



**September 15, 2015 5:30 pm**

1. Call to Order by Mayor Jan J. Moore
2. Invocation and Pledge of Allegiance by Councilman John Riggs
3. Public Comments (Agenda Item):
4. Consideration of a Motion to approve the Consent Agenda
  - A) Approval of Minutes
    - a) 09-01-2015 Council Minutes
  - B) Consideration of a motion for the surplus and disposal of items in the Public Works & Engineering Department.
  - C) Consideration of a Motion to award the purchase of 40 DDM4 Rifles to Daniel Defense in the amount of \$43,160.00 to replace the existing SPD shotguns. These rifles are funded under 2007 SPLOST PD-20 and have a budget total of \$42,000. The remaining \$1,160.00 will be paid from the SPD Seized Fund Account.
  - D) Consideration of a Motion to approve Change Order No. 2 - A "Time Extension" of 150 days to the contract with Tyson Utilities Construction for the I-16/US HWY 301 Infrastructure - Phase 2 project.
  - E) Consideration of a Motion to award a "Sole Source Purchase" for (3) Stainless Steel Rotary Fine Screen Drums and Sprockets to Parkson in the amount of \$118,530.00. This amount is below budget. This equipment is approved in the Capital Improvement Program under WWD-145 and is to be funded from ATC funds.
5. Second Reading, Public Hearing and Consideration of a Motion to approve **Ordinance 2015-07**: An Ordinance to amend the Statesboro Zoning Ordinance to include Article XXX-Design Standards for the Downtown Statesboro District.
6. Consideration of a Motion to approve **Resolution 2015-37**: A Resolution to appoint Jamey Cartee to the Statesboro Planning Commission for a four year term.
7. Consideration of a Motion to approve **Resolution 2015-38**: A Resolution to appoint James W Byrd Sr to the Statesboro Planning Commission for a four year term.
8. Consideration of a Motion to approve **Resolution 2015-39**: A Resolution to appoint Patrick Sullivan to the Statesboro Planning Commission for a four year term.
9. Consideration of a Motion to approve **Resolution 2015-40**: A Resolution to appoint Benjamin McKay to the Statesboro Planning Commission for a four year term.

10. Consideration of a Motion to approve **Resolution 2015-31**: A Resolution to approve adjustments to the pay and compensation plan to amend the job title and job descriptions of the Sr. Code Compliance Officer and the Code Compliance Officer.
11. Consideration of Motion, pursuant to the COS Grant Policy, to approve the filing of Form SF 424 pre-application and Letter of Intent by the City of Statesboro and the Averitt Center for the Arts by September 21, 2015 for the reservation of opportunity to apply for the National Endowment for the Arts Our Town Grant for up to \$100,000 in funding to be sought for utilization in the Fab Lab alley canopy and art walk construction.
12. Other Business from City Council
13. City Managers Comments
14. Public Comments (General)
15. Consideration of a Motion to Adjourn



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**CITY OF STATESBORO  
Council Minutes  
September 01, 2015**

A regular meeting of the Statesboro City Council was held on September 01, 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 Deputy City Manager Robert Cheshire, City Attorney Alvin Leaphart, City Clerk Sue Starling, Director of Engineering and Public Works 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 Director of Downtown Statesboro Development Authority Allen Muldrew and Pledge of Allegiance was led by Councilman Phil Boyum.

**Recognitions/Public Presentations**

**A) The Averitt Center for the Arts will be recognizing Betty Foy Sanders as our” 2015 Legend in the Arts”.**

Director of the Averitt Center for the Arts, Tim Chapman stated this event will take place on September 10, 2015. Mayor Moore read the proclamation that will be presented to Betty Foy Sanders.

**B) Georgia Department of Economic Development Tourism product development grant.**

Director of the Averitt Center for the Arts, Tim Chapman stated the grant will be used for the continuation of the Fine Arts and also the Arts Incubator.

**C) Recognition of the City of Statesboro “Slim by ’16”- 6 Months Winner**

Senior Human Resources Coordinator Flavia Starling presented Rachel Bragg with a certificate and a check for being the “slim by 16” winner for the past six months.

**D) Recognition of August Employee of the Month**

Senior Human Resources Coordinator Flavia Starling recognized Jason Gawthrop as the employee of the month.

**Public Comments (Agenda Item):**

A) Bill Thomas

Bill Thomas was not present to speak.

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

#### **A) Approval of Minutes**

**a) 08-18-2015 Council Minutes**

**b) 08-18-2015 Executive Session Minutes**

**B) Consideration of a Motion to award the purchase of a 10-passenger van to Wade Ford per the State of Georgia Purchasing Contract (SWCSPD0000115) price of \$24,618.00. This van will be utilized by the Police Department and is budgeted in the amount of \$25,000 under CIP # PD-30. If approved, this will be purchased using 2007 SPLOST funds.**

**C) Consideration of a Motion to set the due date of December 20, 2015 for the City of Statesboro Property Tax Bills**

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

### **Consideration of a motion to approve the Deputy City Manager's Employment Contract**

Mayor Moore stated there were a few changes that needed to be made to the contract and these changes would be included in the motion. The first change on page 2 Section 6 under "Vehicle Allowance", will be addition language of: "if a city owned vehicle is not available for use". The second change will be on page 4, Section 10, item C to read "for a period of six months following termination." Councilman Chance made a motion seconded by Councilman Riggs to approve the Deputy City Manager's Employment Contract to include the changes 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 accept the proposal of a bench with a plaque to be placed in the Rockwell/Edgewood Park commemorating the 125<sup>th</sup> anniversary of the Daughters of the American Revolution.**

Martha Wells with the Daughters of the American Revolution asked for Mayor and Council to approve the placement of a bench with a plaque in Rockwell/Edgewood Park commemorating their 125<sup>th</sup> anniversary. Councilman Lewis made a motion seconded by Councilman Britt to accept the proposal of a bench with a plaque to be placed in the Rockwell/Edgewood Park commemorating the 125<sup>th</sup> anniversary of the Daughters of the American Revolution. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.



**Notification to City Council that the terms of service for Planning Commission members Nick Propps, Rick Barr, and Rev Charles Lee are expiring on October 4, 2015. Additionally, staff has received the resignation of Planning Commission Member Jeremy Ragan, effective immediately.**

Deputy City Manager Robert Cheshire stated there were three open positions for the Planning Commission. Nick Propps is willing to serve another term but Council will have to reappoint him to the Planning Commission. Other nominations to fill the remaining vacancies will be brought back to Council for a vote.

**Public Hearing and first reading of proposed Ordinance 2015-06: An ordinance amending Chapter 18 of the Statesboro Code of Ordinance regarding Temporary Vendors.**

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

Director of Planning and Development Mandi Cody stated there have been some changes made to the previous proposed ordinance. One of these changes is the definition of seasonal sales and “non-conforming” vendors. This clause would allow for the few current vendors to be grandfathered in and continue to operate without violation. The goal for this ordinance is to clearly define what a “temporary vendor” is and the guidelines for staff and businesses to follow.

Stephanie Ellis, owner of Ellis Open Air Market, spoke against the revised ordinance. Ms. Ellis presented Mayor and Council with a copy of her own suggestions as to how the ordinance should read. After much discussion, Mayor Moore asked Council to submit any changes regarding the Ordinance to Deputy City Manager Robert Cheshire. These changes will be made and brought back to Council in the next two to four weeks.

Councilman Lewis 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.

**Consideration of a motion to approve a Memorandum of Understanding between the City of Statesboro and Georgia Southern University for conduit and fiber optic cable.**

Councilman Chance made a motion, seconded by Councilman Lewis to approve a Memorandum of Understanding between the City of Statesboro and Georgia Southern University for conduit and fiber optic cable. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Public Hearing to solicit input regarding the proposed millage rate of 6.358 for the calendar year 2015 ad valorem (property) taxes for the City of Statesboro.**

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

Deputy City Manager Robert Cheshire stated the millage rate for this year will remain at 6.358. There were no comments for or against the millage rate.

During the discussion Councilman Lewis stepped out of the meeting briefly.

Councilman Britt made a motion seconded by Councilman Boyum to close the public hearing. Councilman Britt, Boyum, Riggs and Chance voted in favor of the motion. The motion carried with a 4-0 vote.

**Consideration of a Motion to approve Resolution 2015-36: A Resolution setting the millage rate for ad valorem (property) taxes for the 2015 calendar year for the city of Statesboro, Georgia at 6.358.**

Councilman Britt made a motion seconded by Councilman Boyum to approve Resolution 2015-36: A Resolution setting the millage rate for ad valorem (property) taxes for the 2015 calendar year for the City of Statesboro, Georgia at 6.358. Councilman Britt, Boyum, Riggs, and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

**Other Business**

Mayor Moore stated the last Alcohol work session was held in July and another one is needed to complete the revision of the ordinance. The next Council Work Session for alcohol will be held on September 21, 2015 at 4:00 p. m.

**City Managers Comments**

Deputy City Manager Robert Cheshire stated the expansion of the Fire Station is completed and the open house and ribbon cutting will be on September 12, 2015. The hours for the open house will be from 9:00 am till 1:00 pm with the ribbon cutting at 10:00 am. Mr. Cheshire also stated that Sungard, which is the new law enforcement software, is now fully implemented and working well. Mr. Cheshire also commended staff with their use of the SPLOST dollars and ways to do more with less.

**Public Comments (General)**

- A) Bill Thomas
- B) Annie Bellinger

Bill Thomas was not present for comments.

Annie Bellinger stated she was having problems with incidents that may have happened on her property on Clito Road which is located in Bulloch County. She also made reference to a certain Councilman harassing her but did not call any names.

**Consideration of a Motion to Adjourn**

At 10:50 am, Councilman Lewis 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 10:50 am.



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

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

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

**MEMORANDUM**

To: Sue Starling, City Clerk

From: Jason Boyles, Director of Public Works & Engineering

Cc: Robert Cheshire, PE, Deputy City Manager  
Cindy West, Finance Director  
Darren Prather, Purchasing Director

Date: September 1, 2015

Re: Surplus and Disposal Request

Attached is a list of items in the Public Works and Engineering Department that need to be declared surplus. These items have exceeded their useful life and have been replaced. I respectfully request that this list be placed on the next City Council agenda for consideration of approval for surplus and disposal by city council.

Should you need any additional information from me please do not hesitate to let me know.

Attachment

## Public Works Surplus List

September 2015

### Small Equipment

<u>Item</u>	<u>Year</u>	<u>Condition</u>	<u>Quantity</u>
Echo edgers	unknown	Poor	5
Echo string trimmers	unknown	Poor	5
Echo blower	unknown	Poor	1
Bomag/Honda walk behind roller	unknown	Poor	1
Honda water pump, 3"	unknown	Poor	1
Bolens/Briggs & Stratton edger	unknown	Poor	1
Poulan push mower	unknown	Poor	1
Husqvarna push mower	unknown	Poor	2
Winco generator	unknown	Poor	1
Felker concrete saw	unknown	Poor	1
Troy-bilt tiller	unknown	Poor	1
Echo tiller	unknown	Poor	1
Trash pump, 2"	unknown	Poor	1
5' sidearm mower	unknown	Unusable	1
London Aire/Kohler fogger	unknown	Unusable	1
Liftmaster gate opener	unknown	Poor	1

### Large Equipment

<u>Item</u>	<u>Year</u>	<u>Condition</u>	<u>ID</u>
Case International 895 tractor	1986	Fair	5930
Rhino TW-84 rotary mower	1995	Poor	3272
Cat 214 wheeled excavator	1994	Poor	0404

### Vehicles

<u>Item</u>	<u>Year</u>	<u>Condition</u>	<u>ID</u>
Ford F150	1994	Fair	2940
Ford L9000 Dump Truck	1994	Fair	2164
Ford F150	1995	Fair	4503
Ford L9000 Dump Truck	1997	Fair	2495

### Materials

<u>Item</u>	<u>Year</u>	<u>Condition</u>	<u>Quantity</u>
Pump suction hose, 2"	unknown	Poor	25'
36" round corrugated metal pipe	unknown	Fair	10'
36" oval corrugated metal pipe	unknown	Fair	30'
20" round metal pipe	unknown	Poor	18'

### Damaged & removed parts


<u>Item</u>	<u>Year</u>	<u>Condition</u>	<u>ID</u>
4.6 L Ford engine	2006	Poor	n/a



Director of Public Safety  
Wendell B. Turner

## Statesboro Police Department

Police Major  
Robert W. Bryan

To : Robert Cheshire, Deputy City Manager  
From : Director of Public Safety Wendell B. Turner  
Major Robert W. Bryan   
Date : 09/08/15  
Ref : SPD Patrol Rifle Purchase

The Statesboro Police Department currently has \$42,000.00 budgeted in 2007 SPLOST for upgrading Duty Weapons. The project was approved in the City of Statesboro FY16 Budget. For several years we have attempted to field patrol rifles to replace the shotguns carried by each officer. The patrol rifle has numerous advantages over the shotgun to include larger ammunition capacity, greater range and accuracy. We have purchased a few patrol rifles over the years but currently need 40 to completely outfit all officers with a patrol rifle. To ensure we select the most reputable and reliable manufacturer I have tasked two of our armorers with preparing a recommendation. After testing, reviewing and researching patrol rifles our armorer's recommend the Daniel Defense AR-15/M4 platform for deployment by Statesboro PD personnel.

After the acquisition of 9 Daniel Defense MK18 rifles for the Emergency Response Team I also recommend the selection of the Daniel Defense AR-15/M4 platform for deployment by Statesboro PD personnel. The quality, reliability, and customer service from Daniel Defense has exceeded all of our expectations. Daniel Defense also makes most all of the parts for their rifles in-house. To include their Cold Hammer Forged Barrels, these barrels have a longer service life and produce greater accuracy.

We have met with representatives from Daniel Defense and requested a quote for 40 on the Daniel Defense DDM4 rifles with specifications that we have submitted. A copy of the quote has been made a part of this file. Daniel Defense does have a rifle on State Contract however our specifications include additional items that were not in the State Contract. The quote provided is lower than the current State Contract price. The total cost for this purchase is listed at \$43,160.00, which is \$1,160.00 over the budgeted amount approved in the 2007 SPLOST budget. The overage of \$1,160.00 will be covered by funding in our seized fund account.





*Working together setting high standards of  
excellence in public safety*



25 West Grady Street, Statesboro, GA 30458  
912-764-9911(office) 912-489-5050(fax)

Director of Public Safety  
Wendell B. Turner

# Statesboro Police Department

Police Major  
Robert W. Bryan

From: Det. Travis Kreun

To: Major Robert Bryan

Re: Patrol Rifles

As one of the department designated armorers, it is my recommendation that Statesboro Police Department move to issuing Daniel Defense brand AR-15 patrol rifles to its members. I have been an armorer since 2012, having first completed the Glock handgun armorer's course at the Glock factory in Smyrna, and later in 2013 completing my AR15/ M16/M4 armorer and Law Enforcement Shotgun Armorer certifications through CY6 training. I have worked extensively with various versions and brands of the AR platform, to include Smith and Wesson (the currently issued brand), Sig Sauer, Stag Arms, Palmetto State Armory, Colt, and several others. The level of quality coming from Daniel Defense's Black Creek facility is outstanding. Fit and finish has proven exemplary, and is well documented by various firearm enthusiasts and professionals. Customer service, in my personal experience, has been outstanding. Even when problems are encountered with other brands of rifle, the service representatives at Daniel Defense have always been willing to help, even sending parts from their factory to fix other rifles. In the event a problem occurs that cannot be remedied by department armorers on site, their close proximity allows for face to face communication with service needs.

For these reasons, I would highly recommend that Statesboro Police Department issue Daniel Defense AR15/M4 patrol rifles for the first line protectors of this city and its citizens. The quality and reliability that Daniel Defense is known around the world for will give officers the confidence they need, to know their weapon system will work when it is needed the most.

Det. Travis Kreun

A handwritten signature in blue ink, appearing to read "Travis Kreun".





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25 West Grady Street, Statesboro, GA 30458  
912-764-9911(office) 912-489-5050(fax)

Director of Public Safety  
Wendell B. Turner

# Statesboro Police Department

Police Major  
Robert W. Bryan

From: APO Sneed Collins

APO Thomas McKeithen

To: Major Robert Bryan

Re: Patrol Rifles

Having extensive experience with the AR-15/M4 rifle platform, and as the Statesboro Police Department AR-15 armorers, we recommend the Statesboro Police Department move to a Daniel Defense AR-15 patrol rifle, manufactured in Black Creek, Georgia.

Having extensively handled, repaired, and shot numerous AR-15/M4 type rifles and carbine, to include models from manufacturers including (but not limited to) Daniel Defense, Spikes Tactical, Colt, Bravo Company USA, Palmetto State Armory, Stag Arms, Sig Sauer, Del-Ton, Rock River Arms, and Smith and Wesson; we can say from both quality and personal preference, Daniel Defense produces the best and most sustainable product available. The precise fitment of the Daniel Defense rifles, along with the strict quality control, yields a superior product.

The staff at Daniel Defense has been very helpful in properly training us to maintain Daniel Defense rifles, and repair them, along with other AR-15 type rifles, when needed. They have also been helpful by providing various models to the Statesboro Police Department for testing and evaluation. Further, in the unlikely event that the manufacturer's assistance would be needed for an extensive repair, Daniel Defense's facilities are located nearby, and their customer service is second to none.

We firmly believe that the Daniel Defense AR-15/M4 rifle platform is the best option for reliability and longevity for a patrol rifle, and recommend that the Statesboro Police Department transition to them for its officers.

Regards

APO Sneed Collins

APO Thomas McKeithen





# Quote

Quote No.: LE-SB-814

Quote Date: 8/14/2015

Statesboro Police Department  
 22 West Grady  
 Statesboro, GA 30458  
 USA

Customer ID	Sales Rep	Terms	Ship Via	
C-30337	JScull	Net 30 Days	PICKUP	
Item	Description	Quantity	Unit Price	Total

CUSTOM RIFLE

40

1,079.00

\$43,160.00

Custom Rifle Built From The Following Components:

Semi-auto DDM4 Complete Lower Receiver Group  
 SKU: 05-013-22000-105-build

A4 Upper Receiver, Assembly (Black)  
 SKU: 04-015-81604-103-build

Complete Bolt Carrier Group (5.56mm)  
 SKU: 04-013-02146-build

Charging Handle Assembly  
 SKU: 04-013-09070-build

16" 5.56mm M4 Carbine CHF Barrel w/FSP  
 SKU: 07-075-05121-build

Carbine Gas Tube Assembly  
 SKU: 04-013-09400-build

Daniel Defense Flash Suppressor Assy,  
 1/2-28 (.223 /5.56mm)  
 SKU: 06-048-08061-105-build

RIS II M4A1 Rail (Black)  
 SKU: 01-004-13170-006

Daniel Defense Rail Panels (Black)  
 SKU: 21-011-21098-006-build

A1.5 Fixed Rear Sight  
 SKU: 19-064-07123-build

Rail Mount QD Assembly



# DANIEL DEFENSE®

» LIGHTER, STRONGER, BETTER.®



Step	Chosen Parts	Price
1	DDM4 Complete Lower	\$465.00
2	A4 Upper Receiver, Assembly (Black)	*\$141.00
3	Barrel Assembly, 16", M4 Profile, 1.7 Twist, FSP	\$329.00
4	Not Pinned	\$49.00
5	Bolt Carrier Group	\$195.00
6	M4A1 FSP Rail Interface System II (RIS II) Black	\$395.00
7	A1.5 Fixed Rear Sight	\$73.00
8	Vertical Foregrip, Black	\$29.95
<b>Total:</b>		<b>\$1,676.95</b>

\*Prices may also include additional necessary parts required for the build

**Build Link:** [https://danieldefense.com/build-your-ddm4/index/load/?build\\_id=438157a9742dbb9e632667b8c3f5bf52](https://danieldefense.com/build-your-ddm4/index/load/?build_id=438157a9742dbb9e632667b8c3f5bf52)

Address 101 Warfighter Way Black Creek, GA 31308

Phone 866-554-3248

Web [www.DanielDefense.com](http://www.DanielDefense.com)

CAGE Code 3E3E2



# Water & Wastewater

## Memo

**To:** Robert Cheshire, Deputy City Manager

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

**CC:** Sue Starling, Danny Lively

**Date:** September 8, 2015

**RE:** Consideration of a Motion to approve Change Order No. 2 - A "Time Extension" of 150 days to the contract with Tyson Utilities Construction for the I-16/US HWY 301 Infrastructure - Phase 2 project.

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Attached, is a request from Mr. Joel Watson with Tyson Utilities Construction, asking for a "Time Extension" of 150 days to the contract for the I-16/US HWY. 301 Infrastructure – Phase 2 project. This project was delayed for an extended period, due to the time it took to complete negotiations with numerous property owners for necessary utility easements and property acquisition.

It is my recommendation to approve the requested 150 day "Time Extension", as requested by Mr. Joel Watson.

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





Hussey Gay Bell  
329 Commercial Drive  
Savannah, Georgia 31406

### Change Order

Contractor's Name & Address: Tyson Utilities Construction, Inc.  
777 Little Road  
Metter, GA 30439

Date: September 3, 2015	Job #: 108259819A	Change Order No. 2
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RE: I-16/U.S. HWY 301 INFRASTRUCTURE – PHASE 2  
FOR THE CITY OF STATESBORO

Description of Work to be Added, Deleted or Substituted As Follows:  
(See Attached Sheets for Details)

Time Extension – 150 days from authorization by the City of Statesboro  
to re-mobilize to the project.

Justification: Time Extension due to delay caused by easement issues. See attached letter.

**Revised Completion Date:**

Original Contract Amount.....	\$ 2,804,751.68
Total Add Previous Change Orders.....	\$ 46,039.00
Total Add This Change Order.....	\$ No change
Revised Contract Amount.....	\$ 2,850,790.68

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

Recommended By:                     CGD                     Date: 9-3-15  
Engineer: Hussey Gay Bell

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor: Tyson Utilities Construction, Inc.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner: City of Statesboro, Georgia



777 LITTLE ROAD  
METTER, GA 30439

PHONE: 912.685.9651  
FAX: 912.685.9708

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TO: CJ CHANCE  
HUSSEY, GAY, BELL

FROM: TY TYSON

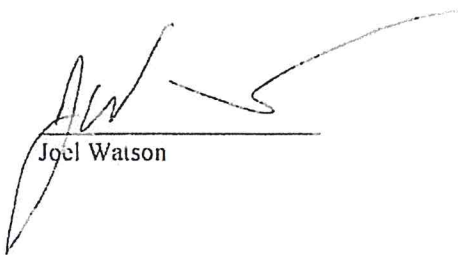
REFERENCE: I-16/US HWY 301 UTILITY INFRASTRUCTURE PHASE 2

DATE: 9/3/15

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Tyson Utilities is requesting a 150 day contract time extension, due to the delay caused by some easement issues. A start date for the 150 day extension to be negotiated at a future date. We feel this is adequate time to complete the project.

Thank You!



Joel Watson

# Water & Wastewater

## Memo

**To:** Robert Cheshire, Deputy City Manager

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

**CC:** Sue Starling, Matt Aycock, Darren Prather

**Date:** September 8, 2015

**RE:** Consideration of a Motion to award a "Sole Source Purchase" for (3) Stainless Steel Rotary Fine Screen Drums and Sprockets to Parkson in the amount of \$118,530.00. This equipment is approved in the Capital Improvement Program under WWD-145 and is to be funded from ATC funds.

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As you may recall, at the April 7, 2015 Council meeting, it was approved to purchase (1) Stainless Steel Rotary Fine Screen Drum and Sprocket to replace an old unit that experienced a major failure. We currently have \$150,000.00 of ATC funds approved in this year's Capital Improvement Program to purchase (3) additional units that will replace the remaining 20 year old Screens that are in bad repair.

Last week, we received a price quote from Parkson for \$43,190.55 per unit, for a total cost of \$129,571.65 for the (3) additional Screens needed. I requested Matt Aycock, Wastewater Superintendent, to contact Parkson and see if he could negotiate a better price per unit, which he did. Parkson reduced the price per unit to \$39,510.00, which is a cost savings of \$11,040.96.

This being said, I recommend to award a "Sole Source Purchase" for (3) Stainless Steel Rotary Fine Screen Drums and Sprockets to Parkson in the amount of \$118,530.00.

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



## Aftermarket - Quotation

1401 W. Cypress Creek Road - Suite 100, Fort Lauderdale, FL 33309  
 1- 888 PARKSON  
 562 Bunker Court, Vernon Hills, IL 60061  
 1-800-249-2140

**\* The Quotation is submitted pursuant to Parkson Corporation's Aftermarket Terms and Conditions, which are attached hereto**

Quote Name	Statesboro, GA H-0010976A HRS6096T vp 9-8-15	Created Date	9/8/2015
Quote Number	00015200	Expiration Date	10/8/2015
Prepared By	Venetia Parker	Contact Name	Aulbert Brannen
Phone	(847) 837-4958	Phone	(912) 764-0607
E-mail	vparker@parkson.com	Email	aulbert.brannen@statesboroga.gov
Fax	(954) 252-4085		
Bill To Name	Statesboro, GA WWTP	Ship To Name	Statesboro, GA WWTP
Freight	Prepay and Add	Payment Terms	Net 30
		Estimated Delivery	TBD at Time of Order
		FOB:	Shipping Point

Item Number	Product	Line Item Description	Quantity	Sales Price	Total Price
Custom	Customized1	5219-026-060/A6 Screen Subassy, .060" Opening, 316ss. Includes Mounted Drive Sprocket, 4 Spiral Wraps and 8 Plates	3.00	\$35,787.00	\$107,361.00
4013-027/CS	Driven Sprocket, 6000		3.00	\$3,723.00	\$11,169.00
	notes	Parts-Only quote per customer request. 90 Day Warranty will apply.	1.00	\$0.00	\$0.00

Line Items	3	Subtotal	\$118,530.00
		Total Price	\$118,530.00

Please complete information below:

BILL TO Name: \_\_\_\_\_

SHIP TO Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

PO #: \_\_\_\_\_

SHIP TO Attn of: \_\_\_\_\_

Bill to - Email: \_\_\_\_\_

Phone: \_\_\_\_\_

All amounts expressed in US Dollars

### Quote Acceptance Information

Signature

# Article XXX: Design Standards: Downtown District

## Section 3000. Declaration of legislative intent.

It is hereby declared to be the intent of this article to establish design and development standards for the Downtown District, herein after called the “District.” The purpose of this Article is to foster and strengthen economic vitality in the City’s District while respecting and enhancing the special character of the existing development in the area.

The District is a compact assembly of storefront buildings, short walkable blocks, mixed uses, pedestrian amenities, and consolidated on- and off-street parking as well as single family residences, medium density residential developments, and an assortment of residences turned boutique commercial uses.

The District is especially vulnerable to intrusion from incompatible uses and physical development practices. The District is so important and significant to the City, that it justifies a special set of regulations designed to protect and enhance its character in light of new development. The potential to impact existing development is much less in other areas of the community than in the downtown core area, and hence the regulations outside the District area do not merit the same protection.

The purpose of this Article is to establish requirements for building and site design for new developments and for the significant modification of existing developments within the District. This Article is intended to protect the existing character of the downtown and encourage orderly development in accordance with the comprehensive plan for the City of Statesboro and the Downtown Statesboro Master Plan.

The following principles serve as the foundation for the Article:

- (a) Efficient use of land and services.
- (b) A mix of land uses which strengthen opportunities for economic vitality and support pedestrian activity as well as housing opportunities.
- (c) Provide for community gathering places and pedestrian/visitor amenities.
- (d) Maintain and expand a distinct storefront character for commercial properties associated with the District, specifically two to four story tall buildings, rectangular in mass with traditional design features.
- (e) Provide transitions to adjacent neighborhoods and commercial areas.
- (f) Maintain and enhance the area’s character through design standards.
- (g) Protect the character of existing residential neighborhoods within the District; and
- (h) Promote compatibility between residential and nonresidential adjacent and nearby uses.



### Section 3001. Boundaries.

The boundaries of the District shall be approved by the Statesboro City Council and incorporated into the Official Zoning Map for the City of Statesboro. A copy of the Downtown District boundaries is attached hereto and incorporated herein by reference.

### Section 3002. Use Regulations.

- A. A building may be erected, altered, or used, and a lot may be used or occupied for any reason permissible by right within the underlying zoning district for the property within the District.
- B. Any alteration, change, or modification to any structure or site within the District which exceeds 50% of the fair market value of the structure or site as determined by the Bulloch County Tax Assessor is subject to the requirements of this Article.
- C. This Article shall not apply to routine maintenance, and repair of a structure or site. However; changes to exterior colors shall comply with this article.
- D. Outdoor storage or equipment, materials, or inventory is not permitted except during construction.
- E. Chain link and barbed wire fences are prohibited within the District.

### Section 3003. Historic Buildings or Property.

- A. A Historic District is a geographically definable area, which possesses a significant concentration, continuity or linkage of buildings, sites, structures or objects aesthetically united by plan, physical development or past events. Districts may also include geographically separated individual elements linked by history or association. A Historic District will further mean an area designated by the City Council of the City of Statesboro pursuant to the criteria set forth in Section 3003 of this Article.
- B. "Building" may be used to refer to a historically and functionally related unit, such as a courthouse, jail, house or barn. Parts of buildings, such as interiors, facades, or wings, are not eligible independent of the rest of the existing building. The whole building must be considered, and its significant features must be identified. If a building has lost any of its basic structural elements, it is usually considered a "ruin" and is categorized as a site.
- C. A Historic Property is a structure, site, object, or work of art, including the adjacent area necessary for the proper appreciation or use thereof.
- D. Historic Buildings, Historic Properties and Historic Districts are deemed worthy of preservation by reason of their value to the City of Statesboro, Bulloch County, the State of Georgia, or the region for one or more of the following reasons as determined by the Statesboro City Council:
  - a. It is an outstanding example of a structure representative of its era;



- b. It is one of the few remaining examples of a past architectural style;
- c. It is a place or structure associated with an event or person of historic or cultural significance to the City of Statesboro, Bulloch County, State of Georgia, or the region;
- d. It is a site of natural or aesthetic interest that is continuing to contribute to the cultural or historical development and heritage of the City of Statesboro, Bulloch County, the State of Georgia or the region;
- e. It is within an existing historic district or is listed with the National Registry of Historic Places; or
- f. It is more than fifty (50) years old.

New additions, exterior alterations, or related new construction on historic buildings or historic properties shall not destroy the historic character of the property or the historic materials associated with the property. Any new work shall be compatible with the massing, size, scale, and architectural features to protect the historical integrity of the property and its environment. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Historic Buildings, Historic Properties and buildings and properties determined eligible for national registry shall not be demolished without a finding of necessity by the Statesboro City Council, with the exception of non-historic, non-contributing buildings or properties within the geographical confines of a historic district. The finding of necessity is based on a finding of major structural damage in which the walls, floors, roof, windows or structural elements are damaged 35% or more.

#### Section 3004. Height Regulations.

- A. The maximum height of buildings or other structures erected or enlarged in the district shall be four stories, not to exceed 48 feet.
  - a. Exceptions to Height Regulations. Not included in maximum height: chimneys, bell towers, steeples, roof equipment, flagpoles, and similar features that are not intended or used for human occupancy.

#### Section 3005. Regulation of Murals.

- A. A mural is a sign containing a non-commercial message, picture, scene, or diagram exhibited on the outside wall of a building or structure through application of paint, canvas, tile, panels or similar materials such that the wall becomes the background surface or platform for the mural. A mural is a representation of a creative idea that is expressed in a form and manner as to provide aesthetic enjoyment for the viewer rather

than to specifically convey the name of the business or a commercial message about the products or services offered on the property upon which the mural is displayed. A mural shall be considered a wall sign or commercial message if it contains words, logos, trademarks, or graphic representations of any person, product or service for the purpose of advertising or identifying a business. Explanatory wording relative to the artwork may be incorporated into the mural. Signatures shall be allowed and limited to a maximum of two square feet in size.

B. Murals shall comply with the following standards:

1. Murals shall not contain text, graphics or symbols that promote or advertise a service, product or business or promote a political party or candidate.
2. No part of any mural shall extend beyond the building wall or freestanding wall on which it is tiled, painted or affixed.
3. No part of the mural shall extend more than six inches from the plane of the wall upon which it is tiled, painted or affixed.
4. Murals shall not comprise more than 25 percent of a single façade of a building.
5. The mural must comply with O.C.G.A. § 16-12-80 and O.C.G.A. § 36-60-3.
6. The mural must not advertise any activity deemed illegal under the laws of Georgia or the United States.
7. The mural's theme should be historical in nature to the City of Statesboro and respect the greater context of the community.
8. The mural's colors and design shall comply with these Design Standards and the requirements thereof.
9. Murals may be placed on commercial walls, structures, or fences only.
10. Murals are restricted to commercial zones.

C. The following forms of Murals are prohibited:

1. Murals that contain elements that change, move, rotate or otherwise create a changing message or image.
2. Murals that use flashing, scrolling or internal lights.
3. Murals that contain electrical or mechanical components.
4. Murals are prohibited in residential zoning districts.

Section 3006. Building Orientation.

- (a) Buildings shall have their primary entrance(s) oriented to the primary street and sidewalk. Building entrances may include entrances to individual units, lobby entrances, entrances oriented to pedestrian plazas, or breezeway/courtyard entrances to a cluster of spaces.
- (b) A building may have an entrance facing a side yard when a direct pedestrian walkway is provided between the building entrance and the street right-of-way.

Section 3007. Storefront Design.

A. Storefront Design. All commercial buildings shall contribute toward the storefront character and visual relationships of buildings existing in the district. The following architectural features should be used along the street frontage building elevations, as applicable.

- (a) Buildings should have consistent spacing of similar shaped windows with trim or other decorative molding on all building stories.
- (b) Large display windows should be employed on ground floor storefronts. Display windows should be framed to visually separate the ground floor from the second floor.
- (c) All buildings with a flat roof should have a decorative cornice at the top of the building; or eaves, when the building is designed with a pitched roof.
- (d) Cornices or changes in material can be used to differentiate the ground floor of buildings that have commercial uses from the upper floor(s) that may have offices or residential uses. Ground floor facades should utilize cornices, signs, awnings, exterior lighting, display windows and entry insets.

### Section 3008. Exterior Building and Roofing Materials.

- A. Building Materials. Exterior building materials shall be similar to the materials used on the existing buildings in the Downtown District when visible. Brick and stone masonry are considered compatible with wood siding.
  - (a) In circumstances where similar materials are not proposed, such as a stucco building in a row of brick structures, other characteristics such as scale and proportion, form, architectural detailing, height, and color and texture shall be utilized to ensure that adequate similarity exists for the building to be considered compatible.
  - (b) Highly reflective materials, such as reflective glass, shall not be permitted.
  - (c) Clear glass windows shall be used for commercial storefront display windows.
  - (d) Buildings shall be consistently detailed on all sides. Windows and doors shall be defined with detail elements such as frames, sills, and lintels, and placed to visually establish and define the building stories and establish human scale and proportion.
  - (e) Exposed rough or re-sawn siding and exposed, untreated concrete shall not be permitted as a finished exterior. Metal siding and vinyl siding (except as accent materials) are prohibited.
  - (f) Accessory structures and buildings should be similar in material and color to the primary building on the site.
  - (g) If visible from a public street or adjoining residentially zoned property, all facades of buildings shall use materials consistent with those used on the front of the building, and should be designed with similar detailing and be comparable in quality and materials.
- B. Flat roofs shall incorporate finished parapet walls with three (3) dimension cornice treatments designed to conceal the roof and roof mounted mechanical equipment.

### Section 3009. Exterior Building Color Palette and Re-roofing.

- A. Recommended color shades shall draw from the range of color shades of structures that already exist in the District.
- B. All wood structures and wood trim shall remain painted.
- C. Exterior paint colors are to be chosen to blend and complement the overall scheme of the buildings that lie on the street. The selection of the paint palette should correspond to the architecture of the building and utilize a historic paint palette.
- D. Building trim should be painted a complementary color that is lighter or darker than the actual building color. The goal is to define the trim elements (cornices, storefront, window frames, doors, etc.) without overpowering the remainder of the building.
- E. Use one main trim color with an option of a secondary accent color to define the details.

- F. Exterior colors must be chosen from the designated scheme set forth above or from those colors included in the historic collection of commonly recognized paint lines.

#### Section 3010. Sidewalks and Pedestrian Areas.

- A. Sidewalks and pedestrian areas shall be provided along the public right of way for each property.
- B. Sidewalks shall be a minimum of 5' wide and meet City of Statesboro standards and specifications.
- C. Sidewalks shall use decorative paving that is consistent with the designs adopted by the City of Statesboro.
- D. Where adequate right of way exists, sidewalks and decorative paving shall be extended to create additional space for street crossings, gatherings, or clustering of street furniture.
- E. Clearly defined, safe, pedestrian access shall be provided from parking areas and adjacent public sidewalks to building entrances.
- F. Continuous internal pedestrian walkways shall be provided from the public sidewalk or right of way to the main customer entrance of all principal buildings.

#### Section 3011. Street Furniture and Lighting.

- a. Lighting may be used for the following:
  - a. To accent architectural details
  - b. To accent building entrances
  - c. To accent signs
  - d. To illuminate sidewalks
  - e. To accent tree canopy or other landscaping
- b. Exterior lighting shall have a low level of luminescence that casts a color similar to day time light and should not interfere with the adjacent property or automobile traffic.
- c. Lighting standards shall meet those required by the Safe By Design Program of the City of Statesboro and must include parking areas.
- d. All street furniture shall adhere to the specifications of and be approved in design and placement by the City of Statesboro.

#### Section 3012. Landscaping.

- A. All properties shall adhere to the provisions of the City of Statesboro's Urban Forest Beautification and Conservation Ordinance. Tree canopy placement within the District shall be as follows:
  - a. Locate street trees along edges of sidewalks, maintain a clearly defined pedestrian travel zone;

- b. Locate street trees in larger planting areas, such as buffer strips adjacent to parking lots;
  - c. Locate trees within parking areas;
  - d. Install new trees where walkway widths permit; and/or
  - e. Replace trees that are diseased or have passed their life cycle.
- B. Street buffer yards. In addition to the landscaping and buffering requirements, parking lots shall be buffered from streets and rights of way by a landscaped strip or planter with a minimum width of five (5') feet between the parking lot and the public space. An administrative variance may be issued in cases of hardship.
- C. Parking areas must be landscaped.
- D. Foundation landscaping along fifty (50) percent of the building length is required for each building on the property.
- E. In order to protect significant trees within the District, the following shall apply to any tree on the property that is greater than 20 inches in diameter, which shall be known as a Heritage Tree, and to any tree that is greater than 30 inches in diameter, which shall be known as a Historic Tree, that is located within any required setback or buffer area:
- a. A Heritage Tree which is removed shall be replaced with a minimum of two four-inch caliper shade trees.
  - b. A Historic Tree which is removed shall be replaced with a minimum of four four-inch caliper shade trees.
  - c. New trees used to comply with Heritage and Historic Tree replacement requirements shall not count toward required tree points under Chapter 86.
  - d. No construction, grading, equipment, or material storage, or any other activity shall be allowed within the critical root zone of a heritage or historic tree unless the steps taken adequately ensure the tree's health.
  - e. Heritage or Historic Trees shall not be cut, removed, pushed over, killed, harmed, trimmed, sprayed, or destroyed without written approval of the City of Statesboro.
  - f. Trees may be removed to clear lots within the District, so long as the lot remains in compliance with the City of Statesboro's Urban Forest and Beautification Conservation Ordinance.
- F. Landscaped areas, including buffer and screening areas, shall be maintained in good condition and kept free of dead plants, weeds, or debris.
- G. All planting areas shall be protected from vehicle damage by the installation of curbing or other methods approved by the administrator. Alternative barrier designs which provide improved infiltration, storage or storm water are strongly encouraged.
- H. The plant materials used in and around parking lots and adjacent to street rights of way and pedestrian ways shall be designed to assure visibility at intersections and safety of

pedestrians. Therefore, shrubs shall not exceed two (2) feet in height at maturity, and trees are to be pruned to at least six (6) feet above ground.

- I. All planting areas shall be stabilized with ground covers, mulches, or other approved materials to prevent soil erosion and to allow rainwater infiltration. Rubber mulch is not acceptable.
- J. Grassed areas shall be finished with sod.
- K. In order to provide additional safety measures to the site through environmental design, clear visibility shall be maintained from the building to the street, parking areas, pedestrian walkways, and passing vehicles.

#### Section 3013. Buffering and Screening Requirements.

- A. Buffer and/or screenings are required in order to reduce the impact of a use of land on adjacent uses that are of a significantly different character, density, or intensity. The width of the buffer yard shall be the same as the setback requirement in the applicable zoning district and all screening materials shall be located within the required yard. A buffer yard may only be occupied by permitted landscaping and screening materials, underground utilities, and storm water retention areas. Buffer yards and screening shall be required in addition to any other landscaping requirement listed in this section.
- B. The following items are permitted for use as buffering materials.
  - a. Evergreen buffer vegetation, included in the acceptable evergreen list, meeting a minimum height of six (6) feet.
  - b. Masonry walls measuring at least six (6) feet in height, but no more than eight (8) feet in height. Natural and painted concrete block walls are not permitted.
  - c. A solid wood fence measuring at least six (6) feet in height, but not more than eight (8) feet. If wood is used, only treated or rot resistant wood is acceptable. Chain-link, barbed wire, stock wire and similar type fences are not permitted.
  - d. Vinyl fences at least six (6) feet in height but no more than eight (8) feet are permitted.
  - e. With the approval of the Zoning Administrator, a developer may use any combination of the screening materials that meet the intent of this Article.

#### Section 3014. Off Street Parking.

- A. Off street parking shall be provided in conformance with Article XVI and shall be curbed and guttered along the right of way.
- B. For new development projects or if more than ten (10) spaces are provided in a renovation, then no more than 25% of off street parking may be provided in the front of the building. The remaining shall be to the side or rear of buildings.
- C. Shared parking is encouraged and applied pursuant to Article XVI.

- D. Where a parking lot abuts a public sidewalk, a landscaped strip, or planter with a minimum width of five (5) feet utilizing a combination of trees, shrubs, and flowers shall be provided.
- E. Parking lots containing forty (40) or more spaces shall be divided into discrete areas not exceeding thirty (30) parking spaces. An internal path or sidewalk located within landscaped areas between, and connecting the parking pods is required where there are more than three pods or the configuration of the pods makes it difficult for pedestrian to access the buildings.
- F. Existing front parking lots may be utilized but will be required to provide landscape buffer and sidewalk.

Section 3015. Signage.

- A. All property within the District shall be subject to the regulations for Sign District 3 or 4, as applicable within Article XV of this Ordinance.
- B. Electronic message boards.
  - a. Electronic message boards and changeable copy—whether programmable, electronic or manual—shall be housed in stone or brick casing and must be integrated with conventional signage. The message board area of the sign shall be considered changeable copy and regulated as such by Article XV of the Statesboro Zoning Ordinance.
    - i. Changeable copy signs. Changeable copy signs are permitted as an integral part of any permanent signs which meet all other requirements of this ordinance [article], and further subject to the following restrictions:
    - ii. The changeable copy portion of the sign shall not exceed 50 percent of the overall display surface area of the sign, or 20 square feet, whichever is less. Manual and electronic changeable copy fuel price digits shall not be counted in the permitted changeable copy area so long as they comply with the overall area limitations for the signs on which they are placed.
    - iii. The total display area of any sign containing changeable copy panels shall not exceed the size limitations imposed elsewhere in this ordinance or article.
    - iv. Only static displays shall be permitted. Changes will be limited to the instant replacement of unrelated text, incorporating no transitional sequence between messages, such as dissolving, fading, scrolling or other similar actions.
    - v. Messages displayed on changeable copy signs shall change no more frequently than eight seconds.



- vi. Changeable copy signs will only be allowed as part of the original construction and erection of a sign which complies with the specifications required by this article, or as part of a significant structural alteration to an existing sign, and thus being an integral part of that sign, and in the case of an existing nonconforming sign, such structural alteration, will otherwise bring the sign into compliance with the other dimensional requirements of the Sign District within which it is located. Changeable copy signs which exceed the specifications contained herein and which are altered in form by the addition of structural materials to meet the requirements of this section are not permitted.
- b. Monotone color scheme displays are permitted.
- C. Signs within the District shall lose their nonconforming status if they are out of service for twelve (12) months or more.
- D. The color palette for the District applies to signage in the District.
- E. Projection signs from buildings may be allowed at no more than one (1) square foot of sign area for each linear foot of building footage on that façade.

Section 3016. Mechanical, Electrical, Utility, and Sanitation Equipment.

- a. Utility service boxes, telecommunication devices, sanitation areas, mechanical equipment, and other such service areas shall be placed away from major pedestrian or automobile routes and screened from view in accordance with City of Statesboro specifications for such.
- b. Mechanical equipment and service areas shall be designed and located to minimize visual impact.
- c. Utilities shall be buried within rights of way or easements as approved by the City of Statesboro.

Section 3017. Variances.

- A. Variances from this Article shall proceed under Article XVIII except for landscaping issues, which shall proceed as variances from Chapter 86 of Statesboro City ordinances.



RESOLUTION 2015-37

APPOINTING JAMEY CARTEE TO THE STATESBORO PLANNING COMMISSION

WHEREAS, Section 2- 67 of Chapter 2 of the Statesboro Code of Ordinances states that the membership of the Statesboro Planning Commission shall consist of seven members who shall be appointed by the governing body. The appointment of members of the planning commission upon the effective date of this division shall be as follows:

- (1) Posts 1, 3, 5, and 7 shall be appointed for terms of two years.
- (2) Posts 2, 4, and 6 shall be appointed for terms of four years.

Each successor appointed to the planning commission thereafter shall be appointed for a term of four years, may be appointed to two successive terms; and

WHEREAS, Jamey Cartee has made application for volunteer service to the Statesboro Planning Commission to the Statesboro City; and

WHEREAS, there is currently a vacancy in Post 5; and

WHEREAS, the Mayor and City Council desire to exercise the appointment power provided above; and

WHEREAS, the Mayor and City Council agree and affirm that Mr. Cartee meets the qualifications of the City of Statesboro for service on the Statesboro Planning Commission and that Mr. Cartee has both the knowledge and the character that that will be beneficial to the Statesboro Planning Commission in discharging its responsibilities;

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

Section 1. That Jamey Cartee is hereby appointed to the Statesboro Planning Commission for a four (4) year term.

Section 2. That this Resolution shall be and remain effective from and after its date of adoption.

Adopted this \_\_\_ day of September, 2015.

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

Attested by:

\_\_\_\_\_  
Sue Starling, City Clerk





## City of Statesboro Volunteer Advisory Board Application

Planning Commission       Tree Board      \_\_\_\_\_  
(insert name)

Name  Mr. / Mrs. / Ms. (circle) Jamey Carter

Residence—Street Address: 2013 West Hampton Pointe Dr.  
City: Statesboro State: Ga Zip Code: 30458

Mailing address (if different from residence): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Business phone: 764-6199 Cell phone: 536-2382  
E-mail address: carter@frontier.net

Additional information— do you live inside the city limits of Statesboro? no  
If yes, how long? \_\_\_\_\_

Are you an active registered voter in the Statesboro district? no

What is your occupation? General Contractor  
Employer: St. Andrews Builders, Inc. - Self  
Address: 15 S. Mulberry St.  
Statesboro, Ga 30458

Related experience—what prior work experience have you had that would help you if you were appointed to this position? I have developed property in the City and worked with developers in the City. I am familiar with planning and zoning on a professional level.

Briefly describe your present or past involvement in relevant community groups. Having no previous involvement will not disqualify you for appointment. \_\_\_\_\_

Statesboro Homebuilder Association - President  
Downtown Development Authority - Past Chair  
Downtown Statesboro Rotary Club - Past President

Have you ever served on a City or County advisory board? Yes

If yes, when and which board(s): \_\_\_\_\_

Bibb County Long Term Development Plan Committee  
City of Statesboro Future Development Plan

Do you serve on any other boards or advisory committees in Georgia, or are you an elected or appointed state, county or municipal office holder, or employee: No

If yes, please name the board, position, etc. \_\_\_\_\_

**Availability**—Are you available to attend special meetings, study sessions, or committee meetings in addition to the regularly scheduled meetings? Do you prefer day or evening meetings? Yes.

Day or Evening.

List the community concerns related to this committee that you would like to see addressed if you are appointed. \_\_\_\_\_

Upholding the current codes and ordinances and planning for smart growth in the future. I would also like to continue the cleaning up of main street.

Write a statement as to why you wish to serve on this Volunteer Advisory Board and what experience or training that you have that would be beneficial to this board. Use the back side of this application or attach a statement or resume if desired.

*I feel like my knowledge of construction and development can help in my decision making process. I am also invested in downtown as a business owner and wish to make Statesboro better.*

Are you willing to commit to a four year term? Yes.

Signature *[Handwritten Signature]*

Date 9/9/15

RESOLUTION 2015-38

APPOINTING JAMES W BYRD, SR TO THE STATESBORO PLANNING COMMISSION

WHEREAS, Section 2- 67 of Chapter 2 of the Statesboro Code of Ordinances states that the membership of the Statesboro Planning Commission shall consist of seven members who shall be appointed by the governing body. The appointment of members of the planning commission upon the effective date of this division shall be as follows:

- (1) Posts 1, 3, 5, and 7 shall be appointed for terms of two years.
- (2) Posts 2, 4, and 6 shall be appointed for terms of four years.

Each successor appointed to the planning commission thereafter shall be appointed for a term of four years, may be appointed to two successive terms; and

WHEREAS, James W Bryd, Sr. has made application for volunteer service to the Statesboro Planning Commission to the Statesboro City; and

WHEREAS, there is currently a vacancy in Post \_; and

WHEREAS, the Mayor and City Council desire to exercise the appointment power provided above; and

WHEREAS, the Mayor and City Council agree and affirm that Mr. Byrd meets the qualifications of the City of Statesboro for service on the Statesboro Planning Commission and that Mr. Byrd has both the knowledge and the character that that will be beneficial to the Statesboro Planning Commission in discharging its responsibilities;

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

Section 1. That James W Byrd, Sr is hereby appointed to the Statesboro Planning Commission for a four (4) year term.

Section 2. That this Resolution shall be and remain effective from and after its date of adoption.

Adopted this \_\_\_ day of September, 2015.

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Jan J. Moore, Mayor

Attested by:

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Sue Starling, City Clerk



### City of Statesboro Volunteer Advisory Board Application

\_\_\_\_\_ Planning Commission      \_\_\_\_\_ Tree Board      \_\_\_\_\_  
(insert name)

Name—(Mr) / Mrs. / Ms. (circle) James W. Byrd Sr.

Residence—Street Address: 13231 US Highway 80 East  
City: Brooklet State: GA. Zip Code: 30415

Mailing address (if different from residence): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home phone: 912-842-2566 Business phone: \_\_\_\_\_ Cell phone: 954-643-5200  
E-mail address: Jbcommand@aol.com

Additional information— do you live inside the city limits of Statesboro? No  
If yes, how long? \_\_\_\_\_

Are you an active registered voter in the Statesboro district? yes

What is your occupation? Retired Special Assistant, Miami Dade County Fire Rescue Dept.  
Employer: Miami Dade County  
Address: 9300 N.W. 41<sup>st</sup> Street, Doral, FL. 33178  
Retired, United States Army, Senior Enlisted Advisor, CSNA Special Ops

Related experience—what prior work experience have you had that would help you if you were appointed to this position? My Career Knowledge, Skills and ab. I have have more foundation in my Fire Service Administration as special Assistant for Administration and the Fire Directors Staff, Miami Dade County Fire Rescue Department; My Corporate Management Experience with Amerada Hess Oil Corporation; My entrepreneurial Personal Business Owner Experience, and my 40 years of service in the United States Army as Senior Enlisted Advisor and CSNA For Special Operations Command.



Briefly describe your present or past involvement in relevant community groups. Having no previous involvement will not disqualify you for appointment. I am currently the President of The Concerned Clergy of Bolloch County Inc, a Local Ministerial Group and advocate for community spiritual, social and economic well being.  
My past experience as a member of The Dade County Florida Community Churches Pres'dent of The Progressive Firefighters Association of Dade County;  
As special Assistant for Dade County Fire, I was a representative for the Fire Director to the Board of Fire Commissioners and a representative to the County Managers office for the Directors Staff.

Have you ever served on a City or County advisory board? Yes

If yes, when and which board(s): Currently serving on the South Main Revitalization Committee,

Do you serve on any other boards or advisory committees in Georgia, or are you an elected or appointed state, county or municipal office holder, or employee: NO


If yes, please name the board, position, etc. \_\_\_\_\_

**Availability**—Are you available to attend special meetings, study sessions, or committee meetings in addition to the regularly scheduled meetings? Do you prefer day or evening meetings? Yes, I am available, and either day or evenings are OK with me.

List the community concerns related to this committee that you would like to see addressed if you are appointed. Statesboro, Bolloch County is a rapidly growing and progressing area, and as such, it is challenged to maintain a balance focus on the essentials for promoting positive and productive growth. Statesboro is considered to be a "Micro-metropolitan" community that has shown, and is showing strong potential for significant Southeast Georgia social and economic advancements. Since 2010, Statesboro has experienced a 2.66% population growth and if it continues at this rate, by 2020 it would have experienced a 4 to 5K population growth. With that being said, there are areas of concern by my priority, which may have a negative impact on it's image as a Progressive Place to Locate to #1. Statesboro has the most number of "unpaved" dirt roads in the state. In my opinion, that is not indicative of prioritizing or good planning when it comes to the geographical infrastructure of the County. Secondly, our ability to draw new corporate industry has a direct correlation ~~to~~ to the conditions of the roads and highways. Favorable for encouraging new corporate prospects, better roads, greater potential for new business impact fees, thus increase Tax Revenue

Write a statement as to why you wish to serve on this Volunteer Advisory Board and what experience or training that you have that would be beneficial to this board. Use the back side of this application or attach a statement or resume if desired. As a native born citizen of Bollock County, i am delighted to have an opportunity offer and share my personal knowledge skills and abilities in this community.  
My Professional Career experiences as a mid and upper Level Professional with solid background in planning, organizing, coordinating Personnel assets and assignments, strong experience multi-Task manager, strong ability to identify and delegate with success. These professional career attributes, aggregated with 23.5 years in Fire Service, 40 years in United States Army as non-commissioned officer, Senior Enlisted Advisor, Command Sergeant Major, Active and Reserve Service that spans the Viet Nam war, Desert Storm, The War on Global Terrorism and the Southwest Asia war. I believe that i have an exhaustive record of experience that would benefit the current and future productivity of this Board.

Are you willing to commit to a four year term? Yes

  
Signature

9/8/15  
Date

RESOLUTION 2015-39

APPOINTING PATRICK SULLIVAN TO THE STATESBORO PLANNING COMMISSION

WHEREAS, Section 2- 67 of Chapter 2 of the Statesboro Code of Ordinances states that the membership of the Statesboro Planning Commission shall consist of seven members who shall be appointed by the governing body. The appointment of members of the planning commission upon the effective date of this division shall be as follows:

- (1) Posts 1, 3, 5, and 7 shall be appointed for terms of two years.
- (2) Posts 2, 4, and 6 shall be appointed for terms of four years.

Each successor appointed to the planning commission thereafter shall be appointed for a term of four years, may be appointed to two successive terms; and

WHEREAS, Patrick Sullivan has made application for volunteer service to the Statesboro Planning Commission to the Statesboro City; and

WHEREAS, there is currently a vacancy in Post 1; and

WHEREAS, the Mayor and City Council desire to exercise the appointment power provided above; and

WHEREAS, the Mayor and City Council agree and affirm that Mr. Sullivan meets the qualifications of the City of Statesboro for service on the Statesboro Planning Commission and that Mr. Sullivan has both the knowledge and the character that that will be beneficial to the Statesboro Planning Commission in discharging its responsibilities;

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

Section 1. That Patrick Sullivan is hereby appointed to the Statesboro Planning Commission for a four (4) year term.

Section 2. That this Resolution shall be and remain effective from and after its date of adoption.

Adopted this 15<sup>th</sup> day of September, 2015.

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Jan J. Moore, Mayor

Attested by:

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Sue Starling, City Clerk



## City of Statesboro Volunteer Advisory Board Application

Planning Commission       Tree Board      \_\_\_\_\_  
(insert name)

Name— Mr. / Mrs. / Ms. (circle) PATRICK SULLIVAN

Residence—Street Address: 207 MERRYWOOD DRIVE  
City: STATESBORO      State: GA      Zip Code: 30458

Mailing address (if different from residence): N/A

City: \_\_\_\_\_      State: \_\_\_\_\_      Zip Code: \_\_\_\_\_

Home phone: N/A      Business phone: (912) 489-8888      Cell phone: (732) 859-4921  
E-mail address: patrick.sullaw@frontier.com

Additional information— do you live inside the city limits of Statesboro? YES  
If yes, how long? APPROXIMATELY FOUR YEARS

Are you an active registered voter in the Statesboro district? YES

What is your occupation? ATTORNEY  
Employer: THE SULLIVAN LAW FIRM  
Address: 100 BRAMPTON AVE, SUITE 2F/A  
STATESBORO, GA 30458

Related experience—what prior work experience have you had that would help you if you were appointed to this position? I HAVE WORKED IN THE LEGAL FIELD FOR THE PAST SIX YEARS. PRIOR TO BECOMING AN ATTORNEY, I WORKED FOR THE DEPARTMENT OF DEFENSE IN WASHINGTON D.C. I BELIEVE MY LEGAL EXPERIENCE AND MY EXPERIENCE WITH GOVERNMENT ENTITIES AND CONTRACTS WOULD PROVIDE A HELPFUL KNOWLEDGE BASE FOR THIS POSITION.



Briefly describe your present or past involvement in relevant community groups. Having no previous involvement will not disqualify you for appointment. I WAS A MEMBER OF LEADERSHIP BULLOCH THIS PAST YEAR. WHILE THAT MEMBERSHIP WAS MOSTLY PERSONAL LEARNING, IT CERTAINLY GAVE ME A GREAT UNDERSTANDING OF STATESBORO AND THE COMMUNITY.

Have you ever served on a City or County advisory board? NO.  
If yes, when and which board(s): \_\_\_\_\_

Do you serve on any other boards or advisory committees in Georgia, or are you an elected or appointed state, county or municipal office holder, or employee: NO.

If yes, please name the board, position, etc. \_\_\_\_\_

Availability—Are you available to attend special meetings, study sessions, or committee meetings in addition to the regularly scheduled meetings? Do you prefer day or evening meetings? YES. EVENINGS.

List the community concerns related to this committee that you would like to see addressed if you are appointed. UNBIASED RECOMMENDATIONS TO THE MAYOR AND COUNCIL.

Write a statement as to why you wish to serve on this Volunteer Advisory Board and what experience or training that you have that would be beneficial to this board. Use the back side of this application or attach a statement or resume if desired.

SERVING THE COMMUNITY IS A CIVIC DUTY THAT ALL COMMUNITY MEMBERS SHOULD PARTAKE IN. I PLAN ON LIVING IN STATESBORO A LONG TIME AND RAISING MY CHILDREN HERE. I BELIEVE THAT I HAVE THE TIME, RESOURCES, AND EXPERIENCE TO BE A MORE INVOLVED COMMUNITY MEMBER. I BELIEVE STATESBORO HAS GREAT POTENTIAL, AND I WOULD LIKE TO HELP IN ANYWAY TO ENSURE THAT IT REALIZES ITS FULL POTENTIAL

Are you willing to commit to a four year term? AS LONG AS IT WOULD NOT HINDER MY ABILITY TO VOLUNTEER, SERVE, OR BE A MEMBER OF OTHER COMMUNITY ENDEAVORS.



Signature

8/31/15

Date

RESOLUTION 2015-40

APPOINTING BENJAMIN MCKAY TO THE STATESBORO PLANNING COMMISSION

WHEREAS, Section 2- 67 of Chapter 2 of the Statesboro Code of Ordinances states that the membership of the Statesboro Planning Commission shall consist of seven members who shall be appointed by the governing body. The appointment of members of the planning commission upon the effective date of this division shall be as follows:

- (1) Posts 1, 3, 5, and 7 shall be appointed for terms of two years.
- (2) Posts 2, 4, and 6 shall be appointed for terms of four years.

Each successor appointed to the planning commission thereafter shall be appointed for a term of four years. may be appointed to two successive terms; and

WHEREAS, BENJAMIN MCKAY has made application for volunteer service to the Statesboro Planning Commission to the Statesboro City; and

WHEREAS, there is currently a vacancy in Post 3; and

WHEREAS, the Mayor and City Council desire to exercise the appointment power provided above; and

WHEREAS, the Mayor and City Council agree and affirm that Mr. McKay meets the qualifications of the City of Statesboro for service on the Statesboro Planning Commission and that Mr. McKay has both the knowledge and the character that that will be beneficial to the Statesboro Planning Commission in discharging its responsibilities;

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

Section 1. That Benjamin McKay is hereby appointed to the Statesboro Planning Commission for a four (4) year term.

Section 2. That this Resolution shall be and remain effective from and after its date of adoption.

Adopted this 15<sup>th</sup> day of September, 2015.

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Jan J. Moore, Mayor

Attested by:

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Sue Starling, City Clerk



## City of Statesboro Volunteer Advisory Board Application

Planning Commission

Tree Board

\_\_\_\_\_ (insert name)

**Name**— Mr. / Mrs. / Ms. (circle) Mr. Benjamin McKay

**Residence**—Street Address: \_508 Springer Ct.

City: Statesboro

State: Georgia

Zip Code: 30461

**Mailing address** (if different from residence): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home phone: 912-481-8019

Business phone: 912-478-5033

Cell phone: 912-481-8019

E-mail address: bmckay78@gmail.com or bpmckay@georgiasouthern.edu

**Additional information**— do you live inside the city limits of Statesboro? No \_\_\_\_\_

If yes, how long? \_\_\_\_\_

Are you an active registered voter in the Statesboro district? **I do vote in Statesboro and I am registered**

What is your occupation? **Research Specialist**

Employer: **Business Innovation Group, Bureau of Business Research and Economic Development, Georgia Southern University**

Address: **58 East Main Street**

**Statesboro, GA 30458**

**Related experience**—what prior work experience have you had that would help you if you were appointed to this position?

While at Georgia Southern University, I have prepared over fifty reports that have focused on economic and community development. Several of these have focused on annexation and other related community planning issues in Georgia. As a graduate student in public administration, I did an internship with the City of Carbondale, Illinois. This internship examined the potential cost and benefits of annexing a piece of residential property. This cost benefit analysis examined the level of services



already being provided to the area in question and the additional revenue that could be added to the budget if this area was included in Carbondale. This study found that the benefits of annexing the property did warrant adding the area into Carbondale.

Briefly describe your present or past involvement in relevant community groups. Having no previous involvement will not disqualify you for appointment.

I have limited experience with involvement in community groups. I did recently join the new Statesboro JC's chapter, although I have not been very active to this point.

Have you ever served on a City or County advisory board? **No**

If yes, when and which board(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you serve on any other boards or advisory committees in Georgia, or are you an elected or appointed state, county or municipal office holder, or employee: **No**

If yes, please name the board, position, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Availability**—Are you available to attend special meetings, study sessions, or committee meetings in addition to the regularly scheduled meetings? Do you prefer day or evening meetings?

Yes, I will be available to attend special meetings, etc. I would prefer evening meetings (i.e. any time after 5:00) but given notice I could likely make most daytime meetings as well. I have also helped the Downtown Development Authority when they have asked for support from BIG for special events.

List the community concerns related to this committee that you would like to see addressed if you are appointed.

If appointed, the concerns I would like to address using the recommendations of the Planning Commission are reducing the number of empty lots within Statesboro, improving streetscapes community wide, and ensuring that new residential developments fit the neighborhood where they are locating. I am also interested in ensuring that new developments in Statesboro are accessible to all community members regardless of the method of transportation. This means continuing to include sidewalks and bike lanes when possible and feasible.

Write a statement as to why you wish to serve on this Volunteer Advisory Board and what experience or training that you have that would be beneficial to this board. Use the back side of this application or attach a statement or resume if desired.

I would like to join the Planning Commission to serve the community as the City of Statesboro manages the positive and negative aspects of economic and population growth. I have lived in the Statesboro area since 2007 and have seen it grow over this time. If appointed to the Planning Commission, I would like to help the community to continue to grow while maintaining the way of life that makes this area unique. The City of Statesboro has fostered an environment where both the local economy and population have been able to grow. This is a credit to the past and present leadership of this community. Growth does, however, present some challenges and financial costs. The Planning Commission can work to address some of these challenges and costs in a positive way through the recommendations this group provides to the city council. A well designed and planned community can influence the choices made by business leaders and residents in a way that benefits both the individuals and the community. If appointed, I will make it a priority to provide honest feedback to the policy makers and approach each issue that comes before the commission in an open-minded way.

I also have a unique educational background and base of experience that could be beneficial to the planning board. First, I hold a Master of Public Administration (MPA) earned in 2007 from Southern Illinois University. My program focused on state and local government. I conducted my final research paper for this degree on the "Economic Impact of Sports Stadiums: The Case of the Edward Jones Dome and the City of St. Louis." When this stadium was proposed, it was promised that the neighborhood around the stadium would see business and population growth. My research paper attempted to measure the accuracy of these claims. In addition to my MPA, I also earned a Master's of Business Administration (MBA) from Georgia Southern University in 2014. This degree has strengthened my knowledge of the business process and has deepened my awareness of what businesses must possess to be successful from a community prospective.

The remainder of my experience has come in a professional capacity. Since I moved to the Statesboro area I have worked for the Bureau of Business Research and Economic Development at Georgia Southern University. My work at this center has focused on applied research. A great deal of this research has focused on development issues. In some cases, the development studied was for a community. For example, the Candler County School district recently built a new elementary and middle school. These projects left the old school buildings empty. I lead the team of researchers that created a plan to redevelop both properties. The school board used this information to guide their redevelopment effort.

In other cases the research has focused on what the market could support. In Dodge County, I investigated whether this market could support a new car dealership. This area has a good demand but when compared to other peer communities I found that this demand was not enough to support a dealership. This information was used to keep the development authority from pursuing a development with limited potential to succeed. Another study that involved redevelopment work was for the

Effingham Community Health System. This was an economic impact and break even analysis provided the leadership with the information they needed to convince the Effingham County Board of Commissioners to financially support the expansion of the hospital facility. With this support Effingham County was able to secure a federal grant to cover most the development cost. These keep the hospital open and the property in use which protected the property value of the residents of Effingham County.

These are just three examples of my research over my time spent with BBRED during which I have conducted over 50 reports. This work will benefit the board because I have gained a different prospective from preparing these reports and have unique insight regarding how other communities in Georgia have been dealing with development issues. Sometimes, the first step in making a recommendation is recognizing that you are not the first group to deal with the issue being discussed.

A great deal of my research has been done from the community prospective. This information has been used by clients to influence the decisions of elected and appointed boards. This experience will help me better evaluate the issues that come before the board. I have also presented to elected and appointed boards throughout my time at BBRED. From this experience, it has been made clear to me that a board with members that respect and support each other can be an asset to their community and the organization they are serving. It will be my goal to work with my fellow board members as we work through the recommendation making process.

Are you willing to commit to a four year term? **Yes**

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Signature

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Date

# Benjamin P. McKay

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508 Springer Ct., Statesboro, GA 30461  
(912) 481-8019  
bpmckay@georgiasouthern.edu

## Education:

### **Master of Business Administration**

Georgia Southern University  
August 2011- Spring 2015 GPA: 3.4 (4.0 scale)

### **Master of Public Administration**

Southern Illinois University Carbondale  
August 2003-December 2006 GPA: 3.3 (4.0 scale)

### **Bachelor of Arts in Political Science & Bachelor of Sciences in Speech Communication**

Southern Illinois University Carbondale  
Graduated May 2002 GPA: 3.3 (4.0 scale)

## Professional Experience:

Research Associate, *August 2007 to present*  
Bureau of Business Research & Economic Development,  
College of Business Administration, Georgia Southern University

- Prepared numerous research studies for clients
- Assisted with the preparation of grant applications for federal and private foundation funding
- Developed new economic development programming
- Coordinated research projects with students and staff members
- Performed data analysis and developed critical assumptions for use in input/output software modeling REMI and IMPLAN
- Regularly created, analyzed and maintain datasets from several secondary sources for reports and presentations
- Developed survey instruments for primary data collection for both statewide and regional research projects
- Directly supervised and recruited undergraduate and graduate student workers
- Recruited new research projects for BBRED

### **Adjunct Instructor**

Fall 2013, Spring 2015

Georgia Southern University, Statesboro, GA  
Institute for Public and Nonprofit Studies  
College of Liberal Arts and Social Sciences  
Course: Public Policy (PBAD 7532)

Applied Research Technology Specialist  
ECON 4131 Applied Analysis

*Fall 2010, 2011*

- Introduced and discussed major theoretical assumptions of input/output modeling
- Discussed the different strengths and weaknesses of multiple input/output systems
- Discussed modeling techniques and strategies

- Instructed students on how to use the IMPLAN software

Assistant Manager, The Mattress Store

*June 2005 to July 2007*

- Initiated Retail Sales
- Updated, tracked and maintained inventory and records
- Prepared sales materials for point of purchase displays

City Manager Intern, City of Carbondale

*August 2005 to May 2006*

- Conducted research for grant applications
- Prepared report regard annexation plans
- Authored press releases for events and meetings

Graduate Assistant to Dr. Keith Snavelly,  
Director MPA Program

*January 2004 to June 2005*

Southern Illinois University Carbondale

- Conducted research for presentations and classes preparations
- Developed and scheduled class presentations and outside speakers
- Represented the program at Master of Public Administration board meetings

### **Professional Conferences Presentations**

“Partnerships in Regional Economic Development: An example from rural Georgia”. Association for University Business and Economic Research (AUBER) Fall 2014 Conference (*excepted, peer-reviewed conference*) <http://www.auber.org/conference/2014Oregon/Pubs/PartnershipRegionaEconomics.pdf>

“International Accounting, Business Productivity, and Economic Development”. REMI Policy Conference Confirmation. March 13-14, 2014, Atlanta, Georgia. Jointly prepeded with Dr. Britton McKay (*Presented on Monday, March 14, 2014 at 9:30*) (*invited presentation*)

“School Reuse Study: Identifying Feasible Reuse Options for the Metter Elementary Intermediate and Middle Schools”. Association for University Business and Economic Research (AUBER) Fall 2013 Conference. October 13-15, 2013, Richmond, Virginia. (*Presented on Monday, October 14, 2013 at 9:30*) <http://auber.org/conference/2013Virginia/Virginia2013.html> (*peer-reviewed conference*)

“Effingham County Hospital Authority Expansion and Renovation Plan Economic Impact and Qualitative Benefits” Savannah Competitiveness Luncheon, Regional Economic Models, Inc. (REMI), May 24, 2013, Savannah, Georgia (*invited presentation*)

“Getting Started: How Do I Determine If My Community is Right and Ready? A Case Study” American Association of Retirement Communities 2008 Annual Conference, November 5-7, 2008, Savannah, Georgia

### **Other Professional Training**

- Grant Training Center, Three-Day Professional Grant Development Workshop, Atlanta, GA, December 2008
- REMI Training Seminar PI+: The Next Generation of Policy Insight, Atlanta, GA, August 2008
- REMI On-site Seminar Training, Amherst February, 2008

*\*A complete listing of publications and funded research projects is available by request.*



**RESOLUTION 2015-31: A RESOLUTION AMENDING THE JOB  
POSITION CLASSIFICATION AND COMPENSATION PLAN**

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

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

WHEREAS, the City Manager has made a recommendation to reclassify a Sr. Code Compliance officer and Code compliance officer position.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia in regular session assembled this 15<sup>th</sup> day of September, 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 Sr. Code Compliance Officer position be reclassified to a Code Compliance Officer at the pay grade of 15.
- That the Code Compliance Officer position job description is revised and reclassified to the pay grade of 15; Revised job description attached;

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

Passed and adopted this 15<sup>th</sup> day of September 2015.

CITY OF STATESBORO, GEORGIA

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

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



*City of Statesboro*  
*Department of Planning & Development Memorandum*

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50 East Main Street      P.O. Box 348      » (912) 764-0630  
Statesboro, Georgia 30458      Statesboro, Georgia 30459      » (912) 764-0664 (Fax)

**TO: Robert Cheshire, P.E., Interim City Manager**  
**Wendell Turner, Director of Public Safety**  
**Cindy West, Director of Finance**  
**Jeff Grant, Director of Human Resources**

**FR: Mandi Cody, Director Planning & Development**

**RE: Code Compliance Reorganization**

**Date: September 6, 2015**

*Current Issue:*

In 2012, in response to a vacancy in the Code Compliance Division and upon the recommendation of the City Manager, Director of Planning & Development, and Director of Public Safety, the City Council approved an amendment to the job description and an adjustment in pay grade to provide for one of the two authorized Code Compliance positions to be filled by a Post Certified peace officer (police officers). From that time until September of 2014, the City employed a POST certified Code officer at a grade 15 in the Sr Code Compliance Officer position and one civilian in the Code Compliance officer position at a grade 12.

In late 2014, Officer Mike Chapel of the Statesboro Police Department was transferred to the Code Compliance Division from the Statesboro Police Department as a reasonable accommodation associated with physical limitations imposed by a medical situation. Officer Chapel was transferred into the open civilian position at a grade 12. This resulted in two police officers staffing the Code Compliance Division, but at different pay grades and with different job descriptions.

During review of this situation, the Statesboro Police Department, in its endeavor to achieve state and national certifications, realized the need for improved documentation regarding supervisory controls and organizational structure for police officers employed by the City and on assignment to different departments. Therefore, a serious review of organizational structure, supervisory control, job descriptions, operating policies, and financial management of the Code Compliance Division of the Planning & Development Department was undertaken. This review involved the Interim City Manager, the City Attorney, and the Directors of Human Resources, Finance, Planning & Development, Public Safety, as well as the Police Major and the Lieutenant responsible for the Investigations Bureau. The findings and recommendations of the review are as follows:

*Organizational Structure:*

It is the recommendation of this review that the Code Compliance Officer duties for the City of Statesboro be fulfilled by two officers on assignment to the Department of Planning & Development from the Statesboro Police Department's Investigations Bureau. The two (2)

authorized positions should be identical in job duties and are recommended to be established at a pay grade of 15 – the equivalent of an Advanced Patrol Officer at the Statesboro Police Department. Currently, the positions are filled by Officer Eric Short and Officer Mike Chapel. No impact on their employment status is expected by this recommendation with the exception that Officer Chapel’s pay grade should be adjusted from a 12 to a 15.

It is recommended that for purposes of span of control and organizational liability, the Division be moved on the City’s organizational chart from Planning & Development to a division of the Investigations Bureau for the Statesboro Police Department. The police activities of the Division should be supervised by the Lieutenant for the Investigations Bureau, while the day to day code enforcement activities of the officers and the goals and objectives of the Division would be established and supervised by the Director of Planning & Development.

It is recommended that the nature of the duties would exempt these two positions from the physical fitness requirements being considered for implementation by the Statesboro Police Department.

Unless otherwise noted, Code Compliance officers should be held to the standards and policies of the City of Statesboro Employee Handbook, the Statesboro Police Department Law Enforcement Operations Manual, and the Standard Operating Procedures for Code Compliance activities from the Department of Planning & Development. Employee evaluations and discipline measures will be jointly carried out by the Director of Planning & Development and the Lieutenant for the Investigations Bureau.

Training and equipment will be as required and approved by the Statesboro Police Department to maintain all SPD and POST requirements. Training allocations will also be made for the Georgia Association of Code Enforcement for activities pertinent to code enforcement.

Budgetary approvals should first be approved by the Director of Planning & Development and forwarded to the Lieutenant for the Investigation Bureau for final approval. Officers will, in all budgetary and payroll respects, be subject to the rights and responsibilities of Statesboro Police officers.

Next Steps:

The steps for implementing the recommendations set forth herein are as follows:

1. Seek Council authorization to amend the job descriptions for Sr Code Compliance Officer and the Code Compliance Officer to a single job description to include a minimum requirement of POST certification and eliminate the supervisory responsibility for the Sr position. Define on this job description that these are Statesboro Police Department positions on assignment to the Department of Planning & Development for Code Compliance job duties.
2. Seek Council authorization to adjust the paygrade for the Sr Code Compliance Officer from a 14 with an approved increase to 15 with a POST certification to a minimum 15. (eliminating Sr here).

3. Seek Council authorization to adjust the pay grade of the position currently referred to as a Code Compliance Officer from a 12 to a 15.
4. Seek Council approval to amend the City's organizational chart to move the Code Compliance Division from Planning & Development to the Statesboro Police Department's Investigations Bureau.
5. Seek Council approval to amend the City's budget to reallocate the budget for the Code Compliance Division from Planning & Development to the Police Department.
6. The adoption of a Standard Operating Procedure for code enforcement issues by the Director of Public Safety, Director of Planning & Development, and the Interim City Manager for implementation by the Planning & Development Department.
7. The adoption/amendment of procedures and requirements to the Statesboro Police Department's Law Enforcement Operations Manual to reflect (1) that the Statesboro Police Department has officers on assignment to the Department of Planning & Development for code compliance job duties and (2) that these officers are exempt from the physical fitness requirements of the Statesboro Police Department.

JOB TITLE: Investigations Bureau - Code Compliance Officer

DEPARTMENT: Police, City of Statesboro

JOB SUMMARY: This position will be classified as on assignment to the Planning and Development Department and will be supervised daily by the Director of the Planning and Development Department.

This position is responsible for ensuring the maintenance of the City of Statesboro's physical characteristics, improving the community's standard of living and enhancing property values through the enforcement of codes related to property maintenance, environment, sanitation, zoning, etc.

#### MAJOR DUTIES

Serves as the principal enforcement agent of adopted City Ordinances where designated and does not have primary full time law enforcement responsibilities or duties as that of a POST Certified Police Officer assigned to the Patrol Bureau or other sections of the Investigative Bureau.

Assists other City Departments in the enforcement of various City Ordinances where not otherwise designated as the primary enforcement agent;

Determines appropriate corrective action to bring about ordinance compliance;

Works with property owners, business owners, tenants and members of the general public to explain City Ordinances;

Coordinates the prosecution of code violations with various City Departments, Law Enforcement Officials and the Municipal Court;

Participates and/or testifies in court proceedings where necessary.

Inspects properties and structures to determine compliance with various City Ordinances and initiates compliance or enforcement activities where apparent violations of City Ordinances are found to occur; Note: (Not inspections for buildings or fire code for Certification of Occupation)

Issues educational material and notices of violation or citations where Appropriate;

Conducts research regarding property ownership, current and past permits, applications and applicable codes;

Responds to inquiries from City staff, elected officials and the general public regarding ordinance requirements, code violations and appropriate corrective action;

Responds to complaints and requests for service regarding potential code violations;

Enforces appropriate time frames for compliance achievement;



Initiates proposals to improve pertinent City ordinances, compliance and enforcement policies or procedures and code compliance programs and coordinates with the supervisor to implement proposals in the appropriate manner;

Works closely with the Planning and Development Administrative Assistant to maintain accurate and complete records of complaints, inspections, violations and citations; prepares periodic written reports detailing code enforcement activities and results;

Works with the staff attorney to prepare and present violation cases for prosecution in court and represents the City of Statesboro in court;

Keeps written logs; researches prior records; enters, distributes and maintains records and documents and may assist in coordinating period record auditing;

Responds to employees, co-workers and superiors in a cooperative and constructive manner; provides support to other department personnel by responding to requests for information and assistance; facilitates a respectful, friendly atmosphere in the workplace.

Uses office machines and software to include: digital scanner, multiple line telephones, voice mail, document shredder, computer, e-mail, internet, scheduler, contact listings, copier, printers, fax machine, electric stapler, etc. to complete various tasks;

May be required to participate in professional development activities, including certification programs as assigned by the Supervisor;

Receives and delivers bank deposits for City Hall as well as the Municipal Court;

Escorts the Tax Clerk on taxation notices and till pulls;

Performs security searches for people in abandoned and/or dilapidated houses;

Provides security for Planning Commission meetings;

Deals with code violations involving people with severe mental health issues; and

Other duties may be assigned and shall be subject to continuous duty in emergencies.

#### KNOWLEDGE REQUIRED BY THE POSITION:

Ability to respond to or initiate communication with a wide range of customers including, but not limited to: the general public, co-workers, development interests, property owners, law enforcement, public officials, etc.

Knowledge of local ordinances, state laws and national codes and the ability to exercise reasonable interpretation;

Knowledge of law enforcement procedures, associated court procedures, fine structures and legal terminology;

Knowledge of the streets and geography of the City;

Skill in basic mathematical calculations;

Skill in planning, organizing, analyzing, decision making and problem solving;

Skill in driving;

Basic computer skills;

Skill in maintaining records and files and writing reports while managing volumes of open files;

Skill in dealing with the public and public relations;

The ability to write simple correspondence and utilize proper English and basic grammatical skills;

Skill in the use of basic office equipment; and

Knowledge in the proper use, maintenance and handling of a firearm

#### QUALIFICATIONS:

Successful performance in this job requires an individual to perform essential duties satisfactorily. The requirements listed below represent the knowledge, skills and/or abilities required:

High school diploma or general education degree (GED)

Georgia Peace Officer Standards Training Counsel (POST) certification, Peace (police) officer in good standing with P.O.S.T. also with previous department(s).

Three (3) to five (5) years of experience or specialized training in a field of work which provides for a skill set that may be associated with the duties and responsibilities of the position.

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.

Possession of or the ability to obtain certifications from the Georgia Association of Code Enforcement and other relevant organizations in an allied field; and

Preferred supervisory experience in law enforcement in a municipal or county setting.

#### MINIMUM QUALIFICATIONS:

Georgia Peace Officer Standards Training Counsel (POST) certification, Peace (police) officer in good standing with P.O.S.T. also with previous department(s).

Ability to read, write, perform basic mathematical calculations, and perform basic secretarial duties at a level commonly associated with the completion of high school or equivalent.

Experience in understanding the basic principles relevant to the major duties of the position.

**SUPERVISORY CONTROLS:** The Director of Planning and Development assigns work in terms of general instructions and is considered the direct daily supervisor for this assigned position.

**GUIDELINES:** Guidelines include federal and state laws, City ordinances and Department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related code enforcement duties.

**SCOPE AND EFFECT:** The purpose of this position is to provide code enforcement to the City of Statesboro. Successful performance helps ensure the efficient operation of the Department.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other city employees, law enforcement officials, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, motivate persons, settle matters and provide services.

**PHYSICAL DEMANDS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception. Field work may intermittently require the employee to negotiate barriers or obstacles, climb ladders or use tools or equipment requiring some degree of dexterity.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Work is typically performed in the field with some office work. The employee is periodically exposed to dust, dirt and inclement weather. Some field work may intermittently expose the employee to conditions, including noise, which may alternatively require the use of protective gear such as a hard hat and/or protective eyewear.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**DISCLAIMER STATEMENT:**

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.



### Position Summary Review Form

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

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

Request Initiated By:	<b>Mandi Cody</b> Director of Planning & Development Supervisor Name / Title  Signature	<b>Planning &amp; Development</b> Department  9/9/15 Date
Human Resources Director	<input checked="" type="checkbox"/> Recommendation Completed	

**Request Approval To:**

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

Position Information	POSITION RECOMMENDATION	HR RECOMMENDATION
Title	Code Compliance Officer	Code Compliance Officer
Pay Grade	12	15
Starting Salary	13.29	14.32
FLSA Status	Non-Exempt <sub>xx</sub>	Non-Exempt <sub>xx</sub>
	Exempt	Exempt
Effective Date	Mo 09    Day 16    Year 2015	Mo 09    Day 16    Year 2015
<b>SHADED AREA FOR HR USE ONLY</b>	Compensation & Classification Approval:	Date: <b>09/08/2015</b>

Code Compliance Officer

Current Position Title

Michael Chappel

Current Incumbent

Planning & Development

Department

Director of Planning & Development

Reports To / Supervisor

N/A

Employee AS400 ID

Code Compliance

Division

Full Time

Part Time

Temporary

Seasonal

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

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

Code Compliance officers will be reassigned under the management of the police department, however the day to day supervision will be performed by the Director of Planning & Development. The Code Compliance Officer position will be reclassified to the pay grade of 15; Revised job description attached;

**Equity Adjustment (if applicable):**

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

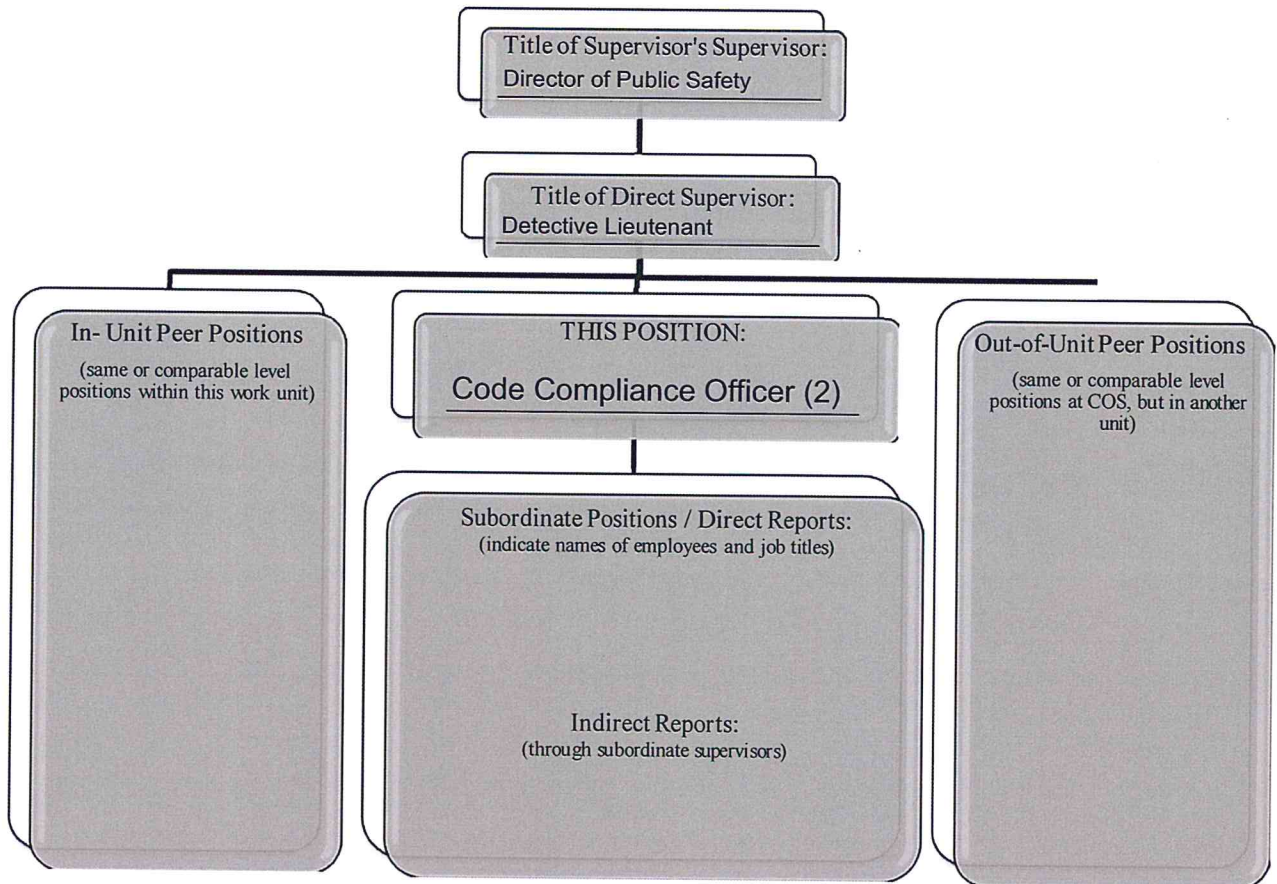
**Essential Duties & Responsibilities**



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

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

**Organizational Chart for this Position**



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

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

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

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

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

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

Peace officer standards training certification

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

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

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

\_\_\_ 1. Standard check or routine crosscheck readily detects probable errors. Errors would be due to oversights in most instances. Cost of correction is negligible.

**XX** 2. Probably errors are generally confined to a single department, or phrase of activities, but are not always detected in succeeding operations. Errors may affect the work of others within the unit. Considerable time may be involved to trace errors and make corrections.

\_\_\_ 3. Probably errors typically cause inaccuracies in reports or records pertaining to numerous departments and/or the Department as a whole. Errors typically have significant internal and/or external implications. (E.g., the financial position of the Department may be affected and/or they may delay progress of significant programs or projects).

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

\_\_\_ 1. The position is not responsible for supervising other employees (i.e. conduct performance evaluations for these positions).

**XX** 2. Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as subordinates. There is little or no responsibility for controlling costs and enhancing methods for performing work activity. This level applies to a position that is responsible for supervising one or two employees.

\_\_\_ 3. Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. The position is responsible for addressing business and personal difficulties under stander procedures. This level applies to a position that is responsible for supervising three or more employees.

\_\_\_ 4. Supervision applies to one or more departments with full responsibilities for results in terms of costs, methods, and personnel administration. This level applies to a position that is responsible for supervising managers, who in turn have responsibility for supervising staff.

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

Title of Reporting Positions	Number in Position	Full Time	Part Time
N/A			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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

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

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

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

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

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

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

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

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

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

----- For HR Use Only -----

**Internal Job Comparison**

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

Title	Department	Incumbent	Match Knowledge, Skills, & Scope of Responsibility
Advanced Patrol Officer	Police Department		Pay Grade 15

**External Job Comparison**

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

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





### Position Summary Review Form

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

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

Request Initiated By:	<b>Mandi Cody</b> Director of Planning & Development Supervisor Name / Title  Signature	<b>Planning &amp; Development</b> Department 9/9/15 Date
Human Resources Director	<input checked="" type="checkbox"/> Recommendation Completed	

**Request Approval To:**

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

Position Information	POSITION RECOMMENDATION	HR RECOMMENDATION
Title	Sr. Code Compliance Officer	Code Compliance Officer
Pay Grade	14 (15 w/ P.O.S.T certification)	15
Starting Salary	13.63 (14.32)	14.32
FLSA Status	Non-Exempt <sub>xx</sub>	Non-Exempt <sub>xx</sub>
	Exempt	Exempt
Effective Date	Mo 09    Day 16    Year 2015	Mo 09    Day 16    Year 2015
<b>SHADED AREA FOR HR USE ONLY</b>	Compensation & Classification Approval:	Date: <b>09/08/2015</b>

Sr. Code Compliance Officer  
Current Position Title

Director of Planning & Development  
Reports To / Supervisor

Eric Short  
Current Incumbent

N/A  
Employee AS400 ID

Planning & Development  
Department

Code Compliance  
Division

Full Time

Part Time

Temporary

Seasonal

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

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

Code Compliance officers will be reassigned under the management of the police department, however the day to day supervision will be performed by the Director of Planning & Development. The Sr. Code Compliance Officer will be reclassified to a Code Compliance Officer position; Revised job description attached;

**Equity Adjustment (if applicable):**

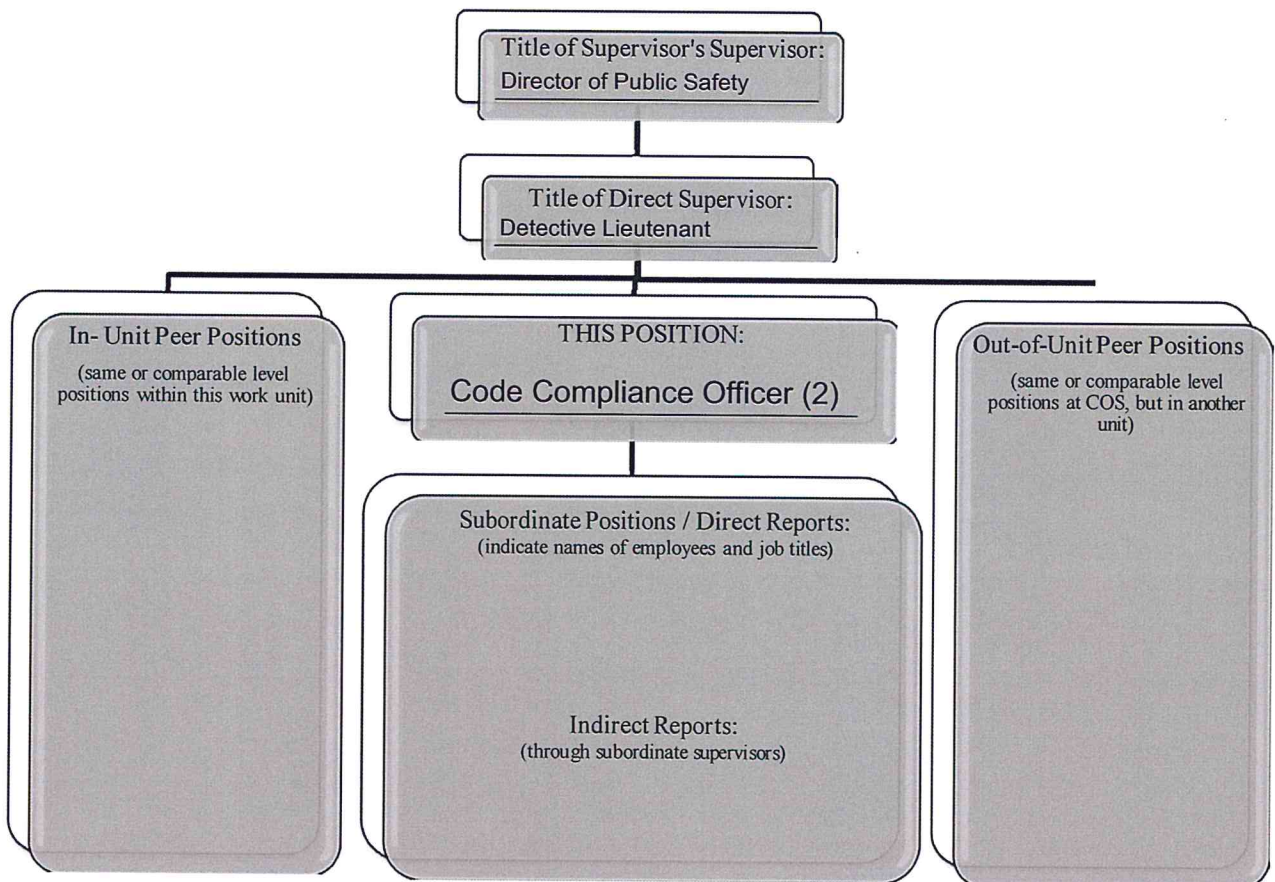
Desired Salary Grade	Current Base Salary	Recommended Salary
_____	\$ _____ hr / yr	\$ _____ hr / yr

**Essential Duties & Responsibilities**

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

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

**Organizational Chart for this Position**





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

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

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Peace officer standards training certification

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

Title of Reporting Positions	Number in Position	Full Time	Part Time
N/A	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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

- \_\_\_ 1. Contacts are typically limited to co-workers and supervisor. There is only minimal contact with other employees and/or external parties (i.e., students, citizens, and representatives from other organizations).
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**Budget Responsibilities:** This factor measures the position’s level of responsibility concerning departmental budget.

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

----- For HR Use Only -----

**Internal Job Comparison**

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

Title	Department	Incumbent	Match Knowledge, Skills, & Scope of Responsibility
Advanced Patrol Officer	Police Department		Pay Grade 15

**External Job Comparison**

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

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