



April 21, 2015, 5:30 PM

1. Call to Order by Mayor Jan J. Moore
2. Invocation and Pledge of Allegiance by Councilman Gary Lewis
3. Recognitions/Public Presentations
 - A) Presentation of plaque to Mr. Henry Clay for his years of service as Tree Board Chairman.
4. Public Comments (Agenda Item):
5. Consideration of a Motion to approve the Consent Agenda
 - A) Approval of Minutes
 - a) 04-02-2015 Budget Retreat Minutes
 - b) 04-07-2015 Council Minutes
 - c) 04-07-2015 Executive Session Minutes
 - B) Consideration of a Motion to approve Special Event Permit
 - a) Springhill Suites Conference Center - Charity Fundraiser for Statesboro Regional Sexual Assault Center on May 15, 2015
 - C) Consideration of a Motion to approve **Resolution 2015-09**: A Resolution reappointing J. Alvin Leaphart, IV as the Prosecuting Attorney of the Municipal Court for the City of Statesboro.
6. Consideration of a Motion to approve **Resolution 2015-10**: A Resolution to approve adjustments to the pay and compensation plan to reclassify a Receptionist position, create a Storm water Technician position, reclassify an HR Coordinator position and create an HR coordinator position.
7. Consideration of a Motion to award the contract for an integrated public sector financial management software solution to Tyler Technologies as they were selected through an extensive RFP process in the amount of \$295,966.00 (includes: software / implementation, yearly maintenance / support fees and training travel expenses incurred by vendor). If approved, this will be funded by the GMA Lease Pool. This software will be utilized by all City of Statesboro departments.
8. Consideration of a Motion to approve Summary Change Order No. 1 for Phase 1 - I-16/301 Utility Infrastructure. The revised contract amount is \$2,238,228.34, which is a decrease of \$11,771.53.

9. Consideration of a Motion to approve Change Order No. 2 in the amount of \$130,278.52 for Cawana Road Sewer and Water project.
10. Consideration of a Motion to award general liability and workers compensation insurance renewal to Travelers Insurance in the amount of \$1,039,302. This amount may vary throughout the year based on additions and deletions. This includes all areas of insurance except for equipment and vehicles in the Fire Department which is covered by the carrier VFIS. This will be funded by each department based on a percentage of usage formula.
11. Consideration of a Motion to award a renewal of property, equipment and vehicle insurance coverage (Fire Dept) to VFIS in the amount of \$36,949. This amount covers only property as the personnel liability of the Fire Department falls under the Travelers policy with other City personnel. VFIS offers current new replacement values for equipment as well as free needed training programs for fire departments.
12. Consideration of a Motion to award the purchase of a service truck for the Fleet Maintenance Division to Summit Truck Equipment in the amount of \$119,060.00. This will replace an existing 2002 model service truck. If approved, the current truck will be brought to Council to be declared as surplus once the new truck is received and put into use. This purchase is listed as CIP # FMD - 6 in the amount of \$130,000.
13. Introduction to the draft of a proposed Alcohol Ordinance.
14. Other Business from City Council
15. City Managers Comments
16. Public Comments (General)
17. Consideration of a Motion to enter into Executive Session to discuss "Personnel Matters" in accordance with **O.C.G.A. §50-14-3 (2012)**
18. Consideration of a Motion to Adjourn



**CITY OF STATESBORO
CITY COUNCIL BUDGET RETREAT MINUTES
APRIL 02, 2015**

A City Council Budget Retreat was held on April 02, 2015 at 9:00 am in the City Hall Council Chambers at 50 East Main St. Statesboro, Georgia. Present was Mayor Jan Moore, Councilmembers: Will Britt, Phil Boyum and John Riggs. Also present was City Manager Robert Cheshire, City Clerk Sue Starling, City Attorney Alvin Leaphart, and Director of Community Development Mandi Cody.

The meeting was called to order by Councilman Will Britt.

Department Heads present were:

Director of Water/Wastewater Wayne Johnson, Assistant Director Water/Wastewater Van Collins, Director of Public Safety Wendell Turner, Gas Superintendent Steve Hotchkiss, Interim City Engineer Jason Boyles, Director of Human Resource Jeff Grant, Director of Purchasing Darren Prather and Finance Director Cindy West.

Also present were other City employees as well as the Statesboro Herald news media.

The meeting consisted of the department heads giving an overview of their budget for FY 2016 which included their CIP Projects as well as goals and priorities, 2015 highlights, budget assumptions, storm water, alcohol fees, pay scales, insurance premiums as well as other proposals by the City Manager. Some of the topics were the installation of the fiber optic infrastructure to GSU, risk management certification and projects using SPLOST funds. The meeting ended with the discussion of goals and priorities along with a discussion of sidewalks and street lighting as well as a proposed salary increase for employees for the Fiscal Year 2016 by the Mayor and Council Members.

The meeting was adjourned at 3:30 p.m.

There was no action taken at this meeting.



**CITY OF STATESBORO
Council Minutes
April 07, 2015**

A regular meeting of the Statesboro City Council was held on April 7th 2015 at 9:00 a.m. in the Council Chambers at City Hall. Present were Mayor Jan J. Moore, Council Members: Phil Boyum, John Riggs, Gary Lewis and Travis Chance. Also present were Interim City Manager Robert Cheshire, City Clerk Sue Starling, City Attorney Alvin Leaphart, Assistant City Engineer Jason Boyles and Director of Planning and Development Mandi Cody. Absent was Councilman Will Britt.

The meeting was called to order by Mayor Jan Moore

The Invocation was given by Director of DSDA Allen Muldrew and Pledge of Allegiance was led by Councilman John Riggs

Recognitions/Public Presentations:

Presentation of Proclamation to the Bulloch Academy 2015 State Wrestling Championship Team

Mayor Moore read and presented a Proclamation to the Bulloch Academy Wrestling Team for being the 2015 Class AAA State Champions

Recognition of the Government Finance Officers Association (GFOA) Distinguished Budget Award to the City of Statesboro Finance Department

Mayor Moore presented the plaque to the Finance Department as Director of Finance Cindy West stated this is the 11th year of receiving this award.

Presentation of Proclamation for National Public Safety Tele communicators Week

Director of Public Safety Wendell Turner updated Council on National Public Safety Tele communicator week. Mayor Moore read and presented the proclamation to the Tele communicator staff of the Statesboro Police Department.

Recognition of Employee of the Month; Austin Ellerbee, Mechanic, 13 years for the Public Works Fleet Management Division

Mayor Moore presented a plaque to Austin Ellerbee for employee of the month.

Public Comments (Agenda Items):

- A) John Hunter and Gertrude Brown request to address Council regarding walkway behind Greene Street, flooding and roads being repaired on Morris and Green Streets.

John Hunter and Gertrude Brown addressed Council regarding an abandoned railroad bed that is behind their yard as they are working hard to keep the weeds from over taking their land. Mr. Hunter stated that the City was cutting these weeds and would like for the City to continue cutting these weeds along the railroad bed. He also stated they were having drainage issues on Morris and Green Street. Director of Planning and Development Mandi Cody stated this piece of railroad bed belongs to the Railroad Company and has been abandoned.

Consideration of a Motion to approve the Consent Agenda

- A) **Approval of Minutes**
 - a) **03-17-2015 Council Minutes**
 - b) **03-17-2015 Executive Session Minutes**

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

Review of the FY2014 Comprehensive Annual Financial Report (CAFR) presented by Richard Deal of Thigpen, Lanier, Westerfield and Deal CPA Accounting Firm

Mr. Deal presented Council with an overview and highlights of the FY2014 Comprehensive Annual Financial Report.

Administrative Hearing for alleged alcohol violations as pursuant to Chapter 6 of the City of Statesboro Alcohol Ordinance:

- A) **Enforcement from Georgia Department of Revenue Alcohol & Tobacco Law Enforcement Division**

	<u>Offense in 12 month period</u>	<u>Citation Date</u>
a) Farid Gharacharloo/Sepideh Mesri Club 125 LLC 125 Gata Drive	1 st Offense	February 5, 2015

- B) **Enforcement from the Statesboro Police Department:**

	<u>Offense in 12 month period</u>	<u>Citation Date</u>
a) James Larry Owens Dingus Magees 3 Georgia Avenue	1 st Offense	February 13, 2015
b) Hazrat Rehman Main Street Bar and Grill 230 South Main Street	1 st Offense	February 13, 2015

- | | | |
|---|-------------------------------|--------------------------|
| c) Clyde A Chapman III
Gnats Landing of Statesboro LLC
470 Main Street | 1st Offense | February 13, 2015 |
| d) Kishorchandra Dodia
Time Saver
301 North Main Street | 2nd Offense | February 13, 2015 |
| e) Jason Franklin
Shenanigans
1 University Plaza | 1st Offense | February 5, 2015 |

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

Mr. Gharachorloo, owner of Club 125 LLC waived his right to a hearing and agreed to the violation of furnishing alcohol to under age persons. Mayor Moore then asked for a motion and Mr. Gharachorloo agreed that based on the evidence presented here today that Council finds that the licensee, his agents, and or employees did violate Chapter 6 if the Code of Ordinances of the City of Statesboro in the twelve month period immediately preceding this hearing. Councilman Lewis made the motion seconded by Councilman Riggs to accept the guilty plea from Mr. Gharachorloo. Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

For the penalty of the violation, Councilman Lewis made a motion seconded by Councilman Riggs to consider this a first offense with a warning. Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Mr. Owens, owner of Dingus Magees waived his right to a hearing and agreed to the violation of furnishing alcohol to under age persons. Mayor Moore then asked for a motion and Mr. Owens agreed that based on the evidence presented here today that Council finds that the licensee, his agents, and or employees did violate Chapter 6 if the Code of Ordinances of the City of Statesboro in the twelve month period immediately preceding this hearing. Councilman Lewis made the motion seconded by Councilman Riggs to accept the guilty plea from Mr. Owens. Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

For the penalty of the violation, Councilman Boyum made a motion seconded by Councilman Lewis to consider this a first offense with a warning. Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Mr. Rehman, owner of Main Street Bar and Grill waived his right to a hearing and agreed to the violation of furnishing alcohol to under age persons. Mayor Moore then asked for a motion and Mr. Rehman agreed that based on the evidence presented here today that Council finds that the licensee, his agents, and or employees did violate Chapter 6 if the Code of Ordinances of the City of Statesboro in the twelve month period immediately preceding this hearing. Councilman Lewis made the motion seconded by Councilman Riggs to accept the guilty plea from Mr.

Rehman. Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

For the penalty of the violation, Councilman Boyum made a motion seconded by Councilman Lewis to consider this a first offense with a warning. Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Mr. Chapman, owner of Gnats Landing of Statesboro LLC waived his right to a hearing and agreed to the violation of furnishing alcohol to under age persons. Mayor Moore then asked for a motion and Mr. Chapman agreed that based on the evidence presented here today that Council finds that the licensee, his agents, and or employees did violate Chapter 6 if the Code of Ordinances of the City of Statesboro in the twelve month period immediately preceding this hearing. Councilman Riggs made the motion seconded by Councilman Lewis to accept the guilty plea from Mr. Chapman. Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

For the penalty of the violation, Councilman Boyum made a motion seconded by Councilman Lewis to consider this a first offense with a warning. Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Mr. Dodia, owner of Time Saver waived his right to a hearing and agreed to the violation of furnishing alcohol to under age persons. Mayor Moore then asked for a motion and Mr. Dodia agreed that based on the evidence presented here today that Council finds that the licensee, his agents, and or employees did violate Chapter 6 if the Code of Ordinances of the City of Statesboro in the twelve month period immediately preceding this hearing. Councilman Lewis made the motion seconded by Councilman Riggs to accept the guilty plea from Mr. Dodia. Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

For the penalty of the violation, Councilman Riggs made a motion seconded by Councilman Lewis to approve a 3 day suspension as punishment for this 2nd offense. The suspension of the alcohol license will start on 12:01am on Thursday April 9th and run until midnight on Sunday April 12th. Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

The violation for Jason Franklin owner of Shenanigans will be deterred until the first Council Meeting in May.

Consideration of a motion to award a purchase contract to Fisher Safety for the purchase of SCBA and PASS units via the GSA federal contract in the amount of \$37,101.24. these units are budgeted for the Fire Department under CIP project numbers FD-71/T1 (Funded by 2007 SPLOST) and FD-72 (Funded by 2007 SPLOST). The total amount budgeted is \$38,980.00.

Councilman Boyum made a motion seconded by Councilman Lewis to award a purchase contract with Fisher Safety for the purchase of SCBA and PASS units in the amount of \$37,101.24. Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Consideration of a Motion to award the purchase of a tractor and mower combination to Aimtrac in the amount of \$38,210. This will replace an existing 20 year old tractor currently in use at our landfill facility. If approved, the current tractor will be brought to Council to be declared a surplus once the new one is received and put into use. This purchase is listed in CIP #SWD-40/\$37,000 and SWD-36/ \$10,000.

Councilman Chance made a motion, seconded by Councilman Lewis to award the purchase of a tractor and mower combination to Aimtrac in the amount of \$38,210. Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Consideration of a Motion to award a “Sole Source Purchase” for a Stainless Steel Rotary Fine Screen Drum and Sprocket to Parkson in the amount of \$41,996.00. This item is budgeted and will be funded utilizing Aid to Construction funds.

Councilman Boyum made a motion seconded by Councilman Lewis to award a “Sole Source Purchase” for a Stainless Steel Rotary Fine Screen Drum and Sprocket to Parkson in the amount of \$41,996.00. Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Consideration of a Motion to award a “Sole Source Purchase” for a complete Raw Waste Pump Motor, Impeller and Volute assembly to Smith & Loveless Georgia, Inc. in the amount of 28,956.68. This item is budgeted and will be funded utilizing Aid to Construction funds.

Councilman Lewis made a motion seconded by Councilman Chance to award a “Sole Source Purchase” for a complete Raw Waste Pump Motor, Impeller and Volute assembly to Smith & Loveless Georgia Inc. in the amount of \$28,956.68. Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Other Business from City Council

Mayor Moore asked that Director of Natural Gas Steve Hotchkiss come forward to speak with Council regarding the purchase of remote gas meters. There is a timeline issue and that is why this item is being brought up under other business. Mr. Hotchkiss asked for approval of a quote in the amount of \$379,275.00 for a “Sole Source Purchase” from Equipment Controls Company Inc. Councilman Boyum made a motion seconded by Chance to approve the Purchase of Remote

Read Gas Meters from Equipment Controls Company Inc. in the amount of \$379,275.00. Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Riggs asked where we stand on revamping the Alcohol Ordinance. Mayor Moore stated that House Bill 152 has not been signed yet. We will need to put this item on the next agenda for discussion.

City Managers Comments

Interim City Manager Robert Cheshire stated the budget retreat went well. He also commended the Finance department and all department heads for their efforts. Mr. Cheshire stated that House Bill 170 which was the Transportation Bill passed. He also updated Council on the CDBG drainage street project in the Gordon street area. Director of Planning and Development Mandi Cody gave an update the FAB Lab.

Public Comments (General): This item on the original agenda was moved up to “public comments” (agenda item) by Mayor Moore.

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

At 10:45 a.m., Councilman Boyum made a motion seconded by Chance to enter into Executive Session to discuss “Personnel Matters” Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

11:50 a.m., Councilman Riggs made a motion seconded by Lewis to exit executive session. Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Consideration of a Motion to Adjourn

At 11:50 a.m., Mayor Moore called the meeting back to order with no action taken.

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

The meeting was adjourned at 11:51 a.m.

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 4/2/15

DATE OF EVENT May 15, 2015

TIME OF EVENT 6pm - 10pm

LOCATION OF EVENT Spring Hill Suites Conference Center

TYPE OF EVENT (DETAILED DESCRIPTION) Charity fundraiser for
Statesboro Regional Sexual Assault Center

IF THIS IS A THEATRE PRODUCTION, PROVIDE A DESCRIPTION.

n/a

PRODUCTS TO BE SERVED: BEER WINE LIQUOR

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

NAME OF WHOLESALE DISTRIBUTOR UNITED DISTRIBUTORS, INC.

ADDRESS AND PHONE NUMBER OF WHOLESALE DISTRIBUTOR

770 KING GEORGE BLVD, STATESBORO, GA 31419 912-920-9999

**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 - Eagle Dining Services

WILL THERE BE MUSIC AND DANCING? IF SO DESCRIBED

Music & dance performance by volunteer student organization

IF RAISING MONEY FOR A CHARITY, WHAT IS THE NAME OF THE ORGANIZATION Statesboro Regional Sexual Assault Center (SEE ATTACHED LTR)

PROVIDE A NAME AND PHONE NUMBER OF THE CHARITY ORGANIZATION CONTACT Christie Perry, Executive Director
(work) 912-489-6060 (cell) 706-877-0669

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 Statesboro Regional Sexual Assault Center

APPLICANT'S ADDRESS 18 North College St. Statesboro, GA 30458

APPLICANT'S PHONE NUMBER 912-489-6060

APPLICANT IS REQUIRED TO ATTEND THE COUNCIL MEETING. -WJLSTOOD

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

Christ Perry
SIGNATURE OF APPLICANT

OFFICE USE:
DATE OF COUNCIL MEETING _____

DATE APPROVED BY MAYOR AND CITY COUNCIL _____



18 North College St.
Statesboro, GA 30458
912-489-6060

February 1, 2015

Dear Community Business & Organization Leader:

The Statesboro Regional Sexual Assault Center (SRSAC) provides direct response to victims of sexual assault on a 24hour, 7 day a week basis in Statesboro and Bulloch, Jenkins, and Screven Counties. Services include: community education concerning sexual assault and its prevention; advocacy for sexual assault victims through direct services including medical evaluation/evidence collection utilizing State of Georgia certified Sexual Assault Nurse Examiner (S.A.N.E.) staff in conjunction with community police departments and the Office of the District Attorney Ogeechee Judicial Circuit Victim Services Unit; and related liaison relationships including medical, legal, social services and law enforcement. The Center functions as a 501(c)3 non-profit organization with all services provided free of charge to victims and their families.

We are pleased to announce that SRSAC will be hosting our Caribbean Night event on Friday, May 15, 2015 at the Marriott SpringHill Suites Conference Center. This annual event combines a wonderful evening of good food, entertainment, and fellowship with an opportunity to raise funds in direct support of the community services and programs provided by SRSAC, through ticket sales and auctioning of items and services donated by community businesses and organizations. As an example, the funds raised at previous Caribbean Night events have allowed for expanded education outreach and S.A.N.E medical evaluation/evidence collection services, inclusive of a well-equipped, fully functioning medical examination suite as part of the new SRSAC *Teal House* facility conveniently located in downtown Statesboro at 18 North College Street. This has also allowed SRSAC to provide much needed examination services to children and adolescents.

We are asking community businesses and organizations to support us in the following ways: 1) through assisting in the marketing of the event at your organization or place of business; 2) through purchase of event tickets either individually or in groups representing your business or organization (tickets are \$25 or 6 for \$100 [group table]); and 3) through donation of items and/or services in support of the evening's fundraising auction. Your participation in making this event a success by supporting any or all of the above is greatly appreciated.

Members of the SRSAC Staff and Executive Board will be following up by phone or in-person within the next month regarding your participation in this year's Caribbean Night event. Prior to this follow-up, please feel free to contact either of us or SRSAC Executive Director & Advocate Coordinator Christie Perry (Phone: 912-489-6060; Email: srsac@frontiernet.net) at any time for additional information or to let us know how you would like to support the event.

Yours in Service to Our Community,

Mary Anderson, SRSAC Executive Board
Executive Director, Willow Pond Senior Community
Phone: 912-489-4774
Email: mandersonwillowpond@gmail.com

Paul Ferguson, SRSAC Executive Board
Former Director (Retired) GSU Health Center
Phone: 912-536-2239
pferguson@georgiasouthern.edu

Resolution Appointing Municipal Court Prosecuting Attorney

RESOLUTION 2015-09

A RESOLUTION APPOINTING J. ALVIN LEAPHART, IV AS THE PROSECUTING ATTORNEY OF THE MUNICIPAL COURT FOR THE CITY OF STATESBORO, GEORGIA, PURSUANT TO THE OFFICIAL CODE OF GEORGIA ANNOTATED, SECTION 15-18-94(c) AND SECTION 5-12 ET SEQ OF THE CHARTER OF THE CITY OF STATESBORO.

BE IT RESOLVED by the City Council of the City of Statesboro, Georgia while in regular session on April 21, 2015 as follows:

SECTION 1: That J. Alvin Leaphart, IV is hereby appointed as the Prosecuting Attorney of the Municipal Court for the City of Statesboro, Georgia; and

SECTION 2: This appointment is effective for a term of two (2) years, pursuant to Section 5-17 of the Charter of the City of Statesboro, Georgia.

SECTION 3: Within thirty (30) days of the effective date of this Resolution the Municipal Court Clerk shall notify the Prosecuting Attorneys' Council of the State of Georgia of this appointment as required under Georgia law.

SECTION 4: That this resolution shall become effective upon its adoption.

RESOLVED this _____ day of April, 2015.

City of Statesboro, Georgia

Jan J. Moore, Mayor

Attest:

Sue Starling, City Clerk

**RESOLUTION 2015-10: A RESOLUTION AMENDING THE JOB
POSITION CLASSIFICATION AND COMPENSATION PLAN**

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

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

WHEREAS, the City Manager has made a recommendation to reclassify a Receptionist position, create a Stormwater Technician position, reclassify an HR Coordinator position and create an HR coordinator position;

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia in regular session assembled this 21st day of April, 2015 as follows:

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

- That the Municipal Court Receptionist position classification is hereby amended by reclassifying the position to a Deputy Clerk Pay Grade 10;**
- That the Engineering Department is creating the position classification of Stormwater Technician at the Pay Grade of 18; Job description attached;**
- That the HR Department reclassify the classification title of current HR Coordinator position to a Sr. Human Resources Coordinator; Job description attached;**
- That the Human Resources Department is creating the position of Human Resources Coordinator, Pay Grade 17; Job Description is attached;**

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

Passed and adopted this 21st day of April, 21 2015.

CITY OF STATESBORO, GEORGIA

By: _____
Jan J. Moore, Mayor

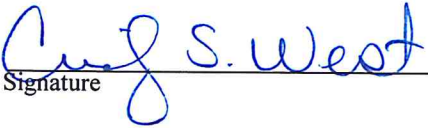
Attest: _____
Sue Starling, City Clerk



Position Summary Review Form

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

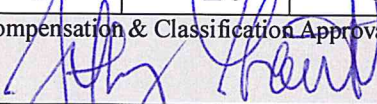
Please submit completed forms and any supporting documentation *electronically* to Director of Human Resources in the Department of Human Resources.

Request Initiated By:	Cindy West Supervisor Name / Title	Finance Department Department
	 Signature	04/13/2015 Date
Human Resources Director	<input checked="" type="checkbox"/> Recommendation Completed	

Request Approval To:

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

Position Information	POSITION RECOMMENDATION	HR RECOMMENDATION
Title	Deputy Clerk	Deputy Clerk
Pay Grade	10	10
Starting Salary	\$12.04	\$12.04
FLSA Status	Non-Exempt _{xx}	Non-Exempt _{xx}
	Exempt _{xx}	Exempt _{xx}
Effective Date	Mo <u>04</u> Day <u>21</u> Year <u>2015</u>	Mo <u>04</u> Day <u>21</u> Year <u>2015</u>
SHADED AREA FOR HR USE ONLY	Compensation & Classification Approval: 	Date: 04/14/2015

Receptionist

Current Position Title

N/A

Current Incumbent

Finance

Department

Clerk of Court / Wanda Stewart

Reports To / Supervisor

N/A

Employee AS400 ID

Municipal Court

Division

Full Time

Part Time

Temporary

Seasonal

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

The incumbent of the receptionist position recently retired. Since that time the department has evaluated the current needs of the division and decided to reclassify the receptionist position to a Deputy Clerk position. The Deputy Clerk position is a classification that is already established within the current pay plan at the pay grade of 10. The salary from the previous incumbent will be used to fund the position without the need for additional funding.

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

Equity Adjustment (if applicable) :

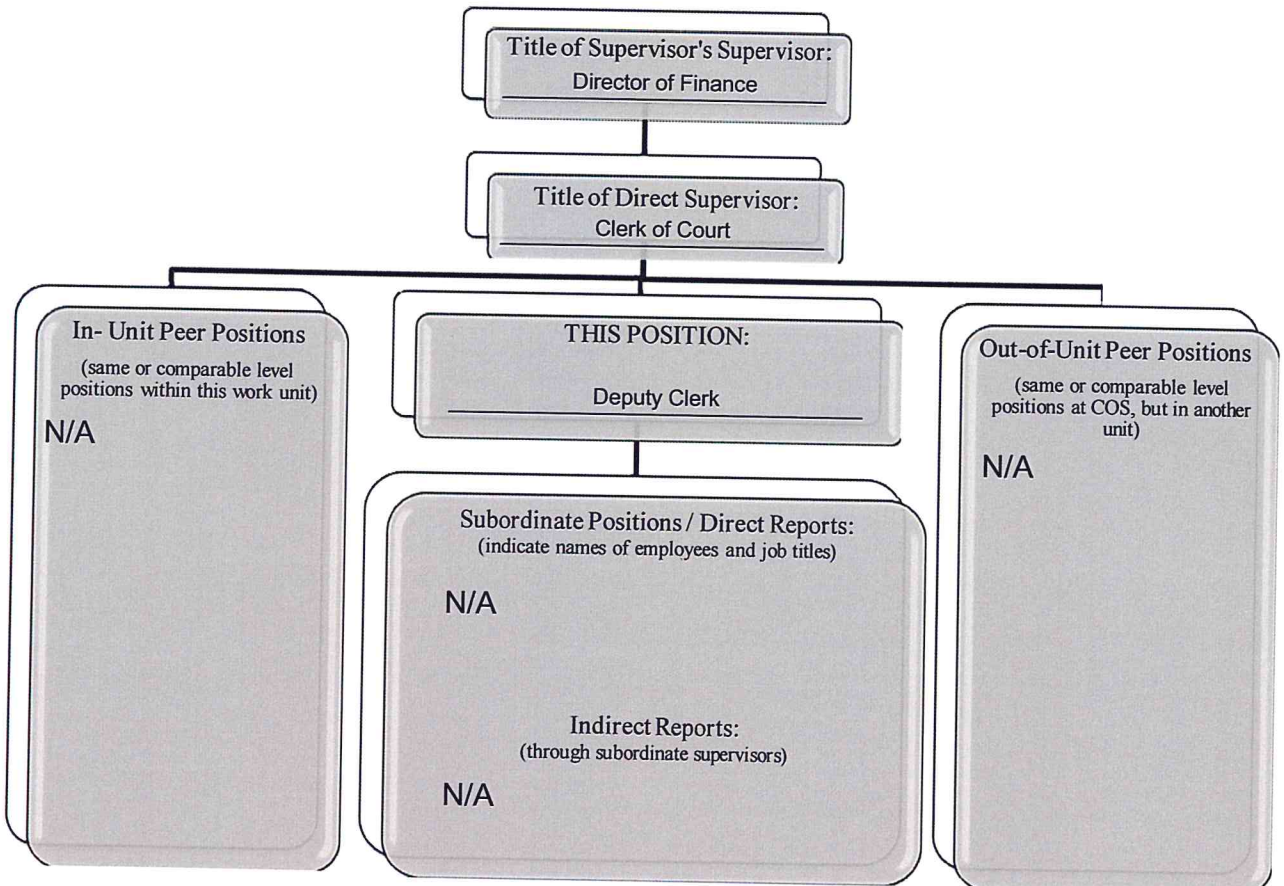
Desired Salary Grade	Current Base Salary	Recommended Salary
_____	\$ _____ hr / yr	\$ _____ hr / yr

Essential Duties & Responsibilities

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

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

Organizational Chart for this Position





Position Summary Review Form

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

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

Request Initiated By:	Jason Boyles Interim City Engineer Supervisor Name / Title	Engineering Department
	Signature	04/13/2015 Date
Human Resources Director	<input checked="" type="checkbox"/> Recommendation Completed	

Request Approval To:

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

Position Information	POSITION RECOMMENDATION	HR RECOMMENDATION
Title	Stormwater Technician	Stormwater Technician
Pay Grade	18	18
Starting Salary	\$17.87	\$17.87
FLSA Status	Non-Exempt _{xx}	Non-Exempt _{xx}
	Exempt	Exempt
Effective Date	Mo 04 Day 21 Year 2015	Mo 04 Day 21 Year 2015
SHADED AREA FOR HR USE ONLY	Compensation & Classification Approval: 	Date: 04/21/2015

Stormwater Technician

Current Position Title

N/A

Current Incumbent

Engineering

Department

Stormwater Manager / Marcos Trejo

Reports To / Supervisor

N/A

Employee AS400 ID

Stormwater

Division

Full Time

Part Time

Temporary

Seasonal

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

This position is proposed in the FY2016 budget within the new Stormwater Fund. To assist the Stormwater Manager with utility startup and credit processing I am requesting to create this position now within the Engineering Department. Funds are currently available to begin this position now thru June 30, 2015 from position vacancies within the department. This position will be shifted to the Stormwater Fund on July 1, 2015.

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

Equity Adjustment (if applicable) :

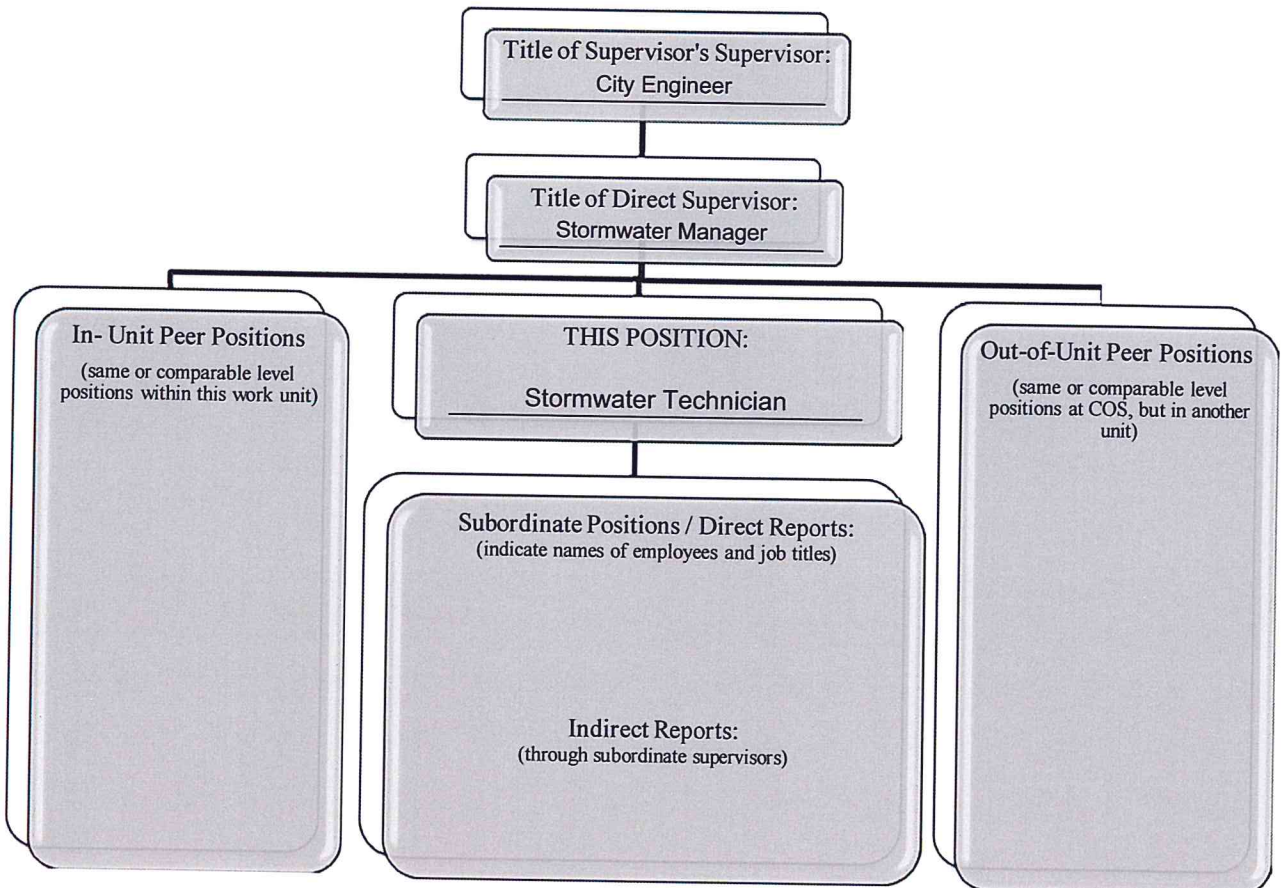
Desired Salary Grade	Current Base Salary	Recommended Salary
_____	\$ _____ hr / yr	\$ _____ hr / yr

Essential Duties & Responsibilities

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

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

Organizational Chart for this Position



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Internal Job Comparison

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

Title	Department	Incumbent	Match Knowledge, Skills, & Scope of Responsibility
Civil Construction Inspector	Engineering	Not Funded	Note: Classified Pay Grade 18

External Job Comparison

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

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

JOB TITLE: Stormwater Technician

ENG/10

DEPARTMENT: Engineering, City of Statesboro

JOB SUMMARY: This position is responsible for providing technical engineering related stormwater support services, including reviewing site plans, conducting inspections and developing plans for city drainage construction projects. Assists Stormwater Manager with administration of stormwater utility and comprehensive stormwater management program.

MAJOR DUTIES:

- o Performs inspections of stormwater drainage projects and acts as liaison between Stormwater Manager and field crews, including assisting with onsite project coordination and providing technical assistance.
- o Performs site inspections of grading, erosion and sedimentation control, drainage infrastructure, detention facility construction, and stormwater related activities for residential, commercial and governmental development projects to ensure compliance with all applicable local, state and federal laws, regulations and specifications.
- o Performs basic surveying for establishment and verification of elevation and alignment as necessary.
- o Assists with the preparation of construction documents for storm drainage projects including developing specifications, plans, and drawings.
- o Assists with negotiation of drainage easement acquisitions for the city; maintains related records.
- o Utilizes GIS and computer-assisted design software to maintain databases and verify stormwater utility billing and credit details.
- o Monitors and performs routine inspections of existing stormwater infrastructure and prepares condition reports.
- o Investigates and resolves citizen complaints relating to stormwater drainage control; assists with development of solutions to eliminate storm drainage problems.
- o Assists in processing land disturbance permits.
- o Informs and briefs department personnel on maintenance and construction activities.
- o May be required to work after-hours in emergency cases or perform inspection of work after hours and/or on weekends.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of construction techniques, practices and inspection procedures involving stormwater drainage systems and hydrology.
- o Knowledge of local, state and federal laws, regulations, ordinances and specifications related to stormwater.
- o Knowledge of city and department policies and procedures.
- o Knowledge of the equipment, methods, and practices of stormwater construction.
- o Knowledge of basic surveying methods and practices.
- o Knowledge of cost estimation.
- o Skill in reading and interpreting engineering drawings and specifications.
- o Skill in performing mathematical calculations.
- o Skill in the use of a computer.
- o Skill in maintaining records and logs of construction activities.
- o Skill in the use of basic surveying and measurement tools and equipment.
- o Skill in oral and written communication.
- o Skill in interpersonal relations.

SUPERVISORY CONTROLS: The Stormwater Manager assigns work in terms of general instructions. The work may be reviewed for the nature and propriety of the final results.

GUIDELINES: Guidelines include city ordinances, department policies and procedures, generally accepted engineering standards, and both state and federal guidelines. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of varied duties in assisting with providing technical engineering related stormwater program support services and site inspections. Frequent interruptions and the number of duties performed contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to ensure compliance with local, state and federal laws, regulations, ordinances and specifications related to the city's comprehensive stormwater management program and utility. Successful performance facilitates engineering and construction projects undertaken by the city.

PERSONAL CONTACTS: Contacts are typically with co-workers, other city employees, contractors, engineers, state and federal officials, and the general public.

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

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk, standing, walking, climbing, bending, crouching, or stooping. The job activities require standing for long periods of time and walking through rough terrain. The employee must frequently lift light objects, use tools and equipment requiring a high degree of dexterity, and distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors. The employee may be exposed to dust, dirt, machinery with moving parts, loud noises, and inclement weather. The employee must use personal protective equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with having had a similar position for one to three years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.



Position Summary Review Form

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

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

Request Initiated By:	Jeffery Grant Director of Human Resources Supervisor Name / Title Jeff Grant Signature	Human Resources Department 04/13/2015 Date
Human Resources Director	<input checked="" type="checkbox"/> Recommendation Completed	

Request Approval To:

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

Position Information	POSITION RECOMMENDATION	HR RECOMMENDATION
Title	HR Coordinator	HR Coordinator
Pay Grade	17	17
Starting Salary	\$34,987.42	\$34,987.42
FLSA Status	Non-Exempt	Non-Exempt
	Exempt XX	Exempt XX
Effective Date	Mo 04 Day 21 Year 2015	Mo 04 Day 21 Year 2015
SHADED AREA FOR HR USE ONLY	Compensation & Classification Approval: 	Date: 04/13/2015

Human Resources Coordinator

Current Position Title

N/A

Current Incumbent

Human Resources

Department

Director of Human Resources

Reports To / Supervisor

N/A

Employee AS400 ID

Division

Full Time

Part Time

Temporary

Seasonal

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

This created position will be responsible for coordinating the City's Safety, Employee Relations and Employment Programs. The safety coordinator duties are currently assumed by the City's Director of Purchasing. These duties have been transferred to this position to address the rise in Workers Compensation costs and claims.

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

Please Note: The current HR Coordinator position title will be reclassified to a Sr. Human Resources Coordinator. The position requires more years of experience than the HR Coordinator position. This is to ensure that there is career progression and always an incumbent other than the Director that has long-term HR experience within the department. This job description is attached also.

Equity Adjustment (if applicable) :

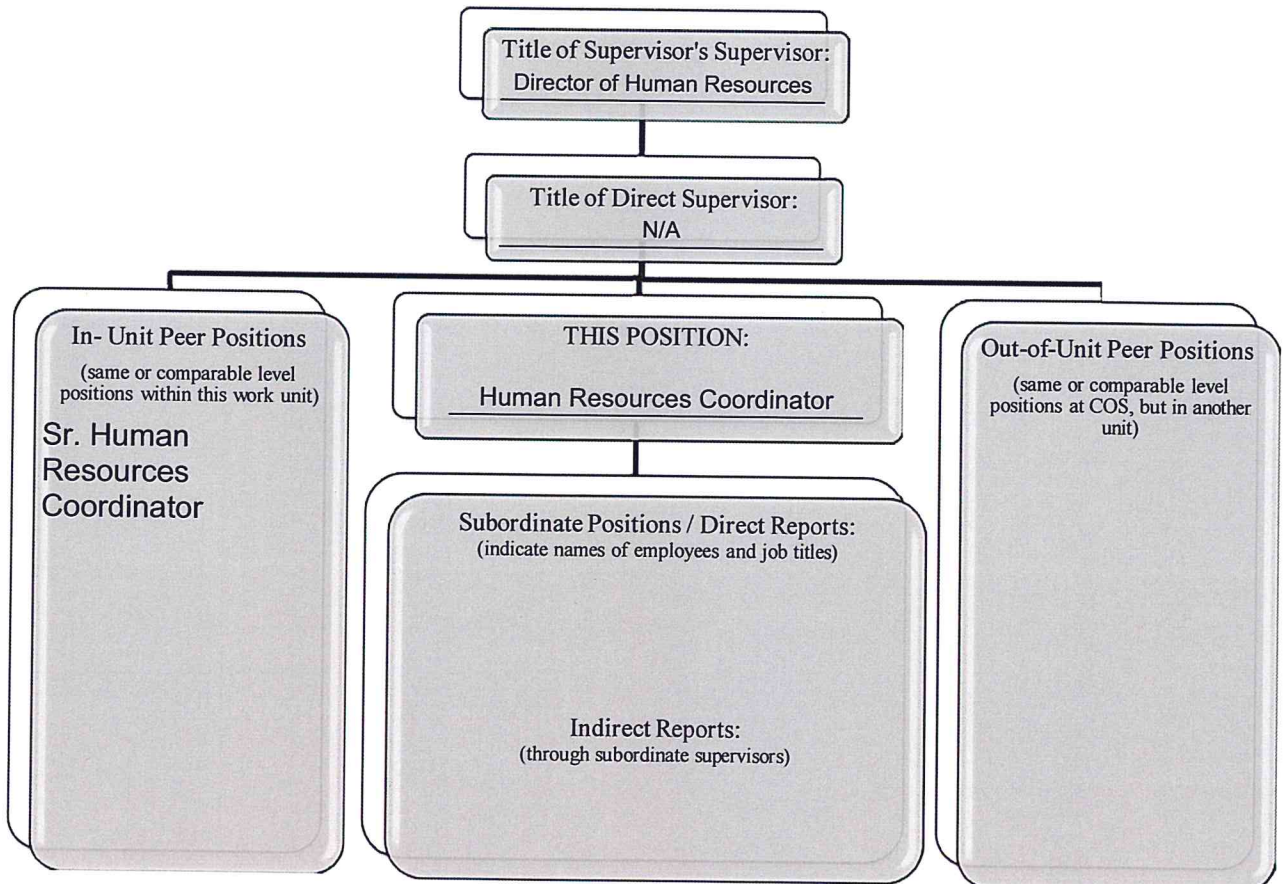
Desired Salary Grade	Current Base Salary	Recommended Salary
_____	\$ _____ hr / yr	\$ _____ hr / yr

Essential Duties & Responsibilities

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

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

Organizational Chart for this Position



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Internal Job Comparison

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

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

External Job Comparison

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

External Job Title	Where is this job found? (company, city, university, etc.)	Notes / Comments / Contacts
HR Coordinator	City of Kennesaw	Pay \$36,046.40; Population 30,990; 210 Employees
HR Coordinator	City of Douglasville	Pay Range (\$35,735 - \$57,176); Population 31,269; 275 Employees;
HR Coordinator	City of Lawrenceville	Pay Range (\$34,399 - \$56,415); Population 29,481; 265 Employees

JOB TITLE: Sr. Human Resources Coordinator

DEPARTMENT: Human Resources, City of Statesboro

JOB SUMMARY: Assists the Director of Human Resources in planning, organizing, directing and coordinating the program activities of the department including, but not limited to, managing the health, dental, life, deferred compensation, death, short and long term disability benefits programs, workers compensation, health & wellness center, and records management, budget preparation, HR statistical reporting and HRIS needs in accordance with state and federal regulations;

MAJOR DUTIES:

- Interacts with and supplies information to applicants, employees, department heads and public and private agencies regarding human resources issues and benefits.
- Administers the health, vision, dental, life, disability, and deferred comp programs; processes applications, obtains certification, coordinates benefit options for retirees with finance/payroll; reviews and processes death and disability benefits requests, processes forms and applications for all benefit plans, including short-term and long-term disability.
- Carefully analyzes vendor benefit billings and submits A/P requests.
- Assists in the preparation and distribution of informational literature and presentations to notify and advises employees of benefit plan details and eligibility requirements.
- Assists with HR Coordinator with conducting new hire onboarding.
- Provides and maintains accurate, complete, and secure files of employees relating to benefits administration, PHI (Personal Health Information), payroll deduction elections, beneficiary assignment information, and other benefits related documentation.
- Tracks FMLA, administrative LOAs, STD, etc. and provides reports of same. Maintains FMLA log to support periods of time away from work. Assures federal compliance of FMLA, USERRA, COBRA, and City policy.
- Serves as liaison for employees with the insurance carrier and service provider; verifies coverage, explains benefits, etc; assists employees in completing insurance forms and processes applications for coverage; issues insurance cards and insurance booklets, maintains enrollment files and submits benefits deductions to payroll.
- Plans and coordinates annual Open Enrollment activities and executes change forms to appropriate vendors before January 1st annually.

Revised: 01/16/15

- Reviews current and terminated employee payroll records to ensure that proper deductions are taken for benefits; deletes terminated and transferred employees from benefit listings.
- Serves as Program coordinator for City's Health & Wellness activities.
- Relationship Manager for the City of Statesboro Health and Wellness Center. Responds to concerns or issues from clinic provider and patients.
- Prepares and submits workers compensation claims, liability and property claims to the appropriate insurance carriers; Receives claims reports and reviews for completeness.
- Assists the Director of Human Resources with sensitive investigations, inquiries and problem-solving activities.
- Acts as liaison between injured employees, physicians and insurance carrier. Responds to both routine and complex inquiries from employees, supervisors, adjusters, physicians, and attorneys.
- Provides Human Resources activity assistance and serves as department designee to/for City staff, employees and the public in the absence of specialized staff and/or the Director of Human Resources.
- Responsible for making strategic planning recommendations concerning future projects and initiatives within areas of responsibility.
- Makes budget recommendations concerning the purchase of new equipment & supplies for future projects, initiatives, travel etc. within areas of responsibility.
- Assists the Director of Human Resources with the administration of Federal regulations such as EEO, COBRA, FMLA, ADA, ERISA, and USERRA to ensure compliance.
- Assists Director of Human Resources with various special projects requiring the compilation of data, research, statistical analysis, recruitment efforts, HR promotional activities etc.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of personnel law, policies and procedures.
- Knowledge of relevant federal and state laws applying to the field of Human Resources such as EEO, FLSA, ADA, FMLA, USERRA, HIPPA, COBRA, Workers Compensation etc. and the ability to interpret such laws

- Knowledge of state and federal laws related to insurance and reporting requirements.
- Knowledge of city policies and procedures related to the processing of benefits.
- Knowledge of relevant city ordinances, policies, and procedures.
- Knowledge of general office practices.
- Strong skills in Microsoft Office; especially Word & Excel.
- Skill in performing basic mathematical calculations.
- Skill in using modern office equipment as a computer, typewriter, calculator and copier.
- Skill in oral and written communication. Speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings. Edits work for spelling and grammar presents numerical data effectively and is able to read and interpret written information.
- Ability to maintain confidentiality, remain open to others' ideas and exhibits willingness to try new things.

SUPERVISORY CONTROLS: The Director of Human Resources assigns work in terms of projects and general instructions. Completed work is reviewed for accuracy and the nature and propriety of the final results.

GUIDELINES: Guidelines include city codes and ordinances, state and federal laws governing personnel functions, and departmental policies and procedures. These guidelines are clear and specific, but require some interpretation in application.

COMPLEXITY: This position consists of related personnel and clerical tasks.

SCOPE AND EFFECT: The purpose of this position is to provide administrative and professional support to the Human Resources Office. Successful performance helps ensure the accuracy and efficiency of city personnel policies & procedures.

PERSONAL CONTACTS: Contacts are typically with co-workers, other city employees, employment applicants, newspaper employees, auditors, elected officials and the general public.

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

PHYSICAL DEMANDS: The work is typically performed with the employee sitting at a desk. The employee must occasionally lift light objects.

WORK ENVIRONMENT: The work is performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Serves as designee in absence of the Director of Human Resources.

MINIMUM QUALIFICATIONS:

- Bachelors Degree in Business Management, Public Administration, Human Resources related field (additional experience may substitute for some of the education requirement)
- 3 or more years of work-related experience (a higher level of education may substitute for some of the experience)

PREFERRED QUALIFICATIONS:

- Professional in Human Resources certification (PHR) or SHRM Certified Professional (SHRM-CP);
- Experience managing workers compensation, employee benefits, health & wellness activities, recruitment, employee relations;
- Experience working with mid-large size organizations;

JOB TITLE: Human Resources Coordinator

DEPARTMENT: Human Resources, City of Statesboro

JOB SUMMARY: Assists the Director of Human Resources in planning, organizing, directing and coordinating the program activities of the department including, but not limited to, managing employee recruitment and selection, safety, employee relations, employee drug and alcohol program, budget preparation, HR statistical reporting and HRIS needs in accordance with state and federal regulations;

MAJOR DUTIES:

- Interacts with and supplies information to applicants, employees, department heads and public and private agencies regarding human resources issues and recruitment.
- Serves as the official Safety Coordinator.
- Conducts quarterly safety meetings.
- Inspects other departments and facilities to determine and correct unsafe working conditions and work practices.
- Ensures compliance of all city departments with federal, state. And local safety regulations and ordinances.
- Develops and implement quality improvement training as requested.
- Manages random drug and alcohol testing of employees remains in compliance with DOT Drug and alcohol regulations Ensures that the City Drug and Alcohol Program remains in compliance and conducts internal audits to ensure that the City meets all standards
- Oversees all stages of hiring from recruiting on behalf of the City, participation in job fairs, supervising the work of hiring managers and securing accurate and complete documentation to successfully bring new personnel on board.
- Schedules and Attends job fairs to meet recruitment needs and position the City of Statesboro as the employer of choice.
- Coordinates new hire onboarding process and activities.
- Manages recruitment applications, data, and processes in HRIS system.
- Responsible for coordinating Employee Relations programs, committees and events;
- Assists with employment verification, checks references and submits online investigation

requests and assists with new employee background checks.

- Responsible for making strategic planning recommendations concerning future projects and initiatives within areas of responsibility.
- Makes strategic plan & budget recommendations concerning the purchase of new equipment & supplies for future projects, initiatives, travel etc. within areas of responsibility.
- Assists Director of Human Resources with various special projects requiring the compilation of data, research, statistical analysis, recruitment efforts, HR promotional activities etc. .
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of personnel law, policies and procedures.
- Knowledge of relevant federal and state laws and local ordinances.
- Knowledge of state and federal laws related to insurance and reporting requirements.
- Knowledge of city policies and procedures related to the processing of benefits.
- Knowledge of relevant city ordinances, policies, and procedures.
- Knowledge of general office practices.
- Strong skills in Microsoft Office; especially Word & Excel.
- Skill in performing basic mathematical calculations.
- Skill in using modern office equipment as a computer, typewriter, calculator and copier.
- Skill in oral and written communication. Speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings. Edits work for spelling and grammar presents numerical data effectively and is able to read and interpret written information.
- Ability to maintain confidentiality, remain open to others' ideas and exhibits willingness to try new things.

SUPERVISORY CONTROLS: The Director of Human Resources assigns work in terms of

general instructions. Completed work is reviewed for accuracy and the nature and propriety of the final results.

GUIDELINES: Guidelines include city codes and ordinances, state and federal laws governing personnel functions, and departmental policies and procedures. These guidelines are clear and specific, but require some interpretation in application.

COMPLEXITY: This position consists of related personnel and clerical tasks.

SCOPE AND EFFECT: The purpose of this position is to provide administrative and professional support to the Human Resources Office. Successful performance helps ensure the accuracy and efficiency of city personnel policies & procedures.

PERSONAL CONTACTS: Contacts are typically with co-workers, other city employees, employment applicants, newspaper employees, auditors, elected officials and the general public.

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

PHYSICAL DEMANDS: The work is typically performed with the employee sitting at a desk. + The employee must occasionally lift light objects.

WORK ENVIRONMENT: The work is performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Bachelors Degree in Business Management, Public Administration, Human Resources related field (additional experience may substitute for some of the education requirement)
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years. (a higher level of education may substitute for some of the experience)

PREFERRED QUALIFICATIONS:

- Professional in Human Resources certification (PHR), SHRM Certified Professional (SHRM-CP), or SHRM Assurance Learning Certification;
- Experience managing workers compensation, employee benefits, health & wellness activities, recruitment, employee relations;
- Experience working with mid-large size organizations;

Memo



TO: Robert Cheshire, City Manager

FROM: Darren Prather, Purchasing Director

DATE: 3-9-2015

Re: Recommendation: Contract Award/Integrated Public Sector Financial Management Software Solution

After having conducted a lengthy request for proposals (RFP) process and gaining approval by the City Council to enter into negotiations, we have produced and received a final offer from Tyler Technologies. After the numerous stages of evaluation in the RFP process, the evaluation committee is confident of the quality of this product and the company (Tyler Technologies) that represents it. Through the numerous stages of this RFP process, we have received very favorable ratings from City of Statesboro staff and other municipalities that were contacted. We expect this software to produce a vastly efficient outcome in every area that it is utilized. The following financial information listed represents the original amount offered by Tyler and the revised negotiated amount that constitutes the final contract to be considered.

Tyler Technologies:

<u>Original Contract Amount</u>	<u>Negotiated Contract Amount</u>
\$233,595 (Software & Implementation)	\$220,656 (Software & Implementation)
\$ 35,445 (Yearly Maint./Support Fees)	\$ 31,325 (Yearly Maint./Support Fees)
\$ 46,004 (Travel Expenses—Not to Exceed)	\$ 43,985 (Travel Expenses—Not to Exceed)
Total: \$315,044	Total: \$295,966

After completion of the negotiation process, it is believed that Tyler came to the table with a very competitive original bid amount. They stated an initial twenty-five percent (25%) preferred client discount on the software portion of their proposed cost amount originally submitted in the RFP. However, we were able to obtain further cost reductions in the areas listed above through further negotiations. Please note that the initial yearly maintenance amount (\$31,325) will increase approximately three (3%) percent a year for the next five years of maintenance contract renewal. In conclusion, we recommend the contract for integrated public sector financial management software be awarded to Tyler Technologies in the amount of \$295,966.00 (includes: software/implementation, yearly maintenance/support fees and training travel expenses incurred by vendor) with the understanding that a yearly maintenance fee will be required each additional year.

Water & Wastewater

Memo

To: Robert Cheshire, Interim City Manager

From: Van H. Collins, Assistant Director *VDC*

CC: Sue Starling, Wayne Johnson, Danny Lively

Date: April 13, 2015

RE: Consideration of a Motion to approve Summary Change Order No. 1 for Phase 1 – I-16/301 Utility Infrastructure. The revised contract amount is \$2,238,228.34, which is a decrease of \$11,771.53.

The original contract amount for Phase 1 – I-16/301 Utility Infrastructure (Water and Force Main extension) was \$2,249,999.87. This is a unit price contract, which reflects actual unit quantities installed. Therefore, the revised contract amount is \$2,238,228.34, which reflects a deduct in the amount of \$11,771.53. With the approval of this Summary Change Order, we will release the Contractors retainage and close out this project.



Hussey Gay Bell
329 Commercial Drive
Savannah, Georgia 31406

Summary Change Order

Contractor's Name & Address: Complete Site Services
P.O. Box 218
Dublin, GA 31040

Date: March 26, 2015	Job #: 108259819A	Change Order No. 1 SUMMARY
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RE: I-16/U.S. 301 UTILITY INFRASTRUCTURE
For the City of Statesboro

Description of Work to be Added, Deleted or Substituted:

See attached.

Justification:

Revised Completion Date: N/A

Original Contract Amount.....	\$ 2,249,999.87
Total Add/Delete Previous Change Order.....	\$ - 0 -
Total Add/Delete This Change Order.....	\$ (11,771.53)
Revised Contract Amount.....	\$ 2,238,228.34

This change order amends above referenced contract and is subject to all terms and conditions stated in original contract.

Recommended By: *[Signature]* Date: 3-26-15
Engineer: Hussey Gay Bell

Accepted By: *[Signature]* Date: 4-1-15
Contractor: Complete Sitework Services, LLC

Approved By: _____ Date: _____
Owner: City of Statesboro

CHANGE ORDER NO. 1 - SUMMARY
I-16/U.S. Hwy. 301 Utility Infrastructure
Statesboro, Georgia

ITEM NO.	DESCRIPTION	Complete Sitework Services, LLC Dublin, GA			FINAL PAY EST QTY	ADD/ (DEDUCT) DIFFERENCE	SUMMARY CHANGE ORDER	
		ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE			UNIT PRICE	TOTAL PRICE
1.	12-inch PVC force main, AWWA C-900, SDR-18	29,395 Lf	\$ 18.84	\$ 553,801.80	29,831	436 \$	18.84 \$	8,214.24
2.	12-inch RJ PVC force main, AWWA C900, SDR-18	3,695 Lf	\$ 22.83	\$ 84,356.85	2,823	-872 \$	22.83 \$	(19,907.76)
3.	12-inch Fusible PVC force main, AWWA C900, DR-18 installed by HDD	2,700 Lf	\$ 90.20	\$ 243,540.00	2,958	258 \$	90.20 \$	23,271.60
4.	12-inch DI Force Main	70 Lf	\$ 62.27	\$ 4,358.90	40	-30 \$	62.27 \$	(1,868.10)
5.	Misc. force main fittings							
5a.	12" x 12" x 12" Tee (1)	410 LBS	\$ 2.72	\$ 1,115.20	0	-410 \$	2.72 \$	(1,115.20)
5b.	12" - 45° Bend (26)	5,590 LBS	\$ 3.71	\$ 20,738.90	4,575	-1,015 \$	3.71 \$	(3,765.65)
5c.	12" - 22.5° Bend (13)	2,860 LBS	\$ 0.01	\$ 28.60	0	-2,860 \$	0.01 \$	(28.60)
5d.	12" - 11.25° Bend (17)	3,740 LBS	\$ 0.01	\$ 37.40	0	-3,740 \$	0.01 \$	(37.40)
5e.	8" x 12" Reducer (1)	165 LBS	\$ 3.85	\$ 635.25	0	-165 \$	3.85 \$	(635.25)
5f.	8" Plug (1)	57 LBS	\$ 5.70	\$ 324.90	0	-57 \$	5.70 \$	(324.90)
9.	8-inch Gate Valve, Box, and Valve Marker (FM)	1 EA	\$ 1,011.50	\$ 1,011.50	0	-1 \$	1,011.50 \$	(1,011.50)
13.	Clearing & Grubbing	2.14 AC	\$ 5,600.00	\$ 11,984.00	2.58	0.44 \$	5,600.00 \$	2,464.00
14.	Erosion, Sedimentation, & Pollution Control BMPs							
14a.	Grassing, fertilizing, and mulching	70,600 SY	\$ 0.35	\$ 24,710.00	173,930	103,330 \$	0.35 \$	36,165.50
14b.	SDI-A	10,100 Lf	\$ 1.50	\$ 15,150.00	10,000	-100 \$	1.50 \$	(150.00)
14c.	SDI-C	11,320 Lf	\$ 3.00	\$ 33,960.00	11,000	-320 \$	3.00 \$	(960.00)
14d.	SDI-Hb	75 EA	\$ 60.00	\$ 4,500.00	12	-63 \$	60.00 \$	(3,780.00)
14e.	St	70 EA	\$ 390.00	\$ 27,300.00	15	-55 \$	390.00 \$	(21,450.00)
16.	Allowance Item-Remove unsuitable material, dispose offsite, replace with crushed stone	200 CY	\$ 75.00	\$ 15,000.00	0	-200 \$	75.00 \$	(15,000.00)
17.	Allowance Item - Remove unsuitable material, dispose offsite, replace with approved offsite fill material	100 CY	\$ 35.00	\$ 3,500.00	70	-30 \$	35.00 \$	(1,050.00)
18.	12-inch PVC Water main, AWWA C900, SDR-18, Class 150	15,515 Lf	\$ 17.85	\$ 276,942.75	17,237	1,722 \$	17.85 \$	30,737.70
19.	12-inch RJ PVC water main, AWWA C900, SDR-18, Class 150	7,215 Lf	\$ 21.71	\$ 156,637.65	5,290	-1,925 \$	21.71 \$	(41,791.75)
20.	12-inch Fusible PVC water main, AWWA C900, SDR-18, installed by HDD	2,700 Lf	\$ 89.75	\$ 242,325.00	2,758	58 \$	89.75 \$	5,205.50
21.	12-inch Gate Valve, Box, and Valve Marker	29 EA	\$ 1,693.50	\$ 49,111.50	36	7 \$	1,693.50 \$	11,854.50
22.	Jack & bore 24-inch steel casing (0.50" wall thickness) for 12-inch PVC water main	270 Lf	\$ 138.27	\$ 37,332.90	280	10 \$	138.27 \$	1,382.70
23.	Insert 12-inch PVC water main in Casing	270 Lf	\$ 35.69	\$ 9,636.30	280	10 \$	35.69 \$	356.90

Water & Wastewater

Memo

To: Robert Cheshire, Interim City Manager

From: Van H. Collins, Assistant Director *VHC*

CC: Sue Starling, Wayne Johnson, Danny Lively

Date: April 14, 2015

RE: Consideration of a Motion to approve Change Order No. 2 in the amount of \$130,278.52 for Cawana Road Sewer and Water Infrastructure project.

The original contract with Y-Delta, Inc. for Cawana Sewer and Water Infrastructure project was \$1,023,536.13. Change Order No. 1 was previously approved in the amount of \$47,072.02 to extend sewer from the new Pump Station towards Cawana Road, which Connections church is now connected to. At a later date Council approved extending the 12 inch water main from its end point out to the City Limits. This extension is reflected in Change Order No. 2 and increases the contract amount an additional \$130,278.52, which revises the original contract to \$1,200,886.67.



Hussey Gay Bell
329 Commercial Drive
Savannah, Georgia 31406

Change Order

Contractor's Name & Address: Mr. Jimmy C. Rogers
Y-Delta, Inc.
5657 Lakeview Road
Statesboro, GA 30461

Date: April 1, 2015.	Job #: 112259855	Change Order: No. 2 SUMMARY
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**RE: CAWANA ROAD SEWER AND WATER INFRASTRUCTURE
CITY OF STATESBORO, GEORGIA**

Description of Work to be Added, Deleted or Substituted:

See attached:

Justification:

Revised Completion Date: N/A

Original Contract Amount.....	\$ 1,023,536.13
Total Add/Delete Previous Change Order.....	\$ 47,072.02
Total Add/Delete This Change Order.....	\$ 130,278.52
Revised Contract Amount.....	\$ 1,200,886.67

This change order amends above referenced contract and is subject to all terms and conditions stated in original contract.

Recommended By: Jim Barry **Date:** April 1, 2015
Engineer: Hussey Gay Bell

Accepted By: _____ **Date:** _____
Contractor: Y-Delta, Inc.

Approved By: _____ **Date:** _____
Owner: City of Statesboro

SUMMARY CHANGE ORDER NO. 2

Cawana Road Sewer and Water Infrastructure
Statesboro, Georgia

Y-Delta, Inc.

FINAL
PAY EST QTY ADD/
(DEDUCT)
DIFFERENCE
Payment Req. 6

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	PRICE	TOTAL PRICE	FINAL PAY EST QTY	ADD/ (DEDUCT) DIFFERENCE	UNIT PRICE	TOTAL PRICE
1.	12-inch PVC water main, AWWA C-900, SDR-	1,500 LF	\$	25.29	\$ 37,935.00	1,544	44 \$	25.29 \$	1,112.76
2.	12-inch RJ PVC force main, AWWA C900, SDI	550 LF	\$	31.13	\$ 17,121.50	406	-144 \$	31.13 \$	(4,482.72)
3.	12-inch Fusible PVC force main, AWWA C900, DR-18 installed by horizontal directional drill	706 LF	\$	94.16	\$ 66,476.96	746	40 \$	94.16 \$	3,766.40
6.	Misc. force main fittings								
6a.	12" 11.25° Compact DI Bend (1)	1 EA	\$	617.71	\$ 617.71	0	-1 \$	617.71 \$	(617.71)
8.	8-inch PVC Gravity Sewer ASTM F679								
8a.	0'-6' deep County Rd. 341 Crossing	60 LF	\$	20.87	\$ 1,252.20	25	-35 \$	20.87 \$	(730.45)
9.	12-inch PVC Gravity Sewer ASTM F679								
9a.	8'-12' deep	58 LF	\$	60.52	\$ 3,510.16	60	2 \$	60.52 \$	121.04
11.	Jack & bore 16-inch steel casing for 8-inch PVC sewer, County Road 341	65 LF	\$	317.75	\$ 20,653.75	100	35 \$	317.75 \$	11,121.25
12.	Insert 8-inch PVC sewer in Casing	65 LF	\$	39.90	\$ 2,593.50	100	35 \$	39.90 \$	1,396.50
18.	Erosion, Sedimentation, & Pollution Control BMP's								
18a.	Grassing, fertilizing, and mulching	12,000 SY	\$	0.50	\$ 6,000.00	3,000	-9,000 \$	0.50 \$	(4,500.00)
18b.	Construction Entrance/Exit	2 EA	\$	1,500.00	\$ 3,000.00	1	-1 \$	1,500.00 \$	(1,500.00)
18c.	Sd1-C	4,450 LF	\$	3.75	\$ 16,687.50	500	-3,950 \$	3.75 \$	(14,812.50)
18d.	Cd1-Hb	8 EA	\$	75.00	\$ 600.00	0	-8 \$	75.00 \$	(600.00)
20.	Remove unsuitable material, dispose offsite, replace with crushed stone	200 CY	\$	75.00	\$ 15,000.00	0	-200 \$	75.00 \$	(15,000.00)
21.	Remove unsuitable material, dispose offsite, replace with approved off-site fill material	100 CY	\$	50.00	\$ 5,000.00	0	-100 \$	50.00 \$	(5,000.00)
29.	8-inch RJ PVC water main, AWWA C900, SDR-18, Class 150	10 LF	\$	57.60	\$ 576.00	30	20 \$	57.60 \$	1,152.00
30.	12-inch PVC water main, AWWA C900, SDR-18, Class 150	1,255 LF	\$	25.32	\$ 31,776.60	3,321	2,066 \$	25.32 \$	52,311.12
31.	12-inch RJ PVC water main, AWWA C900, SDR-18, Class 150	350 LF	\$	33.73	\$ 11,805.50	1,300	950 \$	33.73 \$	32,043.50
32.	12-inch Fusible PVC water main, AWWA C900, DR-18, installed by horizontal directional drill	385 LF	\$	94.16	\$ 36,251.60	815	430	94.16 \$	40,488.80
34.	12-inch Gate Valve, Box, and Valve Marker	1 EA	\$	1,984.56	\$ 1,984.56	6	5 \$	1,984.56 \$	9,922.80
35.	Fire Hydrant Assembly, tee, valve in box, fire hydrant horizontal and vertical piping	2 EA	\$	3,330.16	\$ 6,660.32	11	9 \$	3,330.16 \$	29,971.44
37.	Fire Hydrant Riser Pipe Kits - 36-inches	1 EA	\$	1,045.99	\$ 1,045.99	0	-1 \$	1,045.99 \$	(1,045.99)
38.	Misc. Water Main Fittings								
38b.	8" x 6" Compact DI Tee (1)	1 EA	\$	349.92	\$ 349.92	0	-1 \$	349.92 \$	(349.92)
CHANGE ORDER NO. 1									
2.	8" SDR 26 Sewer Pipe	1,200 LF	\$	27.10	\$ 32,520.00	1,062	-138 \$	27.10 \$	(3,739.80)
4.	Core Existing Manhole	2 EA	\$	750.00	\$ 1,500.00	1	-1 \$	750.00 \$	(750.00)
								\$	130,278.52

Memo



TO: Robert Cheshire, City Manager

FROM: Darren Prather, Purchasing Director

DATE: 4-14-2015

Re: Recommendation—General Liability & Workers Compensation Insurance Renewal

The City of Statesboro is on the last year of the insurance brokerage contract with Glenn/Davis Insurance as they serve as our broker to access carrier market. It is their job to shop the markets to generate the best solution for our unique needs. By using the broker method, we have access to all insurance carriers that serve our area and we feel this greatly benefits the final insurance product received by the City of Statesboro. Our broker, Glenn/Davis produced two options for our consideration and they are as follows:

Option 1:

\$362,266.68	(Remain with One Beacon/ Covers General Liability and all areas except workers compensation (GIRMA) and Fire Dept. equipment/vehicles—covered by VFIS).
\$36,949.00	(VFIS—covers Fire Dept. equipment, vehicles and property)
\$537,000.00	(Workers compensation through GIRMA—total represents \$347,000 premium and a projected \$190,000 in payments on claims for the year.)
\$936,215.68	(Projected total using this option)

Option 2:

\$491,614.00	(Travelers to cover general liability areas)
\$36,949.00	(VFIS—covers Fire Dept. equipment, vehicles and property)
\$547,688.00	(Travelers to cover workers compensation—this is a capped amount)
\$1,039,302.00	(Projected total using this option)

Note: Travelers offers a capped amount for our workers compensation insurance in this option.

After having considered both options, we recommend Option 2. Travelers will provide insurance for all areas except for property, equipment and vehicles for the Fire Department. This will be covered by VFIS as they offer a program that provides training and new full market value replacement for any damaged items covered. Also, the workers compensation provided by Travelers is a capped amount. Currently, we pay a premium and the full amount of claims under the \$50,000 amount. Travelers also includes its highly valued risk management/workers compensation management program. Coupled with the potential new Human Resources position that will handle case management of workers compensation claims, this will be an effective tool in gaining control of our ailing workers compensation program. This program is included in this insurance package as quoted. Since this is a capped amount (\$547,688.00) Travelers has an incentive to keep the claims amount as low as possible to increase their profit. In turn, we will receive a better rating to take to market during the next renewal period. As of this renewal, only GIRMA and Travelers were willing to quote coverage due to our industry rating. If Travelers is chosen, we will have to give GIRMA a 90 day notice of cancellation. Human Resources has contacted other municipalities and received outstanding reports as to the Travelers risk management/workers compensation management program and we expect the same results.

Memo



TO: Robert Cheshire, City Manager
FROM: Darren Prather, Purchasing Director
DATE: 4-14-2015

Re: Recommendation—Bid Award Maintenance Service Truck—Fleet Maintenance

The City of Statesboro issued an invitation to bid for a maintenance service truck for use in our Fleet Maintenance division. This truck, if approved, consists of a cab and chassis/service body with crane and service equipment combination. This truck will be replacing a 2002 model service truck currently in use by Fleet Maintenance which will be brought to Council to be declared surplus after we take delivery of the new truck. The purchase of this truck, if approved, is funded in the amount of \$130,000 with Fleet funds and the GMA lease pool. This is a re-bid on this truck. It was first brought before city council on February 3, 2015 as a re-bid due to only one bid being received at that time.

Two sealed bids were received on this second bid attempt and the results are as follows:

	<u>Dealer</u>	<u>Model</u>	<u>Bid Amount</u>
1.	Summit Truck Equipment	2015 Dodge 5500/2015 Summit 7 Series Body/6620 crane	\$119,060.00
2.	Olathe Dodge	2015 Dodge 5500/2015 Summit 7 Series Body/6620 crane	\$119,500.00

Note: Bid totals represent the complete unit combined into one bid price as requested in the bid package.

Having met the required specifications, we recommend the bid award be made to Summit Truck Equipment for the purchase of a maintenance service truck, as listed above, in the amount of \$119,060.00.