



February 20, 2018 5:30 PM

1. Call to Order by Mayor Jonathan McCollar
2. Invocation and Pledge of Allegiance by Councilman John Riggs
3. Public Comments (Agenda Item):
4. Consideration of a Motion to approve the Consent Agenda
 - A) Approval of Minutes
 - a) 02-06-2018 Council Minutes
 - b) 02-06-2018 Executive Session Minutes
 - B) Consideration of a Motion to Approve **Resolution 2018-06**: A Resolution authorizing the closing of the bank account for the 2013 Community Development block grant.
 - C) Consideration of a Motion to Approve **Resolution 2018-07**: A Resolution authorizing the opening of a separate bank account for federal confiscated funds.
 - D) Consideration of a Motion to Approve **Resolution 2018-08**: A Resolution authorizing the opening of a separate bank account for state confiscated funds.
 - E) Consideration of a Motion to Approve **Resolution 2018-09**: A Resolution authorizing the closing of the bank account for America's Best Communities (ABC) grant.
5. Public Hearing and Consideration of a Motion to Approve Alcohol License Application:
 - A) ZMC Hotels, LLC as agent for Zenith Asset Company II, LLC
DBA-Springfield Suites by Marriott
Manager: Melissa McDuffie
105 Springfield Drive
Statesboro Ga 30458
 - B) Walgreen Co.
DBA Rite Aid #11805
Manager: Jessica Lumpkin
556 Northside Dr. East
Statesboro, Ga. 30458
 - C) Bulloch Mexican Foods, LLC
DBA-El Jalapeno
Manager Rick Robins
711 South Main St.
Statesboro, Ga. 30458

6. Public Hearing and Consideration of a Motion to Approve: **APPLICATION # RZ 18-02-01**: Lindsay Martin requests a zoning map amendment of 58.97 acres of property addressed Highway 301 North from the R10 (Single-Family Residential) zoning district to the R4 (High Density Residential District) zoning district to permit the construction of single-family and multi-family dwelling units (Tax Parcel MS80 000013 000).
7. Consideration of a Motion to Approve **Resolution 2018-10**: A Resolution to adopt revisions to the Personnel Policy and Procedures (Employee Handbook), and that any ordinances, resolutions, motions or informal policies conflict with any provision of these revisions are hereby repealed to the extent of any such conflict.
8. Other Business from City Council
9. City Managers Comments
10. Public Comments (General)
11. Consideration of a Motion to Adjourn



**CITY OF STATESBORO
Council Minutes
February 6, 2018**

A regular meeting of the Statesboro City Council was held on February 6th at 9:00 a.m. in the Council Chambers at City Hall. Present were Mayor Jonathan McCollar, Council Members: Phil Boyum, Sam Lee Jones, Jeff Yawn, John Riggs and Travis Chance. Also present were City Manager Randy Wetmore, Deputy City Manager Robert Cheshire, City Clerk Sue Starling and City Attorney Cain Smith.

The Meeting was called to Order by Mayor Jonathan McCollar.
The Invocation and Pledge of Allegiance was led by Councilman Jeff Yawn.

Recognitions/Public Presentations

- A) Presentation of the Arbor Day proclamation**
- B) Recognition of the City's participation in the Tree City USA program.**
- C) Presentation of Employee Years of Service Awards**

Tree Board Chairman Wesley Parker spoke on the history of Arbor Day. The City received a \$5000.00 grant to replace damaged trees.

This will be the 25th year the City of Statesboro has been chosen to receive the Tree City USA Flag. Bulloch County Chief Ranger Doug Chassereau and Bulloch County Management Forester Michael Hinson presented a flag to the City to commemorate 25 years.

Mayor McCollar presented a proclamation recognizing Arbor Day.

Employees of the City of Statesboro were recognized for their years of service. The 10 year employees are Andrew Samples, Stevie Thomas, Darren Prather(not present), Derek Stoddard (not present), Charita Foy (not present), Kyle Briley and Lashawn Adams. The 15 year employees are Robert Dixon, Sharry Ryall, Dena Colson, Sterling Starling and Eric Simms. The 20 year employees are Pam Ellis (not Present), Tim Grams, and James Winskey. The 25 year employee is Tammy Rushing. The 30 year employees are Mike Chappel and Keith Perkins.

Public Comments (Agenda Item): None

Consideration of a Motion to approve the Consent Agenda

- A) Approval of Minutes**
 - a) 01-16-2018 Council Minutes**

Councilman Riggs made a motion, seconded by Councilman Yawn to approve the consent agenda. Councilman Boyum, Jones, Yawn, Riggs, and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Consideration of a Motion to Adopt Resolution 2018-04: A Resolution Appointing Rose Bonner to the City of Statesboro Tree Board.

Councilman Boyum made a motion, seconded by Councilman Riggs to approve **Resolution 2018-04**: A Resolution Appointing Rose Bonner to the City of Statesboro Tree Board. Councilman Boyum, Jones, Yawn, Riggs, and Chance voted in favor of the motion. The motion carried by a 5-0 vote

Consideration of a Motion to Approve Resolution 2018-05: A Resolution to appoint Molly Bickerton, Tiffoni Buckle-McCartney, Trent Davis, Alex Harris, Margaret Hudson, Jennifer Paddock and Laura Wheaton to the Keep Statesboro-Bulloch Beautiful Board of Directors for a one-year term.

Councilman Boyum made a motion, seconded by Councilman Riggs to approve **Resolution 2018-05**: A Resolution to appoint Molly Bickerton, Tiffoni Buckle-McCartney, Trent Davis, Alex Harris, Margaret Hudson, Jennifer Paddock and Laura Wheaton to the Keep Statesboro-Bulloch Beautiful Board of Directors for a one-year term. Councilman Boyum, Jones, Yawn, Riggs, and Chance voted in favor of the motion. The motion carried by a 5-0 vote

Consideration of a Motion to award the purchase of eight (8) Ford Police Interceptor SUV's (Police Patrol and Operations Bureau's) from Wade Ford per the Georgia State Contract in the amount of \$228,896.00, the cost includes an extended warranty (7 Year/ 100,000 miles). The funding from this purchase comes from the GEMA Lease Pool and will be repaid by the funds budgeted in the FY 2013 SPLOST.

Consideration of a Motion to award the purchase of 1 Ford F-150 pickup (Police Operations Bureau) to Allan Vigil Ford per the Georgia State Contract in the amount of \$31,917.00, the cost includes an extended warranty (7 Year/ 100,000 miles). The funding from this purchase comes from the GEMA Lease Pool and will be repaid by the funds budgeted in the FY 2013 SPLOST.

Consideration of a Motion to award the purchase equipment and up-fitting of 7 Ford Police Interceptor SUVs and additional equipment for two (2) Ford Vehicles (Interceptor SUV and F-150) to West Chatham Warning Devices, total cost not to exceed \$139,187.00. The funding from this purchase comes from the GEMA Lease Pool and will be repaid by the funds budgeted in the FY 2013 SPLOST.

Councilman Yawn made a motion, seconded by Councilman Riggs to approve the purchase of eight (8) Ford Police Interceptor SUV's (Police Patrol and Operations Bureau's) from Wade Ford per the Georgia State Contract in the amount of \$228,896.00, the cost includes an extended warranty (7 Year/ 100,000 miles). The funding from this purchase comes from the GEMA Lease Pool and will be repaid by the funds budgeted in the FY 2013 SPLOST and the purchase of 1 Ford F-150 pickup (Police Operations Bureau) to Allan Vigil Ford per the Georgia State Contract in the amount of \$31,917.00, the cost includes an extended warranty (7 Year/ 100,000 miles). The funding from this purchase comes from the GEMA Lease Pool and will be repaid by the funds budgeted in the FY 2013 SPLOST and the purchase equipment and up-fitting of 7 Ford Police Interceptor SUVs and additional equipment for two (2) Ford Vehicles (Interceptor SUV

and F-150) to West Chatham Warning Devices, total cost not to exceed \$139,187.00. The funding from this purchase comes from the GEMA Lease Pool and will be repaid by the funds budgeted in the FY 2013 SPLOST. Councilman Boyum, Jones, Yawn, Riggs, and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Other Business from City Council

Councilman Boyum made a suggestion for the new board member for the SCVB to be Frank Neal, since Jeff Grant will be leaving the City. Cindy West was also named as a possible candidate. There was no decision made at this time.

Mayor McCollar recognized the Elm Street Church of God for their 100 year anniversary.

City Managers Comments

Director of Planning and Zoning Frank Neal stated the issues with Knox Pest Control have been resolved.

City Manager Randy Wetmore stated the Police Sub Station was moving forward and will open on March 1, 2018 if all goes well.

Mr. Wetmore also stated the Director of Human Resource Jeff grant would be leaving the City on March 2, 2018 to relocate in Savannah.

Public Comments (General)

A citizen, who did not identify himself, addressed Council with his concerns regarding 225 Burkhalter Road and the rule that you must have 5 acres of land before a mobile home can be placed on the property. Council advised him the location was in the County and he would have to address his concerns with the County Commissioners.

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

At 9:45 am, Councilman Boyum made a motion, seconded by Councilman Chance to enter into Executive Session to discuss “Potential Litigation” in accordance with O.C.G.A.§50-14-3 (2012). Councilman Boyum, Jones, Yawn, Riggs, and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

At 10:05 am, Councilman Riggs made a motion, seconded by Councilman Boyum to come out of Executive Session. Councilman Boyum, Jones, Yawn, Riggs, and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Mayor McCollar called the regular meeting back to order with no action taken.

Consideration of a Motion to Adjourn

At 10:05 am, Councilman Chance made a motion, seconded by Councilman Boyum to adjourn the meeting. Councilman Boyum, Jones, Yawn, Riggs, and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

The meeting was adjourned at 10:05am.

RESOLUTION #2018-06: A RESOLUTION AUTHORIZING THE CLOSING OF
THE BANK ACCOUNT FOR THE 2013 COMMUNITY DEVELOPMENT BLOCK
GRANT

WHEREAS, the City Council accepted the award of the 2013 Community
Development Block Grant; and

WHEREAS, the project funded by the grant has been completed and the grant has
been closed out;

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the
City of Statesboro, Georgia that the City Manager and Director of Finance are hereby
authorized and directed to close the City of Statesboro's 2013 Community Development
Block Grant bank account.

BE IT FURTHER RESOLVED that any Resolution or parts of a Resolution in
conflict herewith are hereby rescinded.

Adopted this 20th day of February 2018.

City of Statesboro, Georgia

Jonathan McCollar, Mayor

Sue Starling, City Clerk

RESOLUTION #2018-07: A RESOLUTION AUTHORIZING THE OPENING OF A SEPARATE BANK ACCOUNT FOR FEDERAL CONFISCATED FUNDS

WHEREAS, the State of Georgia requires confiscated funds be deposited into a separate banking account; and

WHEREAS, the Statesboro Police Department does receive federal confiscated funds, it is required that the Statesboro Police department shall deposit the currency into a separate bank account;

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia, that the City Manager and Director of Finance are hereby authorized and directed to open a new bank account at BB&T for the City of Statesboro's Federal Confiscated Funds.

BE IT FURTHER RESOLVED that any Resolution or parts of a Resolution in conflict herewith are hereby rescinded.

Adopted this 20th day of February 2018.

City of Statesboro, Georgia

Jonathan McCollar, Mayor

Sue Starling, City Clerk

RESOLUTION #2018-08 A RESOLUTION AUTHORIZING THE OPENING OF A
SEPARATE BANK ACCOUNT FOR STATE CONFISCATED FUNDS

WHEREAS, the State of Georgia requires confiscated funds be deposited into a separate banking account; and

WHEREAS, the Statesboro Police Department does receive state confiscated funds, it is required that the Statesboro Police department shall deposit the currency into a separate bank account;

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia, that the City Manager and Director of Finance are hereby authorized and directed to open a new bank account at BB&T for the City of Statesboro's State Confiscated Funds.

BE IT FURTHER RESOLVED that any Resolution or parts of a Resolution in conflict herewith are hereby rescinded.

Adopted this 20th day of February 2018.

City of Statesboro, Georgia

Jonathan McCollar, Mayor

Sue Starling, City Clerk

RESOLUTION #2018-09 A RESOLUTION AUTHORIZING THE CLOSING OF THE
BANK ACCOUNT FOR AMERICA'S BEST COMMUNITIES (ABC) GRANT

WHEREAS, the City of Statesboro is no longer involved with the administration and expenditure of the America's Best Communities Grant;

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia, that the City Manager and Director of Finance are hereby authorized and directed to close the City of Statesboro's America's Best Communities Grant bank account.

BE IT FURTHER RESOLVED that any Resolution or parts of a Resolution in conflict herewith are hereby rescinded.

Adopted this 20th day of February 2018.

City of Statesboro, Georgia

Jonathan McCollar, Mayor

Sue Starling, City Clerk

Row

CITY OF STATESBORO

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



Jonathan McCollar, 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: 2/13/2018

RE: Alcohol License Application for Springhill Suites by Marriott

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, Legal, Building and Engineering recommended approval.

Background: Applicants Melissa McDuffie, John Henry and Mark Hall

Budget Impact: None

Council Person and District: Travis Chance (District 5)

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

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: Springhill Suites by Marriott

D/B/A Name

2. APPLICANT'S NAME: ZMC Hotels, LLC as agent for Zenith Asset Company II, LLC

(Name of partnership, llc, corporation, or individual)

3. BUSINESS LOCATION ADDRESS: 105 Springhill Drive STE# _____

4. BUSINESS MAIL ADDRESS: 105 Springhill Drive

CITY: Statesboro STATE: GA ZIP CODE: 30458

5. LOCAL BUSINESS TELEPHONE NUMBER: (912-489-0000

CORPORATE OFFICE TELEPHONE NUMBER: (925-933-4000

6. CONTACT NAME FOR BUSINESS: Anne Stratioti

TELEPHONE NUMBER FOR CONTACT PERSON: 218-529-7711

7. NAME OF MANAGER: Melissa McDuffie

(Person responsible for Alcohol Licensing issues)

TELEPHONE NUMBER FOR MANAGER [REDACTED]

ADDRESS OF MANAGER: [REDACTED]

(Street, Road, RFD No., P. O. Box No.)

CITY: Statesboro COUNTY: Bulloch STATE: GA ZIP: 30461

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

NEW MANAGER _____ NEW BUSINESS: _____ NEW OWNER: X

PREVIOUS OWNER'S NAME: Statesboro Hotels, LLC

BUSINESS NAME CHANGE: _____ PREVIOUS BUSINESS NAME: _____

ADDRESS CHANGE: _____ PREVIOUS ADDRESS: _____

LICENSE CLASS CHANGE: BEER _____ WINE _____ LIQUOR _____ OTHER _____

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** 2017-18

<u>CLASSIFICATION</u>	(Mark All That Apply)	<u>LICENSE FEE</u>
Class B, Retail Beer Package	<u> X </u>	875.00
Class C, Retail Wine Package	<u> X </u>	875.00
Class D, Retail Liquor by the Drink	<u> </u>	1,425.00
Class E, Retail Beer by the Drink	<u> </u>	1,425.00
Class F, Retail Wine by the Drink	<u> </u>	1,425.00
Class G, Wholesale Liquor	<u> </u>	1,500.00
Class H, Wholesale Beer	<u> </u>	1,500.00
Class I, Wholesale Wine	<u> </u>	1,500.00
Class J, Licensed Alcoholic Beverage Caterer	<u> </u>	200.00
Class K, Brewer, Manufacturer of Malt Beverages Only	<u> </u>	1,750.00
Class L, Broker	<u> </u>	1,750.00
Class M, Importer	<u> </u>	1,750.00
Class O, Manufacture on Wine Only	<u> </u>	1,750.00
Sunday Sales Permit	<u> </u>	300.00
In Room Service Permit	<u> </u>	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: \$ 1750.00

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: ZMC Hotels, LLC
 1855 Olympic Blvd, Ste 300, Walnut Creek, CA 94596

DO YOU HAVE AN OPERATING AGREEMENT OR PARTNERSHIP AGREEMENT FOR THE LLC, LLP OR PARTNERSHIP? yes _____

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: Mark Dalton Hall PHONE# [REDACTED]

HOME ADDRESS: [REDACTED]

CITY: [REDACTED] STATE: [REDACTED] ZIP CODE: [REDACTED]

RACE: [REDACTED] SEX: [REDACTED] BIRTHDATE: [REDACTED] SOCIAL SECURITY NUMBER: [REDACTED]

FULL LEGAL NAME: John Paul Henry -officer PHONE# [REDACTED]

HOME ADDRESS: [REDACTED]

CITY: [REDACTED] STATE: [REDACTED] ZIP CODE: [REDACTED]

RACE: [REDACTED] BIRTHDATE: [REDACTED] SOCIAL SECURITY NO: [REDACTED]

FULL LEGAL NAME: Todd Edward Torvinen -officer PHONE# [REDACTED]

HOME ADDRESS: [REDACTED]

CITY: [REDACTED] STATE: [REDACTED] ZIP CODE: [REDACTED]

RACE: [REDACTED] BIRTHDATE: [REDACTED] SOCIAL SECURITY NO: [REDACTED]

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? yes

(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.

ZAC II KMAC II, Mark Hall Manager, 105 Springhill Drive, Statesboro, GA 30458

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.

Leased by Zenith Asset Company II, LLC from ZAC II KMAC II. Managed by ZMC Hotels, LLC

1855 Olympic Blvd, Ste 300, Walnut Creek, CA 94596

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.

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 _____ NO X 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 _____ NO X 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, Mark D. Hall, 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.

Mark Dalton Hall

Print Full Name As Signed Below

Manager

Signature of Applicant

Title

Date

SWORN TO AND SUBSCRIBED BEFORE ME THIS

SEE ATTACHED

DAY OF

20

NOTARY PUBLIC

(SEAL)

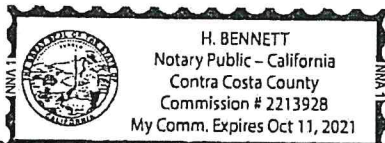
My Commission Expires:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Contra Costa

Subscribed and sworn to (or affirmed) before me on this 5th
day of December, 2017, by Mark D. Hall

proved to me on the basis of satisfactory evidence to be the
person(s) who appeared before me.



(Seal)

Signature

A handwritten signature in cursive script, appearing to read 'H. Bennett', written over a horizontal line.

**Springhill Suites
105 Springhill Drive**

Please enter your recommendations and comments with your full name.

Alcohol License Review

Department Full Name Recommendation Comments

Planning & Development	Candra Teshome	Approve	See memo.
Fire Department	Tracy NeSmith	Approved	1-10-17
Building Official Kitchen? Yes or No	No		
Police Department	James Winskey	Approved	See memo
Legal	Cain	Approved	See email



City of Statesboro
Department of Planning & Development Memorandum

50 East Main Street P.O. Box 348 » (912) 764-0630
Statesboro, Georgia 30458 Statesboro, Georgia 30459 » (912) 764-0664 (Fax)

DATE: January 16, 2018
TO: Teresa Skinner, Tax Clerk
SUBJECT: **ALCOHOLIC BEVERAGE APPLICATION (105 Springhill Drive—Springhill Suites by Marriott)**

The Department of Planning & Development has reviewed the alcoholic beverage application submitted by ZMC Hotels, LLC as agent for Zenith Asset Company II, LLC for 105 Springhill Drive (Tax Parcel MS75 000009 002). The applicant is proposing the sale of package beer and wine at the location. The proposed 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:** 105 Springhill Drive is located in the PUD/CR (Planned Unit Development with Commercial Retail Overlay) zoning district.
- 2) **General Regulations Pertaining to all Licenses:** Per Chapter 6 Section 6-7(c)(2) of the *Statesboro Code of Ordinances*, Class B and C alcoholic beverage licenses may be issued in the PUD/CR (Planned Unit Development with Commercial Retail Overlay) 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(d) of the *Statesboro Code of Ordinances*. The proposed location is required to adhere to the regulations set forth by O.C.G.A. § 3-3-21. 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,

Candra E. Teshome
Planning and Development Specialist



Statesboro Fire Department

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



Jonathan M. McCollum Mayor

Print Date: 1/5/2018

INSPECTION SUMMARY REPORT

Page 1 of 1

Name: Springhill Suites 105 Springhill DR, Statesboro		
Date: 12/21/2017	Contact: Melisa McDuffie General Manager	
Inspector Name:	Prevention Officer Tracy NeSmith	Date notice sent:
Type of Inspection:	Occupational Tax Certificate Inspection	
Property Notes:	Melissa McDuffie General Manager Email; melissa.mcduffie@marriot.com	
Fire Code Reference	Discrepancy / Remarks	Date Resolved
Special Notes	OTC/Business License: No Violations Noted After the completion of a Fire and Life Safety Inspection at this location, no violations were noted. The Statesboro Fire Department has no objections to the issuance of an OTC pending approval by additional departments as necessary.	

Inspector Signature

Site Signature

--

2/12/2018

City of Statesboro Mail - Rite Aid/ Springhill Suites



The City of
Statesboro
GA 30458

Teresa Skinner <teresa.skinner@statesboroga.gov>

Rite Aid/ Springhill Suites

1 message

Cain Smith <cain.smith@statesboroga.gov>

Mon, Feb 12, 2018 at 2:16 PM

To: Teresa Skinner <teresa.skinner@statesboroga.gov>

Nothing stands out on the two above referenced applications that would bar approval.

I. Cain Smith

City Attorney

City of Statesboro

50 E. Main St.

Post Office Box 348

Statesboro, GA 30458

ph: 912-764-0643

fax: 912-489-6140

Row

CITY OF STATESBORO

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



Jonathan McCollar, 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: 2/13/2018

RE: Alcohol License Application for Rite Aid #11805

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, Legal, Building and Engineering recommended approval.

Background: Applicants Jessica Lumpkin, Collin Smyser, Alan Nielsen, Amelia Legutki, Richard Ashworth

Budget Impact: None

Council Person and District: Travis Chance (District 5)

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

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: Rite Aid # 11805
D/B/A Name _____
2. APPLICANT'S NAME: Walgreen Co.
(Name of partnership, llc, corporation, or individual) _____
3. BUSINESS LOCATION ADDRESS: 556 Northside Dr., Statesboro, GA 30458 STE# _____
4. BUSINESS MAIL ADDRESS: PO Box 901
CITY: Deerfield STATE: IL ZIP CODE: 60015
5. LOCAL BUSINESS TELEPHONE NUMBER: (912) 489-8683
CORPORATE OFFICE TELEPHONE NUMBER: (847) 527-4238
6. CONTACT NAME FOR BUSINESS: Robin E. Van Cleave
TELEPHONE NUMBER FOR CONTACT PERSON: [REDACTED]
7. NAME OF MANAGER: Jessica L. Lumpkin
(Person responsible for Alcohol Licensing issues)
TELEPHONE NUMBER FOR MANAGER [REDACTED]
ADDRESS OF MANAGER: [REDACTED]
(Street, Road, RFD No., P. O. Box No.)
CITY: [REDACTED] COUNTY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]
8. PURPOSE OF APPLICATION IS: (CHECK ALL THAT APPLY)
NEW MANAGER _____ NEW BUSINESS: _____ NEW OWNER: X
PREVIOUS OWNER'S NAME: Eckerd Corporation
BUSINESS NAME CHANGE: No PREVIOUS BUSINESS NAME: _____
ADDRESS CHANGE: No PREVIOUS ADDRESS: _____
LICENSE CLASS CHANGE: BEER X WINE X LIQUOR _____ OTHER _____

9. INDICATE WHERE BUSINESS WILL BE LOCATED:

X 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 X NO (PERMIT SHALL BE OBTAINED FROM THE STATESBORO POLICE DEPARTMENT)

CALCULATION OF BASIC LICENSE FEE: FOR CALENDAR YEAR 2018

<u>CLASSIFICATION</u>	<u>(Mark All That Apply)</u>	<u>LICENSE FEE</u>
Class B, Retail Beer Package	<u> X </u>	875.00
Class C, Retail Wine Package	<u> X </u>	875.00
Class D, Retail Liquor by the Drink	_____	1,425.00
Class E, Retail Beer by the Drink	_____	1,425.00
Class F, Retail Wine by the Drink	_____	1,425.00
Class G, Wholesale Liquor	_____	1,500.00
Class H, Wholesale Beer	_____	1,500.00
Class I, Wholesale Wine	_____	1,500.00
Class J, Licensed Alcoholic Beverage Caterer	_____	200.00
Class K, Brewer, Manufacturer of Malt Beverages Only	_____	1,750.00
Class L, Broker	_____	1,750.00
Class M, Importer	_____	1,750.00
Class O, Manufacture on Wine Only	_____	1,750.00
Sunday Sales Permit	<u> X </u>	300.00
In Room Service Permit	_____	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: \$ \$2,050.00

PARTIAL YEAR CALCULATION IF APPLICABLE: \$ N/A

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 ___ L L C

(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: _____

DO YOU HAVE AN OPERATING AGREEMENT OR PARTNERSHIP AGREEMENT FOR THE LLC, LLP OR PARTNERSHIP? _____

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: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NUMBER _____

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: Walgreen Co.
(Name shown exactly as in Articles of Incorporation or Charter)

HOME OFFICE: 300 Wilmot Rd, Deerfield IL 60015

MAIL ADDRESS IF DIFFERENT: PO Box 901, Deerfield IL 60015

DATE AND PLACE OF INCORPORATION: Illinois - 2/15/1909

DO YOU HAVE A SHAREHOLDERS AGREEMENT? No

IF NOT, WHAT DOCUMENTS ESTABLISH THE OWNERSHIP RIGHTS OF THE SHAREHOLDERS? _____
Form 10-K of Walgreens Boots Alliance, Inc.

15. OFFICERS:

FULL LEGAL NAME: Richard Mark Ashworth PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

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

% STOCK OWNED: 0 OFFICE HELD: President, Pharmacy and Retail Operations

FULL LEGAL NAME: Alan Troy Nielsen PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

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

% STOCK OWNED: 0 OFFICE HELD: Sr. Vice President, CFO, Treasurer

FULL LEGAL NAME: Collin Gregory Smyser PHONE# [REDACTED]
HOME ADDRESS: [REDACTED]
CITY: [REDACTED] STATE: [REDACTED] ZIP CODE: [REDACTED]
RACE: [REDACTED] SEX: [REDACTED] BIRTHDATE: [REDACTED] SOCIAL SECURITY NO: [REDACTED]
% STOCK OWNED: 0 OFFICE HELD: Secretary

FULL LEGAL NAME: Amelia Dorothy Legutki PHONE# [REDACTED]
HOME ADDRESS: [REDACTED]
CITY: [REDACTED] STATE: [REDACTED] ZIP CODE: [REDACTED]
RACE: [REDACTED] BIRTHDATE: [REDACTED] SOCIAL SECURITY NO: [REDACTED]
% STOCK OWNED: 0 OFFICE HELD: Secretary

(ATTACH ADDITIONAL PAGES IF NECESSARY)

16. STOCKHOLDERS (If Different from Officer Names)

FULL LEGAL NAME: Walgreens Boots Alliance, Inc. PHONE# [REDACTED]
HOME ADDRESS: [REDACTED]
CITY: [REDACTED] STATE: [REDACTED] ZIP CODE: [REDACTED]
RACE: [REDACTED] SEX: [REDACTED] BIRTHDATE: [REDACTED] SOCIAL SECURITY NO: [REDACTED]
% STOCK OWNED: 100% OFFICE HELD: Shareholder

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.

NIBS Investments, LLC

P.O. Box 3165

Harrisburg, PA 17105

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.

K & G Statesboro, LLC - 8215 Roswell Road, Building 55, Atlanta, GA 30350

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.

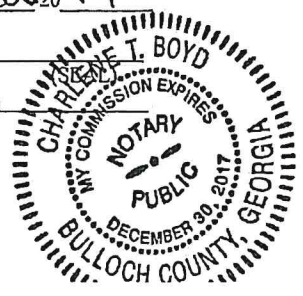
23. Is there anyone connected with this business who holds another alcohol license in any retail category or any license under any wholesale category?
 Answer: YES _____ NO X If yes, give full details on separate sheet
24. Is there anyone connected with this business that has been convicted within fifteen 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 _____ NO X 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 _____ NO X 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, Jessica L. Lumpkin, 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.

Jessica L. Lumpkin
 Print Full Name As Signed Below
Jessica L. Lumpkin
 Signature of Applicant
Manager
 Title

11/21/17
 Date

SWORN TO AND SUBSCRIBED BEFORE ME THIS
21st DAY OF November 2017
Charles J. Boyd
 NOTARY PUBLIC
 My Commission Expires 12/30/17



Rite Aid #11805
556 Northside Drive East

Please enter your recommendations and comments with your full name.

Alcohol License Review

Department Full Name Recommendation Comments

Planning & Development	Candra Teshome	Approve	See memo.
Fire Department	Jeffrey Flake	Approve 1-22-18	
Building Official Kitchen? Yes or No	no		
Police Department	James Winskey	Approved	Package Sales Business
Legal	Cain	Approved	See Email



City of Statesboro
Department of Planning & Development Memorandum

50 East Main Street P.O. Box 348 » (912) 764-0630
Statesboro, Georgia 30458 Statesboro, Georgia 30459 » (912) 764-0664 (Fax)

DATE: January 8, 2018
TO: Teresa Skinner, Tax Clerk
SUBJECT: **ALCOHOLIC BEVERAGE APPLICATION (556 Northside Drive East—Rite Aid #11805).**

The Department of Planning & Development has reviewed the alcoholic beverage application submitted by Walgreen Co. for 556 Northside Drive East (Tax Parcel # MS71 000040 000). The applicant is proposing the sale of packaged beer and wine at the location. The proposed 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:** 556 Northside Drive East is located in the CR (Commercial Retail) zoning district.
- 2) **General Regulations Pertaining to all Licenses:** Per Chapter 6 Section 6-7(c)(2) of the *Statesboro Code of Ordinances*, Class B and C alcoholic beverage licenses may be issued in the CR (Commercial Retail) 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(d) of the *Statesboro Code of Ordinances*. The proposed location is required to adhere to the regulations set forth by O.C.G.A. § 3-3-21. In addition, per Chapter 6 Section 6-7(d)(3), the subject property conforms to the proximity restrictions because the sale of wine and beer was lawful during the past twelve (12) months. 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,

Candra E. Teshome
Planning and Development Specialist



Statesboro Fire Department

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



Print Date: 1/5/2018

INSPECTION SUMMARY REPORT

Page 1 of 1

Name: Rite Aid Pharmacy #11805 556 Northside DR, Statesboro		
Date: 1/5/2018	Contact: Jessica Lumpkin	
Inspector Name:	Prevention Officer Tracy NeSmith	Date notice sent:
Type of Inspection:	Occupational Tax Certificate Inspection	
Property Notes:	email: jessica.l.lumpkin@riteaid.com	
Fire Code Reference	Discrepancy / Remarks	Date Resolved
Special Notes	Special Information During my fire inspection of this location today I found that there were two emergency lights not in working order. 1- Womens Bathroom 2- At the bottom of the stairs at the back door. In the backroom need to keep a clear access of to the backdoor exit and also access to the fire sprinkler riser.	
Special Notes	Re-Inspection Date I will conduct a re-inspection for violation corrections on, or after, 1-22-18.	
Special Notes	Special Information If you have any questions please feel free to call me Tracy 912-486-4142 or email me.	

Inspector Signature

Site Signature

Raw

CITY OF STATESBORO

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



Jonathan McCollar, 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: 2/13/2018

RE: Alcohol License Application for El Jalapeno

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, Legal, Building and Engineering recommended approval.

Background: Applicants Richard Robbins

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

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: EL JALISCO 2.0
D/B/A Name

2. APPLICANT'S NAME: BULLOCK MEXICAN FOODS LLC / Rick Robbins
(Name of partnership, llc, corporation, or individual)

3. BUSINESS LOCATION ADDRESS: 711 S. Main St STE# _____

4. BUSINESS MAIL ADDRESS: Same

CITY: Statesboro STATE: Ga ZIP CODE: 30458

5. LOCAL BUSINESS TELEPHONE NUMBER: (912) 212-3400

CORPORATE OFFICE TELEPHONE NUMBER: () / 110

6. CONTACT NAME FOR BUSINESS: Rick Robbins

TELEPHONE NUMBER FOR CONTACT PERSON: [REDACTED]

7. NAME OF MANAGER: Rick Robbins
(Person responsible for Alcohol Licensing issues)

TELEPHONE NUMBER FOR MANAGER: [REDACTED]

ADDRESS OF MANAGER: [REDACTED]
(Street, Road, RFD No., P. O. Box No.)

CITY: [REDACTED] COUNTY: [REDACTED] STATE: [REDACTED]

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: _____
ADDRESS CHANGE: _____ PREVIOUS ADDRESS: _____
LICENSE CLASS CHANGE: BEER WINE LIQUOR OTHER _____

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** 2018

<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 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 checked="" 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: \$ 4575

PARTIAL YEAR CALCULATION IF APPLICABLE: \$ 2137.50

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: Dick Roberts PHONE# [REDACTED]
HOME ADDRESS: [REDACTED]
CITY: [REDACTED] STATE: [REDACTED] ZIP CODE: [REDACTED]
RACE: [REDACTED] SEX: [REDACTED] BIRTHDATE: [REDACTED] SOCIAL SECURITY NO: [REDACTED]

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: BILLOCK MEXICAN FOODS LLC

DO YOU HAVE AN OPERATING AGREEMENT OR PARTNERSHIP AGREEMENT FOR THE LLC, LLP OR PARTNERSHIP? YES

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: RICHARD L. ROBERTS PHONE# [REDACTED]
HOME ADDRESS: [REDACTED]
CITY: [REDACTED] STATE: [REDACTED] ZIP CODE: [REDACTED]
RACE: [REDACTED] SEX: [REDACTED] BIRTHDATE: [REDACTED] SOCIAL SECURITY NUMBER [REDACTED]

FULL LEGAL NAME: [REDACTED] 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.

Edwin Hall [REDACTED]

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.

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.

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 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 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 _____ 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 _____ 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 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 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 If yes, the City of Statesboro Ordinance 6-164 prohibits alcohol in an establishment having adult entertainment.

I, RICHARD L. ROBINS, 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.

RICHARD L. ROBINS
 Print Full Name, As Signed Below
[Signature]
 Signature of Applicant
President
 Title

12/18/17
 Date

SWORN TO AND SUBSCRIBED BEFORE ME THIS
18 DAY OF December 2017
[Signature]
 NOTARY PUBLIC (SEAL)
 My Commission Expires: July 14, 2021



El Jalapeno
Rick Robins
711 South Main Street

Please enter your recommendations and comments with your full name.

Alcohol License Review

Department Full Name Recommendation Comments

Planning & Development	Candra Teshome	Approve	See memo.
Fire Department	Jeffrey Flake	Approve	1-25-18
Building Official Kitchen? Yes or No	SS	Approve	
Police Department	James Winskey	Approved	See Memo
Legal	Cain	Approved	See Email



Statesboro Fire Department

Proudly serving the City of Statesboro and surrounding communities since 1905



Jonathun M. McCollin Mayor

Print Date: 1/25/2018

INSPECTION SUMMARY REPORT

Page 1 of 1

Name: El Jalapeno's Mexican Restaurant 711 S Main ST, Statesboro		
Date: 1/25/2018	Contact: Luis Gomez (Manager)	
Inspector Name: Fire Inspector Jeffrey Flake	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>	
Special Notes	<p>Alcohol License: All Violations Corrected After the completion of a re-inspection for an Alcohol License at this location, all previously noted issues have been corrected. The Statesboro Fire Department has no objection to the issuance of and/or renewal of an Alcohol License 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: February 13, 2018

To: Teresa Skinner, Tax Clerk

Reference: Alcohol Beverage Application, El Jalapeno 2.0 Mexican Restaurant, Bulloch Mexican Foods LLC.

The Statesboro Police Department has reviewed the alcohol application submitted by El Jalapeno 2.0 Mexican Restaurant, Bulloch Mexican Foods LLC. 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 El Jalapeno 2.0 Mexican Restaurant, Bulloch Mexican Foods LLC 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,

A handwritten signature in black ink, appearing to read "James L. Winskey", written over a horizontal line.

James L. Winskey, Captain Operations Bureau

Statesboro Police Department



City of Statesboro
Department of Planning & Development Memorandum

50 East Main Street P.O. Box 348 » (912) 764-0630
Statesboro, Georgia 30458 Statesboro, Georgia 30459 » (912) 764-0664 (Fax)

DATE: January 8, 2018
TO: Teresa Skinner, Tax Clerk
SUBJECT: **ALCOHOLIC BEVERAGE APPLICATION (711 South Main Street—El Jalapeno II Mexican Restaurant).**

The Department of Planning & Development has reviewed the alcoholic beverage application submitted by Rick Robins for 711 South Main Street (Tax Parcel # S22 000011 000). The applicant is proposing the consumption of alcohol at the location. 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:** 711 South Main Street is located in the CR (Commercial Retail) zoning district.
- 2) **General Regulations Pertaining to all Licenses:** Per Chapter 6 Section 6-7(c)(1) of the Statesboro Code of Ordinances, Class D, E and, F alcoholic beverage licenses may be issued in the CR (Commercial Retail) 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. While the subject property is within one-hundred (100) yards of a college campus, according to the proximity survey submitted with the application, the proposed location may continue operation as a legal non-conforming use. 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. 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,

Candra E. Teshome
Planning and Development Specialist



The City of
Statesboro
ESTABLISHED 1784

Teresa Skinner <teresa.skinner@statesboroga.gov>

El Jalapeno/ Richard L Robins

1 message

Cain Smith <cain.smith@statesboroga.gov>

Tue, Feb 13, 2018 at 9:07 AM

To: Teresa Skinner <teresa.skinner@statesboroga.gov>

I have no issue with application after review of application and applicant.

I. Cain Smith
City Attorney
City of Statesboro
50 E. Main St.
Post Office Box 348
Statesboro, GA 30458
ph: 912-764-0643
fax: 912-489-6140

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

Jonathan M. McCollar, 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: Randy Wetmore, City Manager and Sue Starling, City Clerk

From: Candra Teshome, Planning & Development Specialist

Date: February 7, 2018

RE: February 20, 2018 City Council Agenda Items

Policy Issue: *Statesboro Zoning Ordinance: Zoning Map Amendment*

Recommendation: Staff recommends approval of the zoning map amendment requested by application RZ 18-02-01 with condition(s).

Background: Lindsay Martin requests a zoning map amendment of 58.97 acres of property addressed Highway 301 North from the R10 (Single-Family Residential) zoning district to the R4 (High Density Residential District) zoning district to permit the construction of single-family and multi-family dwelling units (Tax Parcel MS80 000013 000).

Budget Impact: None

Council Person and District: District 1 (Phil Boyum)

Attachments: Development Services Report RZ 18-02-01



City of Statesboro-Department of Planning and Development
DEVELOPMENT SERVICES REPORT

P.O. Box 348
 Statesboro, Georgia 30458

(912) 764-0630
 (912) 764-0664 (Fax)

RZ 18-02-01
ZONING MAP AMENDMENT REQUEST
HIGHWAY 301 NORTH

LOCATION: Highway 301 North

REQUEST: Zoning map amendment of 58.97 acres of property addressed Highway 301 North from the R10 (Single-Family Residential) zoning district to the R4 (High Density Residential District) zoning district to permit the construction of single-family and multi-family dwelling units

APPLICANT: Lindsay Martin

OWNER(S): Lindsay Martin

ACRES: 58.97 acres

PARCEL TAX MAP #: MS80 000013 000

COUNCIL DISTRICT: District 1 (Boyum)



PROPOSAL:

The applicant seeks a zoning map amendment of 58.97 acres of property addressed Highway 301 North from the R10 (Single-Family Residential) zoning district to the R4 (High Density Residential District) zoning district to permit the construction of single-family and multi-family dwelling units.

At the time of application for the zoning map amendment, the applicant's proposed sketch plan, dated January 1, 2018, required modification and is not the final site plan for the development. The exact acreage and site layout is subject to changes. (See **Exhibit A**—Location Map, **Exhibit B**—January 5, 2018 Sketch Plan).

BACKGROUND:

The property was approved for municipal annexation by the 100 percent method on January 3, 2007. At the time, the zoning was changed from LI (Light Industrial) to HOC (Highway Oriented Commercial) and R10 (Single-family Residential), per case number AN 06-12-05. On August 21, 2007, a preliminary plat—dated December 12, 2007—subdividing 87.3 acres of the property was approved by Council, per case number SUB 07-08-07. In 2011, Jennings Construction requested a zoning map amendment of roughly 11.36 acres to R4 (High Density Residential District) and roughly 58.48 acres to R3 (Medium Density Multiple Family Residential) to construct apartments and duplexes. The applicant requested withdrawal of the application.

SURROUNDING LAND USES/ZONING:

	ZONING:	LAND USE:
NORTH:	R10 (Single-Family Residential) and LI (Light Industrial—Bulloch County)	Undeveloped
SOUTH:	R25 (Single-Family Residential—Bulloch County)	Single-family dwelling units (Pinemount Subdivision)
EAST:	AG5 (Agricultural—Bulloch County)	Undeveloped
WEST	R10 (Single-Family Residential)	Single-family dwelling units (Phase I Northbridge)

The subject parcel is surrounded by property zoned for residential uses. Phase I of the Northbridge development lies west of the subject site and the Pinemount subdivision lies south. The parcel is also surrounded by undeveloped properties located in both Bulloch County and the City of Statesboro (See **EXHIBIT C**—Photos of the Subject Site and Surrounding Properties).

COMPREHENSIVE PLAN: The subject site lies within the “Established Residential Neighborhood” character area as identified by the City of Statesboro 2014 Future Development Map (See **EXHIBIT D**—2014 Future Development Map) within the *City of Statesboro Updated 2014 Comprehensive Plan*.

Vision:

The traditional residential neighborhoods in the established area were developed from the late 19th to mid-20th century, and feature connected street grids linked with downtown. Sidewalks should be located on both sides of major streets; lesser streets may have limited facilities. Major corridors in this area may support a mix of residential and commercial uses. As corridors transition from residential to commercial, the original structures should be maintained and renovated whenever possible. Any new structures should respect the existing fabric of the neighborhood, through similar front, side, and rear setbacks.

Appropriate Land Uses

- Neighborhood-scale retail and
- Neighborhood services commercial
- Small-lot single family residential
- Small-scale office
- Garage apartments

Suggested Development & Implementation Strategies

- Retrofitting existing residential communities to improve pedestrian and bicycle access and connectivity with nearby commercial areas.
- Infill, redevelopment, and new development should promote lot sizes and setbacks appropriate for each neighborhood. Neighborhood redevelopment should promote a tight grid of small lot single family development which utilizes more efficient lot and block layouts. New structures should respect the existing architectural fabric of the neighborhood.

Statesboro Updated 2015 Comprehensive Plan, Community Agenda page 17.

COMMUNITY FACILITIES AND TRANSPORTATION:

The subject property is currently serviced by city utilities, sanitation, and public safety. No significant impact is expected on community facilities or services as a result of this request.

ENVIRONMENTAL:

The subject property contains wetlands. The proposed construction will be reviewed by staff and any issues addressed during the permitting phase.

ANALYSIS:

I. Application RZ 18-02-01: Whether or not to grant a zoning map amendment from the R10 (Single-Family Residential) zoning district to the R4 (High Density Residential District) zoning district

The request to rezone the subject parcel from the R10 (Single-Family Residential) zoning district to the R4 (High Density Residential District) zoning district should be considered in light of the standards for determination of zoning map amendments given in Section 2007 of the *Statesboro Zoning Ordinance*; the vision and community policies articulated within the *Statesboro Comprehensive Plan*, the *2035 Bulloch County/City of Statesboro Long Range Transportation Plan* and the potential for the property to develop and be utilized in conformance with the requirements of the proposed R4 (High Density Residential District) zoning district as set forth in the *Statesboro Zoning Ordinance*.

Following is a brief comparison of the current zoning and the proposed zoning:

Current Zoning Compared to Requested Zoning

R10 – The R10 zoning district is a single-family residential district and is restricted to single-family detached dwellings, educational and religious facilities, public utilities and non-recreational uses, to name a few.

R4 – The R4 zoning district allows the highest dwelling unit density of all of the residential zoning districts listed in the Statesboro Zoning Ordinance.

The sketch plan dated January 5, 2018 depicts a developable area of 33.69 acres. The applicant proposes the construction of forty-two (42) four-unit buildings, one (1) three-unit building, two (2) two-unit buildings and fourteen (14) single-family structures for a total 193 units.

Section 2007 of the Statesboro Zoning Ordinance provides eight (8) standards for the Mayor and City Council to consider “in making its determination” regarding a zoning map amendment in “balancing the promotions of the public health, safety, morality (morals), and general welfare against the right of unrestricted use of property.” Those standards are as follows:

(1) Existing uses and zoning or (of) property nearby;

- a. Existing uses and zoning of property nearby varies. Property to the north is currently zoned R10 (Single-Family Residential) and LI (Light Industrial—Bulloch County) and is undeveloped. Property to the south is zoned R25 (Single-Family Residential—Bulloch County) and primarily consists of single-family dwelling units in the Pinemount Subdivision. Property to the east is zoned AG5 (Agricultural—Bulloch County) and is undeveloped while property to the west is zoned R10 (Single-Family Residential) and contains Phase I of the Northbridge Subdivision.

(2) The extent to which property values are diminished by the particular zoning restrictions.

- a. The subject site is currently zoned R10 (Single-family Residential). Per Article VII-C Section 703(C), single-family lots must contain no less than 10,000 square feet. As such, under the current zoning, the applicant would be able to construct roughly 146 single-family residences. The applicant is requesting the construction of a total 193 units containing multi-family dwellings. In order to do this, the property must be zoned R4 (High Density Residential District).

Note: Please note that staff has not consulted a professional appraiser regarding the impact of the requested zoning map amendment on the property value. Therefore, any discussion pertaining to specific property values should be considered speculative.

(3) The extent to which the description of property values of the property owner promotes the health, safety, morals or general welfare of the public.

(4) The relative gain to the public, as compared to the hardship imposed upon the property owner.

(5) The suitability of the subject property for the zoned purposes.

(6) The length of time the property has been vacant as zoned, considered in the context of land development in the area in the vicinity of the property.

- a. The property has remained undeveloped since its annexation into municipal limits in 2007. Staff is unaware of previous uses. While the R10 (Single-family Residential) zoning district was appropriate when the property was annexed, this request is the second to rezone the property to R4 (High Density Residential District) and the property will likely remain vacant for the foreseeable future without a zoning map amendment.

(7) The extent the proposed change would impact the following: population density in the area; community facilities; living conditions in the area; traffic patterns and congestion; environmental aspects; existing and future land use patterns; property values in adjacent areas; and

(8) Consistency with other governmental land use, transportation, and development plans for the community.

STAFF RECOMMENDATION:

Staff recommends approval of the zoning map amendment requested by application RZ 18-02-01 with the following condition:

Condition

1. Lots 1 through 14 must remain single-family residential lots. The applicant may only construct dwellings designed for and occupied exclusively as a dwelling for one (1) family.

PLANNING COMMISSION RECOMMENDATION:

At its regularly scheduled meeting, held February 6, 2018 at 5:00 PM, the Planning Commission voted 6 to 0 to approve the zoning map amendment requested by application RZ 18-02-01 with staff recommended condition:

Condition

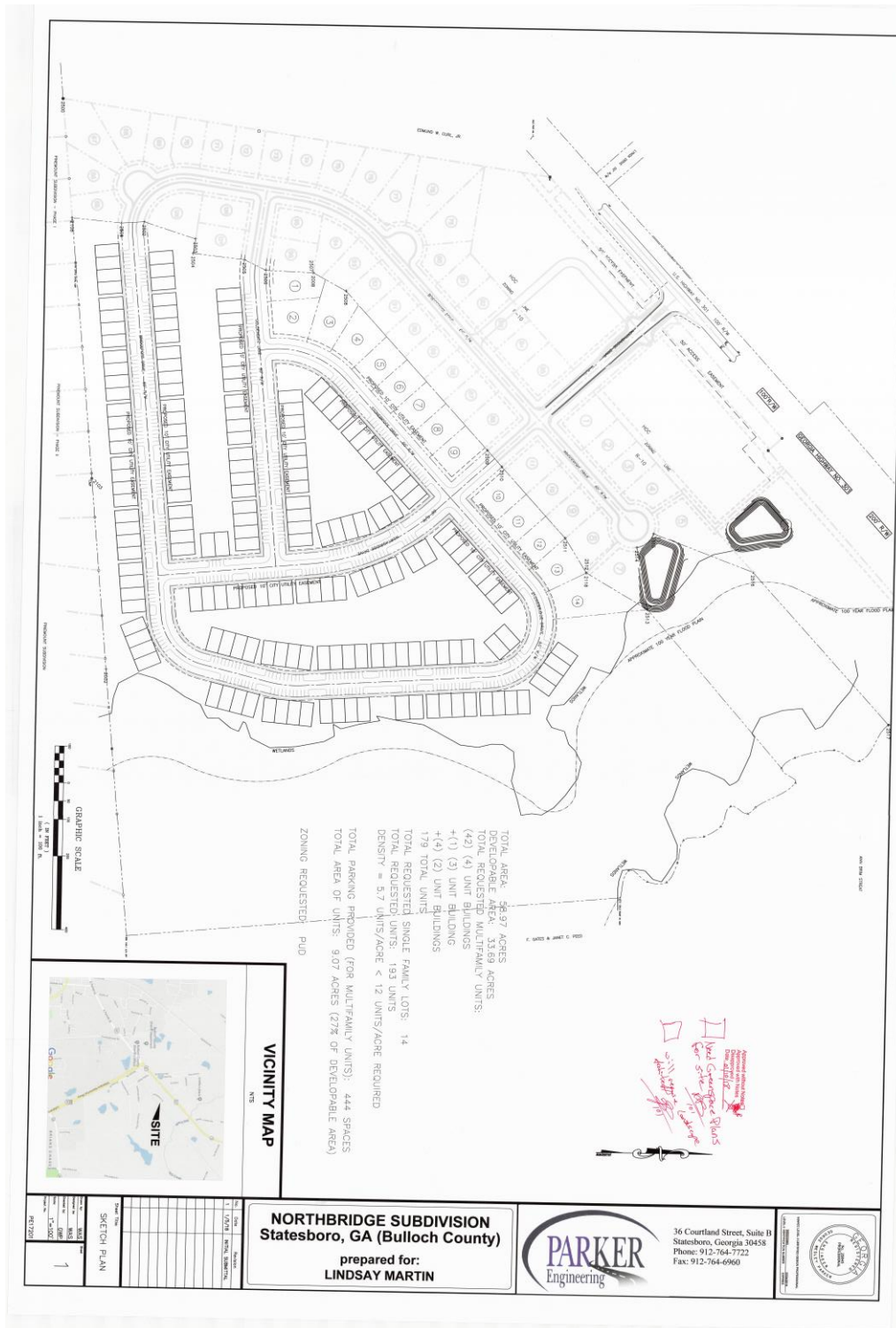
1. Lots 1 through 14 must remain single-family residential lots. The applicant may only construct dwellings designed for and occupied exclusively as a dwelling for one (1) family.

(Please note: Unless otherwise stated in any formal motion by City Council, staff considers the conceptual site plan (Exhibit B) submitted on behalf of the applicant for this request to be illustrative only. Approval of the application does not constitute approval of any final building or site plan).

EXHIBIT A: LOCATION MAP



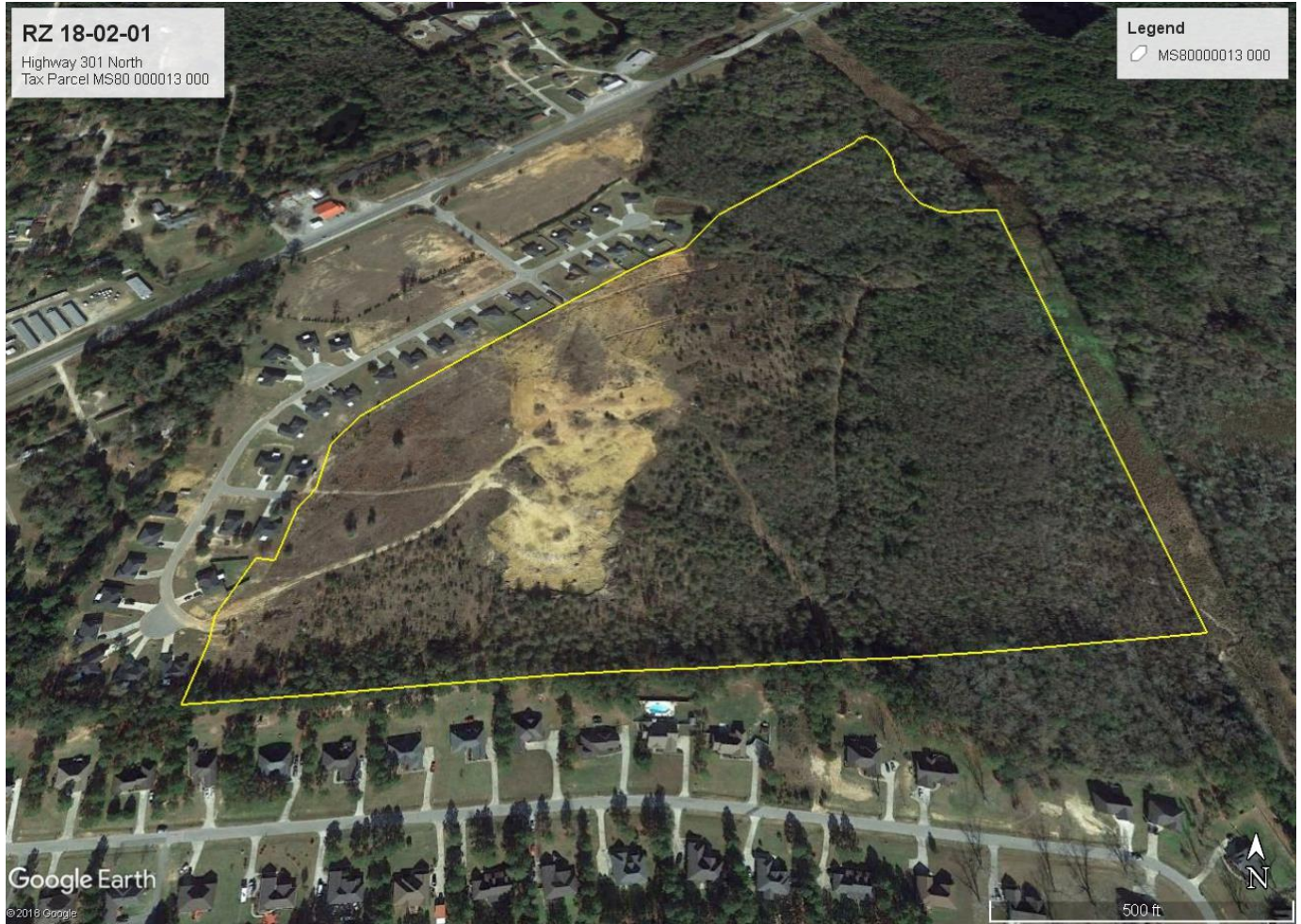
EXHIBIT B: SKETCH PLAN DATED JANUARY 5, 2018



(Please note: Unless otherwise stated in any formal motion by City Council, staff considers the conceptual site plan (Exhibit B) submitted on behalf of the applicant for this request to be illustrative only. Approval of the application does not constitute approval of any final building or site plan).

EXHIBIT C: PHOTOS OF SUBJECT SITE

Picture 1: Subject Site Aerial View



Picture 2: Subject Site at the End of Northbridge Drive Facing North East



EXHIBIT C: PHOTOS OF SUBJECT SITE (CONT.)

Picture 3: Subject Site at the End of Northbridge Drive Facing South West Depicting Adjacent Property



Picture 4: Adjacent Properties on North Bridgeport Drive Facing North East



EXHIBIT D: CITY OF STATESBORO 2014 FUTURE DEVELOPMENT MAP

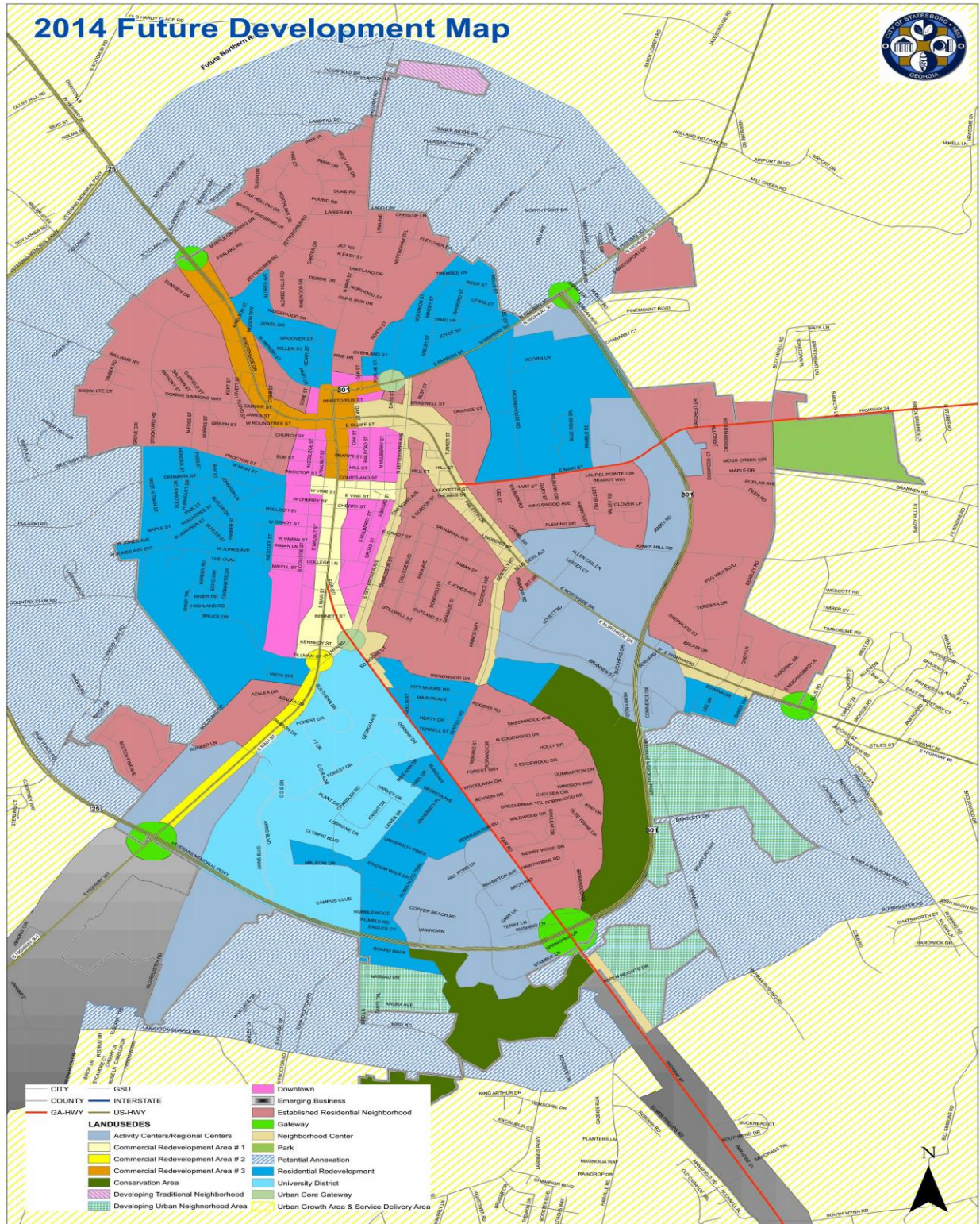


EXHIBIT E: NATHAN BACKUS LETTER OF OPPOSITION

To Statesboro City Council Members regarding the rezoning of Northbridge subdivision.

My name is Nathan Backus and I own 303 South Bridgeport Dr. Please excuse my absence as international travel plans keep me from attending both meetings.

An impromptu meeting took place at one homeowners house a few months back consisting of 3 homeowners and the developer. There was (as far as I could tell) no effort to contact all homeowners in advance so we could all plan to attend, voice concerns, and learn about what this proposal would mean for us. I think that was inappropriate.

We were told by the developer that the triplexes would be the best thing for our neighborhood. I would like to see evidence of a comparable neighborhood benefiting from a zoning change like the one proposed.

Because I believe the only people benefiting here are the developers.

Who among the council members would agree to this proposal if they lived in Northbridge? Decreased home values and increased traffic! A rental village the developer wants to "empower us" (homeowners) to manage!

When I bought I was told that this would be developed as single family homes and I would not have bought knowing otherwise.

If there is a need for more high density housing in this area there are 2 areas that were cleared years ago - one accessed via Packinghouse Road and the other on the corner of Jones Mill Road and the Bypass - that remain vacant.

I thank the council for their consideration of my objection in my absence. And also for the consideration of all the homeowners who may not know enough about how this proposal will negatively affect them to voice their objections publicly. When the Rezone signs went up they will have barely 18 days to educate themselves on the issue before the Feb. 20th meeting, and I'm sure no one is going door door to fill them in. How would they know what's best for them?

Nathan Backus 2/3/18

City of Statesboro
Planning & Development Dept

FEB 05 2018

Received

City of Statesboro
Planning & Development Dept

FEB 12 2018

Received

DLW

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

Jonathan M. McCollar, 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: Randy Wetmore, City Manager

From: Jeffery Grant, Director of Human Resources

Date: February 14, 2018

RE: Personnel Policy Updates and Revisions

Policy Issue: The City of Statesboro Personnel Policy was last adopted January, 2017. Each year we take the initiative of updating policies and procedures to reflect current local, state, federal guidelines; and current organizational standards and processes.

Recommendation: To approve recommended revisions and updates to the Employee Handbook.

Background: Recommendation to revise the following City of Statesboro personnel policies:

- 1) 43-hour work week and 28-day cycle for Police Officers
 - a. Policy 4.1, Section 3.C. – 43hr language removed
 - b. Policy 4.2, Section 3.C. – 43hr language removed
 - c. Policy 4.2, Section 4. – 28 days cycle language removed
 - d. Policy 4.3, Section 4.A. – 28 days cycle language removed
 - e. Policy 5.1, Section 3.D. – 28 days cycle language removed

- 2) Outdated Emergency On-Call Procedures
 - a. Policy 5.1, Section 8 – Removed, Finance has internal procedures
 - b. Policy 5.1, Section 9 – Removed, Finance has internal procedures

- 3) Severe Weather Policy – Added in place of previous policy

Budget Impact: None

Council Person and District: All

**RESOLUTION 2018-10: A RESOLUTION ADOPTING PERSONNEL
POLICY AND PROCEDURES REVISIONS (EMPLOYEE HANDBOOK)
OF THE CITY OF STATESBORO, GEORGIA**

THAT WHEREAS, the City of Statesboro has previously adopted an Employee Handbook which set out the Personnel Policy of the City and:

WHEREAS, the City Manager, and Director of Human Resources have reviewed the policies and procedures; and have prepared revisions of policies and procedures governing the personnel function in city government; and

WHEREAS, the Mayor and City Council have reviewed the proposed revisions to the Personnel Policy and Procedures;

WHEREAS, the Mayor and City Council wish to adopt revisions of the City of Statesboro Personnel Policy and Procedures;

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

Section 1. That the document entitled “Personnel Policies and Procedures (Employee Handbook)”, dated January 17, 2017, is hereby revised as follows:

- a. Policy 4.1, Section 3.C. – 43hr language removed
- b. Policy 4.2, Section 3.C. – 43hr language removed
- c. Policy 4.2, Section 4. – 28 days cycle language removed
- d. Policy 4.3, Section 4.A. – 28 days cycle language removed
- e. Policy 5.1, Section 3.D. – 28 days cycle language removed
- f. Policy 5.1, Section 8 – Removed, Finance has internal procedures
- g. Policy 5.1, Section 9 – Removed, Finance has internal procedures
- h. Policy 5.2, - Replaces previous policy

Section 2. That this Resolution shall be and remain effective from February 20, 2018, upon its adoption by the Mayor and City Council

Adopted this 20th day of February, 2018.

CITY OF STATESBORO, GEORGIA

By: _____
Jonathan J. McCollar, Mayor

Attest: _____
Sue Starling, City Clerk



City of Statesboro – Human Resources Policies and Procedures

SECTION 4 EMPLOYMENT BENEFITS

- 4.1 Holiday Leave
- 4.2 Vacation Leave
- 4.3 Sick Leave
- 4.4 Donation of Sick Leave
- 4.5 Civil Leave and Bereavement
- 4.6 Maternity, Paternity and Adoption Leave
- 4.7 Family and Medical Leave
- 4.8 Military Leave
- 4.9 Leave of Absence
- 4.10 Group Health Insurance
- 4.11 Retirement Benefits
- 4.12 Education Assistance
- 4.13 Worker’s Compensation Insurance
- 4.14 Leave for Blood, Organ and Bone Marrow Donation



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.1 Holiday Leave

EFFECTIVE DATE: 01/17/2017

DATE REVISED: 02/20/2018

POLICY

It shall be the policy of the City to ensure that all regular full-time and part-time employees enjoy paid holidays.

PROCEDURES AND GUIDELINES

1. All regular full-time and part-time employees shall be eligible for holiday leave for the following days, and such other days as may be designated by specific action of the Mayor and City Council:

New Year's Day	Rev. Martin Luther King, Jr. Day
Memorial Day	Independence Day
Labor Day	Veterans Day
Thanksgiving Day	Day After Thanksgiving
Christmas Eve	Christmas Day

2. When an official holiday falls on Saturday or Sunday, the City Clerk shall designate the day to be observed as the holiday with approval of the City Manager.
3. Holiday Pay:

A. Exempt (Salaried) and Non-Exempt (Hourly) Regular Employees: as defined in Section 5.1-3.A.-B., shall be given the day off. All eligible employees who are required to work on the scheduled holiday shall be paid for any overtime worked in accordance with the rules governing overtime, or be given another day off in lieu of the holiday. The exempt Fire Department Battalion Commanders working the 24/48 schedule will be given 11.2 hours for each holiday to be used at another time.

B. All Non-Exempt Fire Department Employees on the 24 On/48 Off Schedule: as defined in Section 5.1-3.C., shall be paid 11.2 hours for every holiday, rather than given the time off. This is necessary to maintain the staffing levels to cover each shift. They shall work any scheduled shift that falls on a Holiday. The employees on this schedule average 56 hours per week, versus 40 hours per week for regular

employees, which means their normal hours are 1.4 times (56 hours divided by 40 hours) those of employees who regularly work 40 hours per week. Therefore, the equivalent amount of hours for a holiday would be 8 hours x 1.4, which equals the 11.2 hours noted above. These personnel currently receive 12 hours off for each holiday prior to the move to the new schedule. Therefore, no adjustment in accrued holiday hours is necessary to convert them to the new schedule.

- C. All Non-Exempt Police Department Employees: as defined in Section 5.1-3.D., shall be paid 8 hours for every holiday, or be given the opportunity to take the same number of hours for a holiday at a later date in the event the employee works the holiday. If the employee does not want to take time off at a later date, he/she shall be paid for the additional hours worked, as required by the FLSA.
- D. Part-Time Employees: Holiday pay for part-time employees will be calculated based on the number of hours they were scheduled to work on that day if it had not been a holiday. Part-time employees do not get paid holiday time for the days they would not have worked.
- E. Temporary Employees: as defined in these policies, are not eligible for holiday pay.
- F. Sick/Vacation Leave: Holidays which occur during an employee's sick leave or vacation leave shall not be charged as sick or vacation for such days off.
- G. Emergencies: An employee who is scheduled to be off duty on a holiday may be called back into work during an emergency situation. Such decisions will be made by the City Manager or Department Head.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.2 Vacation Leave

EFFECTIVE DATE: 01/17/2017

DATE REVISED: 02/20/2018

POLICY

Vacation leave is provided to employees for the purpose of taking rest away from the job. It is believed that employees are more productive if they have the time away from their job. It also recognized that employees will occasionally need time away from work to attend to certain personal matters.

PROCEDURES AND GUIDELINES

1. Vacation Leave Eligibility: All regular full-time and part-time employees are eligible to accrue vacation leave as outlined in Subsection 3.A. below. Temporary and other part-time or substitute employees are not eligible for vacation leave.
2. Rate of Vacation Leave Accrual: Introductory employees do not accrue any vacation time. Regular full-time and part-time employees accrue vacation leave retroactively upon completion of the introductory period for the months of the introductory period, and at the end of each month thereafter. Employees under temporary, provisional, or emergency appointments will not be granted vacation leave under these policies.
3. Vacation Accrual Schedule: Regular part-time employees shall only accrue a fraction of the stated time, equal to the fraction of a comparable employee's standard workweek. For example, a secretary who works 20 hours per week would receive $\frac{1}{2}$ of the stated time, as the employee works $\frac{1}{2}$ of the standard workweek worked by a comparable 40-hour per week, full-time secretary.

A. Salaried and Non-Exempt (Hourly) Regular Employees:

0 years up to 10 years of service:
Ten 8-hour days, or 80 hours,
Accrued monthly at 6.67 hours per month

Over 10 years up to 20 years of service:
Fifteen 8-hour days, or 120 hours,
Accrued monthly service at 10 hours per month

Over 20 years of service:
Twenty 8-hour days, or 160 hours,
Accrued monthly at 13.33 hours per month

- B. Non-Exempt and Exempt Fire Department Employees on the 28-Day Work Period Schedule: The average hours scheduled for these employees is 56 in a week, as opposed to 40 hours for a regular non-exempt employee, which is 1.4 times the regular employees' hours. Therefore, these employees will earn vacation leave at 1.4 times that of regular employees, or 11.2 hours instead of 8 hours, as follows:

0 years up to 10 years of service:
Ten 11.2-hour days, or 112 hours,
Accrued monthly at 9.33 hours per month

Over 10 years up to 20 years of service:
Fifteen 11.2-hour days, or 168 hours,
Accrued monthly at 14 hours per month

Over 20 years of service:
Twenty 11.2-hour days, or 224 hours,
Accrued monthly at 18.67 hours per month

These different accrual rates will assure that all employees receive the same proportional amount of time off as all other employees within the same category of years of service, regardless of the type of shift or schedule they may work.

4. Maximum Allowable Accumulation of Vacation Leave: Unused vacation leave not to exceed the equivalent of 30 days for regular employees may be carried into the next calendar year. Exceptions may, under unusual circumstances, be authorized by the City Manager. The maximum allowable accumulation for the four categories of employees, expressed in hours, is as follows:

240 Hours	Salaried Regular Employees
240 Hours	Non-Exempt (Hourly) Regular Employees
336 Hours	Non-Exempt and Exempt Fire Department Employees on the 28-day Work Period Schedule

5. Use of Vacation Leave: Vacation leave assignments will be made by the Department Head in accordance with the preference of the employee where possible. However, vacation leave must be taken at the convenience of the department in order to maintain acceptable levels of staffing at all times to perform the department's operations without interruption. Seniority within the department will be a major factor, but not the only one considered in preparing vacation leave schedules. The Department Head's decision as to when vacation leave may be taken shall be final.

6. Vacation Leave Upon Termination of Employment: Except as otherwise provided in Section 8 of the Human Resources Policies and Procedures, any employee who has accumulated vacation leave at the time of termination of employment shall be entitled to receive pay for such accumulated vacation leave at his/her current hourly rate of pay up to the maximum allowable accumulation described in Paragraph 4 above. Since

introductory employees do not accrue any vacation time, an employee who is terminated prior to the expiration of the introductory period (including any extensions thereof) shall not receive any vacation leave pay.

7. Advancement of Vacation or Sick Leave: The City of Statesboro does not provide advancement of vacation leave. See Section 4.4 on Donation of Sick Leave.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.3 Sick Leave

EFFECTIVE DATE: 01/17/2017

DATE REVISED: 02/20/2018

POLICY

Sick Leave is a privilege granted by the City of Statesboro. Sick leave should not be abused; it is to be used for salary continuation in the event an employee becomes ill and is unable to work.

PROCEDURES AND GUIDELINES

1. **Sick Leave Defined:** Sick leave is paid leave that may be granted to each eligible employee who through illness or injury becomes incapacitated to a degree that makes it impossible for the employee to perform the duties of his/her position; who has been quarantined by a physician because he/she has been exposed to a contagious disease; who requires medical, dental, or optical examination or treatment; or whose immediate family member requires care by the employee because of an illness or injury. The employee's department should notify and review employee absences of three (3) or more days with Human Resources to determine whether such time may qualify as FMLA leave. For the purpose of this policy, "immediate family" is defined as the employee's spouse, child, father, mother, brother, sister, grandparents, or any of the above as they pertain to the employee's spouse.
2. **Sick Leave Eligibility:** All regular full-time and part-time employees are eligible to accrue sick leave as set out in Subsection 4.A. below. Temporary and other part-time or substitute employees are not eligible to receive sick leave.
3. **Sick Leave for On-the-Job Injury:** For Worker's Compensation procedures see Section 4.13.
4. **Rate of Sick Leave Accrual and Maximum Accumulation:**
 - A. Full-time eligible employees shall accrue sick leave monthly at the rates set out below for the four categories of employees:

8 Hours per Month	Salaried Regular Employees
8 Hours per Month	Non-Exempt (Hourly) Regular Employees
11.2 Hours per Month	Non-Exempt and Exempt Fire Department Employees on the 28-day Schedule

- B. Limits: There is no maximum limit on the accumulation of sick leave, and employees are encouraged to accumulate sick leave as a safety net in the event of a prolonged recovery from an illness or injury. Sick leave shall accrue from the date of employment, but no employee shall be entitled to use sick leave until they have completed ninety (90) days of service with the City. An employee who has not worked at least seventy percent (70%) of his/her regularly scheduled hours in any calendar month shall not accrue sick leave credit for that calendar month.
5. Responsibility for Reporting Inability to Report for Work:
- A. An employee who must be absent from work because of the employee's or an immediate family member's illness or injury, is responsible for reporting that information to the appropriate supervisor or Department Head, or their designee, as determined in advance by each Department Head, at least one hour prior to the designated reporting time on the day of absence. This is necessary in order for the Department Head to rearrange work schedules, or call in additional personnel to cover for the absent employee. In unusual situations that would reasonably prevent an employee or an immediate family member from calling in this information, this deadline may be waived by the Department Head, provided the information was called in as soon as reasonably possible. If the Department Head determines that the employee could have called in the information within the one-hour deadline, but failed to do so, the employee will be denied the use of sick leave.
- B. Unless FMLA leave is approved, an employee is expected to keep his/her supervisor or Department Head, or his/her designee, informed of his/her progress on a daily basis so that the department's work schedules can be adjusted in a timely manner with minimum disruption to co-workers. See also Section 4.7 on FMLA.
6. Use of Sick Leave: Sick leave is not to be considered a right which an employee may use at his discretion, but a privilege not to be abused. Department Heads who have reason to believe that an employee is abusing sick leave may require the employee to furnish a physician's certificate for each period of absence notwithstanding any other provision herein. The employee's failure to provide such certificate will be considered refusal to follow instruction of a supervisor and will result in disciplinary action and may result in the leave being considered unauthorized.
7. Sick Leave Abuse: Employees who are found to have abused sick leave or use sick leave improperly are subject to disciplinary action up to and including dismissal.
8. Physician's Certificate: When an employee uses sick leave for three or more consecutive work days (or for two or more consecutive shifts for non-exempt Police; and Fire Department employees on the 28-day schedule), a written statement by a licensed physician or dentist certifying that the employee's condition prevented the employee from performing the duties of his/her position may be required by the Department Head. The physician statement should also certify that the employee is fit for duty after the

absence and able to return to work. Should any restrictions apply, such restrictions must be included on the certificate.

9. Fitness-For-Duty: Department Heads, supervisors, and employees share responsibility for the safe performance of work. Employees shall not be on duty when they may endanger their own health or that of other employees or the public, or when due to illness or injury, the employee cannot safely perform duties required of the job.

Where reasonable job safety concerns exist, an employer may require a fitness-for-duty certificate, stating any work restrictions.

10. Pay for Sick Leave Upon Termination of Employment: An employee shall not receive payment for any accumulated sick leave upon separation from City employment, regardless of the reason. If a regular full-time employee is separating due to retirement under the rules of the City's defined benefit retirement system, the accumulated days of sick leave shall be credited towards additional credited service for purposes of calculating the retirement benefits, pursuant to the terms of the applicable plans, as they may change from time to time.



City of Statesboro – Human Resources Policies and Procedures

SECTION 5 CONDITIONS OF EMPLOYMENT AND THE WORK ENVIRONMENT

- 5.1 Attendance and Hours Worked
- 5.2 Severe Weather
- 5.3 Bulletin Boards/Solicitation and Distribution of Literature
- 5.4 Other Employment and Conflicts of Interest
- 5.5 Code of Ethics
- 5.6 Political Activity
- 5.7 Gifts
- 5.8 Nepotism
- 5.9 Confidential Matters
- 5.10 Uniform Dress Code
- 5.11 Time Clocks
- 5.12 Drug and Alcohol Policy
- 5.13 Equipment Use, Care and Maintenance
- 5.14 Vehicle Use, Care and Maintenance
- 5.15 No Smoking
- 5.16 Technology and Communications Equipment Usage
- 5.17 Travel
- 5.18 Media Inquiries



City of Statesboro–Human Resources Policies and Procedures

SUBJECT: 5.1 Attendance and Hours Worked
EFFECTIVE DATE: 01/17/2017 **DATE REVISED:**

POLICY

Each employee is important to his/her department and the City. On-time, regular attendance is an essential job function of each job at the City. Absence affects our overall efficiency and places additional requirements on fellow employees. If an employee must be absent, it is his/her responsibility to make advance arrangements with his/her supervisor. This may entail submission of a written request for leave or, in an emergency or illness, a simple call to his supervisor. See Section 4.3 on Sick Leave for detailed requirements on reporting an absence.

PROCEDURES AND GUIDELINES

1. The Work Week: The standard work week shall be from 12:01 a.m. Sunday until 12:00 p.m. midnight on Saturday, a time span of seven (7) consecutive twenty-four (24) hour periods.
2. Field Operations: Some operations employees, including public works, water/sewer & wastewater treatment, gas, public safety, may work hours that differ from the administrative core business hours. This is necessary to best serve customers and deliver services.
3. Hours of Work and Work Periods: Personnel shall be divided into four categories of employees for pay purposes as follows:
 - A. Exempt (Salaried) Regular Employees: They will be paid bi-weekly on Friday. Their vacation, sick, holiday, and other authorized leave time actually used during that period will be recorded.
 - B. Non-Exempt Regular Employees: They will be paid bi-weekly on Friday and will receive overtime pay or compensatory time for all hours actually worked in excess of 40 hours during that work week. They will also be paid for any vacation, sick, holiday, compensatory, or other authorized time actually used during that period.
 - C. Non-Exempt Fire Department Employees on the 28-day Schedule: They will be paid every 14 days. For the first 14 days of the 28-day work period, they will be paid straight time for any hours actually worked, and for any vacation, sick, holiday, compensatory, or other authorized time actually used during that period.

At the end of the second 14 days of the 28-day work period, they will be paid straight time for all hours actually worked, and for any vacation, sick, holiday, compensatory, or other authorized time actually used during the second 14 days of the full 28-day work period. In addition, for all hours in the 28-day work period actually worked over the FLSA's allowed 212 hours, they will be paid at the overtime rate.

4. Alternate Work Schedules: When activities of a particular department require some other schedule to meet work needs, the City Manager may authorize a deviation from the normal work schedule. Alternate work schedules shall be approved in advance by the Department Head and City Manager and documented in the employee's personnel file.
5. Training and Travel Time: Time spent in professional or technical training seminars which is required by the City shall be counted as time worked. A non-exempt employee shall be paid for travel time which occurs during the employee's regular work hours. Questions about travel time should be directed to the Director of Human Resources.
6. Attendance: Each Department Head shall be responsible for the punctual attendance of all employees under his/her administrative supervision and shall keep such attendance records as shall be required by the City Manager.
 - A. Tardiness and absenteeism interfere with department objectives and may result in appropriate and reasonable disciplinary action.
 - B. Unauthorized or unreported absence shall be considered absence without leave, and deduction of pay shall be made for periods of absence in accordance with the Fair Labor Standards Act.
 - C. Employees who take unauthorized leave (absence without leave) the day before or after a holiday will not be paid for the holiday.
 - D. Three (3) consecutive working days of absence without authorized leave will be considered a resignation from employment without notice. Employees in such cases will be considered to have abandoned their positions, will be removed from the payroll, and employment will be terminated.
7. Overtime: Supervisors shall arrange the work schedules of their hourly employees so as to accomplish the required work within the standard work day for their department. Hourly employees shall be required to work overtime only in unusual circumstances with the prior approval of the Department Head. Overtime work shall be considered work performed by a non-exempt (hourly) employee at the direction of the Department Head or his/her authorized designee which exceeds the established work week, or work period, of the hourly employee.
 - A. Unapproved work performed during non-work hours, including time prior to the start of the work day, during lunch period, and after the work day has concluded, including taking work home, is prohibited.

- B. The overtime rate of pay shall be one and one-half times the hourly employee's regular rate of pay. Overtime shall be granted only upon the approval of the Department Head.
 - C. During peak periods when overtime becomes necessary, it should be distributed as equally as possible among qualified employees in the same classifications, department and shift.
 - D. Sick leave, vacation, leave without pay or holidays not worked do not count as hours worked for purposes of overtime calculations.
8. Emergency & Non-Emergency On-Call Duty: Refer to Finance Department procedures and guidelines.
9. Compensatory Time: Under normal circumstances, the City will elect to pay for overtime work, rather than allow an employee to take compensatory time in lieu of overtime compensation. However, an employee may request, and the Department Head, for a legitimate reason and with the approval of the City Manager, may grant compensatory time in lieu of overtime pay. For each hour of overtime worked that is allowed as compensatory time, the employee shall be credited with 1.5 hours of accrued compensatory time.
- A. All compensatory time will be utilized before the end of the calendar year.
 - B. An employee's compensatory time shall be taken before the use of vacation, unless such use will result in a loss of vacation due to the annual maximum limits on vacation or if another City policy requires vacation to be paid first.
 - C. It shall be the policy of the City of Statesboro to limit the maximum compensatory time accrual for employees to 60 hours. The City Manager must approve, in advance, the accrual of hours beyond the amount limited by the policy, but may not approve additional hours that exceed the limit established by law.
 - D. Banked or accrued compensatory time must be paid to the employee who is promoted to an exempt position or upon involuntary or voluntary termination of employment.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.2 Severe Weather

EFFECTIVE DATE: 01/17/2017

DATE REVISED: 02/20/2018

POLICY

In situations involving inclement weather, ice, snow storms, hurricanes, or other unusual conditions, it is the policy of the City to ensure that its departments are opened to the public at the usual time unless the Department Heads have received prior notification to the contrary from the City Manager's office.

PROCEDURES AND GUIDELINES

The continuity of critical operations / services during adverse weather or other emergency conditions is required. Departments may be required to maintain the minimum level of staffing needed to provide such services. Under conditions of emergencies and/or closings, required employees may be required to work when other employees are not required to work, regardless of the weather and regardless of whether the City is "closed."

Department Directors and/or their designee are responsible for defining and/or posting a list of required employees and notifying those employees of their "required" status in a given situation. During an emergency and/or closing an employee that is not listed on the standing "required personnel staffing list" may still be designated as required and must report to work. (NOTE: An employee may be designated as required in one given situation (e.g. flood) and non-required in another situation (e.g. ice storm). The decision to designate an individual as required is determined by the Department Director or his / her designee.)

Employee Notification: In the event of severe weather and/or other emergencies, employees should check the City website and listen to local newscasts for delayed opening or closing information. Unless otherwise notified by these means or direct communication from the City of Statesboro, all personnel are to assume that the City will be open for business regardless of any weather or other emergency condition. Non-required employees should make every effort to report to work when the City is open unless your personal safety or the safety of your family is at risk. A non-required employee who is not able to report to work must follow the normal "call-in" procedures to report her / his absence. If a non-required employee makes every effort to safely report to work and notify his / her supervisor of his / her absence according to the normal "call-in" procedures, the absence will be excused and the time charged against the employee's available vacation balance.

Closings and Delayed Openings

1. Full Closing – If City offices are fully closed, employees who are not designated as required will be excused from work. Required employees may be expected to report to work. Required employees who do not report to work during closed status when expected to do so may be placed on unauthorized leave without pay status.
2. Early Closing – If City offices are closed early, employees who are not designated as required will be excused from work. Required employees may be expected to remain at work. Required employees who do not remain at work when expected to do so during closed status may be placed on unauthorized leave without pay.
3. Delayed Openings – If the opening of City offices is delayed, required employees may be expected to report to work for normal or extended work hours. All non-required personnel are expected to report at the announced / broadcast time. If an employee reports later than the announced / broadcast opening time, the employee will be charged vacation time for the period of absence between the delayed opening time and the time the employee actually reports for duty.
4. Partial Closings / Locations – If the emergency or other circumstance is limited to a portion of City offices, employees may be relocated to an unaffected designated area of the City. Employees who fail to report to the designated location may be placed on unauthorized leave without pay status.

Compensation: Non-exempt employees who are required to work during a severe weather or other emergency event will receive regular pay for their hours worked. Non-exempt employees who work in excess of the allowed hours for their work cycle will be paid per the City's standard overtime pay policies. Exempt employees who are required to work due to the severe weather or other emergency are not eligible for overtime payment.

If City offices are closed, all employees who, due to the severe weather or emergency event, were not required to work will receive regular pay for the day or shift.

In the event of a delayed opening or early closing of City offices, non-required employees who work for the portion of the day for which City offices are open, due to severe weather or emergency event, will be paid for the full work day.

Leave Time: In the event that City offices are closed or subject to delayed opening or early closing due to a severe weather or emergency event, non-required employees who are on pre-approved leave will have vacation leave time charged against their available vacation leave time balance for the time in which the City is officially closed.

For required employees, the Department Directors are authorized to cancel previously approved leave in order to ensure that such required employees are available for work during the emergency period.

Questionable Instances: In questionable instances of adverse or inclement weather or other unusual conditions, employees should:

- A. First call their supervisor(s) for further direction.
- B. If not successful in contacting their supervisor(s) employees should call into their prospective departments and the City Manager's office to see if a phone message regarding closing has been posted.
- C. In the event that the above steps have yielded no results, employees should be guided by those same attendance instructions affecting U.S. Government employees as may be published by local radio or television stations or websites.



City of Statesboro – Human Resources Policies and Procedures

SECTION 4 EMPLOYMENT BENEFITS

4.1 Holiday Leave

4.2 Vacation Leave

4.3 Sick Leave

4.4 Donation of Sick Leave

4.5 Civil Leave and Bereavement

4.6 Maternity, Paternity and Adoption Leave

4.7 Family and Medical Leave

4.8 Military Leave

4.9 Leave of Absence

4.10 Group Health Insurance

4.11 Retirement Benefits

4.12 Education Assistance

4.13 Worker's Compensation Insurance

4.14 Leave for Blood, Organ and Bone Marrow Donation



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.1 Holiday Leave

EFFECTIVE DATE: 01/17/2017

DATE REVISED: 02/20/2018

POLICY

It shall be the policy of the City to ensure that all regular full-time and part-time employees enjoy paid holidays.

PROCEDURES AND GUIDELINES

1. All regular full-time and part-time employees shall be eligible for holiday leave for the following days, and such other days as may be designated by specific action of the Mayor and City Council:

New Year's Day	Rev. Martin Luther King, Jr. Day
Memorial Day	Independence Day
Labor Day	Veterans Day
Thanksgiving Day	Day After Thanksgiving
Christmas Eve	Christmas Day

2. When an official holiday falls on Saturday or Sunday, the City Clerk shall designate the day to be observed as the holiday with approval of the City Manager.
3. Holiday Pay:

A. Exempt (Salaried) and Non-Exempt (Hourly) Regular Employees: as defined in Section 5.1-3.A.-B., shall be given the day off. All eligible employees who are required to work on the scheduled holiday shall be paid for any overtime worked in accordance with the rules governing overtime, or be given another day off in lieu of the holiday. The exempt Fire Department Battalion Commanders working the 24/48 schedule will be given 11.2 hours for each holiday to be used at another time.

B. All Non-Exempt Fire Department Employees on the 24 On/48 Off Schedule: as defined in Section 5.1-3.C., shall be paid 11.2 hours for every holiday, rather than given the time off. This is necessary to maintain the staffing levels to cover each shift. They shall work any scheduled shift that falls on a Holiday. The employees on this schedule average 56 hours per week, versus 40 hours per week for regular

employees, which means their normal hours are 1.4 times (56 hours divided by 40 hours) those of employees who regularly work 40 hours per week. Therefore, the equivalent amount of hours for a holiday would be 8 hours x 1.4, which equals the 11.2 hours noted above. These personnel currently receive 12 hours off for each holiday prior to the move to the new schedule. Therefore, no adjustment in accrued holiday hours is necessary to convert them to the new schedule.

- C. ~~All Non-Exempt Police Department Employees on the 28-day Schedule: as defined in Section 5.1-3.D., shall be paid 8 hours for every holiday, or be given the opportunity to take the same number of hours for a holiday at a later date in the event the employee works the holiday. If the employee does not want to take time off at a later date, he/she shall be paid for the additional hours worked, as required by the FLSA. ~~The employees on this schedule average 43 hours per week, versus 40 hours per week for regular employees, which means their normal hours are 1.075 times (43 hours divided by 40 hours) those of employees who regularly work 40 hours per week. Therefore, the equivalent amount of hours for a holiday would be 8 hours x 1.075, which equals the 8.6 hours noted above.~~~~
- D. Part-Time Employees: Holiday pay for part-time employees will be calculated based on the number of hours they were scheduled to work on that day if it had not been a holiday. Part-time employees do not get paid holiday time for the days they would not have worked.
- E. Temporary Employees: as defined in these policies, are not eligible for holiday pay.
- F. Sick/Vacation Leave: Holidays which occur during an employee's sick leave or vacation leave shall not be charged as sick or vacation for such days off.
- G. Emergencies: An employee who is scheduled to be off duty on a holiday may be called back into work during an emergency situation. Such decisions will be made by the City Manager or Department Head.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.2 Vacation Leave

EFFECTIVE DATE: 01/17/2017

DATE REVISED: 02/20/2018

POLICY

Vacation leave is provided to employees for the purpose of taking rest away from the job. It is believed that employees are more productive if they have the time away from their job. It also recognized that employees will occasionally need time away from work to attend to certain personal matters.

PROCEDURES AND GUIDELINES

1. Vacation Leave Eligibility: All regular full-time and part-time employees are eligible to accrue vacation leave as outlined in Subsection 3.A. below. Temporary and other part-time or substitute employees are not eligible for vacation leave.
2. Rate of Vacation Leave Accrual: Introductory employees do not accrue any vacation time. Regular full-time and part-time employees accrue vacation leave retroactively upon completion of the introductory period for the months of the introductory period, and at the end of each month thereafter. Employees under temporary, provisional, or emergency appointments will not be granted vacation leave under these policies.
3. Vacation Accrual Schedule: Regular part-time employees shall only accrue a fraction of the stated time, equal to the fraction of a comparable employee's standard workweek. For example, a secretary who works 20 hours per week would receive $\frac{1}{2}$ of the stated time, as the employee works $\frac{1}{2}$ of the standard workweek worked by a comparable 40-hour per week, full-time secretary.

A. Salaried and Non-Exempt (Hourly) Regular Employees:

0 years up to 10 years of service:
Ten 8-hour days, or 80 hours,
Accrued monthly at 6.67 hours per month

Over 10 years up to 20 years of service:
Fifteen 8-hour days, or 120 hours,
Accrued monthly service at 10 hours per month

Over 20 years of service:
Twenty 8-hour days, or 160 hours,
Accrued monthly at 13.33 hours per month

- B. Non-Exempt and Exempt Fire Department Employees on the 28-Day Work Period Schedule: The average hours scheduled for these employees is 56 in a week, as opposed to 40 hours for a regular non-exempt employee, which is 1.4 times the regular employees' hours. Therefore, these employees will earn vacation leave at 1.4 times that of regular employees, or 11.2 hours instead of 8 hours, as follows:

0 years up to 10 years of service:
Ten 11.2-hour days, or 112 hours,
Accrued monthly at 9.33 hours per month

Over 10 years up to 20 years of service:
Fifteen 11.2-hour days, or 168 hours,
Accrued monthly at 14 hours per month

Over 20 years of service:
Twenty 11.2-hour days, or 224 hours,
Accrued monthly at 18.67 hours per month

- ~~C. Non-Exempt and Exempt Police Department Employees on the 28-day Work Period Schedule: The average hours scheduled for these employees is 43 in a week, as opposed to 40 hours for a regular non-exempt employee, which is 1.075 times the regular employees' hours. Therefore, these employees will earn vacation leave at 1.075 times that of regular employees, or 8.6 hours, as follows:~~

~~0 years up to 10 years of service:
Ten 8.6-hour days, or 86 hours,
Accrued monthly at 7.16 hours per month~~

~~Over 10 years up to 20 years of service:
Fifteen 8.6-hour days, or 129 hours,
Accrued monthly at 10.75 hours per month~~

~~Over 20 years of service:
Twenty 8.6-hour days, or 172 hours,
Accrued monthly at 14.33 hours per month~~

These different accrual rates will assure that all employees receive the same proportional amount of time off as all other employees within the same category of years of service, regardless of the type of shift or schedule they may work.

4. Maximum Allowable Accumulation of Vacation Leave: Unused vacation leave not to exceed the equivalent of 30 days for regular employees may be carried into the next calendar year. Exceptions may, under unusual circumstances, be authorized by the City Manager. The maximum allowable accumulation for the four categories of employees, expressed in hours, is as follows:

240 Hours Salaried Regular Employees

240 Hours Non-Exempt (Hourly) Regular Employees
336 Hours Non-Exempt and Exempt Fire Department Employees on the 28-day Work Period Schedule
~~258 Hours Non-Exempt and Exempt Police Department Employees on the 28-day Work Period Schedule~~

5. Use of Vacation Leave: Vacation leave assignments will be made by the Department Head in accordance with the preference of the employee where possible. However, vacation leave must be taken at the convenience of the department in order to maintain acceptable levels of staffing at all times to perform the department's operations without interruption. Seniority within the department will be a major factor, but not the only one considered in preparing vacation leave schedules. The Department Head's decision as to when vacation leave may be taken shall be final.
6. Vacation Leave Upon Termination of Employment: Except as otherwise provided in Section 8 of the Human Resources Policies and Procedures, any employee who has accumulated vacation leave at the time of termination of employment shall be entitled to receive pay for such accumulated vacation leave at his/her current hourly rate of pay up to the maximum allowable accumulation described in Paragraph 4 above. Since introductory employees do not accrue any vacation time, an employee who is terminated prior to the expiration of the introductory period (including any extensions thereof) shall not receive any vacation leave pay.
7. Advancement of Vacation or Sick Leave: The City of Statesboro does not provide advancement of vacation leave. See Section 4.4 on Donation of Sick Leave.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 4.3 Sick Leave

EFFECTIVE DATE: 01/17/2017

DATE REVISED: 02/20/2018

POLICY

Sick Leave is a privilege granted by the City of Statesboro. Sick leave should not be abused; it is to be used for salary continuation in the event an employee becomes ill and is unable to work.

PROCEDURES AND GUIDELINES

1. Sick Leave Defined: Sick leave is paid leave that may be granted to each eligible employee who through illness or injury becomes incapacitated to a degree that makes it impossible for the employee to perform the duties of his/her position; who has been quarantined by a physician because he/she has been exposed to a contagious disease; who requires medical, dental, or optical examination or treatment; or whose immediate family member requires care by the employee because of an illness or injury. The employee's department should notify and review employee absences of three (3) or more days with Human Resources to determine whether such time may qualify as FMLA leave. For the purpose of this policy, "immediate family" is defined as the employee's spouse, child, father, mother, brother, sister, grandparents, or any of the above as they pertain to the employee's spouse.
2. Sick Leave Eligibility: All regular full-time and part-time employees are eligible to accrue sick leave as set out in Subsection 4.A. below. Temporary and other part-time or substitute employees are not eligible to receive sick leave.
3. Sick Leave for On-the-Job Injury: For Worker's Compensation procedures see Section 4.13.
4. Rate of Sick Leave Accrual and Maximum Accumulation:
 - A. Full-time eligible employees shall accrue sick leave monthly at the rates set out below for the four categories of employees:

8 Hours per Month	Salaried Regular Employees
8 Hours per Month	Non-Exempt (Hourly) Regular Employees
11.2 Hours per Month	Non-Exempt and Exempt Fire Department Employees on the 28-day Schedule
8.6 Hours per Month	Non-Exempt and Exempt Police Department Employees on the 28-day Schedule

- B. Limits: There is no maximum limit on the accumulation of sick leave, and employees are encouraged to accumulate sick leave as a safety net in the event of a prolonged recovery from an illness or injury. Sick leave shall accrue from the date of employment, but no employee shall be entitled to use sick leave until they have completed ninety (90) days of service with the City. An employee who has not worked at least seventy percent (70%) of his/her regularly scheduled hours in any calendar month shall not accrue sick leave credit for that calendar month.
5. Responsibility for Reporting Inability to Report for Work:
- A. An employee who must be absent from work because of the employee's or an immediate family member's illness or injury, is responsible for reporting that information to the appropriate supervisor or Department Head, or their designee, as determined in advance by each Department Head, at least one hour prior to the designated reporting time on the day of absence. This is necessary in order for the Department Head to rearrange work schedules, or call in additional personnel to cover for the absent employee. In unusual situations that would reasonably prevent an employee or an immediate family member from calling in this information, this deadline may be waived by the Department Head, provided the information was called in as soon as reasonably possible. If the Department Head determines that the employee could have called in the information within the one-hour deadline, but failed to do so, the employee will be denied the use of sick leave.
- B. Unless FMLA leave is approved, an employee is expected to keep his/her supervisor or Department Head, or his/her designee, informed of his/her progress on a daily basis so that the department's work schedules can be adjusted in a timely manner with minimum disruption to co-workers. See also Section 4.7 on FMLA.
6. Use of Sick Leave: Sick leave is not to be considered a right which an employee may use at his discretion, but a privilege not to be abused. Department Heads who have reason to believe that an employee is abusing sick leave may require the employee to furnish a physician's certificate for each period of absence notwithstanding any other provision herein. The employee's failure to provide such certificate will be considered refusal to follow instruction of a supervisor and will result in disciplinary action and may result in the leave being considered unauthorized.
7. Sick Leave Abuse: Employees who are found to have abused sick leave or use sick leave improperly are subject to disciplinary action up to and including dismissal.
8. Physician's Certificate: When an employee uses sick leave for three or more consecutive work days (or for two or more consecutive shifts for non-exempt Police; and Fire Department employees on the 28-day schedule), a written statement by a licensed physician or dentist certifying that the employee's condition prevented the employee from performing the duties of his/her position may be required by the Department Head. The physician statement should also certify that the employee is fit for duty after the

absence and able to return to work. Should any restrictions apply, such restrictions must be included on the certificate.

9. Fitness-For-Duty: Department Heads, supervisors, and employees share responsibility for the safe performance of work. Employees shall not be on duty when they may endanger their own health or that of other employees or the public, or when due to illness or injury, the employee cannot safely perform duties required of the job.

Where reasonable job safety concerns exist, an employer may require a fitness-for-duty certificate, stating any work restrictions.

10. Pay for Sick Leave Upon Termination of Employment: An employee shall not receive payment for any accumulated sick leave upon separation from City employment, regardless of the reason. If a regular full-time employee is separating due to retirement under the rules of the City's defined benefit retirement system, the accumulated days of sick leave shall be credited towards additional credited service for purposes of calculating the retirement benefits, pursuant to the terms of the applicable plans, as they may change from time to time.



City of Statesboro – Human Resources Policies and Procedures

SECTION 5 CONDITIONS OF EMPLOYMENT AND THE WORK ENVIRONMENT

5.1 Attendance and Hours Worked

5.2 Severe Weather

5.3 Bulletin Boards/Solicitation and Distribution of Literature

5.4 Other Employment and Conflicts of Interest

5.5 Code of Ethics

5.6 Political Activity

5.7 Gifts

5.8 Nepotism

5.9 Confidential Matters

5.10 Uniform Dress Code

5.11 Time Clocks

5.12 Drug and Alcohol Policy

5.13 Equipment Use, Care and Maintenance

5.14 Vehicle Use, Care and Maintenance

5.15 No Smoking

5.16 Technology and Communications Equipment Usage

5.17 Travel

5.18 Media Inquiries



City of Statesboro–Human Resources Policies and Procedures

SUBJECT: 5.1 Attendance and Hours Worked

EFFECTIVE DATE: 01/17/2017

DATE REVISED: 02/20/2018

POLICY

Each employee is important to his/her department and the City. On-time, regular attendance is an essential job function of each job at the City. Absence affects our overall efficiency and places additional requirements on fellow employees. If an employee must be absent, it is his/her responsibility to make advance arrangements with his/her supervisor. This may entail submission of a written request for leave or, in an emergency or illness, a simple call to his supervisor. See Section 4.3 on Sick Leave for detailed requirements on reporting an absence.

PROCEDURES AND GUIDELINES

1. The Work Week: The standard work week shall be from 12:01 a.m. Sunday until 12:00 p.m. midnight on Saturday, a time span of seven (7) consecutive twenty-four (24) hour periods.
2. Field Operations: Some operations employees, including public works, water/sewer & wastewater treatment, gas, public safety, may work hours that differ from the administrative core business hours. This is necessary to best serve customers and deliver services.
3. Hours of Work and Work Periods: Personnel shall be divided into four categories of employees for pay purposes as follows:
 - A. Exempt (Salaried) Regular Employees: They will be paid bi-weekly on Friday. Their vacation, sick, holiday, and other authorized leave time actually used during that period will be recorded.
 - B. Non-Exempt Regular Employees: They will be paid bi-weekly on Friday and will receive overtime pay or compensatory time for all hours actually worked in excess of 40 hours during that work week. They will also be paid for any vacation, sick, holiday, compensatory, or other authorized time actually used during that period.
 - C. Non-Exempt Fire Department Employees on the 28-day Schedule: They will be paid every 14 days. For the first 14 days of the 28-day work period, they will be paid straight time for any hours actually worked, and for any vacation, sick, holiday, compensatory, or other authorized time actually used during that period.

At the end of the second 14 days of the 28-day work period, they will be paid straight time for all hours actually worked, and for any vacation, sick, holiday, compensatory, or other authorized time actually used during the second 14 days of the full 28-day work period. In addition, for all hours in the 28-day work period actually worked over the FLSA's allowed 212 hours, they will be paid at the overtime rate.

~~D. Non-Exempt Police Department Employees on the 28-day Schedule: They will be paid every 14 days. For the first 14 days of the 28-day work period, they will be paid straight time for each hour actually worked, and for any vacation, sick, holiday, compensatory, or other authorized time actually used during this time. At the end of the second 14 days of the 28-day work period, they will be paid straight time for any hours actually worked, and for any vacation, sick, holiday, compensatory, or other authorized time actually used during the second 14 days of the 28-day work period. In addition, for all hours in the 28-day work period actually worked over the FLSA's allowed 171 hours, they will be paid at the overtime rate.~~

4. Alternate Work Schedules: When activities of a particular department require some other schedule to meet work needs, the City Manager may authorize a deviation from the normal work schedule. Alternate work schedules shall be approved in advance by the Department Head and City Manager and documented in the employee's personnel file.
5. Training and Travel Time: Time spent in professional or technical training seminars which is required by the City shall be counted as time worked. A non-exempt employee shall be paid for travel time which occurs during the employee's regular work hours. Questions about travel time should be directed to the Director of Human Resources.
6. Attendance: Each Department Head shall be responsible for the punctual attendance of all employees under his/her administrative supervision and shall keep such attendance records as shall be required by the City Manager.
 - A. Tardiness and absenteeism interfere with department objectives and may result in appropriate and reasonable disciplinary action.
 - B. Unauthorized or unreported absence shall be considered absence without leave, and deduction of pay shall be made for periods of absence in accordance with the Fair Labor Standards Act.
 - C. Employees who take unauthorized leave (absence without leave) the day before or after a holiday will not be paid for the holiday.
 - D. Three (3) consecutive working days of absence without authorized leave will be considered a resignation from employment without notice. Employees in such cases will be considered to have abandoned their positions, will be removed from the payroll, and employment will be terminated.

7. Overtime: Supervisors shall arrange the work schedules of their hourly employees so as to accomplish the required work within the standard work day for their department. Hourly employees shall be required to work overtime only in unusual circumstances with the prior approval of the Department Head. Overtime work shall be considered work performed by a non-exempt (hourly) employee at the direction of the Department Head or his/her authorized designee which exceeds the established work week, or work period, of the hourly employee.
 - A. Unapproved work performed during non-work hours, including time prior to the start of the work day, during lunch period, and after the work day has concluded, including taking work home, is prohibited.
 - B. The overtime rate of pay shall be one and one-half times the hourly employee's regular rate of pay. Overtime shall be granted only upon the approval of the Department Head.
 - C. During peak periods when overtime becomes necessary, it should be distributed as equally as possible among qualified employees in the same classifications, department and shift.
 - D. Sick leave, vacation, leave without pay or holidays not worked do not count as hours worked for purposes of overtime calculations.
8. Emergency & Non-Emergency On-Call Duty: Please refer to Finance Department procedures and guidelines. ~~Employees performing on-call duties are required to wear a pager or cell phone, and to stay within a 25-minute response time at all times while on-call. Employees performing on-call duties will be paid \$100.00 on-call pay for one week of duty. In addition to the \$100.00 on-call pay, employees will be paid for any time actually spent in making calls at a rate of no less than one and one-half times their normal hourly pay rate. Employees shall be paid for the number of hours worked on such calls, with a minimum of one hour for any such call.~~
9. Non-Emergency On-Call Duty: ~~Employees performing non-emergency on-call duty are required to wear a pager or cell phone, but are not required to stay within any given geographical range to assure a specific response time. Employees performing this duty will not be eligible for the \$100.00 per week pay of those on Emergency On-Call Duty, but will be paid for any hours worked the same as those on Emergency On-Call Duty.~~
10. Compensatory Time: Under normal circumstances, the City will elect to pay for overtime work, rather than allow an employee to take compensatory time in lieu of overtime compensation. However, an employee may request, and the Department Head, for a legitimate reason and with the approval of the City Manager, may grant compensatory time in lieu of overtime pay. For each hour of overtime worked that is allowed as compensatory time, the employee shall be credited with 1.5 hours of accrued compensatory time.
 - A. All compensatory time will be utilized before the end of the calendar year.

- B. An employee's compensatory time shall be taken before the use of vacation, unless such use will result in a loss of vacation due to the annual maximum limits on vacation or if another City policy requires vacation to be paid first.
- C. It shall be the policy of the City of Statesboro to limit the maximum compensatory time accrual for employees to 60 hours. The City Manager must approve, in advance, the accrual of hours beyond the amount limited by the policy, but may not approve additional hours that exceed the limit established by law.
- D. Banked or accrued compensatory time must be paid to the employee who is promoted to an exempt position or upon involuntary or voluntary termination of employment.



City of Statesboro – Human Resources Policies and Procedures

SUBJECT: 5.2 Severe Weather

EFFECTIVE DATE: 01/17/2017

DATE REVISED:

POLICY

~~In situations involving inclement weather, ice, snow storms, hurricanes, or other unusual conditions, it is the policy of the City to ensure that its departments are opened to the public at the usual time unless the Department Heads have received prior notification to the contrary from the City Manager's office.~~

PROCEDURES AND GUIDELINES

- ~~1. Under certain adverse weather conditions and other circumstances, the City Manager may grant paid time off.~~
- ~~2. Departments shall remain open for the full scheduled work shift unless authorization for late start up (usually announced over the radio), early closing or other deviation is received from the City Manager's office.~~
- ~~3. Non-exempt employees who voluntarily come in late or leave work before an official closing time will be required to first use compensatory time off, then vacation or time without pay, in accordance with applicable law. Employees must properly notify immediate supervisors of their need for leave and obtain approval for such leave.~~
- ~~4. Maintenance of City operations are essential in severe weather crises, and the need for staffing becomes critical at those times. Employees who have problems with transportation to work due to severe weather should contact their supervisor and seek assistance in getting to their assigned workplace. The City Manager may grant administrative leave if adverse weather conditions make travel extremely hazardous. Administrative leave shall be paid at straight time.~~
- ~~5. Emergency Call back: Employees may be called into work on scheduled days off or after normal business hours when an emergency arises. Such decisions will be made by the Department Head or the City Manager.~~
- ~~6. In questionable instances of adverse or inclement weather or other unusual conditions, employees should:
 - ~~A. First call their supervisor(s) for further direction.~~~~

- ~~B. If not successful in contacting their supervisor(s) employees should call into their prospective departments and the City Manager's office to see if a phone message regarding closing has been posted.~~
- ~~C. In the event that the above steps have yielded no results, employees should be guided by those same attendance instructions affecting U.S. Government employees as may be published by local radio or television stations.~~

POLICY (ADDED)

In situations involving inclement weather, ice, snow storms, hurricanes, or other unusual conditions, it is the policy of the City to ensure that its departments are opened to the public at the usual time unless the Department Heads have received prior notification to the contrary from the City Manager's office.

PROCEDURES AND GUIDELINES

The continuity of critical operations / services during adverse weather or other emergency conditions is required. Departments may be required to maintain the minimum level of staffing needed to provide such services. Under conditions of emergencies and/or closings, required employees may be required to work when other employees are not required to work, regardless of the weather and regardless of whether the City is "closed."

Department Directors and/or their designee are responsible for defining and/or posting a list of required employees and notifying those employees of their "required" status in a given situation. During an emergency and/or closing an employee that is not listed on the standing "required personnel staffing list" may still be designated as required and must report to work. (NOTE: An employee may be designated as required in one given situation (e.g. flood) and non-required in another situation (e.g. ice storm). The decision to designate an individual as required is determined by the Department Director or his / her designee.)

Employee Notification: In the event of severe weather and/or other emergencies, employees should check the City website and listen to local newscasts for delayed opening or closing information. Unless otherwise notified by these means or direct communication from the City of Statesboro, all personnel are to assume that the City will be open for business regardless of any weather or other emergency condition. Non-required employees should make every effort to report to work when the City is open unless your personal safety or the safety of your family is at risk. A non-required employee who is not able to report to work must follow the normal "call-in" procedures to report her / his absence. If a non-required employee makes every effort to safely report to work and notify his / her supervisor of his / her absence according to the normal "call-in" procedures, the absence will be excused and the time charged against the employee's available vacation balance.

Closings and Delayed Openings

1. Full Closing – If City offices are fully closed, employees who are not designated as required will be excused from work. Required employees may be expected to report to work. Required

employees who do not report to work during closed status when expected to do so may be placed on unauthorized leave without pay status.

2. Early Closing – If City offices are closed early, employees who are not designated as required will be excused from work. Required employees may be expected to remain at work. Required employees who do not remain at work when expected to do so during closed status may be placed on unauthorized leave without pay.
3. Delayed Openings – If the opening of City offices is delayed, required employees may be expected to report to work for normal or extended work hours. All non-required personnel are expected to report at the announced / broadcast time. If an employee reports later than the announced / broadcast opening time, the employee will be charged vacation time for the period of absence between the delayed opening time and the time the employee actually reports for duty.
4. Partial Closings / Locations – If the emergency or other circumstance is limited to a portion of City offices, employees may be relocated to an unaffected designated area of the City. Employees who fail to report to the designated location may be placed on unauthorized leave without pay status.

Compensation: Non-exempt employees who are required to work during a severe weather or other emergency event will receive regular pay for their hours worked. Non-exempt employees who work in excess of the allowed hours for their work cycle will be paid per the City's standard overtime pay policies. Exempt employees who are required to work due to the severe weather or other emergency are not eligible for overtime payment.

If City offices are closed, all employees who, due to the severe weather or emergency event, were not required to work will receive regular pay for the day or shift.

In the event of a delayed opening or early closing of City offices, non-required employees who work for the portion of the day for which City offices are open, due to severe weather or emergency event, will be paid for the full work day.

Leave Time: In the event that City offices are closed or subject to delayed opening or early closing due to a severe weather or emergency event, non-required employees who are on pre-approved leave will have vacation leave time charged against their available vacation leave time balance for the time in which the City is officially closed.

For required employees, the Department Directors are authorized to cancel previously approved leave in order to ensure that such required employees are available for work during the emergency period.

Questionable Instances: In questionable instances of adverse or inclement weather or other unusual conditions, employees should:

- D. First call their supervisor(s) for further direction.
- E. If not successful in contacting their supervisor(s) employees should call into their prospective departments and the City Manager's office to see if a phone message regarding closing has been posted.

- F. In the event that the above steps have yielded no results, employees should be guided by those same attendance instructions affecting U.S. Government employees as may be published by local radio or television stations or websites.