CITY OF STATESBORO, GEORGIA
CITY HALL COUNCIL CHAMBERS

CITY COUNCIL MEETING &
PUBLIC HEARING AGENDA

December 16, 2025 5:30 pm

1. Call to Order by Mayor Jonathan McCollar

2. Invocation and Pledge of Allegiance by Mayor Pro Tem Shari Barr

3. Public Comments (Agenda Item):

4. Consideration of a Motion to approve the Consent Agenda
   A) Approval of Minutes
      a) 12-02-2025 Council Minutes
      b) 12-02-2025 Executive Session Minutes

5. Consideration of a motion to approve: **APPLICATION SUB 25-11-01**: Cody Rogers requests a Preliminary Subdivision for approximately 3.89-acres. The property is zoned R-3 (Medium Density Multi-Family Residential) and is located on Cindy Lane and Beasley Road (Tax Parcels # MS92000013 000, MS92000016 000, MS92000017 000, and MS92000019 000).

6. Second reading and consideration of a motion to approve **Ordinance 2025-19**: An Ordinance amending Chapter 5 Purchasing System Policy of the Statesboro Code of Ordinances.

7. Consideration of a motion to approve amendments to the Uniform Purchasing Manual, making it in alignment with the updates to the Purchasing Policy Ordinance.

8. Consideration of a motion to approve **Resolution 2025-33**: A Resolution approving the City of Statesboro FY 2026 Street Resurfacing Program and further authorizing the Mayor to execute the Georgia Department of Transportation Local Maintenance and Improvement Grant Application for FY 2026.

9. Consideration of a motion to approve **Resolution 2025-34**: A Resolution to adopt the first amendment to the Fiscal Year 2026 Budget for each fund of the City of Statesboro, Georgia, appropriating the amounts shown in each budget as expenditures/expenses, adopting the several items of revenue anticipations, and prohibition expenditures or expenses from exceeding the actual funding appropriated.

10. Consideration of a motion to award a contract to repair the roof on the Joe Brannen Hall Building and the Waste Water Pump House in the amount of $99,567.42 to Summers Roofing. If approved, $29,942.92 will be funded out of Water and Sewer Operating Revenues with the remaining amount of $69,624.50 to be funded from Central Services Operating Revenues.

11. Consideration of a motion to approve a second amendment to the current Georgia Transportation Infrastructure Bank Agreement for an extension of the spend down expiration date.

12. Consideration of a motion to approve change order #2 with HD Construction on the ENG-122c East Main Drainage and Sidewalk Project, in the amount of $60,440, to be funded by TSPLOST and GDOT LMIG.

13. Consideration of a motion to approve an agreement for installation of natural gas infrastructure with Cartee Investments, LLC to serve a new subdivision located on Pulaski School Road in Candler county (Tax Parcel 063 028) called "The Preserve at Pulaski".

14. Consideration of a motion to approve the purchase of one (1) 2025 Ford F-150 SuperCrew XL in the amount of $41,868.72 from JC Lewis Ford for the Wastewater Division of the Public Utilities Department to be purchased with funds approved in the FY2026 CIP Budget, item # WTP-4, funded by system revenues.

15. Consideration of a motion to award a contract to Xylem Dewatering Solutions, Inc for the purchase of two (2) Godwin 6 inch diesel backup pumps (Model # NC100S) per the Florida Sheriff's Association cooperative purchasing contract in the amount of $113,683.60. These items to be purchased with funds approved in the FY2026 CIP Budget, item #WWD-37, funded by the 2025 SPLOST.

16. Public Comments (General)

17. Other Business from City Council

18. City Managers Comments

19. Consideration of a Motion to enter into Executive Session to discuss “Personnel Matters” “Real Estate” and/or “Potential Litigation” in accordance with O.C.G.A 50-14-3(b)

20. Consideration of a Motion to Adjourn

CITY OF STATESBORO
COUNCIL MINUTES
DECEMBER 2, 2025

Regular Meeting	50 E. Main St. City Hall Council Chambers	9:00 AM

1. Call to Order

Mayor Jonathan McCollar called the meeting to order

2. Invocation and Pledge

Councilmember John Riggs called on Marcus Toole to give the Invocation and he led the Pledge of Allegiance.

ATTENDENCE

Attendee Name	Title	Status	Arrived
Jonathan McCollar	Mayor	Present	
Tangie Johnson	Councilmember	Present	
Paulette Chavers	Councilmember	Present	
Ginny Hendley	Councilmember	Present	
John Riggs	Councilmember	Present	
Shari Barr	Mayor Pro Tem	Present	

Other staff present: City Manager Charles Penny, Assistant City Manager Jason Boyles, Public Affairs Manager Layne Phillips, City Attorney Cain Smith and City Clerk Leah Harden

3. Public Comments (Agenda Item): None

4. Consideration of a Motion to approve the Consent Agenda

A) Approval of Minutes

a) 11-18-2025 Work Session Minutes

b) 11-18-2025 Council Minutes

c) 11-18-2025 Executive Session Minutes

A motion was made to approve the consent agenda.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember Tangie Johnson
SECONDER:	Councilmember Ginny Hendley
AYES:	Johnson, Chavers, Hendley, Riggs, Barr
ABSENT:	

Mayor Jonathan McCollar turned the meeting over to Mayor Pro Tem Shari Barr for the next item.

5. **Consideration of a motion to approve**

   a. APPLICATION RZ 25-10-07: Southeastern Property Acquisitions is requesting a Zoning Map Amendment of approximately 23.15-acres from R-3 (Medium Density Multi-Household Residential District) to MX (Mixed Use District) of property located at 6850 Cypress Lake Road (Tax Parcel # MS33 000023 002).

   b. APPLICATION RZ 25-10-08: Southeastern Property Acquisitions is requesting a Zoning Map Amendment of approximately 5.22-acres from R-3 (Medium Density Multi-Household Residential) to MX (Mixed Use District) of property located 7406 Veterans Memorial Parkway (Tax Parcel # MS42000004A000).

Mayor Pro Tem noted that the Council held a public hearing on this matter at their previous meeting two weeks ago and deferred the decision to this meeting. She also noted that both staff and developers were present to address any questions. Councilmember John Riggs expressed that while he wished Kroger would locate elsewhere in town, the Council can't decide who owns property or what they want to do with it. After weighing the options, he indicated support for approving the request, but expressed concerns about light and noise pollution affecting the neighboring Whispering Pines development. He specifically requested that trees be preserved and lighting be directed inward so residents wouldn't see the backs of lights from their yards.

Steve Rushing a local attorney representing the applicant confirmed they would comply with the MX zoning ordinance's stringent lighting restrictions and assured they would work with the neighboring community. Chris Send, a representative from the development team, noted they had previous experience with similar projects around neighborhoods and would be sensitive to residents' concerns, stating that Kroger wants to support the community and doesn't want neighbors to be unhappy.

City Manager Charles Penny noted that while the concept plan presented looks good, with MX zoning there's no guarantee that the development would follow that exact plan. Unlike PUD zoning, the developer wouldn't be required to build according to the presented concept. Mr. Penny specifically addressed that where the residential development is on the concept plan that it remains between the commercial development and Whispering Pines, rather than having commercial development directly adjacent to the neighborhood.

Director of Planning Justin Williams explained that they could address this concern by applying the mixed-use concurrency requirements from section 2.2.12(f) of the code as a condition of approval. This would require that the area bordering Whispering Pines follow specific requirements that would cap commercial development and require at least 20% residential use.

Mr. Rushing stated the developer agrees to this condition, provided they maintained flexibility in how the residential component was arranged, noting they might need to adjust based on soil testing and site conditions.

A motion was made to approve **APPLICATION RZ 25-10-07** a Zoning Map Amendment of approximately 23.15-acres from R-3 (Medium Density Multi- Household Residential District) to MX (Mixed Use District) of property located at 6850 Cypress Lake Road (Tax Parcel MS33000023 002) and **APPLICATION RZ 25-10-08** a Zoning Map Amendment of approximately 5.22-acres from R-3 (Medium Density Multi- Household Residential) to MX (Mixed Use District) of property located 7406 Veterans Memorial Parkway (Tax Parcel MS42000004A000) with staff conditions as stated in the staff report and an additional condition that the bordering area of Whispering Pines neighborhood must adhere to section 2.2.12(f) of the Unified Development Code.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember Tangie Johnson
SECONDER:	Councilmember Ginny Hendley
AYES:	Johnson, Chavers, Hendley, Riggs, Barr
ABSENT:	

6. **Second reading and consideration of a motion to approve <u>Ordinance 2025-18</u>: An Ordinance amending chapter 74, adding Article III Special Services District.**

A motion was made to approve **<u>Ordinance 2025-18</u>**: An Ordinance amending chapter 74, adding Article III Special Services District.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember John Riggs
SECONDER:	Councilmember Tangie Johnson
AYES:	Johnson, Chavers, Hendley, Riggs, Barr
ABSENT:	

7. **Public hearing and first reading of <u>Ordinance 2025-19</u>: An Ordinance amending Chapter 5 Purchasing System Policy of the Statesboro Code of Ordinances.**

A motion was made to open the public hearing.

RESULT:	Approved (Unanimous)
MOVER:	Mayor Pro Tem Shari Barr
SECONDER:	Councilmember Tangie Johnson
AYES:	Johnson, Chavers, Hendley, Riggs, Barr
ABSENT:	

No one spoke for or against the request.

A motion was made to close the public hearing.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember Tangie Johnson
SECONDER:	Councilmember Ginny Hendley
AYES:	Johnson, Chavers, Hendley, Riggs, Barr
ABSENT:	

A motion was made to approve the first reading and advance to the second reading of **Ordinance 2025-19:** An Ordinance amending Chapter 5 Purchasing System Policy of the Statesboro Code of Ordinances.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember Tangie Johnson
SECONDER:	Councilmember Ginny Hendley
AYES:	Johnson, Chavers, Hendley, Riggs, Barr
ABSENT:	

8. **Consideration of a motion to approve Resolution 2025-32: A Resolution accepting the street rights of way on portions of Roscomare Lane, Casiano Drive, and Hamner Drive within the Bel-Air East Subdivision Phase 1B as public streets to be owned and maintained by the City of Statesboro.**

A motion was made to approve **Resolution 2025-32**: A Resolution accepting the street rights of way on portions of Roscomare Lane, Casiano Drive, and Hamner Drive within the Bel-Air East Subdivision Phase 1B as public streets to be owned and maintained by the City of Statesboro.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember Ginny Hendley
SECONDER:	Councilmember Tangie Johnson
AYES:	Johnson, Chavers, Hendley, Riggs, Barr
ABSENT:	

9. **Consideration of a motion to approve the purchase of a 2026 F-250 XL Crew Cab 4x4 from JC Lewis Ford in the amount of $49,690.72 for the Stormwater Division, to be funded by Stormwater Utility Fee Funds under STM-7.**

A motion was made to approve the purchase of a 2026 F-250 XL Crew Cab 4x4 from JC Lewis Ford in the amount of $49,690.72 for the Stormwater Division, to be funded by Stormwater Utility Fee Funds under STM-7.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember John Riggs
SECONDER:	Councilmember Tangie Johnson
AYES:	Johnson, Chavers, Hendley, Riggs, Barr
ABSENT:	

10. Consideration of a motion to approve a contract with Vickery Farms Sodscapes, LLC for vegetation maintenance services on various stormwater facilities, in the amount of $18,320 annually, to be funded by the Stormwater Fund. This contract will be a four-year agreement with an option to renew after each one-year term.

A motion was made to approve a contract with Vickery Farms Sodscapes, LLC for vegetation maintenance services on various stormwater facilities, in the amount of $18,320 annually, to be funded by the Stormwater Fund. This contract will be a four-year agreement with an option to renew after each one-year term.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember Ginny Hendley
SECONDER:	Councilmember Tangie Johnson
AYES:	Johnson, Chavers, Hendley, Riggs, Barr
ABSENT:	

11. Consideration of a motion to approve a task order with WSP USA, Inc. in the amount of $32,784 for engineering design services for the replacement of the transfer station tipping floor, to be funded by Solid Waste Disposal Reserve Funds.

A motion was made to approve a task order with WSP USA, Inc. in the amount of $32,784 for engineering design services for the replacement of the transfer station tipping floor, to be funded by Solid Waste Disposal Reserve Funds.

RESULT:	Approved (Unanimous)
MOVER:	Mayor Pro Tem Shari Barr
SECONDER:	Councilmember Tangie Johnson
AYES:	Johnson, Chavers, Hendley, Riggs, Barr
ABSENT:	

12. Consideration of a motion to approve a purchase of a Caterpillar 950 Wheel Loader in the amount of $396,660 under SWD-11, to be funded by Solid Waste Disposal Operating Income.

A motion was made to approve a purchase of a Caterpillar 950 Wheel Loader in the amount of $396,660 under SWD-11, to be funded by Solid Waste Disposal Operating Income.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember John Riggs
SECONDER:	Councilmember Ginny Hendley
AYES:	Johnson, Chavers, Hendley, Riggs, Barr
ABSENT:	

13. Consideration of a motion to award a contract to Southeast Connections, LLC in the amount of $990,349.82 for the relocation of natural gas facilities along Highway 301 North as part of a GDOT Road Widening Project. To be paid for with funds in the Natural Gas CIP budget item # NGD-95.

A motion was made to approve an award of contract to Southeast Connections, LLC in the amount of $990,349.82 for the relocation of natural gas facilities along Highway 301 North as part of a GDOT Road Widening Project. To be paid for with funds in the Natural Gas CIP budget item # NGD-95.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember Tangie Johnson
SECONDER:	Councilmember Ginny Hendley
AYES:	Johnson, Chavers, Hendley, Riggs, Barr
ABSENT:	

14. Public Comments (General):

Annie Bellinger expressed concern about neighborhood children who approached her asking to rake her yard to earn money for food after their family's food stamps were cut off. She indicated she couldn't afford to feed them regularly and asked if the city could provide assistance for families in similar situations or help direct them to appropriate resources, particularly when they reject food bank options.

Kristie Hendrix, owner of Classic Car Care and Auto Sales and Classic Car Care Detail Services, described ongoing issues with a sump pump at her business at 121 East Main Street. Despite paying for city sewage services for over 20 years, the pump frequently backs up and overflows, creating costly plumbing issues and foul odors. She requested guidance on connecting to a proper sewer line. City Manager Penny indicated that staff would speak with her after the meeting to address her concerns, noting that sump pumps are typically a private property owner's responsibility.

Jordan Gray asked for clarification about buffer requirements for the Kroger development project approved earlier in the meeting. Planning staff explained that there are three different buffer options available: a 50-foot natural strip with no alterations, planting evergreen trees and other vegetation, or installing a fence with additional space. Staff also clarified that the residential component would serve as an initial buffer between the commercial development and the neighborhood. Mr. Gray also expressed concern that the council was approving zoning changes before seeing the results of a traffic study that was currently underway.

15. Other Business from City Council

Mayor Pro Tem Shari Barr highlighted the recent tree lighting event downtown, commending staff who decorated city hall and downtown for the holiday season. She mentioned upcoming events including a holiday kickoff scheduled for Friday night from 5:30-8:00 PM (weather permitting), with a parade, window decorations, and vendors. If postponed due to weather, the event would be rescheduled to the following Friday. She also noted a concurrent event at the Visit Statesboro location where Habitat for Humanity would be hosting a version of a chili supper.

16. City Managers Comments

City Manager Charles Penny acknowledged city staff's involvement in making the tree lighting event successful, particularly recognizing Cindy West who initiated the project to decorate city hall for the holidays and advocated for adding a Christmas tree. He mentioned that planning for next year's event was already underway following a debriefing meeting.

Mr. Penny also noted:

- The ongoing toy drive needs continued donations, and arrangements are being made so people can donate even if city hall is closed
- Georgia Power Resource Day would be held Saturday from 10:00 AM to 2:00 PM in the council chambers, with representatives available to discuss programs people can utilize

In response to the earlier public comment about traffic studies and zoning decisions, Mr. Penny explained that zoning decisions are separate from traffic studies—the council first decides if the land use is appropriate, and then traffic impact analysis happens afterward. Developers typically wouldn't pay for a traffic study before knowing if the zoning would be approved.

17. Consideration of a Motion to enter into Executive Session to discuss "Personnel Matters" "Real Estate" and/or "Potential Litigation" in accordance with O.C.G.A 50-14-3(b).

At 9:47 a.m., a motion was made to enter into Executive Session to discuss "Personnel Matters" in accordance with O.C.G.A. 50-14-3(b).

RESULT:	Approved (Unanimous)
MOVER:	Councilmember John Riggs
SECONDER:	Councilmember Tangie Johnson
AYES:	Johnson, Chavers, Hendley, Riggs, Barr
ABSENT:	

At 9:58 a.m., a motion was made to exit Executive Session.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember Paulette Chavers
SECONDER:	Mayor Pro Tem Shari Barr
AYES:	Johnson, Chavers, Hendley, Riggs, Barr
ABSENT:	

18. Consideration of a Motion to Adjourn

A motion was made to adjourn.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember Tangie Johnson
SECONDER:	Councilmember Paulette Chavers
AYES:	Johnson, Chavers, Hendley, Riggs, Barr
ABSENT:	

The meeting was adjourned at 9:58 a.m.

Jonathan McCollar, Mayor

Leah Harden, City Clerk

CITY OF STATESBORO

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

To: Charles Penny, City Manager and Leah Harden, City Clerk

From: Justin Williams, Director of Planning & Development

Date: December 8, 2025

RE: December 16, 2025 City Council Agenda Items

Policy Issue: *Unified Development Code:* Preliminary Subdivision PLAT

Recommendation: Planning Commission recommends approval of the Preliminary Subdivision PLAT and staff conditions with a 7-0 vote.

Background: Cody Rogers requests a Preliminary Subdivision for approximately 3.89-acres. The property is zoned R-3 (Medium Density Multi-Family Residential) and is located on Cindy Lane and Beasley Road (Tax Parcels # MS92000013 000, MS92000016 000, MS92000017 000, and MS92000019 000).

Budget Impact: None

Council Person and District: District 5 (Barr)

Attachments: Development Services Report SUB 25-11-01

City of Statesboro-Department of Planning and Development

ZONING SERVICES REPORT

P.O. Box 348
Statesboro, Georgia 30458
(912) 764-0630
(912) 764-0664 (Fax)

SUB 25-11-01 PRELIMINARY SUBDIVISION REQUEST	
LOCATION:	Cindy Lane and Beasley Road
PETITIONER/REPRESENTATIVE	EMC Engineering Services, INC/Cody Rogers
EXISTING ZONING:	R-3 Medium Density Multi-Household Residential
PROPOSED ZONING:	R-3 Medium Density Multi-Household Residential
OVERLAYS/DISTRICTS:	N/A
FUTURE LAND USE CLASSIFICATION	Established Residential Neighborhood
TOTAL ACRES:	3.89-acres (169448.4 sq ft)
PARCEL TAX MAP #:	MS92000013 000 (0.81-acres) MS92000016 000 (0.64-acres) MS92000017 000 (2.04-acres) MS92000019 000 (0.83-acres)
COUNCIL DISTRICT:	District 5 (Barr)
EXISTING USE:	Vacant and partially cleared
PROPOSED USE:	Eleven (11) Duplexes: twenty-two (22) units

Planning Commission: December 2, 2025
City Council: December 16, 2025

STAFF/PLANNING COMMISSION RECOMMENDATION
<u>**SUB 25-11-01 CONDITIONAL APPROVAL**</u>

DETAILED DISCUSSION

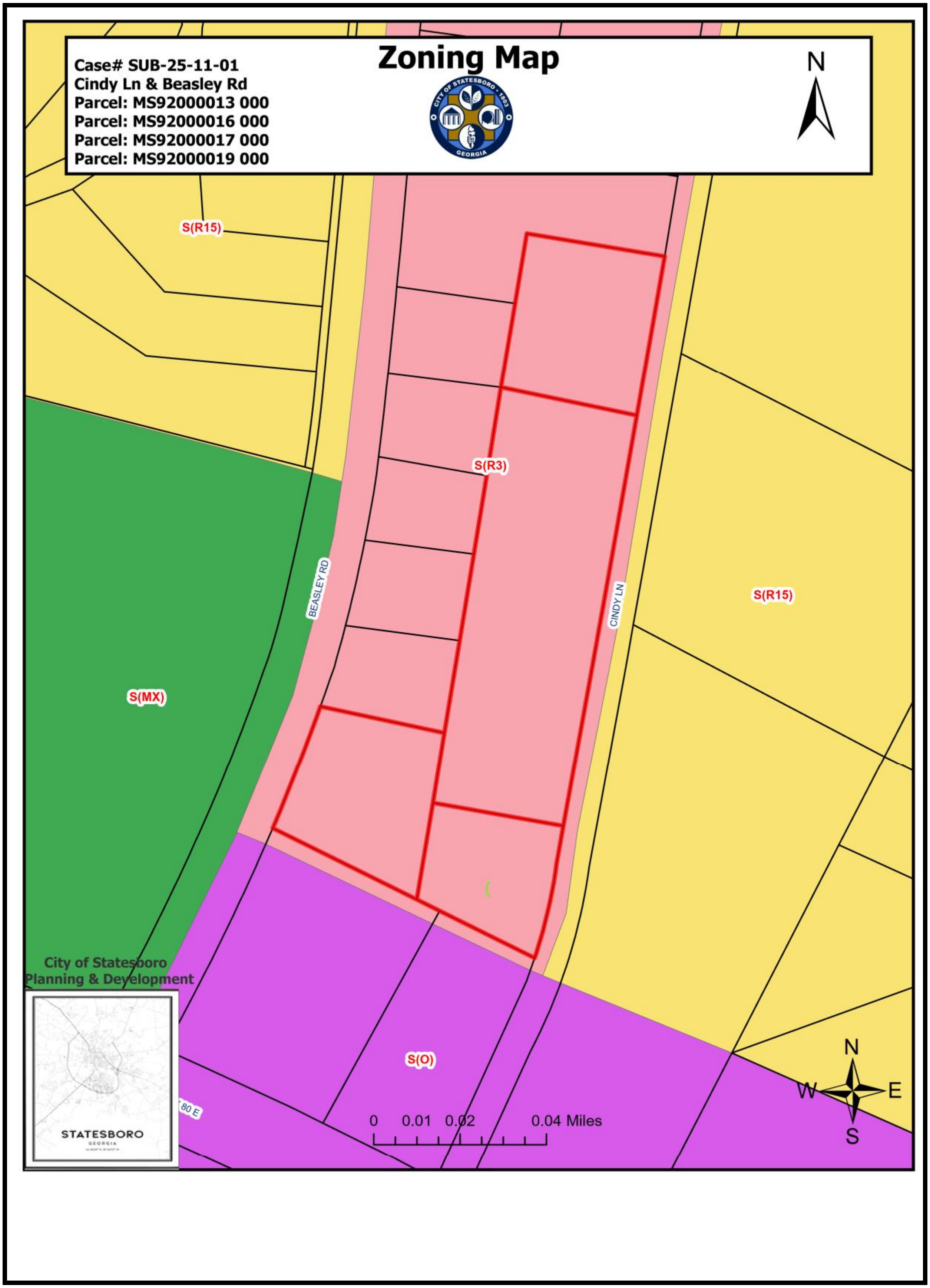
HISTORY

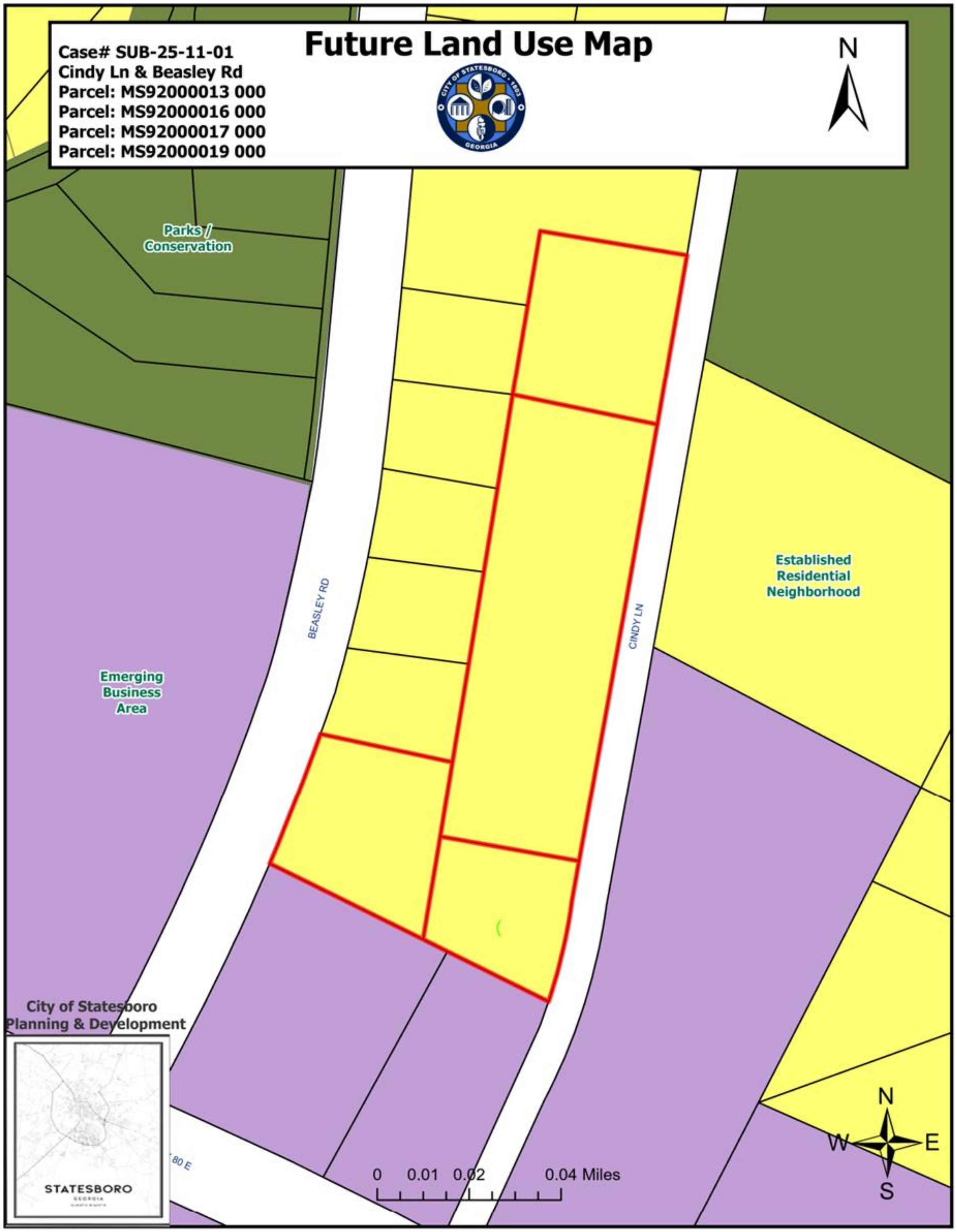
According to the tax assessor website, three (3) parcels on Cindy Lane were part of a mobile home park that was established in 1980. The other parcel off of Beasley Road consist of a single-family home that was constructed in 1960. Prior the property was most likely part of a farm which was later subdivided into single family homes, according to historical topographical maps (1943 and 1978).

REQUEST

The applicant is requesting a Preliminary Subdivision on approximately 3.89-acres of property located on the west side of Cindy Lane off Highway 80 East. The property is zoned R-3 (Medium Density Multi-Household Residential). The proposed plan consists of eleven (11) duplexes; 22 units with accompanying parking spaces.


Case# SUB-25-11-01
Cindy Ln & Beasley Rd
Parcel: MS92000013 000
Parcel: MS92000016 000
Parcel: MS92000017 000
Parcel: MS92000019 000
Location Map
N
BEASLEY RD
CINDY LN
City of Statesboro
Planning & Development
STATESBORO
0 0.01 0.02 0.04 Miles
N
W
E
S

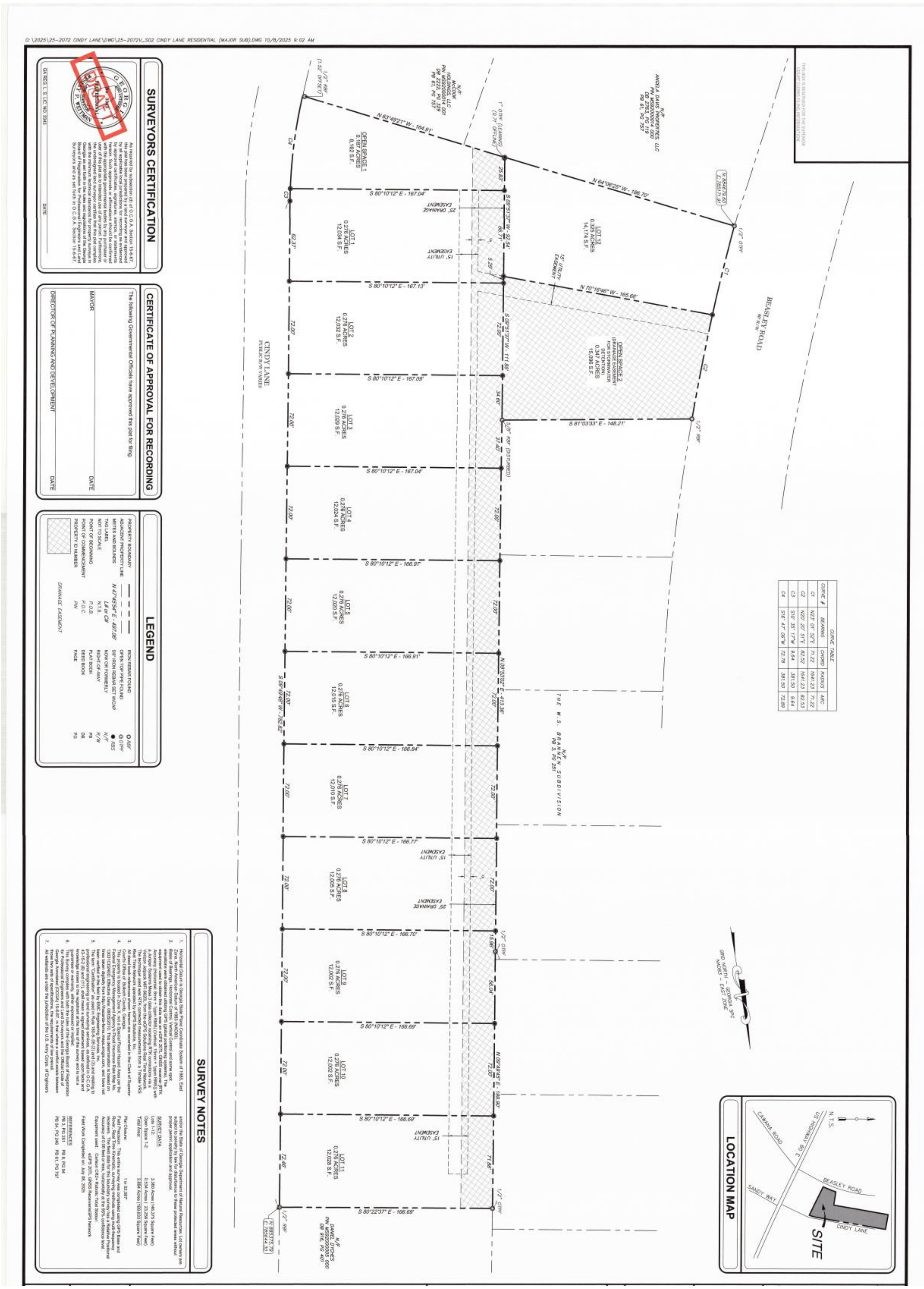

Zoning Map
Case# SUB-25-11-01
Cindy Ln & Beasley Rd
Parcel: MS92000013 000
Parcel: MS92000016 000
Parcel: MS92000017 000
Parcel: MS92000019 000
N
S(R15)
S(R3)
BEASLEY RD
CINDY LN
S(R15)
S(MX)
S(O)
City of Statesboro
Planning & Development
STATESBORO
GEORGIA
0 0.01 0.02 0.04 Miles
N
W
E
S


Future Land Use Map
Case# SUB-25-11-01
Cindy Ln & Beasley Rd
Parcel: MS92000013 000
Parcel: MS92000016 000
Parcel: MS92000017 000
Parcel: MS92000019 000
N
Parks / Conservation
Established Residential Neighborhood
Emerging Business Area
BEASLEY RD
CINDY LN
City of Statesboro
Planning & Development
STATESBORO
0 0.01 0.02 0.04 Miles
N
W
E
S

SURROUNDING LAND USES/ZONING		
Location	**Zoning Information**	**Land Use**
North	R-3 (Medium Density Multi-Household Residential)	Residential
Northeast	R-15 (One-Household Residential)	Residential
East	R-15 (One-Household Residential)	Residential
Northwest	R-15 (One-Household Residential)	Residential
Southeast	O (Office)	Offices
South	O (Office)	Offices
Southwest	MX (Mixed Use)	Commercial
West	R-3 (Medium Density Multi-Household Residential) and MX (Mixed Use)	Commercial

SITE CHARACTERISTISCS	
Overlay/District	N/A
Acreage	3.89-total acres
Lot	Four (4) separate lots are being combined. Mostly cleared.
Flooding	No flooding on the parcels.
Wetlands	No wetlands associated with the parcels.

CONCEPT PLAN



SITE DETAILS		
<u>Site Design and Layout</u> Preliminary Subdivision plat consists of eleven (11) lots facing Cindy Lane.		
SITE DESIGN DETAILS		
<u>R-3 Medium Density Multi-Household Residential</u>		
<u>Required</u>		<u>Proposed</u>
Minimum Lot Area:	6000 square feet	12,000+/- square feet
Maximum Building Height:	35 feet	
Maximum Building Coverage:	50%	
Setbacks: front yard: side yard: rear yard:	 20 feet unless Section 2.3.3.-D applies 6 feet for each side 20 feet	 20 feet 6 feet for each side 20 feet
Parking per dwelling:	Lesser of 1 per bedroom or 2 per dwelling unit	Two (2) per dwelling
<u>Section 2.3.3-D – Comprehensive Dimensional Standards</u>		

D. Modification of certain residential front yard setback requirements. The following applies in the R-3, R-4, R-6 and R-15 districts:

1) Where 40% or more of the lots on the same side of a street between two intersecting streets are developed with buildings that have (with a variation of 10 feet or less) a front yard greater or lesser in depth than required, new buildings may not be erected closer to the street than the average front yard established by the existing buildings.
2) (2) Where 40% or more of the lots on one side of a street between two intersecting streets are developed but do not have a front yard as described above, then:

(i) Where a building is to be erected on a parcel of land that is within 100 feet of existing buildings on both sides, the minimum front yard shall be a line drawn between the two closest front corners of the adjacent buildings;

or

(ii) Where a building is to be erected on a parcel of land that is within 100 feet of an existing building on one side only, the building may be erected as close to the street as the existing adjacent building.

Section 2.4.9 - Residential Uses

B. Minimum dwelling sizes:

(1) One-household detached dwelling: at least 750 square feet.

F. Porch or Stoop required: For all ground story dwellings in the **R-3**, R-4, R-6, and MX districts, each separate building with residential uses facing a non-alley right-of-way must provide at least one pedestrian entrance facing the non-alley right-of-way with a porch or a stoop.

STAFF SUMMARY AND ANALYSIS

The subject site is four (4) parcels approximately 3.89-acres on Cindy Lane and Beasley Road and is zoned R-3 (Medium Density Multi-Household Residential). The proposed project consists of eleven (11) lots with twenty-two units facing Cindy Lane with accompanying parking lot.

The *City of Statesboro 2024 Comprehensive Master Plan* shows this area as a part of the "*Established Residential Neighborhood*," is an area where neighborhoods have been developed and may contain non-residential uses. These areas are typically low to medium density development. Newer neighborhoods may be more suburban and auto oriented in form. Any new structures should blend into the existing fabric of the neighborhood, through similar heights and setbacks.

The request is consistent with development pattern in this part of the city. The proposed project offers residential units that help establish trending patterns of growth in the city. In review of the proposed development, it's the opinion of the Staff the proposed project aligns with the Comprehensive Plan.

ENVIRONMENTAL SITE ANALYSIS

The subject property does not have wetlands. The proposed project does have a detention pond on the western property off Beasley Road.

COMMUNITY FACILITIES AND TRANSPORTATION

The subject property is currently serviced by City water is available on Cindy Lane. Sewer will have to be extended from a manhole at the intersection of Cindy Lane and Beasley Road.


Subject property: view of the northern end of subject property from the ROW on Cindy Lane, facing west.


Subject property; view from the ROW on Cindy Lane, facing directly west.

Subject property: view from the ROW on Cindy Lane, facing northwest.

View of the property east of the subject property from ROW on Cindy Lane, facing east.

View of the property to the south of the subject property from the ROW on Beasley Road.

View of the properties from ROW on Beasley Road, facing east.

STAFF/PLANNING COMMISSION RECOMMENDATION

Staff recommends **APPROVAL of SUB 25-11-01**. If this petition is approved the following enumerated condition(s) shall apply:

1. Approval of this Preliminary Subdivision PLAT does not grant the right to develop on the property. All construction must be approved by the City.

At the regularly scheduled meeting of the Planning Commission on December 2, 2025, the Commission recommended approval of the request and conditions with a 7-0 vote.

CITY OF STATESBORO

COUNCIL
Tangie Johnson, District 1
Paulette Chavers, District 2
Ginny Hendley, District 3
John Riggs, District 4
Shari R Barr, District 5

Jonathan McCollar, Mayor
Charles Penny, City Manager
Leah Harden, City Clerk
Cain Smith, City Attorney

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

To: Charles Penny, City Manager and Leah Harden, City Clerk

From: Olympia Gaines, Assistant to the City Manager

Date: December 9, 2025

Re: Purchasing System Policy Ordinance

Policy Issue: Second reading and consideration of a motion to approve an amendment to Chapter 5 Purchasing System Policy of the Statesboro Code of Ordinances.

Recommendation: Approval

Background: The city's purchasing policy ordinance was last amended in 2011. Given evolving market conditions and ongoing post-pandemic challenges, a review of current purchasing and procurement practices is necessary to ensure greater efficiency and effectiveness in operations. The proposed amendments also incorporate recent changes in state statutes governing public work and municipal street projects. This item was presented to Council for first reading on December 2, after which Council approved advancing it to second reading for further consideration.

Budget Impacts: Procedural Revisions

Council Person or District: All

Attachments: Proposed Ordinance Amendments

ORDINANCE 2025-19:

Ordinance Amendment: Chapter 5 Purchasing System Policy

Sec. 5-300.- Central services department ~~division~~.

There is hereby created the Central Services Department ~~Division~~ ~~within the finance department~~.

Sec. 5-302.- Definitions.

~~Finance department means the department in which the central services department is assigned~~.

~~Sec. 5-305.- Committee on standards and specifications- Established; members; meetings; authority.~~

~~There is hereby established a committee on standards and specifications which shall include the city manager, or designee, as chairman and other such government officers and department heads as determined and appointed by the city manager. The central services director shall serve as an ex officio member and secretary to the committee. The committee shall hold such meetings from time to time as deemed necessary by the city manager and shall be authorized to enlist the advice and assistance of any other government officer, employee, specialist or technician as may be deemed appropriate to carry out the duties and responsibilities of the committee.~~

~~Sec. 5-306. Same—Duties.~~

~~The duties and responsibilities of the committee on standards and specifications shall be as follows:~~

~~(1) To review purchasing policies and procedures to ensure that the process of acquisition of goods and services is carried out effectively.~~

~~(2) To review the classification of all goods and services commonly used by each using agency.~~

~~(3) To review and approve standard minimum specifications for all like goods and services commonly used by all using agencies striving to meet the common needs of the majority of such agencies.~~

~~(4) To review and approve standard minimum qualities, quantities, sizes and varieties of goods and services to be purchased by the city consistent with the desired efficiency of governmental operations, the particular needs of a using agency and the provisions of this chapter.~~

~~(5) To ensure that all standards and specifications are reasonable, nonrestrictive and certain to promote open competition among vendors.~~

~~(6) To review special needs of any using agency, to identify noncompetitive types and kinds of goods and services, and to exempt such items from the list of standard purchases. Any such exemption shall include documentation of the reasons for the exemption.~~

~~(7) To periodically review the standards and specifications, or exemptions, established by the committee and to promptly provide any additions, deletions or other changes and to avoid unnecessary delays in the purchasing process~~.

Sec. 5-310.- Purchase orders.

Except for purchases by procurement card or ~~as otherwise~~ provided herein, all purchases for goods and services for the city shall be on an official City of Statesboro purchase order.

Sec. 5-312.- Methods of purchasing.

The categories and purchase methods are as follows:

(1) *Category 1: General procurement methods:*

a. Petty cash process: For purchases of $50.00 or less if the employee has not been issued a procurement card.

b. Procurement card process: For purchases of $5,000.00 and under $50,000.00, with the exceptions based on sole source, cooperative purchases, state or federal contracts, emergency purchases or professional services as defined by the State of Georgia.

~~Purchases of $1,000.01 to $5,000.00 must use telephone quote process.~~

~~The telephone quote process must be followed.~~ (Delete)

~~c. Telephone quote process: For purchases of $1,000.01 up to $5,000.00.~~
d. Written quote process: For purchases of $5,000.01 up to $50,000.00
e. Sealed bid process: For purchases of ~~$20,000.00 or more~~ $50,000.01 and above.
f. Fixed price agreements process.
g. ~~Open purchase orders process.~~

(2) *Category 2: Special procurement methods:*

a. Georgia local government public works construction law projects.
b. Georgia municipal street projects.
c. Sole source purchases.
d. Emergency purchases.
e. Professional services.
f. Real property acquisitions.
g. Cooperative purchases.
h. Federal and state purchases.
i. Federally and state funded projects and programs.
j. Natural gas supply purchases.
k. Investment purchases.
l. Housing Rehabilitation Projects

Sec. 5-314. Procurement card process.

The city manager is hereby authorized to implement a procurement card system for use by the various departments of the city. The use of such cards shall be governed by a written policy developed and approved by the mayor and city council to limit the amount per transaction, and assure the ability to audit each purchase by each individual user assigned a card. Department heads shall recommend to the city manager the specific employees that they wish to issue such a card, with the specified dollar limit per transaction. ~~which shall not exceed $5,000.00.~~ The city manager is authorized to allow higher limits for ~~the fleet management~~ specific personnel.~~, given the high cost of some replacement parts, provided that those increased limits are approved by the mayor and city council City Manager~~.

~~Sec. 5-315. Telephone quote process.~~

~~Any purchase which is between $1,000.01 and $5,000.00 must use a purchase order, after having obtained at least three telephone quotes for the specific product, contract or service. Each vendor must be given sufficient information to assure that the quotes are for the same product, or a similar product made by another company. The telephone quotes must be recorded by the department, with the date and the signature of the employee who made the calls. This information must be attached to the purchase order as a record of the calls and kept by the finance department. If using a procurement card, required quote records shall be kept if the purchase is above the $1,000.00 limit.~~

Sec. 5-316. Written quote process.

Any purchase which is between $5,000.01 and ~~$19,999.99~~ $50,000.00 must use a purchase order, after having obtained written quotes for the specific product, contract or service. Since this method does not require sealed bids, the city will allow either mailed, faxed, or emailed quotes, as long as they contain the date, a clear description of the product offered, its price, and any delivery terms, and the name and position of the company representative who has prepared the quote. Any purchase between $20,000.00 and $50,000.00 must have written approval by the city manager.

Sec. 5-317. Sealed bid process.

(a) This process must be used for any purchase that is for ~~$20,000.00 or more~~, $50,000.01 and above unless one of the special procurement methods applies. This process requires the advertisement twice in the local newspaper in which sheriff's sales are advertised, spaced seven days apart, with the first advertisement printed at least 14 days before the date of the bid opening. The bid must contain the desired quantity and a description of the product or service desired; how to obtain detailed specifications and get answers about them; where and when to submit the bids; how to address the envelope; the time and place where the bids shall be opened, read aloud, and recorded; and any special instructions or conditions, such as attendance at a mandatory or voluntary pre-bid conference.

(b) All sealed bid process purchases must be pre-approved by the city manager or his designee before advertisement begins. All sealed bid purchases shall be awarded by the mayor and city council. No contract concerning a sealed bid shall be signed by a city designee prior to being approved by the mayor and city council.

(c) In lieu of the sealed bid process the city manager may authorize the use of the reverse auction process provided by the Georgia Municipal Association through a contracted service provider.

~~Sec. 5-319. Open purchase order process.~~

~~Department heads may request that the city manager authorize the issuance of an open purchase order for a specified vendor, for a specified period not to exceed a month, with a maximum dollar figure attached. Such purchase orders can only be used by specified employees of that department, with vendors that the city does business with on a regularly recurring basis. This process should be used only when in the city manager's judgment one of the other general procurement methods above will not afford the timely acquisition of needed supplies, materials, or services.~~

Sec. 5-320. Georgia local government public works construction law projects.

a) This process shall be used by the city in order to comply with state law, O.C.G.A. §§ 36-91-1 through 36-91-95, or as subsequently amended, requires cities that engage in the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to any public real property other than those projects covered by O.C.G.A. Chapter 4 of Title 32 (see section 5-321 below) in which the value of said work is ~~$100,000.00~~ $250,000.00 or more, to use the competitive bid or proposal processes set out in these statutory provisions, unless the proposed work qualifies for one of the limited exceptions. This statute does not apply to the routine operation, repair, or maintenance of existing structures, buildings, or real property.

For public works projects under $20,000.00, competitive written quotes and proposals, per city policy, shall be obtained and presented to the city manager for approval. For projects costing $20,000.00 and ~~to $100,000.00~~ less than $250,000.00 competitive written quotes shall be obtained and submitted to council for approval. Although there is no required sealed bid/proposal process per House Bill 1079 for projects with a cost of $100,000.00 or less, complete and detailed documentation of obtained written quotes shall be provided and kept in the central services division. The central services division shall be involved in every stage of the process in obtaining competitive written quotes. Vendors shall submit written quotes to the central services division by the determined due date and time. Although many formalities are not required for projects with a cost of $100,000.00 or less, vendors will be given a due date and time for written quotes and the quotes shall be in a sealed envelope at the time of submittal to the central services division.

Sec. 5-321. Georgia municipal street projects.

This process shall be used by the city in order to comply with state law. O.C.G.A. §§ 32-4-90 through 32-4-123, or as subsequently amended, requires cities that engage in a contract valued at $250,000.00 or more for the construction, reconstruction, or maintenance of all or part of a public road in said municipality, including but not limited to a contract or subcontract for the purchase of materials, for the hiring of labor, for professional services, or for other things or services incident to such work, to use the competitive bid process set out in these statutory provisions, unless the proposed work qualifies for one of the limited exceptions. No contract involving an expenditure of more than $5,001.00 but less than $250,000.00 shall be awarded under this Article without submission of at least two written estimates. If the professional service design phase stands alone and is not part of a complete project package that contains a construction and management element, the requirements for obtaining professional services for street projects shall fall under the general provisions of the professional service guidelines.

~~(a) This process shall be used by the city in order to comply with state law. The O.C.G.A. §§ 32-4-90 through 32-4-123, or as subsequently amended, requires cities that engage in a contract valued at $20,000.00 or more for the that engage road construction projects under $20,000.00 to obtain written quotes and are exempted from formal sealed bid processes for the construction, reconstruction, or maintenance of all or part of a public road in said municipality, including but not limited to a contract or subcontract for the purchase of materials, for the hiring of labor, for professional services, or for other things or services incident to such work, to use the competitive bid process set out in these statutory provisions, unless the proposed work qualifies for one of the limited exceptions. Road construction projects $20,000.00 and above shall adhere to the States of Georgia requirements pertaining to public works contract law. If the professional service design phase stands alone and is not part of a complete project package that contains a construction and management element, the requirements for obtaining professional services for street projects shall fall under the general provisions of the professional service guidelines contained in House Bill 1079.~~

Sec. 5-322. Sole source purchases.

The city manager shall be authorized to designate a sole source for any item or service under ~~$20,000.00~~ $50,000.00 or above in value, the purchase of which, due to special scientific, technological, or extraordinary specifications and circumstances such as but not limited to standardization, is available from only one vendor. Any such purchase shall be documented as to the reasons for the sole source and shall be maintained in the office of the central services division. Any proposed sole source purchase that is ~~$20,000.00~~ ~~or more~~ $50,000.01 in value must be approved by the mayor and city council.

Sec. 5-324. - Professional services.

Professional services, as defined in subsection 5-302(2) of this Municipal Code, may be required on a project basis, for specific activities or for certain durations of time. Procurement of these services shall be the primary responsibility of the user agency with the assistance of the central services director. After a firm is selected, approval from the city manager must be obtained for services costing less than ~~$20,000.00~~, $50,000.00. For services with a cost of ~~$20,000.00~~ $50,000.01 and higher, it shall be required to obtain the approval of council prior to the contract being awarded. This process shall comply with O.C.G.A. § 36-91-22 ~~and House Bill 1079~~. This shall apply to public works projects as well as municipal street projects in the area of professional services which are exempt from competitive processes ~~per House Bill 1079~~. ~~As stated in House Bill 1079,~~ This shall be for stand-alone professional services and shall not be included in an all-encompassing construction project where design, construction and project management are contained in one bid package ~~per House Bill 1079~~. However, this does not prohibit the usage of a competitive proposal process if it is deemed to be beneficial.

Sec. 5-325. Real property acquisitions.

(a) Easements and other limited property rights valued at less than ~~$20,000.00~~ $50,000.00 may be negotiated and purchased by the city attorney and the city manager or his designee.

(b) Easements and other limited property rights valued at ~~$20,000.00 or more~~ $50,000.01 or more shall be negotiated by the city attorney and the city manager or his designee, but must be approved by action of the mayor and city council.

(c) All property acquired in fee simple for city use valued at less than ~~$20,000.00~~ $50,000.00 may be negotiated and purchased by the city attorney and the city manager or his designee.

(d) All property acquired in fee simple for city use valued at ~~$20,000.00 or more~~ $50,000.01 or more shall be negotiated by the city attorney and the city manager or his designee, but must be approved by action of the mayor and city council.

(e) The mayor and city council may authorize the city manager or his designee to act as their agent to acquire property at any tax lien sale; and such property acquired thereby may by action of the mayor and city council be conveyed, sold, transferred, assigned, or given to a duly authorized land bank authority established by the city and Bulloch County pursuant to the statutory provisions of O.C.G.A. Article 4, Chapter 4 of Title 48, or as subsequently amended.

(f) The city shall acquire street rights-of-way and utility easements and infrastructure that are required to be dedicated by subdivision developers under provisions of the Subdivision Regulations Ordinance.

(g) Pursuant to O.C.G.A. § 32-4-91(b) et seq., or as subsequently amended, the city engineer shall notify the Georgia Department of Transportation of any streets either added or abandoned from the municipal street system.

Sec. 5-331. Housing Rehabilitation Projects.

The city manager is hereby authorized to employ special procurement measures to expedite housing rehabilitation projects under the Housing Rehabilitation Program. All procurement activities shall be conducted in compliance with applicable state and federal laws, city purchasing and procurement policies, and the provisions of Title 2 CFR Appendix II to Part 200 — Contract Provisions for Non-Federal Entity Contracts under Federal Awards. In carrying out these measures, priority shall be given to contracting with small businesses, minority-owned firms, women’s business enterprises, and labor surplus area firms.

Sec. 5-336. Local buying preference.

The City of Statesboro desires to purchase from local vendors whenever possible. In order to facilitate this desire and also remain responsible to the residents of Statesboro and Bulloch County, the City of Statesboro shall have a three percent in-county vendor advantage. If a local vendor's quote or bid is within three percent of the lowest submitted bid and that lowest submitted quote or bid is from an out-of-county vendor, the local vendor shall have the right to match that bid and shall be awarded the contract. In the event there are two local vendors within three percent, the local vendor with the lowest quote or bid submittal shall have the first opportunity to match the out-of-county vendor's quote or bid. If the lowest local vendor declines, the opportunity shall be offered to the next local vendor providing their bid is within the three percent range. This applies to purchases in the range of ~~$1,000.01~~ $5,000.01 and up. When public works and/or street projects are involved, this policy shall not contradict state law regarding mandated procedures for these processes. In addition, this policy shall not contradict any state funding, federal funding or grant stipulations that may be required. Local vendor shall be defined as:

Local vendor shall be defined as having a "brick and mortar" business within Bulloch County and having a City of Statesboro business license or Bulloch County business license.

Sec. 5-337. Vendor and professional appeals.

Sec. 5-338. Conflict of Interest.

Sec. 5-339. Execution of contracts.

Sec. 5-340. Sale and disposition of property.

Sec. 5-341. Fixed assets of accounting.

Sec. 5-342-5.399. Reserved.

*Note: Section headings 5-337 through 5-342 have only changed for number alignment.

Ordinance Amendment: Chapter 5 Purchasing System Policy

Secs. 5-1—5-99. Reserved.

Sec. 5-100. Finance department.

The finance department shall be responsible for preparing and administering the operating and capital budgets and the capital improvements plan under the city manager's direction; administering the accounting and financial reporting systems; accounts receivable, revenue collection, accounts payable and preparation of all payroll functions. This department shall also be responsible for debt management and investments and the preparation of the annual financial statements to be independently audited; and any other duties that involve the financial operations of the city.

Sec. 5-101. Financial policies.

In supervising the department, the finance director shall be governed at all times by all financial and other policies adopted by the mayor and city council. The city has adopted by resolution detailed financial policies for this purpose.

Secs. 5-102—5-199. Reserved.

Sec. 5-200. Reserved.

Secs. 5-201—5-299. Reserved.

Sec. 5-300.- Central services department.

There is hereby created the Central Services Department.

Sec. 5-301. Applicability.

The provisions of this chapter shall apply to all primary departments and agencies receiving appropriations from the governing authority of the City of Statesboro and to other agencies, as the governing authority may deem appropriate.

Sec. 5-302. Definitions.

The following definitions shall apply to this chapter:

Committee means the committee on standards and specifications.

Goods and services means the tangible items and/or labor and materials necessary to provide an effective and economically responsible delivery of services by the City of Statesboro and for which financial appropriations have been made by the governing authority.

(1) *Supplies, materials or contractual services:* All tangible equipment, commodities, repairs or nonprofessional services necessary to operate the government.

(2) *Professional services:* Services provided by the following licensed professionals need not be subject to competitive bidding: practitioners of law, medicine, podiatry, dentistry, optometry, psychology, veterinary medicine, physiotherapy, public accounting and civil, mechanical, hydraulic or electrical engineering, architecture, surveying, property appraisal, or professional consultations. The definition of professional services shall be ultimately defined by the State of Georgia.

Central services director means the individual who is assigned the general duties and responsibilities of supervising and administering the purchasing functions.

Using agency means any department, division, agency, bureau, commission, board, authority, or other unit of the City of Statesboro government using goods and services to carry out the duties and responsibilities of such functions and for which financial appropriations have been made by the governing authority.

Sec. 5-303. Central services division and central services director.

The central services director shall administer the policies, regulations, and procedures governing the purchase of all goods and services for the City of Statesboro. The central services director shall exercise general supervision of all functions pertaining to purchasing, subject to the review of the finance director.

Sec. 5-304. Duties of central services director.

The central services director shall have the following authority, responsibility and duties:

(1) To carry out the policies, regulations and procedures for purchasing all goods and services required by the using agencies of the city pursuant to the provisions of this chapter, and other directives of the manager not in conflict with this chapter.

(2) To obtain the needed quality of goods and services for the most economical costs which will provide the most effective operations for the city.

(3) To discourage restrictive bidding and specifications and to promote open competition.

(4) To maintain up-to-date files of all vendors known to the city who are reputable and responsible vendors of goods and services, with prices and discounts as may be available.

(5) To establish a standard uniform list of nomenclature of all goods and services regularly used by the city, to be distributed to all using agencies and suppliers, in order to achieve uniformity of common purchases among the various using agencies.

(6) To take advantage of all exemptions, discounts and special offers to which the city may be entitled, to ensure the most economical purchase without sacrificing quality, including the availability of "bulk" purchases.

(7) To coordinate with the finance department to ensure that all purchases are in compliance with the city's budgeting and accounting policies and procedures.

(8) To be informed of the "state-of-the-art" developments and procedures in the field of governmental purchasing, current market conditions, new products and prices.

(9) To develop and prescribe such forms as may be necessary to effectively and efficiently carry out the purchasing procedures of the city and to require that such forms be utilized by all using agencies, subject to the approval of the city manager.

(10) To ensure that all goods and services purchased by the city are properly received and are representative of and in accordance with the prescribed terms and specifications of the purchase agreement.

(11) With the approval of the city manager, to declare ineligible any vendor that misrepresents or defaults on any quotation, bid or purchase agreement with the city and to disqualify such vendor from doing further business with the city for a specified period of time.

(12) To promulgate policies and procedures, with the advice of the finance director and approval of the city manager, to administer and carry out the provisions of this chapter or other policies established by the city pertaining to governmental purchases, and to develop and maintain a uniform purchasing manual which shall include all such policies and procedures to be followed by all using agencies.

(13) To manage all affairs of the purchasing division.

(14) To prepare and submit reports on the purchasing activities of the city in a manner to be prescribed by the city manager.

Sec. 5-307. Applicability of standards.

Each standard specification, until revised or rescinded, shall apply alike in terms and effect to the purchase or contract for the item or service described in such specifications. However, if any item requested by a using agency is not on the standard list or listed as an exemption, the central services director shall be authorized to exempt the item based on sufficient justification being provided by the requesting using agency. He shall notify the committee members at the next scheduled meeting of any exemption he has granted, so that the committee can confirm or amend that decision on future purchases.

Sec. 5-308. Substitution of brand names.

If a requisition is submitted for a "brand name" item or service, the central services director shall notify the requesting agency of acceptable and approved comparable goods or services which meet the requirements of the specifications. The department director and the central services director shall jointly decide on the items to be purchased. In case of continued disagreement, the city manager shall make the determination.

Sec. 5-309. Uniform Purchasing Manual.

The Uniform Purchasing Manual shall include a step-by-step description of the proper procedures for purchasing goods and services, samples of major forms used in the purchasing process, and a clearly defined explanation of the proper use of such forms and procedures. The manual must be approved by the mayor and city council before it becomes effective, as must any subsequent amendments thereto.

Sec. 5-310.- Purchase orders.

Except for purchases by procurement card or provided herein, all purchases for goods and services for the city shall be on an official City of Statesboro purchase order.

Sec. 5-311. Budget review prior to issuing purchase orders.

Except as otherwise provided for in emergencies, no purchase order shall be issued unless there is a sufficient unencumbered appropriation, in excess of all unpaid obligations of the using agency to cover the amount of such purchase. The finance director is authorized to allow such a purchase to be made, provided that the department head has identified a source of funding within the existing budget that can be utilized by budget amendment to cover this expense.

Sec. 5-312.- Methods of purchasing.

The categories and purchase methods are as follows:

(1) *Category 1: General procurement methods:*

a. Petty cash process: For purchases of $50.00 or less if the employee has not been issued a procurement card.
b. Procurement card process: For purchases of $5,000.00 and under $50,000.00, with the exceptions based on sole source, cooperative purchases, state or federal contracts, emergency purchases or professional services as defined by the State of Georgia.
c. Written quote process: For purchases of $5,000.01 up to $50,000.00.
d. Sealed bid process: For purchases of $50,000.01 and above.
e. Fixed price agreements process.

(2) *Category 2: Special procurement methods:*

a. Georgia local government public works construction law projects.
b. Georgia municipal street projects.
c. Sole source purchases.

d. Emergency purchases.
e. Professional services.
f. Real property acquisitions.
g. Cooperative purchases.
h. Federal and state purchases.
i. Federally and state funded projects and programs.
j. Natural gas supply purchases.
k. Investment purchases.
l. Housing Rehabilitation Projects

Sec. 5-314. Procurement card process.

The city manager is hereby authorized to implement a procurement card system for use by the various departments of the city. The use of such cards shall be governed by a written policy developed and approved by the mayor and city council to limit the amount per transaction, and assure the ability to audit each purchase by each individual user assigned a card. Department heads shall recommend to the city manager the specific employees that they wish to issue such a card, with the specified dollar limit per transaction. The city manager is authorized to allow higher limits for specific personnel.

Sec. 5-316. Written quote process.

Any purchase which is between $5,000.01 and $50,000.00 must use a purchase order, after having obtained written quotes for the specific product, contract or service. Since this method does not require sealed bids, the city will allow either mailed, faxed, or emailed quotes, as long as they contain the date, a clear description of the product offered, its price, and any delivery terms, and the name and position of the company representative who has prepared the quote. Any purchase between $20,000.00 and $50,000.00 must have written approval by the city manager.

Sec. 5-317. Sealed bid process.

(a) This process must be used for any purchase that is for, $50,000.01 and above unless one of the special procurement methods applies. This process requires the advertisement twice in the local newspaper in which sheriff's sales are advertised, spaced seven days apart, with the first advertisement printed at least 14 days before the date of the bid opening. The bid must contain the desired quantity and a description of the product or service desired; how to obtain detailed specifications and get answers about them; where and when to submit the bids; how to address the envelope; the time and place where the bids shall be opened, read aloud, and recorded; and any special instructions or conditions, such as attendance at a mandatory or voluntary pre-bid conference.

(b) All sealed bid process purchases must be pre-approved by the city manager or his designee before advertisement begins. All sealed bid purchases shall be awarded by the mayor and city council. No contract concerning a sealed bid shall be signed by a city designee prior to being approved by the mayor and city council.

(c) In lieu of the sealed bid process the city manager may authorize the use of the reverse auction process provided by the Georgia Municipal Association through a contracted service provider.

Sec. 5-318. Fixed price agreements process.

Goods or services used by one or more using agencies on a regular and continuing basis may be purchased under a contract covering a specified extended period of time, at an established price for such goods or services which shall be valid for the duration of the contract period. Purchase agreements under this provision shall be subject to the sealed bid process in section 5-317 above. The departments of the city could then purchase these goods or services on an as-needed basis throughout the agreed time period at the accepted bid price with a valid purchase order, or using the procurement card if the cost is below the assigned card's transaction limit.

Sec. 5-319. Open purchase order process.

Department heads may request that the city manager authorize the issuance of an open purchase order for a specified vendor, for a specified period not to exceed a month, with a maximum dollar figure attached. Such purchase orders can only be used by specified employees of that department, with vendors that the city does business with on a regularly recurring basis. This process should be used only when in the city manager's judgment one of the other general procurement methods above will not afford the timely acquisition of needed supplies, materials, or services.

Sec. 5-320. Georgia local government public works construction law projects.

a) This process shall be used by the city in order to comply with state law. The O.C.G.A. §§ 36-91-1 through 36-91-95, or as subsequently amended, requires cities that engage in the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to any public real property other than those projects covered by O.C.G.A. Chapter 4 of Title 32 (see section 5-321 below) in which the value of said work is $250,000.00 or more, to use the competitive bid or proposal processes set out in these statutory provisions, unless the proposed work qualifies for one of the limited exceptions. This statute does not apply to the routine operation, repair, or maintenance of existing structures, buildings, or real property.

For public works projects under $20,000.00, competitive written quotes and proposals, per city policy, shall be obtained and presented to the city manager for approval. For projects costing $20,000.00 and less than $250,000.00 competitive written quotes shall be obtained and submitted to council for approval. Although there is no required sealed bid/proposal process for projects with a cost of $100,000.00 or less, complete and detailed documentation of obtained written quotes shall be provided and kept in the central services division. The central services division shall be involved in every stage of the process in obtaining competitive written quotes. Vendors shall submit written quotes to the central services division by the determined due date and time. Although many formalities are not required for projects with a cost of $100,000.00 or less, vendors will be given a due date and time for written quotes and the quotes shall be in a sealed envelope at the time of submittal to the central services division.

b). The preferred construction delivery method for these projects is the "design, bid, build" method. No other method allowed by state law shall be used unless expressly approved by the mayor and city council. No project requiring a contract under this method shall begin the design phase without the express approval of the city manager, even if it has been included in the annual capital budget, so that its methods of financing, design, advertisement, and award have been thoroughly reviewed.

Sec. 5-321. Georgia municipal street projects.

This process shall be used by the city in order to comply with state law, O.C.G.A. §§ 32-4-90 through 32-4-123, or as subsequently amended, requires cities that engage in a contract valued at $250,000.00 or more for the construction, reconstruction, or maintenance of all or part of a public road in said municipality, including but not limited to a contract or subcontract for the purchase of materials, for the hiring of labor, for professional services, or for other things or services incident to such work, to use the competitive bid process set out in these statutory provisions, unless the proposed work qualifies for one of the limited exceptions. No contract involving an expenditure of more than $5,001.00 but less than $250,000.00 shall be awarded under this Article without submission of at least two written estimates. If the professional service design phase stands alone and is not part of a complete project package that contains a construction and management element, the requirements for obtaining professional services for street projects shall fall under the general provisions of the professional service guidelines.

Sec. 5-322. Sole source purchases.

The city manager shall be authorized to designate a sole source for any item or service under $50,000.00 or above in value, the purchase of which, due to special scientific, technological, or extraordinary specifications and circumstances such as but not limited to standardization, is available from only one vendor. Any such purchase shall be documented as to the reasons for the sole source and shall be maintained in the office of the central services division. Any proposed sole source purchase that is $50,000.01 in value must be approved by the mayor and city council.

Sec. 5-323. Emergency purchases.

The city manager is authorized to waive any or all bidding requirements for the purchase of necessary goods or services whenever an emergency condition exists which presents a threat to the safety, health and welfare of the citizens of the city and whenever such requirements would cause undue delay in the delivery of essential services under such conditions. Any emergency purchases must be reported to the mayor and city council at the next regular meeting of the city council.

Sec. 5-324. - Professional services.

Professional services, as defined in subsection 5-302(2) of this Municipal Code, may be required on a project basis, for specific activities or for certain durations of time. Procurement of these services shall be the primary responsibility of the user agency with the assistance of the central services director. After a firm is selected, approval from the city manager must be obtained for services costing less than $50,000.00. For services with a cost of $50,000.01 and higher, it shall be required to obtain the approval of council prior to the contract being awarded. This process shall comply with O.C.G.A. § 36-91-22. This shall apply to public works projects as well as municipal street projects in the area of professional services which are exempt from competitive processes. This shall be for stand-alone professional services and shall not be included in an all-encompassing construction project where design, construction and project management are contained in one bid package. However, this does not prohibit the usage of a competitive proposal process if it is deemed to be beneficial.

Sec. 5-325. Real property acquisitions.

(a) Easements and other limited property rights valued at less than $50,000.00 may be negotiated and purchased by the city attorney and the city manager or his designee.

(b) Easements and other limited property rights valued at $50,000.01 or more shall be negotiated by the city attorney and the city manager or his designee, but must be approved by action of the mayor and city council.

(c) All property acquired in fee simple for city use valued at less than $50,000.00 may be negotiated and purchased by the city attorney and the city manager or his designee.

(d) All property acquired in fee simple for city use valued at $50,000.01 or more shall be negotiated by the city attorney and the city manager or his designee, but must be approved by action of the mayor and city council.

(e) The mayor and city council may authorize the city manager or his designee to act as their agent to acquire property at any tax lien sale; and such property acquired thereby may by action of the mayor and city council be conveyed, sold, transferred, assigned, or given to a duly authorized land bank authority established by the city and Bulloch County pursuant to the statutory provisions of O.C.G.A. Article 4, Chapter 4 of Title 48, or as subsequently amended.

(f) The city shall acquire street rights-of-way and utility easements and infrastructure that are required to be dedicated by subdivision developers under provisions of the Subdivision Regulations Ordinance.

(g) Pursuant to O.C.G.A. § 32-4-91(b) et seq., or as subsequently amended, the city engineer shall notify the Georgia Department of Transportation of any streets either added or abandoned from the municipal street system.

Sec. 5-326. Cooperative purchases.

The city manager is authorized to enter into cooperative purchasing agreements with other units of government when, in his judgment, it would be in the best interest of the city. This is to include utilizing other governmental entity's competitively bidded out contracts. The contract, if utilized, must be an active contract with the originating entity.

Sec. 5-327. Federal and state purchases.

Whenever any goods or services are available to the city through a contract with the federal or state government, and when such items or services meet the requirements of a using agency, such item or service shall be deemed to have met all the requirements of competitive bidding and may be purchased under the federal or state contract without regard to further government requirements.

Sec. 5-328. Federally and state funded projects and programs.

(a) In accordance with the provisions of the U.S. Office of Management and Budget (OMB) Circular A-102, entitled "Grants and Cooperative Agreements with State and Local Governments," and all related provisions and laws, all City of Statesboro departments shall comply with all federal and state procurement regulations when procuring goods and services funded in whole or in part with any federal or state grant. Further, such regulations shall supersede all local purchasing ordinance provisions to the extent of any conflict.

(b) All sub-recipient agencies receiving federal or state funds through the City of Statesboro shall also comply with the federal or state granting agency procurement regulations, which supersede all local purchasing ordinance provisions to the extent of any conflict.

Sec. 5-329. Natural gas supply purchases.

The city is a member of the Municipal Gas Authority of Georgia, a joint action agency established by act of the Georgia General Assembly to assist member cities in the purchase of natural gas supplies and to provide other services to improve their municipally-owned natural gas systems. The mayor and city council may authorize participation in any natural gas supply purchase program, pre-payment purchase program, price-hedging program, or similar program provided by the Georgia Municipal Gas Authority, if they determine that it is in the best interest of the city.

Sec. 5-330. Investment purchases.

(a) The city shall keep all funds except petty cash on deposit in an interest-bearing account with rates as determined in its banking services contract, unless the finance director and city manager determine that a longer-term investment at a higher interest rate is in the city's best interest. The finance director and city manager are hereby authorized to invest the idle funds of the city in any investment vehicle authorized by Georgia law for municipalities, for any maturity up to one year. In making the determination of the dollar amount and term, they shall make certain that there would remain sufficient liquidity to meet the city's financial obligations without having to use short-term borrowing, or to cash in an investment prematurely.

(b) Any proposed investment instrument with a maturity longer than one year shall not be purchased without the prior approval of the mayor and city council.

Sec. 5-331. Housing Rehabilitation Projects.

The city manager is hereby authorized to employ special procurement measures to expedite housing rehabilitation projects under the Housing Rehabilitation Program. All procurement activities shall be conducted in compliance with applicable state and federal laws, city purchasing and procurement policies, and the provisions of Title 2 CFR Appendix II to Part 200 — Contract Provisions for Non-Federal Entity Contracts under Federal Awards. In carrying out these measures, priority shall be given to contracting with small businesses, minority-owned firms, women’s business enterprises, and labor surplus area firms.

Sec. 5-332. Deposits; bid bonds.

The city manager is authorized to require a bid bond or deposit, payable to the City of Statesboro, for contracts up to $99,999.99 from vendors bidding on any goods or services when, and in such amounts, as in his judgment the nature of the goods or services to be purchased would warrant such bond or deposit or whenever such bond or deposit is required under state law. Notice of a bond or deposit shall be included in the public notice and bidding specifications. Contracts over $100,000.00 shall require a bid bond or deposit. Such bond or deposit shall not exceed 100 percent of the bid amount, and shall be in a form acceptable to the city attorney.

Sec. 5-333. Rejection of bids.

All purchasing methods that require the use of advertisement and sealed bids shall include language satisfactory to the city attorney which reserves the mayor and city council's right to reject any and all bids or proposals, to waive any technicalities associated with a bid or proposal, and to make the award that it deems in the best interest of the city.

Sec. 5-334. Vendors in default.

The central services director shall not accept any bid or quotation from, nor issue any purchase order to, any vendor or contractor that is in default (delinquent) on the payment of any taxes, license fees, or other monies due the City of Statesboro.

Sec. 5-335. Records to be maintained.

A record and description of all requisitions, competitive bids and quotations, purchase orders, receiving reports and other pertinent documentation of purchasing shall be maintained by the purchasing division manager in accordance with regulations and procedures prescribed in the purchasing manual and shall be public record.

Sec. 5-336. Local buying preference.

The City of Statesboro desires to purchase from local vendors whenever possible. In order to facilitate this desire and also remain responsible to the residents of Statesboro and Bulloch County, the City of Statesboro shall have a three percent in-county vendor advantage. If a local vendor's quote or bid is within three percent of the lowest submitted bid and that lowest submitted quote or bid is from an out-of-county vendor, the local vendor shall have the right to match that bid and shall be awarded the contract. In the event there are two local vendors within three percent, the local vendor with the lowest quote or bid submittal shall have the first opportunity to match the out-of-county vendor's quote or bid. If the lowest local vendor declines, the opportunity shall be offered to the next local vendor providing their bid is within the three percent range. This applies to purchases in the range of $5,000.01 and up. When public works and/or street projects are involved, this policy shall not contradict state law regarding mandated procedures for these processes. In addition, this policy shall not contradict any state funding, federal funding or grant stipulations that may be required. Local vendor shall be defined as:

Local vendor shall be defined as having a "brick and mortar" business within Bulloch County and having a City of Statesboro business license or Bulloch County business license.

Sec. 5-337. Vendor and professional appeals.

Any vendor or professional may appeal a contract awarded by the city manager pursuant to sections 5-320, 5-322, 5-324, or 5-325(a) to the city manager within five calendar days of the award of the contract. A vendor or professional dissatisfied with the city manager's decision on appeal under this section shall then have ten calendar days from the date of the city manager's decision to appeal to the mayor and city council for final determination. Vendor and professional appeals under this subsection are expressly forbidden if the award of contract is made by vote of mayor and city council.

Sec. 5-338. Conflict of interest.

No elected official, appointed officer or employee of the City of Statesboro or any agency or political entity to which the Charter or these provisions apply shall knowingly:

(1) Engage in any business or transaction in which the person has a financial interest, which is incompatible with the proper discharge of official duties;

(2) Disclose confidential information concerning the property, government or affairs of the government body by which such person is engaged or is a member of without proper legal authorization, or use that information to advance the financial or other private interest of such person or others;

(3) Accept any gift that has a value of $50.00 or more from any person, firm or corporation which to his or her knowledge is interested, directly or indirectly, in business dealings with the government body he or she is a member of or by which such person is engaged; provided, however, that an elected official who is a candidate for public office may accept election campaign contributions and services in connection with any election campaign;

(4) Represent private interests other than his or her own in any action or proceeding against the city, or any portion of its government; or

(5) Vote or otherwise actively participate in the negotiation or the making of any contract between the city and any business or entity in which he or she has a financial interest.

Sec. 5-339. Execution of contracts.

Pursuant to subsection 3-1(4) of the City Charter, the mayor shall execute all written contracts for the city, witnessed by the city clerk.

Sec. 5-340. Sale and disposition of property.

(a) The mayor and city council is authorized to sell any real or personal property owned or held by the City of Statesboro, and not needed for governmental or other public purposes in such manner as is required in state law for cities. The sale of real and personal property shall be accomplished using the procedures codified in O.C.G.A. Chapter 37 of Title 36, or as subsequently amended.

(b) The sale of real property which is no longer needed for public road purposes and has been abandoned by the city shall be disposed of using the procedures codified in O.C.G.A. Chapter 7 of Title 32, or as subsequently amended. The city engineer shall notify the Georgia Department of Transportation of the abandonment of any street right-of-way as required by O.C.G.A. § 32-4-91(b) et seq., or as subsequently amended.

(c) Real property acquired through a tax lien sale may be disposed of by participation in a land bank authority, as authorized by O.C.G.A. Article 4, Chapter 4 of Title 48, or as subsequently amended.

Sec. 5-341. Fixed assets accounting.

The central services director shall be responsible for the accurate recording in the fixed assets account group of all additions and deletions to the fixed assets of the city. He shall be responsible also for the proper tagging or other identification process used to catalog these fixed assets as well as other equipment as required.

Secs. 5-342—5-399. Reserved.

Sec. 5-400. Reserved.

Secs. 5-401—5-499. Reserved.

CITY OF STATESBORO

COUNCIL
Tangie Johnson, District 1
Paulette Chavers, District 2
Ginny Hendley, District 3
John Riggs, District 4
Shari R Barr, District 5

Jonathan McCollar, Mayor
Charles Penny, City Manager
Leah Harden, City Clerk
Cain Smith, City Attorney

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

To: Charles Penny, City Manager and Leah Harden, City Clerk

From: Olympia Gaines, Assistant to the City Manager

Date: December 9, 2025

Re: Uniform Purchasing Manual

Policy Issue: Consideration of a motion to approve the Uniform Purchasing Manual

Recommendation: Approval

Background: The city's Purchasing System Policy Ordinance, last amended in 2011, and the Uniform Purchasing Manual, last amended in 2013, have both been updated. Amendments to the Uniform Purchasing Manual were made to ensure alignment with the most recent changes to the Purchasing Policy Ordinance.

Budget Impacts: Procedural Revisions

Council Person or District: All

Attachments: Proposed Uniform Purchasing Manual and Exhibit B: Procurement Card Policies and Procedures

CITY OF STATESBORO

UNIFORM PURCHASING MANUAL

Department of Central Services, Purchasing Division
February 2013
Revised 2024

INTRODUCTION

This Manual has been prepared in order to assist those employees within each City department that are responsible for purchasing supplies, goods, and services to do so in compliance with the City's purchasing rules and policies. It also guides the Finance Department and the Purchasing Division in assisting the other departments in this process. Chapter 5 of the Statesboro Municipal Code contains the purchasing provisions adopted by ordinance by the Mayor and City Council. (See Appendix A for a copy of this ordinance.) This Manual expands on the ordinance by giving the specific steps necessary for each of the methods of purchasing set out in Section 5-312, and includes samples of the necessary forms. Copies of this Manual have been furnished to all personnel within the City that participate in the purchasing process. You should become well versed in its procedures so that you carry out your purchasing duties correctly.

Before making any purchase, you should determine which method of purchasing is appropriate. If you are unsure, contact the Central Services Director. Once the method of purchasing has been determined, you should follow the procedures set out in this Manual for that method. It is critical that you follow all of the steps in the process so that the City complies with federal, state, and local laws; and has a complete audit trail of each financial transaction. Failure to follow these procedures could result in a purchase being declared illegal or void, such as when State law requires a specific bid advertisement process that wasn't followed. Because of the seriousness of those types of failure, any purchasing not in conformance with these policies could result in disciplinary action against you, up to and including termination of employment if the circumstances warrant.

In any purchasing decision, there is always a conflict between wanting to obtain the best quality at the best price, and the necessity of the operating department getting the product or service in the field as soon as possible. In order to minimize this conflict, each department should plan its purchases ahead of time to the greatest extent possible. That will assure that you have the necessary products or services on time while still adhering to the required method of purchase. That is also why the City will be entering into several fixed price agreements for products that are purchased continuously. Before you purchase any product, make sure that the Purchasing Division does not have a fixed price agreement on it. If it does, you should use that purchasing method.

If you believe that this Manual is unclear or can be improved upon in any area, I urge you to contact my office with your suggestions. Our goal should always be to streamline the process as much as possible, while meeting the legal requirements. If a particular type of purchase is causing an operational problem or delay, you should notify your department head so that he/she can discuss it with me. We may be able to correct the problem and still meet the legal requirements. Thank you in advance for your best efforts in making these new purchasing policies and procedures work well.

TABLE OF CONTENTS

	Page
Introduction	1
Table of Contents	2
SECTION 1. General Provisions	4
1) Standards and Specifications	4
2) Purchase Orders	4
3) Change Orders	4
4) Local Buying Preference	4-5
5) Conflict of Interest	5
6) E-Verify	5-6
7) Rejection of Bids	6
8) Vendors in Default	6
9) Vendors Appeals	6
10) Fixed Assets Accounting	6
SECTION 2. Methods of Purchasing	6
Category 1: General Procurement Methods	6
1) Petty Cash Process	7
2) Procurement Card Process	7
3) Quote Process	7
4) Written Quote Process	7
5) Sealed Bid Process	8-9
6) Fixed Price Agreements Process	9-10
Category 2: Special Procurement Methods	10
1) Georgia Local Government Public Works Construction Law Projects	10-11
2) Georgia Municipal Street Projects	11
3) Sole Source Purchases	11-12
4) Emergency Purchases	12
5) Professional Services	12
6) Real Property Acquisitions	12-13
7) Cooperative Purchases	13
8) Federal and State Purchases	13
9) Federally and State Funded Projects and Programs	14
10) Natural Gas Supply Purchases	14
11) Investment Purchases	14
SECTION 3. Real Property and Personal Property	14
1) Leases for Real Property and Personal Property	14-15
SECTION 4. Methods of Property Disposal	15
SECTION 5. Minority and Disadvantage Business Policy	15-16

1) Inventory and Classification of MFBE's 16
2) Local MFBE Buying Preference 16

Appendix A: Ordinance Containing Purchasing Provisions
Appendix B: Purchasing Card Policies and Procedures

SECTION 1. GENERAL PROVISIONS

The aim of this manual is to ensure fair and equitable treatment for all businesses participating in the City's public purchasing process, to optimize the value of public funds in procurement, and to establish safeguards that maintain a procurement system characterized by quality, integrity, and transparency. This section covers the general provisions applicable to purchasing. You should be familiar with them, and with the Purchasing Ordinance referenced in Appendix A.

The Central Services Director shall have the following authority, responsibility and duties: 1) execute purchasing policies, regulations, and procedures for all city agencies, ensuring alignment with managerial directives and ordinance provisions; 2) secure high-quality goods and services at the most economical costs to enhance city operations, leveraging exemptions, discounts, and bulk purchasing opportunities; 3) discourage restrictive bidding and specifications, fostering open competition and maintaining up-to-date vendor files for reputable and responsible suppliers; 4) establish a uniform list of commonly used goods and services, coordinate with the Finance Department for budget compliance, and stay informed on advancements in governmental purchasing and market conditions; 5) create and mandate the use of necessary forms for purchasing procedures, ensure proper receipt and compliance of goods and services, manage vendor eligibility; 6) establish and maintain purchasing policies and procedures.

Standards and Specifications

Before making a purchase, you should check to make sure you have a copy of the latest list of standards for that product. This will be furnished to each department by the Central Services Director. Also, many products will be purchased using a fixed price agreement, after bidding by the Central Services Director. Make sure that you consult that list also, furnished by the Purchasing Division. The product you want may already be subject to a fixed price agreement.

Purchase Orders

Section 5-310 and 5-311 of the Code make it clear that a City of Statesboro purchase order must be used for most purchases unless otherwise allowed. Those exceptions are using petty cash, a procurement card, and investment purchases. Note that except as otherwise provided, in emergencies the money must be budgeted before a purchase order can be executed. Department heads must approve the payment of all invoices to verify that the product or service has been received in the quantity and quality specified.

Change Orders

Any change order in excess of $50,000.00 must be approved by the Mayor and Council. The City Manager is authorized to approve and execute all other change orders.

Local Buying Preference.

The City of Statesboro desires to purchase from local vendors whenever possible. In order to facilitate this desire and also remain responsible to the residents of Statesboro and Bulloch County, the City of Statesboro shall have a 3% in-county vendor advantage. If a local vendor's quote or bid is within 3% of the lowest submitted bid and that lowest submitted quote or bid is from an out-of-county vendor, the local vendor shall have the right to match that bid and shall be awarded the contract. In the event there are two or more local vendors within 3%, the local vendor with the lowest quote or bid submittal shall have the first opportunity to match the out-of-county vendor's quote or bid. If the lowest local vendor declines, the opportunity shall be offered to the next local vendor providing their bid is within the 3% range. This applies to purchases in the range of $5,000.01 and above. When public works and or street projects are involved, this policy shall not contradict state law regarding mandated procedures for these processes. In addition, this policy shall not contradict any state or federal funding or grant stipulations that may be required. Local status shall be achieved by having: 1) a brick and mortar business within the boundaries of Bulloch County and; 2) having a valid Occupational Tax Certificate issued by a jurisdiction located in Bulloch County.

Conflicts of Interest
Conflicts of interest, and even the appearance of conflicts of interest, can seriously erode public confidence in its local government. You should always be aware of how a purchasing action might appear to the public, and should follow the City's guidelines in Code Sec. 5-337 as follows:

No elected official, appointed officer or employee of the City of Statesboro or any agency or political entity to which the Charter or these provisions apply shall knowingly:

1. Engage in any business or transaction in which the person has included but not limited to a financial interest, which is incompatible with the proper discharge of official duties;

2. Disclose confidential information concerning the property, government or affairs of the government body by which such person is engaged or is a member of without proper legal authorization, or use that information to advance the financial or other private interest of such person or others;

3. Accept any gift that has a value of $50.00 or more from any person, firm or corporation which to his or her knowledge is interested, directly or indirectly, in business dealings with the government body he or she is a member of or by which such person is engaged; provided, however, that an elected official who is a candidate for public office may accept election campaign contributions and services in connection with any election campaign;

4. Represent private interests other than his or her own in any action or proceeding against the City, or any portion of its government; or
5. Vote or otherwise actively participate in the negotiation or the making of any contract between the City and any business or entity in which he or she has a financial interest.

E-Verify
The City of Statesboro participates in this program to ensure that the City has a legal workforce. In an effort for the City to comply with sections 274A and 274B of the Immigration and Nationality Act, departments are required to have all service vendors and contractors complete an Employment Eligibility Verification form, Form I-9. Contractors providing labor related services must fill out a Contractor E-Verify Affidavit. All forms must be submitted to the Purchasing Director. Any purchase $2,499.99 and above that is classified as a service will require the completion of E-Verify documentation. Completed E-Verify documentation must be attached to all invoices that fall within these guidelines before payment is made.

Rejection of Bids
As stated in Code Section 5-333, all purchasing methods that require the use of advertisement and sealed bid advertisements must include a standard clause which reserves the Mayor and City Council's right to reject any and all bids or proposals, to waive any technicalities associated with the bid or proposal, and to make the award that it deems in the best interest of the City. The Central Services Director is responsible for making sure this clause is in all advertisements for bids.

Vendors in Default
As stated in Code Section 5-334, the Central Services Director shall not accept any bid or quotation from, nor issue any purchase order to, any vendor or contractor that is in default (delinquent) on the payment of any taxes, license fees, or other monies due the City. The Central Services Director is responsible for providing all department heads with a list of any such delinquent vendors, so that they can notify their personnel not to use them for any goods or services through purchasing cards or purchase orders until they are current on their financial obligations to the City. The Central Services Director will obtain this information from the Tax and Business License Clerk.

Vendor Appeals
Any vendor or professional who wants to appeal an award must do so within five (5) calendar days of the award contract to the City Manager. A vendor dissatisfied with the City Manager's decision shall have ten (10) calendar days from the date of his decision to appeal to the Mayor and City Council for final determination.

Fixed Assets Accounting. Any purchase of a fixed asset costing at least $15,000.00 and having a useful life of at least two years must be reported to the Purchasing Director so that he can affix a tag or record the VIN, and add the asset to the Fixed Assets Account Group. In addition, purchases of furniture, office machines, and office-related items valued at $1,000.00 and above, while not meeting the definition of a fixed asset, must also be reported to the Purchasing Director so that he can record and tag it for inventory purposes.

SECTION 2. METHODS OF PURCHASING

General Procurement Methods:

Below are the methods of purchasing available to the City. You need to become familiar with all of them so that you can determine which method is appropriate for a particular purchase in your department. As stated before, if you are unsure which method to use, consult the Central Services Director before you make the purchase. Disagreements between the Central Services Director and another department head about the proper method of purchase will be decided by the City Manager or his designee.

Petty Cash Process
Any employee assigned a purchasing card should use the card instead of petty cash. Other employees may use petty cash if approved by the department head for each purchase up to $50.00 per transaction. The employee should make the purchase and bring the receipt back to

the department head to verify the purchase. The department head will have the employee fill out a petty cash reimbursement voucher and pay the employee from petty cash. For departments that maintain petty cash, the department head will turn in a check authorization along with the vouchers at least monthly to Finance for reimbursement of the petty cash fund. No employee will be paid from petty cash unless they produce a receipt that evidences the purchase, and the department head is assured the product or service was actually received by the City.

Procurement Card Process

Department heads shall recommend to the City Manager the specific employees that they wish to issue such a card, with the specified dollar limit per transaction. The City Manager is authorized to allow higher limits for specified personnel including fleet management personnel given the high cost of some replacement parts. Even with using a procurement card as payment, employees must adhere to the pricing quote process. If an anticipated transaction is $2,499.99 or more and falls within the definition of a service, E-Verify documentation is required before proceeding with the purchase. ***Please see Appendix B: Procurement card Policies and Procedures for further details.***

Quote Process

Purchases can be made up to $5,000.00 without having to obtain quotes**.** Authorization must be obtained from the department head before proceeding with the purchase. Purchases that are classified as services must complete the E-Verify documentation requirements before proceeding with the purchase.

Written Quote Process

Any purchase that falls between $5,000.01 and $50,000.00 must use a purchase order, after having obtained three written quotes for the specific product or service. Each vendor must be given sufficient information to assure that the quotes are for the same product, or a similar product made by another company. The information given to the vendors should be attached to the purchase order, so that the Central Services Director can confirm what was compared and ordered. Specific brands and models should be listed if possible. Since this method does not require sealed bids, the City will allow either mailed, faxed, or emailed quotes, as long as they contain the date, a clear description of the product offered, its price, and any delivery terms, and the name and position of the company representative who has prepared the quote. All of this information must be attached to the purchase order as a record and kept by the Finance Department. In the event that three quotes cannot be obtained, documentation justifying the lack of the three quotes must be submitted to and approved by the City Manager. It is the goal of the City of Statesboro to obtain 20% of MFBE participation. If 20% is deemed unobtainable, the Central Services Department will seek to obtain a lower amount.

Sealed Bid Process

a). This process must be used for any purchase that is for $50,000.01 and above, unless one of the special procurement methods applies. It also includes capital equipment where the number of units would make the price rise above $50,000.00. The City Manager is authorized to approve any purchase that is $50,000.00 or less. Purchases that are in excess of $50,000.01 and above must be approved by the Mayor and Council. Solicitations will be posted on the City's website and the Georgia Procurement Registry for a minimum of fourteen days prior to the bid opening and may be posted on other electronic or print media as determined by the Central Services

Director. The bid advertisement must contain the following: 1) the desired quantity and a description of the product or service desired; 2) how to obtain detailed specifications and get answers about them; 3) where and when to submit the bids; 4) how to address the envelope; 5) the time and place where the bids shall be opened, read aloud, and recorded; 6) and any special instructions or conditions, such as attendance at a mandatory or voluntary pre-bid conference. **A reverse auction may be approved for use in lieu of this method, if the city manager deems it in the best interest of the city to do so.**

b). All sealed bid purchases that are $50,000.01 and above shall be awarded by the Mayor and City Council. No contract concerning a sealed bid shall be signed by a City designee prior to being approved by the Mayor and City Council. The department head should forward his recommended specifications to the Central Services Director, who shall prepare the advertisement and the specifications. If the Central Services Director wants to change any aspect of the specifications, he must notify the department head. If he or she disagrees, the City Manager or his designee will make the final determination.

c). A mandatory pre-bid meeting (Bid Right) will be held to explain the procurement process to vendors including review of the specification and requirements, explaining how to complete required submission documents such as DBE/MFBE participation forms, and answering any questions vendors may have about the procurement. Notification of the Bid Right Meeting will be included in the bid solicitation. Bid Right meetings are required for all solicitations.

d) Below are the specific steps involved in this process:

1. The bid opening should not be held before 3:00 pm so that all Federal Express, UPS, Postal Service, and other delivery services have had ample time to deliver all bids, and the Central Services Director has been able to record receipt of bids.
2. There should be a specific cut-off date of one week prior to the bid opening for any potential bidder to ask, in writing to the Central Service Director, for a clarification of any aspect of the bid documents. The Central Service Director will respond, in writing to all questions, furnishing all parties who have picked up bids with all the questions and the answers given. Any addendums resulting from this process will be furnished to all parties also. The Purchasing Director will respond to questions and responses via the following email address: bidinfo@statesboroga.gov. All answers must have been emailed at least 72 hours before the time of the bid opening. If a party has no fax, they must be called and informed that the answers are available for pickup or mailing. If picked up, they must sign for them. If mailed, a record must be kept, as well as for those faxed/emailed.
3. No addendum can be issued within 72 hours of the date and time set for the bid opening unless the bid date is extended by a minimum of 72 hours beyond the date of the addendum is issued.
4. Bid packets can be received by mail or express carrier, addressed to the Central Services Director or they can be hand delivered to the Department of Central Services, Purchasing Division, located at 22 West Grady Street, Statesboro, Georgia 30458. If hand delivered, the Central Service Office personnel must give the person a receipt as evidence of receiving the bid packet.
5. All bids are due on the day and time advertised. Both times must be advertised so that everyone is clear on the due date and time, and the opening time. Once turned in, the bid packets cannot leave the room.

6. Any bidders in attendance, or their employee or agent, will be given a blank Bid Tabulation Sheet that they can fill in as the bids are read aloud. The Bid Tabulation Sheet shall be essentially in the format as currently in use.
7. At the appointed bid time, each bid will be opened and read aloud. If one bid is received, it can be accepted, opened, and read aloud. In some instances, where it is known there is limited interest, or where a sole source contract for equipment is necessary, or if an emergency would not allow a re-bidding, or similar circumstance, acceptance of a singular bid or sole source will be approved by the department head. Any department wishing to make a sole source purchase must furnish the Central Services Director (who will review with the City Manager) with a written request which fully explains why it is essential to do so. The City Manager or his designee will make the decision or schedule it for action by the Mayor and Council, depending on the estimated cost.
8. When the bids are opened by the Central Services Director, he will read aloud each base bid and each alternate bid (add or deduct). One of the witnesses will write them on the Bid Tabulation Sheet. The Central Services Director will make clear, as stated in the bids, that the City may elect to use or not use any alternate bid, and will select the best bid resulting from those elections. This information will be clearly stated within the bid solicitation document for each bidder's review.
9. After all bids are received, opened, read and recorded, the Central Services Director will announce that the bid documents may be inspected by the bidders at this time. No one may remove any bid documents from the presence of the Central Services Director.
10. After a reasonable time for the bidders to have reviewed the documents, the Central Services Director and the witnesses will double-check the entries on the Bid Tabulation Sheet, note any errors, and sign the Bid Tabulation Sheet. Bidders can remain in the room for this process.
11. Copies of the bid documents, bid bond, and any performance bonds if required, can then be turned over to an engineering, architectural, or other consultant for review of unit pricing and a recommendation, if the department head wishes. The original bid documents will remain in the custody of the Central Services Director as a public record.
12. A memorandum with the department head’s recommendation, with the bid tabulation and specifications (except for major construction projects) attached, shall be submitted to the City Manager and City Clerk for inclusion on the next City Council meeting for action by the Mayor and City Council.

Fixed Price Agreements Process.
Goods or services used by one or more departments on a regular and continuing basis may be purchased under a contract covering a specified extended period of time, at an established price for such goods or services which shall be valid for the duration of the contract period. Purchase agreements under this provision shall be subject to the Sealed Bid Process set out above. The departments of the City could then purchase these goods or services on an as-needed basis throughout the agreed time period at the accepted bid price with a valid purchase order, or using the procurement card if the cost is below the assigned card’s transaction limit.

Any department head wishing to use the fixed price agreement process should request its use by memorandum to the Central Services Director, with a copy to the Finance Director and City

Manager. In addition, the Central Services Director may initiate the process as well by requesting its use from the Finance Director and City Manager. Once the Finance Director and City Manager approve its use, the Central Services Director shall be responsible for following the Sealed Bid Process set out above to procure the best terms and price. He shall notify all of the departments of any additions or deletions to the list of fixed price agreements currently in effect. If any department is unsure if they have the most current listing, they should contact the Central Services Director. Once the City has entered into a fixed price agreement on a particular product, all departments must use that agreement for its duration in obtaining that product.

Special Procurement Methods:

Georgia Local Government Public Works Construction Law Projects.

a) The O.C.G.A. §§ 36-91-1 through 36-91-95, or as subsequently amended, requires cities that engage in the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to any public real property other than those projects covered by O.C.G.A. Chapter 4 of Title 32 (see section 5-321 below) in which the value of said work is $250,000.00 or more, to use the competitive bid or proposal processes set out in these statutory provisions, unless the proposed work qualifies for one of the limited exceptions. This statute does not apply to the routine operation, repair, or maintenance of existing structures, buildings, or real property.

For public works projects under $20,000.00, competitive written quotes and proposals, per city policy, shall be obtained and presented to the city manager for approval. For projects costing $20,000.00 less than $250,000.00 competitive written quotes shall be obtained and submitted to council for approval. Although there is no required sealed bid/proposal process for projects with a cost of $100,000.00 or less, complete and detailed documentation of obtained written quotes shall be provided and kept in the central services division. The central services division shall be involved in every stage of the process in obtaining competitive written quotes. Vendors shall submit written quotes to the central services division by the determined due date and time. Although many formalities are not required for projects with a cost of $100,000.00 or less, vendors will be given a due date and time for written quotes and the quotes shall be in a sealed envelope at the time of submittal to the central services division.

b) The preferred construction delivery method for these projects is the “design, bid, builds” method. No other method allowed by state law shall be used unless expressly approved by the Mayor and City Council. No project requiring a contract under this method shall begin the design phase without the express approval of the City Manager, even if it has been included in the annual capital budget, so that its methods of financing, design, advertisement, and award have been thoroughly reviewed.

For public works projects under $50,000.00, competitive written quotes and proposals, per City policy, shall be obtained and presented to the City Manager for approval. For projects costing $50,000.01 to $100,000.00, competitive written quotes shall be obtained and submitted to Council for approval. Although there is no required sealed bid/proposal process for projects with a cost of $100,000 or less, complete and detailed documentation of obtained written quotes shall be provided and kept in the Department of Central Services, Purchasing Division. The Department of Central Services, Purchasing Division shall be involved in every stage of the process in obtaining competitive written quotes. Vendors shall submit written quotes to the Department by the determined due date and time. Although many formalities are not required for projects with a cost of $100,000.00 or less, vendors will be given a due date and time for written quotes and the quotes shall be in a sealed envelope at the time of submission to the Department of Central Services, Purchasing Division.

a) Any department head wishing to begin such a project should contact the City Manager to discuss it. All departments have received a copy of a booklet from the Georgia Municipal Association that explains this purchasing method in detail. The booklet is entitled "Public Works Construction Projects: A Guide to HB 1079 and HB 513", Second Edition, September, 2001. The Georgia Municipal Association has another booklet titled "Public Works Construction Projects, Third Edition, February 2011, which is available upon request. You should use the most current edition printed and distributed as reference. Department heads must also adhere to the guidelines and regulations in the Transportation Services Procurement (TSP) Manual for any Georgia Department of Transportation Projects.

Georgia Municipal Street Projects

a) This process shall be used by the city in order to comply with state law, O.C.G.A. §§ 32-4-90 through 32-4-123, or as subsequently amended, requires cities that engage in a contract valued at $250,000.00 or more for the construction, reconstruction, or maintenance of all or part of a public road in said municipality, including but not limited to a contract or subcontract for the purchase of materials, for the hiring of labor, for professional services, or for other things or services incident to such work, to use the competitive bid process set out in these statutory provisions, unless the proposed work qualifies for one of the limited exceptions. No contract involving an expenditure of more than $5,001.00 but less than $250,000.00 shall be awarded under this Article without submission of at least two written estimates. If the professional service design phase stands alone and is not part of a complete project package that contains a construction and management element, the requirements for obtaining professional services for street projects shall fall under the general provisions of the professional service guidelines.

b) No project requiring a contract under this method shall begin the design phase without the express approval of the City Manager, even if it has been included in the annual capital budget, so that its methods of financing, design, advertisement, and award have been thoroughly reviewed. The Engineering Department or Public Works Department are the only departments that would initiate such a project, and that should be done by contacting the City Manager's Office to discuss it.

Sole Source Purchases

The City Manager is authorized to designate a sole source for any item or service under $50,000.00 in value, the purchase of which, due to special scientific, technological, or extraordinary specifications and circumstances, such as but not limited to standardization, is available from only one vendor. Any such purchase shall be documented as to the reasons for the sole source and shall be maintained in the office of the Purchasing Division. Any proposed sole source purchase that is over $50,000.01 or more in value must be approved by the Mayor and City Council. Any department wishing to make a sole source purchase must furnish the City Manager with a written request which fully explains why it is essential to do so. The City

Manager shall make the decision or schedule it for City Council action, depending on the estimated cost.

Emergency Purchases
The City Manager is authorized to waive any or all bidding requirements for the purchase of necessary goods or services whenever an emergency condition exists which presents a threat to the safety, health and welfare of the citizens of the City and whenever such requirements would cause undue delay in the delivery of essential services under such conditions. Any emergency purchases must be reported to the Mayor and City Council at the next regular meeting of the City Council. Any department wishing to make an emergency purchase must get the prior approval of the City Manager. In his absence, the approval of the Finance Director can be substituted.

Professional Services

Professional services, as defined in subsection 5-302(2) of this Municipal Code, may be required on a project basis, for specific activities or for certain durations of time. Procurement of these services shall be the primary responsibility of the user agency with the assistance of the central services director. After a firm is selected, approval from the city manager must be obtained for services costing less than $50,000.00. For services with a cost of $50,000.01 and higher, it shall be required to obtain the approval of council prior to the contract being awarded. This process shall comply with O.C.G.A. § 36-91-22. This shall apply to public works projects as well as municipal street projects in the area of professional services which are exempt from competitive processes. This shall be for stand-alone professional services and shall not be included in an all-encompassing construction project where design, construction and project management are contained in one bid package. However, this does not prohibit the usage of a competitive proposal process if it is deemed to be beneficial.

1. After a firm is selected, approval from the City Manager must be obtained for services costing $50,000.00 or less.

2. For services with a cost of $50,000.01 and higher, it shall be required to obtain the approval of Council prior to the contract being awarded. This process shall comply with O.C.G.A. 36-91-22. This shall apply to public works projects as well as municipal street projects in the area of professional services which are exempt from competitive processes. This shall be for stand-alone professional services and shall not be included in an all-encompassing construction project where design, construction and project management are contained in one bid package. However, this does not prohibit the usage of a competitive proposal process if it is deemed to be beneficial.

3. If there is an established relationship between a using department and a professional service provider, the City shall reserve the right to establish an “Engineer of Record” when it is in the best interest of the City to do so. This is to establish continuity and to take advantage of historical assistance and records. This is the recommended process where you have a long running and ongoing relationship with an engineering firm concerning specific facilities. This information will be maintained on record and updated annually.

Real Property Acquisitions

a) Easements and other limited property rights valued at less than $50,000.00 may be negotiated and purchased by the City Attorney and the City Manager or his designee.

b) Easements and other limited property rights valued at 50,000.01 or more shall be negotiated by the City Attorney and the City Manager or his designee, but must be approved by action of the Mayor and City Council.

c) All property acquired in fee simple for city use valued at less than $50,000.00 may be negotiated and purchased by the City Attorney and the City Manager or his designee.

d) All property acquired in fee simple for city use valued at $50,000.01 or more shall be negotiated by the City Attorney and the City Manager or his designee, but must be approved by action of the Mayor and City Council.

e) The Mayor and City Council may authorize the City Manager or his designee to act as their agent to acquire property at any tax lien sale; and such property acquired thereby may by action of the Mayor and City Council be conveyed, sold, transferred, assigned, or given to a duly authorized Land Bank Authority established by the City and Bulloch County pursuant to the statutory provisions of Article 4, Chapter 4 of Title 48 of the Official Code of Georgia Annotated, or as subsequently amended.

f) The City shall acquire street rights-of-way and utility easements and infrastructure which are required to be dedicated by subdivision developers under provisions of the Subdivision Regulations Ordinance.

g) Pursuant to Section 32-4-91 (b) et. seq. of the Official Code of Georgia Annotated, or as subsequently amended, the City Engineer shall notify the Georgia Department of Transportation of any streets either added or abandoned from the municipal street system.

Any department head wishing to acquire any interest in property for a project should discuss it with the City Manager, who shall determine whether he will designate someone to negotiate on his behalf or work with the City Attorney directly on the acquisition.

Cooperative Purchases

The City Manager is authorized to enter into cooperative purchasing agreements with other units of government when, in his judgment, it would be in the best interest of the City. Any department head who becomes aware of such an arrangement, or wants to create such an arrangement with other units of government should contact the City Manager’s Office to discuss it. This shall include utilizing or “piggy-backing” other governmental entities existing contracts. These potential contracts shall have been bidded out via a competitive process and all documentation shall be obtained in order to properly document the contract to be utilized. This documentation shall include bid results, copy of the active contract and minutes from the governing body approving the original contract. Approval must be obtained by the Central Services Director prior to entering into any cooperative purchasing agreements.

Federal and State Purchases
Whenever any goods or services are available to the City through a contract with the federal or state government, and when such items or services meet the requirements of a using department, such item or service shall be deemed to have met all the requirements of competitive bidding and may be purchased under the federal or state contract without regard to further government requirements. Any department head wishing to use either federal or state purchasing should contact the appropriate agency and get the information on the product and pricing, then discuss it with the City Manager.

Federally and State Funded Projects and Programs
a) In accordance with the provisions of the U. S. Office of Management and Budget (OMB) Circular A-102, entitled "Grants and Cooperative Agreements with State and Local Governments," and all related provisions and laws, all City of Statesboro departments shall comply with all federal and state procurement regulations when procuring goods and services funded in whole or in part with any federal or state grant. Further, such regulations shall supersede all local purchasing ordinance provisions to the extent of any conflict.

b) All sub-recipient agencies receiving federal or state funds through the City of Statesboro shall also comply with the federal or state granting agency procurement regulations, which supersede all local purchasing ordinance provisions to the extent of any conflict.

Natural Gas Supply Purchases The City is a member of the Municipal Gas Authority of Georgia, a joint action agency established by act of the Georgia General Assembly to assist member cities in the purchase of natural gas supplies and to provide other services to improve their municipally-owned natural gas systems. The Mayor and City Council may authorize participation in any natural gas supply purchase program, prepayment purchase program, price hedging program, or similar program provided by the Georgia Municipal Gas Authority, if they determine that it is in the best interest of the City. The Natural Gas Director should present the information on any such program he wishes to use to the City Manager, who will make a recommendation to the Mayor and City Council for their action.

Investment Purchases.
a) The City shall keep all funds except petty cash on deposit in an interest-bearing account with rates as determined in its banking services contract, unless the Finance Director and City Manager determine that a longer-term investment at a higher interest rate is in the City's best interest. The Finance Director and City Manager are authorized to invest the idle funds of the City in any investment vehicle authorized by Georgia law for municipalities, for any maturity up to one year. In making the determination of the dollar amount and term, they shall make certain that there would remain sufficient liquidity to meet the City's financial obligations without having to use short-term borrowing, or cash in an investment prematurely.

b) Any proposed investment instrument with a maturity longer than one year shall not be purchased without the prior approval of the Mayor and City Council.

c) The Finance Director shall be responsible for all investment purchases, and the safekeeping of all investment instruments and related documents.

Housing Rehabilitation Projects

The city manager is hereby authorized to employ special procurement measures to expedite housing rehabilitation projects under the Housing Rehabilitation Program. All procurement activities shall be conducted in compliance with applicable state and federal laws, city purchasing and procurement policies, and the provisions of Title 2 CFR Appendix II to Part 200 — Contract Provisions for Non-Federal Entity Contracts under Federal Awards. In carrying out these measures, priority shall be given to contracting with small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms.

SECTION 3. Real Property and Personal Property

Leases for Real Property and Personal Property

All departments requiring the lease of land, equipment, buildings or structures for office or storage space, or for operating equipment shall notify the department head. The department head shall be solely responsible for selection of the space, for negotiation of the lease terms and conditions except for legal terms. The Central Services Director will determine insurance requirements. A department requiring the lease or purchase of equipment or personal property, shall notify the City Manager office prior to entering into negotiations to determine if it is in the best interest of the City.

SECTION 4. METHODS OF PROPERTY DISPOSAL

Methods of Property Disposal

The Mayor and City Council are authorized to sell any real or personal property owned or held by the City, and not needed for governmental or other public purposes in such manner as is required in state law for cities. The purchasing director shall be responsible for the deletions to the fixed assets of the city. Any department head who wishes to dispose of property he deems no longer needed by the department should provide initial notification to the Central Services Department and then to the City Manager for review. If no other department of the City has a need for the property, and the City Manager agrees that it is not needed, he will make a recommendation to the Mayor and City Council for their action using one of the methods below:

a) The sale of real and personal property shall be accomplished using the procedures codified in Chapter 37 of Title 36 of the Official Code of Georgia Annotated, or as subsequently amended.

b) The sale of real property which is no longer needed for public road purposes and has been abandoned by the City shall be disposed of using the procedures codified in Chapter 7 of Title 32 of the Official Code of Georgia Annotated, or as subsequently amended. The City Engineer shall notify the Georgia Department of Transportation of the abandonment of any street right of way as required by Section 32-4-91 (b) et. seq. of the Official Code of Georgia Annotated, or as subsequently amended.

c) Enclosure of city alleys which are no longer needed shall be done in accordance with Section 36-30-11 of the Official Code of Georgia Annotated, or as subsequently amended.

d) Real property acquired through a tax lien sale may be disposed of by participation in a Land Bank Authority, as authorized by Article 4, Chapter 4 of Title 48 of the Official Code of Georgia Annotated, or as subsequently amended.

After the Mayor and City Council has taken action to sell any real or personal property owned by the City, and not needed for governmental or other public purposes, the department head must provide an update to the Central Services Department via memo or email of the action taken.

SECTION 5. MINORITY AND DISADVANTAGE BUSINESS POLICY

The City of Statesboro does not discriminate on the basis of race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex, genetic information or age in the process of doing business with the City of Statesboro. The City of Statesboro strives to maintain an open and unbiased business atmosphere for the benefit of both the citizens of the City of Statesboro and participating vendors as well. It is the policy of the City to promote and encourage full and open competition in city contracting and procurement for goods and services, including construction work, is made from enterprises owned and controlled by minorities and women. As part of this policy, the City assures there are no undue or unnecessary requirements imposed by the City that will inhibit or prevent purchases of goods and services from businesses that are otherwise qualified to provide such goods and services. It is the City's policy to encourage this practice upon prime contractors providing goods and services to the city with regard to subcontractors involved in such work to assure a fair share of business for minority and disadvantaged business enterprises.

Inventory and Classification of MFBEs

The City shall maintain a unified list of all certified or designated vendors and contractors in the local area with whom the city might do business. The list shall be coded to reflect designations relating to the type of vendor or contractor, MFBE and non-MFBE or relevant information as determined by the Central Services Director. This directory shall be maintained on a current basis.

Local MFBE Buying Preference

The City desires to support local MFBE vendors to remedy historical disadvantages whenever possible. In order to facilitate the desire, the City shall have a six percent in-county MFBE vendor advantage. If a local MFBE vendor's quote or bid is within six percent of the lowest submitted bid and that lowest submitted quote or bid is from an out-of-county and/or non-MFBE vendor, the local MFBE vendor shall have the right to match that bid and shall be awarded the contract. In the event there are two local MFBE vendors within six percent, the local MFBE with the lowest quote or bid submittal shall have the first opportunity to match the out-of-county and/or non-MFBE vendor's quote or bid. If the lowest MFBE vendor declines, the opportunity shall be offered to the next local MFBE vendor providing their quote or bid submittal is within the six percent range.

This applies to purchases in the range of $5,000.01 and above. When public works and/or street projects are involved, this policy shall not contradict state law regarding mandated procedures for these processes. In addition, this policy shall not contradict any state funding, federal funding or grant stipulations that may be required.

APPENDIX B:

PROCUREMENT CARD

POLICIES AND PROCEDURES

FOR THE CITY OF STATESBORO, GEORGIA

DEPARTMENT OF FINANCE

REVISED 2025

TABLE OF CONTENTS

PURPOSE	2
PARTICIPANT IDENTIFICATION	3
RESPONSIBILITY	3-4
Cardholder	4
Department Representative	4
Department Head	4
Procurement Card Program Reviewer	4-5
Procurement Card Program Administrator	5
Accounting	5
GENERAL INFORMATION	5
The Procurement Card	5
Delegation of Authority	5-6
Use of Card	6
Vendor Participation	6
Documentation	6-7
Payment and Invoice Procedures	7
Disputes	7
Card Revocation	7-8
Purchase Reviews	8
Card Security	8
Lost or Stolen Cards	8–9
PROCUREMENT CARD AGREEMENT	10
PROCUREMENT CARD REQUEST FORM	11
EXHIBIT A (MISSING RECEIPT FORM)	12
EXHIBIT B (RECONCILIATION STATEMENT & DEPARTMENT SUMMARY)	13
EXHIBIT C (PAYMENT AUTHORIZATION FORM)	14
EXHIBIT D (CHARGE DISPUTE FORM)	15
EXHIBIT E (LOST/STOLEN CARD REPORT)	16

PROCUREMENT CARD POLICIES AND PROCEDURES
CITY OF STATESBORO, GEORGIA

PURPOSE

The City of Statesboro's Finance Department has implemented a procurement card (p-card) program to efficiently and effectively manage small purchases, which typically do not require a purchase order. Small purchases should not exceed $5,000 unless authorized by the Finance Director or City Manager. All p-card purchases must have prior authorization from the department head. Purchases that are classified as services must adhere to the E-Verify documentation requirements. The purpose of these policies and procedures is to describe and control the use of procurement cards by City employees while conducting business on behalf of the City of Statesboro. This document describes the minimum standards for departments who may establish additional controls as deemed necessary. The Finance Department hereby delegates procurement responsibility to each participating department and enables designated employees to purchase goods and services within these guidelines. **Even with using a procurement card as payment, employees must adhere to the pricing quote processes within the *Uniform Purchasing Manual***.

PARTICIPANT IDENTIFICATION

Card Issuer: The banking institution-representing Visa related services.
Cardholder: The individual employee authorized to make purchases on behalf of the City of Statesboro.
Department Representative: Person within each department that has the responsibility and authority to assign account numbers for each purchase, and to reconcile departmental cardholders' procurement card statements.
Department Head: The person or his or her designee having approval authority for all charges incurred by individual card holders within that department.
Procurement Card Program Administrator: The Director of Finance or designee.
Accounting: Finance Department employees responsible for payment of, and internal accounting for, the procurement card invoices (Finance Director and staff).

RESPONSIBILITY

The following describes the responsibilities of the various employees associated with the procurement card program:

Cardholder

1. Maintain card security.
2. Purchase materials and services for City business purposes only.
3. Ensures E-Verify documentation is completed and submitted to the department head prior to purchase(s) if applicable.
4. Obtain sales receipt for every purchase and forward within 24 hours to the Department Representative.
5. Identify the City's sales tax exemption status to every vendor.

6. Participate in resolving billing disputes and respond to all disputed charges.

Department Representative

1. Receive all departmental cardholder monthly statements.
2. Maintain all invoices and receipts filed and categorized by the departmental cardholders.
4. Assign appropriate account numbers as purchases are made and reported.
5. Review and reconcile disputed charges, or discrepancies with each departmental cardholder.
6. Complete the reconciliation form and forward it with all invoices, receipts, and corresponding documents to the department head for approval.
7. Maintain statement copies and supporting documents for all transactions for auditing purposes.

Department Head

1. With the approval of the City Manager, he or she establishes which employees will be issued a card, along with maximum dollar limit per transaction, the types of purchases authorized for each eligible employee, and any monthly limits on purchases for each individual employee. With the approval of the City Manager.
2. Request card issuance to the designated eligible employees.
3. Ensures that E-verify documentation is completed and submitted for all applicable purchase(s). E-Verify documentation should then be submitted to the Central Services Department for filing.
4. Collect cards from employees upon their termination, transfer or employment separation. No final payroll check shall be issued to an employee until his or her procurement card has been received by the department head.
5. Notify within 24 hours of discovery the Procurement Card Program Administrator of lost or stolen cards, and/or cards to be taken out of service.
6. Review monthly statements for unauthorized purchases & monitor expenditures relative to each departmental budget.
7. Authorize payment if satisfied that all purchases were appropriate, and fully documented.
8. Forward approved procurement card statement reconciliation forms to the Program Card Reviewer by the 10th business day of the following month.
9. Participate in resolving billing disputes and respond to all disputed charges.

Procurement Card Reviewer

1. Receive and review the monthly consolidated procurement card statements.
2. Coordinate procurement card program policy issues.
3. Participate in ongoing program reviews.
4. Resolve supplier/vendor issues.
5. Pay monthly charges from the consolidated statement before the late penalty date.
6. Process the account data into the financial accounting system.
7. Notify the Procurement Card Program Administrator of any suspected problems or misuse of any procurement card.

8. Update this policy and procedures manual, with the approval of the Finance Director and City Manager.

Procurement Card Program Administrator

1. Order/distribute/collect new or replacement cards.
2. Collect terminated cards and report to the card issuer.
3. Maintain master cardholder/number record.
4. Resolve supplier/vendor issues.

GENERAL INFORMATION

The Procurement Card

The Procurement Card will be easily identified by the "City of Statesboro", the name of the employee, and his or her department. The card issuer will not have access to credit records or social security numbers of the individual cardholders. The procurement card is a corporate card of the City of Statesboro, a municipal corporation; and will not affect the individual cardholder's personal credit. All correspondence with the cardholders will be through their work address.

The Procurement Card is valid only to conduct business on behalf of the City of Statesboro. Business shall mean the purchase of such materials or services as are necessary to maintain continuous operation of the City. **Any unauthorized use including personal use will require immediate reimbursement and may result in disciplinary action up to and including termination, and possible criminal charges.**

The Procurement Card is **not transferable** and may be used only by the assigned employee whose name is embossed on the card. It should **never be used** by someone else, even another City employee who has been issued a procurement card. **The cardholder is responsible and accountable for all transactions that occur on his/her procurement card.**

Delegation of Authority

Each card may have a maximum dollar amount established for all purchases made within a given thirty (30) day billing cycle. The maximum amount for a single purchase may be up to $5,000, or a lower maximum assigned to that individual employee, whichever is the lower amount. **The Department Head will determine the maximum amount for a single purchase for each employee with the approval of the City Manager.**

A purchase may consist of multiple items but the invoice cannot exceed $4,999.99. **Purchases may not be split to stay within that limit.** If items to be purchased from a single vendor on any given date exceed the maximum dollar amount established, the employee must use the purchase order process. **Attempts to purchase more than the maximum dollar amount is considered an abuse of the procurement card program and will result in cancellation of the card and possible disciplinary action.**

Use of the Procurement Card

All items purchased over the counter must be immediately available. No backorders are allowed. If ordering multiple items, the vendor must ship all items at the **same time to prevent backorders**.

Employees may use their procurement card for training and travel as follows:

1. An employee should use his/her procurement card to pay for registration and/or conference fees.
2. An employee should use his/her procurement card to cover lodging expenses. Employees should submit eligible tax exemption forms to the hotels at check-in. However, employees should submit a requisition to cover per diems and mileage expenses.
3. Procurement cards can be used to purchase fuel when traveling **outside** of Bulloch County. When inside Bulloch County, employees can use the current fuel provider.

The following types of purchases may **not** be made using the Procurement Card, regardless of the dollar amount:

1. Gasoline, fuel or oil (**inside** Bulloch County).
2. Alcoholic beverages;
3. Cash Advances;
4. Vehicle Repairs;
5. Personal items and services;
6. Prescription drugs and controlled substances;
7. Items included in fixed price agreements or contracts;
8. Cellular phones
9. Cellphone charges
10. Any additional goods or services restricted by the Department Head.

Note: The card issuer's authorization system will check each individual card at the point of sale to verify the dollar limits set for that card, whether it be a single use limit or a monthly limit. Should the purchase exceed either of these set amounts, the transaction will be rejected and the cardholder will be refused the right to make the purchase.

Vendor Participation

If a vendor frequently used by City employees does not accept the Visa card, the City will assist in recruiting the vendor to take the necessary steps to begin acceptance of the card. Cardholders should contact the Department Representative or the Procurement Card Program Administrator when encountering vendors that do not accept the card.

Documentation

Each time a purchase is made using the procurement card, a document such as an invoice or itemized receipt **must** be retained as proof of purchase. These documents will then be used to verify the purchases charged on the cardholders' monthly procurement card statement.

Over-the-Counter purchases require the cardholder to obtain both a customer copy of the charge slip **and** an itemized receipt. Both must be submitted as the accounting document.

If for some reason the cardholder does not have documentation of the transaction to send with the statement, the cardholder must complete the **Missing Receipt Form** (see Exhibit A) and present it to the Department Representative. **Continued incidents of missing documentation may result in the cancellation of that employee's card and possible disciplinary action.**

Payment and Invoice Procedures

The Card Issuer or Department Representative will access and download, through the Procurement Program, an individual billing statement to the City's departments and Finance receives the master statement. The individual billing statements will list all transactions processed during the billing cycle.

The Department Representative merges all invoices, receipts and supplemental forms with the statement, and completes the **Reconciliation Statement and Department Summary** (see Exhibit B). This information is then forwarded to the Department Head for approval.

The Department Head reviews the Reconciliation Statement and supporting documentation (i.e. invoices, receipts, etc.). The **Reconciliation Statement and Department Summary** (see Exhibit B) must be signed and forwarded to the Finance Department. By signing this statement, the Department Head certifies that all charges are valid, authorized, and that the goods have been received in good condition and/or services rendered satisfactorily.

All monthly reconciliation statements and support documentation must be submitted to the Senior Accountant or Finance no later than the 10^{th} of the following month. If the 10^{th} falls on a weekend, all documentation will be due the **prior** business day.

Disputes

If items purchased with the Procurement Card are found to be defective, the cardholder must return the item to the vendor **for replacement or credit**. **Under no circumstances should a cardholder accept cash in lieu of a credit to the card account.** If the vendor refuses to replace the item or issue credit, the purchase is considered to be **IN DISPUTE**. Additionally, if the quantity received is less than the invoice amount, the transaction must be disputed. A disputed item must be explained on the **Charge Dispute Form** (see Exhibit D) that will be attached to the paperwork turned in to the Department Head. The Department Head should make an effort to have the vendor correct the problem.

If the Department Head is unsuccessful in resolving the dispute, the paperwork is forwarded by the Department Head to the Procurement Card Program Administrator, who will resolve the dispute. Disputed claims may be refused payment by the card issuer at the request of the Administrator. The Administrator will notify the Department Head of the action taken following resolution.

Card Revocation

A Procurement Card will be **revoked** if the individual cardholder (a) transfers to a different department within the City; (b) is terminated or changes employment status; or (c) for any of the following reasons listed below, which will also subject the cardholder to possible disciplinary action up to and including termination:

1. Personal and/or unauthorized use of card;
2. Purchase of alcoholic beverages or any substance, material, or service that violates policy, law or regulation pertaining to the City;
3. Use of the card by another individual;
4. Splitting a purchase to circumvent the limitations of the City of Statesboro's Procurement Card Policy;
5. Use of another employee's procurement card to circumvent the assigned purchase limit;
6. Failure to provide the Department Representative with the required receipts or other documentation of purchase;
7. Failure to provide, when requested, information about specific purchases;
8. Failure to adhere to all Procurement Card policies and procedures.
9. After three (3) late submittals in a fiscal year, procurement cards may be suspended for 30 days.

Purchase Reviews

It shall be the responsibility of the Department Head to review each procurement card expenditure to ensure the goods or services were justified, necessary, and for the specific use by the City of Statesboro. Questions regarding a specific purchase shall be discussed and resolved with the cardholder. If the Department Head is not satisfied that the purchase was appropriate, the cardholder must provide a credit voucher proving the item(s) were returned for credit, or a personal check made payable to the City of Statesboro for the full amount of the purchase. This documentation shall accompany the Procurement Card Statement Reconciliation form forwarded to the Finance Department. Resolution for improper use of the card will be the responsibility of the Department Head.

Card Security

Since the Procurement Card is the property of the City of Statesboro, cardholders shall treat their Procurement Cards with at least the same level of care as one would his or her own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. **The card may not be lent to another person for any reason**.

Lost or Stolen Cards

Any lost or stolen card should be reported to the card issuer **immediately**, so that the card can be **deactivated**. The telephone number of the card issuer may be obtained from the Department Representative. To further document the loss, the cardholder must then complete a **Lost/Stolen Card Report** (see Exhibit F) and forward it to the Procurement Card Program Administrator, with a copy to the employee’s Department Head. The same procedure shall be followed for cards damaged beyond their useful purpose. The Cardholder shall be responsible for reporting all information necessary to reduce the liability to the City for a lost or stolen card.

PROCUREMENT CARD CARDHOLDER AGREEMENT

By accepting this Procurement Card, the undersigned employee acknowledges that he or she understands the policies and procedures for its use, and agrees to follow them at all times.

This Procurement Card is to be used only to make purchases at the request of, and for the legitimate business benefit of the City of Statesboro.

This Procurement Card must be used in accordance with the provisions of the City of Statesboro's Procurement Card Policies and Procedures Manual, and the Uniform Purchasing Manual of the City.

Violations of these requirements may result in revocation of use privileges and possible disciplinary action, up to and including termination of employment. Employees who are found to have inappropriately used the Procurement Card will be required to reimburse the City of Statesboro all costs associated with such improper use.

By signing below, the employee acknowledges that he or she has read and understands the Uniform Purchasing and Procurement Card Policies.

NEW PROCUREMENT CARD:

Purchasing Card Account Number: ____

Single Purchase Credit Limit: ____

30-day Purchase Limit: ____

Employee Name/
Received by (please print): ____

Employee Signature: ____
Date: ____________________

RE-ISSUED PROCUREMENT CARD **Date:** ________________________

Purchasing Card Account Number: ____

To Replace Account Number: ____

Director Finance & Administration Approval: ______________________________
Date: ____________________

Signature of Cardholder: ____
Date: ___________________

CITY OF STATESBORO
PROCUREMENT CARD REQUEST

This form is to be completed by the employee, approved by their Department Head, and forwarded to the Procurement Card Program Administrator.

Employee Name (printed): ____

Employee Signature: __________________________________ Date: ______

Job Title: ____

Department: ____

Single Purchase Limit: ____

30-day Purchase Limit: ____

Request for Increase in Limits:

Daily Purchase Limit: ____________ or 30-day Purchase Limit: ____________

Department Head Approval: ____________________________ Date: ___________

City Manager Approval: _______________________________ Date: ______

* ** * * * * * * * * * * * * * * * * * ** * * * * * * *

For Procurement Card Administrator Only

Card Number: ____

Date Received from Card Issuer: ____

Date Issued to Employee: ____

Special Instructions: ____

____

____

Issued by: ____

Approved by: ____

MISSING RECEIPT FORM (Exhibit A)

This form is to be completed by the cardholder and turned in to the Department Head for any purchase without a receipt. The Department Head shall furnish a copy of this form to the Finance Department as part of the monthly Reconciliation Statement.

Item: ____________________________

Amount: _________________________

Date of Purchase: ______________________

Vendor: ______________________________

Explanation for failure to obtain an itemized receipt: ______________________________

____

____

____

____

____

____

____

____

____

Cardholder Signature: _________________________________ Date: _______________

Cardholder Name (Printed): ____

____ Explanation Approved ______ Explanation Not Approved

Department Head Signature: ___________________________ Date: ____________________

RECONCILIATION STATEMENT AND DEPARTMENT SUMMARY (Exhibit B)

This form is to be completed and turned into the Finance Department.

TO: Finance Department

FROM: ___________________________________

SUBJECT: Statement reconciliation for Period of __________________________, 20__

I have reviewed the Visa Statements for cardholders in the _________________________

Department and agree the attached paperwork supports the stated charges.

Distribute the charges to the accounts as follows:

Account Number:	Amount:
Grand total:	$0.00

Department Head Approval: ______________________________ Date: ______________

PAYMENT AUTHORIZATION FORM (Exhibit C)

This form is to be completed and turned into the Finance Department.

DATE:

TO: Finance Department

FROM: ___________________________________

Subject: Statement Verification for Period of: _____________________________, 20___

______ I have reviewed the Visa statements for the procurement cardholders in the department and agree that all charges are appropriate and correct and authorize payment of $________________________.

______ I have reviewed the Visa statements for the procurement cardholders in the department and find all charges are appropriate and correct with the exception of those listed on the attached Charge Dispute Form. I authorize payment of $_____________________________.

Department Head Approval: _______________________________ Date: ______________

CHARGE DISPUTE FORM (Exhibit D)

This form is to be completed by the cardholder and turned in to the Department Representative. The Department Head shall initiate this form if he believes the charge is unauthorized or is an abuse of the card policy. The Department Head shall forward the form to the Finance Director.

The following item(s) listed on the department's Procurement Card Account Statement for this month are disputed for the following reason(s):

Supplier's Name: ____

Amount of Charge: ____

___ Unauthorized charge

___ Incorrect charge amount

___ Multiple billing

___ Merchandise returned

___ Unrecognized charge

___ Other

Explanation of the dispute:

____

____

____

____

____

Cardholder's Printed Name: ____

Cardholder's Signature: ________________________________ Date: _________________

Card Number: ____

Department Head's Signature: ______________________________ Date: _____________

LOST/STOLEN CARD REPORT (Exhibit E)

The cardholder must report the loss of his card to the Card Issuer immediately, so that it can be deactivated. This will protect the City from its unauthorized use.

This form is to be completed by the cardholder and **forwarded to his or her Department Head immediately.**

The Department Head shall notify the Procurement Card Program Administrator **immediately so that she can assure that the card has been reported, and de-activated by the Card Issuer.**

____ Lost

____ Stolen

____ Other (explain): (time) ____

Card discovered missing at: (date) ______________________________ (time) ______

Called the Card Issuer to report lost or stolen card at: (date) ______________________.
(time) ______

Cardholder's Signature: (time) ______________________ Date:__________________

Cardholder's Printed Name: ____

Form completed and submitted to Procurement Card Program Administrator by the Department Head on: (date) ________________________ at (time) _______________.

Department Head Signature: ________________________ Date: __________________

City of Statesboro

COUNCIL
Tangie Johnson, District 1
Paulette Chavers, District 2
Ginny Hendley, District 3
John Riggs, District 4
Shari Barr, District 5

Jonathan McCollar, Mayor
Charles Penny, City Manager
Leah Harden, City Clerk
I. Cain Smith, City Attorney

50 East Main Street • P.O. Box 348
Statesboro, Georgia 30459-0348

To: Charles Penny, City Manager
Jason Boyles, Assistant City Manager

From: Brad Deal, P.E., Director of Public Works and Engineering

Date: December 8, 2025

RE: FY2026 Local Maintenance & Improvement Grant (LMIG) Application

Policy Issue: Grant Application

Recommendation:
Engineering staff recommends approval of the submittal of the GDOT LMIG Application for City of Statesboro Street Resurfacing FY 2026.

Background:
Local Maintenance and Improvement Grant (LMIG), is an annual program in which GDOT allocates transportation funds to local governments. The City uses these funds to supplement the Street Resurfacing Budget. City Engineering staff evaluates City streets annually to prioritize and select streets for the yearly LMIG resurfacing list that is submitted to GDOT. The proposed resurfacing list is attached.

Budget Impact:
The GDOT formula amount for FY 2026 is $415,431.48 to be allocated to the City of Statesboro with a minimum requirement of at least 30% local matching funds ($124,629.44). The City has TSPLOST funds budgeted in ENG-128 Resurfacing and Road Rehabilitation for FY2026 in the amount of $1,000,000.

Council Person and District: The resurfacing list includes streets in all districts.

Attachments: FY2026 LMIG Resolution
FY2026 Resurfacing List
FY 2026 LMIG Application

Copy: Cindy West, Director of Finance

RESOLUTION 2025-33:

A Resolution approving the City of Statesboro Proposed Fiscal Year 2026 Street Resurfacing Program and further authorizing the Mayor to execute the Georgia Department of Transportation Local Maintenance & Improvement Grant Application for Fiscal Year 2026.

THAT WHEREAS, the City participates in the Georgia Department of Transportation (GDOT) Local Maintenance Improvement Grant (LMIG) Program;

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

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

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

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

Section 2. The City Council hereby authorizes the Mayor to execute the Local Government Affidavit and Certification and all other documents required by the Georgia Department of Transportation related to this grant application.

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

Adopted this 16th day of December, 2025.

CITY OF STATESBORO, GEORGIA

By: ________________________ Attest: ______________________

Jonathan McCollar, Mayor Leah Harden, City Clerk

FY 2026 RESURFACING

District	Street Name	Beginning	End	Estimated Cost	Miles
3,5	Brannen Street	Prince Way	Cawana Road	$888,055	1.157
1	Francis Scott Drive	Fletcher Drive	City Limits	$58,196	0.183
4	Marthas Lane	Fair Road	Georgia Avenue	$53,493	0.099
2	Broad Street	Savannah Avenue	Brannen Street	$264,073	0.551
5	Beasley Road	Northside Drive	Jones Mill Road	$236,900	0.796
Total				$1,500,717	2.786

LMIG Funds	$415,431.48
TSPLOST Funds	$1,000,000.00
Total	$1,415,431.48

LMIG Funds + Match	$540,060.92

GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL MAINTENANCE & IMPROVEMENT GRANT (LMIG) APPLICATION FOR FISCAL YEAR 2026

TYPE OR PRINT LEGIBLY. ALL SECTIONS MUST BE COMPLETED.

LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION

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

Local government further swears and certifies that it has read and understands the regulations for the Georgia Planning Act (O.C.G.A. § 45-12-200, et seq.), Service Delivery Strategy Act (O.C.G.A. § 36-70-20, et seq.), Immigration Sanctuary Policies; prohibition; penalties (O.C.G.A. § 36-80-23), and the Local Government Budgets and Audits Act (O.C.G.A. § 36-81-7 et seq.) and will comply in full with said provisions. Local government further swears and certifies that the roads or sections of roads described and shown on the local government's Project List are dedicated public roads and are part of the Public Road System in said county/city. Local government further swears and certifies that it complied with federal and/or state environmental protection laws and at the completion of the project(s), it met the match requirements as stated in the Transportation Investment Act (TIA) (O.C.G.A. § 48-8-240).

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

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

Local Government:

_____________________________ (Signature)

_____________________________ (Print)
Mayor / Commission Chairperson

_____________________________ (Date)

LOCAL GOVERNMENT SEAL (required):

109296
E-Verify Number

Sworn to and subscribed before me,

This _____ day of_________, 20____.
In the presence of:

NOTARY PUBLIC

____
My Commission Expires:

NOTARY PUBLIC SEAL (required):

City of Statesboro

COUNCIL
Tangie Johnson, District 1
Paulette Chavers, District 2
Ginny Hendley, District 3
John Riggs, District 4
Shari R Barr, District 5

Jonathan McCollar, Mayor
Charles Penny, City Manager
Leah Harden, City Clerk
Cain Smith, City Attorney

50 East Main Street • P.O. Box 348
Statesboro, Georgia 30459-0348

To: Mr. Charles Penny, City Manager

From: Cindy S. West, Director of Finance

Date: December 8, 2025

RE: First Budget Amendment

Enclosed is the First Budget Amendment for Fiscal Year 2026. The amendment is to Carryforward Capital items budgeted for in Fiscal Year 2025 but not completed as of June 30, 2025. It also includes an increase in revenues for the ARPA Fund, increase in revenues and expenses in the Multiple Grant Fund for the PSCVR Grant and the Georgia Releaf Grant, as well as an increase in revenues and expenses for the Opiod Settlement Fund. I recommend the approval of the proposed budget amendment.

RESOLUTION 2025-34: A RESOLUTION TO ADOPT THE FIRST AMENDMENT TO THE FISCAL YEAR 2026 BUDGET FOR EACH FUND OF THE CITY OF STATESBORO, GEORGIA, APPROPRIATING THE AMOUNTS SHOWN IN EACH BUDGET AS EXPENDITURES/EXPENSES, ADOPTING THE SEVERAL ITEMS OF REVENUE ANTICIPATIONS, AND PROHIBITING EXPENDITURES OR EXPENSES FROM EXCEEDING THE ACTUAL FUNDING APPROPRIATED

THAT WHEREAS, sound governmental operations require a Budget in order to plan the financing of services for the residents of the City of Statesboro; and

WHEREAS, Title 36, Chapter 81, Article 1 of the Official Code of Georgia Annotated (OCGA) requires a balanced Budget for the City's fiscal year, which runs from July 1st to June 30th of each year; and

WHEREAS, the Mayor and City Council have reviewed a proposed First Amendment to the Budget from the City Manager that includes some revenues/financing sources and expenditures/expenses not anticipated in the original Budget, and carries forward funding and appropriations for some projects and equipment budgeted in the previous fiscal year, but not purchased by fiscal year-end; and

WHEREAS, each of these funds is a balanced budget, so that anticipated revenues and other financial resources for each fund equal the proposed expenditures or expenses and any transfers; and

WHEREAS, the Mayor and City Council wish to adopt this First Budget Amendment for Fiscal Year 2026;

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

Section 1. That the proposed changes to the budget, attached hereto as Attachment #1 and incorporated herein as a part of this Resolution, are hereby adopted as the First Budget Amendment for the City's Fiscal Year 2026 Budget.

Section 2. That the several items of revenues, other financial resources, and sources of cash shown in the budget amendment for each fund in the amounts shown anticipated are hereby adopted; and that the several amounts shown in the budget amendment for each fund as proposed expenditures or expenses, and uses of cash are hereby appropriated to the departments and agencies named in each fund, as amendments to the existing Budget previously adopted.

Section 3. That the "legal level of control" as defined in OCGA 36-81-2 is set at the departmental level, meaning that the City Manager in his capacity as Budget Officer is authorized to move appropriations from one line item to another within a department, but under no circumstances may expenditures or expenses exceed the amount appropriated for a department without a further budget amendment approved by the Mayor and City Council.

Section 4. That all appropriations shall lapse at the end of the fiscal year.

Section 5. That this Resolution shall be and remain in full force and effect from and after its date of adoption.

Adopted this 16th day of December, 2025.

CITY OF STATESBORO, GEORGIA

____

By: Jonathan M. McCollar, Mayor

____

Attest: Leah Harden, City Clerk

ATTACHMENT #1

FY 2026 FIRST BUDGET AMENDMENT

100 General Fund:

- Increase Expenditure for Transfer to CIP Fund by $300

Net effect on Fund is: Decrease in Fund Balance by $300.

210 Confiscated Assets Fund:

- No Changes

Net effect on Fund is: None

213 Opioid Settlement Fund:

- Increase Revenue for Settlement Funds by $11,830
- Increase Expenditure for Abatement Reimbursements by $60,000

Net effect on Fund is: Decrease in Fund Balance by $48,170.

221 CDBG Fund:

- No Changes

Net effect on Fund is: None

224 US Department of Justice Grant:

- No Changes

Net effect on Fund is: None

250 Multiple Grants Fund:

- No Changes

Net effect on Fund is: None

270 Statesboro Fire Service Fund:

- No Changes

Net effect on Fund is: None

275 Hotel/Motel Fund:

- No Changes

Net effect on Fund is: None

286 Technology Fee Fund:

- No Changes

Net effect on Fund is: None

230 ARPA FUND

- Increase Revenue for Interest by $100,000
- Increase Expenditure for Utility and Rental Assistance by $50,000.
- Increase Expenditure for ENG-141 Whitesville Community Park by $1,155,200. Carry forward project from FY2025
- Increase Expenditure for WWD-32e Extension of Water/Sewer Ramble Rd by $1,437,274. Carry forward project from FY2025.

- Increase Expenditure for WWD-32h Quail Run Subdivision Sewer Extension by $1,842,995. Carry forward project from FY2025.
- Increase Expenditure for Contract Labor/Services by 1,024,630. Carry forward from FY2025.

Net effect on Fund is: Decrease in Fund Balance by $5,310,099.

250 Multiple Grants Fund:

- Increase Revenue for PSCVR Grant by $142,440
- Increase Revenue for Georgia Releaf Grant by $3,560
- Increase Expenditure for Police for PSCVR Grant Purchased Services by $142,440
- Increase Expenditure for Georgia Releaf Grant Expense by $3,560
- **Net effect on Fund is: None**

270 Statesboro Fire Service Fund:

- Increase Expenditure for Contract Labor/Services by $45,000

Net effect on Fund is: Decrease in Fund Balance by $45,000.

271 South Main TAD Fund:

- Increase Expenditure for Contract Labor/Services by $176,410

Net effect on Fund is: Decrease in Fund Balance by $176,410.

272 Old Register TAD Fund:

- Increase Revenue for Interest by $2,000

Net effect on Fund is: Increase in Fund Balance by $2,000.

323 2013 SPLOST Fund:

- Increase Expenditure for STM-36 Lake Sal Detention Facility by $799,728. Carry forward project from FY2025.
- Increase Expenditure for WWD-111 Install New Well by $1,005,886. Carry forward project from FY2025.

Net effect on Fund is: Decrease in Fund Balance by $1,805,614.

324 2018 TSPLOST Fund:

- Increase Revenue for LMIG Grant GDOT Traffic Projects by $145,000
- Increase Expenditure for ENG-92 West Main Streetscape by $2,177,787. $1,977,787 is carry forward, $200,000 is additional funds.
- Increase Expenditure for ENG-114 Roadway Geometric Improvements by $242,200. Carry forward project from FY2025.
- Increase Expenditure for ENG-115b South Main St. (Blue Mile) Phase II by $603,186. Carry forward project from FY2025.
- Increase Expenditure for ENG-122c Hwy 24 (E. Main St.) Sidewalk from Hwy 80 to Packinghouse Rd. by $845,000. Carry forward project from FY2025.
- Increase Expenditure for ENG-122j N. Zetterower Ave Sidewalk by $425,000. $191,735 is carry forward, $233,265 is additional funds.

- Increase Expenditure for ENG-122k W. Main St. Sidewalk from Ivory St. to Foss St. by $421,714 in additional funds. Carry forward project from FY2025.
- Increase Expenditure for ENG-122m Chandler Sidewalk from Knight to Existing Sidewalk by $143,430. Carry forward project from FY2025.
- Increase Expenditure for ENG-122n E. Grady St. Sidewalk from S. Main St. to Mulberry St. by $68,990. Carry forward project from FY2025
- Increase Expenditure for ENG-123a S. Main St. (US301) @ Fair Rd (SR67) Intersection improvements by $600,000. Carry forward project from FY2025.
- Increase Expenditure for ENG-124e Max Lockwood Dr. Improvements by $219,723. Carry forward project from FY2025.
- Increase Expenditure for ENG-125 Street Maintenance Improvements by $127,975. Carry forward project from FY2025.
- Increase Expenditure for ENG-130 New Roads and Extensions by $288,480. Carry forward project from FY2025.
- Increase Expenditure for ENG-134b Transit System by $180,000 in additional funds. Carry forward project from FY2025.
- Increase Expenditure for STS-31 Sidewalk Maintenance & Repair by $84,796. Carry forward project from FY2025.

Net effect on Fund is: Decrease in Fund Balance by $6,283,281.

325 2019 SPLOST

- Increase Expenditure for FD-69 Facility Upgrades by $130,581. Carry forward project from FY2025.
- Increase Expenditure for FD-82 Rescue/Extrication Tools by $75,000. Carry forward project from FY2025.
- Increase Expenditure for NGD-71 Gateway Phase II Utility Improvements by $260,000. Carry forward project from FY2025.
- Increase Expenditure for NGD-95 GDOT Road Widening Project Hwy 301 North by $940,000. Carry forward project from FY2025.
- Increase Expenditure for WWD-14 Water/Sewer Rehab by $1,657,863. Carry forward project from FY2025.
- Increase Expenditure for WWD-111 Install New Well by $432,945. Carry forward project from FY2025.
- Increase Expenditure for WWD-196 Install Water Main on S&S Railroad & Burkhalter by $1,540,898. Carry forward project from FY2025.
- Increase Expenditure for GBD-3 Renovations to Administrative Facilities by $150,000. Carry forward project from FY2025.
- Increase Expenditure for GBD-4 Renovations to Cultural Facilities by $165,470. Carry forward project from FY2025.
- Increase Expenditure for GBD-9 Renovations to Police Department Facility by $150,000. Carry forward project from FY2025.

Net effect on Fund is: Decrease in Fund Balance by $5,502,757.

326 2023 TSPLOST

- Increase Expenditure for ENG-96 Traffic Studies and Planning by $80,169. Carry forward project from FY2025.
- Increase Expenditure for ENG-114 Roadway Geometric Improvements by $445,000. Carry forward project from FY2025.
- Increase Expenditure for ENG-122q Stockyard Road Sidewalk by $63,200. Carry forward project from FY2025.
- Increase Expenditure for ENG-123c W. Main St./Johnson St./MLK Dr. Improvements by $349,978. Carry forward project from FY2025.
- Increase Expenditure for ENG-124e Max Lockwood Drive Improvements by $1,143,597 in additional funds. Carry forward project from FY2025.
- Increase Expenditure for ENG-124f SR67/Fair Rd. Widening and Right Turn Lane by $69,924. Carry forward project from FY2025.
- Increase Expenditure for ENG-127 Traffic Calming and Pedestrian Crossing by $96,316. Carry forward project from FY2025.
- Increase Expenditure for ENG-129 Anderson Street Paving by $155,000. Carry forward project from FY2025.
- Increase Expenditure for ENG-130 New Road and Extensions by $140,050. Carry forward project from FY2025.

Net effect on Fund is: Decrease in Fund Balance by $2,543,234.

344 LMIG – Akins Boulevard

- No Changes

Net effect on Fund is: None

350 Capital Improvements Program Fund:

- Increase Revenue for Transfer in from General Fund by $300

Net effect on Fund is: Increase in Fund Balance by $300.

505 Water and Sewer Fund:

- Increase Expense on the Cash Flow Statement for WWD-166 Replace Water Main on E. Olliff St., N. Main to N. Zetterower Ave. by $396,858. Carry forward project from FY2025.
- Increase Expense on the Cash Flow Statement for WWD-195 Install Water Fill Station on Briarwood Rd by $150,000. Carry forward project from FY2025.
- Increase Expense on the Cash Flow Statement for WWD-197 Install Sewer Main Lift Station S&S & Burkhalter by $2,657,442. Carry forward project from FY2025.
- Increase Expense on the Cash Flow Statement for WWD-203 Water and Sewer Equipment Rehabilitation and Upgrades by $75,000. Carry forward project from FY2025.
- Increase Expense on the Cash Flow Statement for WTP-3 Rehab Concrete Basins at Wastewater Treatment Plant by $400,000. Carry forward project from FY2025.

- Increase Expense on the Cash Flow Statement for WTP-6 Replace Membrane Diffusers in the Aeration Basins by $150,000. Carry forward project from FY2025.
- Increase Expense on the Cash Flow Statement for WTP-16 Motor Soft Starts for Existing Equipment by $80,000. Carry forward project from FY2025.
- Increase Expense on the Cash Flow Statement for WTP-21 Boom (Crane) Truck replacement by $150,000. Carry forward project from FY2025.
- Increase Expense on the Cash Flow Statement WTP-24 Pumps and Aeration Blower System by $421,498. Carry forward project from FY2025.
- Increase Expense on the Cash Flow Statement for WTP-26 Replace Aerobic Digester Aerators by $550,000. Carry forward project from FY2025.
- Increase Expense on the Cash Flow Statement for WTP-27 Wastewater Treatment Plant Dewatering Equipment by $1,500,000. Carry forward project from FY2025.

Net effect on Fund is: Decrease in Cash by $6,530,798.

507 StormWater Fund:

- Increase Expense on the Cash Flow Statement for STM-46 Stream Restoration of Little Lots Tributary at E. Grady St. by $474,733. Carry forward project from FY2025.

Net effect on Fund is: Decrease in Cash by $474,733.

515 Natural Gas Fund:

- Increase Revenue for Sale of Asset by $9,140
- Increase Expense on the Cash Flow Statement for NGD-64 Metter Industrial Park Expansion by $165,000. Carry forward project from FY2025.
- Increase Expense on the Cash Flow Statement for NGD-93 Hill Street Shop Retaining Wall Replacement by $30,000. Carry forward project from FY2025.
- Increase Expense on the Cash Flow Statement for NGD-95 GDOT Road Widening Hwy 301 N. by $60,000. Carry forward project from FY2025.

Net effect on Fund is: Decrease in Cash by $245,860.

541 Solid Waste Collection Fund:

Commercial Division

- No Changes

Residential Division

- No Changes

Rolloff Division

- No Changes

Yardwaste Division

- No Changes

542 Solid Waste Disposal Fund:

- Increase Revenue for Miscellaneous Income by $6,750
- Increase Revenue for Sale of Asset by $269,700
- Increase Expense for Miscellaneous Expense by $26,100
- Increase Expense on the Cash Flow Statement for SWD-52 Property Acquisition by $550,000. Carry forward project from FY2025.
- **Net effect on Fund is: Decrease in Cash by $299,650.**

601 Health Insurance Fund:

- No Changes

Net effect on Fund is: None

602 Fleet Management Fund:

- No Changes

Net effect on Fund is: None

604 Wellness Fund:

- No Changes

Net effect on Fund is: None

605 Central Service Fund:

- No Changes

Net effect on Fund is: None

City of Statesboro

COUNCIL
Tangie Johnson, District 1
Paulette Chavers, District 2
Ginny Hendley, District 3
John Riggs, District 4
Shari Barr, District 5

Jonathan McCollar, Mayor
Charles Penny, City Manager
Leah Harden, City Clerk
I. Cain Smith, City Attorney

50 East Main Street • P.O. Box 348
Statesboro, Georgia 30459-0348

To: Charles W. Penny, City Manager
Jason Boyles, Assistant City Manager

From: Darren Prather, Director of Central Services

Date: December 9, 2025

RE: Joe Brannen Partial Roof Replacement & Waste Water Pump Building Roof Replacement

Policy Issue: Purchasing

Recommendation: Based on the results of the final bids, staff recommends awarding the project to the lowest bidder, Summers Roofing in the amount of $99,567.42.

Background: The City of Statesboro requested proposals and submittals of qualifications for the following roof replacements:

1. A partial replacement of the roof of the Joe Brannen Building
2. The replacement of the roof of the Wastewater Pump Building

Three companies submitted bid for the project:

Chandler Roofing	$107,000.00
Roofing Professionals, Inc.	$109,000.00
Summers Roofing	$99,567.42

All bids have been checked for accuracy.

Budget Impact:
Wastewater Pump Roof: 505.4335.522204 ($29,942.92 Water and Sewer Operating Revenues)
Joe Brannen Hall Roof: 605.4400.522204 ($69,624.50 Central Services Operating Revenues)

Council Person and District: All

Attachments: None

CC: Darren Prather, Director of Central Services

CITY OF STATESBORO

COUNCIL
Tangie Johnson, District 1
Paulette Chavers, District 2
Ginny Hendley, District 3
John Riggs, District 4
Shari Barr, District 5

Jonathan McCollar, Mayor
Charles Penny, City Manager
Leah Harden, City Clerk
I. Cain Smith, City Attorney

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

To: Charles Penny, City Manager
Jason Boyles, Assistant City Manager

From: Brad Deal, P.E., Director of Public Works and Engineering

Date: December 10, 2025

RE: FY2026 Local Maintenance & Improvement Grant (LMIG) Application

Policy Issue: Georgia Transportation and Infrastructure Bank (GTIB) Grant Agreement Amendment 2

Recommendation:
Engineering staff recommends approval of the Second Amendment to the Agreement between the City and GTIB, which will extend the project spend down expiration date by two years.

Background:
The City was awarded a $1,000,000 grant for right of way acquisition ($150,000) and construction ($850,000) for the ENG-123a Fair Road at South Main Street intersection improvements project. Due to on-going coordination between the Georgia Department of Transportation and Patriot Rail, the project schedule has been extended. This amendment will move the spend down date for the grant funds from this current year to August 31, 2027.

Budget Impact:
None

Council Person and District: District 2, Paulette Chavers and District 3, Ginny Hendley

Attachments: Second Amendment to GTIB Grant Agreement

Copy: Cindy West, Director of Finance

SECOND AMENDMENT
To
Georgia Transportation Infrastructure Bank Agreement for Grant Program
Between
Georgia Transportation Infrastructure Bank,
By And Through The State Road And Tollway Authority
And
City of Statesboro
(Fair Road and South Main Street Intersection)

This Second Amendment ("Second Amendment") to the Georgia Transportation Infrastructure Bank Agreement for Grant Program is effective as of August 30, 2025 ("Second Amendment Effective Date"), and is by and between the Georgia Transportation Infrastructure Bank, by and through the State Road and Tollway Authority ("SRTA") and the City of Statesboro. SRTA and the Georgia Transportation Infrastructure Bank shall be collectively referred to as the "GTIB." The City of Statesboro shall be referred to as the "Recipient." The GTIB and Recipient may be collectively referred to as the "Parties."

WHEREAS, the GTIB and Recipient entered into a Georgia Transportation Infrastructure Bank Agreement for Grant Program, dated August 31, 2020 (the "Agreement"), wherein the GTIB agreed to award a Grant in the Grant Amount to Recipient pursuant to the terms and conditions of the Agreement; and

WHEREAS, the Parties would like to amend the Agreement as set forth in this Second Amendment.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto, intending to be legally bound, agree as follows:

1. Any capitalized term not specifically defined in this Second Amendment will have the same meaning assigned in the Agreement to that term.

2. The Project spend down Expiration Date is hereby extended by two (2) years until August 31, 2027.

3. All other terms and conditions of the Agreement, as may have been previously amended and which are not expressly modified by this Second Amendment, shall be given full force and effect.

The Parties have signed, sealed, and delivered this Second Amendment as of the Second Amendment Effective Date.

State Road and Tollway Authority	Attest:
By: ______________________________	______________________________
Jannine Miller Executive Director	Merryl S. Mandus General Counsel
City of Statesboro (SEAL)	
By: ______________________________	______________________________
Name: Title:	Name: Title:

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

To: Charles Penny, City Manager
Jason Boyles, Assistant City Manager

From: Brad Deal, P.E., Director of Public Works and Engineering

Date: December 6, 2025

RE: Change Order #2 with HD Construction on ENG-122c East Main Street Drainage and Sidewalk Project

Policy Issue: Contract Change Order

Recommendation:
Engineering staff recommends approval of the change order.

Background:
The ENG-122c East Main Street Drainage and Sidewalk project includes the installation of sidewalk, curb and gutter, and storm drain structures from Northside Drive to Packinghouse Road. One of the primary purposes of the project is to alleviate flooding at the drainage culvert that crosses under East Main Street in the area between Northside Drive and Cone Crescent. This change order includes the following items:

1. The drainage canal running between Eastside Cemetery and East Main Street is too narrow and has banks that are too steep to accommodate the project design plans, which called for two runs of 42-inch drainage pipes to discharge into the ditch at a skewed angle. If the drainage pipe is installed as shown on the original plans, it will result in erosion of the steep sides of the canal, which have privately owned storage buildings as well as trees on both sides of the canal. The design engineer for the project was notified of the issue, and subsequently proposed an alternative design which includes a large junction box to transition from the two runs of 42-inch pipe into one 60-inch elliptical pipe that will discharge into the canal at a point beyond the private properties, where the canal enters city-owned property at Eastside Cemetery. The cost of constructing the junction box with manholes, and installing the 60-inch pipe with associated grading and stone, is **$56,440**.
2. The Georgia Department of Transportation (GDOT) conducted a final inspection of the project, and is requiring that handrails be installed on the concrete steps that are located at 325 East Main St. This item was not included in the original bid, and has a cost of **$4,000**.

Budget Impact:
$996,000 is budgeted for construction in ENG-122c for FY 2026, in 2018 TSPLOST funds. The total bid for the project was $717, 465. The City received $145,000 in supplemental Local Maintenance and

Improvement Grant funding from the GDOT for the project. Change order #1, which was approved on October 7, 2025, was in the amount of $132,948.00. The total cost of this change order #2 is **$60,440**. This would bring the revised contract total amount to $910,853.

Council Person and District: Tangie Johnson, District 1

Attachments: Change Order #2 Proposal from HD Construction

CC: Cindy West, Finance Director

CHANGE ORDER FORM

No. ~~3~~ 2
MBD

To: CITY OF STATESBORO
Attn: DAVID, BRAD
Date: 11/25/25

Job Name: EAST MAIN STREET
Job Location: STATESBORO GA
Contract Date:

We hereby agree to make the following change(s): Amount

JOB DISCRIPTION	QTY	UNIT	HD PRICE PER UNIT	AMOUNT
JUNCTION BOX A5	1	LS	$40,200.00	$40,200.00
GRADING & GRUBBING	1	LS	$6,000.00	$6,000.00
57 STONE	1	LOAD	$1,200.00	$1,200.00
60 INCH ELLIPTICAL CUSTOM PIPE	16	LF	$565.00	$9,040.00
HAND RAIL FOR STEPS	1	LS	$4,000.00	$4,000.00
			TOTAL PRICE FOR CHANGES	**$60,440.00**

THIS CHANGE ORDER BECOMES PART OF AND IN CONFORMANCE WITH EXISTING CONTRACT.

We hereby agree to make chnage(s) specified above at the price indicated per this Change Order.

The Prices and specifications of this Change Order are satisfactory and are hereby accepted. All work is to be performed under the established terms and conditions specifed in the orignsl contract unless otherwise specified.

Authorized Contractor Signature

Contractee Signature

Date of Acceptance

Date of Acceptance

City of Statesboro
Public Utilities Department

To: Mr. Jason Boyles
Assistant City Manager

From: Matt Aycock
Director of Public Utilities

Date: 12-8-2025

RE: Agreement for Installation of Natural Gas Mains

Policy Issue: Council Approval

Recommendation: Consideration of a motion to approve an agreement for installation of natural gas mains with Cartee Investments, LLC to serve a new subdivision located on Pulaski School Road in Candler county (Tax Parcel 063 028) called The Preserve at Pulaski.

Background: The City was approached by Cartee Investments, LLC about the possibility of extending natural gas mains into a planned subdivision on 42.82 acres along Pulaski School Road in Candler County. The subdivision will consist of 41 single-family residential homes. The developer has agreed to install natural gas tankless water heaters and a stub out for an additional natural gas appliance such as a gas dryer, stove, fire logs, etc. for each home. In return, the City of Statesboro Natural Gas Department will install the natural gas mains within the subdivision at no cost to the developer.

Anticipated costs associated with the installation of 2-inch gas mains for the project will be well below the City Manager's authorization limit of $20,000. The project will be funded by 2019 SPLOST approved in FY2026 CIP project #NGD-11 for Natural Gas System Expansions.

Budget Impact: Approximately $10,000 for the Natural Gas Department to install 2-inch gas mains within the subdivision.

Council Person and District: All

Attachments: Agreement for Installation of Natural Gas Mains and subdivision site plan

The City of Statesboro

Natural Gas Department

STATE OF GEORGIA
COUNTY OF Bulloch

AGREEMENT FOR INSTALLATION OF NATURAL GAS MAINS

The City of Statesboro, (hereinafter "the City"), a Georgia Municipal Corporation and Cartee Investments, LLC (hereinafter "Developer").

In consideration of commitments by Developer to the City, the covenants and conditions set forth herein and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, Developer and the City do hereby agree as follows:

1. The Developer is the fee simple owner of the property known as The Preserve at Pulaski, Tax Parcel Number 063 028 of Candler County, Georgia.
2. The City agrees to install, at no cost, natural gas mains on the Subject Property in accordance with the site plan for the Subject Property that has been filed with and reviewed by the City. Following installation of the natural gas mains, the City will return the roadway shoulders back to grade but will not smooth the shoulders to landscape quality. If erosion controls were in place before the gas main installation, erosion controls will be restored. The City of Statesboro may use private contractors for the installation of gas mains. The Developer hereby agrees to allow the City's designated contractor or employees of the City to install gas mains pursuant to this agreement and grants any and all right of entry and easements necessary to install the required gas mains.

3. The Developer shall be responsible for excessive rock costs incurred by the City of Statesboro. If, in the opinion of the City, trenching work cannot be accomplished by the use of the City's standard trenching equipment, the Developer shall be responsible for opening a trench of suitable depth according to City regulations. The Developer shall be responsible for all removal of blasted rocks from the right of way. Bores (other than roadway bores) that are required for installation of the main shall be charged to the Developer on a per foot basis. The City will notify the Developer in advance if any blasting or trenching is needed on the project. The City will not be responsible for curb damage due to soft roadway compaction or rock blasting.

4. In consideration of the installation of the natural gas mains on the Subject Property at no cost, the Developer agrees to require that each house or building to be constructed on the Subject Property shall have the proper mix of appliances installed. The proper mix of

appliances is a gas furnace, a gas water heater, and at least one of the following: a gas stove, a gas dryer, or a gas outdoor grill. Dual fuel systems are not included in this mix. The use of natural gas furnaces to back up heat pump systems (a/k/a piggyback or dual fuel systems) are damaging to the City's gas system load management and do not satisfy the requirements of this paragraph.

5. The Developer agrees to provide the City's Gas Department with a copy of the following: (a) the most current site plan for this development; (b) a copy of the Erosion Sedimentation and Pollution Control Plan; (c) a copy of the Developer's primary permittee application package; and (d) copy of the final plat before the first building in the development is ready for a gas meter.

6. The Developer agrees to hold the City harmless from any and all damages inflicted by private independent contractors installing gas mains pursuant to this Agreement. The Developer further acknowledges that all contractors installing gas mains that are not employees of the City are independent contractors and as such, these contractors are solely responsible for liability or damages arising from their performance of the installation of gas mains on the Subject Property.

7. This Agreement shall remain in effect until and unless said Agreement is terminated in writing by both parties and that termination agreement is recorded on the public records of Candler County, Georgia. The City and the Developer agree that this Agreement shall be recorded upon the public records of Candler County, Georgia, and shall be binding on the Developer and all future and subsequent owners of the Subject Property. If the terms of this Agreement regarding the correct mix of appliances is violated by the Developer or any subsequent owner, the cost of gas main fees will be assessed against the Developer or any subsequent owner of the Subject Property. The Developer or the subsequent owner will be provided with an invoice. Said invoice shall set forth the charges for the installation of the natural gas mains with charges calculated on a per foot basis. The invoice shall be due no later than thirty (30) days from its delivery to the Developer or the subsequent property owner. Should the invoice not be paid within thirty (30) days, the City of Statesboro shall have a right to file a lien against the Subject Property for the amount of the unpaid invoice, and the unpaid invoice and the lien shall bear interest at a rate of one and one-half percent per month until paid.

8. The City of Statesboro reserves the right to have its inspectors verify compliance with the terms of this Agreement by onsite inspections or through the inspection of metering devices.

9. The provisions of this Agreement shall be construed in accordance with the laws of the State of Georgia.

10. This Agreement may only be amended by a written agreement signed by both parties.

11. If this Agreement shall contain any term or provision which shall be invalid or against public policy or if the application of the same is invalid or against public policy, then the remainder of this Agreement shall not be affected thereby and shall remain in full force and effect to the extent possible.

12. Each party has participated in the drafting of this Agreement and the provisions of this Agreement shall not be construed against or in favor of either party.

13. This Agreement constitutes the entire agreement between the parties, and all terms and conditions contained in any other writings or oral agreements previously entered into by the parties regarding installation of natural gas mains on the Subject Property shall be deemed to be superseded.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed under seal on the day and year first set forth next to their signatures below.

Signed, sealed and delivered in the presence of:	CITY OF Statesboro.
______________________________ Unofficial Witness	By: ______________________________ Title: ______________________________
______________________________ Notary Public [Notary Seal]	Date:______________________________
Signed, sealed and delivered in the presence of:	(Seal) [DEVELOPER]
______________________________ Unofficial Witness	By: ______________________________ Title: ______________________________
______________________________	Date:______________________________
Notary Public [Notary Seal]	Attested to: ______________________________ (Seal)

GEORGIA
REGISTERED
No. 34599
PROFESSIONAL
ENGINEER
CHRISTOPHER J. CHANCE JR.
10/29/2024

HUSSEY GAY BELL

Established 1958

101 S College St, Statesboro, GA 30458 / T:912.354.4626

December 14, 2018 - 8:56 AM Printed By: apainter

REVISIONS:
MISC. REVISIONS 08/28/2024
REVISIONS PER EPD COMMENTS 10/29/2024

DESIGNED	DRAWN	CHECKED
A.L.P.	J.D.P.	C.J.C.

DATE: JUNE 25, 2024

JOB NO. 124406500

SCALE: 1" = 100'

PULASKI TRACT DEVELEOPEMENT

PULASKI SCHOOL ROAD
PULASKI, GEORGIA
FOR
CARTEE INVESTMENTS LLC

PROJECT INDEX MAP

DRAWING NUMBER

C0.3

E:\Jamey Cartee\124406500...Pulaski Tract Development\Cadd Files\Construction\C0.3_PROJ_MAP.dwg

City of Statesboro
Public Utilities Department

To: Jason Boyles
Assistant City Manager

From: Matt Aycock
Director of Public Utilities

Date: 12/4/2025

RE: Truck Bids for Wastewater Department

Policy Issue: Purchasing

Recommendation:
Consideration of a motion to approve the purchase of one (1) 2025 Ford F-150 SuperCrew XL in the amount of $41,868.72 from JC Lewis Ford for the Wastewater Department to be purchased with funds approved in the FY2026 CIP Budget, item # WTP-4, funded by system revenues.

Background:
The City of Statesboro issued an invitation to bid for one (1) Ford F-150 SuperCrew XL. This invitation to bid was sent to numerous dealerships and advertised for over two weeks. JC Lewis Ford was the only dealership to submit a bid that met the specifications listed in the advertisement. The total bid of $41,868.72 is well below the amount of $55,000 approved in the FY2026 CIP.

Budget Impact: Funds were approved in the FY2026 CIP WTP-4 utilizing system revenues.

Council Person and District: All

Attachments: JC Lewis Ford bid

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

November 25, 2025 1:00 PM

J.C. Lewis Ford STATESBORO

Proposal Prepared For

City Of Statesboro
darren.prather@statesboroga.gov
(912) 536-9852

2026 Ford F150 SUPERCREW

.

Trim	XL
Exterior	OXFORD WHITE
Interior	CLOTH
Miles	0

Your Sales Consultant

Cleve White
cwhite@drivejclewisfordstatesboro.com

Your Deal Breakdown

MSRP / Market Value	$48,850.00
Savings	-$6,984.28
Adjusted Selling Price	**$41,865.72**
Sales Sub Total	**$41,865.72**
State Taxes And Fees	$0.00
Other Fees	$3.00
Final Price	**$41,868.72**

Guest Signature

Manager Signature

Any payment, based on a rate, is an estimate which is based on market averages for well qualified individuals. Individual rates may vary based on creditworthiness. Approval based on the original worksheet is required, and those rates may change. I/we hereby authorize J.C. Lewis Motor Co. and its representatives to obtain consumer credit reports and other credit information from any credit reporting agency, financial institution, or other source for the purpose of evaluating creditworthiness in connection with a potential vehicle purchase based on provided customer information.

City of Statesboro
Public Utilities Department

To: Jason Boyles
Assistant City Manager

From: Matt Aycock
Assistant Public Utilities Director

Date: 12-4-2024

RE: Backup Diesel Pumps for Sewage Pump Stations

Policy Issue: Purchasing

Recommendation: Consideration of a motion to award a contract to Xylem Dewatering Solutions, Inc for the purchase of two (2) Godwin 6 inch diesel backup pumps (Model # NC100S) per the Florida Sheriff's Association cooperative purchasing contract in the amount of $113,683.60. These items to be purchased with funds approved in the FY2026 CIP Budget, item #WWD-37, funded by the 2025 SPLOST.

Background: As part of our long range plan to provide backup power or pumping to all of our sewage pump stations, we have budgeted funds each year for installing backup pumps and generators. This year, we are proposing to install two 6 inch backup diesel pumps at two City sewage pump stations that currently do not have backup pumping capabilities. It is vital that we have a reliable source of backup pumping capacity at these locations.

We are proposing to purchase these units using the Florida Sheriff's Association Contract FSA23-EQU21.0, #313 government procurement process. The Purchasing Department has reviewed and approved this procurement method and has verified that there are no local vendors for this item.

Budget Impact: Funds were approved in the FY2026 CIP, #WWD-37, utilizing the 2025 SPLOST.

Council Person and District: All

Attachments: Xylem Dewatering Solutions, Inc. quote and brochure

6975 12th Street West
Jacksonville, FL 32220
Tel: 904-695-2131
Fax: 904-695-2103
www.godwinpumps.com

October 28, 2025

Mr. Aulbert Brannen
City of Statesboro
PO BOX 348
WATER DEPARTMENT
Statesboro, GA 30459-0348

Phone: 912-681-1161
Fax: 912-681-8932
Email: Aulbert.brannen@statesboroga.gov

RE: NC100S-DBS - FSA
Sale Quotation 126016503

Dear Mr. Brannen:

Thank you for your interest in Xylem Dewatering Solutions, Inc. and our Godwin Pump line of Dri-Prime pumps.

Please see the attached sale quote for our NC100S Critically Silenced diesel back up pump with sound attenuated enclosure and the requested options.

The provided duty point of the current station is 400GPM @ 100' TDH. This station has 1- 8" influents at the 16'. The duty for the standby pump will lie roughly around 400GPM @90' TDH at a run speed of 1875 RPM's.

The Godwin Dri-Prime NC100S pump is an extremely powerful yet compact pump with flow capabilities to 1070 USGPM. The Dri-Prime Compressor System offers automatic priming and infinite Dri- Running capabilities due to our liquid bath mechanical seal.

The NC150S features the unique patented Flygt N technology with its innovative self-cleaning impeller and is able to automatically prime to 28' of suction lift from dry.

The Critically Silenced Enclosure is offers sound levels of 68 dBA at 30' and is constructed of 12 or 14 gauge sheet metal with 1" and 2" layers of polydamp acoustical sound deadening material.

All pricing is based on Florida Sheriff's Contract FSA23-EQU21.0, #313.

If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

David Berggren
Outside Sales Representative

DB / gy

6975 12th Street West
Jacksonville, FL 32220
Tel: 904-695-2131

xylem
Let's Solve Water

godwin FLYGT

SALE QUOTATION

ITEM	QTY	DESCRIPTION	UNIT PRICE	SALE TOTAL
		Contract Items:		
A	1	Dri-Prime NC100S Critically Silenced	$ 53,580.74	$ 53,580.74
		• Sound Attenuated Enclosure		
		• 4" 150# Flange Suction and Discharge		
		• Yanmar 3TNV88BDSASP Diesel Engine		
		• w/ PrimeGuard 2 & Field Smart Technology		
		• Skid-mounted		
		• **Engine/Motor Options**		
		• Battery Charger - 12 Volt Trickle	456.65	456.65
		• Emergency Standby Diesel Engine	0.00	0.00
		• **Pump Options**		
		• Gauge - Liquid Filled Vacuum	557.60	557.60
		• Flush Mount, 2-1/2", Vacuum, 0-30inHg		
		• Gauge - Liquid Filled Vacuum	557.60	557.60
		• Flush Mount, 2-1/2", Pressure, 0-60psi		
B	1	PrimeGuard Float Set	489.21	489.21
		• w/ 65' Mechanical Floats		
C	1	DELIVERY MOTOR FRT BR 026 PARTIAL LOAD	1,200.00	1,200.00

THE PRICE PROVIDED IS BASED UPON XYLEM'S REVIEW OF THE APPLICABLE PLAN DRAWINGS AND RELEVANT TECHNICAL SPECIFICATION SECTIONS BEARING ON THE EQUIPMENT DESCRIBED IN THIS QUOTATION. SUBMISSION OF THIS QUOTATION SHOULD NOT BE MISCONSTRUED AS XYLEM'S ACCEPTANCE OF ANY OTHER PROVISIONS OF THE PRIME CONTRACT BETWEEN CONTRACTOR AND PROJECT OWNER (HOWSOEVER REFERENCED) AND ATTEMPTS IN ANY SUBSEQUENT SUBCONTRACT TO BIND XYLEM TO SUCH OWNER DOCUMENTS ARE HEREBY REJECTED AND SHALL BE OF NO FORCE AND EFFECT, IRRESPECTIVE OF ANYTHING STATED ELSEWHERE TO THE CONTRARY.

Please note all sale pricing is in U.S. Dollars. The price does not include freight, export boxing, duties, taxes, or any other items not specifically mentioned.

This pricing information is for internal use only. We ask that these items and terms be kept confidential. All applicable tax and freight charges will be added to invoices. All quotations are subject to credit approval. All quotations are valid for 30 days. All prices quoted in US dollars.

This order is subject to the Standard Terms and Conditions of Sale - Xylem Americas effective on the date the order is accepted which terms are available at https://www.xylem.com/en-US/support/xylem-americas-standard-terms-and-conditions/ and incorporated herein by reference and made a part of the agreement between the parties.

6975 12th Street West
Jacksonville, FL 32220
Tel: 904-695-2131

xylem
Let's Solve Water

godwin FLYGT

SALE QUOTATION

ITEM	QTY	DESCRIPTION	UNIT PRICE	SALE TOTAL

A signed copy of this Quotation is acceptable as a binding contract.

Signature:	**Name: (PLEASE PRINT)**
Company/Utility:	**Reference #:**
Address:	**Date:**
	Phone:
	Email:
	Fax:

NET SALE TOTAL	**$ 56,841.80**

THE PRICE PROVIDED IS BASED UPON XYLEM'S REVIEW OF THE APPLICABLE PLAN DRAWINGS AND RELEVANT TECHNICAL SPECIFICATION SECTIONS BEARING ON THE EQUIPMENT DESCRIBED IN THIS QUOTATION. SUBMISSION OF THIS QUOTATION SHOULD NOT BE MISCONSTRUED AS XYLEM'S ACCEPTANCE OF ANY OTHER PROVISIONS OF THE PRIME CONTRACT BETWEEN CONTRACTOR AND PROJECT OWNER (HOWSOEVER REFERENCED) AND ATTEMPTS IN ANY SUBSEQUENT SUBCONTRACT TO BIND XYLEM TO SUCH OWNER DOCUMENTS ARE HEREBY REJECTED AND SHALL BE OF NO FORCE AND EFFECT, IRRESPECTIVE OF ANYTHING STATED ELSEWHERE TO THE CONTRARY.

Please note all sale pricing is in U.S. Dollars. The price does not include freight, export boxing, duties, taxes, or any other items not specifically mentioned.

This pricing information is for internal use only. We ask that these items and terms be kept confidential. All applicable tax and freight charges will be added to invoices. All quotations are subject to credit approval. All quotations are valid for 30 days. All prices quoted in US dollars.

This order is subject to the Standard Terms and Conditions of Sale - Xylem Americas effective on the date the order is accepted which terms are available at https://www.xylem.com/en-US/support/xylem-americas-standard-terms-and-conditions/ and incorporated herein by reference and made a part of the agreement between the parties.