



**November 18, 2014 5:15 pm**

1. Call to Order by Mayor Jan Moore
2. Invocation and Pledge of Allegiance by Councilman John Riggs
3. Recognitions/Public Presentations
  - A) Presentation of the Proclamation for “Global Entrepreneurship Week”
4. Public Comments (Agenda Item):
5. Consideration of a Motion to approve the Consent Agenda
  - A) Approval of Minutes
    - a) 11-04-2014 Council Minutes
    - b) 11-04-2014 Council Work Session Minutes
  - B) Consideration of a motion for the surplus and disposal of Public Works equipment and other items as listed.
6. Consideration of a Motion to Apply for the Georgia Department of Transportation’s (GDOT) FY 2015 Local Maintenance and Improvement Grant (LMIG) an annual program in which GDOT allocates transportation funds to local governments. For FY 2015, GDOT will allocate \$208,230.11 to the City of Statesboro if the City will commit to providing at least 30% matching funds. FY 2015 LMIG funds to be used solely for resurfacing city streets.
7. Consideration of a Motion to Adopt **Resolution 2014-35**: A Resolution approving the City of Statesboro’s proposed FY 2015 Street Resurfacing List, and further authorizing the Mayor to execute the GDOT LMIG Application. The City’s share (at least 30% matching funds) to be funded through 2013 SPLOST. The City has \$500,000 in 2013 SPLOST funds allocated to Street Resurfacing in FY 2015.
8. Consideration of a motion to approve **Resolution 2014-36**: A Resolution declaring the remainder of Crescent Circle, a portion of North Crescent, and an adjacent island as surplus and authorizing the disposition of such surplus property.
9. Consideration of a Motion to approve a reimbursement to Bethany’s Assisted Living for the material cost difference between the required 12 inch water main and the standard 8 inch water main.
10. Consideration of a motion to approve **Resolution 2014-37**: A Resolution amending the job position classification and compensation plan for one (1) of the current Assistant City Engineer positions within the Engineering Department.

11. Consideration of a Motion to approve **Resolution 2014-38**: A Resolution authorizing the submittal of a grant application for \$100,000 of funding to the 2014 Georgia Department of Natural Resources Recreational Trails Program for extension of the Julius Abraham Trail from Church Street to Donnie Simmons Way and to allow for a commitment of City funds up to \$70,000.
12. Update on the recent amendments for the GMEBS Defined Benefit Retirement Master Plan by Director of Human Resource Jeff Grant.
13. Presentation of findings by Mayor Moore regarding enforcement of the alcohol ordinance.
14. Other Business from City Council
15. City Managers Comments
16. Public Comments (General)
17. Consideration of a Motion to enter into Executive Session to discuss “Personnel Matters” in accordance with **O.C.G.A.§50-14-3 (2012)**
18. Consideration of a Motion to Adjourn

## Global Entrepreneurship Week

WHEREAS, During the week of November 17<sup>th</sup> to 23<sup>rd</sup>, countries all around the world are joining together to host events and activities to support Global Entrepreneurship Week, an initiative aimed at young people to inspire, connect, mentor, and engage the next generation of entrepreneurs; and

WHEREAS, Global Entrepreneurship Week is a combination and expansion of two successful initiatives, last year's Entrepreneurship Week USA and the inspiration behind it, the United Kingdom's Enterprise Week which was kicked off in 2004 by now-Prime Minister Gordon Brown and Global Entrepreneurship Week was founded by the Kauffman Foundation and Make Your Mark and is sponsored globally by Ernst & Young, IBM, and NYSE Euronext; and

WHEREAS, 76 countries will host Global Entrepreneurship Week activities which include but are not limited to the First National Youth Entrepreneurship Summit in Ghana, Creativity World Forum in Belgium, Creative Entrepreneurship Day in Macedonia, Honda Foundation Prize in Japan, and the Open Company Project in Poland; and

WHEREAS, Global Entrepreneurship Week seeks to:

Inspire – introduce the notion of enterprising behavior to as many young people under the age of 30 who otherwise might not have considered it as a path in their life,

Connect – network young people across national boundaries in a global effort to find new ideas at the intersection of cultures and disciplines,

Mentor – enlist active and inspirational entrepreneurs around the world to coach and mentor the next generation of enterprise talent as they pursue their entrepreneurship dreams, and

Engage – to inform opinion leaders and policy makers that entrepreneurship is central to a nation's economic health and culture and to provide different nations with the opportunity to learn from each other on entrepreneurship policy and practice.

RESOLVED, BY THE COUNCIL OF THE CITY OF STATESBORO that we hereby declare November 17<sup>th</sup> to 23<sup>rd</sup> as Global Entrepreneurship Week in Statesboro

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Jan J. Moore, Mayor



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**CITY OF STATESBORO  
Council Minutes  
November 04, 2014**

A regular meeting of the Statesboro City Council was held on November 4<sup>th</sup>, 2014 at 5:15 p.m. in the Council Chambers at City Hall. Present were Mayor Jan J. Moore, Council Members: Will Britt, Phil Boyum, John Riggs, Gary Lewis and Travis Chance. Also present were Interim City Manager Robert Cheshire, City Clerk Sue Starling, City Attorney Alvin Leaphart, Assistant City Engineer Jason Boyles and Director of Community Development Mandi Cody.

The meeting was called to Order by Mayor Jan Moore

The Invocation and Pledge of Allegiance was given by Councilman Phil Boyum

**Recognitions/Public Presentations**

- A) Proclamation for Alzheimer's National Awareness Month accepted by Casey Corley**

Mayor Moore presented a Proclamation to Casey Corley in recognition of Alzheimer's National Awareness Month.

**Public Comments (Agenda Item):**

- A) Bill Thomas**

Bill Thomas was not present to speak.

**Consideration of a Motion to approve the Consent Agenda**

- A) Approval of Minutes**  
a) 10-21-2014 Council Work Session Minutes  
b) 10-21-2014 Council Meeting Minutes  
c) 10-21-2014 Executive Session Minutes

- B) Consideration of a Motion to approve Resolution 2014-34: A Resolution authorizing the Notice of Award granted on October 21st, 2014 for the 2013 CDBG Grant.**

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

Consideration of a Motion to award a contract to R.A.W Construction for the natural gas expansion project at the I-16 Industrial Park in the amount of \$1,108,950.00

Gas Superintendent Steve Hotchkiss stated the money would come from the use of SPLOST funds and cash on hand. It would be determined later as to how the remainder of the funds would be paid. Mayor Pro Tem Will Britt made a motion, seconded by Councilman Lewis to approve a contract to R.A.W Construction for the natural gas expansion project at the I-16 Industrial Park in the amount of \$1,108,950.00. Councilman Britt, Boyum, Riggs and Lewis voted in favor of the motion. The motion carried by a 4-0 vote.

**Consideration of a Motion to approve Resolution 2014-33: A Resolution to adopt the first amendment to the fiscal year 2015 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 Lewis made a motion, seconded by Mayor Pro Tem Will Britt to approve **Resolution 2014-33**: A Resolution to adopt the first amendment to the fiscal year 2015 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 Britt, Boyum, Riggs and Lewis voted in favor of the motion. The motion carried by a 4-0 vote.

At 9:25 am Councilman Travis Chance joined the meeting.

**Administrative Hearings for alleged alcohol violations as pursuant to Chapter 6 of the City of Statesboro Alcohol Ordinance:  
Enforcement from Georgia Department of Revenue Alcohol & Tobacco Law Enforcement Division:**

Mayor Moore conducted the hearing and all participants were sworn in by Mayor Moore.

**First Offense:**

- 1. Teresa McElveen/Kenneth Jones  
BiLo / 325 Northside Drive East #1**

**Citation Date**

**(4-15-2014)**

Mayor Moore asked for a motion from Council finding that Bi Lo did violate the alcohol ordinance. Councilman Boyum stated so moved, seconded by Councilman Lewis. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Lewis made a motion, seconded by Councilman Boyum to approve the punishment for the 1<sup>st</sup> offense as a warning. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**2. Kunal Jagdish Patel (8-20-2014)**  
**Dixie Food Mart / 197 Northside Drive East**

Mayor Moore asked for a motion from Council finding that Dixie Food Mart did violate the alcohol ordinance. Councilman Boyum stated so moved, seconded by Councilman Lewis. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Boyum made a motion, seconded by Councilman Lewis to approve the punishment for the 1<sup>st</sup> offense as a warning. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**3. Gregory Jones Woolard (8-20-2014)**  
**Clydes Market #76 / 17874 Highway 67**

Mayor Moore asked for a motion from Council finding that Clydes Market did violate the alcohol ordinance. Councilman Chance stated so moved, seconded by Councilman Lewis. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Boyum made a motion, seconded by Councilman Lewis to approve the punishment for the 1<sup>st</sup> offense as a warning. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**4. Alvin Friesen/Daniel Decrescenzo (8-20-2014)**  
**Food World #793 / Fair Road**

Mayor Moore asked for a motion from Council finding that Food World did violate the alcohol ordinance. Councilman Riggs stated so moved, seconded by Councilman Chance. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Riggs made a motion, seconded by Councilman Lewis to approve the punishment for the 1<sup>st</sup> offense as a warning. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**5. Kishorchandra Dodia (11-20-2013)**  
**Time Saver / 301 North Main Street**

Mayor Moore asked for a motion from Council finding that the Time Saver did violate the alcohol ordinance. Councilman Lewis stated so moved, seconded by Councilman Riggs. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Riggs made a motion, seconded by Councilman Chance to approve the punishment for the 1<sup>st</sup> offense as a warning. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Enforcement from the Statesboro Police Department:**

**First Offense:**

**Citation Date**

**1. Mabrook Hallat**

**(10-11-2014)**

**Fast and Easy / 118 Lanier Drive**

Mayor Moore asked for a motion from Council finding that Fast and Easy business did violate the alcohol ordinance. Councilman Riggs stated so moved, seconded by Mayor Pro Tem Will Britt. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Riggs made a motion, seconded by Mayor Pro Tem Will Britt to approve the punishment for the 1<sup>st</sup> offense as a warning. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**2. Justin Wayne Driskell**

**(10-11-2014)**

**Two Guys Beverage and Tobacco / 8 B College Plaza**

Mayor Moore asked for a motion from Council finding that the Two Guys Beverage and Tobacco business did violate the alcohol ordinance. Councilman Lewis stated so moved, seconded by Councilman Boyum. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Riggs made a motion, seconded by Councilman Lewis to approve the punishment for the 1<sup>st</sup> offense as a warning. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**3. Pallavi Patel**

**(10-11-2014)**

**Sparkers Convenient Store / 799 Highway 80 West**

Mayor Moore asked for a motion from Council finding that Sparkers Convenient Store did violate the alcohol ordinance. Councilman Lewis stated so moved, seconded by Councilman Boyum. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Lewis made a motion, seconded by Councilman Mayor Pro Tem Will Britt to approve the punishment for the 1<sup>st</sup> offense as a warning. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**4. Gregory Jones Woolard**

**(10-11-2014)**

**Clyde's Market #48 / 12399 Highway 301 South**

Mayor Moore asked for a motion from Council finding that Clyde's Market #48 did violate the alcohol ordinance. Councilman Riggs stated so moved, seconded by Councilman Chance. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Boyum made a motion, seconded by Councilman Lewis to approve the punishment for the 1<sup>st</sup> offense as a warning. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**5. Gregory Jones Woolard (10-11-2014)**

**Clyde's Market #37 / 1609 Fair Road**

Mayor Moore asked for a motion from Council finding that Clyde's Market #37 did violate the alcohol ordinance. Councilman Riggs stated so moved, seconded by Councilman Chance. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Boyum made a motion, seconded by Councilman Lewis to approve the punishment for the 1<sup>st</sup> offense as a warning. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**6. James Stafford (10-11-2014)**

**Rum Runners / 7 University Plaza**

James Stafford was not present. Lt. Rob Bryan entered a written document into evidence that stated Mr. Stafford pleaded guilty to the alcohol violations.

Mayor Moore asked for a motion from Council finding that Rum Runners did violate the alcohol ordinance. Councilman Boyum stated so moved, seconded by Councilman Lewis. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Lewis made a motion, seconded by Councilman Riggs to approve the punishment for the 1<sup>st</sup> offense as a warning. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**7. Pallavi Patel (10-11-2014)**

**K and J Foodmart / 123 West Main Street**

Mayor Moore asked for a motion from Council finding that K and J Foodmart did violate the alcohol ordinance. Councilman Lewis stated so moved, seconded by Councilman Riggs. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Lewis made a motion, seconded by Mayor Pro Tem Will Britt to approve the punishment for the 1<sup>st</sup> offense as a warning. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Second Offense:**

**1. Alvin Friesen/Daniel Decrescenzo (10-11-2014)**

**Food World #793 / Fair Road**

Mayor Moore asked for a motion from Council finding that Food World did violate the alcohol ordinance. Councilman Chance stated so moved, seconded by Councilman Lewis. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Riggs made a motion, seconded by Mayor Pro Tem Will Britt to approve a 3 day suspension as punishment for the 2<sup>nd</sup> offense. The suspension of the alcohol license will start on Wednesday November 5<sup>th</sup> and run until midnight on Friday November 7<sup>th</sup>. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.



## **2. Kishorchandra Dodia**

**(10-11-2014)**

### **Time Saver / 301 North Main Street**

Mayor Moore asked for a motion from Council finding that the Time Saver did violate the alcohol ordinance. Councilman Boyum stated so moved, seconded by Councilman Lewis. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Riggs made a motion, seconded by Mayor Pro Tem Will Britt to approve a 3 day suspension as punishment for the 2<sup>nd</sup> offense. The suspension of the alcohol license will start on Wednesday November 5<sup>th</sup> and run until midnight on Friday November 7<sup>th</sup>. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

### **Other Business from City Council**

Director of Planning and Development Mandi Cody asked Council to approve a letter of support for the sustainability fee to help with the outdoor garden at the Fab Lab. Councilman Boyum made a motion, seconded by Mayor Pro Tem Will Britt to approve the letter of support. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Mayor Pro Tem Will Britt discussed the possibility of funding a training class for alcohol licensees.

Mayor Moore stated the Historical Society would like to thank the Parks Division for their help with the "Tales from the Tomb".

Mayor Moore also stated she was reviewing the document that was prepared regarding the citations that were not brought to Council and the alcohol changes.

### **City Managers Comments**

Interim City Manager Robert Cheshire stated there was an opening on the Tree Board Committee.

He also stated there would be a work session on November 18<sup>th</sup> at 4:00 pm which would involve the South Main St. project.

Director of Human Resource Jeff Grant updated Council on the Holiday Celebration, SCVB Agri meeting and the Fit Bit program which aired on the NBC nightly news from New York.

### **Public Comments (General)**

#### **A) Bill Thomas**

Mr. Thomas addressed Council with his concerns on an honest open transparent government.

### **Consideration of a Motion to Adjourn**

Councilman Chance made a motion, seconded by Mayor Pro Tem Will Britt to adjourn the meeting. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

The meeting was adjourned at 10:45 am.



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**CITY OF STATESBORO  
CITY COUNCIL WORK SESSION MINUTES  
November 04, 2014**

A work session of the Statesboro City Council was held on November 04, 2014 at 10:55 a.m. in the Council Chambers at City Hall. Present were Mayor Jan Moore; Council Members: Will Britt, Phil Boyum, John Riggs, Travis Chance and Gary Lewis. Also present was City Clerk Sue Starling, City Attorney Alvin Leaphart.

Also present were department heads, business owners as well as students from the Charter School.

The meeting was called to order by Mayor Jan Moore. The following topic was discussed.

1. Discussion of the proposed changes to Chapter 6 (Alcohol Ordinance) for the Code of Ordinances of the City of Statesboro

City Attorney Alvin Leaphart presented a power point suggesting basic formal structures that will be covered in 4 work sessions.

1. Licenses and Licensing Procedures
2. Kinds of Establishments that can be licensed
3. Proximity requirements, employment requirements Last Call and other restrictions
4. Compliance, Violations and Penalties

There were no final decisions and no action taken at the meeting.

The meeting was adjourned at 12:20 p.m.



*City of Statesboro*  
*Engineering Department – Public Works*

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*P.O. Box 348*  
*Statesboro, Georgia 30459*

*912.764.0681 (Voice)*  
*912.764.7680 (Fax)*

**MEMORANDUM**

To: Robert Cheshire, PE, Interim City Manager

From: Jason Boyles, Interim City Engineer

Cc: Sue Starling, City Clerk  
Cindy West, Finance Director  
Darren Prather, Purchasing Director

Date: November 10, 2014

Re: Surplus and Disposal Request

Attached is a list of items that have been at Public Works and are long overdue for surplus. These items have exceeded their useful life and are no longer of use to the City of Statesboro. Part of this list identifies items that can be sold via public online auction and the remainder identifies items which need to be sold as scrap metal or disposed as scrap lumber. I respectfully request that this list be placed on the next City Council agenda for consideration of approval for surplus and disposal.

Should you need any additional information from me please do not hesitate to let me know.

Attachment

## Public Works Surplus List

November 2014

### Equipment

<u>Item</u>	<u>Year</u>	<u>Condition</u>	<u>ID</u>
14' Woods Rotary Mower	2006	Damaged Gearbox	0448
8' Disc Harrow – unknown mfg	1996	Fatigue	6147
(2) 5,000 gallon waste tanks	1996 +/-	Weathered/Unusable	unknown
Honda Pressure washer	1996	Fatigue	1150
Brown 6' rotary mower	2000	Fatigue	2439
Brown 6' rotary mower	2003	Fatigue	2725
Brown 6' rotary mower	2008	Fatigue	1944
Brown 6' rotary mower	2008	Fatigue	1946
MadVac 101-D	2002	Unusable	3041
Tymco sweeper body	2000	Unusable	unknown
Craftsman 46" mower	1995	Unusable	2155
Concrete Mixer	2004	Fatigue	6439
White 42" mower	2002	Unusable	0069
FMC rodder	1979	Poor	4580
RT concrete grinder	unknown	Poor	GEN02207
Pavement marking sprayer	unknown	Poor	unknown
1 row cultivator	unknown	Poor	unknown

### Trailers

<u>Item</u>	<u>Year</u>	<u>Condition</u>	<u>ID</u>
Homemade dump	2006	Fair	8555
Homemade dump	2006	Fair	8556
400 gallon military surplus water	1996	Poor	0585
400 gallon homemade water	unknown	Poor	GEN02304
RMV hot patcher	2001	Fair	9135
Homemade 4'x8' utility	unknown	Poor	GEN02323
Cargo with fuel tank	1983	Poor/rust in tank	1785
Homemade 5'x17' utility	unknown	Poor	unknown
Modified flatbed	1988	Poor	SOL00825
Modified flatbed	unknown	Poor	unknown
Homemade tag-a-long	1996	Poor	2282
Peerless dump	1985	Fair	0809

### Vehicles

<u>Item</u>	<u>Year</u>	<u>Condition</u>	<u>ID</u>
Ford F800 w/ ODB Leafer	1988	Fair	5382
Ford L7000	1995	Fair	9459

### Miscellaneous

<u>Item</u>	<u>Year</u>	<u>Condition</u>	<u>ID</u>
(3) mesh style metal benches	unknown	Good/Unusable/Bought Used	unknown
(7) plastic benches	unknown	Good/Unusable/Bought Used	unknown

## Public Works Surplus List

November 2014

### Damaged & replaced parts

<u>Item</u>	<u>Year</u>	<u>Condition</u>	<u>ID</u>
30" backhoe bucket	1985	Unusable	n/a
24" backhoe bucket	1985	Unusable	n/a
Prentice grapple	2006	Unusable	n/a
Sprayer cabinet	unknown	Unusable	n/a
Hydraulic cylinders	unknown	Unusable	n/a

### Scrap

Metals – damaged signal poles, unusable pedestrian poles, damaged fence, salvaged tin, damaged bike racks, damaged cables, rusted storage racks, scrap iron, various unusable gas cylinders/tanks

Lumber – posts, boards, pallets, etc



**GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL  
MAINTENANCE & IMPROVEMENT GRANT (LMIG)  
APPLICATION FOR FISCAL YEAR 2015**  
*TYPE OR PRINT LEGIBLY. ALL SECTIONS MUST BE COMPLETED.*

**LOCAL GOVERNMENT INFORMATION**

Date of Application: \_\_\_\_\_

Name of local government: City of Statesboro

Address: P.O. Box 348 Statesboro, GA 30459

Contact Person and Title: Brad Deal, Assistant City Engineer

Contact Person's Phone Number: 912-764-0655

Contact Person's Fax Number: 912-764-0664

Contact Person's Email: brad.deal@statesboroga.gov

Is the Priority List attached? Yes

**LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION**

I, Jan Moore (Name), the Mayor (Title), on behalf of City of Statesboro (local government), who being duly sworn do swear that the information given herein is true to the best of his/her knowledge and belief. Local Government swears and certifies that it has read and understands the LMIG General Guidelines and Rules and that it has complied with and will comply with the same.

Local government further swears and certifies that it has read and understands the regulations for the Georgia Planning Act of 1989 (O.C.G.A. § 45-12-200, et seq.), Service Delivery Strategy Act (O.C.G.A. § 36-70-20, et seq.), and the Local Government Budgets and Audits Act (O.C.G.A. 36-81-7 et seq.) and will comply in full with said provisions. Local government further swears and certifies that the roads or sections of roads described and shown on the local government's Project List are dedicated public roads and are part of the Public Road System in said county/city. Local government further swears and certifies that it complied with federal and/or state environmental protection laws and at the completion of the project(s), it met the match requirements as stated in the Transportation Investment ACT (TIA).

Further, the local government shall be responsible for any claim, damage, loss or expense that is attributable to negligent acts, errors, or omissions related to the designs, drawings, specifications, work and other services furnished by or on behalf of the local government pursuant to this Application ("Loss"). To the extent provided by law, the local government further agrees to hold harmless and indemnify the DEPARTMENT and the State of Georgia from all suits or claims that may arise from said Loss.

**GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL  
MAINTENANCE & IMPROVEMENT GRANT (LMIG)  
APPLICATION FOR FISCAL YEAR 2015**

**LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION**

If the local government fails to comply with these General Guidelines and Rules, or fails to comply with its Application and Certification, or fails to cooperate with the auditor(s) or fails to maintain and retain sufficient records, the DEPARTMENT may, at its discretion, prohibit the local government from participating in the LMIG program in the future and may pursue any available legal remedy to obtain reimbursement of the LMIG funds. Furthermore, if in the estimation of the DEPARTMENT, a roadway or bridge shows evidence of failure(s) due to poor workmanship, the use of substandard materials, or the failure to follow the required design and construction guidelines as set forth herein, the Department may pursue any available legal remedy to obtain reimbursement of the allocated LMIG funds or prohibit local government from participating in the LMIG program until such time as corrections are made to address the deficiencies or reimbursement is made. All projects identified on the Project list shall be constructed in accordance with the Department's Standard Specifications of Transportation Systems (current edition), Supplemental Specifications (current edition), and Special Provisions.

Local Government:

109296  
E-Verify Number

\_\_\_\_\_(Signature)

Sworn to and subscribed before me,

\_\_\_\_\_(Print)

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Mayor / Commission Chairperson

In the presence of:

\_\_\_\_\_(Date)

NOTARY PUBLIC

SEAL:

\_\_\_\_\_  
My Commission Expires:

**FOR GDOT USE ONLY**

The local government's Application is hereby granted and the amount allocated to the local government is \_\_\_\_\_ Such allocation must be spent on any or all of those projects listed in the Project List.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Terry L Gable  
Local Grants Administrator



**City of Statesboro  
2014 LMIG Project Report**

<b>ROAD NAME</b>	<b>BEGINNING</b>	<b>ENDING</b>	<b>LENGTH (MILES)</b>	<b>DESCRIPTION OF WORK</b>	<b>PROJECT COST</b>	<b>PROJECT SCHEDULE</b>
Gentilly Road	South Edgewood	Gentilly Drive	0.65	Demo northbound lane and install GAB, asphalt binder course, and asphalt surface course	\$ 203,535.75	Construction scheduled to be let in March 2015
Stockyard	Northside Dr	West Main	1.13	Leveling, resurfacing, and striping of 22 ft wide asphalt surface	\$ 159,484.55	Construction scheduled to be let in March 2015
Woodrow Ave	Northside Drive	Zetterower Ave	0.18	Leveling, resurfacing, and striping of 21 ft wide asphalt surface	\$ 25,939.50	Construction scheduled to be let in March 2015
Foxlake Rd	Northside Dr	Terminus	0.25	Leveling, resurfacing, and striping of 21 ft wide asphalt surface	\$ 26,353.60	Construction scheduled to be let in March 2015
Zetterower Road	Northside Dr	Aldred Ave	0.28	Leveling, resurfacing, and striping of 23 ft wide asphalt surface	\$ 43,503.35	Construction scheduled to be let in March 2015
Pinewood Dr	North Main St	Debbie Dr	0.40	Leveling, resurfacing, and striping of 27.5 ft wide asphalt surface	\$ 50,550.80	Construction scheduled to be let in March 2015
West Main	City Limits	Foss Street	0.22	Leveling, resurfacing, and striping of 23 ft wide asphalt surface	\$ 35,657.50	Construction scheduled to be let in March 2015
Davis Street	Northside Drive	East Parrish	0.21	Leveling, resurfacing, and striping of 22 ft wide asphalt surface	\$ 30,190.20	Construction scheduled to be let in March 2015
East Main	Zetterower Ave	Northside Dr	0.29	Leveling, resurfacing, and striping of 25 ft wide asphalt surface	\$ 60,728.55	Construction scheduled to be let in March 2015
Chandler Road	Fair Rd	Georgia Ave	0.24	Leveling, resurfacing, and striping of 40 ft wide asphalt surface	\$ 67,044.45	Construction scheduled to be let in March 2015
<b>Totals</b>			<b>3.86</b>		<b>\$ 702,988.25</b>	



**RESOLUTION #2014-35:**

**A Resolution approving the City of Statesboro Proposed Fiscal Year 2015 Street Resurfacing Program List and further authorizing the Mayor to execute the Georgia Department of Transportation (GDOT) Local Maintenance & Improvement Grant (LMIG) Application for Fiscal Year 2014.**

**THAT WHEREAS,** the City participates in the GDOT LMIG Program;

**WHEREAS,** this program provides funding assistance for road improvement projects within the City of Statesboro for the benefit of the citizenry;

**WHEREAS,** the LMIG program requires that the City present a list of streets for participation annually and that the City execute the Local Government Affidavit and Certification in order to receive funding assistance for the listed streets, with the City providing at least 30% matching funds;

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

**Section 1.** The City Engineer has prepared a list of roads for funding through the LMIG program to the City Manager. The City Manager has reviewed the list and recommends approval by the City Council.

**Section 2.** The City Council has reviewed the list prepared by the City Engineer attached to this resolution and has received the recommendation of the City Manager. The City Council authorized the Mayor to execute the Local Government Affidavit and Certification with GDOT.

**Section 3.** That this Resolution shall be and remain effective from and after its date of adoption.

Adopted this 18<sup>th</sup> day of November, 2014.

CITY OF STATESBORO, GEORGIA

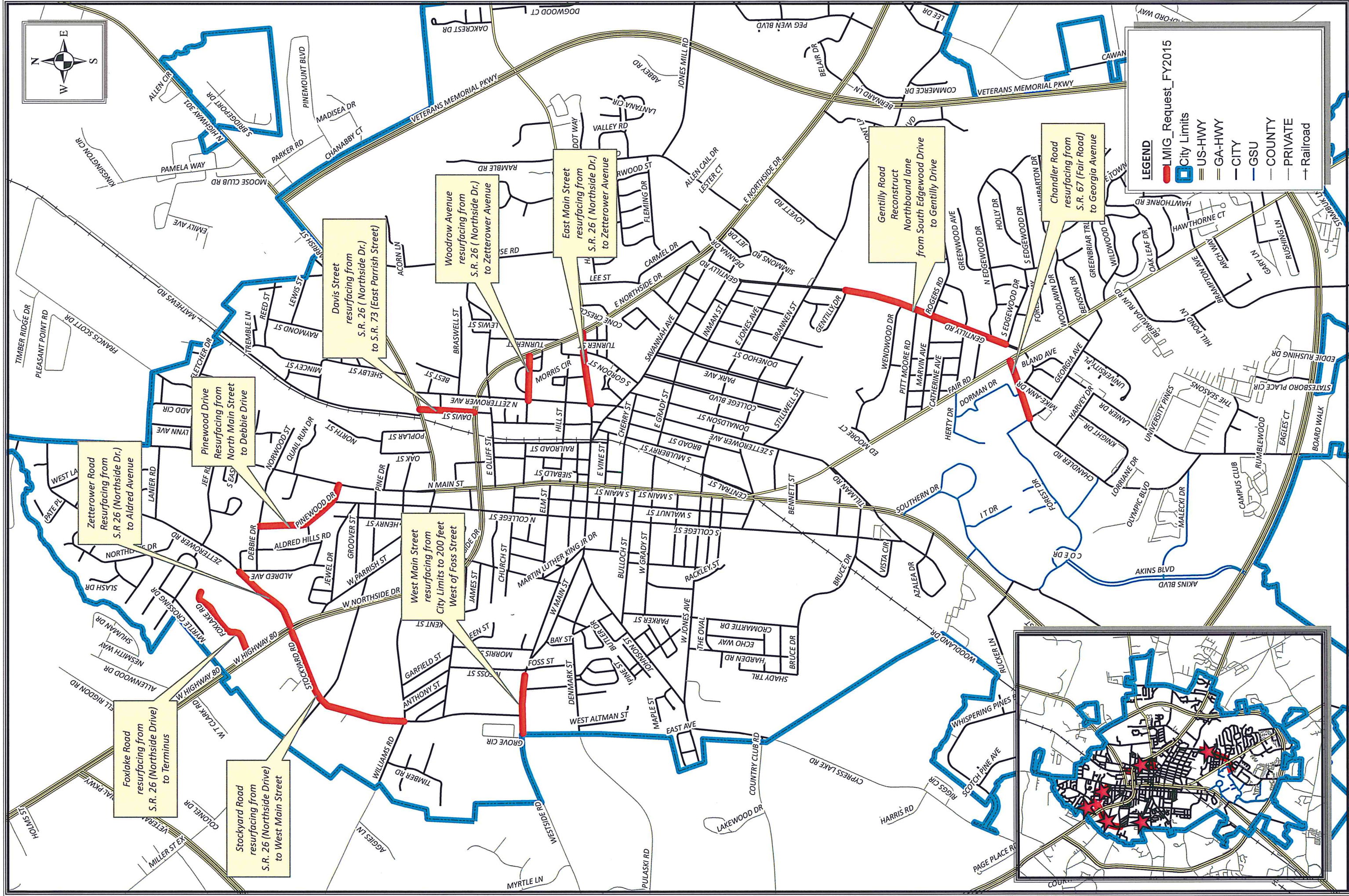
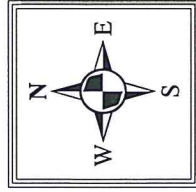
By: \_\_\_\_\_  
Jan Moore, Mayor

Attest: \_\_\_\_\_  
Sue Starling, City Clerk

### City of Statesboro FY2015 Street Resurfacing List

<b>STREET</b>	<b>BEGINNING POINT</b>	<b>ENDING POINT</b>	<b>LENGTH (MILES)</b>
<b>Gentilly Road (northbound lane)</b>	South Edgewood	Gentilly Drive	0.65
<b>Stockyard</b>	Northside Dr	West Main	1.13
<b>Woodrow Ave</b>	Northside Drive	Zetterower Ave	0.18
<b>Foxlake Rd</b>	Northside Dr	Terminus	0.25
<b>Zetterower Road</b>	Northside Dr	Aldred Ave	0.28
<b>Pinewood Dr</b>	North Main St	Debbie Dr	0.40
<b>West Main</b>	City Limits	Joint 200 feet west of Foss St	0.22
<b>Davis Street</b>	Northside Drive	East Parrish	0.21
<b>East Main</b>	Zetterower Ave	Northside Dr	0.29
<b>Chandler Road</b>	Fair Rd	Georgia Ave	0.24
<b>TOTAL MILEAGE</b>			<b>3.86</b>





**LEGEND**

- LMIG\_Request\_FY2015
- City Limits
- US-HWY
- GA-HWY
- CITY
- GSU
- COUNTY
- PRIVATE
- Railroad

Stockyard Road resurfacing from S.R. 26 (Northside Drive) to West Main Street

Foxlake Road resurfacing from S.R. 26 (Northside Drive) to Terminus

Pinewood Drive Resurfacing from North Main Street to Debbie Drive

Zetterower Road Resurfacing from S.R. 26 (Northside Dr.) to Aldred Avenue

West Main Street resurfacing from City Limits to 200 feet West of Foss Street

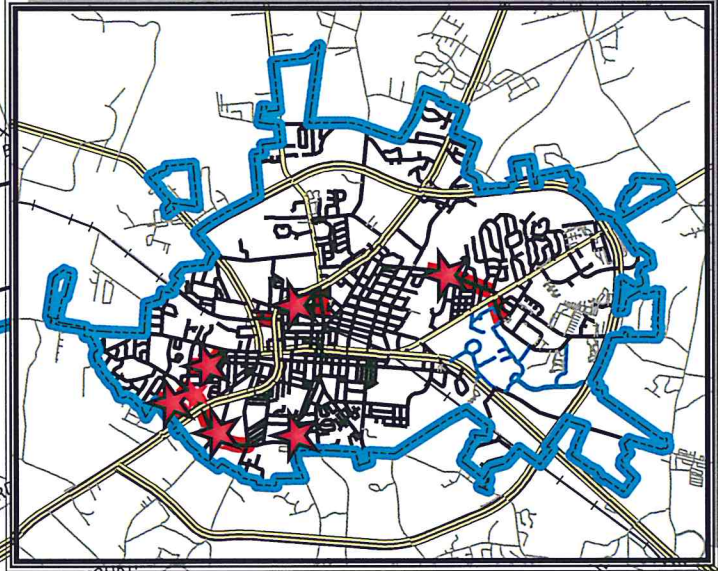
Davis Street resurfacing from S.R. 26 (Northside Dr.) to S.R. 73 (East Parrish Street)

Woodrow Avenue resurfacing from S.R. 26 (Northside Dr.) to Zetterower Avenue

East Main Street resurfacing from S.R. 26 (Northside Dr.) to Zetterower Avenue

Gentilly Road Reconstruct Northbound lane from South Edgewood Drive to Gentilly Drive

Chandler Road resurfacing from S.R. 67 (Fair Road) to Georgia Avenue





## RESOLUTION 2014-36

### A RESOLUTION DECLARING THAT CRESCENT CIRCLE, A PORTION OF NORTH CRESCENT, AND ADJACENT STREET ISLAND AS SURPLUS AND AUTHORIZING THE DISPOSITION OF SUCH SURPLUS PROPERTY

WHEREAS, the Mayor and City Council have previously abandoned Crescent Circle and North Crescent by Resolution 2014-24 on July 1, 2014; and

THAT WHEREAS, the Mayor and City Council of Statesboro retain certain rights in the previously abandoned right of way of Crescent Circle; the previously abandoned the right of way of North Crescent; and the adjacent street island known as Parcel Number S39 000066 000 by the Bulloch County Tax Assessor which is bounded North by the former North Crescent, bounded East by Lotts Street and a proposed detention area, bounded South by Crescent Avenue and bounded West by the former Crescent Circle identified in whole as "Surplus Prop. 0.310 Acre" on the attached Government Exhibit A which is a plat prepared by Thomas A. Lewis, Registered Land Surveyor dated April 15, 2014; and,

WHEREAS, the City Engineer has recommended the surplus and disposition of the subject abandoned rights of way and street island less the proposed detention area; and,

WHEREAS, the Mayor and City Council of Statesboro have no current or future use for said properties and desires to dispose of said properties by the conveyance of said properties to the highest responsible bidder by sealed bids pursuant to O.C.G.A. 32-7-4 and O.C.G.A. 36-37-6;

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

Section 1. The Mayor and City Council of Statesboro hereby declare the real property identified in Exhibit A identified as "Surplus Prop. 0.310 Acre" to be surplus property.

Section 2. The Mayor and City Council of Statesboro hereby authorize the City Engineer, subject to the review of the City Attorney, to prepare any all documents necessary to carry out the marketing, sale, advertising, and sale by sealed bid as authorized by law and City of Statesboro Policies and Procedures.

Section 3. The Mayor and City Council of Statesboro hereby authorize the appropriation of funds as needed to cover the cost as necessary to carry out the disposition process.

Section 4. The Mayor and City Council of Statesboro hereby authorize the Mayor to execute any and all necessary documents to convey the Mayor and City Council's interest in these properties identified in Exhibit A as "Surplus Prop. 0.310 Acre" to the highest bidder less any easements needed by the City as determined by the City Manager.

Section 5. All offerings and sales contracts will state that the properties are to be sold "As Is, Where Is and With All Faults" and are subject to improvements or modifications as deemed necessary by the City Engineer.

Section 6. That this resolution shall be and remain effective from and after its date of adoption.

Adopted this \_\_\_\_ day of \_\_\_\_\_,  
2014.

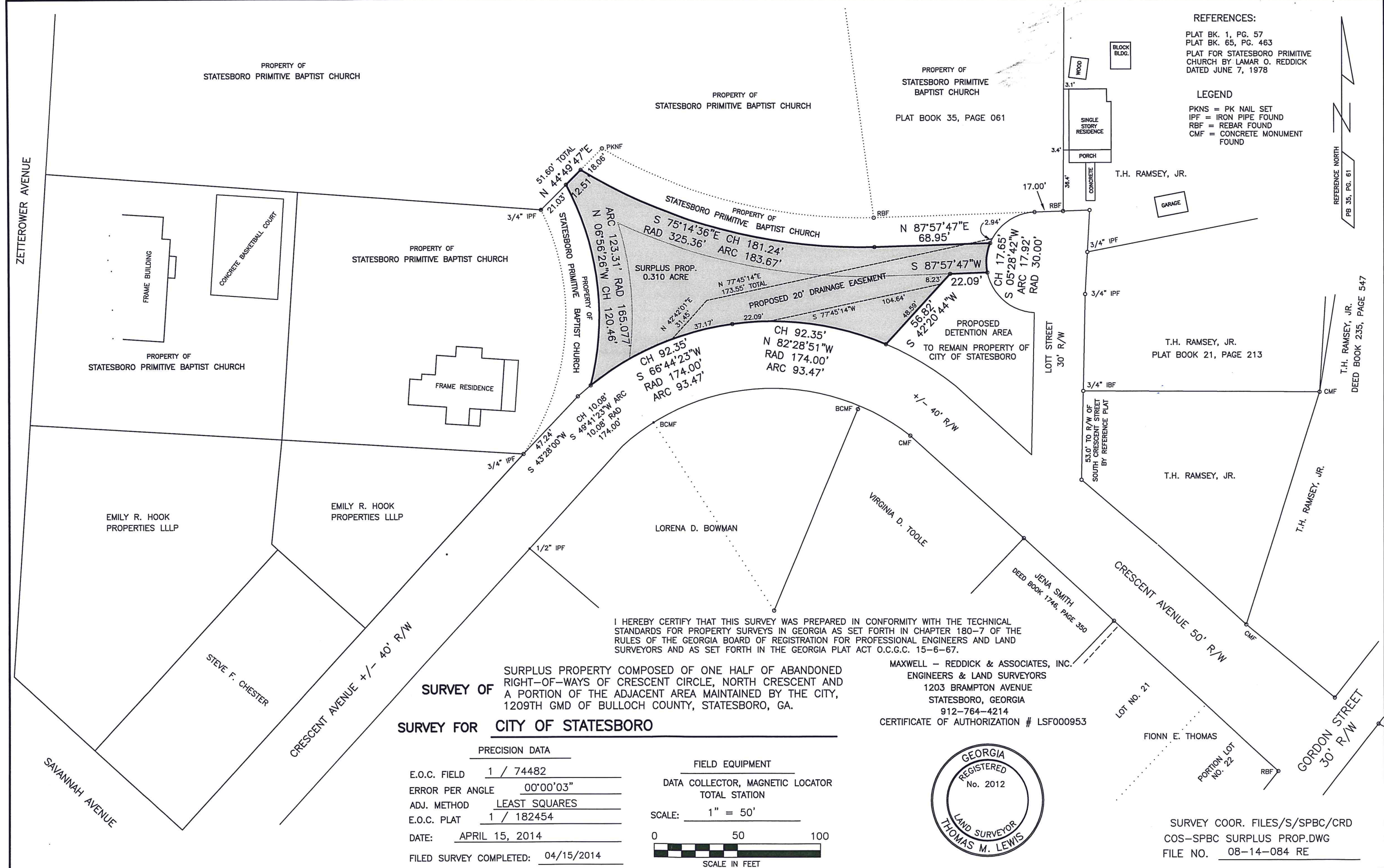
City of Statesboro, Georgia

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By: Jan J. Moore, Mayor

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Attest: Sue Starling, City Clerk



REFERENCES:  
 PLAT BK. 1, PG. 57  
 PLAT BK. 65, PG. 463  
 PLAT FOR STATESBORO PRIMITIVE CHURCH BY LAMAR O. REDDICK DATED JUNE 7, 1978

LEGEND  
 PKNS = PK NAIL SET  
 IPF = IRON PIPE FOUND  
 RBF = REBAR FOUND  
 CMF = CONCRETE MONUMENT FOUND



I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN THE GEORGIA PLAT ACT O.C.G.C. 15-6-67.

**SURVEY OF**  
**SURVEY FOR CITY OF STATESBORO**

SURPLUS PROPERTY COMPOSED OF ONE HALF OF ABANDONED RIGHT-OF-WAYS OF CRESCENT CIRCLE, NORTH CRESCENT AND A PORTION OF THE ADJACENT AREA MAINTAINED BY THE CITY, 1209TH GMD OF BULLOCH COUNTY, STATESBORO, GA.

MAXWELL - REDDICK & ASSOCIATES, INC.  
 ENGINEERS & LAND SURVEYORS  
 1203 BRAMPTON AVENUE  
 STATESBORO, GEORGIA  
 912-764-4214  
 CERTIFICATE OF AUTHORIZATION # LSF000953



PRECISION DATA

E.O.C. FIELD 1 / 74482  
 ERROR PER ANGLE 00°00'03"  
 ADJ. METHOD LEAST SQUARES  
 E.O.C. PLAT 1 / 182454  
 DATE: APRIL 15, 2014  
 FILED SURVEY COMPLETED: 04/15/2014

FIELD EQUIPMENT  
 DATA COLLECTOR, MAGNETIC LOCATOR  
 TOTAL STATION

SCALE: 1" = 50'

SCALE IN FEET

SURVEY COOR. FILES/S/SPBC/CRD  
 COS-SPBC SURPLUS PROP.DWG  
 FILE NO. 08-14-084 RE



# City of Statesboro

## Engineering Department – Public Works

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P.O. Box 348  
Statesboro, Georgia 30459

912.764.0681 (Voice)  
912.764.7680 (Fax)

### MEMO

To: Alvin Leaphart, City Attorney  
From: Jason Boyles, Interim City Engineer  
Date: November 11, 2014  
Re: Consideration of Request for Surplus and Disposition of Crescent Circle, a Portion of North Crescent and the Adjacent Street

Attached for further handling and submittal to City Council is a resolution for the surplus and disposition of Crescent Circle, a segment of North Crescent and the street island which is bound by Crescent Circle, North Crescent, Lott Street and Crescent Avenue. I will provide Sue with a copy of this memo, the surplus and disposition resolution and a copy of Exhibit A just as you referenced in your street closing resolution to include on the next city council agenda.

As you may recall, Robert Cheshire started this process back in April 2014 and at their July 1, 2014 meeting city council approved a resolution to close the reference streets. In addition to surplus of those streets I am also proposing to surplus the street island bound by these two streets and the two adjoining streets as the City has no use for this property both currently and in the future. The City will need to retain a portion of this property for stormwater detention and be granted any necessary easements.

One matter that I need to be sure we address in the disposition process is that I need to be sure we place burden on the purchaser to make any and all roadway improvements necessary to restrict access to Crescent Avenue from the former Crescent Circle by driveway connection and to adequately terminate Lotts Street where it currently connects with North Crescent by construction of a cul-de-sac. I believe the language in the resolution is broad enough to cover this.

Please feel to contact me should you need to discuss anything related to this or need anything additional.

Cc: Robert Cheshire, PE, Interim City Manager

Attachments





Jan Moore, Mayor

**COUNCIL**

Phil Boyum - DISTRICT 1  
Gary L. Lewis - DISTRICT 2  
William P. Britt - DISTRICT 3  
John C. Riggs - DISTRICT 4  
Travis L. Chance - DISTRICT 5

# CITY OF STATESBORO

**WATER & WASTEWATER**  
302 BRIARWOOD ROAD  
STATESBORO, GEORGIA 30458  
(912) 681-1161  
FAX: (912) 681-8932

H. Wayne Johnson,  
Director of Water & Wastewater  
Van H. Collins,  
Assistant Director of Water &  
Wastewater  
Matthew Aycock,  
Wastewater Superintendent  
Aulbert Brannen III,  
Maintenance Superintendent  
Danny Lively,  
Water Superintendent

## MEMO

**To:** Robert Cheshire, Interim City Manager

**From:** H. Wayne Johnson, Director of Water and Wastewater

**Date:** November 6, 2014

**RE:** Bethany Assisted Living Facility Development's Request

Please place the attached letter concerning Bethany Assisted Living's request for reimbursement on their assisted living facility for the material cost difference on the next agenda.

It is my recommendation the city council approves the reimbursement for the material cost difference between the required 12-inch water main and the standard 8-inch water main.

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November 3, 2014

Robert L. Cheshire, P.E.  
Interim City Manager  
Wayne Johnson  
Director of Water and Wastewater Department  
City of Statesboro  
P.O. Box 348  
Statesboro, GA 30459

RE: BETHANY ASSISTED LIVING DEVELOPMENT  
CYPRESS LAKE ROAD  
STATESBORO, GA

Dear Mr. Cheshire and Mr. Johnson,

Bethany Assisted Living has started construction on their Assisted Living Facility which will be located along Cypress Lake Road. As part of this development, Bethany will be extending the City's water and sanitary sewer systems to serve their project including the installation of a 12" PVC water main beneath the proposed City street, "Bethany Way". A 12" main is required to meet the City of Statesboro Water Department's long range plan to serve the future growth of the City in this area; however, for the purpose of the Bethany project, an 8" main would suffice. As such, Bethany Assisted Living respectfully requests that the City Council of the City of Statesboro provide financial reimbursement for the material cost difference between the required 12" water main and a standard 8" water main.

Should you have any questions regarding this letter or the project in general, please do not hesitate to contact me.

Sincerely,

Thomas C. O'Barr, P.E.

RESOLUTION 2014-37

A RESOLUTION AMENDING THE JOB POSITION CLASSIFICATION AND COMPENSATION PLAN  
(STORMWATER MANAGER)

THAT WHEREAS, it is essential to have qualified municipal employees in order to provide efficient and 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 July 2, 2006; and

WHEREAS, the City Manager has made a recommendation that the Assistant City Engineer position classification be amended as to the job duties and job title;

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia in regular session assembled this 18<sup>th</sup> day of November, 2014 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 July 2, 2006, and as subsequently amended, is hereby further amended.

Section 2. That one of two existing Assistant City Engineer position classifications is hereby amended by revising the existing job description, job title and inserting the attached job description for a Stormwater Manager in its place to meet the future needs of the Engineering department. The pay grade will remain at 21. A pay grade of 22 may be assigned to this position if a PE is obtained.

Section 3. That this Resolution shall be and remain in full force and effect from and after its date of adoption.

Passed and adopted this 18<sup>th</sup> day of November, 2014.

CITY OF STATESBORO, GEORGIA

By: \_\_\_\_\_  
Jan J. Moore, Mayor

Attest: \_\_\_\_\_  
Sue Starling, City Clerk

JOB TITLE: Assistant City Engineer

ENG/2

DEPARTMENT: Engineering, City of Statesboro

JOB SUMMARY: This position is responsible for reviewing residential and commercial construction plans and for providing technical engineering services for city construction and improvement projects.

MAJOR DUTIES:

- o Reviews subdivision and site construction plans for proposed construction and improvement projects to ensure compliance with applicable codes and ordinances; issues building permits; interprets codes and ordinances as requested.
- o Conducts site inspections of construction projects in progress; issues certificates of occupancy upon completion.
- o Develops plans, specifications, and cost estimates for proposed roadway and drainage system construction and traffic projects.
- o Trains, supervises and evaluates the work of assigned personnel.
- o Serves as traffic engineer: conducts traffic studies and accident analyses, negotiates right-of-way acquisitions, coordinates utilities placement and relocation, and repairs traffic signal malfunctions.
- o Enforces the city sign ordinance; conducts on-site inspections and issues sign permits.
- o Coordinates and manages roadway and drainage system construction projects: meets with contractors, reviews plans, acquires rights-of-way, purchases land, develops work schedules, oversees surveys and inspections, and prepares related correspondence.
- o Responds to citizen complaints and grievances regarding roadways, drainage systems, and city-owned facilities.
- o Evaluates traffic flow patterns, street signage, and striping; makes recommendations for improvements.
- o Consults with other city departments and the Mayor and City Council to provide technical assistance and make recommendations regarding construction and improvement projects.
- o Reviews plans prepared for the city by consulting engineers.
- o Maintains cemetery maps and records; sells cemetery lots.

Assistant City Engineer, Engineering

- o Performs the duties of City Engineer in his or her absence.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of city and department policies and procedures.
- o Knowledge of the principles and theories of civil engineering, including hydrology.
- o Knowledge of roadway and subdivision design and construction.
- o Knowledge of applicable laws, regulations, codes, and ordinances.
- o Knowledge of the principles and theories of transportation engineering.
- o Knowledge of methods and techniques used in estimating the cost of public works construction projects.
- o Skill in negotiating contracts and procuring land for public works projects.
- o Skill in performing mathematical computations and applying standard engineering techniques in the design and construction of public works projects.
- o Skill in operating computer equipment and engineering software.
- o Skill in the use of drafting and surveying instruments.
- o Skill in supervision.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The City Engineer assigns work in terms of very general instructions. Completed work is spot-checked for compliance with procedures and the nature and propriety of final results.

**GUIDELINES:** Guidelines include relevant state and federal laws, city codes and ordinances, city policies and procedures, state Department of Transportation regulations, *The Manual on Uniform Traffic Control Devices*, and accepted survey and engineering practices. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied engineering and administrative duties. The number and diversity of duties performed contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to provide technical engineering services in design, inspection, and construction of a variety of public works projects. Successful performance helps ensure safe and timely completion of construction and improvement projects and compliance with applicable codes and ordinances.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other city employees, outside engineers, surveyors, contractors, builders, developers, state agency representatives, elected officials, utility personnel, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information, resolve problems, provide services, and motivate personnel.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, or stooping.

**WORK ENVIRONMENT:** The work is typically performed in an office and at field sites where the employee may be exposed to inclement weather.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has functional supervision over Administrative Secretary (1), Building Inspector (1), Code Enforcement Officer (1), Engineering Technician (1), and City Marshal (1).

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- o Certification as a Professional Engineer or Engineer in Training.



# City of Statesboro

## Engineering Department – Public Works

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P.O. Box 348  
Statesboro, Georgia 30459

912.764.0681 (Voice)  
912.764.7680 (Fax)

### MEMO

To: Robert Cheshire, Interim City Manager  
From: Jason Boyles, Interim City Engineer  
Date: November 11, 2014  
Re: Request for Reclassification of One (1) Assistant City Engineer Position

The Engineering Department currently has a vacancy with one of our two Assistant City Engineer positions. I have taken this opportunity to review the current job description to evaluate any changes that may be necessary prior to HR posting this position. Upon review I found several discrepancies between the scope of duties and responsibilities of the employee who vacated this position and the current job description. As a result I have proposed amendments which best reflects the current and intended duties of the position including retitling this position from Assistant City Engineer to Stormwater Manager. I am not recommending any change in pay grade with this proposal – only changes to the job description. The existing Assistant City Engineer job description will remain unchanged and will remain applicable to the other position that is currently filled.

Attached are a copy of the new job description and a copy of the existing job description. I have discussed these changes with Jeff Grant and he did not have any concern with the proposed amendments. He did advise that I request approval by resolution from city council since this position reclassification would change the current job classification and compensation plan position. Therefore, I will submit this information and a resolution that Jeff drafted to Sue to request that this be included on the November 18, 2014 city council agenda.

If I can be of further assistance please do not hesitate to contact me.

Cc: Jeff Grant, Director of Human Resources

Attachments

JOB TITLE: Stormwater Manager

DEPARTMENT: Engineering, City of Statesboro

Grade: 21

JOB SUMMARY: This position is responsible for planning, organizing and managing the city's comprehensive stormwater program and stormwater utility and provides technical support and project management for capital stormwater projects and other related city capital projects.

MAJOR DUTIES:

- o Establishes objectives and plans, develops the capital improvement program and performs evaluations of operations related to the overall effectiveness of the city's stormwater program.
- o Coordinates implementation, administration and enforcement of the city's stormwater utility ordinance.
- o Coordinates and manages drainage system maintenance and construction projects, including but not limited to: developing plans, specifications, cost estimates and bid documents; reviewing plans; acquiring rights-of-ways and easements; purchasing land; developing work schedules; overseeing surveys; oversight of contractors; performing inspections; and preparing related correspondences.
- o Reviews subdivision and site construction plans for proposed construction and improvement projects to ensure compliance with applicable codes and ordinances; issues land disturbing permits; interprets codes and ordinances as requested; conducts inspections of construction projects in progress.
- o Enforces the city drainage control ordinance; flood plain management ordinance; soil, erosion and pollution control ordinance; and other ordinances as necessary.
- o Prepares and coordinates the city's NPDES permits.
- o Assists in the mapping of stormwater and floodplain components.
- o Responds to inquiries and complaints from citizens, interest groups, design professionals, elected officials, city management and other city departments.
- o Attends meetings and provides technical assistance related to stormwater programs.
- o Consults with staff and other city departments to provide technical assistance and make recommendations regarding construction and improvement projects.
- o Trains, supervises and evaluates the work of assigned personnel and maintenance staff.

Stormwater Manager, Engineering

Page 2

- o Provides compliance assurance with all federal and state stormwater and environmental regulations.
- o Maintains continuing education, secures certifications and remains abreast of new trends and innovations related to job duties and responsibilities.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of city and department policies and procedures.
- o Knowledge of the principles and theories of civil engineering, including hydrology.
- o Knowledge of mapping and GIS applications.
- o Knowledge of civil engineering design, construction and standard practices.
- o Knowledge of city's utility billing system.
- o Knowledge of applicable laws, regulations, codes, and ordinances.
- o Knowledge of methods and techniques used in estimating the cost of public works construction projects.
- o Skill in negotiating contracts and procuring land for public works projects.
- o Skill in working with consultants and applying their services effectively and in a timely manner.
- o Skill in performing mathematical computations and applying standard engineering techniques in the design and construction of public works projects.
- o Skill in operating computer equipment and applicable engineering software.
- o Skill in the use of drafting and surveying instruments.
- o Skill in developing short and long range plans, establishing priorities and organizing work.
- o Skill in the training and supervision of personnel and carrying out the daily operations of a division.



- o Skill in public and interpersonal relations.

Stormwater Manager, Engineering

Page 3

- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The City Engineer assigns work in terms of department goals and objectives. Completed work is spot-checked for compliance with procedures and the nature and propriety of final results.

**GUIDELINES:** Guidelines include relevant federal and state laws, city codes and ordinances, city policies and procedures and accepted survey and engineering practices. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied administrative and engineering duties. The number and diversity of duties performed contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to manage the activities of the city's Comprehensive Stormwater Program and to provide technical engineering services in design, inspection, and construction of related public works projects as well as ensuring the proper maintenance of the city's existing infrastructure. Successful performance results in the efficiency and effectiveness of the stormwater program and compliance with applicable codes, ordinances and laws.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other city employees, outside engineers, surveyors, contractors, federal and state agency representatives, elected officials, interest groups and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information, resolve problems, provide services, and motivate personnel.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, or stooping.

**WORK ENVIRONMENT:** The work is typically performed in an office and outdoors where the employee may be exposed to noise, dust, dirt, grease, machinery and inclement weather.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has functional supervision over Administrative Assistant (1) and Stormwater Technician (1).

**MINIMUM QUALIFICATIONS:**

- o Completion of a bachelor's degree from an accredited institution in civil engineering,

environmental engineering, agricultural engineering or another related field.

Stormwater Manager, Engineering

Page 4

- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- o Certification as an Engineer in Training.

**PREFERRED QUALIFICATIONS:**

- o Certification as a Licensed Professional Engineer in the State of Georgia.
- o Other certifications including: GSWCC Level IB and/or Level II erosion and sedimentation control, Certified Floodplain Manager (CPM) and APWA Stormwater Manager.
- o Previous supervisory experience.

**RESOLUTION 2014-38**  
**A RESOLUTION AUTHORIZING THE CITY MANAGER OF THE**  
**CITY OF STATESBORO, GEORGIA, TO SUBMIT AN APPLICATION FOR**  
**FUNDING FROM THE GEORGIA DEPARTMENT OF NATURAL**  
**RESOURCES' RECREATIONAL TRAILS PROGRAM**

THAT WHEREAS the City of Statesboro has determined that the extension of the Julius Abraham Trail -a multi-use trail in the vicinity of Luetta Moore Park, and adjacent to residential areas is a desirable facility, to serve as a recreational amenity and non-motorized transportation link for surrounding neighborhoods and the city as a whole; and,

WHEREAS, the proposed multi-use trail is to be located within a greenway corridor acknowledged within various community planning documents including the *Bulloch Greenways System Master Plan*, and the *Bulloch County, City of Statesboro 2035 Long-Range Transportation Plan* to be a valuable component of the city's green space and transportation network, and have identified the need to construct the necessary improvements designed to enhance such functionality; and,

WHEREAS, the proposed project is consistent with the goals and objectives of the Statesboro, Georgia, Comprehensive Plan (2009 – 2029), including the Short Term Work Program which dictates that Statesboro will participate in parks planning to provide for the formation of a network for on-street and off-street bicycle/pedestrian travel and; and,

WHEREAS, the provision of a recreational facility such as a multi-use trail owned by the City of Statesboro is consistent with the *Bulloch County (Georgia) Joint Service Delivery Strategy*; and,

WHEREAS, the Mayor and City Council of the City of Statesboro, Georgia, further state that in the event the City of Statesboro's application is recommended for funding by the Georgia Department of Natural Resources, the City of Statesboro certifies and assures that it has the ability and intention to finance 100 percent of the total project cost and be reimbursed for 80 percent of eligible costs by the Georgia Department of Natural Resources;

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

Section 1. That the City Manager of the City of Statesboro, Georgia, or his designee, shall submit an application on behalf of the Mayor and City Council of the City of Statesboro for funding from the 2014 Georgia Department of Natural Resources' Recreational Trails Program; and

Section 2. That the City of Statesboro shall, in the event that the application is recommended for funding, take action to assure that it will finance 100 percent of the total project cost and be reimbursed for 80 percent of eligible costs by the Department of

Natural Resources, such cost to the City of Statesboro not to exceed seventy thousand dollars (\$70,000); and

Section 2. That this resolution shall be and remain effective from and after its date of adoption.

Adopted this 18<sup>th</sup> day of November, 2014.

THE MAYOR AND CITY COUNCIL OF THE CITY OF STATESBORO, GEORGIA

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By: Jan J. Moore, Mayor

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Attest: Sue Starling, City Clerk