



**August 18, 2015 5:30 pm**

1. Call to Order by Mayor Jan J. Moore
2. Invocation and Pledge of Allegiance by Councilman Will Britt
3. Public Comments (Agenda Item):
4. Consideration of a Motion to approve the Consent Agenda
  - A) Approval of Minutes
    - a) 08-04-2015 Council Minutes
    - b) 08-04-2015 Executive Session Minutes
    - c) 08-04-2015 Council Work Session Minutes
5. Consideration of a Motion to award a contract for the construction of two (2) metal shelter additions at the Public Works facility to Hawk Construction in the amount of \$143,415.00. This project is budgeted under CIP number SWC-17 in the amount of \$130,000.00. If approved, this project will be paid out of Solid Waste Collection revenue funds.
6. Consideration of a motion to approve **Resolution 2015-34**: A Resolution approving CT Recycling to perform curbside collection of recyclable materials in the City of Statesboro as a pilot project.
7. Consideration of a Motion to approve **Resolution 2015-35**: A Resolution to approve adjustments to the pay and compensation plan to amend the following job titles and descriptions of the City Engineer to the Director of Public Works and Engineering; and the Senior Assistant City Engineer to the City Engineer.
8. Other Business from City Council
9. City Managers Comments
10. Public Comments (General)
11. Consideration of a Motion to enter into Executive Session to discuss "Personnel Matters" "Real Estate" and/or "Potential Litigation" in accordance with **O.C.G.A. §50-14-3 (2012)**
12. Consideration of a Motion to Approve a Contract of Grant of Realty between the Mayor and City Council of Statesboro and Jintendra Patel as well as a Change Order with Tyson Utilities Construction in the amount of \$46,039.00 to fulfill City's obligations under the Contract for the Grant of Realty.
13. Consideration of a Motion to Adjourn



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**CITY OF STATESBORO  
Council Minutes  
August 04, 2015**

A regular meeting of the Statesboro City Council was held on August 4<sup>th</sup>, 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, Assistant City Engineer Jason Boyles and Director of Planning and Development Mandi Cody.

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

The Invocation was led by DSDA Director Allen Muldrew.  
The Pledge of Allegiance was led by Councilman Chance.

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

**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**
- d) **07-21-2015 Council Minutes**

**B) Consideration of a motion to approve Resolution 2015-29: A Resolution approving the uncollected personal property tax bill list for 2014.**

**C) Consideration of a motion to declare certain items listed as surplus and to dispose of by selling for scrap and depositing any proceeds into the fire fund.**

Councilman Chance made a motion, seconded by Councilman Riggs 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.

**Application # AN 15-07-01: Southbridge Community Church requests annexation by 100 percent method and rezoning from R40 (Single Family Residential – Bulloch County) to R40 (Single-Family Residential – City of Statesboro) of 10 acres of property located at Railroad Bed Road Burkhalter Road and Pretoria-Rushing Road (Tax Parcel #107 000014 009).**

**Consideration of a Motion to accept Resolution 2015-30 for the application of AN 15-07-01**

Councilman Riggs made a motion seconded by Councilman Chance to accept **Resolution 2015-30** for the application of **AN 15-07-01**. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Public Hearing and Consideration of a Motion to approve first reading of Ordinance 2015-09: An annexation Ordinance for Southbridge Community Church for annexation pursuant to the 100 percent method for ten acres of property located at Burkhalter Road and Pretoria-Rushing Road, and Railroad Bed Road known as Tax Parcel 107 000014 009.**

Councilman Chance made a motion seconded by Councilman Riggs to open the public hearing and hear the first reading of Ordinance 2015-09: An annexation Ordinance for Southbridge Community Church for annexation pursuant to the 100 percent method for ten acres of property located at Burkhalter Road and Pretoria-Rushing Road, and Railroad Bed Road known as Tax Parcel 107 000014 009. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

Stewart from Southbridge Community Church stated the land is a great opportunity for the church because of the growth and development in this area. Joseph with Southbridge Community Church stated they do have architectural plans for the church as they presented at the right start meeting but did not bring them to the Council meeting. They are not looking for City sewer services but they do need City water for fire protection.

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

**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.**

Councilman Boyum made a motion seconded by Councilman Riggs to approve Ordinance 2015-08: an Ordinance amending Chapter 66 (solid waste) of the Statesboro Code of Ordinances. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a motion to approve Resolution 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.**

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

## **Update on the current status of the Storm water Management and Utility Program.**

Director of Storm Water Marcos Trejo updated Mayor and Council on the Storm Water Management and Utility Program. They have been working on setting up Storm Water Accounts and the billing for this program will start this month. They are looking at a couple of CIP Projects; one is on Beasley Road at Mill Creek Elementary and one on South College Street next to the railroad tracks. He said they are working to get the community informed about this program. They have been doing presentations with some neighborhood associations, fliers have been sent out to explain the program and why it is important. Mr. Trejo stated they hired a Storm Water Technician Kiara Martin and is in the process of hiring a maintenance crew. Currently, they are complaint driven and are investigating these complaints to see the problem areas.

## **Consideration of a Motion to approve Resolution 2015-33: A resolution of a temporary, ninety day moratorium on Firework Sales.**

Councilman Boyum made a motion seconded by Councilman Riggs to approve Resolution 2015-33: An resolution of a temporary, ninety day moratorium on Firework Sales. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

## **Consideration of a motion to award the purchase of two (2) Ford F-350 4x4 with a utility body to Roberts Truck Center in the amount of \$36,592.84 for each vehicle for a total of \$73,185.68 (2 units). These vehicles are funded under CIP number STM-7 and have a budget total of \$80,000.00 to be paid out of our GMA Lease Pool to be paid back out of funds from the Storm Water Utility program. These trucks will be utilized in the Storm Water Utility Department.**

Councilman Riggs made a motion seconded by Councilman Lewis to award the purchase of two (2) Ford F-350 4x4 with a utility body to Roberts Truck Center in the amount of \$36,592.84 for each vehicle for a total of \$73,185.68 (2 units). Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

## **Consideration of a Motion to award the purchase of a Ford F-350 with a utility body to Roberts Truck Center in the amount of \$34,421.84 and to authorize surplus and disposition of a 1994 Ford truck. This vehicle is funded under CIP number STS-74 and has a budget total of \$40,000.00. This truck will be utilized in the Streets Division of Public Works and will be funded by the GMA Lease Pool.**

Councilman Boyum made a motion, seconded by Councilman Riggs to award the purchase of a Ford F-350 with a utility body to Roberts Truck Center in the amount of \$34,421.84 and to authorize surplus and disposition of a 1994 Ford truck. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a motion to award the purchase of a Ford F-250 with utility body to Roberts Truck Center in the amount of \$29,316.38 and to authorize surplus and disposition of a 2001 Dodge Ram truck. This vehicle is funded under the CIP number PRK-11 and has a budgeted total of \$38,000. This truck will be utilized in the Parks Division of Public Works and will be funded by the GMA Lease Pool.**

Councilman Chance made a motion, seconded by Councilman Lewis to award the purchase of a Ford F-250 with utility body to Roberts Truck Center in the amount of \$29,316.38 and to authorize surplus and disposition of a 2001 Dodge Ram truck. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to award the purchase of three (3) Ford F-405 with utility body trucks to Roberts Truck Center in the amount of \$40,262.84 each for a total of \$120,788.52 (total for all 3). These vehicles are funded under CIP number WWD-102, WWD-114 and WWD-99 and have a total budget of \$135,000. These trucks will be funded by Water Sewer revenues.**

Councilman Chance made a motion, seconded by Councilman Lewis to award the purchase of three (3) Ford F-405 with utility body trucks to Roberts Truck Center in the amount of \$40,262.84 each for a total of \$120,788.52 (total for all 3). Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to approve the purchase of a 60 Cradlepoint modems in the amount of \$64,215.80 from RCN Communications. This project is PD 1 for Fiscal Year 2016 and is funded by SPLOST2013.**

Councilman Riggs made a motion, seconded by Councilman Lewis to approve the purchase of 60 Cradlepoint modems in the amount of \$64,215.80 from RCN Communications. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to approve award of Contract to Southeastern Civil, Inc. for the construction of the "Savannah Avenue Improvements" project in the amount of \$1,847,792.35. The project is being funded using 2007 and 2013 SPLOST funds.**

Councilman Boyum made a motion, seconded by Councilman Chance to approve award of Contract to Southeastern Civil, Inc. for the construction of the "Savannah Avenue Improvements" project in the amount of \$1,847,792.35. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to award a contract to perform a job classification and compensation study to Evergreen Solutions, LLC in the amount of \$35,000.00. This will be multi-departmentally funded.**

Councilman Riggs made a motion, seconded by Councilman Britt to award a contract to perform a job classification and compensation study to Evergreen Solutions, LLC in the amount of \$35,000.00. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to award the purchase of a CNG powered 31-yard automated refuse truck to New Way per the NJPA coop contract in the amount of \$294,999.96. This item is funded in CIP number SWC-8 in the amount of \$295,000. If approved, the refuse truck will be purchased using 2013 SPLOST funds. If this purchase is approved, it is requested to surplus a 2003 Autocar/Wayne Curbtender refuse truck.**

Councilman Riggs made a motion, seconded by Councilman Lewis to award the purchase of a CNG powered 31-yard automated refuse truck to New Way per the NJPA coop contract in the amount of \$294,999.96 and to surplus a 2003 Autocar/Wayne Curbtender refuse truck. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to approve Resolution 2015-32: A Resolution to adopt the first amendment to the Fiscal Year 2016 budget for each fund of the City of Statesboro, Georgia, appropriating the amounts shown in each budget as expenditures/expenses, adopting the several items of revenue anticipations, and prohibiting expenditures or expenses from exceeding the actual funding appropriated.**

Councilman Britt made a motion, seconded by Councilman Riggs to approve Resolution 2015-32: A Resolution to adopt the first amendment to the Fiscal Year 2016 budget for each fund of the City of Statesboro, Georgia, appropriating the amounts shown in each budget as expenditures/expenses, adopting the several items of revenue anticipations, and prohibiting expenditures or expenses from exceeding the actual funding appropriated. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a motion to approve dates for 3 Public Hearings on the proposed 2015 Calendar Year Ad Valorem (Property) Tax Millage Rate for the City of Statesboro.**

**1<sup>st</sup> Public Hearing- August 25, 2015 at 4:30 pm**

**2<sup>nd</sup> Public Hearing- August 25, 2015 at 6:00 pm**

**3<sup>rd</sup> Public Hearing- September 1<sup>st</sup>, 2015 at 9:00 am**

Councilman Riggs made a motion, seconded by Councilman Britt to approve dates for 3 Public Hearings on the proposed 2015 Calendar Year Ad Valorem (Property) Tax Millage Rate for the City of Statesboro. 1<sup>st</sup> Public Hearing- August 25, 2015 at 4:30 pm, 2<sup>nd</sup> Public Hearing- August 25, 2015 at 6:00 pm, and 3<sup>rd</sup> Public Hearing- September 1<sup>st</sup>, 2015 at 9:00 am. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to approve Resolution 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.**

Councilman Chance made a motion, seconded by Councilman Britt 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 with the amended job description. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

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

Councilman Boyum made a motion, seconded by Councilman Riggs to appoint Robert L. Cheshire to the position of Deputy City Manager. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Other Business from City Council:** None

**City Managers Comments:**

Interim City Manager Robert Cheshire stated the street resurfacing is going well and most of it has been completed especially around the GSU area with school starting shortly. Mr. Cheshire commended Brad Deal for staying on top of these projects and making sure they were done in a timely manner. Mr. Cheshire stated he is asking that Department Heads to update Mayor and Council on a regular basis. Mr. Cheshire asked Director of Finance Cindy West for an update on the 2013 SPLOST revenues. Ms. West stated we have been coming in short for the 2013 SPLOST on an average of \$36,800.00 less than what was projected. Director of Public Safety Wendell Turner updated Mayor and Council on the crime statistics from 2009 thru 2014 which shows a downward trend of crime since 2009. Mr. Turner also stated they are finishing up on the building project for the Fire Department and the amounts have come in below what was budgeted for this project. The amount budgeted was \$1.3 million and we have come in at \$1.2 million. Mr. Turner gave an update on Sungard stating the ‘go live’ date will be August 25 and 26<sup>th</sup>. Director of Human resources came forward to update Mayor and Council regarding the new Human Resources employee, who will be working with employee safety and workers compensation.

**Public Comments:** None

At 11:00 am, Councilman Chance made a motion, seconded by Councilman Riggs to enter into Executive Session to discuss “Personnel Matters” and “Potential Litigation” 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.

Mayor Moore called the meeting back to order with no action taken.

At 11:15 am, Councilman Riggs made a motion seconded by Councilman Lewis to exit Executive Session. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to Adjourn**

At 11:16am, Councilman Riggs made a motion, seconded by Councilman Chance to adjourn. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

The meeting was adjourned at 11:16 am.





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**CITY OF STATESBORO  
CITY COUNCIL WORK SESSION MINUTES  
August 04, 2015**

A work session of the Statesboro City Council was held on August 04, 2015 at 11:23 a.m. in the Council Chambers at City Hall. Present were Mayor Jan Moore; Council Members: Will Britt, Phil Boyum, John Riggs, Gary Lewis and Travis Chance. Also present was Deputy City Manager Robert Cheshire, City Clerk Sue Starling and City Attorney Alvin Leaphart. Others present were members of staff, citizens and news media.

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

1. Discussion of how to regulate and define “Temporary Vendors”

Director of Planning and Development Mandi Cody gave a power point presentation and a proposed draft ordinance for temporary vendors. She stated we need a more definite set of guidelines and what the definition of a temporary vendor should be in reference to garage sales, yard sales, produce sales, open tent sales etc.

Stephanie Ellis, owner of Ellis Open Air Market stated she was not in favor of the proposed definitions.

Dan Lee, a seasonal produce salesman, stated he just wanted to sell his produce and follow the rules.

David Gerrald, who also has a produce business, stated out of town people should not be allowed to come into town to sell their goods.

Theo Lanier (The Green Man) stated he just wanted to sell his produce because that’s all he knows and is able to do.

Council had much discussion but no recise direction given as to how to define a temporary vendor.

There was no action taken at the meeting.

The meeting was adjourned at 12:30 pm.

# Memo



**TO:** Robert Cheshire, City Manager  
**FROM:** Darren Prather, Purchasing Director  
**DATE:** 8-11-2015  
**Re:** Recommendation—

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The City of Statesboro solicited sealed bids for two (2) steel shelter additions at the Public Works facility. This is CIP number SWC-17 and is funded in the amount of \$130,000 to be paid out of Solid Waste revenue funds. The first addition measures 45' x 100' x 17'3" high and is an open air addition. The second addition measures 40' x 30' x 16'4" high and is an enclosed shelter addition with an interior build-out. The open-air addition will be utilized for vehicle and equipment storage to include the CNG power trucks. The additional height was added to accommodate the roof-mounted CNG units. The enclosed addition will be for additional crew room space and office space as well. This was advertised as required and bid packages were sent to numerous firms. The City conducted a mandatory pre-bid meeting with five (5) firms attending this meeting. The submittals are as follows:

- |   |              |
|---|--------------|
| 1. Hawk Construction (Formerly Smith Steel) | \$143,415.00 |
| 2. Tippins-Polk Construction                | \$186,300.00 |

It is believed that the low number of submittals was due to contractors having several on-going projects and the fact that this is a metal building specialty project. Having met all of the required specifications, we recommend the contract be awarded to Hawk Construction in the amount of \$143,415.00. Although the amount is over the \$130,000 amount budgeted, we feel that it is an accurate and fair bid amount. If approved, we will transfer funds from other projects to cover this amount. We required the building to be stamped and engineered from the contractor, thus saving the expense for an architectural/engineering fee. This led to a slightly low estimate for this project due to not knowing the details required in this project and thus the appearance of a budget overrun. In all, we feel the amount of \$143,415.00 to be a fair market price for this project and recommend approval.

**RESOLUTION 2015-34: A RESOLUTION APPROVING CT RECYCLING TO PERFORM CURBSIDE COLLECTION OF RECYCLABLE MATERIALS IN THE CITY OF STATESBORO AS A PILOT PROJECT**

**BE IT RESOLVED**, by the Mayor and Council of Statesboro, Georgia:

**WHEREAS**, Bulloch County currently provides curbside collection of certain recyclable materials within the City of Statesboro and has recently announced that such operations will cease on or about September 1, 2015; and,

**WHEREAS**, Jeffery Leggett, owner of CT Recycling, has requested approval to provide curbside collection of recyclable materials in the City of Statesboro; and,

**WHEREAS**, the Mayor and City Council have determined that it is in the best interest of the citizens of Statesboro to continue curbside collection of recyclable materials; and,

**WHEREAS**, the Mayor and City Council hereby provide authorization to CT Recycling to provide curbside collection of recyclable materials as a pilot project; and,

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

Section 1. The Mayor is hereby authorized to execute a Memorandum of Understanding between the City and CT Recycling to conduct a pilot project for the collection of recyclable materials within the corporate limits of Statesboro;

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

Adopted this 18th day of August, 2015.

STATESBORO, GEORGIA

\_\_\_\_\_  
By: Jan J. Moore, Mayor

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

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (hereinafter called the MOU) sets forth the terms and understanding between the City of Statesboro (hereinafter called City) and CT Recycling, Jeffery Leggett, owner, (hereinafter called the Collector) to collect recyclable materials within the incorporated limits of Statesboro.

### **Background**

Bulloch County (hereinafter called the County) currently provides curbside recycling collection for the City and processes these recyclable materials at their materials recovery facility (MRF). The County has recently decided to cease such operations on or about September 1, 2015. The Collector has requested the City to collect recyclable materials in the City. Further, the Collector has requested the County to deposit said recyclable materials at the County's MRF. The City by this memorandum is willing to allow collection of recyclable materials within the City by the Collector under a one year pilot project as described below and in accordance with the terms and conditions herein.

### **Terms and Conditions**

This MOU will affirm the collection of recyclable materials by the Collector within the corporate limits of the City, subject to the following terms and conditions:

1. The City agrees to allow the Collector to utilize public rights of way of the City for the collection of recyclable materials for a period of one year as a pilot project. This agreement will be reassessed at the end of the one year term.
2. The Collector shall secure an occupational tax certificate from the City for collection operations conducted within the City.
3. The Collector shall secure written consent from the County should curbside service be expanded outside the City into the unincorporated areas of the County.
4. The Collector shall follow all Federal and State laws, ordinances of the City, and ordinances of the County pertaining to such operations.
5. Delivery of recyclable materials from the Collector to the County's MRF shall be approved by written consent from the County and shall be subject to all terms and conditions provided by the County.
6. The Collector shall notify the City in writing if recyclable materials are to be delivered to a facility other than the County's MRF.
7. It shall be the responsibility of the Collector to immediately notify the City if collection services are to be suspended or cease within the City.
8. The Collector will not be able to store any recyclable materials in public rights of way or on property of the City.
9. Resolution for disputes over service shall be referred to the Mayor for final disposition. The Mayor's decision shall be binding and final.
10. The Collector shall show proof of adequate liability, property-casualty, and workman's compensation insurance to the satisfaction of the City before initiating collection operations.
11. It shall be the responsibility of the Collector to pay the City, as the operator of the Statesboro-Bulloch transfer station and landfill, for any and all tippage fees incurred.
12. There shall be no charge by the City for use of the scales at the Statesboro-Bulloch transfer station and landfill for weight measurements of recyclable materials as a part of this pilot project.

**Funding**

This MOU makes no commitment of funding from the City to the Collector. Any funding for depositing recyclable materials at the County’s MRF shall be by written agreement between the County and Collector.

**Duration**

This MOU shall remain in effect for a period of one year from the date below and may be modified or extended by mutual consent of authorized officials under this MOU. This MOU shall become effective upon signature by the authorized officials and may be terminated by either party.

**Contact Information for the Parties**

City of Statesboro  
P.O. Box 348  
Statesboro, Georgia 30459  
Phone: 912.764.5468

CT Recycling  
834 Northside Drive  
Statesboro, Georgia 30458  
Phone: 912.690.3007

For the City:

For the Collector:

\_\_\_\_\_  
Jan J. Moore, Mayor

\_\_\_\_\_  
Jeffery Leggett, Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**RESOLUTION 2015-35: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 the City Engineer & Senior Assistant City Engineer position classification be slightly amended as to the job titles and descriptions;**

**NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia in regular session assembled this 18<sup>th</sup> day of August, 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 Engineer position classification is hereby amended by revising the existing job description, changing the job title to Director of Public Works & Engineering, pay grade will remain at 26 and inserting the attached revised job description.**
- That the Senior Assistant City Engineer position classification is hereby amended by deleting the existing job description, changing the job title to City Engineer, pay grade will remain at a 23, 24 if Professional Engineering certification is obtained and inserting the attached revised job description.**

**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 18<sup>th</sup> day of August, 2015**

**CITY OF STATESBORO, GEORGIA**

By: \_\_\_\_\_  
Jan J. Moore, Mayor

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

# Memorandum

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To: Mayor & Council  
From: Robert Cheshire, Deputy City Manager  
CC: Jeffery Grant, Director of Human Resources  
Date: 8/13/2015  
Re: Reclassification - Job Title & Job Description Revisions

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The reclassification is a procedure for keeping position classifications up-to-date. When the City Manager finds that a substantial change has occurred in the scope of duties and responsibilities of an existing position, he shall recommend to the Mayor and City Council that the existing position description be revised. In this case, the descriptions are just very old and outdated, thus they need to be updated.

Under our personnel policy, I am requesting that the City Engineer & Senior City Engineer position classification be slightly amended as to the job descriptions. The pay grades for these positions will remain the same, the City Engineer position may be placed at a grade 24 if a Professional Engineering certification is possessed or obtained by incumbent. This will keep the classification incentive for this position consistent with the incentive currently provided for the Assistant City Engineer position.

Attached you will find a copy of the proposed organizational chart, job titles and descriptions for the Engineering Department.

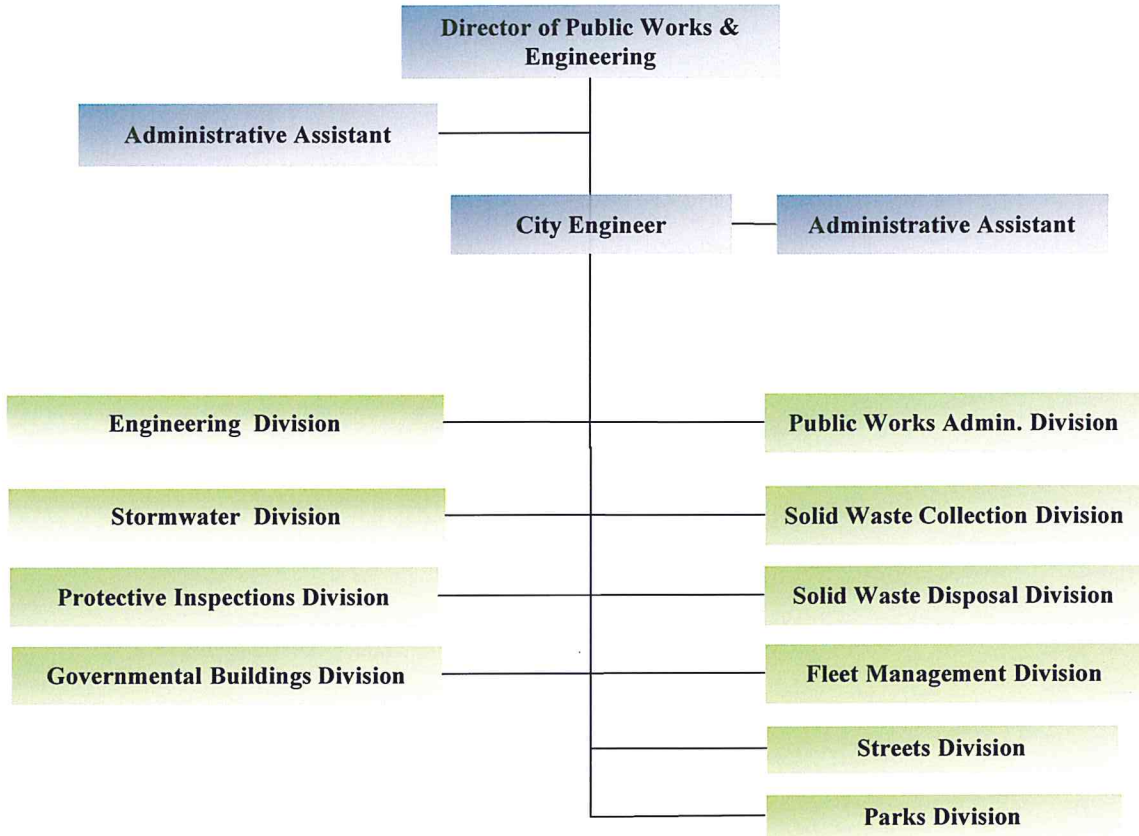
If you have any further questions feel free to contact me.



**FUND - 100**

**DEPT - 4100 - PUBLIC WORKS & ENGINEERING DEPARTMENT**

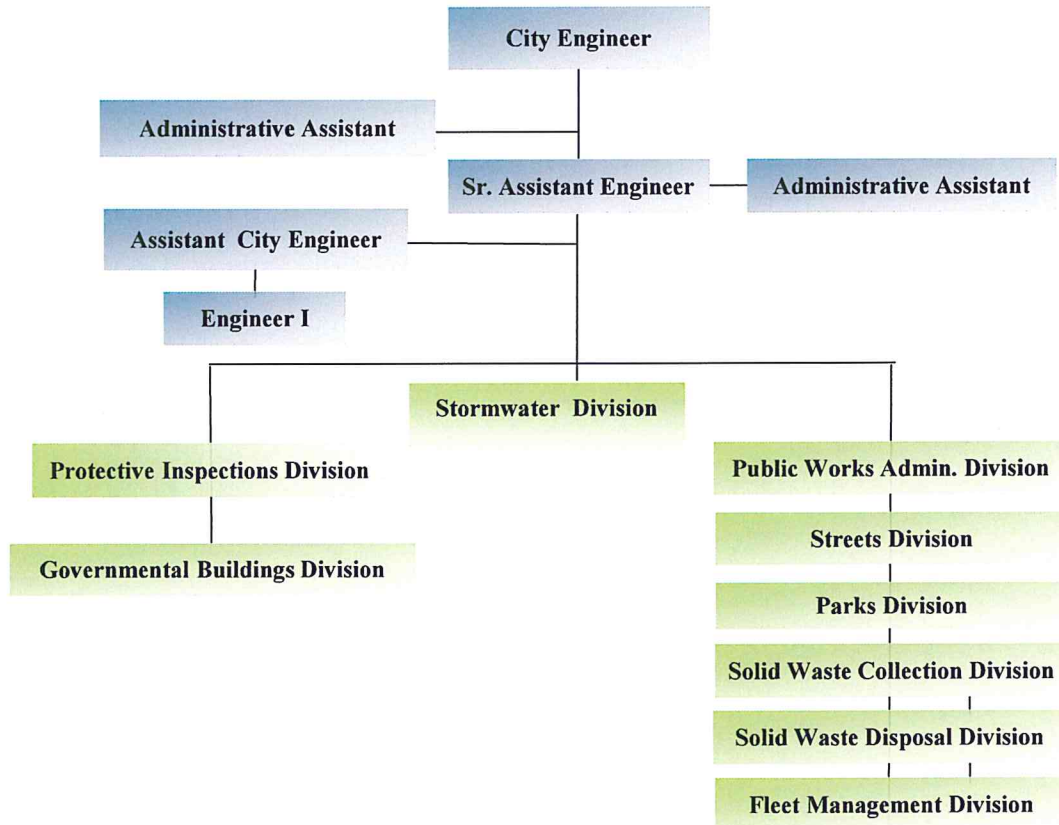
This Department is headed by the Director of Public Works and Engineering. The Department is made up of the following divisions: Public Works Administration, Engineering, Stormwater, Protective Inspections, Government Buildings, Parks, Streets, Solid Waste Collection, Solid Waste Disposal, Fleet Maintenance, and beginning in FY 2016 a Stormwater Division. The Public Works Administration Division, Engineering Division, Protective Inspections Division, Government Buildings Division, Parks Division, and Streets Division are primarily funded through the City's General fund. The Solid Waste Collection Division, Solid Waste Disposal Division, Fleet Maintenance Division and the newly created Stormwater Division operate as Enterprise Funds. Capital projects and equipment purchased by this Department are funded by the Capital Improvements Program Fund, Enterprise Funds, and SPLOST Funds.



**FUND - 100**

**DEPT - 1575 - ENGINEERING DEPARTMENT**

This Department is headed by the City Engineer. The Engineering Department is made up of the following divisions: Engineering, Protective Inspections, Government Buildings, Public Works Administration, Parks, Streets, Solid Waste Collections, Solid Waste Disposal, Fleet Maintenance, and beginning in FY 2016 a Stormwater Division. The Engineering, Protective Inspections, Government Buildings, Public Works Administration, Parks and Streets Divisions are primarily funded through the City's General fund, whereas, the Solid Waste Collections, Solid Waste Disposal, Fleet Maintenance and the newly created Stormwater Division operate as Enterprise Funds. A number of capital projects and some equipment purchased by this Department are also funded by the Capital Improvements Program Fund and SPLOST Funds.



**STATEMENT OF SERVICE**

The Engineering Department is responsible for street and drainage design, construction inspections on City projects for roads and drainage, maintaining the Eastside Cemetery maps, administering the City's streets repaving and striping program (including LMIG), traffic engineering studies and related improvements, subdivision plan and new development reviews for necessary infrastructure, maintaining the landfill's post-closure compliance with EPA and EPD rules and regulations, and development of road and drainage improvements priorities. The Engineering Department also administers and enforces the Flood Plain Damage Prevention Ordinance, Tree Ordinance, Soil Erosion, Sedimentation & Pollution Control Ordinance and the Driveway Standards and Policies. With the adoption of a new stormwater utility for FY2016 the level of service regarding maintenance of the City's stormwater infrastructure as well as the number of drainage improvement projects will significantly increase. This will ultimately result in a reduction of flooding of City streets and private properties.

JOB TITLE: City Engineer

PWE/2

DEPARTMENT: Public Works and Engineering, City of Statesboro

JOB SUMMARY: This position is responsible for planning, coordinating and directing the work of the Engineering Division, Stormwater Division, Streets Division, Protective Inspections Division, Parks Division, and Government Buildings Division and for providing technical engineering services to other city departments.

MAJOR DUTIES:

- o Trains, supervises, motivates and evaluates the work of personnel in assigned divisions; resolves employee grievances; and conducts staff meetings.
- o Directs the operations, employees, programs, projects, work and activities of assigned divisions.
- o Assists in the direction of operations, employees, programs, projects and activities of the department; performs the duties of the Director of Public Works and Engineering in his/her absence.
- o Prepares the annual budget for the Engineering Division, Stormwater Division, Streets Division, Protective Inspection Division, Parks Division, and Government Buildings Division; monitors related expenditures.
- o Prepares the Capital Improvement Program for the Engineering Division, Stormwater Division, Streets Division, Protective Inspection Division, Parks Division, and Government Buildings Division; monitors related expenditures.
- o Plans, directs, manages, and supervises construction and improvement projects, including the design and development of municipal infrastructure and facilities projects; performs long-range planning.
- o Reviews subdivision and site construction plans for proposed construction and improvement projects to ensure compliance with applicable codes and ordinances; interprets codes and ordinances as requested.
- o Administers building codes, subdivision regulations, and city ordinances, including but not limited to: Stormwater Utility; Drainage Control; Flood Damage Prevention; Soil Erosion, Sedimentation, and Pollution Control; and Urban Forest Beautification and Conservation; oversees the issuance of related permits.
- o Serves as the city traffic engineer by evaluating traffic flow patterns, traffic control devices and timing, street signage, pavement markings; plans and performs improvements as necessary; oversees the maintenance and repair of all city traffic signals and related equipment and related contracts.

- o Provides technical guidance and makes recommendations regarding construction and improvement projects to other city departments.
- o Administers the design of road and drainage projects; performs construction cost estimates and recommends bidder for award to city council.
- o Administers project contracts, including preparation of contract documents, obtaining right of way and easements prior to start of construction, conducting a pre-construction meeting with contractors, inspectors, and utility personnel to discuss the project, and coordination and oversight of inspection staff.
- o Prepares grant applications; administers state and federal grants.
- o Prepares and maintains records and maps of the city limits, rights-of-way and stormwater infrastructure.
- o Prepares and maintains cemetery records and maps; sells cemetery lots.
- o Prepares and maintains required environmental reports.
- o Responds to inquiries and complaints from citizens, interest groups, design professionals, elected officials, city management and other city departments.
- o Serves as technical advisor and governmental liaison to the Airport Committee.
- o Serves as first responder to State Department of Transportation traffic signal malfunctions.
- o Serves as a member of the city's Emergency Response Team.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of city and department policies and procedures.
- o Knowledge of the principles and theories of civil engineering, including transportation and hydrology.
- o Knowledge of roadway and subdivision design and construction.
- o Knowledge of applicable laws, regulations, codes, and ordinances.

- o Knowledge of the principles and theories of land surveying.
- o Knowledge of grant application and administration procedures.
- o Knowledge of methods and techniques used in estimating the cost of public works construction projects.
- o Skill in procuring and administering contracts for public works projects.
- o Skill in performing mathematical computations and applying standard engineering techniques in the design and construction of public works projects.
- o Skill in operating computer equipment and engineering software.
- o Skill in the use of drafting and surveying instruments.
- o Skill in supervision and management.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Public Works and Engineering Director assigns work in terms of department goals and objectives. The employee works independently in organizing work so that goals are reached and deadlines are met. The work is reviewed through conferences, reports, and observation of department activities.

**GUIDELINES:** Guidelines include relevant state and federal laws, city codes and ordinances, city policies and procedures, and accepted survey and engineering practices. These guidelines require judgment, selection, and interpretation in application. This position assists in developing guidelines for assigned divisions.

**COMPLEXITY:** The work consists of varied engineering and administrative duties. The number and variety of projects undertaken contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to administer the operations of the assigned divisions and oversee the inspection, design and construction of a variety of public works projects. Successful performance helps ensure safe and timely completion of construction and improvement projects.

**PERSONAL CONTACTS:** Contacts are typically with department heads, co-workers, outside engineers, surveyors, contractors, elected officials, utility personnel, and the general public.

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

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects and distinguishes between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office and at field sites where the employee may be exposed to inclement weather.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Assistant City Engineer (1), Engineer I (1), Civil Construction Inspector (1), Engineering Technician (1), Stormwater Manager (1), Building Official (1), Streets & Parks Superintendent (1), and Administrative Assistant (1).

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in civil engineering or a related field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- o Certification as an Engineer in Training.

**PREFERRED QUALIFICATIONS:**

- o Certification as a Professional Engineer in the State of Georgia.
- o Certification as a Professional Traffic Operations Engineer.

JOB TITLE: Director of Public Works and Engineering

PWE/1

DEPARTMENT: Public Works and Engineering, City of Statesboro

JOB SUMMARY: This position is responsible for planning, directing, and managing the activities, projects and operations of the department, including the following divisions: Public Works Administration Division, Engineering Division, Stormwater Division, Protective Inspections Division, Government Buildings Division, Streets Division, Parks Division, Solid Waste Collection Division, Solid Waste Disposal Division, and Fleet Maintenance Division; to coordinate assigned activities with other departments, outside agencies and the public; and to provide highly responsible and complex administrative support to the City Manager and Deputy City Manager.

MAJOR DUTIES:

- o Plan, direct, and coordinate the development and implementation of departmental goals, objectives, policies, procedures, and priorities, and provide staff with leadership for all public works and engineering related activities.
- o Plans and directs the operations, employees, programs, projects, work and activities of the department; supervises the work of all department division heads.
- o Trains, supervises, motivates and evaluates the work of all department personnel; resolves employee grievances; and conducts staff meetings.
- o Develops short and long-range plans and goals and establishes project priorities for all department divisions.
- o Prepares the annual budgets for the department; monitors related expenditures.
- o Prepares the Capital Improvement Program for the department; monitors related expenditures.
- o Prepares and presents operating and progress reports as requested.
- o Implements policies and procedures as directed by the City Manager and Deputy City Manager.
- o Attends city council meetings and other meetings to represent the department.
- o Requisitions all materials, equipment, and hardware used in the department; approves related specifications.
- o Monitors specifications for the purchase of all vehicles and equipment in the City fleet.
- o Oversees the management of construction and improvement projects.

- o Oversees department contracts for services and projects.
- o Oversees the administration of required departmental reports.
- o Administers the public works emergency operations plan for the City; coordinates as required with the County EMA Director.
- o Serves as a member of the city's Emergency Response Team.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of public works administration.
- o Knowledge of city and department policies and procedures.
- o Knowledge of the principles, theories and techniques related to department operations.
- o Knowledge of the principles and techniques used in civil engineering.
- o Knowledge of applicable laws, regulations, codes, and ordinances.
- o Knowledge of EPD and EPA rules and regulations governing solid waste collection, transfer stations and landfills.
- o Knowledge of the operation and preventive maintenance of public works equipment.
- o Knowledge of methods and techniques used in estimating the cost of public works construction projects.
- o Knowledge of drafting and surveying practices.
- o Skill in budgeting and public financial management.
- o Skill in supervision and management.
- o Skill in developing and interpreting plans and specifications.
- o Skill in procuring and administering contracts for public works projects.



- o Skill in performing mathematical computations and applying standard engineering techniques in the design and construction of public works projects.
- o Skill in operating computer equipment and programs.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The city manager and/or deputy city manager assigns work in terms of department goals and objectives. The employee works independently in organizing work so that goals are reached and deadlines are met. The work is reviewed through conferences, reports, and observation of department operations and activities.

**GUIDELINES:** Guidelines include relevant state and federal laws, city codes and ordinances, city policies and procedures, and public works practices. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

**COMPLEXITY:** The work consists of varied planning, managerial, administrative and supervisory duties. The variety of tasks undertaken contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to manage the overall operation of the department. Successful performance helps ensure the effective and efficient operation of the department and affects the quality of life for city residents.

**PERSONAL CONTACTS:** Contacts are typically with the city manager, department heads, co-workers, subordinate personnel, vendors and suppliers, consultants, contractors, elected officials, state and local government officials, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information, motivate personnel, negotiate matters, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects and distinguishes between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office and outdoors where the employee is exposed to machinery with moving parts and exposed to inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over City Engineer (1), Streets and Parks Superintendent (1), Sanitation Superintendent (1), Landfill Superintendent (1), Fleet Superintendent (1), and Administrative Assistant (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in engineering, public administration, or related field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require five to eight years of related experience including three to five years of supervisory experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

PREFERRED QUALIFICATIONS:

- o Master's degree in engineering, public administration or related field.
- o Certification as a Professional Engineer in the State of Georgia.
- o NIMS IS-100, IS-200 and IS-700 certification.