



**August 7, 2012 9:00 A.M.**

1. Call to Order by Mayor Joe Brannen
2. Invocation and Pledge of Allegiance by Mayor Pro Tem Will Britt
3. Recognitions/Public Presentations
  - A) Proclamation recognizing August as “Brain Injury Awareness Month”
  - B) Chief Tim Grams recognition of fire fighters for performance during a structure fire
  - C) Reginald Mosley to address Council concerning Ethics
  - D) Cheryl LaBon representing the NAACP request to speak to Council concerning a reported case
4. Public Comments (Agenda Item):
5. Consideration of a Motion to approve the Consent Agenda
  - A) Approval of Minutes
    - a) 07-17-2012 Council Minutes
  - B) Consideration of a Motion to call a Public Hearing for August 30, 2012 at 4:00 p.m. in the Council Chambers at City Hall on the proposed 2012 Calendar Year Ad Valorem (Property) Tax Millage Rate of 6.358 for the City of Statesboro.
  - C) Consideration of a Motion to approve **Resolution 2012-18**: A Resolution Approving the Uncollectable Personal Property Tax Bill List for 2010 in the total amount of \$1,644.22
  - D) Consideration of a motion to approve an increase in personnel in the Solid Waste Collection Fund to hire two (2) additional collection drivers
6. Consideration of a Motion to approve a temporary alcohol license for Van Gogh’s Pizza Brewery not to exceed 90 days contingent on the completion of construction of the business.
7. Public Hearing and Consideration of a Motion to approve 1<sup>st</sup> reading of **Ordinance 2012-05**: An Ordinance amending the Code of Statesboro Chapter Two in Article One establishing division IV, open records, to comply with O.C.G.A. “The Georgia Open Records Law” as amended in the 2012 session of the Georgia General Assembly
8. Consideration of a Motion to award the purchase contract for a cab and chassis with utility body truck to Wade Ford at a bid price of \$31,775.00.
9. Consideration of a Motion to award the purchase contract for construction of a steel building to Smith Steel Structures at a bid price of \$57,295.00.

10. Consideration of a Motion to award the purchase of contract for a tractor to Blanchard Equipment at a bid price of \$49,850.00
11. Consideration of a Motion to approve the award of an Engineering Service contract for the upgrade and design of a reclaimed water system
12. Consideration of a Motion to award the purchase of two (2) new knuckleboom trash loader trucks to Freightliner of Savannah in the amount of \$124,097.00 each via a bid price extension from a previous bid award by City Council on September 20, 2011, as they offered the lowest responsive bid and have satisfactorily delivered the awarded product.
13. Consideration of a motion to approve a policy within the Fleet Maintenance Division to provide a step increase for achievement of emergency vehicle technician (EVT) level certification for the Mechanic III position.
14. Consideration of Motion to award contract to Jerry D. Rushing Construction Co., Inc. in the amount of \$99,500.00 to construct a sidewalk on South Main Street between Rucker Lane and existing sidewalk near Jones Lane Park. The South Main Street Sidewalk Project is to be funded by 2007 SPLOST.
15. Consideration of a Motion to approve the Sole Sourcing with HD Supply for the purchase of Sensus Water Meters for Fiscal Year of 2013 and approval to place an order for meters in the amount of \$51, 300.00
16. Other Business from City Council
17. Consideration of a Motion to enter into Executive Session to discuss personnel matters in accordance with **O.C.G.A.§50-14-3 (2010)**
18. Consideration of a Motion to Adjourn

## *Brain Injury Awareness Month*

*WHEREAS, in recognition of Brain Injury Awareness Month, the National Centers for Disease Control and Prevention (CDC) and their partners are working to spread the word and raise awareness about Traumatic Brain Injury prevention, recognition, and response, to help address this public health problem; and*

*WHEREAS, the CDC estimates that 1.7 million Americans sustain a traumatic brain injury each year, and it is a contributing factor in one third of all injury-related deaths in the United States; and*

*WHEREAS, the leading causes of brain injury are falls, vehicle accidents, and sport-related injuries; and*

*WHEREAS, although most brain injuries are mild, the CDC also reports that more than three million Americans live with disabilities resulting from brain injuries*

*WHEREAS, public awareness is important for the prevention of brain injuries and for enhancing the recovery process for all individuals affected by traumatic brain injuries.*

*NOW, THEREFORE, I, Joe R. Brannen as Mayor of the City of Statesboro, do hereby proclaim the month of August 2012 as Brain Injury Awareness Month in Statesboro, Georgia.*

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Joe R. Brannen, Mayor





**CITY OF STATESBORO  
CITY COUNCIL MINUTES  
Jul 17, 2012**

A regular meeting of the Statesboro City Council was held on July 17<sup>th</sup>, 2012 at 6:00 pm in the Council Chambers at City Hall. Present were Mayor Joe R. Brannen; Council Members: Tommy Blicht, John Riggs and Gary Lewis. Also present were City Clerk Sue Starling, City Attorney Alvin Leaphart and Director of Community Development Mandi Cody. Absent were Councilman Will Britt, Councilman Travis Chance, City Manager Frank Parker and City Engineer Robert Cheshire.

Invocation and Pledge of Allegiance was given by Councilman Tommy Blicht. Mayor Brannen recognized his granddaughter (Jessica) who was present in the audience.

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

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

- A) **Approval of Minutes**
  - a) **07-03-2012 Council Minutes**
  - b) **07-03-2012 Work Session Minutes**
- B) **Consideration of a Motion to Approve Award of Contract to Needham's Traffic Signal in the amount of \$81,190.16 to install the traffic signal at the intersections of Brannen Street and Wal-Mart Drive. The improvements are funded by 2007 SPLOST**
- C) **Consideration of a Motion and 2<sup>nd</sup> reading to adopt Ordinance 2012-02: An Ordinance to amend Article 5 of the Charter of Municipal Code of the City of Statesboro by adding Sections 5-12 through 5-20 which shall be known as the "City of Statesboro Office of Prosecuting Attorney of the Municipal Court Ordinance"**
- D) **Consideration of Motion to approve Resolution 2012-10: A Resolution appointing J. Alvin Leaphart, IV as the prosecuting attorney of the Municipal Court for the City of Statesboro**

Councilman Riggs made a motion, seconded by Councilman Lewis to approve the consent agenda in its entirety. Councilman Blicht, Riggs and Lewis voted in favor of the motion. The motion carried by a 3-0 vote.

**Public Hearing and Consideration of a Motion to approve Resolution 2012-17: A Resolution Exempting Certain Vehicles from Marking Requirements (Decals) for one year**

Councilman Lewis made a motion, seconded by Councilman Riggs to approve Resolution 2012-17: A Resolution Exempting Certain Vehicles from Marking Requirements (Decals) for one year. Councilman Blicht, Riggs and Lewis voted in favor of the motion. The motion carried by a 3-0 vote.

**Public Hearing and Consideration of a Motion to approve the following:**

A) **APPLICATION # V 12-06-08**: GSU Development, LLC, requests a variance from Section 703 of the Statesboro Zoning Ordinance regarding density for property located at 111 Rucker Lane (Tax Parcel #s MS52000002A000 and MS52000002002).

B) **APPLICATION # V 12-06-09**: Hendley Properties requests a variance from Section 603 and 2203.1 of the Statesboro Zoning Ordinance regarding building size, lot size, and set back requirements for property located in Sagebrush (Tax Parcel # MS7400

John Dotson of Maxwell and Reddick spoke in favor of the variance request. Councilman Lewis made a motion, seconded by Councilman Riggs to approve **APPLICATION # V 12-06-08**: GSU Development, LLC, requests a variance from Section 703 of the Statesboro Zoning Ordinance regarding density for property located at 111 Rucker Lane (Tax Parcel #s MS52000002A000 and MS52000002002). Councilman Blitch, Riggs and Lewis voted in favor of the motion. The motion carried by a 3-0 vote.

On behalf of the applicant, Director of Community Development Mandi Cody asked that **Application V-12-06-09** be tabled until a later date. Councilman Blitch made a motion, seconded by Councilman Lewis to table **APPLICATION # V 12-06-09**: Hendley Properties requests a variance from Section 603 and 2203.1 of the Statesboro Zoning Ordinance regarding building size, lot size, and set back requirements for property located in Sagebrush (Tax Parcel # MS7400 until a later date. Councilman Blitch, Riggs and Lewis voted in favor of the motion. The motion carried by a 3-0 vote.

**Other Business from City Council**

Director of Community Development Mandi Cody asked Council to approve an amendment to the pay scale of a senior code enforcement officer from a pay grade of 14 to a pay grade of 15. Councilman Lewis made a motion, seconded by Councilman Riggs to approve the amendment to the pay scale. Councilman Blitch, Riggs and Lewis voted in favor of the motion. The motion carried by a 3-0 vote.

**Consideration of a Motion to Adjourn**

Councilman Lewis made a motion, seconded by Councilman Riggs to adjourn. Councilman Blitch, Riggs and Lewis voted in favor of the motion. The motion carried by a 3-0 vote.

The meeting was adjourned at 6:10 pm.



RESOLUTION 2012-18: A RESOLUTION APPROVING THE UNCOLLECTABLE  
PERSONAL PROPERTY TAX BILL LIST

WHEREAS, the City of Statesboro relies on the taxation of real and personal property as one of the major sources of revenue to operate the municipal government; and

WHEREAS, the City administers the billing and collection of this tax in-house, including the execution of liens, the collection of delinquent taxes, and the sale of properties should the taxes not be paid; and

WHEREAS, the most difficult property taxes to collect are those levied on personal property where the taxpayer does not have any real property also on the tax digest, as a tax lien on real property attaches to real property in the event of sale or foreclosure, but the personal property alone might be moved out of the city, sold or otherwise disposed of before the City can collect the delinquent amounts; and

WHEREAS, Georgia law and administrative rules of the State Department of Revenue provide criteria for when a city should declare such properties uncollectable, so that they can be removed from the property taxes receivable ledger of the City; and

WHEREAS, the City Clerk and Tax Collector have reviewed all of the delinquent personal property taxes to determine which are capable of being collected, and have provided a list of those they believe under state law to be uncollectable, and the Mayor and City Council have reviewed this list and wish to adopt it as the official list of uncollectable personal property taxes, which removes from the property taxes receivable ledger this tax amount, together with any penalties, interest, and other costs associated with each of these accounts;

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

Section 1. The attached list of delinquent personal property tax amounts are hereby found and declared to be uncollectable for one or more of the following statutory reasons:

- a) The statute of limitations had expired per O.C.G.A. 48-3-21-1;
- b) The personal property has changed ownership more than two years ago per O.C.G.A. 9-12-93 and 48-3-22;
- c) The owner cannot be located after a reasonable search per O.C.G.A. 48-3-23;  
or
- d) The bill is for less than \$5.00 and more than one year old per O.C.G.A. 48-3-21.1.

Section 2. The attached list of delinquent personal property tax accounts are hereby adopted as the official list of uncollectable personal property taxes and the City Clerk and Tax Collector are hereby authorized and directed to credit and remove those accounts, including any associated penalties, interest, and other costs, from the City's property taxes receivable ledger (tax digest).

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

Adopted this 7<sup>th</sup> day of August, 2012

CITY OF STATESBORO, GA.

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By: Joe R. Brannen, Mayor

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Attest: Sue Starling, City Clerk

2010 PERSONAL PROPERTY TAXES TO BE WRITTEN OFF

Tax Year	Account#	Taxpayer	Amount
2010	1488	College Optical Express	\$174.04
2010	2305	Exotic Tanning & Hair	\$255.11
2010	2954	Harp Dexter DBA Blue Ballz Mobile Supplies	\$36.26
2010	3199	Herndon John K DBA Northside Car Care	\$40.51
2010	4519	Limmer Regina DBA Statesboro Insurance	\$36.26
2010	4777	Mallary & Russell Investments	\$36.26
2010	5357	Movie Gallery	\$411.87
2010	6216	Rentz Sheryl DBA Press Express	\$130.97
2010	6329	Robinson Jimmie DBA J & J Automotive	\$36.26
2010	6543	Screws Mary E DBA Elegant Expressions	\$40.14
2010	7613	WAAD DBA East Ga Home Health Care	\$446.54
		TOTAL	\$1644.22





*City of Statesboro*  
*Engineering Department – Public Works*

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*P.O. Box 348*  
*Statesboro, Georgia 30459*

*912.764.0681 (Voice)*  
*912.764.7680 (Fax)*

**MEMORANDUM**

To: Frank Parker, City Manager

From: Jason Boyles, Senior Assistant City Engineer

Re: Request to Hire Two (2) Additional Yard Waste Collection **Drivers**

Date: July 31, 2012

On June 19, 2012 City Council approved a fee increase to pay for adding **two (2)** new employees and one additional truck in order to increase our yard waste collection operation to **meet** the public demand for this service. To have ample time to hire and train the two new employees **before** the fall collection period I need to move forward with requesting city council's approval to increase our **personnel** in the Sanitation Division at the August 7, 2012 city council meeting. These two positions will be **pay grade 10 (\$11.91/hour)** leaf and limb collection drivers. I have attached a memo provided to me by **Mike Clifton** that details this request further. In addition, I have submitted a separate city council request for the **purchase** of the additional truck for these two employees.

Let me know if you need anything further from me on this request.

Cc: Jeff Grant, Human Resources Director  
Robert Cheshire, PE, City Engineer  
Mike Clifton, Sanitation Superintendent



*City of Statesboro*  
*Engineering Department – Public Works*

P.O. Box 348  
Statesboro, Georgia 30459

912.764.0681 (Voice)  
912.764.7680 (Fax)

**MEMORANDUM**

To: Jason Boyles, Senior Assistant City Engineer  
From: Mike Clifton, Sanitation Superintendent  
Re: Request to add two (2) yard waste collection drivers  
Date: July 31, 2012

As you are aware, city council recently approved a fee increase to pay for adding two new employees and one additional truck in order to increase our yard waste collection services. In addition, council also approved amendments to the solid waste ordinance which increased the collection limits of yard debris. In order to have an adequate number of personnel hired and trained prior to the fall leaf season, when yard waste piles are the largest, we need to move forward with hiring these two (2) additional personnel as soon as we can. The following information will provide you with some background to further explain this request to add the additional yard waste collection drivers.

In an effort to improve operational efficiency staff attended a city council work session in the spring and fall of 2011 to request that we more closely enforce the solid waste ordinance and better define the collection limits and maximum pile size. Despite these efforts, during the fall of last year the Sanitation Division was still unable to keep up with the yard waste collection. As a result the city manager, some of the council members, and Public Works staff received numerous phone calls daily about excessive leaf and yard waste accumulations. Unfortunately, after the fall collection the stricter enforcement of yard trash collection regulations was not well received by the public. In response to the public concerns we presented the council with a proposal at the June 5, 2012 city council meeting to broaden the yard waste collection limits, which eliminated the maximum pile size provision, and proposed a \$1.60/month/customer increase to cover additional personnel and equipment expenses. The fee increase was presented and approved by resolution on June 19, 2012. The solid waste ordinance amendments for this proposal were approved by city council on July 3, 2012. The new yard trash limitations now include increasing the debris length to 6', increasing the debris diameter to 6", increasing the individual debris weight to 60 pounds per item. There is no limit on the pile size.

The two (2) positions that we need to hire are both leaf and limb collection drivers. In addition, both positions are a pay grade 10 with a starting wage of \$11.91 per hour. Let me know if you need anything further from me on this request.

Cc: Billy Sandifer, Sanitation Supervisor



OPEN RECORDS ORDINANCE  
ORDINANCE 2012-05

AN ORDINANCE AMENDING THE CODE OF STATESBORO, GEORGIA, IN CHAPTER TWO (ADMINISTRATION) IN ARTICLE ONE BY ESTABLISHING DIVISION IV, OPEN RECORDS, TO COMPLY WITH O.C.G.A. §50-18-70, ET SEQ., "THE GEORGIA OPEN RECORDS LAW", AS AMENDED IN THE 2012 SESSION OF THE GEORGIA GENERAL ASSEMBLY; DESIGNATING AN "OPEN RECORDS OFFICER" AND "ASSISTANT OPEN RECORDS OFFICER(S)" FOR SAID CITY; DEFINING THE DUTIES THEREOF; PROVIDING FOR PUBLIC RECORD REQUESTS TO BE SERVED UPON THE OPEN RECORDS OFFICER OR, IN THE OFFICER'S ABSENCE OR UNAVAILABILITY, UPON AN ASSISTANT OPEN RECORDS OFFICER; PROVIDING FOR THE MANNER OF SERVING PUBLIC RECORDS REQUESTS ON THE OPEN RECORDS OFFICER; PROVIDING FOR NOTICE OF THE CITY'S OPEN RECORDS PROCEDURES; PROVIDING REASONABLE CHARGES FOR COMPLIANCE WITH PUBLIC RECORDS REQUESTS; TO REPEAL CONFLICTING CODE PROVISIONS, ORDINANCES, OR PORTIONS THEREOF, IN CONFLICT WITH THE FOREGOING; TO RESTATE THE CODE OF THE CITY OF STATESBORO, GEORGIA, AS MODIFIED HEREINTO ESTABLISH AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, Georgia's Open Records Law, O.C.G.A. §50-18-70, et seq., was amended in the 2012 Session of the General Assembly to enact new procedures for local governments (defined therein as "agencies") to comply with said law and to provide greater transparency in making public records available to the public for inspection and copying, which instills greater public trust in government;

WHEREAS, under the amended law, agencies may designate one or more "Open Records Officers" for the purpose of accepting service of written requests in order to assure timely response if made to the proper officer, who has been trained in the law and procedures for public records compliance;

WHEREAS, the City of Statesboro, a Georgia municipal corporation, is an "agency" as defined at O.C.G.A. §50-18-70; and

WHEREAS, this City Council adopts as City public policy the statement of the General Assembly found at O.C.G.A. §50-18-70 (a);

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STATESBORO, GEORGIA, AND IT IS ESTABLISHED AS FOLLOWS:



## SECTION ONE

Article One of Chapter Two of the Municipal Code of the City of Statesboro is amended by adding a new Division Four, which shall be referred to as "Open Records Ordinance", and shall include the following language:

### Division 4. Open Records Ordinance

#### Sec. 2-12. Short Title.

This Article shall be known as the "Open Records Ordinance."

#### Sec. 2-12-1. Open Records Officer.

There is hereby created the office of Open Records Officer. The City Clerk is hereby designated as the City's Open Records Officer; the Open Records Officer may designate, in writing, Assistant Open Records Officer(s) as required to perform the duties of his or her office. Before undertaking the duties of the office, the Open Records Officer and Assistant Open Records Officers shall take an oath, in writing, to diligently perform such duties. Compensation for the Open Records Officer and his or her Assistant Open Records Officers shall be initially recommended by the City Manager and approved by the City Council and scheduled on the City's Pay Classification Plan, as from time to time amended. The Open Records Officer shall serve at the pleasure of the Mayor and City Council.

#### Sec. 2-12-2. Duties.

It shall be the duty of the Open Records Officer and his or her duly designated Assistant Open Records Officer(s) to accept written requests to inspect and copy public records, pursuant to O.C.G.A. §50-18-70, et seq., and to produce to the requester all records responsive to a request within a reasonable amount of time not to exceed three (3) business days of receipt of a request, unless the time for response is extended in accordance with law. No request shall be deemed filed until served upon the Open Records Officer, either by hand delivery to the Officer at City Hall; 50 East Main Street, Statesboro, Georgia, 30458; by certified United States mail to Open Records Officer, P.O. Box 348, Statesboro, Georgia 30459, return receipt requested; by statutory overnight delivery to 50 East Main Street, Statesboro, Georgia, 30458; by email to [openrecordsofficer@statesboroga.gov](mailto:openrecordsofficer@statesboroga.gov), or by facsimile transmission to 912-764-4691. Oral requests and requests, whether oral or in writing, served upon any other officer or employee of the City shall not be deemed filed, until the requester has filed his or her request, in writing, with the Open Records Officer. In the absence or unavailability of the Open Records Officer an Assistant Open Records Officer shall perform the duties of the Open Records Officer. The absence or unavailability of a designated Open Records Officer shall not delay the City's response to a properly served request.



Sec. 2-12-3. Request Response.

Upon receipt of a request it shall be the duty of the Open Records Officer to promptly ascertain the availability of all public records responsive to the request and to produce to the requester those records that can be located and produced within a reasonable time, not to exceed three (3) business days of receipt of a request. For purposes of computing the time within which a response must be made, the Open Records Officer shall not count the business day on which a request is received, nor any intervening Saturday, Sunday, or designated holiday on which City offices are closed for general business. Upon intake of a request, the Open Records Officer shall stamp the request with the date and time of receipt, and initial the request. In any instance where records are unavailable within three (3) business days of the request, it shall be the duty of the Open Records Officer to provide the requester with a written description of such records and a timeline for when the records will be available for inspection or copying and to provide the responsive records to the requester as soon thereafter as practicable. Such response shall also contain a good faith estimate of the cost to the requester for the search, retrieval, redaction, and production and copying of records.

A. It is the intent that the Open Records Officer be accessible within City Hall during the normal hours of general operation of the City's administrative staff, i.e. 8:30 a.m. to 5:00 p.m. Monday through Friday, except on recognized holidays and those days when City Hall is closed. The Open Records Officer shall coordinate his or her work schedule with the Assistant Open Records Officers to assure coverage within City Hall during normal hours at all times when the Open Records Officer is scheduled to be absent or unavailable for extended periods of time. Backup procedures will be implemented by the City Clerk to assure such coverage by Assistant Open Records Officers during the Open Records Officer's unplanned absence or unavailability.

B. Notice of the designation of Open Records Officers shall be posted on the official bulletin board at City Hall, in the legal organ of Bulloch County, and on the City's website. In addition, City officers, department managers, and administrative staff shall follow the direction of the Open Records Officer on how to assist and direct persons desiring to request inspection and copying of public records.

C. To further assist persons desiring to inspect records, a request form will be available at City Hall and on the City's website.

D. The Open Records Officer shall confer with every officer or department manager of the City, as necessary, to ascertain the existence of public records responsive to a request (including electronically-stored information), and it shall be the duty of every City officer and department manager to confer with and provide records, or true and correct copies of the originals thereof, to the Open Records Officer promptly, time being of the essence. Upon receipt of a public record responsive to a request, the Open Records Officer shall determine, in consultation with the City Attorney, if the record is exempt from disclosure by order of a court of this state or by law; if the record is exempt from disclosure, the written response by the Open Records Officer shall set forth the specific legal authority under which withholding of inspection of the record is claimed. The Open Records Officer shall maintain a log or other documentation of his or her due diligence to comply with a proper request



#### Sec. 2-12-4. Fees.

The Open Records Officer shall further have the duty to collect from a requester a reasonable charge for the search, retrieval, redaction, and production/copying of records, utilizing the most economical means available to identify and produce non-excluded records. The charge for the search, retrieval, or redaction of records shall not exceed the prorated hourly salary of the lowest paid full-time employee who, in the reasonable discretion of the Open Records Officer, has the necessary skill and training to perform the request; provided, however, no charge shall be made for the first quarter hour. In addition thereto, where certified copies of specific records are sought, the fees for certified copies prescribed by law shall apply; otherwise, a fee for the copying of records shall not exceed 10¢ per page for letter or legal size documents or, in the case of other documents and electronic records, the actual cost of reproducing the document or media on which the records or media are produced. It shall be the right of the requester, at the time of inspection, to make photographic copies or other electronic reproductions of records, at his or her own expense, using suitable portable devices brought to the place of inspection. Whenever any person has requested to inspect and copy public records and received a written response estimating the cost of the search, retrieval, redaction, and production/copying of the records responsive to the request, and the City has actually incurred such costs but the requester fails to inspect or accept copies of the records, the Open Records Officer shall be authorized to collect such charges in any manner authorized by law.

In any instance in which the Open Records Officer has estimated costs in excess of \$25.00 for responding to a request, the Open Records Officer may defer the search, retrieval, redaction, and production/copying of the records until the requester has stated, in writing, his or her willingness to pay an amount equal to the estimate of costs. In any instance in which the estimated costs exceed \$500.00, the Open Records Officer shall insist, in writing, upon prepayment of the estimated costs prior to beginning search, retrieval, redaction, production or copying of the records. In any instance in which a requester has outstanding costs owing to the City for a previous records request, the Open Records Officer shall insist upon prepayment of the outstanding costs and estimated costs prior to beginning search and retrieval.

#### Sec. 2-12-5. Litigation.

Requests by civil litigants, or their counsel of record, in any ongoing civil action or administrative proceeding shall be made in writing and shall include the style of the action or proceeding, the names and addresses of all parties and, if a party is represented by counsel, the name, address, and telephone number of the party's attorney; a copy of the request shall be served by the requester upon all parties or their counsel of record in the action or proceeding contemporaneous to filing the written request with the Open Records Officer. The Open Records Officer shall make duplicate set(s) of records provided in response to the request available to all parties or their counsel for the cost of copies only, unless a party or its counsel elects not to receive the records and pay the copying charge. If the City is a party to the action or proceeding, a set of responses shall be provided to counsel for the City at no charge.



Sec. 2-12-6. Training.

The Open Records Officer and Assistant Open Records Officer(s) shall, prior to assuming the duties of their office, undergo a course of training in public records management and specifically compliance with the Georgia Open Records Law, O.C.G.A. §50-18-70, et seq., as approved by the City Attorney. It shall be the responsibility of the City Clerk, at least annually, to conduct a workshop for City officers and department managers on the minimum requirements and procedures for public records management and open records disclosure, including the penalties or civil fines that may be imposed for violating Georgia's public records laws.

Sec. 2-13 through 2-35. Reserved.

SECTION TWO

All ordinances and Code sections, or parts thereof, in conflict with the foregoing are expressly repealed.

SECTION THREE

Should any provision of this ordinance be rendered invalid by any court of law, the remaining provisions shall continue in force and effect until amended or repealed by action of the municipal governing authority.

SECTION FOUR

Except as modified herein, The Code of the City of Statesboro, Georgia, is hereby reaffirmed and restated. The codifier is hereby granted editorial license to include this amendment in future supplements of said Code by appropriate section, division, article or chapter.

SECTION FIVE

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

SO ORDAINED, this \_\_\_ day of \_\_\_\_\_ 2012 in Statesboro, Georgia

First Reading: August 7, 2012  
Second Reading: August 21, 2012

\_\_\_\_\_  
Joe R. Brannen, in his capacity as Mayor of  
Statesboro, Georgia.

ATTEST:

\_\_\_\_\_  
Sue Starling, in her capacity as City Clerk of  
Statesboro, Georgia.

# Memo



TO: Frank Parker, City Manager  
FROM: Darren Prather, Purchasing Director  
DATE: 7-30-2012  
Re: Sealed Bid/Cab & Chassis w/ Utility Body

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The City of Statesboro recently requested sealed bids for a cab and chassis with a utility body to be utilized by the City of Statesboro Street Division. This vehicle is a standard cab and has a minimum requirement of 10,000 GVWR. A steel utility body was also specified with this package. The vehicle specified is the equivalent of a Ford F-350. This vehicle is funded by Capital Improvements Program number ENG-STS-74. Specifications were adjusted as to allow for all makes to be able to offer a valid bid if they had a vehicle in this weight classification. Invitations to bid were sent out to all local dealers who could supply this vehicle as well as a few from out of town. Bid packages were sent to seven dealerships resulting in the three responses that follow:

<u>Vendor</u>	<u>Bid Price</u>
1. Wade Ford (Smyrna, GA)	\$31,775.00
2. Roberts Truck Center (Garden City, GA)	\$32,226.00
3. Rozier Ford (Statesboro, GA)	\$34,800.00
<i>(Amount to enact 3% in-county advantage)</i>	<i>(\$32,728.25)</i>

Having offered the lowest responsive bid of \$31,775.00, we recommend the purchase contract be awarded to Wade Ford. They have met all of the required specifications pertaining to this bid. Although the City of Statesboro has a 3% in-county bid advantage, the local submittal does not fall within this range (see above in *italics*). *The submitted bid by Rozier Ford would have to be in the amount of \$32,728.25 or lower in order to enact the local preference ordinance.*

# Memo



**TO:** Frank Parker, City Manager  
**FROM:** Darren Prather, Purchasing Director  
**DATE:** 7-30-2012  
**Re:** Sealed Bid Results/Public Works Steel Building

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The City of Statesboro recently requested sealed bids for the construction of a 50' x 50' x 150' "L-shaped" steel building to be constructed in the Public Works yard (Capital Projects ENG-PRK-9 and ENG-STS-79). This building will be used to store various equipment, vehicles and for sign storage. Vendors were required to attend a mandatory pre-bid meeting as to be sure of the requirements of the facility. All vendors were required to adhere to all federal, state and local laws concerning construction projects of this scope. Five companies attended the mandatory pre-bid meeting and three submitted sealed bids on this project. The results are as follows:

<u>Vendor</u>	<u>Bid Price</u>
1. Smith Steel	\$57,295.00
2. The Ginn Company	\$65,750.00
3. East GA Steel	\$67,337.00

Having offered the lowest responsive sealed bid price of \$57,295.00, we recommend the construction contract be awarded to Smith Steel as they have met or exceed all of the required specifications for this project.



# Memo



**TO:** Frank Parker, City Manager  
**FROM:** Darren Prather, Purchasing Director  
**DATE:** 7-30-2012  
**Re:** Sealed Bid/Tractor—Landfill

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The City of Statesboro recently requested sealed bids for a tractor to be used by the Solid Waste Disposal Division. The four wheel drive tractor will have a minimum of 105 horse power and will be used with an existing flex wing mower. This tractor, if approved, will be purchased from funds in capital improvements project number ENG-SWD-13. Bid packages were sent to four dealerships and the results are as follows:

<u>Vendor</u>	<u>Bid Price</u>
1. Blanchard Equipment	\$49,850.00
2. Aimtrac	\$52,500.00

Having submitted the lowest responsive bid of \$49,850.00, we recommend the purchase contract be awarded to Blanchard Equipment. The tractor being offered is a 2012 John Deere 6130D. Since both companies are local, the 3% in-county ordinance does not apply.



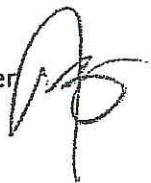
*City of Statesboro*  
*Engineering Department – Public Works*

P.O. Box 348  
Statesboro, Georgia 30459

912.764.0681 (Voice)  
912.764.7680 (Fax)

**MEMORANDUM**

To: Frank Parker, City Manager

From: Jason Boyles, Senior Assistant City Engineer 

Date: July 31, 2012

Re: Recommendation of Price Extension/Bid Award for (2) Knuckleboom Trash Loader Trucks

As you are aware city council recently approved a rate increase to expand yard waste collection services to add an additional trash loader truck. Following this approval and after consulting with the city purchasing director I contacted Freightliner of Savannah, bid award recipient of our previous two trash loader truck bids, to inquire about an extension of unit prices from our last trash loader truck bid award. Despite a factory cost increase since the last bid both Freightliner and the loader/body supplier for the vendor have agreed to extend their previous bid price for the purchase of two (2) new trash loader trucks thru August 13, 2012. All terms and conditions of the previous bid will apply herein as the city will be "piggy-backing" our own contract awarded on September 20, 2011. Further, Freightliner of Savannah has submitted the low bid and been awarded the bid for the last two comparable truck bids.

This proposal includes the aforementioned additional new truck and a replacement truck that was already approved in our FY2013 CIP budget. If approved, these two trucks will be purchased via a price extension from our previous bid process for this type truck and paid for by a combination of the GMA lease pool and solid waste collection operating revenues.

On September 13, 2011 the city received four sealed bids for the purchase of a new knuckleboom trash loader truck. As approved by City Council on September 20, 2011, the vendor submitting the lowest responsive bid and approved by City Council was Freightliner of Savannah with a bid amount of \$124,097.00 (see bid totals at end of this memo and agenda minutes attached). The model awarded was a new, current year Freightliner M2 106 cab and chassis with new, current year PacMac KB20H loader and body.

While the city does have the right to proceed with the full bidding process for these two trucks, staff believes that by "piggy-backing" our previous bid we can save money and expedite the delivery of these trucks. A timeline of delivery is not known at this time but it is hoped that we may be able to take delivery during the fall, when our leaf and limb collection demand is high. Therefore, staff recommends that city council approves an extension of the previous bid award for the purchase of two (2) new Freightliner M2 106 and PacMac KB20H loader/body trucks from Freightliner of Savannah in the amount of \$124,097.00 each.



The previous bids received are as follows:

<u>Vendor</u>	<u>Total Bid</u>
Freightliner of Savannah	\$124,097.00
Peterbilt Truck Centers	\$127,500.00
<del>Consolidated Disposal</del>	<del>\$129,296.00</del>
Consolidated Disposal	\$130,711.00

Cc: Robert Cheshire, PE, City Engineer  
Darren Prather, Purchasing Director  
Mike Clifton, Sanitation Superintendent

Attachments



September 20, 2011 6:00 P.M.

1. Call to Order by Mayor Joe Brannen

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2. Invocation and Pledge of Allegiance by Councilman John Riggs
3. Approval of Minutes:
  - a) September 01, 2011 Public Hearing Minutes
  - b) September 07, 2011 Council Minutes
  - c) September 07, 2011 Council Work Session Minutes
4. Recognitions/Public Presentations:
  - a) Ms. Carrie Howard request to speak to Council regarding the City of Statesboro's services
5. Consideration of a Motion to approve/deny 2nd reading for the application of alcohol license:
  - a) Samuel Chaney Sr & Samuel Christopher Chaney (CC's Place)
6. Consideration of a Motion to approve Special Event Permit:
  - a) Benefit Ball for Cancer Research- Jerry Ross
  - b) Wedding Reception given at the Belle House catered by Jeffrey Wohelsici (Millhouse)
7. Public Comments (Agenda Item):
8. Public Hearing and Consideration of a motion to approve 1<sup>st</sup> Reading of **Ordinance 2011-07**: An Ordinance Amending Chapter 2 of the Statesboro Municipal Code Regarding Authorities, Boards and Commissions- Statesboro Planning Commission
9. Consideration of a Motion to award the purchase of a 2011 or 2012 Ford F450 Utility Truck to either the low bidder, Wade Ford, in the amount of \$33,396.00 or to Rozier Ford in the amount of \$34,788.00, after considering the 3 percent local preference given in the past.
10. Consideration of a motion to award the bid for two (2) new refuse trailers to East Manufacturing Corporation for a total amount of \$128,800.00 for both trailers.
11. Consideration of a motion to award the bid for a new knuckleboom trash loader truck to Freightliner of Savannah for a total amount of \$124,097.00.
12. Consideration of a motion to award the bid for a new front loader commercial refuse truck to Peterbilt Truck Centers for a total amount of \$206,995.00



13. Consideration of a Motion to award a contract for the construction of an elevated water storage tank for the Gateway II project in the amount of \$1,034,000.00.
  14. Consideration of a Motion to approve a Memorandum of Understanding (MOU) between the City of Statesboro and the Roach Family for utility easements.
- 
15. Reports from Staff:
    - a) City Manager's Report
    - b) Department Head Reports
  16. Public Comments (General):
  17. Other Business from City Council
  18. Consideration of a Motion to enter into Executive Session to discuss "personnel matters" and possible "litigation matters" in accordance with O.C.G.A. §50-14-3 (2010)
  19. Consideration of a Motion to Adjourn



**CITY OF STATESBORO  
CITY COUNCIL MINUTES  
SEPTEMBER 20, 2011**

A regular meeting of the Statesboro City Council was held on September 20, 2011 at 6:00 p.m. in the Council Chambers at City Hall. Present were Mayor Joe R. Brannen, Council Members: Tommy Blicht, John Riggs, Gary Lewis and Travis Chance. Also present were City Manager Frank Parker, City Clerk Sue Starling, and City Engineer Robert Cheshire. Absent was Director of Community Development Mandi Cody.

**Approval of Minutes:**

**a) September 01, 2011 Public Hearing Minutes**

Councilman Riggs made a motion, seconded by Mayor Pro Tem Will Britt to approve the Public Hearing Minutes of September 01, 2011. Councilman Britt, Blicht, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**b) September 07, 2011 Council Minutes**

**c) September 07, 2011 Council Work Session Minutes**

Mayor Pro Tem Will Britt made a motion, seconded by Councilman Riggs to approve the Council Minutes and Council Work Session Minutes of September 07, 2011. Councilman Britt, Blicht, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Recognitions/Public Presentations:**

**a) Ms. Carrie Howard request to speak to Council regarding the City of Statesboro's services**

Ms. Carrie Howard spoke to Council concerning the sewer lines at 323 S. College St. The property belonging to Ms. Grace McFarland has some problems with the sewer backing up in her house. Ms. Howard asked the City to repair the problem area. Reverend Dr. Leonard Small spoke in support of Ms. Howard's concerns stating Ms. McFarland was on a fixed income and could not afford to repair the problem. City Manager Frank Parker stated the City of Statesboro Ordinance defines what part of the sewer line is the responsibility of the property owner. Director of Water Wastewater Wayne Johnson also stated the property owner is responsible for the sewer lines from the house to the main line whether the main line begins in the middle of the street or on the left or right side of the street.



**Consideration of a Motion to approve/deny 2nd reading for the application of alcohol license:**

**a) Samuel Chaney Sr. & Samuel Christopher Chaney (CC's Place)**

City Clerk Sue Starling and staff recommended approval for the 2<sup>nd</sup> reading of an alcohol license for CC's Place with the condition to keep the 2<sup>nd</sup> floor closed pending reclassification by the State Fire Marshall's Office. Ms. Peggy Chaney and Mr. Samuel Chaney spoke against the condition placed on the approval of the alcohol license. Councilman Lewis made a motion, seconded by Mayor Pro Tem Will Britt to table this item until the end of the meeting. Councilman Britt, Blitch, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to approve Special Event Permit:**

**a) Benefit Ball for Cancer Research- Jerry Ross**

Mr. James Ross, Pi Rho Chapter Vice President, stated he would be organizing the event with Phi Beta Sigma Fraternity for St. Jude's Children's Hospital. Mayor Pro Tem Will Britt made a motion, seconded by Councilman Riggs to approve the special event permit for Jerry Ross with the condition that he submits a letter from Phi Beta Sigma stating the funds collected will be donated to the Leukemia and Lymphoma Society. Councilman Britt, Blitch, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**b) Wedding Reception given at the Belle House catered by Jeffrey Wohelsici (Millhouse)**

John Wohelsici stated he would be catering the wedding. Councilman Riggs made a motion, seconded by Councilman Chance to approve the special event permit for a wedding reception. Councilman Britt, Blitch, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

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

**Public Hearing and Consideration of a motion to approve 1<sup>st</sup> Reading of Ordinance 2011-07: An Ordinance Amending Chapter 2 of the Statesboro Municipal Code Regarding Authorities, Boards and Commissions- Statesboro Planning Commission**

Councilman Chance made a motion, seconded by Mayor Pro Tem Will Britt to approve the 1<sup>st</sup> Reading of **Ordinance 2011-07: An Ordinance Amending Chapter 2 of the Statesboro Municipal Code Regarding Authorities, Boards and Commissions- Statesboro Planning Commission** with the condition to change section 2-67-(1) to 4 members for 2 years and section 2-67-(2) to 3 members for 4 years. Councilman Britt, Blitch, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to award the purchase of a 2011 or 2012 Ford F450 Utility Truck to either the low bidder, Wade Ford, in the amount of \$33,936.00 or to Rozier Ford in the amount of \$34,788.00, after considering the 3 percent local preference given in the past.**

Mayor Pro Tem Will Britt made a motion, seconded by Councilman Riggs to award the purchase of a 2011 or 2012 Ford F450 Utility Truck to Rozier Ford in the amount of \$34,788.00. Councilman Britt, Blitch, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a motion to award the bid for two (2) new refuse trailers to East Manufacturing Corporation for a total amount of \$128,800.00 for both trailers**

Councilman Blitch made a motion, seconded by Mayor Pro Tem Will Britt to award the bid for two (2) new refuse trailers to East Manufacturing Corporation for a total amount of \$128,800.00 for both trailers. Councilman Britt, Blitch, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a motion to award the bid for a new knuckle boom trash loader truck to Freightliner of Savannah for a total amount of \$124,097.00**

Councilman Riggs made a motion, seconded by Mayor Pro Tem Will Britt to award the bid for a new knuckle boom trash loader truck to Freightliner of Savannah for a total amount of \$124,097.00. Councilman Britt, Blitch, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a motion to award the bid for a new front loader commercial refuse truck to Peterbilt Truck Center for a total amount of \$206,995.00**

Mayor Pro Tem Will Britt made a motion, seconded by Councilman Blitch to award the bid for a new front loader commercial refuse truck to Peterbilt Truck Center for a total amount of \$206,995.00. Councilman Britt, Blitch, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to award a contract for the construction of an elevated water storage tank for the Gateway II project in the amount of \$1,034,000.00**

Mayor Pro Tem Will Britt made a motion, seconded by Councilman Blitch to award a contract for the construction of an elevated water storage tank for the Gateway II project in the amount of \$1,034,000.00. Councilman Britt, Blitch, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.



**Consideration of a Motion to approve a Memorandum of Understanding (MOU) between the City of Statesboro and the Roach Family for utility easements**

Councilman Blicht made a motion, seconded by Councilman Lewis to approve a Memorandum of Understanding (MOU) between the City of Statesboro and the Roach Family for utility easements. Councilman Britt, Blicht, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

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**Reports from Staff:**

**a) City Manager's Report**

City Manager Frank Parker stated no report.

**b) Department Head Reports**

City Engineer Robert Cheshire updated Council on the Brannen St. and South Zetterower improvements as well as the traffic signal on Brampton Ave.

Director of Water Wastewater Wayne Johnson reported that EPD made a surprise inspection visit to their work site. Mr. Johnson commended Van Collins and his staff for the work they have been doing and was pleased to report the department passed the inspection.

Director of Public Safety Wendell Turner reported the retirement reception for Commander J.R. Holloway went very well. He also reminded everyone of the event "Up In Flames" would be held at the Nesmith Lane Building parking lot on the GSU Campus.

**Public Comments (General):** None

**Other Business from City Council:** None

**Consideration of a Motion to enter into Executive Session to discuss "personnel matters" and possible "litigation matters" in accordance with O.C.G.A. §50-14-3 (2010)**

Councilman Chance made a motion, seconded by Mayor Pro Tem Will Britt to enter into Executive Session at 7:20 p.m. with a ten (10) minute break before starting the discussion of "Personnel Matters" and possible "Litigation Matters" in accordance with O.C.G.A. § 50-14-3 (2010). Councilman Britt, Blicht, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote. Present were Mayor Joe R. Brannen, Council Members: Will Britt, John Riggs, Tommy Blicht, Gary Lewis, and Travis Chance. Also present were City Clerk Sue Starling, Public Safety Director Wendell Turner and Director of Human Resource Jeff Grant. Councilman Chance made a motion, seconded Councilman Riggs to adjourn Executive Session. Councilman Britt, Blicht, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote. The meeting adjourned at 8:30 p.m.

### **Regular Session**

Mayor Joe Brannen called the regular Council session back to order at 8:30 p.m. Mayor Brannen announced no action had been taken in executive session

Agenda item #5, which was the 2<sup>nd</sup> reading for an alcohol license for CC's Place, was taken off the table and opened to Council for discussion by Mayor Joe Brannen. Public Safety Director Wendell Turner clarified the conditions that were attached to the original motion. Councilman Blich made a motion, seconded by Mayor Pro Tem Will Britt to approve the 2<sup>nd</sup> reading for the application of alcohol license for Samuel Chaney Sr. & Samuel Christopher Chaney (CC's Place) with the condition to keep the 2<sup>nd</sup> floor closed pending reclassification by the State Fire Marshall's Office. Councilman Britt, Blich, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

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

Councilman Chance made a motion seconded by Councilman Riggs to adjourn. Councilman Britt, Blich, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote. The meeting adjourned at 8:35 p.m.





**MEMORANDUM**

**To:** Frank Parker, City Manager

**From:** Robert Cheshire, City Engineer  
David L. Hendrix, Assistant City Engineer

**Re:** Recommendation of Low Bidder for "South Main Street Sidewalk Installation Project"

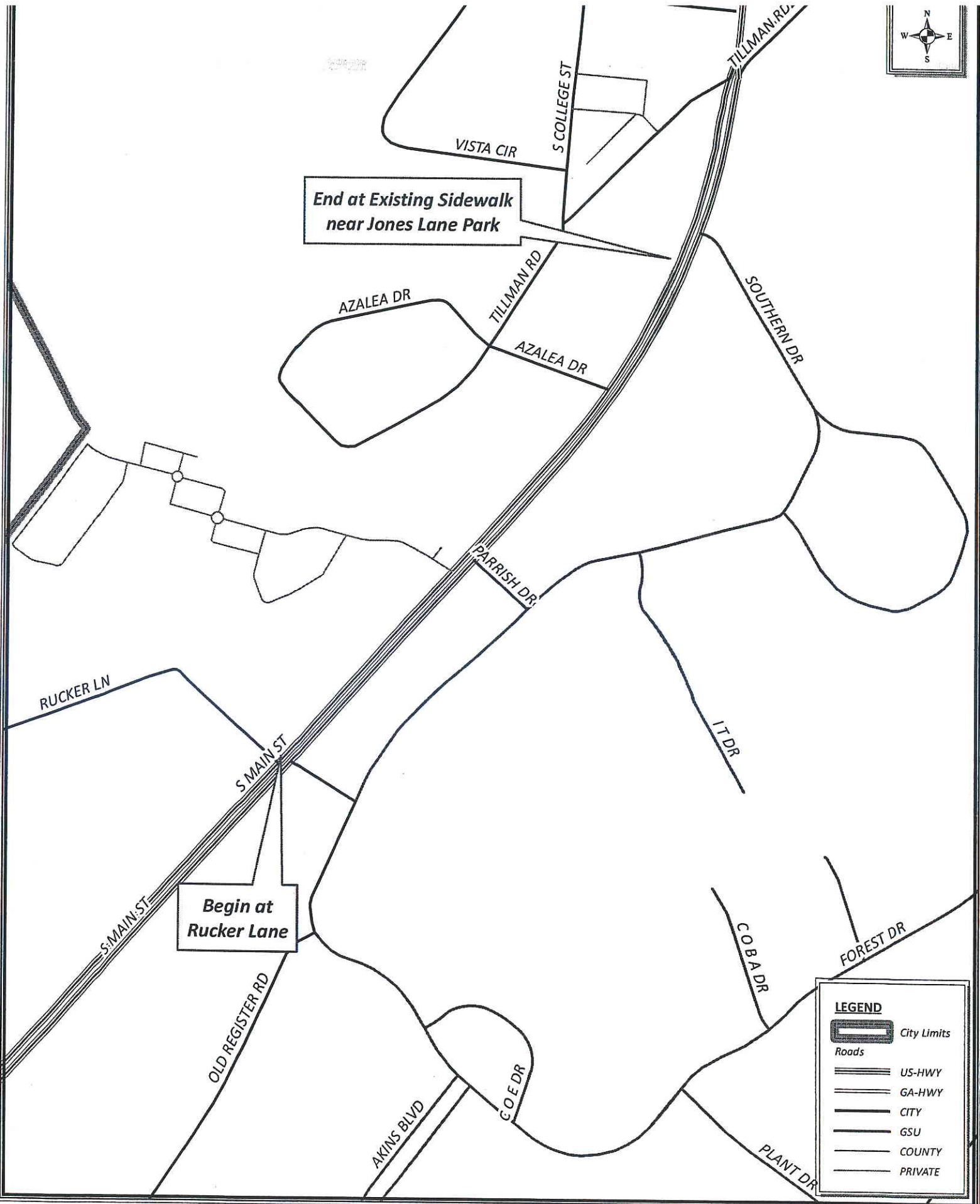
**Date:** July 31, 2012

Bids for the above referenced project were received on July 31, 2012. The bid results are as follows:

- Jerry D. Rushing Construction: \$99,500.00
- Site Work Construction: \$119,363.40
- Ellis Wood Contracting: \$127,927.00
- Quality Enterprises USA: \$143,221.00

The low bidder, Jerry D. Rushing Construction, meets all the requirements of the bid package and submitted an acceptable bid bond. This contractor has completed numerous past projects for the City of Statesboro with positive results. We recommend awarding the contract for the "South Main Street Sidewalk Installation" project to the low bidder, Jerry D. Rushing Construction.








**Attachment:** Project Location Map



**End at Existing Sidewalk  
near Jones Lane Park**

**Begin at  
Rucker Lane**

**LEGEND**

-  City Limits
- Roads**
-  US-HWY
-  GA-HWY
-  CITY
-  GSU
-  COUNTY
-  PRIVATE





# Memo

**To:** Frank Parker  
**From:** Van H. Collins  
**CC:** Wayne Johnson, Danny Lively, Darren prather  
**Date:** 7/31/2012  
**Re:** Reasoning for Sole Sourcing with HD Supply for the purchase of Sensus water meters.

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As you know, the City of Statesboro has been using Sensus Water Meters for the past 30 years. This meter has served us extremely well and we get good service from them and Sensus Technologies. The distributor for Sensus meters is HD Supply, which is the sole supplier for the City of Statesboro.

The Department currently has approximately 13,000 Sensus meters in service, which is 100% of all meters in the system. The Water/Sewer Department, for the last 15 years, has been upgrading all existing meters with Sensus Touch Read Meters and installing new Sensus Touch Read Meters at all new developments. This has been in an effort to eventually upgrade to Flex Net/Radio Read throughout the entire Water System. As you are aware, the Mayor and Council approved in the Capital Improvement Program for FY2013 and FY2014 to begin that upgrade. The Department has budgeted \$2,500,000.00 to upgrade all meters to this advanced technology. Once the upgrade is complete, we will be able to read all water meters by way of radio communication from a central location, such as City Hall. This technology has many capabilities for data retrieval on any meter, at any time. We will also be able to go from 4 Meter Readers to 2 Meter Technicians and re-allocate 2 positions to Operator positions.

Currently, approximately 65% of all existing meters have already been converted to Touch Read Technology. Out of these, approximately 45% will not require replacement when we begin the upgrade to the Flex Net Technology, as they still remain within the 10 year life for accuracy. The reliability and accuracy level on Sensus meters is extremely well. When we have tested Sensus Water Meters in the system, no matter what the age, 99% of the time it tests within the 3% accuracy that is recommended by AWWA (American Water Works Association), These existing meters will only require the installation of a transmitter to function with the Flex Net Reading System.

Sensus also provides a program, SLP Program, whereby we receive a credit on any new meter that we purchase when we send in an old meter. We periodically verify prices with other meter suppliers to be assured that the Sensus Meter prices are in line.

The City of Statesboro has developed a history of exclusively using Sensus water meters as a standard, in an effort to maintain a quality Water System. Given this fact and that future meter reading technologies may be inhibited if our System is comprised of multiple brands of meters, we need to continue "Sole Sourcing" for Sensus Water Meters. I have discussed this with Darren Prather, Purchasing Coordinator, and he agrees with the "Sole Sourcing".

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

# Memo

**To:** Frank Parker  
**From:** Van H. Collins  
**CC:** Wayne Johnson, Sue Starling, Danny Lively, Darren Prather  
**Date:** July 30, 2012  
**Re:** Sole Source for Sensus water meters for Fiscal Year 2013 budget and approval to place an order for meters from HD supply in the amount of \$51,300.00 for the Rucker 111 Apartment Complex

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As you are aware, the Water/Sewer Department requests every year for Mayor and Council to approve to continue with Sole Sourcing with HD Supply for the purchase of Sensus water meters. HD Supply is the sole provider for Sensus water meters for this area.

We currently need to purchase water meters for the Rucker 111 Apartment Complex. Also, this year we will need to make several additional orders for meters for the Aspen Heights Development, the Monarch Development, the Lighthouse Development, the Forum Development, The Grove Development and the Copper Beach Development. I say this to make you aware that it will be necessary to make a Budget Amendment at a later date because of these added expenditures. The added expenditures will of course be offset by the additional revenues for water and sewer tap fees for these Developments. We normally purchase approximately \$75,000.00 to \$100,000.00 worth of meters each year for new installs at new Developments, but this year we will purchase in excess of \$200,000.00 worth of meters for new Developments. All these meters will be paid for from the Water/Sewer Operating Budget.

I would like to request approval from Mayor and Council that we be allowed to Sole Source the purchase of Sensus meters from HD Supply for the entire Fiscal Year 2013. At this time, I would also request approval for the purchase of meters costing in the amount of \$51,300.00 from HD Supply (Sole Source provider for this area), for the Rucker 111 Apartment complex. This will be the first purchase of meters this Fiscal Year.

As always, we appreciate any consideration given to this request.

**Please see attached reasoning for "Sole Sourcing"**