



**February 19, 2013 6:00 pm**

1. Call to Order by Mayor Joe Brannen
2. Invocation and Pledge of Allegiance by Mayor Pro Tem Will Britt
3. Public Comments (Agenda Item):
4. Consideration of a Motion to approve the Consent Agenda
  - A) Approval of Minutes
    - a) 02-06-2013 Council Minutes
    - b) 02-06-2013 Work session minutes
  - B) Consideration of a Motion to approve the 2<sup>nd</sup> reading of **Ordinance 2013-02**: An Ordinance to annex property of VALNOC, LLC into the City of Statesboro municipal limits.
  - C) Consideration of a Motion to approve the 2<sup>nd</sup> reading of **Ordinance 2013-03**: An Ordinance to annex property of Wendell and Miriam Hodges into the City of Statesboro municipal limits
  - D) Consideration of a Motion to approve 2<sup>nd</sup> reading of **Ordinance 2013-04**: An Ordinance to annex properties of the City of Statesboro into the City of Statesboro municipal limits
  - E) Consideration of a Motion to approve a Special Event Permit for Jamie Toms:
    - a) Zeta Fall Alpha Semi-Formal- The Belle House
  - F) Notification of alcohol license application:
    - a) Licensee: Mohammad Khan  
DBA: Uncle Dave's Inc. DBA Don Corleone's Pizza  
Location: 200 Lanier Drive Suite 5  
Type of Alcohol License: Retail Beer & Wine by the drink  
Type of Business: Restaurant
5. Consideration of a Motion to approve 1<sup>st</sup> reading of **Ordinance 2013-01**: An Ordinance Amending Certain Sections of Chapter 6 of the Statesboro Code of Ordinances (Alcoholic Beverages)
6. Consideration of a Motion to approve "Vehicle for Hire"
  - A) D W Yellow Cab 2 – Delorise Flonory (Owner- New Business)

7. Consideration of a Motion to Approve Award of Contract to Tucker Utilities, Inc. in the amount of \$26,643.00 to make drainage improvements to a section of N. College St. (see attached location map). The improvements are to be funded by 2007 SPLOST.
8. Consideration of a Motion to adopt the manual for procurement card procedures for the City of Statesboro
9. Consideration of a Motion to adopt the manual for purchasing procedures for the City of Statesboro
10. Other Business from City Council
11. Public Comments (General)
12. Consideration of a Motion to Adjourn



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**CITY OF STATESBORO  
CITY COUNCIL MINUTES  
FEBRUARY 06, 2013**

A regular meeting of the Statesboro City Council was held on February 06 , 2013 at 9:00 am in the Council Chambers at City Hall Present were Mayor Joe R. Brannen, Council Members: Will Britt, Phil Boyum, John Riggs, Gary Lewis and Travis Chance. Also present were City Manager Frank Parker, City Clerk Sue Starling, City Attorney Alvin Leaphart, City Engineer Robert Cheshire and Director of Community Development Mandi Cody.

The meeting was called to order by Mayor Joe Brannen

Invocation and Pledge of Allegiance was given by Councilman Travis Chance

**Recognitions/Public Presentations**

**A) Mayor Brannen presents a proclamation recognizing “Arbor Day”**

Mayor Brannen presented the “Arbor Day” proclamation to Mr. Henry Clay while the Streets and Parks Superintendent Robert Seamans updated Council on the upcoming Arbor Day events.

**Public Comments (Agenda Item):** None

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

**A) Approval of Minutes**

- a) 01-15-2013- Council Minutes
- b) 01-15-2013- Executive Minutes

**B) Consideration of a Motion to approve a Special Event Permit for GSU:**

- a) Fundraiser Benefit – Garden of the Coastal Plain at GSU

**C) Consideration of a Motion to approve Resolution 2013-03: A Resolution authorizing the submittal of a 2013 Georgia Department of Community Affairs Community Development Block Grant application and such supporting and collateral material as shall be necessary for the Gordon Street area.**

**D) Consideration of a Motion to approve the 1<sup>st</sup> reading of Ordinance 2013-02: An Ordinance to annex property of VALNOC, LLC into the City of Statesboro Municipal limits.**

**E) Consideration of a Motion to approve the 1<sup>st</sup> reading of Ordinance 2013-03: An Ordinance to annex property of Wendell and Miriam Hodges into the City of Statesboro municipal limits.**

**F) Consideration of a Motion to approve the 1<sup>st</sup> reading of Ordinance 2013-04: An Ordinance to annex properties of the City of Statesboro into the City of Statesboro municipal limits**

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

**Consideration of a Motion to approve “Vehicle for Hire”**

**A) D W Yellow Cab 2 – Delorise Flonory (Owner – New Business)**

Councilman Chance made a motion, seconded by Councilman Boyum to table the item until the next Council meeting. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**B) D W Yellow Cab- Heather Fielder (Driver)**

Councilman Chance made a motion, seconded by Mayor Pro Tem Will Britt to approve the application for Heather Fielder as a driver for D W Yellow Cab Company. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to approve Resolution 2013-02 (Revised): A Resolution to increase the hotel motel tax by 1%.**

Councilman Riggs made a motion, seconded by Councilman Lewis to approve Resolution 2013-02 (Revised): A Resolution to increase the hotel motel tax by 1%. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Councilman John Riggs excused himself from the Council meeting at 9:15 am and did not return to the meeting.

**Consideration of a Motion to approve 1<sup>st</sup> reading of Ordinance 2013-01: An Ordinance amending certain sections of Alcoholic Beverages Chapter 6 of the Statesboro Code of Ordinances**

Councilman Chance made a motion, seconded by Councilman Boyum to table Ordinance 2013-01 until the next meeting. Councilman Britt, Boyum, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

**Consideration of a Motion to award professional services contract for engineering pertaining to the Gordon Street area CDBG project**

Councilman Chance made a motion, seconded by Councilman Boyum to approve the motion to award the professional service engineering contract to Parker Engineering which pertains to the Gordon Street drainage CDBG grant project. Councilman Britt, Boyum, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

### **Consideration of a Motion to award a contract for demolition services to Y-Delta in the amount of \$8,625.00**

Mayor Pro Tem Will Britt made a motion, seconded by Councilman Lewis to award a contract for demolition services at 2 Brown Street to Y-Delta in the amount of \$8,625.00. Councilman Britt, Boyum, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

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

City Manager Frank Parker encourages all professional service providers to bring ideas or projects, that would help improve the City, to their attention.

Mayor Pro Tem Will Britt requested for the City to hold the April 16<sup>th</sup>, 2013 Council Meeting at GSU. He asked City Manager Frank Parker to make the arrangements.

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

**Julia Frey representing “Up with People” would like to share their organization’s purpose with Council**

Julia Frey representing “Up with People” gave an overview of the organizations mission. She asked if anyone would like to give room and board to any of the visiting members, please contact her. They will be performing at the Averitt Center for the Arts on March 4<sup>th</sup> -11<sup>th</sup>, 2013.

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

Councilman Lewis made a motion, seconded by Councilman Chance to adjourn. Councilman Britt, Boyum, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

The meeting was adjourned at 9:30 am.



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**CITY OF STATESBORO  
CITY COUNCIL WORK SESSION MINUTES  
February 6, 2013**

A work session of the Statesboro City Council was held on February 6, 2013 at 9:45 a.m. in the Council Chambers at City Hall. Present were Mayor Joe R. Brannen, Council Members: Will Britt, Phil Boyum, Travis Chance and Gary Lewis. Also present were City Manager Frank Parker, City Clerk Sue Starling, Department Heads as well as staff members, news media and citizens. Absent was Councilman John Riggs. Mayor Pro Tem Will Britt left the meeting at 10:30 am. He did not return to the meeting.

**Topics for Discussion:**

**CAFR presentation by Richard Deal**

Richard Deal of Thigpen, Lanier, Westerfield and Deal Accounting Firm presented the Comprehensive Annual Financial Report to Council for fiscal year ending June 30, 2012.

**Police Department needs assessment presentation for line level personnel**

Director of Public Safety Wendell Turner presented the assessment for the request of 21 new Police Officers to Council which includes the 3 officers from the ( COP) Grant. These 3 officers will be put on City payroll in October after the grant money ends.

The meeting adjourned at 11:15 am.

There was no action taken at the meeting

**ORDINANCE 2013 -02:  
AN ORDINANCE TO ANNEX PROPERTY  
INTO THE CITY OF STATESBORO, GEORGIA**

WHEREAS, the Mayor and City Council of the City of Statesboro, Georgia have received petition from VALNOC, LLC, who is the owner of 100 percent of the property to be annexed; and,

WHEREAS, pursuant to Chapter 36 of Title 36 of the Official Code of Georgia Annotated, in order to annex property, to provide an effective date and other provisions, the Mayor and City Council must approve an ordinance of annexation;

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. All that area contiguous to the City of Statesboro described in "Exhibit A," attached hereto and incorporated herein as a part of this ordinance, is hereby annexed into the City of Statesboro and made a part of said city.

Section 2. This ordinance shall become effective on March 1, 2013.

Section 3. The Director of Planning & Community Development of the City of Statesboro is instructed to send a report that includes certified copies of this ordinance, the name of the county in which the property being annexed is located and a letter from the City stating the intent to add the annexed area to the Census maps during the next survey and stating that the survey map will be completed and returned to the United States Census Bureau, Georgia Department of Community Affairs, and to the governing authority of Bulloch County, Georgia within thirty (30) days after the effective date of the annexation as set forth in Section 2.

Section 4. On the effective date of the annexation, this property shall be placed in Council District 5 of the City of Statesboro.

Section 5. This property shall be zoned R4 (High Density Residential) and located in the "Developing" character area as shown on the City of Statesboro Future Development Map pursuant to the vote of the Statesboro City Council held on January 15, 2013 subsequent to a public hearing regarding the zoning of said property.

Passed and adopted on two separate readings.

First Reading: February 6, 2013

Second Reading: February 19, 2013

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

\_\_\_\_\_  
By: Joe R. Brannen, Mayor

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

## **EXHIBIT A**

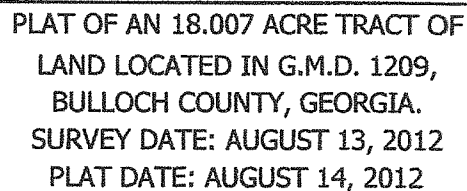
All that certain tract or parcel of land situate, lying and being in the 1209<sup>th</sup> G.M. District of Bulloch County, Georgia, designated as Tract 15 containing 83.92 acres gross, more or less, as shown on a plat of survey of "Tracts 14 & 15" prepared for the Terrell Beasley Estate by James M. Anderson & Associates, Inc., Registered Land Surveyor, dated December 14, 2005, and recorded in Plat Book 63, Page 36, Bulloch County, Georgia records, said plat being incorporated herein by reference, attached hereto.

Less and Except: All that certain tract or parcel of land situate, lying and being in the 1209<sup>th</sup> G.M. District of Bulloch County, Georgia containing 18.007 acres as depicted on that certain plat of survey prepared by Donaldson Surveyors, dated August 14, 2012, for CEB Enterprises, LLC, recorded in Plat Book 65, Page 31, Bulloch County, Georgia records, said plat being incorporated herein by reference, attached hereto.

It is the intention to annex all of the 83.92 acre parcel described above, excluding only the 18.007 acre parcel to remain unincorporated.

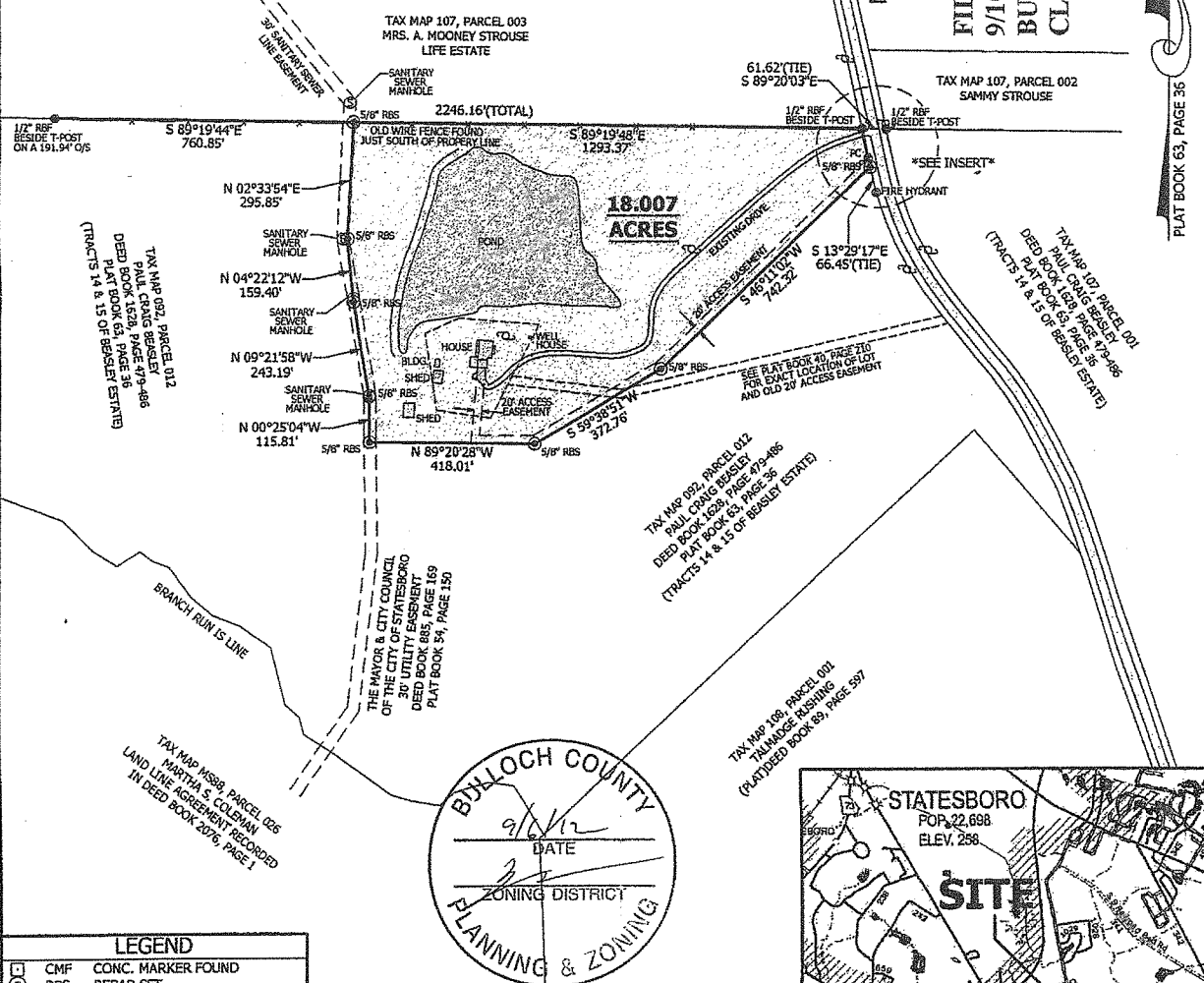
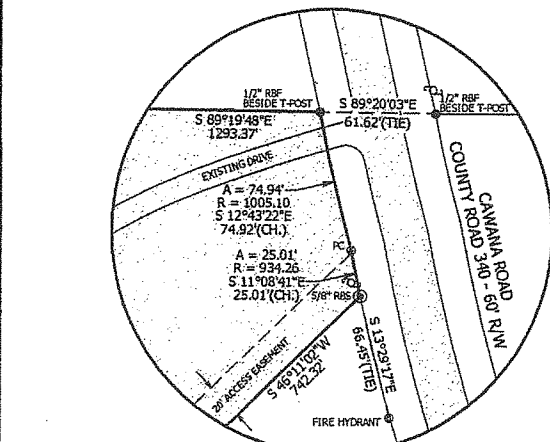
**JAMES M. ANDERSON & ASSOCIATES  
REGISTERED LAND SURVEYORS**





SURVEYED FOR:  
**CEB ENTERPRISES, LLC**

FILED BK 65 PG 31  
9/10/2012 @ 2:06pm  
BULLOCH COUNTY  
CLERK TERESA TU



LEGEND	
CMF	CONC. MARKER FOUND
RBS	REBAR SET
RBF	REBAR FOUND
CMS	CONC. MARKER SET
IPF	IRON PIPE or PIN FOUND
AS NOTED IN DRAWING	
OFFSET	POLE or LIGHT POLE
P/L	P/L = PROPERTY LINE
BROKEN	(T) = TOTAL
FOUND	
RIGHT-OF-WAY	Ⓢ SANITARY
C/L	SEWER
	MANHOLE

NOTE:

- SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.
- THE BEARINGS SHOWN ON THIS SURVEY WERE CALCULATED FROM A TRAVERSE USING FIELD ANGLES AND A SINGLE BASE BEARING. THE BEARINGS MAY DIFFER FROM PREVIOUS SURVEYS DUE TO MAGNETIC DECLINATION EVEN THOUGH THE PROPERTY LINES ARE THE SAME.

IN MY OPINION, THIS IS A CORRECT  
REPRESENTATION OF THE LAND PLATTED AND  
CONFORMS WITH THE MINIMUM STANDARDS  
REQUIRED BY LAW.

## DONALDSON SURVEYS



478-237-7339  
P.O. BOX 1138  
AINSBORO, GA 30401

120658.DWG DRAWER 4-127

S:\DATA\12065.CRD

DRAWN BY: CHANA D. TAPLE

DONALDSON SURVEYS  
P.O. BOX 1138  
SWAINSBORO GEORGIA 30401

478-237-7339  
478-237-3456 (FAX)



FIELD EQUIPMENT  
E.D.M. (GTS-313) XX  
WITH DATA COLLECTOR  
T2 THEODOLITE (1") XXXX  
K1 A THEODOLITE (20") XXXX  
100' STEEL TAPE XXXX

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PRECISION DATA:
FIELD E.O.C. 1:78.557
ANGULAR ERROR 00'00"04"/ANGLE
METHOD OF ADJ. LEAST SQUARES
PLAT E.O.C. 1:486.998
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RECEIVED SEP 21 2012

**ORDINANCE 2013 - 03:  
AN ORDINANCE TO ANNEX PROPERTY  
INTO THE CITY OF STATESBORO, GEORGIA**

WHEREAS, the Mayor and City Council of the City of Statesboro, Georgia have received petition from Wendell and Miriam Hodges, who are the owners of 100 percent of the property to be annexed; and,

WHEREAS, pursuant to Chapter 36 of Title 36 of the Official Code of Georgia Annotated, in order to annex property, to provide an effective date and other provisions, the Mayor and City Council must approve an ordinance of annexation;

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. All that area contiguous to the City of Statesboro know as Bulloch County Tax Map Parcel MS88000025 000, being 0.9 acres in size, as shown on the attached Bulloch County Tax Parcel Map, is hereby annexed into the City of Statesboro and made a part of said city.

Section 2. This ordinance shall become effective on March 1, 2013.

Section 3. The Director of Planning & Community Development of the City of Statesboro is instructed to send a report that includes certified copies of this ordinance, the name of the county in which the property being annexed is located and a letter from the City stating the intent to add the annexed area to the Census maps during the next survey and stating that the survey map will be completed and returned to the United States Census Bureau, Georgia Department of Community Affairs, and to the governing authority of Bulloch County, Georgia within thirty (30) days after the effective date of the annexation as set forth in Section 2.

Section 4. On the effective date of the annexation, this property shall be placed in Council District 5 of the City of Statesboro.

Section 5. This property shall be zoned HOC (Highway Oriented Commercial) and located in the "Developing" character area as shown on the City of Statesboro Future Development Map pursuant to the vote of the Statesboro City Council held on January 15, 2013 subsequent to a public hearing regarding the zoning of said property.

Passed and adopted on two separate readings.

First Reading: February 6, 2013

Second Reading: February 19, 2013

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

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By: Joe R. Brannen, Mayor

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Attest: Sue Starling, City Clerk

AN 12-12-06, Parcel # MS88000025 000

Location Map

6381 Burkhalter Rd



Subject\_Property

City Limits

Zoning

Tax Parcels

City of Statesboro Department of  
Planning and Development

**Note: The Boundaries Depicted  
on this map are approximate and  
should be used for reference only**



**ORDINANCE 2013 - 04:  
AN ORDINANCE TO ANNEX PROPERTY  
INTO THE CITY OF STATESBORO, GEORGIA**

WHEREAS, the Mayor and City Council of the City of Statesboro, Georgia have approved a petition from Mayor and City Council of the City of Statesboro, Georgia, who is the owners of 100 percent of each of the three properties to be annexed; and,

WHEREAS, pursuant to Chapter 36 of Title 36 of the Official Code of Georgia Annotated, in order to annex property, to provide an effective date and other provisions, the Mayor and City Council must approve an ordinance of annexation;

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. All that area contiguous to the City of Statesboro described in "Exhibit A – 1, 2, and 3," attached hereto and incorporated herein as a part of this ordinance, is hereby annexed into the City of Statesboro and made a part of said city.

Section 2. This ordinance shall become effective on March 1, 2013.

Section 3. The Director of Planning & Community Development of the City of Statesboro is instructed to send a report that includes certified copies of this ordinance, the name of the county in which the property being annexed is located and a letter from the City stating the intent to add the annexed area to the Census maps during the next survey and stating that the survey map will be completed and returned to the United States Census Bureau, Georgia Department of Community Affairs, and to the governing authority of Bulloch County, Georgia within thirty (30) days after the effective date of the annexation as set forth in Section 2.

Section 4. On the effective date of the annexation, this property shall be placed in Council District 3 of the City of Statesboro.

Section 5. These properties shall be zoned PUD (Planned Unit Development) and located in the "Green Space" character area as shown on the City of Statesboro Future Development Map pursuant to the vote of the Statesboro City Council on January 15, 2013 subsequent to a public hearing regarding the zoning of said property.

Passed and adopted on two separate readings.

First Reading: February 6, 2013

Second Reading: February 19, 2013

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

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By: Joe R. Brannen, Mayor

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Attest: Sue Starling, City Clerk

## **EXHIBIT A**

1. All that certain tract or parcel of land situate, lying and being in the 1209<sup>th</sup> G.M. District of Bulloch County, Georgia, designated as Parcel B containing 13.8 acres gross, more or less, as shown on a plat of survey of "Two parcels containing a total of 21.1 acres" prepared for the T.E. Rushing Estate and City of Statesboro by Thomas M. Lewis, Registered Land Surveyor, dated October 11, 2005, and recorded in Plat Book 62, Page 780, Bulloch County, Georgia records, said plat being incorporated herein by reference, attached hereto.
2. All that certain tract or parcel of land situate, lying and being in the 1209<sup>th</sup> G.M. District of Bulloch County, Georgia, containing 181.62 acres gross, more or less, as shown on a plat of survey of "181.62 acres commonly known as Birds Pond" prepared for Georgia Southern University by Lamar Olliff Reddick, Registered Land Surveyor, dated November 30, 1993, said plat being incorporated herein by reference, attached hereto.
3. All that certain tract or parcel of land situate, lying and situate in the 1209<sup>th</sup> G.M. District of Bulloch County, Georgia and containing 109.23 acres, more or less, according to a survey for the City of Statesboro prepared by Donald W. Marsh dated March 25, 1996, said plat being incorporated herein by reference, attached hereto.

It is the intention to annex all of the parcels described above.

THE RIGHT-OF-WAY OF VETERANS MEDICAL PARKWAY  
EXPLANATION OF RIGHT-OF-WAY  
ESTABLISHED BY USING D.O.T. REFERENCE POINTS AT CAR, HWY.,  
AND LINDER CREEK IN COORDINATION WITH D.O.T. RIGHT-OF-WAY  
PLANS. (VARIOUS RIGHT-OF-WAY MOVEMENTS WERE LOCATED,  
BUT NONE WERE FOUND TO MATCH PLANS. LOCATIONS OF R/W/  
PLANS WERE DETERMINED FROM D.O.T. PLANS, LOCATED AT A  
MINIMUM OF 0.44 TO A MAXIMUM OF 11.03)  
DISTANCES ON D.O.T. RIGHT-OF-WAY PLANS (INCLUDING  
CURVE DATA ARE GROUND, GRID DISTANCES WERE CONVERTED TO  
HORIZONTAL DATA FOR THIS PLAN.  
COORDINATE FACTOR = GRID TO HORIZONTAL = 1.0000741

PLAT REFERENCES:  
PLAT BOOK 34, PAGE 17  
PLAT BOOK 37, PAGE 32  
PLAT BOOK 37, PAGE 32  
PLAT BOOK 44, PAGE 16  
PLAT BOOK 50, PAGE 12  
PLAT BOOK 50, PAGE 122  
PLAT BOOK 53, PAGE 72  
PLAT BOOK 53, PAGE 72  
PLAT BOOK 82, PAGE 162

DEED REFERENCES:  
DEED BOOK 582, PAGE 128 EASEMENT (P.B. 37, PG. 32)  
DEED BOOK 602, PAGE 12 EASEMENT (P.B. 37, PG. 32)  
DEED BOOK 602, PAGE 12 EASEMENT (P.B. 37, PG. 16)  
DEED BOOK 1342, PAGE 338 EASEMENT (P.B. 81, PG. 774)

NOTE:  
MORE WAS CONTAINED IN THE UTILITY EASEMENTS LISTED ABOVE WAS AMBIGUOUS. THE UTILITY EASEMENTS SHOWN WERE SUBJECT TO VARIATION ACCORDING TO INDIVIDUAL INTERPRETIONS.

ALL TIDE AND NON-TIDE TERRESTRIAL, MARSH AREAS AND WETLANDS AND/OR THE STATE OF GEORGIA DEPENDENT OF NATURAL RESOURCES OWNERS ARE SUBJECT TO PENALTY BY POWER OF PUNISHMENT AND FINANCIAL LOSS WITHOUT AGENCIES. THE STATE OF GEORGIA DEPENDENT OF NATURAL RESOURCES OWNERS ARE SUBJECT TO PENALTY BY POWER OF PUNISHMENT AND FINANCIAL LOSS WITHOUT AGENCIES.

WETLANDS SHOWN ON THIS MAP WERE Delineated BY MEMBERS OF THE ENVIRONMENTAL DEFENSE FUND. A 1/2 ACRES, 9 WAS ESTABLISHED JUST BETWEEN PARCELS A & PARCELS B WAS ESTABLISHED ALONG THE ABOVE DESCRIBED WETLAND DELINEATION.

① T.E. RUSHING ESTATE

**SURVEY FOR** **(B) CITY OF STALESBORO**

### PRECISION DATA

FIELD EQUIPMENT  
STEEL TAPE

E.O.C. FIELD: 1 / 29454  
ERROR PER ANGLE: 00'00'00"

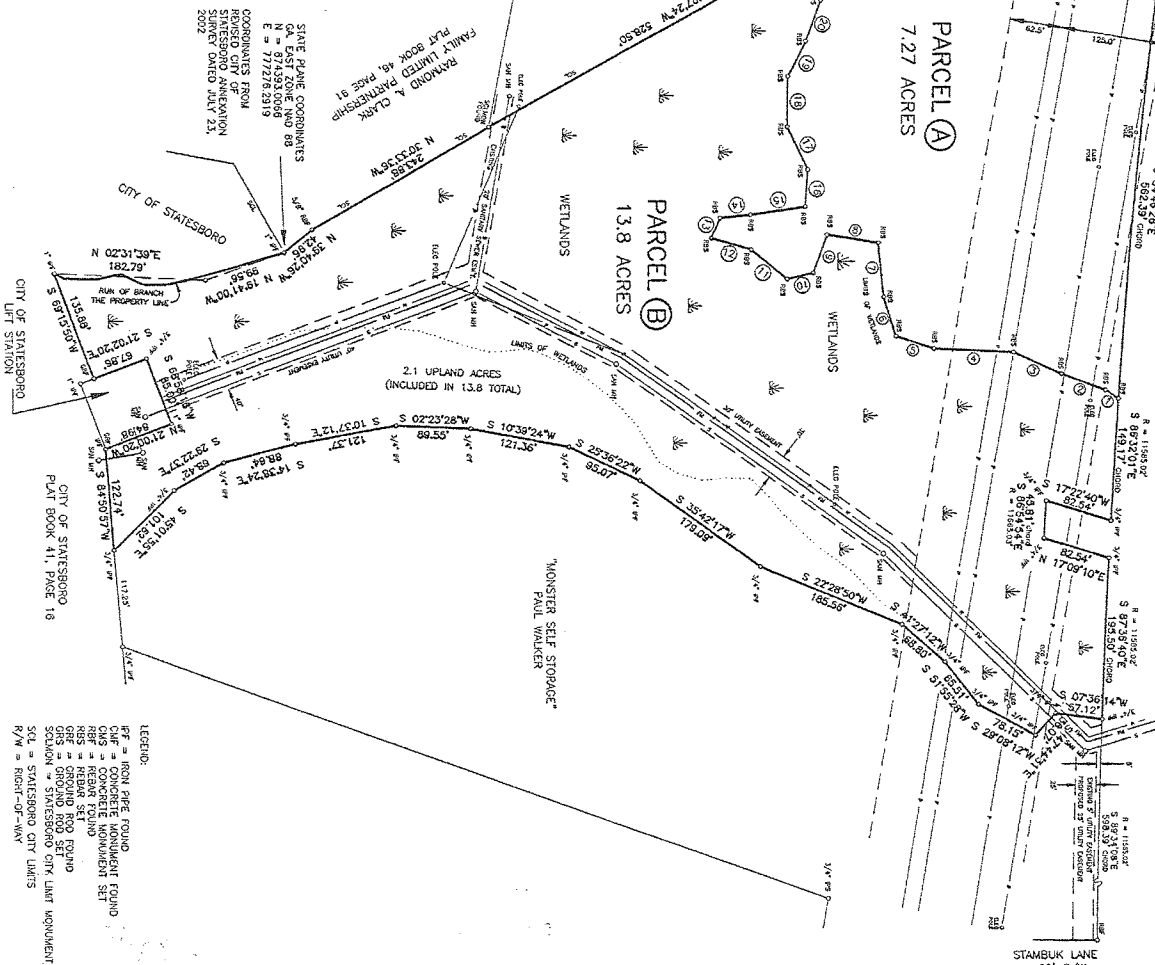
ADJ. METHOD: LEAST SQUARES

DATE: OCTOBER 11, 2005

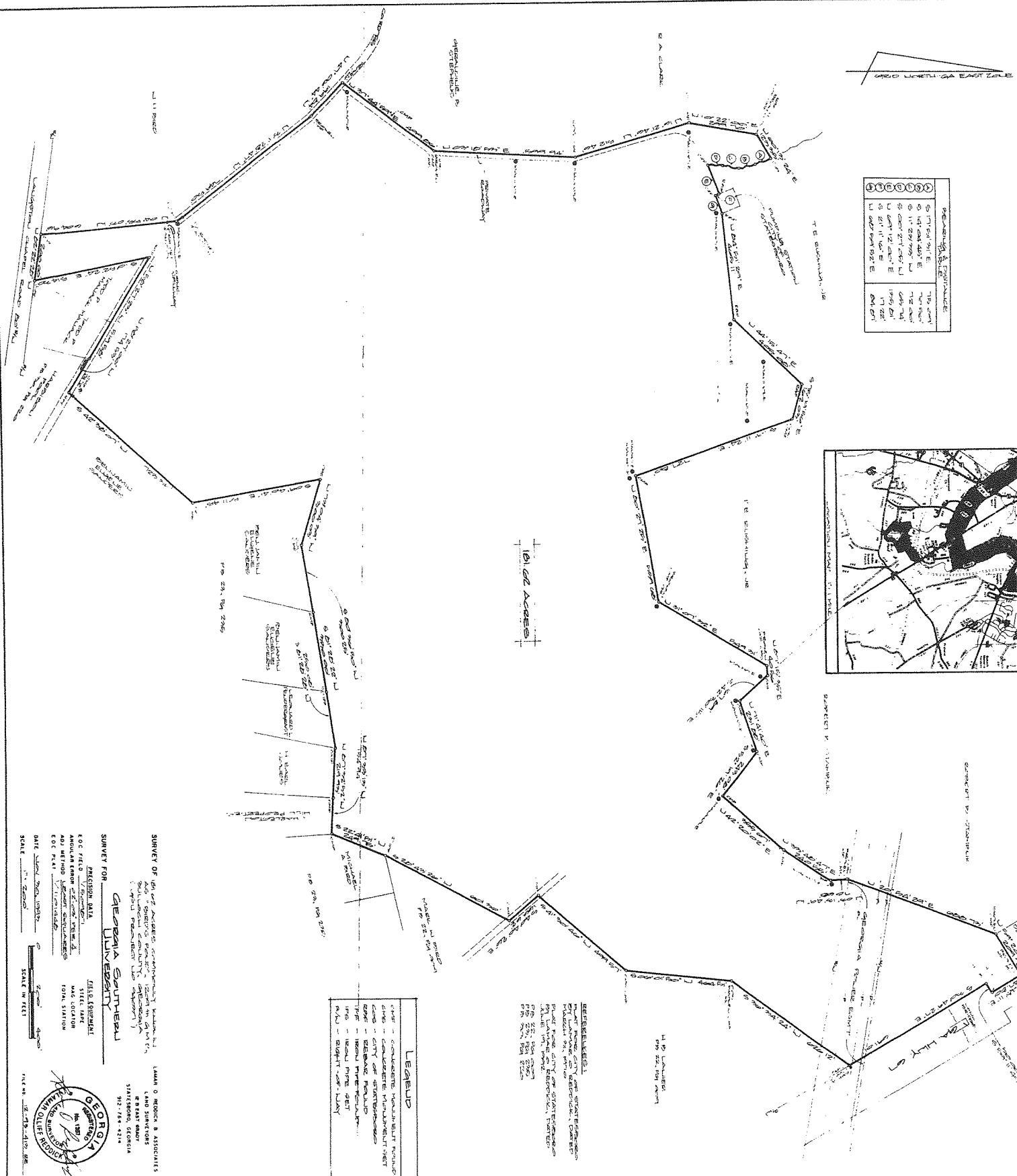
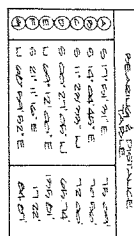
FILE NO. 10-05-159 EO  
FILE NAME: C:\SU\DATA\R\299RUSH.CRC  
CADFILES\RUSHCOSM.DWG

CITY OF STATESBORO  
LIFT STATION }

LEGEND:  
 RF = IRON PIPE FOUND  
 CUF = CONCRETE FOUNDMENT FOUND  
 CUS = CONCRETE FOUNDMENT SET  
 RBF = REBAR FOUNDMENT SET  
 RBS = REBAR SET  
 GRF = GROUND ROD FOUND  
 GRS = GROUND ROD SET  
 SOLMAN = STATESBORO CITY LIMIT FOUNDMENT  
 SOL = STATESBORO CITY LIMITS  
 R/W = RIGHT-OF-WAY



BK-162-PC-180



[illegible]

RONALD W. HADLEY AND ASSOCIATES  
3 SOUTH BELL STREET  
SUTHERLAND, BRISTOL, SOUTH  
/44. 1307



CITY OF STATESBORO  
P O BOX 348  
STATESBORO, GEORGIA 30459  
Telephone (912) 764-5468 Fax (912) 764-4691

APPLICATION FOR A SPECIAL EVENT PERMIT  
30 DAY NOTICE IS REQUIRED BEFORE THE EVENT

DATE OF APPLICATION 02-05-13

DATE OF EVENT 03-09-13

TIME OF EVENT 7:30 p.m.

LOCATION OF EVENT The Belle House

TYPE OF EVENT (DETAILED DESCRIPTION) zeta tau alpha  
semi-formal

IF THIS IS A THEATRE PRODUCTION, PROVIDE A DESCRIPTION.

PRODUCTS TO BE SERVED: ☒ BEER ☒ WINE ☒ LIQUOR

\*\* ALCOHOL MUST BE PURCHASED THROUGH A LICENSED  
WHOLESALE DISTRIBUTOR.

NAME OF WHOLESALE DISTRIBUTOR National

ADDRESS AND PHONE NUMBER OF WHOLESALE DISTRIBUTOR  
Natl. Distributing - Brian fitch - 912.536.8471

\*\*THE APPLICANT IS NOT ALLOWED TO HAVE A CASH BAR AT THE  
EVENT.

WILL THERE BE FOOD SERVED? IF SO WHO WILL BE CATERING?

yes, Lettuce Eat Catering LLC

WILL THERE BE MUSIC AND DANCING? IF SO DESCRIBED

yes. There will be a band

IF RAISING MONEY FOR A CHARITY, WHAT IS THE NAME OF THE ORGANIZATION \_\_\_\_\_

PROVIDE A NAME AND PHONE NUMBER OF THE CHARITY ORGANIZATION CONTACT \_\_\_\_\_

IF THE EVENT IS FOR A CHARITY, PROVIDE A COPY OF THE APPROVED RECOGNITION OF EXEMPTION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE.

ARE FLYERS BEING DISTRIBUTED? \_\_\_\_\_ YES ☒ NO  
IF YES ATTACH TO APPLICATION.

NAME OF APPLICANT Jamie Toms

APPLICANT'S ADDRESS 105 Rowand Circle, Statesboro, GA 30458

APPLICANT'S PHONE NUMBER 478.288.1033

APPLICANT IS REQUIRED TO ATTEND THE COUNCIL MEETING.

I HAVE READ AND AGREE TO THE REQUIREMENTS OF THIS PERMIT.

Jamie S. Toms  
SIGNATURE OF APPLICANT

OFFICE USE:

DATE OF COUNCIL MEETING \_\_\_\_\_

DATE APPROVED BY MAYOR AND CITY COUNCIL \_\_\_\_\_

CITY OF STATESBORO, GEORGIA

APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

DATE OF APPLICATION \_\_\_\_\_ NEW ☒ RENEWAL \_\_\_\_\_

TYPE OF BUSINESS TO BE OPERATED:

<input type="checkbox"/>	RETAIL BEER & WINE PACKAGED ONLY	\$1,250.00
<input checked="" type="checkbox"/>	RETAIL BEER & WINE BY THE DRINK	\$1,250.00
<input type="checkbox"/>	BEER, WINE & LIQUOR BY DRINK	\$3,750.00
<input type="checkbox"/>	WHOLESALE LICENSE	\$1,000.00
<input type="checkbox"/>	APPLICATION FEE - PACKAGED SALES	\$ 150.00
<input checked="" type="checkbox"/>	APPLICATION FEE - POURING SALES	\$ 150.00

APPLICANTS FULL NAME MOHAMMAD KHAN

OWNERS NAME DAVID DELOACH

DBA (BUSINESS NAME) Uncle DAVE's INC. DBA Don Corleone's Pizza

CHECK THE TYPE OF ALCOHOL LICENSE YOU ARE APPLYING FOR:  
RESTAURANT ☒ SPORTS RESTAURANT \_\_\_\_\_ PRIVATE CLUB \_\_\_\_\_ PACKAGE \_\_\_\_\_

BUSINESS ADDRESS 200 LANIER DRIVE SUITE 5 STATESBORO GA

BUSINESS MAILING ADDRESS PO Box 2196 STATESBORO GA 30458

BUSINESS TELEPHONE # 912 871 4444

APPLICANTS HOME ADDRESS \_\_\_\_\_

APPLICANTS HOME PHONE # \_\_\_\_\_

APPLICANTS AGE \_\_\_\_\_

ARE YOU A CITIZEN OF THE UNITED STATES? ☒ YES ☐ NO

HAVE YOUR EVER BEEN ARRESTED FOR ANYTHING? ☒ YES ☐ NO

IF YES, WHEN AND WHY MISDEMEANOR CHARGES

IS THE APPLICANT THE OWNER OF THE BUSINESS? ☐ YES ☒ NO

IF NO, WHAT IS YOUR TITLE IN THE BUSINESS? MANAGER

HOW MANY PARTNERS, SHAREHOLDERS, ETC. ARE INVOLVED IN THE BUSINESS 1

PLEASE LIST BELOW:

DAVID DELOACH



*City of Statesboro*  
*Office of the City Attorney*

---

P.O. Box 348  
Statesboro, Georgia 30459

912.764.0683  
912.489.6140(Fax)

February 7, 2013

TO: Mayor and City Council

FROM: J. Alvin Leaphart, City Attorney 

RE: Proposed Revision of Section 6-165. - Pricing of alcoholic beverages

---

Enclosed for your review are strikethroughs and additions to Section 6-165 which governs the pricing of alcoholic beverages. Along with this you will find a clean copy of the proposed ordinance revision.

This revision is to clarify that a person licensed to manufacture malt beverages within the City of Statesboro shall be allowed to conduct facility tours as allowed and licensed by the Georgia Department of Revenue.

Also enclosed is the State law referenced in the statute that provides for state permits for free tasting of malt beverages during educational and promotional brewery tours along with the rules and regulations of the Georgia Department of Revenue which further define what is and is not allowed during these educational and promotional brewery tours.

This revision does not allow anyone licensed by the State of Georgia as a brewpub and licensed by the City of Statesboro for consumption on the premises to conduct these facility tours with free tastings. State law specifically prohibits anyone licensed as a brewpub by the State of Georgia from providing free tastings. O.C.G.A. § 3-5-36(5).

**CURRENT ORDINANCE WITH STIKETHROUGHS AND ADDITIONS FOR  
PROPOSED REVISIONS**

Sec. 6-165. - Pricing of alcoholic beverages.

- (a) This section shall ~~be construed to cover, include and apply to every type of alcoholic beverages licensed to be sold, including beer, wine, fortified wine, malt beverages and distilled spirits.~~ **govern all retail package licenses and all retail consumption on the premises licenses, but shall not limit or expand any privilege granted by the Commissioner of the Georgia Department of Revenue to a brewer licensed to manufacture malt beverages authorizing said brewer to conduct educational and promotional brewery tours pursuant to O.C.G.A. § 3-5-38.**
- (b) No licensee ~~or holder of any license to sell alcoholic beverages for consumption on the premises or in any part thereof,~~ **holding any retail package licenses or any retail consumption on the premises license** ~~on the premises or in any part thereof,~~ or employee or agent of **any such** licensee, shall:
  - (1) Offer to deliver any free alcoholic beverage to the general public, or at a price less than the wholesale price paid for the alcoholic beverage. This subsection shall not apply to a tasting-room where wine is offered in a quantity to only taste the product.
  - (2) Any on-premises-consumption licensee may sell, offer to sell, or deliver to a person any alcoholic beverage for less than the price customarily charged. This provision does not permit a licensee to sell, offer to sell, or deliver any alcoholic beverages during this period to any person or group at a price lower than is offered to the general public during this period, except at private functions not open to the public.
  - (3) Such sales shall only take place on a day when sales of alcoholic beverages for consumption-on-the-premises are allowed by this chapter and state statute.
  - (4) Sell, offer to sell, or deliver to any person or group of persons two or more or an unlimited number of alcoholic beverages during any set period of time at a fixed price, except at private functions not open to the public.
  - (5) Sponsor, conduct, encourage or allow on the licensed premises any game or contest or promotion which either:
    - a. Involves the drinking of alcoholic beverages or the awarding of alcoholic beverages as the prize; or
    - b. Has as its primary purpose the increasing of the consumption of alcoholic beverages on the premises.

- (6) Sell two or more alcoholic beverages for a price substantially the same as is charged for one such alcoholic beverage.
  - (7) Require the purchase of a second or subsequent alcoholic beverage at the same time another alcoholic beverage is purchased.
  - (8) Sell, offer to sell, or give away any coupons, tokens, tickets, receipts or other devices authorizing the serving of any alcohol beverage drinks either on the current or a subsequent day.
  - (9) Sell, offer to sell, or deliver to a customer in any container other than: (i) a glass or plastic cup for distilled spirits; or (ii) a standard wine glass or plastic cup, carafe or original winery bottle for any wine or fortified wine; or (iii) a glass or plastic cup, pitcher, or the original can or bottle for any beer or malted beverage.
  - (10) Sell, offer to sell, or deliver any alcoholic beverage to be inserted into the mouth of a customer in any manner by anyone other than by the customer.
  - (11) Charge any minimum charge, cover charge, admission charge, or any other nonfood or nonalcoholic beverage charge which discriminates on the basis of gender, race, creed, or national origin.
- (c) No provision of this section shall be construed to prohibit licensees from offering free food or entertainment at any time, or to prohibit the sale or delivery of wine by bottle or carafe when sold with meals or to more than one person, or to prohibit any hotel or motel from offering room services to registered guests; and do not apply to a movie theater licensed by the City of Statesboro to show movies to the public while offering reduced prices for tickets to matinees to youth under a certain age or to senior citizens.

(Ord. No. 2011-14, 12-6-11)

**Ordinance 2013-01**  
**An Ordinance Amending Certain Sections of Chapter 6 of the Statesboro Code of Ordinances**  
**(Alcoholic Beverages)**

WHEREAS, the City has previously adopted an ordinance regulating alcoholic beverages; and

WHEREAS, the Mayor and City Council has determined there is sufficient reason and need to amend certain sections of Chapter 6 (Alcoholic Beverages) of the Code of Ordinances, City of Statesboro, Georgia;

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:**

Section 6-165 of the Code of Ordinances, City of Statesboro, Georgia is hereby amended by replacing it in full, and shall read as follows:

Sec. 6-165. - Pricing of alcoholic beverages.

- (a) This section shall govern all retail package licenses and all retail consumption on the premises licenses, but shall not limit or expand any privilege granted by the Commissioner of the Georgia Department of Revenue to a brewer licensed to manufacturer malt beverages authorizing said brewer to conduct educational and promotional brewery tours pursuant to O.C.G.A. § 3-5-38.
- (b) No licensee holding any retail package license or any retail consumption on the premises license, or employee or agent of any such licensee, shall:
  - (1) Offer to deliver any free alcoholic beverage to the general public or at a price less than the wholesale price paid for the alcoholic beverage. This subsection shall not apply to a tasting-room where wine is offered in a quantity to only taste the product.
  - (2) Any on-premises-consumption licensee may sell, offer to sell, or deliver to a person any alcoholic beverage for less than the price customarily charged. This provision does not permit a licensee to sell, offer to sell, or deliver any alcoholic beverages during this period to any person or group at a price lower than is offered to the general public during this period, except at private functions not open to the public.

- (3) Such sales shall only take place on a day when sales of alcoholic beverages for consumption-on-the-premises are allowed by this chapter and state statute.
  - (4) Sell, offer to sell, or deliver to any person or group of persons two or more or an unlimited number of alcoholic beverages during any set period of time at a fixed price, except at private functions not open to the public.
  - (5) Sponsor, conduct, encourage or allow on the licensed premises any game or contest or promotion which either:
    - a. Involves the drinking of alcoholic beverages or the awarding of alcoholic beverages as the prize; or
    - b. Has as its primary purpose the increasing of the consumption of alcoholic beverages on the premises.
  - (6) Sell two or more alcoholic beverages for a price substantially the same as is charged for one such alcoholic beverage.
  - (7) Require the purchase of a second or subsequent alcoholic beverage at the same time another alcoholic beverage is purchased.
  - (8) Sell, offer to sell, or give away any coupons, tokens, tickets, receipts or other devices authorizing the serving of any alcohol beverage drinks either on the current or a subsequent day.
  - (9) Sell, offer to sell, or deliver to a customer in any container other than: (i) a glass or plastic cup for distilled spirits; or (ii) a standard wine glass or plastic cup, carafe or original winery bottle for any wine or fortified wine; or (iii) a glass or plastic cup, pitcher, or the original can or bottle for any beer or malted beverage.
  - (10) Sell, offer to sell, or deliver any alcoholic beverage to be inserted into the mouth of a customer in any manner by anyone other than by the customer.
  - (11) Charge any minimum charge, cover charge, admission charge, or any other nonfood or nonalcoholic beverage charge which discriminates on the basis of gender, race, creed, or national origin.
- (c) No provision of this section shall be construed to prohibit licensees from offering free food or entertainment at any time, to prohibit the sale or delivery of wine by bottle or carafe when sold with meals to more than one person, to prohibit any hotel or motel from offering room services to registered guests; and does not apply to a movie theater licensed by the City of Statesboro to show movies to the public while offering reduced prices for tickets to matinees to youth under a certain age or to senior citizens.

SECTION 2. All other sections of Chapter 6 not here expressly amended here remain in full force and effect.

SECTION 3. Should any section, subsection, or provision of this ordinance be ruled 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. This Ordinance shall be and remain in full force and effect from and after its adoption on two separate readings.

First Reading February 19<sup>th</sup>, 2013  
Second Reading March 5<sup>th</sup>, 2013

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

---

By: Joe R. Brannen, Mayor

---

Attest: Sue Starling, City Clerk



1 of 1 DOCUMENT

OFFICIAL CODE OF GEORGIA ANNOTATED

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\*\*\* Current Through the 2012 Regular Session \*\*\*

\*\*\* Annotations Current Through November 9, 2012 \*\*\*

TITLE 3. ALCOHOLIC BEVERAGES

CHAPTER 5. MALT BEVERAGES

ARTICLE 2. STATE LICENSE REQUIREMENTS AND REGULATIONS FOR MANUFACTURE, DISTRIBUTION, AND SALE

GO TO GEORGIA STATUTES ARCHIVE DIRECTORY

*O.C.G.A. § 3-5-38 (2012)*

§ 3-5-38. Permits for free tasting of malt beverages during educational and promotional brewery tours

The commissioner shall, upon proper application therefor, issue an annual permit to any brewer licensed in this state authorizing such brewer to conduct educational and promotional brewery tours which may include free tasting on the premises by members of the public of tax paid varieties of malt beverages brewed by such brewer.

**HISTORY:** Code 1981, § 3-5-38, enacted by Ga. L. 1995, p. 486, § 1; Ga. L. 1997, p. 1514, § 1A.

**NOTES:** CODE COMMISSION NOTES. --Pursuant to *Code Section 28-9-5*, in 1995, this Code section, originally enacted as *Code Section 3-5-35*, was redesignated as *Code Section 3-5-38*.

Title Note

Chapter Note

Article Note

**LexisNexis 50 State Surveys, Legislation & Regulations**

Alcohol Manufacture, Distribution & Sales



1 of 1 DOCUMENT

RULES AND REGULATIONS OF THE STATE OF GEORGIA  
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\*\*\* This document is current through the 4/30/12 cumulative supplement \*\*\*

TITLE 560: DEPARTMENT OF REVENUE  
ALCOHOL AND TOBACCO TAX UNIT  
CHAPTER 560-2-7 MALT BEVERAGES

*Ga. Comp. R. & Regs. r. 560-2-7-.01 (2012)*

560-2-7-.01 Facility Tours .

(1) During an Educational or Promotional Tour a "Free Tasting" may be conducted by the licensed brewery and the following amounts of Alcoholic Beverage which is brewed at the licensed facility may be provided.

(a) During or after completion of a one (1) hour Educational or Promotional Tour in compliance with this regulation an attendee may receive no more than a total of twenty-four ounces (24 oz.) of Malt Beverage or beer from a licensed facility;

(b) During or after completion of a two (2) hour Educational or Promotional Tour in compliance with this regulation an attendee may receive no more than thirty-two ounces of (32 oz.) of Malt Beverage or beer from a licensed facility.

(2) All Malt Beverages or beer provided for at the Tasting shall be served by a state licensed representative of the brewery or winery.

(3) No Malt Beverages or beer may be served during or after a Tour if:

(a) A brewery charges a fee for providing an Educational or Promotional Tour; or

(b) The Tour of the facility is conducted on Sunday pursuant to 560-2-2-.29.

(4) The licensed facility may elect to provide non-alcoholic food or beverages at no charge, either directly or indirectly, to the attendees.

(5) The attendees may, if permitted by the licensed facility, bring non-alcoholic food or beverages to the licensed facility solely for use during or following the Tour, or as part of any Tasting at the licensed facility.

(6) A licensed brewery shall not engage in retail package or retail consumption sales on Premises, directly or indirectly, of Alcoholic Beverages at any time unless specifically exempt by regulation or the Act.

(7) No person who is a participant in a Tour may bring Alcoholic Beverages to the licensed facility under any circumstances.

(8) Souvenirs offered for sale by a brewery may be used in Tastings sponsored by the brewery.

(a) The brewery shall disclose, in writing by posted signs, or distributed notices given to the Tour participant(s), that there are no requirements to purchase the souvenir container to participate in the Tour or Tasting;

(b) The souvenir container may be used in subsequent Tours of the brewery.

Authority *O.C.G.A. Secs. 3-2-2, 3-2-6, 3-5-38, 48-2-12.*

History. Original Rule entitled "Wholesaler to Post Master Price List for Entire Stock of Distilled Spirits; Amendments to List" adopted. F. and eff. June 30, 1965. **Repealed:** New Rule entitled "Wholesaler to Post Prices" adopted. F. Oct. 23, 1969; eff. Nov. 1, 1969, as specified by the Agency. **Repealed:** New Rule of same title adopted. F. Nov. 27, 1979; eff. Dec. 17, 1979. **Repealed:** New Rule entitled "Malt Beverage Retail Dealers Bond. Form ATT-1" adopted. F. May 5, 1982; eff. May 25, 1982. **Repealed:** F. Apr. 25, 2006; eff. May 15, 2006. **Amended:** New Rule entitled "Facility Tours" adopted. F. Oct. 1, 2010; eff. Oct. 21, 2010.

**NOTES:**

**LexisNexis 50 State Surveys, Legislation & Regulations**

Alcohol Manufacture, Distribution & Sales

## BUSINESS APPLICATION CHECKLIST

D W Yellow Cab II

Business Name: \_\_\_\_\_

1. ☒ Zoning/Planning
  2. ☒ Fire Inspection
  3. ☒ Background Check (Police Department)
  4. NA Food Service Permit (Health Department)
  5. NA Food Sales Permit (Department of Agriculture)
  6. ☒ Affidavit
  7. ☒ Copy of Identification
  8. NA Building Official - Home Occupation
  9. NA Engineering Department - Home Occupation
  10. NA Secretary of State Professional License
  11. ☐ Georgia Dept of Revenue Sales Tax Submitted
  12. NA Verified Water Is In Business Name - Home Occupation
  13. NA Email Rachel Bragg at PD Information Sheet - Home Occupation
  14. NA Email Chris Colson at Fire Dept Info Sheet - Home Occupation
- ☒ No Issues With Any Departments

Teresa Skinner  
Teresa Skinner - Tax Clerk



City of Statesboro

www.statesboroga.net

P.O.Box 348  
50 East Main St.  
Statesboro, Ga. 30458

(912) 764-5468  
(912) 764-4691(fax)

## Occupational Tax Application

BLACK INK MUST BE USED

**YOU CANNOT OPEN FOR BUSINESS WITHOUT AN OCCUPATION TAX CERTIFICATE**  
I understand all applicants will be required to provide a photo ID when this application is returned

Date of Application: 12/31/12  
Business Trade Name: D w/ yellow CAB 2  
Business Location: 1 Greenwood ave  
Business Mailing Address: 1 Greenwood ave  
City: Statesboro State: GA Zip: 30458  
Business Owner: Delonise Flonory Business Telephone: 617-602-5056  
Email: \_\_\_\_\_  
Business Owner's Address: \_\_\_\_\_

Property Owner: Delonise Flonory  
Georgia Sales Tax #: \_\_\_\_\_ Federal Tax ID#: \_\_\_\_\_  
State Board Certificate #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Dominant Line of Business: Taxi  
(DESCRIBE THE NATURE OF YOUR BUSINESS)

Most Recent Business at This Location: D w/ yellow CAB one  
Is this an ownership change only? NO Are alcohol sales proposed? NO  
Have you ever owned or operated a similar type business? Yes \_\_\_\_\_ No ☒

If yes, please list the name of the business and the City & State the business was located:

Name of Business D w/ yellow CAB 2  
City Statesboro State GA  
Is your business a home occupation? Yes ☒ No \_\_\_\_\_

CITY OF STATESBORO  
P O BOX 348  
STATESBORO, GEORGIA 30459  
(912) 764-5468  
FAX (912) 764-4691

APPLICATION FOR VEHICLE FOR HIRE PERMIT - BUSINESS OWNER

THERE IS A \$75.00 NON-REFUNDABLE REGULATORY FEE FOR THE  
BUSINESS

DATE 12/31/12  
NAME OF BUSINESS Dw yellow CAB 2  
BUSINESS ADDRESS 1 Greenwood ave  
CITY, STATE & ZIP Statesboro GA 30458  
BUSINESS TELEPHONE 912 681 1143  
NAME OF OWNER Deloise Flonory  
HOME ADDRESS \_\_\_\_\_  
CITY, STATE & ZIP \_\_\_\_\_  
HOME TELEPHONE \_\_\_\_\_  
ALIASES \_\_\_\_\_  
AGE OF DRIVER \_\_\_\_\_  
HAVE YOU EVER BEEN ARRESTED? YES \_\_\_\_\_ NO ☒  
SIGNATURE Deloise Flonory DATE 12/31/12  
NAME OF INSURANCE COMPANY \_\_\_\_\_  
POLICY NUMBER Ethio

PLEASE PRESENT A COPY OF YOUR INSURANCE PREMIUM AND COVERAGE FOR EACH  
VEHICLE. A PERMIT WILL NOT BE ISSUED UNTIL WE HAVE A COPY OF YOUR  
INSURANCE.

SIGNATURE Deloise Flonory TITLE owner DATE 12/31/12



City of Statesboro  
Department of Community Development Memorandum

50 East Main Street

P.O. Box 348

» (912) 764-0630

Statesboro, Georgia 30458

Statesboro, Georgia 30459

» (912) 764-0664 (Fax)

DATE: 1/8/2013

TO: Teresa Skinner, Tax Clerk

SUBJECT: BUSINESS OCCUPATIONAL TAX APPLICATION (1 Greenwood Avenue,  
DW Yellow Cab 2)

The Department of Community Development has reviewed the business occupational tax application submitted by DW Yellow Cab 2 for 1 Greenwood Avenue. The applicant is proposing "taxi" at this location. The proposed use is permitted as a "home occupation" at the address and **the application is approved**. Staff's recommendation is based on the following:

- 1) **Zoning District:** 1 Greenwood Avenue is located in the R20 (Single Family Residential) district.
- 2) **Zoning Use Classification:** Per ARTICLE IV, a "taxi" business may be classified as:

- Contractor Office - but not including storage of equipment, materials, or vehicles. The applicant may park only one company vehicle at this residence at any one time.

3) **Miscellaneous:** Approved home occupations must operate in a manner consistent with SECTION 401 (Use Regulations) of the *Statesboro Zoning Ordinance*. (*Note: Home occupation use regulations are attached.*)

Department of Community Development **approval** is based on the information provided within the business occupational tax application submitted for our review and the attached signed home occupation use requirements. This approval merely indicates that the proposed use is allowed as a home occupation in the zoning district. This approval does not confer rights to open or operate the business until all dimensional requirements of the *Statesboro Zoning Ordinance*, or applicable requirements of any other chapter of City Code have been met.

The Department of Community Development encourages all applicants to access the *Statesboro Zoning Ordinance* online at <http://www.statesboroga.gov/>. A copy of the ordinance may also be obtained through the Community Development office at City Hall for a fee of \$10 - \$20. Any questions concerning the *Statesboro Zoning Ordinance* may be directed to the Planning Department at (912) 764-0630. **The applicant is also encouraged to consult directly with representatives of the Engineering, Fire, Community Development and other permitting departments if any work on the building or site is to occur, to determine whether or not any building or site plans associated with the proposed use are necessary.**

Respectfully,

Cindy Steinmann  
Development Clerk

Attachments



## City of Statesboro Home Occupation Use Requirements

RECEIVED DEC 31, 2012

**Home occupation defined:** An occupation for gain or support conducted only by members of a family residing on the premises and conducted entirely within the dwelling, providing that no article is sold or offered for sale except such as may be produced by members of the immediate family residing on the premises.

The City of Statesboro allows certain businesses to operate out of a home in R-20, R-15, R-3, R-4, R-6, R-8, R-10, R-30, and R-40 zoning districts. In order to operate legally, a person operating a home occupation must obtain a business license and meet the following requirements of the *Statesboro Zoning Ordinance*.

1. The occupation carried on within the dwelling unit shall be restricted to the heated floor space of the dwelling, shall involve the sale of only those articles, products or services produced on the premises, shall not occupy in excess of 25 percent of the heated floor space within the structure, shall be conducted entirely within the dwelling by members of the family in residence and a maximum of one additional employee and shall be clearly secondary to the dwelling for dwelling purposes.
2. There shall be no external display of products or storage of equipment or other externally visible evidence whatsoever of the occupation, business, or profession.
3. There shall be no signs except for a small four-square-foot property identification sign linking the property to the home occupation.
4. There shall be no emission of smoke, dust, odor, fumes, glare, noise, vibration, electrical or electronic disturbance detectable at the lot line or beyond.
5. There shall be no chemical, mechanical or electrical equipment on the premises other than that normally found in a purely domestic residence.
6. No on-street parking of business-related vehicles shall be permitted at any time. No business vehicle larger than a van, panel truck or pickup truck shall be permitted to park overnight on the premises.
7. Beauty salons, barbershops, doctors, and dentists, and similar businesses are not permitted home occupations.
8. Any business, occupation or profession, the operation of which does not meet the aforementioned requirements of a home occupation shall not be interpreted to be a home occupation despite the fact that it might attempt to operate in a residence.
9. The above-listed requirements of a home occupation shall not be construed to restrict sale of garden produce grown on the premises, provided this exception shall not extend to allow the operation of a commercial greenhouse or nursery or the existence of stands or booths for display of said produce.
10. The following uses are allowable as types of home occupations (not all-inclusive):
  - a. Child care, but not more than six children at a time.
  - b. Tutoring of all types, but limited to not more than four pupils at one time.
  - c. Arts and crafts.
  - d. Small appliance repair.
  - e. Contractor offices (i.e. painting, cleaning, yard maintenance, building) but not including storage of equipment, materials, or vehicles.
  - f. Professional services (i.e. attorneys, accountants, realtors, insurance agents).
  - g. Upholstery.
  - h. Alterations.
  - i. Chimney cleaning.
  - j. Home marketing (i.e. Amway, Mary Kay, Tupperware, etc.).
  - k. Musician and artist.
  - l. Laundries.
  - m. Other similar uses as approved by the zoning administrator.

I, Debra Floney have read, understood, and agree to abide by the City of Statesboro Home Occupation Regulations.

Debra Floney  
Signature

12/31/12  
Date



# Statesboro Fire Department

*Broadly serving the City of Statesboro and  
surrounding communities since 1905*



Print Date: 12/13/2012

## INSPECTION SUMMARY REPORT

Page 1 of 1

Name: D W Yellow Cab 2

1 Greenwood AVE, STATESBORO

Date: 12/13/2012

Contact: Cynthia Francous

Inspector Name: Fire Inspector Dallas K McPhee

Date notice sent: 12/13/2012

Type of Inspection: Complete

Property Notes:

Fire Code  
Reference

Discrepancy / Remarks

Date Resolved

Special Notes

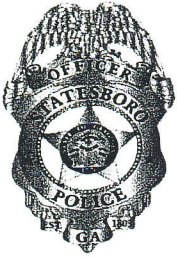
Homebased Business

O.C.G.A 25-2-4: The governing authority of any municipality or county in this state is authorized to enforce the state minimum fire safety standards on all buildings and structures except one-family and two-family dwellings and those buildings and structures listed in Code Section 25-2-13. Due to the fact the Statesboro Fire Department does not have jurisdiction of one and two family dwellings, the issuance of a homebased business license would not fall under our scope and therefore there is no objections from the Fire Department.

Inspector Signature

Site Signature

Dallas McPhee



Scott P. Brunson  
Police Major

## Statesboro Police Department

25 West Grady Street  
Statesboro, Georgia 30458  
Phone: (912) 764-9911 / Fax: (912) 489-5050



Wendell Turner  
Public Safety Director

January 14, 2013

Sue Starling, City Clerk  
City of Statesboro

*Via Hand-Delivery*

REF: Licensing

BUSINESS: DW Yellow Cab, 1 Greenwood Ave., Statesboro, GA  
APPLICANT: Delorise Flonory,

The response received from the fingerprints submitted shows no record in the state on Ms. Flonory.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Major Scott P. Brunson".  
Major Scott P. Brunson



**MEMORANDUM**

**To:** Frank Parker, City Manager

**From:** Robert Cheshire, PE, City Engineer *RC*  
Marcos Trejo Jr., Engineer I *MT*

**Re:** Recommendation of Low Bidder for "North College Street Drainage Improvements Project"

**Date:** February 7, 2013

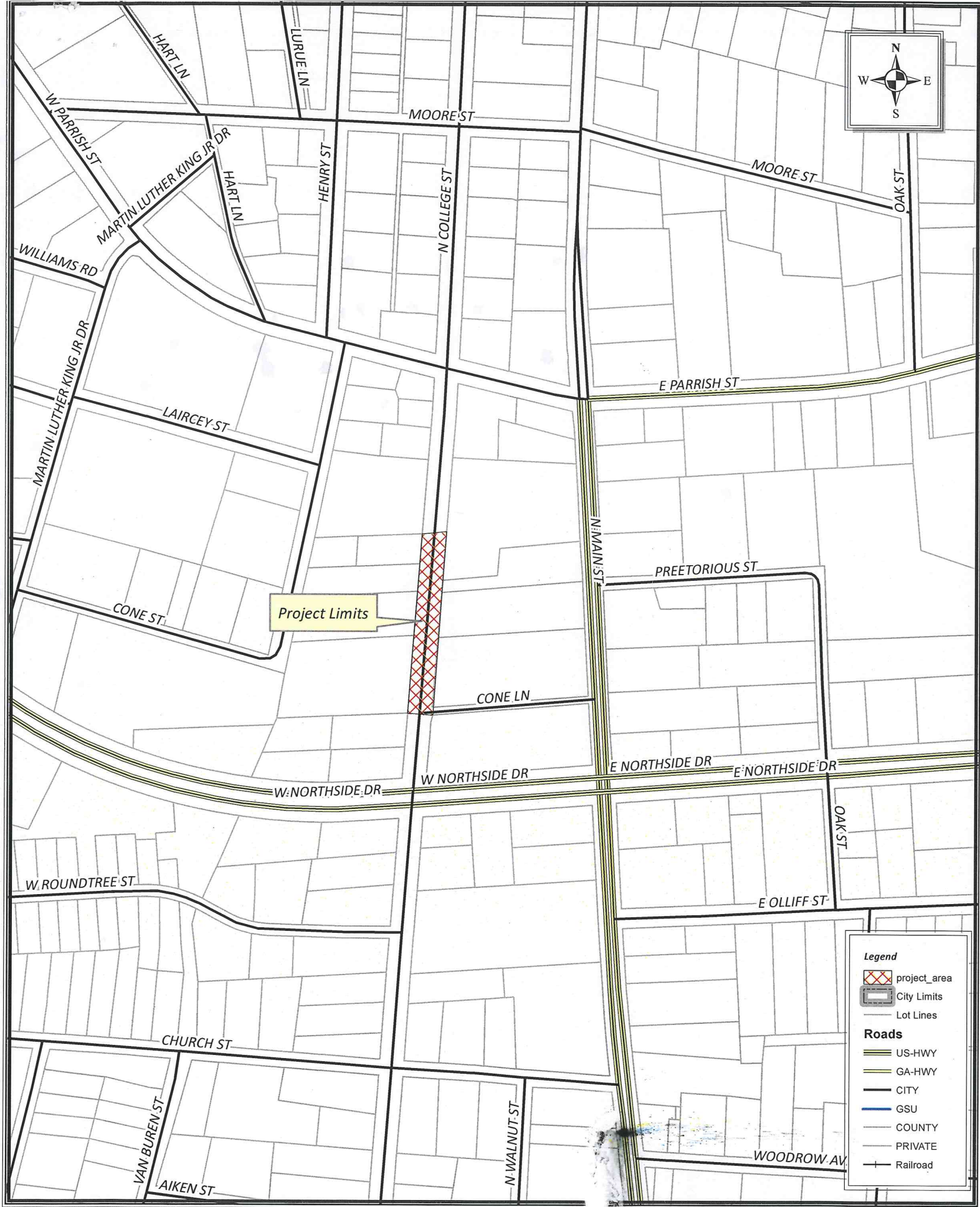
Bids for the above referenced project were received on February 5, 2013. The bid results are as follows:

- Tucker Utilities, Inc.: \$26,643.00
- Jerry D. Rushing Construction: \$34,900.00
- Tyson Utilities Construction: \$37,533.47
- Y-Delta, Inc.: \$39,992.63

Tucker Utilities, Inc., was the low bidder. Their bid of \$26,643.00 was below our estimate of \$30,000.00. Thus, we recommend awarding the contract for the "North College Street Drainage Improvements" to Tucker Utilities, Inc., for a sum of \$26,643.00.

The low bidder, Tucker Utilities, Inc., meets all the requirements of the bid package and submitted an acceptable bid bond. This contractor has completed numerous past projects for the City of Statesboro with positive results. We recommend awarding the contract for the "North College Street Drainage Improvements" project to the low bidder, Tucker Utilities, Inc.

**Attachment:** Project Location Map



APPENDIX B:

**PROCUREMENT CARD  
POLICIES AND PROCEDURES**

**FOR THE CITY OF STATESBORO, GEORGIA**

DEPARTMENT OF FINANCE

October, 2012

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## **PROCUREMENT CARD POLICIES AND PROCEDURES CITY OF STATESBORO, GEORGIA**

The City of Statesboro's Finance Department recognizes the need to identify methods of savings through research and the application of improved technology. Therefore the City Manager has recommended, and the Mayor and City Council has established a procurement card program (for those who do not have a corporate credit card) through which small dollar purchases are managed in an efficient and effective manner. This program is provided through a partnership with the current contractual bank and Visa. Each department head has selected employees that routinely make small-dollar purchases, to be issued a procurement card. These cards shall provide the expected cost savings value in terms of field and support staff time and processing costs compared to the traditional Purchase Order method.

### **PURPOSE**

The purpose of these policies and procedures is to describe and control the use of procurement cards by City employees while conducting business on behalf of the City of Statesboro. This document describes the minimum standards for departments who may establish additional controls as deemed necessary. The Procurement Card is to be used in lieu of the Departmental Purchase Order for purchases that do not exceed a maximum of \$4,999.99. An individual employee may be assigned a maximum limit that is less than the full \$4,999.99, but in no case can the procurement card be used for a purchase in excess of the \$4,999.99 per transaction limit with the exception of the Fleet department. The Finance Department hereby delegates procurement responsibility to each participating department and enables designated employees to purchase goods and services within these guidelines. Even with using a procurement card as payment, employees must adhere to the pricing quote processes within the *Uniform Purchasing Manual*.

### **PARTICIPANT IDENTIFICATION**

*Card Issuer:* The banking institution-representing Visa related services.

*Cardholder:* The individual employee authorized to make purchases of \$4,999.99 or less on behalf of the City of Statesboro.

*Department Representative:* Person within each department that has the responsibility and authority to assign account numbers for each purchase, and to reconcile departmental cardholders' procurement card statements.

*Department Head:* The person or his designee having approval authority for all charges incurred by individual cardholders within that department

*Procurement Card Program Administrator:* The Director of Finance or designee.

*Accounting:* Finance Department employees responsible for payment of, and internal accounting for, the procurement card invoices (Finance Director and staff).

*Procurement Card Committee:* A committee composed of one employee representative appointed by each Department Head, the City Manager, the Director of Finance, and the Purchasing Director, formed to develop and implement the procurement card program, and to conduct periodic reviews of its operation.

## **RESPONSIBILITY**

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

### *Cardholder*

1. Maintain card security
2. Purchase materials and services for City business purposes only.
3. Obtain sales receipt for every purchase and forward within 24 hours to the Department Representative.
4. Identify the City's sales tax exemption status to every vendor.
5. Respond to all disputed charges.

### *Department Representative*

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

### *Department Head*

1. Establish which employees will be issued a card, and the maximum dollar limit per transaction and the types of purchases, authorized for each eligible employee, with the approval of the City Manager.
2. Establish any monthly limits on purchases for each individual employee.
3. Request card issuance to the designated eligible employees
4. Collect cards from employees upon their termination, transfer or employment separation. No final payroll check shall be issued to an employee until his procurement card has been received by the Department Head.
5. Notify within 24 hours of discovery the Procurement Card Program Administrator of lost or stolen cards, and/or cards to be taken out of service.
6. Review monthly statements for unauthorized purchases & monitor expenditures relative to each departmental budget.
7. Authorize payment if satisfied that all purchases were appropriate, and fully documented.
8. Forward approved Procurement Card Statement Verification form to the Program Card Reviewer by the 1<sup>st</sup> business day of the following month.

### *Procurement Card Reviewer*

1. Receive and review the monthly consolidated procurement card statement from the Finance Director.
2. Coordinate procurement card program policy issues.

3. Participate in ongoing program reviews.
4. Participate in resolving billing disputes.
5. Resolve supplier/vendor issues.

#### *Procurement Card Program Administrator*

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

#### *Accounting*

1. Pay monthly charges from the consolidated statement before the late penalty date.
2. Process the account data into the financial accounting system.
3. Notify the Procurement Card Program Administrator of any suspected problems or misuse of any procurement card.
4. Update this policy and procedures manual, with the approval of the City Manager.

#### *Procurement Card Committee*

1. Review and make recommendations relative to the procurement card program.
2. Facilitate or provide training to all procurement card users.
3. Implement system enhancements to the program.

## **GENERAL INFORMATION**

### *The Procurement Card*

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

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

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

### *Delegation of Authority*

Each card will have a maximum dollar amount established for a single purchase and a total for all purchases made within a given thirty (30) day billing cycle. The maximum amount for a single purchase may be up to \$4,999.99, or a lower maximum assigned to that individual employee, whichever is the lower amount. **The Department Head will determine the maximum amount for a single purchase for each employee, with the approval of the City Manager.**

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

### *Use of the Procurement Card*

At the time a purchase is made, the cardholder must get a detailed invoice or receipt to turn in at the end of the day to the Department Representative appointed to monitor the card use. All items purchased over the counter must be immediately available. No backorders are allowed. Items purchased by telephone must be recorded on the *Telephone Log Order Form* (see Exhibit A) and delivery guaranteed within ten (10) days of the order date to allow inclusion in the current billing cycle. If ordering multiple items, the vendor must ship all items at the same time to prevent back-orders.

*Employees may use their Procurement Card for Training and Travel as follows:*

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

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

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

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

#### *Vendor Participation*

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

#### *Documentation*

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

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

Telephone Purchases require the cardholder to document the transaction on the *Telephone Log Order Form* (see Exhibit A) and attach a completed supplier order form or flyer, or email confirmation. The cardholder should request an itemized receipt from the vendor.

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

#### *Payment and Invoice Procedures*

The Card Issuer will mail an individual billing statement to the City's departments and a duplicate master statement will be provided to the Purchasing Director. The individual billing statements will list all transactions processed during the billing cycle.

The Department Representative merges all invoices, receipts and supplemental forms with the statement, and completes the *Reconciliation Statement* (see Exhibit C). This information is then forwarded within three (3) working days to the Department Head for approval.

The Department Head reviews the statements and documentation. After approval, the *Payment Authorization Form* (see Exhibit D) shall be completed, signed and forwarded. By signing this statement, the Department Head certifies that all charges are appropriate, authorized, that receipts verify or validate all charges, and that the goods have been received in good condition, or services rendered satisfactorily.

**All monthly reconciliation statements and support documentation must be submitted to the Accountant no later than the 1<sup>st</sup> of the following month.** If the 1<sup>st</sup> falls on a weekend, all documentation will be due the very next business day.

### *Disputes*

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

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

### *Card Revocation*

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

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

### *Purchase Reviews*

It shall be the responsibility of the Department Head to review each procurement card expenditure to ensure the goods or services were justified, necessary, and for the specific use by the City of Statesboro. Questions regarding a specific purchase shall be discussed and resolved with the cardholder. If the Department Head is not satisfied that the purchase was appropriate, the cardholder

must provide a credit voucher proving the item(s) were returned for credit, or a personal check made payable to the City of Statesboro for the full amount of the purchase. This documentation shall accompany the Procurement Card Statement Verification form forwarded to the Finance Director. Resolution for improper use of the card will be the responsibility of the Department Head.

#### *Card Security*

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

#### *Lost or Stolen Cards*

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

The Cardholder shall be responsible for reporting all information necessary to reduce the liability to the City for a lost or stolen card.

## PROCUREMENT CARD CARDHOLDER AGREEMENT

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

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

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

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

### NEW PROCUREMENT CARD:

Purchasing Card Account Number: \_\_\_\_\_

Single Purchase Credit Limit: \_\_\_\_\_

30-day Purchase Limit: \_\_\_\_\_

Employee Name/  
Received by (please print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**RE-ISSUED PROCUREMENT CARD**      **Date:** \_\_\_\_\_

Purchasing Card Account Number: \_\_\_\_\_

To Replace Account Number: \_\_\_\_\_

Director Finance & Administration Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Statesboro**  
**PROCUREMENT CARD REQUEST**

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

Employee Name (printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Single Purchase Limit: \_\_\_\_\_

30-day Purchase Limit: \_\_\_\_\_

**Request for Increase in Limits:**

**Daily Purchase Limit:** \_\_\_\_\_ **or 30-day Purchase Limit:** \_\_\_\_\_

Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

City Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**For Procurement Card Administrator Only**

Card Number: \_\_\_\_\_

Date Received From Card Issuer: \_\_\_\_\_

Date Issued To Employee: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Issued By: \_\_\_\_\_

Approved By: \_\_\_\_\_

## TELEPHONE LOG ORDER REPORT (Exhibit A)

This form is to be completed by the cardholder and turned in to the Department Head. After reconciliation with the card issuer statement (including a copy for the Finance Director), it is to remain on file in the Department.

### TELEPHONE LOG RECEIVING REPORT

Cardholder Number: \_\_\_\_\_

Printed Name of Cardholder: \_\_\_\_\_

On (date) \_\_\_\_\_ the following items were ordered by me using my procurement card from (name of supplier) \_\_\_\_\_

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Total Cost including shipping and handling: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MISSING RECEIPT FORM (Exhibit B)**

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

Explanation for failure to obtain an itemized receipt: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cardholder Name (Printed): \_\_\_\_\_

\_\_\_\_\_ Explanation Approved                      \_\_\_\_\_ Explanation Not Approved

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RECONCILIATION STATEMENT (Exhibit C)**

TO: Finance Director

FROM: \_\_\_\_\_

SUBJECT: Statement reconciliation for Period of \_\_\_\_\_, 200\_\_

I have reviewed the Visa Statements for cardholders in the \_\_\_\_\_

Department and agree the attached paperwork supports the stated charges.

Distribute the charges to the accounts as follows:

Account Number:	Amount:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Grand Total:**

Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## PAYMENT AUTHORIZATION FORM (Exhibit D)

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

DATE:

TO: Finance Director

FROM: \_\_\_\_\_

SUBJECT: Statement Verification for Period of: \_\_\_\_\_, 20\_\_

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

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

Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

### CHARGE DISPUTE FORM (Exhibit E)

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

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

Supplier's Name: \_\_\_\_\_

Amount of Charge: \_\_\_\_\_

☐ Unauthorized charge

☐ Incorrect charge amount

☐ Multiple billing

☐ Merchandise returned

☐ Unrecognized charge

☐ Other

Explanation of the dispute: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cardholder's Printed Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Card Number: \_\_\_\_\_

Department Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## LOST/STOLEN CARD REPORT (Exhibit F)

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

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

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

\_\_\_\_ Lost

\_\_\_\_ Stolen

\_\_\_\_ Other (explain): (time) \_\_\_\_\_

Card discovered missing at: (date) \_\_\_\_\_ (time) \_\_\_\_\_

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

Cardholder's Signature: (time) \_\_\_\_\_ Date: \_\_\_\_\_

Cardholder's Printed Name: \_\_\_\_\_

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

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OF STATESBORO,  
GEORGIA

UNIFORM PURCHASING  
MANUAL

Department of Finance  
October, 2012

## INTRODUCTION

This Manual has been prepared in order to assist those employees within each City department that are responsible for purchasing supplies, goods, and services to do so in compliance with the City's purchasing rules and policies. It also guides the Finance Department and its Purchasing Division in assisting the other departments in this process. Chapter 3 of the Statesboro Municipal Code contains the purchasing provisions adopted by ordinance by the Mayor and City Council. (See Appendix A for a copy of this ordinance.) This Manual expands on the ordinance by giving the specific steps necessary for each of the methods of purchasing set out in Section 3-312, and includes samples of the necessary forms. Copies of this Manual have been furnished to all personnel within the City that participate in the purchasing process. You should become well versed in its procedures so that you carry out your purchasing duties correctly.

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

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

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

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## **SECTION 1. GENERAL PROVISIONS**

This section covers the general provisions applicable to purchasing. You should be familiar with them, and with the Purchasing Ordinance referenced in Appendix A.

**Section 1.1 Committee on Standards and Specifications.** Section 5-305 of the Municipal Code establishes a committee chaired by the City Manager, or designee, and other such government officers and department heads to decide on standards and specifications for products and services. Before making a purchase, you should check to make sure you have a copy of the latest list of standards for that product. This will be furnished to each department by the Purchasing Director. Also, many products will be purchased using a fixed price agreement, after bidding by the Purchasing Director. Make sure that you consult that list also, furnished by the Purchasing Division. The product you want may already be subject to a fixed price agreement.

**Section 1.2 Purchase Orders.** Section 5-310 and 5-311 of the Code make it clear that a City of Statesboro purchase order must be used for all purchases unless otherwise allowed. Those exceptions are using petty cash, a procurement card, recurring contractual obligations (leases, utilities, etc.), natural gas supplies, investment purchases, and major projects where a formal contract is executed in lieu of a purchase order. Note that except as otherwise provided for in emergencies the money must be budgeted before a purchase order can be executed. Department heads must approve the payment of all invoices to verify that the product or service has been received in the quantity and quality specified. This is done by attaching a Receiving Report to all invoices for payment.

**Section 1.3 Authorizations for Payment.** For recurring obligations, such as monthly utility bills and lease payments, travel, training, refunds of deposit, a purchase order is not necessary. These invoices should be filed with the Finance Department with an Authorization for Payment form attached to the front. This form should be completed and signed by the department head or designee, confirming that the invoice is a valid obligation to be paid.

**Section 1.4 Rejection of Bids.** As stated in Code Section 5-332, all purchasing methods that require the use of advertisement and sealed bid advertisements must include a standard clause which reserves the Mayor and City Council's right to reject any and all bids or proposals, to waive any technicalities associated with the bid or proposal, and to make the award that it deems in the best interest of the City. The Purchasing Director is responsible for making sure this clause is in all advertisements for bids.

**Section 1.5 Vendors in Default.** As stated in Code Section 5-333, the Purchasing Director shall not accept any bid or quotation from, nor issue any purchase order to, any vendor or contractor that is in default (delinquent) on the payment of any taxes, license fees, or other monies due the City. The Purchasing Director is responsible for providing all department heads with a list of any such delinquent vendors, so that they can notify their personnel not to use them for any goods or services through purchasing cards or purchase orders until they are current on their financial obligations to the City. The Purchasing Director will obtain this information from the Tax and Business License Clerk.

**Section 1.6 Local Buying Preference.**

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

**Section 1.7 Vendor Appeals.** Any vendor or professional who wants to appeal an award must do so within five (5) calendar days of the award contract to the City Manager. A vendor dissatisfied with the City Manager's decision shall have ten (10) calendar days from the date of his decision to appeal to the Mayor and City Council for final determination.

**Section 1.8 Conflicts of Interest.** Conflicts of interest, and even the appearance of conflicts of interest, can seriously erode public confidence in its local government. You should always be aware of how a purchasing action might appear to the public, and should follow the City's guidelines in Code Sec. 5-337 as follows:

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

1. Engage in any business or transaction in which the person has including but not limited to a financial interest, which is incompatible with the proper discharge of official duties;
2. Disclose confidential information concerning the property, government or affairs of the government body by which such person is engaged or is a member of without proper legal authorization, or use that information to advance the financial or other private interest of such person or others;
3. Accept any gift that has a value of \$50.00 or more from any person, firm or corporation which to his or her knowledge is interested, directly or indirectly, in business dealings with the government body he or she is a member of or by which such person is engaged; provided, however, that an elected official who is a candidate for public office may accept election campaign contributions and services in connection with any election campaign;
4. Represent private interests other than his or her own in any action or proceeding against the City, or any portion of its government; or 5. Vote or otherwise actively

participate in the negotiation or the making of any contract between the City and any business or entity in which he or she has a financial interest.

**Section 1.9 E-Verify.** The City of Statesboro participates in this program to ensure that the City has a legal workforce. In an effort for the City to comply with sections 274A and 274B of the Immigration and Nationality Act, departments are required to have all service vendors and contractors complete an Employment Eligibility Verification form, Form I-9. All forms must be submitted to the Purchasing Director.

**Section 1.10 Fixed Assets Accounting.** Any purchase of a fixed asset costing at least \$5,000.00 and having a useful life of at least two years must be reported to the Purchasing Director so that he can affix a tag or record the VIN, and add the asset to the Fixed Assets Account Group. In addition, purchases of furniture, office machines, and similar items, while not meeting the definition of a fixed asset, must also be reported to the Purchasing Director so that he can record and tag it for inventory purposes.

## **SECTION 2. METHODS OF PURCHASING**

### **General Procurement Methods:**

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

**Section 2.1.1. Petty Cash Process.** Any employee assigned a purchasing card should use the card instead of petty cash. Other employees may use petty cash if approved by the department head for each purchase up to \$50.00 per transaction. The employee should make the purchase and bring the receipt back to the department head to verify the purchase. The department head will have the employee fill out a petty cash reimbursement voucher and pay the employee from petty cash. For departments that maintain petty cash, the department head will turn in a check authorization along with the vouchers at least monthly to Finance for reimbursement of the petty cash fund. No employee will be paid from petty cash unless they produce a receipt that evidences the purchase, and the department head is assured the product or service was actually received by the City.

**Section 2.1.2. Procurement Card Process.** Department heads shall recommend to the city manager the specific employees that they wish to issue such a card, with the specified dollar limit per transaction, which shall not exceed \$4,999.99. The City Manager is authorized to allow higher limits for the fleet management personnel given the high cost of some replacement parts, provided that those increased limits are approved by the Mayor and City Council. Even with using a procurement card as payment, employees must adhere to the pricing quote process. Departments must submit a folder containing all telephone and written quotes obtained for that month along with the monthly reconciliation statement. *Please see Appendix B: Procurement card Policies and Procedures for further details.*

**Section 2.1.3. Telephone Quote Process.** Any purchase which is between \$1,000.01 and \$5,000.00 must use a purchase order or procurement card, after having obtained at least three (3) telephone quotes for the specific product or service. Each vendor must be given sufficient information to assure that the quotes are for the same product, or a similar product made by another company. The information given the vendors should be written on the quote sheet, or attached to it, so that the Purchasing Director can confirm what was compared and ordered. Specific brands and models should be listed if possible.

The telephone quotes must be recorded by the department, with the date and the signature of the employee who made the calls. This information must be attached to the purchase order as a record of the calls and kept by the Finance Department. If using a procurement card, required quote records shall be kept if the purchase is above the \$1,000.00 limit.

**Section 2.1.4. Written Quote Process.** Any purchase which is between \$5,000.00 and \$19,999.99 must use a purchase order, after having obtained written quotes for the specific product or service. Each vendor must be given sufficient information to assure that the quotes are for the same product, or a similar product made by another company. The information given the vendors should be attached to the purchase order, so that the Purchasing Director can confirm what was compared and ordered. Specific brands and models should be listed if possible. Since this method does not require sealed bids, the City will allow either mailed, faxed, or emailed quotes, as long as they contain the date, a clear description of the product offered, its price, and any delivery terms, and the name and position of the company representative who has prepared the quote. All of this information must be attached to the purchase order as a record and kept by the Finance Department.

**Section 2.1.5. Sealed Bid Process.** a) This process must be used for any purchase that is for \$20,000.00 or more, unless one of the special procurement methods applies. It also includes capital equipment where the number of units would make the price rise above \$19,999.99. (i.e., if you wanted to buy eight self-contained breathing apparatus for the Fire Department at an estimated cost of \$2,500 each, you would need to use this process, as the total cost would be \$20,000.00.) This process requires the advertisement twice in the local newspaper in which sheriff's sales are advertised or legally accepted web ads, spaced seven (7) days apart, with the first advertisement printed at least fourteen (14) days before the date of the bid opening. The bid advertisement must contain the desired quantity and a description of the product or service desired; how to obtain detailed specifications and get answers about them; where and when to submit the bids; how to address the envelope; the time and place where the bids shall be opened, read aloud, and recorded; and any special instructions or conditions, such as attendance at a mandatory or voluntary pre-bid conference. **A reverse auction may be approved for use in lieu of this method, if the city manager deems it in the best interest of the city to do so.**

b) All sealed bid process purchases must be pre-approved by the city manager or his designee *before advertisement begins*. **All sealed bid purchases shall be awarded by the Mayor and City Council.** No contract concerning a sealed bid shall be signed by a City designee prior to being approved by the Mayor and City Council. The department head should forward his recommended specifications to the Purchasing Director, who shall prepare the advertisement and the specifications. If the Purchasing Director wants to change any aspect of the specifications, he must notify the department head. If they disagree, the Finance Director shall

be consulted. If there is still a disagreement, the City Manager will make the final determination.

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

1. The bid opening should not be held before 2:00 pm so that all Federal Express, UPS, Postal Service, and other delivery services have had ample time to deliver all bids, and the Purchasing Director has been able to record receipt of bid.
2. There should be a specific cut-off date of one week prior to the bid opening for any potential bidder to ask, in writing to the Purchasing Director, for a clarification of any aspect of the bid documents. The Purchasing Director will respond, in writing to all questions, furnishing all parties who have picked up bids with all the questions and the answers given. Any addendums resulting from this process will be furnished to all parties also. FAX / EMAIL questions and responses are recommended to speed the process. All answers must have been faxed/mailed at least 72 hours before the time of the bid opening. If a party has no fax, they must be called and informed that the answers are available for pickup or mailing. If picked up, they must sign for them. If mailed, a record must be kept, as well as for those faxed/mailed.
3. No change in the bid date can be made within 72 hours of the date and time set for the bid opening. If a legitimate change is required, the new date and time shall be at least 72 hrs. extended from the original date and time.
4. Bid packets can be received by mail or express carrier, addressed to the Purchasing Director, or they can be hand delivered to either the Purchasing Director or the Finance department. If hand delivered, the Purchasing Director or the Finance personnel must give the person a receipt as evidence of receiving the bid packet.
5. All bids are due in at the day and time advertised. Both times must be advertised so that everyone is clear on the due date and time, and the opening time. Once turned in, the bid packets cannot leave the room.
6. Any bidders in attendance, or their employee or agent, will be given a blank Bid Tabulation Sheet that they can fill in as the bids are read aloud. The Bid Tabulation Sheet shall be essentially in the format as currently in use.
7. At the appointed bid time, each bid will be opened and read aloud, unless only one bid is received, in which case it will be returned unopened and the project re-bid. If only one bid is received after re-bidding, it can be accepted, opened, and read aloud. In some instances where it is known there is limited interest, or where a sole source contract for equipment is necessary, or if an emergency would not allow a re-bidding, or similar circumstance, the City Manager can approve **in advance of the bid opening** the acceptance of only one bid should that happen. It will not be approved after the fact.
8. When the bids are opened by the Purchasing Director, he will read aloud each base bid and each alternate bid (add or deduct). One of the witnesses will write them on the Bid Tabulation Sheet. The Purchasing Director will make clear, as stated in the bids, that the City may elect to use or not use any alternate bid, and will select the best bid resulting from those elections. **THIS NEEDS TO BE INCLUDED IN THE BID SPECIFICATIONS ON THE BID SHEET** so that every bidder readily sees it.
9. After all bids are received, opened, read and recorded, the Purchasing Director will announce that the bid documents may be inspected by the bidders at this time. No one may remove any bid documents from the presence of the Purchasing Director.

10. After a reasonable time for the bidders to have reviewed the documents, the Purchasing Director and the witnesses will double-check the entries on the Bid Tabulation Sheet, note any errors, and sign the Bid Tabulation Sheet. Bidders can remain in the room for this process.
11. Copies of the bid documents, bid bond, and any performance bonds if required, can then be turned over to an engineering, architectural, or other consultant for review of unit pricing and a recommendation, if the department head wishes. The original bid documents will remain in the custody of the Purchasing Director as a public record.
12. A memorandum with the department head's recommendation, with the bid tabulation and specifications (except for major construction projects) attached, shall be submitted to the City Manager and City Clerk for inclusion on the next City Council meeting for action by the Mayor and City Council.

#### **Section 2.1.6. Fixed Price Agreements Process.**

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

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

**Section 2.1.7. Open Purchase Orders Process.** Department heads may request in writing that the City Manager authorize the issuance of an open purchase order for a specified vendor, for a specified period not to exceed a month, with a maximum dollar figure attached. Such purchase orders can only be used by specified employees of that department, with vendors that the City does business with on a regularly recurring basis. This process should be used only when in the City Manager's judgment one of the other general procurement methods above will not afford the timely acquisition of needed supplies, materials, or services. Even though it's an Open Purchase Order, he or she must adhere to the pricing quote processes. If this is a reoccurring monthly expense, then we may consider an annual contract for the item.

#### **Special Procurement Methods:**

#### **Section 2.2.1. Georgia Local Government Public Works Construction Law Projects.**

- a) The Official Code of Georgia Annotated 36-91-1 through 36-91-95, or as subsequently amended, requires cities that engage in the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind

to any public real property other than those projects covered by Chapter 4 of Title 32 of the OCGA (see Georgia Municipal Street Projects below) in which the value of said work is \$100,000.00 or more, must use the competitive bid or proposal processes set out in these statutory provisions, unless the proposed work qualifies for one of the limited exceptions. This statute does not apply to the routine operation, repair, or maintenance of existing structures, buildings, or real property.

For public works projects under \$20,000.00, competitive written quotes and proposals, per City policy, shall be obtained and presented to the City Manager for approval. For projects costing \$20,000.00 to \$100,000.00 competitive written quotes shall be obtained and submitted to Council for approval. Although there is no required sealed bid/proposal process per House Bill 1079 for projects with a cost of \$100,000 or less, complete and detailed documentation of obtained written quotes shall be provided and kept in the Purchasing Department. The Purchasing Department shall be involved in every stage of the process in obtaining competitive written quotes. Vendors shall submit written quotes to the Purchasing Department by the determined due date and time. Although many formalities are not required for projects with a cost of \$100,000.00 or less, vendors will be given a due date and time for written quotes and the quotes shall be in a sealed envelope at the time of submittal to the Purchasing Department.

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

c) Any department head wishing to begin such a project should contact the City Manager to discuss it. All departments have been furnished a copy of a booklet from the Georgia Municipal Association that explains this purchasing method in detail. The booklet is entitled “Public Works Construction Projects: A Guide to HB 1079 and HB 513”, Second Edition, September, 2001. You should use this as the primary reference on this type of project, until a newer edition is printed and distributed.

### **Section 2.2.2. Georgia Municipal Street Projects.**

a) The Official Code of Georgia Annotated 32-4-90 through 32-4-123, or as subsequently amended, requires cities that engage in a contract valued at \$20,000.00 or more for the construction, reconstruction, or maintenance of all or part of a public road in said municipality, including but not limited to a contract or subcontract for the purchase of materials, for the hiring of labor, for professional services, or for other things or services incident to such work, to use the competitive bid process set out in these statutory provisions, unless the proposed work qualifies for one of the limited exceptions. If the professional service design phase stands alone and is not part of a complete project package that contains a construction and management element, the requirements for obtaining professional services for street projects shall fall under the general provisions of the professional service guidelines contained in House Bill 1079.

b) No project requiring a contract under this method shall begin the design phase without the express approval of the City Manager, even if it has been included in the annual capital

budget, so that its methods of financing, design, advertisement, and award have been thoroughly reviewed. The Engineering Department or Public Works Department are the only departments that would initiate such a project, and that should be done by contacting the City Manager's Office to discuss it.

**Section 2.2.3. Sole Source Purchases.** The City Manager is authorized to designate a sole source for any item or service under \$20,000.00 in value, the purchase of which, due to special scientific, technological, or extraordinary specifications and circumstances, such as but not limited to standardization, is available from only one vendor. Any such purchase shall be documented as to the reasons for the sole source and shall be maintained in the office of the purchasing division. Any proposed sole source purchase that is over \$20,000.00 or more in value must be approved by the Mayor and City Council. Any department wishing to make a sole source purchase must furnish the City Manager with a written request which fully explains why it is essential to do so. The City Manager shall make the decision or schedule it for City Council action, depending on the estimated cost.

**Section 2.2.4. Emergency Purchases.** The City Manager is authorized to waive any or all bidding requirements for the purchase of necessary goods or services whenever an emergency condition exists which presents a threat to the safety, health and welfare of the citizens of the City and whenever such requirements would cause undue delay in the delivery of essential services under such conditions. Any emergency purchases must be reported to the Mayor and City Council at the next regular meeting of the City Council. Any department wishing to make an emergency purchase must get the prior approval of the City Manager. In his absence, the approval of the Finance Director can be substituted.

**Section 2.2.5. Professional Services.** Professional services, as defined in Sec. 5-302 (2) of the Municipal Code (See Appendix A of this Manual), may be required on a project basis, for specific activities or for certain durations of time. Procurement of these services shall be the primary responsibility of the using department with the assistance of the Purchasing Director. The financial amounts listed below coupled with other prevailing factors shall determine the process of selecting a professional service provider.

1. 1. After a firm is selected, approval from the City Manager must be obtained for services costing less than \$20,000.00.
2. For services with a cost of \$20,000.00 and higher, it shall be required to obtain the approval of Council prior to the contract being awarded. This process shall comply with O.C.G.A. 36-91-22 and House Bill 1079. This shall apply to public works projects as well as municipal street projects in the area of professional services which are exempt from competitive processes per House Bill 1079. As stated in House Bill 1079, this shall be for stand-alone professional services and shall not be included in an all-encompassing construction project where design, construction and project management are contained in one bid package per House Bill 1079. However, this does not prohibit the usage of a competitive proposal process if it is deemed to be beneficial.
3. If there is an established relationship between a using department and a professional service provider, the City shall reserve the right to establish an "Engineer of Record" when it is in the best interest of the City to do so. This is to establish continuity and to

take advantage of historical assistance and records. This policy is a result of appendix D of House Bill 1079. This is the recommended process where you have a long running and ongoing relationship with an engineering firm concerning specific facilities.

**Section 2.2.6. Real Property Acquisitions.**

- a) Easements and other limited property rights valued at less than \$20,000.00 may be negotiated and purchased by the City Attorney and the City Manager or his designee.
- b) Easements and other limited property rights valued at \$20,000.00 or more shall be negotiated by the City Attorney and the City Manager or his designee, but must be approved by action of the Mayor and City Council.
- c) All property acquired in fee simple for city use valued at less than \$20,000.00 may be negotiated and purchased by the City Attorney and the City Manager or his designee.
- d) All property acquired in fee simple for city use valued at \$20,000.00 or more shall be negotiated by the City Attorney and the City Manager or his designee, but must be approved by action of the Mayor and City Council.
- e) The Mayor and City Council may authorize the City Manager or his designee to act as their agent to acquire property at any tax lien sale; and such property acquired thereby may by action of the Mayor and City Council be conveyed, sold, transferred, assigned, or given to a duly authorized Land Bank Authority established by the City and Bulloch County pursuant to the statutory provisions of Article 4, Chapter 4 of Title 48 of the Official Code of Georgia Annotated, or as subsequently amended.
- f) The City shall acquire street rights-of-way and utility easements and infrastructure which are required to be dedicated by subdivision developers under provisions of the Subdivision Regulations Ordinance.
- g) Pursuant to Section 32-4-91 (b) et. seq. of the Official Code of Georgia Annotated, or as subsequently amended, the City Engineer shall notify the Georgia Department of Transportation of any streets either added or abandoned from the municipal street system.

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

**Section 2.2.7. Cooperative Purchases.** The City Manager is authorized to enter into cooperative purchasing agreements with other units of government when, in his judgment, it would be in the best interest of the City. Any department head who becomes aware of such an arrangement, or wants to create such an arrangement with other units of government should contact the City Manager's Office to discuss it. This shall include utilizing or "piggy-backing" other governmental entities existing contracts. These potential contracts shall have been bid out via a competitive process and all documentation shall be obtained in order to properly document the contract to be utilized. This documentation shall include bid results, copy of the active contract and minutes from the governing body approving the original contract.

**Section 2.2.8. Federal and State Purchases.** Whenever any goods or services are available to the City through a contract with the federal or state government, and when such items or services meet the requirements of a using department, such item or service shall be deemed to have met all the requirements of competitive bidding and may be purchased under the federal or state contract without regard to further government requirements. Any department head wishing to use either federal or state purchasing should contact the appropriate agency and get the information on the product and pricing, then discuss it with the City Manager.

**Section 2.2.9. Federally and State Funded Projects and Programs.**

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

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

**Section 2.2.10. Natural Gas Supply Purchases.** The City is a member of the Municipal Gas Authority of Georgia, a joint action agency established by act of the Georgia General Assembly to assist member cities in the purchase of natural gas supplies and to provide other services to improve their municipally-owned natural gas systems. The Mayor and City Council may authorize participation in any natural gas supply purchase program, pre-payment purchase program, price hedging program, or similar program provided by the Georgia Municipal Gas Authority, if they determine that it is in the best interest of the City. The Natural Gas Director should present the information on any such program he wishes to use to the City Manager, who will make a recommendation to the Mayor and City Council for their action.

**Section 2.2.11. Investment Purchases.**

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

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

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

**Section 2.2.12. Minority and Disadvantaged Business Policy.**

The City of Statesboro does not discriminate on the basis of race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex, genetic information or age in the process of doing business with the City of Statesboro. The City of Statesboro strives to maintain an open and unbiased business atmosphere for the benefit of both the citizens of the City of Statesboro and participating vendors as well.

**SECTION 3. METHODS OF PROPERTY DISPOSAL**

**Section 3.1. Methods of Property Disposal.** The Mayor and City Council are authorized to sell any real or personal property owned or held by the City, and not needed for governmental or other public purposes in such manner as is required in state law for cities. The purchasing director shall be responsible for the deletions to the fixed assets of the city. Any department head who wishes to dispose of property he deems no longer needed by the department should notify the City Manager to discuss it. If no other department of the City has a need for the property, and the City Manager agrees that it is not needed, he will make a recommendation to the Mayor and City Council for their action using one of the methods below:

- a) The sale of real and personal property shall be accomplished using the procedures codified in Chapter 37 of Title 36 of the Official Code of Georgia Annotated, or as subsequently amended.
- b) The sale of real property which is no longer needed for public road purposes and has been abandoned by the City shall be disposed of using the procedures codified in Chapter 7 of Title 32 of the Official Code of Georgia Annotated, or as subsequently amended. The City Engineer shall notify the Georgia Department of Transportation of the abandonment of any street right of way as required by Section 32-4-91 (b) et. seq. of the Official Code of Georgia Annotated, or as subsequently amended.
- c) Enclosure of city alleys which are no longer needed shall be done in accordance with Section 36-30-11 of the Official Code of Georgia Annotated, or as subsequently amended.
- d) Real property acquired through a tax lien sale may be disposed of by participation in a Land Bank Authority, as authorized by Article 4, Chapter 4 of Title 48 of the Official Code of Georgia Annotated, or as subsequently amended.