

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 19, 2026

Council Chamber

UPDATED 2/19/2026 at 12:20 pm

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 February 5, 2026, Council Meeting minutes.

3. PRESENTATIONS

3.1. THE POWER 100 LITERACY LEADERS PRESENTATION

To Present to the Mayor and Council, a presentation regarding Liberty County Schools Literacy Initiative, The Power of 100 Literacy Leaders.

Informational Item

3.2. ENGINEERING PROJECT UPDATE

To Present for Mayor and Council Information — Engineering Project Update

Informational Item

3.3. COMMUNITY DEVELOPMENT DEPARTMENT UPDATES

To Present for Mayor and Council, Community Development Department Updates.

Informational Item

4. UNFINISHED BUSINESS

4.1. ANIMAL ORDINANCE AMENDMENT #2025-06

To Present for Mayor and Council Consideration, Animal Control Ordinance #2025-06.

Informational Item

**4.2. 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 to amend the City of Hinesville's Personnel Policies and Procedures Sections 14.02 and 14.03 Grievance and Appeals Procedures.

Action Item

"Home for a Day or a Lifetime"

5. PLANNING AND ZONING

6. PUBLIC HEARING

7. NEW BUSINESS

7.1. RESOLUTION #2026-03 LIBERTY TRANSIT PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

To Present to Mayor and Council Consideration, Request for approval of Resolution #2024-03 Liberty Transit Public Transportation Agency Safety Plan (PTASP)

Informational Item

7.2. HWY 196 PUMP STATION BID

To Present for Mayor and Council Consideration, Bids for Hwy 196 Pump Station Repair

Action Item

7.3. KINGS ROAD CUL DE SAC CHANGE ORDER

To Present for Mayor and Council Consideration, Change Order for construction of the Kings Road Cul de Sac.

Action Item

7.4. CITY OF HINESVILLE DEVELOPMENT AUTHORITY BOARD

To Present for Mayor and Council Consideration, City of Hinesville Development Authority Board Appointments expire on March 7, 2026. Appointments are Made by Mayor and Council.

Informational Item

7.5. RFP 2026-02 BRYANT COMMONS BRIDGE REPAIR BID OPENING

RFP 2026-02 Bryant Commons Bridge Repair Bid Opening

Action Item

7.6. GEORGIA DEPARTMENT OF TRANSPORTATION (GDOT) CARBON REDUCTION PROGRAM (CRP)

To Present for Mayor and Council Consideration, for approval to apply to the State of Georgia Department of Transportation (GDOT) Carbon Reduction Program (CRP)

Action Item

8. BUSINESS LICENSE

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

11.2. ESG OPERATIONS AND STATUS REPORT JANUARY 2026

12. COUNCILMEMBER FLOYD - DISTRICT 2

"Home for a Day or a Lifetime"

- 12.1. COUNCILMEMBER FLOYD'S REPORT
- 12.2. MONTHLY BUSINESS LICENSE REPORT
- 12.3. LIBERTY TRANSIT JANUARY 2026 MONTHLY REPORT
- 12.4. MONTHLY BIRTHDAYS
- 13. MAYOR PRO TEM NELSON - DISTRICT 3
 - 13.1. MAYOR PRO TEM NELSON'S REPORT
 - 13.2. HFD MONTHLY REPORT - JANUARY 2026
- 14. COUNCILMEMBER NEWBY - DISTRICT 4
 - 14.1. COUNCILMEMBER NEWBY'S REPORT
 - 14.2. MONTHLY INSPECTIONS DEPARTMENT REPORT
- 15. COUNCILMEMBER ORTIZ, JR. - DISTRICT 5
 - 15.1. COUNCILMEMBER ORTIZ, JR'S REPORT
 - 15.2. MONTHLY CRIME AND CITATION REPORT
- 16. CITY MANAGER RYAN ARNOLD
 - 16.1. CITY MANAGER ARNOLD'S REPORT
 - 16.2. HINESHAW SCHOOL UPDATE
- 17. EXECUTIVE SESSION
 - 17.1. EXECUTIVE SESSION TO DISCUSS LEGAL MATTERS
 - To Hold An Executive Session To Discuss A Legal Matter
 - Informational Item*
- 18. ADJOURN

"Home for a Day or a Lifetime"



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026

Agenda Item: The Power 100 Literacy Leaders Presentation

Prepared by: Estella L. Roberson

Presented by: Debra B. Frazier, Liberty County Schools Superintendent

PURPOSE: To Present to the Mayor and Council, a presentation regarding Liberty County Schools Literacy Initiative, The Power of 100 Literacy Leaders.

BACKGROUND: The Power of 100 Literacy Leaders is a community-wide initiative focused on building a strong foundation for lifelong learning through literacy. By uniting schools, families, businesses, and community partners, we are working together to ensure every child and adult in Liberty County has access to books, learning opportunities, and the support needed to succeed.

The goals are to:

- Promote the importance of reading and learning for children and adults across Liberty County through visible, consistent, and meaningful literacy efforts.
- Build strong partnerships between local preschools and the Liberty County School System to support early literacy development, aligned instruction, and shared professional learning opportunities.
- Advocate for resources, funding, and community support that expand high-quality preschool opportunities for our youngest learners.

FUNDING:

RECOMMENDATION:

ATTACHMENTS:

1. The Power 100 Literacy Leaders Presentation (City of Hinesville)

PREVIOUS COUNCIL DISCUSSION:



Liberty County School System

Literacy Initiative

The background is a dark blue gradient. It features several stylized illustrations: a large feather in the top left, a smaller feather in the top center, and another in the bottom center. There are also several books: a green book with a red bookmark in the top right, an open book with blank yellow pages in the upper middle, a stack of two books (one brown, one dark brown) in the center, an open book with blank yellow pages on the right, a stack of three books (blue, green, and brown) in the bottom right, and an open book with a red bookmark in the bottom center.

**"Education is the
most powerful
weapon which
you can use to
change the world"**

Nelson Mandela

FAST FACTS

About 130 million U.S. adults (54% of those aged 16–74) read below a sixth-grade level.

National University Editorial Contributors 2025



FAST FACTS

Approximately 45 million U.S. adults are functionally illiterate, reading below a fifth-grade level.

National University Editorial Contributors 2025



FAST FACTS

**The average
American reads
at a 7th- to 8th-
grade level.**

National University Editorial Contributors 2025



FAST FACTS

Children surrounded by adults with low literacy rates are 72% more likely to have a low reading level in school.

National University Editorial Contributors 2025



FAST FACTS

**44% of
American adults
do not read a
book in a year.**

National University Editorial Contributors 2025







Purpose of the Power of 100

Purpose #1



Increase community-wide engagement regarding children and adult literacy in Liberty County.

Purpose #2

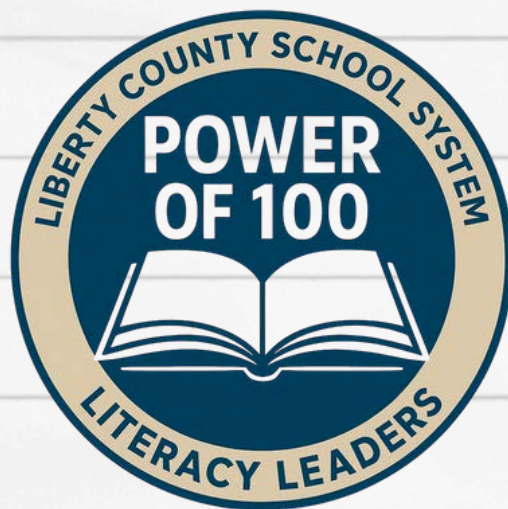


Strengthen local preschool collaboration and professional learning opportunities with the Liberty County School System.

Purpose #3



Increase preschool capacity and funding.



WHO ARE THE POWER OF 100?

EDUCATION

Liberty County Board of Education
Georgia Southern University -
Liberty Campus
Child Care and Daycares
Live Oak Public Library

LIBERTY COUNTY GOVERNMENT

Chairman & Commissioners
Sheriff Department
Emergency Medical Services
Fire & Rescue

LOCAL MUNICIPALITIES

City of Allenhurst
City of Flemington
City of Gum Branch
City of Hinesville
City of Riceboro
City of Walthourville

HEALTHCARE

Liberty Regional Medical Center
Coastal Area Health Department
Diversity Health Center

CHILD SERVICES

Atlantic Area CASA
Division of Family & Children
Services

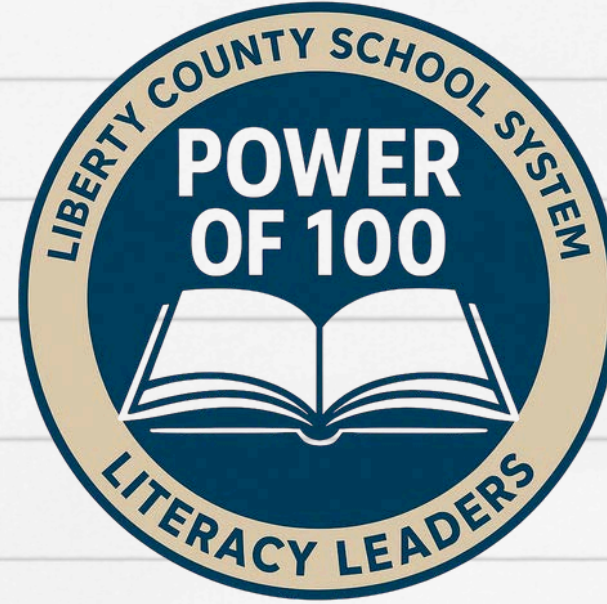
FAITH COMMUNITY

Liberty County Ministerial Alliance
Churches
Pastors

WHY THE POWER OF 100?

To develop a unified community commitment to improving literacy outcomes county-wide.





**WHAT CAN YOU
DO TO HELP?**



Public Awareness & Outreach

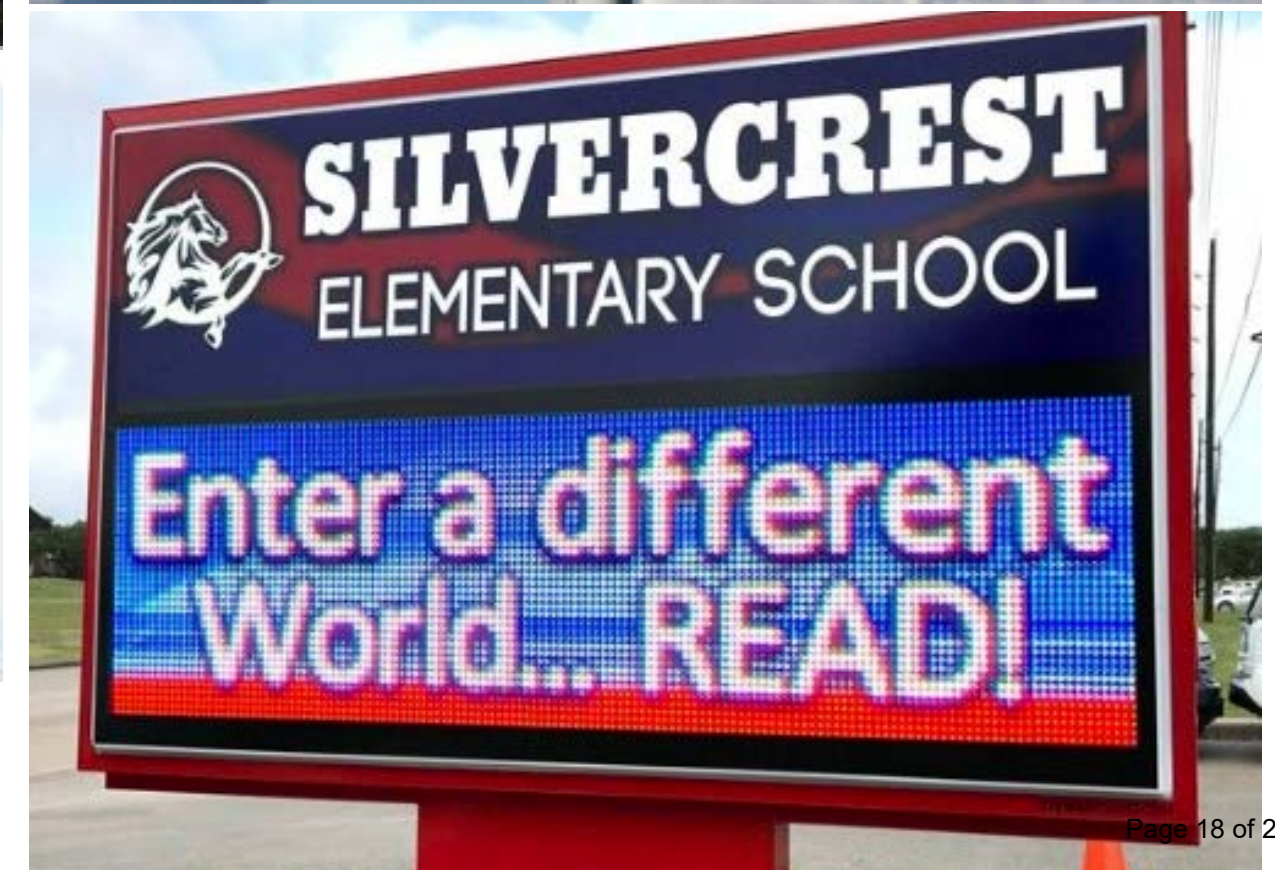
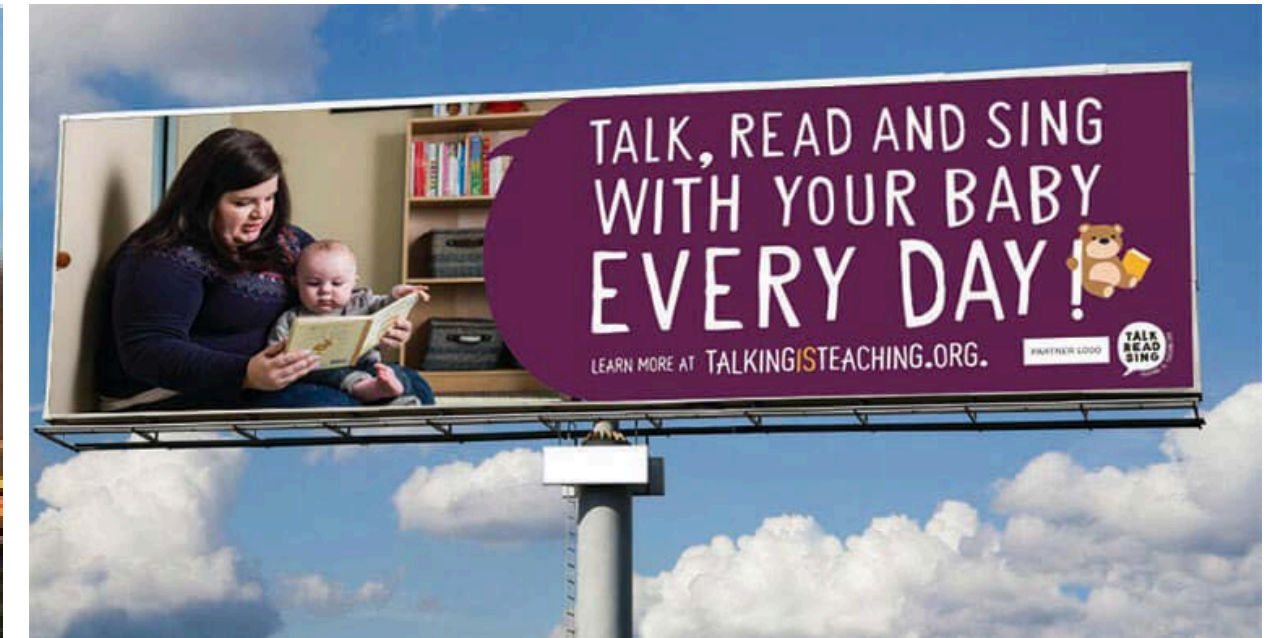
Host a Book Table





Public Awareness & Outreach

Literacy Advertisements





Public Awareness & Outreach

LCSS Little Free Libraries continuation



LIBERTY COUNTY BOE

200 Bradwell Street

DIVERSITY HEALTH CENTER

303 Fraser Drive

LIBERTY REGIONAL MEDICAL CENTER

462 Elma G Miles Parkway

BRADWELL INSTITUTE MEDIA CENTER

100 Pafford Street

RICEBORO YOUTH CENTER

5649 South Coastal Highway

WALTHOURVILLE CITY HALL

222 Busbee Road

GSU LIBERTY CAMPUS

175 W Memorial Drive

WINN ARMY COMMUNITY HOSPITAL

1061 Harmon Ave., Ft. Stewart, GA- Behavioral Health Lobby

HEALTH DEPARTMENT/CASA

1113 East Oglethorpe Highway



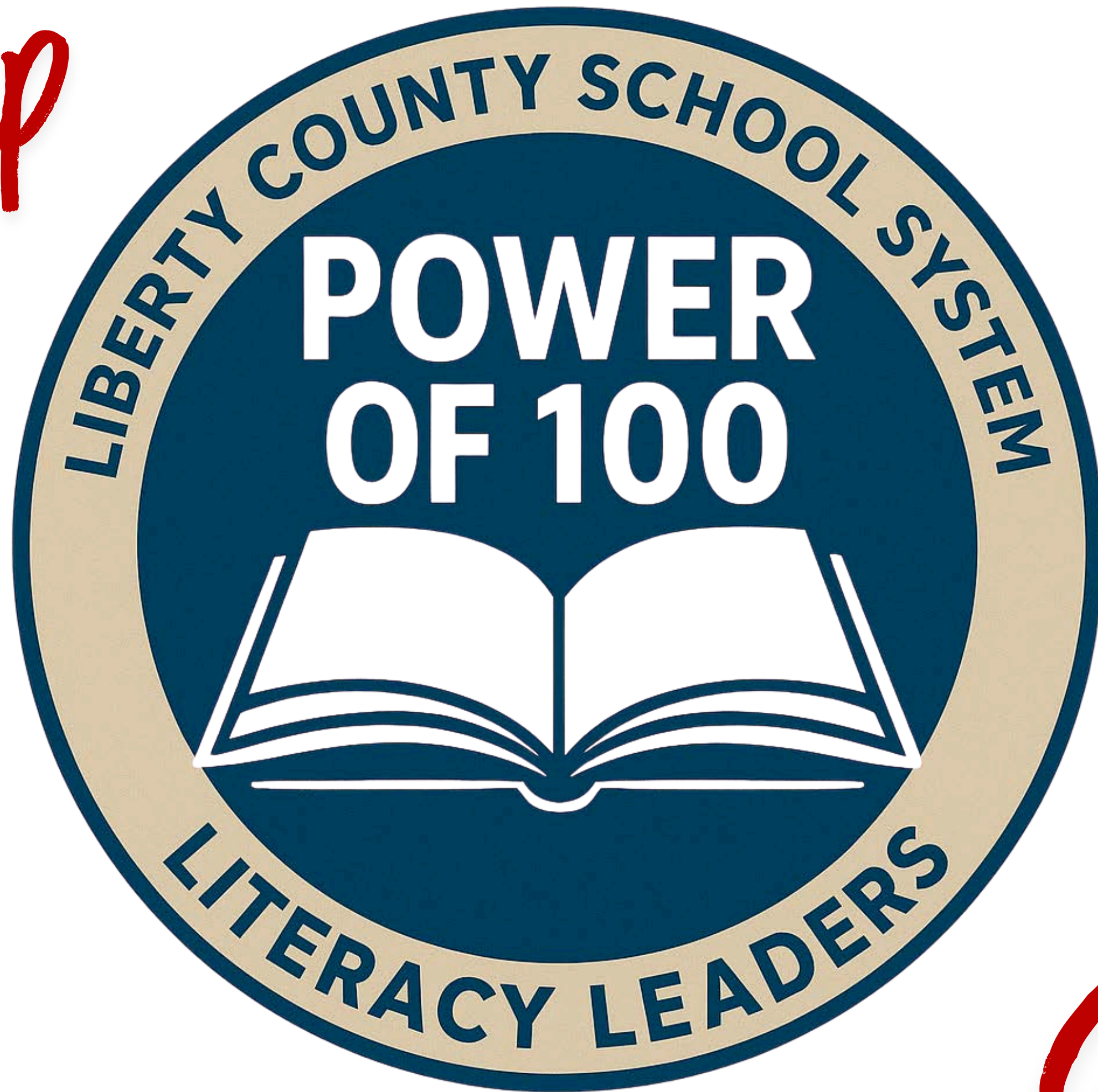
County-Wide Engagement Initiatives

- **Structured Volunteer Programs**

- **Book Buddies**
- **Grandparents Who Read**
- **Mayors Reading Club**
- **Read Baby Read Initiative**
- **Books with Barbers**
- **Community Reading Gardens**

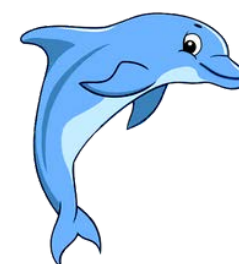


Sign up



Join

READ BIWEEKLY FOR 30 MINTUES



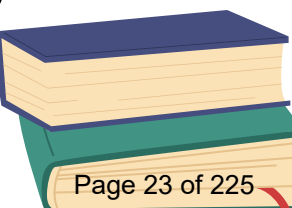


County-Wide Engagement Initiatives

Monthly Literacy Events



- **January – New Year, New Books** | Theme: “Fresh Starts & Fresh Reads” (New Library Book Arrivals)
- **February – Black History Month** | Theme: “Celebrating Black Authors & Voices”
- **March – Music, Art & Women’s History Books** | Theme: “Creative Voices” (artists and musicians)
- **April – School Literacy Month** | Theme: “Read Your Favorite Book!”
- **May – Summer Reading Preview** | Theme: “Books to Read on Break” (“Passport to Summer Reading”)
- **September – Readers Are Leaders Kickoff** | Theme: Back-to-School Reading & Goal Setting
- **October – Hispanic Heritage & Bullying Prevention** | Theme: “Voices of Courage”
- **November – Native American Heritage & Military Appreciation** | Theme: “Stories of Service & Strength”
- **December – Holiday & Winter-Themed Books** | Theme: “Warm Up With a Good Book” (PJ Reading Day)





The Power of 100 School Readers



*After completing six sessions with
a student volunteers will receive
a Power of 100 lapel pin*





The Power of 100 School Readers

Sign up & Join



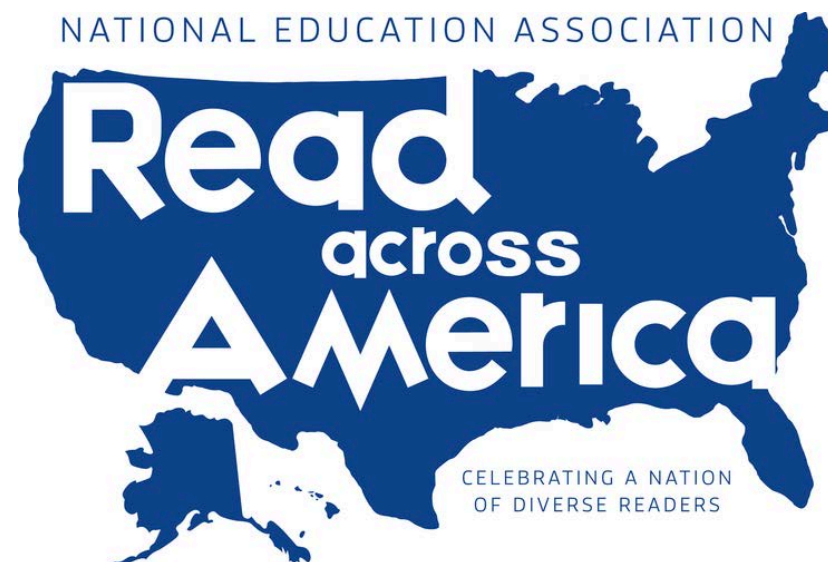


The Power of 100 Official Launch

March 2, 2026

*on National Read Across America Day
at the*

Liberty County Board of Education Central Office





Our Goals

- Build a literacy-focused community
- Expand early learning opportunities from birth to pre-k
- Increase student grade-level literacy rates





Any Questions??

WWW.LIBERTY.K12.GA.US



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: Engineering Project Update
Prepared by: Paul Simonton
Presented by: Paul Simonton

PURPOSE: To Update the Mayor and City Council on Current Projects.

BACKGROUND: None

FUNDING: None

RECOMMENDATION:

ATTACHMENTS:

1. Project Update 2-5-26

PREVIOUS COUNCIL DISCUSSION:

Engineering Projects Update



The City of Hinesville
February 5, 2026



SIMONTON
ENGINEERING

2025 LMIG Projects

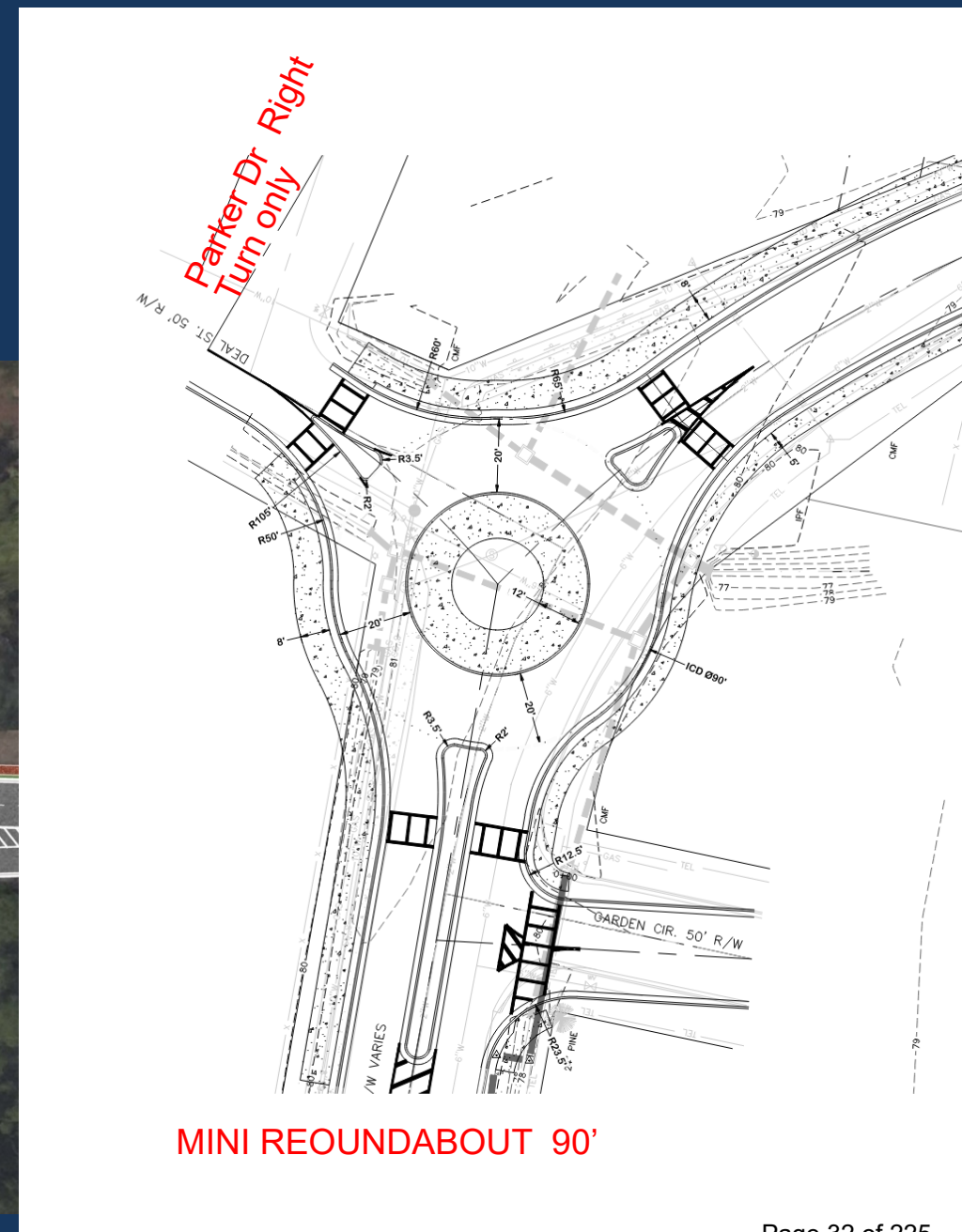
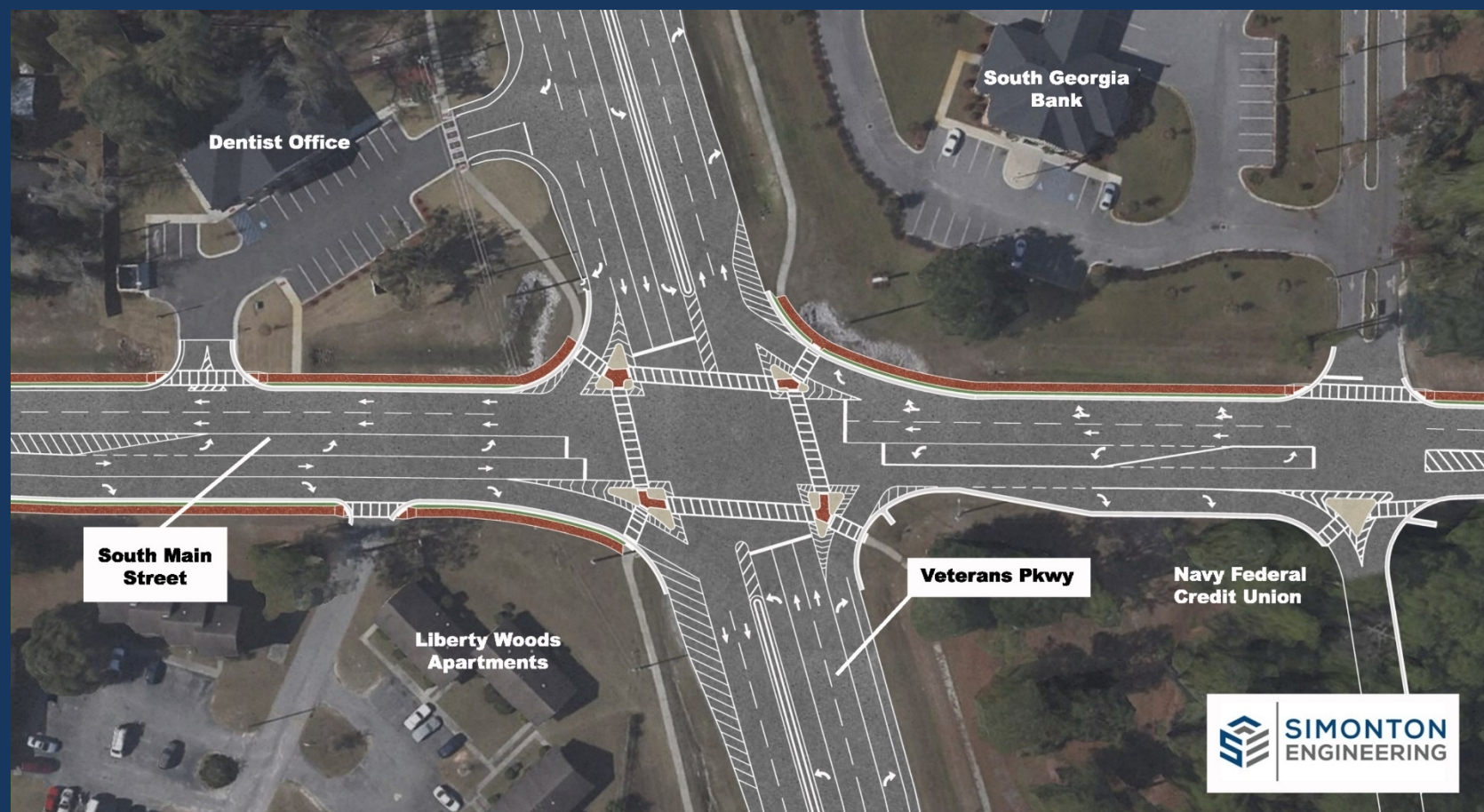
- **Complete:**
- Courtland Drive, Honey Lane, Black Willow (some issues) Walburg Repair, Becky Street, Christopher Dr., Chestnut Dr, Caines Rd, Norman St, Richmond Lane, Mandarin Dr, Coates Rd
- **In the Works**
- Byrum, Eunice, S. Main St
- **Coming UP:**
- Cherokee Cir, Barry McCaffery, Forest and Windrow
- Other
- **Investigating Barry McCaffery, Windrow and Forest (Feb 3, 2026)**
- **S. Main St. Striping to Get Bike Lane**

S. Main Street Widening

Utility Relocation and Drainage Underway on MacArthur Drive, S. Main and Charles Frasier Blvd, Completion September 23, 2026 Contractor has asked for 160 day extension. Cost = \$11,342,788.00

Investigation for Anticipated changes:

1. Adding a roundabout at Deal Street.
2. Multiuse Path for biking (8' wide)
3. Bike Lanes

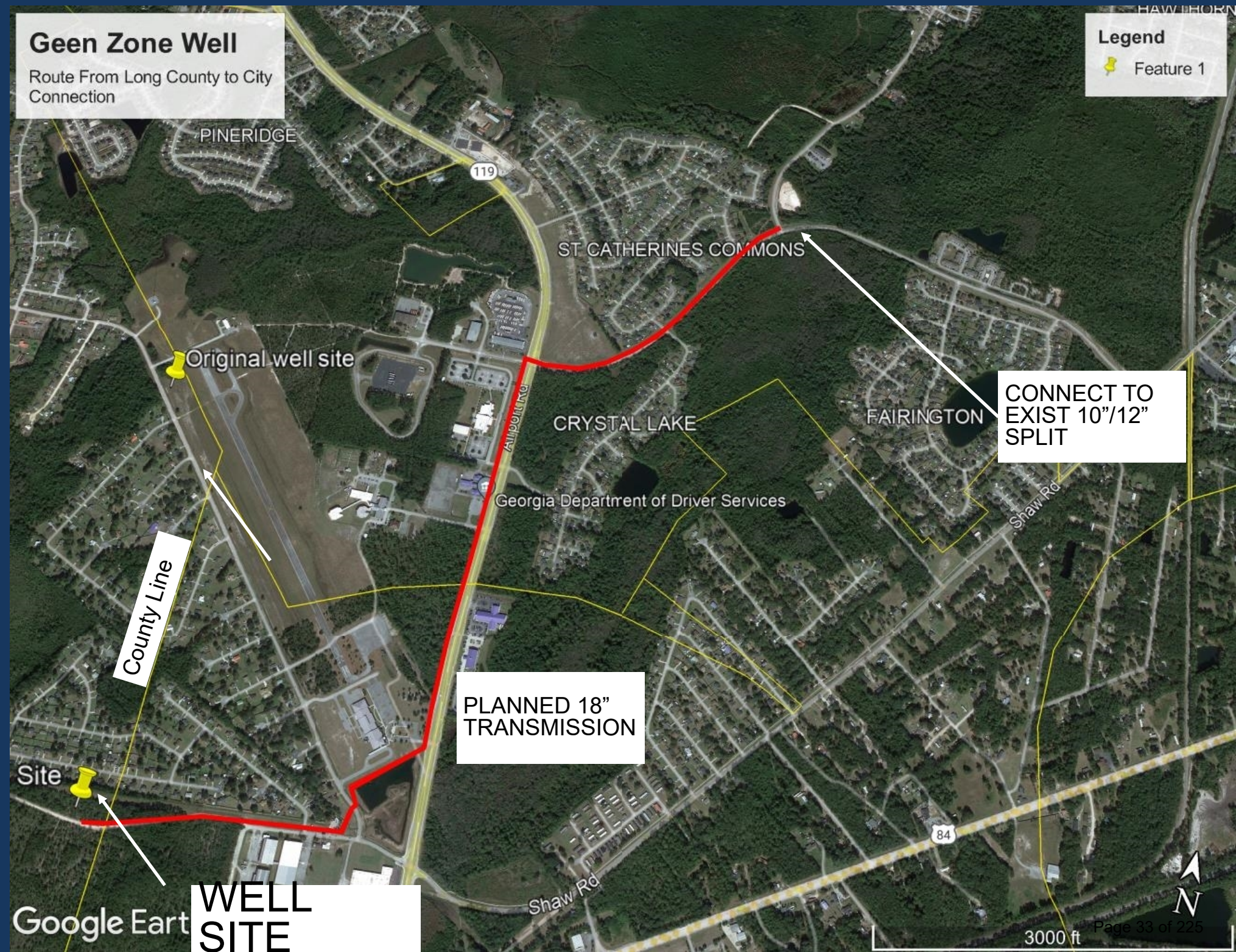


Green Zone Well

Well and transmission Main Plus Raising of PW Tank

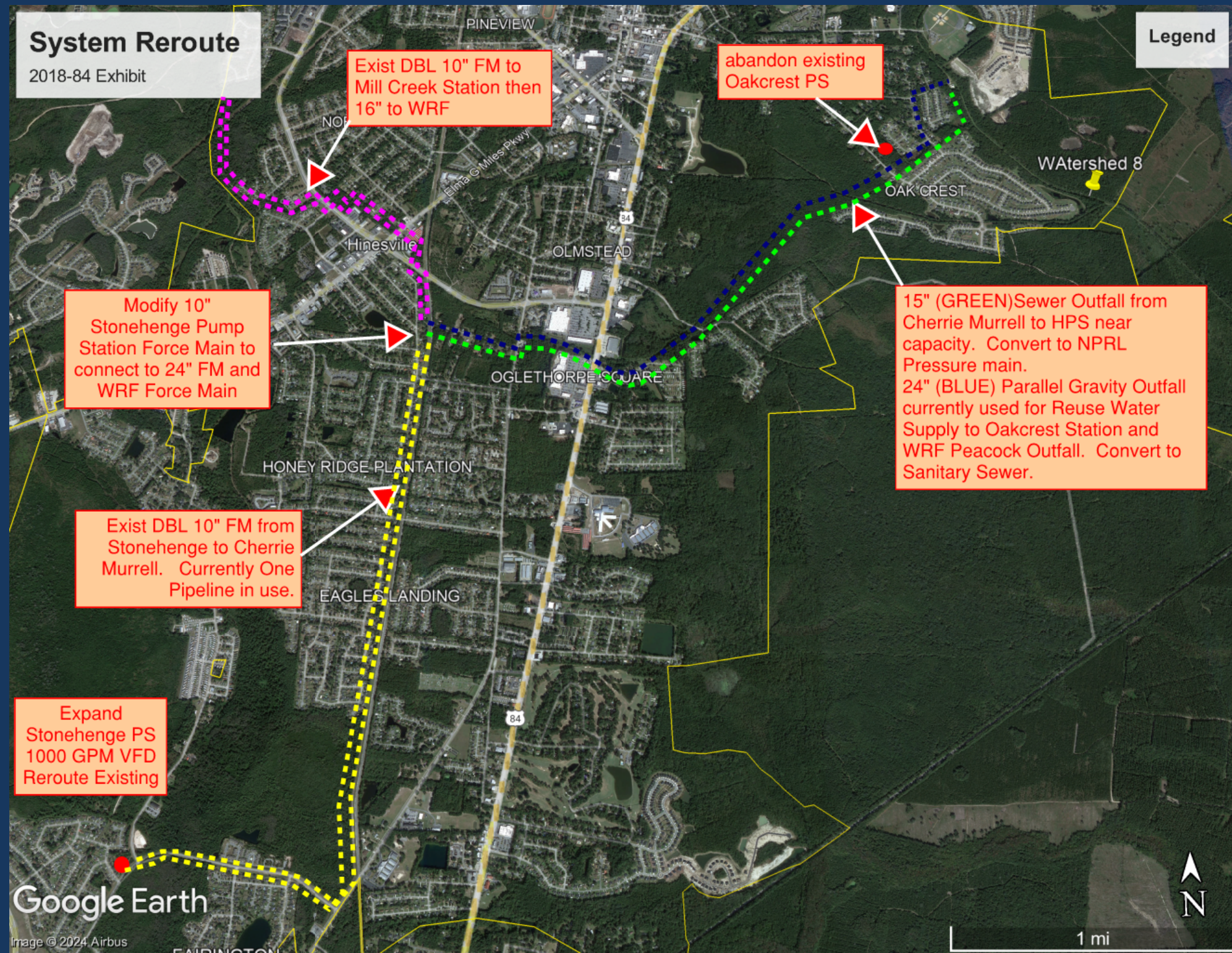
Well and transmission Main Complete February 15

Public Works Tank Raising Advertising - Bid Mar. 11, 2026



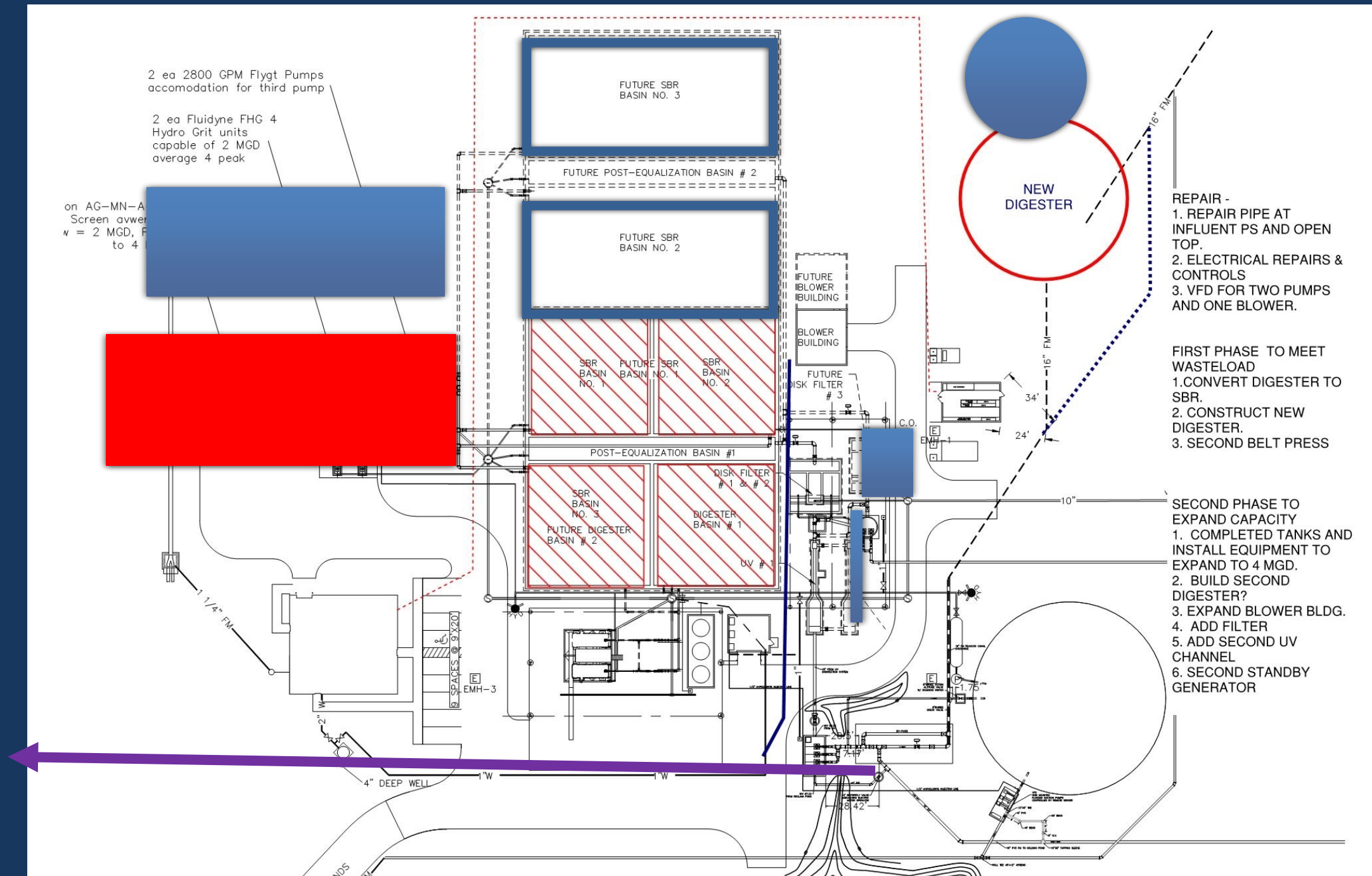
Stonehenge Pump Station Upgrade scheduled complete Spring Reuse water back in Oakcrest next week

Cost = \$5,535,550



Water Reclamation Facility Capacity

- Water Reclamation Facility (WRF) constructed with 2.0 MGD capacity with tankage for expansion to 4.0 MGD. Requires second discharge to Taylors Creek.
- CMAR Advertising RFQ Response due February 4, 2026



Krebs Park

COMPLETE



Ryon Ave Roundabout

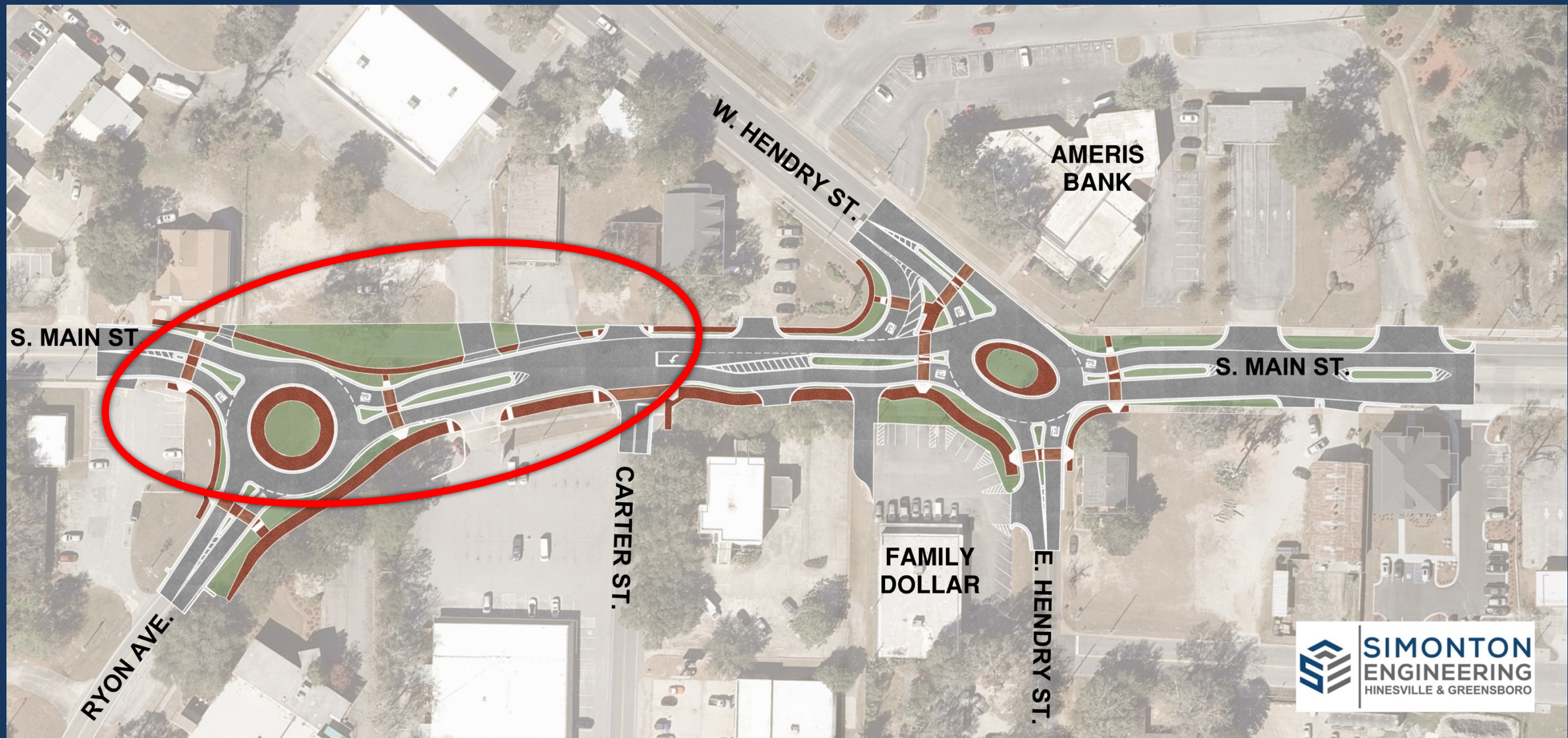
Notice to proceed = July 15, 2025

Completion Date = July 10, 2026

Cost = \$1,138,905

Expected to Open end of March

WILL HAVE TRAFFIC SHIFT BEGINNING 3-9-26



Downtown Terrace

Project is a little behind schedule
First 5 houses under construction
Site utility Installation Complete
Coordination of Site and Bldg Underway



Bagley and Court Street Sewer Replacement

Immediate Connection to Sewer at
Welborn and Bagley completed on
October 3, 2025

NTP = August 27, 2025

Completion = February 3, 2026



Drainage/Sewer Failed Infrastructure

1. Sequoia Circle Plus Expanded Scope
2. Fox Haven Drive
3. Byrum Drive
4. Flora Ellen Drive
5. San Patel Drive Repair
6. Coca Cola/Justice Center Drainage

1. Bagley Sewer Replaced - Scheduling Pavement Repair
2. Court Street Pipe Replacement Underway -- Will be Repaving Road

Deal Street Improvements

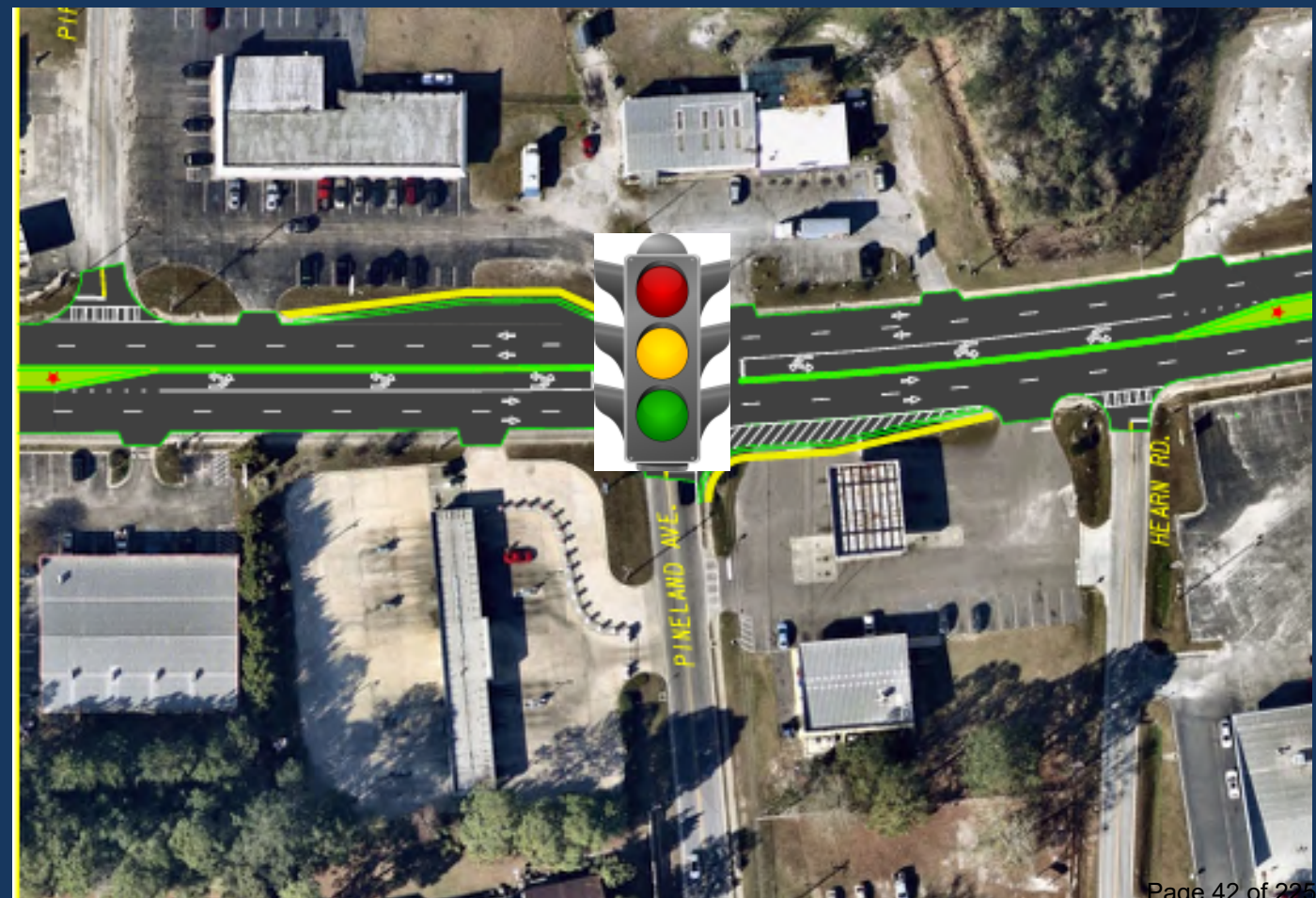
City Center

Concept Planning



E.G. Miles Intersection Imp.

- Pineland Ave and Miles Crossings
- Presented All 196 Int. projects to GDOT 7-19-25.
- Working in Partnership with GDOT for Signal Installation
- GDOT will be in the lead with City contributions
- Conference with GDOT 10-14-25, Estimated schedule to Construction = 6 to 8 Months (June, 2026).
- Still Investigating Warrants on Arlington Dr.



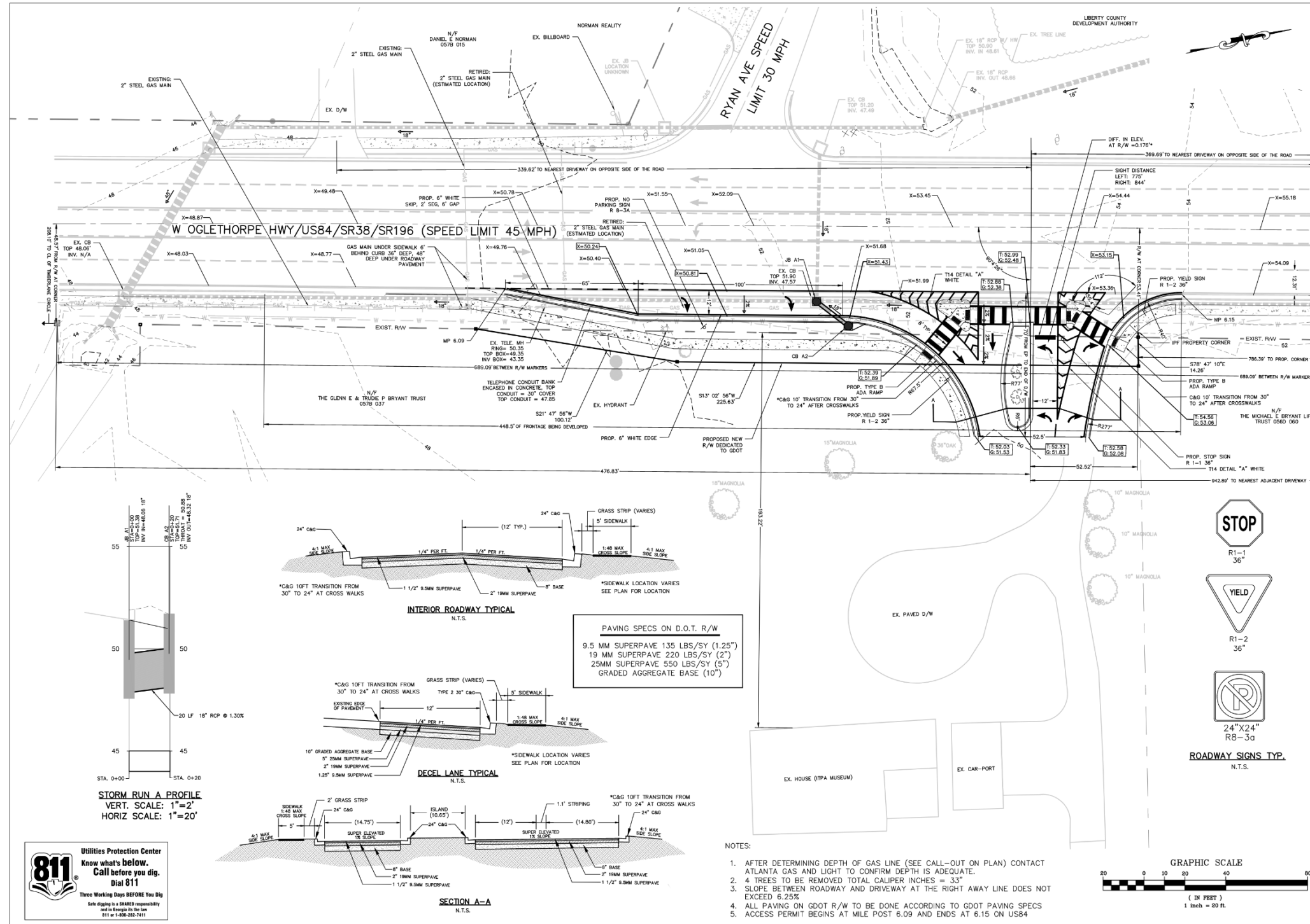
S. MAIN St./Charles Frasier Blvd Widening Phase 3 Ralph Quarterman Drive to Kasey Drive Design Stage – Coordinating With TH Developer



Bryant Commons Entrance

Deceleration Lane Plus modified Entrance

Submitted to GDOT for Permitting



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GEORGIA
REGISTERED PROFESSIONAL ENGINEER
PAUL C. SIMONTON
Level II Certification No. 935
Expiration Date: 10-01-08

1050 PARKSIDE COMMONS
SUITE 101
GREENSBORO, NC 27409
TEL: (703) 454-0870
www.simontongen.com

SIMONTON ENGINEERING

Bryant Commons Access & Decel Ln.
HWY 84 East, SR 38, SR 196
The City of Hinesville
Liberty County, Georgia

Site Plan
DATE: June 17, 2025
FILE NO: 2024-9139J
SHEET: C2.0

Failing Infrastructure Drainage

1. Sequoia Cir. Initial Complete – CO under way
2. Byrum – Pipe in working on C&G
3. Coca Cola Bldg – Clearing
4. San Patel Repair
5. Flora Ellen
6. Fox Haven

Others

1. Maple Street C&G/Drainage -- Field Work Complete
2. Kings Rd Cul de Sac - Getting Bids
3. Speed Humps – Scheduling
4. Additon of Aeration at Ft Stewart Plant (first phase) -- Design in final stages

QUESTIONS



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: Community Development
Department Updates
Prepared by: Kendra Ivy
Presented by: Shauntay Harris

PURPOSE: To Present for Mayor and Council, Community Development Department Updates.

BACKGROUND: NA

FUNDING: NA

RECOMMENDATION:

ATTACHMENTS:

1. CDD 2026 PPT

PREVIOUS COUNCIL DISCUSSION:



COMMUNITY DEVELOPMENT DEPARTMENT

FY26 FIRST QUARTER UPDATE

Community Development – Who We Are

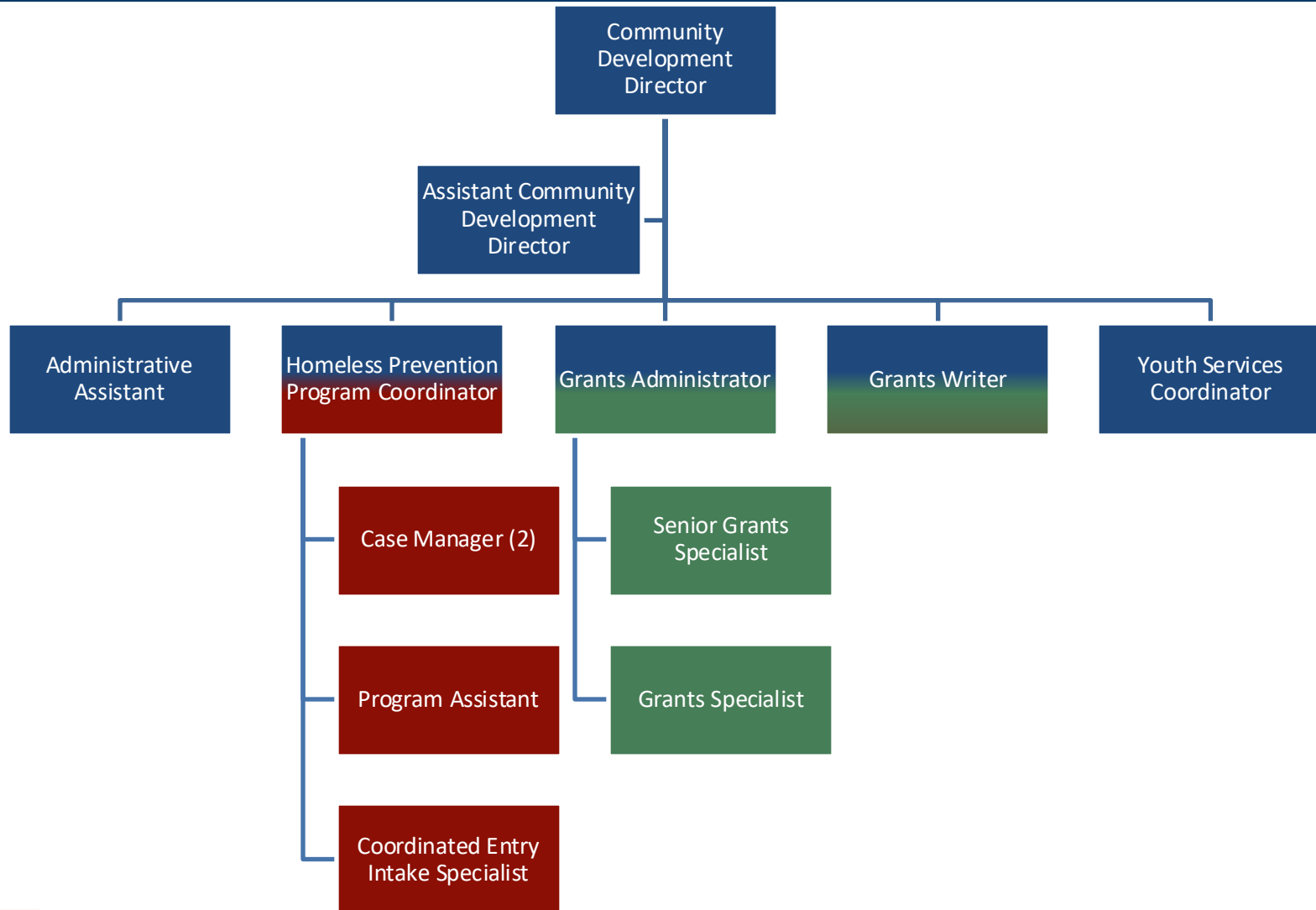
The Community Development Department works to further the City's strategic goals and is comprised of three divisions:

CDD Administration

Homeless Prevention Program (HPP)

Grants Administration Office (GAO)

Organizational Chart



Upcoming Community Outreach

The department organizes several community outreach events annually centering around fair housing, homelessness, and youth empowerment.

April 2026

**Fair Housing Month &
Community Development Week Activities**

Details of the event activities are forthcoming.

Youth Services Initiative

- As an expansion of our youth empowerment outreach efforts, a Youth Services Coordinator position was added to our team.
- Youth Services Coordinator will:
 - *coordinate City's youth engagement initiatives*
 - *build partnerships with youth-serving organizations*
 - *serve as liaison between City and Hinesville's youth*
- Anticipate onboarding within 3-4 weeks.

Irene B. Thomas Park ADA Playground

- Partnership between City of Hinesville & Kiwanis Club of Liberty County
- Replacement of the existing play structure with a universally inclusive, ADA-accessible, adaptive play structure.
- Purpose: to support the physical, sensory, and social needs of children with disabilities and create an environment where all children can engage in safe play



Homeless Prevention Program

HPP is the social services arm of the Community Development Department.

The program provides direct assistance to individuals and families experiencing homelessness and other hardships.

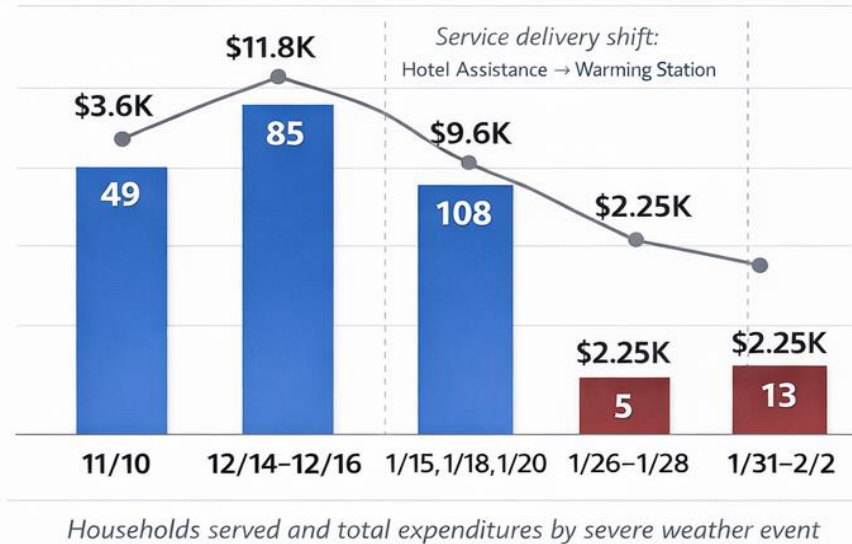
Services provided: Hotel/Motel Voucher, Rapid Re-Housing, Homelessness Prevention, Supportive Services, Case Management, Community Point of Contact for Local Resources

Point In Time Count

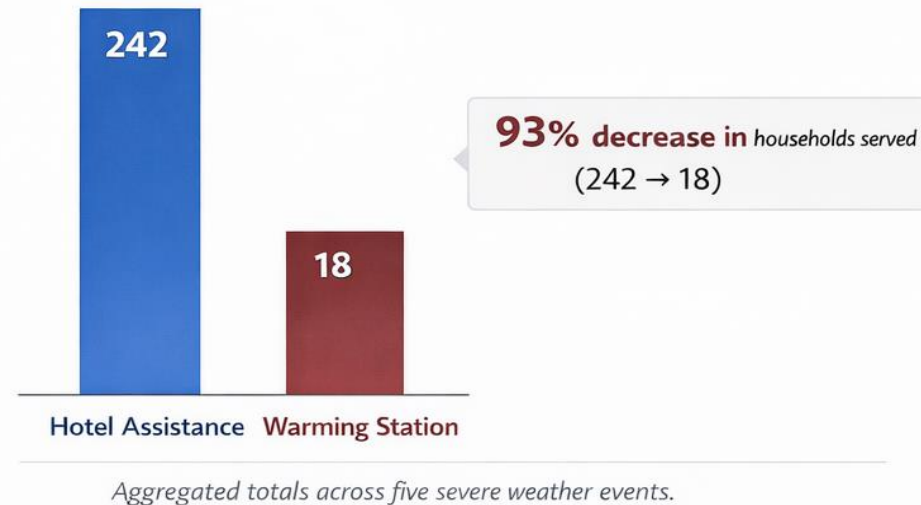
- Conducted on January 26th
- Activities: city-wide canvassing, main event at Manna House, interviews with warming station
- Data not available for several weeks. This year's count coincided with a severe weather event, which reduced the total number of interactions.

Severe Weather Assistance

Severe Weather Assistance: Participation & Cost by Event



Hotel vs. Warming Station: Aggregate Outcomes



Active Grant Projects

HUD Continuum of Care Grant \$247,106

- **Grant Award \$197,685** *rapid re-housing for literally homeless households*
- **City Cash Match \$21,000** *additional rental assistance & supportive services*
- **City In-Kind Match \$28,421** *case management, data entry, administration*

DCA Emergency Solutions Grant \$190,000

- **Grant Award \$95,000** *hotel/motel voucher & rapid re-housing for literally homeless households, prevention for households at-risk of homelessness*
- **City Cash Match \$40,000** *additional HMV funds & short-medium term rental assistance (RRH/HP)*
- **City In-Kind Match \$55,000** *case management, housing search & placement*

HOME-ARP Supportive Services Grant \$281,250

- **Grant Award \$250,000** *supportive services for McKinney-Vento households*
- **City Cash Match \$18,750** *additional short-medium term rental & financial assistance*
- **City In-Kind Match \$12,500** *dedicated full-time HOME-ARP case manager*

Housing Barriers

- The biggest barrier for program participants is being approved for housing.
- We need more landlords willing to provide second chance rental opportunities to individuals with the following barriers: poor rental/eviction history, low credit scores, and low/no income.

2026 Landlord Engagement Workshop Dates: Coming Soon!

Grants Administration Office

GAO identifies, secures, and manages funding from public and private grant sources.

Grants staff provides oversight of all grant related projects, to ensure compliance with all funder requirements and maintenance of all awards/allocations.

Community Development Block Grant (CDBG)

- As an entitlement community, the City of Hinesville receives annual CDBG allocations from HUD.
- Each community develops their own funding priorities, which are set forth in the jurisdiction's 5-year Consolidated Plan. (Current Plan: 2024 – 2028)



Current Funding Priorities

Year	Grant Amount	Remaining	Year	Grant Amount	Remaining
2020	\$30,900	\$11,823.33	2023	\$165,013	\$113,024.64
2021	\$30,900	\$17,080.34	2024	\$181,054	\$88,557.07
2022	\$172,163	\$145,965	2025	\$254,726	\$252,626

- Administration (20%)
- Public Service Agency (PSA) Program (15%)
- Owner Occupied Rehabilitation (OOR)/Home Repair Assistance Program
- Blight
- LMA Infrastructure

Home Repair Assistance Program



PROGRAM SUMMARY

- ✓ The City of Hinesville has obtained grant funding for the Home Repair Assistance Program formerly known as Owner-Occupied Rehabilitation.
- ✓ The Program is available through the Community Development Block Grant (CDBG) program.
- ✓ Eligible beneficiaries can receive **up to \$10,000 in assistance** for small home repairs **to low-moderate-income homeowners** to address safety issues within their homes.

Home Repair Assistance Program

ELIGIBLE REPAIRS*



HVAC



Plumbing Repair



Exterior Shelter/Safety Improvements



Electrical Services

INELIGIBLE REPAIRS*



Furniture Repair



Cosmetic Improvement



Major Renovations



Repairs Covered by Insurance or FEMA



*List is not exhaustive. Additional terms and conditions apply.



WHO IS ELIGIBLE?*

- ✓ Applicants must own (or be purchasing) and occupy the house that is being repaired.
- ✓ Gross household income must be at or below low-moderate limits set by HUD.
- ✓ Applicants must have a will.
- ✓ Mortgages, City and County tax accounts must be current.
- ✓ Priority given to hazardous conditions, seniors 65+, and those with medical conditions impacted by lack of repairs.
- ✓ Funding is restricted to properties in the city limits of Hinesville.

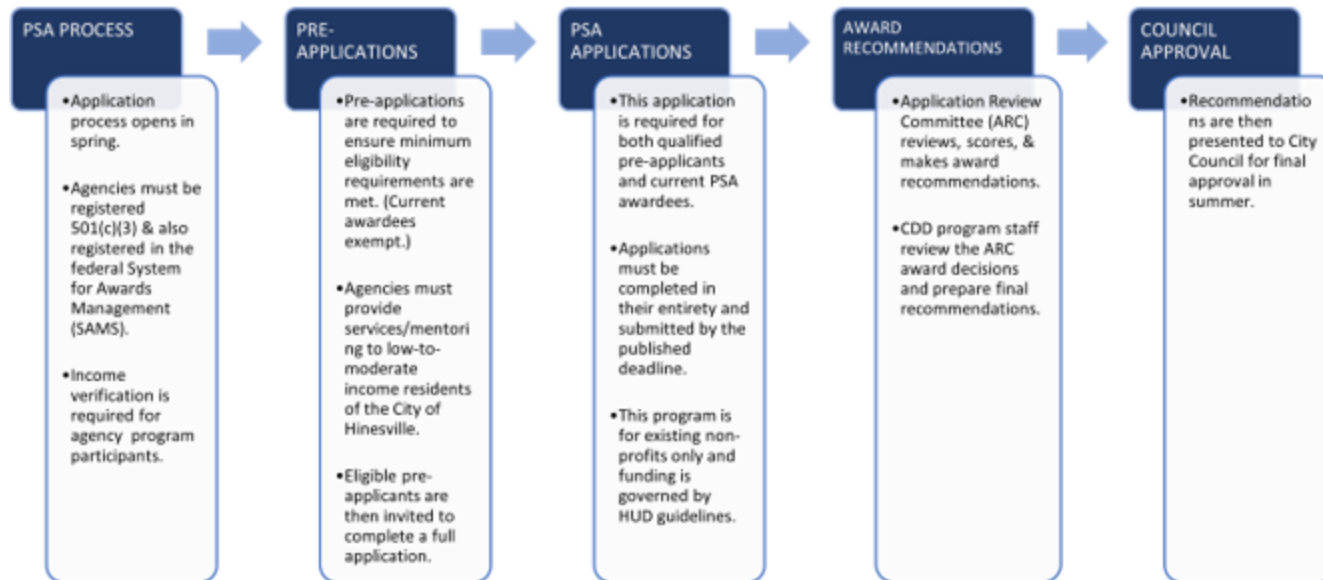


*List is not exhaustive. Additional terms and conditions apply.



Public Service Agency Program

The City leverages 15% of its CDBG funding and approximately \$35,000 of general funds annually to support the PSA program.



The PSA program operates through reimbursement. Quarterly reports must be submitted to GAO, to include previous quarter's expenses, milestone reports, income verification, etc. All documentation is reviewed by GAO staff and the City of Hinesville Finance Department staff prior to reimbursement.

QUESTIONS?

Community Development Department

115 East M.L. King Jr. Drive

Hinesville GA 31313

912-876-6573

communitydevelopment@cityofhinesville.org



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026

Agenda Item: Animal Ordinance Amendment #2025-06

Prepared by: Estella L. Roberson

Presented by: Ryan Arnold

PURPOSE: To Present for the Mayor and Council Consideration, regarding amendments to Animal Control Ordinance #2025-06.

BACKGROUND: During the On-Site Workshop on September 22, 2025, the Mayor and Council discussed amending the animal ordinance. Mr. Kenneth Howard, City Manager (at that time), provided an update. The proposed draft included new language regarding the proper installation of tethering devices, ensuring tethered animals remain at least ten feet away from public rights-of-way, and concerns about the potential for animals to interact with the public and vice versa.

At the subsequent council meeting on November 20, 2025, Mr. Howard informed the Mayor and Council that the Assistant City Attorney, Jeff Osteen, was actively working on developing recommendations for the ordinance.

FUNDING:

RECOMMENDATION:

ATTACHMENTS:

1. Animal Ordinance Amendment Redline.2025-06

PREVIOUS COUNCIL DISCUSSION: November 6, 2025 and November 20, 2025

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF HINESVILLE, GEORGIA CHAPTER 4 – ANIMALS AND FOWL, ARTICLE I – IN GENERAL, SECTION 4-5 MANNER OF KEEPING, PROHIBITED CONDITIONS; COMPLAINT, **BY AMENDING SECTION 4-5 (g)(5) THE ANIMAL ATTACHED TO A PROPERLY FITTED HARNESS OR COLLAR OF SUFFICIENT STRENGTH TO PREVENT ESCAPING** NOT USED FOR DISPLAY OF A CURRENT RABIES TAX TAG AND OTHER IDENTIFICATION; AND WITH ENOUGH ROOM BETWEEN THE COLLAR AND THE DOG'S THROAT THROUGH WHICH TWO FINGERS MAY FIT. CHOKE COLLARS AND PINCH COLLARS ARE PROHIBITED FOR THE PURPOSE OF TETHERING AN ANIMAL TO A RUNNING CABLE LINE OR TROLLEY SYSTEM; **AND BY ADDING (g)(8) THE TETHERING DEVICE AND RUNNING CABLE OR TROLLEY SYSTEM SHALL BE INSTALLED IN SUCH A MANNER THAT THE TETHERED ANIMAL CANNOT BE WITHIN TEN (10) FEET OF ANY PUBLIC RIGHT-OF-WAY, AND AMENDING SECTION 4-11 IMPOUNDMENT OF ANIMALS RUNNING AT LARGE (a), IT SHALL BE THE DUTY OF THE ~~CITY MANAGER OR HIS DULY AUTHORIZED REPRESENTATIVE~~ DOG CONTROL OFFICER TO APPREHEND ANY ANIMAL FOUND RUNNING AT LARGE CONTRARY TO THE PROVISIONS OF THIS CHAPTER AND IMPOUND SUCH ANIMAL IN THE ANIMAL SHELTER, AND AMENDING ARTICLE II – DOGS, SECTION 4-37 REGISTRATION OF DOGS – FEE** ALL RESIDENTS OWNING, KEEPING OR HARBORING ANY DOG OVER THREE MONTHS OF AGE SHALL PAY TO THE **CITY LIBERTY COUNTY ANIMAL SERVICES DEPARTMENT** YEARLY A REGISTRATION FEE IN THE AMOUNT ESTABLISHED IN THE SCHEDULE OF FEES AND CHARGES, **AND SECTION 4-38 SAME- CERTIFICATE** UPON RECEIPT OF THE REGISTRATION FEE REQUIRED BY SECTION 4-37, AND THE EXHIBITION OF AN UNEXPIRED CERTIFICATE OF RABIES VACCINATION, THE **CITY-MANAGER LIBERTY COUNTY ANIMAL SERVICES DEPARTMENT** SHALL ISSUE A REGISTRATION CERTIFICATE TO THE OWNER OF THE ANIMAL, GIVING THE OWNER'S NAME, DATE ISSUED, AMOUNT PAID, DESCRIPTION AND NAME, AGE AND SEX OF THE ANIMAL, THE REGISTRATION TAG NUMBER ISSUED, THE DATE THE ANIMAL WAS VACCINATED AND THE TYPE OF VACCINE USED, **AND SECTION 4-39 SAME- TAG** AT THE TIME A REGISTRATION CERTIFICATE IS ISSUED UNDER SECTION 4-38, THE **CITY-MANAGER LIBERTY COUNTY ANIMAL SERVICES DEPARTMENT** SHALL ALSO DELIVER A REGISTRATION TAG BEARING THE SERIAL NUMBER OF THE REGISTRATION CERTIFICATE AND THE YEAR IN WHICH IT WAS DELIVERED. THE SHAPE AND/OR COLOR OF THE TAG SHALL BE CHANGED EVERY YEAR AND IT SHALL BE THE DUTY OF EVERY OWNER TO PROVIDE EACH DOG FOR WHICH A TAG IS ISSUED WITH A COLLAR OR HARNESS TO WHICH THE REGISTRATION TAG MUST BE AFFIXED AND SUCH OWNER SHALL SEE THAT THE COLLAR OR HARNESS AND THE TAG ARE CONSTANTLY WORN. IN CASE A REGISTRATION TAG IS LOST OR DESTROYED, A DUPLICATE WILL BE ISSUED UPON PRESENTATION OF A RECEIPT SHOWING THE PAYMENT IN THE AMOUNT ESTABLISHED BY THE SCHEDULE OF FEES AND CHARGES FOR SUCH DUPLICATE, **AND SECTION 4-75 DEFINITIONS, DOG CONTROL OFFICER** MEANS THE PERSON DESIGNATED TO ENFORCE THE PROVISIONS OF THIS DIVISION **AND SUCH**

PERSON IS AN EMPLOYEE OF LIBERTY COUNTY, GEORGIA, AND ARTICLE III – RABIES CONTROL, SECTION 4-111 QUARANTINE OF ANIMAL INFLECTING BITE, SUSPECTED OF BITING OR SUSPECTED OF BEING RABID WHEN ANY DOG OR OTHER ANIMAL CAPABLE OF BEING INFECTED WITH RABIES HAS BITTEN ANY PERSON, IS SUSPECTED OF HAVING BITTEN ANY PERSON, OR IS SUSPECTED OF BEING INFECTED WITH RABIES, THE **DOG CONTROL OFFICER, CITY MANAGER OR HIS DULY AUTHORIZED REPRESENTATIVE** SHALL CAUSE SUCH DOG OR OTHER ANIMAL TO BE QUARANTINED FOR SUCH TIME AS HE MAY DEEM NECESSARY, BUT NOT LESS THAN TEN DAYS FROM THE DAY THE PERSON WAS BITTEN. NO SUCH ANIMAL SHALL BE KILLED OR DESTROYED OR REMOVED FROM THE CITY, EXCEPT UPON AUTHORIZATION OF THE **DOG CONTROL OFFICER, CITY MANAGER OR HIS DULY AUTHORIZED REPRESENTATIVE**. ONLY DOGS AND OTHER ANIMALS THAT APPEAR WELL SHALL BE RELEASED FROM QUARANTINE OR IMPOUNDMENT. NO PERSON SHALL HIDE, KILL, CONCEAL OR AID OR ASSIST IN HIDING, KILLING OR CONCEALING ANY SUCH ANIMAL DEFINED IN THIS SECTION OR SHALL CONCEAL OR PERMIT THE SAME TO BE REMOVED FROM THE CITY FOR THE PURPOSE OF PREVENTING ITS QUARANTINE AS PROVIDED HEREIN, **AND SECTION 4-112 DESTRUCTION OR QUARANTINE OF ANIMALS IN CONTACT WITH RABID ANIMAL (b)** THERE SHALL BE PLACED IN A CONSPICUOUS PLACE IN PLAIN VIEW OF ALL ENTRANCES TO THE PLACE OF QUARANTINE UNDER THIS SECTION A PLACARD ON WHICH SHALL BE PRINTED, IN LETTERS NOT LESS THAN TWO INCHES HIGH, THE WORDS, "RABIES—QUARANTINE." SUCH QUARANTINE SHALL BE AT THE EXPENSE OF THE OWNER. THE PLACE OF QUARANTINE SHALL BE CLEANED AND DISINFECTED TO THE SATISFACTION OF THE **CITY-MANAGER DOG CONTROL OFFICER** IN ACCORDANCE WITH REASONABLE CITY STANDARDS, **AND SECTION 4-113 REPORT REQUIRED WHEN PERSON IS BITTEN BY ANIMAL**, WHENEVER A PERSON IS BITTEN BY A DOG OR OTHER ANIMAL CAPABLE OF BEING INFECTED WITH RABIES AND WHENEVER AN ANIMAL IS SUSPECTED OF BEING INFECTED WITH RABIES, PROMPT REPORT OF SUCH BITE OR INFECTION SHALL BE MADE TO THE POLICE DEPARTMENT. SUCH REPORT SHALL BE MADE BY ANY PHYSICIAN ATTENDING THE PERSON BITTEN, OR, IF SUCH PERSON IS RECEIVED AT A HOSPITAL OR DISPENSARY FOR TREATMENT, THE REPORT SHALL BE MADE BY THE PERSON IN CHARGE OF THE HOSPITAL OR DISPENSARY. THE REPORT SHALL CONTAIN INFORMATION REQUIRED BY THE **CITY-MANAGER DOG CONTROL OFFICER**. WHEN A PHYSICIAN WAS NOT CONSULTED OR THE PERSON WAS NOT TAKEN TO A HOSPITAL OR DISPENSARY, THE REPORT SHALL BE MADE BY THE PERSON BITTEN, THE OWNER, CUSTODIAN OR PERSON HAVING POSSESSION OF THE ANIMAL OR ANY OTHER PERSON WHO HAS KNOWLEDGE OF THE FACTS, **AND TO PROVIDE AN ADOPTION DATE; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES ALLOWED BY LAW.**

WITNESSETH:

WHEREAS, the duly elected governing authority of the City of Hinesville, Georgia is the Mayor and City Council thereof; and

WHEREAS, the Mayor and City Council are authorized under Article 9, Section 2, of the Constitution of the State of Georgia to enact reasonable ordinances to protect the health, safety, morals, convenience, order, propriety, and general welfare of the people of the City of Hinesville; and

WHEREAS, the Mayor and City Council believe it is in the best interest of the City to update tethering requirements so that the dog's harness or collar is sufficient strength to prevent escaping and an animal tethered cannot be within ten (10) feet of any public right-of-way; and

WHEREAS, the Mayor and City Council have determined that the Liberty County Animal Services Department shall collect yearly registration fee, issue a registration certificate and deliver a registration tag; and

WHEREAS, the Mayor and City Council have determined that the Dog Control Officer shall impound animals running at large, determine the cleanliness and disinfecting of a place of quarantine and determine the requirements of the information in the report when a person is bitten by an animal; and

WHEREAS, the Mayor and City Council have determined that the Dog Control Officer, City Manager or his duly authorized representative shall cause a dog or animal to be quarantined when the dog or animal has bitten any person that is capable of being infected with rabies, is suspected of having bitten any person, or is suspected of being infected with rabies; and

WHEREAS, the Mayor and City Council have determined that the Dog Control Officer as defined herein is an employee of Liberty County, Georgia and not the City of Hinesville; and

WHEREAS, Part II, Code of Ordinances, Chapter 1 General Provisions, Section 1-4 of the Code of Ordinances provides the standards and procedures for amending any provision of said Code; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE HINESVILLE CITY COUNCIL that Chapter 4, Animals and Fowl, Article I, Section 4-5 Manner of keeping, prohibited conditions; complaint and Section 4-11 Impoundment of animals running at large and Article II, Division 1, Section 4-37 Registration of dogs-Fee, Section 4-38 Same-Certificate and Section 4-39 Same-Tag and Division 2, Section 4-75 Definitions and Article III, Section 4-111 Quarantine of animal inflicting bite, suspected of biting or suspected of being rabid, Section 4-112 Destruction or quarantine of animals in contact with rabid animal and Section 4-113 Report required when person is bitten by animal, these sections of The Code of the City of Hinesville, Georgia, are hereby amended to read as follows:

**SECTION I
ORDINANCE TEXT**

Sec. 4-5.- Manner of keeping, prohibited conditions; complaint

(g) Running cable or trolley systems are permitted, provided that:

- (5) The animal attached to a properly fitted harness or collar of sufficient strength to prevent escaping not used for display of a current rabies tax-tag and other identification; and with enough room between the collar and the dog's throat through which two fingers may fit. Choke collars and pinch collars are prohibited for the purpose of tethering an animal to a running cable line or trolley system;
- (8) The tethering device and running cable or trolley system shall be installed in such a manner that the tethered animal cannot be within ten (10) feet of any public right-of-way.

Sec. 4-11. Impoundment of animals running at large.

- (a) It shall be the duty of the ~~City Manager or his duly authorized representative~~ Dog Control Officer to apprehend any animal found running at large contrary to the provisions of this chapter and impound such animal in the animal shelter.

Sec. 4-37. Registration of dogs—Fee.

All residents owning, keeping or harboring any dog over three months of age shall pay to the ~~City~~ Liberty County Animal Services Department yearly a registration fee in the amount established in the schedule of fees and charges.

Sec. 4-38. Same—Certificate.

Upon receipt of the registration fee required by section 4-37, and the exhibition of an unexpired certificate of rabies vaccination, the ~~City Manager~~ Liberty County Animal Services Department shall issue a registration certificate to the owner of the animal, giving the owner's name, date issued, amount paid, description and name, age and sex of the animal, the registration tag number issued, the date the animal was vaccinated and the type of vaccine used.

Sec. 4-39. Same—Tag.

At the time a registration certificate is issued under section 4-38, the ~~City Manager~~ Liberty County Animal Services Department shall also deliver a registration tag bearing the serial number of the registration certificate and the year in which it was delivered. The shape and/or color of the tag shall be changed every year and it shall be the duty of every owner to provide each dog for which a tag is issued with a collar or harness to which the registration tag must be affixed and such owner shall see that the collar or harness and the tag are constantly worn. In case a registration tag is lost or destroyed, a

duplicate will be issued upon presentation of a receipt showing the payment in the amount established by the schedule of fees and charges for such duplicate.

Sec. 4-75.- Definitions

Dog Control Officer means the person designated to enforce the provisions of this division ~~and such person is an employee of Liberty County, Georgia.~~

Sec. 4-111. Quarantine of animal inflicting bite, suspected of biting or suspected of being rabid.

When any dog or other animal capable of being infected with rabies has bitten any person, is suspected of having bitten any person, or is suspected of being infected with rabies, the ~~City Manager~~ Dog Control Officer, City Manager or his duly authorized representative shall cause such dog or other animal to be quarantined for such time as he may deem necessary, but not less than ten days from the day the person was bitten. No such animal shall be killed or destroyed or removed from the City, except upon authorization of the ~~City Manager or his duly authorized representative~~ Dog Control Officer, City Manager or his duly authorized representative. Only dogs and other animals that appear well shall be released from quarantine or impoundment. No person shall hide, kill, conceal or aid or assist in hiding, killing or concealing any such animal defined in this section or shall conceal or permit the same to be removed from the City for the purpose of preventing its quarantine as provided herein.

Sec. 4-112. Destruction or quarantine of animals in contact with rabid animal.

- (b) There shall be placed in a conspicuous place in plain view of all entrances to the place of quarantine under this section a placard on which shall be printed, in letters not less than two inches high, the words, "Rabies—Quarantine." Such quarantine shall be at the expense of the owner. The place of quarantine shall be cleaned and disinfected to the satisfaction of the ~~City Manager~~ Dog Control Officer in accordance with reasonable City standards.

Sec. 4-113. Report required when person is bitten by animal.

Whenever a person is bitten by a dog or other animal capable of being infected with rabies and whenever an animal is suspected of being infected with rabies, prompt report of such bite or infection shall be made to the Police Department. Such report shall be made by any physician attending the person bitten, or, if such person is received at a hospital or dispensary for treatment, the report shall be made by the person in charge of the hospital or dispensary. The report shall contain information required by the ~~Dog Control Officer~~ City Manager. When a physician was not consulted or the person was not taken to a hospital or dispensary, the report shall be made by the

person bitten, the owner, custodian or person having possession of the animal or any other person who has knowledge of the facts.

SECTION II SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this amendment to the Ordinance is held to be invalid or unconstitutional for any reason, such decision shall not affect the validity of the remaining portions of the Ordinance.

SECTION III CONFLICTS

All other ordinances or portions of ordinances in conflict with this Ordinance, or inconsistent with the directive(s) of this Ordinance, are hereby repealed to the extent necessary to give this amendment to the Ordinance full force and effect.

SECTION IV EFFECTIVE DATE

This Amendment to the Ordinance shall become effective on the 1st day of February, 2026.

ADOPTION

DULY ADOPTED THIS _____ DAY OF JANUARY, 2026, BY THE MAYOR AND COUNCIL OF THE CITY OF HINESVILLE, GEORGIA.

Karl A. Riles, Mayor

Vicky C. Nelson, Mayor Pro Tem

Diana F. Reid, Councilmember

Dexter L. Newby, Councilmember

Jason R. Floyd, Councilmember

José A. Ortiz, Jr., Councilmember

ATTEST:

Estella L. Roberson, City Clerk

(SEAL)

DRAFT



City of Hinesville, Georgia, Council Meeting

Date: February 19, 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, Niesha Williams

PURPOSE: Adoption of Resolution 2026-02 to amend the City of Hinesville's 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. 2016 Personnel Policy
2. Resolution 2026-02
3. Section 14 Grievance and Appeals v.2 redline
4. Section 14 Grievance and Appeals

PREVIOUS COUNCIL DISCUSSION: January 15, 2026 Council Workshop
February 05, 2026 City Council meeting



**CITY OF HINESVILLE
PERSONNEL POLICIES AND PROCEDURES**

SECTION 14. GRIEVANCE AND APPEAL PROCEDURES

EFFECTIVE DATE: 10/18/2012

DATE REVISED:

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 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. 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.
- 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, 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 shall schedule a hearing for consideration of the action or occurrence complained of in the grievance. The hearing shall be conducted within 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, 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.
8. Committee's Decision. A copy of the decision of the Grievance Committee will be given to the affected employee and the department head, within ten (10) working days following the completion of the hearing.
9. 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.

10. 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.
 11. 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.
- E. 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, 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 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 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

**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 19, 2026

Agenda Item: Resolution #2026-03 Liberty Transit Public Transportation Agency Safety Plan

Prepared by: Donna Dale

Presented by: Donna Dale

PURPOSE: To Present to Mayor and Council Consideration, Request for approval of Resolution #2024-03 Liberty Transit Public Transportation Agency Safety Plan (PTASP)

BACKGROUND: Federal Transit Administration (FTA) 5307 recipients are required to adopt the Public Transportation Agency Safety Plan. The Development of an Agency Safety Plan (ASP) includes processes and procedures to implement a Safety Management System. The regulation applies to all recipients and subrecipients of Urbanized Area Formula Grant Program funds under 49 U.S.C. Section 5307, including bus and multimodal and rail transit agencies. The PTASP is part of the FTA's Public Transportation Safety Program and reflects the specific objectives, standards and priorities of each transit agency. The plan is reviewed annually and updated as needed.

FUNDING: NA

RECOMMENDATION: Approval of Resolution #2026-03

ATTACHMENTS:

1. 20251015_GDOT_2025_PTASP_Hinesville_Final Draft
2. Resolution #2026-03

PREVIOUS COUNCIL DISCUSSION:

LIBERTY TRANSIT

SAFETY PLAN

FEBRUARY 2025



AUTHORIZATIONS

Moving Ahead for Progress in the 21st Century (MAP-21) and the Fixing America's Surface Transportation (FAST) Act granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of transit bus systems throughout the United States. On July 19, 2018, the FTA promulgated its final rule 49 CFR Part 673 - Public Transportation Agency Safety Plan (PTASP), which requires recipients of FTA Chapter 5307 funds to develop and implement a safety plan based on Safety Management Systems (SMS) principles and methods.

Liberty Transit establishes this Safety Plan as our agency's commitment to system safety and the principles of SMS. The objectives of our plan are to:

- Increase the safety of our transit system by proactively identifying, assessing, and controlling risks;
- Continually improve safety performance;
- Improve the commitment of transit leadership to safety; and
- Foster a culture of safety awareness and responsiveness.

Liberty Transit is committed to implementing a systematic and comprehensive safety program. Leadership will visibly demonstrate its commitment to safety by monitoring hazards, enforcing, and supporting safety programs, and promoting an open and transparent environment to discuss and address safety issues.

This Safety Plan was developed by the Georgia Department of Transportation (GDOT), and Liberty Transit has adopted it to comply with FTA Part 673 requirements. Our Board of Commissioners, the city manager, and mobility manager have reviewed and approved this Safety Plan and assure that its contents establish a comprehensive SMS framework and meet the requirements of Part 673.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the National Public Transportation Safety Plan (NPTSP) Liberty Transit has adopted this PTASP and the tenets of SMS, including a Safety Management Policy and the processes for Safety Risk Management (SRM), Safety Assurance, and Safety Promotion, per 49 United States Code (U.S.C.) 5329(d)(1)(A). While safety has always been a primary function at Liberty Transit, this document lays out a process over the next several years to fully implement an SMS that complies with the PTASP final rule, as amended.

Additionally, the FTA recently released proposed revisions to the NPTSP to address the new requirements in the Bipartisan Infrastructure Law, enacted as the Infrastructure Investment and Jobs Act to further advance transit safety. This Plan supersedes the one which the FTA published in January 2017. It lays out a performance-based approach to reduce injuries and fatalities on transit systems under the FTA's safety jurisdiction. Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At Liberty Transit, all levels of management, administration, and operations are responsible for the safety of their customers and themselves.

Furthermore, in April 2024, the FTA made important updates to the PTASP regulations to improve safety management and performance monitoring for transit agencies. These updates stress the need for decisions based on data and proactive risk management. Key changes include using advanced safety performance metrics to provide a more complete view of safety by recording a wider range of incidents and near-misses. This helps agencies spot potential hazards earlier and take action to prevent them. Additionally, the FTA now requires more thorough training programs for transit staff, focusing on modern SMS practices and emergency preparedness to create a knowledgeable workforce focused on the culture of safety.

The updated PTASP regulation also adds stronger oversight and accountability measures for 5307 agencies. These agencies must now conduct regular safety audits and submit detailed reports on their safety

performance and compliance with SMS as detailed in their PTASP plans. These reports should include specific plans for addressing any safety issues identified and providing a commitment to continuous improvement. The regulation also highlights the importance of management in promoting a safety-first culture and encouraging executives to be actively involved in safety planning and decision-making processes, thereby promoting safety communications in a top-down and bottom-up feedback.

This Safety Plan will be distributed to all transit employees and will be reviewed and updated annually.

Approved by	Date
Accountable Executive, Ryan Arnold, City Manager	

Revision Record				
Revision #	Review Date	Reviewer	Revision Date	Approved By
1	12/31/22	GDOT		GDOT
2	12/31/23	GDOT		GDOT
3	12/31/24	GDOT		GDOT
4	12/4/2025	GDOT		GDOT

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Definitions

Accident: An event that involves any of the following – loss of life; a report of a serious injury to a person; a collision of a public transit vehicle; an evacuation for life safety reasons at any location, at any time, whatever the cause.

Accountable Executive: A single, identifiable person who has ultimate responsibility for carrying out the PTASP of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management (TAM) Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C. § 5329(d), and the agency's TAM Plan in accordance with 49 U.S.C. § 5326.

Agency Leadership and Executive Management: Those members of agency leadership or executive management (other than an accountable executive, CSO, or SMS executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

Chief Safety Officer: An adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A CSO may not serve in other operational or maintenance capacities, unless the CSO is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Event: Any accident, incident, or occurrence.

Fatality: A death or suicide confirmed within 30 days of a reported event. Does not include deaths in or on transit property that are a result of illness or other natural causes; collision (including suicides), fire, hazardous material spill, Acts of God, system or personal security event (including suicides), and other safety events.

Hazard: A condition that has the potential to cause injury, illness, death, or property damage.

Hazard Likelihood: Probability of a hazard to occur.

Hazard Severity: The effect/damaging result of a hazards consequence.

Incident: An event that involves any of the following; personal injuries that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation: The process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Injury: Any damage or harm to persons that requires immediate medical attention away from the scene because of a reportable event. Agencies must report each person transported away from the scene for medical attention as an injury, whether the person appears to be injured.

Key staff: A group of staff or committees to support the accountable executive, CSO, or SMS executive in developing, implementing, and operating the agency's SMS.

Major Mechanical Failures: Failures caused by vehicle malfunctions or subpar vehicle condition that require that the vehicle be pulled from service.

National Public Transportation Safety Plan: The plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 U.S.C. Chapter 53.

Notice of Proposed Rulemaking: A proposed new regulation or proposed changes to an existing regulation. A federal agency is only allowed to issue regulations if authorized to do so by Congress, so the Notice of Proposed Rulemaking (NPRM) also provides the statutory authority under which the agency is proposing the regulation. The NPRM also explains the background and history of the issue that generated the regulation and avenues for public participation.

Occurrence: An event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Passenger: A person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Preventative Maintenance: Regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

Public Transportation Agency Safety Plan: The documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Performance Target: A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

Reportable: An event occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle, excluding occupational safety events occurring in administrative buildings.

Risk: An assessed probability and severity calculation to classify the overall potential consequences of a hazard.

Safety Assurance: A list of defined safety performance indicators for each priority risk and associated targets the agency will use to determine if it is achieving the specified safety goals.

Safety Committee: A committee convened by a joint labor-management process comprised of an equal number of frontline employees (selected by a labor organization representing the plurality of the frontline workforce employed by the recipient or, if applicable, a contractor to the recipient, to the extent frontline employees are represented by labor organizations) and management.

Safety Events: Include but are not limited to slips, trips, falls, smoke, power failure, maintenance-related issues, or electric shock. To be reported as a major event, these events must either meet the fatality, evacuation, or property damage threshold or result in two or more injured persons. Other safety events that cause only one person to be immediately transported from the scene for medical attention, and that do not

trigger any other reporting threshold, are reported on the Non-Major Monthly Summary Report form. The FTA includes other safety events that occur in a transit maintenance facility and meet a reporting threshold but continues to exclude occupational safety events occurring in administrative buildings.

Safety Management Policy: A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's employees regarding safety.

Safety Management System: The formal, top-down, data-driven, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System Executive: A CSO or an equivalent.

Safety Objective: A general goal or desired outcome related to safety.

Safety Performance: An organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Measure: An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Safety Performance Monitoring: Activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations through a combination of safety performance indicators and safety performance targets (SPTs).

Safety Performance Target: A performance target related to safety management activities.

Safety Promotion: A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk: The assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment: The formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.

Safety Risk Management: A process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation: The activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

Safety Risk Probability: The likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

Safety Risk Severity: The anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

Serious Injury: Any injury which:

- Requires hospitalization for more than 48 hours, commencing within 7 days from the date that the injury was received;
- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small Public Transportation Provider: A recipient or subrecipient of federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State: A State of the United States, the District of Columbia, the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of Good Repair: The condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency: An agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR Part 674.

Transit Agency: An operator of a public transportation system.

Transit Asset Management Plan: The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

Vehicle Revenue Miles (VRM): The miles that vehicles are scheduled to or actually travel while in revenue service. VRMs include layover/recovery time and exclude deadhead, operator training, vehicle maintenance testing,; and school bus and charter services.

Acronyms

ADA	Americans with Disabilities Act
ARB	Accident Review Board
BIL	Bipartisan Infrastructure Law
DR	Demand Response
CSO	Chief safety officer
FTA	Federal Transit Administration
FY	Fiscal Year
GDOT	Georgia Department of Transportation
HAMPO	Hinesville Area Metropolitan Planning Organization
KPI	Key performance indicator
MAP-21	Moving Ahead for Progress in the 21st Century
MB	Motor Bus
NPRM	Notice of Proposed Rulemaking
NPTSP	National Public Transportation Safety Plan
NTD	National Transit Database
ODP	Operator Development Program
PTASP	Public Transportation Agency Safety Plan
SMS	Safety Management System
SPT	Safety performance target
SRM	Safety Risk Management
TAM	Transit Asset Management
UPT	Unlinked Passenger Trips
U.S.C.	United States Code
VRM	Vehicle revenue miles

1 Transit Agency Information

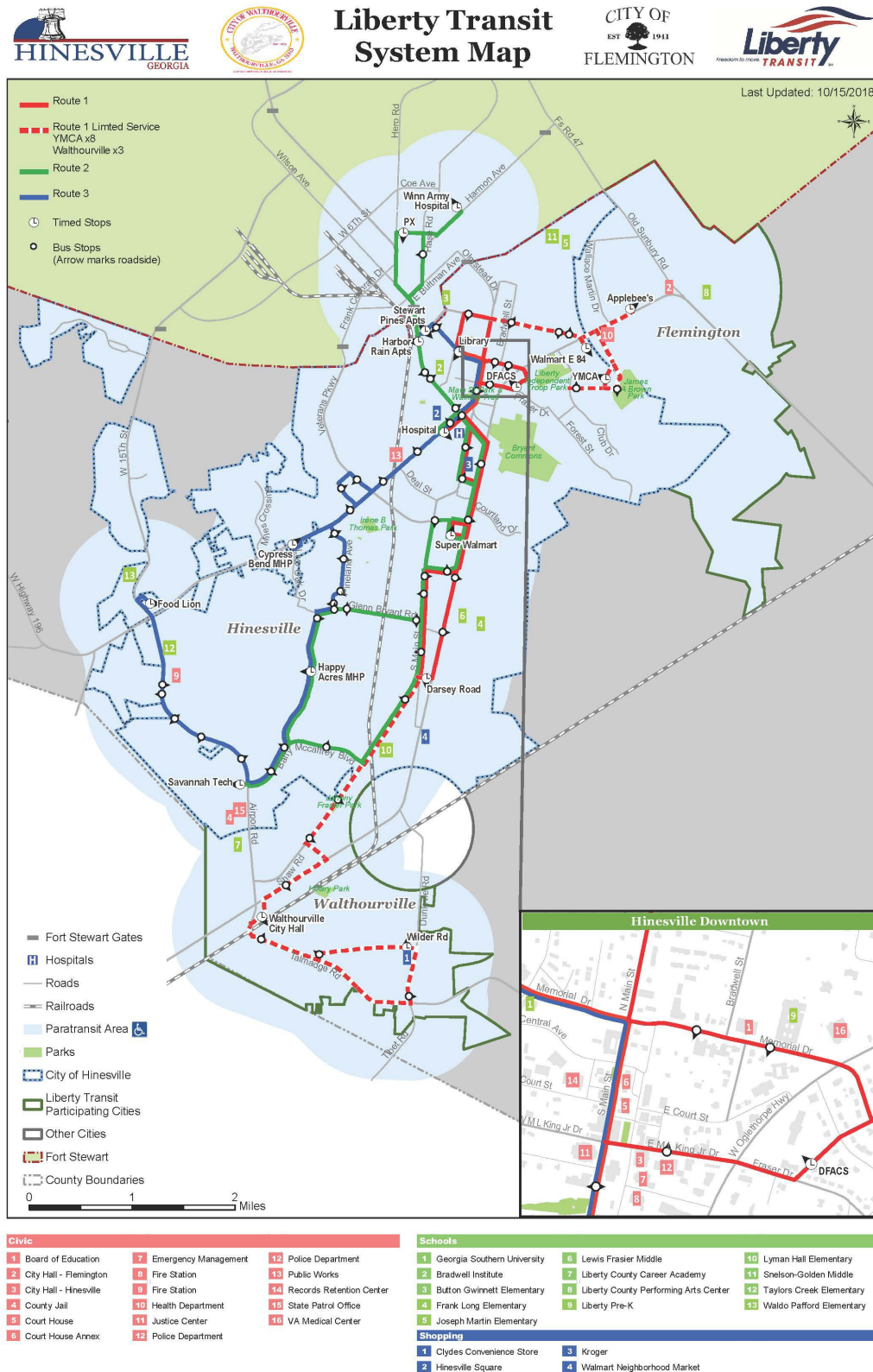
Liberty Transit is a fixed-route public transit system that operates within the City of Hinesville, City of Flemington, , and Fort Stewart Military Installation, home of the 3rd Infantry Division. The service area is approximately 20 square miles with an estimated population of 34,891 (as recorded at the 2020 U.S. Census). The Liberty Transit System is governed by the Transit Steering Committee, which is comprised of the mayor of Hinesville, mayor of Flemington, Liberty County Board of Commissioners chairperson, ,. The agency operates a fleet of nine buses, each equipped with Americans with Disabilities Act (ADA)-complaint wheelchair lifts and tie downs as well as bicycle racks for multimodal passengers.

While Liberty Transit is currently a fixed-route transit system, the long-term goal is to become a countywide system and ultimately, part of a regional solution to transportation needs. In order to accomplish these long-term goals, the staff at Liberty Consolidated Planning Commission are working with transit partners across the region to develop a plan to make these goals a reality.

Transit Agency Name	Liberty Transit		
Transit Agency Address	115 East Main Street, Hinesville Georgia 31313		
Accountable Executive (Name and Title)	Ryan Arnold, City Manager		
Chief Safety Officer (Name and Title)	Donna Dale, Transit Director		
Mode(s) of Service Provided (e.g., Fixed Route, Demand Response, ADA Paratransit, etc.)	Fixed Route and ADA Paratransit	List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307
Vehicles Operated in Maximum Service, by Mode	Fixed Route: 3 ADA Paratransit: 2	Other (describe mode)	1 (capacity for extraordinary service route)
Mode(s) of Service Contracted Out to Third-Party Operators			
Name of Third-Party Operator (if applicable) and contact person			

Does the agency provide transit services on behalf of another transit agency or entity?	Yes	No X	Description of Arrangement(s)	The City of Hinesville serves as the grantee for the 5307 program, which funds Liberty Transit. Liberty Transit serves the cities of Hinesville, Flemington, and Fort Stewart.
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	City of Flemington, 156 Old Sunbury Road, Flemington Georgia 31313 Fort Stewart, 954 William H. Wilson Avenue, Building 624, Suite 131 Fort Stewart, Georgia 31314			
Are any transit employees represented by a Labor Union? If so please describe.	No			
No. of Fixed Bus Routes:	3			
Annual Vehicle Revenue Miles (VRM)	Fixed-Route Bus VRM		Demand Response/ Paratransit VRM	
	114540		37556	
Annual Unlinked Passenger Trips (UPT)	Fixed-Route Bus UPT		Demand Response/ Paratransit UPT	
	26102		8260	

Figure 1 – Liberty Transit System Map



2 Safety Management

2.1 Safety Management Policy – 673.23(a)

Liberty Transit strives to provide the safest and most secure experience for the riding public and our employees. All levels of management and employees are accountable for the delivery of the highest level of safety performance, starting with the city manager. Every employee must practice workplace safety; use equipment, tools, and materials properly; and be trained in the agency's work rules and procedures for their respective areas of responsibility, including contingency plans for abnormal and emergency conditions.

Liberty Transit is committed to:

- Supporting an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as paid to other management systems of the organization;
- Integrating the management of safety as a primary responsibility of all managers and employees, including contractors;
- Defining for all staff, managers, and employees alike; their accountability; and responsibility for the delivery of the organization's safety performance and the overall implementation of our Safety Plan;
- Establishing and implementing a proactive safety program to manage risks to a level that is acceptable and consistent with safety performance;
- Ensuring protections for any employee who discloses a safety concern through the employee safety reporting program;
- Complying with, and wherever possible, exceeding the expectations of legislative and regulatory requirements and standards;
- Ensuring all staff are provided with adequate and appropriate safety-related information, personal protective equipment, and training;
- Ensuring all staff are competent in safety management matters and are allocated only to tasks commensurate with their skills;
- Communicating the purpose and benefits of the Safety Management System (SMS) to all staff, managers, supervisors, and employees;
- Establishing and measuring our safety performance against realistic and data-driven safety performance indicators and safety performance targets (SPTs);
- Continually improving our safety performance through management processes that ensure appropriate safety management actions are taken and are effective; and
- Ensuring externally supplied systems and services to support our operations are delivered to meet our safety performance standards.

This agency Safety Plan describes our safety efforts and programs, and through our thorough implementation of such efforts and programs we explicitly show our commitment to system safety based on SMS principles, as per 49 CFR Part 673.

2.2 Employee Safety Reporting – 673.23(b)

Employees are required to embrace Liberty Transit's safety goals and objectives and are encouraged to report safety concerns, issues, or hazards. Executive management has established a safety reporting process for employees to voice their safety concerns without fear of retribution or blame. All frontline personnel

will be responsible for utilizing this program as necessary. Our employees (including contractors) have a duty to report any unsafe condition to their supervisor, manager, or the chief safety officer (CSO). Unsafe conditions may include issues with policies, procedures, physical conditions, events, or information about an issue, among others. All violations of agency safety rules or procedures (including regulatory requirements of the agency) may result in disciplinary action. No action will be taken against any employee who communicates safety conditions through our reporting program unless such disclosure indicates an illegal act, gross misconduct or negligence, or a deliberate or willful disregard of our rules, policies, and procedures. Once actions to remediate a safety violation have been determined, they shall be communicated throughout the organization and carried out.

2.3 Safety Management Policy Communication – 673.23(c)

Liberty Transit staff, , are informed of their responsibilities related to safety and the requirements of our Safety Plan during onboarding. Communicating the purpose and benefits of this Safety Plan and SMS principles among executive and senior management, supervisors, and frontline staff is the most important job of all our employees. All employees understand their respective safety roles and obligations to identify and assess safety risks in the workplace and agency operations. Fostering and reinforcing these obligations through regular agency-wide communications and programs are critical functions of senior management and the CSO. Methods of communicating our safety practices include:

- Safety meetings;
- Operator meetings with supervisors and managers;
- Newsletters;
- Safety bulletins;
- Safety emails and text message alerts;
- Radio supervisor communication with operators;
- One-on-one communication between supervisors and frontline employees;
- Meetings with contractors;
- Committee meetings; and
- Safety campaigns.

2.4 Safety Responsibilities

The purpose of this Safety Plan is to maintain a formal safety program and establish a coordinated safety effort responsive to the needs of the operating, maintenance, and support units (both contracted and in-house) involved in the provision of transit services. We emphasize the goal of all personnel and contractors working toward minimizing the occurrence of customer and employee accidents and incidents by providing safe revenue service to our customers and a safe work environment for our employees.

The following personnel lead the organization in the implementation of our Safety Plan:

City Manager, Accountable Executive (Current Incumbent, Ryan Arnold)

- Establishes and sets an organizational example for safety objectives and goals;
- Directs human resources;
- Manages agency finances;
- Oversees operations and maintenance programs;
- Promotes and communicates safety policy and programs;

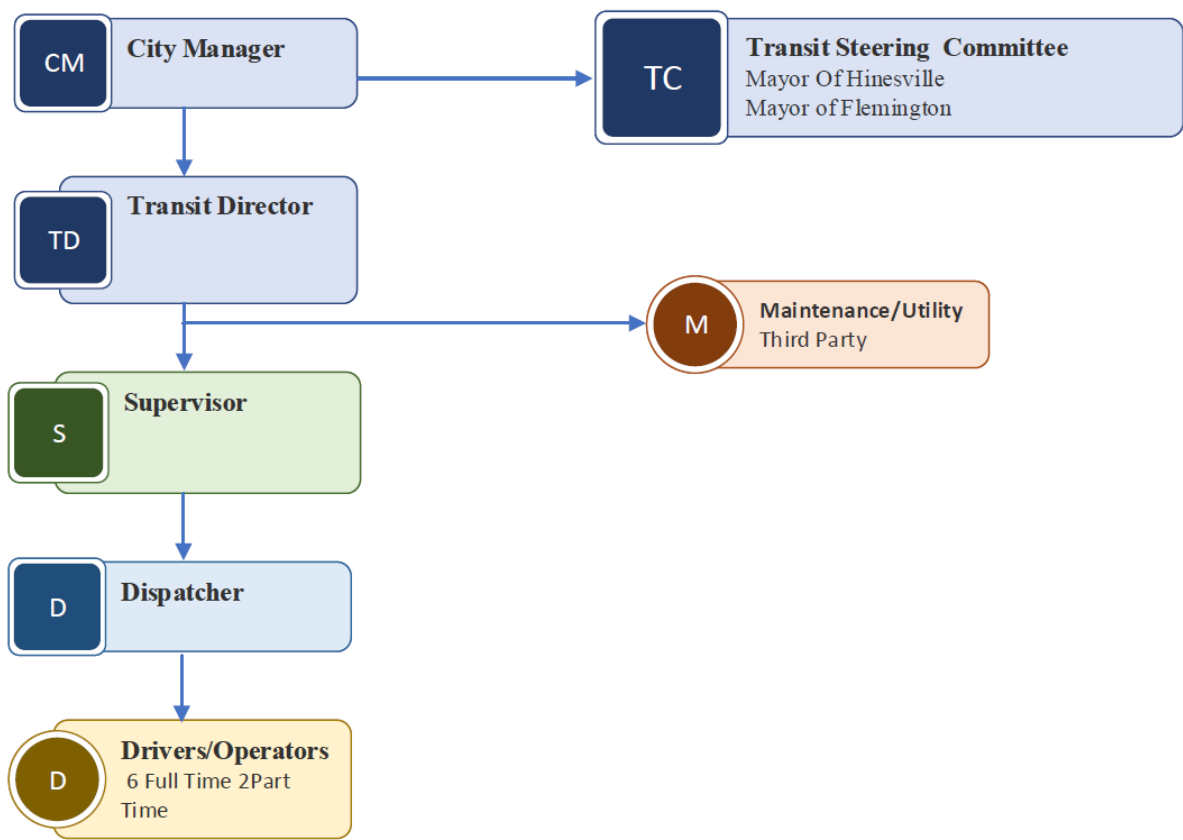
- Participates in regular meetings with key staff to understand the status of safety programs and data; and
- Ultimately holds responsibility for all agency safety outcomes.

Transit Director, CSO (Donna Dale, Transit Director)

- Regularly reports to the accountable executive to provide status reports on Liberty Transit's safety program implementation;
- Manages and implements the Safety Plan throughout the Liberty Transit system;
- Chairs safety meetings with key departmental managers, including Operations and Maintenance;
- Participates in formal meetings with the FTA and GDOT on safety regulatory and program topics;
- Reports Safety Performance Measures/Targets to the Hinesville Area Metropolitan Planning Organization (HAMPO);
- Develops and implements safety policies, procedures, and programs;
- Supervises and oversees work of assigned safety staff, conducts performance reviews with staff, and initiates appropriate actions related to such;
- Directs the hazard management process and provides notification of reportable accidents, incidents, and hazardous conditions;
- Investigates employee and vehicle accidents/incidents and injuries and works to develop programs to reduce accidents and injuries;
- Conducts inspections and researches safety codes, standards, and regulations;
- Compiles and analyzes health and safety statistics; produces reports, records, documents, and manifests; accesses and updates database files;
- Coordinates staff safety meetings and attends meetings, conferences, and group functions related to safety;
- Develops and conducts training sessions relating to safety issues;
- Identifies health and safety concerns and analyzes reports and information;
- Develops programs for accident/injury prevention and submits recommendations to reduce frequency of accidents;
- Develops departmental and organizational key performance indicators (KPIs); and
- Conducts risk identification, evaluation, control, funding, and administration.

Other agency executive management who have responsibilities in support of implementation and management of Liberty Transit's SMS include the assistant city manager of the City of Hinesville, , road supervisor, Vehicle Maintenance Department, and dispatch. Provided in **Figure 2**, which follows, is the Organization Chart for the Liberty Transit SMS.

Figure 2 – Liberty Transit SMS Organizational Chart



2.5 Safety Committee

The CSO will periodically convene meetings of the safety committee to discuss safety program issues, safety data/performance indicators, Safety and TAM Plan updates, among various other issues that pertain to overall agency safety matters. The safety committee is an executive-level function that will at minimum include the city manager, key representatives from Operations and Maintenance, and will be chaired by the CSO. The objectives of regular meetings of the safety committee are to ensure that the city manager is well-versed in the implementation of the Safety Plan, KPIs, and other important data and that executive-level staff have a regular multidisciplinary forum to discuss pertinent safety issues and policy.

The safety committee of a recipient shall:

- (i) Be convened by a joint labor-management process;
- (ii) Consist of an equal number of—
 - (I) Frontline employee representatives selected by a labor organization and representing the plurality of the frontline workforce employed by the recipient or, if applicable, a contractor to the recipient, to the extent frontline employees are represented by labor organizations; and
 - (II) Management representatives
- (iii) Have, at a minimum, responsibility for—
 - (I) Identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency's safety risk assessment;
 - (II) Identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended; and
 - (III) Identifying safety deficiencies for purposes of continuous improvement.
- (iv) Risk reduction performance targets.
 - (I) In general—The safety committee shall establish performance targets for the risk reduction program ... using a 3-year rolling average of the data submitted by the recipient to the national transit database under Section 5335.

3 Safety Risk Management (673.25)

3.1 Safety Risk Management Program

Liberty Transit promotes the proactive identification and evaluation of hazards before they escalate into accidents or incidents. This Safety Plan and its programs must be effective in identifying and minimizing hazards in the operational environment. All operations must be viewed from a systems perspective in that the safety-critical functions of one group may impact those of one or more others. This focus on system safety is meant to foster the understanding of the interdependence of actions on overall safety. As such, our hazard management program involves a multi-disciplinary review process that is ultimately managed by the safety committee, led by the CSO. There are three basic objectives:

- Safety risk identification
- Safety risk assessment
- Safety risk mitigation

3.2 Safety Risk Identification

Safety Risk identification and resolution is a core element of this Safety Plan, emphasizing timely correction, anticipation, and reconciliation of unsafe conditions before a serious accident, injury, or damage occurs. Our risk management program includes the following practices:

- Employee safety reporting;
- Driver, dispatcher, supervisory, and maintenance performance information;
- Rules compliance checks;
- ADA compliance reviews;
- Asset conditions assessments;
- Camera and event recorder reviews;
- Environmental information;
- Safety observations;
- Pre- and post-trip inspections;
- Vehicle, facility, and equipment inspections;
- Internal safety investigations;
- Fitness for duty checks;
- Accident reports;
- Compliance programs;
- Safety committee reviews;
- Via reports from local agencies such as the Hinesville Police Department; and
- Public feedback/complaints.

Liberty Transit emphasizes timely identification, anticipation, reconciliation, and correction of unsafe conditions before serious accident, injury, or damage occurs. To ensure we provide as safe and reliable transportation services as possible, we have established a process by which hazards are identified, analyzed for potential impact on the operating system, and resolved in a manner acceptable to management and applicable regulatory agencies. All management, staff, contractors, and suppliers are required to implement

high standards of safety and system assurance throughout the design, construction, testing, and operational phases of our projects. Safety risks that cannot be eliminated with design mitigations, including the implementation of safety warning devices, are usually addressed by training and/or written procedures to prevent mishaps. Most hazards are identified in the field, reported, entered in reports, and addressed by the responsible departments through routine corrective measures that do not require special attention.

Hazards can be identified through a host of sources ranging from daily experience (accidents, incidents, or safety concerns), gathered data, and information submitted by patrons, to detailed analyses and assessments of existing conditions, among others. Once hazard causes, consequences, and likelihood of occurrence have been assessed, priorities for resolution can be established. The risks associated with hazards are accepted, minimized, controlled, or identified for future remedy. However, safety efforts must continue to ensure that the implementation of hazard remedies do not create new safety concerns.

3.3 Safety Risk Assessment

Safety risk assessments shall include specific inputs, reviews, and comments from any department and personnel, as necessary. To categorize the severity of a hazard, the likely effects on passengers, employees, general public, and equipment must be established. Hazard severity ratings are based on categories from Military Standard 882E and require system key agency stakeholders to make subjective determinations of the worst case that could be anticipated to result from design inadequacies, human error, component failure, or malfunction. Hazard severity categories are defined to provide a qualitative measure of the worst credible mishap resulting from personnel error, environmental conditions, design inadequacies, and procedural deficiencies for a system, subsystem, or component failure or malfunction. **Table 1** below summarizes the hazard severity categories. It reflects the principle that not all hazards pose an equal amount of risk to personnel safety.

As part of this process, infectious disease exposure control measures are incorporated into our Safety Risk Assessment to address the specific risks associated with potential infectious disease transmission in transit environments. The assessment will evaluate factors such as:

- Risk of Exposure: Identification of high-contact areas and activities where employees and passengers may face increased exposure to infectious diseases.
- Protective Measures: Availability and use of personal protective equipment (PPE) for staff and appropriate hygiene resources for passengers.
- Hygiene and Sanitization Protocols: Regular cleaning and sanitizing of high-contact surfaces, in accordance with public health guidelines, to reduce the risk of disease transmission.
- Training and Communication: Staff training on infectious disease prevention and ongoing communication of public health guidelines and agency policies.

To assess the severity of infectious disease hazards, we will analyze potential outcomes such as transmission rates, workforce health impacts, and operational disruptions. Each of these factors contributes to the overall severity and probability categorizations used to evaluate the risk level. This proactive approach helps identify, mitigate, and monitor infectious disease risks within our operations, ensuring compliance with best practices for health and safety. Hazard severity categories are defined to provide a qualitative measure of the worst credible mishap from resulting from personnel error, environmental conditions, design inadequacies, and procedural deficiencies for a system, subsystem or component failure or malfunction. **Table 1** below summarizes the hazard severity categories. It reflects the principle that not all hazards pose an equal amount of risk to personnel safety.

Table 1 – Safety Risk Severity

Characteristics				
Severity Level	People	Equipment/Services	Financial	Reputational
Catastrophic 1	Several deaths and/or numerous severe injuries (per event)	Total loss of equipment or system interruption, requiring months to repair	Estimated loss in excess of \$5 million	Ongoing media coverage, irreparable reputational damage, government intervention (weeks to months)
Critical 2	Low number of deaths and/or severe injuries (per event)	Significant loss of equipment or system interruption, requiring weeks to repair	Estimated loss in the range of \$500,000 to \$5 million	Prolonged media campaign, serious reputational damage, sustained government involvement (days to weeks)
Major 3	Minor injury and possible serious injury (per event)	Some loss of equipment or system interruption requiring 7 days or less to repair	Estimated loss in the range of \$50,000 to \$500,000	Adverse media coverage, reputational damage, government involvement
Marginal 4	Possible minor injury (per event)	Some loss of equipment, no system interruption, less than 24 hours to repair	Estimated loss in the range of \$1000 to \$49,999	Local media coverage and some reputational damage
Insignificant 5	No injury	Minor damage to equipment, no system interruption, no immediate repair necessary	Estimated loss is likely less than \$1000	No adverse media or reputational damage

The probability that a hazard will occur during the planned life expectancy of a system element, subsystem, component, or daily operational function can be described subjectively in potential occurrences per unit time, event, population, items, or activity. A qualitative hazard probability may be derived from research, analysis, and evaluation of historical safety data or a similar system. The CSO, departmental managers, or the safety committee can assign a probability rating to a particular event or a specific hazard. Supporting rationale for assigning a hazard probability is documented in hazard analysis reports, memos, or minutes from meetings. The assessment of the probability of hazard occurrence will consider specific system operations based on the current system configuration. Hazard likelihood levels to be considered are shown in **Table 2**.

Table 2 – Safety Risk Likelihood

Probability	Specific Item	Fleet / Inventory	Frequency
A Frequent	Likely to occur frequently in the life of an item	Continuously experienced	26 or more events in a year
B Probable	Will occur often in the life of an item	Will occur frequently in the system	13 to 25 events in a year
C Occasional	Likely to occur sometime in the life of an item	Will occur several times	6 to 12 events in one year, or less than 24 events in 5 years
D Remote	Unlikely but possible to occur in the life of an item	Unlikely, but can be expected to occur	1 to 5 events in one year or less than 10 events in 10 years
E Improbable	Unlikely to occur but possible	Unlikely to occur, but possible	1 event in 25 years

F Eliminated	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.
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The Safety Risk Index (**Table 3**) combines hazard categories, severity, and probability to constitute a chart to assist in the evaluation of specific hazards and their associated levels of risk.

Table 3 – Safety Risk Index

Hazard Categories					
Frequency	1 Catastrophic	2 Critical	3 Major	4 Marginal	5 Insignificant
A Frequent	1A	2A	3A	4A	5A
B Probable	1B	2B	3B	4B	5B
C Occasional	1C	2C	3C	4C	5C
D Remote	1D	2D	3D	4D	5D
E Improbable	1E	2E	3E	4E	5E
F Eliminated	1F	2F	3F	4F	5F

Hazard Risk Index	Risk Decision Criteria
Unacceptable	Hazard must be mitigated
Undesirable	Requires acceptance from management
Acceptable with Review	Hazard may be accepted with management review
Acceptable	Risk level is acceptable
Eliminated	No hazard remains

3.4 Safety Risk Reduction Program

Once a risk has been evaluated, the agency will determine a course of action to address a given risk. As per the process above, a risk may be eliminated by eliminating the source of the hazard. For example, if a special service route has experienced incidents, such hazards will be eliminated when such special service is also eliminated. In other instances, for example, the CSO and safety committee may utilize accident/incident data over time to discuss the hazards of vehicle rear-endings and evaluate the type, severity, and probability of these accidents and mitigation measures to prevent these mishaps in the future. Such mitigations may include:

- i. A reduction of vehicular and pedestrian accidents involving buses that includes measures to reduce visibility impairments for bus operators that contribute to accidents, including retrofits to buses in revenue service and specifications for future procurements that reduce visibility impairments.
- ii. The mitigation of assaults on transit workers, including the deployment of assault mitigation infrastructure and technology on buses such as barriers to restrict the unwanted entry of

individuals and objects into the workstations of bus operators when a risk analysis performed by the safety committee determines that such barriers or other measures would reduce assaults on transit workers and injuries to transit workers.

- iii. New standard operating procedures, policies, additional training requirements, public awareness campaigns, or even vehicle design changes.

This methodology may be applied for the analysis of risks of day-to-day operations as well as for preliminary hazard assessments when designing new system infrastructure. During the safety certification process to develop system expansions, identified hazards can be addressed by designing system elements for minimum risk and/or incorporating safety and warning devices.

3.5 Safety Risk Tracking

Some more complex hazards may require the use of a Safety Risk Register, which may consist of the following information:

- Assigned hazard number;
- Date hazard identified;
- Hazard title;
- Hazard description;
- Sources from which a hazard was identified;
- The element of operation affected by the hazard;
- Initial hazard classification;
- Current hazard classification; and
- Corrective Action Plan (CAP).

The Safety Risk Register, when used, is updated regularly until the hazard CAP has been closed out. All captured data is analyzed for the identification of developing trends to ensure future safety risks/hazards can be mitigated and/or eliminated.

Other departmental records and oversight of issues are routinely maintained to track issues as matter-of-course office processes. For example, the tracking of complaints and concerns regarding Liberty Transit; these issues are processed by the City of Hinesville via its online tracking software, and complaints and concerns may also be made to the assistant city manager and/or city manager.

Table 4 – Sample Log

Hazard ID	Hazard Type	Source	Identification Date	Description	Hazard Rating (Likelihood and Consequence)	Mitigation	Status of Feedback with Reporter (if applicable)	Updated Hazard Rating (after mitigation)

4 Safety Assurance – 373.27(a)

The purpose of Safety Assurance is to evaluate the overall effectiveness of safety risk controls established under the SRM program. The city manager and CSO are responsible for monitoring and evaluating day-to-day operations to ensure that 1) emerging risks are identified, 2) Liberty Transit is in compliance with regulatory requirements applicable to the Safety Plan, and 3) that our safety programs are meeting our safety goals and objectives. Safety Assurance programs provide important feedback and data into the risk management process and vice versa to promote safer operations. Through our SRM and Safety Assurance activities, we will evaluate the adequacy of procedures, processes, personnel performance, our data collected, and compliance with procedures and programs.

4.1 Safety Performance Monitoring and Measurement of Risk Mitigations

49 CFR Part 673.27 requires transit agencies to establish activities to:

- Monitor its system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance;
- Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended;
- Conduct investigations of safety events to identify causal factors; and
- Monitor information reported through any internal safety reporting programs.

4.2 Monitoring Operations and Maintenance Compliance – 673.27(b)(2)

The city manager has the ultimate responsibility of affording the riding public and employees safe and secure operations. Each employee is required to carry out specific system safety responsibilities in compliance with their job specifications, agency rules and regulations, and this Safety Plan. Each department generates its own performance data used for the detection of trends or problems in operations and maintenance prior to the development of a major safety concern. Among the various Safety Assurance activities overseen by the city manager and CSO include:

- Fleet operations;
- Standard Operating Procedures for Reporting Accidents;
- Standard Operating Procedures for Reporting Incidents;
- Road supervision;
- Fleet maintenance;
- Drug and Alcohol Program;
- TAM;
- Resource planning;
- Internal operations reviews;
- Accident/incident investigations and other means to determine causal factors;
- Contractor safety efforts;
- Data collection and analysis; and
- Security activities.

It is the task of the CSO to monitor and measure the safety performance of operations through data provided from the various departments and periodically report to the city manager and safety committee. Using

collected data and assessing trends, we develop minimum performance standards to meet agency safety targets and goals. From there, we may create KPIs that show us whether or not we are achieving our safety targets and goals. Selected data is accumulated and analyzed for ongoing trending and performance measurement, including fatalities, injuries to passengers and/or personnel, system reliability, and other safety-related events. This data comes from various sources, including but not limited to:

- Event reports;
- Observations of operations reports;
- Internal and external inspection, survey, and audit reports;
- Safety suggestions from employees and customers;
- Historical knowledge;
- Seasonal events and effects;
- Environmental considerations;
- New equipment or facility deployments;
- Fleet issues;
- Process reviews and audits;
- Training efforts; and
- Peer reviews.

For example, Liberty Transit conducts safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event. An investigation report is prepared and sent to the safety committee for integration into their analysis of the event. The safety committee determines whether:

- The accident was preventable or non-preventable;
- Personnel require discipline or retraining;
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

Monitoring and measurement of our Safety Assurance program establishes a baseline which we can use to compare criteria and conditions at other specific points in time. Once a baseline is established through monitoring and measurement, data can be used as criteria in evaluating operations to reduce risk and overall safety objective/goal achievement. Ongoing monitoring is built into our operations, performed continually, and responsive to change. Ongoing monitoring includes regular management and supervisory activities, comparisons, reconciliations, and other routine actions.

The CSO maintains a list of safety risk mitigations in a Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation. The CSO establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The CSO will endeavor to make use of existing processes and activities before assigning new information collection activities.

The CSO and safety committee review the performance of individual safety risk mitigations during safety committee meetings, based on the reporting schedule determined for each mitigation and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not

implemented or performing as intended, the safety committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The CSO will approve or modify this proposed course of action and oversee its execution.

4.3 Safety Performance Measures and Targets

Among the various KPIs that we use are the five safety performance measures that are required by the NPTSP:

- Fatalities – Total number of reportable¹ fatalities and rate per total VRM by mode;
- Assault on Transit Workers - Total number of reportable assaults on transit workers and rate per total VRM by mode
- Injuries – Total number of reportable injuries and rate per total VRM by mode;
- Safety Events – Total number of reportable events and rate per total VRM by mode; and
- System Reliability – Mean distance between major mechanical failures by mode.

These SPTs are based on data submitted to the National Transit Database (NTD). Our annual performance targets for these measures for Fiscal Year (FY) 2026 are below in **Table 4**. These safety performance targets will be shared with HAMPO to aid in the planning process. Liberty Transit will coordinate with GDOT and HAMPO in the selection of State and metropolitan planning organization SPTs as requested. A member of HAMPO regularly attends the Liberty Transit monthly steering committee meeting to provide staff support. The CSO and representatives of the city also attend monthly HAMPO meetings. These various meetings are used as a way for Liberty Transit and HAMPO to stay in contact and connected.

In accordance with 49 United States Code (U.S.C.) 5329(d)(1)(I)(i), these SPTs are set to work towards a reduction of vehicular and pedestrian accidents involving buses. In order to reduce such events, Liberty Transit will utilize the SRM process. Mitigations that may be taken to reduce events may include measures to reduce visibility impairments that contribute to accidents, including retrofits to buses in revenue service and specifications for future procurements that reduce visibility impairments for bus operators.

Additionally, per 49 U.S.C. 5329(d)(1)(I)(ii), Liberty Transit will also continue to take further measures to mitigate assaults on transit workers, including the deployment of assault mitigation infrastructure and technology on buses, such as barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators. To conduct this review, the safety committee will conduct risk analyses to determine if such physical mitigations are necessary to reduce assaults and injuries to transit workers.

¹ The thresholds for “reportable” fatalities, injuries, and events are defined in the NTD Safety and Security Reporting Manual.

Table 5 – FY 2026 Safety Performance Measures and Targets

Motorbus (per 100,000 VRM)									
Mode - MB	Fatalities	Rate* of Fatalities	Injuries	Rate* of Injuries	Assaults on Transit Workers	Rate of Assaults	Safety Events	Rate* of Safety Events	System Reliability
2022 Actual	0	0.00	0	0.00			0	0.00	115,817
2023 Actual	0	0.00	0	0.00	0.00	0.00	0	0.00	113,132
2024 Actual	0	0.00	0	0.00	0.00	0.00	0	0.00	114,540
Average	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	114496.33
2026 SPT (MB)	0	0	0	0	0	0	0	0	108772

Demand Response (per 100,000 VRM)									
Mode - DR	Fatalities	Rate* of Fatalities	Injuries	Rate* of Injuries	Assaults on Transit Workers	Rate of Assaults	Safety Events	Rate* of Safety Events	System Reliability
2022 Actual	0	0.00	0	0.00			0	0.00	12,475
2023 Actual	0	0.00	0	0.00	0.00	0.00	0	0.00	20,527
2024 Actual	0	0.00	0	0.00	0.00	0.00	0	0.00	37,556
Average	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23519.33
2026 SPT (DR)	0	0	0	0	0	0	0	0	22343

*rate = events per 100,000 vehicle revenue miles

**System Reliability = miles between major mechanical failures

5 Safety Promotion

Safety promotion fosters a positive safety culture and improves safety performance by increasing safety awareness through training and communication. Appropriate training for all employees regardless of their position within the agency provides knowledge for a successful safety program. Through communication of lessons learned and safety performance data, employees are made aware of safety priorities and concerns as they relate to their individual job tasks and the entire organization.

5.1 Safety Training

All new and existing transit employees, whether contracted or in-house, undergo Safety Plan familiarization training. Employees at all levels of the agency (defined as both in-house and contracted) need to understand 1) what the Safety Plan is, 2) how it supports the agency's mission, and 3) what their specific individual Safety Plan responsibilities are. This core element of our comprehensive safety training program applies to all Liberty Transit employees directly responsible for safety, including:

- City manager and CSO;
- Bus operators;
- Dispatchers;
- Maintenance technicians; and
- Managers and supervisors.

Liberty Transit has developed job specifications for all job classifications that require certain skills training in order for personnel to perform job functions safely. For certain positions this will include initial as well as refresher training. Our safety training programs include, but are not limited to, the following:

- Bus operator training
 - 40 hours of driver training:
 - Basic class in first aid
 - Driver sensitivity training with respect to meeting the needs of persons with disabilities
- Passenger assistance techniques or comparable training
 - Drug and alcohol awareness training
 - Bloodborne pathogen training
 - National Safety Council defensive driving course
 - Refresher training is conducted monthly in which supervisors are on the vehicle to conduct a safety inspection
 - Operator Development Program (ODP) classroom training
- Dispatcher training
- Supervisor training
- De-escalation training

Bus Operators are trained extensively on vehicle inspection and maintenance protocols to ensure safety. This includes pre-trip and post-trip inspections of fluid levels, brakes, tires, and lights. They are trained to identify and address potential mechanical issues before they become safety hazards, ensuring that all buses are in optimal operating condition. This training is crucial for preventing accidents due to vehicle malfunctions and maintaining the overall safety of the transit system.

Dispatchers undergo rigorous training to handle the responsibilities of coordinating and managing transit operations. They are trained in emergency response procedures, ensuring that they can efficiently manage any incidents that arise during transit operations. Dispatchers also learn effective communication techniques and the use of two-way radios to maintain constant and clear communication with bus operators and supervisors. This training ensures that dispatchers can support safe and efficient transit operations.

De-escalation training is provided to all frontline employees to equip them with the skills necessary to handle conflicts and potential violence. This training focuses on techniques for calming tense situations, communicating effectively under stress, and safely managing conflicts with passengers. By training employees in de-escalation techniques, Liberty Transit aims to reduce the likelihood of incidents escalating into more serious safety threats, ensuring a safer environment for both employees and passengers.

Refresher training programs are outlined in our individual departmental training syllabi. Liberty Transit maintains records of all employees upon hire and manage their progress through training, annual recertification and retraining if required.

5.2 Safety Communication

All employees, from the city manager to frontline personnel, shall communicate the virtues and requirements of our Safety Plan and program elements. Safety communication activities ensure that all employees and contractors are aware of the following goals and responsibilities:

- The observance of all agency standard operating procedures, policies, and plans;
- The need to systematically identify safety hazards, mitigate risk and reduce fatalities and injuries resulting from transit operations;
- The need to reduce the injury incidence rate by minimizing exposure to unsafe conditions and reducing hazardous employee behavior;
- Providing safe and efficient transit services by ensuring that all vehicles, equipment, and facilities are regularly inspected, maintained, and serviced as needed; and
- Achieving 100 percent of scheduled routine inspections, preventative and regular maintenance work is completed on time, and essential repairs addressed in a designated time.

Further, we encourage employees and contractors to be mindful of their safety responsibilities, and we review various safety issues, recommendations, policies, etc. by various means which include but are not limited to:

- Employee Safety Reporting Program;
- Safety meetings;
 - Liberty Transit currently holds monthly safety meetings. The Liberty Transit steering committee meets and addresses any issues brought and reviews a safety report including drug and alcohol testing, accident reports, and any complaints.
- Operator meetings with supervisors and managers;
- Newsletters;
- Safety bulletins;
- Safety emails;
- Text message alerts;
- Radio supervisor communication with operators;

- One-on-one communication between supervisors and frontline employees;
- Meetings with contractors;
- Committee meetings; and
- Safety campaigns.

A positive safety culture focuses on finding and correcting systemic issues rather than finding someone or something to blame. A positive safety culture flourishes in an environment of trust, encouraging error-reporting and discouraging covering up mistakes. The need to address behavior that is malicious or recklessly negligent must be balanced with the need for a just culture that is not excessively punitive. A positive safety culture goes beyond simply adhering to procedures. It is demonstrated when employees carry out their duties correctly, with alertness, full knowledge, sound judgment, and a sense of accountability.

6 Annual Update Process

The CSO will review and update this Safety Plan annually. The updated version of the Plan will be signed by the city manager and approved by the agency's Board of Directors. The newly authorized version will be reissued to all transit personnel for their perusal and comprehension. The governing body of Liberty Transit consists of a steering committee made up of the mayors of the three cities that contribute to the program on a per-population based share (City of Hinesville, , and City of Flemington). The steering committee is responsible for approving all items and reports. The City of Hinesville serves as the transit system's fiscal agent and grant administrator and approves contracts and agreements after approval of the steering committee has been received.

Liberty Transit will maintain all documents that are related to the implementation of this Safety Plan and results from SMS processes and activities. These documents will be made available upon request by the FTA or other related federal entity. All such documents will be maintained for a minimum of 3 years after they are created. Per 49 U.S.C. 5329(d)(1)(D), this plan includes provisions for annual updates of the SMS. As part of Liberty Transit's ongoing commitment to fully implementing SMS and engaging our agency employees in developing a robust safety culture, Liberty Transit will review the PTASP and all supporting documentation annually. The review will be conducted as a precursor to certifying to FTA that this PTASP is fully compliant with 49 CFR Part 673 and accurately reflects the agency's current implementation status. Certification will be accomplished through Liberty Transit's annual Certifications and Assurances reporting to FTA.

The annual PTASP review will follow the update activities and schedule provided in **Table 6**.

Table 6 – Annual Review/Update Timeline

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Review Agency Operations											
Review SMS Documentation • Safety Policy • Risk Management • Safety Assurance • Safety Promotion											
Review Previous Targets and Set or Continue Targets											
Report Targets to NTD, Metropolitan Planning Organization											
Make Any Necessary Adjustments to PTASP											
Update Version No., Adopt & Certify Plan Compliance											★

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Appendix A: Public Transportation Agency Safety Plan Relationship to Other Federal Laws and Regulations

1. Public Transportation Safety Program Rule - 49 U.S.C. § 5329

The Public Transportation Safety Program Rule establishes substantive and procedural rules for the FTA's administration of the Public Transportation Safety Program authorized by 49 U.S.C. § 5329. The rule establishes the FTA's SMS approach to the development and implementation of the Safety Program. Further, it sets rules of practice for the FTA's enforcement authority and describes the contents of a NPTSP.

National Public Transportation Safety Plan – Section 5329(b)

Through the NPTSP, the FTA has adopted the principles and methods of SMS as the basis for enhancing the safety of public transportation in the United States. The NPTSP is a policy document, communications tool, and a repository of standards, guidance, best practices, tolls, technical assistance, and other resources.

This Safety Plan was written in accordance with the Public Transportation Safety Program Rule and the NPTSP.

2. Public Transportation Agency Safety Plan Rule – 49 CFR Part 673

The FTA published a final rule for PTASP as authorized by MAP-21, and continued under BIL. This final rule requires States and certain operators of public transportation systems that receive federal financial assistance under Urbanized Area Formula Program (49 U.S.C. § 5307) to develop safety plans that include the processes and procedures to implement SMSs. Transit operators must certify they have a safety plan, meeting the requirements of the rule, in place by July 20, 2020.

3. Transit Asset Management Rule – 49 CFR Part 625

The PTASP final rule applies to only Section 5307 recipients and sub-recipients, and the TAM rule applies to all operators of public transit. However, the two plans can support one another by providing useful data for agency use and NTD reporting. Pursuant to 49 C.F.R. Part 625, condition assessments were performed as part of SRM and Safety Assurance activities. The results of TAM condition assessments and subsequent SMS analysis can help prioritize a transit agency's TAM Plan elements. Condition assessments help identify potential safety issues, which could undergo a safety risk assessment as part of SRM. Further, TAM data and analysis can also be used for performance monitoring and measurement as part of Safety Assurance. Results of safety risk assessments and safety performance monitoring and measurement can guide the prioritization of an asset for repair or replacement.

4. National Transit Database Rule 49 U.S.C. 5335(a)

Transit agencies receiving funding from the Urbanized Area Formula Program (5307) or Rural Formula Program (5311) are required to submit data to the NTD in uniform categories. Agencies submit reports to NTD each fiscal year. The PTASP rule and NTD reporting rule are related, as both rules require agencies to track data based on the same data points; fatalities, injuries, and safety events per total revenue vehicle mile by mode, with the additional requirement of mean distance between major mechanical failures.

Appendix B: Approval by Governing Body

Liberty Transit

I hereby certify it on behalf of Liberty Transit, that on _____, 2026, the _City of Hinesville
approved the enclosed Agency Safety Plan in accordance with 49 CFR 673.11(a)(1).

Signature of Authorized Official: _____

Printed Name and Title: Ryan Arnold, City Manager

Date: _____

Appendix C: Georgia Department of Transportation Plan Certification

[ATTACH CERTIFICATION LETTER]

CITY OF HINESVILLE

RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HINESVILLE, GEORGIA
ADOPTING LIBERTY TRANSIT'S PUBLIC TRANSPORTATION AGENCY PLAN

WHEREAS The Federal Transit Administration requires all 5307 Urbanized Area Formula Grant Program funds to adopt a formal Public Transportation Agency Safety Plan;

WHEREAS The Liberty Transit public transportation system receives 5307 Urbanized Formula Grant Program funds;

WHEREAS The City of Hinesville serves as the administrative and fiscal authorized agent for Liberty Transit;

WHEREAS The attached Public Transit Safety Plan was developed by Georgia Department of Transportation (GDOT) and Liberty Transit is to comply with 49 U.S.C 673 requirements;

NOW, THEREFORE BE IT RESOLVED as follows:

1. The city approves the Public Transit Safety Agency Plan.
2. That the City of Hinesville hereby approves this resolution.

APPROVED this 19th day of February 2026.

Karl A. Riles, Mayor

Vicky C. Nelson, Mayor Pro Tem

Diana F. Reid, Councilmember

Jason R. Floyd, Councilmember

Dexter L. Newby, Councilmember

Jose A. Ortiz, Jr., Councilmember

ATTEST:

Ryan J. Arnold, City Manager



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: Hwy 196 Pump Station Bid
Prepared by: Paul Simonton
Presented by: Paul Simonton

PURPOSE: Award of Bid for Hwy 196 Pump Station Upgrade and Repair

BACKGROUND: Hwy 196 Pump Station is a Major Pump Station in the sewer system. Located on Hwy 196 near Hollywood Drive, pumping to WRF. The Discharge Piping and on-Site Concrete Structures are Badly Deteriorated. Includes adding a backup Generator bought using ARPA funds. Plans were prepared, Environmental clearance was obtained and Project Bid using GEFA guidelines. Two Bids were received:
 Palm Coast Utilities, Long County, for Selected Alternative = \$815,700.00
 Southern Civil, LLC, McIntosh County, for selected alternative = \$1,193,038* (bid read @ Opening = \$851,494.00)

FUNDING: GEFA Funding

RECOMMENDATION: Award bid to Palm Coast utilities for \$815,700.00

ATTACHMENTS:

1. 2024-110 Bid Tab

PREVIOUS COUNCIL DISCUSSION:

Hwy 196 P.S. Rehab
For
The City of Hinesville
Bid Items
2024-110

I Certify that this tabulation is a true and
representation of the bids received on
February 4, 2026



Item	Estimated Quantity	Units	Description	Southern Civil, LLC		Palm Coast Utilities, LLC	
				Unit Price	Total Price	Unit Price	Total Price
1	3	EA	Removal & Replacement of 12" Drop Pipes & Discharge Pipe Through Valve Vault	\$60,000.00	\$180,000.00	\$20,000.00	\$60,000.00
2	3	EA	Replacement of 12" Plug Valves	\$12,500.00	\$37,500.00	\$20,000.00	\$60,000.00
3	3	EA	Replacement of 12" Check Valves	\$15,000.00	\$45,000.00	\$20,000.00	\$60,000.00
4	1	LS	Bypass Pumping		\$35,000.00		\$58,000.00
5	1	LS	Demo Exist. Conc. Slab & Piping Installation of Generator w/ slab &		\$354,044.00		\$58,500.00
6	1	LS	Transfer Switch		\$15,000.00		\$65,500.00
7	1	LS	Electrical & Controls		\$354,094.00		\$309,700.00
8	1	LS	Clean & Coat 10' DIA Junction MH		\$45,000.00		\$48,000.00
9	1	LS	Clean & Coat wetwell above pumping level if Determined Required		\$76,000.00		\$50,000.00
10	1	LS	Fence Removal & Replacement		\$4,000.00		\$16,500.00
11	200	LF	Silt Fence	\$2.00	\$400.00	\$10.00	\$2,000.00
12	1	LS	Grassing		\$2,000.00		\$2,500.00
13	1	LS	Mobilization		\$45,000.00		\$35,000.00
Total Base Bid					* \$1,193,038.00		\$825,700.00
Alternative in lieu of items 1, 2 & 3 above							
1	1	LS	Piping & Valve Installation Plus Slab & Supports Shown on Alternate Plan		\$290,246.00		\$170,000.00
Total Using Alternate (deducting 1-3 in base bid & adding alternate)					* \$1,220,784.00		\$815,700.00
Optional If drop pipes in wetwell are 10"							
3	3	EA	Removal & Replacement of 10" Drop Pipes in Wetwell	NO BID	NO BID	\$20,000.00	\$60,000.00

* Error in totaling bids

Base Bid Read at Opening = \$851,494

Alternate Bid read at Opening = \$879,240



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026

Agenda Item: Kings Road Cul de Sac Change Order

Prepared by: Paul Simonton

Presented by: Paul Simonton

PURPOSE: Approve Change Order for construction of the Kings Road Cul de Sac.

BACKGROUND: School Drop at the end of Kings Road has occurred for many years. This activity has resulted in cars damaging local private property. An easement has been obtained from the Board of Education. A plan has been developed to install a cul-de-sac at the end of Kings Road to prevent traffic from using private driveways as a turn around. A chain-link fence is included around the cul-de-sac to prevent child drop-off at this location. We solicited proposals from 3 current contractors already under contract with the City:

Sittle Construction proposal \$152,460.00

Platinum Paving \$168,354.94

Curb and Gutter Professional_ \$265,500.00

FUNDING: Council Member Funds

RECOMMENDATION: Approve change order to Sittle Construction for \$152,460.00

ATTACHMENTS:

1. 2025-111PRJ-(11-26-25)

PREVIOUS COUNCIL DISCUSSION:

Cul-De-Sac Addition

Kings Rd

for

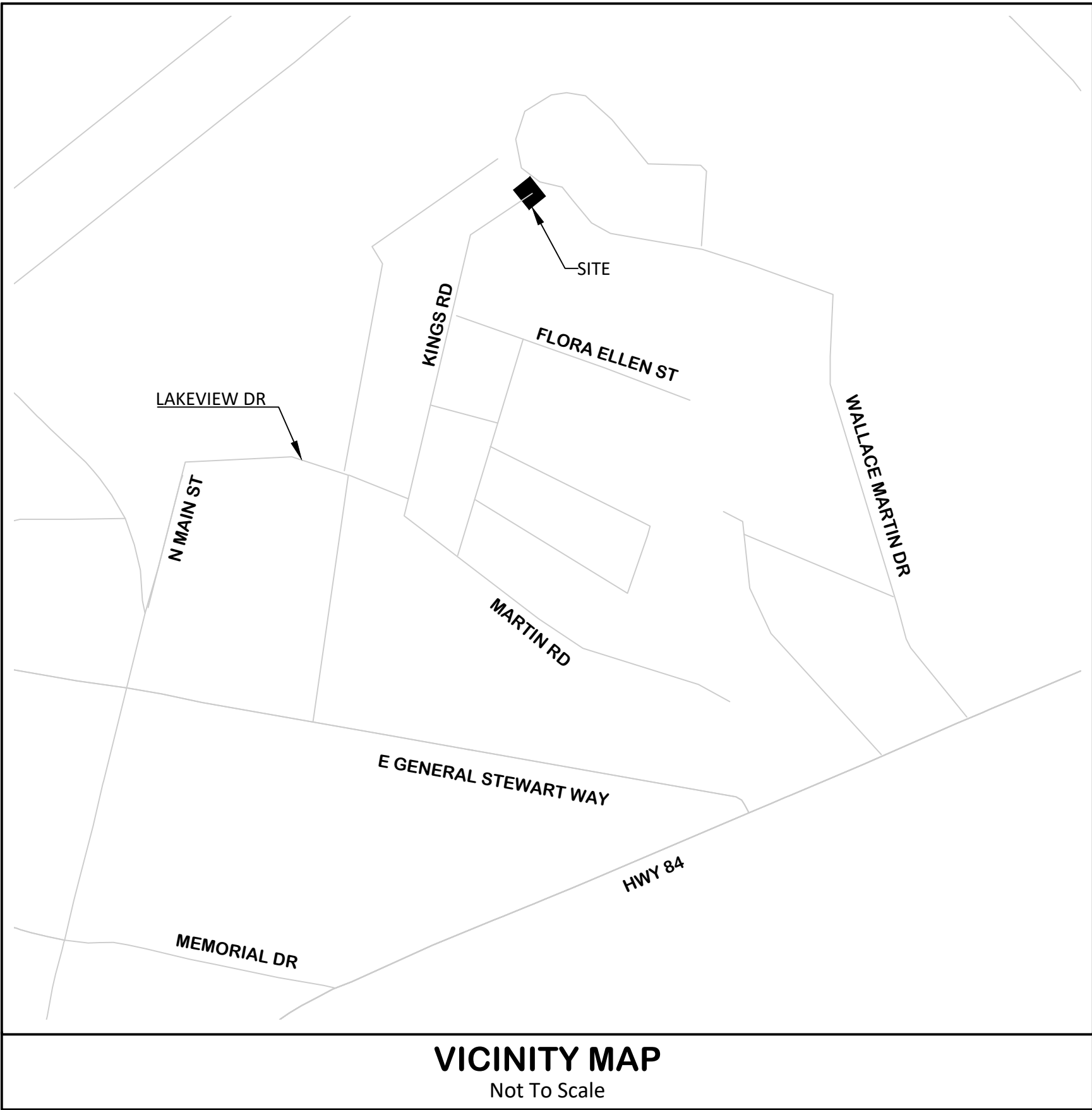
The City of Hinesville

Liberty County, Georgia

Nov 26, 2025

SHEET INDEX		
DESCRIPTION	SHEET:	
1. COVER	CVR	
2. EXISTING CONDITIONS	C1.0	
3. PLAN SHEET	C2.0	
4. EROSION & SEDIMENT CONTROL SHEET	C3.0	
5. DETAILS	C5.0	

DRAWING LEGEND		
DESCRIPTION	PROPOSED	EXISTING
SANITARY SEWER		
UNDERGROUND WATER LINE		
FORCE MAIN		
STORM DRAINAGE PIPE		
UNDERGROUND TELEPHONE LINE		
UNDERGROUND TELEPHONE CONDUIT		
UNDERGROUND GAS LINE		
DITCH CENTERLINE		
TOP OF CURB & GUTTER ELEVATIONS		
SPOT ELEVATION		
FIRE HYDRANT		
SEWER MANHOLE		
WATER VALVE		
TELEPHONE MANHOLE		
LIGHT POLE		
SIGN		
WATER METER		
BENCHMARK		
CONCRETE MONUMENT FOUND		
GUY POLE		
IRON PIN FOUND		
IRON PIN SET		
TELEPHONE PEDESTAL		
POWER POLE		
HANDICAP SPACE		
SEDIMENT BASIN MARKER W/NOTCH		



ENGINEER
PAUL SIMONTON
SIMONTON ENGINEERING, LLC
1050 PARKSIDE COMMONS SUITE 101
GREENSBORO GA 30642
TEL: 912-977-1502
paul@simontoneng.com



GENERAL NOTES

- ALL EXISTING UTILITIES SHOWN ARE LOCATED FROM BEST AVAILABLE INFORMATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ACTUAL FIELD LOCATION AND PROTECTION OF EXISTING UTILITIES. OVERHEAD LINES ARE NOT SHOWN FOR CLARITY.
- ALL DISTURBED AREAS TO BE RE-VEGETATED IMMEDIATELY AFTER CONSTRUCTION, IN ACCORDANCE WITH THE MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA.
- ALL EROSION AND SEDIMENTATION CONTROL STRUCTURES SHALL BE INSTALLED PRIOR TO START OF CONSTRUCTION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPLACEMENT OF ANY PROPERTY CORNERS, RIGHT OF WAY MONUMENTS, SIGNS OR OTHER STRUCTURES DISTURBED DURING CONSTRUCTION.
- ALL TRAFFIC AND SIGNAGE CONTROL SHALL BE IN ACCORDANCE WITH THE TRAFFIC CONTROL MANUAL GUCC, CURRENT EDITION.
- ALL STREET AND INFRASTRUCTURE INSTALLATION TO BE IN ACCORDANCE WITH LIBERTY COUNTY AND CITY OF HINESVILLE DEVELOPMENT STANDARDS.

OWNER/AGENT
CITY OF HINESVILLE
CONTACT: KENNETH HOWARD
(CITY MANAGER)
115 EAST M.L. KING, JR. DRIVE
HINESVILLE, GA 31313
TEL: (912) 876-3564
khoward@cityofhinesville.org

24 HOUR CONTACT
CITY OF HINESVILLE
CONTACT: KENNETH HOWARD
(CITY MANAGER)
115 EAST M.L. KING, JR. DRIVE
HINESVILLE, GA 31313
TEL: (912) 876-3564
khoward@cityofhinesville.org



JOB NO. 2025-111PRJ		
REVISION NO.	DATE	DESCRIPTION

LIBERTY COUNTY BOARD OF
EDUCATION PROPERTY LINE

30' DRAINAGE EASMENT

LOT 9 HIDDEN PINES S/D
917 KINGS RD

KINGS ROAD 60' R/W

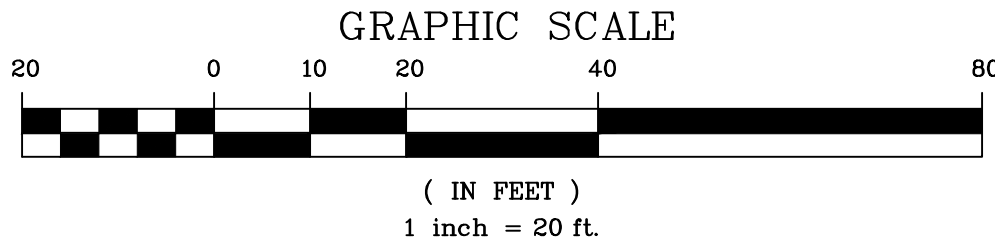
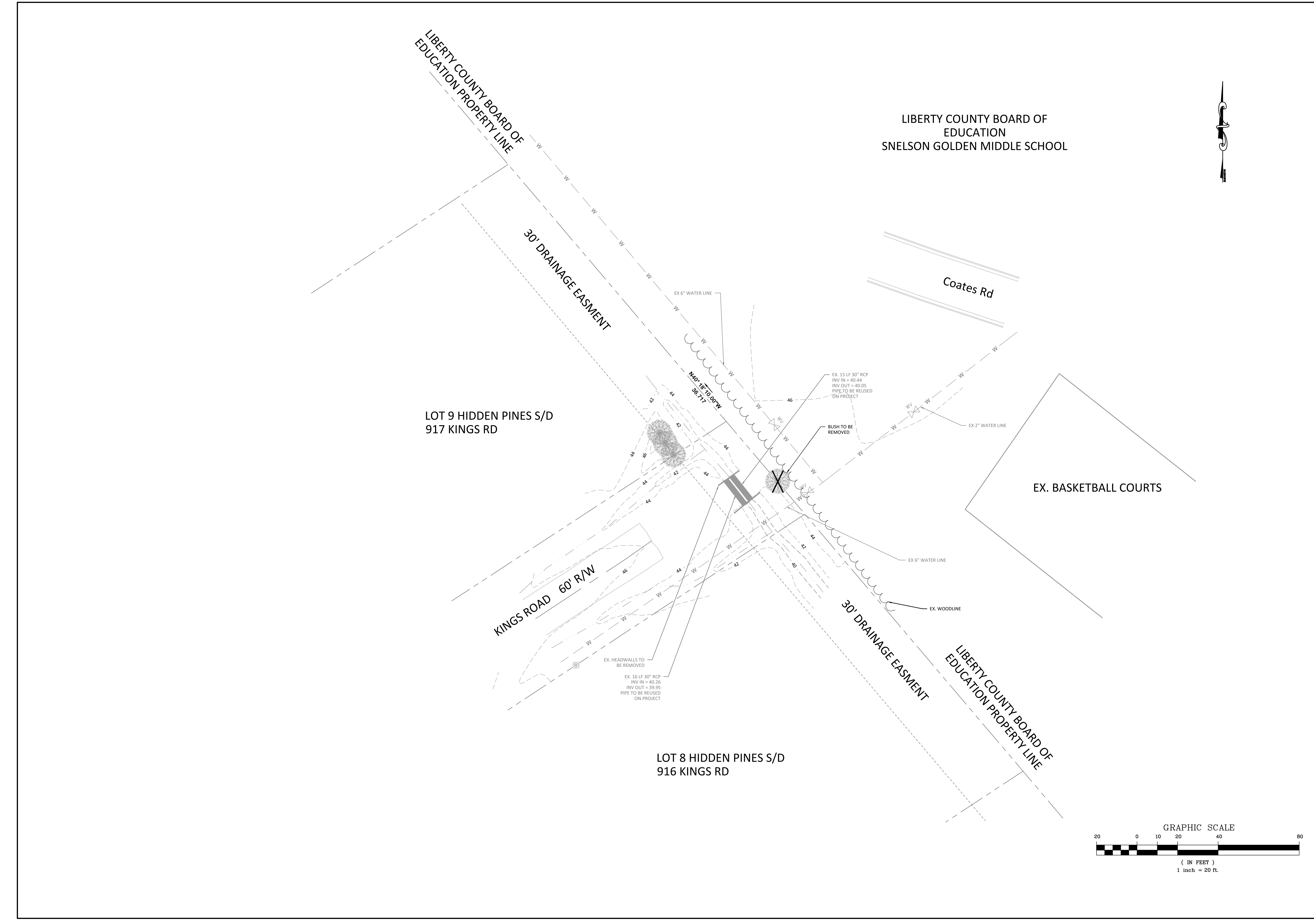
LOT 8 HIDDEN PINES S/D
916 KINGS RD

LIBERTY COUNTY BOARD OF
EDUCATION
SNELSON GOLDEN MIDDLE SCHOOL

Coates Rd

EX. BASKETBALL COURTS

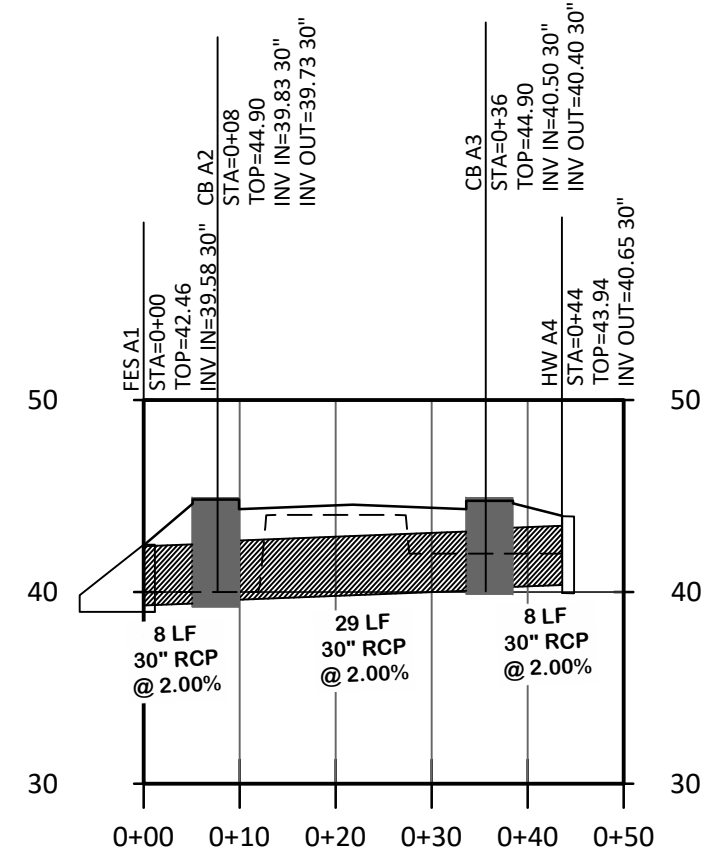
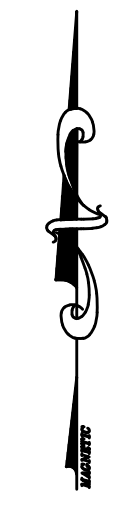
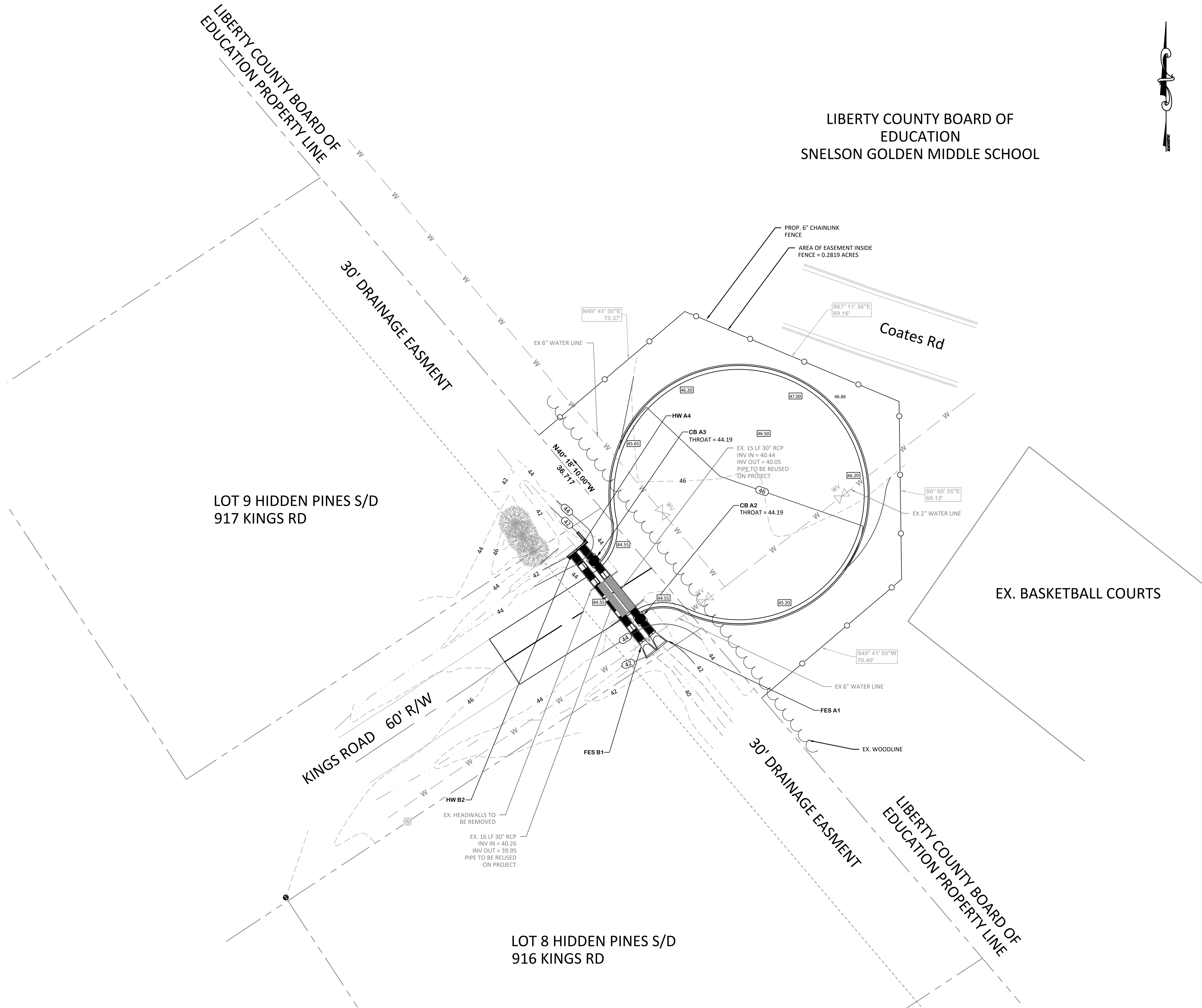
LIBERTY COUNTY BOARD OF
EDUCATION PROPERTY LINE



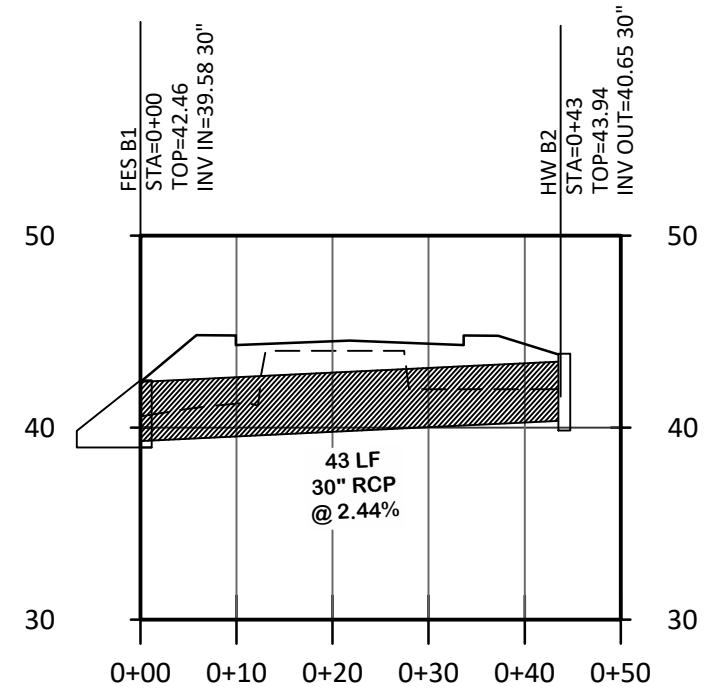
EXISTING CONDITIONS	DATE: Nov 26, 2025
	FILE NO: 2025-111PRJ
SHEET: C1.0	

Cul-De-Sac Addition Kings Rd for The City of Hinesville Liberty County, Georgia	 SIMONTON ENGINEERING	1050 PARKSIDE COMMONS SUITE 101 GREENSBORO, GA 30642 TEL: (706) 454-0870 www.simontonengineering.com
		 Level II Certification No. 935 Expiration Date: 10-05-26

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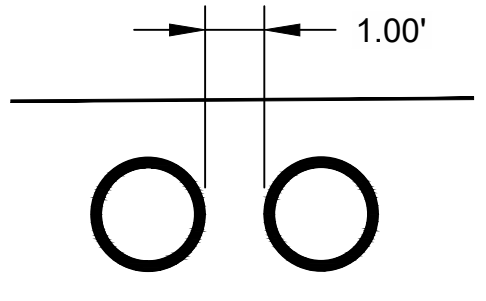
DR RUN A - STA. 0+00 to 0+50 Profile
V. Scale: 1"=10'
H. Scale: 1"=20'



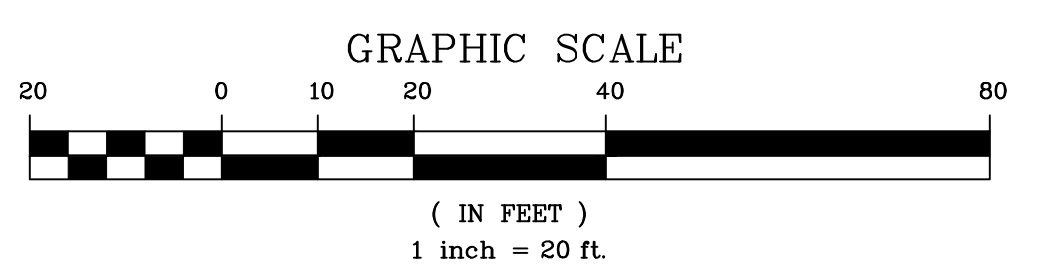
DR RUN B - STA. 0+00 to 0+50 Profile
V. Scale: 1"=10'
H. Scale: 1"=20'

DRAINAGE NARRATIVE
EX. 16 LF 30" RCP TO BE REMOVED AND USED IN RECONSTRUCTION IN CONJUNCTION WITH NEW 30" RCP PIPES AND CATCH BASINS ACCORDING TO PLANS. HEADWALLS TO BE INSTALLED ON UPSTREAM SIDE INCLUDING L HEADWALL ON DR RUN A ACCORDING TO DETAIL AND FLARED END SECTIONS TO BE INSTALLED ON DOWNSTREAM SIDE.
NOTE: ALL UTILITIES TO BE FIELD VERIFIED BY CONTRACTOR

DOUBLE PIPE DETAIL



DBL PIPE MIN 1' COMPACTED SEPARATION N.T.S



Overall Project Plans

DATE: Nov 26, 2025
FILE NO: 2025-111PRJ
SHEET: C2.0

Cul-De-Sac Addition
Kings Rd
for
The City of Hinesville
Liberty County, Georgia

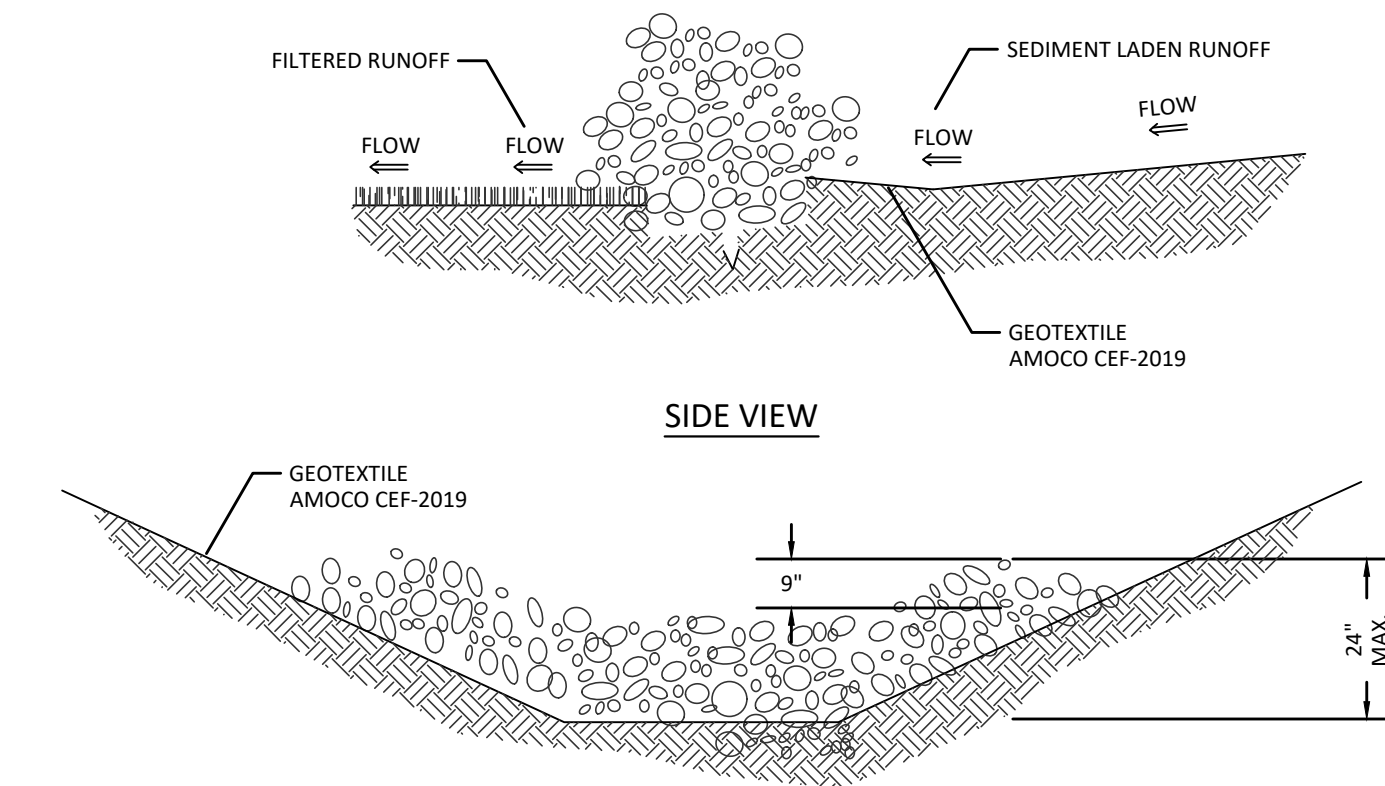
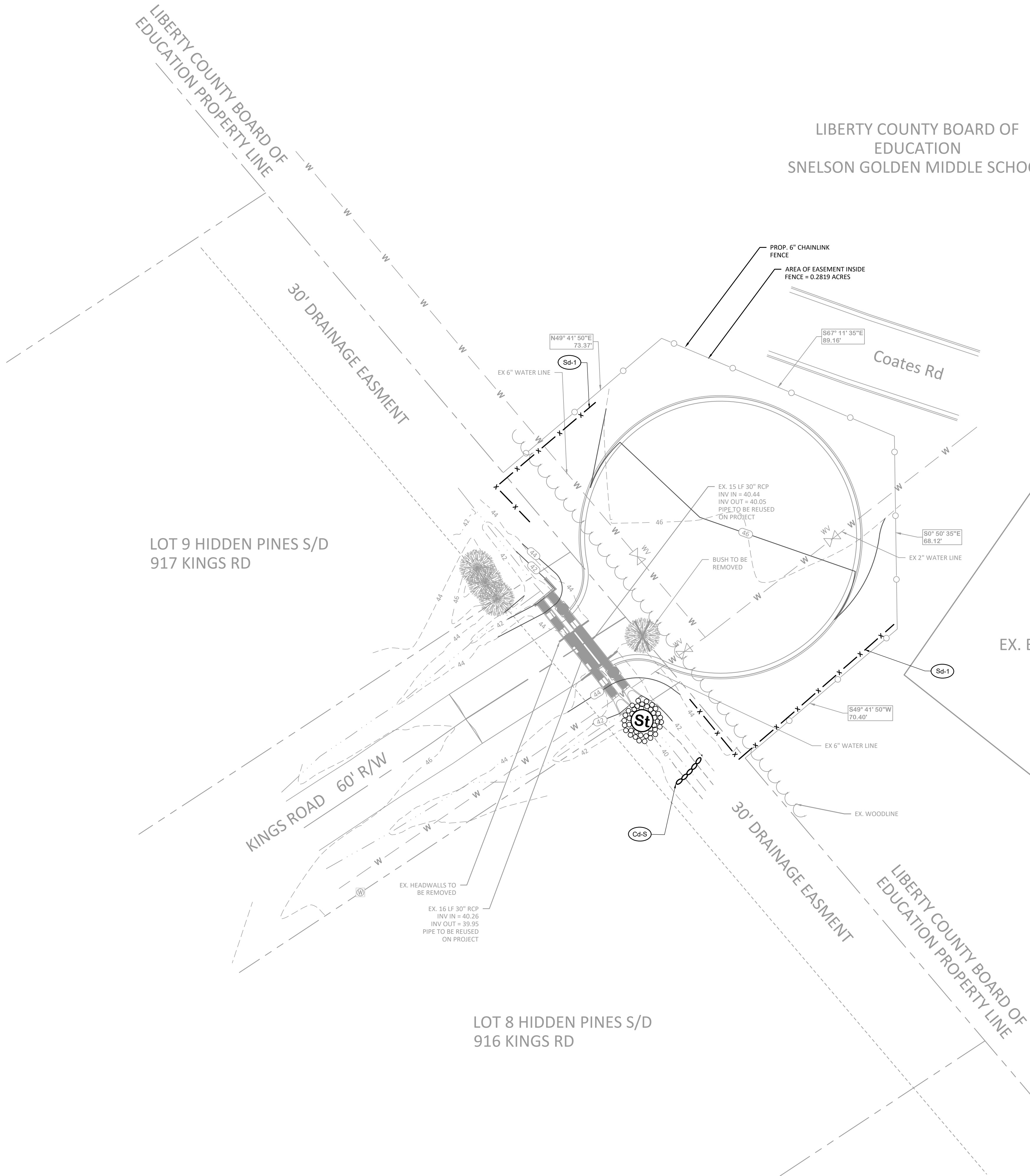
SIMONTON
ENGINEERING

1050 PARKSIDE COMMONS
SUITE 101
GREENSBORO, GA 30642
TEL: (706) 454-0870
www.simontonengineering.com

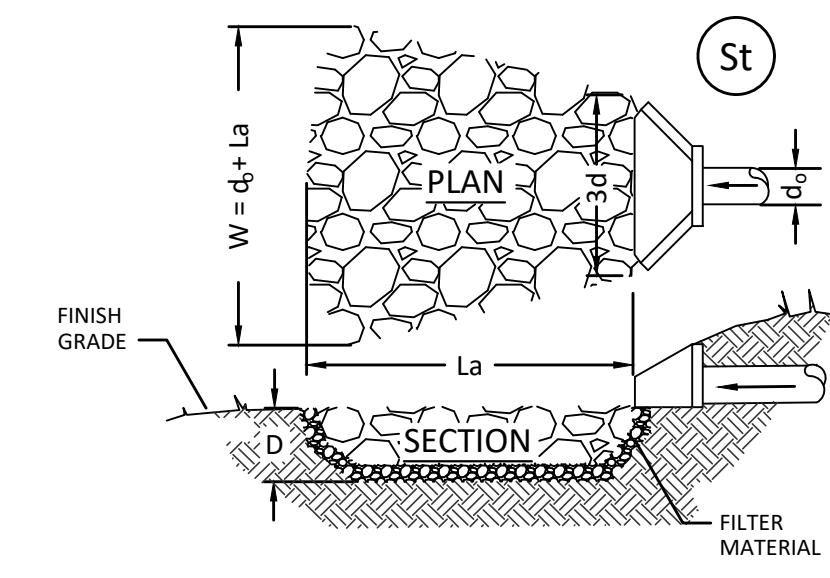
REVISIONS

Level II Certification No. 935
Expiration Date: 10-05-26

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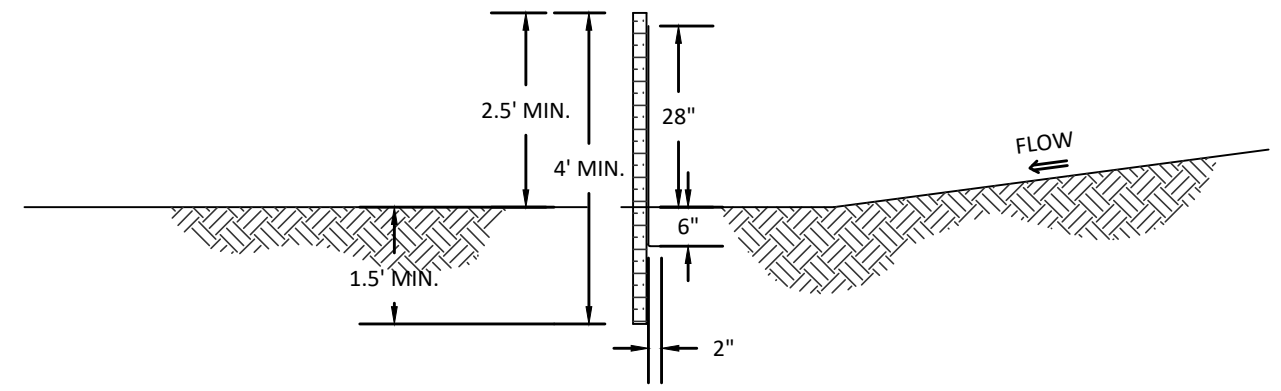


FRONT VIEW
CHECK DAM - CD-S
N.T.S.

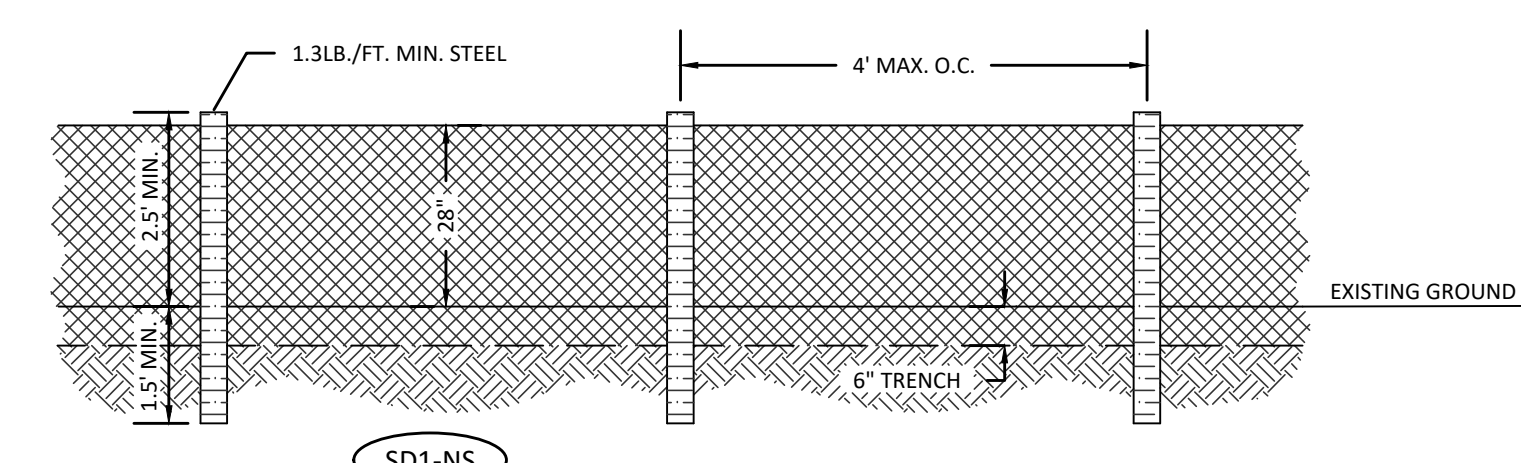


- NOTES:
1. REFER TO STORM DRAIN OUTLET PROTECTION CHART FOR DIMENSIONING INFORMATION.
 2. d_o = DIAMETER OF OUTLET PIPE
 3. d_{50} = MIN. STONE DIAMETER
 4. d_{max} = MAX. STONE DIA. = $(1.5 \times d_{50})$
 5. D = 1.5 TIMES THE MAXIMUM STONE DIAMETER, BUT NOT LESS THAN 6".
 6. EXTEND THE RIPRAP APRON UP THE CHANNEL BANK TO THE TOP OF THE CHANNEL BANK.
 7. A FILTER BLANKET OR FILTER FABRIC SHALL BE INSTALLED BETWEEN THE RIPRAP AND THE SOIL FOUNDATION. FILTER BLANKET SHALL CONSIST OF A GRADED GRAVEL LAYER OR SYNTHETIC FILTER CLOTH. FILTER BLANKET IS INTENDED TO PREVENT SOIL MOVEMENT THROUGH THE OPENINGS IN RIPRAP.
 8. RIPRAP APRON AND FILTER MATERIAL SHALL BE WELL GRADED, LEVEL, AND EXTENDED TO ACHIEVE MAX. STABILITY.

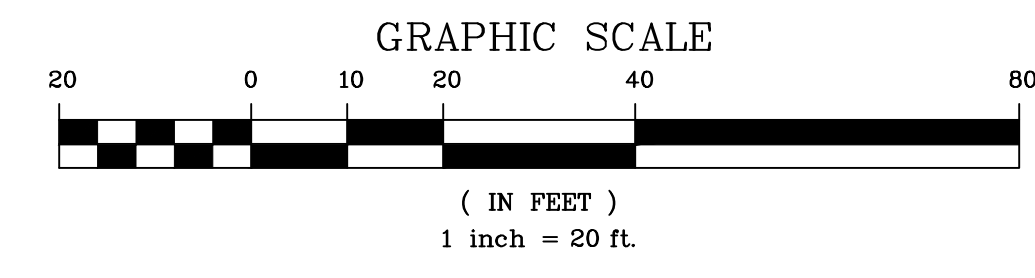
MINIMUM TAILWATER
STORM DRAIN OUTLET PROTECTION
N.T.S.



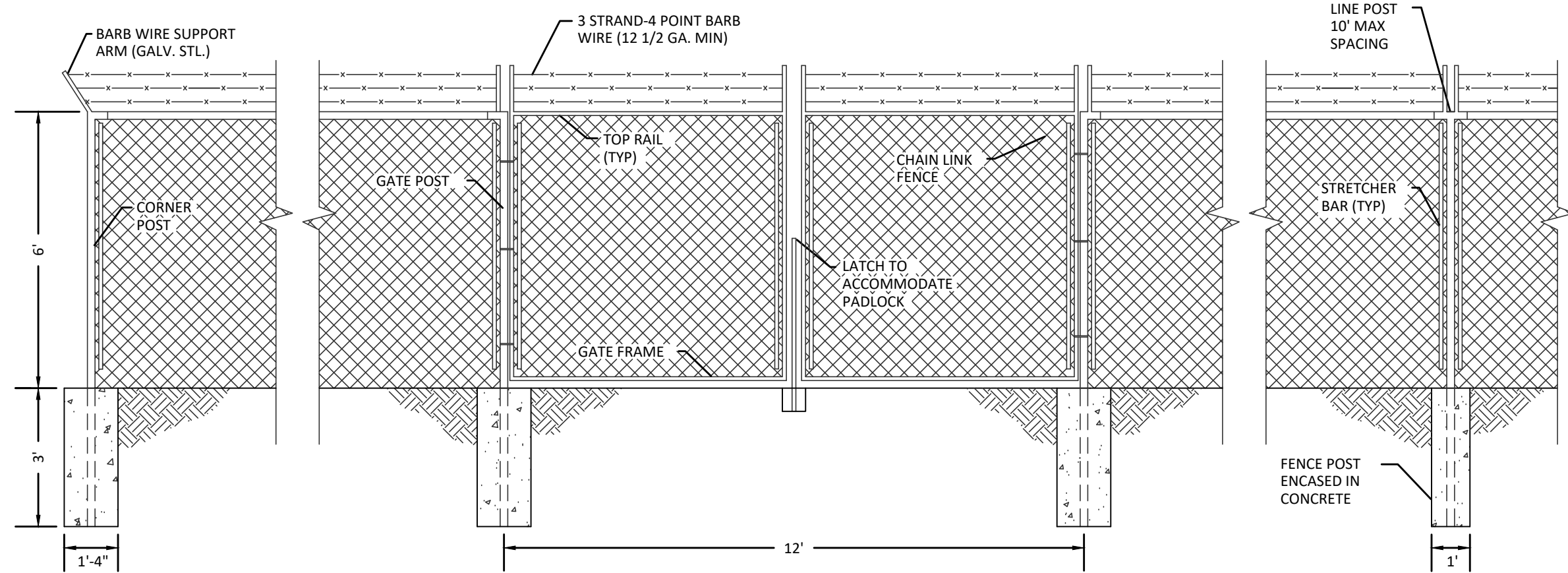
SIDE VIEW



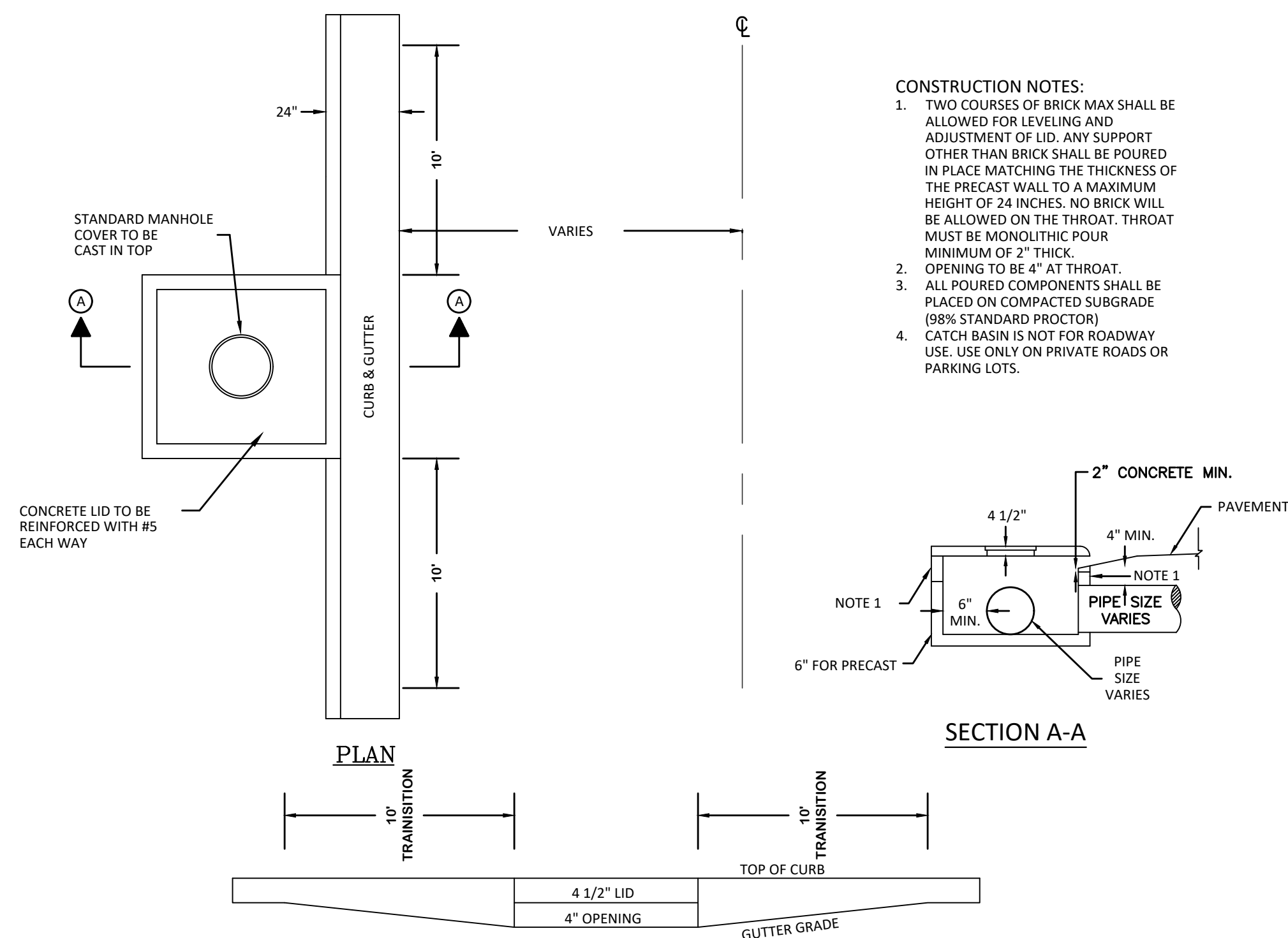
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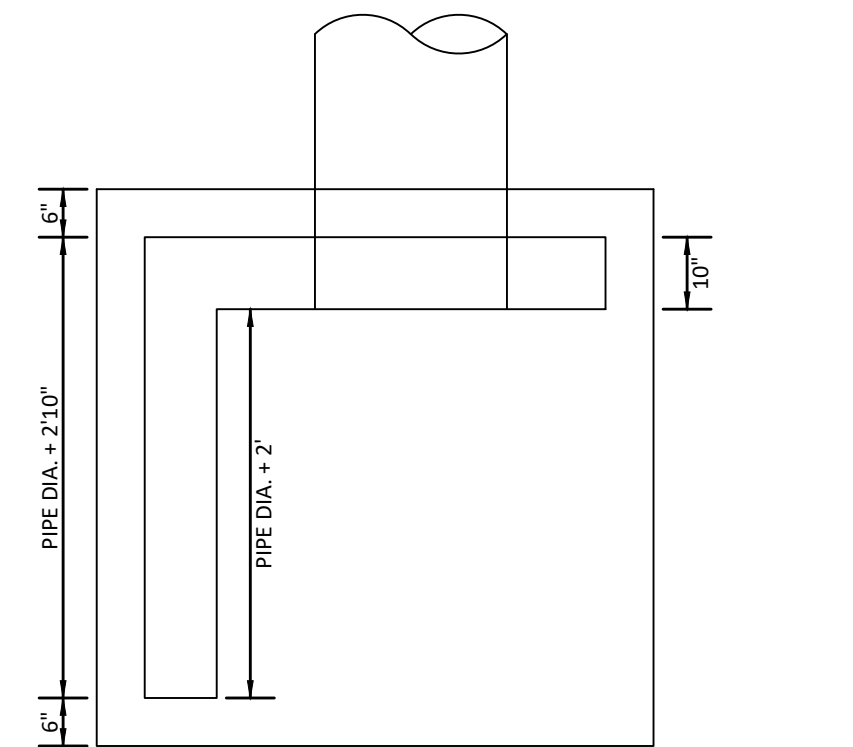
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	FILE NO: 2025-111PRJ	
	SHEET: C3.0	
Cul-De-Sac Addition Kings Rd for The City of Hinesville Liberty County, Georgia		
SIMONTON ENGINEERING  Level II Certification No. 935 Expiration Date: 10-05-26		



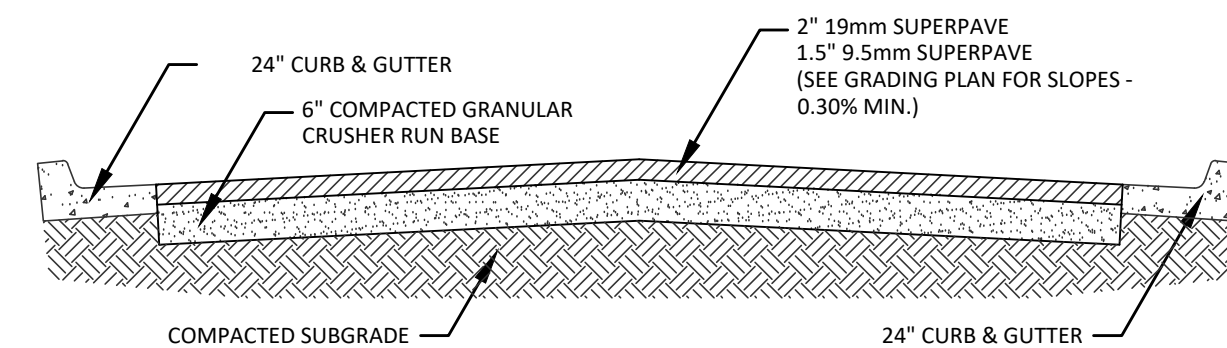
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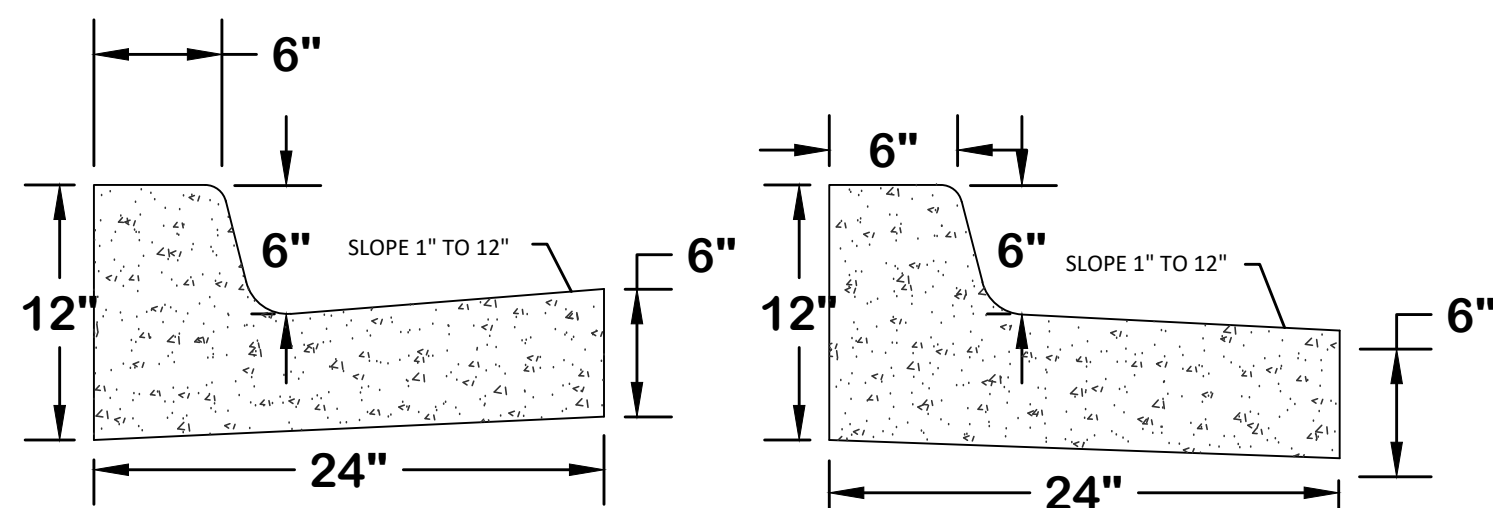
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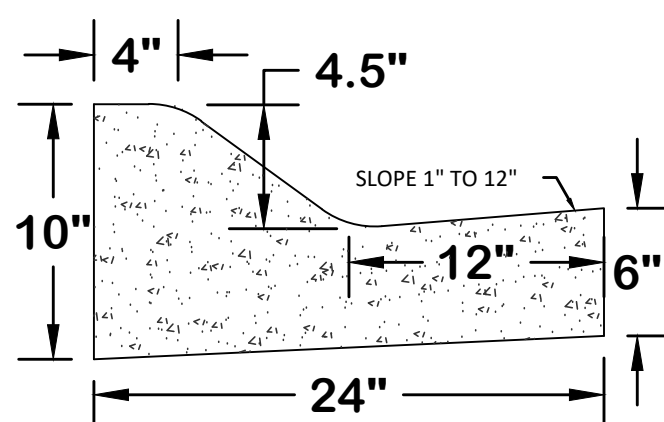


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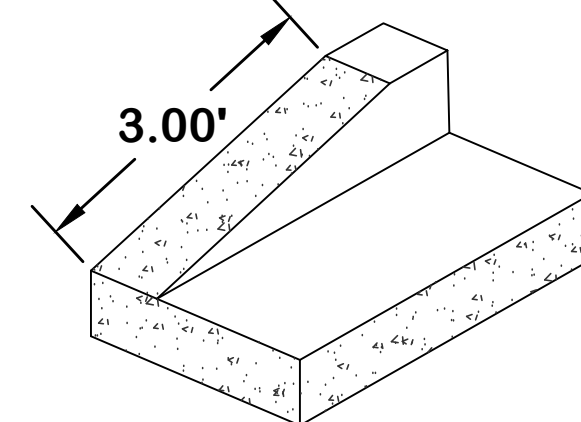


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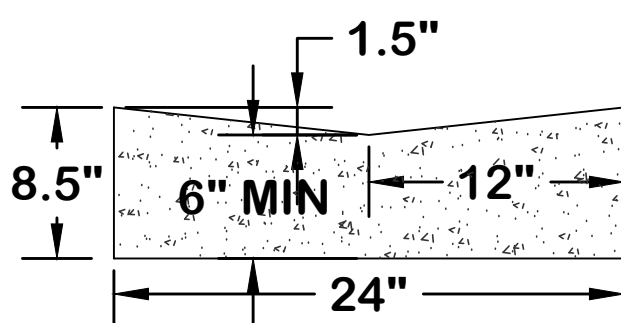
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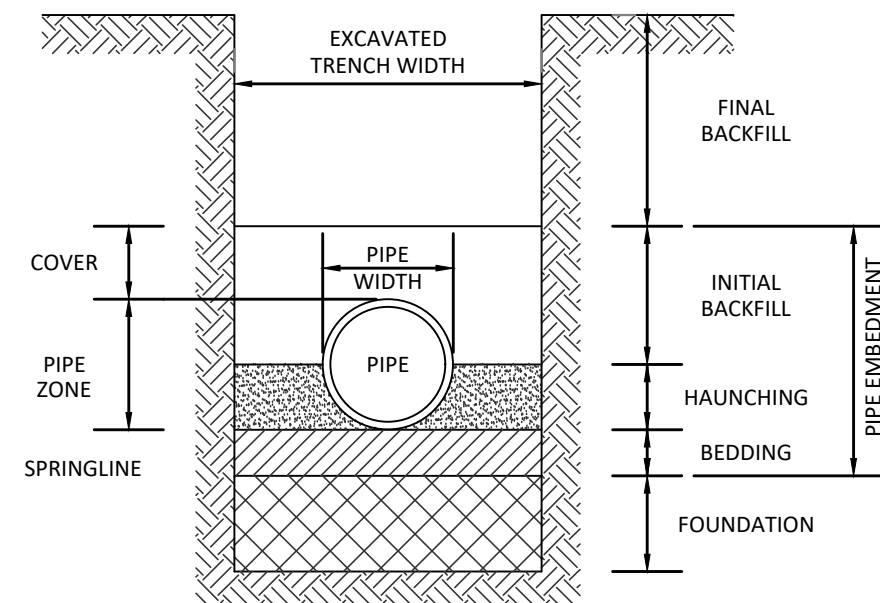


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CURB & GUTTER DETAIL
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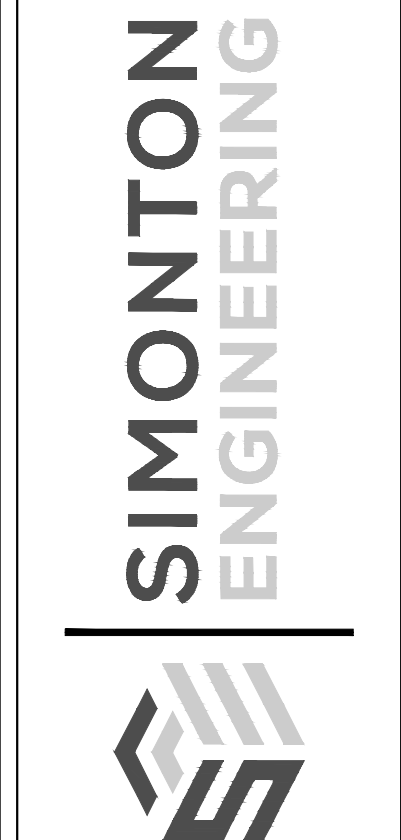


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www.simontonengineering.com



Cul-De-Sac Addition
Kings Rd
for
The City of Hinesville
Liberty County, Georgia

Overall
Development Plans
DATE: Nov 26, 2025
FILE NO: 2025-111PRJ
SHEET: C5.0



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026

Agenda Item: City of Hinesville Development Authority Board

Prepared by: Rodonia Armstrong

Presented by: Ryan Arnold

PURPOSE: Appointments to the City of Hinesville Development Authority expired on March 7, 2026. The term of office of Board members shall be for a four (4) year term. These appointments are made by Mayor and Council. The following appointments require appointment.

Justin McCartney
Patricia Jackson
Paul Johnson

BACKGROUND: None

FUNDING: None

RECOMMENDATION:

ATTACHMENTS:

1. COH Development Authority Board
2. Hinesville Dev Auth Bd Bylaws

PREVIOUS COUNCIL DISCUSSION: March 20, 2025

City of Hinesville Development Authority						
APPOINTED BY	CURRENT APPOINTEES	RESIDES IN DISTRICT	TERMS SERVED	LENGTH OF TERM	TERM BEGAN	TERM EXPIRES
Mayor and Council	Karl Riles			4 years		End of Term
Mayor and Council	Donald Lovette	3		4 years	03/07/2025	03/07/2029
Mayor and Council	*McKesson Stafford	3		4 years	03/07/2019	
Mayor and Council	Justin McCartney	2	2	4 years	03/07/2013	03/07/2026
Mayor and Council	Patricia Jackson	1	1	4 years	03/07/2019	03/07/2026
Mayor and Council	Paul Johnson	4	2	4 years	03/07/2013	03/07/2026
Mayor and Council	Johnny Ortiz	5	2	4 years	03/07/2013	03/07/2029

Resolution #2013-05 dated February 21, 2013

Resolution #2013-08 dated March 7, 2013

***Mr. Stafford will serve until another citizen is recommended by Mayor Pro Tem Nelson**

BYLAWS
OF
HINESVILLE DEVELOPMENT AUTHORITY

Hinesville, Liberty County, Georgia

2013

**BYLAWS
OF
HINESVILLE DEVELOPMENT AUTHORITY**

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BYLAWS
OF
HINESVILLE DEVELOPMENT AUTHORITY

ARTICLE ONE

Definition of Bylaws

These Bylaws constitute certain rules and policies adopted by the Authority (as herein defined) for the regulation and management of its affairs, as authorized by the laws of the State of Georgia. These Bylaws are adopted in order to fulfill the objectives of the Authority as stated in the Act (as herein defined) and these Bylaws, and to exercise all powers conferred upon the Authority under said Act and related laws of the State of Georgia. In no event shall these Bylaws be construed in limitation of any powers duly exercised by the Authority, but shall be liberally interpreted to give full effect to said powers.

ARTICLE TWO

Name, Location, and Duration

Section 2.01. Name. The name of the Authority shall be the HINESVILLE DEVELOPMENT AUTHORITY (the “**Authority**”), a public body corporate and politic duly created by resolution of the Mayor and Council of the City of Hinesville in accordance with O.C.G.A. § 36-62-1 et seq (the “**Act**”).

Section 2.02. Duration. In accordance with the provisions of the Act, the Authority shall have perpetual existence; provided, however, that nothing contained herein shall preclude the General Assembly of Georgia from amending the Act.

Section 2.03. Offices. The principal office of the Authority shall be located in the City of Hinesville, Liberty County, Georgia; provided, however, that the Authority may have such other offices, either within or without said City, as the Authority may determine or as the affairs of the Authority may require from time to time. Unless otherwise specified by the Authority, its physical address for all purposes shall be 115 E. Martin Luther King, Jr. Drive, Hinesville, GA 31313.

[Article III Appears on Following Page]

ARTICLE THREE

Purposes, Powers, and Governing Instruments

Section 3.01. Purposes and Powers. The objects and purposes of the Authority are public in nature and shall be as set forth in the Act. The Authority shall have such powers as may be stated in the Act, and as now or may be hereafter conferred by other laws of the State of Georgia.

Section 3.02. Governing Instruments. The Authority shall be governed by the Act and these Bylaws, as the same may be amended from time to time as provided therein, together with any and all other laws of the State of Georgia governing its affairs or applicable to its operations.

ARTICLE FOUR

Members

Section 4.01. Members Generally; Appointment. The Authority shall consist of seven (7) members ("Members"), who shall be appointed as provided in the Act and who will be subject to such reasonable rules and policies as the Authority may prescribe from time to time. Subject to the limitations contained in the Act, and except as otherwise expressly provided in these Bylaws, all the lawful powers of the Authority shall be vested in and exercised by or under the authority of said Members and the business and affairs of the Authority shall be conducted and controlled by the same.

Section 4.02. Term of Office. As established by the Act, at the expiration of the current terms of office of the first four members of the board of directors, the governing body of the county or municipal corporation shall elect successors to such members to

serve for initial terms of two years and shall elect successors to the remaining members of the board for initial terms of four years. Thereafter, the terms of all directors shall be for four years. The terms of any directors added to the original seven directors shall be four years. If, at the end of any term of office of any director, a successor thereto has not been elected, the director whose term of office has expired shall continue to hold office until his successor is so elected.

Section 4.03. Removal from Office Due to Absenteeism, Etc. Any Member may be removed from office by the appointing authority for such reasons and in such manner as authorized by the laws of the State of Georgia or the Act. Without limiting the generality of the foregoing, the physical absence from (i) three (3) or more consecutive regular meetings of the Authority, or (ii) more than twenty-five (25%) percent of all regularly held and specially called meetings of the Authority shall further constitute grounds for removal from office, and all Members of the Authority hereby acknowledge and consent to removal upon such failure. In such instance, the Secretary of the Authority is hereby authorized and shall submit to the appointing authority a Notice of Absenteeism informing the appointing authority of such circumstances and advising that the same constitutes grounds for removal pursuant to these Bylaws. Prior to submitting the Notice to the appointing authority, the Secretary shall notify the Member(s) identified in said Notice of such submission, and shall allow the Member no less than seven (7) calendar days to set forth in writing any extenuating circumstances which the Member believes to have contributed to his or her absenteeism; provided, however, that the furnishing of such statement by the Member, or the failure to furnish the same, shall in no way limit the right

of the Member to make any further or additional presentations, explanations, or other statements to the appointing authority (as permitted by said appointing authority). Unless otherwise requested by the Member, such written statement shall be submitted to the appointing authority, together with the Notice of Absenteeism, for consideration. Upon receipt of such Notice, the appointing authority may take such action, if any, which it deems appropriate, to include, but not limited to removal of the Member (which action shall be binding and conclusive for all purposes). Such removal or other action, if any, shall be effective only upon a public vote of the appointing authority as required by law. Notwithstanding the foregoing, no Member shall be deemed absent from his or her public duties (i) while engaged in the performance of ordered military duty and while going to and returning from such duty, as all provided by O.C.G.A. § 38-2-279(b); or (ii) if otherwise specifically excused from attendance under applicable state law.

Section 4.04. Vacancies. In the event a vacancy occurs for any reason, such vacancy shall be filled by the applicable appointing authority. Any person appointed to fill such vacancy shall serve for the remainder of the unexpired term of office and until the appointment and qualification of such person's successor. No vacancy on the Authority shall impair the power of the Authority to exercise all of the rights and powers of and perform all of the duties and obligations of the Authority.

Section 4.05. Compensation. No Member of the Authority shall receive, directly or indirectly, any salary, compensation, or other emolument for services performed as a Member.

Section 4.06. Disclosure of Conflicting Interest. The Members of the Authority shall be accountable for all purposes as trustees, and shall conform with all requirements of the Act, these Bylaws, and applicable laws of the State of Georgia in those situations where a Member has a conflicting interest in a transaction involving the Authority. In this connection, and except as otherwise permitted under applicable law, no Member shall:

(i) take any official action with regard to any matter where the Member or an immediate family member might have a pecuniary interest, or where the Member has a fiduciary duty or responsibility to another entity in the same matter;

(ii) intentionally use or disclose Confidential Information in any way that could result in the receipt of any pecuniary benefit for the Member or an immediate family member;

(iii) accept or receive, directly or indirectly, from any person, including one whose identity is unknown to the Member, any gift or other item of value under circumstances in which it can reasonably be inferred that the gift is intended to influence the Member in the performance or nonperformance of any official duty or as a reward for any official action of the Member; or

(iv) otherwise act in a manner contrary to the provisions of Art. 1, Sec. 2, Par. 1 of the Constitution of the State of Georgia, as well as any and all other laws of this State governing conflicts of interest applicable to the Member.

As used herein, the term "Confidential Information" shall mean information which has been obtained by virtue of membership on the Authority, and which information is not

available to members of the public under the Georgia Open Records Act or other law, and which the Member is not authorized to disclose.

Except as otherwise provided by law, no Member, in such capacity, shall participate in the discussion, debate, deliberation or vote, or otherwise take part in the decision-making process on any agenda item before the Authority or committee thereof in which the Member has an impermissible conflict of interest as provided herein.

Actions which might otherwise be alleged to constitute a conflict of interest shall be deemed to comply with this Section and not to be a conflict of interest if, before acting (i) the Member requested and received an opinion from the Authority's counsel or the Office of the Georgia Attorney General; and (ii) the actions taken were consistent with said opinion.

Section 4.07. Public Statements. Actions and decisions of the Authority will generally be reported publically in accordance with applicable law and the directions of the Chairperson. No Member of the Authority individually will release Confidential Information (as defined in Section 4.06 above) from a duly convened and conducted executive session or speak for, or in the name of, the entire Authority unless by explicit direction of the Authority or otherwise compelled by a court of competent jurisdiction. When a decision of the Authority has been reached, all Members, even those who may have voted against it, are encouraged to support that decision until amended or rescinded by Authority action. Any Member who may wish to criticize or oppose any specific Authority action is further encouraged to do so only in a meeting of the Authority.

Section 4.08. Promulgation of Authority Rules and Policies. The Authority may from time to time make and publish to appropriate persons, written regulations, rules, directives, policies, schedules, bulletins and other writings that in the judgment of the Authority are necessary or advisable in the management of its affairs.

Section 4.09. Committees. The Authority may appoint such committees as it deems appropriate to perform such tasks and to serve for such periods as the Authority may determine appropriate. Each committee shall operate in accordance with the terms with the motion or resolution establishing said committee, as well as the provisions of the Georgia Open Meetings Act; provided, however, that any such committee may not exercise the powers of the Authority unless specifically authorized by the Authority to do so and otherwise permitted under the Act and the laws of the State of Georgia.

ARTICLE FIVE

Meetings of the Authority

Section 5.01. Place of Meetings. The Authority shall, unless circumstances demand otherwise, hold their meetings within the corporate limits of The City of Hinesville, Liberty County, Georgia, at such place or places as it may from time to time determine by resolution or by written consent of a majority of all of the Members then in office. Unless otherwise specified by the Authority as aforesaid, all meetings shall be conducted at the Hinesville City Hall located at 115 E. Martin Luther King, Jr. Drive., Hinesville, Georgia 31313.

Section 5.02. Regular Meetings. Subject to postponements, combination of meetings, and other appropriate rescheduling actions, regular meetings of the Authority

shall be held no less than monthly on such date and at such reasonable hour as may be set by the Chairperson, or at such other date and time as may be determined by resolution of the Authority. The Chief Executive Officer or his or her designee shall give notice to each Member of every resolution of the Authority or determination of the Chairperson changing the time, date, or place for the holding of regular meetings of the Authority by personal delivery, telephone, mail, facsimile, cablegram, or electronic mail at least thirty-six (36) hours prior to such meeting with respect to a change in date or place, and at least six (6) hours prior to such meeting with respect to a change in time only. Notwithstanding the foregoing, this Section governs notice of regular meetings to Members only and is not intended to impose additional requirements with respect to public notice beyond those set forth in the Georgia Open Meetings Act.

Section 5.03. Special Meetings. Special meetings of the Authority shall be held whenever called by a majority of the Members then in office or by the Chairperson. The Chief Executive Officer shall give notice to the Members of each special meeting of the Authority, which notice shall specify the time, place and objective of the meeting, at least twenty-four (24) hours prior to the meeting by personal delivery, telephone, mail, facsimile, cablegram or electronic mail; provided, however, that the failure to include an objective or other agenda item in said notice shall not preclude the Authority from taking action with respect to said item at the subject meeting. Notwithstanding the foregoing, this Section governs notice to Members only and is not intended to impose additional requirements with respect to public notice beyond those set forth in the Georgia Open Meetings Act.

Section 5.04. Emergency Meetings. Emergency meetings of the Authority shall be held whenever called by a majority of the Members then in office or by the Chairperson. The Chief Executive Officer shall give notice to the Members of each emergency meeting of the Authority, which notice shall specify the time, place and objective of the meeting, at least eight (8) hours prior to the meeting (to the extent practicable) by personal delivery, telephone, mail, facsimile, cablegram or electronic mail; provided, however, that the failure to include an objective or other agenda item in said notice shall not preclude the Authority from taking action with respect to said item at the subject meeting. Notwithstanding the foregoing, this Section governs notice of emergency meetings to Members only and is not intended to impose additional requirements with respect to public notice beyond those set forth in the Georgia Open Meetings Act.

Section 5.05. Georgia Open Meetings Act. All meetings of the Authority shall be conducted in full compliance with the Georgia Open Meetings Act, O.C.G.A. § 50-14-1 et seq. Without limiting the generality of the foregoing, it shall be the duty of the Chief Executive Officer of the Authority to ensure that “due notice” to the public of any regular, special or other meeting of the Authority has been provided in accordance with the Georgia Open Meetings Act. In the event it is discovered prior to or during any meeting of the Authority that the required notice was not provided, said meeting shall be adjourned until such time as proper notice can be effected.

Section 5.06. Quorum. Unless otherwise provided by applicable law, a majority of the Members of the Authority shall constitute a quorum for the transaction of the ordinary business of the Authority. However, notwithstanding any applicable law to

the contrary, any action with respect to any "project" (as defined by the Act) of the Authority shall be approved by not less than a majority vote of the total membership of the Authority. By way of illustration, and assuming for purposes of this Section that the membership of the Authority remains seven (7) members, then four (4) affirmative votes shall be required to transact business of the Authority with respect to a "project" as defined by the Act.

Section 5.07. Voting. At any meeting of the Authority, each Member shall have but one (1) vote for each issue on which a vote is taken. Unless otherwise specifically authorized by applicable state law, Members may only cast their votes if physically present at the meeting of the Authority; voting by proxy shall not be permitted. All resolutions adopted and all business transacted by the Authority shall require the majority vote of the Members as provided in Section 5.06 above.

Section 5.08. Conduct of Meetings. It is understood that in the transaction of its business, the meetings of the Authority may be conducted informally; provided, however, this informality does not extend to procedural requirements, if any, mandated in the Act, these Bylaws, or the laws of the State of Georgia. When circumstances warrant, any meeting or a portion of a meeting will be conducted according to generally understood principles of parliamentary procedure as stated in the Act, these Bylaws, or a recognized procedural reference authority (e.g. Robert's Rules of Order). Unless otherwise specifically provided by the Georgia Open Meetings Act, O.C.G.A. § 50-14-1 et seq., all meetings of the Authority shall be open to the public and conducted in full compliance with said Code Section(s).

Section 5.09. Teleconference. Unless otherwise specifically authorized by applicable law, Members may not officially participate in meetings of the Authority by telecommunications conference or other contemporaneous communication system. To the extent any Member participates by such remote technology, his or her participation shall not be considered for purposes of determining the existence of a quorum or for voting; said Member's participation being unofficial only. Notwithstanding the foregoing, and as provided by O.C.G.A. § 38-2-279(g), the Authority shall be authorized to conduct meetings by telecommunications conference in the event that one or more Members is on ordered military duty at the time of such meeting, as if said Members were physically assembled.

Section 5.10. Recordation of Meetings. To the fullest extent practicable, all meetings of the Authority shall be recorded by electronic means; provided, however, that any portion of a meeting devoted to executive session shall not be recorded or otherwise transcribed.

Section 5.11. Preparation of Agenda. A copy of the agenda for any regular meeting of the Authority shall be forwarded to each Member as far in advance of the meeting as practicable, along with minutes to be approved, copies of communications, and such other documents and exhibits which are available and pertinent to the meeting. Every effort should be made to get support material and the agendas for special meetings to the Members at the earliest practicable time after the meetings are called. In all other respects, agendas shall be prepared and made available in accordance with the requirements of the Georgia Open Meetings Act, O.C.G.A. § 50-14-1 et seq., and the Chief Executive Officer

of the Authority shall be responsible for ensuring that a copy of all agendas is posted in full compliance with said law.

ARTICLE SIX

Officers

Section 6.01. Number; Multiple Offices. The officers of the Authority shall consist of a Chairperson, Vice Chairperson, and Secretary, each of whom shall be elected by the Authority from its Members. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Authority at any duly constituted meeting, regular or special, of such Authority. In any such election of officers, the Authority may elect and appoint a single person to any two or more offices simultaneously, except that the offices of Chairperson, Vice Chairperson, and Secretary shall be held by separate individuals.

Section 6.02. Election and Term of Office. The officers of the Authority shall be elected as provided herein at the first meeting of the Authority immediately following the regular election of the Mayor and Council of the City of Hinesville, Georgia (and his or her taking the oath of such office), or such other date as provided by resolution of the Authority. Each officer shall serve for the term of office for which he or she is elected or appointed and until his or her successor has been elected or appointed or his or her earlier resignation, removal from office, or death. Any officer may be elected to successive terms.

Section 6.03. Powers and Duties of Chairperson. The Chairperson shall preside at all meetings of the Authority, shall have the general supervision and direction of all other officers of the Authority with full power to see that their duties are properly

performed and shall see that all orders and resolutions of the Authority are carried into effect and otherwise fully implemented. He or she may sign, with any other proper officer, any contracts and other documents which the Authority has authorized to be executed, except where required by law to be otherwise signed and executed and except where the signing and execution thereof shall be expressly delegated by the Authority, the Act, or these Bylaws to some other officer or agent of the Authority; provided that the Authority may specifically authorize the Chairperson by resolution to execute contracts or documents alone and without further signature of any other officer. In addition, the Chairperson of the Authority shall perform whatever duties and shall exercise all powers as the Authority may, from time to time, assign to him or her, or as may be prescribed by the Act, these Bylaws, or the laws of the State of Georgia.

Section 6.04. Duties of Vice Chairperson. The Vice Chairperson shall serve as Chairperson in the absence or disability of the Chairperson, and the taking of any action by the Vice Chairperson in place of the Chairperson shall be conclusive evidence of such absence or disability. In addition, the Vice Chairperson shall perform whatever duties and shall exercise all powers that are given to him or her by the Authority.

Section 6.05. Duties of the Secretary. The Secretary shall give, or cause to be given, notice of all meetings of the Authority and all other notices as required by these Bylaws, and in case of his or her absence or refusal or neglect to do so, any such notice may be given by any persons thereunto directed by the Chairperson, or by the Authority upon whose written request the meeting is called as provided in these Bylaws. The Secretary shall prepare the Board agenda in consultation with the Chairperson and keep

correct minutes of all meetings of the Authority in books provided for that purpose. He or she shall have custody of the seal of the Authority and shall affix the same to all instruments requiring it, when authorized by the Authority or the Chairperson, and attest the same. In general, the Secretary shall perform all the duties generally incident to the office of secretary of a nonprofit corporation, subject to the direction and control of the Authority and Chairperson. Notwithstanding the foregoing, however, and unless otherwise determined by the Secretary, the Chief Executive Officer of the Authority shall discharge all responsibilities of the Secretary with respect to the giving of notices, preparation and delivery of agendas, and maintenance of the records of the Authority.

Section 6.06. Vacancies. When any office shall become vacant by reason of the death, resignation, incapacity, or removal of the incumbent, or for any other cause, the Authority, by majority vote of all members then in office, shall appoint a successor from its membership who shall hold office for the unexpired portion of the term of his or her predecessor.

Section 6.07. Additional Officers. The Authority may elect, or the Chairperson may appoint, one or more assistants to the Secretary, who shall have such duties and responsibilities as may be assigned to them from time to time by the Chairperson and/or the Authority.

Section 6.08. Executive Director. The Assistant City Manager of the City of Hinesville shall be designated the Executive Director of the Authority. Unless otherwise provided by the Authority, said executive director shall hold the title of "chief executive

officer” of the Authority. Wherever used in these Bylaws, the term “Chief Executive Officer” shall mean and refer to the executive director.

ARTICLE SEVEN

Contracts, Minutes, Seal, Advisors

Section 7.01. Contracts. The Authority may authorize any officer or officers of the Authority, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute or deliver any instrument in the name of and on behalf of the Authority; provided the intent and effect of such contracts and instruments are consistent with the purposes authorized in the Act. This authority may be general or may be confined to specific instances. Unless otherwise specifically indicated by the Authority or these Bylaws, the Chairperson and the Secretary shall be deemed authorized signatories for all purposes.

Section 7.02. Minutes and Records. The Authority shall keep correct and complete books and records of all of its obligations, contracts, transactions, undertakings, income, receipts, and expenditures of every kind, and the Chief Executive Officer also shall keep minutes of the proceedings of the Authority. The minutes shall not be a narrative of the meetings, but a record of official Authority actions. Copies of the minutes shall be made for distribution to the Authority Members with the agenda for the next regular meeting. All minutes, records, and other documents of the Authority shall in all instances be subject to the requirements and provisions of the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq.

Section 7.03. Official Seal. The seal of the Authority shall be in such form as the Authority may determine from time to time. In the event it is inconvenient to use such seal at any time, the signatures of any two authorized signatories of the Authority followed by the word "SEAL," "OFFICAL SEAL," or similar words enclosed in parentheses or scroll, shall be deemed the seal of the Authority. The seal shall be in the charge of the Secretary and shall be affixed on all official papers where necessary or appropriate.

Section 7.04. Appointment of Advisors; Employees. As permitted by the Act and the laws of the State of Georgia, and subject to budgetary limitations, the Authority may, from time to time, appoint, as advisors, persons whose counsel, assistance, and support may be deemed helpful in determining policies and formulating programs for carrying out the purposes and functions of the Authority. The Authority is further authorized to employ such person or persons, including, without limitation, attorneys, accountants, engineers, architects, financial consultants, and other professionals, agents, and assistants, as in its judgment are necessary or desirable for the administration and management of the Authority, and to pay reasonable compensation for the services performed and expenses incurred by any such person or persons.

ARTICLE EIGHT

Amendments

The Authority shall have the power to alter, amend or repeal these Bylaws or any provision thereof, and may from time to time adopt additional Bylaws; provided, however,

that the Authority may exercise this power only upon a majority vote of the total membership of the Authority at a meeting duly called pursuant to Article Five hereinabove.

ARTICLE NINE

Miscellaneous Provisions

Section 9.01. Waiver of Notice. Whenever, under the provisions of applicable law or of the Act or of these Bylaws, any notice is required to be given to any Member, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein and delivered to the Authority for inclusion in the minutes or filing with the official records, shall be equivalent to the giving of such notice. Additionally, the attendance of a Member at any meeting shall constitute a waiver of the notice of the meeting, except where the Member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 9.02. Fiscal Year; Audit. Unless otherwise fixed by resolution of the Authority, the fiscal year of the Authority shall conclude as of October 31 of each year. The financial books and records of the Authority shall be audited annually by a competent auditor engaged by the Authority for such purpose. Said audit shall be paid for by the Authority, and copies shall be furnished to the Mayor and Council of the City of Hinesville and otherwise made of public record.

Section 9.03. Non-Discrimination Policy. The Authority shall not discriminate on the basis of race, color, gender, national or ethnic origin, or any other unlawful purpose.

Section 9.04. Construction; Subject to Laws. These Bylaws shall be liberally construed to effect the purposes of the Act; provided, however, that the provisions hereof shall be subject to said Act and all valid and applicable laws of the State of Georgia, as now or hereafter amended, and if any provision of these Bylaws is found to be inconsistent with or contrary to said Act or any such valid laws, the latter shall be deemed to control and these Bylaws shall be deemed modified accordingly and, as so modified, to continue in full force and effect.

[Signatures Appear on Following Page(s)]

[Bylaws of Hinesville Development Authority – Signature Page]

THE UNDERSIGNED, constituting no less than a majority of the Authority membership, hereby adopt and approve the foregoing Bylaws in their entirety as of the 23rd day of April, 2013.

MEMBERS:

(OFFICIAL SEAL)

Justin McLath (L.S.)

Robert S. B. (C) (L.S.)

[Signature] (L.S.)

Paul C. [Signature] (L.S.)

James Thomas (L.S.)

[Signature] (L.S.)

[Signature] (L.S.)



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026

Agenda Item: RFP 2026-02 Bryant Commons Bridge Repair Bid Opening

Prepared by: Estella L. Roberson

Presented by: Ryan Arnold

PURPOSE: To Present for Mayor and Council Consideration, RFP 2026-02 Bryant Commons Bridge Repair Bid Opening.

BACKGROUND: On November 7, 2025, A request for proposals was issued to replace the decking on three pedestrian bridges at Bryant Commons Park. No bids were received.

On January 28, 2026, the request for proposals was reissued. One bid was received.

FUNDING: \$76,800 TSPLOST.

RECOMMENDATION: Approval of RFP 2026-02 Bryant Commons Bridge Repair to be awarded to Coastal Deck & Bulkhead Inc. for \$76,800.

ATTACHMENTS:

1. Attachment 1 Project Photos
2. Attachment 2. Bid Tabulation
3. Attachment 3 Bid Sheet

PREVIOUS COUNCIL DISCUSSION:







RFP 2026-02 Bid Tabulation
Thursday, February 19, 2026

Company	Location	Price
Coastal Deck & Bulkhead Inc.	Hinesville, GA	\$76,800

Bryant Commons Bridge Redecking Project

Item	Estimated Quantity	Units	Description	Unit Price	Total Price
			Pavillion		
1	2	EA	Re-place bridge decking with pressure treated Pine #2 Common Beam 3"x12"x12' on two 12'x24' pedestrian bridges. Replace decking bolts. Beams to be stained with Sherwin Williams Super Deck Exterior Deck & Dock Coating Owner to pick color.	\$12,600.00	\$25,200.00
2	1	EA	Re-place bridge decking with pressure treated Pine #2 Common Beam 3"x12"x12' on one 12'x80' pedestrian bridges. Replacing decking bolts. Beams to be stained with Sherwin Williams Super Deck Exterior Deck & Dock Coating Owner to pick color.	\$42,000.00	\$42,000.00
			GENERAL		
3	1	EA	Mobilization/ debris haul off	\$9,600.00	\$9,600.00
			TOTAL BID		\$76,800.00



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026

Agenda Item: Georgia Department of Transportation (GDOT) Carbon Reduction Program (CRP)

Prepared by: Estella L. Roberson

Presented by: Ryan Arnold

PURPOSE: To Present to the Mayor and Council Consideration, for approval to apply to the State of Georgia Department of Transportation Carbon Reduction Program for \$418,564 with a \$104,641 cash match for the engineering and design of the Deal Street and E. G. Miles Parkway roundabout.

BACKGROUND: The Georgia Department of Transportation (GDOT) Carbon Reduction Program (CRP), established under the federal Bipartisan Infrastructure Law (BIL), funds projects designed to reduce transportation-related carbon dioxide.

By virtue of operating a public transportation system, the City of Hinesville is eligible to receive funds to improve access to the transit system through the Hinesville Area Metropolitan Planning Organization.

In 2024, the City applied for \$418,564 to the CRP grant to construct sidewalks on Link Street, Norman Street, and Tupelo Trail. However, GDOT determined that the program would need to be administered following the Plan Development Process, which is administratively burdensome for small projects.

In ongoing conversations with GDOT, it was determined that the planned roundabout at E. G. Miles and Deal Street would be a better project for the funds and serve to enhance the Transit System's safety.

FUNDING: \$418,564 CRP Grant Funds
104,641 Cash Match T-SPLOST
 \$523,205 Total Project

RECOMMENDATION: Approval to apply to the State of Georgia Department of Transportation Carbon Reduction Program for \$418,564 with a \$104,641 cash match for the engineering and design of the Deal Street and E. G. Miles Parkway roundabout.

ATTACHMENTS:

1. Reallocation Letter to GDOT

2. Project Concept

PREVIOUS COUNCIL DISCUSSION: N/A

MAYOR
Karl A. Riles

CITY MANAGER
Ryan J. Arnold

CITY CLERK
Estella L. Roberson

CITY ATTORNEY
Linnie L. Darden, III



MAYOR PRO TEM
Vicky C. Nelson

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

February 19, 2026

Matt Markham
Deputy Director of Planning
Georgia Department of Transportation
600 W Peachtree St NW
Atlanta, GA 30308

RE: Carbon Reduction Program Funds Allocation – HAMPO/City of Hinesville

Dear Mr. Markham,

As the Mayor for the City of Hinesville (COH), one of the jurisdictions that makes up the Hinesville Area Metropolitan Planning Organization (HAMPO), I am writing to request a re-allocation of HAMPO's Carbon Reduction Program (CRP) funds from the project included in the COH's initial October 2024 application.

The original request sought CRP funding for the Liberty Transit ADA Accessibility Project, which later received PI Number 0021247 and was renamed Link Street; Norman Street & Tupelo Trail @ 3 Locs. Due to schedule constraints and the limited ability to use CRP funds on this project beyond preliminary engineering, the City believes these funds would be better applied to another eligible project.

COH respectfully requests that the existing CRP funds of \$523,205, which includes a federal split of \$418,564, and a local match of \$104,641) be reallocated to the Deal Street and E.G. Miles Parkway Roundabout Installation, a project identified in the HAMPO 2050 Metropolitan Transportation Plan (MTP), MTP ID #611. This project is included in the MTP cost constrained list and is prioritized in Band 1 (2025–2030). As a LAP-certified community, the City of Hinesville is prepared to provide the required 20% local match.

"Home for a Day or a Lifetime"

The MPO, COH, and GDOT have met extensively to discuss the most efficient use of these funds. The City believes reallocating CRP funding to the roundabout project ensures that the funds will not lapse and will support a transportation improvement aligned with CRP goals. In regard to funding this project, the COH wants to state that the existing CPR funds will cover a majority of the PE phase; the 2050 MTP lists this project with the following funding years and values:

- PE (2027): \$551,578
- ROW (2029): \$772,669
- UTL (2030): \$593,989
- CST (2030): \$3,959,929

Because of these factors, we would like to request that the ROW phase be moved to FY 2028, with the UTL and CST phases remaining in the planned FY 2030.

We appreciate your consideration of this request to reallocate HAMPO's CRP funds for fiscal years 2025–2027. Please feel free to contact the Hinesville City Manager at (912) 369-3303 or rarnold@cityofhinesville.org with any questions.

Sincerely,

Kark K. Riles, Mayor
City of Hinesville, GA





City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: Public Comment
Prepared by: Rodonia Armstrong
Presented by: Mayor Karl 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 19, 2026
Agenda Item: Mayor Riles' Report
Prepared by: Christy Deloach
Presented by: Mayor Karl Riles

ACTION ITEMS:

INFORMATIONAL ITEMS:



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: Councilmember Reid's Report
Prepared by: Darlene Parker
Presented by: Diana Reid

ACTION ITEMS:

INFORMATIONAL ITEMS:

ESG Operations and Status Report January 2026



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: ESG Operations and Status Report
January 2026
Prepared by: Gary Gillard
Presented by: Darlene Parker

ACTION ITEMS:

INFORMATIONAL ITEMS:

ESG Operatons and Status Report January 2026



January 2026

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DEPARTMENTAL SUMMARY

Executive Summary

Below are departmental activity reports for ESG-Operations for the month of Jan '26.

Administrative

Jan '26 Team Players of the Month: Joseph Williams, Construction-Maintenance Heavy Equipment Operator



Administrative

January '26: Birthdays



*Administrative**Safety Incident Reports***Jan '26**

At Fault Motor Vehicle Incidents	0
Motor Vehicle Accidents	0
First Aid Cases	0
Collateral Damage Incidents	0
Occupational Injury Incidents	0
Safety Training Hours	128
Medical Treatment Cases	0
Restricted Duty Cases	0
Lost Time Incidents	0
Worksite Inspections	52
Near Miss Incidents/Unsafe Acts	0

Parks and Grounds (Mosquito Control)

Jan '26 Mosquito Control Activity Report

Date	Activity
2-Jan-26	Inspected storm structures in District 1 w/ GIS system and Hinesville city mapbooks
5-Jan-26	Inspected storm structures in District 1 w/ GIS system and Hinesville city mapbooks
6-Jan-26	Inspected storm structures in District 1 w/ GIS system and Hinesville city mapbooks
7-Jan-26	Inspected storm structures in District 1 w/ GIS system and Hinesville city mapbooks
8-Jan-26	Inspected storm structures in District 2 w/ GIS system and Hinesville city mapbooks
9-Jan-26	Inspected storm structures in District 2 w/ GIS system and Hinesville city mapbooks
12-Jan-26	Inspected storm structures in District 2 w/ GIS system and Hinesville city mapbooks
13-Jan-26	Inspected storm structures in District 2 w/ GIS system and Hinesville city mapbooks
14-Jan-26	Looked at this year's catalog for larvicides for this season
15-Jan-26	Looked at Mosquito Magnet requirement. Bug mosquito net, octenol attractant, battery pack, cartridges
16-Jan-26	Inspected storm structures in District 3w/ GIS system and Hinesville city mapbooks
20-Jan-26	Inspected storm structures in District 3w/ GIS system and Hinesville city mapbooks
21-Jan-26	Inspected storm structures in District 3w/ GIS system and Hinesville city mapbooks
22-Jan-26	Inspected storm structures in District 3w/ GIS system and Hinesville city mapbooks
23-Jan-26	Checked microscope serviceability /serviceability of chill table.
26-Jan-26	Received Confidential message Notification from Dr Rosmarie Kelly West Nile Positive Pool in Jan for the first time
27-Jan-26	Inspected storm structures in District 4w/ GIS system and Hinesville city mapbooks
28-Jan-26	Reviewed all sites where targeted Culex species are trapped for next year's Gravid trap collection cycle.
29-Jan-26	Reviewed all sites where targeted Culex species are trapped for next year's Gravid trap collection cycle.
30-Jan-26	Inspected storm structures in District 4w/ GIS system and Hinesville city mapbooks

Vehicle Maintenance

Below are the number of Corrective Maintenance (CM's) and Preventative Maintenance (PM's) work orders completed during the month of Jan '26.

Department	CM	PM	Total
Police	21	15	36
Fire	2	0	2
Stormwater	3	1	4
City Hall Admin	2	0	2
ESG Admin	2	0	2
Transit	7	2	9
Inspections	6	2	8
Sanitation	29	3	32
Streets/Drainage	3	1	4
Parks/Grounds	4	2	6
FSAB/HAAF	3	0	3
Vehicle Maint	0	0	0
Const Maint	6	3	9
Meter Reading	1	0	1
Water Lab	0	0	0
Lift Stations	2	2	4
WRF	0	0	0
WPCP	2	0	2
		Total	124

Sanitation

Listed below is a summary of the material picked up by the sanitation department since the beginning of our contract:

Tons of Garbage

YEAR	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	TOTAL	AVG
2016/17	850	911	957	784	948	900	939	989	1006	956	980	918	11138	928.17
2017/18	947	899	889	865	1012	988	1065	1033	1069	1048	854	958	11627	968.92
2018/19	942	870	1063	819	955	975	995	980	1120	956	915	1112	11702	975.17
2019/20	894	1078	1053	879	1080	1323	782	1246	1253	1165	1174	1119	13046	1087.2
2020/21	1086	1246	1023	1023	1379	1242	1228	1284	1334	1222	1203	1086	14356	1196.3
2021/22	1184	1282	1660	1015	1307	1136	1170	1177	1129	1240	1180	1077	14557	1213.1
2022/23	1174	1168	1184	1078	1279	1111	1302	1260	1200	1254	1168	1110	14288	1190.7
2023/24	1124	1099	1119	1081	1180	1213	1311	1146	1317	1256	1117	1299	14262	1188.5
2024/25	1177	1210	1168	1032	1162	1233	1262	1202	1359	1240	1181	1209	14435	1202.9
2025/26	1056	1264	1187										3507	1169
2026/27	0												0	0
2027/28	0												0	0

Cubic Yards of Yard Waste

YEAR	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	TOTAL	AVG
2016/17	3275	1625	2200	2575	2850	2375	2150	1150	1625	1425	6750	1625	29625	2468.8
2017/18	1800	1700	1625	1850	2775	1825	2304	1350	2050	1950	1966	3175	24370	2030.8
2018/19	1200	1675	2575	1775	2275	1750	1925	1625	1575	725	1475	1325	19900	1658.3
2019/20	1100	1875	1925	1325	2475	3200	2425	2000	1575	2050	1775	2425	24150	2012.5
2020/21	1975	2600	2500	2225	3200	2450	2700	2550	2075	1475	1700	1750	27200	2266.7
2021/22	2125	2975	1725	2425	2350	2175	2000	1300	1050	1300	1300	2100	22825	1902.1
2022/23	1550	2675	2400	2750	3000	2050	2250	1675	1500	1650	2150	1950	25600	2133.3
2023/24	2225	2225	1600	2125	1180	2175	2275	1725	1525	1625	1975	10475	31130	2594.2
2024/25	3200	2775	1500	2525	2575	2700	2225	1625	2075	1975	2400	1950	27525	2293.8
2025/26	1900	2700	1950										6550	2183.3
2026/27	0												0	0
2027/28	0												0	0

Streets

Jan '26: Sign Maintenance/Pothole Repairs

DATE	STREET	SIGNS	POTHoles
9-Jan-26			
	RED OAK LN		FILED 4 POTHoles.
	KREBS LN	REPAIRED DEAD END SIGN.	
12-Jan-26			
	WELLINGTON WAY		FILLED SINKHOLE.
	BACON RD	PUT UP 2 SPEED BOARDS (HPD REQUEST)	
	GARDEN CIR		FILLED 3 POTHoles.
13-Jan-26			
	DEAL ST	STRAIGHTEN STOP SIGN	
	599 FRANKLIN ST	REPLACED 25MPH SIGN	
	ROBIN RD	REPLACED 25MPH SIGN.	
	HONEY CREEK LN	REPLACED STOP SIGN FADDED.	
14-Jan-26			
	GARDEN CIR	REPLACED STOP SIGN FADDED	
	SHERWOOD DR	REPLACED 25MPH SIGN FADDED	
	HARRISON DR		FILLED 3 POTHoles.
	HIDDEN HOLLOW CIR		FILLED 3 POTHoles.
	MADISON DR		FILLED 3 POTHoles.
21-Jan-26			
	MONROE ST		FILLED 2 POTHoles.
	IVY LN		FILLED 2 POTHoles.
	MADISON DR		FILLED 1 POTHOLE.
	S-MAIN ST		FILLED 2 POTHoles.
	WEST ST		FILLED 1 POTHOLE.
	INWOOD DR		FILLED 1 POTHOLE.
	SHERWOOD DR		FILLED 1 POTHOLE.
	PEGGY SUE		FILLED 3 POTHoles.
	WILDWOOD DR		FILLED 1 POTHOLE.
	HONEY RIDGE LN		FILLED 1 POTHOLE.
	BRETT DR		FILLED 4 POTHoles
	POINT SOUTH DR		FILLED 2 POTHoles.
	WEDGEWOOD DR		FILLED 2 POTHoles.
23-Jan-26			
	MEMORIAL DR		FILLED 1 POTHOLE.
	S-MAIN ST		FILLED ROAD CUT WITH CRUSH & RUN.
26-Jan-26			
	WILDWOOD DR	STRAIGHTEN SPEED LIMIT SIGN	
28-Jan-26			
	1235 DHARAHN DR		FILLED SINK HOLE
	COURTLAND DR	REPLACED STOP SIGN	
	GAUSE ST	REPAIRED SCHOOL FLASHING SIGN	

	GRAYSON AVE	REPAIRED ROAD NAME SIGNS.	
29-Jan-26			
	GRAYSON AVE	STRAIGHTEN STOP SIGN	
	LESIE WAY	STRAIGHTEN STOP SIGN	
	RALPH QOURTERMAN	STRAIGHTEN YIELD SIGN.	
	ROSE LN	REPAIRED DEAD END SIGN	

Drainage

Street Sweeping Monthly Total Miles

Year	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Total
16-17	784	628	783	776	833	777	876	870	813	963	616	899	9618
17-18	881	658	871	790	826	855	1021	822	940	970	897	1023	10554
18-19	933	762	774	835	908	913	1029	789	997	1004	949	1019	10912
19-20	768	899	815	902	1047	1036	841	1005	1079	961	973	837	11163
20-21	788	895	789	807	1052	1011	798	1092	1047	923	899	847	10948
21-22	838	897	828	442	991	934	828	837	532	871	684	670	9352
22-23	1103	752	778	716	920	955	1017	609	923	1057	999	1036	10865
23-24	948	878	843	731	600	663	655	602	761	919	910	781	9291
24-25	619	665	517	758	579	709	766	707	518	597	697	1154	8286
25-26	1094	805	961										2860
26-27													0
27-28													0

Water, Sewer, & I & I

There were no violations for Fort Stewart WPCP for the month of January. JV Rd WRF had an elevated fecal coliform test result due to operator error that required the reuse to be shut off for 24 hours. The water was retested and came back clean, and the operator was retrained on sample collection. All permit-required documentation has been submitted to the state regulatory agencies promptly.

Water Treatment

Water Production (million gallons)	127.821
Water Production Average (MGD)	4.123
Water Meters Read	14,580
Water/Sewer line locates	676
Sewer Main Cleaning Footage	16,214

Water Treatment

I & I Inspections	0
Repairs	0

Wastewater Treatment

WPCP

Hinesville Total Flow (million gallons)	83.60
Hinesville Average Flow (million gallons per day)	2.70
Ft. Stewart Total Flow (million gallons)	57.26
Ft. Stewart Average Flow (million gallons per day)	1.85
Combined Total Inf Flow (million gallons per day)	140.86
Combined Average Inf Flow (million gallons per day)	4.54
Combined Average Eff Flow (million gallons per day)	4.60

WRF

Influent flow (million gallons)	38.601
Influent flow Average (million gallons per day)	1.25
Discharge flow (million gallons)	32.02
Discharge flow Average (million gallons per day)	1.03
Re-use flow (million gallons)	6.35
Re-use flow Average (million gallons per day)	0.21
On-Site Storage (million gallons)	3.5

FSGM

Back gate coming in from Pembroke



Community Engagement

30 Jan 26: Tierra Hamilton Reading to Kids at Taylor's Creek Elementary School (United Way)



Community Engagement

30 Jan 26: Tony Brown Reading to Kids at Taylor's Creek Elementary School (United Way)





City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: Councilmember Floyd's Report
Prepared by: Rodonia Armstrong
Presented by: Jason Floyd

ACTION ITEMS:

INFORMATIONAL ITEMS:

Monthly Business License report
Liberty Transit January 2026 Monthly report
Monthly Birthdays



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: Monthly Business License Report
Prepared by: Deridra Weeks
Presented by: Deridra Weeks

PURPOSE: To inform Mayor and Council of new license applications received for the month of January.

BACKGROUND: The attached list shows all business license applications processed in January 2026. The list includes businesses that have started and/or completed the process of obtaining a City of Hinesville business license. The report includes 14 new businesses and 1 change in ownership.

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. January Monthly BL Report

PREVIOUS COUNCIL DISCUSSION: None



Monthly Business License Report

Completed and/or Pending Business License Applications

From: 01/01/2026

To: 01/31/2026

Status	Start Date	Trade Name	BL Address	Nature of Business
P	1/05/2026	HOTWINGS EXPRESS	794 ELMA G MILES PKWY	722513 - LIMITED SERVICE RESTAURANT
P	1/06/2026	POLISHED PERFECTIONS DAY SPA AND SALON LLC	1453 W OGLETHORPE HWY	812199- NAIL & ESTETICIAN SALON
C	1/09/2026	SBBC	715 COURTLAND DR	611511 - SCHOOL OF COSMETOLOGY
C	1/12/2026	ORISHAS GODDESS HAIRBRAIDING SALON & SUPPLY	315 WELBORNE ST STE B	812199 - HAIRBRAIDING SALON & SUPPLIES
C	1/14/2026	GRAIN OF GRACE BAKERY	1486 FLO ZECHMAN DR	311811 - BAKERY
P	1/20/2026	SHINE PLUS	925 ELMA G MILES PKWY UNIT E	448310 - JEWELRY RETAIL AND GIFT SHOP
C	1/20/2026	FREEDOM WINDOW CLEANING LLC	320 JOANN LEWIS LN	561720 - WINDOW CLEANING & JANITORIAL SERVICES
C	1/21/2026	BACCENDS ONLY LLC	132 DEERWOOD CT	454111 - ONLINE RETAIL CLOTHING
P	1/21/2026	NEXT MOVE REAL ESTATE	790 VETERANS PKYW STE 112	531210 - REAL ESTATE
C	1/22/2026	SHIPS LAWN SERVICE LLC	232 HONEY LANE CIR	561730 - LAWN CARE SERVICES
C	1/26/2026	YUDITA'S HOUSEKEEPING	1939 SALISBURY WAY	561720 - JANITORIAL SERVICES
C	1/28/2026	NOVA ANGLIA PUBLISHING	599 FRANKLIN ST	511120 - PUBLISHING
P	1/28/2026	BOXLY HUB LLC	946 ELMA G MILES PKWY STE 101	561210 - FACILITES SUPPORT SERVICES
P	1/30/2026	ODD LIFESTYLE	728 MILL CREEK CIR	454111 - ONLINE CLOTHING SALES
P	1/30/2026	3J MAINTENANCE	716 EDEN LN	236118 - HANDYMAN

NEW 14
CHANGE IN OWNERSHIP 1
TOTAL 15

ACTIVE ACCOUNTS ENDING IN DECEMBER 2025 1953
TERMINATED ACCOUNTS IN JANUARY 2026 9
ACCOUNTS ACTIVE IN JANUARY 2026 1968



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: Liberty Transit January 2026
Monthly Report
Prepared by: Donna Dale
Presented by: Donna Dale

ACTION ITEMS:

INFORMATIONAL ITEMS:

Staffing:

➤ Fully Staffed

- (1) Transit Director, CDL
- (1) Supervisor
- (1) Dispatcher, CDL
- (9) Operators, CDL
- (1) Technician, CDL, ASE Contracted
- (1) Utility Technician- Contracted

Safety:

- Meetings/training is conducted monthly
 - FTA Drug And Alcohol Awareness
- Random Drug tests conducted- **(2)**
- Random Alcohol tests conducted-**(2)**

Maintenance:

- Preventative Maintenance Vehicles- **(1)**
- Corrective Maintenance- **(6)**
- Vehicle Cleaning- **(16)**
- Preventative Maintenance Shelters- **(19)**
- Bus Stop Service- **(171)**
- Road calls-**(0)**

Operations:

- Re Routes- 11 Road Construction and accidents

Ridership:

- **Route 1-** 967
- **Route 2-** 891
- **Route 3-** 182
- **Paratransit-** 903
- **Total Combined-**2943

Fixed Route increased-66%

Paratransit increased- 45%

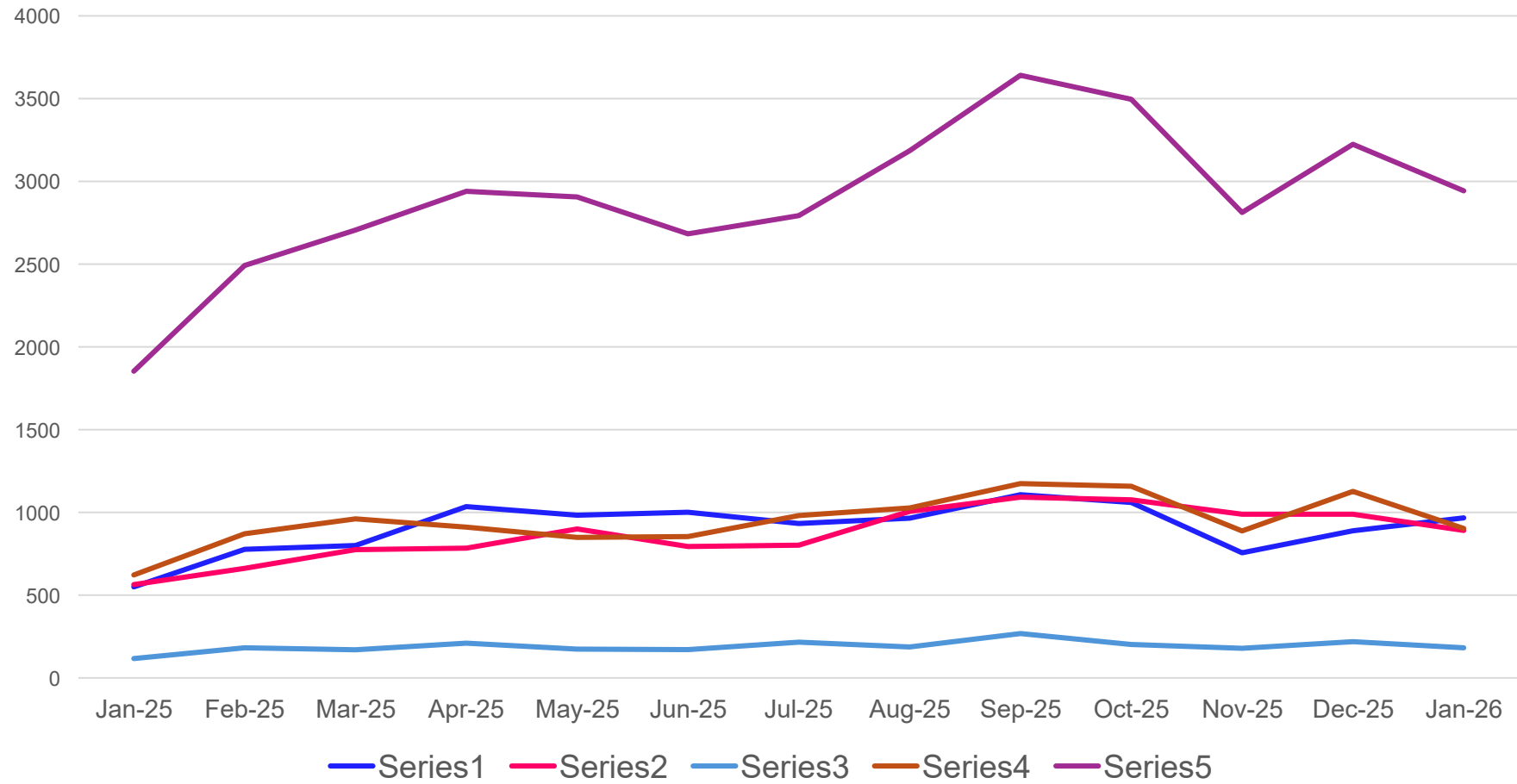
Total Combined increase- 59%

Total Combined 2025- 1853

Total Combined 2024- 1585

Total Combined 2023- 1473

2025-2026 TRANSIT RIDERSHIP





City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: Monthly Birthdays
Prepared by: Rodonia Armstrong
Presented by: Jason Floyd

ACTION ITEMS:

INFORMATIONAL ITEMS:

February BIRTHDAYS



Sarah Ballance- (Finance)

Imani Torrence-(Inspections)

Ainslie Lynch- (Patrol)

John Kelly- (Fire)

Ebony Martin-(Finance)

Garrett Ruslin- (HDDA)

Brandon M. Price- (Patrol)

Ashton Kirk-(Fire)

Cheyenne White- (Finance)

Gregory Joseph-(Police)

Carolyn Canga-(Detective)

Kevin Poynter-(Fire)

Almeader Roberson-(Transit)

Noah Blocker-(Patrol)

Jonathan Santiago Figueroa-

Norman Stone- (Fire)

Satin Gordon- (Next Step)

Devin C. Spears- (Patrol)

(Detective)

Cornelius Butler-(Fire Admin)

Jose Ortiz-Macias-Fire Admin



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: Mayor Pro Tem Nelson's Report
Prepared by: Wendy Bruce Sochia
Presented by: Vicky C. Nelson

ACTION ITEMS:

INFORMATIONAL ITEMS:

HFD Monthly report- January 2026



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: HFD Monthly Report - January 2026
Prepared by: Wendy Bruce Sochia
Presented by: Robert Kitchings

PURPOSE: To Present for Mayor and Council Consideration, HFD Monthly Report - January 2026

BACKGROUND: None

FUNDING: None

RECOMMENDATION: None

ATTACHMENTS:

1. HFD Monthly Report - January 2026

PREVIOUS COUNCIL DISCUSSION:

January 2026

MONTHLY CALL STATS



Pressurized Container Fire Control

TOTAL CALLS 271

124 Inspections

3 Structure Fires

308 Public Safety
Education

76 Fire & Carbon
Monoxide Alarms

19 Miscellaneous
Fires

28 Vehicle Accidents

3 Rescue

142 Medical

City of Hinesville

Hinesville Fire Department

Dollar Value Saved and Loss

Period	# of Fires	Total Values	Total Losses	Total Saved	Total % Losses	Total % Saved
					-	-
November 1-30, 2025	3	367,316	68,258	299,058	18.58%	81.42%
December 1-31, 2025	1	143,579	669	142,495	0.47%	99.25%
January 1-31, 2026	3	596,540	10,088	586,452	1.69%	98.31%
February 1-28, 2026					-	-
March 1-31, 2026					-	-
April 1-30, 2026					-	-
May 1-31, 2026					-	-
June 1-30, 2026					-	-
July 1-31, 2026					-	-
August 1-31, 2026					-	-
September 1-30, 2026					-	-
October 1-31, 2026					-	-
	7	\$ 1,107,435	\$ 79,014	\$ 1,028,006	7.13%	92.83%



Earnest "Moe" McDuffie

5th Annual Essay

SCHOLARSHIP



DEADLINE

February 27, 2026

OPEN TO HIGH SCHOOL SENIORS IN LIBERTY COUNTY!



Topic:

African American Contributions in Fire Service

REQUIREMENTS

1. Minimum of 1000 words
2. APA formatting
3. Double spaced
4. Proper citations
5. Letter of recommendation
6. Academic and/or leadership achievements, community service
7. GPA average



MUST INCLUDE

1. Name of your High School
2. Student name, phone number, and E-mail

- **In-person or Mail to:**
304 S. Commerce St.
M-F 8 AM – 5 PM
- **Via E-mail to:**
mcuevas@cityofhinesville.org

**For questions or more information,
please call 912-271-1218.**

**DEADLINE
02/27/2026**







City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: Councilmember Newby's Report
Prepared by: Kimberly St. Onge
Presented by: Dexter Newby

ACTION ITEMS:

INFORMATIONAL ITEMS:

Monthly Inspections Department report



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: Monthly Inspections Department Report
Prepared by: Kimberly St. Onge
Presented by: George W Smith Jr

PURPOSE: To Present for Mayor and Council, activities and collection of fees for the month of January 2026.

BACKGROUND: None

FUNDING: None

RECOMMENDATION:

ATTACHMENTS:

1. January 2026 - Monthly Council Report

PREVIOUS COUNCIL DISCUSSION:

INSPECTIONS DEPARTMENT MONTHLY REPORT

January 2026

			<u>TOTAL ASSESSED</u>	<u>TOTAL FEES</u>
<u>PERMITS ISSUED</u>			<u>VALUE</u>	<u>COLLECTED</u>
14	Residential	New Construction	\$ 4,768,132.00	\$ 81,004.00
2	Residential	New Multi Family Houses (incl. Duplexes)	\$ 387,294.00	\$ 9,182.00
9	Residential	Accessory/Alteration/Addition/Repair	\$ 178,245.00	\$ 370.00
0	Commercial	New Construction	\$ -	\$ -
0	Commercial	Accessory/Alteration/Addition/Repair	\$ -	\$ -

			<u>TOTAL ASSESSED</u>	<u>TOTAL FEES</u>
<u>PERMITS COMPLETED</u>			<u>VALUE</u>	<u>COLLECTED</u>
26	Residential	New Construction	\$ 9,694,735.00	\$ 153,050.50
0	Residential	New Multi Family Houses (incl. Duplexes)	\$ -	\$ -
11	Residential	Accessory/Alteration/Addition/Repair	\$ 238,236.00	\$ 921.50
2	Commercial	New Construction	\$ 9,781,854.00	\$ 54,111.00
1	Commercial	Accessory/Alteration/Addition/Repair	\$ 44,807.00	\$ 277.51

78	Single Family Residence Homes
	Permits Completed FY to Date
0	Multi-Family Buildings - Number of
	Dwelling Units Completed FY to Date

<u>INSPECTIONS PERFORMED</u>	
909	TOTAL INSPECTIONS
139	Failed Inspections

<u>OTHER FEES COLLECTED</u>	
<u>INSPECTIONS DEPT</u>	
\$ -	GIS Map Sales
\$ 50.00	Re-Inspection Fees

<u>WATER/SEWER FUND</u>	
\$ 19,250.00	Water Meter Fees
\$ 11,050.00	Water Impact Fees
\$ 49,150.00	Sewer Impact Fees
	Infrastructure Fees (15th ST)

<u>CODE ENFORCEMENT</u>	
Complaints Received	17
Field Generated Cases -	
within Grid	38
Field Generated Cases-	
outside Grid	1
TOTAL NEW CASES	56
TOTAL CLOSED CASES	38

Monthly Canvassing Grid	31
Map Website Hits	

<u>MOBILE HOMES COMPLETED</u>	
<u>REPLACEMENT UNITS</u>	<u>NEW UNITS</u>
0	0

<u>PORTION OF IMPACT FEES OUTSIDE CITY LIMITS</u>	
\$ 1,130.00	Water Meter Fees
\$ 1,050.00	Water Impact Fees
\$ 5,790.00	Sewer Impact Fees

Inside City Limits - Water ERUs		Inside City Limits - Sewer ERUs		Outside City Limits - Water ERUs		Outside City Limits -Sewer ERUs	
Res.	Comm.	Res.	Comm.	Res.	Comm.	Res.	Comm.
16	0	16	0	1	0	1	0

CURRENT PROJECT LIST January 2026

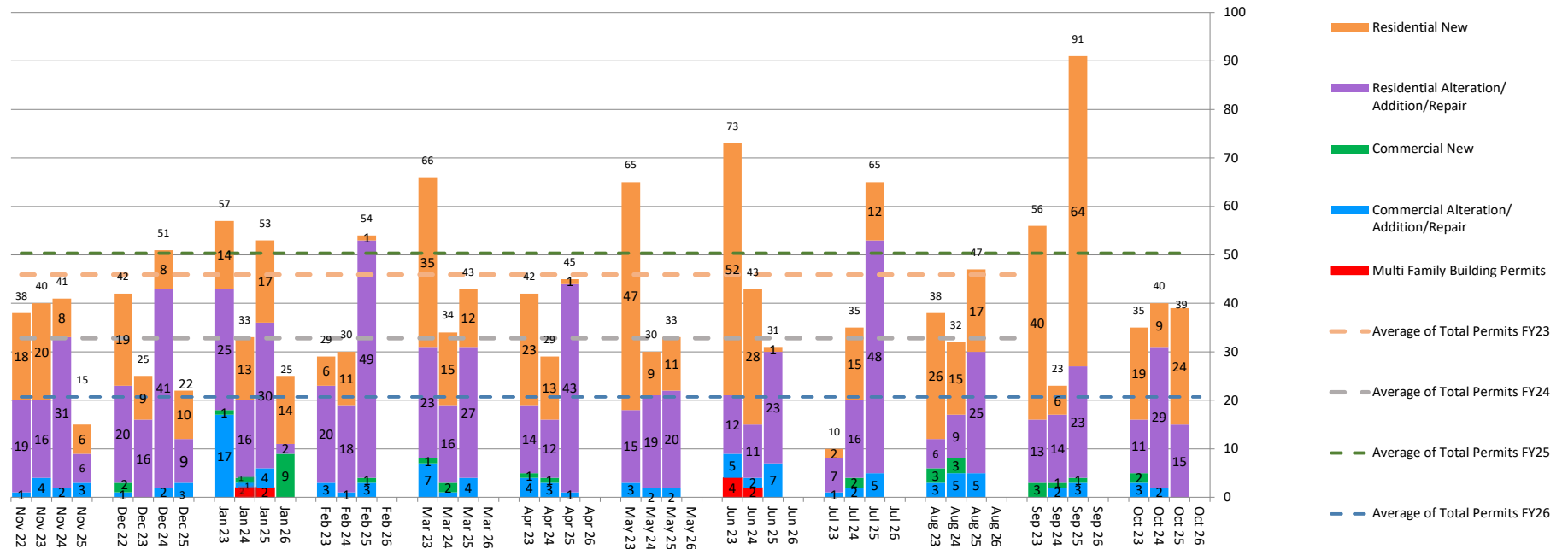
PROJECT	ADDRESS	CONTRACTOR	PERMIT DATE	ASSESSED VALUE
Azalea St Subdivision	Azalea St/Ash Blvd	Beaty Construction	8/5/2025	\$ 486,500
Downtown Terrace	W ML King Jr Dr/Ashmore St/W Court St/Welborn St	Slade Sikes	1/16/2026	\$ 1,449,425
Grand Reserve Ph1A	Juniper Dr/Baylor Bnd	RTS Homes	8/11/2025	\$ 3,341,542
Grand Reserve Ph1B	Juniper Dr/Crab Apple Ct/Baylor Bend	RTS Homes	10/13/2025	\$ 8,051,211
Hardees	802 Elma G Miles Pkwy	HGB Construction	4/28/2025	\$ 206,990
Heritage Pointe Townhomes, Phase 1B	Heirloom Rd	Dryden Enterprises	7/18/2025	\$ 5,728,250
Heritage Pointe Phase 2A	Providence Loop/Hamilton Dr	Dryden Enterprises	8/4/2025	\$ 8,799,812
Reptile Cartel	1111 W Oglethorpe Hwy, B	Freddie Young Construction	11/25/2025	\$ 31,044
Krishna Hinesville	454 W General Screven Wa, A	River City Constructs	12/18/2025	\$ 123,000
Kroger	555 W Oglethorpe Hwy	Farris Interior	9/22/2025	\$ 350,000
Liberty County EMS Operations Center	476 S Main St	Pope Construction	2/3/2025	\$ 2,780,858
Liberty County Health Department	507 E Oglethorpe Hwy	Pope Construction	9/4/2024	\$ 5,936,897
Serenity Funeral Home	454 S Main St	Freddie Young Construction	7/16/2025	\$ 150,000
Southeastern Bank	146 E ML King Jr Dr	Overholt Construction	9/5/2025	\$ 1,500,000
Trinity Missionary Baptist Temple	1016 Live Oak Dr	CHE Builders	6/30/2023	\$ 147,325
TOTAL				\$ 25,547,186



Residential New Construction Permits Issued For FY 2026



Permits Issued Each Month FY 2023 to Present



Totals

	Total # of Permits	Residential New Construction	Multi Family Permits	Residential Alteration/Addition/Repair	Commercial New Construction	Commercial Alteration/Addition/Repair
FY 2023	551	301	4	185	13	48
FY 2024	394	163	4	192	10	23
FY 2025	463	152	2	360	2	38
FY 2026	62	30	0	17	9	6

Averages

	Average # of Permits	Residential New Construction	Multi Family Dwelling Units	Residential Alteration/Addition/Repair	Commercial New Construction	Commercial Alteration/Addition/Repair
FY 2023	46	25	0	15	1	4
FY 2024	33	14	0	16	1	2
FY 2025	50	14	0	33	0	3
FY 2026	21	10	0	6	3	2

City of Hinesville

Code Enforcement Cases as of January 2026

Last Updated: 2/2/2026

GRID ID	Inspection Date
A6	12/17/2025
B1	11/18/2025
B2	12/8/2025
B4	In Progress
B5	In Progress
B6	11/19/2025
C2	1/16/2026
C3	12/2/2025
C4	10/30/2025
C5	11/5/2025
C6	1/21/2026
C7	1/9/2026
D2	1/16/2026
D3	In Progress
D4	1/8/2026
D5	10/21/2025
D6	12/15/2025
D7	12/29/2025
E2	In Progress
E3	In Progress
E4	1/13/2026
E5	12/8/2025
E6	1/9/2026
F1	1/9/2026
F2	10/7/2025
F3	11/25/2025
F4	11/25/2025
F5	1/13/2026
F6	1/9/2026
G2	In Progress
G3	11/25/2025
G4	1/15/2026
G5	12/17/2025
G6	1/6/2026

Council Districts

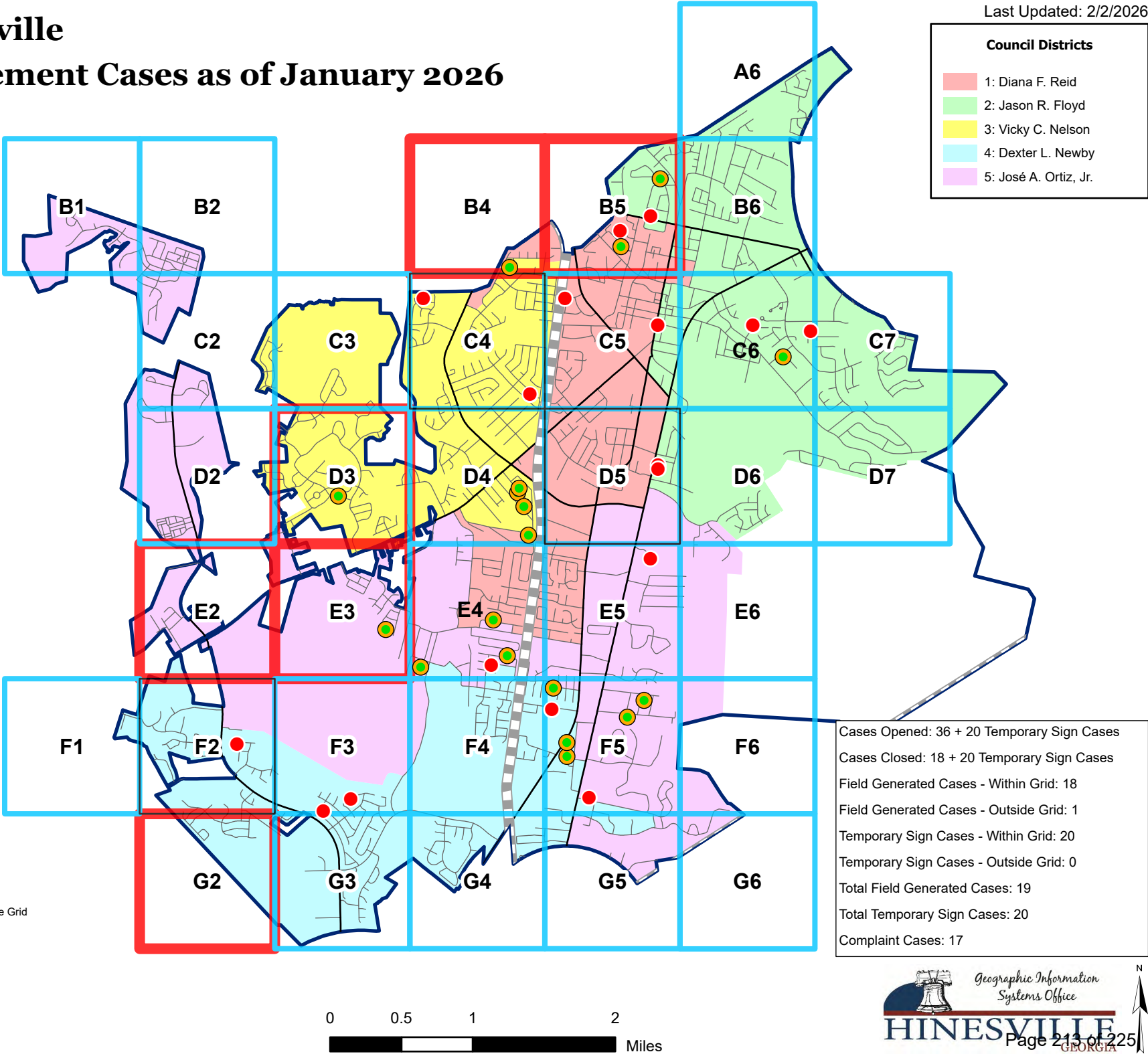
1: Diana F. Reid

2: Jason R. Floyd

3: Vicky C. Nelson

4: Dexter L. Newby

5: José A. Ortiz, Jr.



Cases Opened: 36 + 20 Temporary Sign Cases
 Cases Closed: 18 + 20 Temporary Sign Cases
 Field Generated Cases - Within Grid: 18
 Field Generated Cases - Outside Grid: 1
 Temporary Sign Cases - Within Grid: 20
 Temporary Sign Cases - Outside Grid: 0
 Total Field Generated Cases: 19
 Total Temporary Sign Cases: 20
 Complaint Cases: 17

INSPECTIONS DEPARTMENT PERIODIC REPORT SUMMARY OF PERMITS ISSUED

Previous Month January 1, 2026 to January 31, 2026					Fiscal Year to Date November 1, 2025 to January 31, 2026					(Previous) Fiscal Year to Date November 1, 2024 to January 31, 2025				
Permit Type	Code	# of Permits	Assessed Value	Total Fees Collected	Permit Type	Code	# of Permits	Assessed Value	Total Fees Collected	Permit Type	Code	# of Permits	Assessed Value	Total Fees Collected
Single Family (Detached)	101	14	\$ 4,768,132	\$ 81,004	Single Family (Detached)	101	30	\$ 11,205,895	\$ 181,902	Single Family (Detached)	101	16	\$ 5,725,963	\$ 114,074
Single Family (Attached)	102	0	\$ -	\$ -	Single Family (Attached)	102	0	\$ -	\$ -	Single Family (Attached)	102	17	\$ 4,695,037	\$ 94,743
Two-Family Building	103	2	\$ 387,294	\$ 9,182	Two-Family Building	103	2	\$ 387,294	\$ 9,182	Two-Family Building	103	2	\$ 379,260	\$ 9,183
3 & 4 Fam. Building (Apts)	104	0	\$ -	\$ -	3 & 4 Fam. Building (Apts)	104	0	\$ -	\$ -	3 & 4 Fam. Building (Apts)	104	0	\$ -	\$ -
5+ Fam Building (Apts)	105	0	\$ -	\$ -	5+ Fam Building (Apts)	105	0	\$ -	\$ -	5+ Fam Building (Apts)	105	0	\$ -	\$ -
3 & 4 Fam. Building (Condos)	106	0	\$ -	\$ -	3 & 4 Fam. Building (Condos)	106	0	\$ -	\$ -	3 & 4 Fam. Building (Condos)	106	0	\$ -	\$ -
5+ Fam. Building (Condos)	107	0	\$ -	\$ -	5+ Fam. Building (Condos)	107	0	\$ -	\$ -	5+ Fam. Building (Condos)	107	0	\$ -	\$ -
Manu. Home (New Locate)	111	0	\$ -	\$ -	Manu. Home (New Locate)	111	0	\$ -	\$ -	Manu. Home (New Locate)	111	4	\$ 141,324	\$ 600
Manu. Home (Replacement)	112	0	\$ -	\$ -	Manu. Home (Replacement)	112	0	\$ -	\$ -	Manu. Home (Replacement)	112	2	\$ 30,000	\$ 300
Driveway/Open Ditch Encl.	113	5	\$ 15,585	\$ 150	Driveway/Open Ditch Encl.	113	13	\$ 26,225	\$ 390	Driveway/Open Ditch Encl.	113	11	\$ 72,750	\$ 360
Well Drilling Permit	116	0	\$ -	\$ -	Well Drilling Permit	116	0	\$ -	\$ -	Well Drilling Permit	116	0	\$ -	\$ -
Electrical Permit	120	11	\$ 225,327	\$ 447	Electrical Permit	120	52	\$ 928,982	\$ 2,605	Electrical Permit	120	68	\$ 1,282,329	\$ 3,626
Plumbing Permit	121	4	\$ 12,320	\$ 100	Plumbing Permit	121	12	\$ 30,180	\$ 350	Plumbing Permit	121	26	\$ 64,593	\$ 875
Mechanical Permit	122	4	\$ 44,800	\$ 200	Mechanical Permit	122	15	\$ 140,879	\$ 815	Mechanical Permit	122	26	\$ 223,664	\$ 1,808
Gas Permit	123	0	\$ -	\$ -	Gas Permit	123	0	\$ -	\$ -	Gas Permit	123	0	\$ -	\$ -
Hotel or Motel	213	0	\$ -	\$ -	Hotel or Motel	213	0	\$ -	\$ -	Hotel or Motel	213	0	\$ -	\$ -
Amusement/Recreation	318	0	\$ -	\$ -	Amusement/Recreation	318	0	\$ -	\$ -	Amusement/Recreation	318	0	\$ -	\$ -
Church/Religious Building	319	0	\$ -	\$ -	Church/Religious Building	319	0	\$ -	\$ -	Church/Religious Building	319	0	\$ -	\$ -
Industrial Building	320	0	\$ -	\$ -	Industrial Building	320	0	\$ -	\$ -	Industrial Building	320	0	\$ -	\$ -
Parking Garage	321	0	\$ -	\$ -	Parking Garage	321	0	\$ -	\$ -	Parking Garage	321	0	\$ -	\$ -
Serve Station/Repair Garage	322	0	\$ -	\$ -	Serve Station/Repair Garage	322	0	\$ -	\$ -	Serve Station/Repair Garage	322	0	\$ -	\$ -
Hospital/Institution	323	0	\$ -	\$ -	Hospital/Institution	323	0	\$ -	\$ -	Hospital/Institution	323	0	\$ -	\$ -
Office, Bank/Professional Bldg.	324	0	\$ -	\$ -	Office, Bank/Professional Bldg.	324	0	\$ -	\$ -	Office, Bank/Professional Bldg.	324	0	\$ -	\$ -
Public Works/Utilities	325	0	\$ -	\$ -	Public Works/Utilities	325	0	\$ -	\$ -	Public Works/Utilities	325	0	\$ -	\$ -
School/Educational Bldg.	326	0	\$ -	\$ -	School/Educational Bldg.	326	0	\$ -	\$ -	School/Educational Bldg.	326	0	\$ -	\$ -
Store/Mercantile Building	327	0	\$ -	\$ -	Store/Mercantile Building	327	0	\$ -	\$ -	Store/Mercantile Building	327	0	\$ -	\$ -
Other Non-Residential Bldg.	328	5	\$ 30,043	\$ 355	Other Non-Residential Bldg.	328	14	\$ 93,206	\$ 1,199	Other Non-Residential Bldg.	328	16	\$ 149,920	\$ 1,417
Structures other than Bldg.	329	14	\$ 235,479	\$ 1,710	Structures other than Bldg.	329	44	\$ 788,465	\$ 8,740	Structures other than Bldg.	329	61	\$ 1,592,093	\$ 8,170
Sign	330	2	\$ 12,500	\$ 73	Sign	330	15	\$ 47,545	\$ 798	Sign	330	4	\$ 9,809	\$ 175
Add/Alter/Repair Res. Bldg.	434	9	\$ 178,245	\$ 370	Add/Alter/Repair Res. Bldg.	434	24	\$ 467,077	\$ 1,691	Add/Alter/Repair Res. Bldg.	434	102	\$ 1,709,377	\$ 7,598
Add/Alter/Repair Non-Res. Bldg.	437	0	\$ -	\$ -	Add/Alter/Repair Non-Res. Bldg.	437	6	\$ 249,653	\$ 3,168	Add/Alter/Repair Non-Res. Bldg.	437	8	\$ 955,188	\$ 3,692
Residential Garage/Carport	438	0	\$ -	\$ -	Residential Garage/Carport	438	0	\$ -	\$ -	Residential Garage/Carport	438	1	\$ 7,500	\$ 48
Demolition	450	5	\$ -	\$ 300	Demolition	450	5	\$ -	\$ 300	Demolition	450	3	\$ -	\$ 150
Move House/Structure/Bldg.	475	0	\$ -	\$ -	Move House/Structure/Bldg.	475	0	\$ -	\$ -	Move House/Structure/Bldg.	475	0	\$ -	\$ -
Sprinkler System, Bldg. Only	501	0	\$ -	\$ -	Sprinkler System, Bldg. Only	501	0	\$ -	\$ -	Sprinkler System, Bldg. Only	501	0	\$ -	\$ -
TOTAL		75	\$ 5,909,725	\$ 93,891	TOTAL		232	\$ 14,365,401	\$ 211,140	TOTAL		367	\$ 17,038,807	\$ 246,817

* Total Fees Collected include base permit fee, impact fee, and plan review fee. The table below indicates plan review fees collected, which is included in the total above.

Previous Month January 1, 2026 to January 31, 2026		Fiscal Year to Date November 1, 2025 to January 31, 2026		(Previous) Fiscal Year to Date November 1, 2024 to January 31, 2025	
Plan Review Fees Collected	\$ 1,768.50	Plan Review Fees Collected	\$ 7,468.25	Plan Review Fees Collected	\$ 4,553.00



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: Councilmember Ortiz, Jr's Report
Prepared by: Jean Marie Reynolds
Presented by: José Ortiz

ACTION ITEMS:

INFORMATIONAL ITEMS:

Monthly Crime and Citation report



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: Monthly Crime and Citation Report
Prepared by: Jean Marie Reynolds
Presented by: Tracey Howard

ACTION ITEMS:

INFORMATIONAL ITEMS:

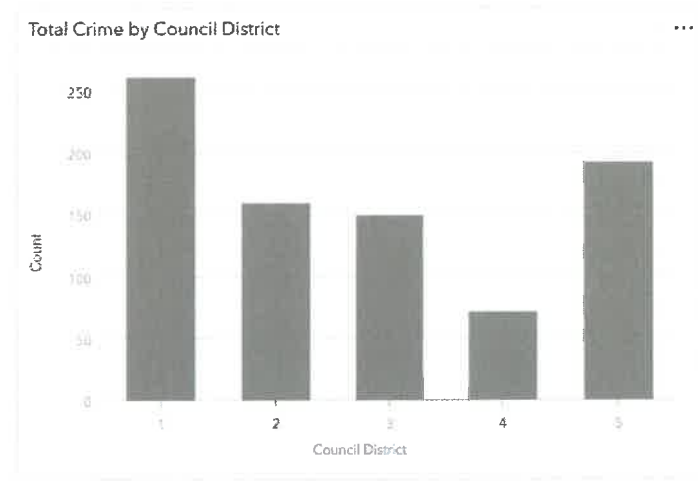
CRIME AND CITATION REPORT					
January 1-31, 2026					
	January 2026	December 2025	Monthly % Change	January 2025	December 2024
Aggravated Assault/Assault	27	23	17%	20	23
Auto Theft	0	1	-100%	1	3
Homicide/Homicide by Vehicle	0	1	-100%	1	0
Rape	1	1	0%	1	1
Robbery	4	3	33%	1	2
Burglary	12	10	20%	9	9
Arson	1	0	0%	0	0
Entering Auto	8	8	0%	15	24
Domestic Disputes	43	61	-30%	51	57
Juvenile Arrests	21	16	31%	8	5
Adult Arrests	147	159	-8%	130	131
Traffic	45	52	-13%	38	41
Criminal	123	123	0%	100	90
Total Case Numbers Issued	3,969	3,965	0%	3,950	4,108
Direct Patrols. Walk & Talks, Foot Patrols	1,199	1,302	-8%	1,405	1,443
Dispatched Calls	1,427	1,474	-3%	1,348	1,581
Criminal Citations	77	93	-17%	92	93
Military	1	2	-50%	8	1
Civilian	76	91	-16%	84	92
Traffic Citations	879	755	16%	806	746
Military	142	120	18%	128	98
Civilian	737	635	16%	678	648
Total Citations	956	848	13%	898	839
Traffic Warnings	479	474	1%	391	327
DUI	9	7	29%	7	10
Over 21	9	7	29%	7	10
Under 21	0	0	0%	0	0
Military	1	1	0%	1	1
Civilian	8	6	33%	6	9
PART I CRIMES IN January 2026 - BY DISTRICT					
	District 1	District 2	District 3	District 4	District 5
Homicide/Homicide by vehicle	0	0	0	0	0
Rape	1	0	0	0	0
Robbery	2	0	1	1	0
Aggravated Assault/Assault	14	2	2	2	7
Burglary	3	3	1	2	3
Auto Theft	0	0	0	0	0
Arson	0	0	0	0	1
Entering Auto	1	3	0	2	2

Monthly Crime Report – 2026 January

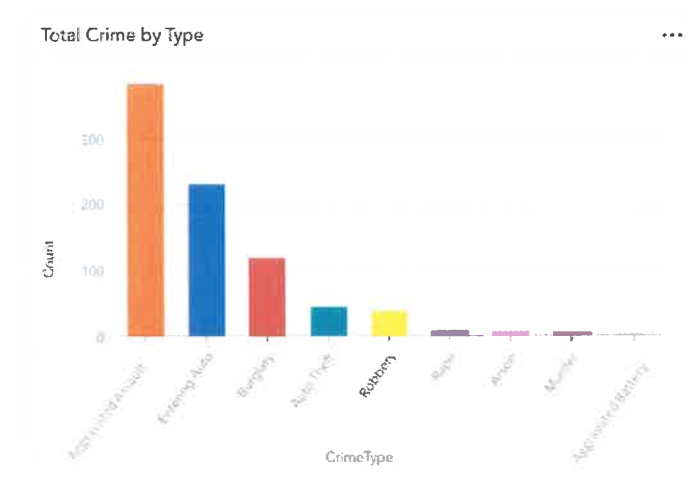
Total Crime per Month



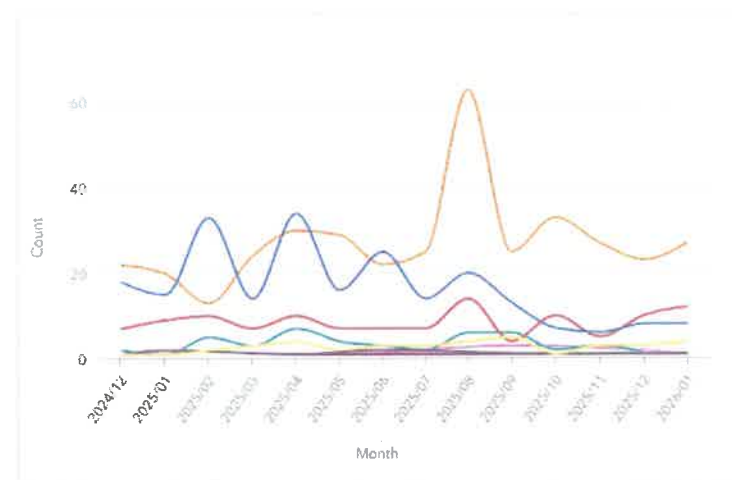
Total Crime per Council District in the last 12 months



Total Crime by Type in the last 12 months



Total Crime by Type per Month



Monthly Crime Report – 2026 January

Total Crime per Council District

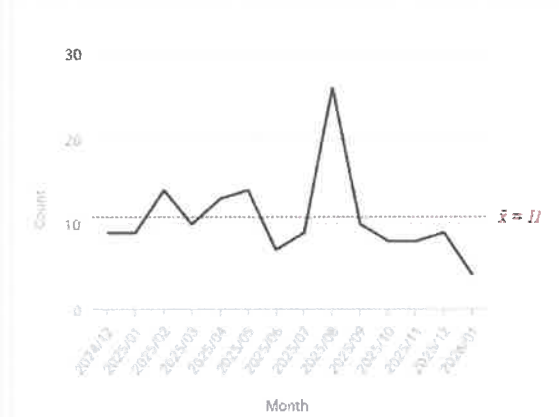
Council District 1



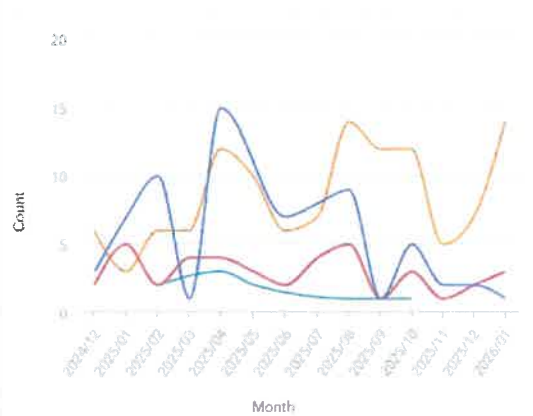
Council District 2



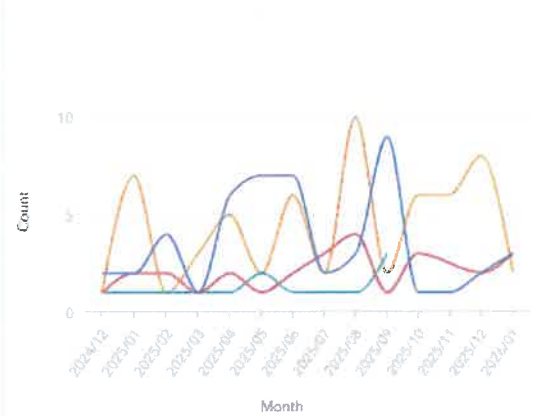
Council District 3



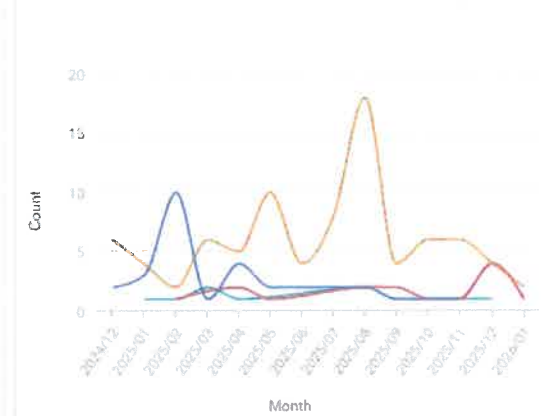
Council District 1



Council District 2



Council District 3



Entering Auto

Aggravated Assault

Burglary

Auto Theft

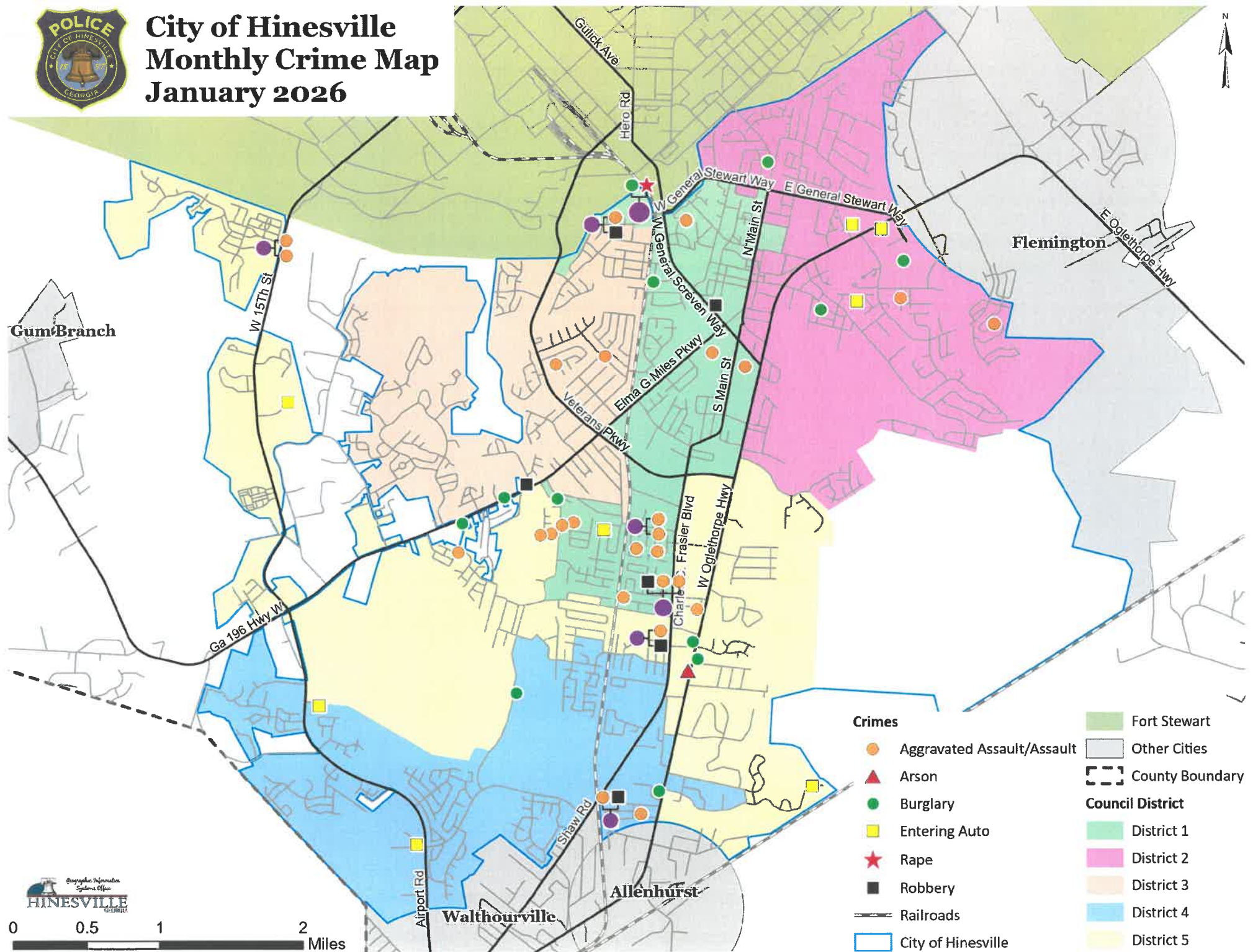
Monthly Crime Report – 2026 January

Total Crime per Council District (cont.)

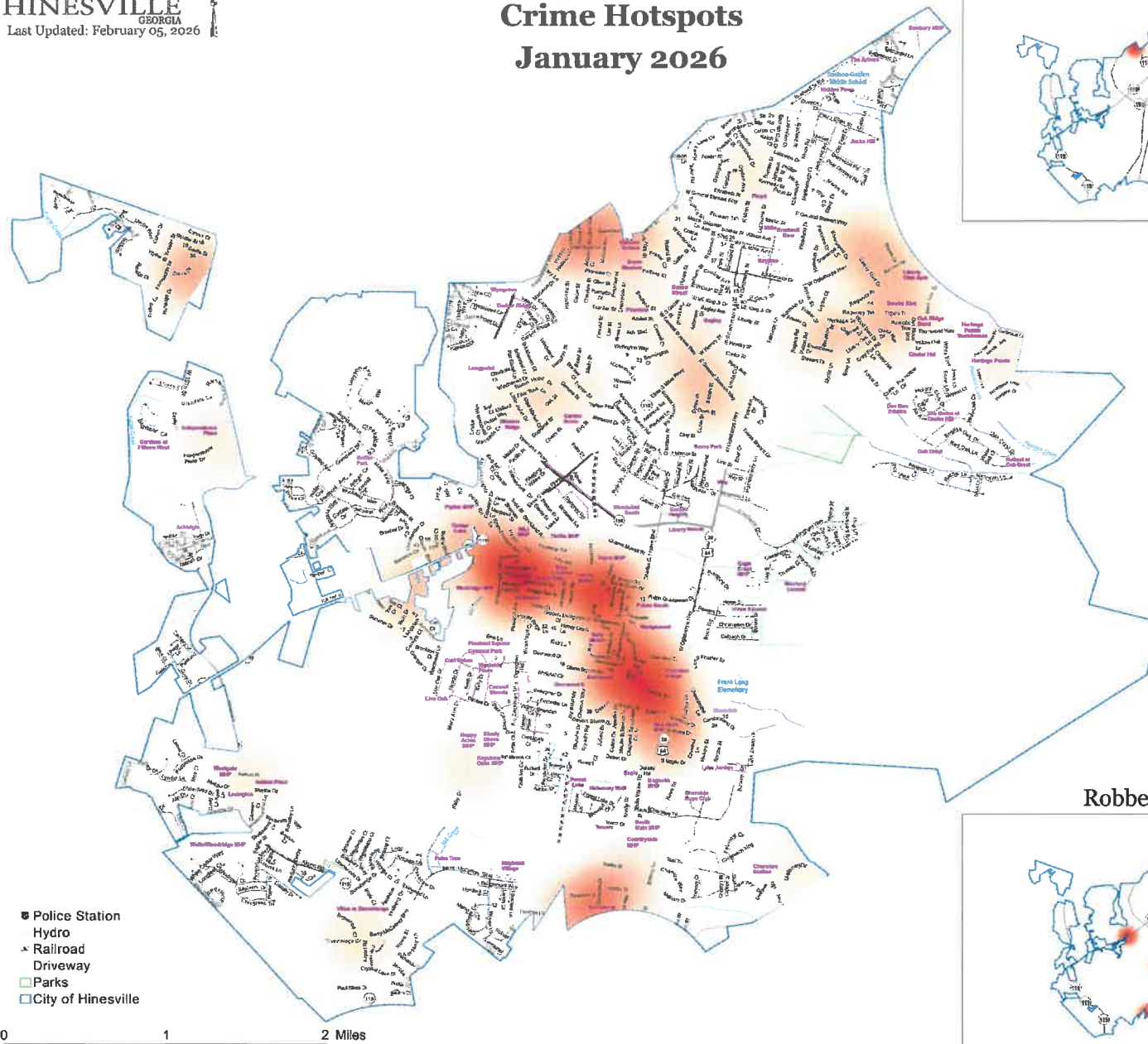




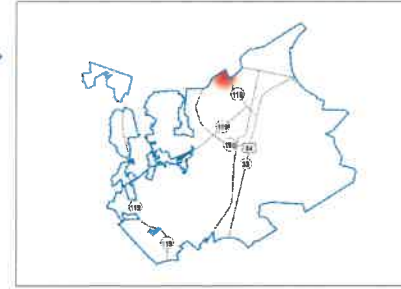
City of Hinesville Monthly Crime Map January 2026



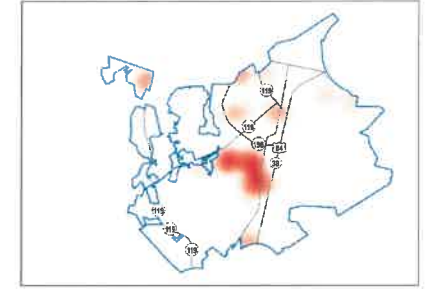
City of Hinesville, GA Crime Hotspots January 2026



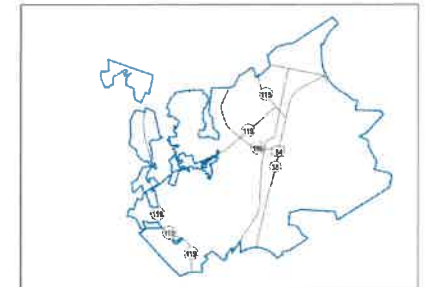
Rape



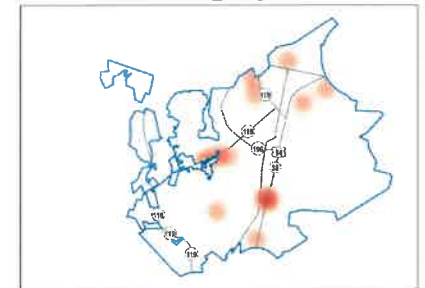
Aggravated Assault



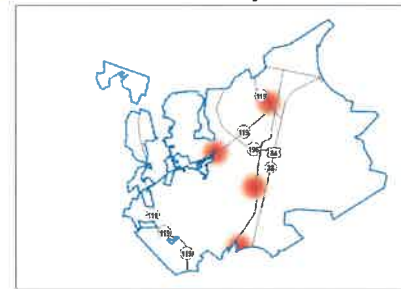
Auto Theft



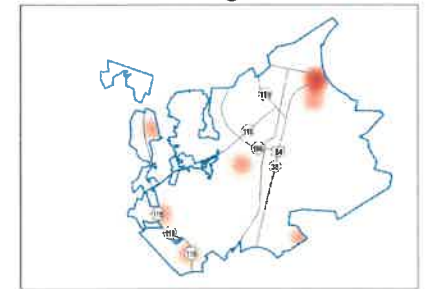
Burglary



Robbery



Entering Auto





City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: City Manager Arnold's Report
Prepared by: Christy Deloach
Presented by: Ryan Arnold

ACTION ITEMS:

INFORMATIONAL ITEMS:

Hindshaw School Update



City of Hinesville, Georgia, Council Meeting

Date: February 19, 2026
Agenda Item: Hineshaw School Update
Prepared by: Estella L. Roberson
Presented by: Ryan Arnold

ACTION ITEMS:

INFORMATIONAL ITEMS:

