



July 21, 2015 5:30 pm

1. Call to Order by Mayor Jan J. Moore
2. Invocation and Pledge of Allegiance by Councilman Travis Chance
3. Public Comments (Agenda Item):
4. Consideration of a Motion to approve the Consent Agenda
 - A) Approval of Minutes
 - a) 07-07-2015 Council Minutes
 - b) 07-07-2015 Executive Session Minutes
 - c) 07-14-2015 Council work session minutes
5. Second reading and consideration of a motion to approve **Ordinance 2015-08**: An Ordinance amending Chapter 66 (Solid Waste) of the Statesboro Code of Ordinances.
6. Consideration of a Motion to approve **Resolution 2015-28**: A Resolution to approve adjustments to the pay and compensation plan to reclassify (4) Meter Reader positions to (2) Meter System Technician positions, (1) Water/Sewer Crew Supervisor position and (1) Water/Sewer System Operator position.
7. Update on the current status of the Storm water Management and Utility Program
8. Consideration of a Motion to approve **Resolution 2015-26**: A Resolution to approve adjustments to the classification and compensation plan to create the position of Deputy City Manager and authorize the Mayor to negotiate compensation.
9. Consideration of a Motion to appoint Robert L. Cheshire to the position of Deputy City Manager.
10. Other Business from City Council
11. City Managers Comments
12. Public Comments (General)
13. Consideration of a Motion to enter into Executive Session to discuss "Personnel Matters" in accordance with **O.C.G.A. §50-14-3 (2012)**
14. Consideration of a Motion to Adjourn



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

A regular meeting of the Statesboro City Council was held on July 7th, 2015 at 9:00 a.m. in the Council Chambers at City Hall. Present were Mayor Jan J. Moore, Council Members: Will Britt, 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, and Assistant City Engineer Jason Boyles.

The Council Meeting was called to order by Mayor Jan Moore.

The Invocation and Pledge of Allegiance was led by Councilman Gary Lewis.

Recognitions/Public Presentations

- A) Recognition of the Finance Department for Receiving a Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ending June 30, 2014.**

Mayor Moore presented a plaque to the Finance Department for receiving the Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year ending June 30, 2014.

Public Comments (Agenda Item): None

Consideration of a Motion to approve the Consent Agendad

- A) Approval of Minutes**
- a) 06-16-2015 Council Minutes**
 - b) 06-16-2015 Executive Session Minutes**
- B) Consideration of a motion to award a contract to purchase a 3 point side-arm mower from Diamond Mowers per the NJPA contract in the amount of \$23,061.00. If approved, this mower would be utilized by the Streets Division of Public Works with a CIP number of ENG-STS-100. The amount budgeted for this item is \$25,000.00.**

Councilman Riggs made a motion, seconded by Councilman Britt to approve the consent agenda as it is written. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

First reading and Public Hearing of Ordinance 2016-08: An Ordinance amending Chapter 66 (Solid Waste) of the Statesboro Code of Ordinances.

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

Interim City Engineer Jason Boyles explained these changes came after much discussion about the City rates as we needed to come up with a credit for the lower income individuals. The credit would be applied to solid waste and would be available to the elderly with a low income. The ordinance states the individual would have to be 65 or older and meet the low income threshold to be eligible for this credit. Individuals would need to apply for this credit on a yearly basis; although Council did discuss the idea of a longer period before reapplying. There were no comments for or against the ordinance amendment.

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

Consideration of a motion to award a contract to purchase a Caterpillar 938M Wheel Loader to Yancey Caterpillar in the amount of \$223,156.00. This will be purchased using 2013 SPLOST funds as \$250,000.00 was budgeted for this Landfill/Transfer Station Item with CIP #SWD-11. If this item is approved, we would recommend the old 2001 Caterpillar IT28G be placed on the surplus list per City Ordinance.

Councilman Boyum made a motion seconded by Councilman Lewis to award a contract to purchase a Caterpillar 938M Wheel Loader to Yancey Caterpillar in the amount of \$223,156.00. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried with a 5-0 vote.

Consideration of a Motion to award a contract to purchase a Gradall from Tractor and Equipment at the NJPA contact amount of \$359,922.00. If approved, this item will be funded by the GMA Lease Pool and paid back by Storm Water Utility Funds. This item is budgeted under CIP number ENG-STM-08 in the amount of 375,000.00.

Councilman Boyum made a motion seconded by Councilman Riggs to award a contract to purchase a Gradall from Tractor and Equipment at the NJPA contact amount of \$359,922.00. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried with a 5-0 vote.

Consideration of a motion to purchase a Use of Force Training Simulator from Meggitt Training Systems Inc. in the amount of \$77,792.00. This purchase will be funded from the Police Department Seized Fund Account.

Councilman Lewis made a motion seconded by Councilman Boyum to purchase a Use of Force Training Simulator from Meggitt Training Systems Inc. in the amount of \$77,792.00. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried with a 5-0 vote.

Consideration of a Motion to authorize the Mayor to execute, on behalf of the City a Georgia Department of Transportation HAWK Signal Permit Application for South Main Street at Parrish Drive.

Councilman Lewis made a motion seconded by Councilman Boyum to authorize the Mayor to execute, on behalf of the City a Georgia Department of Transportation HAWK Signal Permit Application for South Main Street at Parrish Drive. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried with a 5-0 vote.

Presentation to acknowledge the accomplishments of the Code Compliance Enforcement Division regarding dilapidated structures since the implementation of the new demolition permit application procedure by the Department of Planning and Development.

Eric Short with Code Enforcement updated Mayor and Council with a power point presentation regarding the success of the demolition process and the impact on the City of Statesboro. Since 2012, the Planning Department came up with a demolition permit along with building permits which makes this process a one stop shop. We were able to demolish or remodel 36 houses last year and 30 more houses are being looked at to either be demolished or remodeled for this year.

Consideration of a Motion to Authorize the Mayor to execute a contract for professional services with the Slavin Management Consultants (SMC) to conduct an executive search for the City Manager vacancy in the amount not to exceed \$22,591.00.

Councilman Riggs made a motion seconded by Councilman Boyum to Authorize the Mayor to execute a contract for professional services with the Slavin Management Consultants (SMC) to conduct an executive search for the City Manager vacancy in the amount not to exceed \$22,591.00. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried with a 5-0 vote.

Consideration of a motion to approve Resolution 2015-26: A resolution to approve adjustments to the classification and compensation plan to create the position of Deputy City Manager and authorize the Mayor to negotiate compensation.

Director of Human Resources Jeff Grant explained to Mayor and Council the job description for this position of Deputy City Manager. After much discussion this item was tabled until the next council meeting July 21, 2015.

Consideration of a Motion to appoint Robert L Cheshire to the position of Deputy City Manager.

This item was tabled until the next council meeting July 21, 2015.

Other Business from City Council:

Mayor Moore stated that a date needs to be set for a final Alcohol Work session. This work session needs to be scheduled between today and the next Council meeting which is July 21, 2015. After some discussion the date was set for Tuesday July 14, 2015 at 9:00 a.m. Councilman Boyum asked Interim City Engineer Jason Boyle to give a storm water presentation at the next Fletcher neighborhood meeting. The meetings are held at 6:00 pm on the fourth Tuesday of each month.

City Managers Comments

- A) Set a date for the next work session to include Ordinance for “Temporary Vendors/Garage Sales.”

The work session was set to immediately follow the next Council meeting of August 4th, 2015

- B) City Clerks Dept. (Notice of alcohol application)
- a) 40 East Grill is applying for a change in alcohol license owner pending the background investigation. The name is Larry Brian Carter and Linwood L Pumphrey Jr.
 - b) The Hall is applying for a change in alcohol license owner pending the background investigation. The name is Larry Brian Carter and Linwood L Pumphrey Jr.
 - c) Applebee’s is applying for a change in alcohol license holder pending the background investigation. The name is Matthew Skinner.

The renovation of the Police Station was budgeted at \$385,000.00. Since the bids came in well over that amount, Council approved up to \$420,000.00. Mr. Boyles stated that after the re-evaluation, they were able to get the amount down to \$388,500.00.

The Savannah Ave improvement bids are scheduled for Thursday July 9, 2015.

The Downtown parking has been an issue as we have not come up with a solution. We are continuing to work on this issue.

The Curbside recycling will be suspended on September 1, 2015. After discussion with the County, the cost of this program was much more that what was anticipated.

Public Comments (General): None

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 10:55 am, Councilman Riggs made a motion, seconded by Councilman Chance to enter into Executive Session to discuss “Potential Litigation and Personnel Matters” in accordance with O.C.G.A.§50-14-3 (2012). Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

At 11:15 am, Councilman Boyum left the Executive Session meeting.

At 11:35 am, Mayor Moore called the regular session back to order with no action taken in Executive Session.

At 11:36 am, Councilman Chance made a motion, seconded by Councilman Lewis to exit Executive Session. Councilman Britt, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Consideration of a motion to approve Resolution 2015-27: A Resolution waiving attorney-client privilege as to certain attorney work product only.

Councilman Riggs made a motion seconded by councilman Chance to approve Resolution 2015-27: A Resolution waiving attorney-client privilege as to certain attorney work product only. Councilman Riggs, Lewis and Chance voted in favor of the motion. The motion carried with a 3-0 vote. Councilman Britt abstained from voting.

Consideration of a Motion to Adjourn

At 11:40 am, Councilman Chance made a motion, seconded by Councilman Riggs to adjourn. Councilman Britt, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

The meeting was adjourned at 11:40 am.



**CITY OF STATESBORO
CITY COUNCIL WORK SESSION MINUTES
July 14, 2015**

A work session of the Statesboro City Council was held on July 14, 2015 at 9:00 a.m. in the Council Chambers at City Hall. Present were Mayor Jan Moore; Council Members: Will Britt, Phil Boyum, John Riggs and Travis Chance. Also present was Interim City Manager Robert Cheshire, City Clerk Sue Starling and City Attorney Alvin Leaphart. Councilman Gary Lewis, was absent.

Others present were members of staff, citizens and restaurant owners.

The meeting was called to order by Mayor Jan Moore. The following topic was discussed.

1. Discussion of proposed changes to Chapter 6 (Alcohol) of the City of Statesboro Code of Ordinances.

The proposed changes included "Version A" and "Version B". The main difference between the two would be how to handle 18-21 year olds. Another point was to define what constitutes a bar and what constitutes a restaurant.

Attorney Bob Mikell read a press release that was presented to the Statesboro Herald from the Chamber of Commerce regarding alcohol and the death of Michael Gatto.

Al Chapman, owner of Gnats Landing voiced his concerns as to how the proposed new requirements would impact his responsibility as an owner.

Councilman Riggs stated he would like to have an alcohol advisory committee that would be appointed by Council. Joyce Stubbs agreed with Councilman Riggs, stating a committee could work with business owners and City officials. Councilman Chance stated he would like to see only one version brought back for Council to review. The remaining Council agreed with Councilman Chance. City Attorney Alvin Leaphart stated that he was hearing more on the version A and would update that version for Council's review.

There was no action taken at the meeting.

The meeting was adjourned at 10:55 am.



City of Statesboro

Engineering Department – Public Works

P.O. Box 348
Statesboro, Georgia 30459

912.764.0681 (Voice)
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MEMO

To: Robert Cheshire, Interim City Manager
From: Jason Boyles, Interim City Engineer
Date: July 15, 2015
Re: Solid Waste Ordinance Amendments

As requested by the mayor and city council at the July 7, 2015 city council meeting the city attorney and I have studied the term of the proposed sanitation elderly/low income credit. We have determined that a 3 year term should be acceptable. I have edited the proposed ordinance and submitted to Sue to include on the July 21, 2015 city council agenda. In addition, I have checked with Tyler Technologies and confirmed that the new billing software will be able to create alerts to flag credit expiration dates for both this proposed credit and for stormwater utility credits.

Please let me know if you have any concerns or comments on this.

Cc: Sue Starling, City Clerk
Alvin Leaphart, City Attorney

**Ordinance #2015-08:
An Ordinance Amending Chapter 66 of the Statesboro Code of Ordinances
(Solid Waste)**

WHEREAS, the City has previously adopted an ordinance regulating solid waste; and

WHEREAS, the Mayor and City Council has determined there is sufficient reason and need to amend Chapter 66 (Solid Waste) of the Code of Ordinances, City of Statesboro, Georgia to ensure efficient and responsive delivery of services:

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

Section 1. Chapter 66 (Solid Waste) of the Code of Ordinances, City of Statesboro, Georgia is hereby amended by replacing it in full, and shall read as follows:

Article I. – IN GENERAL

Sec. 66-1. – Definitions

For the purpose of this chapter, the following terms, phrases, words and their derivations shall have the meaning indicated herein.

Ashes means the residue from the burning of wood, coal, coke or other combustible materials.

Building material means any material including but not limited to materials such as lumber, roofing material, brick, concrete, plaster, flooring, plumbing materials, cabinets, doors, windows, gutters, sand, gravel or other substances used in repairs or alteration of existing buildings, construction of new buildings, or demolition of existing structures.

Bulk waste container means a metal container larger than eight cubic yards with an open top constructed so that it can be emptied mechanically by specially equipped trucks.

Cart means a container not larger than 96 gallons, water tight with a lid opening on top and constructed so that it can be emptied mechanically by specially equipped trucks.

Collection area means an area designated by the city to be used for the placement and collection of refuse receptacles, collection containers or trash accumulations.

Collection container means a container provided by the city or approved by the director, or his/her representative, to be used for the collection and disposal of garbage.

Commercial garbage means garbage produced by any nonresidential unit or facility or non-industrial facility including stores, offices, restaurants, warehouses, and other similar uses.

Commercial solid waste means all garbage and other waste byproducts, including cinders and ashes from commercial boilers, cardboard and wooden boxes, crates and barrels, or other waste byproduct(s), generated by commercial or manufacturing establishments.

Composting means the controlled biological decomposition of organic matter into a stable, odor-free humus.

Dead animals means the carcasses or remains of cats, dogs, small household pets, and small farm animals.

Director shall mean the Public Works Director.

Disposal site means an area, location, tract of land or a facility used or intended to be used for the disposal of solid waste, decaying waste, hazardous waste or other waste, except it shall not include the land or facility used for the disposal of solid waste or other waste from a single-family dwelling in which the owner, occupant, or lessee of such land or facility resides.

Dumpster means a metal container of not less than two cubic yards and not larger than eight cubic yards, water tight with a lid or lids opening on top and constructed so that it can be emptied mechanically by specially equipped trucks.

Garbage, household garbage or refuse means the by-product of animal or vegetable food resulting from the handling, preparation, cooking and consumption of food or other matter which is subject to decomposition, decay, putrefaction or the generation of noxious or offensive gases or odors, or which during or after decay may serve as breeding areas or feeding materials for flies, insects or animals.

Hazardous waste means materials including but not limited to materials such as poison, acids, caustic matter or solutions, chemical, infected materials, infectious carcass, fecal matter, explosives, sewage sludge, radioactive materials and highly flammable substances, oils, P.C.B., antifreeze, paints, solvents and cleaning fluids, dry cleaners, fuel tanks, biomedical waste, grease traps, batteries, oxidizers, and Freon/refrigerants or any other substance that has been defined by federal or state law as being hazardous refuse or material or which poses a similar and immediate danger or hazard to the public health, safety and welfare as the substances described herein.

Household Trash means materials including waste accumulation of paper, sweepings, dust, rags, bottles, cans or other matter of any kind, other than garbage, which is usually attendant to housekeeping.

Industrial waste means all waste including solids, semi-solids, sludge and liquids, created by factories, processing plants or other manufacturing enterprises.

Junked vehicles means any discarded, dismantled, wrecked, scrapped, ruined, junked or inoperable automobile, truck or other vehicle, or vehicle which does not bear a current license plate or a current inspection sticker.

Litter means all garbage, refuse, waste material, sand, gravel, slag, brickbats, rubbish, tin cans, trash, debris, dead animals or any other discarded, used or unconsumed substance, which is not handled in accordance with the provisions of this article.

Loading and unloading area means a space or area used by any moving vehicle for the purpose of receiving, shipping, and transporting goods, wares, commodities and persons.

Reclamation means a controlled method of sorting solid waste for future use in accordance with a procedure approved by the director.

Recyclable materials means materials which otherwise would be garbage, commercial refuse, industrial refuse or rubbish but for the fact that it is usable and has commercial value.

Recycling means the process by which reclaimed materials are collected, separated or processed, and transformed into raw materials or products.

Residential garbage means garbage produced by any residential unit.

Refuse receptacle means a cart or poly-cart used for the automated collection of garbage.

Rubbish means waste including but not limited to materials such as waste paper, cartons, boxes, cans, glass, packing material, and material which is discarded, unusable or not being actively used or stored or allowed to be accumulated in an unsightly manner.

Scavenge or scavenging shall mean unauthorized or uncontrolled retrieval of discarded refuse materials.

Solid Waste means any waste including commercial garbage, residential garbage, rubbish, tree and shrubbery trimmings, and trash but does not include hazardous waste, industrial waste, or waste from mining, agricultural, or silvicultural operations.

Trash means appliances, metals, furniture, yard trash, or tree and shrubbery trimmings.

Tree and shrubbery trimmings shall mean waste accumulation of tree limbs, parts of trees, bushes, or shrubbery cuttings or clippings.

Yard trimmings or yard trash means grass, straw, leaves, shrubs, hedges, tree and shrubbery trimmings, or other natural waste.

Sec. 66-2. – Collections by city.

- (a) *Generally.* All solid waste and recyclable materials accumulated in the city shall be collected, conveyed, and disposed of by the city, except as otherwise expressly authorized herein or approved by the mayor and city council. No person shall collect, convey over any streets or alleys of the city or dispose of any solid waste or recyclable materials accumulated in the city, except as expressly authorized herein or as allowed by pertinent and appropriate actions of the mayor and city council.
- (b) *Supervision.* All solid waste accumulated in the city shall be collected, conveyed, and disposed of by the city under the supervision of the director, who shall prescribe the days and times of collection, and other such matters pertaining to the storage location, conveyance and disposal as is necessary.
- (c) *Fees.* Fees, rates and charges for the collection services outlined in this article shall be as determined by the mayor and city council and on file in the office of the city clerk. Every residence, dwelling, business establishment or service agency within the limits of

the city and to which garbage and solid waste collection and disposal services are available shall pay a fee for the availability of such service, regardless of whether the residence, business or agency used the service, and based upon a fee schedule approved by the mayor and city council.

- (d) *Night collection.* Should the best interest of the public be served by collection of refuse from certain areas in the city at night, the city shall make such collections. The occupants of all residences or places of business within the designated area shall be notified or may inquire as to the hours of such collection. All persons so notified shall comply with such order and shall place the containers as designated within such hours.
- (e) *Landlord's responsibility.* All garbage collection charges to a complex of apartments, houses, mobile homes or businesses will be billed to the landlord of the property, and the landlord shall be responsible to the city for payment of assessed charges.

Sec. 66-3. – Private collection.

No person or entity shall engage in the business of and receive compensation for the collection or disposal of garbage, solid waste, or recyclable materials of any kind within the city, unless otherwise explicitly stated herein.

Sec. 66-4. – Refuse receptacles and collection containers required.

Every person or entity in possession, charge or control of any building from which garbage, trash, or other waste is accumulated or produced shall be required by this article to provide and keep in a suitable place, readily accessible to the city crews, refuse receptacles and collection containers suitable for the storage of all such waste materials which will normally accumulate between the established collection dates. The director shall determine the quantity and location of such receptacles and shall determine whether such receptacles and containers are in a serviceable condition.

Sec. 66-5. – Refuse receptacles and collection containers to be safe.

All refuse receptacles and collection containers, as required by this article, shall be of safe construction and design and shall be maintained in good, orderly and serviceable condition at all times. Any receptacle or container which does not conform to the requirements of this article or which has ragged or sharp edges, or any other defects likely to hamper or injure the person collecting the contents therefrom or the public generally, shall be promptly replaced by the user thereof where such receptacles and containers are not provided by the city. If such container, after appropriate notice, has not been replaced, the director shall have the right to suspend further collection of such waste material until such time as the container is brought into compliance with this article. Where receptacles or containers are provided by the city the user shall promptly notify the director or sanitation superintendent of such sharp edges, defects, or other nonconformities.

Sec. 66-6. – Fee schedule, billing, deposits and termination of service.

- (a) The fees and charges for the collection of trash, residential garbage, and commercial garbage; and the fees and charges for the disposal of solid waste through the transfer station and similar operations shall be established by resolution of the mayor and city council.

- (b) All fees shall be billed monthly as part of a combined utility bill, unless the user does not have another utility service. In that case, single bills shall be sent.
- (c) There shall be a deposit equal to two months' bills for any new collection customers or new solid waste disposal customers who open a monthly account with the city. If the amount is unknown when service first begins, the first three months' usage shall be averaged to determine the amount of the deposit required, and the deposit shall be added to the bill once it is determined. The deposit may be waived if the customer can present a letter from a similar solid waste collection or disposal company, city, or other provider that indicates that the customer has paid its bills from such providers in a timely manner for at least the last 12 months of such similar service. If a deposit is required it shall be refunded without interest upon termination of service by the customer and following payment in full of all outstanding charges.
- (d) All bills shall be sent out using the billing cycle and schedule for payments as determined by the mayor and city council.
- (e) All bills not paid by the due date are subject to the late payment charge, and then immediate cut-off on the date printed on the bill.
- (f) In the event of non-payment and service cut-off, the customer must pay the bill in full, the late payment charge, a cut-off charge if applicable, and pay a deposit if it was either waived, previously refunded, or was used to make the payment, late payment charge, and/or the cut-off charge. The city manager is authorized to work out a payment plan for customers that demonstrate the ability to pay, but in no event shall such payment plan exceed 90 days before the customer's account is totally current. Such a payment plan can only be entered into once in a 12-month period. Failure to meet any payment date of a payment plan shall terminate the payment plan, and the services shall be discontinued.

Sec. 66-7. – Fee Credits.

- (a) *Established.* There shall be established an elderly/low income credit (billing reduction) in an amount approved in the schedule of fees and charges approved by the Mayor and City Council.
- (b) *Qualification.* The elderly/low income credit shall be available to qualifying heads of households in whose name a residential inside-City garbage collection account is listed. Qualifying heads of household must have an attained age of 65 years and must have a total household income not exceeding poverty levels for the number of occupants in the household as derived from the guidelines of the State of Georgia Division of Aging Services. Eligibility for the elderly/low income credit shall be determined under City contract with a non-profit community organization capable of screening applicants according to the established criteria and reporting eligibility to the Revenue Department.
- (c) *Commencement.* The elderly/low income credit shall be effective upon receipt and approval of all required information as identified in the application. Said credit shall be applied to the following month of collection service.
- (d) *Term.* The term of the elderly/low income credit shall be three years from approval and commencement of credit. Continued eligibility shall be reestablished by application from the head of household.

Sec. 66-8--- 66-20. – Reserved.

Article II. – ENFORCEMENT

Sec. 66-21. –Responsible agency.

The Director, city engineer, landfill superintendent, sanitation superintendent, street superintendent, or code compliance officers shall investigate complaints or violations of any provisions of this article, and, upon finding sufficient evidence that a violation has occurred, are authorized to issue warnings that state the particular conditions that must be remedied to be in compliance with this Chapter, and, further, may recommend to the City Manager and City Attorney the initiation of any available legal or equitable remedy. The Director may suspend any service provided under this Chapter as provided in Section 66-23.

Sec. 66-22. – Summons, Citation, and Penalties for Violations

(a) In addition to or in lieu of any civil remedy provided for above, it shall be unlawful for any person to violate the provisions of this Chapter. Upon conviction for the violation thereof each person shall be subject to the punishments allowed under Section 5-3 of the Charter of the City of Statesboro, after hearing before the judge of municipal court.

(b) The code compliance officer is authorized to issue a summons and citations to appear in the Municipal Court of Statesboro to any person or entity believed to be in violation of any provision of this Chapter.

(c) Unless otherwise provided for in the Schedule of Fees adopted, and from time to time amended, by the Mayor and City Council of Statesboro the fine for a first violation of the Chapter shall not be less than \$110.00 nor more than \$550.00. For a second or subsequent violation in any twenty-four (24) month period as measured from the dates of the offenses, the fine shall not be less than \$250.00 nor more than maximum allowed under Section 5-3 of the Charter of the City of Statesboro

Sec. 66-23. – Suspension of service.

(a) The Director is authorized to suspend any service provided under this Chapter if a person or entity in possession, charge, or control of any building from which garbage, trash or other solid waste is accumulated or produced was issued a warning pursuant to Section 66-21 and the person or entity does not remedy the particular conditions stated in the warning within (10) days of the issuance of the warning.

(b) The Director is authorized to suspend any service provided under this Chapter if a person or entity in possession, charge, or control of any building from which garbage, trash or other solid waste is accumulated or produced is issued a summons and citation to appear in the Municipal Court for violations of this Chapter if the person or entity does not remedy the cited violations within (10) days of the issuance of the citation and summons.

(c) Ten (10) days prior to the suspension of service the Director shall send written notice via certified mail return/receipt requested to the address on file with the City for the person or entity in possession, charge, or control of any building from which garbage, trash or other solid waste is accumulated or produced that all services provided under this Chapter are being suspended until either the conditions stated in the warning are remedied, until the cited violations in the citation and summons are remedied, or until final adjudication of the citation in Municipal Court.

(d) Upon receipt of the notice of suspension from the Director, the person or entity in possession, charge, or control of any building from which garbage, trash or other solid waste is accumulated or produced shall have five (5) days to file a written notice of appeal of the suspension of services under this Chapter with the City Clerk.

(e) Upon filing of the notice of appeal a hearing before the City Manager shall be scheduled as soon as reasonably possible but not later than five (5) days from the filing of the notice of appeal. The hearing shall be informal, and the City Manager shall hear all evidence deemed relevant by the City Manager. The City Manager is authorized to uphold, reverse, or modify any action taken by the Director.

Sec. 66-24 – 66-40. – Reserved.

Article III. – PRE-COLLECTION PRACTICES

Sec. 66-41. – Generally.

The practices and procedures specified in this article shall be employed by persons in the city in order to facilitate the collection of solid wastes.

Sec. 66-42. – Refuse and garbage.

All refuse shall be placed and maintained in containers as specified in this article. All containers shall be maintained at all times with tight-fitting lids or covers. All garbage placed in containers for collection shall first be drained of all liquids, and shall be wrapped, bagged, or enclosed in paper or plastic material.

Sec. 66-43. – Household trash.

All household trash shall be drained of all liquids prior to its being placed in refuse receptacles. Household trash may be combined with garbage.

Sec. 66-44. – Injurious waste items.

All waste materials of an injurious nature, such as broken glass, light bulbs, sharp pieces of metal, fluorescent tubes and television tubes shall be securely packaged or wrapped (used needles shall be placed in hard plastic container with lid and sealed) for the purpose of preventing injury to the collection crews or other third parties.

Sec. 66-45. – Hazardous waste and building materials.

No hazardous waste or building materials shall be placed in any receptacle at any time. The city shall not be required to collect any hazardous waste or building material. All hazardous waste shall be secured against the possibility of causing injury to any person and shall not be placed on public property or private property without the written consent of the owner thereof.

Sec. 66-46. – Collection limits.

No residence or business shall place for collection at one time a trash accumulation, other than yard trash, with dimensions in excess of four feet in width by eight feet in length by 4 feet in height (4'x8'x4') or 400 pounds total. If the residence or business establishment places trash for collection which exceeds these limits, the residence or business shall be assessed an additional fee in an amount based on the actual cost of equipment, labor, transport or hauling and tippage fees needed for collection and disposal. Yard trash is exempt from the provisions of this section.

Sec. 66-47. – Accessible placement.

Trash shall be placed in a manner adjacent to a public street or alley easily accessible to city sanitation trucks.

Sec. 66-48. – Cardboard box collection.

All persons, firms, businesses, institutions or corporations shall be required to break down any and all cardboard boxes before placing the boxes into collection bins, receptacles, or other designated and approved collection points. To break down a cardboard box, it shall be rendered into a flat shape by whatever means necessary so that it no longer retains its three-dimensional shape and utilizes as little space as possible. Failure to break down boxes shall result in a misdemeanor, refusal by city sanitation officials to remove the garbage, or both.

Sec. 66-49. – Yard trash, tree and shrubbery trimmings.

Yard trash, tree and shrubbery trimmings separated from other debris shall be neatly stacked adjacent to the public street or alley used for road purposes which is nearest the property from which removed. No tree trunks, branches, limbs, or shrubbery larger than six inches in diameter, longer than six feet in length, or heavier than 60 pounds shall be collected by the city. Yard trash mixed with other debris will not be picked up. Trash other than yard trash must be in a separate stack. If a residence or business establishment places trash for collection which exceeds these limits, the residence or business shall be in violation of this section and shall be assessed an additional fee in the amount based on the actual cost of equipment, labor and tippage fees needed for collection or as otherwise provided herein.

Sec. 66-50. – Felled trees.

The owner of property on which trees are cut down, whether by the owner or another, is required to remove promptly following the cutting at the owner's expense all tree trunks, logs, limbs, tops or other debris resulting therefrom, when such materials are clearly visible from any public street, alley, sidewalk, lane or path from the property of another that adjoins the property on which the materials are located. Such materials shall not be destroyed or removed by burning. All individuals, firms, businesses, partnerships, proprietorships or corporations engaged in the business of trimming or removing trees, shrubbery, or similar growth, who shall contract with the property owner, the owner's agent or occupant to perform services on the property shall remove from the property all sawdust, branches, stumps and all portions of the byproducts of the services performed, as well as all rubbish associated therewith.

Sec. 66-51. – Trees, shrubbery, branches, etc.

All individuals, firms, businesses, partnerships, proprietorships or corporations engaged in the business of yard maintenance, landscaping, or nursery operation who shall contract with the property owner, the owner's agent or occupant to perform services on the property shall remove from the property the byproducts of the services performed which is in excess of the provisions of Section 66-49.

Sec. 66-52. – Removal for compensation.

It shall be unlawful for any individual, firm, partnership, proprietorship or corporation to fell or trim trees within the city unless the byproduct from those services is immediately removed from the premises and placed or deposited by the contractor in the city designated landfill or hauling station. Compensation shall be interpreted to include receiving as compensation the wood, limbs and other residue from such trimming and cutting. Any form of compensation shall place the burden of disposal directly upon the individual or contractor performing the task.

Sec. 66-53. – Leaves.

Leaves shall be neatly piled free of other debris and placed adjacent to the public street or alley used for road purposes which is nearest the property from which removed.

Sec. 66-54. – Household furniture and appliances.

Upon request, the city shall collect normal and intact household furniture and appliances, including sofas, chairs, beds, refrigerators, washers, dryers, hot water heaters and similar items, but not including furnaces, from single-family and duplex (two-family) residential structures only. Persons requesting this service shall notify the office of the director or his/her designee to arrange for collection prior to placement near the road. The city shall have the right to set and collect a fee for this service.

Sec. 66-55. – Prohibited activities.

The following activities are hereby declared to be unlawful and in violation of this chapter:

- 1) *Public streets and private property.* No person shall place any accumulations of refuse, trash or other waste in any street, median strip, alley or other public place of travel, nor upon any private property, except with the written consent thereof and then only in accordance with the provisions of this article.
- 2) *Blockage of drainage.* At no time shall trash be placed in a manner as to obstruct drains, utility meters, walkways or streets. It shall be unlawful to use brooms, rakes, blowers or other sweeping, raking or debris removal tools or equipment so as to sweep, rake, blow or otherwise sediment or debris of any kind in or on city streets, walkways, drains, pipes or gutters. It shall be unlawful to place, accumulate or otherwise deposit any type of the aforementioned debris or material into a city drain, pipe, gutter or other draining conduit or receptacle.
- 3) *Impairment of sight distance.* At no time shall trash be placed in a manner as to obstruct or impair the sight distance of a driver or operator of a vehicle.
- 4) *Unauthorized storage.* Any accumulation of refuse or trash items on any lot, property, premises, public streets, alley or other public or private place not permitted by this article, is hereby declared to be a nuisance. Failure of owner or occupant to remove and

correct any such accumulation of refuse after appropriate notice from the director shall raise the presumption that such person intended to violate this article.

- 5) *Junk*. It shall be unlawful for any person to place or leave outside any building or dwelling, except as specified in section 66-24, any dilapidated furniture, appliance, machinery equipment, building material, junked motor vehicle, tires or other items which are either in a partially used, wrecked, junked, dismantled or inoperative condition, and which are not completely enclosed within a building or dwelling.
- 6) *Sweeping and blowing*. It shall be unlawful to sweep or blow with a blower or other machinery, grass clippings, leaves and other debris onto a city sidewalk, street, or gutter.
- 7) *Dumping*. It shall be unlawful and in violation of this section to dump, place or leave bricks, blocks, rocks, lumber, asphalt, cement, concrete, concrete products or waste, roofing, sheetrock, leaves, limbs, bushes, trees, roots, dead animals, appliances, equipment, bedding, mattresses, furniture, fixtures, clothing, motors, engines' chemical wastes, industrial or commercial waste or rubbish, scrap metal, fence wire, vehicles or parts thereof, tires, building materials or supplies, and inorganic solid material of any type or kind except as authorized herein.
- 8) *Fires*. It shall be unlawful and in violation of this chapter to set any fire, to allow a fire to burn, or in any other way attempt to damage or destroy a refuse receptacle or collection containers provided by the city.
- 9) *Container of another*. It shall be unlawful and in violation of this chapter for any person to dump, place or leave any item at a garbage and/or solid waste collection area or in any collection container unless such person has permission of the owner and/or occupant of the premises on which the area or container is located.
- 10) *Billboards*.
 - a. It shall be unlawful for owners to fail to maintain billboards in a manner that prevents loose paper, bills and other litter and debris resulting from the use of such signs and billboards. Any such debris, loose papers, bills and other litter shall be removed by the owners or their agents immediately upon accumulation.
 - b. Any such item or items which remain on the property of the occupant for a period of 30 days after notice of violation of this article shall be presumed to be abandoned and subject to being removed from the property by the city without further notice. The city may charge the owner or occupant a fee for the cost of removing such item or items. This section shall not apply to licensed junk dealers or currently licensed establishments engaged in the repair, rebuilding, reconditioning, or salvaging of equipment or furniture.
- 11) *Scavenging*. No person other than the owner thereof or an agent or employee of the director shall disturb or interfere with any container used for the purpose of storing refuse pending its collection, remove any contents therefrom, or remove such container from its collection.
- 12) *Blocked Dumpster*. It shall be unlawful and in violation of this chapter for any person to block or impair access to a dumpster or commercial collection container.
- 13) *Building Materials*. It shall be unlawful and in violation of this chapter for any person to place building materials in the city right of way.

Sec. 66-56. – Abandonment.

Any such item or items which remain on the property of the occupant for a period of 30 days after notice of violation of this article shall be presumed to be abandoned and subject to being removed from the property by the city without further notice. The city may charge the owner or occupant of the premises; any unpaid charge for removal may be collected by the city

clerk in the same manner as delinquent taxes. This section shall not apply to licensed junk dealers or currently licensed establishments engaged in the repair, rebuilding, reconditioning, or salvaging of equipment or furniture.

Sec. 66-57--- 66-70. – Reserved.

Article IV. – COMMERCIAL ESTABLISHMENTS

Sec. 66-71. – Generally.

All commercial establishments shall store their refuse in containers, as specified in this article, so as to eliminate wind-driven debris and unsightly litter in and about their establishments. Approved methods of containerization shall include refuse receptacles, bulk containers and detachable containers. Any spillage or overflow shall be immediately cleaned up by such establishment.

Sec. 66-72. – Loading and unloading areas.

All loading and unloading areas shall be provided with refuse receptacles for loose debris, paper, packaging materials and other trash. The owner or occupant of the commercial establishment shall place a sufficient number of containers in such area to maintain a clean, neat and sanitary condition at all times. The number of such containers to be placed in service for a particular establishment shall be set by the director or his/her designated representative. The number of such containers to be placed in service for a particular occupant of the premise shall insure that all litter is placed in the proper container and the area is kept clean. If the occupant violates this section, collection service may be suspended by the director until such time as the owner or occupant of the premises brings such premises into full compliance with the provisions of this chapter.

Sec. 66-73. – Construction sites and demolition sites.

All construction and demolition contractors shall use on-site refuse receptacles, bulk waste containers, or detachable containers for loose debris, paper, building material waste, scrap building materials and other trash (no hazardous waste shall be deposited in the containers) produced by those working at the construction site. The site shall be kept in a litter-free condition. The number of refuse receptacles, bulk containers, or detachable containers (not to exceed four (4) total per site) shall be determined by the size of the job. Receptacles and containers must be promptly collected when maximum capacity has been reached. All construction receptacles and containers must be promptly removed upon completion of construction. Dirt, mud, construction materials or other debris deposited upon any public or private property belonging to a person other than the owner of the construction site shall be promptly removed by the owner or contractor.

Sec. 66-74--- 66-90. – Reserved.

Article V. – COLLECTION PRACTICES

Sec. 66-91. – Residential garbage collection.

- (a) Garbage and solid waste at residences within the city shall be collected only by departments and employees of the city, or pursuant to a contract or franchise issued by the city. Removal by persons for hire or compensation is prohibited.
- (b) Collections from residential premises with a refuse receptacle shall be made once weekly, with the exception of holidays or in times when such collection is impossible, such as in the event of natural disasters.
- (c) (1) Resident(s) shall place garbage for curbside pickup in carts provided by the city. On the evening before each day assigned by the city sanitation superintendent for collection in the resident's area, the cart shall be placed at a curbside point designated by city sanitation officials no earlier than 6:00 p.m. for pick up the next day. The cart shall be removed from the curbside point by the resident no later than 8:00 a.m. on the day after the assigned collection date. Failure to remove a cart by 8:00 a.m. on the day after the assigned collection date shall result in a fine of \$10.00 per day until the cart is removed. At other times, carts will be stored by the resident(s) where possible in locations not visible from the street or road on which the garbage is collected.
 - (2) The city shall initially provide and bear the cost of the first cart for each single-family and two-family residence. In the event the cart is insufficient to contain the garbage for a residence, the resident shall bear the cost of placement of an additional cart at the residence. In the event a cart is lost, stolen or abused, the resident shall bear the cost of placement of another cart at the residence.
 - (3) In the event the cart is not used for a period of three weeks, then the cart shall be removed from the residence. The resident shall bear the cost of placement of another cart at the residence.
 - (4) Persons having physical handicaps which prevent them from placing carts at curbsides shall be exempted from the requirement to place the cart at the curbside. Such persons shall provide to the city a written statement from a physician which validates the existence of such a handicap and shall include their physical address. The other requirements for collection and disposal of garbage contained within this Code will nonetheless apply to persons exempted under this subsection.
- (d) Persons required to maintain refuse receptacles and collection containers under this chapter shall maintain the containers in a sanitary condition, tightly covered at all times other than filling, emptying and cleaning, and free from odor. Refuse receptacles shall be filled in such a manner as to allow pickup by one person. Refuse receptacles and collection containers shall be further maintained so as to prevent the overflow and scattering of trash, garbage, refuse, other solid waste, or water/rainwater. Building materials and yard trash shall not be placed within refuse receptacles.
- (e) All apartment buildings or structures containing in excess of six dwelling units per parcel are required to use hoist type dumpsters or containers that are compatible for loading by mechanical means by garbage and solid waste collection vehicles maintained by the city for the accumulation of garbage by such building or structure residents. Dumpsters shall be required to be placed on a concrete pad constructed in accordance with the city engineer's specifications. For buildings or structures containing more than one but not more than six dwelling units per parcel, each occupied dwelling unit, household or apartment shall provide, at the customer's expense, at least one container and shall provide additional containers as required by the director or his/her representative. The director or his/her representative shall approve the placement, total quantity, and sufficiency of collection containers necessary to adequately serve the establishment. Service to such establishments will be provided by a schedule which is maintained and provided by the sanitation superintendent.

Sec. 66-92. – Commercial establishments.

- (a) Garbage and solid waste at commercial establishments within the city shall be collected only by departments and employees of the city, or pursuant to a contract or franchise issued by the city. Removal by persons for hire or compensation is prohibited.
- (b) Collection frequency for businesses and commercial enterprises with collection containers shall be established by the user upon application of service. Collection frequency may be amended upon request by the user or as deemed necessary by the director or his/her designated representative to prevent spillage or overflow. In such cases where it is determined by the city that amendments to the collection frequency is necessary the user shall be notified in writing regarding such changes.
- (c) The director or his/her representative shall approve the placement, total quantity, and sufficiency of collection containers necessary to adequately serve the establishment. Sufficiency shall be determined at the discretion of the director or his/her representative.
- (d) All commercial buildings or structures containing in excess of four business units per parcel or center are required to use hoist type dumpsters or bulk waste containers that are compatible for loading by mechanical means by garbage and solid waste collection vehicles maintained by the city for the accumulation of garbage by such building or structure tenants. Dumpsters and bulk waste containers shall be required to be placed on a concrete pad constructed in accordance with the city engineer's specifications. For commercial buildings or structures containing no more than four units, each unit shall provide, at the customer's expense, at least one collection container and shall provide additional containers as required by the director or his/her representative. The director or his/her representative shall approve the placement, total quantity, and sufficiency of collection containers necessary to adequately serve the establishment.
- (e) Persons required to maintain refuse receptacles and collection containers under this chapter shall maintain the containers in a sanitary condition, tightly covered at all times other than filling, emptying and cleaning, and free from odor. Refuse receptacles shall be filled in such a manner as to allow pickup by one person. Refuse receptacles and collection containers shall be further maintained so as to prevent the overflow and scattering of trash, garbage, refuse, other solid waste, or water/rainwater. Building materials and yard trash shall not be placed within refuse receptacles or dumpsters.
- (f) Service to commercial establishments will be provided by a schedule which is provided by the sanitation superintendent.

Sec. 66-93. – Industrial waste.

Industrial waste shall be collected, removed and disposed of by any factory, plant or enterprise creating or causing such waste.

Sec. 66-94. – Hazardous waste.

No hazardous waste shall be placed in any receptacle used for collection of refuse by the city. All hazardous waste shall be collected, removed, and disposed of by the person or entity creating or causing such waste.

Sec. 66-95. – Dead animals.

Small dead animals will be collected by the city during operating hours of the city/county transfer station, provided the body is appropriately wrapped and isolated in an area readily accessible to the collector. Owners of large dead animals shall be responsible for their removal and disposal.

Sec. 66-96. – Building materials.

Upon request, the city may collect building materials by bulk waste container or other means. Persons, entities or agents thereof requesting this service shall complete application for this service. The city shall have the right to set and collect a fee for this service.

Sec. 66-97 --- 66-110. – Reserved.

Article VI. – SPECIAL SOLID WASTE DISPOSAL

Sec. 66-111. – Contagious disease solid waste.

The removal of clothing, bedding or other solid waste from some or other places where highly infectious diseases have prevailed shall be decontaminated prior to removal under the supervision and direction of the county health department. Such solid waste shall not be placed in receptacles or bulk container for the city collection until decontaminated.

Sec. 66-112. – Hypodermic instruments.

No person shall dispose of or discard any hypodermic needle or any instrument or device for making hypodermic injections before first breaking, disassembling, destroying or otherwise rendering inoperable and incapable of re-use, such hypodermic syringe, needle, instrument or device, and without safeguarding the disposal thereof, by securely placing in plastic container with a sealed lid so as to avoid the possibility of causing injury to the collection personnel or general public.

Sec. 66-113. – Cardboard boxes, cartons and tires.

All cardboard boxes, cartons and tires are to be disposed of at designated recycling centers. The person disposing of any such boxes or cartons shall collapse all cardboard boxes and cartons.

Sec. 66-114--- 66-130. – Reserved.

Article VII. – DISPOSAL SITES

Sec. 66-131. – Use authorized; regulations.

All domestic and other acceptable refuse shall be delivered and deposited at authorized public disposal sites in accordance with the directions and orders of the director or his representative in charge of operations, except, however, privately operated sites may be used for the sanitary disposal of industrial wastes or other specified waste upon the approval of the director and upon the issuance of appropriated disposal permits, as required by the regulations

of the Georgia Department of Natural Resources, and/or the Federal Environmental Protection Agency. The director or his representative shall be authorized to promulgate appropriate regulations requiring disposal site users to classify and separate deposits.

Sec. 66-132. – Designation of sites.

- (a) Public sites approved for the disposal of refuse shall be identified by appropriate directional signs posted near the roadside and at the location of the city/county sanitary landfill or transfer/hauling station.
- (b) Such sites shall be maintained in use until permanently closed, at which time additional authorized sites shall be opened and publicized by posting and through public advertisement.
- (c) The mayor and city council may restrict certain sites or portions thereof to a specific type or types of refuse.
- (d) Commercial collectors, including yard maintenance men, may use the public designated sites.
- (e) Residents of the city, other than commercial collectors, may use public sites, in accordance with the regulations for the particular site the instruction of the site attendant.

Sec. 66-133. – Operating schedule.

Authorized public disposal sites shall be operated on a schedule as established by the landfill superintendent during the hours designated, acceptable refuse generated in the city shall be received for disposal from any resident of the city.

Sec. 66-134. – When use authorized; ownership of waste.

No person shall enter a disposal site except when an attendant is present and during the hours and days prescribed in this article. Only residents of or businesses with locations in the city or Bulloch County shall be allowed to use or dispose of waste at the disposal sites, and only waste generated within the city or county will be accepted.

Sec. 66-135. – Classification of waste for disposal.

- (a) Domestic refuse. The following types of waste shall be classed as “domestic refuse” and shall be accepted for disposal:
 - (1) Household garbage.
 - (2) Business/office waste.
 - (3) Yard trash.
- (b) Industrial waste.
 - (1) The following types of wastes shall be classed as “industrial waste” and shall not be accepted for disposal.
 - a. Industrial waste.
 - b. Hazardous waste.
 - (2) Industrial waste may be disposed at the city/county landfill or transfer/hauling station according to regulations. For information of these regulations you may call the landfill operator at 764-5279.
- (c) Building materials may be accepted for disposal upon such terms and conditions as may be determined by the city and county.
- (d) Materials for recycling shall be separated for storage at each disposal site.

Sec. 66-136. – Permit required for private sites.

It shall be unlawful for any person to deposit or permit to be deposited on land under his ownership and control any refuse without first having obtained a disposal area permit as required by any regulation of the Georgia Department of Natural Resources, the Federal Environmental Protection Agency and the city.

Sec. 66-137. – General maintenance.

It shall be the duty and responsibility of the owner of any private disposal site to keep the site in an orderly condition and maintained so as not to be a public nuisance or menace to public health.

Sec. 66-138. – Right to enter to inspect.

The landfill superintendent or his designee shall have the right to enter a private disposal site at any time during normal business hours for the purpose of inspecting the site to determine whether or not the site is in compliance with this article and all other pertinent laws and regulations of the city.

Sec. 66-139. – Disposal locations.

- (a) No person shall dispose of garbage, trash, or other acceptable solid waste at any location within the limits of the city except in authorized containers for collection by city departments or its contractual assigns in the city/county landfill or transfer/hauling station. Only residents of or businesses with locations in the city or Bulloch County shall be allowed to use or dispose of waste at the disposal sites, and only waste generated within the city or county will be accepted.
- (b) It shall be unlawful for any person to throw or cast any garbage or solid waste, rubbish, trash, filth or litter of any nature into the streets, sidewalks, lanes, squares or thoroughfares of the city.
- (c) It shall be unlawful for any person to throw, sweep, cast or otherwise put or place any straw, paper, can, bottles, broken glass, decaying vegetables or fruit or other decaying vegetation, rubbish, garbage or solid waste on any vacant lot within the limits of the city.
- (d) It shall be unlawful for any person owning or occupying any lot, tract or parcel of land or premises within the city to permit the growth thereon of weeds or noxious vegetation to such extent that such vegetation constitutes a public health, safety or welfare concern.

Sec. 66-140. – Fees.

For the purposes of this chapter, the principal occupant or head of household in physical possession of a residence through ownership or lease shall be responsible for payment of the fee. If an account of service exists with the city, the fee shall be added to and denominated separately on monthly account statements.

Sec. 66-141. – Fire hazards prohibited.

- (a) It shall be unlawful to place ashes within any building in any box, barrel or other wooden vessel or upon any wooden vessel or floor.

- (b) It shall be unlawful to keep, maintain or permit to be kept on any premises within the city oily waste or oily rags unless, at all times when not actually in use, such oily waste and rags are kept in a metal can or container with a self-closing cover and riveted joints, standing on metal legs which raise the bottom of the container at least four inches above the floor.
- (c) All owners or occupants of buildings are required to permit the chief or commander of the fire department or his designated agent to inspect or to have inspected their building or premises to determine compliance with subsections (a) and (b) of this section.

Sec. 66-142. – Transportation of trash, garbage or refuse.

- (a) All persons hauling or transporting trash, garbage, refuse or other debris to the city landfill or hauling station shall transport same in such a way as to prevent trash, leaves, limbs, paper, garbage, refuse or other debris from falling from a vehicle transporting the same or from blowing off of the vehicle so as to fall in the public streets of the city or in the ditches or yards adjacent to such streets. Vehicles transporting such materials shall have suitable covers, such as a tarp, securely fastened to the vehicle.
- (b) Such material being transported to the city landfill or hauling site shall be packed in the vehicle transporting it so that it will not fall off or blow out and shall have suitable covers securely fastened to the vehicle so as to prevent littering of the streets and yards of the city. It shall be unlawful and in violation of this chapter for such material to fall off or blow out of any vehicle during transportation.
- (c) This section shall not apply to the transportation of poultry, livestock, silage or other feed grain used in the feeding of poultry or livestock.

Section 2. Should any section, subsection, or provision of this ordinance be ruled invalid by a court of competent jurisdiction, then all other sections, subsections, and provisions of this ordinance shall remain in full force and effect.

Section 3. This Ordinance shall be and remain in full force and effect from and after its adoption on two separate readings.

First Reading: July 7, 2015

Second Reading: July 21, 2015

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

By: Jan J. Moore, Mayor

Attest: Sue Starling, City Clerk

**RESOLUTION 2015-28: 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 that four (4) Meter Reader positions be reclassified due to the conversion of all water and gas meters to an automated meter reading system;

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 July, 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 two (2) Meter Reader positions are hereby amended by reclassification to the position title of Meter System Technicians, and pay grade from 11 to 12;**
- **That one (1) Meter Reader position is hereby amended by reclassification to the position of Water Sewer Crew Supervisor.**
- **That one (1) Meter Reader position is hereby amended by reclassification to the position of Water Sewer System Operator.**

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 July, 2015.

CITY OF STATESBORO, GEORGIA

**By: _____
Jan J. Moore, Mayor**

**Attest: _____
Sue Starling, City Clerk**

Memorandum

To: Robert Cheshire, Interim City Manager
CC: Sue Starling, Jeff Grant
From: Van H. Collins *VHC*
Date: 7/13/2015
Re: Consideration of a Motion to approve adjustments to the pay and compensation plan to reclassify (4) Meter Reader positions due to the conversion of all water and gas meters to an automated meter reading system.

As you are aware, Mayor and Council recently approved a contract for the installation of meters, transmitters and other related materials to complete the conversion to the automated meter reading system, which is known as Flex Net. The project is currently scheduled to begin construction the first part of August and should be complete within (120) days.

As we have discussed with Mayor and Council at the last (3) Budget Retreats, once this project begins, we would reclassify the (4) Meter Reader positions. Two (2) Meter Reader positions would be reclassified to the position of Meter System Technician with a pay grade from 11 to 12, one (1) Meter Reader position would be reclassified to a Water/Sewer Crew Supervisor and one (1) Meter Reader position would be reclassified to a Water/Sewer System Operator. With this reclassification the Department will be able to add an additional service crew without adding personnel. The job description for the Meter System Technician is attached along with the Position Summary Review Forms and a Resolution to formalize these changes.

With this being said, it is my recommendation to reclassify the 4 Meter Reader positions as mentioned above, as well as approve the job description for the Meter System Technician positions.

As always, I appreciate any consideration given to my request.

JOB TITLE: Meter System Technician

Pay Grade: 12

DEPARTMENT: Water and Sewer, City of Statesboro

JOB SUMMARY: This position is responsible for operating and maintaining the Flexnet AMI system for the City of Statesboro.

MAJOR DUTIES:

- Performs daily reading and audits of entire water and gas system.
- Install and activate new AMI smartpoints
- Performs maintenance of existing water meters and smartpoints
- Diagnose and repair or replace defective equipment
- Operates VGB (Vehicle Gateway Base Station) for areas not covered by AMI (Automated Meter Information) System
- Notify customers of possible leaks or problems detected during audits of AMI system
- Maintain records or readings and audits to comply with State of Georgia open records laws
- Work with City IT Department, and all vendors to integrate, maintain, and operate AMI, work order, and GIS systems
- Downloads data to department computer system.
- Completes work orders to turn services on or off.
- Performs meter audits to detect the theft of utility services.
- Takes gas main readings to record consumption and pressure.
- Detects and reports damaged or unsafe meters.
- Cleans and replaces water meter boxes and lids.
- Re-reads meters as requested; assists customers with questions regarding high consumption.

troubleshooting electronic and RF equipment, and using multiple types of computer hardware and software. Occasional inclement weather, stray animals, snakes, insects, and overgrown shrubbery contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to operate AMI system and record regular readings and audits of City water and gas system. Audits help city to maintain an efficient system, as well as record State required audit information, and assist customers with detecting and leaks in their residential or commercial plumbing systems

PERSONAL CONTACTS: Contacts are typically with co-workers, other city employees, representatives for vendors, 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 while standing, sitting, walking, bending, crouching, or stooping. The employee must frequently lift light objects, occasionally lift heavy objects, and use tools or equipment requiring a high degree of dexterity.

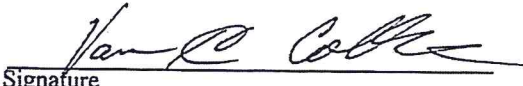
WORK ENVIRONMENT: The work is typically performed outdoors. The employee may be exposed to dust, dirt, grease, inclement weather, and animals.



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.

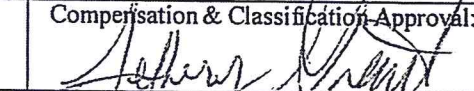
Please submit completed forms and any supporting documentation *electronically* to Director of Human Resources in the Department of Human Resources.

Request Initiated By:	Van H. Collins Assistant Director _____ Supervisor Name / Title	Water & Wastewater _____ Department
	 _____ Signature	May 20, 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 checked="" type="checkbox"/> to higher grade <input type="checkbox"/> lateral change	<input type="checkbox"/> Adjust salary of a current position <input type="checkbox"/> below the salary grade minimum <input type="checkbox"/> above the salary grade minimum
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(Use the white portion of this table to give your recommendation for the reclassification of the position you are requesting.)

Position Information	POSITION RECOMMENDATION	HR RECOMMENDATION
Title	(2) Meter System Technicians	(2) Meter System Technicians
Pay Grade	14	12
Starting Salary	\$14.66	13.29
FLSA Status	Non-Exempt <input checked="" type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
	Exempt	Exempt
Effective Date	Mo 07 Day 07 Year 2015	Mo 07 Day 07 Year 2015
SHADED AREA FOR HR USE ONLY	Compensation & Classification Approval: 	Date: 06/17/2015

Meter Reader

Current Position Title

N/A

Current Incumbent

Water Sewer

Department

Danny Lively

Reports To / Supervisor

N/A

Employee AS400 ID

Meter Reading

Division

Full Time

Part Time

Temporary

Seasonal

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

Department is currently converting all water and gas meters to fully automated Flex Net System and will no longer manually read meters. Two of four current Meter Reader positions will be reallocated to Meter System Technician positions. The other two Meter Reader positions will backfill vacated positions once the Crew Supervisor and System Operator positions are filled.

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):

New duties are: Performs daily readings and audits of entire water and gas system; install and activate new AMI Smartpoints; performs maintenance of existing meters and Smartpoints; diagnose and repair or replace defective equipment; operate VGB (Vehicle Gateway Base Station) for areas not covered by AMI. Notifies customers of possible leaks or problems detected during audits of AMI System and works with City IT Department and all vendors to integrate, maintain and operate AMI, work orders and GIS System.

Equity Adjustment (if applicable):

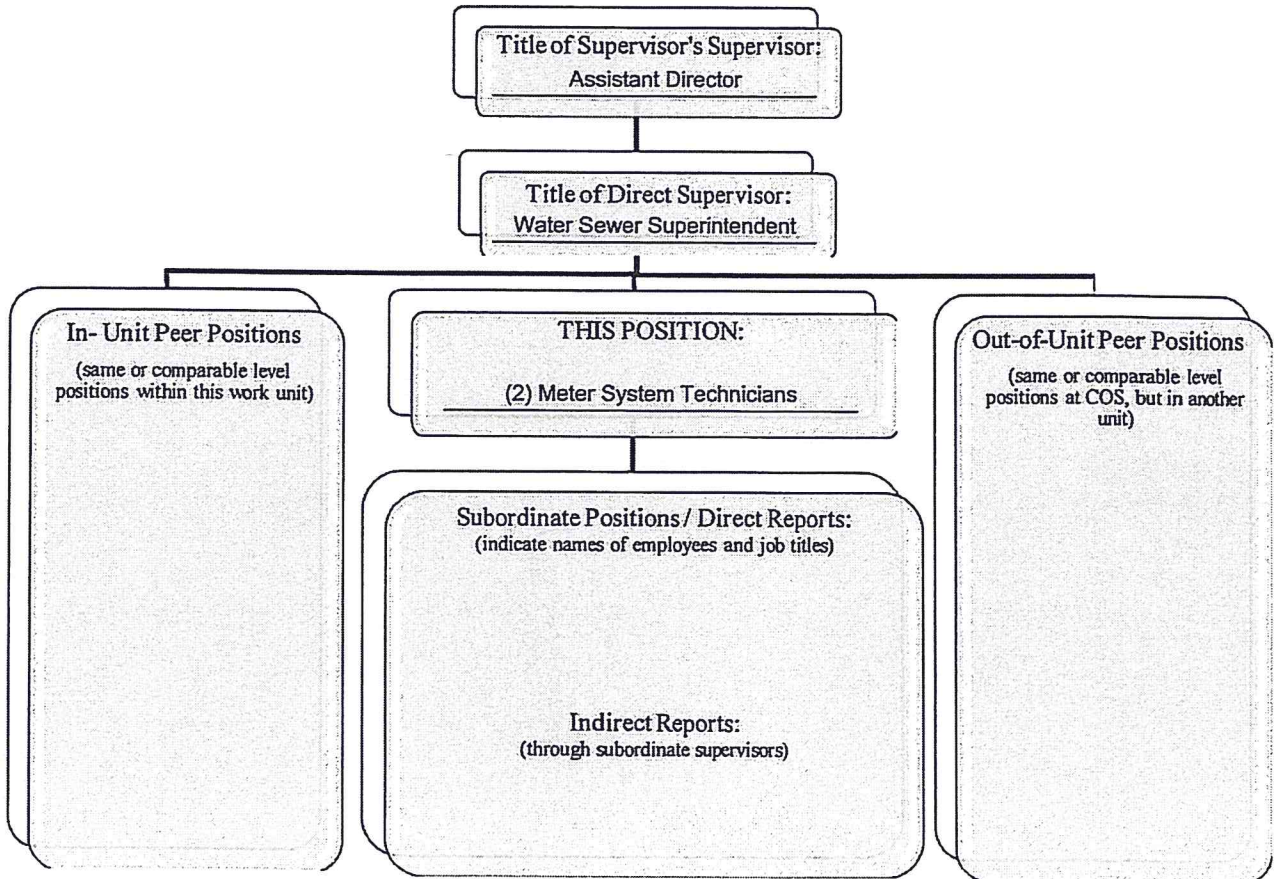
Desired Salary Grade	Current Base Salary	Recommended Salary
_____	\$ _____ hr / yr	\$ _____ hr / yr

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



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

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	Innumberr	Wages, Knowledge, Skills, & Scope of Responsibility
Instrumentation Technician	W/S		Grade 12
Maintenance Technician	W/S		Grade 12

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 the job found? (Company, City, University, etc.)	Notes / Comments / Context
Customer Service Field Rep II	Gainesville	\$27,844.96; Job title change; Grade 14 to 15; Use Flex Net
Meter Reader	Tybee	\$26,312; No title change; Use FlexNet;
Crew Workers	McDonough	25,750; no job title change; Use FlexNet competitor;
Gas Utility Worker / Meter Reader	Americus	\$23,988; Absorbed duties into other positions; Use FlexNet;
Meter Reader	Garden City	\$24,840, No pay/Job title didn't change; Use FlexNet;
Meter Reader	Rockdale County	\$24,460, no job title/pay change; Use FlexNet Competitor;
AMR Field Technician	Moultrie	\$22,944, job title changed; Use FlexNet;
Meter Readers	Pooler	\$24,855.16; FlexNet competitor, currently evaluating;



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:	Van H. Collins Assistant Director <small>Supervisor Name / Title</small>	Water & Wastewater <small>Department</small>
	 <small>Signature</small>	May 20, 2015 <small>Date</small>
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	Water Sewer System Operator	Water Sewer System Operator
Pay Grade	10	10
Starting Salary	\$12.04	12.04
FLSA Status	Non-Exempt <input checked="" type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
	Exempt	Exempt
Effective Date	Mo 07 Day 07 Year 2015	Mo 07 Day 07 Year 2015
SHADED AREA FOR HR USE ONLY	Compensation & Classification Approval: 	Date: 06/17/2015

Meter Reader
Current Position Title

Danny Lively
Reports To / Supervisor

N/A
Current Incumbent

N/A
Employee AS400 ID

Water Sewer
Department

Meter Reading
Division

- Full Time
 Part Time
 Temporary
 Seasonal

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

Department is currently converting all water and gas meters to fully automated Flex Net System and will no longer manually read meters. Two of four current Meter Reader positions will be reallocated to Meter System Technician positions. The other two Meter Reader positions will backfill vacated positions once the Crew Supervisor and System Operator positions are filled.

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):

N/A

Equity Adjustment (if applicable) :

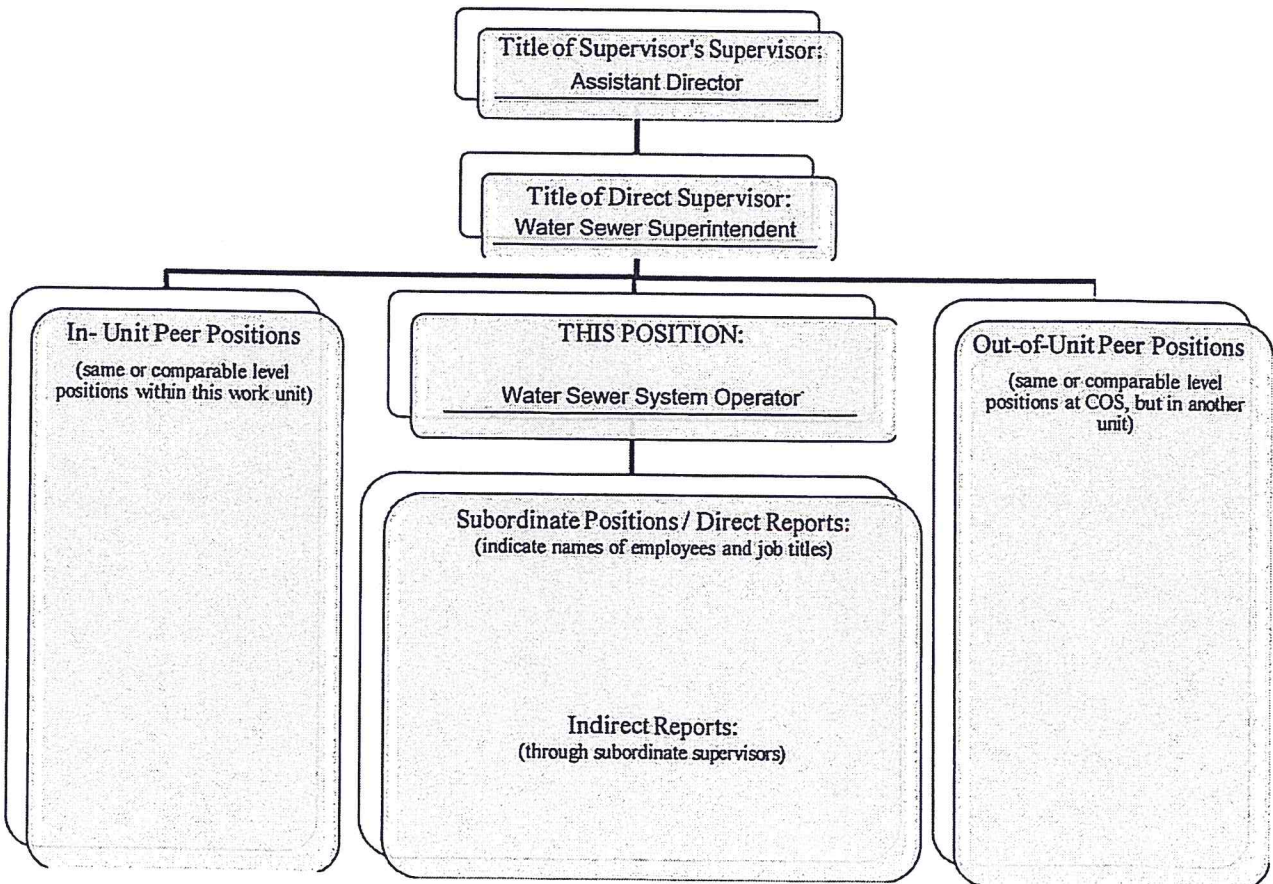
Desired Salary Grade	Current Base Salary	Recommended Salary
_____	\$ _____ hr / yr	\$ _____ hr / yr

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
Refer to current job description.	%
	%
	%
	%
	%
	%
	%

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:

Requires a Water Distribution License within 12 months of employment.

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

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
Water Sewer System Operator	W/S	N/A	Position is already classified within the current pay plan

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:

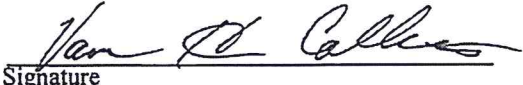
External Job Title	Where is the job found? (company, city, university, etc.)	Notes / Comments / Contacts
N/A		



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.

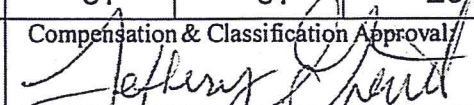
Please submit completed forms and any supporting documentation *electronically* to Director of Human Resources in the Department of Human Resources.

Request Initiated By:	Van H. Collins Assistant Director Supervisor Name / Title  Signature	Water & Wastewater Department May 20, 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 checked="" 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	Water Sewer Crew Supervisor	Water Sewer Crew Supervisor
Pay Grade	14	14
Starting Salary	\$14.66	14.66
FLSA Status	Non-Exempt <input checked="" type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
	Exempt	Exempt
Effective Date	Mo 07 Day 07 Year 2015	Mo 07 Day 07 Year 2015
SHADED AREA FOR HR USE ONLY	Compensation & Classification Approval 	Date: 06/17/2015

Meter Reader

Current Position Title

N/A

Current Incumbent

Water Sewer

Department

Danny Lively

Reports To / Supervisor

N/A

Employee AS400 ID

Meter Reading

Division

Full Time

Part Time

Temporary

Seasonal

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

Department is currently converting all water and gas meters to fully automated Flex Net System and will no longer manually read meters. Two of four current Meter Reader positions will be reallocated to Meter System Technician positions. The other two Meter Reader positions will backfill vacated positions once the Crew Supervisor and System Operator positions are filled.

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):

N/A

Equity Adjustment (if applicable):

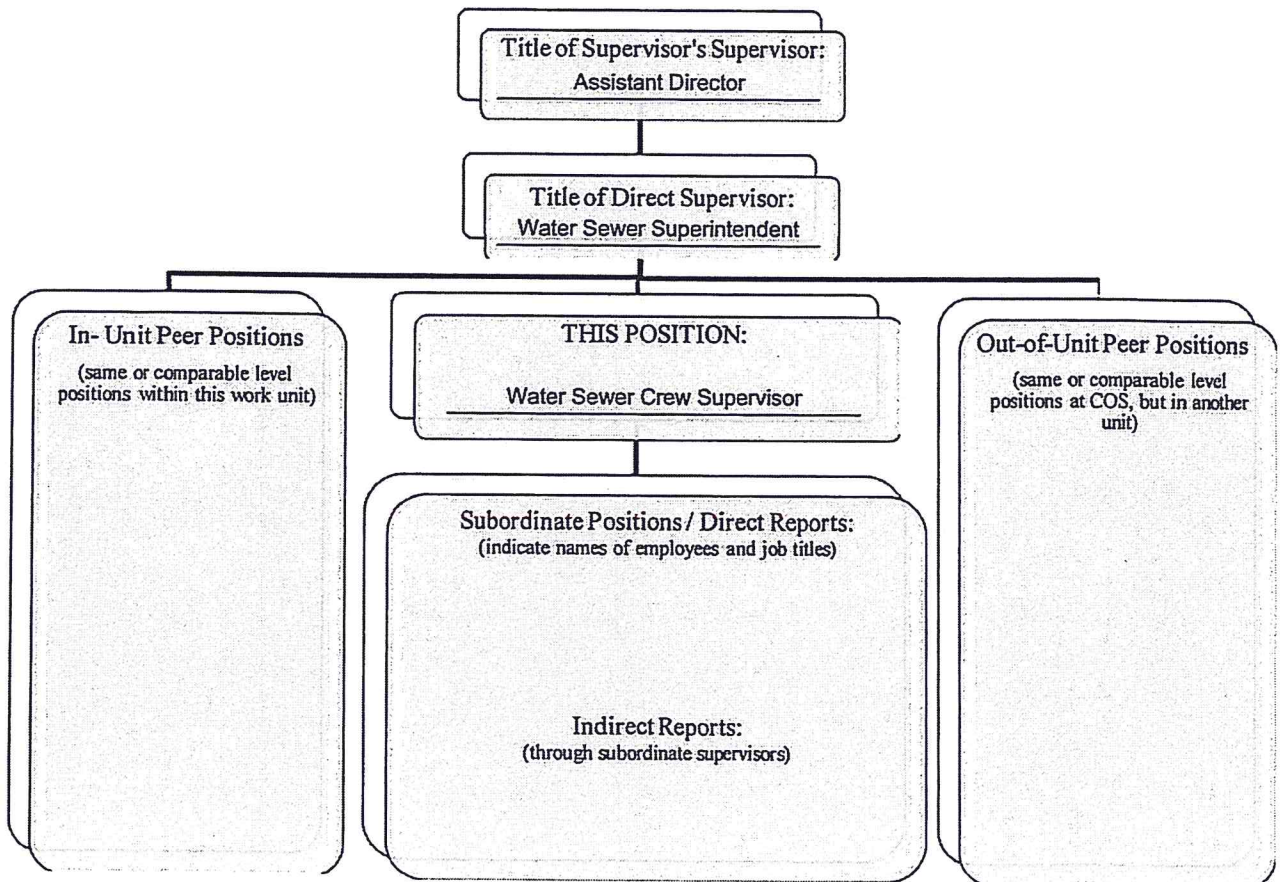
Desired Salary Grade	Current Base Salary	Recommended Salary
_____	\$ _____ hr / yr	\$ _____ hr / yr

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
Refer to current job description	%
	%
	%
	%
	%
	%
	%

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:

Requires a Water Distribution License and a Wastewater Collection License.

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
Water Sewer System Operator	1		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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
Water Sewer Crew Supervisor	W/S		This position is already classified within the pay plan

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



July 14, 2015

Stormwater Management Program and Utility Update

Public Education:

- We met with key customers during the months of January to March. We met with GSU, Apartment Association, and Board of Education.
- Top 10% utility fee meeting. We held meeting for all 93 property owners in March with a total of three owners in attendance.
- Website is up and running with information about the program ,credit manual and educational documents to help the public understand why stormwater runoff is important
- Sent the billing notifications for the months of May and June.
- Had the customer service meeting in June to train city personnel, so that they would be able answer questions the public might have about the stormwater utility program.

Master Billing Accounts

- Billing is set to begin in August
- Master accounts file has been difficult. Billing has created 117 stormwater utility only accounts and that number might increase.
- IT has transferred the master account file to Environmental Planning Group (EPG)
- EPG is working with our current billing software provider to transfer the master account file back to our database with all the stormwater utility information before the end of the month

Personnel

- We have hired for the stormwater technician position.
- Hiring for the stormwater maintenance crew will begin this month.

Maintenance

- We are coming up with a five year rotation to inspect, repair and clean all city stormwater infrastructures.
- We are recording all drainage complaints and documenting all follow ups and work orders.
- We are working on acquiring equipment for the maintenance of storm structures. We are acquiring work trucks for the new maintenance crews.

Capital Improvements Projects

- We are working on hiring consultant engineering firms for two projects. Beasley Road Ditch Piping project and South College Street Headwall Installation.
- The Master Planning is set to take place during this fiscal year, along with studying a drainage basin which will identify a location for a regional detention facility.

A RESOLUTION AMENDING THE JOB
POSITION CLASSIFICATION AND COMPENSATION PLAN
(Resolution 2015-26)

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 Council has made a recommendation to create a Deputy City Manager 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 July, 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 City Manager Department is creating the position classification of Deputy City Manager at the Pay Grade of 27; Job description 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 July 2015.

CITY OF STATESBORO, GEORGIA

By: _____
Jan J. Moore, Mayor

Attest: _____
Sue Starling, City Clerk

Memorandum

To: Mayor & Council
From: Jeffery Grant, Director of Human Resources
CC: Robert Cheshire, Interim City Manager
Date: 7/17/2015
Re: Deputy City Manager Job Description Revision

Attached you will find a copy of the resolution and job description revised for this agenda item. As requested I have added the following language to the job description:

Job Summary: This position serves as a key staff person who works directly for and provides administrative and managerial support to the City Manager. Provides overall direction to select departments coordinates special projects and performs other duties generally associated with oversight of government activities and functions. This position may be delegated the responsibility of overseeing the operations of other departments separate from their primary duties. This position serves as a liaison to the Mayor, City Council members, and to various committees and organizations.

Divisions Directly Managed by Deputy City Manager

(The divisions managed by the Deputy City Manager will be selected based upon organizational needs, and/or the skills, knowledge, and abilities of the incumbent or desired candidate within reason of responsibility.)

Added Information Technology to daily operations

If you have any questions feel free to let me know.

Job Title: Deputy City Manager

Department: City Manager's Department

Job Summary:

This position serves as a key staff person who works directly for and provides administrative and managerial support to the City Manager. Provides overall direction to select departments, coordinates special projects and performs other duties generally associated with oversight of government activities and functions. This position may be delegated the responsibility of overseeing the operations of other departments separate from their primary duties. This position serves as a liaison to the Mayor, City Council members, and to various committees and organizations.

Primary Duties:

- Functions as the City Manager in the absence of the City Manager.
- Provides overall direction to the Engineering Department, Water/Sewer Department, Natural Gas Department, Planning and Development and Information Technology Department.
- Hires, trains, evaluates, counsels and disciplines selected department heads.
- Assumes full management responsibility for assigned functions, services, and activities of the City including overseeing assigned departments and/or divisions; provides direction to assigned staff on implementing City Council policy and direction and ensures City Council and City goals are carried out by assigned departments.
- Establishes, within City policy, appropriate service and staffing levels for assigned functions; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identifies opportunities for improvement; directs and implements changes.
- Plans, directs, and coordinates, through management level staff, the work plan for assigned functions; assigns projects and programmatic areas of responsibility; provides direction and supervision on key projects; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

- Oversees and participates in the development and administration of the budget for assigned functional areas; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Participates in the preparation, coordination, and presentation of the City's annual budget, capital improvement budget, and internal fiscal control measures; participates in the development and presentation of financial forecasts and historical information including reviewing expenditures and revenues.
- Reviews and analyzes legislation for impact on the City; works with legislators to develop or influence legislation; recommends revisions to proposed legislation.
- Performs special assignments as requested by the City Manager, to include researching and preparing reports, developing and implementing programs, managing projects and presenting technical data to elected officials and others.

Divisions Directly Managed by Deputy City Manager

(The division managed by the Deputy City Manager will be selected based upon organizational needs, and/or the skills, knowledge, and abilities of the incumbent or desired candidate within reason of responsibility.)

Engineering Department

The Engineering Department is comprised of ten (10) divisions including: Engineering, Stormwater Management, Protective Inspections, Government Buildings, Public Works Administration, Fleet Maintenance, Streets, Parks, Solid Waste Disposal and Solid Waste Collections.

The Engineering Division has the responsibility of street and drainage design, roads and drainage inspections for City projects, administering the City's streets repaving and striping program, traffic engineering studies and improvements, and development of road and drainage improvements. Engineering also administers the Tree Ordinance and Driveway Standards and Policies. Drainage design and improvements are made in conjunction with the Stormwater Management Division.

The Stormwater Management Division is responsible for stormwater services throughout the City, which shall provide for the management, protection, control, regulation, use and enhancement of the City's stormwater management systems. The Stormwater Management Division also administers the Flood Damage Prevention Ordinance, Soil Erosion, Sedimentation and Pollution Control Ordinance and the Drainage Control Ordinance.

The Protective Inspections Division is responsible for performing building, plumbing, electrical, HVAC, and ADA Inspections on all residential and commercial construction within the City to it is in compliance with applicable building codes.

The Government Buildings Division is responsible for the maintenance and basic janitorial upkeep of five (5) City-owned buildings.

The Public Works Administration Division provides administrative, fiscal and operational management of all other Public Works related divisions.

Fleet Maintenance Division provides all maintenance and repairs on City vehicles and equipment.

The Streets Division is responsible for the maintenance of City streets, sidewalks, traffic signals, rights of way, and easements. This division is also responsible for the City's mosquito abatement program.

The Parks Division is responsible for maintenance and upkeep of the Eastside Cemetery, City-owned parks, trails, greenspaces, trees and other grounds located at various City facilities.

Solid Waste Disposal Division is responsible for the operation of the transfer station and inert landfill, the maintenance of the closed Lakeview Landfill and the operation of the attendant methane gas extraction system. This division, in coordination with the City Engineer, is responsible for keeping the closed landfill and the solid waste handling facilities in compliance with US EPA and Georgia EPD's rules and regulations.

Solid Waste Collections Division is responsible for residential and commercial garbage collection services, including yard waste collection.

Water/Sewer Department

The Water and Sewer Department is responsible for producing and distributing a safe and reliable supply of drinking water to customers at a competitive price and collecting and transporting and treating all domestic, industrial, and commercial wastewater for approximately 19,000 customers in a safe manner. Additionally, the Sewer Utility inspects, cleans, and maintains the sewage collection, pumping and delivery systems. The Water/Sewer Department is also responsible for the safe operation of the City's Waste Water Treatment Plant.

Natural Gas Department

The Natural Gas Department is responsible for the safe operation of the City's existing Natural Gas Distribution and metering system which serves approximately 3,800 customers, and the extension of the system when warranted

Planning and Development Department

The Department of Planning and Development is responsible for managing and fostering quality growth and development within our City. These services include building permitting and project management, planning services, zoning administration, grant applications, and code compliance. This Department serves as a liaison between the City of Statesboro and local community partners important to economic development, such as Georgia Southern University, the Chamber of Commerce, the Downtown Statesboro Development Authority, the Statesboro Planning Commission, and the Statesboro/Bulloch County Convention and Visitors Bureau.

Information Technology Department

The information Technology Department (IT) provides computer, video, radio and voice communications services to all City Departments. These services include applications, networks, mobile, and technical services.

General Skills and Performance

City Council/City Manager Relations: Ability to take time and interest in working with the City Manager and elected officials to keep them informed and to explain technical public works and utilities concepts related to City issues. Both clear and concise written and oral communications with the City Manager and elected officials are essential. The employee must be able to accept constructive criticism and to implement needed changes where identified by the City Manager. Employee must be open and honest with the Manager and able to present all sides of departmental related issues that affect the City. Must be able to work within the City's designated management team and provide leadership in absence of the City Manager, acting on behalf of the City Manager, when necessary. The employee should be able to interpret and enthusiastically carry out the City's goals and objectives as identified by the City Council and City Manager, and be willing and able to develop successful working relations with the City Manager, Elected Officials, other City staff and citizens.

Budget and Finance: Must demonstrate record or knowledge of planning, developing, organizing, implementing and coordinating budgets and financial activities of comparable departments with multiple fund accounts. Knowledge and preparation of public utility finance related to fee structures, capital planning, execution, and debt issuance are an important criterion.

Community/Public Relations: Employee must provide a high level of service to the public and/or customer base of the community. Employee should be able to present a confident image of the City and its finances to the community at large. He/she must be able to demonstrate a positive, productive attitude to customers and citizens of the community.

Intergovernmental Relations: Must be able to relate to and develop a good working relationship with other local, state, regional and federal agencies.

Professional Skills and Management Style

- Thorough knowledge of administrative practices, laws and regulations relating to local government, engineering, public works, planning, and utilities operations.
- Able to develop clear and concise reports and compile and analyze reports related to agency operations for the City.
- Able to clearly understand and tactfully explain the role of the City in complex environmental and utility related issues.
- Critical thinker who provides no surprises to the City Manager, Elected Officials, and staff.
- A “hands-on” leader; willing to communicate and develop a strong sense of coordination and cooperation with employees and other departments.
- Develops and maintains good public relations with the City Manager, City staff, Mayor, City Council and the City’s appointed officials.
- Embraces ideas from outside sources; ability to communicate with various customers, groups and agencies openly.
- Highly motivated to provide excellent internal and external customer service.
- Good analytical skills; creative; an “idea person”.
- Self-starter; hardworking.
- Delegator to staff, managing projects and training along the way.
- Accessible to employees and City agencies on an as needed basis.
- Able to plan, direct and coordinate the work of a highly competent technical and professional staff.

Personal Traits

- Absolutely honest and ethical; impeccable integrity and the highest degree of moral character.
- Able to maintain highly confidential information.
- Unbiased in all dealings, regardless of the individual.
- Firm, yet tactful.
- Good sense of humor.
- Motivated as an individual to get the task completed and improve the organization.
- Apolitical, discreet, diplomatic and courteous.
- Able to motivate staff to reach a higher level of performance through effort and example.

- Open and candid; excellent listener.
- Team player.
- Confident in abilities with good common sense.

Education and Experience

The position requires a bachelor's degree in Business or Public Administration, Engineering, Planning, or a closely related field. The position also requires knowledge and a level of competency commonly associated with a Master's Degree in Public Administration or a related course of study supplemented by at least five (5) years of progressively senior level management experience with a local government. The position also requires comprehensive knowledge of all aspects of municipal government operations relating to staffing, budgeting and program execution. The newly created position requires being adept at working in a complex and fast paced environment while possessing proven financial management, strategic planning, budgeting and leadership skills. Shall demonstrate abilities to build a strong and effective leadership and vision to the various Department Directors and staff and interact effectively with citizens, the City Manager, other City Department Directors and Elected Officials. The employee is expected to be a problem solver who is focused on positive outcomes. Employee must possess strategic thinking skills and be able to make difficult recommendations on operational, financial and personnel matters when necessary.