employee presenting the grievance believes or has reason to believe that the action or other matter to be reviewed is defamatory and has or will adversely affect his/her ability to find employment or has otherwise stigmatized him/her, the hearing conducted in accordance with these procedures shall also serve as a name-clearing hearing. All such hearings shall be open to the public.~~

- ~~1. The failure to comply with any time limit or other procedural requirement set forth in this Section shall not be construed as affecting the validity or enforceability of any supervisory or management decision underlying the grievance or of any decision rendered by the Grievance Committee.~~

- ~~D. Should the decision of the Grievance Committee fail to resolve the grievance to the satisfaction of the department head and employee, the employee may apply to the Mayor and City Council to review the decision. Such application must be submitted in writing to the City Manager within ten (10) working days of the date of the Committee's decision, and must identify the specific reason(s) why such review is deemed warranted. The decision whether to grant the application and review the committee's decision shall be made by a majority vote of the City Council. In the event the application is denied, the decision of the Committee shall be final and deemed effective as of the date rendered. In the event the application is granted, the Mayor and Council shall conduct their review based solely on the record developed before the Grievance Committee and may, in their discretion, request additional argument from the parties, either in writing or orally. The Mayor and Council shall be authorized to uphold, modify, set aside, or remand the decision of the Grievance Committee. The decision of the Mayor and City Council is final. Should the department head or the employee feel that the procedure established in this policy was not in good faith upheld they may apply appeal to the Mayor~~

~~and City Council within ten (10) working days of the City Manager's Determination.~~

- ~~E.D.~~ Where the department head is the subject of the grievance the employee may file a formal grievance with the City Manager, as outlined in Section 14.03(B) without being first required to meet and discuss the grievance with the department head. Where the City Manager is the subject of the grievance, the employee may consult with the Human Resources ~~Manager~~ Director, who shall have the discretion to consult with the Mayor to further adapt these procedures to the extent possible or practicable to address the employee's concern while still fulfilling the underlying purpose of the procedures.

14.04.3 Non-Grievable Matters

In addition to other matters identified elsewhere in the personnel policies and procedures, the following shall be considered non-grievable matters:

- A. Issues which are pending or have been concluded by other administrative or judicial procedures.
- B. Work assignments which do not result in a demotion or reduction in the employee's pay.
- C. Budget allocations and expectations.
- D. Organizational structure, including the individuals or number of persons who are assigned to particular jobs or units.
- E. The content or rating of a performance evaluation except when the employee can show that he or she has been adversely affected by the evaluation or where the employee alleges discrimination, harassment, or retaliation in connection with the evaluation.
- F. The selection of an individual by the City to fill a position through appointment, promotion, or transfer except when the employee alleges that he or she has been adversely affected because of unlawful discrimination, harassment, or retaliation.
- G. Any matter which is not within the jurisdiction or control of the City.
- H. Internal security practices as established by the City Manager or the Mayor and Council.
- I. Decisions, policies, practices, resolutions, or ordinances made or passed by the governing authority which are not job- or work-related and which do not contradict these policies.

14.05.4 At-Will Employment

No aspect of this grievance and appeal procedure is intended or should be interpreted as placing any substantive restriction on the City's right to terminate the employment of any employee with or without cause. The City of Hinesville is an at-will employer.



**CITY OF HINESVILLE
PERSONNEL POLICIES AND PROCEDURES**

SECTION 14. GRIEVANCE AND APPEAL PROCEDURES

EFFECTIVE DATE: 10/18/2012

DATE REVISED: 02/05/2026

14.01 Intent

- A. City employee grievances should receive prompt consideration and an equitable resolution. Wherever possible and practicable, grievances should be resolved informally, and both supervisors and employees are expected to make every reasonable effort to do so. With respect to those grievances which cannot be so resolved, employees will be permitted to process the grievances as hereinafter provided.
- B. These procedures governing the processing of grievances are established for the purpose of addressing justifiable complaints or dissatisfaction of regular employees or certain complaints of initiatory employees insuring that all employees shall be afforded fair, equitable, and expeditious review of their grievances without fear, coercion, or retaliation; and providing a systematic and orderly method of resolving complaints and differences between employees and supervisory or management personnel.
- C. These procedures are intended, and should be interpreted, as providing meaningful administrative review of covered grievances. To facilitate this intent, all parties to proceedings initiated under these procedures shall be afforded a full and fair opportunity to present their case.

14.02 Procedure for Grievance Resolution

Any regular employee in the classified service who is aggrieved as a result of the interpretation and application of these personnel policies and procedures, or any employee who believes that he or she has been subjected to discriminatory, retaliatory, or harassing action prohibited by law, shall have the right to utilize the grievance and appeal procedure.

- A. A formal grievance shall not be initiated unless and until the employee has met and discussed the grievance with his or her actual department head. Such discussion must be requested by the employee within five (5) working days after the notice of the proposed action or other occurrence or the employee otherwise becomes aware of the occurrence of a grievable matter. The department head shall discuss the matter with the employee and render a decision on the matter within ten (10) working days after the grievance meeting has been requested.
- B. Should the employee not be satisfied with the decision of the department head, the employee, within five (5) working days of the department head's decision, shall file a formal written grievance, which shall set forth the grounds for the grievance to the Human Resources Director. The Human Resources Director shall provide a copy of the grievance to the Department Head and the City Manager.
- C. Such appeal must be submitted through the Human Resources Department, must be in writing, and

must be accompanied by all of the facts and information concerned with the grievance as well as any written responses of the department head. After receipt of an appeal, the Human Resources Director shall schedule an administrative hearing with the City Manager for consideration of the action or occurrence complained of in the grievance. The hearing shall be conducted within seven working days.

1. Scheduling. Whenever possible, the hearing shall be scheduled during normal working hours and employees, supervisors, and their representatives and witnesses shall have the right to appear before the committee for the purpose of presenting facts, information, and relevant evidence.
 2. The hearing shall be conducted in an informal manner, and the rules of evidence and rules of civil procedure shall not apply. Both parties shall have the opportunity to present facts, evidence or testimony from witnesses. Both parties shall have the right to be represented by an attorney if they choose. Both parties may be present during any part of the testimony of the witnesses. The City Manager shall schedule and call witnesses to be heard in such manner that witnesses' waiting time will be minimal. Witnesses may be recalled for additional questioning if requested by either party or the City Manager, after initial witnesses for both parties have been heard.
 3. The City Manager will endeavor to conduct the hearing in a manner conducive to its sensitive nature.
 4. The City Manager's decision is final.
 5. City Manager's Determination. A copy of the determination of the City Manager will be given to the affected employee and the department head, within ten (10) working days following the completion of the hearing. Any Disciplinary Actions resulting from the determination of the City Manager shall be governed by Personnel Policy Section 13.
 6. Retaliation Prohibited. No punitive, discriminatory, or other adverse action shall be taken against any employee on account of the filing of a grievance or against any employee on account of providing truthful testimony in connection with a grievance.
- D. Where the department head is the subject of the grievance the employee may file a formal grievance with the City Manager, as outlined in Section 14.03(B) without being first required to meet and discuss the grievance with the department head. Where the City Manager is the subject of the grievance, the employee may consult with the Human Resources Director, who shall have the discretion to consult with the Mayor to further adapt these procedures to the extent possible or practicable to address the employee's concern while still fulfilling the underlying purpose of the procedures.

14.02 Non-Grievable Matters

In addition to other matters identified elsewhere in the personnel policies and procedures, the following shall be considered non-grievable matters:

- A. Issues which are pending or have been concluded by other administrative or judicial procedures.
- B. Work assignments which do not result in a demotion or reduction in the employee's pay.
- C. Budget allocations and expectations.
- D. Organizational structure, including the individuals or number of persons who are assigned to particular jobs or units.
- E. The content or rating of a performance evaluation except when the employee can show that he or

she has been adversely affected by the evaluation or where the employee alleges discrimination, harassment, or retaliation in connection with the evaluation.

- F. The selection of an individual by the City to fill a position through appointment, promotion, or transfer except when the employee alleges that he or she has been adversely affected because of unlawful discrimination, harassment, or retaliation.
- G. Any matter which is not within the jurisdiction or control of the City.
- H. Internal security practices as established by the City Manager or the Mayor and Council.
- I. Decisions, policies, practices, resolutions, or ordinances made or passed by the governing authority which are not job- or work-related and which do not contradict these policies.

14.03 At-Will Employment

No aspect of this grievance and appeal procedure is intended or should be interpreted as placing any substantive restriction on the City's right to terminate the employment of any employee with or without cause. The City of Hinesville is an at-will employer.



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026
Agenda Item: Transit Merchant License Request
Prepared by: Deridra Weeks
Presented by: Deridra Weeks

PURPOSE: Jessica Borgedon of Backyard Butchers would like a 2026 Transient Merchant License to sell USDA frozen and prepackaged steaks at 756 W Oglethorpe Hwy. All departments have reviewed and approved the application.

BACKGROUND: None

FUNDING: None

RECOMMENDATION: Approval

ATTACHMENTS:

1. Backyard Butchers Application
2. Backyard Butchers Background Check
3. Backyard Butchers Summary Sheet

PREVIOUS COUNCIL DISCUSSION: None

LICENSE YEAR: 2026

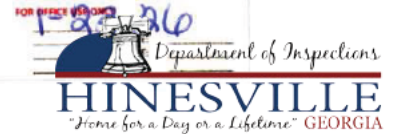


PEDDLER OR TRANSIENT MERCHANT LICENSE APPLICATION

PAYABLE TO:

City of Hinesville
115 East M.L. King, Jr. Drive
Hinesville, Georgia 31313

DATE RECEIVED:
BLOG INSP:
ZONING:
POLICE:



APPROVED WITH CONDITIONS

FOR TRANSIENT MERCHANT/PEDDLER
LICENSE ISSUANCE

01/23/2026

DEPARTMENT OF INSPECTIONS

Backyard Butchers - Jessica Borgeson

NAME OF APPLICANT:

TYPE OF LICENSE: **PEDDLER OR TRANSIENT MERCHANT**
(circle one)

SOCIAL SECURITY NUMBER:

BIRTH DATE: MONTH/DATE/YEAR

844376446

FEDERAL TAX ID NUMBER:

1620 S Friendswood Dr Ste 107, Friendswood, TX 77546

PERMANENT MAILING ADDRESS:

832 960 0988

PHONE NUMBER:

Sell of USDA frozen and prepackaged steaks

DESCRIBE THE NATURE OF BUSINESS:

Jessica Borgeson

MANAGER'S NAME:

1620 S Friendswood Dr Ste 107, Friendswood, TX 77546

MANAGER'S MAILING ADDRESS:

IS THIS A CORPORATION? ☒ (YES) ☐ (NO)
(Please attach proof of corporation)

TX 1/21/2020

IF YES, STATE AND DATE OF CORPORATION:

Backyard Butchers

BUSINESS NAME:

1620 S Friendswood Dr Ste 107, Friendswood, TX 77546

BUSINESS PERMANENT ADDRESS:

NAME OF REPRESENTATIVE:
(if different from applicant)

BIRTH DATE: MONTH/DATE/YEAR:

SOCIAL SECURITY NUMBER:

PERMANENT MAILING ADDRESS:

USDA frozen and prepackaged steaks

TYPE OF MERCHANDISE OR SERVICE OFFERED FOR SALE:

766 W Oglethorpe Hwy, Hinesville, GA 31313

LOCAL BUSINESS ADDRESS: (attach authorization slip from owner for transient merchant LIC)

DATES OF BUSINESS IN CITY:
FROM: 2/6/26 TO: 2/16/26

HOURS OF OPERATION:
FROM: 8 am TO: 5 pm

TOTAL DAYS
10 days

Sell of USDA frozen and prepackaged steaks from a freezer truck in the parking lot. Closed on Tuesdays

EXPLAIN HOW BUSINESS WILL BE CONDUCTED:

LIST CITIES WHERE BUSINESS HAS BEEN CONDUCTED IN THE LAST TWELVE MONTHS:

Rincon, GA Adel, GA Savannah, GA Tucson, AZ Douglas, AZ
Benson, AZ San Antonio, TX Corpus Christi, TX Fredericksburg, TX Honda, TX

LICENSE FEE COMPUTATIONS

Amount per day 30 X 10 days
(Maximum \$500.00)

(Enter Amount Due)

\$ 300

Admin Fee Due for New Application

\$

Other Fees

\$

TOTAL DUE:

\$ 115

\$ 415

TOTAL RECEIVED \$

IMPORTANT - PLEASE READ CAREFULLY:

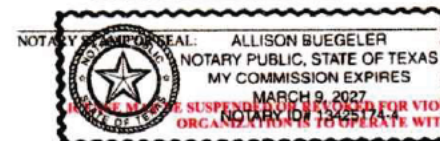
The applicant hereby agrees to be bound by all of the terms and conditions of the Ordinances adopted by the City of Hinesville, Georgia and any laws as may apply to the above business. I hereby agree to permit during business hours reasonable inspection as authorized by law.

THIS 22 DAY OF Jan, 20 26

Personally, before me the undersigned appeared Jessica Borgeson, who on Oath has sworn that the above information given therein is true and correct.

Sworn to and subscribed before me this 22 day of January, 20 26

STATE OF: Texas COUNTY OF: Galveston CITY OF: Friendswood



NOTARY PUBLIC:

City of Hinesville • Phone: (912) 876-3564 • Fax: (912) 369-2658 • www.cityofhinesville.org

Revised October 2021

VEHICLE SIGNS SHALL NOT BE DISPLAYED

Sec. 303-7 Prohibited Signs

Vehicular signs and electronically generated signs on vehicles. A "vehicular sign" includes any name, insignia, logo, or sign attached to, mounted on, pasted on, painted, drawn on, or otherwise affixed to any vehicle (motorized or drawn) or conveyance placed, parked, or maintained at one particular location for the primary purpose of advertising or promoting a product or service, or directing people to a business or activity.

**SUMMARY SHEET FOR TRANSIENT MERCHANT
LICENSE APPLICATION**

YEAR OF LICENSE	2026
NAME OF APPLICANT(S)	Jessica Borgesn
NAME OF BUSINESS	Backyard Butchers
ADDRESS OF BUSINESS	1620 S Friendswood D Ste 107 Friendswood, TX 77546
APPROVED BY HPD	YES 01-27-2026
APPROVED BY ZONING	YES 01-23-2026
APPROVED BY INSPECTIONS DEPARTMENT	YES 01-23-2026
APPROVED BY HFD	YES 01-26-2026
TYPE OF LICENSE	Transient Merchant License

City Council () Approved () Disapproved by _____ Date 02-05-2026



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026
Agenda Item: Year 2026 Alcohol Beverage License Renewal
Prepared by: Deridra Weeks
Presented by: Deridra Weeks

PURPOSE: 2026 Alcohol Beverage License Renewals

BACKGROUND: A current establishment requests renewal of their Alcohol Beverage License for Year 2026.

FUNDING: None

RECOMMENDATION: Approval

ATTACHMENTS:

1. Sunoco Food Summary Sheet

PREVIOUS COUNCIL DISCUSSION: None

SUMMARY SHEET FOR ALCOHOL LICENSE RENEWAL-YEAR 2026

NAME OF BUSINESS	Kesri Nandan Inc Sunoco Food
ADDRESS OF BUSINESS	1221 W Oglethorpe Hwy Hinesville, GA 31313
NAME OF APPLICANT(S)	Rutvik Kumar Patel
NAME OF LOCAL MANAGER	Sanket Kumar Patel
APPROVED BY HPD	YES 1-28-2026
APPROVED BY ZONING	YES 1-21-2026
APPROVED BY INSPECTIONS DEPARTMENT	YES 1-21-2026
APPROVED BY HFD	YES 1-22-2026
TYPE OF LICENSE	Consumption off premise Beer and wine
SUNDAY SALES	NO
VIOLATION HISTORY	No violations past 12 months

NOTES: This business operates as a convenience store. This location is not on probation.

City Council () Approved () Disapproved by _____ Date 02-05-2026



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026
Agenda Item: Class V Alcohol License Request
Prepared by: Deridra Weeks
Presented by: Deridra Weeks

PURPOSE: The Liberty County Chamber of Commerce is requesting a Class V Alcohol License to sell beer and wine at the Small World Festival.

BACKGROUND: The Liberty County Chamber of Commerce is requesting a One-Day Special Event Permit to sell beer and wine during the Small World Festival event on March 28, 2026. This event will take place at Bradwell Park, GAP Park, and on Main Street areas from 12 p.m. to 9 p.m. All departments have approved this request.

FUNDING: None

RECOMMENDATION: Approval

ATTACHMENTS:

1. Small World Application
2. Small World Festival Background Check
3. Small World Festival Summary Sheet

PREVIOUS COUNCIL DISCUSSION: None

LICENSE YEAR: 2056



DATE: 1-21-26

CLASS V ALCOHOL BEVERAGE LICENSE APPLICATION

(must be submitted at least thirty (30) days prior to the planned event)

Leah Kelly Poole

NAME OF APPLICANT: (spell out full name, no initials)

496 Lake Rosalind Drive Midway, GA 31320

LEGAL MAILING ADDRESS OF APPLICANT:

[REDACTED] [REDACTED] 9122224835 9123684445
SSN: DOB MONTH/DAY/YEAR: HOME PHONE: BUSINESS PHONE:

WERE YOU BORN A U.S. CITIZEN? ☒ (YES) ☐ (NO)

ARE YOU A LIBERTY COUNTY RESIDENT? ☒ (YES) ☐ (NO)

Type of Event: One Time Event ☒ Public Event ☐ Quasi-Public Event ☐
(circle one)

Type of Organization:

☐ Licensed Alcohol Beverage Caterer - must provide copy of state & local license

☒ Bona Fide Nonprofit Organization - must provide proof of tax-status 501(C) (3)

Liberty County Chamber of Commerce

NAME OF ORGANIZATION:

208 E Court Street Hinesville, GA 31313

BUSINESS MAILING ADDRESS:

9123684445 20-8547671
BUSINESS PHONE NUMBER: FEDERAL TAX ID NUMBER:

Hinesville Small World Festival

DESCRIPTION AND/NAME OF EVENT:

LOCATION OF EVENT (ADDRESS/AREA DESCRIPTION:

107 Commerce Street, Bradwell Park, including Main Street, Midway Street, Commerce Street

3.28.26 12 noon-9pm 10,000 n/a
DATE: TIME: ANTICIPATED NUMBER OF PARTICIPANTS: COST TO ATTEND:

TYPE OF ALCOHOLIC BEVERAGE(S) TO BE SOLD/SERVED:

BEER (\$50) ☒ WINE (\$50) ☒ LIQUOR (\$50) ☐

LICENSE YEAR: 2026

DATE: 1-21-26

DESCRIBE THE NATURE AND ESTIMATED QUANTITY OF ALCOHOL BEVERAGES TO BE SOLD/SERVED:

Beer - mic ultra, mango kart & yuengling 4 kegs of each

Wine - small bottles, single serve size

DESCRIBE THE PARKING ARRANGEMENTS:

Throughout downtown Hinesville.

DESCRIBE THE PLANNED SECURITY ARRANGEMENTS:

As required by the HPD

WILL SIGNS OR STRUCTURES BE ERECTED: YES ☐ NO^x ☒
(if yes, please describe below)

The City Council has the authority to approve or reject this application. The City Council may decide the nature of any security and/or parking arrangements, for which the organization staging the event will be responsible. The City Council has the discretion to require event organizers to designate and clearly mark the specific areas in which alcohol beverages may be consumed, using ropes, barricades, stanchions, or similar devices.

MAYOR
Karl Riles

CITY MANAGER
Ryan J. Arnold

CITY CLERK
Estella L. Roberson

CITY ATTORNEY
Linnie L. Darden, III



Tracey E. Howard, Chief of Police

MAYOR PRO TEM
Vicky C. Nelson

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

FROM THE HINESVILLE POLICE DEPARTMENT

This is to certify that I have checked criminal history records on the enclosed applicants.

Name of applicant POOLE, LEAH K. ☒ No record on file
☐ Record on file acceptable
☐ Record on file, summary attached
☐ Not acceptable

Name of applicant _____ ☐ No record on file
☐ Record on file acceptable
☐ Record on file, summary attached
☐ Not acceptable

Name of applicant _____ ☐ No record on file
☐ Record on file acceptable
☐ Record on file, summary attached
☐ Not acceptable

Name of applicant _____ ☐ No record on file
☐ Record on file acceptable
☐ Record on file, summary attached
☐ Not acceptable

Name of applicant _____ ☐ No record on file
☐ Record on file acceptable
☐ Record on file, summary attached
☐ Not acceptable


Signature

01/23/2026

"Home for a Day or a Lifetime"

123 East M.L. King Jr. Drive, Hinesville, GA 31313 (912) 368-8211
www.cityofhinesville.org

SUMMARY SHEET FOR CLASS V ALCOHOL LICENSE

NAME OF THE EVENT	Small World Festival
LOCATION	Downtown Hinesville Main Street Bradwell and GAP Parks
DATE OF EVENT	Saturday, March 28, 2026
TIME OF EVENT	12:00 pm until 9:00 pm
NAME OF APPLICANT(S)	Leah Poole
NAME OF BUSINESS	Liberty County Chamber of Commerce
ADDRESS OF BUSINESS	208 E Court St Hinesville GA 31313
APPROVED BY HPD	Yes 01-26-2026
APPROVED BY LCPC	Yes 01-21-2026
APPROVED BY INSPECTIONS DEPARTMENT	Yes 01-21-2026
APPROVED BY HFD	Yes 01-21-2026
TYPE OF LICENSE	Class V on premise consumption beer and wine

City Council () Approved () Disapproved by _____ Date 02-05-2026



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026
Agenda Item: BL Alcohol Beverage & Food Sales Quarterly Report
Prepared by: Deridra Weeks
Presented by: Deridra Weeks

PURPOSE: To inform Mayor and Council of the status fo the Alcohol Beverage and Food Sales Quarterly Report for Class I, II, and IV.

BACKGROUND: All Class I, II, and IV alcohol beverage establishments must complete an alcohol beverage and food sales quarterly report. This report is due on or before the 20th day of the month following the end of each calendar quarter.

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. Fourth Quarterly Report

PREVIOUS COUNCIL DISCUSSION: None



2025 Quarterly Alcohol Food & Sales Report

Organization	Type	Address	Owner	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD %	Date Received
Class 1 - Restaurant with full kitchen no bar (90% food)									
ARYAN&AARON LLC DBA: CURRY EXPRESS	B,W	466 W GENERAL SCREVEN WAY	SUMIT GAUTAM			A - 1 % F - 99 %	A - 1 % F - 99 %	A - 1 % F - 99 %	3rd - 10-20-25 4th - 1-15-26
HINESVILLE TACOS LLC DBA: FLACOS HOUSE	B,L	744B E OGLETHORPE HWY	MARILU MICHEL	A - 1.16 % F - 98.84 %	A - 2.08 % F - 97.92 %	A - 2.39 % F - 97.61 %	A - 3.41 % F - 96.59 %	A - 2.16 % F - 97.84 %	1st - 4-20-25 2nd - 7-21-25 3rd - 10-20-25 4th - 1-20-26
MASSA AFRICAN RESTAURANT DBA: MASSA AFRICAN RESTAURANT	B	812 ELMA G MILES PKWY	MASSA GAELE FOKOU	A - 1 % C - 99 % F - 99 %	A - 1.8 % C - 98.2 % F - 98.2 %	A - 2.16 % C - 97.84 % F - 97.84 %	A - 1.4 % C - 98.6 % F - 98.6 %	A - 1.72 % C - 98.28 % F - 98.28 %	1st - 04-16-2025 2nd - 07-14-25 3rd - 10-20-25 4th - 1-1225
SAWADEE THAI CUISINE LLC DBA: SAWADEE THAI CUISINE LLC	B,W	351C DEAL ST	VIMOLRAT PROMPALIN	A - 1 % F - 99 %	A - 99 % F - 99 %	A - 99 % F - 99 %			1st - 4-18-25 2nd - 7-21-25 3rd - 10-09-25
Class 2 - Restaurant with full kitchen and a bar (60% food)									
BRG BEVERAGES LLC DBA: CHILIS GRILL AND BAR	B,L,W	623 W OGLETHORPE HWY	GREGORY J CYRIER Ashley Linville - Mgr	A - 7.19 % F - 92.81 %	A - 9.17 % F - 90.83 %	A - 6.37 % C - 100.00 % F - 93.63 %	A - 8.49 % C - 100 % F - 91.51 %	A - 7.83 % C - 100.00 % F - 92.17 %	1st - 4-21-25 2nd - 7-16-250 3rd - 10-16-250 4th - 1-12-260
EL CAZADOR MEXICAN RESTAURANT 2 INC DBA: EL CAZADOR MEXICAN RESTAURANT 2	B,L,W	809 WILLOWBROOK DR STE 114	BERNARDINO JAMIE LUCIA V LINVILLE - Mgr	A - 11.45 % C - 100 % F - 88.55 %	A - 12.85 % F - 87.15 %	A - 12.68 % F - 87.32 %	A - 9.4 % F - 90.6 %	A - 11.70 % F - 88.3 %	1st - 4-18-25 2nd - 7-17-25 3rd - 10-20-25 4th - 1-12-26
FIRST WATCH RESTAURANTS INC DBA: FIRST WATCH #1133	B,L,W	796 W OGLETHORPE HWY	BRITTANY GILLEY, Local Manager			A - 0.02 % F - 99.98 %	A - 2.61 % F - 97.39 %	A - 0.65 % F - 99.35 %	3rd - 10-09-25 4th - 1-16-25
FROZEN PARADISE BAR AND GRILL LLC DBA: FROZEN PARADISE BAR AND GRILL LLC	B,L,W	818 ELMA G MILES PKWY	DELROY LESLIE	A - 5.24 % F - 94.76 %	A - 6.43 % F - 93.56 %	A - 5.71 % F - 94.29 %	A - 5.57 % F - 94.43 %	A - 5.75 % F - 94.25 %	1st - 4-10-25 2nd - 7-18-25 3rd - 10-2-25 4th - 1-18-26
GATAS SPORTS BAR & GRILL DBA: GATAS SPORTS BAR & GRILL	B,L	811 ELMA G MILES PKWY	FARID GHARACHORLOO Local Manager - Shamond Moss	A - 35 % F - 65 %	A - 31 % F - 69 %	A - 30 % F - 70 %	A - 32 % F - 68 %	A - 33 % F - 62 %	1st - 4-21-25 2nd - 07-18-25 3rd - 10-8-25 4th - 1-20-26
HINZE ENTERPRISES LLC DBA: ZUM ROSENHOF GERMAN RESTAURANT	B,L,W	103 B MIDWAY ST	ANKA HINZE	A - 14 % F - 86 %	A - 16 % F - 84 %	A - 15 % F - 85 %	A - 14 % F - 86 %	A - 15 % F - 85 %	1st - 4-10-25 2nd - 7-15-25 3rd - 10-10-25 4th - 01-09-2026

Organization	Type	Address	Owner	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD %	Date Received
JJs BAR AND GRILL LP DBA: JJs BAR AND GRILL	B,L,W	726 E OGLETHORPE HWY	JOSE ESPADAORITZ	A - 22 % F - 78 %	A - 22 % F - 78 %	A - 23 % F - 77 %	A - 23 % F - 77 %	A - 23 % F - 77 %	1st - 4-18-25 2nd - 7-14-25 3rd - 10-20-25 4th - 1-20-26
KYOTO GA INC DBA: KYOTO GA INC	B,L,W	213 W OGLETHORPE HWY	WU NI	A - 3 % F - 97 %	A - 3 % F - 97 %	A - 3 % F - 97 %	A - 3 % F - 97 %	A - 3 % F - 97 %	1st - 4-18-25 2nd - 7-16-25 3rd - 10-20-25 4th - 1-19-26
LATIN DREAM ENTERPRISES INC DBA: LATIN DREAM ENTERPRISES INC	B,L,W	230 W GENERAL SCREVEN WAY STE 100	ANA MOREL	A - 13 % C - 77 % F - 77 %					1st - 4-21-25 2nd - 07-14-25
O.D. CRABHOUSE INC DBA: O.D. CRABHOUSE INC	B,L,W	708 E OGLETHORPE HWY	HONG CHEN	A - 4.5 % F - 95.5 %	A - 4.2 % C - 100 % F - 95.8 %	A - 4.1 % F - 95.9 %	A - 4.40 % F - 95.60 %	A - 4.30 % F - 95.70 %	1st - 4-17-25 2nd - 08-20-25 3rd - 10-20-25 4th - 1-16-26
RARE HOSPITALITY INTERNATIONAL INC DBA: LONGHORN STEAKHOUSE 5564	B,L,W	825 W OGLETHORPE HWY	DANIEL TRACEY	A - 8.22 % F - 91.78 %	A - 7.83 % F - 92.17 %	A - 7.65 % F - 92.35 %	A - 7.7 % F - 92.3 %	A - 7.86 % F - 92.14 %	1st - 4-21-25 2nd - 7-21-25 3rd - 10-20-25 4th - 1-20-26
RODEO MEXICAN RESTAURANT DBA: RODEO MEXICAN RESTAURANT	B,L,W	304 W OGLETHORPE HWY	LEONIDES ESCALERA	A - 14 % F - 86 %	A - 13 % F - 87 %	A - 13 % F - 87 %	A - 12 % F - 88 %	A - 14 % F - 86 %	1st - 04-16-25 2nd - 7-15-25 3rd - 10-20-25 4th - 1-15-26
RUBY TUESDAY OPERATIONS LLC DBA: RUBY TUESDAY 3415	B,L,W	543 W OGLETHORPE HWY	YOLANDA KIZER - Local Manager	A - 6 % F - 94 %	A - 8 % F - 92 %	A - 3 % F - 97 %	A - 3 % F - 97 %	A - 3 % F - 97 %	1st - 4-20-25 2nd - 07/30/25 3rd - 11-18-25 4th - 1-20-26
TAQUERIA PANCHO VILLA III LLC DBA: TAQUERIA PANCHO VILLA III	B,L,W	762 VETERANS PKWY	CATHY ROCHA & LAURO ROCHA		A - 14 % F - 86 %	A - 13 % F - 87 %	A - 9 % F - 91 %	A - 13 % F - 87 %	2nd - 7-18-25 3rd - 10-9-25 4th - 1-20-26
Class 4 - Bowling Alley, Pool Room (60% food and billards or bowling with a minimum of 15% being food alone)									
BIG C INVESTMENTS INC DBA: DOODLES	B,L	105 W GENERAL SCREVEN WAY	CLAYTON T ANDERSON	A - 38.33 % C - 61.67 % F - 43.80 % R - 17.87 %	A - 37.01 % C - 62.99 % F - 44.87 % R - 18.12 %	A - 38.03 % C - 61.97 % F - 47.26 % R - 14.71 %	A - 37.01 % C - 62.89 % F - 49.10 % R - 13.79 %	A - 37.44 % C - 62.19 % F - 46.32 % R - 15.87 %	1st - 4-18-25 2nd - 7-18-25 3rd - 10/20/25 4th - 1-19-26
FANGS FOOD AND ARCADE LLC DBA: FANGS ISLAND	B,L,W	521 B W OGLETHORPE HWY	MING NI	A - 14 % F - 50 % R - 36 %	A - 13 % F - 56 % R - 31 %	A - 12 % F - 44 % R - 44 %	A - 11 % F - 38 % R - 51 %	A - 13 % F - 47 % R - 40 %	1st - 4-18-25 2nd - 7-18-25 3rd - 10/20/25 4th - 1-13-26



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026

Agenda Item: HPD & HFD Alcohol Beverage & Food Sales Quarterly Report

Prepared by: Jean Marie Reynolds, Wendy Bruce Sochia

Presented by: Tracey Howard

PURPOSE: To Present to Mayor and Council Consideration Fourth Quarter (October 2025 through December 2025) Fire and Police Departments Quarterly Alcohol on Premises Report.

BACKGROUND: Quarterly activity from Fire Dep

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. Combined FD-PD Alcohol Consumption Report Oct-Dec 2025

PREVIOUS COUNCIL DISCUSSION: None

Alcoholic Beverage License for Consumption on Premises Renewal:
Incident Reporting Form (Fire Department)

Page 1

Establishment	Incident	10/01/2025 - 12/31/2025
Chili's 623 W Oglethorpe Hwy	Medical Assist	
	Vehicle Accident	
	Emergency Medical Call	
	Alarm System Activation, No Fire	
	No Incident on Arrival	
	Cancelled en route	
	Cooking Fire	1
	TOTAL	1
Curry Express 466 W General Screven Way		
	TOTAL	0
Doodles 105 W General Screven Way	Medical Assist	
	Vehicle Accident	
	Emergency Medical Call	
	No Incident on Arrival	
	Cancelled en route	1
	TOTAL	1
El Cazador 809 Willowbrook Plaza #14	Vehicle Accident	
	Cancelled en route	
	Medical Assist	
	Emergency Medical Call	
	Smoke scare, odor of smoke	
	TOTAL	0
Fang's Island 521B W Oglethorpe Hwy	Medical Assist	
	Cooking fire, confined to container	
	Alarm system activation, no fire	
	Cancelled en route	
	Emergency Medical Call	
	TOTAL	0
First Watch 796 W Oglethorpe Hwy, Ste 300		
	TOTAL	0

Alcoholic Beverage License for Consumption on Premises Renewal:
Incident Reporting Form (Fire Department)

Page 2

10/01/2025 -
12/31/2025

Establishment	Incident	
Flacos Tacos 4 744B E Oglethorpe Hwy	Medical Alarm	
	Medical Assist	
	Cooking fire, confined to container	
	Cancelled en route	
	Vehicle Accident	
	Emergency Medical Call	
	TOTAL	0
Frozen Paradise 818 EG Miles Pkwy	Medical Assist	
	Cooking fire, confined to container	
	Cancelled en route	
	Emergency Medical Call	
	TOTAL	0
Gata's 811 EG Miles Parkway	Vehicle accident	
	Accident, potential	
	Medical Assist	
	Cancelled en route	1
	No incident found on arrival	
	Emergency Medical Call	
	TOTAL	1
JJ's Bar and Grill 726 E Oglethorpe Highway	Vehicle Accident no injuries	
	Alarm system activation, no fire	
	Medical Assist	1
	Gas Leak	
	Chemical Spill or Leak	
	Vehicle Accident with injuries	
	Cooking Fire Contained	
	No incident found on arrival	
	Suicide Attempt	
	Cancelled en route	
	TOTAL	1
Kyoto GA Inc 213 W Oglethorpe Hwy	Vehicle Accident	
	Water or Steam Leak	
	Vehicle Fire	
	Medical Assist	
	TOTAL	0
Latin Dream 230 W General Screven Way #100	Medical Assist	
	Vehicle Accident Parking Lot	
	TOTAL	0

Alcoholic Beverage License for Consumption on Premises Renewal:
Incident Reporting Form (Fire Department)

Establishment	<u>Page 3</u> <u>Incident</u>	10/01/2025 - <u>12/31/2025</u>
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Latin Nation
1008 W Oglethorpe Hwy

TOTAL	0
--------------	----------

Longhorn Steakhouse
825 W Oglethorpe Highway

Alarm system activation, no fire
Medical Assist
Vehicle Accident with injuries
Chemical Spill or Leak
Vehicle Accident Hit and Run
No incident found on arrival

TOTAL	0
--------------	----------

Massa African Restaurant
812 EG Miles Pkwy

TOTAL	0
--------------	----------

Mexicali Fresh
863 W Oglethorpe Hwy #260

TOTAL	0
--------------	----------

OD Crabhouse
708 E Oglethorpe Highway

Alarm system activation, no fire
Medical Assist
Vehicle Accident with injuries
No incident found on arrival

TOTAL	0
--------------	----------

Rodeo Mexican Restaurant
304 W Oglethorpe Highway

Building Fire
Gas Leak
Power line down
Medical Assist
Chemical Hazard (no spill)

TOTAL	0
--------------	----------

Ruby Tuesday
543 W Oglethorpe Hwy

Grass Fire
Medical Assist
Arcing, shorted electrical equipment
Emergency Medical Call
Smoke scare, odor of smoke
Vehicle Accident

TOTAL	0
--------------	----------

Sawadee Thai Cuisine

Alcoholic Beverage License for Consumption on Premises Renewal:
Incident Reporting Form (Fire Department)

Page 4

Establishment	Incident	<u>10/01/2025 - 12/31/2025</u>
351 Deal Street #C	Alarm system activation, no fire	
	Cancelled en route	
	Gas Leak	
	Sprinkler Activation, no fire	
	No incident found on arrival	
	Vehicle Accident with injuries	
	Cooking fire contained	
	Medical Assist	
	Arcing, shorted electrical equipment	
	Public Service Assistance	
	Emergency Medical Call	
	Chemical Spill or Leak	
	TOTAL	0
Star Lounge 744 E Oglethorpe Highway	Vehicle Accident	
	Gas Leak	
	Cancelled en route	
	Medical Assist	
	Emergency Medical Call	
	Smoke scare, odor of smoke	
	TOTAL	0
Taqueria Pancho Villa III 762 Veterans Pkwy	Alarm system activation, no fire	
	TOTAL	0
Wing Stop 207 W General Screven Way	Vehicle Accident	
	Medical Assist	
	No Incident Upon Arrival	1
	TOTAL	1
Zum Rosenhof 103 Midway Street	Grass Fire	
	Medical Assist	
	Arcing, shorted electrical equipment	
	Emergency Medical Call	
	Smoke scare, odor of smoke	
	Vehicle Accident	
	TOTAL	0
GRAND TOTAL		5

**Alcoholic Beverage License for Consumption on Premises Renewal
Incident Reporting Form (Police Department)**

ESTABLISHMENT	ACTIVITY	10/01/2025 - 12/31/2025
CHILI'S BAR AND GRILL	ASSIST CITIZEN	1
	FOUND PROPERTY	1
	ASSIST OTHER AGENCY	3
	Total	5
Friday Night/Saturday Morning Incidents		
	Total	0
CURRY EXPRESS		
	Total	0
Friday Night/Saturday Morning Incidents		
	Total	0
DOODLES BILLIARDS	SUSPICIOUS ACT	1
	DIRECT PATROL	1
	WELFARE CHECK	1
	Total	3
Friday Night/Saturday Morning Incidents		
	MISDEMEANOR ASSAULT/BATTERY	1
	Total	1
EL CAZADOR RESTAURANT		
	Total	0
Friday Night/Saturday Morning Incidents		
	Total	0

**Alcoholic Beverage License for Consumption on Premises Renewal
Incident Reporting Form (Police Department)**

ESTABLISHMENT	ACTIVITY	10/01/2025 - 12/31/2025
FANG'S ISLAND		OTHER VIOLATIONS 1
		Total 1
Friday Night/Saturday Morning Incidents		
		ASSIST CITIZEN 1
		Total 1
FIRST WATCH		
		Total 0
Friday Night/Saturday Morning Incidents		
		SUSPICIOUS ACT 1
		Total 1
FLACO'S TACOS 4		
		Total 0
Friday Night/Saturday Morning Incidents		Total 0
FROZEN PARADISE BAR AND GRILL		LOUD MUSIC 1
		VEHICLE COLLISION 1
		Total 2
Friday Night/Saturday Morning Incidents		
		DIRECT PATROL 1
		FALSE FIRE ALARM 1
		SUSPICIOUS ACT 1
		LOUD MUSIC 1
		OTHER VIOLATIONS 1
		WALK AND TALK 1
		Total 6

**Alcoholic Beverage License for Consumption on Premises Renewal
Incident Reporting Form (Police Department)**

ESTABLISHMENT	ACTIVITY	10/01/2025 - 12/31/2025
GATA'S		
	ACCIDENTAL DAMAGE	1
	ASSIST CITIZEN	1
	DISTURBING THE PEACE	1
	FALSE ALARM - BUSINESS	5
	SUSPICIOUS ACT	4
	WALK AND TALK	1
	Total	13
Friday Night/Saturday Morning Incidents		
	DIRECT PATROL	1
	MISDEMEANOR ASSAULT/BATTERY	1
	SUSPICIOUS ACT	2
	Total	4
JJ'S BAR AND GRILL		
	DRUG VIOLATIONS	1
	MISDEMEANOR ASSAULT/BATTERY	1
	SUSPICIOUS ACT	1
	SUSPICIOUS PERSON	1
	SUSPICIOUS VEHICLE	1
	THEFT BY TAKING UNDER \$500	1
	WALK AND TALK	1
	TOTAL	7
Friday Night/Saturday Morning Incidents		
	SUSPICIOUS ACT	1
	Total	1
KYOTO'S		
	Total	0
Friday Night/Saturday Morning Incidents		
	Total	0

**Alcoholic Beverage License for Consumption on Premises Renewal
Incident Reporting Form (Police Department)**

ESTABLISHMENT	ACTIVITY	10/01/2025 - 12/31/2025
LATIN DREAM		
	Total	0
Friday Night/Saturday Morning Incidents		
	Total	0
LATIN NATION		
	ASSIST OTHER AGENCY	1
	DIRECT PATROL	1
	SUSPICIOUS ACT	1
	LOST PROPERTY	1
	WALK AND TALK	1
	Total	5
Friday Night/Saturday Morning Incidents		
	MISDEMEANOR ASSAULT/BATTERY	1
	SUSPICIOUS ACT	1
	Total	2
LONGHORN STEAKHOUSE		
	FALSE ALARM - BUSINESS	1
	SUSPICIOUS ACT	1
	Total	2
Friday Night/Saturday Morning Incidents		
	Total	0
MASSA AFRICAN RESTAURANT		
	Total	0
Friday Night/Saturday Morning Incidents		
	Total	0

**Alcoholic Beverage License for Consumption on Premises Renewal
Incident Reporting Form (Police Department)**

ESTABLISHMENT	ACTIVITY	10/01/2025 - 12/31/2025
MEXICALI FRESH		
	Total	0
Friday Night/Saturday Morning Incidents		
	Total	0
O.D. CRABHOUSE		
	DISORDERLY CONDUCT	1
	SUSPICIOUS ACT	1
	Total	2
Friday Night/Saturday Morning Incidents		
	Total	0
RUBY TUESDAY		
	ASSIST CITIZEN	1
	Total	1
Friday Night/Saturday Morning Incidents		
	Total	0
SAWADEE THAI CUISINE		
	Total	0
Friday Night/Saturday Morning Incidents		
	Total	0
TAQUERIA PANCHO VILLA III		
	DIRECT PATROL	1
	VEHICLE COLLISION	1
	Total	2
Friday Night/Saturday Morning Incidents		
	Total	0
ZUM ROSENHOFF GERMAN RESTAURANT		
	Total	1
Friday Night/Saturday Morning Incidents		
	Total	0



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026
Agenda Item: Public Comment
Prepared by: Rodonia Armstrong
Presented by: Mayor Karl A. Riles

PURPOSE: The Georgia Municipal Association has set up guidelines for public comments during Mayor and Council Meetings, enabling residents to voice their issues, concerns, and opinions to the Council.

BACKGROUND: None

FUNDING: None

RECOMMENDATION:

ATTACHMENTS:

PREVIOUS COUNCIL DISCUSSION:



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026
Agenda Item: Mayor Riles' Report
Prepared by: Christy Deloach
Presented by: Mayor Karl A. Riles

ACTION ITEMS:

INFORMATIONAL ITEMS:



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026
Agenda Item: Councilmember Reid's Report
Prepared by: Darlene Parker
Presented by: Diana Reid

ACTION ITEMS:

INFORMATIONAL ITEMS:



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026
Agenda Item: Councilmember Floyd's Report
Prepared by: Rodonia Armstrong
Presented by: Jason Floyd

ACTION ITEMS:

INFORMATIONAL ITEMS:



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026
Agenda Item: Mayor Pro Tem Nelson's Report
Prepared by: Wendy Bruce Sochia
Presented by: Robert Kitchings

ACTION ITEMS:

None

INFORMATIONAL ITEMS:

None



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026
Agenda Item: Councilmember Newby's Report
Prepared by: Kimberly St. Onge
Presented by: Dexter Newby

ACTION ITEMS:

INFORMATIONAL ITEMS:



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026
Agenda Item: Councilmember Ortiz, Jr's Report
Prepared by: Jean Marie Reynolds
Presented by: José Ortiz

ACTION ITEMS:

INFORMATIONAL ITEMS:



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026
Agenda Item: City Manager Arnold's Report
Prepared by: Christy Deloach
Presented by: Ryan Arnold

ACTION ITEMS:

INFORMATIONAL ITEMS:

Presidents's Day Closure

2026 Hinesville Summer Youth Enhancement Project



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026
Agenda Item: President's Day Closure
Prepared by: Christy Deloach
Presented by: Ryan Arnold

PURPOSE: The City of Hinesville's administrative offices and facilities will be closed on Monday, February 16 in observance of Presidents' Day. Exceptions to this include public safety, transit, and trash services, which will run as scheduled. Normal operating hours will resume on Tuesday, February 17.

BACKGROUND: None

FUNDING: None

RECOMMENDATION:

ATTACHMENTS:

1. President's Day 2025

PREVIOUS COUNCIL DISCUSSION:



**CLOSED FOR
PRESIDENTS
DAY**

FEBRUARY 16, 2026



City of Hinesville, Georgia, Council Meeting

Date: February 5, 2026

Agenda Item: 2026 Hinesville Summer Youth Enhancement Project

Prepared by: Niesha Williams

Presented by: Ryan Arnold

PURPOSE: The Hinesville Summer Youth Enhancement Program (HSYEP) is designed to serve as a true learning experience, with targeted lessons about how to obtain, keep employment and thrive in the workforce.

BACKGROUND: The Hinesville Summer Youth Enhancement Program (HSYEP) is designed to serve as a true learning experience, with targeted lessons about how to obtain, keep employment and thrive in the workforce. The project carefully strategizes ways to ensure the youth of Hinesville will gain valuable workforce experience working in jobs aimed at cultivating their professional and personal career aspirations.

The City of Hinesville will be accepting applications on February 9, 2026 – March 27, 2026 from students between 14-18 years of age for the Hinesville Summer Youth Enhancement Program. The position is responsible for providing administrative and/or business support to various employers throughout the City of Hinesville. The position will begin on June 1, 2026, and end on July 2, 2026. Students will be required to work 20 hours per week.

If you would like to apply to be a worksite and mentor youth in our area as they prepare for the future, please register at:

https://www.cognitoforms.com/CityOfHinesville2/_2026HINESVILLESUMMERYOUTHENHANCEMENTPROGRAMHSYEP

FUNDING: None

RECOMMENDATION:

ATTACHMENTS:

1. HSYEP 2026 with QRS code

PREVIOUS COUNCIL DISCUSSION:



CITY OF HINESVILLE

2026

SUMMER

YOUTH

ENHANCEMENT

PROGRAM

Program Begins: June 1, 2026 - July 2, 2026

NOW ACCEPTING APPLICATIONS:
FEBRUARY 9, 2026 - MARCH 27, 2026
APPLY TO BE A WORKSITE TODAY
AND MENTOR YOUTH IN OUR AREA
AS THEY PREPARE FOR THE FUTURE.

The City of Hinesville is looking for local businesses and organizations to serve as worksites to employ high school students ages 14 - 18. You provide the work and we provide the paycheck!

Details at cityofhinesville.org

or contact Human Resources Department **912.876.3564**





CITY OF HINESVILLE

2026

SUMMER

YOUTH

ENHANCEMENT

PROGRAM

**APPLY TO BE A HINESVILLE SUMMER
YOUTH STUDENT WORKER.**

NOW ACCEPTING APPLICATIONS:

FEBRUARY 9, 2026 - MARCH 27, 2026

The City of Hinesville is looking to employ high school students
ages 14-18 to gain valuable work experience and knowledge.

PROGRAM BEGINS: JUNE 1, 2026 - JULY 2, 2026

**For further details, please apply at cityofhinesville.org
or contact Human Resources Department 912.876.3564**

