



**February 21, 2023 5:30 pm**

1. Call to Order by Mayor Jonathan McCollar
2. Invocation and Pledge of Allegiance by Councilmember John Riggs
3. Public Comments (Agenda Item):
4. Consideration of a Motion to approve the Consent Agenda
  - A) Approval of Minutes
    - a) 02-07-2023 Council Minutes
    - b) 02-07-2023 Executive Session Minutes
5. Public Hearing and Consideration of a Motion to Approve: **APPLICATION RZ 23-01-01**: Simcoe Investment Group requests a Zoning Map Amendment from the R15 (Single-Family Residential) zoning districts to the R-2 (Townhouse Residential District) zoning district in order to develop a townhouse development at Cawana Road.
6. Public Hearing and Consideration of a Motion to Approve: **APPLICATION RZ 23-01-02**: Simcoe Investment Group requests a Zoning Map Amendment from the R15 (Single-Family Residential) zoning districts to the R-2 (Townhouse Residential District) zoning district in order to develop a townhouse development at Cawana Road.
7. Public Hearing and Consideration of a Motion to Approve: **APPLICATION SUB 23-01-03**: Woodford Station LLC, requests preliminary PLAT approval of a 3-phase 172 lot townhouse subdivision on 17.78 acres on a property located at 7130 Veterans Memorial Parkway.
8. Consideration of motion to acknowledge Council receipt of annexation petition by Woody Royal for 2.27 acres of property located on Old Register Road (Tax Parcel# 076 000001 001) and to direct City Clerk to investigate and certify the sufficiency of the petition filed.
9. Consideration of motion to acknowledge Council receipt of annexation petition for by S&K Investments for 1.72 acres of property located on Old Register Road (Tax Parcel # 076 000001 012) and to direct City Clerk to investigate and certify the sufficiency of the petition filed.
10. Consideration of a motion to approve **Resolution 2023-08**: A resolution to impose a six month moratorium on processing and consideration of sign variances requested pursuant to Article XV of Appendix A of the Statesboro Code of Ordinances.

11. Consideration of a motion to approve **Resolution 2023-09**: A resolution amending the job position classification and compensation plan for Community Information Specialist in the Statesboro Police Department.
12. Consideration of a motion to approve **Resolution 2023-10**: A resolution amending the job position classification and compensation plan for Records Supervisor in the Statesboro Police Department.
13. Consideration of a Motion to Approve **Resolution 2023-11**: A resolution authorizing the Mayor to execute an Operational Service Agreement with the Coastal Regional Commission for public transportation services.
14. Consideration of motion to approve grant of easement to Statesboro-Bulloch Remembrance Coalition to install a historical marker on City property adjacent to City Hall
15. Consideration of a motion to approve acceptance of the 2021 Staffing for Adequate Fire and Emergency Response (SAFER) Grant which has been awarded to the Statesboro Fire Department.
16. Consideration of a motion to award a sole source purchase contract with Central Square software in the amount of \$21,450.00 to install onto the new Central Square infrastructure as the old infrastructure will soon run out of support.
17. Consideration of a motion to approve a contract with Vision Industrial Services in the amount of \$44,750.00 for railroad work with the East Jones Avenue and East Grady Street sidewalk projects. Funding is from 2018 TSPLOST Fund.
18. Other Business from City Council
19. City Managers Comments
20. Public Comments (General)
21. Consideration of a Motion to enter into Executive Session to discuss “Personnel Matters” “Real Estate” and/or “Potential Litigation” in accordance with O.C.G.A 50-14-3(b)
22. Consideration of a Motion to Adjourn



CITY OF STATESBORO  
COUNCIL MINUTES  
FEBRUARY 07, 2023

Regular Meeting

50 E. Main St. City Hall Council Chambers

9:00 AM

**1. Call to Order**

Mayor Pro Tem Shari Barr called the meeting to order

**2. Invocation and Pledge**

Councilmember Venus Mack gave the Invocation and led the Pledge of Allegiance.

**ATTENDANCE**

Attendee Name	Title	Status	Arrived
Jonathan McCollar	Mayor	Absent	
Phil Boyum	Councilmember	Present	
Paulette Chavers	Councilmember	Present	
Venus Mack	Councilmember	Present	
John Riggs	Councilmember	Absent	
Shari Barr	Mayor Pro Tem	Present	

Other staff present: City Manager Charles Penny, Assistant City Manager Jason Boyles, Public Information Officer Layne Phillips, City Attorney Cain Smith and City Clerk Leah Harden

**3. Recognitions / Public Presentations:**

**A) Presentation of a proclamation recognizing Arbor Day in the City of Statesboro and recognizing the 30<sup>th</sup> anniversary of the City's participation in the Tree City USA Program.**

Mayor Pro Tem Shari Barr read the proclamation recognizing February 17<sup>th</sup>, 2023 as Arbor Day in the City of Statesboro and presented it to Assistant Public Works Director Marcos Trejos.

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

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

**A) Approval of Minutes**

- a) **01-17-2023 Work Session Minutes**
- b) **01-17-2023 Council Minutes**
- c) **01-17-2023 Executive Session Minutes**

A motion was made to approve the consent agenda.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Venus Mack
<b>SECONDER:</b>	Councilmember Paulette Chavers
<b>AYES:</b>	Boyum, Chavers, Mack, Barr
<b>ABSENT</b>	Councilmember John Riggs

**6. Second Reading and Consideration of a motion to approve Ordinance 2023-01: An Ordinance amending Section 2-85 of the Statesboro Code of Ordinances regarding membership of the Statesboro Business Commission.**

A Motion was made to approve Second Reading and Consideration of a motion to approve Ordinance 2023-01: An Ordinance amending Section 2-85 of the Statesboro Code of Ordinances regarding membership of the Statesboro Business Commission.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Venus Mack
<b>SECONDER:</b>	Councilmember Paulette Chavers
<b>AYES:</b>	Boyum, Chavers, Mack, Barr
<b>ABSENT</b>	Councilmember John Riggs

**7. Public Hearing & Consideration of a Motion to approve a Package Distilled Spirits Location Reservation:**

**GATA Package, LLC DBA GATA Package  
Tormenta Way  
Statesboro, Ga 30458**

A motion was made to approve open the public hearing.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Venus Mack
<b>SECONDER:</b>	Councilmember Paulette Chavers
<b>AYES:</b>	Boyum, Chavers, Mack, Barr
<b>ABSENT</b>	Councilmember John Riggs

No one spoke for or against the request.

A motion was made to close the public hearing.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember
<b>SECONDER:</b>	Councilmember
<b>AYES:</b>	Boyum, Chavers, Mack, Riggs, Barr
<b>ABSENT</b>	

A motion was made to approve a Package Distilled Spirits Location Reservation to GATA Package, LLC DBA GATA Package located on Tormenta Way Statesboro, Ga 30458.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Phil Boyum
<b>SECONDER:</b>	Councilmember Venus Mack
<b>AYES:</b>	Boyum, Chavers, Mack, Barr
<b>ABSENT</b>	Councilmember John Riggs

**8. Consideration of a motion to approve Resolution 2023-03: A Resolution pledging to practice and promote civility in the City of Statesboro.**

A motion was made to approve Resolution 2023-03: A Resolution pledging to practice and promote civility in the City of Statesboro.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Venus Mack
<b>SECONDER:</b>	Councilmember Paulette Chavers
<b>AYES:</b>	Boyum, Chavers, Mack, Barr
<b>ABSENT</b>	Councilmember John Riggs

**9. Consideration of a motion to approve Resolution 2023-04: A Resolution requesting approval to apply for Assistant to Firefighters Grant for the City of Statesboro, Georgia.**

A motion was made to approve Resolution 2023-04: A Resolution requesting approval to apply for Assistant to Firefighters Grant for the City of Statesboro, Georgia.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Venus Mack
<b>SECONDER:</b>	Councilmember Paulette Chavers
<b>AYES:</b>	Boyum, Chavers, Mack, Barr
<b>ABSENT</b>	Councilmember John Riggs

**10. Consideration of a motion to approve Resolution 2023-05: A resolution approving acceptance of proceeds of the 2023 Georgia Power Company volunteer group Citizens of Georgia Power chapter grant.**

A motion was made to approve Resolution 2023-05: A resolution approving acceptance of proceeds of the 2023 Georgia Power Company volunteer group Citizens of Georgia Power chapter grant.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Venus Mack
<b>SECONDER:</b>	Councilmember Paulette Chavers
<b>AYES:</b>	Boyum, Chavers, Mack, Barr
<b>ABSENT</b>	Councilmember John Riggs

**11. Consideration of a motion to approve Resolution 2023-06: A resolution approving acceptance of grants from the Georgia Department of Transportation for the Creek on the Blue Mile project.**

Councilmember Phil Boyum asked what this grant will obligate the City to if we accept these funds.

City Manager Charles Penny stated these funds are geared more towards park improvements verses the actual creek project itself. At this time improvements to the park have not really been defined in its entirety. So what we are doing is banking funds for the future improvement of that facility. The project is still being designed, an update will be presented sometime in March or April.

Councilmember Boyum asked at what point do we decide whether to move forward with the project or not. We seem to be spending a lot of money designing a project that may not generate the economic development benefit we think it will.

Mr. Penny stated at some point we will get to a place to make a decision but we need to finish the design first and there is an element of the project the city is not paying for, which is for private development. At some point this year council should be receiving a presentation from the Blue Mile Foundation showing what the thoughts are for the development of that area. One thing we have to remember about this project is first it is a stormwater management project which is the piece the city is dealing with. Beyond that we are reducing the flood plain and increasing the amount of land available for development. Currently we are using mostly grant money for the project. We also have a line of credit of \$15.5 million of which we have drawn approximately \$6,000.00 to activate the loan.

Councilmember Boyum stated his concern that the reservoir for ground water storage has been completely removed from the original project. As a result the economic benefit and water management benefit has significantly decreased. There's no reservoir, the floodplain benefit is greatly reduced, and costs have gone up by nearly 40%.

Mr. Penny stated there is a design going on with the anticipation of a reservoir. At this point if this Council decided today that you want to stop the project all you have to do is say that. We're spending grant funds and folks are doing a lot of work with the thought that this is going to help improve that corridor and the economic impact study did say there was about an eighty million dollar economic impact.

Councilmember Venus Mack asked if we accept these funds what amount we would have to match.

Mr. Penny stated it's about \$500,000.00 that will be paid out of the GEFA loan which is the line of credit we already have.

A motion was made to approve **Resolution 2023-06**: A resolution approving acceptance of grants from the Georgia Department of Transportation for the Creek on the Blue Mile project.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Phil Boyum
<b>SECONDER:</b>	Councilmember Venus Mack
<b>AYES:</b>	Boyum, Chavers, Mack, Barr
<b>ABSENT</b>	Councilmember John Riggs

**12. Consideration of a motion to approve Resolution 2023-07: A Resolution establishing the Statesboro Youth Council.**

A motion was made to approve **Resolution 2023-07**: A Resolution establishing the Statesboro Youth Council.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Venus Mack
<b>SECONDER:</b>	Councilmember Paulette Chavers
<b>AYES:</b>	Boyum, Chavers, Mack, Barr
<b>ABSENT</b>	Councilmember John Riggs

**13. Consideration of a motion to award the purchase of eleven (11) vehicles to J.C. Lewis Ford of Statesboro, GA at a total not to exceed price of \$463,878.00 with approval to purchase from alternate vendor(s) based on J.C. Lewis Ford unit pricing in the event J.C. Lewis Ford cannot fill all of these vehicle purchases due to lack of available inventory.**

A motion was made to award the purchase of eleven (11) vehicles to J.C. Lewis Ford of Statesboro, GA at a total not to exceed price of \$463,878.00 with approval to purchase from alternate vendor(s) based on J.C. Lewis Ford unit pricing in the event J.C. Lewis Ford cannot fill all of these vehicle purchases due to lack of available inventory.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Paulette Chavers
<b>SECONDER:</b>	Councilmember Venus Mack
<b>AYES:</b>	Boyum, Chavers, Mack, Barr
<b>ABSENT</b>	Councilmember John Riggs

**14. Consideration of a motion to award a contract to D. Lance Souther, Inc. in the amount of \$297,651.65 for the installation of 8000’ of 4” and 2” gas main on North Main St. (Lakeview Road) to serve Fernhill Farms Subdivision. To be paid for with Natural Gas Fund Operating Revenue funds.**

A motion was made to award a contract to D. Lance Souther, Inc. in the amount of \$297,651.65 for the installation of 8000’ of 4” and 2” gas main on North Main St. (Lakeview Road) to serve Fernhill Farms Subdivision. To be paid for with Natural Gas Fund Operating Revenue funds.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Paulette Chavers
<b>SECONDER:</b>	Councilmember Venus Mack
<b>AYES:</b>	Boyum, Chavers, Mack, Barr
<b>ABSENT</b>	Councilmember John Riggs

**15. Consideration of a motion to approve a contract in the amount of \$906,898.70 with McLendon Enterprises for West Main Street stormwater drainage improvements. This project will be paid by 2018 TSPLOST funds.**

A motion was made motion to approve a contract in the amount of \$906,898.70 with McLendon Enterprises for West Main Street stormwater drainage improvements. This project will be paid by 2018 TSPLOST funds.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Paulette Chavers
<b>SECONDER:</b>	Councilmember Venus Mack
<b>AYES:</b>	Boyum, Chavers, Mack, Barr
<b>ABSENT</b>	Councilmember John Riggs

**16. Other Business from City Council**

Mayor Pro Tem Shari Barr stated that the CDC puts out a floating indicator about COVID spread, it has been low but is been going back up to medium spread and encourages everyone to take care of themselves and to get vaccinated. Also if you are in a large crowd wear your mask and help keep the spread down.

**17. City Managers Comments: None**



**18. Public Comments (General):**

Susan Riley signed up to address council regarding procedures related to zoning and annexation stating, there were errors in the city’s procedure of the recently approved annexation of 41 acres on Beasley Road. Mrs. Riley went on to say, state law mentions property to be annexed is also to be rezoned. In addition another section requires a detailed report made available to the public 10 days before the annexation and that the notification requirement to the school system was not met either. Mrs. Riley asked that the city rescind its action of the annexation on January 17, 2023 of 41 acres on Beasley Road.

Blake Roberson signed up to inform council about Eagle Advocates an organization that is coming back to Georgia Southern. The organization’s mission is to educate, inform, and empower. Mr. Robinson introduced the organization’s Vice President Sierra Childs and stated they are not yet registered with the University and are hoping to be up and running in the fall.

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

At 9:55 am a motion was made enter into executive session.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Phil Boyum
<b>SECONDER:</b>	Councilmember Venus Mack
<b>AYES:</b>	Boyum, Chavers, Mack, Barr
<b>ABSENT</b>	Councilmember John Riggs

At 10:23 am a motion was made to exit executive session.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Venus Mack
<b>SECONDER:</b>	Councilmember Paulette Chavers
<b>AYES:</b>	Boyum, Chavers, Mack, Barr
<b>ABSENT</b>	Councilmember John Riggs

Mayor Pro Tem Shari Barr called the regular meeting back to order with no action taken in executive session.

A motion was made to appoint Catherine Dixon to the Statesboro Planning Commission.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Venus Mack
<b>SECONDER:</b>	Councilmember Paulette Chavers
<b>AYES:</b>	Boyum, Chavers, Mack, Barr
<b>ABSENT</b>	Councilmember John Riggs

## 20. Consideration of a Motion to Adjourn

A motion was made to adjourn.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Phil Boyum
<b>SECONDER:</b>	Councilmember Paulette Chavers
<b>AYES:</b>	Boyum, Chavers, Mack, Barr
<b>ABSENT</b>	Councilmember John Riggs

The meeting was adjourned at 10:24 pm.

\_\_\_\_\_  
Shari Barr, Mayor Pro Tem

\_\_\_\_\_  
Leah Harden, City Clerk

# CITY OF STATESBORO

## COUNCIL

Phil Boyum, District 1  
Paulette Chavers, District 2  
Venus Mack, District 3  
John Riggs, District 4  
Shari Barr, District 5



Jonathan M. McCollar, Mayor  
Charles Penny, City Manager  
Leah Harden, City Clerk  
I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348 • STATESBORO, GEORGIA 30459-0348

To: Charles Penny, City Manager and Leah Harden, City Clerk

From: Justin Williams, Planning & Housing Administrator

Date: February 13, 2023

RE: February 21, 2023 City Council Agenda Items

Policy Issue: *Statesboro Zoning Ordinance*: Zoning Map Amendment

Recommendation: Planning Commission recommends Approval of the Zoning Map Amendment Requested by RZ 23-01-01.

Background: Simcoe Investment Group requests a Zoning Map Amendment from the CR (Commercial Retail) zoning districts to the R-2 (Townhouse Residential District) zoning district in order to develop a townhouse development at Cawana Road (Tax Parcel # 107000005000).

Budget Impact: None

Council Person and District: Barr (District 5)

Attachments: Development Services Report (RZ 23-01-01)



# ZONING SERVICES REPORT

P.O. Box 348  
Statesboro, Georgia 30458

(912) 764-0630  
(912) 764-0664 (Fax)

## RZ 23-01-01 ZONING MAP AMENDMENT CAWANA ROAD

<b>LOCATION:</b>	Cawana Road
<b>EXISTING ZONING:</b>	CR (Commercial Retail)
<b>ACRES:</b>	6.81 Acres
<b>PARCEL TAX MAP #:</b>	107 000005 000
<b>COUNCIL DISTRICT:</b>	District 5 (Bar)
<b>EXISTING USE:</b>	Wooded Lot
<b>PROPOSED USE:</b>	Townhouse Subdivision



**PETITIONER** Simcoe Investment Group, LLC  
**ADDRESS** P.O. Box 1247, Richmond Hill, GA 31324

**REPRESENTATIVE** Clay Price  
**ADDRESS** SAME AS ABOVE

### PROPOSAL

The applicant requests a zoning map amendment from the CR (Commercial Retail) zoning district to the R-2 (Townhouse Residential) zoning district, in order to construct an approximately 34 unit townhouse development subdivision on the site.

### STAFF/PLANNING COMMISSION RECOMMENDATION

**RZ 23-01-01 CONDITIONAL APPROVAL**

Case # RZ 23-01-01

Cawana Rd  
Parcel: 107 000005 000

# Location Map



**Legend**

- Subject Property
- Tax Parcel Lines

*The boundaries depicted on this map are approximate and should be used for reference only*

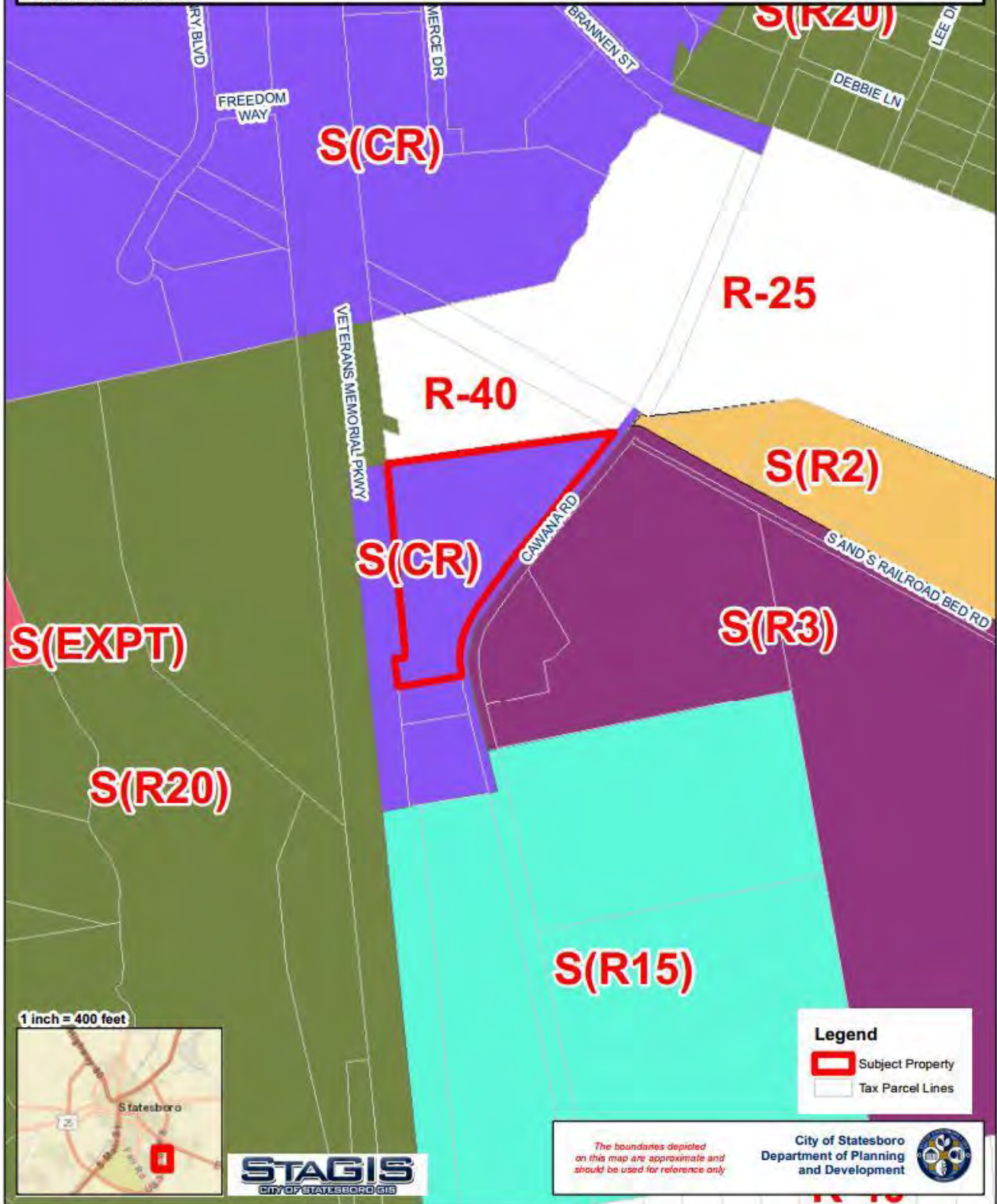
City of Statesboro  
Department of Planning and Development

Case # RZ 23-01-01

Cawana Rd

Parcel: 107 000005 000

# Current Zoning Map



**STAGIS**  
CITY OF STATESBORO GIS

**Legend**

- Subject Property
- Tax Parcel Lines

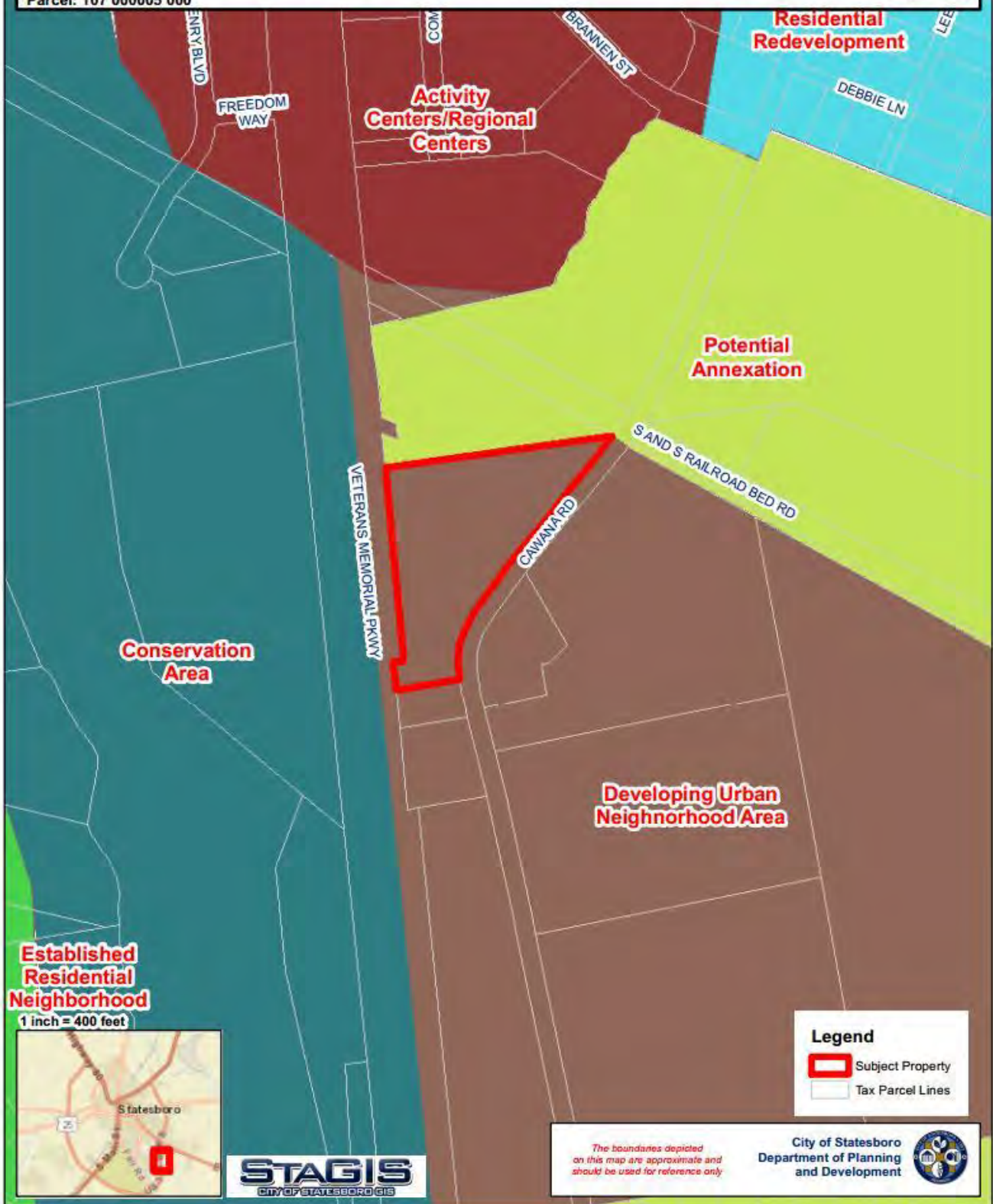
*The boundaries depicted on this map are approximate and should be used for reference only.*

City of Statesboro  
Department of Planning and Development

Case # RZ 23-01-01

Cawana Rd  
Parcel: 107 000005 000

# Future Landuse Map



**Established Residential Neighborhood**

1 inch = 400 feet



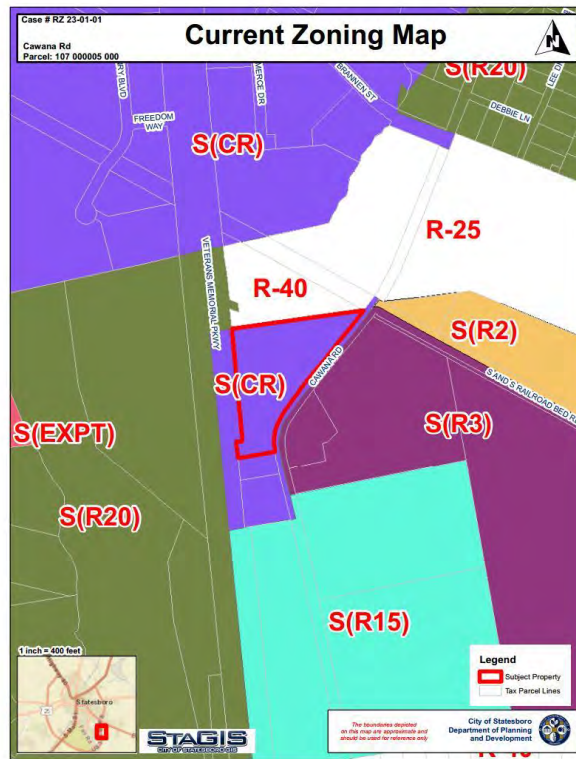
**Legend**

-  Subject Property
-  Tax Parcel Lines

*The boundaries depicted on this map are approximate and should be used for reference only*

City of Statesboro  
Department of Planning and Development





**SURROUNDING LAND USES/ZONING**

Location	Parcel Location & Zoning Information	Land Use
North	<b>Location Area #1</b> R-40 (Single-Family Residential)	S&S Greenway Trail
Northeast	<b>Location Area #2:</b> R-40 (Single-Family Residential)	Vacant
East	<b>Location Area #3:</b> R-3 (Medium-Density Residential)	Single-Family Dwelling
North West	<b>Location Area #4:</b> R-40 (Single-Family Residential)	Veterans Memorial Parkway
Southeast	<b>Location Area #5:</b> R-15 (Single-Family Residential)	Church
South	<b>Location Area #7:</b> CR (Commercial Retail)	Vacant
Southwest	<b>Location Area #8:</b> R-20 (Single-Family Residential)	Veterans Memorial Parkway
West	<b>Location Area #9:</b> R-20(Single-Family Residential)	Veterans Memorial Parkway



## **SUBJECT SITE**

The subject site consists of one parcel containing approximately 6.81 acres in accordance to the most recent survey of the property. Currently the parcel is a wooded lot with small wetlands to the North and a small strip of land utilized for public sewer to the South. The site fronts both Cawana Road and Veterans Memorial Highway.

The *City of Statesboro 2019 – 2029 Comprehensive Master Plan* designates the subject site in the “Developing Urban Neighborhood” character area, which is generally intended for a “diverse mix of housing types, such as multi-family, townhomes, apartments, lofts and condos.”

## **ENVIRONMENTAL SITE ANALYSIS**

The property does appear to contain wetlands on the north end of the property as noted in the preliminary plan. A full delineation will be required before development. There are no flood zones being projected on the site.

## **COMMUNITY FACILITIES AND TRANSPORTATION**

This site has access to City of Statesboro utilities, although extension will be required in some areas of the development.

## **ZONING MAP AMENDMENT STANDARDS OF REVIEW**

The *Statesboro Zoning Ordinance* permits a zoning amendment subject to conditions if “approved by the mayor and city council based upon findings that the use is consistent with adopted plans for the area and that the location, construction, and operation of the proposed use will not significantly impact upon surrounding development or the community in general.”

Article XX, Section 2007 of the Statesboro Zoning Ordinance provides eight (8) standards for the Mayor and City Council to consider “in making its determination” regarding a zoning map amendment request, in **“balancing the promotions of the public health, safety, morality (morals), and general welfare against the right of unrestricted use of property.”** Those standards are as follows:

### **1. Existing uses and zoning or [of] property nearby.**

- The surrounding area is made up of primarily residential uses of varying types. There are also churches in the area, and a school to the South of the property.

### **2. The extent to which property values are diminished by the particular zoning restrictions**

- It is Staff’s opinion that the property value would increase with the zoning change.

### **3. The extent to which the description of property values of the property owner promotes the health, safety, morals or general welfare of the public.**

- This development would provide additional housing units on an already developing road. To the South on Cawana Road there is a mixed development type with townhomes and single-family houses under construction, existing and developing single-family subdivisions, and additional proposed development.

- 4. The relative gain to the public, as compared to the hardship imposed upon the property owner.**
  - The property is currently underutilized and would result in a significant improvement of usage if redeveloped.
- 5. The suitability of the subject property for the zoned purposes.**
  - There are nearby residential uses of varying densities. The largest density is to the East with Beacon Place, and the South has two subdivisions located in the County. This is in addition to the proposed development to the South as outlined in RZ 23-01-02.
- 6. The length of time the property has been vacant as zoned, considered in the context of land development in the area in the vicinity of the property.**
  - The property has had no development on the site.
- 7. The extent the proposed change would impact the following: population density in the area; community facilities; living conditions in the area; traffic patterns and congestion; environmental aspects; existing and future land use patterns; property values in the adjacent areas; and**
  - The proposed change would increase the density in the area, and additional development may become necessary to mitigate traffic impacts in accordance with this and other developments in the area. At this time, Cawana is a roadway with ownership by both the City and County in sections. Additionally, the area is adjacent to the existing trail, which should not be disturbed by this development.
- 8. Consistency with other governmental land use, transportation, and development plans for the community.**
  - The proposed use is consistent with the subject site's character area ("Developing Urban Neighborhood") as stated in the *2019 – 2029 Comprehensive Master Plan*.

**Subject Property**



**Northern Property**



**Southern Property**



**Eastern Property**



# General Concept Plan



## **STAFF/PLANNING COMMISSION RECOMMENDATION**

Staff recommends approval of **RZ 23-01-01**. If this petition is approved by the Mayor and City Council, it should be subject to the applicant's agreement to the following enumerated condition(s):

- (1) Approval of this Zoning Map Amendment does not grant the right to develop on the site without approval. All construction must be approved by the City.
- (2) The applicant must utilize GDOT metrics for the inclusion of right/left turn lanes on Cawana Road, and shall ensure adequate sight distance is provided.
- (3) An ADA compliant sidewalk must be provided along Cawana Road on the side of the property to ensure future connection to the road from the development.

At the regularly scheduled meeting of the Planning Commission on Tuesday February 7, 2023, the Commission recommended approval of the Zoning Map Amendment and staff conditions on a 4-0 vote, with the inclusion of the following condition:

- (4) The applicant must provide a traffic study on the project to determine additional traffic calming measures for the project.

# CITY OF STATESBORO

## COUNCIL

Phil Boyum, District 1  
Paulette Chavers, District 2  
Venus Mack, District 3  
John Riggs, District 4  
Shari Barr, District 5



Jonathan M. McCollar, Mayor  
Charles Penny, City Manager  
Leah Harden, City Clerk  
I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348 • STATESBORO, GEORGIA 30459-0348

To: Charles Penny, City Manager and Leah Harden, City Clerk

From: Justin Williams, Planning & Housing Administrator

Date: February 13, 2023

RE: February 21, 2023 City Council Agenda Items

Policy Issue: *Statesboro Zoning Ordinance: Zoning Map Amendment*

Recommendation: Planning Commission recommends Approval of the Zoning Map Amendment Requested by RZ 23-01-02.

Background: Simcoe Investment Group requests a Zoning Map Amendment from the R15 (Single-Family Residential) zoning districts to the R-2 (Townhouse Residential District) zoning district in order to develop a townhouse development at Cawana Road (Tax Parcel # 107000005001).

Budget Impact: None

Council Person and District: Barr (District 5)

Attachments: Development Services Report (RZ 23-01-02)



# ZONING SERVICES REPORT

P.O. Box 348  
Statesboro, Georgia 30458

(912) 764-0630  
(912) 764-0664 (Fax)

## RZ 23-01-02 ZONING MAP AMENDMENT CAWANA ROAD

<b>LOCATION:</b>	Cawana Road
<b>EXISTING ZONING:</b>	CR (Commercial Retail)
<b>ACRES:</b>	9.69 Acres
<b>PARCEL TAX MAP #:</b>	107 000005 001
<b>COUNCIL DISTRICT:</b>	District 5 (Barr)
<b>EXISTING USE:</b>	Vacant Lot
<b>PROPOSED USE:</b>	Townhouse Subdivision



**PETITIONER** Simcoe Investment Group, LLC  
**ADDRESS** P.O. Box 1247, Richmond Hill, GA 31324

**REPRESENTATIVE** Clay Price  
**ADDRESS** SAME AS ABOVE

### PROPOSAL

The applicant requests a zoning map amendment from the CR (Commercial Retail) zoning district to the R-2 (Townhouse Residential) zoning district, in order to construct an approximately 71 unit townhouse development subdivision on the site.

### STAFF/PLANNING COMMISSION RECOMMENDATION

**RZ 23-01-02 CONDITIONAL APPROVAL**



Case # RZ 23-01-02  
Cawana Rd  
Parcel: 107 000005 001

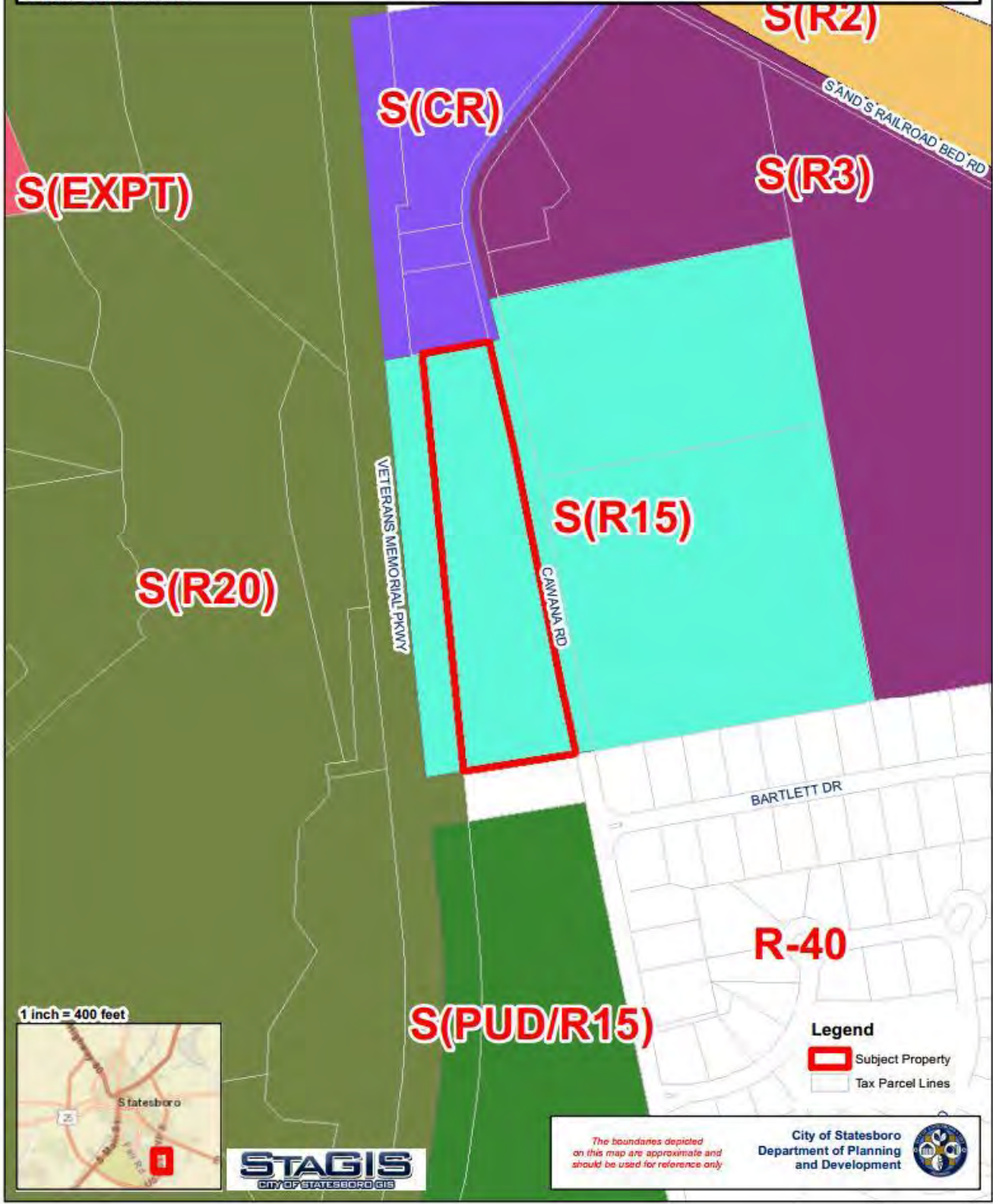
# Location Map



Case # RZ 23-01-02

Cawana Rd  
Parcel: 107 00005 001

# Current Zoning Map



**Legend**  
[Red Outline] Subject Property  
[Thin Line] Tax Parcel Lines

*The boundaries depicted on this map are approximate and should be used for reference only.*



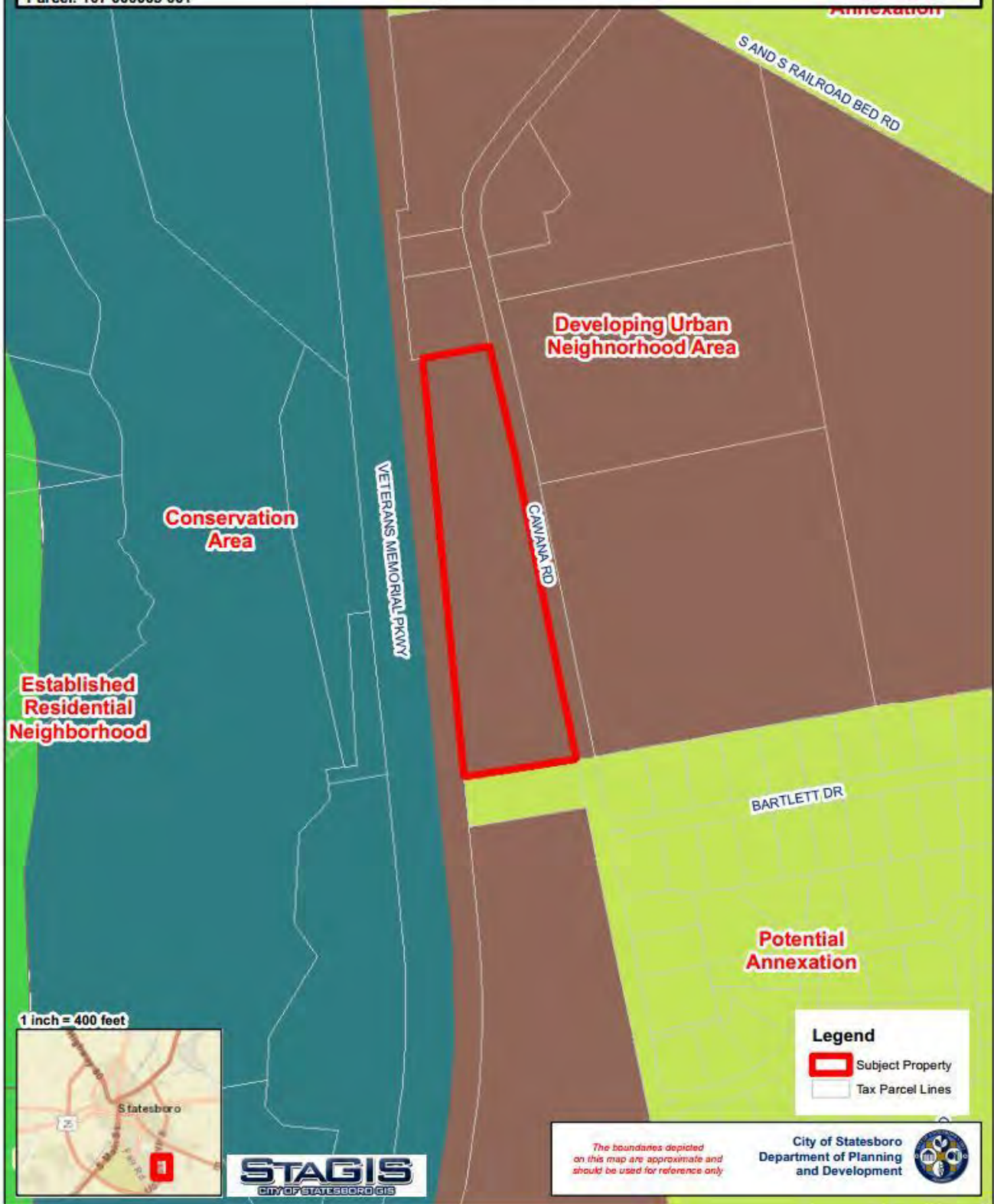
Case # RZ 23-01-02

Cawana Rd  
Parcel: 107 000005 001

# Future Landuse Map



ANNEXATION



1 inch = 400 feet

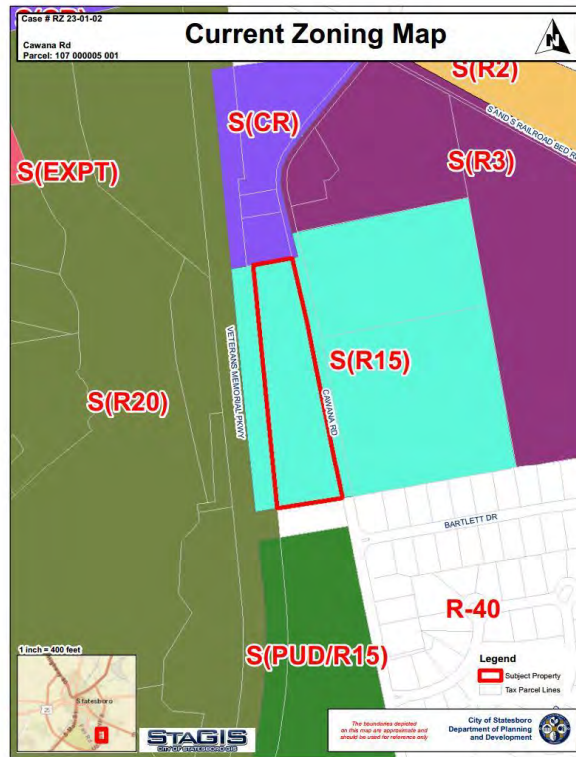


**Legend**

- Subject Property
- Tax Parcel Lines

*The boundaries depicted on this map are approximate and should be used for reference only.*

City of Statesboro  
Department of Planning and Development



**SURROUNDING LAND USES/ZONING**

Location	Parcel Location & Zoning Information	Land Use
North	<b>Location Area #1</b> CR (Commercial Retail)	Vacant
Northeast	<b>Location Area #2:</b> R-3 (Medium-Density Residential)	Vacant (Church Property)
East	<b>Location Area #3:</b> R-15 (Single-Family Residential)	Elementary School
Northwest	<b>Location Area #4:</b> R-40 (Single-Family Residential)	Veterans Memorial Parkway
Southeast	<b>Location Area #5:</b> R-40 (Single-Family Residential)	Single Family Subdivision
South	<b>Location Area #7:</b> R-40 (single-Family Residential)	Single-Family Dwelling
Southwest	<b>Location Area #8:</b> R-20 (Single-Family Residential)	Veterans Memorial Parkway
West	<b>Location Area #9:</b> R-20(Single-Family Residential)	Veterans Memorial Parkway

## **SUBJECT SITE**

The subject site consists of one parcel containing approximately 9.69 acres in accordance to the most recent survey of the property. Currently the parcel is a vacant lot with a strip of wetlands through the most southern portion of the lot.

The *City of Statesboro 2019 – 2029 Comprehensive Master Plan* designates the subject site in the “Developing Urban Neighborhood” character area, which is generally intended for a “diverse mix of housing types, such as multi-family, townhomes, apartments, lofts and condos.”

## **ENVIRONMENTAL SITE ANALYSIS**

The property does contain wetlands to the southern end of the property from the east to west of the property as noted in the preliminary plan. A full delineation will be required before development. There are no flood zones listed on the site.

## **COMMUNITY FACILITIES AND TRANSPORTATION**

This site has access to City of Statesboro utilities, although extension will be required in some areas of the development.

## **ZONING MAP AMENDMENT STANDARDS OF REVIEW**

The *Statesboro Zoning Ordinance* permits a zoning amendment subject to conditions if “approved by the mayor and city council based upon findings that the use is consistent with adopted plans for the area and that the location, construction, and operation of the proposed use will not significantly impact upon surrounding development or the community in general.”

Article XX, Section 2007 of the Statesboro Zoning Ordinance provides eight (8) standards for the Mayor and City Council to consider “in making its determination” regarding a zoning map amendment request, in “**balancing the promotions of the public health, safety, morality (morals), and general welfare against the right of unrestricted use of property.**” Those standards are as follows:

### **1. Existing uses and zoning or [of] property nearby.**

- The surrounding area is made up of primarily residential uses of varying types. There are also churches in the area, and a school to the South of the property.

### **2. The extent to which property values are diminished by the particular zoning restrictions**

- It is Staff’s opinion that the property value would increase with the zoning change.

### **3. The extent to which the description of property values of the property owner promotes the health, safety, morals or general welfare of the public.**

- This development would provide additional housing units on an already developing road. To the South on Cawana Road there is a mixed development type with townhomes and single-family houses under construction, existing and developing single-family subdivisions, and additional proposed development.

- 4. The relative gain to the public, as compared to the hardship imposed upon the property owner.**
  - The property is currently underutilized and would result in a significant improvement of usage if redeveloped.
- 5. The suitability of the subject property for the zoned purposes.**
  - There are nearby residential uses of varying densities. The largest density is to the East with Beacon Place, and the South has two subdivisions located in the County. This is in addition to the proposed development to the north as outlined in RZ 23-01-01.
- 6. The length of time the property has been vacant as zoned, considered in the context of land development in the area in the vicinity of the property.**
  - The property has had no development on the site.
- 7. The extent the proposed change would impact the following: population density in the area; community facilities; living conditions in the area; traffic patterns and congestion; environmental aspects; existing and future land use patterns; property values in the adjacent areas; and**
  - The proposed change would increase the density in the area, and additional development may become necessary to mitigate traffic impacts in accordance with this and other developments in the area. At this time, Cawana is a roadway with ownership by both the City and County in sections.
- 8. Consistency with other governmental land use, transportation, and development plans for the community.**
  - The proposed use is consistent with the subject site's character area ("Developing Urban Neighborhood") as stated in the *2019 – 2029 Comprehensive Master Plan*.

**Subject Property**



**Northeastern Property**



**Southeastern Property**



**Eastern Property**





# General Concept Plan



### **STAFF/PLANNING COMMISSION RECOMMENDATION**

Staff recommends approval of **RZ 23-01-02**. If this petition is approved by the Mayor and City Council, it should be subject to the applicant's agreement to the following enumerated condition(s):

- (1) Approval of this Zoning Map Amendment does not grant the right to develop on the site without approval. All construction must be approved by the City.
- (2) The applicant must utilize GDOT metrics for the inclusion of right/left turn lanes on Cawana Road, and shall ensure adequate sight distance is provided.
- (3) An ADA compliant sidewalk must be provided along Cawana Road on the side of the property to ensure future connection to the road from the development.

At the regularly scheduled meeting of the Planning Commission on Tuesday February 7, 2023, the Commission recommended approval of the Zoning Map Amendment and staff conditions on a 4-0 vote, with the inclusion of the following condition:

- (4) The applicant must provide a traffic study on the project to determine additional traffic calming measures for the project.

# CITY OF STATESBORO

## COUNCIL

Phil Boyum, District 1  
Paulette Chavers, District 2  
Venus Mack, District 3  
John Riggs, District 4  
Shari Barr, District 5



Jonathan M. McCollar, Mayor  
Charles Penny, City Manager  
Leah Harden, City Clerk  
I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348 • STATESBORO, GEORGIA 30459-0348

To: Charles Penny, City Manager and Leah Harden, City Clerk

From: Justin Williams, Planning & Housing Administrator

Date: February 13, 2023

RE: February 21, 2023 City Council Agenda Items

Policy Issue: *Statesboro Zoning Ordinance*: Preliminary PLAT

Recommendation: Planning Commission recommends Approval of the Preliminary Plat Application Requested by SUB 23-01-03.

Background: Woodford Station LLC, requests preliminary PLAT approval of a 3-phase, 172 lot townhouse subdivision on 17.78 acres on a property located at 7130 Veterans Memorial Parkway (Tax Parcel# MS42000007 000).

Budget Impact: None

Council Person and District: Chavers (District 2)

Attachments: Development Services Report (SUB 23-01-03)



*City of Statesboro-Department of Planning and Development*  
**ZONING SERVICES REPORT**

P.O. Box 348  
 Statesboro, Georgia 30458

(912) 764-0630  
 (912) 764-0664 (Fax)

**SUB 23-01-03  
 PRELIMINARY PLAT APPLICATION  
 VETERANS MEMORIAL PARKWAY**

<b>LOCATION:</b>	Veterans Memorial Parkway
<b>EXISTING ZONING:</b>	R-2 (Townhouse Residential)
<b>ACRES:</b>	17.76 Acres
<b>PARCEL TAX MAP #:</b>	MS49 000004 001
<b>COUNCIL DISTRICT:</b>	District 2 (Chavers)
<b>EXISTING USE:</b>	Undeveloped Land
<b>PROPOSED USE:</b>	Single-Family Attached Residential



**PETITIONER** Woodford Station OZ  
**ADDRESS** 37 W Fairmont Ave, Suite 202; Savannah GA, 31410

**REPRESENTATIVE** Wesley Sherrod (Parker Engineering)  
**ADDRESS** 36 Courtland Street #B, Statesboro GA 30459

**PROPOSAL**

The applicant requests approval of a preliminary subdivision PLAT for the Woodford Station Subdivision. The applicant will be constructing 172 townhome units in 3 phases of construction.

**STAFF/PLANNING COMMISSION RECOMMENDATION**

**SUB 23-01-03 CONDITIONAL APPROVAL**

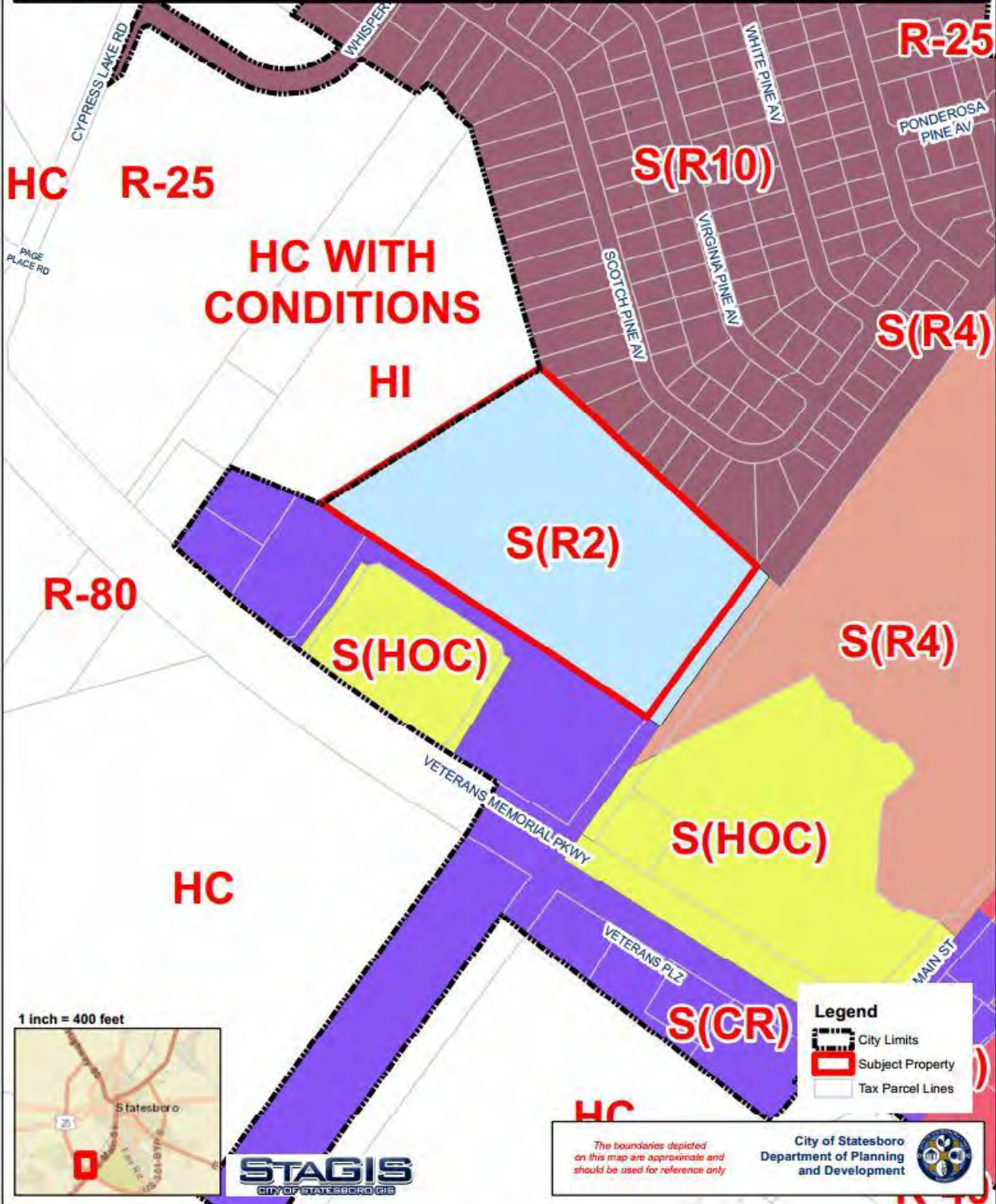
Case # SUB 23-01-03  
Veterans Memorial Parkway  
Parcel: MS42000007 006

# Location Map



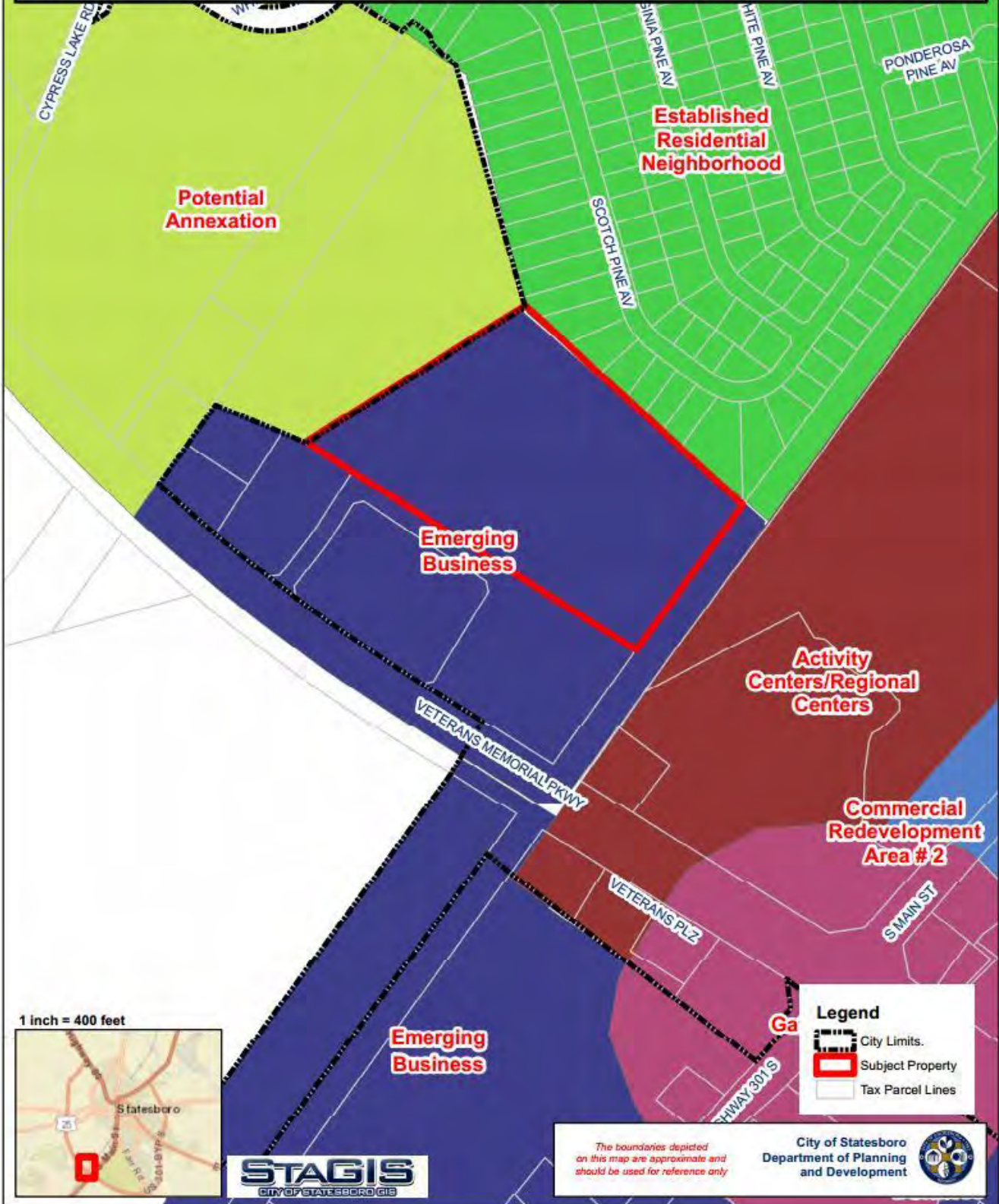
Case # SUB 23-01-03  
Veterans Memorial Parkway  
Parcel: MS42000007 006

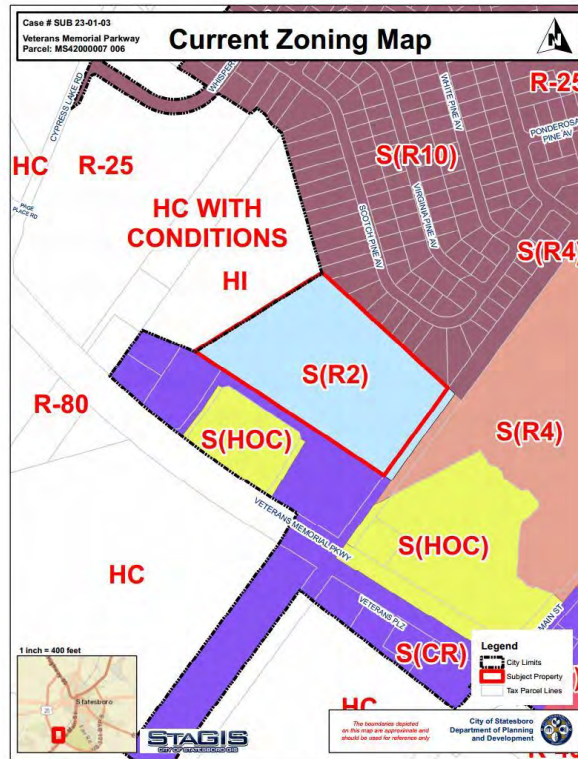
# Current Zoning Map



Case # SUB 23-01-03  
Veterans Memorial Parkway  
Parcel: MS4200007 006

# Future Landuse Map





### SURROUNDING LAND USES/ZONING

Location	Parcel Location & Zoning Information	Land Use
North	<b>Location Area #1:</b> R10 (Single Family Residential)	Single Family Dwelling
Northeast	<b>Location Area #2:</b> R4 (High Density Residential)	Apartment Complex
Northwest	<b>Location Area #3:</b> R10 (Single Family Residential)	Single Family Dwelling
East	<b>Location Area #4:</b> HOC (Highway Oriented Commercial)	Car Dealership
West	<b>Location Area #5:</b> HI (Heavy Industrial)	Undeveloped Lot
Southwest	<b>Location Area #6:</b> CR (Commercial Retail)	Undeveloped Lot
Southeast	<b>Location Area #7:</b> CR (Commercial Retail)	Retail Store
South	<b>Location Area #8:</b> HOC (Highway Oriented Commercial)	Undeveloped Lot





## **SUBJECT SITE**

The subject site is the first site approved by Council with the R-2 (Townhouse Residential) zoning district. The site has been under review and currently meets all the necessary state and local ordinances for development. Due to infrastructure and associated development cost and timelines, the applicant has requested a 3 phase development cycle which would allow for development to take place on some lots while additional infrastructure is built in the area.

The *City of Statesboro 2019 – 2029 Comprehensive Master Plan* designates the subject site in the “Emerging Business” character area, which is generally intended for small and mid-size retail and commercial, mixed-use retail and multi-family development.

## **ENVIRONMENTAL SITE ANALYSIS**

The subject property does contain wetlands to the north, and borders a single-family neighborhood with a significant border of trees.

## **COMMUNITY FACILITIES AND TRANSPORTATION**

The subject property is serviceable by City Sewer and Water. Access to the site is provided by Continental Road, and will lead onto Veterans Memorial Parkway at the Continental Road Intersections. Although the existing roads in the Dodge dealership project were proposed to be public roads and were inspected by the city during construction, they have never been dedicated or accepted by the city. The proposed development will maintain private roads throughout the development.

### **STAFF/PLANNING COMMISSION RECOMMENDATION**

Staff recommends **Approval** of the proposed preliminary plat subdivision. If this petition is approved by the Mayor and City Council, it should be subject to the applicant's agreement to the following enumerated condition(s):

- (1) Approval of this preliminary plat does not grant the right to construct any homes without approval from the City.
- (2) All street lighting must meet City standards and be approved by the City.
- (3) Utility easements including but not limited to ROW, water, sewer, gas, etc. must be granted to the City as deemed necessary by the Department of Engineering & Public Utilities.
- (4) The final plat must meet all requirements of Article 3 of the City of Statesboro Zoning Ordinance before being presented to the City for approval and before any houses may be sold in the phased expansion of the subdivision.

At the regularly scheduled meeting of the Planning Commission on Tuesday February 7, 2023, the Commission recommended approval of the Preliminary Plat Application and staff conditions on a 4-0 vote.

# CITY OF STATESBORO

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Charles Penny, City Manager  
Leah Harden, City Clerk  
I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348 • STATESBORO, GEORGIA 30459-0348

**To:** Charles Penny, City Manager and Leah Harden, City Clerk

**From:** Kathleen Field, Director of Planning and Development

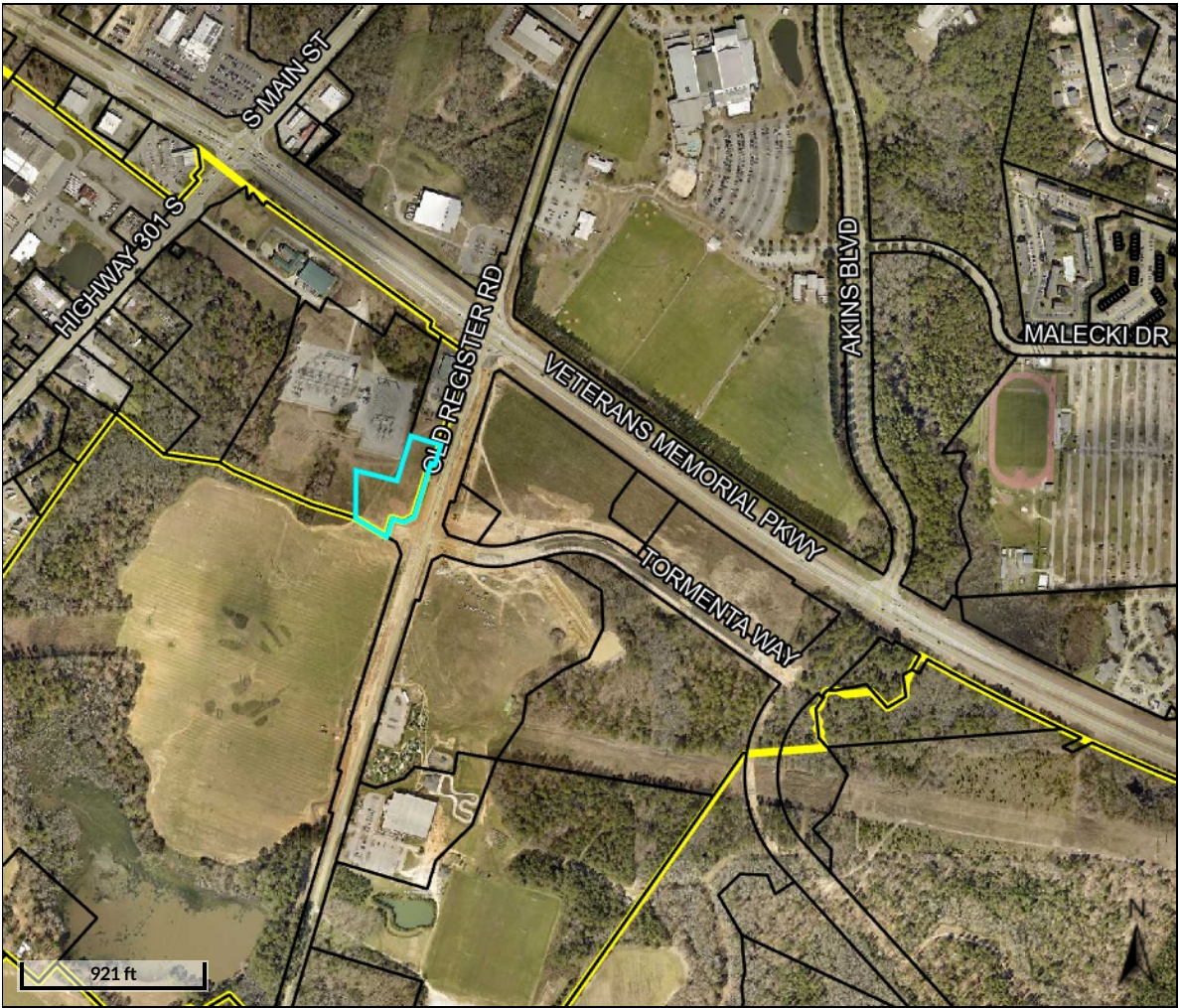
**Date:** February 14, 2023

**RE:** February 21, 2023 City Council Agenda Items

**Policy Issue:** Consideration of motion to acknowledge Council receipt of annexation petition by Woody Royal for 2.27 acres of property located on Old Register Road (Tax Parcel# 076 000001 001) and to direct City Clerk to investigate and certify the sufficiency of the petition filed.

**Background:** The Department of Planning & Development has received a request for annexation by Woody Royal for 2.27 acres of property located on Old Register Road (Tax Parcel# 076 000001 001). This annexation request and subsequent zoning map amendment to the CR (Commercial Retail) zoning district is scheduled to be heard at the regularly scheduled March 21<sup>st</sup>, 2023 City Council meeting. Notification of this annexation has been sent to both the Bulloch County Board of Commissioners and Bulloch County Board of Education as per O.C.G.A. 36-36-111. This memo is for notification purposes only. Attached is the location map for this request.

**Attachment:** Q Public Property Card



- Legend**
- County TAD
  - Parcels
  - Roads
  - Bulloch County Outlines

<b>Parcel ID</b>	076 000001 001	<b>Owner</b>	ROYAL WOODY	<b>Last 2 Sales</b>			
<b>Class Code</b>	Commercial		6334 CLITO ROAD	<b>Date</b>	<b>Price</b>	<b>Reason</b>	<b>Qual</b>
<b>Taxing District</b>	Fire District		STATESBORO, GA 30461	9/1/2003	0	Q	U
<b>Acres</b>	2.27	<b>Physical Address</b>	3101 OLD REGISTER RD	1/2/1997	\$100000	FM	Q
		<b>Fair Market Value</b>	Value \$469722				

(Note: Not to be used on legal documents)

Date created: 2/15/2023  
 Last Data Uploaded: 2/15/2023 1:31:43 AM

Developed by Schneider  
 GEOSPATIAL

# CITY OF STATESBORO

## COUNCIL

Phil Boyum, District 1  
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I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348 • STATESBORO, GEORGIA 30459-0348

**To:** Charles Penny, City Manager and Leah Harden, City Clerk

**From:** Kathleen Field, Director of Planning and Development

**Date:** February 14, 2023

**RE:** February 21, 2023 City Council Agenda Items

**Policy Issue:** Consideration of motion to acknowledge Council receipt of annexation petition for by S&K Investments for 1.72 acres of property located on Old Register Road (Tax Parcel # 076 000001 012) and to direct City Clerk to investigate and certify the sufficiency of the petition filed.

**Background:** The Department of Planning & Development has received a request for annexation by S&K Investments for 1.72 acres of property located on Old Register Road (Tax Parcel # 076 000001 012). This annexation request and subsequent zoning map amendment to the CR (Commercial Retail) zoning district is scheduled to be heard at the regularly scheduled March 21<sup>st</sup>, 2023 City Council meeting. Notification of this annexation has been sent to both the Bulloch County Board of Commissioners and Bulloch County Board of Education as per O.C.G.A. 36-36-111. This memo is for notification purposes only. Attached is the location map for this request.





**Attachment:** Q Public Property Card



Overview



Legend

-  County TAD
-  Parcels
-  Roads
-  Bulloch County Outlines

<b>Parcel ID</b>	076 000001 012	<b>Owner</b>	S&K INVESTMENTS OF GALLC	<b>Last 2 Sales</b>			
<b>Class Code</b>	Commercial		1415 CREEKSIDE DR	<b>Date</b>	<b>Price</b>	<b>Reason</b>	<b>Qual</b>
<b>Taxing District</b>	Fire District		STATESBORO, GA 30458	11/1/2022	\$1900000	NT	U
<b>Acres</b>	1.72	<b>Physical Address</b>	3101 OLD REGISTER RD	n/a	0	n/a	n/a
		<b>Fair Market Value</b>					

(Note: Not to be used on legal documents)

Date created: 2/15/2023  
 Last Data Uploaded: 2/15/2023 1:31:43 AM

Developed by  Schneider  
 GEOSPATIAL

# CITY OF STATESBORO

## COUNCIL

Phillip A. Boyum  
Paulette Chavers  
Venus Mack  
John C. Riggs  
Shari Barr



Jonathan McCollar, Mayor  
Charles Penny, City Manager  
Leah Harden, City Clerk  
Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348  
STATESBORO, GEORGIA 30459-0348

To: Charles Penny, City Manager and Leah Harden, City Clerk

From: Cain Smith, City Attorney

Date: February 15, 2023

RE: February 21, 2023 City Council Agenda Items

Policy Issue: *Consideration of resolution to impose a six month moratorium on processing and consideration of sign variances requested pursuant to Article XV of Appendix A of the Statesboro Code of Ordinances.*

Recommendation: Approve

Background: *Mayor and Council previously imposed six month moratoriums on consideration of variances regarding freestanding signs on November 16, 2021, March 1, 2022, and August 16, 2022 due to City's ongoing efforts to rewrite the sign ordinance. This moratorium would apply to all variances regarding all signs and would run until September 1, 2023.*

Budget Impact: Unknown

Council Person and District: All

Attachments: Proposed resolution



**STATE OF GEORGIA  
COUNTY OF BULLOCH**

**MAYOR AND COUNCIL OF THE CITY OF STATEBORO GEORGIA**

**RESOLUTION # 2023 - 08**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF STATEBORO GEORGIA TO PUT IN EFFECT A SIX MONTH MORATORIUM ON ISSUANCE OF VARIANCES FROM ARTICLE XV OF APPENDIX A**

WHEREAS, the number of applications made for variances from Article XV regarding Signs has increased substantially since Mayor and Council commissioned TSW consultants to conduct a review of the City's zoning and signage laws; and

WHEREAS, the Mayor and Council deem it in the best interest of the City and its residents to continue the review and revision of the zoning and signage regulations during this moratorium in order to develop the proper means of protecting the legal rights of variance applicants while preserving the integrity of the City's zoning restrictions; and

WHEREAS, Mayor and Council have legal authority to enhance the review process by declaration of a moratorium; and

WHEREAS, Mayor and Council of the City of Statesboro have the power and authority to enact regulations for valid governmental purposes that are not inconsistent with general or special law; and

WHEREAS, the public health, safety and welfare is a legitimate public purpose recognized by the courts of the State of Georgia; and

WHEREAS, based upon the above facts, Mayor and Council deem it necessary and to be in the best interests of the health, safety, and welfare of the citizens and residents of the City, to impose a moratorium on the processing and approval of any new applications for variances regarding signs from March 1, 2023 through September 1, 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF STATESBORO THAT:

Section 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution. These clauses represent the legislative findings of the Mayor and Council. It is the purpose and intent of this Resolution to promote the health, safety and welfare of the residents and citizens of the City of Statesboro.

Section 2. Mayor and Council hereby declare a moratorium which shall run from

March 1, 2023 until September 1, 2023. During such time the City will suspend the processing or approval of any applications for variances regarding signs. The moratorium may be extended by Mayor and Council by subsequent resolution should additional time be needed by the City for the study and presentation of appropriate zoning and signage regulations.

Section 3. If any clause, section, or other part or application of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the validity of the remaining portions or applications remaining in full force and effect.

Section 4. All Ordinances or parts of Ordinances, Resolutions or part of Resolutions in conflict herewith are to the extent of such conflicts hereby repealed.

Section 5. This Resolution shall take effect on March 1 2023.

RESOLUTION APPROVED AND ADOPTED this 21st day of February 2023.

By: \_\_\_\_\_  
Jonathan McCollar, Mayor

Attest: \_\_\_\_\_  
Leah Harden, City Clerk

# CITY OF STATESBORO

## COUNCIL

Phillip A. Boyum, District 1  
Paulette Chavers, District 2  
Venus Mack, District 3  
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Shari Barr, District 5



Jonathan McCollar, Mayor  
Charles Penny, City Manager  
Leah Harden, City Clerk  
Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348  
STATESBORO, GEORGIA 30459-0348

**To:** Charles Penny, City Manager

**From:** Demetrius C. Bynes, Director of Human Resources

**Date:** February 14, 2023

**RE:** Reclassification Request – Community Information Specialist

**Background:** Chief Mike Broadhead requested a review of the Community Information Specialist classification. Currently, the position is vacant.

**Recommendation:** Condrey and Associates reviewed the data and recommended upgrading the pay grade to 14.

Current Classification Title – Community Information Specialist

Pay Grade – 12

Minimum / Midpoint – \$34,888.31 / \$43,610.39

Recommended Classification Title – Community Information Specialist

Pay Grade – 14

Minimum / Midpoint – \$38,510.17 / \$48,137.71

Please contact me if you have any questions or concerns. Thank you.

RESOLUTION 2023-09: 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 April 5, 2017; and

WHEREAS, the City Manager has made a recommendation to reclassify the Community Information Specialist in the Police Department.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia in regular session assembled this 21st day of February 2023 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 April 5, 2017, and as subsequently amended, is hereby further amended as follows:

- That the Community Information Specialist position is classified. The pay grade is 14, and the minimum salary is \$38,510.17 per year.

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

Passed and adopted this 21st day of February 2023.

CITY OF STATESBORO, GEORGIA

By: \_\_\_\_\_  
Jonathan M. McCollar, Mayor

Attest: \_\_\_\_\_  
Leah Harden, City Clerk



# City of Statesboro, GA

## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Community Information Specialist

**Department:** Police  
**Pay Grade:** 14  
**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

The Community Information Specialist coordinates the department's community relations efforts.

#### **ESSENTIAL JOB FUNCTIONS:**

Develops programs, activities, and projects to improve the understanding, image, and relationship of law enforcement and the community by increasing the visibility of the Department in the community and providing information and instructional services.

Speaks to student groups, schools, civic organizations, associations, religious organizations and other groups on special programs and law enforcement in general.

Informs the public of the Public Safety Community Notification Systems, Neighborhood Watch, Citizen's Police Academy, and other programs.

Coordinates programs in the community to include Neighborhood Watch, Citizen's Police Academy, Youth Citizen's Police Academy, Shield and S.T.O.P.

Prepares and posts press releases based on incident/accident reports prepared by officers/investigators.

Prepares and posts press releases regarding special events, programs, or meetings as needed.

Responds to all request from the news media to include crime statistics, criminal incidents, traffic accidents, special events, Department programs and Department policy.

Maintains social media networks to assist in the dissemination of public safety and Department program information to the public.

Develops and designs literature, emblems, logos, photographs, video signage and major publically released reports through multiple software programs including graphic design, layout, video editing and photography.

Performs other duties as required.

### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- Associate's Degree;
- Two (2) years of experience in a related field;
- Or equivalent training, education, and/or experience; and
- Valid State of Georgia Driver's License.

### **PREFERRED REQUIREMENTS TO PERFORM WORK:**

- Bachelor's Degree in Criminal Justice, Marketing, Communications or a related field

### **Knowledge, Skills and Abilities:**

Knowledge of the Public Safety Community Notification Systems in use by the Department (Nixle, Crime Reports and Tipsoft).

Knowledge of current marketing techniques and trends.

Knowledge of printing techniques and practices on a variety of media.

Knowledge of social networking services.

Knowledge of Departmental statistics.

Knowledge of Community Watch programs.

Knowledge of Adobe Creative Suite or other digital media creation and editing collection.

Knowledge of Problem Oriented Policing.

Knowledge of website creation and maintenance.

Knowledge of Community Policing trends and functions.

Knowledge of public speaking and electronic presentation media and tools.

Knowledge of Public Records laws.

### **PHYSICAL DEMANDS:**

The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light objects and distinguish between shades of color. Work is mostly performed while sitting at a table or desk but requires some walking as well as working outdoors, it may also require prolonged interactions with computers.

**WORK ENVIRONMENT:**

The work is performed both indoors and outdoors. The employee may be required to utilize a motor vehicle. The work requires the use of protective clothing and devices.

*The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

# CITY OF STATESBORO

## COUNCIL

Phillip A. Boyum, District 1  
Paulette Chavers, District 2  
Venus Mack, District 3  
John Riggs, District 4  
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Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348  
STATESBORO, GEORGIA 30459-0348

**To:** Charles Penny, City Manager

**From:** Demetrius C. Bynes, Director of Human Resources

**Date:** February 14, 2023

**RE:** Reclassification Request – Records Supervisor

**Background:** The Records Supervisor position was reclassified in the FY2020 budget; however, a job description was not prepared. Chief Mike Broadhead requested a review of the job duties. The position is currently occupied.

**Recommendation:** Condrey and Associates reviewed the data and recommended upgrading the pay grade to 14.

Current Classification Title – Records Supervisor  
Pay Grade – 12  
Minimum / Midpoint – \$34,888.31 / \$43,610.39

Recommended Classification Title – Records Supervisor  
Pay Grade – 14  
Minimum / Midpoint – \$38,510.17 / \$48,137.71

Updating of the classification does not impact the incumbent's salary. Please contact me if you have any questions or concerns. Thank you.



RESOLUTION 2003-10: A RESOLUTION AMENDING THE JOB  
POSITION CLASSIFICATION AND COMPENSATION PLAN

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

WHEREAS, in order to accomplish this the Mayor and City Council previously have adopted a new Job Position Classification and Compensation Plan on April 5, 2017; and

WHEREAS, the City Manager has made a recommendation to reclassify the Records Supervisor in the Police Department.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia in regular session assembled this 21st day of February 2023 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 April 5, 2017, and as subsequently amended, is hereby further amended as follows:

- That the Records Supervisor position is classified. The pay grade is 14, and the minimum salary is \$38,510.17 per year.

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

Passed and adopted this 21st day of February 2023.

CITY OF STATESBORO, GEORGIA

By: \_\_\_\_\_  
Jonathan M. McCollar, Mayor

Attest: \_\_\_\_\_  
Leah Harden, City Clerk



# City of Statesboro, GA

## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Records Supervisor

**Department:** Police  
**Pay Grade:** 14  
**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

The Records Supervisor provides direct supervision to the Records Unit of the Operations Bureau.

#### **ESSENTIAL JOB FUNCTIONS:**

- Prepares work schedules for employees and adjusts schedules as needed;
- Supervises employees and provides periodic performance feedback;
- Disseminates shift paperwork;
- Performs administrative tasks to include maintaining records, scanning records and entering data;
- Reviews all incident reports, arrests, field contacts, and accidents;
- Collects payments and prepares daily bank deposits;
- Gathers documents to respond to Open Records requests;
- Prepares case files for prosecutors, attorneys, and other law enforcement agencies;
- Maintains records and security of patrol unit recordings;
- Maintains the Intox 9000 machine, radar, and certificates;
- Prepares reports for supervisor and the Police Chief as requested;
- Updates Records Management System;
- Assists in the preparation of payroll and other financial transactions;
- Ensures records are maintained according to retention guidelines;
- Performs other duties as required.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High School Diploma or equivalent;
- Four (4) years of experience in a related field;
- Or equivalent training, education, and/or experience; and
- Valid State of Georgia Driver’s License.

**Knowledge, Skills and Abilities:**

- Knowledge of modern office practices and procedures;
- Knowledge of GCIC rules and regulations;
- Skilled in records maintenance and file management;
- Skilled in the use small office equipment, including copy machines or multi-line telephone systems;
- Skilled in interacting with internal and external customers;
- Skilled in oral and written communication;
- Skilled in performing basic mathematical calculations;
- Skilled in using computers for data entry;
- Skilled in using computers for word processing and/or accounting purposes;
- Ability to prepare and present concise, logical oral and written reports;
- Ability to maintain a professional demeanor and an orientation towards customer service;
- Ability to organize and communicate effectively;
- Ability to maintain constructive and cooperative working relationships with others; and
- Ability to cooperate with fellow employees as a team member.

**PHYSICAL DEMANDS:**

The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light objects and distinguish between shades of color.

**WORK ENVIRONMENT:**

The work is performed in an office environment.

*The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Supervisor (or HR) Signature

Date

# CITY OF STATESBORO

## COUNCIL

Phil Boyum, District 1  
Paulette Chavers, District 2  
Venus Mack, District 3  
John Riggs, District 4  
Shari Barr, District 5



Jonathan McCollar, Mayor  
Charles Penny, City Manager  
Leah Harden, City Clerk  
I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348  
STATESBORO, GEORGIA 30459-0348

**To:** Charles Penny, City Manager  
Jason Boyles, Assistant City Manager

**From:** John Washington, Director of Public Works and Engineering, City Engineer

**Date:** February 13, 2023

**RE:** Federal Transit Administration Section 5311 Program  
Coastal Regional Commission (CRC) Operational Service Agreement

**Policy Issue:** Transit Program Contract

### **Recommendation:**

Staff recommends approval of the attached Operational Service Agreement and resolution authorizing the Coastal Regional Commission to operate and provide public transportation services to the City of Statesboro per the terms and conditions of the Operational Service Agreement.

### **Background:**

The Federal Transit Administration (FTA) provides federal funding to support the capital and operating assistance activities for rural transit systems. Georgia Department of Transportation (GDOT) is the designated recipient of these federal funds in Georgia and is responsible for the program oversight and administration and ensuring compliance with all applicable federal regulations. Currently, the Coastal Regional Commission (CRC) is GDOT's designated subrecipient of these funds for the coastal region. Staff has been working with CRC to develop an operational service agreement (Agreement) for our transit program and recommends the attached agreement. The Agreement includes Appendix A: Rules and Regulations, Appendix B: Non-Service Days, and Attachment A: Transportation Services for the City of Statesboro (program details, cost estimates, and route map).

### **Budget Impact:**

Passage of the CARES Act included full funding for transit programs in FY2021. Therefore, 100% funding for capital expenses (bus purchases) was appropriated and no local match required. Federal and State guidelines require 50% match for operational expenses, estimated by the CRC to be \$284,289.00. This expense will be paid by TSPLOST funds but will be reduced by actual fare revenue received (\$1/trip).

### **Council Person and District:**

Citywide (all districts)

### **Attachments:**

Agreement, Resolution

**RESOLUTION #2023-11:**

**RESOLUTION AUTHORIZING THE EXECUTION OF OPERATIONAL AGREEMENT WITH THE COASTAL REGIONAL COMMISSION OF GEORGIA AND THE MAYOR AND CITY COUNCIL OF STATESBORO FOR PUBLIC TRANSPORTATION FOR FISCAL YEAR 2023.**

**THAT WHEREAS**, the Federal Transit Administration and the Georgia Department of Transportation are authorized to make grants to non-urbanized areas for mass transportation projects; and

**WHEREAS**, the contract for financial assistance will impose certain obligations upon applicant, including the provision by it of the local share of project costs; and

**WHEREAS**, the Coastal Regional Commission (CRC) is seeking to obtain the authorization of the City to serve as the provider for operations and the commitment to provide proportionate share of the local project costs; and

**WHEREAS**, it is required by the United States Department of Transportation and the Georgia Department of Transportation, in accordance with the provisions of Title VI of the Civic Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Transit Act, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and under the United States Department of Transportation requirements there under.

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

**Section 1.** The Coastal Regional Commission (CRC) will be the "Provider" for operation for rural public transportation assistance through Section 5311 of the federal transit laws under Chapter 53 of Article 49 of the U.S. Code on behalf of the Mayor and City Council of Statesboro.

**Section 2.** The Mayor and City Council of Statesboro will have available the required non-federal share, which shall be calculated to be their respective portion of the regional rural and coordinated public transportation system's non-federal local share.

**Section 9.** That this Resolution shall be and remain effective from and after its date of adoption.

**APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.**

CITY OF STATESBORO, GEORGIA

By: \_\_\_\_\_  
Jonathan McCollar, Mayor

Attest: \_\_\_\_\_  
Leah Harden, City Clerk

**Operational Service Agreement  
Between  
Coastal Regional Commission  
And  
City of Statesboro**

THIS AGREEMENT, executed this 1st day of January 2023, between the Coastal Regional Commission, hereinafter referred to as the "Provider", and the City of Statesboro, hereinafter referred to as the "Purchaser".

WHEREAS, the CRC's transportation program is a rural public shared ride, door-to-door advance request service available to all persons within the 10 counties of the coastal region;

WHEREAS, the PURCHASER is in need of transportation services from the PROVIDER for residents, they may utilize a prescribed route within the City of Statesboro;

NOW, THEREFORE, the PROVIDER and the PURCHASER do mutually agree as follows:

1. The service offered to the PURCHASER will be an extension of the PROVIDER'S regional rural public transit system and will provide specific transportation services as described in Attachment A.
2. The PROVIDER will operate a prescribed and mutually agreed upon schedules with pre-determined times and routes to pre-determined locations and to include the return trips based on a set schedule.
3. The PROVIDER will be responsible for furnishing drivers, and coordinating the availability of vehicles, maintenance, and repair of vehicles, insurance, and all other needs for the vehicles used to carry out this AGREEMENT. Drivers can assist customers with entering and/or exiting the bus as requested; however, they are not permitted to leave line of site of the bus at any time.
4. The PURCHASER will be responsible for the cost of branding/wrapping of the vehicles and as well as the removal of said wrapping when the vehicles are turned into GDOT as per GDOT Replacement Schedule. PURCHASER will also be responsible for the repair of any damage, to the vehicles paint, glass, body, or equipment prior to turn in to GDOT.
5. Once feasible routes have been identified, the driver will be required to wait at each stop no more than five (5) minutes prior to leaving for the next scheduled stop. Under no circumstances will the driver return to that previous stop.
6. All customers will be required to obey the rules and regulations as identified in Appendix A. Any violation of any rule or regulation will be grounds and justification to terminate service to the customer for any period of time.
7. The customer will be required to pay a fee of one dollar (\$1.00) per leg of each scheduled trip or two dollars (\$2.00) per round trip each time the transit service is used. Exact fee amounts are required per leg and no customer shall be permitted to board the bus without full and proper fee payment. Collected farebox revenue will be used to reduce operating expenses prior to determining 50% match requirement for the PURCHASER.
8. The transportation services provided pursuant to this AGREEMENT shall begin on the 1<sup>st</sup> day of January 2023 and shall end June 30, 2023, with the option to renew the Contract. The transit service will operate daily from Monday through Friday. Time and schedules will be agreed upon by the PROVIDER and PURCHASER prior to implementing and announcing the transit service. Transportation services will not be provided on designated holidays as observed by the PROVIDER and identified in Appendix B and on Saturdays and Sundays.
9. Either party will have the right to terminate this AGREEMENT, as of the first day of the month without liability by giving the other party written notice of such termination thirty (30) days in advance of the effective termination date.

10. All vehicle, equipment, operations, maintenance, and administrative costs would be within the budget submitted to GDOT as an addendum to the CRC application; however, the acquisition of buses purchased under the PROVIDER's FY21 contract with GDOT have been paid for with CARES Act funding with 100% federal funds. The PURCHASER will be responsible for the 50% match requirement of eligible net operating expenses; and any other matching requirements set forth by GDOT. The PROVIDER is not to be responsible for any expense related to the operation of the service. Surplus buses are a non-allowable cost by both the FTA and GDOT. Each bus will need to be equipped with tablets and radios which are matched costs. The buses designated for the PURCHASER would be standard Ford E-350 Transit Shuttle Vans currently in operation, and any vehicle that that may emerge on the approved buyer's list generated by GDOT. All buses purchased are equipped with a wheelchair lift and buses should be titled to the CRC. Based on GDOT/FTA guidelines, spare buses are not an eligible cost item.
11. The PROVIDER shall not be liable to PURCHASER for any failure, delay, or interruption of services or for failure or delay in the performance of this AGREEMENT due to acts of God, fire riot, governmental restrictions, enemy action, civil commotion, or other similar acts or conditions beyond reasonable control of the PROVIDER. While the bus route is a pilot project, the service will be reviewed quarterly and adjusted base on ridership, benefits, and cost.
12. Once an agreed schedule has been mutually determined by the PROVIDER and the PURCHASER, the driver will not be required to deviate from that route of schedule. Any inconvenience caused by a customer failure to adhere to the schedule will be the customer's sole responsibility and not cause a disruption for others.
13. This AGREEMENT may be amended by mutual consent of the contracting parties. Such amendment by either party must be in writing, signed by both parties, and attached and made part of this AGREEMENT.

IN WITNESS WHEREOF, the PROVIDER and the PURCHASER have executed this AGREEMENT as of the date written above.

**COASTAL REGIONAL COMMISSION**

\_\_\_\_\_  
 Allen Burns  
 Executive Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Jason Coley  
 Chairman

\_\_\_\_\_  
 Date

**CITY OF STATESBORO**

\_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

\_\_\_\_\_  
 Date



## APPENDIX A

### RULES AND REGULATIONS

- All passengers are expected to obey the "Rules and Regulations" for the general safety of other passengers and transit staff.
- Seat belts must be worn at all times.
- No weapons.
- No pets; service animals as defined by ADA are permitted.
- Carry-on items are limited to what passengers can carry and place on lap or under seat.
- No smoking, chewing tobacco, drinking, eating, alcohol or illegal drugs are permitted.
- No swearing and/or inappropriate behavior will be tolerated.
- Passengers must supply own car seat for any children. Children under the age of 14 must be accompanied by an adult.
- Bus drivers are not permitted to assist passengers in carrying packages on or off bus and/or to residences.
- The use of radios, cellphones, and any similar devices must be with headsets.

APPENDIX B  
NON-SERVICE DAYS

- Martin Luther King, Jr.'s Birthday
- Independence Day
- Veteran's Day
- Thanksgiving Day and Day After
- Christmas Eve and Christmas Day

## ATTACHMENT A

### TRANSPORTATION SERVICES FOR THE CITY OF STATESBORO

The Coastal Regional Commission, in partnership with the City of Statesboro, will provide a transportation service to serve the residents with home addresses within the City's municipal boundaries. Any trip scheduled by a consumer for trips outside the city boundary will be a 5311 trip. This flexible and expanded service is intended to supplement the existing demand-response system and will not supersede the operation of the current 5311 system. The service will replicate and fall within the guidelines of the 5311 transit program as promulgated by the FTA and administered by GDOT.

This agreement will be submitted as an amendment to the CRC's annual application to GDOT for 5311 funds, and will define and describe the operational conditions, schedules, and associated costs for the Statesboro system. The proposed system will operate independently from the regional system and will address the transit needs for the City as defined in a recent transportation study and agreed upon. The Statesboro system will have dedicated vehicles and established schedules for within the city, and the operation will be facilitated through the CRC's existing Call Center.

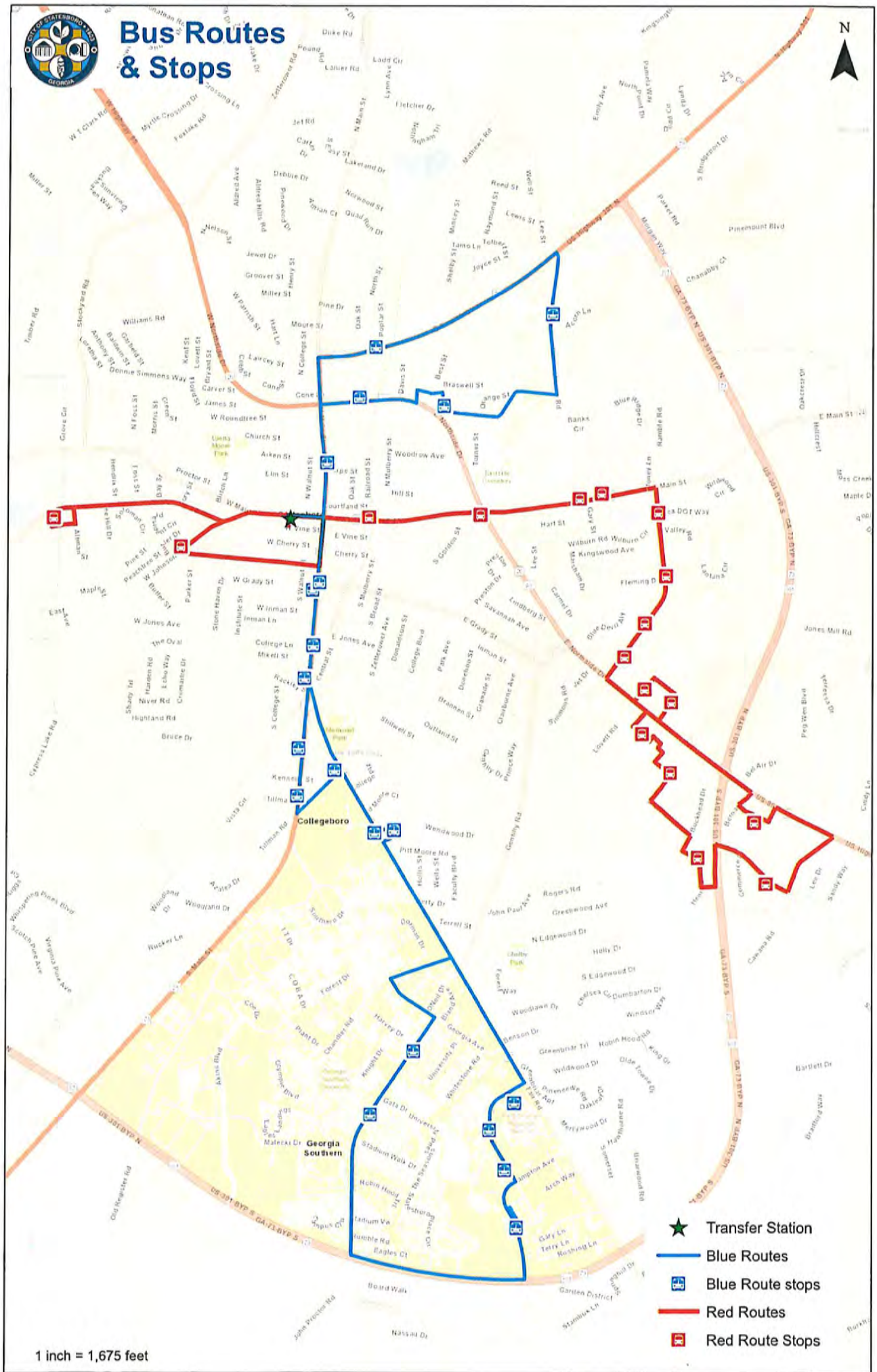
A proposed schedule will include two separate routes operating in opposite directions which will delineate the route, times, and stop locations for each vehicle. These established routes will operate five (5) days a week, Monday through Friday, from 6:00 a.m. to 6:00 p.m. and all requested rides will be scheduled via the CRC Call Center. Depending upon ridership, mobility constraints and/or other unforeseen constraints, the routes may be altered to establish an effective and responsive system that best serves the Statesboro citizenship.

**COASTAL REGIONAL COMMISSION  
CITY OF STATESBORO  
FLEX-ROUTE TRANSIT SYSTEM  
2023 BUDGET DETAILS**

<b>Revenue</b>		
Federal Revenue for Vehicles (CARES 100%)	\$	437,496
Federal Revenue for Operating (50%)		284,289
City of Statesboro Operating Revenue (50%)		284,289
<b>Total Revenue</b>	<b>\$</b>	<b>1,006,074</b>
<b>Operating Expenditures</b>		
General Admin & Overhead	\$	24,509
Operating Salaries		
Full Time Drivers		107,577
Part-Time Drivers		72,384
Dispatcher		22,680
Fringe Benefits		112,614
Utilities-Telephone		2,900
Advertising		5,300
Transit Drug Testing		1,000
Uniforms		500
Personnel Services		1,000
Gasoline		75,000
Vehicle Repairs		15,000
Vehicle Insurance		22,000
Equipment Purchase		11,700
Indirect Costs		94,415
<b>Operating Total</b>	<b>\$</b>	<b>568,578</b>
<b>Capital Expenditures</b>		
Vehicle Purchase	\$	437,496
<b>Capital Total</b>	<b>\$</b>	<b>437,496</b>
<b>Total Expenditures</b>	<b>\$</b>	<b>1,006,074</b>



# Bus Routes & Stops



1 inch = 1,675 feet

-  Transfer Station
-  Blue Routes
-  Blue Route stops
-  Red Routes
-  Red Route Stops

# CITY OF STATESBORO

## COUNCIL

Phillip A. Boyum, District 1  
Paulette Chavers, District 2  
Venus Mack, District 3  
John Riggs, District 4  
Shari Barr, District 5



Jonathan McCollar, Mayor  
Charles Penny, City Manager  
Leah Harden, City Clerk  
Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348  
STATESBORO, GEORGIA 30459-0348

**To:** Charles Penny, City Manager

**From:** Jason Boyles, Assistant City Manager

**Date:** February 15, 2023

**RE:** Request from the Statesboro-Bulloch Remembrance Coalition for Placement of Historical Marker Recognizing “Lynching in Bulloch County”

**Policy:** Historical Marker Placement on City of Statesboro Property

### **Recommendation:**

Consideration of a motion to approve an easement to the Statesboro-Bulloch Remembrance Coalition to place a historical marker on City of Statesboro property adjacent to City Hall.

### **Background:**

In July 2022 I met with Statesboro-Bulloch Remembrance Coalition members Adrienne McCollar and Dr. Patrick Novotny to discuss the Coalition’s work to memorialize local victims of racial violence and to foster meaningful dialogue about race and justice today. Dr. Novotny discussed historical events of racial injustice that occurred in our community in the late 1800’s and early 1900’s, including the connection of City Hall with such events, and ideas were discussed about placement of historical markers that describe the victims of local lynchings and racial violence. We left the meeting with Adrienne and Patrick suggesting to take the discussion points back to the Coalition’s Historical Marker Committee for further discussion.

Recently Adrienne McCollar and Dr. Patrick Novotny followed up with me regarding advancing the historical marker initiative. As Project Chair, Adrienne noted the Coalition is interested in placement of a historical marker adjacent to City Hall, perhaps on the east side since there is another historical marker on the west side of City Hall. I have studied this location and I am in agreement this is a suitable location.

Attached is a letter of request for placement of historical marker from the Statesboro-Bulloch Remembrance Coalition with supporting documentation regarding the draft text to be placed on the marker.

**Council Person and District:** Location is specifically within District 2, Paulette Chavers; however, the marker will be located on City property and represented by the Mayor and ALL councilmembers.

**Attachments:** Letter of request from Statesboro-Bulloch Remembrance Coalition  
Draft text for historical marker  
Draft Easement

**STATESBORO-BULLOCH REMEMBRANCE COALITION**  
**Historical Marker Property Owner Easement/Agreement**

As the owner of the property of City Hall located at 50 East Main Street, City of Statesboro, Georgia.

Mayor and City Council of Statesboro (City) agrees to allow the erection of historical marker on said property.

City has been notified by the Statesboro-Bulloch Remembrance Coalition as to the subject of/proposed site for said marker and agree that this is acceptable. It is understood that the marker will not be moved, removed, or altered in any way without prior consent from the Statesboro-Bulloch Remembrance Coalition.

City understands that it is the responsibility of the Statesboro-Bulloch Remembrance Coalition to maintain and repaint said marker. If the marker requires maintenance or in the event of damage, vandalism or loss City shall contact the Statesboro-Bulloch Remembrance Coalition at (912) 314-1900.

City understands that upon the sale or transfer of said property, this agreement shall also be transferred and honored as a binding easement for the said marker and that it is the City's responsibility to inform the buyer of this easement.

Name of Property Owner: City of Statesboro Attn: Jason Boyles  
Mailing Address: PO Box 348 Statesboro, Georgia 30459  
Telephone: 912-764-0683  
Email: jason.boyles@statesboroga.gov

Easement is hereby granted on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Signature of Property Owner

\_\_\_\_\_  
Mayor, Jonathan McCollar

ATTEST:

\_\_\_\_\_

February 15, 2023

Dear Mayor Jonathan McCollar and members of the Statesboro City Council:

We, the members of the steering committee of the Statesboro-Bulloch Remembrance Coalition, thank you for your efforts to promote dialogue and understanding across areas of difference, such as establishing the One Boro Commission. We write today in a similar vein, to request permission to install a marker in space adjacent to the front sidewalk of City Hall memorializing the nine known victims of lynching in Bulloch County.

This request and our larger work are outgrowths of the Equal Justice Initiative's national Community Remembrance Project to memorialize thousands of victims of racial terror in local communities. See <https://museumandmemorial.eji.org/memorial>. Our group, inspired by independent trips to EJI's National Memorial for Peace and Justice in Montgomery, Alabama, has been meeting since 2019 to explore how Bulloch County might engage in meaningful, authentic discussions about our community's painful past. Last month, we hosted Bulloch Bears Witness, an event designed to open a community-wide conversation about the need for remembering this history to promote understanding, racial healing, and justice for all.

The historic Jaeckel Hotel which now serves as City Hall has deep connections to the history of racial violence in Bulloch County. As one example, out-of-town journalists stayed at the hotel during the peak period of lynchings in August 1904. During this period, the Jaeckel served as an unofficial community hub for news about these acts of racial terror.

We have had preliminary discussions with Jason Boyles about marker placement and appreciate his expertise and openness to overseeing the installation. We are confident that we can install the marker with no out-of-pocket expense to the city. The funding for the marker and shipping to Statesboro will be provided by the Equal Justice Initiative. Our coalition is committed to raising the funds to cover any costs of installation.

Again, we thank you for your commitment to dialogue. Only through an accurate and thorough telling of our shared history can true healing begin.

Sincerely,

Statesboro-Bulloch Remembrance Coalition  
<https://www.bullocheji.org/committee>



## LYNCHING IN BULLOCH COUNTY

Between 1886 and 1911, racial terror lynchings of African-Americans in Bulloch County created a legacy of fear and violence. Lynchings of Jake Braswell in 1886, Kennedy Gordon in 1901, Thompson Gilbert in 1908, and Marion Chance in 1911 all took place after alleged assaults in Bulloch County, with no reports of law enforcement investigations or coroner inquests to hold accountable any of those taking part in these lynchings. Jake Braswell's 1886 lynching reportedly saw a midday crowd of some 100 people take part in the lynching, while others took place either in late-night or early morning hours, but in none of these lynchings were there any reports of affidavits, arrests, or inquests by local authorities to hold accountable those guilty of these murders.

August 1904's racial violence in Statesboro and Bulloch County is the most infamous and worst moment of lawlessness and terror of African-Americans in the county's history. The lynchings of Will Cato and Paul Reed made headlines nationally and their trials in the Bulloch County Court House over 2 days brought hundreds of spectators and visiting newspaper reporters from outside of Statesboro to the town. "Those who participated in the execution of the Negroes seem to have no fear that there will be any steps taken to bring those implicated to justice," The Savannah Morning News reported on its front-page in August 1904 after the lynchings of Will Cato and Paul Reed.

Widespread reports of assaults, threats, and violence against African-Americans in Bulloch County before, during, and after the trial of Cato and Reed included reports of whips being left on doorsteps of homes to intimidate their owners. "All-night clubs, composed largely of men of inflamed minds, have been organized in several sections of the county and Negroes are being whipped almost nightly," The Savannah Morning News told its readers. Postcards of the lynching of Cato and Reed were advertised and sold as souvenirs by local photographers weeks after their lynching.

Newspapers nationally reported the stories of the lynchings of Will Cato and Paul Reed and to this day their lynchings are still remembered and told in the histories of Bulloch County, but the lynching of Albert Roberts of Register, Georgia in his home late the same evening as the day of the lynchings of Cato and Reed, and the lynching just days later of Sebastine McBride of Portal, Georgia are mostly forgotten tragedies of a time of senseless violence. Roberts and McBride were both lynched late at night in their homes with their families with them at home. And with neither Albert Roberts or Sebastine McBride having any association with any alleged assaults or other purported wrongdoings that were frequently the excuse for such lynchings, their murders represent one of the most difficult chapters in the painful history of the lynchings documented in Bulloch County

# HISTORICAL MARKER PROJECT OVERVIEW

**"THE PUBLIC NARRATIVE A NATION CREATES ABOUT WHAT IS IMPORTANT IS REFLECTED IN MEMORIALS AND MONUMENTS. WHO IS HONORED, WHAT IS REMEMBERED, WHAT IS MEMORIALIZED TELL A STORY ABOUT A SOCIETY THAT CAN'T BE REFLECTED IN OTHER WAYS." - BRYAN STEVENSON, EJI DIRECTOR**

---

The **Equal Justice Initiative** (EJI) is dedicated to supporting communities across our nation in confronting historical trauma and advancing truth-telling at the local level. Historical markers are a compelling tool that can help create a permanent record of racial terror violence and expose an entire community to our shared history of racial injustice.

Through EJI's **Community Remembrance Project**, EJI sponsors historical marker projects, with each marker valued at about \$3000 each including fabrication and shipment. EJI works with local Community Remembrance Coalitions made up of diverse members of their community to facilitate these projects. In addition to the historical marker, EJI provides additional resources and support throughout the project, including, but not limited to, at least \$5000 in scholarships to local public high school students through a Racial Justice Essay Contest and the provision of EJI materials, reports, and staff support.

Please refer to the basic FAQ and additional resources included to learn more about EJI sponsored historical markers and their installation in the community.

---

# BASIC HISTORICAL MARKER DESIGN & LOGISTICAL FAQ

## **HOW BIG ARE EJI HISTORICAL MARKERS?**

EJI sponsored marker panels are rectangular in shape, about 42 inches wide by 38.5 inches high. The polls (or mounting posts) are non-break-away 7-foot tall octagonal aluminum posts. The marker, including its 7 ft post, weighs about 100 lbs.

## **WHAT ARE THE HISTORICAL MARKER DESIGN FEATURES?**

EJI markers generally use a blue plate color; gold lettering; and the Community Remembrance Project emblem at the top of the marker, customized for each community's state and county.

## **WHAT IS THE FOCUS OF THE TEXT ON THE HISTORICAL MARKER?**

EJI markers consist of two sides of text that have different but connected narrative emphases:

**Side One** details the narrative of the victim(s) being memorialized.

**Side Two** provides contextual information about the trauma and legacy of racial terror lynching in America.

The narrative content of each marker is based on documented research that EJI and Community Remembrance coalition partners have contributed. Each marker attempts to convey the individual stories of the victim(s), while providing broader historical context that helps audiences understand the scope and legacy of harm created by racial terror lynchings targeting African Americans. This historical context and specificity around language is further explained in EJI's *Lynching in America* report, available at <https://lynchinginamerica.eji.org/report/>

## **HOW LONG DOES IT TAKE FOR THE MARKER TO BE FABRICATED AND SHIPPED? HOW MUCH TIME IS NEEDED FOR INSTALLATION?**

Marker fabrication and shipment generally takes **between eight to ten weeks total**. EJI advises installing historical markers at least three days before a scheduled unveiling event and dedication ceremony, to ensure that the marker has time to set. Local weather conditions should be considered and discussed with local installers in advance.

---

## SAMPLE MARKER TEXT FROM EJI HISTORICAL MARKER

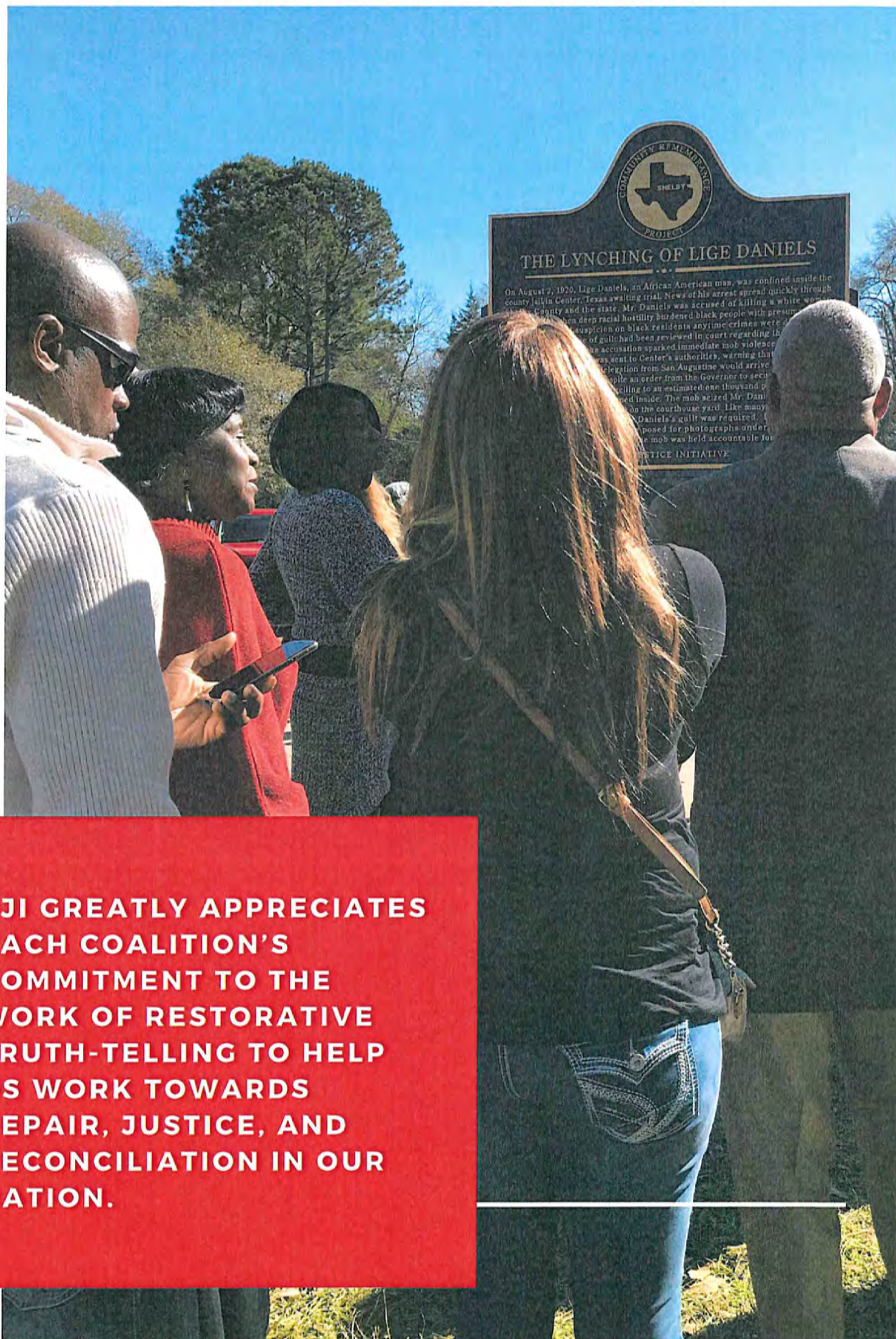


### LYNCHING OF LEVI HARRINGTON (SIDE 1)

Levi Harrington was a well-respected African American man who lived with his wife and five children near Kansas City. One of Mr. Harrington's former employers described him as a "faithful...honest man," who "was sober and industrious, saved his money, and cared for his family." On April 3, 1882, a police officer was fatally shot in Kansas City, and suspicion was immediately directed towards black residents. During this era, deep racial hostility burdened black people with presumptions of guilt, often resulting in accusations that were unfounded and unreliable. As Mr. Harrington made his way through Kansas City that day, he was stopped by police and arrested. Despite the lack of evidence to indicate his involvement in the shooting, an angry white mob quickly formed and grew to several hundred people intent on lynching Mr. Harrington. The mob forcefully seized Mr. Harrington from police custody and lynched him by hanging him from a beam on the Bluff Street Bridge and shooting him. Although newspapers reported that Mr. Harrington was innocent of the accusations against him, no one was held accountable for the lynching of Levi Harrington.

### LYNCHING IN AMERICA (SIDE 2)

Thousands of black people were the victims of racial terror lynching in the United States between 1877 and 1950. The lynching of African Americans during this era was a form of racial terrorism intended to intimidate black people and enforce racial hierarchy and segregation. After the Civil War, violent resistance to equal rights for African Americans led to fatal violence against black women, men, and children accused of violating social customs, engaging in interracial relationships, or committing crimes, even when no evidence tied the accused to the alleged offenses. Many black people were pulled out of jails or given over to mobs by law enforcement officials who were legally required to protect them. Racial terror lynchings often included burnings and mutilation, sometimes in front of crowds numbering in the thousands. Many names of those whose lives were claimed by these acts of racially motivated violence were not recorded and will never be known, but at least 60 racial terror lynchings have been documented in Missouri.



**EJI GREATLY APPRECIATES  
EACH COALITION'S  
COMMITMENT TO THE  
WORK OF RESTORATIVE  
TRUTH-TELLING TO HELP  
US WORK TOWARDS  
REPAIR, JUSTICE, AND  
RECONCILIATION IN OUR  
NATION.**



Timothy E. Grams  
Fire Chief

# Statesboro Fire Department

*Proudly serving the City of Statesboro and  
surrounding communities since 1905!*



Jonathan M. McCollar  
Mayor

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## City Council Agenda Memorandum

**To:** Charles Penny, City Manager

**From:** Timothy E. Grams, Fire Chief

**Date:** 2-15-2023

**RE:** Approval to accept the 2021 Staffing for Adequate Fire and Emergency Response (SAFER) Grant.

**Policy Issue:** NA

**Recommendation:** To approve the acceptance of the 2021 Staffing for Adequate Fire and Emergency Response (SAFER) Grant which has been awarded to the Statesboro Fire Department.

**Background:** In January 2022 the Statesboro Fire Department submitted an application for the 2021 SAFER Grant to fund the salary and benefits for twelve (12) additional firefighters. The Fire Department has been notified that the grant has been awarded.

The Staffing for Adequate Fire and Emergency Response Grants (SAFER) was created to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720). If accepted, the SAFER Grant will fund the salaries and benefits of the grant funded positions over a three (3) year period at 100%. The three (3) year period for all twelve positions will commence one hundred & eighty (180) days following FEMA's formal notification of acceptance.

**Budget Impact:** The 2021 SAFER Grant will fund awarded position at 100% for the full three (3) years. At the conclusion of the third year, the City would be responsible for all cost associated with retaining the positions. Based on the current starting salary, benefits and other associated cost for a firefighter, the total for twelve (12) additional firefighters would be approximately \$802,445.00 annually. This does not take into account increases in starting salaries and/or benefits that may occur over the three (3) years of grant funding.

**Council Person and District:** All

**Attachments:** Grant Award Packet which includes:

1. FEMA Grant Award Letter
2. Summary Award Memo
3. Agreement Articles
4. Obligating Document

# Award Letter

U.S. Department of Homeland Security  
Washington, D.C. 20472

Effective date: 02/09/2023



Stephan Hutchins  
CITY OF STATESBORO  
P.O. BOX 348  
STATESBORO, GA 30459

EMW-2021-FF-00140

Dear Stephan Hutchins,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2021 Staffing for Adequate Fire and Emergency Response (SAFER) Grant funding opportunity has been approved in the amount of \$2,108,938.32 in Federal funding.

FEMA has waived, in part or in full, one or more requirements for this grant award. See the Summary Award Memo for additional information about Economic Hardship Waivers.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2021 SAFER Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in blue ink, which appears to read "P.S. Williams", is located below the "Sincerely," text.

PAMELA WILLIAMS  
Assistant Administrator, Grant Programs

## Summary Award Memo

**Program:** Fiscal Year 2021 Staffing for Adequate Fire and Emergency Response

**Recipient:** CITY OF STATESBORO

**UEI-EFT:** SH1HA2CSKFX3

**DUNS number:** 026556241

**Award number:** EMW-2021-FF-00140

## **Summary description of award**

The purpose of the SAFER Grant Program is to provide funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application — including budget information — was consistent with the SAFER Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for Fiscal Year (FY) 2021 Staffing for Adequate Fire and Emergency Response (SAFER) funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

## **Approved Economic Hardship Waivers**

### **Position cost limit waiver**

FEMA has waived the position cost limit requirement for this grant award. Costs are limited to the approved budget per position.

### **Cost share waiver**

FEMA has waived the cost share requirement for this grant award. You are not required to contribute non-Federal funds for this grant award. The recipient is responsible for any costs that exceed the Federal funding provided for this grant award.

### **Minimum budget waiver**

FEMA has waived the minimum budget requirement for this award.

### **Non-supplanting waiver**

FEMA has waived the non-supplanting requirement for this award. SAFER grant funds may be used to replace funds that would be available from State or local sources or from the Bureau of Indian Affairs.

## **Amount awarded**

The amount of the award is detailed in the attached Obligating Document for Award. The cost share amounts described in this award letter are based on the approved total project cost; however, the Federal funding available is limited based on the applicable position cost limit and the applicable cost share as applied to actual costs.



The following are the total approved budgeted estimates for object classes for all funded firefighter positions for this award (including Federal share plus your cost share, if applicable, as applied to the estimated costs):

Object Class	First Year	Second Year	Third Year	Total
Personnel	\$444,348.12	\$457,678.56	\$471,408.96	\$1,373,435.64
Fringe benefits	\$243,060.48	\$245,146.68	\$247,295.52	\$735,502.68
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Indirect charges	\$0.00	\$0.00	\$0.00	\$0.00
Federal	\$687,408.60	\$702,825.24	\$718,704.48	\$2,108,938.32
Non-federal	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$687,408.60	\$702,825.24	\$718,704.48	\$2,108,938.32
Program Income				\$0.00

## Approved scope of work

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2021 SAFER NOFO.

**Approved request details:**

## Hiring of Firefighters

## New, Additional Firefighter(s)

### BENEFITS FUNDED

Health and dental insurance through Anthem (Blue Cross Blue Shield), \$100.39/pay period for employee only. \$187.50/pay period for employee plus family. \$5,850 and \$12,322 paid by city respectively. Average- \$9,086. FICA \$2,873 Retirement \$3,004 Workers Compensation \$1,063 Disability and Life Insurance \$1,344 OPEB \$4,550 Working Holiday Pay (12 hours x 10 holidays) \$1,482 Annual Pay Bonus \$108

### NUMBER OF FIREFIGHTERS

12

	ANNUAL SALARY PRICE	ANNUAL BENEFITS	TOTAL PER FIREFIGHTER
Year 1	\$37,029.01	\$20,255.04	\$57,284.05
Year 2	\$38,139.88	\$20,428.89	\$58,568.77
Year 3	\$39,284.08	\$20,607.96	\$59,892.04
3 Year Total	\$2,108,938.32		

### CHANGE FROM APPLICATION

**Year 1 Annual benefits** from \$29,841.27 to \$20,255.04

**Year 2 Annual benefits** from \$30,736.51 to \$20,428.89

**Year 3 Annual benefits** from \$31,658.61 to \$20,607.96

### JUSTIFICATION

The award reflects a decrease from the amount requested in the application. This decrease is because the application miscalculated eligible benefits.

## Agreement Articles

**Program:** Fiscal Year 2021 Staffing for Adequate Fire and Emergency Response

**Recipient:** CITY OF STATESBORO

**UEI-EFT:** SH1HA2CSKFX3

**DUNS number:** 026556241

**Award number:** EMW-2021-FF-00140

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**Article 1****Assurances, Administrative Requirements, Cost Principles, Representations and Certifications**

I. DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non-Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the awarding agency. II. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002. III. By accepting this agreement, recipients, and their executives, as defined in 2 C.F.R. § 170.315, certify that their policies are in accordance with OMB’s guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

**Article 2****General Acknowledgements and Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. I. Recipients must cooperate with any DHS compliance reviews or compliance investigations conducted by DHS. II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities or personnel. III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance. V. Recipients (as defined in 2 C.F.R. Part 200 and including recipients acting as pass-through entities) of federal financial assistance from DHS or one of its awarding component agencies must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award for the first award under which this term applies. Recipients of multiple awards of DHS financial assistance should only submit one completed tool for their organization, not per award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>. DHS Civil Rights Evaluation Tool | Homeland Security. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) prior to expiration of the 30-day deadline.

<p><b>Article 3</b></p>	<p><b>Acknowledgement of Federal Funding from DHS</b>  Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.</p>
<p><b>Article 4</b></p>	<p><b>Activities Conducted Abroad</b>  Recipients must ensure that project activities performed outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.</p>
<p><b>Article 5</b></p>	<p><b>Age Discrimination Act of 1975</b>  Recipients must comply with the requirements of the Age Discrimination Act of 1975, Public Law 94-135 (1975) (codified as amended at Title 42, U.S. Code, § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.</p>
<p><b>Article 6</b></p>	<p><b>Americans with Disabilities Act of 1990</b>  Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101– 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.</p>
<p><b>Article 7</b></p>	<p><b>Best Practices for Collection and Use of Personally Identifiable Information</b>  Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.</p>
<p><b>Article 8</b></p>	<p><b>Civil Rights Act of 1964 – Title VI</b>  Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.</p>

<b>Article 9</b>	<b>Civil Rights Act of 1968</b> Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. § 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)
<b>Article 10</b>	<b>Copyright</b> Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.
<b>Article 11</b>	<b>Debarment and Suspension</b> Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3002. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.
<b>Article 12</b>	<b>Drug-Free Workplace Regulations</b> Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).
<b>Article 13</b>	<b>Duplication of Benefits</b> Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons.

<p><b>Article 14</b></p>	<p><b>Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX</b>  Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.</p>
<p><b>Article 15</b></p>	<p><b>E.O. 14074 – Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety</b>  Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.</p>
<p><b>Article 16</b></p>	<p><b>Energy Policy and Conservation Act</b>  Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.</p>
<p><b>Article 17</b></p>	<p><b>False Claims Act and Program Fraud Civil Remedies</b>  Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)</p>
<p><b>Article 18</b></p>	<p><b>Federal Debt Status</b>  All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)</p>
<p><b>Article 19</b></p>	<p><b>Federal Leadership on Reducing Text Messaging while Driving</b>  Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the Federal Government.</p>
<p><b>Article 20</b></p>	<p><b>Fly America Act of 1974</b>  Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C.) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.</p>



<p><b>Article 21</b></p>	<p><b>Hotel and Motel Fire Safety Act of 1990</b>  Recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a</p>
<p><b>Article 22</b></p>	<p><b>John S. McCain National Defense Authorization Act of Fiscal Year 2019</b>  Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons</p>
<p><b>Article 23</b></p>	<p><b>Limited English Proficiency (Civil Rights Act of 1964, Title VI)</b>  Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <a href="https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited-and-additional-resources">https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited-and-additional-resources</a> on <a href="http://www.lep.gov">http://www.lep.gov</a>.</p>
<p><b>Article 24</b></p>	<p><b>Lobbying Prohibitions</b>  Recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.</p>
<p><b>Article 25</b></p>	<p><b>National Environmental Policy Act</b>  Recipients must comply with the requirements of the National Environmental Policy Act of 1969, (NEPA) Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq. and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans</p>

<b>Article 26</b>	<b>Nondiscrimination in Matters Pertaining to Faith-Based Organizations</b> It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith- based organizations in individual DHS programs.
<b>Article 27</b>	<b>Non-Supplanting Requirement</b> Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.
<b>Article 28</b>	<b>Notice of Funding Opportunity Requirements</b> All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.
<b>Article 29</b>	<b>Patents and Intellectual Property Rights</b> Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.
<b>Article 30</b>	<b>Procurement of Recovered Materials</b> States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.
<b>Article 31</b>	<b>Rehabilitation Act of 1973</b> Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973), (codified as amended at 29 U.S.C. § 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**Article 32****Reporting of Matters Related to Recipient Integrity and Performance**

General Reporting Requirements: If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

**Article 33****Reporting Subawards and Executive Compensation**

Reporting of first tier subawards. Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

**Article 34****Required Use of American Iron, Steel, Manufactured Products, and Construction Materials**

Recipients must comply with the “Build America, Buy America” provisions of the Infrastructure Investment and Jobs Act and E.O. 14005. Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless: (1) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; (2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and (3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project. Waivers When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. Information on the process for requesting a waiver from these requirements is on the website below. (a) When the federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that: (1) applying the domestic content procurement preference would be inconsistent with the public interest; (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent. A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office. There may be instances where an award qualifies, in whole or in part, for an existing waiver described at “Buy America” Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov. The awarding Component may provide specific instructions to Recipients of awards from infrastructure programs that are subject to the “Build America, Buy America” provisions. Recipients should refer to the Notice of Funding Opportunity for further information on the Buy America preference and waiver process.

<p><b>Article 35</b></p>	<p><b>SAFECOM</b>  Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.</p>
<p><b>Article 36</b></p>	<p><b>Terrorist Financing</b>  Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.</p>
<p><b>Article 37</b></p>	<p><b>Trafficking Victims Protection Act of 2000 (TVPA)</b>  Trafficking in Persons. Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106 (g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. § 7104. The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference.</p>
<p><b>Article 38</b></p>	<p><b>Universal Identifier and System of Award Management</b>  Requirements for System for Award Management and Unique Entity Identifier  Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.</p>
<p><b>Article 39</b></p>	<p><b>USA PATRIOT Act of 2001</b>  Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175-175c.</p>
<p><b>Article 40</b></p>	<p><b>Use of DHS Seal, Logo and Flags</b>  Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.</p>
<p><b>Article 41</b></p>	<p><b>Whistleblower Protection Act</b>  Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.</p>

**Article 42****Environmental Planning and Historic Preservation (EHP) Review**

DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state and local laws. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. To access the FEMA EHP screening form and instructions, go to the DHS/FEMA website. In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

**Article 43****Applicability of DHS Standard Terms and Conditions to Tribes**

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

**Article 44****Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov) if you have any questions.

**Article 45****Disposition of Equipment Acquired Under the Federal Award**

For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state subrecipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state subrecipients must follow the disposition requirements in accordance with state laws and procedures.

<p><b>Article 46</b></p>	<p><b>Prior Approval for Modification of Approved Budget</b>          Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308. For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved. For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work. You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.</p>
<p><b>Article 47</b></p>	<p><b>Indirect Cost Rate</b>          2 C.F.R. section 200.211(b)(15) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.</p>
<p><b>Article 48</b></p>	<p><b>Award Performance Goals</b>          FEMA will measure the recipient's performance of the grant by comparing the firefighter hiring activities of new, additional firefighters, rehire laid off firefighters, or retain firefighters facing layoff OR recruitment and retention activities of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response as requested in its application. In order to measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient is required to report on the recipients increased compliance with the National standards described in the NOFO.</p>

**Obligating document**

<p><b>1. Agreement No.</b> EMW-2021-FF-00140</p>	<p><b>2. Amendment No.</b> N/A</p>	<p><b>3. Recipient No.</b> 586000668</p>	<p><b>4. Type of Action</b> AWARD</p>	<p><b>5. Control No.</b> WX00796N2023T</p>
<p><b>6. Recipient Name and Address</b> CITY OF STATESBORO 50 E MAIN ST STATESBORO, GA 30458</p>		<p><b>7. Issuing FEMA Office and Address</b> Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 1-866-927-5646</p>		<p><b>8. Payment Office and Address</b> FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20742</p>

<b>9. Name of Recipient Project Officer</b> Stephan Hutchins	<b>9a. Phone No.</b> 9126012680	<b>10. Name of FEMA Project Coordinator</b> Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program	<b>10a. Phone No.</b> 1-866-274-0960
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<b>11. Effective Date of This Action</b>  02/09/2023	<b>12. Method of Payment</b>  OTHER - FEMA GO	<b>13. Assistance Arrangement</b>  COST SHARING	<b>14. Performance Period</b> 08/08/2023 to 08/07/2026 <b>Budget Period</b> 08/08/2023 to 08/07/2026
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**15. Description of Action a. (Indicate funding data for awards or financial changes)**

Program Name Abbreviation	Assistance Listings No.	Accounting Data(ACCS Code)	Prior Total Award	Amount Awarded This Action + or (-)	Current Total Award	Cumulative Non-Federal Commitment
SAFER	97.083	2023-FD-GF01 - P410-xxxx-4101-D	\$0.00	\$2,108,938.32	\$2,108,938.32	\$0.00
Totals			\$0.00	\$2,108,938.32	\$2,108,938.32	\$0.00

**b. To describe changes other than funding data or financial changes, attach schedule and check here:**  
N/A

~~**16. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)**~~  
This field is not applicable for digitally signed grant agreements

<b>17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)</b>	<b>DATE</b>
<b>18. FEMA SIGNATORY OFFICIAL (Name and Title)</b> PAMELA WILLIAMS, Assistant Administrator, Grant Programs	<b>DATE</b> 02/09/2023



# CITY OF STATESBORO

## COUNCIL

Phil Boyum, District 1  
Paulette Chavers, District 2  
Venus Mack, District 3  
John Riggs, District 4  
Shari Barr, District 5



Jonathan McCollar, Mayor  
Charles Penny, City Manager  
Leah Harden, City Clerk  
I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348  
STATESBORO, GEORGIA 30459-0348

**To:** Jason Boyles, Assistant City Manager

**From:** Darren Prather, Central Services Director

**Date:** 2-16-2023

**RE:** Recommendation Reinstallation of Central Square Software

**Policy Issue:** Purchasing

**Recommendation:**

Staff recommends the contract to install Central Square software onto the new Central Square infrastructure as the old infrastructure will soon run out of support. The amount of this contract will be \$21,450.00. This is a sole source purchase.

**Background:**

This is the software that runs the Central Square program we purchased seven years ago which used to be called SunGard. Central Square bought them out a year ago. This software is an integral part of the Police Department's day to day operation and is involved in numerous data management processes. This is a sole source purchase due to our contract with Central Square.

**Budget Impact:**

**Council Person and District:**

None

**Attachments:**

Central Square Contract

Quote prepared on:

November 22, 2022

Quote prepared by:

Bryan Shanley

bryan.shanley@centralsquare.com

Quote #: Q-89164

Primary Quoted Solution: ONESolution PS

Quote expires on: February 22, 2023

Quote prepared for:

Mary Partain

Statesboro Police Department

50 East Main Street

STATESBORO, GA 30458

912-764-9911

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at [www.centralsquare.com](http://www.centralsquare.com).

## WHAT SERVICES ARE INCLUDED?

DESCRIPTION	TOTAL
1. Public Safety Project Management Services - Fixed Fee	4,290.00
2. Public Safety Technical Services - Fixed Fee	17,160.00
<b>Services Total</b>	<b>21,450.00 USD</b>

## QUOTE SUMMARY

**Services Subtotal** 21,450.00 USD

**Quote Subtotal** 21,450.00 USD

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**Quote Total**                      **21,450.00 USD**

## WHAT ARE THE RECURRING FEES?

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TYPE	AMOUNT
FIRST YEAR MAINTENANCE TOTAL	0.00
FIRST YEAR SUBSCRIPTION TOTAL	0.00

The amount totals for Maintenance and/or Subscription on this quote include only the first year of software use and maintenance. Renewal invoices will include this total plus any applicable uplift amount as outlined in the relevant purchase agreement.

## BILLING INFORMATION

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Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Unit Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Quote Form.

## PAYMENT TERMS

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### License Fees & Annual Subscriptions

- 100% Due Upon Contract Execution

### Contract Startup

- 100% Due Upon Contract Execution

**Hardware & Third-Party Software**

- 100% Due Upon Contract Execution

**Services**

- Fixed Fee: 100% Due Upon Completion
- Time & Material: Due as Incurred
- Services Bundle: Fixed Fee, 100% Due Contract Execution

**Third-Party Services**

- Fixed Fee: 50% Due Upon Contract Execution; 50% Due Upon Completion

**Travel & Living Expenses**

- Due as Incurred

**PURCHASE ORDER INFORMATION**

Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form? (Customer to complete)

Yes [ ] No [ ]

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number: \_\_\_\_\_

Initials: \_\_\_\_\_

**Statesboro Police Department**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_



## Summary of Services

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### Project: Statesboro Police, GA, Server Rehost

The parties mutually agree and acknowledge this Summary of Services is a high-level overview of the project requested, not a detailed requirements or design of solution.

### Project Scheduling

Parties agree a schedule will be provided for services within sixty (60) days from the execution of the above quote number.

### Change Requests

The parties may request a change to this summary of services, to increase hours or deliverables, through a written request to the CentralSquare project manager or resource.

### Services Scope of Project

The project includes the following scope of services.

CentralSquare Technologies Professional Services proposes the following Technical Services related to the implementation of ONESolution Public Safety and Justice products outlined herein. Services include analysis, planning, business hours delivery and follow-up documentation for the component systems. Hardware, software licensing and installation and configuration of hardware shall be provided by the client or another third party vendor and should satisfy the recommendations defined in the hardware specifications for Central Square applications.

Read this document carefully to confirm the work activities listed here are comprehensive, inclusive, and accurate for your project. Report discrepancies or questions to your Central Square account executive for revisions to this document and any associated quote for professional services.

The goal of Central Square is to minimize downtime for production systems. Estimates of downtime listed in this document are determined using typical averages and will vary based on customer environment and technologies available. Actual downtime may be significantly less or more than the estimates provided herein but will always be as short as possible for production systems. Please work with your assigned Technical Engineer from Central Square to address specific application priorities for your organization.

Central Square makes every effort to provide concise and complete and helpful information regarding the steps required for each migration and for third-party software and devices used with Central Square software solutions. This document may contain information regarding steps or actions that are covered in the scope of a typical migration, but which may not apply to your specific situation. You may also find information regarding compatibility and upgrade requirements for third party software and/or hardware products used with our solutions. If these conditions apply to your environment, please pay special attention to these statements. We are happy to provide this information as a courtesy and work to provide the most up-to-date information available to us at the time but cannot accept responsibility for third party product compatibility.



The following Servers will be rehosted from their current Operating Systems and SQL Server Versions to the latest supported Operating Systems and SQL Server versions for the products.

<b>SBORO-SGAPP</b>	<b>File Shares</b>
<b>SBORO-SGUTIL</b>	<b>Utility Server</b>
<b>SBORO-SGWEB</b>	
<b>SBORO-SGSQL</b>	<b>SQL</b>
<b>SBORO-SGMSG</b>	<b>Message Switch</b>
<b>SBORO-SGFREE</b>	<b>Freedom</b>

**Note:** In some cases, SQL Server versions must match between certain server groups – example of these being SQL Replication partners, SQL Server versions per product across installed instances (i.e., Production and Test must match for refresh purposes), SQL Server versions for integrated products within a product line, SQL Cluster nodes:

#### Detailed Outline

The technical services will include the following:

- Server Preparation – Third party vendors shall provide necessary hardware and software, including installation and configuration of such components prior to the scheduled date of delivery. The hardware environment must meet the specifications and services proposal data stated herein or incorporated by reference. The configuration shall present virtual machines running the Windows 2016 or later Operating System for installation, configuration of Central Square software solutions.
- Preparation/Follow-up
  - Preparation
    - Validation of existing client services and systems in place
    - Review and document current configuration for relevant systems
    - Create execution plan.
    - Verification of valid domain credentials, access & functionality
  - Follow up.
    - Review any unresolved issues.
    - Update CentralSquare documentation
- CAD Migration
  - Preparation
    - Data cleanup– identify and remove old software versions, unused temporary files, old backups, etc.
    - Configuration review
    - Documentation of configuration changes needed.
  - Migration
    - Estimated outage = ~4-8 hours
    - Copy production file share data to new production server.
    - Copy training file share data to new training server.
    - Export/Import share permissions
    - Export/Import user permissions
    - Execute required configuration changes for production.
    - Update configurations for training environment on separate servers
    - Validate application functionality.
  - Post Migration



- Troubleshooting any remaining issues
- Documentation of changes in infrastructure for client records and support
- RMS Migration
  - Preparation
    - Data cleanup– identify and remove old software versions, unused temporary files, old backups, etc.
    - Configuration review
    - Documentation of configuration changes needed.
  - Migration
    - Estimated outage = ~4-8 hours
    - Copy file share data to new server.
    - Export/Import share permissions
    - Export/Import user permissions
    - Execute required configuration changes.
    - Validate application functionality.
  - Post Migration
    - Troubleshooting any remaining issues
    - Documentation of changes in infrastructure for client records and support
- Message Switch/Mobile Migration
  - Preparation
    - Configuration review, including file locations and network configuration for state connection.
    - Documentation of configuration changes needed.
  - Migration
    - Estimated outage = ~2-6 hours
    - Copy switch configuration and files to new server.
    - Execute required configuration changes, including network routing configuration as needed.
    - Install Query Server & Mobile Data Service
    - Validate application functionality.
  - Post Migration
    - Troubleshooting any remaining issues
    - Documentation of changes in infrastructure for client records and support
  - Notes on Server Names and IP Addressing:
    - **NOTE:** If the new server's Name and IP will not match the old server's name and IP. This will require further configuration, and possible interface configuration, potentially including State interface requirements. Please note statement on State Connectivity below.
    - **NOTE:** For clients on Visual MCT changing the server name and/or IP of the message switch may entail editing a hosts file on each MCT device, and possibly CAD and RMS workstations. This is a client responsibility. CentralSquare can assist with the changes on servers.
    - **NOTE:** For clients on ONESolution MCT changing the server name and/or IP of the message switch may entail editing a hosts file on CAD and RMS workstations. This is a client responsibility. CentralSquare can assist with the changes on servers.
- Mobile Data Service Migration
  - Preparation
    - Data cleanup – identify and remove old software versions, unused temporary files, old backups, etc.
    - Review and document current service configuration
    - Identify and document any configuration changes required.





- Identify and document certificate requirements, where applicable
    - Verification of certificate availability, where applicable
    - Installation and configuration of MDS service
  - Migration
    - Estimated outage = ~2 hours
    - Copy configuration and files to new server.
    - Execute required configuration changes.
    - Validate application functionality (end user tests)
  - Post Migration
    - Troubleshoot any remaining migration related issues.
    - Document changes for client records and support
- SQL Server and Application Database Migration
  - Preparation
    - Data cleanup– identify and remove old software versions, unused temporary files, old backups, etc.
    - Configuration review
    - Documentation of configuration changes needed.
    - Document and replicate database permissions
  - Migration
    - Estimated outage = ~2-6 hours
    - Copy data files to new SQL server for production.
    - Set security permissions.
    - Execute required configuration changes.
    - Configure and test database maintenance plans.
    - Set database recovery model and version.
    - Validate application functionality.
  - Post Migration
    - Troubleshooting any remaining issues
    - Validate scheduled function of database maintenance jobs.
    - Documentation of changes in infrastructure for client records and support
- Data warehouse Migration – Not Scoped
- P2C Migration
  - Preparation
    - Data cleanup– identify and remove old software versions, unused temporary files, old backups, etc.
    - Configuration review
    - Documentation of configuration changes needed.
  - Migration
    - Estimated outage = ~2-6 hours
    - Copy files to new server.
    - Set security permissions.
    - Reconfigure scheduled jobs for synchronization of necessary files.
    - Execute required configuration changes.
    - Validate application functionality.
  - Post Migration
    - Troubleshooting any remaining issues
    - Documentation of changes in infrastructure for client records and support
- Utility Server Setup/Configuration
  - Installation and configuration of base product install on new server.



- Configure CentralSquare applications on new utility server.
    - Verify application functionality and remote accessibility for support.
  - Post Migration
    - Troubleshooting any remaining issues
    - Documentation of changes in infrastructure for client records and support
- P2P Migration
  - Preparation
    - Data cleanup– identify and remove old software versions, unused temporary files, old backups, etc.
    - Configuration review
    - Documentation of configuration changes needed.
  - Migration
    - Estimated outage = ~2-6 hours
    - Copy files to new server.
    - Set security permissions.
    - Reconfigure scheduled jobs for synchronization of necessary files.
    - Execute required configuration changes.
    - Validate application functionality.
  - Post Migration
    - Troubleshooting any remaining issues
    - Documentation of changes in infrastructure for client records and support
- FTO Migration
  - Preparation
    - Data cleanup– identify and remove old software versions, unused temporary files, old backups, etc.
    - Configuration review
    - Documentation of configuration changes needed.
  - Migration
    - Estimated outage = ~2-6 hours
    - Copy files to new server.
    - Set security permissions.
    - Reconfigure scheduled jobs for synchronization of necessary files.
    - Execute required configuration changes.
    - Validate application functionality.
  - Post Migration
    - Troubleshooting any remaining issues
    - Documentation of changes in infrastructure for client records and support
- OpCenter Server Migration – Not Scoped
- Freedom/ONESolution MCT Server Migration
  - Preparation
    - Data cleanup – old application versions, unused temporary files, old backup files, etc.
    - Review and document current configuration
    - Identification and documentation of configuration changes required.
    - Installation and configuration of IIS
  - Migration
    - Estimated outage = ~2 hours
    - Copy configuration and files to new server.
    - Migrate database to new SQL server.
    - Execute required configuration changes.



- Validate application functionality.
- Post Migration
  - Troubleshoot any remaining migration related issues.
  - Document changes for client records and support
- CentralSquare Interface Updates
  - Migration of CentralSquare interfaces
  - Post migration resolution and configuration updates as needed.
  - Client agency responsible for any 3<sup>rd</sup> party vendor engagement and resolution for non-CentralSquare interface migrations or configuration updates
- Training Environment
  - CAD and RMS are included in this migration plan.
- Neverfail Consult – Not Scoped
- Migration to new Active Directory Domain – Not Scoped
- Migration to new VLAN -Not Scoped
- Migrate to Clustered environment – Not scoped
- After Hours Go Live
  - CentralSquare personnel to provide downtime work after normal local business hours.
  - CentralSquare Personnel to document and hand off system to regular hours staff post rehost to ensure continued project support.

### Additional Considerations

#### Security Statement:

Windows Firewall is supported and can be enabled on servers as part of the project. CentralSquare will utilize exceptions to allow traffic between CentralSquare applications and databases. It is not recommended to rely solely on local firewalling for security. Enabling local firewalling should be discussed with the assigned project staff and can be implemented as part of the rehost project.

Windows UAC will be enabled by default on servers provided to CentralSquare for installation. Any changes to UAC settings to facilitate troubleshooting will be reversed when troubleshooting is complete, prior to Go Live.

The CentralSquare ONESolution product line has no reliance on the SQL “sa” user.

The CentralSquare ONESolution product line can make use of Windows Service accounts to enhance security. The use of Windows Service accounts should be discussed with the assigned project staff and can be implemented as part of the rehost project.

#### Dependencies for a successful engagement may include:

- **Statement on network throughput:** CentralSquare ONESolution desktop applications (CAD, RMS, JMS, MobLAN, CAD Status Monitor) require consistent 100mbps throughput between workstations and servers. This must be a constant



throughput, not a burst or maximum attainable speed. CentralSquare recommends 4G or better wireless technology for ONESolution Mobile infrastructure (ONESolution MCT, ONESolution Freedom). ONESolution Visual MCT requires 3G or better. Network bandwidth should be measured with current loads and factored accordingly prior to any proposed increase in traffic or change in network infrastructure or carrier.

- State Connect connectivity with the new server system (and location as applicable) – Please ensure the state network is accessible to the new server intended to run the Message Switch application. Multi-homed configurations require static routes, other network configurations depend on infrastructure routing for successful state connectivity.
- Remote or physical site and system access
- Active Directory Domain level system authentication/access
- Access to IT and data management department personnel
- Changes to primary systems are typically performed offsite. For Onsite engagements travel costs are not included in the costs for professional services. Travel costs are billed as incurred, in accordance with the customers master agreement where applicable and in addition to the costs associated with professional services. Please ensure appropriated funding for travel as needed.
- Changes involving web based applications are collaborative efforts between onsite engineers and remote staff dedicated to those applications

#### Migrations from Physical to Virtual Servers:

- Migrating from Physical servers to Virtual servers may entail the need for new hardware. Specifically:
  - Serial to IP Converter (Digi PortServer or similar) to connect the physical Serial cable for 911 phone systems to a virtual server for ANI/ALI interfaces or other Serial connections
  - USB to IP Converter (Digi USBAnywhere or similar) for connection of USB dongles/modems (examples: ProQA dongle, Rip and Run Fax machines, Legacy Paging interfaces
  - USB Modem – for Rip and Run and Paging

If you wish to purchase this hardware through CentralSquare communicate this to your Account Manager.



### Assumptions and Client Responsibilities

This Statement of Work and estimation of effort uses and implies certain technical assumptions, limitations, and conditions. Please review this section carefully. The “Special Notes” section above is for documentation of any special or unusual conditions or other concurrent projects to confirm their consideration in preparation of this scope of work. Exclusion or misrepresentation may significantly increase the level of effort required for a successful project and result in additional, unexpected cost. The following list is a sample of common work items that are not included shall not impact the effort of this engagement in any way unless their expected impact is specifically mentioned in the “Special Notes” section of this document. This is not a comprehensive list of all potential external influencers and are only representative samples of items that are excluded unless specifically requested and noted above:

- Implementation of new Active Directory domain or domain configurations
- Relocation of systems to another Active Directory domain
- Relocation of systems to other network zones
- Other concurrent projects for systems related or interconnected with solutions proposed herein

Please notify your account team immediately if any such items or similar conditions apply to your project and have not been noted in the “Special Notes” section prior.

#### Further Assumptions:

- Implementation will be carried out remotely during CentralSquare’s regular business hours unless specifically noted in Services Scope.
- Client to supply hardware, virtualization software, Operating System licensing, SQL Server licensing and licensing of any other third party hardware or software not specifically listed in the quote or Services Scope.
- Client to install hardware, create virtual machines and install Operating Systems unless specified as a CentralSquare or partner responsibility in the quote or Services Scope.
- Client will maintain remote connectivity to the site either through CentralSquare’s preferred remote connectivity solution, or a mutually agreed upon alternative.
- CentralSquare staff will be permitted console access to all servers.
- CentralSquare staff will be permitted SQL administrator access to all database instances.
- Client will adhere to minimum specifications and disk space recommendations and guidelines as documented in the CentralSquare documentation and the client-specific specifications documented by the CentralSquare project team as a project artefact.
- Client to ensure any client-installed third party software (for example utilities for backups, antivirus) are certified to operate on the new operating system.
- Client will be responsible for any physical connections to the servers such as serial interface connections.
- During the staging process no new builds or configuration changes are recommended in any environment to be rehosted. If necessary, changes are to be coordinated through the Project Manager as well as Client Support. Some changes may require a Change Order to the project.
- SQL Server replication is supported between SQL Servers within 2 major versions of publisher and subscriber. There is conflicting information available about compatibility and field experience has shown replication issues when there is even a small difference in SQL Server versions between publisher and subscriber(s). Therefore, it is recommended that all SQL Servers involved in a replication topology should be upgraded/replaced at the



same time to avoid compatibility and reliability issues related to employee replication and/or replication for data warehouse reporting.

- For customers using PageGate, version 8 or higher is required for compatibility with Windows Server 2016 and later. An upgrade to PageGate can be purchased directly through Notepage for existing clients.

### Project Management

Even in smaller, less complex projects, there needs to be a point of contact and someone driving a project to successful completion. CentralSquare's Implementation Methodology ensures a project has the right amount of oversight needed to successfully complete the work, no more no less. A CentralSquare Project Manager will be your point of contact for the scoped work with you to develop a timeline to meet your needs, drive the timeline to completion, work to resolve any issues that may arise during the life of the project, all while keeping you up to date so you have the peace of mind your project is on track for a successful completion.

### Professional Services

Throughout the course of the project, CentralSquare will use several types of services (defined herein) to complete the necessary steps for successful deployment of the contracted services. The overall services aligned to implementation include Consulting Services, Technical Services, Data Conversion Services, Training Services, and in some cases, Installation Services.

# CITY OF STATESBORO

## COUNCIL

Phil Boyum, District 1  
Paulette Chavers, District 2  
Venus Mack, District 3  
John Riggs, District 4  
Shari Barr, District 5



Jonathan McCollar, Mayor  
Charles Penny, City Manager  
Leah Harden, City Clerk  
I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348  
STATESBORO, GEORGIA 30459-0348

**To:** Charles Penny, City Manager  
Jason Boyles, Assistant City Manager

**From:** John Washington, Director – Public Works and Engineering

**Date:** 2/10/2023

**RE:** Recommendation of RR supplemental work for CIP ENG-122h and CIP ENG-122n

**Policy Issue:** Purchasing

### **Recommendation:**

Staff recommends accepting the proposal from Vision Industrial Services in the amount of \$44,750.00 (see attached quote) for supplemental railroad work involving sidewalk projects on East Jones Avenue and East Grady Street.

### **Background:**

The City of Statesboro Engineering staff is working with two consultants for two sidewalk projects, Parker Engineering with E. Jones Ave, and T.R. Long Engineering on E. Grady St. Both projects involve sidewalk pedestrian crossings that cross rail lines operated by Patriot Rail Company. The approval of our projects to cross Patriot's right of way is dependent upon use of a contractor that has to be pre-approved by Patriot. Patriot provided the City with a list of four (4) pre-approved contractors. Two contractors indicated they were too busy to perform this work, one did not respond and Vision Industrial Service is the only responding pre-approved contractor. Vision Industrial Services has provided a quote of \$44,750.00 and is available to perform this work.

### **Budget Impact:**

This project is to be paid from the ENG-122h and CIP ENG-122n project budgets from 2018 TSPLOST Fund.

### **Council Person and District:**

District 2, Councilmember Chavers

### **Attachments:**

Quote from Vision Industrial Services

**Vision Industrial Services, LLC**

1451 HIGHWAY 12  
Dequincy, LA 70633 US  
+1 3376295757  
accounting@visionwla.com  
www.visionwla.com



**Estimate**

ADDRESS  
CITY OF STATESBORO

SHIP TO  
CITY OF STATESBORO

ESTIMATE 23-1019  
DATE 01/19/2023  
EXPIRATION 01/29/2023  
DATE

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Statesboro Sidewalk Rail Crossing	1	44,750.00	44,750.00
	# East Jones Street			
	1 set of omega precast concrete boards for 100# rail			
	1 set of omega precast concrete boards for 85# rail			
	# East Grady Street			
	1 set of omega precast concrete boards for 100# rail			
	Bid includes procuring boards, ballast, and new ties, as well as installation of said materials and disposal of waste materials.			

Please be advised that taxes are not included in this bid; however, all necessary taxes will be accessed at the rate where material was purchased or where the work was performed, as required by law.

SUBTOTAL	44,750.00
TAX	0.00
<b>TOTAL</b>	<b>\$44,750.00</b>

All non-recyclable materials to be removed by customer.

Bid includes Supervision, Labor, & Equipment only unless otherwise specified in bid.

Fuel surcharge will be accessed as a recurring fee that is a fluctuating percentage of all invoice charges calculated utilizing the difference in fuel prices from the date of bid to the date work is performed. Fuel surcharge is calculated using the peak weekly diesel price per gallon, as reported by the US Department of Energy Information Administration, "On-Highway Diesel Fuel Prices" index based on the location of where the work was performed.

Accepted By

Accepted Date