



July 18, 2017 5:30 pm

1. Call to Order by Mayor Jan J. Moore
2. Invocation and Pledge of Allegiance by Councilman Travis Chance
3. Recognitions/Public Presentations
 - A) Presentation by Police Chief Mike Broadhead regarding the Police Department year-end report.
4. Public Comments (Agenda Item):
5. Consideration of a Motion to approve the Consent Agenda
 - A) Approval of Minutes
 - a) 06-20-2017 Council Minutes
 - b) 06-20-2017 Executive Session Minutes
6. Consideration of a Motion to award a twelve (12) month extension for general liability and workers compensation insurance brokerage services to Glenn Davis and Associates Insurance Agency. If approved, this term would begin August 1, 2017.
7. Public Hearing and Consideration of a Motion to Authorize the Mayor to execute a Contract for Services with the Statesboro Arts Council, Inc. to market downtown Statesboro by operating and managing the Averitt Center for the Arts, using proceeds from the Hotel/Motel Tax.
8. Public Hearing and Consideration of a Motion to Authorize the Mayor to execute a Contract for Services with the Downtown Statesboro Development Authority/Main Street to market downtown Statesboro, using proceeds from the Hotel/Motel Tax.
9. Public Hearing and Consideration of a Motion to Authorize the Mayor to execute a Contract for Services with the Statesboro Convention and Visitors Bureau, Inc. to market Statesboro and Bulloch County, using proceeds from the Hotel/Motel Tax.
10. Public Hearing and Consideration of a Motion to Approve Alcohol License Application:
 - A) CAC Boro 3 LLC DBA Del Sur Tacos and Cantina
Al Chapman
514 South Main Street
Statesboro Ga 30458
11. Consideration of a Motion to approve **Resolution 2017-26**: A Resolution stating the City of Statesboro endorses the submission of the DD RLF application by the Downtown Development Authority of Statesboro

12. Consideration of a Motion to Approve **Resolution 2017-27**: A Resolution approving South Shore Construction's proposal to utilize City property on Packinghouse Road (Parcel S49000016000) as a temporary material lay-down area.
13. Consideration of a Motion to Approve **Resolution 2017-28**: A Resolution amending the job position classification and compensation plan for Administrative Clerk (Part-Time) to Community Information Specialist.
14. Consideration of a motion to award the purchase of a Ford Fusion Hybrid to Allan Vigil Ford, Inc. per State of Georgia Purchasing Contract # SWC 99999-SPD-ES40199373-002 in the amount of \$25,112.00 for the Fleet Motor pool. This purchase was approved by city council in the FY2018 budget in the amount of \$30,000.00 using the GMA lease pool.
15. Consideration of a motion to award the purchase of a Ford F150 to Allan Vigil Ford, Inc. per State of Georgia Purchasing Contract # SWC 99999-SPD-ES40199373-002 in the amount of \$28,808.00 for the Street Division. This purchase was approved by city council in the FY2018 budget in the amount of \$35,000.00 using the GMA lease pool.
16. Consideration of a Motion to award a contract to retro-fit an existing refuse truck with a new roll-off hoist system to Southeastern Integrated Solutions in the amount of \$53,968.00. This item was budgeted in the amount of \$90,000.00 for FY2018 under CIP # SWC-21 and will be paid by Solid Waste Collection Fund revenues.
17. Other Business from City Council
18. City Managers Comments
19. Public Comments (General)
20. Consideration of a Motion to Adjourn



**CITY OF STATESBORO
Council Minutes
June 20, 2017**

A regular meeting of the Statesboro City Council was held on June 20, 2017 at 5:30p.m. in the Council Chambers at City Hall. Present were Mayor Jan J. Moore, Council Members: Phil Boyum, Sam Lee Jones, Jeff Yawn and John Riggs. Also present were City Manager Randy Wetmore, Deputy City Manager Robert Cheshire, City Clerk Sue Starling and City Attorney Cain Smith. Councilman Travis Chance was absent.

The Meeting was called to Order by Mayor Jan J. Moore

The Invocation and Pledge of Allegiance was led by Councilman John Riggs

Recognitions/Public Presentations

- A) Presentation of Proclamation for the retirement of the Director of Water/Wastewater Van Collins after 37 years of service.**

Deputy City Manager Robert Cheshire spoke of Van's time with the City as Mayor Moore read a proclamation highlighting his accomplishments as a City employee. Mayor Moore along with Council presented the proclamation to Van.

- B) Presentation of the Statesboro Fire Department Annual Report for the 2016 calendar year.**

Fire Chief Tim Grams gave an overview of the departments accomplishments.

- C) Introduction of the newly created on line utility application process**

Salomon Gonzales demonstrated the on- line utility application process.

Public Comments (Agenda Item): None

Consideration of a Motion to approve the Consent Agenda

- A) Approval of Minutes
06-06-2017 Council Minutes**

Councilman Riggs made a motion, seconded by Councilman Yawn to approve the consent agenda in its entirety. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Consideration of a Motion to approve Resolution 2017-23: A Resolution to adopt the Fiscal Year 2018 Budget for each fund of the City of Statesboro, Georgia, appropriating the amounts shown in each budget as expenditures/expenses, adopting the several items or revenue anticipations and prohibiting expenditures or expenses from exceeding the actual funding available for appropriation.

Councilman Yawn made a motion, seconded by Councilman Riggs to approve Resolution 2017-23: A Resolution to adopt the Fiscal Year 2018 Budget for each fund of the City of Statesboro, Georgia, appropriating the amounts shown in each budget as expenditures/expenses, adopting the several items or revenue anticipations and prohibiting expenditures or expenses from exceeding the actual funding available for appropriation. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Consideration of a Motion to approve an amended Memorandum of Understanding (MOU) between the Averitt Center for the Arts, the Downtown Development Authority and the City of Statesboro to collaborate and make an application for the America's Best Communities Competition and award funding.

Councilman Boyum made a motion, seconded by Councilman Yawn to approve an amended Memorandum of Understanding (MOU) between the Averitt Center for the Arts, the Downtown Development Authority and the City of Statesboro to collaborate and make an application for the America's Best Communities Competition and award funding. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Second Reading and Consideration of a Motion to Approve Ordinance 2017-08: An Ordinance Amendment modifying the application of Section 6-8 as it applies to Hotels holding Class B and/or C alcoholic beverage licenses.

Councilman Yawn made a motion, seconded by Councilman Riggs to approve Ordinance 2017-08: An Ordinance Amendment modifying the application of Section 6-8 as it applies to Hotels holding Class B and/or C alcoholic beverage licenses. Councilman Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 3-0 vote. Councilman Boyum abstained from voting due to a conflict of interest as he is an employee of the Springhill Suites.

Public Hearing and Consideration of a Motion to Approve: APPLICATION # SE 17-05-01: Enterprise Leasing Company Southeast, LLC requests a special exception for .68 acres of property located at 922 Northside Drive East to utilize the property as a motor vehicle leasing facility in the CR (Commercial Retail) zoning district (Tax Parcel S51 000064 000).

Councilman Riggs made a motion, seconded by Councilman Yawn to open the public hearing. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

T.J. Watkins spoke in favor of the request. Mayor Moore asked Mr. Watkins to look at the dirt lot his company was using as a parking lot. She stated it may not be zoned for that purpose. No one spoke against the request.

Councilman Riggs made a motion, seconded by Councilman Yawn to close the public hearing. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Yawn made a motion, seconded by Councilman Boyum to approve APPLICATION # SE 17-05-01: Enterprise Leasing Company Southeast, LLC requests a special exception for .68 acres of property located at 922 Northside Drive East to utilize the property as a motor vehicle leasing facility in the CR (Commercial Retail) zoning district (Tax Parcel S51 000064 000) to include recommendations from staff. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Public Hearing and Consideration of a Motion to Approve: APPLICATION # V 17-05-02: Ellianos Coffee Company requests a variance from Article XV Section 1509(B) Table 2 of the Statesboro Zoning Ordinance regarding the installation of a projection sign for a commercial building located at 600 Brannen Street, which is prohibited in sign district 3 (Tax Parcel S53 000059 000).

Councilman Yawn made a motion, seconded by Councilman Riggs to open the public hearing. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Josh Whitfield of Whitfield signs spoke in favor of the request. No one spoke against the request. Councilman Riggs made a motion, seconded by Councilman Yawn to close the public hearing. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Riggs made a motion, seconded by Councilman Yawn to approve APPLICATION # V 17-05-02: Ellianos Coffee Company requests a variance from Article XV Section 1509(B) Table 2 of the Statesboro Zoning Ordinance regarding the installation of a projection sign for a commercial building located at 600 Brannen Street, which is prohibited in sign district 3 (Tax Parcel S53 000059 000) to include staff recommendations. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Public Hearing and Consideration of a Motion to Authorize the Mayor to execute a Contract for Services with the Statesboro Arts Council, Inc. to market downtown Statesboro by operating and managing the Averitt Center for the Arts, using proceeds from the Hotel/Motel Tax

Public Hearing and Consideration of a Motion to Authorize the Mayor to execute a Contract for Services with the Downtown Statesboro Development Authority/Main Street to market downtown Statesboro, using proceeds from the Hotel/Motel Tax.

Public Hearing and Consideration of a Motion to Authorize the Mayor to execute a Contract for Services with the Statesboro Convention and Visitors Bureau, Inc. to market Statesboro and Bulloch County, using proceeds from the Hotel/Motel Tax.

Councilman Riggs made a motion, seconded by Councilman Boyum to open the public hearing for the Arts Council, DSDA and SCVB contracts. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Boyum questioned if the contracts were in line with the contract regarding the pay back for the GSU Sports complex.

Councilman Yawn made a motion, seconded by Councilman Riggs to close the public hearing. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

The contracts for Arts Council, DSDA and SCVB were tabled until the next meeting.

Consideration of a Motion to reject all bids for the natural gas system replacement project along Fair Road/Hwy 67 due to non-responsive/budget excessive bid results.

Councilman Jones made a motion, seconded by Councilman Yawn to reject all bids for the natural gas system replacement project along Fair Road/Hwy 67 due to non-responsive/budget excessive bid results. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Public Hearing and Consideration of a Motion to approve Resolution 2017-21: A Resolution exempting certain vehicles from marking requirements for one year.

Councilman Yawn made a motion, seconded by Councilman Jones to open the public hearing. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

No one spoke for or against the request.

Councilman Riggs made a motion, seconded by Councilman Yawn to close the public hearing. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Riggs made a motion, seconded by Councilman Yawn to approve Resolution 2017-21: A Resolution exempting certain vehicles from marking requirements for one year.

Consideration of a Motion to approve Resolution 2017-22: A Resolution to adopt the first amendment to the Fiscal Year 2017 Budget for each fund of the City of Statesboro, Georgia, appropriating the amounts shown in each budget as expenditures/expenses, adopting the several items of revenue anticipations, and prohibiting expenditures or expenses from exceeding the actual funding appropriated.

Councilman Yawn made a motion, seconded by Councilman Riggs to approve Resolution 2017-22: A Resolution to adopt the first amendment to the Fiscal Year 2017 Budget for each fund of the City of Statesboro, Georgia, appropriating the amounts shown in each budget as expenditures/expenses, adopting the several items of revenue anticipations, and prohibiting expenditures or expenses from exceeding the actual funding appropriated. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Consideration of a Motion to approve Resolution 2017-24: A Resolution adopting the City of Statesboro schedule of rates, fees and fines.

Councilman Yawn made a motion, seconded by Councilman Riggs to approve Resolution 2017-24: A Resolution adopting the City of Statesboro schedule of rates, fees and fines. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Consideration of a Motion to approve Resolution 2017-25: A Resolution to approve Phase III - 50% of the Compa-Ratio - Move to Market option of the Fiscal Year 2016 and end certifications as a part of the Classification and Compensation Plan effective June 30, 2017, in transition to a merit-based system provided by Evergreen Solutions Inc.

Councilman Yawn made a motion, seconded by Councilman Riggs to approve Resolution 2017-25: A Resolution to approve Phase III - 50% of the Compa-Ratio - Move to Market option of the Fiscal Year 2016 and end certifications as a part of the Classification and Compensation Plan effective June 30, 2017, in transition to a merit-based system provided by Evergreen Solutions Inc. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Consideration of a Motion to approve the Georgia Exceptional Main Street Memorandum of Understanding (MOU) between the City of Statesboro, DSDA and Georgia Department of Community Affairs

Councilman Boyum made a motion, seconded by Councilman Yawn to approve the Georgia Exceptional Main Street Memorandum of Understanding (MOU) between the City of Statesboro, DSDA and Georgia Department of Community Affairs. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Consideration of a Motion to cancel the regularly scheduled Council Meeting of July 5, 2017

Councilman Yawn made a motion, seconded by Councilman Boyum to cancel the regularly scheduled Council Meeting of July 5, 2017. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Other Business from City Council: None

City Managers Comments

City Manager Randy Wetmore stated the street projects would include about 2.8 miles of paving. Police Chief Mike Broadhead stated with 30 inspections of business, there were only 3 that were in violations of the alcohol ordinance.

Mr. Wetmore stated the update that Tyler Technology had done on the system had caused some issues with utility billing. He also stated the Police Department would be presenting an annual report at the next Council meeting.

Public Comments (General): None

Consideration of a Motion to enter into Executive Session to discuss “Personnel Matters” in accordance with O.C.G.A.§50-14-3 (2012)

At 6:55 pm, Councilman Riggs made a motion, seconded by Councilman Boyum to enter into executive Session to discuss “Personnel Matters” in accordance with O.C.G.A.§50-14-3 (2012). Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

At 7:05 pm the meeting was called back to order. Councilman Riggs made a motion, seconded by Councilman Jones to exit Executive Session. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Boyum made a motion, seconded by Councilman Yawn to enter into a contract of employment between City Attorney Cain Smith and the City of Statesboro. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

Consideration of a Motion to Adjourn

Councilman Riggs made a motion, seconded by Councilman Yawn to adjourn. Councilman Boyum, Jones, Yawn and Riggs voted in favor of the motion. The motion carried by a 4-0 vote.

The meeting was adjourned at 7:05 pm.

CITY OF STATESBORO

COUNCIL

Phillip A. Boyum
Sam Lee Jones
Jeff B. Yawn
John C. Riggs
Travis L. Chance



Jan J. Moore, Mayor
Randy Wetmore, City Manager
Robert Cheshire, Deputy City Manager
Sue Starling, City Clerk
I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

To: City Manager Randy Wetmore

From: Finance Director Cindy West

Date: 06-14-2017

RE: Renewal contracts for Averitt Center for the Arts, Downtown Statesboro Development Authority (DSDA) and Statesboro Convention and Visitors Bureau (SCVB).

Policy Issue: Term agreement shall be for one year to commence on first day of July of 2017 and shall end at midnight on June 30, 2018 unless terminated sooner with 30 days' notice.

Recommendation: Approval of all contracts with recommended changes in pay for services.

Averitt Center for the Arts will receive 1.67 % of the Hotel-Motel excise taxes collected pursuant to City Ordinances 74-32 et seq. to fund the SAC budget and 25.1% of the Hotel-Motel excise taxes collected pursuant to City Ordinances 74-32 et seq. to fund the general operating budget for a total of 26.77%. This is a decrease of .99% from Fiscal Year 2017.

Downtown Statesboro Development Authority (DSDA) will receive 19.9 % of the Hotel-Motel excise taxes collected pursuant to City Ordinances 74-32 et seq. The percentage remains the same as Fiscal Year 2017.

Statesboro Convention and Visitors Bureau (SCVB) will receive 40 % of the Hotel-Motel excise taxes collected pursuant to City Ordinances 74-32 et seq., an increase of 1.66% over Fiscal Year 2017.

Background: The changes in the percentages of the Averitt Center for the Arts and the Statesboro Convention Visitor's Bureau is to bring the SCVB to the restricted percentage. The last percentage adjustment will be made in Fiscal Year 2019.

Budget Impact:

Council Person and District: All

Attachments: Contracts

CONTRACT FOR SERVICES

This agreement made and entered into on _____, 2017, between the MAYOR AND CITY COUNCIL OF STATESBORO, a political subdivision of the State of Georgia, hereinafter referred to as “the City,” and the STATESBORO ARTS COUNCIL, INC., a nonprofit corporation organized and existing under the laws of the State of Georgia, hereinafter sometimes referred to as “SAC”.

WITNESSETH:

WHEREAS, pursuant to City Ordinances §74-32 *et seq.* the City of Statesboro levies a 6% excise tax on rooms, lodging and accommodations pursuant to subsection (b) of O.C.G.A. § 48-13-51 *et seq.*;

WHEREAS, the STATESBORO ARTS COUNCIL, INC. is a private sector nonprofit organization which engages in the promotion of tourism to the City of Statesboro and Bulloch County;

WHEREAS, the City desires to retain the services of the STATESBORO ARTS COUNCIL, INC. to promote, attract, stimulate and develop conventions and tourism in the City of Statesboro and Bulloch County;

NOW THEREFORE, in consideration of the sum of ten dollars (\$10.00) paid by the City to the STATESBORO ARTS COUNCIL, INC., the receipt and sufficiency of which is hereby acknowledged, and in the consideration of the mutual promises, covenants, and conditions contained herein, the parties agree as follows:

1.

The SAC shall on behalf of the City of Statesboro promote, attract, stimulate and develop conventions and tourism in the City of Statesboro and Bulloch County, providing such consulting, advertising, marketing, and administrative services as may be necessary or appropriate to accomplish the foregoing purposes.

2.

As compensation for said services, the City shall pay to the SAC ONE AND SIXTY SEVEN HUNDRED PERCENT (1.67%) of the Hotel-Motel excise taxes collected pursuant to City Ordinances §74-32 *et seq.* to fund the SAC budget for the promotion of tourism to the City of Statesboro. The City shall also pay TWENTY FIVE AND ONE TENTH PERCENT (25.1%) of the Hotel-Motel excise taxes collected pursuant to City Ordinances §74-32 *et seq.* to fund the general operating budget of the SAC. Said funds shall be paid monthly to the SAC and within thirty (30) days from the receipt of said tax revenue by the City.

3.

The term of this agreement shall be for one (1) year, to commence on the 1st day of July, 2017, and shall end at midnight on June 30, 2018 unless sooner terminated upon thirty (30) days written notice by either party.

4.

The SAC Director shall furnish the City with a copy of the SAC's proposed Budget for each fiscal year (including the program of work to be accomplished by this funding for the next fiscal year, and any multi-year programming) at least three (3) weeks before its scheduled adoption date by the SAC Board. The City Manager shall provide the SAC Board and the Mayor and City Council comments on the Budget at least seven (7) days before the scheduled adoption date. This same procedure is agreed to for any subsequent amendments to the Budget during any fiscal year.

5.

The SAC shall keep or cause to be kept full and accurate records and accounts showing the receipts and disbursements of all amounts received from the City pursuant to this contract. The SAC shall furnish an annual report to the City containing a complete financial statement and summary of the work performed by the SAC pursuant to the terms of the contract. Said report shall be furnished to the City on or before the 1st day of September for each year. The City or any person authorized by the City may examine and audit the books and records of the SAC at any time during regular business hours. The SAC shall provide the City a copy of its annual audit, performed by an outside certified public accountant, within five (5) days of receipt of the audit, or December 31st, whichever is earlier. The SAC director shall furnish the City with minutes of any meeting of the Board and any committees within two weeks of said meeting.

6.

The SAC shall have the authority to enter into subcontracts or other agreements for administrative, accounting, and other services necessary to carry out the terms of this agreement.

7.

The parties hereto agree to execute any and all documents necessary to carry out the intentions expressed in the agreement, and agree to join in any and all proceedings of any nature, legal or otherwise, should the same be necessary to carry out the intentions expressed herein.

8.

During FY 2018 the Statesboro Arts Council agrees to work cooperatively with the Main Street Program, Downtown Statesboro Development Authority and the Statesboro Convention and Visitors Bureau, Inc. to develop a joint marketing program to better coordinate the limited

resources available for marketing the Statesboro area, particularly the Averitt Center and other downtown attractions. A report outlining the program shall be forwarded to the City upon approval by all three entities.

9.

This agreement is being delivered and is intended to be performed in the State of Georgia and shall be construed and enforced in accordance with the laws of the State of Georgia.

10.

All notices to the City shall be sent by registered or certified mail addressed to the City Manager, P.O. Box 348, Statesboro, Georgia 30459, or at such other address as the City shall designate in writing. All notices to the SAC shall be sent by registered or certified mail to the Executive Director of the SAC at 33 East Main Street, Statesboro, Georgia 30458 or such address as the SAC shall designate in writing. Notwithstanding any provision in this agreement to the contrary concerning modifications, a change in address may be effected by a registered or certified letter sent by either part to the other.

11.

If any term or provision of this agreement or the application thereof to any person or circumstances shall, to any extent, be declared invalid or unenforceable by a court of competent jurisdiction, the remainder of this agreement, or the application of such term or provision to persons whose circumstances are other than those as to which it is held invalid or unenforceable, shall not be affected thereby.

12.

This contact constitutes the sole and entire agreement between the parties. No modifications hereof shall be binding unless attached hereto and signed by each party, and no representations, promises, or inducements shall be binding upon either party except as herein stated.

13.

The parties hereby warrant and represent that each has the right, power, and authority to enter into this agreement and by entering into this agreement, such party will not be violating any other contract, agreement, order, judgment, decree, or document, written or oral, to which it is a party or by which it is bound.

14.

The SAC shall comply with all applicable state laws regarding open meetings and open records as codified in the Georgia Open Meetings Act found at O.C.G.A. Section 50-14-1 et. seq. and in the Georgia Open Records Act found at O.C.G.A. Section 50-18-70 et. seq.

In addition, the SAC shall post on its website the agenda for its Board meeting at least 48 hours in advance of each meeting and make the agenda available to the City of Statesboro City Clerk via email at the same time. Also posted on the SAC website shall be a list of all upcoming Board meeting dates and times making this information available to the public.

MAYOR AND CITY COUNCIL OF STATESBORO

By: _____
Mayor

Attest: _____
City Clerk

STATESBORO ARTS COUNCIL, INC.

By: _____
President

Attest: _____
Secretary

CONTRACT FOR SERVICES

This agreement made and entered into on _____, 2017, between the MAYOR AND CITY COUNCIL OF STATESBORO, a political subdivision of the State of Georgia, hereinafter referred to as “the City,” and the DOWNTOWN STATESBORO DEVELOPMENT AUTHORITY, a governmental authority organized and existing under the laws of the State of Georgia, hereinafter sometimes referred to as “DSDA”.

WITNESSETH:

WHEREAS, pursuant to City Ordinances §74-32 *et seq.* the City of Statesboro levies a 6% excise tax on rooms, lodging and accommodations pursuant to subsection (b) of O.C.G.A. § 48-13-51 *et seq.*;

WHEREAS, the DOWNTOWN STATESBORO DEVELOPMENT AUTHORITY is a governmental authority which engages in the development of the downtown area of Statesboro;

WHEREAS, the City desires to fund activities the of the DOWNTOWN STATESBORO DEVELOPMENT AUTHORITY to foster the development of the downtown area of Statesboro;

NOW THEREFORE, in consideration of the sum of ten dollars (\$10.00) paid by the City to the DOWNTOWN STATESBORO DEVELOPMENT AUTHORITY, the receipt and sufficiency of which is hereby acknowledged, and in the consideration of the mutual promises, covenants, and conditions contained herein, the parties agree as follows:

1.

The DSDA shall on behalf of the City of Statesboro foster the development of the downtown area of Statesboro.

2.

As compensation for said services, the City shall pay to the DSDA NINETEEN AND NINE TENTHS PERCENT (19.9%) of the Hotel-Motel excise taxes collected pursuant to City Ordinances §74-32 *et.* Said funds shall be paid monthly to the DSDA and within thirty (30) days from the receipt of said tax revenue by the City.

3.

The term of this agreement shall be for one (1) year, to commence on the 1st day of July, 2017, and shall end at midnight on June 30, 2018 unless sooner terminated upon thirty (30) days written notice by either party.

4.

The DSDA Director shall furnish the City with a copy of the DSDA's proposed Budget for each fiscal year (including the program of work to be accomplished by this funding for the next fiscal year, and any multi-year programming) at least three (3) weeks before its scheduled adoption date by the DSDA Board. The City Manager shall provide the DSDA Board and the Mayor and City Council comments on the Budget at least seven (7) days before the scheduled adoption date. This same procedure is agreed to for any subsequent amendments to the Budget during any fiscal year.

5.

The DSDA shall keep or cause to be kept full and accurate records and accounts showing the receipts and disbursements of all amounts received from the City pursuant to this contract. The DSDA shall furnish an annual report to the City containing a complete financial statement and summary of the work performed by the DSDA pursuant to the terms of the contract. Said report shall be furnished to the City on or before the 1st day of September for each year. The City or any person authorized by the City may examine and audit the books and records of the DSDA at any time during regular business hours. The DSDA shall provide the City a copy of its annual audit, performed by an outside certified public accountant, within five (5) days of receipt of the audit, or December 31st, whichever is earlier. The DSDA director shall furnish the City with minutes of any meeting of the Board and any committees within two weeks of said meeting.

6.

The DSDA shall have the authority to enter into subcontracts or other agreements for administrative, accounting, and other services necessary to carry out the terms of this agreement.

7.

The parties hereto agree to execute any and all documents necessary to carry out the intentions expressed in the agreement, and agree to join in any and all proceedings of any nature, legal or otherwise, should the same be necessary to carry out the intentions expressed herein.

8.

During FY 2018 the DSDA agrees to work cooperatively with the Main Street Program, Statesboro Convention and Visitors Bureau and the Statesboro Arts Council, Inc. to develop a joint marketing program to better coordinate the limited resources available for marketing the Statesboro area, particularly the Averitt Center and other downtown attractions. A report outlining the program shall be forwarded to the City upon approval by all three entities.

9.

This agreement is being delivered and is intended to be performed in the State of Georgia and shall be construed and enforced in accordance with the laws of the State of Georgia.

10.

All notices to the City shall be sent by registered or certified mail addressed to the City Manager, P.O. Box 348, Statesboro, Georgia 30459, or at such other address as the City shall designate in writing. All notices to the DSDA shall be sent by registered or certified mail to the Executive Director of the DSDA at 10 Siebald, Statesboro, Georgia 30458, or at such address as the DSDA shall designate in writing. Notwithstanding any provision in this agreement to the contrary concerning modifications, a change in address may be effected by a registered or certified letter sent by either part to the other.

11.

If any term or provision of this agreement or the application thereof to any person or circumstances shall, to any extent, be declared invalid or unenforceable by a court of competent jurisdiction, the remainder of this agreement, or the application of such term or provision to persons whose circumstances are other than those as to which it is held invalid or unenforceable, shall not be affected thereby.

12.

This contract constitutes the sole and entire agreement between the parties. No modifications hereof shall be binding unless attached hereto and signed by each party, and no representations, promises, or inducements shall be binding upon either party except as herein stated.

13.

The parties hereby warrant and represent that each has the right, power, and authority to enter into this agreement and by entering into this agreement, such party will not be violating any other contract, agreement, order, judgment, decree, or document, written or oral, to which it is a party or by which it is bound.

14.

The DSDA shall comply with all applicable state laws regarding open meetings and open records as codified in the Georgia Open Meetings Act found at O.C.G.A. Section 50-14-1 et. seq. and in the Georgia Open Records Act found at O.C.G.A. Section 50-18-70 et. seq.

In addition, the DSDA shall post on its website the agenda for its Board meeting at least 48 hours in advance of each meeting and make the agenda available to the City of Statesboro

City Clerk via email at the same time. Also posted on the DSDA website shall be a list of all upcoming Board meeting dates and times making this information available to the public.

MAYOR AND CITY COUNCIL OF STATESBORO

By: _____
Mayor

Attest: _____
City Clerk

DOWNTOWN STATESBORO DEVELOPMENT AUTHORITY

By: _____
President

Attest: _____
Secretary

CONTRACT FOR SERVICES

This agreement made and entered into on _____, 2017, between the MAYOR AND CITY COUNCIL OF STATESBORO, a political subdivision of the State of Georgia, hereinafter referred to as “the City,” and the STATESBORO CONVENTION AND VISITORS BUREAU, INC., a nonprofit corporation organized and existing under the laws of the State of Georgia, hereinafter sometimes referred to as “SCVB”.

WITNESSETH:

WHEREAS, pursuant to City Ordinances §74-32 *et seq.* the City of Statesboro levies a 6% excise tax on rooms, lodging and accommodations pursuant to subsection (b) of O.C.G.A. § 48-13-51 *et seq.*;

WHEREAS, the Statesboro Convention & Visitors Bureau, Inc. is a private sector nonprofit organization which engages in the promotion of tourism, conventions, and trade shows in the City of Statesboro and Bulloch County;

WHEREAS, the City desires to retain the services of the Statesboro Convention & Visitors Bureau, Inc. to promote, attract, stimulate and develop conventions and tourism in the City of Statesboro and Bulloch County;

NOW THEREFORE, in consideration of the sum of ten dollars (\$10.00) paid by the City to the Statesboro Convention & Visitors Bureau, Inc., the receipt and sufficiency of which is hereby acknowledged, and in the consideration of the mutual promises, covenants, and conditions contained herein, the parties agree as follows:

1.

The SCVB shall on behalf of the City of Statesboro promote, attract, stimulate and develop conventions and tourism in the City of Statesboro and Bulloch County, providing such consulting, advertising, marketing, and administrative services as may be necessary or appropriate to accomplish the foregoing purposes.

2.

As compensation for said services, the City shall pay to the SCVB FORTY PERCENT (40%) of the amount the Hotel-Motel excise taxes collected pursuant to City Ordinances §74-32 *et seq.* Said funds shall be paid monthly to the SCVB and within thirty (30) days from the receipt of said tax revenue by the City.

3.

The term of this agreement shall be for one (1) year, to commence on the 1st day of July, 2017, and shall end at midnight on June 30, 2018 unless sooner terminated upon thirty (30) days written notice by either party.

4.

The SCVB Director shall furnish the City with a copy of the SCVB's proposed Budget for each fiscal year (including the program of work to be accomplished by this funding for the next fiscal year, and any multi-year programming) at least three (3) weeks before its scheduled adoption date by the SCVB Board. The City Manager shall provide the SCVB Board and the Mayor and City Council comments on the Budget at least seven (7) days before the scheduled adoption date. This same procedure is agreed to for any subsequent amendments to the Budget during any fiscal year.

5.

The SCVB shall keep or cause to be kept full and accurate records and accounts showing the receipts and disbursements of all amounts received from the City pursuant to this contract. The SCVB shall furnish an annual report to the City containing a complete financial statement and summary of the work performed by the SCVB pursuant to the terms of the contract. Said report shall be furnished to the City on or before the 1st day of September for each year. The City or any person authorized by the City may examine and audit the books and records of the SCVB at any time during regular business hours. The SCVB shall provide the City a copy of its annual audit, performed by an outside certified public accountant, within five (5) days of receipt of the audit, or December 31st, whichever is earlier. The SCVB director shall furnish the City with minutes of any meeting of the Board and any committees within two weeks of said meeting.

6.

The SCVB shall have the authority to enter into subcontracts or other agreements for administrative, accounting, and other services necessary to carry out the terms of this agreement.

7.

The parties hereto agree to execute any and all documents necessary to carry out the intentions expressed in the agreement, and agree to join in any and all proceedings of any nature, legal or otherwise, should the same be necessary to carry out the intentions expressed herein.

8.

During FY 2018 the Statesboro Convention and Visitors Bureau agrees to work cooperatively with the Main Street Program, Downtown Statesboro Development Authority and the Statesboro Arts Council, Inc. to develop a joint marketing program to better coordinate the

limited resources available for marketing the Statesboro area, particularly the Averitt Center and other downtown attractions. A report outlining the program shall be forwarded to the City upon approval by all three entities.

9.

This agreement is being delivered and is intended to be performed in the State of Georgia and shall be construed and enforced in accordance with the laws of the State of Georgia.

10.

All notices to the City shall be sent by registered or certified mail addressed to the City Manager, P.O. Box 348, Statesboro, Georgia 30459, or at such other address as the City shall designate in writing. All notices to the SCVB shall be sent by registered or certified mail to the Executive Director of the SCVB at P.O. Box 1516, Statesboro, Georgia 30459, or at such address as the SCVB shall designate in writing. Notwithstanding any provision in this agreement to the contrary concerning modifications, a change in address may be effected by a registered or certified letter sent by either part to the other.

11.

If any term or provision of this agreement or the application thereof to any person or circumstances shall, to any extent, be declared invalid or unenforceable by a court of competent jurisdiction, the remainder of this agreement, or the application of such term or provision to persons whose circumstances are other than those as to which it is held invalid or unenforceable, shall not be affected thereby.

12.

This contract constitutes the sole and entire agreement between the parties. No modifications hereof shall be binding unless attached hereto and signed by each party, and no representations, promises, or inducements shall be binding upon either party except as herein stated.

13.

The parties hereby warrant and represent that each has the right, power, and authority to enter into this agreement and by entering into this agreement, such party will not be violating any other contract, agreement, order, judgment, decree, or document, written or oral, to which it is a party or by which it is bound.

14.

The SCVB shall comply with all applicable state laws regarding open meetings and open records as codified in the Georgia Open Meetings Act found at O.C.G.A. Section 50-14-1 et. seq. and in the Georgia Open Records Act found at O.C.G.A. Section 50-18-70 et. seq.

In addition, the SCVB shall post on its website the agenda for its Board meeting at least 48 hours in advance of each meeting and make the agenda available to the City of Statesboro City Clerk via email at the same time. Also posted on the SCVB website shall be a list of all upcoming Board meeting dates and times making this information available to the public.

MAYOR AND CITY COUNCIL OF STATESBORO

By: _____
Mayor

Attest: _____
City Clerk

STATESBORO CONVENTION & VISITORS BUREAU, INC.

By: _____
President

Attest: _____
Secretary

CITY OF STATESBORO

COUNCIL

Phillip A. Boyum
Sam Lee Jones
Jeff B. Yawn
John C. Riggs
Travis L. Chance



Jan J. Moore, Mayor
Randy Wetmore, City Manager
Robert Cheshire, Deputy City Manager
Sue Starling, City Clerk
I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

To: City Manager Randy Wetmore

From: City Clerk Sue Starling

Date: 07-11-2017

RE: Alcohol License Application

Policy Issue: Mayor and Council shall approve application in accordance with City of Statesboro Alcohol Ordinance Chapter 6 Sec 6-13(a)

(a) No new alcoholic beverage license to sell, dispense, pour or offer to sell, dispense or pour any distilled spirits, alcoholic beverages, wine, beer or malt beverages within the corporate limits of the City of Statesboro shall be issued to a new owner or new location until the application has been approved by the mayor and city council after a public hearing.

Recommendation: Planning and Development, Fire, Police, Building and Engineering recommend approval

Background: Applicant Al Chapman currently holds an Alcohol License for Gnats Landing since 2007

Budget Impact: None

Council Person and District: Sam Lee Jones (District 2)

Attachments: Application and Department Approvals

PLEASE BE ADVISED THAT KNOWINGLY PROVIDING FALSE OR MISLEADING INFORMATION ON THIS DOCUMENT IS A FELONY PURSUANT TO O.C.G.A. §16-10-20 WHICH STATES:

A person who knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes a false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of state government or of the government of any county, city, or other political subdivision of this state shall, upon conviction thereof, be punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both.

APPLICATION FOR LICENSE TO SELL ALCOHOLIC BEVERAGES
CITY OF STATESBORO, GEORGIA

RECEIVED
4-28-17

The undersigned applicant hereby applies to the City of Statesboro, Georgia for a license to sell alcoholic beverages within the corporate limits of the City of Statesboro. A non-refundable TWO HUNDRED dollar (\$200.00) application fee must be tendered with the application. (cash, credit card, certified check, or money order, checks should be made payable to the City of Statesboro.)

1. BUSINESS TRADE NAME: Del Sur Tacos and Cantina
D/B/A Name

2. APPLICANT'S NAME: CAC Boro 3 LLC
(Name of partnership, llc, corporation, or individual)

3. BUSINESS LOCATION ADDRESS: 514 South Main St STE# _____

4. BUSINESS MAIL ADDRESS: _____
CITY: Statesboro STATE: Georgia ZIP CODE: 30458

5. LOCAL BUSINESS TELEPHONE NUMBER: _____

CORPORATE OFFICE TELEPHONE NUMBER: (912) 481 4636

6. CONTACT NAME FOR BUSINESS: Al Chapman

TELEPHONE NUMBER FOR CONTACT PERSON: 912 481 4636

7. NAME OF MANAGER: Al Chapman
(Person responsible for Alcohol Licensing issues)

8. PURPOSE OF APPLICATION IS: (CHECK ALL THAT APPLY)

NEW MANAGER _____ NEW BUSINESS: NEW OWNER: _____

PREVIOUS OWNER'S NAME: _____

BUSINESS NAME CHANGE: _____ PREVIOUS BUSINESS NAME: Southern Growlers

ADDRESS CHANGE: _____ PREVIOUS ADDRESS: _____

LICENSE CLASS CHANGE: BEER WINE _____ LIQUOR OTHER _____

Revised 2/26/2015

9. INDICATE WHERE BUSINESS WILL BE LOCATED:

Above Ground Street or Ground Floor Level

SEC. 6-10(D) ANY PERSON WITHIN THE CITY OF STATESBORO WHO WORKS AS A BOUNCER, EITHER AS AN EMPLOYEE, AGENT, OR SUBCONTRACTOR WHOSE RESPONSIBILITIES IN AN ESTABLISHMENT THAT IS LICENSED TO SELL ALCOHOLIC BEVERAGES FOR ON-PREMISES CONSUMPTION SHALL HAVE THEIR ALCOHOLIC BEVERAGE SECURITY PERMIT ON THEIR PERSON AT ALL TIMES WHILE ACTING AS AN EMPLOYEE, AGENT OR SUBCONTRACTOR OF THE LICENSEE. AN ALCOHOLIC BEVERAGE SECURITY PERMIT SHALL BE READILY AVAILABLE FOR INSPECTION UPON THE REQUEST OF ANY STATESBORO POLICE DEPARTMENT OFFICER, CITY CODE ENFORCEMENT OFFICER, OR THE CITY MANAGER OR HIS DESIGNEE.

DOES ANY EMPLOYEE DESCRIBED IN THE ABOVE PARAGRAPH HAVE AN ALCOHOLIC BEVERAGE SECURITY PERMIT? YES NO (PERMIT SHALL BE OBTAINED FROM THE STATESBORO POLICE DEPARTMENT)

CALCULATION OF BASIC LICENSE FEE: FOR CALENDAR YEAR

<u>CLASSIFICATION</u>	(Mark All That Apply)	<u>LICENSE FEE</u>
Class B, Retail Beer Package	<input type="checkbox"/>	875.00
Class C, Retail Wine Package	<input type="checkbox"/>	875.00
Class D, Retail Liquor by the Drink	<input checked="" type="checkbox"/>	1,425.00
Class E, Retail Beer by the Drink	<input checked="" type="checkbox"/>	1,425.00
Class F, Retail Wine by the Drink	<input checked="" type="checkbox"/>	1,425.00
Class G, Wholesale Liquor	<input type="checkbox"/>	1,500.00
Class H, Wholesale Beer	<input type="checkbox"/>	1,500.00
Class I, Wholesale Wine	<input type="checkbox"/>	1,500.00
Class J, Licensed Alcoholic Beverage Caterer	<input checked="" type="checkbox"/>	200.00
Class K, Brewer, Manufacturer of Malt Beverages Only	<input type="checkbox"/>	1,750.00
Class L, Broker	<input type="checkbox"/>	1,750.00
Class M, Importer	<input type="checkbox"/>	1,750.00
Class O, Manufacture on Wine Only	<input type="checkbox"/>	1,750.00
Sunday Sales Permit	<input type="checkbox"/>	300.00
In Room Service Permit	<input type="checkbox"/>	150.00

Georgia Law (O.C.G.A. Section 3-3-7) states: "The sale of alcoholic beverages is lawful for consumption on the premises on Sundays from 12:30 p.m. until 12:00 midnight in any licensed establishment which derives at least 50 percent of its total annual gross sales from the sale of prepared meals or food in all of the combined retail outlets of the individual establishment where food is served and in any licensed establishment which derives at least 50 percent of its total annual gross income from the rental of rooms for overnight lodging."

Sunday sales permit holders are subject to audit for compliance with State Law. Each establishment is required to maintain Financial Records on food sales and alcohol sales by separate business location to demonstrate compliance with State and Local Law.

TOTAL ANNUAL LICENSE FEE: \$ ~~2,650.00~~ 4,075.00

PARTIAL YEAR CALCULATION IF APPLICABLE: \$ _____

Special Event Permit 50.00
Distance Waiver Application Fee 150.00
Alcohol Beverage Control Security Permit(Permit Shall Be Obtained From The Statesboro Police Department) 50.00

10. TYPE OF BUSINESS: (CHECK ONE) Individual Corporation Partnership LLC

(COMPLETE EITHER NUMBERS 11, 12 AND 13, AND/OR 14, 15 AND 16 IN THE SECTION BELOW)

11. IF APPLICANT IS AN INDIVIDUAL: Attach copy of trade name affidavit.

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

HAVE YOU COMPLETED THE FINANCIAL AFFIDAVIT ATTACHED TO THIS APPLICATION? _____

12. IF APPLICANT IS A PARTNERSHIP, L.L.C., or L.L.P.: Attach trade name affidavit, if an LLC or LLP, attach a copy of certificate of LLC or LLP as filed with the Clerk of Superior Court and trade name affidavit, a copy of your operating agreement and/or partnership agreement as well as other documents listed below that establish ownership rights of members or partners.

NAME AND ADDRESS OF PARTNERSHIP, LLC, or LLP: 514 South Main Street
Statesboro GA. 30458 CALBoro 3, LLC

DO YOU HAVE AN OPERATING AGREEMENT OR PARTNERSHIP AGREEMENT FOR THE LLC, LLP OR PARTNERSHIP? NO

IF NOT, WHAT DOCUMENTS ESTABLISH THE OWNERSHIP RIGHTS OF THE MEMBERS OR PARTNERS? _____

13. MEMBERS OF L.L.C. and/or PARTNERS:

FULL LEGAL NAME: Clyde Al Chapman III PHONE# 912 4181 41636

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

HAS EACH MEMBER OR PARTNER COMPLETED A FINANCIAL AFFIDAVIT TO ATTACH TO THIS APPLICATION? _____

(ATTACH ADDITIONAL PAGES IF NECESSARY)

CORPORATION-STOCKHOLDERS: All corporate applicants who are corporations shall list the names and address of all stockholders and the percentage of stock owned by each. If a named stockholder therein is another corporation, the same information shall be given for the Stockholding Corporation. If, during the life of the license, the identity of the stockholders or their percentage of ownership should change, that information shall be sent to the Finance Department.

14. **IF APPLICANT IS A CORPORATION:** Attach a copy of the articles of incorporation, trade name affidavit, current annual corporation registration with the Georgia Secretary of State, as well as the bylaws, the shareholders agreement, and other documents listed below that identify ownership rights.

NAME OF CORPORATION: _____
(Name shown exactly as in Articles of Incorporation or Charter)

HOME OFFICE: _____

MAIL ADDRESS IF DIFFERENT: _____

DATE AND PLACE OF INCORPORATION: _____

DO YOU HAVE A SHAREHOLDERS AGREEMENT? _____

IF NOT, WHAT DOCUMENTS ESTABLISH THE OWNERSHIP RIGHTS OF THE SHAREHOLDERS? _____

15. OFFICERS:

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

(ATTACH ADDITIONAL PAGES IF NECESSARY)

16. **STOCKHOLDERS** (If Different from Officer Names)

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

HAS EACH OFFICER AND SHAREHOLDER COMPLETED THE FINANCIAL AFFIDAVIT ATTACHED TO THIS APPLICATION?

(ATTACH ADDITIONAL PAGES IF NECESSARY)

17. If there is any individual or officer, who has resided at his current address less than five (5) years, complete information below.

NAME: _____ PHONE# _____

PREVIOUS ADDRESS: _____ FROM _____ TO _____

PREVIOUS ADDRESS: _____ FROM _____ TO _____

PREVIOUS ADDRESS: _____ FROM _____ TO _____

FULL NAME: _____ PHONE# _____

PREVIOUS ADDRESS: _____ FROM _____ TO _____

PREVIOUS ADDRESS: _____ FROM _____ TO _____

PREVIOUS ADDRESS: _____ FROM _____ TO _____

(ATTACH ADDITIONAL PAGES IF NECESSARY)

18. State name and address of owner of the property (Land and Building) where the business will be located.

19. Is the commercial space where the business is to be located rented or leased?

Answer: YES NO _____ If yes, state name of lessor or landlord and address, and provide a copy of the lease with this application.

→ Brad David

20. Does any person or firm have any interest in the proposed business as a silent, undisclosed partner or joint venture; or has anyone agreed to split the profits or receipts from the proposed business with any persons, firm, company, corporation, or other entity.

Answer: YES _____ NO If yes, give name of person or firm and address and amount of percentage of profits or receipts to be split.

21. Is there anyone connected with this business that is not a legal resident of the United States and at least twenty-one (21) years of age?

Answer: YES _____ NO If yes, give full details on separate sheet.

If anyone connected with this business is not a U.S. Citizen, can they legally be employed in the United States.

Answer: YES _____ NO N/A _____ If yes, explain on a separate sheet and submit copies of eligibility.

22. Is there anyone connected with this business that has applied for a beer, wine, and/or liquor license from the City of Statesboro or other City or County in the State of Georgia, or other state or political subdivision and been denied such?

Answer: YES NO _____ If yes, give full details on separate sheet.

Gnat's Landing

23. Is there anyone connected with this business who holds another alcohol license in any retail category or any license under any wholesale category?

Answer: YES _____ NO X If yes, give full details on separate sheet

24. Is there anyone connected with this business that has been convicted within fifteen years immediately prior to the filing of this application with any felony or for whom outstanding indictments, accusations or criminal charges exist charging such individual with any of such offenses and for which no final disposition has occurred?

Answer: YES _____ NO X If yes, give full details on separate sheet, including dates, charges and disposition.

25. Is there anyone connected with this business that has been convicted within five years immediately prior to the filing of this application of the violation (i) of any state, federal or local ordinance pertaining to the manufacture, possession, transportation or sale of malt beverages, wine, or intoxicating liquors, or the taxability thereof; (ii) of a crime involving moral turpitude; or (iii) of a crime involving soliciting for prostitution, pandering, gambling, letting premises for prostitution, keeping a disorderly place, the traffic offense of hit and run or leaving the scene of an accident, or any misdemeanor serious traffic offense?

Answer: YES X NO _____ If yes, give full details on separate sheet, including dates, charges and disposition.

26. Is there anyone connected with this business that has been convicted for selling alcohol to an under-age person within the last three (3) year period?

Answer: YES X NO _____ If yes, give full details on separate sheet.

27. Is there anyone connected with this business that is an official or public employee of the City of Statesboro, any State or Federal Agency, or whose duties include the regulation or policing of alcoholic beverages or licenses, or any tax collecting activity ?

Answer: YES _____ NO X If yes, give full details on separate sheet.

28. Have you or the applicant had any vehicles, trailers, or property belonging to you or the company in which you or any of such persons have or had an interest in ever been seized, condemned or forfeited as contraband by the State of Georgia or United States for the reason the same was being used or intended for use in criminal activities.

Answer: YES _____ NO X If yes, give full details on separate sheet.

29. Will live nude performances or adult entertainment be a part of this business' operations?

Answer: YES _____ NO X If yes, the City of Statesboro Ordinance 6-164 prohibits alcohol in an establishment having adult entertainment.

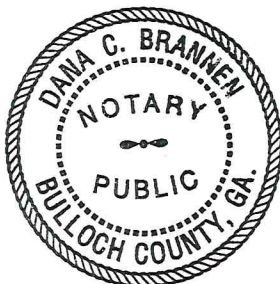
I, Clyde A Chapman III, solemnly swear, subject to the penalties O.C.G.A. §16-10-20 as provided above which I have read and understood, that all information required in this APPLICATION FOR LICENSE TO SELL ALCOHOLIC BEVERAGES and supporting documents is true and correct to the best of my knowledge and I fully understand that any false information will cause the denial or revocation of any alcohol license issued by the City of Statesboro license. I also fully understand that knowingly providing false information under oath in this affidavit will subject me to criminal prosecution and possible imprisonment.

Clyde A Chapman III
Print Full Name As Signed Below

[Signature]
Signature of Applicant

Owner
Title

3/27/17
Date



SWORN TO AND SUBSCRIBED BEFORE ME THIS 27 DAY OF March 20 17

[Signature]
NOTARY PUBLIC My Commission Expires June 16, 2018



City of Statesboro
Department of Planning & Development Memorandum

50 East Main Street
Statesboro, Georgia 30458

P.O. Box 348
Statesboro, Georgia 30459

» (912) 764-0630
» (912) 764-

DATE: 5/5/2017

TO: Teresa Skinner, Tax Clerk

SUBJECT: **ALCOHOLIC BEVERAGE APPLICATION (514 South Main Street—Del Sur Tacos and Cantina)**

The Department of Planning & Development has reviewed the alcoholic beverage application submitted by CAC Boro 3, LLC for Del Sur Tacos and Cantina (Tax Parcel # S22 000007 000). The applicant is proposing the consumption of alcohol on premises. The proposed use and sale of alcohol is permitted at the location and **the application may be approved**. Staff's recommendation is based on the following:

1) **Zoning District:** 514 South Main Street is located in the HOC (Highway Oriented Commercial) zoning district.

2) **General Regulations Pertaining to all Licenses:** Per Chapter 6 Section 6-7(c)(3) of the *Statesboro Code of Ordinances*, Class D, E, and F alcoholic beverage licenses may be issued in the HOC (Highway Oriented Commercial) zoning district.

3) **Alcoholic Beverages Proximity Restrictions:** The Department of Planning & Development has reviewed the subject property for consistency with the proximity restrictions of Chapter 6 Section 6-7(e) of the *Statesboro Code of Ordinances*. The proposed location does **not** conform to the proximity restrictions of said provisions. Despite this, the subject site conforms to the regulations of Chapter 6 Section 6-7(g) regarding application for a new license, regardless of owner, within 365 days of the expiration of a previous license. Planning and Development review does not serve as an approval or denial to serve alcoholic beverages at this location; but, is a recommendation to the City Clerk's Office.

Department of Planning and Development **approval** is based on the information provided within the alcoholic beverage application submitted for our review. This approval does not confer rights to open or operate the proposed business until all dimensional requirements of the *Statesboro Zoning Ordinance*, or applicable requirements of any other chapter of City Code have been met.

The Department of Planning & Development encourages all applicants to access the *Statesboro Zoning Ordinance* online at <http://www.statesboroga.gov/>. **The applicant is also encouraged to consult directly with representatives of the Engineering, Fire and other permitting departments if any work on the building or site is occurring to determine whether or not building or site plans associated with the proposed use are necessary.**

Respectfully,

Frank Neal
Director, Planning and Development



Timothy E. Grams
Fire Chief

Statesboro Fire Department

*Proudly serving the City of Statesboro and
surrounding communities since 1905!*



Jan Moore
Mayor

Print Date: 5/12/2017

INSPECTION SUMMARY REPORT

Page 1 of 2

Name: Del Sur Tacos and Cantina 514 S Main ST, Statesboro		
Date: 5/10/2017	Contact: Brad David	
Inspector Name: Firefighter Carlos Nevarez	Date notice sent:	
Type of Inspection: Occupational Tax Certificate Inspection		
Property Notes:		
Fire Code Reference	Discrepancy / Remarks	Date Resolved
NFPA 96 Hood Supp	<p>11.2 Inspection of Fire-Extinguishing Systems. 11.2.1* Maintenance of the fire-extinguishing systems and listed exhaust hoods containing a constant or fire-activated water system that is listed to extinguish a fire in the grease removal devices, hood exhaust plenums, and exhaust ducts shall be made by properly trained, qualified, and certified person(s) or company acceptable to the authority having jurisdiction at least every 6 months.</p> <p>Inspectors Comments: Hood system is currently out of date . Hood system needs to be certified .</p>	
NFPA 96 Hood Supp	<p>11.4.13 Certification/Maintenance Label After cleaning is completed, the vent cleaning contractor shall place or display within the kitchen area a label indicating the date cleaned, the name of the servicing company, and areas not cleaned.</p> <p>Inspectors Comments: Provide current contractor's cleaning label on the kitchen hood .</p>	
NFPA 96 Hood Supp	<p>11.3 Hood System Cleaning The entire exhaust system shall be inspected for grease buildup by a properly trained, qualified, and certified company or person(s) acceptable to the authority having jurisdiction in accordance with Table 11.3. and 11.4.2* Hoods, grease removal devices, fans, ducts, and other appurtenances shall be cleaned to remove combustible contaminants prior to surfaces becoming heavily contaminated with grease or oily sludge.</p> <p>Inspectors Comments: Hood system in need of cleaning by a properly trained hood cleaning contractor . Every 6 months hood needs to be cleaned .</p>	

INSPECTION SUMMARY REPORT

International Building	<p>808.1 Acoustical Ceiling Systems (Ceiling Tile)</p> <p>808.1 Acoustical ceiling systems. The quality, design, fabrication and erection of metal suspension systems for acoustical tile and lay-in panel ceilings in buildings or structures shall conform with generally accepted engineering practice, the provisions of this chapter and other applicable requirements of this code.</p> <p>808.1.1 Materials and installation. Acoustical materials complying with the interior finish requirements of Section 803 shall be installed in accordance with the manufacturer's recommendations and applicable provisions for applying interior finish.</p> <p>808.1.1.1 Suspended acoustical ceilings. Suspended acoustical ceiling systems shall be installed in accordance with the provisions of ASTM C 635 and ASTM C 636.</p> <p>808.1.1.2 Fire-resistance-rated construction. Acoustical ceiling systems that are part of fire-resistance-rated construction shall be installed in the same manner used in the assembly tested and shall comply with the provisions of Chapter 7.</p>
International Fire Co	<p>605.6 Unapproved Electrical Conditions</p> <p>Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.</p> <p>Inspectors Comments: In the back of building, small cooler compressor room needs to be cleaned up. wires and panel boxes.</p>
International Mechan	<p>301.7 Electrical Wiring</p> <p>Electrical wiring, controls and connections to equipment and appliances regulated by this code shall be in accordance with the IFC and NFPA 70.</p> <p>Inspectors Comments: In the back of building, Small cooler compressor needs to be clean, wires and panel boxes.</p>
NFPA 70 National El	<p>110.31(B)(1) Securing of Panel Box</p> <p>Indoor electrical installations that are accessible to unqualified persons shall be made with metal-enclosed equipment. Metal enclosed switchgear, unit substations, transformers, pull boxes, connection boxes, and other similar associated equipment shall be marked with appropriate caution signs. Openings in ventilated dry-type transformers or similar openings in other equipment shall be designed so that foreign objects inserted through these openings are deflected from energized parts.</p> <p>Inspectors Comments: Secure electrical box in the back of the building.</p>

Inspector Signature

Site Signature



Timothy E. Grams
Fire Chief

Statesboro Fire Department

*Proudly serving the City of Statesboro and
surrounding communities since 1905!*



Jan Moore
Mayor

Print Date: 5/30/2017

INSPECTION SUMMARY REPORT

Page 1 of 1

Name: Del Sur Tacos and Cantina 514 S Main ST, Statesboro		
Date: 5/30/2017	Contact: Al Chapman	
Inspector Name: Fire Inspector Carlos Nevarez	Date notice sent:	
Type of Inspection: Occupational Tax Certificate Re-Inspect		
Property Notes:		
Fire Code Reference	Discrepancy / Remarks	Date Resolved
Special Notes	<p>OTC/Business License: All Violations Corrected After the completion of a re-inspection at this location, all violations that were noted have been corrected. The Statesboro Fire Department has no objection to the issuance of the OTC pending approval by additional departments as necessary.</p> <p>The Statesboro Fire Department thanks you for your effort in maintaining a safe community for all citizens and visitors.</p>	

Inspector Signature

Site Signature



STATESBORO POLICE DEPARTMENT

Ph 912-764-9911

25 West Grady Street, Statesboro, Georgia 30458

Fx 912-489-5050

Date: 07/10/2017

To: Teresa Skinner, Tax Clerk

Reference: Alcohol Beverage Application, Del Sur Tacos and Cantina

The Statesboro Police Department has reviewed the alcohol application submitted by CAC Boro 3, LLC for Del Sur Tacos and Cantina. The applicant is proposing the consumption of alcohol on premises and would be governed under 6-9 of the Alcohol Ordinance.

A review of the proposed operation of Del Sur Tacos and Cantina was conducted by the Alcohol Beverage Control Officer and it has been determined that the operation of the business should be governed under **section 6-9 (a)**.

During the review of the proposed operation of the business, we **DID NOT** discover any of the procedures present that would require the designation and additional prohibitions of 6-9 (b) in the operating of the business.

Respectfully,

James L. Winskey, Captain Operations Bureau

Statesboro Police Department

Del Sur Tacos & Cantina
Al Chapman
514 South Main Street

Please enter your recommendations and comments with your full name.

Business License Review

Department Full Name Recommendation Comments

Planning & Development	Candra Teshome	Approve	See memo.
Fire Department	Carlos Nevarez	Approve	See Inspection Report 05-30-2017
Building Official	SS	APPROVED	
Engineering Department	Jason Boyles	Approved	No comments
Building Permit	CC	Approve	No active bld permit

CITY OF STATESBORO

COUNCIL

Phillip A. Boyum
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Travis L. Chance



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I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

To: City Manager, Randy Wetmore

From: Director of DSDA Allen Muldrew

Date: 07-12-2017

RE: Resolution showing support for low interest loan for downtown improvement

Policy Issue: N/A

Recommendation: Approval by Mayor and Council

Background: N/A

Budget Impact: None

Council Person and District: District 2 Sam Lee Jones

Attachments: Resolution

Resolution 2017-26: A Resolution stating the City of Statesboro endorses the submission of the DD RLF application by the Downtown Development Authority of Statesboro

WHEREAS, the Georgia Department of Community Affairs' Downtown Development Revolving Loan Fund (DDRLF) Program is designed to assist cities, counties and development authorities in their efforts to revitalize and enhance downtown areas by providing below-market rate financing to fund capital projects in core historic downtown areas;

WHEREAS, Brannen Road LLC plans to acquire certain real property and improvements located at 30-36 West Main Street indowntown Statesboro

WHEREAS, upon completion of the project the renovated property will serve as restaurants, retail and residential units.

WHEREAS, the City has determined that the project will promote downtown development for the public good in the City; and

WHEREAS, in order to help Brannen Road LLC finance the project, the Downtown Development Authority of Statesboro will apply for a Downtown Development Revolving Loan Fund Loan from the Department of Community Affairs ("DCA"); and

WHEREAS, DCA requires evidence of municipal support for all projects that are the subject of a DD RLF application submitted by a downtown development authority.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY OF STATESBORO GEORGIA as follows:

That the City Of Statesboro endorses the submission of the DD RLF application by the Downtown Development Authority of Statesboro the downtown project at 30-36 West Main Street on behalf of Brannen Road LLC and agrees to support the development of the project.

SO RESOLVED, this _____ day of _____ 2017

THE CITY OF STATESBORO

By: _____

Jan J. Moore
Mayor

Attest: _____

Sue Starling, City Clerk

CITY OF STATESBORO

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50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

To: Sue Starling, City Clerk

From: Brad Deal, City Engineer

Date: July 11, 2017

RE: July 18, 2017 City Council Agenda Items

Policy Issue: *Temporary use of City property on Packinghouse Road by South Shore Construction*

Recommendation: N/A

Background: South Shore Construction requests use of City property at 10 Packinghouse Road to use as storage site for materials to be used for reroofing Madison Meadows Apartments

Budget Impact: None

Council Person and District: Phil Boyum, District 1

Attachments: Proposal from South Shore Construction, Proposed Resolution

RESOLUTION #2017-27:

A Resolution approving South Shore Construction’s proposal to utilize City property on Packinghouse Road (Parcel S49000016000) as a temporary material lay-down area.

THAT WHEREAS, South Shore Construction has requested to use the above referenced parcel as a temporary material lay-down area for a project involving the re-roofing of Madison Meadows Apartments at 10 Packinhouse Road due to the fact that there is insufficient space in the apartment complex to lay materials.

WHEREAS, South Shore Construction will prepare an Indemnification Agreement to be approved by the City Attorney, which releases the City of Statesboro from any and all liability related to South Shore’s use of the property;

WHEREAS, South Shore Construction will agree in writing to restore and repair the City Property at the conclusion of the project to the condition it was in prior to the project, including but not limited to all pavement and grass associated with the material lay-down area and its access;

WHEREAS, South Shore Construction will submit an acceptable traffic control plan to be approved by the City Engineering Department for moving equipment and materials in the City right of way on Packinghouse Road;

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia as follows:

Section 1. The City Manager, City Attorney, and City Engineer have reviewed the proposal from South Shore Construction and recommend approval by the City Council.

Section 2. The City Council has reviewed the proposal attached to this resolution and has received the recommendation of the City Manager. The City Council authorizes the Mayor to accept the proposal and execute the Indemnification Agreement with South Shore Construction.

Section 3. That this Resolution shall be and remain effective from now until project completion.

Adopted this 18th day of July, 2017.

CITY OF STATESBORO, GEORGIA

By: _____
Jan Moore, Mayor

Attest: _____
Sue Starling, City Clerk

Concept of Operations Traffic Safety Engineering Madison Meadows Re-Roof

Paul Swingle, Operations

South Shore Construction

1807 Cypress Lake Road, Statesboro, GA 30458

(912) 755-0521 * paul@southshoreroof.com

Concept of Operations: Existing Condition

- Asphalt shingle re-roof project to be executed at Madison Meadows Apartment Complex, 10 Packinghouse Road
- Material Lay Down Yard square footage requirement exceeds available space at job-site without significant negative impact to the safety and utilization of the residents
- Request: Utilize lot West of the jobsite (owned by the City of Statesboro) to construct a temporary 8' fence with visual screen and vehicle gate, to store and manipulate material requirement for re-roof project

Concept of Operations: Utilization

- Lot Identification: Parcel Number S49 000016 000
- Ingress / Egress Route: North gate and driveway of parcel
- Temporary Laydown Yard: 300' x 40', 8' chain link fence, (1) 8'x20' double swing vehicle gate, visual screen; all to be installed south of ingress / egress gate parallel to Packinghouse Road, as indicated on drawing in YELLOW
- Utilization Times: Concept is to restrict traffic flow at minimal-impact times
 - AM: 0400-0530
 - PM1: 1130-1230 (if necessary)
 - PM2: 1830-1930

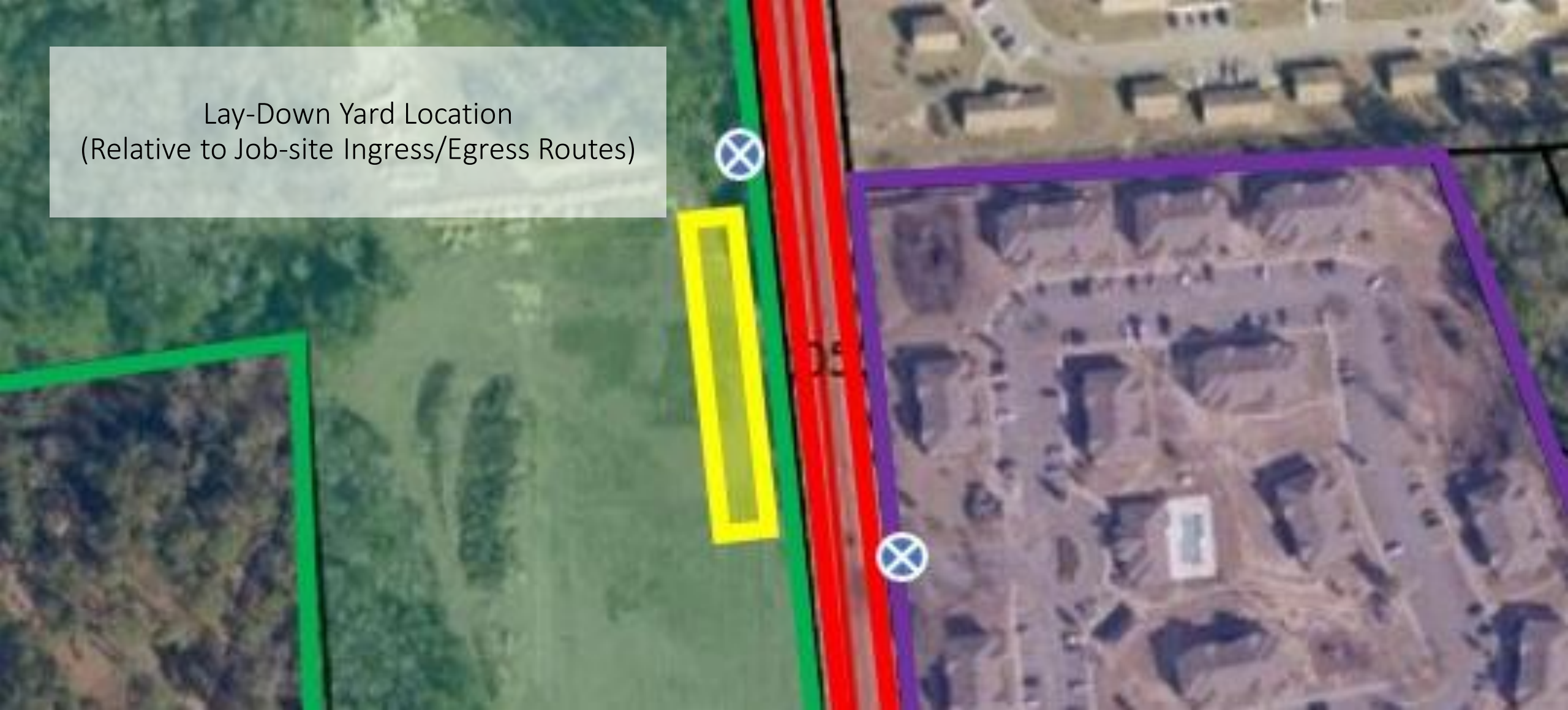
Concept of Operation: Safety





- Site Supervisor: Responsible for the safety coordination of the Traffic Safety Crew and Roofing Crews
- Traffic Safety Crew (TSC) Leader: Responsible for the Traffic Control procedures execution, communication and incident response
- South Flagger: Responsible to communicate traffic control device information to northbound roadway drivers and control traffic flow based on TSC Leader Commands
- North Flagger: Responsible to communicate traffic control device information to southbound roadway drivers and control traffic flow based on TSC Leader Commands
- Equipment Operator: Responsible to communicate movement plan to TSC leader and observe TSC leader commands during movement
- Laydown Yard Gate Supervisor: Responsible to control ingress / egress of laydown yard and serve as the ground guide for the Equipment Operator during material manipulation
- Job-Site Ground Guide: Responsible to control Equipment Operator movement on Job-Site
- Equipment Operator: Responsible to communicate movement request, confirm TSC Leader commands, and control load during movement

Concept of Operation: Safety Continued

- Overall Concept is to control highest safety risk: **Equipment Operator OVER-THE-ROAD**
- Control Sequence:
 - Supervisory Control: Site Supervisor
 - Discretionary Command and Control: TSC Leader
 - Roadway Control: Flaggers on command of TSC Leader
 - Laydown Yard: Gate Supervisor on command of TSC Leader
 - Job Site: Ground Guide
 - Load Control: Equipment Operator
- Hazard Communication: Roadway signs and flagging per the Manual on Uniform Traffic Control Devices, Nov. 7, 2015
- Command and Control: Inter-Squad Radio (Single Channel) monitored by all parties simultaneously

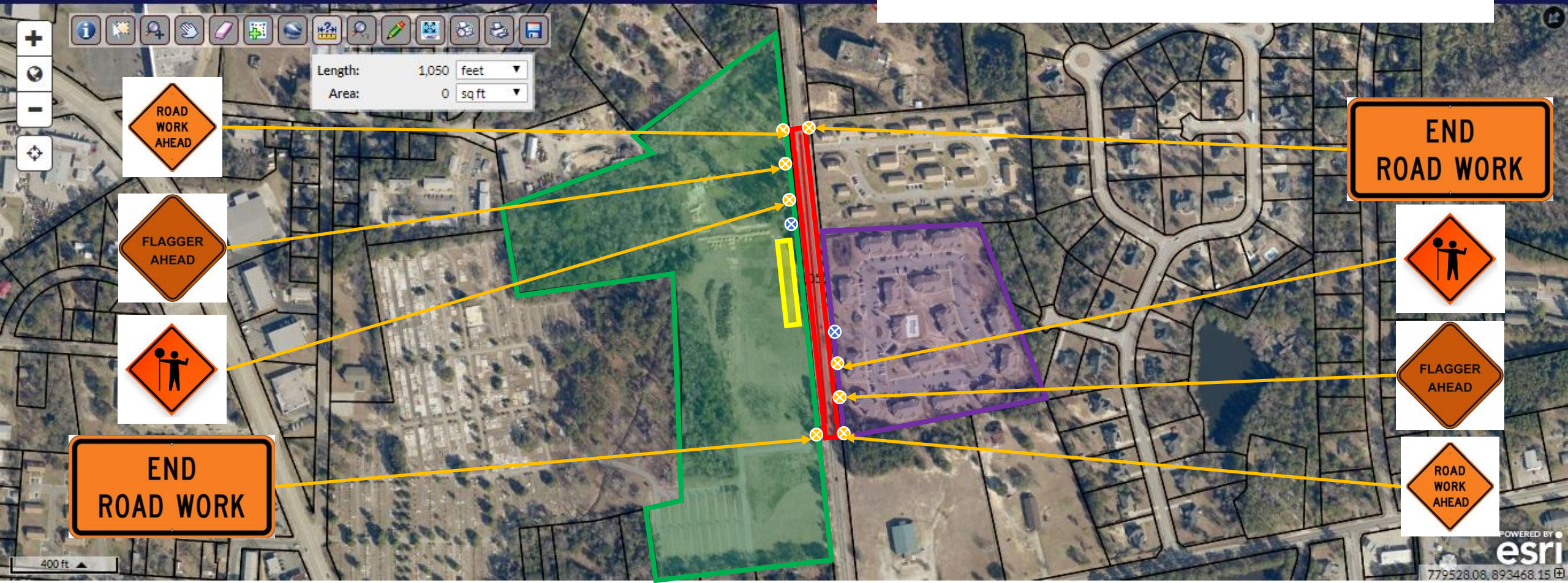
Lay-Down Yard Location
(Relative to Job-site Ingress/Egress Routes)



-  Parcel Number S49 000016 000, Owner: Mayor & City Council of Statesboro
-  Proposed Lay Down Yard with temporary security fence (300'x 40')
-  Traffic Controlled Safety Zone
-  Jobsite: Madison Meadows

 Roadway Ingress / Egress Location

Traffic Safety Engineering Plan



- Parcel Number S49 000016 000, Owner: Mayor & City Council of Statesboro
- Proposed Lay Down Yard with temporary security fence (300'x 40')
- Traffic Controlled Safety Zone
- Jobsite: Madison Meadows

- Traffic Control Device per MUTCD
- Roadway Ingress / Egress Location

Flagger Safety Posture



Two-sided Traffic Control Device
("Slow" and "Stop")

Inter-Communication Device(s)
Single-Channel Closed Network

Flagger
Personal Protective Equipment

Pre Construction Operations

- Publish a lay-down yard site survey to include:
 - Existing ingress/egress grade materials, elevations, conditions
 - Existing lay-down yard grade materials, elevations, conditions
 - Existing security posture
 - Lay-down yard site access requirements
 - Gate key or combination, etc.
- Indemnification Agreement
 - Hold harmless instrument to release City of Statesboro from any and all liability for the use of the requested parcel and roadway, potential material theft, potential injury to employees and/or equipment, potential vandalism and/or damage of temporary fencing including incidents arising from human action or acts of God.

Post Construction Site Renovation

- Publish a lay-down yard site survey to include:
 - Existing ingress/egress grade materials, elevations, conditions
 - Existing lay-down yard grade materials, elevations, conditions
 - Repair requirements list to return site to original condition
 - Sod Repair requirements
 - Ingress / Egress Repair requirements

Post Site Renovation Confirmation

- Publish a lay-down yard site survey to include:
 - Existing ingress/egress grade materials, elevations, conditions
 - Existing lay-down yard grade materials, elevations, conditions
- Site Survey renovation confirmation letter / Release of Liability signed by the City of Statesboro

CITY OF STATESBORO

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50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

TO: Randy Wetmore, City Manager
FROM: Mike Broadhead, Chief of Police
CC: Jeffery Grant, Director of Human resources
DATE: July 10, 2017
RE: Position Reclassification, Administrative Clerk (Part-Time) to Community Information Specialist

POLICY ISSUE: Organizational Restructuring Plan

RECOMMENDATION: That Council approve the reclassification of the Part-Time Administrative Clerk (Public Relations Only) to the full time position of Community Information Specialist.

BACKGROUND: As part of an overall restructuring project within the police department, it was decided to reclassify the part-time Administrative Clerk (Public Relations) position to a full-time Community Information Specialist. Previously, there was a sworn officer at the rank of Corporal handling day-to-day public information duties. The part-time Clerk assisted the Corporal with part of the duties, namely handling outreach via social media. The Corporal position had been vacant for several months, and those duties were passed to various administrative personnel including the Professional Standards Sergeant, Patrol Captain, and Deputy Chief. The part-time Clerk took on more and more responsibility including writing press releases and answering media questions. As part of an organizational restructuring, command staff within the police department was searching for ways to be more efficient and to get more sworn officers into positions where their skills and abilities could be better put to use in a law enforcement role. The Public Relations Corporal was a position that we felt could be easily be handled on a day-to-day basis by a non-sworn position. The logical choice was to reclassify the part-time Clerk to a full-time Community Information Specialist. The PR Corporal's position was then moved to the Criminal Investigations Division to add another Detective.

BUDGET IMPACT: The Director of Human resources has completed a Job Task Analysis related to this reclassification. If approved, the current (part-time) Administrative Clerk (Public Relations) with a pay grade of 104 would be reclassified to a pay grade of 105 as the Community Information Specialist, and moved from part-time to full-time. The position is funded through the police department budget.

COUNCIL DISTRICT: All

Attachments: Resolution

Georgia Municipal Association City of Excellence

Telephone: (912) 764-5468 • Fax: (912) 764-4691 • email: cityhall@statesboroga.net

**Resolution 2017-28: A RESOLUTION AMENDING THE JOB
POSITION CLASSIFICATION AND COMPENSATION PLAN**

THAT WHEREAS, it is essential to have qualified municipal employees in order to provide reliable services to the citizens of Statesboro; and

WHEREAS, in order to accomplish this the Mayor and City Council previously have adopted a new Job Position Classification and Compensation Plan on April 5, 2017; and

WHEREAS, the City Manager has made a recommendation to reclassify an Administrative Clerk position in the Police Department.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia in regular session assembled this 18th day of July, 2017 as follows:

Section 1. That the Job Position Classification and Compensation Plan, which includes a list of job titles and pay grades; a grade and step pay matrix; and written job descriptions for each position with City government, previously adopted on April 5, 2017, and as subsequently amended, is hereby further amended as follows:

- That the Police Department is reclassifying the Administrative Clerk position (Public Relations Only) classification is hereby amended by reclassifying the position from the pay grade of 104 to a Community Information Specialist at the pay grade 105; Job description attached;

Section 2. That this Resolution shall be and remain in full force and effect from and after its date of adoption.

Passed and adopted this 18th day of July 2017.

CITY OF STATESBORO, GEORGIA

By: _____
Jan J. Moore, Mayor

Attest: _____
Sue Starling, City Clerk

CITY OF STATESBORO

COUNCIL

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50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

**To: Randy Wetmore, City Manager
Robert Cheshire, Deputy City Manager**

From: Darren Prather, Central Services Director

Date: 7-7-2017

RE: Policy Issue: Bid Award—State of GA Contract/Vehicle Purchases

Recommendation:

We recommend the City of Statesboro purchase the following vehicles off the State of Georgia Purchasing Contract:

	Dealer	Vehicle	Amount
1.	Allan Vigil Ford	Ford Fusion Hybrid	\$25,112.00
2.	Allan Vigil Ford	Ford F-150 4x4 Ext Cab	\$28,808.00

Background:

The Ford Fusion Hybrid will be for the Fleet Motor pool for use by all City departments. This hybrid will provide efficient around town and highway travel by the use of CNG and will provide the flexibility of a traditional gasoline option as well when CNG is not available. The state wide contract number for this vehicle is SWC 99999-SPD-ES40100373-002. This vehicle was funded in the amount of \$30,000.00 for the current fiscal year of 2018 and will be paid for using the GMA lease pool. The Ford F 150 4x4 extended cab will replace a vehicle currently in use in Public Works. The current vehicle will be brought to Council for surplus at a later date. The state wide contract for this vehicle is SWC 99999-spd-ES40100373-002. This vehicle was funded in the amount of \$28,808.00 for the current fiscal of 2018 and will be paid for using the GMA lease pool.

Council Person and District: All

Attachments: None

CITY OF STATESBORO

COUNCIL

Phil Boyum, District 1
Sam Jones, District 2
Jeff Yawn, District 3
John Riggs, District 4
Travis L. Chance, District 5



Jan J. Moore, Mayor
Randy Wetmore, City Manager
Robert Cheshire, Deputy City Manager
Sue Starling, City Clerk
J. Alvin Leaphart, City Attorney

50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

**To: Randy Wetmore, City Manager
Robert Cheshire, Deputy City Manager**

From: Darren Prather, Central Services Director

Date: 7-10-2017

RE: Policy Issue: Invitation to Bid--Refuse Truck Retro-fit

Recommendation:

We recommend the contract to retro-fit a refuse truck be awarded to Southeastern Integrated Solutions as they offered the lowest responsive bid of \$53,968.00. The bid results are as follows:

<u>Vendor</u>	<u>Bid Amt.</u>
1. Southeastern Integrated Solutions	\$53,968.00
2. Wastebuilt – GA	\$55,022.00
3. Roberts Truck Center	\$57,500.00
4. Stringfellow, Inc.	\$64,986.00
5. Amick Equipment	\$88,440.00

Background:

The truck to be retro-fitted is an existing 2006 Peterbilt/Wayne side-load refuse truck. The decision to retro-fit this truck was made due to previous successful retrofits of existing refuse trucks for the purpose of use as a rolloff truck. This retro-fitted refuse truck will serve our fleet as the third rolloff truck.

Council Person and District: All

Attachments: None

(prepared by Jason Boyles on behalf of Darren Prather)