



February 02, 2016 9:00 am

1. Call to Order by Mayor Jan J. Moore
2. Invocation and Pledge of Allegiance by Councilman Travis Chance
3. Recognitions/Public Presentations
 - A) Presentation of the Arbor Day Proclamation. Accepting the proclamation will be Mr. Henry Clay, Wesley Parker as well as others from the Tree Board. Georgia Forestry Chief Ranger (Bulloch County) Doug Chassereau will present the Mayor and Tree Board with a Tree City USA flag and recognize the City of Statesboro for its participation in the Tree City USA Program.
 - B) Presentation of the 2015 UCR Part 1 Crime Statistics.
 - C) City of Statesboro Recruitment Video
4. Public Comments (Agenda Item):
5. Consideration of a Motion to approve the Consent Agenda
 - A) Approval of Minutes
 - a) 01-19-2016 Work Session Minutes
 - b) 01-19-2016 Council Minutes
 - c) 01-19-2016 Executive Session Minutes
 - B) Consideration of a motion for the surplus and disposal of one 2006 Ford Crown Victoria from the Statesboro Police Department.
 - C) Consideration of a Motion to approve **Resolution 2016-06**: A Resolution to adopt the third amendment to the Fiscal Year 2016 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.
 - D) Consideration of a Motion to approve **Resolution 2016-07**: A Resolution authorizing the opening of a separate bank account for seized funds.
6. Administrative Hearing for alleged alcohol violation as pursuant to Chapter 6 of the City of Statesboro Alcohol Ordinance:
 - A) Enforcement from the Statesboro Police Department:

	<u>Offense in 12 month period</u>	<u>Citation Date</u>
Christopher Scott Springfield	1st offense	November 19, 2015
Good Kung Fu LLC		
DBA South City Tavern		
1830 Chandler Road		

7. Consideration of a "Motion to approve Moratorium **Ordinance 2016-01** Extending the Moratorium regarding fireworks as adopted August 4, 2015."
8. Public Hearing and first reading of proposed **Ordinance 2016-02**: An ordinance amending Chapter 18 of the Statesboro Code of Ordinance regarding Temporary Vendors.
9. Consideration of a Motion to approve **Resolution 2016:05**: A Resolution Calling for the Re-Establishment of the Downtown Statesboro Incentives Program.
10. Consideration of a Motion to approve **Resolution 2016-08**: A resolution to amend the job position classification and compensation plan to approve the reclassification of four (4) APO positions to the rank of Corporal, the reclassification of one (1) APO position to the rank of Sergeant to staff the proposed Office of Professional Standards, and classifying the temporary Systems Administrator APO assignment to a permanent IT Specialist position within the police department.
11. Consideration of a Motion to award a contract for the renovation of a fire training tower to C. Merrill Construction in the amount of \$205,000.00. Originally, \$190,000.00 was budgeted under CIP# FD-70 in the 2013 SPLOST. If approved, the remaining \$15,000.00 will come from surplus funds remaining from the completed Phase 3 project on Fire Station 1.
12. Other Business from City Council
13. City Managers Comments
14. Public Comments (General)
15. Consideration of a Motion to enter into Executive Session to discuss "Personnel Matters" and/or "Potential Litigation" in accordance with **O.C.G.A. §50-14-3 (2012)**
16. Consideration of a Motion to approve an employment agreement between the Mayor and City Council of Statesboro and W. Keith Barber for serving as the Judge of the Municipal Court of the City of Statesboro.
17. Consideration of a Motion to Adjourn

ARBOR DAY

WHEREAS, In 1872, J Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, The holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal,

NOW THEREFORE, I, Jan J. Moore, Mayor of the City of Statesboro, do hereby proclaim February 19, 2016 as

ARBOR DAY

in the City of Statesboro, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

Dated this 2nd day of February in the year 2016

Jan J. Moore, Mayor



**CITY OF STATESBORO
CITY COUNCIL WORK SESSION MINUTES
January 19, 2016**

A work session of the Statesboro City Council was held on January 19, 2016 at 4:00 pm in the Council Chambers at City Hall. Present were Mayor Jan Moore; Council Members: Phil Boyum, Sam Lee Jones, Jeff Yawn, John Riggs and Travis Chance. Also present was City Clerk Sue Starling, City Attorney Alvin Leaphart.

Also present were City of Statesboro Department Heads as well as citizens and news media.

The meeting was called to order by Mayor Jan Moore.

The following topics were discussed.

A) Discussion of changes to Chapter 6 (Alcohol) of the Code of Ordinances

City Attorney Alvin Leaphart updated Council regarding proposed changes to the alcohol ordinance. Some of the topics for discussion was creating an alcohol advisory board, how to determine if an establishment would only allow 21 years and older, how to handle due process hearings for violations and how to process new applications. There was also a discussion of sidewalk events such as those held by the DSDA and Eagle Brewery that would allow open containers on sidewalks in the downtown area.

The meeting was adjourned at 5:28 pm.



**CITY OF STATESBORO
Council Minutes
January 19, 2016**

A regular meeting of the Statesboro City Council was held on January 19th, 2016 at 5:30 p.m. in the Council Chambers at City Hall. Present were Mayor Jan J. Moore, Council Members: Phil Boyum, Sam Lee Jones, Jeff Yawn, John Riggs and Travis Chance. Also present were Deputy City Manager Robert Cheshire, City Clerk Sue Starling, City Attorney Alvin Leaphart, Director of Public Works and Engineering Jason Boyles and Director of Planning and Development Mandi Cody.

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

The Invocation and Pledge of Allegiance by given by Councilman John Riggs

Public Comments (Agenda Item): None

Consideration of a Motion to approve the Consent Agenda

A) Approval of Minutes

a) 01-05-2016 Council Minutes

b) 01-05-2016 Executive Minutes

B) Consideration of a Motion for the surplus and disposal of a 1998 Ford F-150 XLT extended cab truck, 1 2004 Cub Cadet riding mower and a 2004 Husqvarna riding mower.

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

Public Hearing and Consideration of a Motion to approve: APPLICATION # SE 15-10-05: ARCH Recovery, LLC requests a Special Exception pursuant to the Statesboro Zoning Ordinance to allow for the accommodation of three or more unrelated adults to reside at 109 Broad Street, utilizing the property as a Group Home (Tax Parcel # S29 000073 000).

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

Director of Planning and Zoning, Mandi Cody, explained this piece of property was zoned for single family residential and not for unrelated adults living in the same household. She also stated the Planning Commission suggested tabling this item until more information can be provided at a later hearing.

Councilman Riggs left the meeting.

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

Todd Parrish, representing Arch Recovery, withdrew his application at this time.

Public Hearing and Consideration of a Motion to approve: APPLICATION # RZ 15-12-05: Jarvis RW Barnes requests a zoning map amendment for .66 acres of property located at 0 Proctor Street from split zoning CR (Commercial Retail) / R15 (Single Family Residential) zoning districts to CR (Commercial Retail) zoning district to allow for the construction of a funeral home. (Tax Parcel # S03 000019 000).

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

Councilman Riggs returned to the meeting.

Jarvis Robin Barnes spoke in favor of the request stating she would like to build a funeral home on the site that would require both pieces of property zoned the same.

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

Councilman Boyum made a motion, seconded by Councilman Jones to approve **APPLICATION # RZ 15-12-05**: Jarvis RW Barnes requests a zoning map amendment for .66 acres of property located at 0 Proctor Street from split zoning CR (Commercial Retail) / R15 (Single Family Residential) zoning districts to CR (Commercial Retail) zoning district to allow for the construction of a funeral home. (Tax Parcel # S03 000019 000). Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Public Hearing and Consideration of a Motion to approve Applications SE # 15-10-01 and SE #15-15-12-01:

A.) APPLICATION # SE 15-10-01: Lawrence J. Zaslavsky requests a Special Exception pursuant to the Statesboro Zoning Ordinance to allow lower level floors to be utilized for residential and commercial uses. The subject site located at 116 Savannah Avenue is within the CBD (Central Business) zoning district allowing only residential uses to be permitted on upper floors by right (Tax Parcel # S28 000079 000).

B.) APPLICATION # SE 15-12-01: Lawrence J. Zaslavsky requests a Special Exception pursuant to the Statesboro Zoning Ordinance as a companion case to case #SE 15-10-01 to allow lower level floors to be utilized for residential and commercial uses. The subject site located at 0 Broad Street is within the CBD (Central Business) zoning district allowing only residential uses to be permitted on upper floors by right (Tax Parcel # S28 000073 000).

Councilman Yawn made a motion, seconded by Councilman Riggs to open the public hearing for Application 15-10-01 and application 15-12-01. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Attorney Steve Rushing, representing the applicant, spoke in favor of the request.

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

Councilman Chance made a motion, seconded by Councilman Boyum to approve **APPLICATION # SE 15-10-01**: Lawrence J. Zaslavsky requests a Special Exception pursuant to the Statesboro Zoning Ordinance to allow lower level floors to be utilized for residential and commercial uses. The subject site located at 116 Savannah Avenue is within the CBD (Central Business) zoning district allowing only residential uses to be permitted on upper floors by right (Tax Parcel # S28 000079 000) with conditions as stated in the proposal from staff. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Boyum made a motion, seconded by Councilman Chance to approve **APPLICATION # SE 15-12-01**: Lawrence J. Zaslavsky requests a Special Exception pursuant to the Statesboro Zoning Ordinance as a companion case to case #SE 15-10-01 to allow lower level floors to be utilized for residential and commercial uses. The subject site located at 0 Broad Street is within the CBD (Central Business) zoning district allowing only residential uses to be permitted on upper floors by right (Tax Parcel # S28 000073 000) with conditions as stated in the proposal from staff. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Public Hearing and Consideration of a Motion to Approve Applications DSDA-001 and DSDA -003:

A) APPLICATION #DSDA-001: John Ray Hendley requests the demolition of one (1) structure located at 218 South College Street. The subject site is within the jurisdiction of the Downtown Statesboro Design Standards, which does not permit the demolition of structures over 50 years of age without a finding of necessity, per Article XXX of the Statesboro Zoning Ordinance (Tax Parcel # S19 000050 000).

B.) APPLICATION # DSDA-003: John Ray Hendley requests the demolition of a second structure located at 218 South College Street. The subject site is within the jurisdiction of the Downtown Statesboro Design Standards, which does not permit the demolition of structures over 50 years of age without a finding of necessity, per Article XXX of the Statesboro Zoning Ordinance (Tax Parcel # S19 000050 000).

Councilman Boyum made a motion, seconded by Councilman Chance to open the public hearing for application DSDA-001 and Application DSDA-003. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Brian Davis spoke in favor of the request.

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

Councilman Boyum made a motion, seconded by Councilman Riggs to approve **APPLICATION #DSDA-001:** John Ray Hendley requests the demolition of one (1) structure located at 218 South College Street. The subject site is within the jurisdiction of the Downtown Statesboro Design Standards, which does not permit the demolition of structures over 50 years of age without a finding of necessity, per Article XXX of the Statesboro Zoning Ordinance (Tax Parcel # S19 000050 000). Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Yawn made a motion, seconded by Councilman Jones to approve **APPLICATION #DSDA-003:** John Ray Hendley requests the demolition of a second structure located at 218 South College Street. The subject site is within the jurisdiction of the Downtown Statesboro Design Standards, which does not permit the demolition of structures over 50 years of age without a finding of necessity, per Article XXX of the Statesboro Zoning Ordinance (Tax Parcel # S19 000050 000). Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Public Hearing and Consideration of Motion to Approve Applications RZ 15-10-02, RZ 15-10-03, and RZ 15-10-04

A.) APPLICATION # RZ 15-10-02: John Ray Hendley requests a zoning map amendment for .2 acres of property located at 218 South College Street from the CR (Commercial Retail) zoning district to R4 (High Density Residential District) zoning district (Tax Parcel # S19 000050 000).

B.) APPLICATION # RZ 15-10-03: John Ray Hendley requests a zoning map amendment for .17 acres of property located at 16 West Inman Street from the R3 (Medium Density Multiple Family Residential) zoning district to R4 (High Density Residential) zoning district (Tax Parcel # S19 000042 000).

C.) APPLICATION # RZ 15-10-04: John Ray Hendley requests a zoning map amendment for .17 acres of property located at 0 West Inman Street from the CR (Commercial Retail) zoning district to R4 (High Density Residential) zoning district (Tax Parcel # S19 000051 000).

Councilman Yawn made a motion, seconded by Councilman Jones to open the public hearing for Application 15-10-02, 15-10-03 and 15-10-04. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Brian Davis spoke in favor of the request.

Councilman Yawn made a motion, seconded by Councilman Jones to close the public hearing for Application 15-10-02, 15-10-03 and 15-10-04. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Yawn made a motion, seconded by Councilman Jones to approve **APPLICATION # RZ 15-10-02**: John Ray Hendley requests a zoning map amendment for .2 acres of property located at 218 South College Street from the CR (Commercial Retail) zoning district to R4 (High Density Residential District) zoning district (Tax Parcel # S19 000050 000) based on the concept plan and recommendations from staff. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Yawn made a motion, seconded by Councilman Riggs to approve **APPLICATION # RZ 15-10-03**: John Ray Hendley requests a zoning map amendment for .17 acres of property located at 16 West Inman Street from the R3 (Medium Density Multiple Family Residential) zoning district to R4 (High Density Residential) zoning district (Tax Parcel # S19 000042 000) based on the concept plan and recommendations from staff. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Riggs made a motion, seconded by Councilman Yawn to approve **APPLICATION # RZ 15-10-04**: John Ray Hendley requests a zoning map amendment for .17 acres of property located at 0 West Inman Street from the CR (Commercial Retail) zoning district to R4 (High Density Residential) zoning district (Tax Parcel # S19 000051 000) based on the concept plan and recommendations from staff. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Public Hearing and Consideration of a Motion to Approve APPLICATION # DSDA-002: John Ray Hendley requests the demolition of two (2) structures located at 215 South Walnut Street. The subject site is within the jurisdiction of the Downtown Statesboro Design Standards, which does not permit the demolition of structures over 50 years of age without a finding of necessity, per Article XXX of the Statesboro Zoning Ordinance (Tax Parcel # S19 000039 000)

Councilman Yawn made a motion, seconded by Councilman Jones to open the public hearing for **Application DSDA-002**. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote

Brian Davis spoke in favor of the request.

Councilman Boyum made a motion, seconded by Councilman Yawn to close the public hearing for **Application DSDA-002**. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Boyum made a motion, seconded by Councilman Jones to approve **APPLICATION # DSDA-002**: John Ray Hendley requests the demolition of two (2) structures located at 215 South Walnut Street. The subject site is within the jurisdiction of the Downtown Statesboro Design Standards, which does not permit the demolition of structures over 50 years of age without a finding of necessity, per Article XXX of the Statesboro Zoning Ordinance (Tax

Parcel # S19 000039 000). Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Public Hearing and Consideration of a Motion to Approve Applications RZ 15-12-02, RZ 15-12-03, and RZ 15-12-04

A.) APPLICATION # RZ 15-12-02: Hendley Properties requests a zoning map amendment for roughly .2 acres of property located at 12 Bulloch Street from the R3 (Medium Density Residential) zoning district to R4 (High Density Residential) zoning district to construct one-bedroom brick cottages (Tax Parcel # S19 000032 000).

B.) APPLICATION # RZ 15-12-03: Hendley Properties requests a zoning map amendment for roughly .2 acres of property located at 14 Bulloch Street from the R3 (Medium Density Residential) zoning district to R4 (High Density Residential) zoning district to construct one-bedroom brick cottages (Tax Parcel # S19000031 000).

C.) APPLICATION # RZ 15-12-04: Hendley Properties requests a zoning map amendment for .2 acres of property located at 18 Bulloch Street from the R3 (Medium Density Residential) zoning district to R4 (High Density Residential) zoning district to construct one-bedroom brick cottages (Tax Parcel # S19 000030 000).

Councilman Yawn made a motion, seconded by Councilman Boyum to open the public hearing for Application RZ 15-12-02, RZ 15-12-03 and RZ 15-12-04. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Brian Davis spoke in favor of the request.

Councilman Jones made a motion, seconded by Councilman Yawn to close the public hearing for Application RZ 15-12-02, RZ 15-12-03 and RZ 15-12-04. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Yawn made a motion, seconded by Councilman Jones to approve APPLICATION # RZ 15-12-02: Hendley Properties requests a zoning map amendment for roughly .2 acres of property located at 12 Bulloch Street from the R3 (Medium Density Residential) zoning district to R4 (High Density Residential) zoning district to construct one-bedroom brick cottages (Tax Parcel # S19 000032 000) based on the concept plan and recommendations from staff. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Riggs made a motion, seconded by Councilman Yawn to approve APPLICATION # RZ 15-12-03: Hendley Properties requests a zoning map amendment for roughly .2 acres of property located at 14 Bulloch Street from the R3 (Medium Density Residential) zoning district to R4 (High Density Residential) zoning district to construct one-bedroom brick cottages (Tax Parcel # S19000031 000) based on the concept plan and recommendations from staff. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman Yawn made a motion, seconded by Councilman Jones to approve **APPLICATION # RZ 15-12-04**: Hendley Properties requests a zoning map amendment for .2 acres of property located at 18 Bulloch Street from the R3 (Medium Density Residential) zoning district to R4 (High Density Residential) zoning district to construct one-bedroom brick cottages (Tax Parcel # S19 000030 000) based on the concept plan and recommendations from staff. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Consideration of a Motion to Approve a Memorandum of Understanding between the City of Statesboro, the Downtown Development Authority, and the Averitt Center for the Arts transferring the America's Best Communities prize winnings to the City of Statesboro for administration and expenditure in support of the South Main Street / Blue Mile Revitalization Master Plan

Councilman Boyum made a motion, seconded by Councilman Riggs to approve a Memorandum of Understanding between the City of Statesboro, the Downtown Development Authority, and the Averitt Center for the Arts transferring the America's Best Communities prize winnings to the City of Statesboro for administration and expenditure in support of the South Main Street / Blue Mile Revitalization Master Plan. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Consideration of a Motion to Approve Agreement for Professional Services for "Blue Mile" Streetscape Project between the City of Statesboro and EMC Engineering Services, Inc. in an amount not to exceed \$51,500 for surveying, planning, and grant purposes. Services to be paid for by the 2015 America's Best Communities quarter finalist winnings

Councilman Yawn made a motion, seconded by Councilman Riggs to approve Agreement for Professional Services for "Blue Mile" Streetscape Project between the City of Statesboro and EMC Engineering Services, Inc. in an amount not to exceed \$51,500 for surveying, planning, and grant purposes. The Services to be paid for by the 2015 America's Best Communities quarter finalist winnings. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Consideration of a Motion to accept Resolution 2016-03: A Resolution accepting as a gift the conveyance of two parcels of real property from Anne Sognier Murray and Jessica Sognier Osborne, individually and as duly qualified Executors of the Last Will and Testament of Josephine Kennedy Osborne a/k/a Josephine K. Sognier Osborne."

Councilman Chance made a motion, second by Councilman Riggs to accept **Resolution 2016-03**: A Resolution accepting as a gift the conveyance of two parcels of real property from Anne Sognier Murray and Jessica Sognier Osborne, individually and as duly qualified Executors of the Last Will and Testament of Josephine Kennedy Osborne a/k/a Josephine K. Sognier Osborne." Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Consideration of a Motion to approve Resolution 2016-04: A Resolution requesting approval to develop documents for preparation of a 2016 community development block grant application.

Councilman Jones made a motion, seconded by Councilman Yawn to approve Resolution 2016-04: A Resolution requesting approval to develop documents for preparation of a 2016 community development block grant application. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Consideration of a Motion to approve Resolution 2016:05: A Resolution Calling for the Re-Establishment of the Downtown Statesboro Incentives Program.

Deputy City Manager Robert Cheshire stated this resolution would extend the Downtown Incentive Program. Council asked this to be brought back at the next Council meeting. There was no action taken.

Consideration of a Motion to award a “Sole Source Purchase” to Xylem Water Solutions USA, Inc. in the amount of \$34,291.80 for (4) MultiSmart Pump Controllers with spare replacement parts. This equipment is budgeted as CIP#WWD-150 in the amount of \$130,000.00 of ATC funds.

Councilman Riggs made a motion, seconded by Councilman Yawn to award a “Sole Source Purchase” to Xylem Water Solutions USA, Inc. in the amount of \$34,291.80 for (4) MultiSmart Pump Controllers with spare replacement parts. This equipment is budgeted as CIP#WWD-150 in the amount of \$130,000.00 of ATC funds. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Other Business from City Council: None

City Managers Comment:

Deputy City Manager Robert Cheshire announced a Council Meeting will be held at the Statesboro High School on May 3rd, 2016 at 9:00 am.

Deputy City Manager Robert Cheshire updated Council on the radio system between the City and County. Interim Police Chief Rob Bryan will head up the committee.

Public Comments (General)

A) Jessica Szilagyi request to speak with Council

Jessica spoke with Council regarding the APO salaries as she handed out letters from various attorneys on the legalities of her accusations of the APO salaries.

B) Downtown Developer Alan Gross request to address Council regarding temporary vendors

Alan Gross spoke with Council regarding the residential house at 9 East Grady Street which the owner appears to use as a business with displayed garage sale items daily.

LaWanda Allen updated Council regarding the reading program at Langston Chapel Middle School. She also stated that a reading carnival would be held on April 30th 2016.

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

At 7:30 pm, Councilman Riggs made a motion, seconded by Councilman Chance to go into Executive Session. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

At 8:10 pm, Councilman Riggs made a motion, seconded by Councilman Yawn to exit Executive Session. Councilman Boyum, Jones, Yawn, Riggs and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Mayor Moore stated there was not action taken in Executive Session.

Consideration of a Motion to Adjourn

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

The meeting was adjourned at 8:11 pm.



STATESBORO POLICE DEPARTMENT

Ph 912-764-9911

25 West Grady Street, Statesboro, Georgia 30458

Fx 912-489-5050

TO: Major R. Bryan

Captain C. Forney

FROM: Sergeant D. Colson

DATE: January 25, 2016

RE: Unit 32, 2006 Ford Crown Vic, VIN 2FAFP71W86X138208

Unit 32 is having mechanical issues with the transmission no longer functioning. The reverse is not operational and after completing mechanical diagnostics, it was determined to be an internal failure. The only options are to rebuild the current transmission at the approximate cost of \$2,000.00 or purchase a remanufactured system at the cost of approximately \$3,500.00.

The current mileage on unit 32 is 137,450 miles. The average life for a patrol vehicle is between 6 -7 years; unit 32 exceeds this by 4 years. The repairs to the vehicle would cost more than the value of the vehicle at this time. It would be more cost effective to surplus this vehicle, remove the working equipment, and utilize the working equipment in another vehicle, which could be a cost savings in excess of \$5,000.00, for the camera system and radar unit.

RESOLUTION #2016-06: A RESOLUTION TO ADOPT THE THIRD AMENDMENT TO THE FISCAL YEAR 2016 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 Third 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 Third Budget Amendment for Fiscal Year 2016;

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 Third Budget Amendment for the City's Fiscal Year 2016 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 2nd day of February, 2016.

CITY OF STATESBORO, GEORGIA

By: Jan J. Moore, Mayor

Attest: Sue Starling, City Clerk

ATTACHMENT #1

FY 2016 THIRD BUDGET AMENDMENT

100 General Fund:

- Increase Expenditures for Arts Council Repairs and Maintenance Office Equipment by \$2,160.
- Increase Expenditures for Economic Development for Life and Disability by \$150.
- Increase Transfer to Tax Allocation District Fund by \$21,082.
- Increase Revenue for Sale of Assets by \$17,600.

Net effect on Fund is: Decrease in Fund Balance by \$5,792.

210 Confiscated Assets Fund:

- Increase Expenditures for Other Equipment by \$10,000.
- Increase Expenditures for Furniture and Fixtures for Municipal Court Room by \$3,893.

Net effect on Fund is: Decrease in Fund Balance by \$13,893.

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.

271 Tax Allocation District Fund

- Increase Transfer from General Fund by \$21,082.

Net effect on Fund is: Increase in Fund Balance by \$21,082.

275 Hotel/Motel Fund:

- No Changes.

Net effect on Fund is: None.

286 Technology Fee Fund:

- No Changes.

Net effect on Fund is: None.

322 2007 SPLOST Fund:

- Increase Revenues for Interest Income by \$1,600.
- Increase Expenditures for Police Small Tools and Equipment by \$38,800.
- Increase Expenditures for Police Vehicles and Conversions by \$113,765.
- Increase Expenditures for Police Records Management System by \$167,520.
- Increase Expenditures for Police Telephone Recording System by \$12,000.
- Increase Expenditures for ENG-40 Street Repaving by \$476,845. Carry forward project from FY2015.
- Increase Expenditures for Code Compliance Vehicle and Conversion by \$4,039.

Net effect on Fund is: Decrease in Fund Balance by \$811,369.

323 2013 SPLOST Fund:

- Increase Expenditures for SMC-1 Municipal Court Building by \$300,000. Carry forward project from FY 2015.
- Increase Revenue for Intergovernmental Revenue – Bulloch County by \$40,000.
- Increase Expenditures for FD-70 Training Tower Relocation by \$40,000.

Net effect on Fund is: Decrease in Fund Balance by \$300,000.

341 2013 CDBG Fund:

- No Changes.

Net effect on Fund is: None.

350 Capital Improvements Program Fund:

- No Changes.

Net effect on Fund is: None.

505 Water and Sewer Fund:

- Increase Revenue for Contributed Capital – Bulloch County for I-16/301 South Project by \$708,595.
- Increase in Revenue for Transfer in from 2007 SPLOST by \$89,930.

Net effect on Fund is: Increase in Cash by \$798,525.

506 Reclaimed Water System Fund

- No Changes.

Net effect on Fund is: None .

515 Natural Gas Fund:

- No Changes.

Net effect on Fund is: None.

541 Solid Waste Collection Fund:

Commercial Division

- No Changes.

Residential Division

- No Changes.

Yardwaste Division

- No Changes.

Net effect on Fund is: None.

542 Solid Waste Disposal Fund:

- No Changes.

Net effect on Fund is: None.

601 Health Insurance Fund:

- No Changes.

Net effect on Fund is: None.

602 Fleet Management Fund:

- No Changes.

Net effect on Fund is: None.

603 Workers Compensation Fund:

- No Changes.

Net effect on Fund is: None.

604 Wellness Fund:

- No Changes.

Net effect on Fund is: None.

605 Information Technology Fund:

- No Changes.

Net effect on Fund is: None.

RESOLUTION 2016-07: A RESOLUTION AUTHORIZING THE OPENING OF A
SEPARATE BANK ACCOUNT FOR SIEZED FUNDS

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

WHEREAS, the Statesboro Police Department does seize currency, it is required that the Statesboro Police department shall deposit the currency into an interest-bearing account, if available;

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

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

Adopted this 2nd day of February 2016.

City of Statesboro, Georgia

Jan J. Moore, Mayor

Sue Starling, City Clerk

CITY OF STATESBORO

COUNCIL

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



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

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

MAYOR AND CITY OF COUNCIL OF STATESBORO NOTICE OF HEARING

**VIA CERTIFIED MAIL NO: 7014 0150 0000 4288 3728
RETURN RECEIPT REQUESTED
AND VIA REGULAR MAIL TO:**

Christopher Scott Springfield as
owners of Good Kung Fu LLC
DBA South City Tavern
1830 Chandler Road
Statesboro Ga 30458

YOU ARE HEREBY PROVIDED NOTICE that an administrative hearing will be conducted by the Mayor and City Council at the regular scheduled council meeting in the Council Chambers on the Second Floor of City Hall located at 50 East Main Street, Statesboro, Georgia 30458 on the 2nd of February, 2016 at 9:00 a.m.

The Mayor and City Council shall hear evidence as to whether the alcohol beverage license issued to Christopher Scott Springfield for the operation of the restaurant known as South City Tavern at 1830 Chandler Road, Statesboro, Georgia should be suspended or revoked due to violations of Chapter 6 of the Code of Ordinances of the City of Statesboro that governs the sale of alcoholic beverages.

The date and nature of the allegations are as follows:

1. Whether on or about November 19, 2016 the licensee, his agents or employees furnished alcohol to persons under 21 years of age in violation of Section 6-86, and if so, how many violations of Section 6-86 occurred.

The Mayor and City Council shall generally conduct this hearing in accordance with the Requirements of due process as required by the United States Constitution and the Constitution of the State of Georgia. The Mayor and City Council shall entertain any and all evidence relevant to this matter without regard to evidentiary rules regarding hearsay. The licensee has the right to be represented by counsel at his expense, present evidence, and cross-examine the evidence presented against him. The standard for action by the City Council against the licensee shall be a preponderance of this evidence.

THIS 15th DAY OF JANUARY, 2016 IN STATESBORO, GEORGIA.


Sue Starling, City Clerk

If you would like to discuss possible resolution of this matter prior to this hearing please email Detective Lieutenant James L. Winskey with the Statesboro Police Department at james.winskey@statesboroga.gov.

MORATORIUM ORDINANCE- 2016-01
EXTENDING THE MORATORIUM ADOPTED AUGUST 4, 2015

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL FOR THE CITY OF STATESBORO TO PROVIDE FOR THE APPROVAL OF AN EXTENSION OF THE TEMPORARY, NINETY DAY MORATORIUM ON ACCEPTING APPLICATIONS FOR ZONING PERMITS FOR PERMANENT CONSUMER FIREWORKS RETAIL SALES FACILITIES, STORES OR VARIATIONS THEREOF; TO BAR THE ACCEPTANCE OF ANY APPLICATIONS FOR ZONING PERMITS FOR PERMANENT CONSUMER FIREWORKS RETAIL SALES FACILITIES, STORES OR VARIATIONS THEREOF DURING THE MORATORIUM TIME PERIOD; TO PROVIDE AN EFFECTIVE DATE; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith; AND FOR OTHER PURPOSES.

WHEREAS, by the Mayor and City Council of the City of Statesboro, Georgia, have been vested with substantial powers, rights and functions to generally regulate the practice, conduct or use of property for the purposes of maintaining health, morals, safety, security, peace, and the general welfare of the City of Statesboro; and

WHEREAS, the General Assembly approved House Bill 110 during the 2015 Legislative Session, subsequently signed into law by Governor Nathan Deal, allowing for the sale of consumer fireworks from permanent retail sales facilities, stores and variations thereof, and specifically provides that local governments are allowed to regulate where consumer fireworks are sold through local zoning regulations; and

WHEREAS, the Georgia Supreme Court, in the case of *DeKalb County v. Townsend*, 243 Ga. 80 (1979), has held that, “To justify a moratorium, it must appear first, that the interests of the public generally, as distinguished from those of a particular class, require such interference; and second, that the means are reasonably necessary for the accomplishment of the purpose, and not unduly oppressive upon individuals”; and

WHEREAS, the Zoning Ordinance of the City of Statesboro, Georgia does not address and never contemplated the sale of consumer fireworks from permanent retail sales facilities, stores and variations thereof because prior to the enactment of House Bill 110 consumer fireworks were contraband throughout the State of Georgia; and

WHEREAS, the public safety issues created by permitting the sale of consumer fireworks in all commercial districts is simply unknown at this time, and the Mayor and City Council need additional time determine what zoning district should allow the sale of consumer fireworks; and

WHEREAS, the location of permanent retail sales facilities, stores and variations thereof for the sale of consumer fireworks is a novel and strong public safety concern to the public generally and the Mayor and City Council of the City of Statesboro wish to continue to review the City's ordinances pertaining to zoning; and

WHEREAS, the General Assembly is revisiting House Bill 110 passed during the 2015 Legislative Session in the 2016 Legislative Session, and the effect of this legislative activity on local regulation of the sale of consumer fireworks is unknown;

WHEREAS, the Mayor and City Council find that in the interests of the public the enactment and continuance of a moratorium is justified to study the potential impact of such businesses; and

WHEREAS, the Mayor and City Council of the City of Statesboro declare that their finding that the interests of the public necessitate the immediate enactment and continuance of a moratorium as set forth herein, for health, safety, morals, and general welfare purposes, and by means which are reasonable and not unduly oppressive; and

WHEREAS, the Mayor and City Council of the City of Statesboro are aware that the City of Statesboro's Zoning Code does not presently recognize permanent retail sales facilities, stores and variations thereof for the sale of consumer fireworks, and does not specifically allow for the same in any zoning district; and

WHEREAS, the Mayor and City Council of the City of Statesboro believe that a continued moratorium on the acceptance and processing of applications for zoning permit approvals for permanent retail sales facilities, stores and variations thereof for the sale of consumer fireworks will not deny property owners economically viable use of their property and will give city officials the time needed to determine the proper zoning for such businesses;

WHEREAS, a resolution adopting such a NINETY (90) day moratorium was previously adopted on August 4, 2015 which allows two (2) extensions of the moratorium for period of time not to exceed 270 days;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Statesboro that the problems that gave rise to the original moratorium adopted on August 4, 2015 continue to exist and that progress is being made by the City but that additional time is necessary to adequately address the issues facing the City.

NOW, THEREFORE, the City of Statesboro hereby ordains:

Section 1.

- (a) A moratorium shall be in place starting from the effective date of this ordinance on the establishment or expansion of any permanent retail sales facilities, stores and variations thereof for the sale of consumer fireworks, whether independent or incidental to or accessory to any other permitted use. As part of this moratorium the City shall not accept or process any applications for zoning permits, certificates of occupancy, occupational

tax certificates, or any other City licensing for permanent retail sales facilities, stores and variations thereof for the sale of consumer fireworks. This moratorium shall apply to all applications currently pending or under review by the City of Statesboro and staff as of the effective date of this ordinance.

- (b) This moratorium shall be effective in the corporate and municipal boundaries of the City of Statesboro.
- (c) This moratorium shall be in effect until April 30, 2016.

Section 2.

For purposes of this moratorium “permanent retail sales facilities, stores and variations thereof for the sale of consumer fireworks” is defined as any business premises upon which patrons may purchase consumer fireworks as that term is defined in House Bill 110.

Section 3.

This moratorium has been placed into effect as an emergency measure by the Mayor and City Council as a reasonable measure deemed necessary for the public health, safety, and general welfare of the City and its residents and property owners.

Section 4.

- (a) The Mayor and City Council may authorize exceptions to the moratorium imposed by this ordinance when it finds, based upon substantial competent evidence presented to it, that the deferral of action on an application for a zoning permit or any city issued license for the duration of the moratorium would impose an extraordinary hardship on a landowner or petitioner.
- (b) Any request for an exception from the moratorium imposed by this ordinance shall be filed in writing with the City Manager or designee and shall include the name of the requester, the name and address of the proposed location, the relationship of the requester to the proposed business and location, a recitation of the facts which are alleged to support a claim for an extraordinary hardship, any other information the City Manager deems necessary for the Mayor and City Council to be informed with respect to the request, and shall be signed and notarized.
- (c) At least one public hearing on any request for an exception for an extraordinary hardship under the moratorium shall be held by the Mayor and City Council before the Mayor and City Council may take action on such request.
- (d) When the Mayor and City Council is tasked with reviewing a written application for an exception from the moratorium imposed by this ordinance due to a claim of an extraordinary hardship they shall consider, at a minimum, the following criteria, but final discretion shall remain with the Mayor and City Council:

- (1) Whether, prior to the effective date of this ordinance, the applicant has received any permits or licenses from the city for such business location; and
- (2) Whether, prior to the effective date of this ordinance, the applicant has made substantial expenditures of money or resources in reliance of those permits or licenses which may have been issued by the city; and
- (3) Whether, prior to the effective date of this ordinance, the applicant has contractual commitments in reliance of those permits or licenses which many have been issued by the city; and
- (4) Whether, prior to the effective date of this ordinance, the applicant has incurred any financial obligations to a lending institution which, despite a thorough review of alternative solutions, the applicant cannot meet those financial obligations unless granted an exemption and the opportunity to conduct business; and
- (5) Whether the moratorium will expose the applicant to substantial monetary liability to third parties or would leave the applicant unable to earn a reasonable return on any investment made on the real property affected by this ordinance; and
- (6) The history and location of the property, including past commercial business uses of the property, if any; and
- (7) Any staff report which may have been created based upon the application for an exemption from the moratorium imposed by this ordinance; and
- (8) Any other criteria the Mayor and City Council deems pertinent to deciding whether such exemption from the moratorium imposed by this ordinance should be granted.

Section 5.

This moratorium may be terminated by the Mayor and City Council prior to its expiration of upon the adoption by the Council of appropriate zoning ordinances.

Section 6.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 7.

If any section, clause, sentence or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance.

Section 8.

This ordinance shall become effective immediately upon its adoption by the City Council.

SO ORDAINED, this ____ day of _____, 2016

Mayor Jan J. Moore
City of Statesboro

ATTEST:

Sue Starling
Clerk of Council

Ordinance 2016-02

An Ordinance Amending Chapter Eighteen of the Statesboro Code of Ordinances (Temporary Vendors and Transient Merchants)

WHEREAS, the Mayor and City Council have determined there is sufficient reason and need to amend Chapter 18 of the Code of Ordinances, City of Statesboro, Georgia to promote the general welfare of the citizens of Statesboro;

NOW THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Statesboro, Georgia, in regular session assembled as follows:

Section 1:

Chapter 18 of the Code of Ordinances, City of Statesboro, Georgia is hereby amended by adding the following pertaining to temporary vendors and transient merchants, including garage, yard, and stall sales, temporary businesses, and seasonal sales:

ARTICLE X. Temporary Vendors and Transient Merchants

Sec. 18-285. - Definitions.

As used herein, the following words or phrases shall have the following meaning:

Garage sale/yard sale means the display and offer for sale of any goods, wares or merchandise, on the premises of any residential lot within the city limits of the city, which goods, wares or merchandise are household furnishings or personal possessions of persons residing in the household upon which they are displayed and offered for sale, under circumstances where many such items are displayed upon the premises at the same time, and persons are invited to come upon the premises to view such items for the purpose of sale.

Nonprofit organization means a registered 501(c)(3) non-taxable organization or agency.

Personal property means property which is owned, utilized, and maintained by an individual or members of his or her own residence and acquired in the normal course of living or in maintaining a residence. It does not include merchandise which was purchased for resale or obtained on consignment.

Seasonal Sales shall meana sale characteristic of a time that recurs or repeats over a year period and are generally associated with an event unique to that time of year. Seasonal Sales may include the Summer Produce Season, Fall Harvest, and Christmas.

Temporary business means the sale of goods or services by a person or business being operated out of a vehicle, trailer or tent/other similar temporary structure or in the open air for a specified period of time. A household selling its personal property at the residential location of that household is *not* a temporary business.

Tent means a portable shelter consisting of canvas or other material stretched over poles or other like devices attached to stakes or anything suggestive of a portable shelter.

Transient vendor means any person, firm or corporation whether as owner, agent or employee that sells, offers or exhibits for sale any goods, wares or services from private premises, but remains at one place for a temporary period only.

Sec. 18-286. - Temporary business; temporary vendor license and occupation tax certificate required.

Any person desiring to operate a temporary business within the City shall be required to obtain a Temporary Vendor Permit and shall be subject to all provisions set forth herein. It shall be unlawful for any person, agent, servant or employee of any person to engage in, carry on or conduct a temporary business without having first obtained a permit as provided herein.

Sec. 18-287. - Garage, yard, or stall sales; temporary vendor license and occupation tax certificate required.

Any person desiring to sell personal property of every kind and character, not at their own residence, shall obtain a Temporary Vendor Permit and shall be subject to all provisions set forth herein.

- (a.) It shall be unlawful for any person, agent, servant or employee of any person to engage in, carry on or conduct a garage, yard, or stall sale, not at their own residence, without having first obtained a permit as provided herein. All merchandise or items associated with any sale shall be removed immediately at the end of the sale.
- (b.) It shall be unlawful for any person to hold a garage sale except upon premises to which he has the right to possession and of which he is a member of the household. It shall be unlawful to hold a garage sale of longer duration than three consecutive days.
- (c.) Garage/yard sales, where permitted, shall not exceed seventy-two (72) hours for each yard sale. A garage/yard sale on a particular property shall not occur more frequently than four (4) times annually. All merchandise must be the property of those holding the sale and not be purchased for the purpose of resale.

Sec. 18-288. - Application for temporary vendor permit required.

Any person required to procure a temporary vendor permit under the provisions of this Article shall submit an application for such permit to the City of Statesboro upon a form to be supplied by the City. The application shall include, but shall not be limited to the following information:

- (a.) Name under which business is to be conducted and the business's state of incorporation;
- (b.) Name of the applicant;
- (c.) Permanent residential address of applicant and length of time at such address;
- (d.) Address where business is to be conducted;
- (e.) Property owner's name, address, telephone number and email address;
- (f.) Written consent of property owner for the use of the property in the nature of that applied for, or his agent and any conditions to lease agreement;
- (g.) Nature of the business;
- (h.) Type of merchandise;

- (i.) Description and number of vehicles and/or tents to be used;
- (j.) Dates and times within which the temporary business or garage, yard or stall sale will be operated;
- (k.) Name and contact information of the person and/or persons who will be in direct charge of conducting the temporary business or garage, yard or stall sale.
- (l.) Site plan clearly demonstrating the property; the layout of any temporary structures; or parking; toilet facilities; ingress/egress; drive lanes; and any other proposed use of area including the division of property into "stalls" or other defined areas.

Sec. 18-289. - Fees.

Regulatory fees, administrative fees, and/or application fees for Temporary Vendor Permits shall be levied in accordance with the most recently adopted Schedule of Fees or as otherwise adopted by the City of Statesboro Mayor and City Council.

Sec. 18-290. - Exemptions.

The following shall be exempt from the provisions of this Article:

- (a.) Participants in any City or other governmental agency sanctioned event.
- (b.) Any nonprofit organization sanctioned event provided that:
 - (1.) No sale shall last more than two consecutive days.
 - (2.) All merchandise or items associated with any sale shall be removed immediately at the end of the sale.
 - (3.) No more than two events per property, per year, may be held.
- (c.) Any person desiring to sell personal property of their own and at their own residence provided that:
 - (1.) No sale shall last more than two consecutive days.
 - (2.) No more than two sales of own personal property at each own residence within a 30-day period; and no more than four times per year total.
 - (3.) All merchandise or items associated with any sale shall be removed immediately at the end of the sale.

Sec. 18-291. - Transfer of Temporary Vendor Permit.

A Temporary Vendor Permit issued hereunder shall not be transferable.

Sec. 18-292. - Location.

- (a.) Any Temporary Business which sells its goods or services from more than one location within the City shall submit a separate application for each location and pay a separate fee for each location.

- (b.) Any Business regulated hereunder which moves to another location after the expiration of the temporary period shall obtain a new Temporary Vendor Permit from the City and pay the required fees for such permit.
- (c.) Temporary Vendors may only locate in zones allowing commercial or industrial uses; Temporary Vendors and Transient Merchants shall not locate within the right-of-way.

Sec. 18-293. - Regulations.

- (a.) The premises where such Temporary Business is located shall be kept in a clean and sanitary condition.
- (b.) The Temporary vendor shall have sufficient parking on the premises to provide parking for the customers and must not allow parking on the streets or adjoining property. Parking plans and ingress/egress plans must be approved by the City Engineer for safety.
- (c.) The vendor may not sell any goods or services by means of any outcry, sound, speaker or amplifier of any kind.
- (d.) The Temporary Vendor Permit shall be posted in conspicuous location at the Temporary Business site. License shall be shown to any peace officer or agent of the City of Statesboro or State of Georgia requesting it.
- (e.) Any structures or mobile units utilized by the Vendor shall comply with all fire and life safety code provisions and any additional requirements established by the authority having jurisdiction.
- (f.) The vendor shall not be located within any public right of way.
- (g.) Any Temporary Vendor or Transient Merchant required to obtain health permits, bonds, certificates of qualification, certificates of competency, state licensing, zoning approval, fire approval, certificates of occupancy, or other regulatory matter, shall first, before the issuance of a Temporary Vendor Permit or Occupation Tax Certificate, show evidence of such qualification.
- (h.) Any temporary business operating with duration of more than two consecutive days shall provide proper sanitary facilities consisting of one lavatory with running water for each ten thousand square feet of utilized site area. There shall be one or more hose connections to an adequate supply of water for each ten thousand square feet of utilized area and located so that all parts may be serviced by a hose. The Building Official shall approve such facilities.

Sec . 18-294. Seasonal Sales.

A person selling only seasonal merchandise associated with the following recognized seasons may qualify for a Seasonal Sales Permit, rather than a Temporary Vendor Permit: Summer Produce Season; Fall Harvest; and Christmas.

- a. For the purposes of this exception to this subsection seasonal merchandise does not include food, produce flowers balloons, and general retail items detailed with holiday accents, decorations, or other accessories.
- b. Seasonal Sales must abide by the same regulations of Temporary Vendors.
- c. Seasonal Sales may be permitted for a period of no more than 45 days immediately surrounding the season for which the permit is applied for.
- d. No Seasonal Sale vendor shall be issued more than two (2) Seasonal Sale Permits per calendar year.
- e. No property site shall be issued more than two (2) Seasonal Sale Permits per calendar year.

Sec. 18-294. - Signs.

Any signs erected in conjunction with the operation of a Temporary Business must be permitted in accordance with Statesboro Zoning Ordinance.

Sec. 18-____. – Toilet Facilities.

Any temporary business with a duration of more than two consecutive days shall provide proper sanitary facilities consisting of one lavatory with running water for each ten thousand square feet of utilized site area. There shall be one or more hose connections to an adequate supply of water for each ten thousand square feet of utilized area and located so that all parts may be serviced by a hose.

Sec. 19-296. - Penalties for operation without a Temporary Vendor Permit.

Any Temporary Business or Temporary Vendor which operates within the City without first registering with the City and obtaining a Temporary Vendor Permit as provided herein shall be charged with violation of this ordinance. Each day any violation of this article shall continue shall constitute a separate offense.

Sec. 18-297. - Revocation of a Temporary Vendor Permit.

Any Temporary Vendor Permit issued to conduct a Temporary Business may be revoked by the City Clerk due to the failure of the vendor, his agent or employees to comply with the provisions herein; fraud, misrepresentation or false statement contained in the application for license; or for any violation of any other ordinance of the City or of any state or federal law.

Sec. 18-298. - Duration

Any Temporary Vendor Permit issued to a Temporary Business shall be valid for the dates stated upon the Temporary Vendor Permit or 30 consecutive days, whichever is shorter.

Sec. 18-299. - Limits of issuance.

- (a.) No Temporary Vendor or Transient Merchant shall be issued more than three (3) Temporary Vendor Permits per calendar year.

No property site shall be issued more than three Temporary Vendor Permits per calendar year.

~~(b.)~~r.

Sec. 18- : Nonconforming vendors and uses

- (a.) Any Temporary Business or Temporary Vendor in use at the time of passage of this ordinance and having been in operation within the City of Statesboro at a consistent location for the last six (6) months and which does not conform with the regulations of this ordinance at the date of adoption shall be considered a nonconforming Temporary Vendor or Temporary Business. A nonconforming Temporary Business or Temporary Vendor may continue in the same form and fashion, in its present location, but shall be subject to all the other pertinent regulations covering nonconforming Temporary Vendors and Temporary Businesses.**
- (b.) Any structure, alternation, extension, or addition to the Temporary Vendor or Temporary Business shall conform with the regulations of this ordinance and the municipal code of the City of Statesboro.**
- (c.) A nonconforming Temporary Vendor or nonconforming Temporary Business, once discontinued, may be resumed at any time within thirty days (30) from such discontinuance, but not thereafter. The resumption may be of the same class of use but shall not be resumed as a nonconforming use of a lower class.**

OR

- (a) Any Temporary Business or Temporary Vendor, as defined by this ordinance, in existence at the time of adoption of this Ordinance which violates or does not conform to the provisions hereof (hereafter, a “re-existing, non-conforming Temporary Business or Temporary Vendor”) shall conform to the provisions of this Ordinance within a period of three (3) years from said adoption of this Ordinance.**
- (b) The City Council may grant an extension of time for continued operation after the conclusion of the amortization grace period if the owner of the pre-existing non –conforming Temporary Business proves that he is unable to recoup his investment in such enterprise by that date. In order to secure an extension of time, the Temporary Business or Temporary Vendor must submit a written request for such extension at least sixty (60) days prior to the expiration of the three year amortization grace period.**

Sec. 18-300 – 305. - Reserved.

Section 2. All other sections of the Code of Ordinances, City of Statesboro, Georgia not expressly amended here remain in full force and effect.

Section 3. Should any section, subsection, or provision of this ordinance be rendered invalid by a court of competent jurisdiction, then all other sections, subsections, and provisions of this ordinance shall remain in full force and effect.

Section 4. Except as modified herein, City of Statesboro Code of Ordinances, is hereby reaffirmed and restated. The codifier is hereby granted editorial license to include this

amendment in future supplements of said Code by appropriate section, division, article or chapter.

Section 5. This ordinance shall be and remain in full force and effect from and after its adoption on two separate readings.

First Reading: ~~June 2, 2015~~

Second Reading: ~~June 16, 2015~~

The Mayor and City Council of the City of Statesboro, Georgia

By: Jan J. Moore, Mayor

Attest: Sue Starling, City Clerk

DRAFT

BLUE FONT = Language added for clarity from previous resolutions

RED FONT = Changes from previous resolution

Resolution 2016:05 Resolution Calling for the Re-Establishment of the Downtown Statesboro Incentives Program.

WHEREAS, the Downtown Statesboro Development Authority demonstrated to the Mayor and City Council of Statesboro that the growth and development of Downtown Statesboro suffered significantly during the recent period of economic recession; and

WHEREAS, the Downtown Statesboro Development Authority proposed that development incentives be enacted by the City of Statesboro to encourage growth, revitalization, housing, business development, and revitalization within the jurisdiction of the Downtown Statesboro Development Authority; and

WHEREAS, the City of Statesboro adopted the recommended incentive program on October 19, 2010; and renewed and amended said program on July 9, 2011 and again on July 3, 2012; and

WHEREAS, the Downtown Statesboro Development Authority finds that the incentive program adopted on said dates contributed significantly toward new growth, development, and revitalization in both residential and commercial sectors of the economy within the boundaries of the Downtown Statesboro Incentive Program; and

WHEREAS, the term of the Downtown Statesboro Incentive Program expired on November 1, 2015; and

WHEREAS, the Downtown Development Authority finds that sufficient need for growth and revitalization still exists in the downtown area; and

WHEREAS, the Downtown Development Authority finds that the previously enacted Downtown Incentive Program contributed significantly to the growth, development, and revitalization of the Downtown jurisdiction while effective; and

WHEREAS, the Downtown Development Authority finds that that the re-establishment of the Downtown Incentive Program is essential to continued growth and development of the downtown area;

NOW THEREFORE, the City of Statesboro adopts the findings of the Downtown Statesboro Development Authority as stated herein; and

IT IS HEREBY RESOLVED, by the Mayor and City Council of the City of Statesboro that the Downtown Statesboro Incentives Program be re-established to continue encouragement of development of additional business and housing opportunities within the Downtown Statesboro Development Authority; and adopts the following Downtown Incentive Program:

1. The boundaries of the Downtown Statesboro Incentives Program shall be as follows: starting at the intersection of Tillman Road and South College Street, then heading northeast on Tillman

Road to South Zetterower Avenue, then heading north on South Zetterower to Northside Drive East/ US Highway 80 East, then west on Northside Drive East/ US Highway 80 East to Northside Drive West / US Highway 80 West to its intersection with North College Street, then south on North College Street to West Main Street, then west on West Main Street to Martin Luther King, Jr. Boulevard, then south on Martin Luther King, Jr. Boulevard to West Grady Street, then east on West Grady Street to South College Street, then south on South College Street and ending at Tillman Road.

Incentive application shall apply to lots fronting on either side of the roads named within this boundary description.

2. Applicable fees, taxes, and other cost that are not expressly waived or reduced herein shall be applied as directed within the latest Schedule of Fees as adopted by the City of Statesboro Mayor and Council.
3. The Downtown Incentives Program shall expire **three (3) years** from the date of adoption of this Resolution.
4. The following fees and taxes shall be waived for all new businesses which locate within the Downtown Statesboro Incentive Program boundaries, which begin operation after the adoption of this resolution:
 - a. Occupational Taxes and Administrative Fees for the **initial year of operation**;
 - b. Building Permit Fees up to \$1,000 **per project** in total fees (**not including inspections**);
 - c. Fees for the initial connection of Natural Gas Connection services;
 - d. Initial tap fees, including but not limited to water, sewer, fire and irrigation taps, up to **\$25,000 per project**; and
 - e. Alcohol license fees for the initial year of operation.
 - f. Waiver of fees shall not include fees associated with Land Disturbance Activity Permit Application (also known as a grading permit) fees, **building inspections**, or Aid to Construction fees.
5. The following fees shall be waived for the renovation, rehabilitation, or construction of residential structures, to include loft structures and single family residences within the Downtown Incentive Program boundaries:
 - a. Demolition Permit Fees;
 - b. Building Permit Fees up to \$1,000 **per project in total fees (not including inspections)**;
 - c. Fees for the initial connection of Natural Gas services;
 - d. **Initial tap fees, including but not limited to water, sewer, fire and irrigation taps, up to \$25,000 per project**; and
 - e. Waiver of fees shall not include fees associated with Land Disturbance Activity Permit Application (also known as a grading permit) fees, **building inspections**, or Aid to Construction fees.

6. To further aid in the economic recovery, redevelopment, and sustainability of the Downtown Statesboro Incentive Program, projects meeting the objectives, visions, and goals of the 2011 Downtown Statesboro Master Plan and the 2014 City of Statesboro Comprehensive Plan, may be considered for additional incentives by the Mayor and City Council for the City of Statesboro. A request for the waiver of additional fees, and the justification for the additional waiver, shall be submitted on a per project basis to the Downtown Statesboro Development Authority and the City of Statesboro Director of Planning & Development or review and presentment of recommendation to the Mayor and City Council of Statesboro.

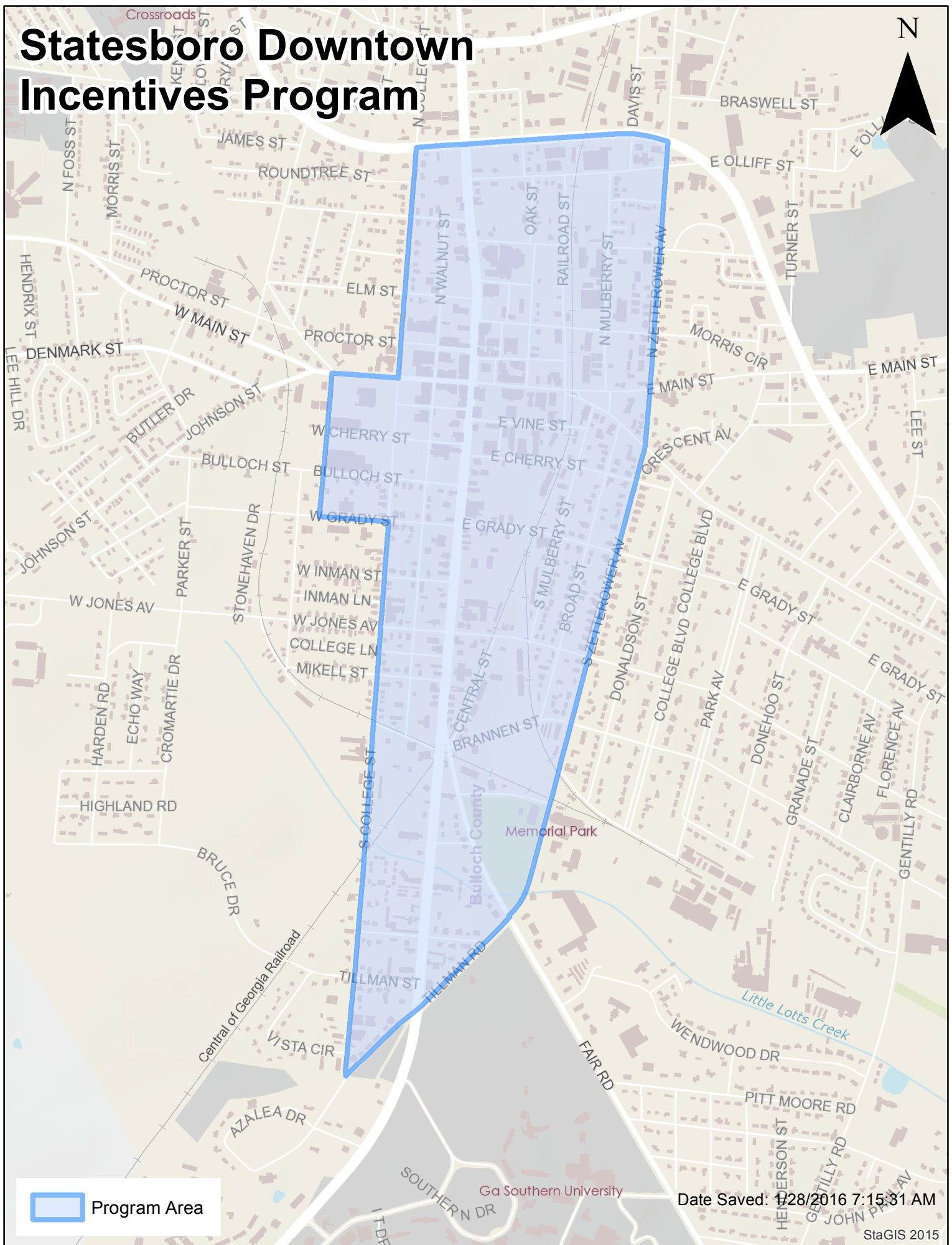
So Adopted this 2nd day of February, 2016.

Jan J. Moore, Mayor

Attest:

Sue Starling, Clerk

Statesboro Downtown Incentives Program



RESOLUTION 2016-08: A RESOLUTION AMENDING THE JOB
POSITION CLASSIFICATION AND COMPENSATION PLAN

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

WHEREAS, in order to accomplish this the Mayor and City Council previously have adopted a new Job Position Classification and Compensation Plan on July 2, 2006; and

WHEREAS, the City Manager has made a recommendation to reclassify Four (4) Advance Patrol Officers to Corporals, One (1) Advance Patrol Officer to an IT Specialist and create an Office of Professional Standards Sergeant position;

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia in regular session assembled this 2nd day of February 2016 as follows:

Section 1. That the Job Position Classification and Compensation Plan, which includes a list of job titles and pay grades; a grade and step pay matrix; and written job descriptions for each position with City government, previously adopted on July 1, 2006, and as subsequently amended, is hereby further amended within the Police Department as follows:

- That Four (4) Advance Patrol Officer positions are hereby amended by reclassifying the positions to Four (4) Corporal positions at Pay Grade 16;
- That One (1) Advance Patrol Officers is hereby amended by reclassifying the position to an IT Specialist position to the Pay Grade of 16; Job description attached;
- That the Office of Professional Standards Sergeant is created at the Pay Grade of 18; Job Description is attached;

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

Passed and adopted this 2nd day of February 2016.

CITY OF STATESBORO, GEORGIA

By: _____

Jan J. Moore, Mayor

Attest: _____

Sue Starling, City Clerk



STATESBORO POLICE DEPARTMENT


Ph 912-764-9911

25 West Grady Street, Statesboro, Georgia 30458

Fx 912-489-5050

To : Deputy City Manager Robert Chesire (Interim City Manager)

Jeff Grant (Human Resources Director)

From : Major Robert W. Bryan (Interim Chief of Police) 

Date : 01/07/15

Ref: Proposed Reclassification of 5 APO Positions

As per our recent conversations I have prepared the following in reference to the proposed reclassification of 4 APO positions to the rank of Corporal and the creation of the Office of Professional Standards which would reclassify one APO position to the rank of Sergeant and moving the temporary duty of Systems Administrator to a full time assignment.

Currently SPD has 2 Lieutenants, 4 Sergeants and 4 Corporals assigned to the Patrol Bureau. In 2014 we eliminated 2 Lieutenants positions to realign the agency and fill needs that the agency had. When this was completed it has left fewer supervisory positions in the Patrol Bureau. We have for numerous years experienced a consistent turnover rate, primarily in the Patrol Bureau. This has dropped the average years of experience of our patrol officers to 3.7 years. Of our current 30 patrol officers, 23 of them have less than 5 years of experience and 14 of them have less than 2 years of experience (Data shown as of December 2015). This lack of longevity in our officer ranks has increased supervision needs.

To correct this issue I am proposing the reclassification of 4 Advanced Patrol Officer positions to the rank of Corporal. The maximum cost of implementing this proposal would be as much as \$17,000.00 and as little as \$11,000.00. This implementation cost varies within this range due to the possible hourly rates of the Officers that would be promoted to Corporal. The cost of implementation includes the increased hourly rate and projected cost impact to the employee's fringe benefits.

The Office of Professional Standards would be a newly created position within SPD. It would answer directly to the Chief of Police and Police Major. The OPS Sergeant would be responsible for Hiring, Recruiting, Background Investigations of Applicants, Internal Affairs Investigations, Citizen Complaint Investigation Follow-up, Use of Force Investigation Follow-up and maintaining statistics for the previously mentioned areas. By placing these responsibilities under one Office we will gain consistency in all of these areas. We will also lessen the impact that these duties have had on other officers within the agency and allow those officers to focus on their primary duties, one example is



STATESBORO POLICE DEPARTMENT

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patrol officers being pulled to conduct background investigations on applicants in the hiring process. The maximum cost of implementing this proposal would be as much as \$5,000.00 and as little as \$3,500.00. This implementation cost varies within this range due to the possible hourly rates of the Officer that would be promoted to Sergeant. The cost of implementation includes the increased hourly rate and projected cost impact to the employee's fringe benefits.

Since the undertaking of our implementation of the Sungard Records Management and Computer Aided Dispatch systems we have moved an officer to the temporary position of Systems Administrator. During the implementation of these systems we have seen the need to make this position permanent, not only due to the needs of Sungard but other technology that SPD has implemented over the years. This position is an APO position and functions as a sworn officer in addition to the System Administrator duties. The Systems Administrator will not only manage all software programs that SPD is currently utilizing such as Sungard, TLO, LeadsOnline, IAPro, Tag Readers but will also work as the liaison between SPD and the COS It Department. The Systems Administrator has also been trained to handle minor IT issues that can be fixed in-house. This has received support from the IT Director and from the IT Department.

All of proposed changes have been vetted by the entire SPD Command Staff and other key SPD Supervisors. All of which fully support the implementation of these reclassifications and realize the benefits that this will have for the department.

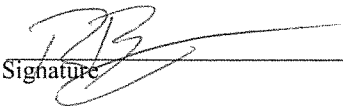
After reviewing our most recent Budget Comparison Statements we have determined that we could fund these positions immediately with funds already allocated in the PD Budget. If this proposal is immediately implemented the cost would be less than half projected due to the months remaining in the current budget. Our FY 17 Budget would also reflect this request if approved, we would fund the request by changes we have been able to implement without changing the amount of our overall budget request, this would not factor in any changes made to the pay plan that are implemented from the pay study.



Position Summary Review Form

A request for a job evaluation may be made when a job changes significantly in scope or responsibility. This form has been designed to obtain critical information about a request for an evaluation of the salary/grade level for a position, as well as to provide detailed information about the attributes related to a new position, such as minimum requirements, skills, and abilities, and other factors needed in order to properly classify a new position. Please provide comprehensive and thorough answers for questions in each section, or provide descriptive information of the desired position so that a complete and fair analysis may be completed. Each section must be completed for a request to be considered and for a requested position to be placed into the appropriate salary grade and pay range.

Please submit completed forms and any supporting documentation *electronically* to Director of Human Resources in the Department of Human Resources.

Request Initiated By:	Robert W. Bryan Interim Chief of Police	Police
	Supervisor Name / Title	Department
	 Signature	1/7/15 Date
Human Resources Director	<input checked="" type="checkbox"/> Recommendation Completed	

Request Approval To:

<input type="checkbox"/> Classify a new position	<input checked="" type="checkbox"/> Reclassify a current position <input type="checkbox"/> to lower grade <input checked="" type="checkbox"/> to higher grade <input type="checkbox"/> lateral change	<input type="checkbox"/> Adjust salary of a current position <input type="checkbox"/> below the salary grade minimum <input type="checkbox"/> above the salary grade minimum
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(Use the white portion of this table to give your recommendation for the reclassification of the position you are requesting.)

Position Information	POSITION RECOMMENDATION			HR RECOMMENDATION		
Title	Corporal					
Pay Grade	16					
Starting Salary	Varies					
FLSA Status	Non-Exempt <input checked="" type="checkbox"/>			Non-Exempt		
	Exempt			Exempt		
Effective Date	Mo 2	Day	Year 16	Mo	Day	Year
SHADED AREA FOR HR USE ONLY	Compensation & Classification Approval:			Date:		

APO - Advanced Patrol Officer

Current Position Title

Various

Reports To / Supervisor

Various

Current Incumbent

Employee AS400 ID

Police

Department

Patrol

Division



Full Time



Part Time



Temporary



Seasonal

Please provide a brief statement explaining the reason for this request:

Currently SPD has 2 Lieutenants, 4 Sergeants and 4 Corporals assigned to the Patrol Bureau. In 2014 we eliminated 2 Lieutenants positions to realign the agency and fill needs that the agency had. When this was completed it has left fewer supervisory positions in the Patrol Bureau. We have for numerous years experienced a consistent turnover rate, primarily in the Patrol Bureau. This has dropped the average years of experience of our patrol officers to 3.7 years. Of our current 30 patrol officers, 23 of them have less than 5 years of experience and 14 of them have less than 2 years of experience (Data shown as of December 2015). This lack of longevity in our officer ranks has increased supervision needs.

To correct this issue I am proposing the reclassification of 4 Advanced Patrol Officer positions to the rank of Corporal.

For a reclassification of an existing position, please provide a brief but detailed summary which describes the major changes in responsibility for the position being reviewed (please include any job duties for which the job holder was previously accountable for which no longer apply, or job duties which have been assumed):

Job Descriptions exist for both the previous and newly created positions. This would be a reclassification of 4 positions to the rank of Corporal, a position that currently exists within SPD.

Equity Adjustment (if applicable):

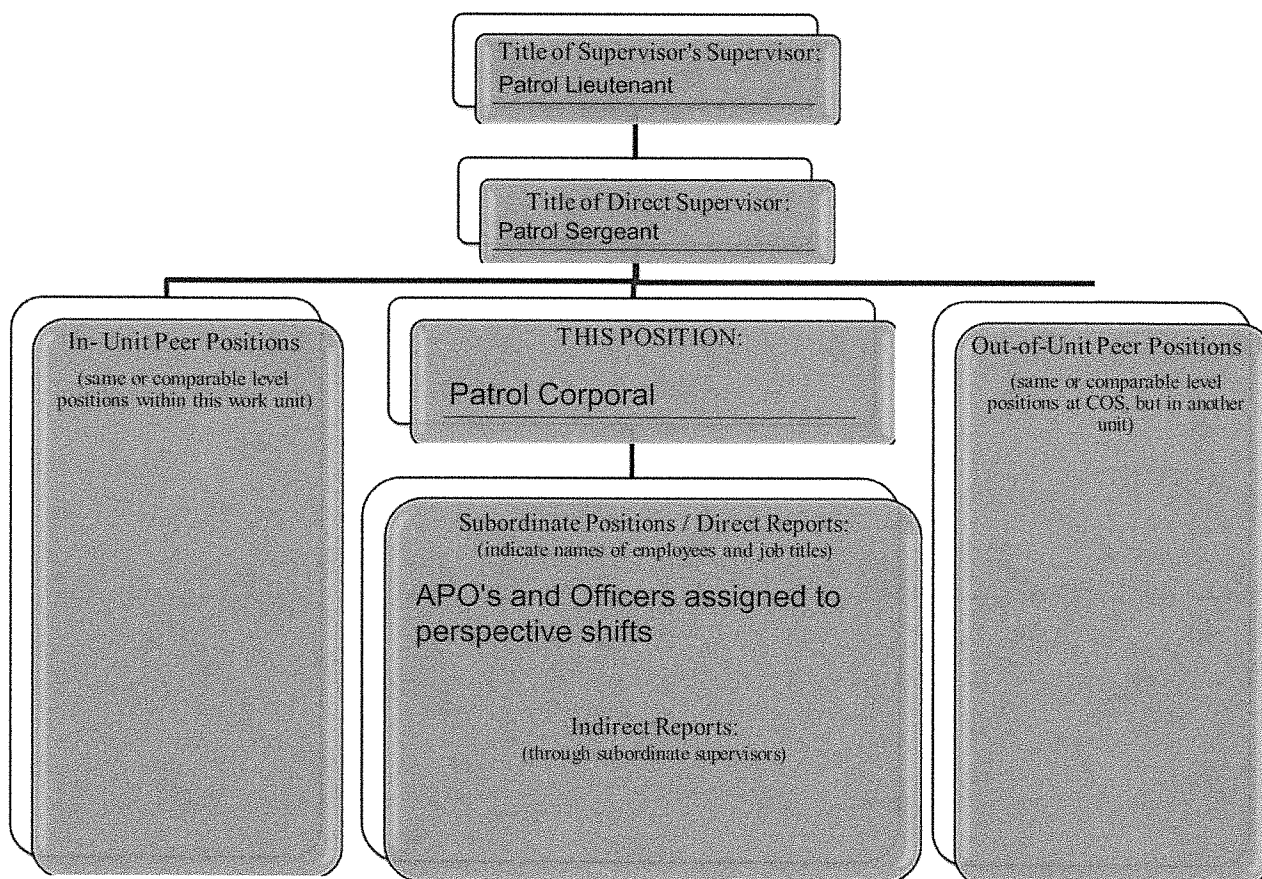
Desired Salary Grade	Current Base Salary	Recommended Salary
_____	\$ _____ hr / yr	\$ _____ hr / yr

Essential Duties & Responsibilities

List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

Essential Functions & Responsibilities (place an * next to new essential functions assigned to a job)	% of Time
	%
	%
	%
	%
	%
	%
	%

Organizational Chart for this Position



For each factor, please indicate with an "X" the one alternative that best describes the minimum requirements necessary for performing the position effectively.

Education. This factor captures the general knowledge required for performing the job responsibilities, as measured by minimal acceptable education levels.

- ☒ 1. Up to and including a high school degree or GED
- ☐ 2. AA degree or equivalent vocation/technical training
- ☐ 3. BS / BA degree
- ☐ 4. Advanced / Post Graduate degree

Experience. This factor measures the minimal amount of experience required to competently fulfill the requirements of your job. Qualifying experience may have been acquired on related work or lower level jobs either with the Boards or with former employers.

- ☒ 1. 0-2 years (i.e.: sufficient experience to develop some familiarity with methods and terminology in common work situations).
- ☐ 2. 3-5 years (i.e.: sufficient experience in the occupational field to perform a variety of work assignments within the occupational field with minimal supervision).
- ☐ 3. 6+ years (i.e.: broad experience in both commonplace and unusual work situations and problems associated with the occupational field – sufficient to plan and administer work programs).

Specify any areas of training, content expertise, and/or licensure/certification expected for this position:

See Job Description

Decision-Making Responsibility / Independence of Action: This factor indicates the specific management administrative and professional responsibilities of the job; as well as evaluates the degree to which the immediate supervisor outlines the method to be followed or the results to be attained, checks the progress of work, or handles exceptional cases. Consider the extent and the closeness of the supervision.

- ☐ 1. The job typically requires work under the type of supervision where standard practice requires occasional checks on performance. Most decisions are referred to supervisory or director approval. The job requires assigned plans and programs.
- ☒ 2. The job typically requires work under general supervision where broad work instructions are provided and only unusual cases are directed to your supervisor. The job requires the regular exercise of independent action within defined policy parameters in the area of specialty.
- ☐ 3. This job requires little to no supervision. The job requires decision-making that addresses major problems and policies that directly impact the department and/or other departments, schools and/or the entire Board.

Seriousness of Error: This factor measures the opportunity for making errors, the degree to which work is checked, and the probable effects of errors on the Department. Consider only reasonable, normal errors, and resulting losses, which may be in terms of time, money, prestige, employee morale, etc.

- ☒ 1. Standard check or routine crosscheck readily detects probable errors. Errors would be due to oversights in most instances. Cost of correction is negligible.
- ☐ 2. Probably errors are generally confined to a single department, or phrase of activities, but are not always detected in succeeding operations. Errors may affect the work of others within the unit. Considerable time may be involved to trace errors and make corrections.
- ☐ 3. Probably errors typically cause inaccuracies in reports or records pertaining to numerous departments and/or the Department as a whole. Errors typically have significant internal and/or external implications. (E.g., the financial position of the Department may be affected and/or they may delay progress of significant programs or projects).

Type of Supervision: This factor evaluates the degree of supervision exercised.

- ☐ 1. The position is not responsible for supervising other employees (i.e. conduct performance evaluations for these positions).
- ☐ 2. Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as subordinates. There is little or no responsibility for controlling costs and enhancing methods for performing work activity. This level applies to a position that is responsible for supervising one or two employees.
- ☒ 3. Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. The position is responsible for addressing business and personal difficulties under standard procedures. This level applies to a position that is responsible for supervising three or more employees.
- ☐ 4. Supervision applies to one or more departments with full responsibilities for results in terms of costs, methods, and personnel administration. This level applies to a position that is responsible for supervising managers, who in turn have responsibility for supervising staff.

Supervisory Requirements (complete this section only if the position will directly supervise other employees)

Title of Reporting Positions	Number in Position	Full Time	Part Time
APO's and Patrol Officers	7-19	X	

Inside/Outside Contacts: The factor identifies typical interactions within the scope of the position.

- ☐ 1. Contacts are typically limited to co-workers and supervisor. There is only minimal contact with other employees and/or external parties (i.e., students, citizens, and representatives from other organizations).
- ☒ 2. The job typically requires some contact with employees from outside the department, school and/or external parties (i.e.: students, citizens and representatives from other organizations).
- ☐ 3. The job requires continuous contact with the employees from throughout the city and/or external parties (i.e., students, citizens, and representatives from other organizations).

Organizational Knowledge: This factor evaluates the level of in-depth knowledge of the city as required by the job.

- ☐ 1. The job requires understanding of the policies, work procedures, programs, plans, and organizational relationships related to the immediate work area.
- ☒ 2. The job requires understanding the policies, work procedures, programs, plans, and organizational relationship of one or more department or schools and/or specific understanding of outside organizations.
- ☐ 3. The job requires understanding and creating the policies, procedures, programs, plans, and organizational relationships of numerous, departments, schools, and/or in-depth understanding of outside organizations.

Risk/Safety Factor: This factor measures the level of risk to physical health and safety routinely required by this job.

- ☐ 1. There is little or no risk associated with this job.
- ☐ 2. The job requires exposure to moderate risk to physical health and/or physical safety. Risk to physical and/or mental health and safety (e.g., exposure to environmentally hazardous (i.e., toxic) material, assault and battery, communicable disease, etc.) up to 50% of the time.
- ☒ 3. The job requires exposure to significant risk to physical health and/or physical safety. Risk to both physical and/or mental health and physical safety) e.g., exposure to environmentally hazardous (i.e., toxic) material, assault and battery, communicable disease, etc.) more than 50% of the time.

Overall Impact: This factor measures the job's impact on the entire Department relative to other positions. Consider specific management, administrative and professional responsibilities.

- ☐ 1. The job has minimal impact on the Department's resources and services both internally and externally.
- ☒ 2. The job has moderate impact on the Department's resources and services both internally and externally.
- ☐ 3. The job has major impact on the Department's resources and services both internally and externally through individual actions or decision involving significant changes in policy, programs, new services, asset/liability management, or other actions. May also have some impact on the city's resources.

Budget Responsibilities: This factor measures the position's level of responsibility concerning departmental budget.

Planning <input type="checkbox"/>	Maintaining <input type="checkbox"/>
Preparation <input type="checkbox"/>	Monitoring <input type="checkbox"/>
Does the position have signature authority?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, what is the dollar amount?	\$
Total department operating budget:	\$
CIP budget:	\$
What is the total budget amount for which this position has responsibility?	\$
Please indicate the number of employees in the department.	FT Staff: PT Staff:

----- For HR Use Only -----

Internal Job Comparison

Based on what you know about other departments at the City of Statesboro, please identify up to 3 jobs that are close matches to this position. Consider knowledge, skills, and scope of responsibility when identifying these matches:

Title	Department	Incumbent	Match Knowledge, Skills, & Scope of Responsibility

External Job Comparison

Are there any external jobs you believe may be a match to this job? Please indicate where (company, city, university, etc.) this job may be found:

External Job Title	Where is this job found? (company, city, university, etc.)	Notes / Comments / Contacts

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of federal and state laws, local ordinances, criminal and traffic laws, and Department policies and procedures.

Knowledge of geography and boundaries of the City of Statesboro.

Knowledge of police management and supervisory techniques.

Knowledge of the criminal justice system and court procedures.

Knowledge of investigatory techniques and procedures.

Knowledge of crime prevention techniques.

Knowledge of first-aid and CPR techniques.

Skill in the use of firearms, communications equipment, and other standard and specialized law enforcement equipment such as R.A.D.A.R., video cameras, and intoximeters.

Skill in supervisory techniques.

Skill in observing, gathering, and preserving evidence.

Skill in gathering information and preparing reports.

Skill in decision-making.

Skill in oral and written communication.

SUPERVISORY CONTROLS: The Lieutenant assigns work in terms of general instructions. The work is reviewed for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include federal and state laws, criminal and traffic laws, City ordinances, Department policies and procedures, and court decisions. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of related administrative, supervisory, and technical duties. The variety of emergency situations and frequently changing laws contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to protect life and property and to supervise officers on an assigned shift. Successful performance helps ensure effective law enforcement practices, contributes to the safety of the general public, and promotes efficient functioning of shift operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, suspects, victims, the general public, other public safety and law enforcement personnel, health service and support workers, business and community members, media representatives, teachers and students, and representatives of the court system.

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

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, running, bending, crouching, or stooping. The employee must lift light and heavy objects, use tools or equipment requiring a high degree of dexterity, be able to distinguish between shades of color, and use the physical force necessary to restrain persons.

WORK ENVIRONMENT: The work is typically performed in an office, in a vehicle, or outside. The employee is exposed to noise, dust, dirt, machinery with moving parts, infectious or contagious diseases, life-threatening situations, and inclement weather. The work requires the use of protective devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Corporals and Police Officers on an assigned shift.

MINIMUM QUALIFICATIONS:

Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three years or more of experience or service.

Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.

DISCLAIMER STATEMENT:

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

JOB TITLE: Patrol Bureau - Corporal

DEPARTMENT: Police, City of Statesboro

JOB SUMMARY: This position is responsible for assistant supervision of patrol officers under the direction of Assistant or Shift Supervisors in the field, assisting subordinate personnel in handling unusual or complex situations, and patrolling the City. In addition, this is a sworn position that will require the ability to perform basic patrol officer functions.

MAJOR DUTIES:

Performs all Major Duties as a Patrol Officer.

Assists Supervisors on an assigned shift to ensure adherence to Department rules, regulations, and policies.

Monitors patrol activities, responds to routine and emergency calls for assistance, patrols the City, and provides back-up support to other officers.

Assists Supervisors in completion of paperwork completed by subordinate officers.

Enforces city, state, and federal laws; issues citations as necessary.

Arrests violators; transports arrestees and prisoners.

May conduct shift briefings and assign patrol zones in the absence of the Sergeant; performs weapons, equipment and uniform inspections.

Responsible for ensuring that Bailiff, extra duty, and special events are adequately staffed.

Provides traffic direction as needed for events such as parades, funerals, ball games, and schools.

Assists other agencies and Departments as directed; contacts other agencies for assistance as needed, generally under the direction of a supervisor.

Testifies in judicial proceedings as necessary.

May be responsible for delivery of city related paperwork and bank deposits.

Attends training as required.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of federal and state laws, local ordinances, criminal and traffic laws, and Department policies and procedures.

Knowledge of the geography and boundaries of the city.

Knowledge of police supervisory techniques.

Knowledge of the criminal justice system and court procedures.

Knowledge of first-aid and CPR techniques.

Skill in the use of firearms, communications equipment, and other standard and specialized law enforcement equipment.

Skill in observing and preserving evidence.

Skill in decision-making.

Skill in oral and written communication.

SUPERVISORY CONTROLS: The Sergeant or Lieutenant assigns work in terms of general instructions. The work is reviewed for compliance with instructions and procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include federal and state laws, local ordinances, criminal and traffic laws, and Department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related supervisory and technical duties. The variety of job duties and emergency situations contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to protect life and property and assist with supervision of officers on an assigned shift. Successful performance helps ensure effective law enforcement practices, contributes to the safety of the general public, and promotes the efficient functioning of shift operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, the general public, public safety and law enforcement personnel, health service and support workers, business and community members, and court officials.

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

PHYSICAL DEMANDS: The work is typically performed from a patrol unit while on patrol with intermittent standing, walking, bending, crouching, or stooping. The employee must frequently lift light or heavy objects, use equipment requiring a high degree of dexterity, able to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT: The work is typically performed both in an office and outdoors at scenes of accidents and incidents. The employee may be exposed to noise, dust, dirt, machinery with moving parts, infectious diseases, life-threatening situations, and inclement weather. The work may require the use of protective equipment such as masks or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Police Officer positions on an assigned shift under the supervision of a Sergeant or Lieutenant.

MINIMUM QUALIFICATIONS:

Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.

Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.

DISCLAIMER STATEMENT:

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

JOB TITLE: Patrol Bureau - Police Officer

DEPARTMENT: Police, City of Statesboro

JOB SUMMARY: This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property.

MAJOR DUTIES:

Patrols an assigned zone to detect and deter criminal activity and traffic violations; issues citations.

Responds to calls relayed by communications officers, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.

Conducts preliminary investigations into traffic accidents, crimes, and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, securing crime scenes, and performs basic crime scene processing.

Apprehends, arrests, and processes offenders, including fugitives; summons witnesses.

Transports prisoners.

Provides assistance and backup support to other officers and emergency service providers as necessary.

Provides first aid and CPR to victims as necessary and assists motorists.

Provides traffic direction and escort services as needed for events such as parades, funerals, ball games, and school crossings.

Testifies in judicial proceedings as necessary.

Completes all required reports and forms, including accident and incident reports.

Inspects and maintains an assigned patrol car, uniform, and equipment.

Prepares and serves criminal warrants.

May be assigned as a Resource Officer for the school system.

May assist in training new officers.

Attends ongoing training classes as required.

Performs Bailiff duties for Municipal Court.

Performs other related duties as assigned including but not limited special events, extra duties, and emergency situations.

KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, City ordinances, and Department policies and procedures.

Knowledge of traffic investigation techniques and procedures.

Knowledge of the geography and streets of the City.

Knowledge of first-aid and CPR techniques.

Knowledge of the court system and judicial procedures.

Skill in operating police vehicles, firearms, emergency equipment, and other standard and specialized law enforcement equipment.

Skill in interrogation and interviewing techniques.

Skill in restraining persons without causing physical harm.

Skill in public and interpersonal relations.

Skill in oral and written communication.

SUPERVISORY CONTROLS: The Lieutenant, Sergeant or Corporal assigns work in terms of general instructions. The work is reviewed for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state and federal laws, traffic laws, City ordinances, and Department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related technical law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance helps ensure the safety of citizens and visitors and promotes the efficient and effective operation of the Department.

PERSONAL CONTACTS: Contacts are typically with co-workers, other emergency service providers, court system personnel, business owners, attorneys, judges, medical personnel, school personnel, law enforcement officers from other agencies, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, and interview persons.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, running, bending, crouching, or stooping. The employee must occasionally lift light or heavy objects, climb ladders, use equipment requiring a high degree of dexterity, be able to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT: The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to noise, infectious diseases, life-threatening situations, and inclement weather. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

Ability to read, write and perform basic mathematical calculations at a level commonly

associated with the completion of high school or equivalent.
No experience requirements.

Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.

DISCLAIMER STATEMENT:

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.



Position Summary Review Form

A request for a job evaluation may be made when a job changes significantly in scope or responsibility. This form has been designed to obtain critical information about a request for an evaluation of the salary/grade level for a position, as well as to provide detailed information about the attributes related to a new position, such as minimum requirements, skills, and abilities, and other factors needed in order to properly classify a new position. Please provide comprehensive and thorough answers for questions in each section, or provide descriptive information of the desired position so that a complete and fair analysis may be completed. Each section must be completed for a request to be considered and for a requested position to be placed into the appropriate salary grade and pay range.

Please submit completed forms and any supporting documentation *electronically* to Director of Human Resources in the Department of Human Resources.

Request Initiated By:	Robert W Bryan Interim Chief of Police	Police
	Supervisor Name / Title	Department
	Signature	Date <u>11/7/15</u>
Human Resources Director	<input checked="" type="checkbox"/> Recommendation Completed	

Request Approval To:

<input checked="" type="checkbox"/> Classify a new position Office of Professional Standards - Sergeant	<input type="checkbox"/> Reclassify a current position <input type="checkbox"/> to lower grade <input type="checkbox"/> to higher grade <input type="checkbox"/> lateral change	<input type="checkbox"/> Adjust salary of a current position <input type="checkbox"/> below the salary grade minimum <input type="checkbox"/> above the salary grade minimum
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(Use the white portion of this table to give your recommendation for the reclassification of the position you are requesting.)

Position Information	POSITION RECOMMENDATION			HR RECOMMENDATION		
Title	Sergeant					
Pay Grade	18					
Starting Salary	NA					
FLSA Status	Non-Exempt <input checked="" type="checkbox"/>			Non-Exempt		
	Exempt			Exempt		
Effective Date	Mo 2	Day	Year 16	Mo	Day	Year
SHADED AREA FOR HR USE ONLY	Compensation & Classification Approval:			Date:		

Current Position Title _____

Reports To / Supervisor _____

Current Incumbent _____

Employee AS400 ID _____

Department _____

Division _____



Full Time



Part Time



Temporary



Seasonal

Please provide a brief statement explaining the reason for this request:

This request is to create the new position of Sergeant in a newly formed Office of Professional Standards. The OPS Sergeant would be responsible for Hiring, Recruiting, Background Investigations of Applicants, Internal Affairs Investigations, Citizen Complaint Investigation Follow-up, Use of Force Investigation Follow-up and maintaining statistics for the previously mentioned areas.

For a reclassification of an existing position, please provide a brief but detailed summary which describes the major changes in responsibility for the position being reviewed (please include any job duties for which the job holder was previously accountable for which no longer apply, or job duties which have been assumed):

Equity Adjustment (if applicable) :

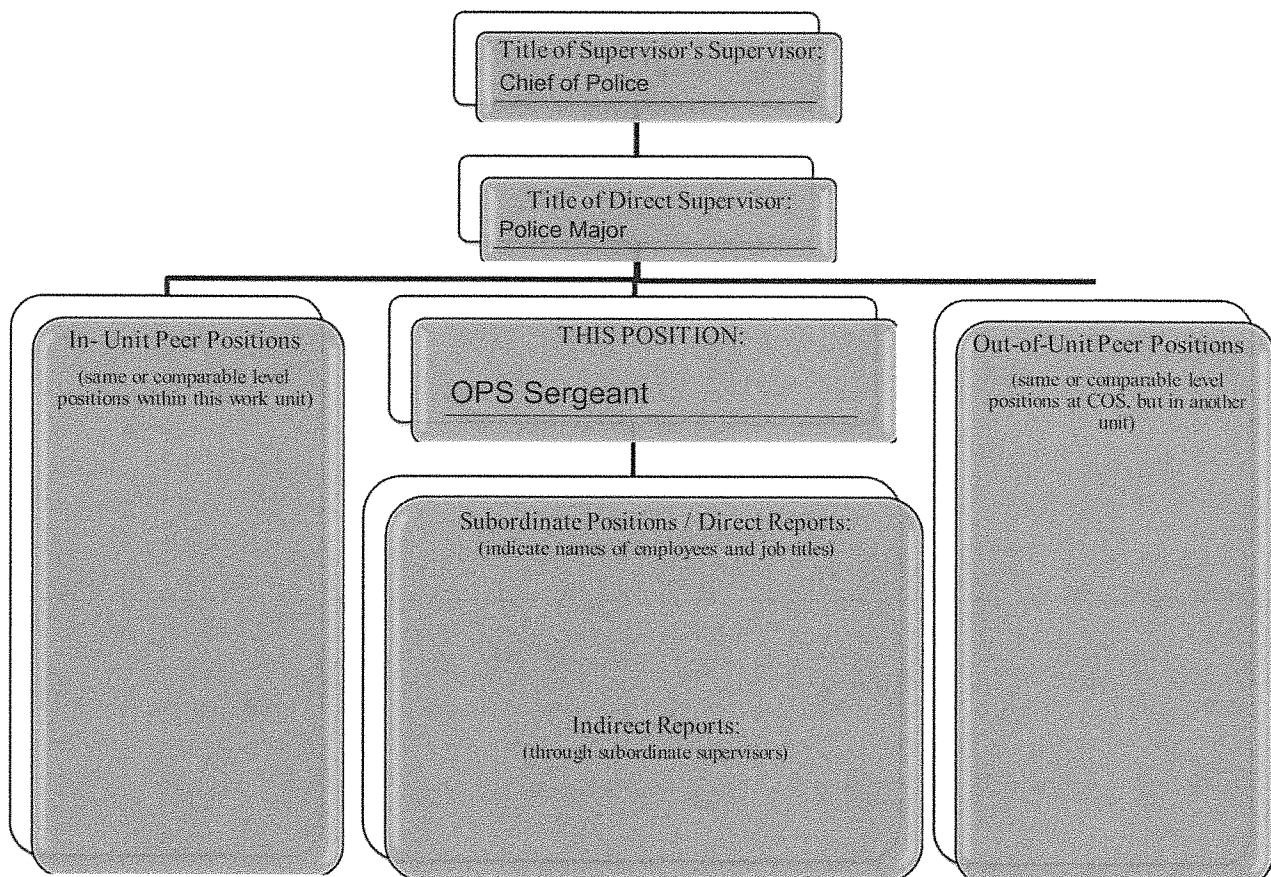
Desired Salary Grade	Current Base Salary	Recommended Salary
_____	\$_____ hr / yr	\$_____ hr / yr

Essential Duties & Responsibilities

List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

Essential Functions & Responsibilities (place an * next to new essential functions assigned to a job)	% of Time	
*Manage SPD Hiring Process and Background Investigations for new applicants	50	%
*Recruiting of potential applicants	10	%
*Internal Affairs Investigations and Citizen Complainant Management	20	%
*Review of Use of Force Investigations	10	%
*Report preparation for duties listed above	5	%
*Other Duties as assigned	5	%
		%

Organizational Chart for this Position



For each factor, please indicate with an "X" the one alternative that best describes the minimum requirements necessary for performing the position effectively.

Education. This factor captures the general knowledge required for performing the job responsibilities, as measured by minimal acceptable education levels.

- ☒ 1. Up to and including a high school degree or GED
- ☐ 2. AA degree or equivalent vocation/technical training
- ☐ 3. BS / BA degree
- ☐ 4. Advanced / Post Graduate degree

Experience. This factor measures the minimal amount of experience required to competently fulfill the requirements of your job. Qualifying experience may have been acquired on related work or lower level jobs either with the Boards or with former employers.

- ☐ 1. 0-2 years (i.e.: sufficient experience to develop some familiarity with methods and terminology in common work situations).
- ☒ 2. 3-5 years (i.e.: sufficient experience in the occupational field to perform a variety of work assignments within the occupational field with minimal supervision).
- ☐ 3. 6+ years (i.e.: broad experience in both commonplace and unusual work situations and problems associated with the occupational field – sufficient to plan and administer work programs).

Specify any areas of training, content expertise, and/or licensure/certification expected for this position:

Internal Affairs Certification
Hiring and Background Investigation Training
Training in regards to recruiting and use of force investigation

Decision-Making Responsibility / Independence of Action: This factor indicates the specific management administrative and professional responsibilities of the job; as well as evaluates the degree to which the immediate supervisor outlines the method to be followed or the results to be attained, checks the progress of work, or handles exceptional cases. Consider the extent and the closeness of the supervision.

- ☐ 1. The job typically requires work under the type of supervision where standard practice requires occasional checks on performance. Most decisions are referred to supervisory or director approval. The job requires assigned plans and programs.
- ☒ 2. The job typically requires work under general supervision where broad work instructions are provided and only unusual cases are directed to your supervisor. The job requires the regular exercise of independent action within defined policy parameters in the area of specialty.
- ☐ 3. This job requires little to no supervision. The job requires decision-making that addresses major problems and policies that directly impact the department and/or other departments, schools and/or the entire Board.

Seriousness of Error: This factor measures the opportunity for making errors, the degree to which work is checked, and the probable effects of errors on the Department. Consider only reasonable, normal errors, and resulting losses, which may be in terms of time, money, prestige, employee morale, etc.

- ☐ 1. Standard check or routine crosscheck readily detects probable errors. Errors would be due to oversights in most instances. Cost of correction is negligible.
- ☒ 2. Probably errors are generally confined to a single department, or phrase of activities, but are not always detected in succeeding operations. Errors may affect the work of others within the unit. Considerable time may be involved to trace errors and make corrections.
- ☐ 3. Probably errors typically cause inaccuracies in reports or records pertaining to numerous departments and/or the Department as a whole. Errors typically have significant internal and/or external implications. (E.g., the financial position of the Department may be affected and/or they may delay progress of significant programs or projects).

Type of Supervision: This factor evaluates the degree of supervision exercised.

- ☐ 1. The position is not responsible for supervising other employees (i.e. conduct performance evaluations for these positions).
- ☒ 2. Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as subordinates. There is little or no responsibility for controlling costs and enhancing methods for performing work activity. This level applies to a position that is responsible for supervising one or two employees.
- ☐ 3. Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. The position is responsible for addressing business and personal difficulties under standard procedures. This level applies to a position that is responsible for supervising three or more employees.
- ☐ 4. Supervision applies to one or more departments with full responsibilities for results in terms of costs, methods, and personnel administration. This level applies to a position that is responsible for supervising managers, who in turn have responsibility for supervising staff.

Supervisory Requirements (complete this section only if the position will directly supervise other employees)

Title of Reporting Positions	Number in Position	Full Time	Part Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Inside/Outside Contacts: The factor identifies typical interactions within the scope of the position.

- ☐ 1. Contacts are typically limited to co-workers and supervisor. There is only minimal contact with other employees and/or external parties (i.e., students, citizens, and representatives from other organizations).
- ☐ 2. The job typically requires some contact with employees from outside the department, school and/or external parties (i.e.: students, citizens and representatives from other organizations).
- ☒ 3. The job requires continuous contact with the employees from throughout the city and/or external parties (i.e., students, citizens, and representatives from other organizations).

Organizational Knowledge: This factor evaluates the level of in-depth knowledge of the city as required by the job.

- ☐ 1. The job requires understanding of the policies, work procedures, programs, plans, and organizational relationships related to the immediate work area.
- ☐ 2. The job requires understanding the policies, work procedures, programs, plans, and organizational relationship of one or more department or schools and/or specific understanding of outside organizations.
- ☒ 3. The job requires understanding and creating the policies, procedures, programs, plans, and organizational relationships of numerous, departments, schools, and/or in-depth understanding of outside organizations.

Risk/Safety Factor: This factor measures the level of risk to physical health and safety routinely required by this job.

- ☐ 1. There is little or no risk associated with this job.
- ☒ 2. The job requires exposure to moderate risk to physical health and/or physical safety. Risk to physical and/or mental health and safety (e.g., exposure to environmentally hazardous (i.e., toxic) material, assault and battery, communicable disease, etc.) up to 50% of the time.
- ☐ 3. The job requires exposure to significant risk to physical health and/or physical safety. Risk to both physical and/or mental health and physical safety) e.g., exposure to environmentally hazardous (i.e., toxic) material, assault and battery, communicable disease, etc.) more than 50% of the time.

Overall Impact: This factor measures the job's impact on the entire Department relative to other positions. Consider specific management, administrative and professional responsibilities.

- ☐ 1. The job has minimal impact on the Department's resources and services both internally and externally.
- ☐ 2. The job has moderate impact on the Department's resources and services both internally and externally.
- ☒ 3. The job has major impact on the Department's resources and services both internally and externally through individual actions or decision involving significant changes in policy, programs, new services, asset/liability management, or other actions. May also have some impact on the city's resources.

Budget Responsibilities: This factor measures the position's level of responsibility concerning departmental budget.

Planning <input type="checkbox"/>		Maintaining <input type="checkbox"/>	
Preparation <input type="checkbox"/>		Monitoring <input type="checkbox"/>	
Does the position have signature authority?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what is the dollar amount?		\$	
Total department operating budget:		\$	
CIP budget:		\$	
What is the total budget amount for which this position has responsibility?		\$	
Please indicate the number of employees in the department.		FT Staff:	PT Staff:

----- For HR Use Only -----

Internal Job Comparison

Based on what you know about other departments at the City of Statesboro, please identify up to 3 jobs that are close matches to this position. Consider knowledge, skills, and scope of responsibility when identifying these matches:

Title	Department	Incumbent	Match Knowledge, Skills, & Scope of Responsibility

External Job Comparison

Are there any external jobs you believe may be a match to this job? Please indicate where (company, city, university, etc.) this job may be found:

External Job Title	Where is this job found? (company, city, university, etc.)	Notes / Comments / Contacts



Position Summary Review Form

A request for a job evaluation may be made when a job changes significantly in scope or responsibility. This form has been designed to obtain critical information about a request for an evaluation of the salary/grade level for a position, as well as to provide detailed information about the attributes related to a new position, such as minimum requirements, skills, and abilities, and other factors needed in order to properly classify a new position. Please provide comprehensive and thorough answers for questions in each section, or provide descriptive information of the desired position so that a complete and fair analysis may be completed. Each section must be completed for a request to be considered and for a requested position to be placed into the appropriate salary grade and pay range.

Please submit completed forms and any supporting documentation *electronically* to Director of Human Resources in the Department of Human Resources.

Request Initiated By:	Robert W Bryan Interim Chief of Police	Police
	Supervisor Name / Title	Department
	Signature	1/7/15 Date
Human Resources Director	<input type="checkbox"/> Recommendation Completed	

Request Approval To:

<input checked="" type="checkbox"/> Classify a new position Systems Administrator / Advanced Patrol Officer	<input type="checkbox"/> Reclassify a current position <input type="checkbox"/> to lower grade <input type="checkbox"/> to higher grade <input type="checkbox"/> lateral change	<input type="checkbox"/> Adjust salary of a current position <input type="checkbox"/> below the salary grade minimum <input type="checkbox"/> above the salary grade minimum
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(Use the white portion of this table to give your recommendation for the reclassification of the position you are requesting.)

Position Information	POSITION RECOMMENDATION			HR RECOMMENDATION		
Title	Advanced Patrol Officer					
Pay Grade	15					
Starting Salary						
FLSA Status	Non-Exempt <input checked="" type="checkbox"/>			Non-Exempt		
	Exempt			Exempt		
Effective Date	Mo 2	Day	Year 16	Mo	Day	Year
SHADED AREA FOR HR USE ONLY	Compensation & Classification Approval:			Date:		

Advanced Patrol Officer

Current Position Title

Lt Kaleb Moore

Reports To / Supervisor

Mary Harris

Current Incumbent

Employee AS400 ID

Police

Department

Support Services

Division



Full Time



Part Time



Temporary



Seasonal

Please provide a brief statement explaining the reason for this request:

Since the undertaking of our implementation of the Sungard Records Management and Computer Aided Dispatch systems we have moved an officer to the temporary position of Systems Administrator. During the implementation of these systems we have seen the need to make this position permanent, not only due to the needs of Sungard but other technology that SPD has implemented over the years. This position is an APO position and functions as a sworn officer in addition to the System Administrator duties. The IT Director supports this action and has advised it will benefit the City as a whole.

For a reclassification of an existing position, please provide a brief but detailed summary which describes the major changes in responsibility for the position being reviewed (please include any job duties for which the job holder was previously accountable for which no longer apply, or job duties which have been assumed):

See attached Job Descriptions, marked past JD's and new proposed JD.

Equity Adjustment (if applicable):

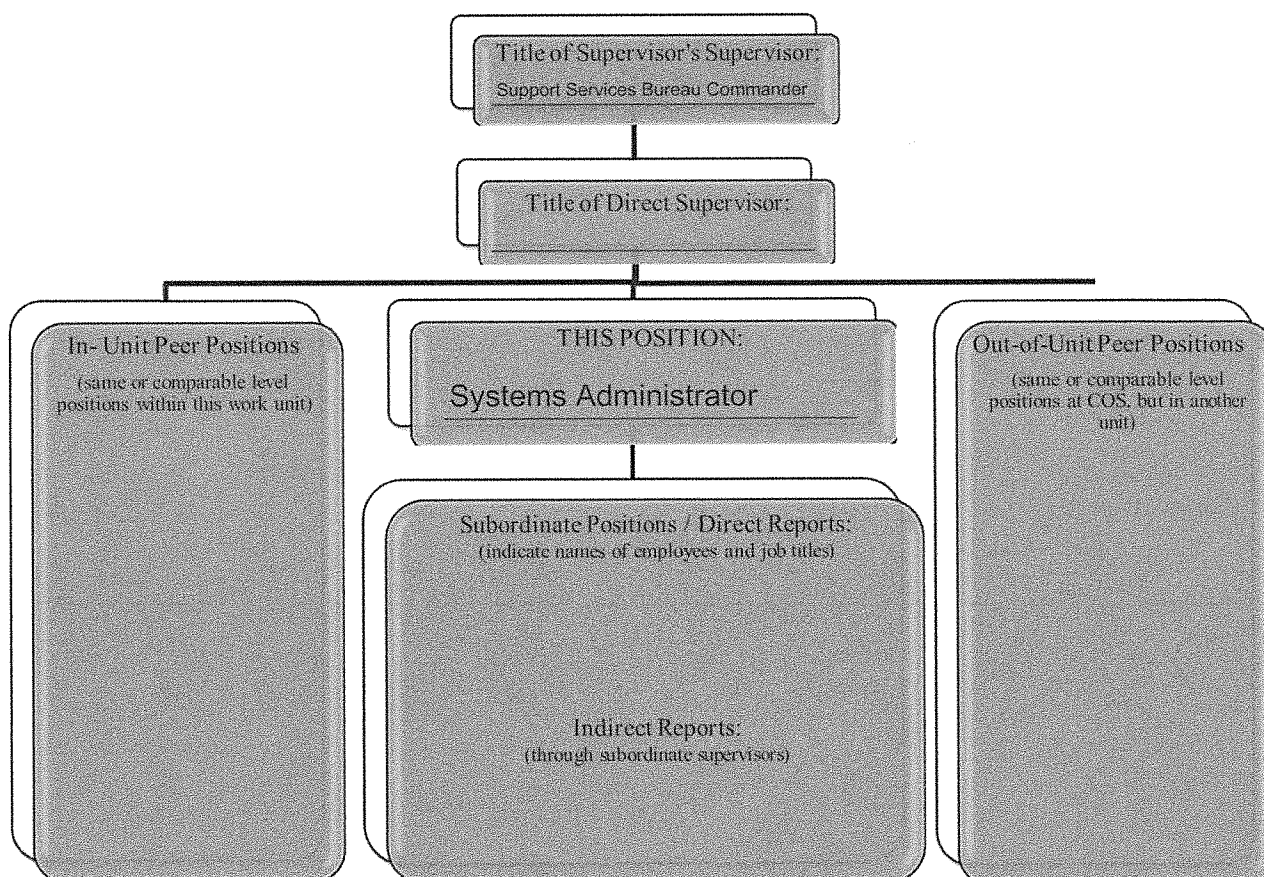
Desired Salary Grade	Current Base Salary	Recommended Salary
_____	\$_____ hr / yr	\$_____ hr / yr

Essential Duties & Responsibilities

List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

Essential Functions & Responsibilities (place an * next to new essential functions assigned to a job)	% of Time
* Overall Systems Administration for RMS and CAD	30 %
* Manage Minor Computer Software and Hardware Issues at SPD	15 %
* Liaison with the COS IT Department for issues that can not be handled internally	10 %
* Systems Administrator for all SPD Software (Tag Readers, TLO, LeadsOnline, etc)	15 %
Police Officer functions	20 %
Other Duties as assigned	10 %
	%

Organizational Chart for this Position



For each factor, please indicate with an "X" the one alternative that best describes the minimum requirements necessary for performing the position effectively.

Education. This factor captures the general knowledge required for performing the job responsibilities, as measured by minimal acceptable education levels.

- ☒ 1. Up to and including a high school degree or GED
- ☐ 2. AA degree or equivalent vocation/technical training
- ☐ 3. BS / BA degree
- ☐ 4. Advanced / Post Graduate degree

Experience. This factor measures the minimal amount of experience required to competently fulfill the requirements of your job. Qualifying experience may have been acquired on related work or lower level jobs either with the Boards or with former employers.

- ☐ 1. 0-2 years (i.e.: sufficient experience to develop some familiarity with methods and terminology in common work situations).
- ☒ 2. 3-5 years (i.e.: sufficient experience in the occupational field to perform a variety of work assignments within the occupational field with minimal supervision).
- ☐ 3. 6+ years (i.e.: broad experience in both commonplace and unusual work situations and problems associated with the occupational field – sufficient to plan and administer work programs).

Specify any areas of training, content expertise, and/or licensure/certification expected for this position:

Systems Administration training for Sungard RMS and CAD, along with other software systems in use by SPD.

Expertise with other computer related hardware and software.

Decision-Making Responsibility / Independence of Action: This factor indicates the specific management administrative and professional responsibilities of the job; as well as evaluates the degree to which the immediate supervisor outlines the method to be followed or the results to be attained, checks the progress of work, or handles exceptional cases. Consider the extent and the closeness of the supervision.

- ☒ 1. The job typically requires work under the type of supervision where standard practice requires occasional checks on performance. Most decisions are referred to supervisory or director approval. The job requires assigned plans and programs.
- ☐ 2. The job typically requires work under general supervision where broad work instructions are provided and only unusual cases are directed to your supervisor. The job requires the regular exercise of independent action within defined policy parameters in the area of specialty.
- ☐ 3. This job requires little to no supervision. The job requires decision-making that addresses major problems and policies that directly impact the department and/or other departments, schools and/or the entire Board.

Seriousness of Error: This factor measures the opportunity for making errors, the degree to which work is checked, and the probable effects of errors on the Department. Consider only reasonable, normal errors, and resulting losses, which may be in terms of time, money, prestige, employee morale, etc.

- ☐ 1. Standard check or routine crosscheck readily detects probable errors. Errors would be due to oversights in most instances. Cost of correction is negligible.
- ☒ 2. Probably errors are generally confined to a single department, or phrase of activities, but are not always detected in succeeding operations. Errors may affect the work of others within the unit. Considerable time may be involved to trace errors and make corrections.
- ☐ 3. Probably errors typically cause inaccuracies in reports or records pertaining to numerous departments and/or the Department as a whole. Errors typically have significant internal and/or external implications. (E.g., the financial position of the Department may be affected and/or they may delay progress of significant programs or projects).

Type of Supervision: This factor evaluates the degree of supervision exercised.

- ☒ 1. The position is not responsible for supervising other employees (i.e. conduct performance evaluations for these positions).
- ☐ 2. Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as subordinates. There is little or no responsibility for controlling costs and enhancing methods for performing work activity. This level applies to a position that is responsible for supervising one or two employees.
- ☐ 3. Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. The position is responsible for addressing business and personal difficulties under stander procedures. This level applies to a position that is responsible for supervising three or more employees.
- ☐ 4. Supervision applies to one or more departments with full responsibilities for results in terms of costs, methods, and personnel administration. This level applies to a position that is responsible for supervising managers, who in turn have responsibility for supervising staff.

Supervisory Requirements (complete this section only if the position will directly supervise other employees)

Title of Reporting Positions	Number in Position	Full Time	Part Time
N/A			

Inside/Outside Contacts: The factor identifies typical interactions within the scope of the position.

- ☐ 1. Contacts are typically limited to co-workers and supervisor. There is only minimal contact with other employees and/or external parties (i.e., students, citizens, and representatives from other organizations).
- ☒ 2. The job typically requires some contact with employees from outside the department, school and/or external parties (i.e.: students, citizens and representatives from other organizations).
- ☐ 3. The job requires continuous contact with the employees from throughout the city and/or external parties (i.e., students, citizens, and representatives from other organizations).

Organizational Knowledge: This factor evaluates the level of in-depth knowledge of the city as required by the job.

- ☐ 1. The job requires understanding of the policies, work procedures, programs, plans, and organizational relationships related to the immediate work area.
- ☒ 2. The job requires understanding the policies, work procedures, programs, plans, and organizational relationship of one or more department or schools and/or specific understanding of outside organizations.
- ☐ 3. The job requires understanding and creating the policies, procedures, programs, plans, and organizational relationships of numerous, departments, schools, and/or in-depth understanding of outside organizations.

Risk/Safety Factor: This factor measures the level of risk to physical health and safety routinely required by this job.

- ☐ 1. There is little or no risk associated with this job.
- ☒ 2. The job requires exposure to moderate risk to physical health and/or physical safety. Risk to physical and/or mental health and safety (e.g., exposure to environmentally hazardous (i.e., toxic) material, assault and battery, communicable disease, etc.) up to 50% of the time.
- ☐ 3. The job requires exposure to significant risk to physical health and/or physical safety. Risk to both physical and/or mental health and physical safety) e.g., exposure to environmentally hazardous (i.e., toxic) material, assault and battery, communicable disease, etc.) more than 50% of the time.

Overall Impact: This factor measures the job's impact on the entire Department relative to other positions. Consider specific management, administrative and professional responsibilities.

- ☐ 1. The job has minimal impact on the Department's resources and services both internally and externally.
- ☐ 2. The job has moderate impact on the Department's resources and services both internally and externally.
- ☒ 3. The job has major impact on the Department's resources and services both internally and externally through individual actions or decision involving significant changes in policy, programs, new services, asset/liability management, or other actions. May also have some impact on the city's resources.

Budget Responsibilities: This factor measures the position's level of responsibility concerning departmental budget.

Planning <input type="checkbox"/>	Maintaining <input type="checkbox"/>
Preparation <input type="checkbox"/>	Monitoring <input type="checkbox"/>
Does the position have signature authority?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, what is the dollar amount?	\$
Total department operating budget:	\$
CIP budget:	\$
What is the total budget amount for which this position has responsibility?	\$
Please indicate the number of employees in the department.	FT Staff: PT Staff:

----- For HR Use Only -----

Internal Job Comparison

Based on what you know about other departments at the City of Statesboro, please identify up to 3 jobs that are close matches to this position. Consider knowledge, skills, and scope of responsibility when identifying these matches:

Title	Department	Incumbent	Match Knowledge, Skills, & Scope of Responsibility

External Job Comparison

Are there any external jobs you believe may be a match to this job? Please indicate where (company, city, university, etc.) this job may be found:

External Job Title	Where is this job found? (company, city, university, etc.)	Notes / Comments / Contacts

JOB TITLE: Patrol Bureau - Police Officer

DEPARTMENT: Police, City of Statesboro

JOB SUMMARY: This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property.

MAJOR DUTIES:

Patrols an assigned zone to detect and deter criminal activity and traffic violations; issues citations.

Responds to calls relayed by communications officers, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.

Conducts preliminary investigations into traffic accidents, crimes, and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, securing crime scenes, and performs basic crime scene processing.

Apprehends, arrests, and processes offenders, including fugitives; summons witnesses.

Transports prisoners.

Provides assistance and backup support to other officers and emergency service providers as necessary.

Provides first aid and CPR to victims as necessary and assists motorists.

Provides traffic direction and escort services as needed for events such as parades, funerals, ball games, and school crossings.

Testifies in judicial proceedings as necessary.

Completes all required reports and forms, including accident and incident reports.

Inspects and maintains an assigned patrol car, uniform, and equipment.

Prepares and serves criminal warrants.

May be assigned as a Resource Officer for the school system.

May assist in training new officers.

Attends ongoing training classes as required.

Performs Bailiff duties for Municipal Court.

Performs other related duties as assigned including but not limited special events, extra duties, and emergency situations.

KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, City ordinances, and Department policies and procedures.

Knowledge of traffic investigation techniques and procedures.

Knowledge of the geography and streets of the City.

Knowledge of first-aid and CPR techniques.

Knowledge of the court system and judicial procedures.

Skill in operating police vehicles, firearms, emergency equipment, and other standard and specialized law enforcement equipment.

Skill in interrogation and interviewing techniques.

Skill in restraining persons without causing physical harm.

Skill in public and interpersonal relations.

Skill in oral and written communication.

SUPERVISORY CONTROLS: The Lieutenant, Sergeant or Corporal assigns work in terms of general instructions. The work is reviewed for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state and federal laws, traffic laws, City ordinances, and Department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related technical law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance helps ensure the safety of citizens and visitors and promotes the efficient and effective operation of the Department.

PERSONAL CONTACTS: Contacts are typically with co-workers, other emergency service providers, court system personnel, business owners, attorneys, judges, medical personnel, school personnel, law enforcement officers from other agencies, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, and interview persons.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, running, bending, crouching, or stooping. The employee must occasionally lift light or heavy objects, climb ladders, use equipment requiring a high degree of dexterity, be able to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT: The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to noise, infectious diseases, life-threatening situations, and inclement weather. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

Ability to read, write and perform basic mathematical calculations at a level commonly

associated with the completion of high school or equivalent.
No experience requirements.

Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.

DISCLAIMER STATEMENT:

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

PROPOSED JOB DESCRIPTION

JOB TITLE: SYSTEMS ADMINISTRATOR

DEPARTMENT: Police, City of Statesboro

JOB SUMMARY: Performs complex technical and professional work to design, implement and maintain Department's Records Management System (RMS), Computer Aided Dispatch (CAD), Mobile Field Reporting (MFR) and other software and related hardware.

MAJOR DUTIES

Identifies and analyzes information needs of the Department, serves as liaison regarding systems planning and development activities. Analyzes existing manual systems to determine automation feasibility or possible standardization of existing automated systems. Performs feasibility and cost effectiveness studies for new and existing computer applications/systems. Meets with Bureau Commanders on a regular basis to discuss and review system needs, evaluate projects and recommend actions to be taken.

Coordinates major projects to determine hardware, software, personnel and systems capabilities, and methods of integrating and communicating changes to users.

Coordinates and/or performs research and resolves problems in new or existing systems. Write clear and concise reports containing descriptive analytical, and evaluate content. Prepares system documentation in sufficient detail to explain the operation of the system to users, to provide guidance to the staff and to resolve system problems. Provide technical consultation, direction and training to staff; coordinates and conducts user training.

Request services from outside vendors as needed. Coordinates the installation of computer software and hardware acquired from outside vendors; keeps informed of technological advancements, availability from manufactures and evaluates applicability to the organization. Performs routine installation and maintenance of personal computers and related equipment within the department and coordinates necessary repair service.

Establishes and maintains documentation and backup files for automated systems. Maintains inventory of departmental owned computer equipment and supplies.

Performs other related duties as assigned including but not limited special events, extra duties, and emergency situations.

Conducts duties of a Police Officer when assigned or requested.

KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of all aspects of computer programming

Knowledge of computer equipment and supplies

Knowledge of City and Department policies and procedures.

Knowledge of the geography and population of the city.

Skill in planning, organizing, analyzing, decision making, and problem solving.

Skill in maintaining records.

PROPOSED JOB DESCRIPTION

Skill in public and interpersonal relations.

Skill in oral and written communication.

All knowledge and skills required for a Police Officer.

SUPERVISORY CONTROLS: The Support Services Bureau Commander assigns work in terms of general instructions. The work is reviewed for compliance with instructions and procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include City and Department policies and procedures, federal employment guidelines and computer programming and software guidelines.

COMPLEXITY: The work consists of related supervisory and technical duties. The variety of job duties.

SCOPE AND EFFECT: The purpose of the position is to maintain the Departments Records Management, CAD and Mobile computer software.

PERSONAL CONTACTS: Contacts are typically with Department personnel, the general public and vendors.

PURPOSE OF CONTACTS: To help with any questions personnel may have regarding software issues and to receive assistance for software vendor.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light objects and distinguish between shades of color. Work is mostly performed while sitting at a table or desk but requires some walking and prolonged interactions with computers.

WORK ENVIRONMENT: The work is typically performed in an office setting.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Supervises all aspects of the Department's RMS, CAD and Mobile software. Responsibilities include training employees, planning, assigning, and directing work.

Minimum QUALIFICATIONS:

GED or High School Diploma

A valid Georgia motor vehicle operator's license

Strong oral and written communication skills

Project management and planning skills

Knowledge and familiarity with research techniques

Preferred QUALIFICATIONS:

A minimum of three years of service with the Department, unless otherwise determined by the Chief of Police for the good of the Department.

Proficient knowledge of computer software, hardware and terminology.

PROPOSED JOB DESCRIPTION

Sufficient strength, vision, stamina and agility to perform all duties on a regular basis without assistance.

DISCLAIMER STATEMENT:

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

Memo



TO: Robert Cheshire, Deputy City Manager

FROM: Darren Prather, Purchasing Director

DATE: 1-25-2016

Re: Recommendation—Bid Award/Fire Dept. Training Tower Renovation

The City of Statesboro solicited sealed bids for the renovation of an existing training tower located at the City of Statesboro Training Facility. All requirements for Public Works level projects were followed in the sealed bid process for this project. The renovations to the base-level tower will provide training structures for Fire Department operations and other emergency-based operations as well. In the future, this tower may play a major role in Statesboro becoming a training-hub for these types of operations. Some of the numerous renovations include, but not limited to; Concrete work, Stairwell Construction, Carpentry, Structural-Steel Work, Electrical and Painting improvements. This project is budgeted under CIP# FD-70 in SPLOST 2013 in the amount of \$190,000. The Fire Department will supply the remaining amount of \$15,000 (Total sealed bid \$205,000) from surplus funds remaining from the completed Phase 3 construction project involving Fire Station 1. This bid opportunity was advertised and bid notices were sent to numerous contractors. In addition, we conducted a mandatory pre-bid meeting to accurately describe the scope of the project. The submitted sealed bids were as follows:

1. C. Merrill Construction \$205,000.00
2. Lavender and Associates, Inc. \$223,000.00

Having submitted the lowest responsive bid, we recommend the contract be awarded to C. Merrill Construction in the amount of \$205,000.00. They have completed numerous projects for the City of Statesboro in the past with good results. If approved, C. Merrill Construction will submit the required 100% payment/performance bonds to be added to the 5% bid bond, liability insurance proof and E-verify status that were submitted with the sealed bid. The contractor stated the project will be completed within 60 days of receipt of a notice to proceed on the project. Please feel free to contact me concerning any aspect of this project.