

CITY OF STATESBORO

COUNCIL

Phillip A. Boyum, District 1
Sam Lee Jones, District 2
Jeff Yawn, District 3
John Riggs, District 4
Derek Duke, 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

**Mayor and Council Work Session
September 17, 2019
4:00 – 5:30
Joe Brannen Hall
Meeting Agenda**

1. Purpose of Meeting

2. Agenda Items from Departments
 - a. Financial Report
 - b. Creek on the Blue Mile Presentation
 - c. Transit Plan
 - d. Special Event Permits
 - e. Parks & Recreation

3. Comments and Questions from Council

4. Adjourn

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I. Cain Smith, City Attorney

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

September 10, 2019

MEMO TO: Mr. Charles Penny, City Manager
FROM: Cindy S. West, Director of Finance *CSW*
RE: Fiscal Year 2019 End of Year (Unaudited) Financial Report

Enclosed is the FY2019 Unaudited Financial Report on the General Fund, Statesboro Fire Service Fund and the Public Utility Funds. I will discuss the report in more detail at the September 17, 2019, work session with the Mayor and Council.

FY 2019 End of Year (Unaudited) Report on General Fund, Statesboro Fire Service Fund, and Public Utility Funds

General Fund Revenues and Expenditures

	FY 2019 Amended Budget	YTD Actual	YTD% of Budget	FY 2018 Amended Budget	6/30/2018 Actual	YTD %Dif to YTD FY 2018
Revenues						
Taxes	9,455,065	10,039,928	106.2%	9,455,065	9,588,758	4.7%
Licenses and Permits	845,050	1,017,800	120.4%	845,050	958,688	6.2%
Intergovernmental	-	8,889	-	-	73,166	-87.9%
Charges for Services	1,474,618	1,449,537	98.3%	1,474,618	1,483,030	-2.3%
Fines and Forfeitures	609,000	654,431	107.5%	609,000	557,322	17.4%
Investment Income	-	301	-	-	-	-
Contributions and Donations	-	1,913	-	-	-	-
Miscellaneous	33,500	38,422	114.7%	33,500	41,006	-6.3%
Other Financing Services	2,939,530	2,964,689	100.9%	2,939,530	2,798,896	5.9%
Fund Balance Appropriated	855,618	-	-	-	-	-
Total Revenue	16,212,381	16,175,910	99.8%	15,356,763	15,500,866	4.4%
Expenditures by Department						
Governing Body	188,666	186,862	99.0%	184,895	182,567	2.4%
City Manager	399,965	347,923	87.0%	447,371	427,125	-18.5%
Clerk	242,527	212,159	87.5%	247,308	228,915	-7.3%
Elections	30,800	11,861	38.5%	33,355	36,857	-67.8%
Finance	662,988	628,169	94.7%	692,160	652,876	-3.8%
Legal	246,546	182,878	74.2%	238,685	220,059	-16.9%
Human Resources	356,061	246,194	69.1%	323,146	271,275	-9.2%
Governmental Buildings	193,883	183,887	94.8%	189,418	186,557	-1.4%
Engineering	347,029	287,376	82.8%	299,943	277,615	3.5%
Municipal Court	537,679	477,838	88.9%	533,612	426,030	12.2%
Police Administration	1,172,238	1,069,010	91.2%	964,251	750,160	42.5%
Police Support Services	1,929,195	1,823,597	94.5%	947,081	796,012	129.1%
Police Investigations Bureau	-	-	-	44,628	32,552	-100.0%
Police Patrol Bureau	4,149,156	3,865,003	93.2%	3,988,522	3,794,889	1.8%
Code Compliance	-	(34)	-	70,734	51,013	-100.1%
Public Works Administration	217,947	205,638	94.4%	214,113	210,767	-2.4%
Streets	1,777,587	1,627,480	91.6%	1,804,612	1,644,950	-1.1%
Parks	397,154	348,017	87.6%	378,980	357,674	-2.7%
Protective Inspections	139,999	128,092	91.5%	143,293	136,198	-6.0%
Planning and Zoning	371,497	293,438	79.0%	292,767	285,244	2.9%
Code Enforcement	148,372	79,213	53.4%	72,921	68,504	15.6%
Other Agencies	353,005	322,853	91.5%	369,428	364,296	-11.4%
Debt Service	237,007	234,193	98.8%	233,348	234,687	-0.2%
Other Financing Uses	2,113,080	2,113,080	100.0%	1,583,250	1,583,250	33.5%
Total Expenditures	16,212,381	14,874,727	91.7%	14,297,821	13,220,072	12.5%
<i>Balance - Revenues Over/(Under) Expenditures</i>		<i>1,301,183</i>			<i>2,280,794</i>	

	FY 2019 Amended Budget	YTD Actual	YTD% of Budget	FY 2018 Amended Budget	6/30/2018 Actual	YTD %Dif to YTD FY 2018
Expenditures by Category						
Personal Service & Benefits	8,156,508	7,298,752	89.5%	7,051,883	6,685,566	9.2%
Purchased/Contract Services	2,272,257	1,986,975	87.4%	2,191,613	1,809,832	9.8%
Supplies	1,234,080	1,124,315	91.1%	1,159,447	1,027,662	9.4%
Capital Outlays	25,820	17,378	67.3%	36,533	24,775	-29.9%
Interfund/Interdepartmental	1,483,121	1,484,505	100.1%	1,275,194	1,195,151	24.2%
Other Costs	690,508	615,528	89.1%	766,553	659,149	-6.6%
Debt Service	237,007	234,194	98.8%	233,348	234,687	-0.2%
Other Financing Uses	2,113,080	2,113,080	100.0%	1,583,250	1,583,250	33.5%
Total Expenditures	16,212,381	14,874,727	91.7%	14,297,821	13,220,072	12.5%

Statesboro Fire Service Fund

Licenses and Permits	15,500	-	0.0%	-	-	-
Intergovernmental Revenue	-	39,743	-	-	65,340	-39.2%
Charges for Services	1,172,775	1,311,542	111.8%	1,151,500	1,223,339	7.2%
Contributions and Donations	-	8,450	-	-	5,161	63.7%
Miscellaneous Revenue	-	48	-	100	43	11.6%
Other Financing Sources	2,169,000	2,169,000	100.0%	2,465,682	2,465,682	-12.0%
Fund Balance Appropriated	368,188	-	-	28,079	-	-
Total Revenues	3,725,463	3,528,783	94.7%	3,645,361	3,759,565	-6.1%
Operating	3,440,060	3,341,695	97.1%	3,483,056	3,345,168	-0.1%
Non-Operating	69,600	69,600	100.0%	39,270	39,270	77.2%
Capital Outlays	215,803	38,216	17.7%	123,035	89,862	-57.5%
Total Expenditures	3,725,463	3,449,511	92.6%	3,645,361	3,474,300	-0.7%
<i>Balance - Revenues Over Expenditures</i>		<i>79,272</i>			<i>285,265</i>	

Water and Sewer Fund

Intergovernmental Revenue	-	8,291	-	-	10,951	-24.3%
Charges for Services	10,842,248	9,972,903	92.0%	10,162,202	10,703,882	-6.8%
Investment Income	300	151	50.3%	300	164	-7.9%
Miscellaneous Revenue	312,383	494,448	158.3%	310,251	415,306	19.1%
Other Financing Sources	1,070,000	505	0.0%	1,465,000	445,233	-99.9%
Total Revenues	12,224,931	10,476,298	85.7%	11,937,753	11,575,536	-9.5%
Operating	8,825,849	8,135,996	92.2%	8,685,019	8,175,869	-0.5%
Non-Operating	2,554,936	2,455,079	96.1%	2,714,023	2,575,519	-4.7%
Capital Outlays	49,000	18,846	38.5%	32,803	24,058	-21.7%
Total Expenditures	11,429,785	10,609,921	92.8%	11,431,845	10,775,446	-1.5%
<i>Balance - Revenues Over Expenditures</i>		<i>(133,623)</i>			<i>800,090</i>	

Stormwater Fund

Licenses and Permits	-	267	-	-	1,364	-80.4%
Intergovernmental Revenue	-	-	-	-	11,996	-100.0%
Charges for Services	1,003,248	933,143	93.0%	1,000,748	1,006,937	-7.3%
Investment Income	-	301	-	-	-	-
Other Financing Sources	-	-	-	16,450	131,832	-100.0%
Total Revenues	1,003,248	933,711	93.1%	1,017,198	1,152,129	-19.0%

	FY 2019 Amended Budget	YTD Actual	YTD% of Budget	FY 2018 Amended Budget	6/30/2018 Actual	YTD %Dif to YTD FY 2018
Operating	737,773	737,431	100.0%	623,414	738,530	-0.1%
Non-Operating	71,825	71,825	100.0%	41,495	41,495	73.1%
Capital Outlays	3,180	1,979	62.2%	1,005	977	102.6%
Total Expenditures	812,778	811,235	99.8%	665,914	781,002	3.9%
<i>Balance - Revenues Over Expenditures</i>		<i>122,476</i>			<i>371,127</i>	

Natural Gas Fund

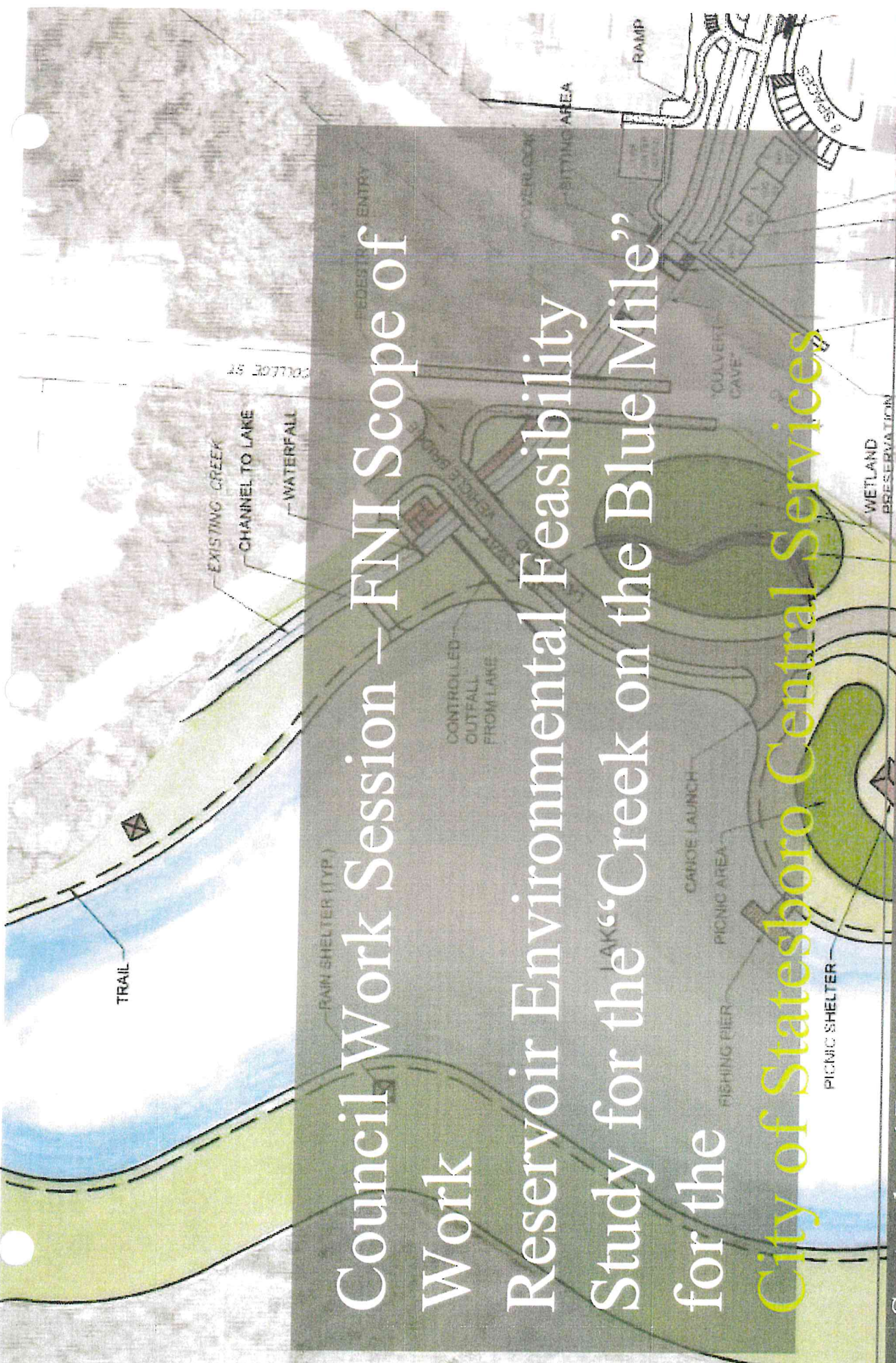
Charges for Services	4,912,155	4,316,732	87.9%	4,818,098	4,687,019	-7.9%
Miscellaneous Revenue	140,000	169,165	120.8%	139,000	181,162	-6.6%
Other Financing Sources	150,000	-	0.0%	1,300,000	871,189	-100.0%
Total Revenues	5,202,155	4,485,897	86.2%	6,257,098	5,739,370	-21.8%
Operating	3,752,273	3,519,908	93.8%	3,749,899	3,410,811	3.2%
Non-Operating	970,272	970,040	100.0%	890,823	890,671	8.9%
Capital Outlays	15,350	14,844	96.7%	10,350	8,951	65.8%
Total Expenditures	4,737,895	4,504,792	95.1%	4,651,072	4,310,433	4.5%
<i>Balance - Revenues Over Expenditures</i>		<i>(18,895)</i>			<i>1,428,937</i>	

Solid Waste Collection

Intergovernmental Revenue	-	-	-	-	63,112	-100.0%
Charges for Services	3,962,700	3,730,873	94.1%	3,832,330	3,906,435	-4.5%
Miscellaneous Revenue	-	9,563	-	27,930	32,667	-70.7%
Other Financing Sources	-	-	-	-	4,200	-100.0%
Fund Balance Appropriated	261,960	-	-	-	-	-
Total Revenues	4,224,660	3,740,436	88.5%	3,860,260	4,006,414	-6.6%
Operating	3,323,820	3,113,905	93.7%	2,981,244	3,006,608	3.6%
Non-Operating	900,840	900,840	100.0%	750,510	750,510	20.0%
Total Expenditures	4,224,660	4,014,745	95.0%	3,731,754	3,757,118	6.9%
<i>Balance - Revenues Over Expenditures</i>		<i>(274,309)</i>			<i>249,296</i>	

Solid Waste Disposal

Charges for Services	2,300,000	2,309,575	100.4%	2,286,000	2,363,894	-2.3%
Other Financing Uses	1,795,833	-	0.0%	27,305	1,499,184	-100.0%
Total Revenues	4,095,833	2,309,575	56.4%	2,313,305	3,863,078	-40.2%
Operating	3,644,289	3,394,738	93.2%	3,187,461	3,237,524	4.9%
Non-Operating	362,350	362,350	100.0%	332,020	332,020	9.1%
Capital Outlays	1,200	210	17.5%	670	663	-68.3%
Total Expenditures	4,007,839	3,757,298	93.7%	3,520,151	3,570,207	5.2%
<i>Balance - Revenues Over Expenditures</i>		<i>(1,447,723)</i>			<i>292,871</i>	

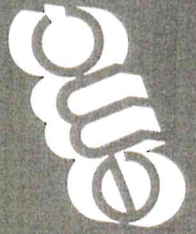


Council Work Session – FNI Scope of Work

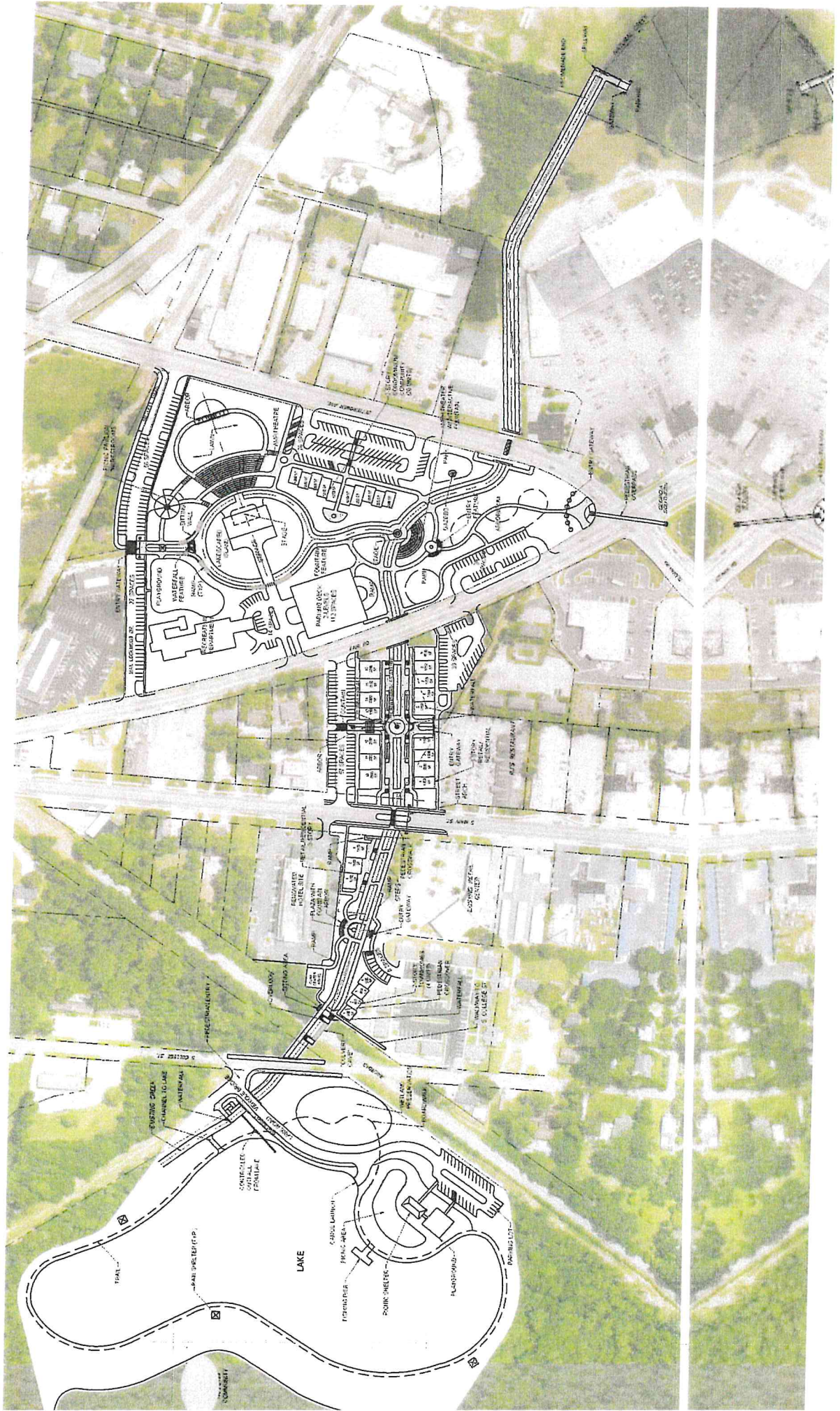
Reservoir Environmental Feasibility Study for the “Creek on the Blue Mile” for the City of Statesboro Central Services

September 17, 2019

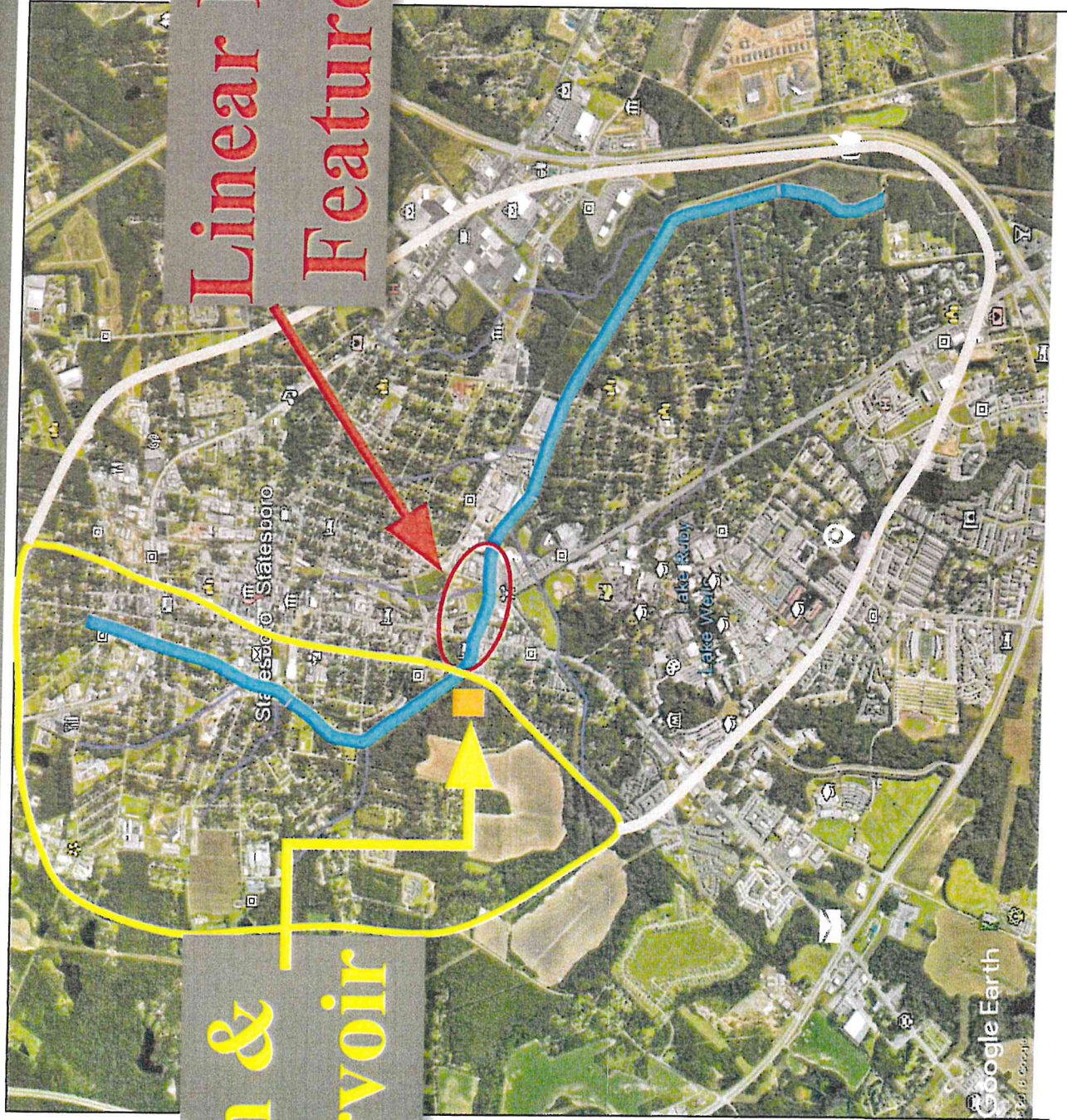
presented by:



Overall Concept



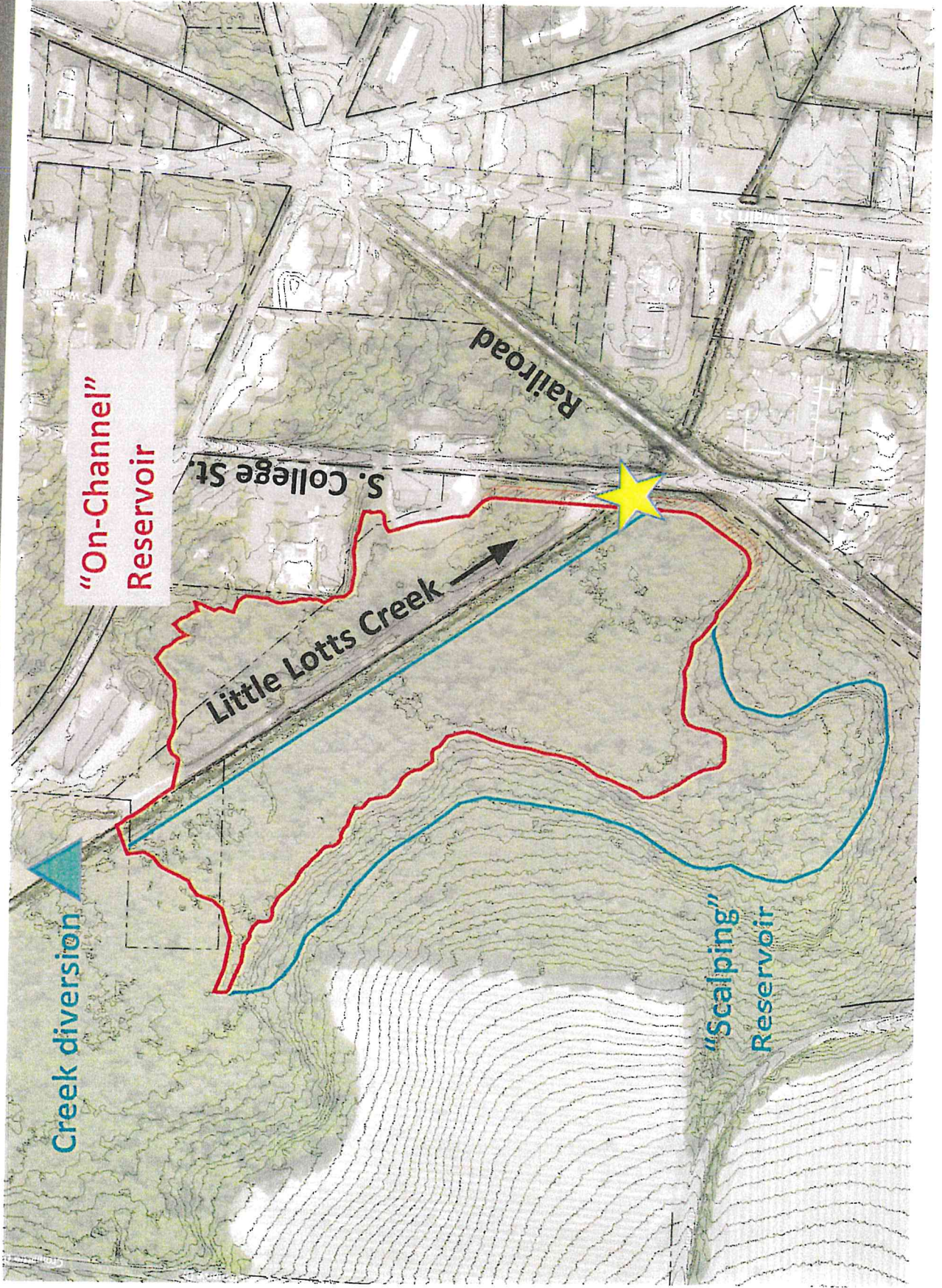
Phase I – Flood Feasibility Evaluation



**Linear Park
Feature**

**Dam &
Reservoir**

Dam & Reservoir: Key Considerations



Primary Goal – Floodplain Mitigation



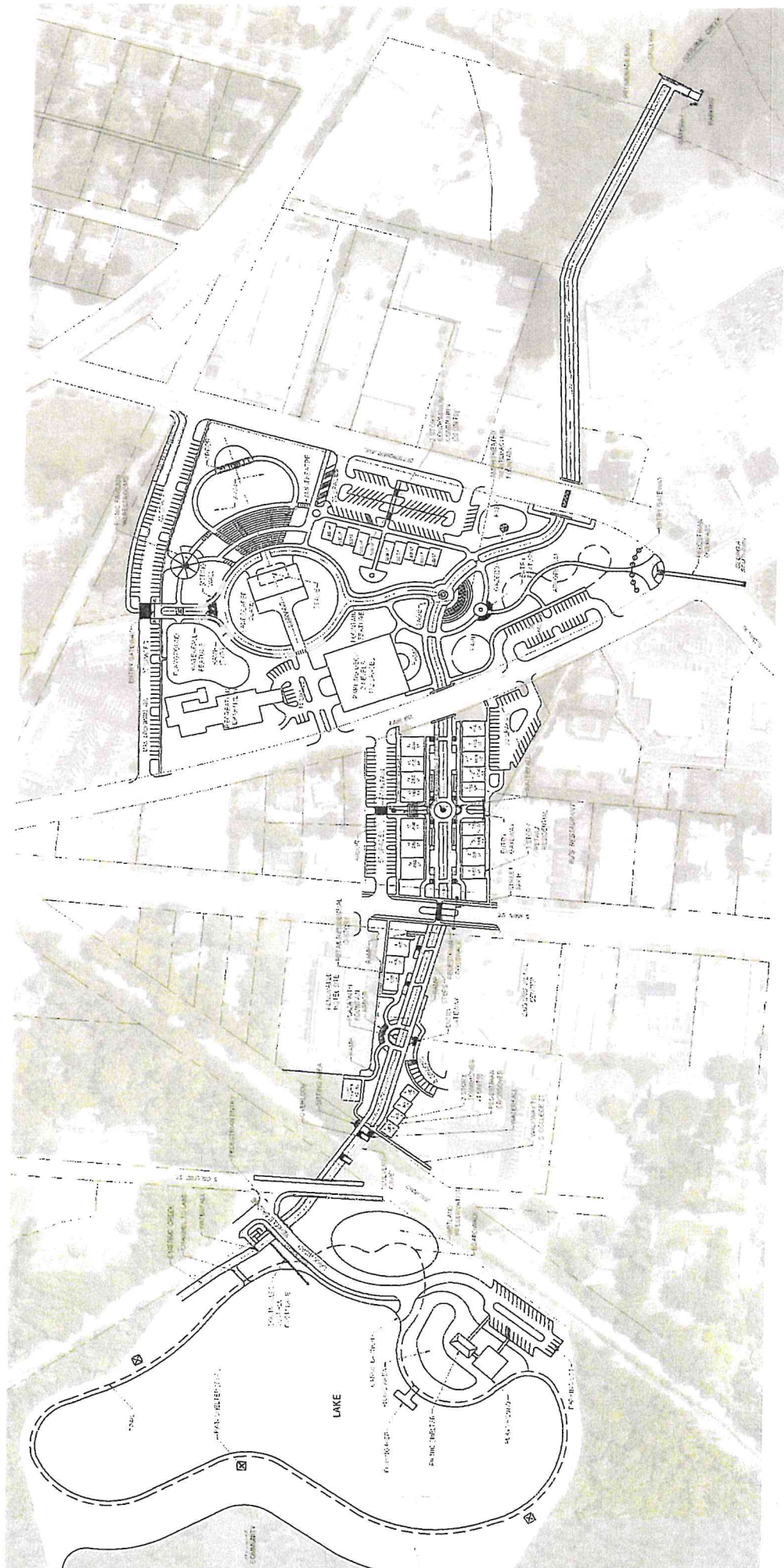
FEMA Flood Insurance Rate Map, Statesboro, GA

AREA OF MINIMAL FLOOD HAZARD Zone X

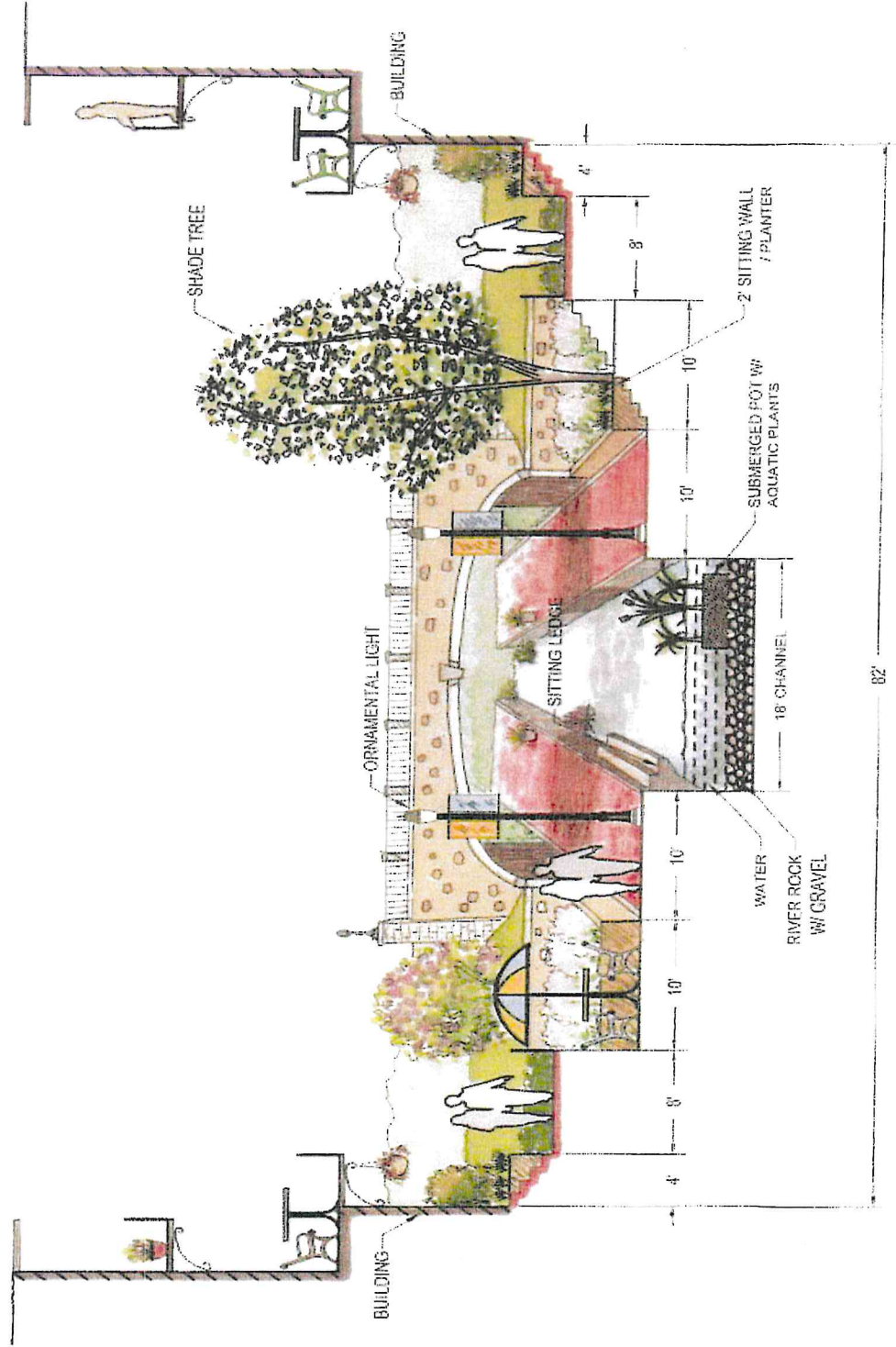
Little Lotts Creek Watershed



Overall Concept

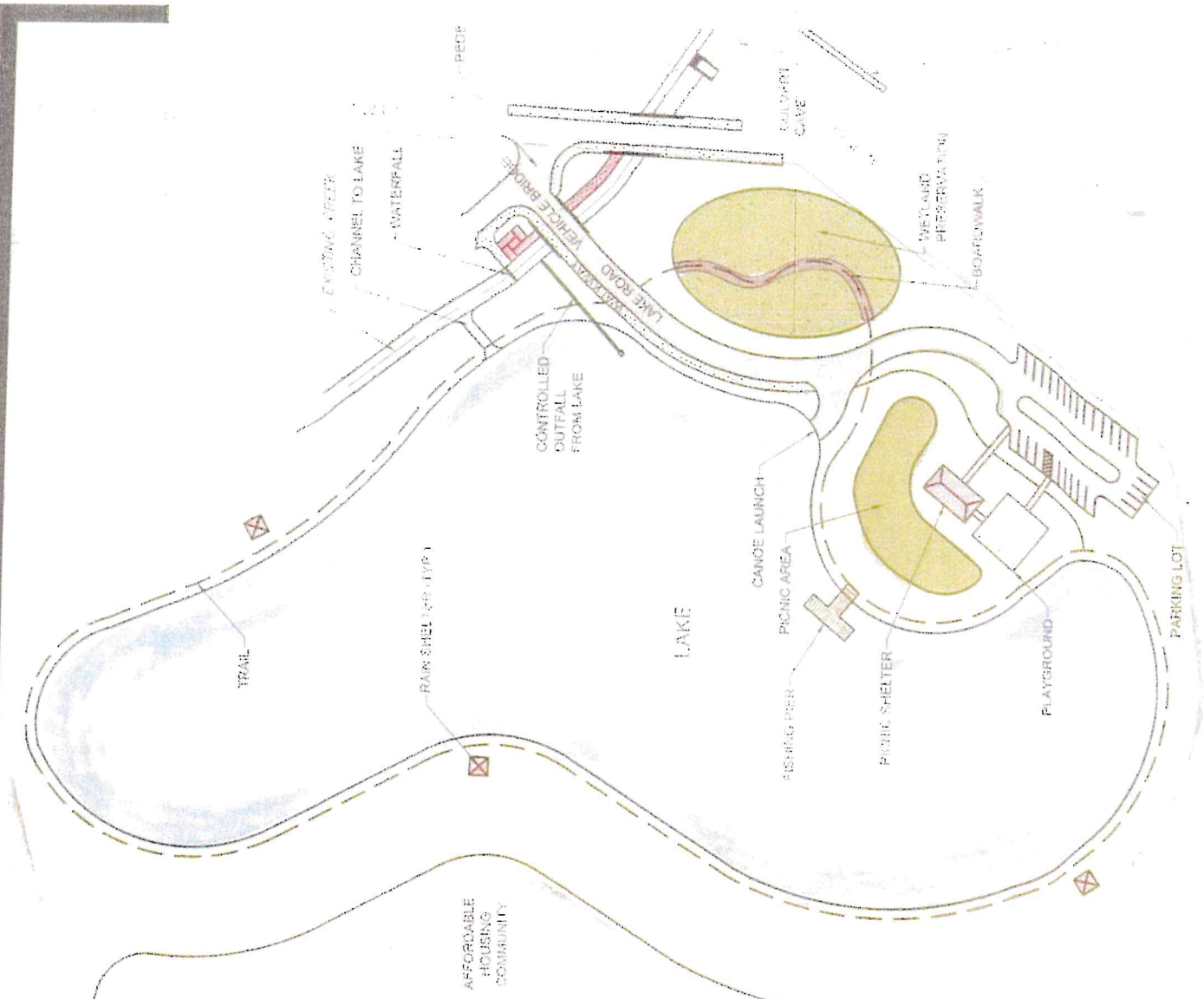


Typical Retail/Residential Section

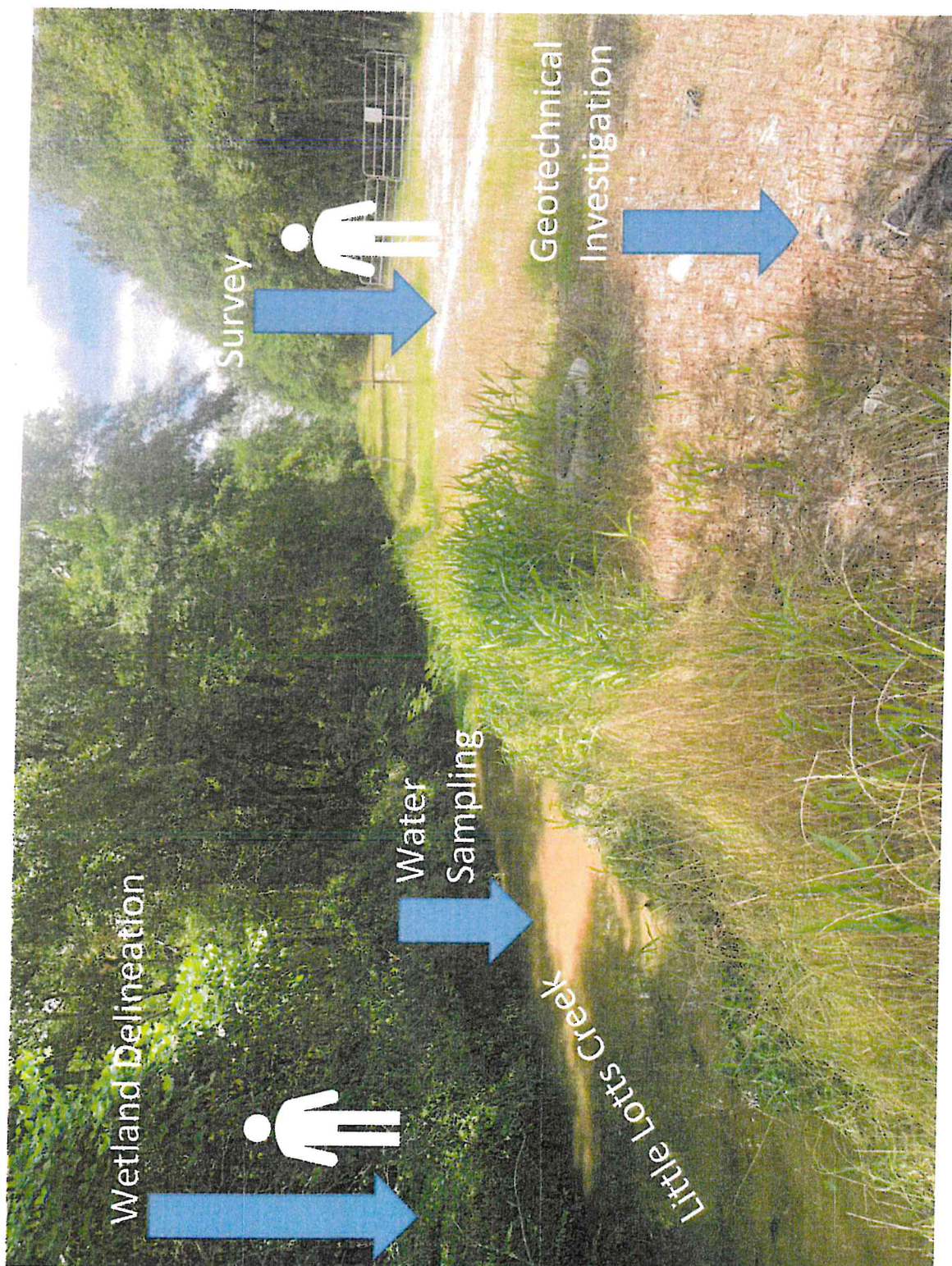


Key Features

- 100-year floodplain & floodway mitigation
- Backup surface water supply
- Maintain continual flow for linear park
- The focal point of the Lonice Barrett Regional Community Recreation Park that envisions a dock, walking trails, picnic areas and other features.

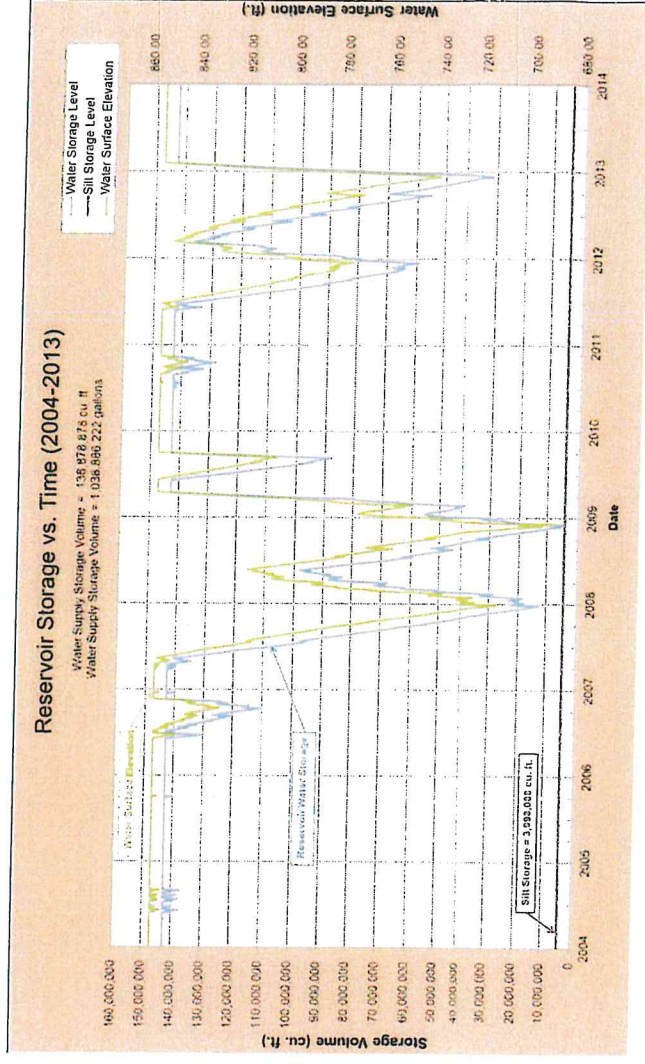


Phase II – Site Feasibility Evaluation

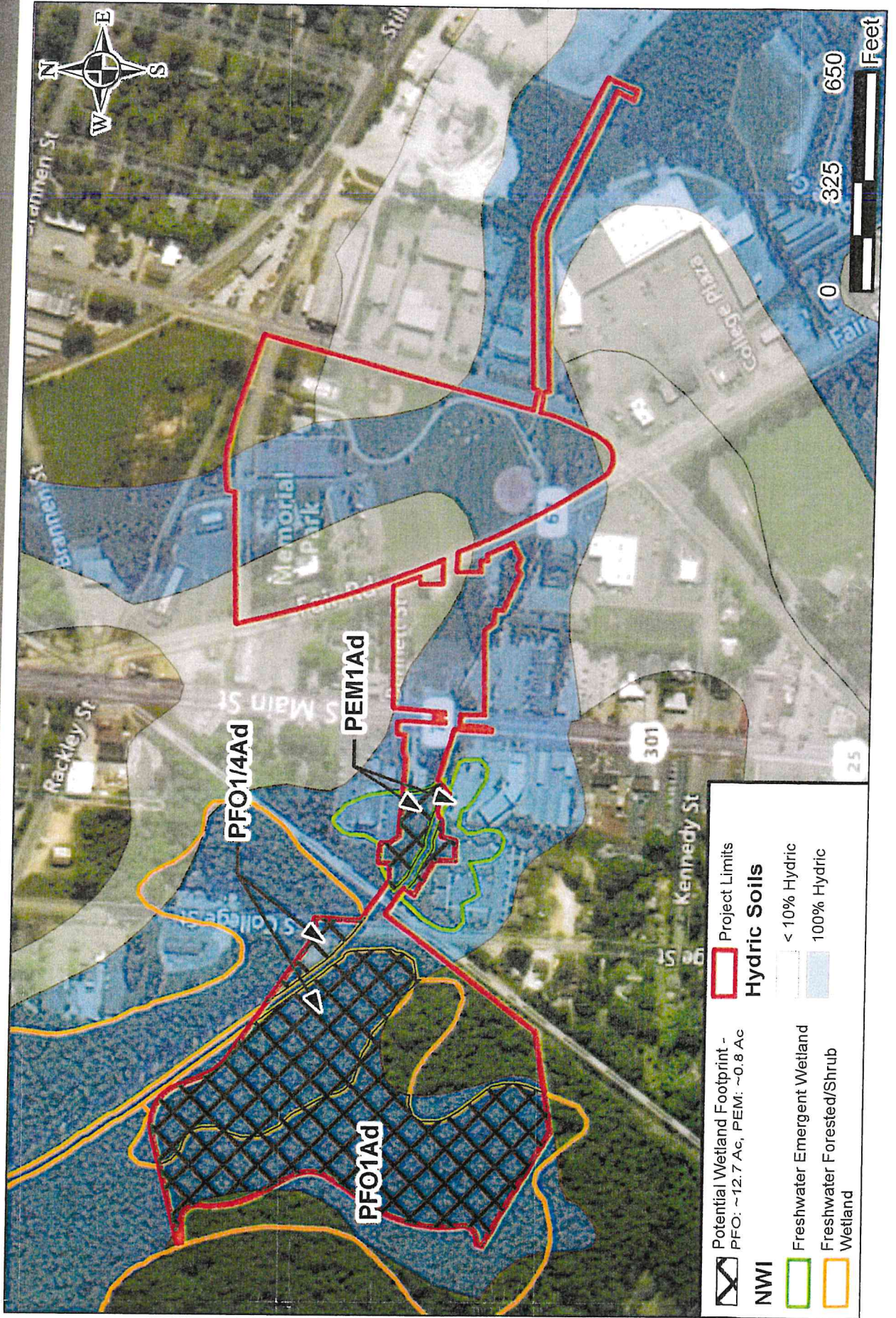


Items to Study in Phase II

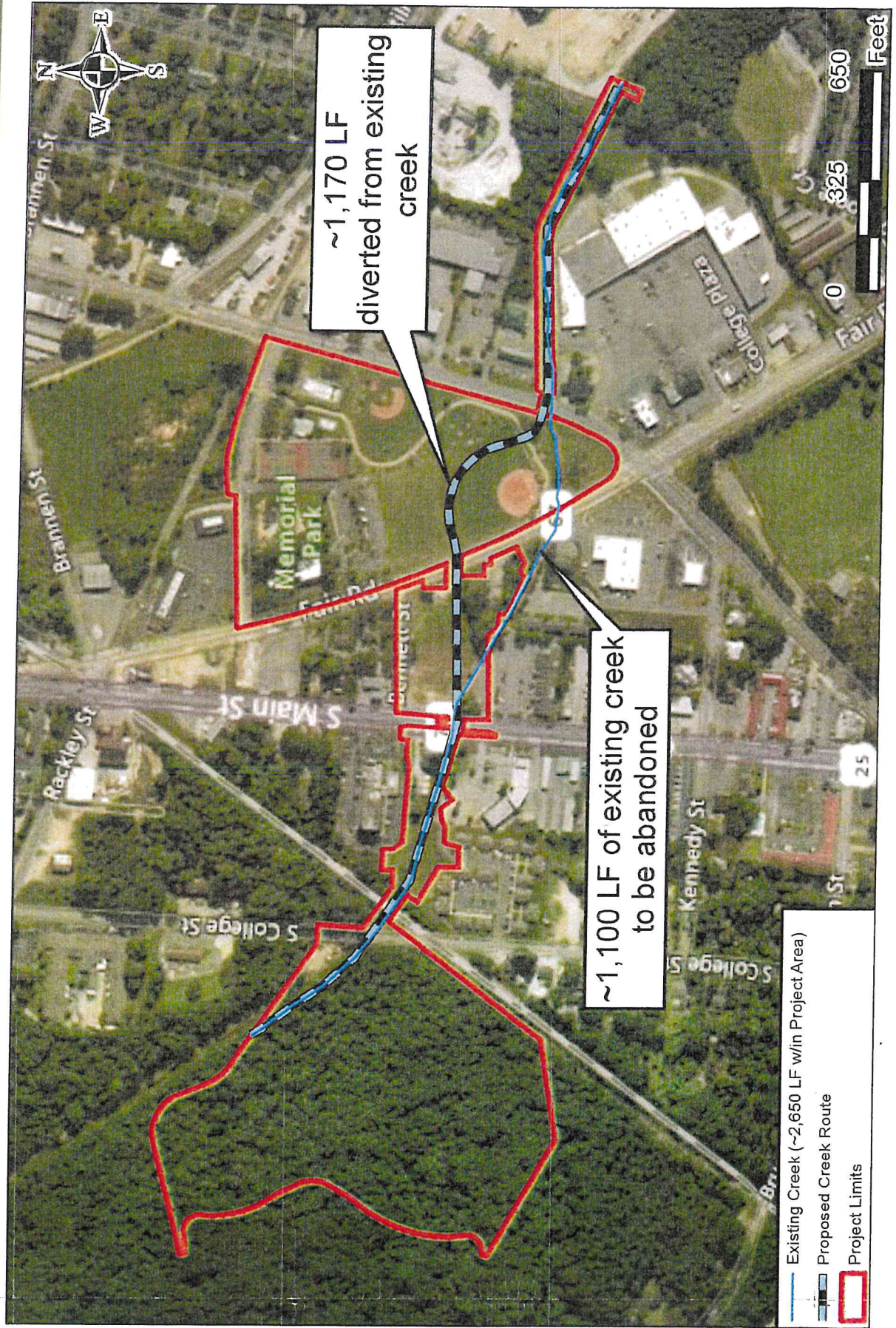
- Safe Yield Analysis
- Geotechnical Exploration & Geologic Study
- Water Quality Testing (Surface & Groundwater)
- Environmental Studies
 - Wetlands & Streams
 - Fish & Wildlife
 - Cultural Resources



Potential Wetlands



Potential Jurisdictional Streams



Regulatory Considerations

- Pre-application Meeting
- Agency Coordination
- Public Involvement



CWA, CAA,
NEPA



ESA, MBTA



CWA



CWA

US Army Corps
of Engineers
Savannah District

Environmental
Protection Division



Wildlife Resources
Division

F&WC, SWAP



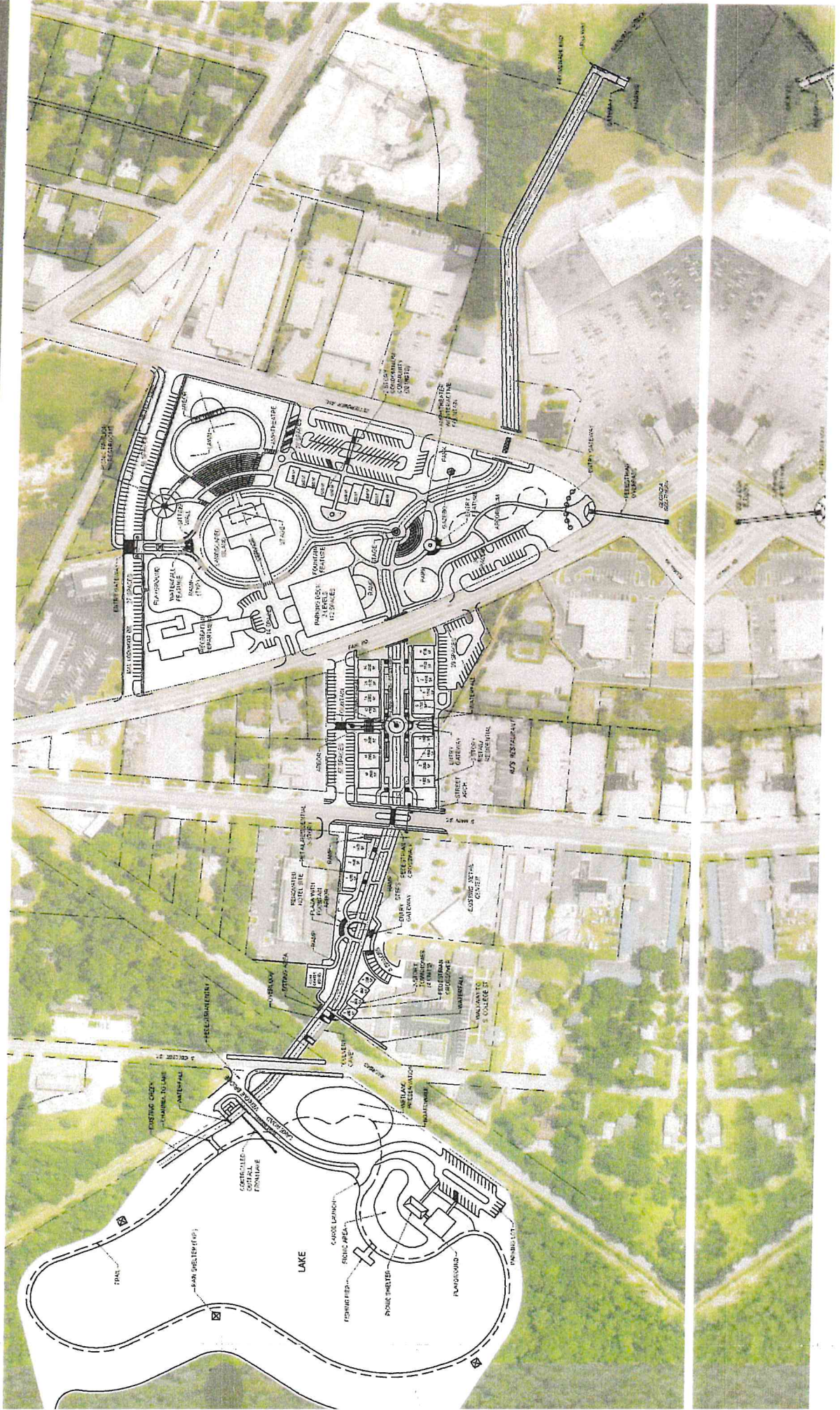
NHPA, GA HPA,
SAA

Historic Preservation
Division

RESOURCE + LAND
CONSULTANTS

Brockington
CULTURAL RESOURCES CONSULTING

Phase III – Regulatory & Permitting Feasibility Study Results



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To: Charles Penny, City Manager
Jason Boyles, Asst. City Manager

From: John Washington, City Engineer *JW*

Date: September 10, 2019

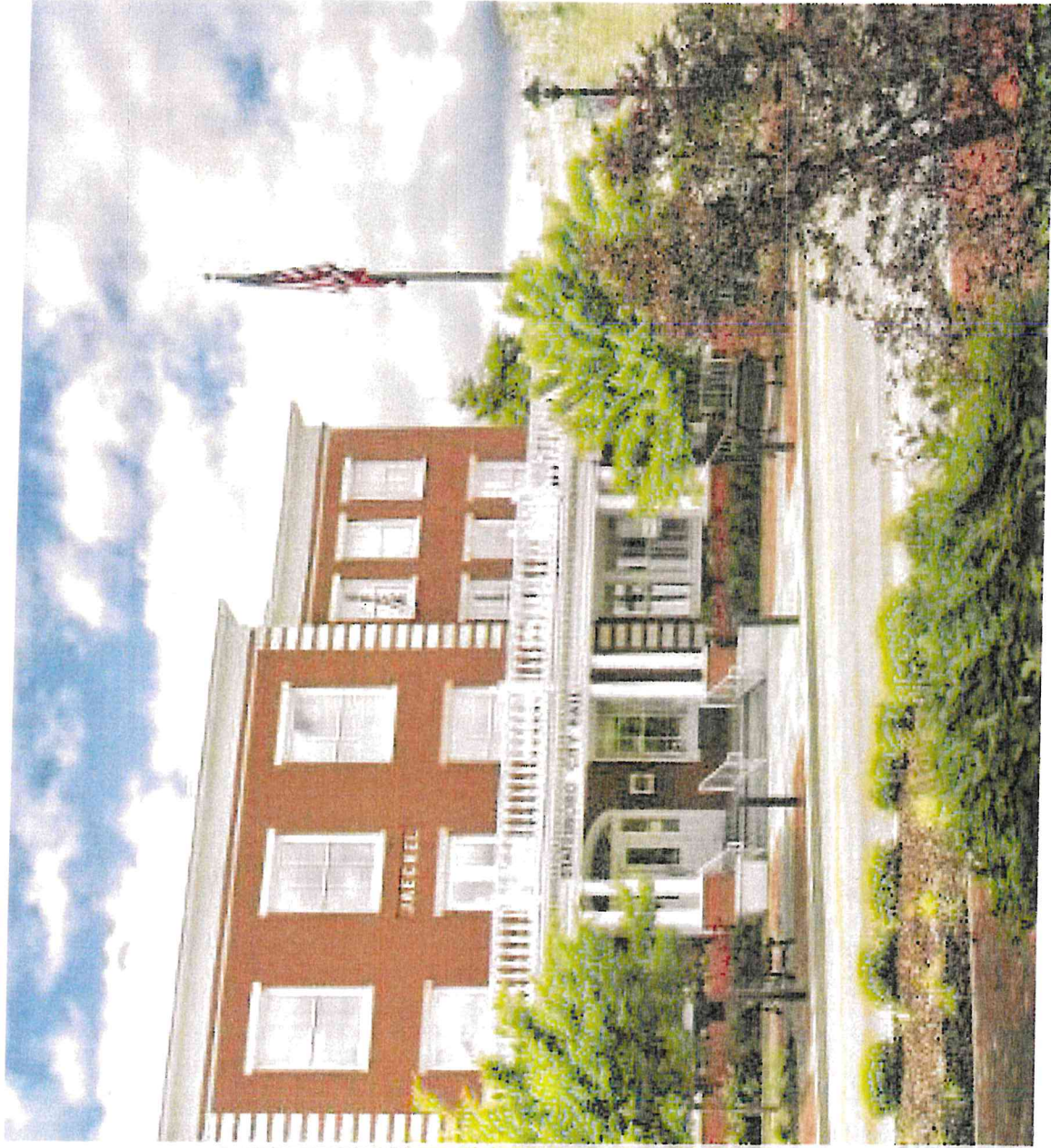
RE: Mayor and Council Work Session
Transit Feasibility Study Review

Policy Issue: Public Transportation

Summary: Request for Mayor and Council to review Transit Study prepared by Connetics Transportation Group (CTG) and select alternative for service. A Transit Study prepared by CTG was presented to Mayor and Council in spring of 2019 in which multiple service routes and alternatives for operating were outlined. Engineering staff is in need of direction of which alternative the Mayor and Council want to provide in order to determine the next step in pursuing a citywide Public Transit System. The implementation of the plan will be the next step in the process after an alternative has been selected. Also, making a selection of service plan will allow staff to communicate with GDOT to become familiar with the procedures and expectations of the grant application process for potential funding assistance in FY 2021.

Statesboro Transit Feasibility Study Update

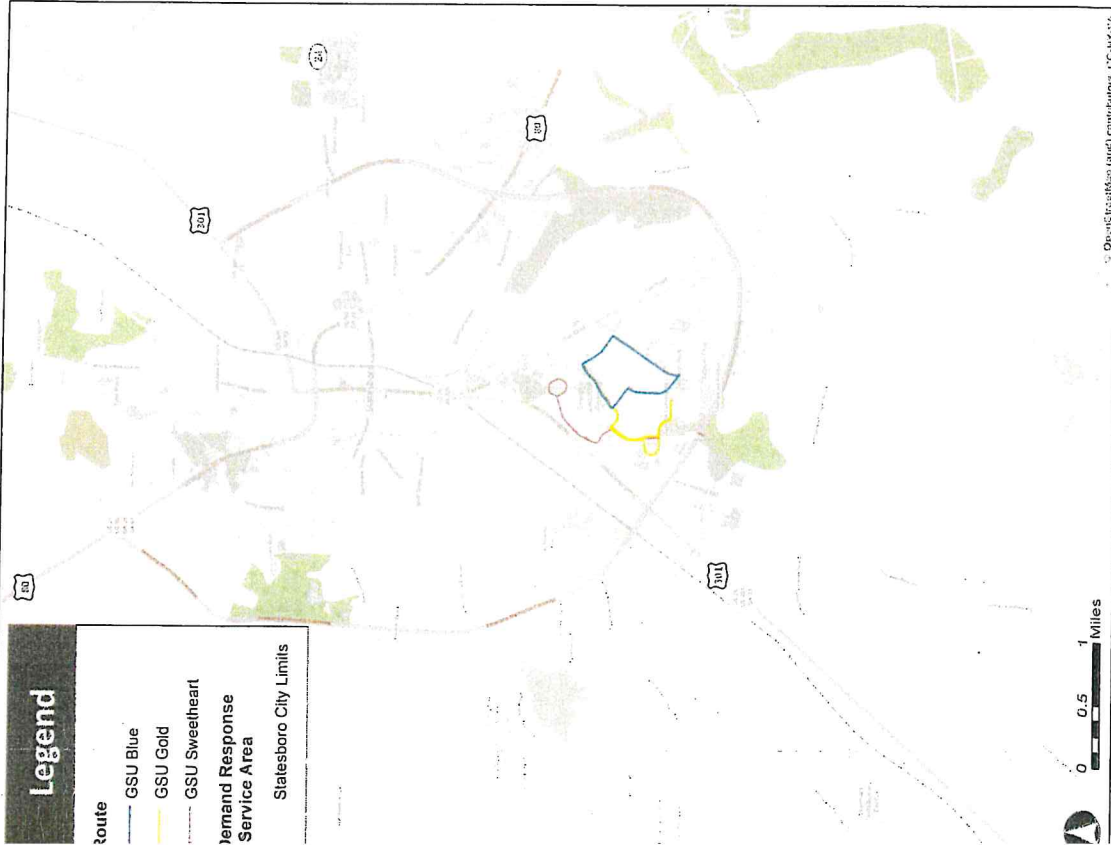
Work Session
September 17, 2019



Demand Response Alternative

Alternative 1: Demand Response

- Provides on-demand “dial-a-ride” service within City limits
- Requires reservation
 - Advance call-ahead
 - Real-time
 - Subscription
- Requires 2 vehicles
 - 5-8 passenger small bus/van



Demand Response	
Advantages	<ul style="list-style-type: none"> • Lowest overall capital and operating costs • City authority to set service policy, manage performance, and market service • Can be used as initial phase of future fixed system to better understand travel patterns • Does not require complementary ADA paratransit
Disadvantages	<ul style="list-style-type: none"> • Poor cost-effectiveness • Minimal stakeholder support • Duplicative with existing CRC service

Demand Response Service Delivery Options

- **CRC-Operated Demand Response**
 - Contract with Coastal Regional Commission
- **City-Operated Demand Response**
 - City would operate this service directly or through a third-party contract with door-to-door service upon demand with advance reservation; Allows City to set its own policies, schedules, and levels of service.
- **Taxi / Transportation Network Company (TNC) Voucher Program**
 - City establishes partnerships with local taxi companies and/or Transportation Network Companies (TNCs) such as Uber or Lyft; City establishes max subsidy per trip that would be reimbursed to the provider, with the balance of the fare being paid for by the customer.

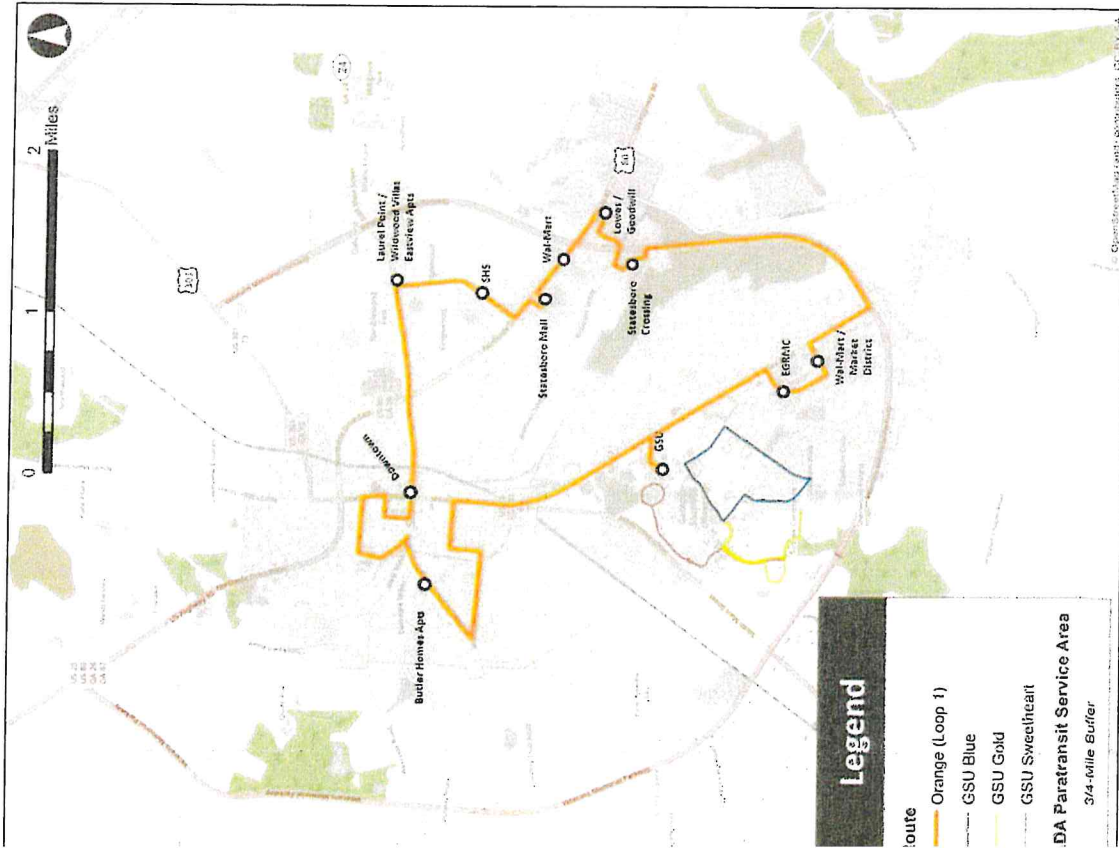
Baseline Service Plan Assumptions

Span of Service	Fare Structure
Monday - Friday	Base Fare: \$2.00
6:00 AM - 6:00 PM (12 Hours)	
	Advanced Reservation Required

Fixed Route Alternatives

Alternative 2: Orange Loop Fixed Route

- Fixed schedule and stops
- Bi-directional operation
- 60-minute round-trip travel time
- Requires 2 buses (1 per direction)
 - 15-20 passenger small bus
- Complementary ADA paratransit service within $\frac{3}{4}$ mile of route
 - 5-8 passenger small bus/van



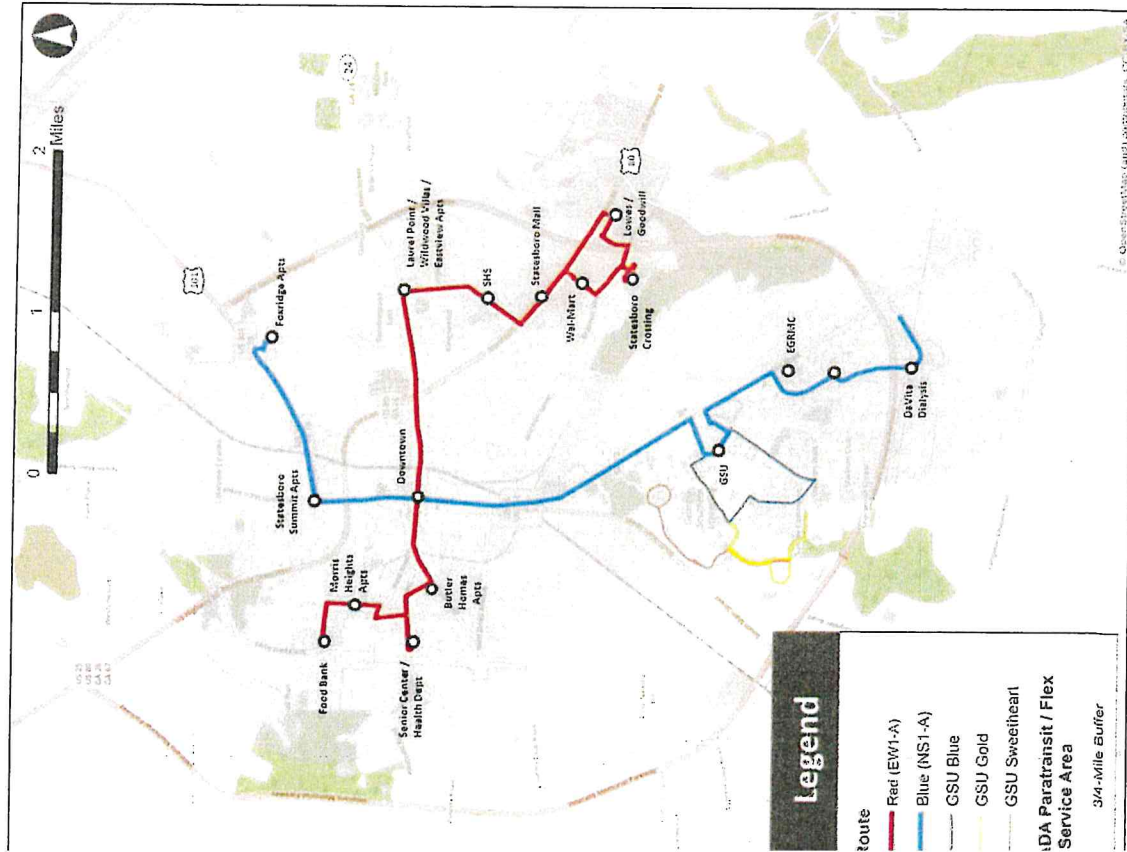
Orange Fixed Route	
Advantages	<ul style="list-style-type: none"> • Provides direct service between many major destinations with no transfer required – e.g. GSU to Mall • Fixed route service provides predictability and consistency for customers.
Disadvantages	<ul style="list-style-type: none"> • Loop design creates operational constraints • Loop requires out-of-direction travel and long trip times for some customers

Fixed Route Alternatives

Alternative 3: Red/Blue Fixed Routes

- Fixed schedule and stops
- Bi-directional operation
- Downtown transfer location
- 60-minute round-trip travel time per route
- Requires 2 buses (1 per direction)
 - 15-20 passenger small bus
- Complementary ADA paratransit service within 3/4 mile of route
 - 5-8 passenger small bus/van

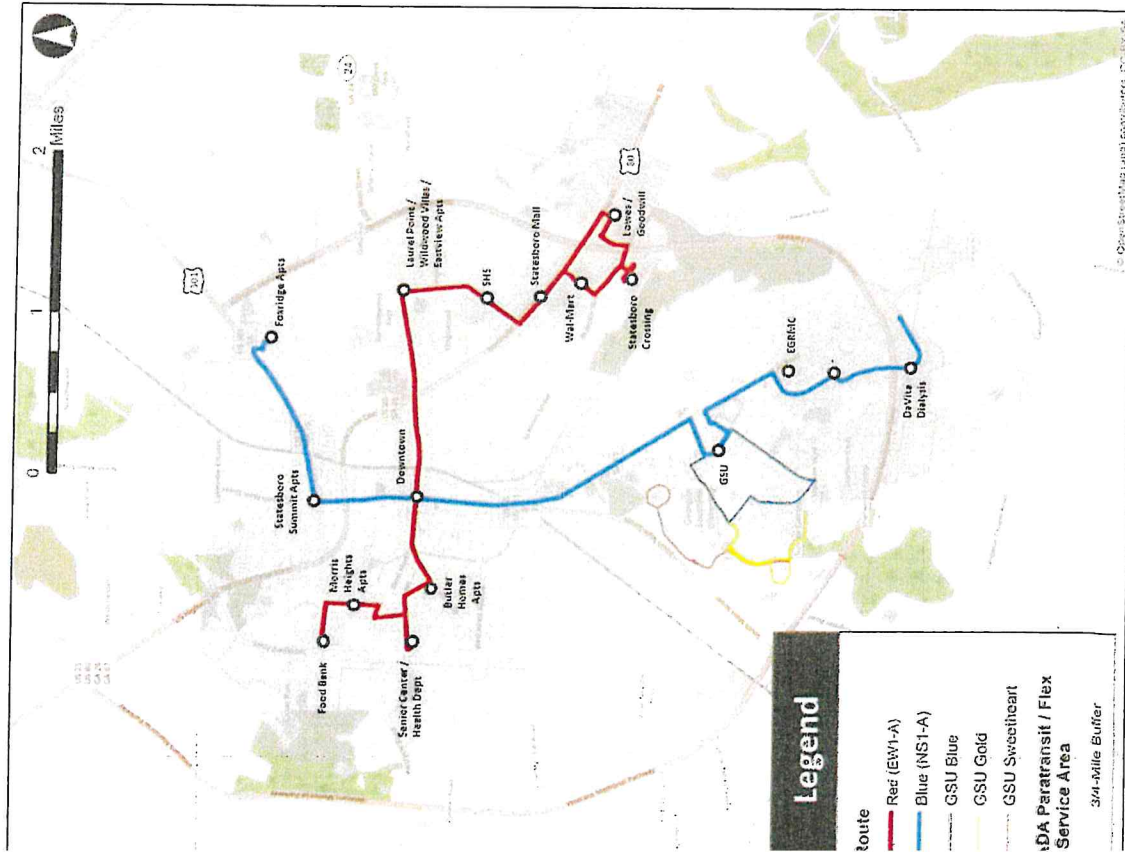
Red/Blue Fixed Routes	
Advantages	<ul style="list-style-type: none"> • Easily scalable • Access most major destinations within 30 minutes (approx.) • Strongest public support • Fixed route service provides predictability and consistency for customers.
Disadvantages	<ul style="list-style-type: none"> • Some trips require transfer – e.g. GSU to Mall • Requires investment in downtown transfer center



Flex Route Alternative

Alternative 4: Red/Blue Flex Routes

- Same routes as Alternative 3, but fewer scheduled stops
- Route deviates off-route between scheduled stops to pick-up / drop-off passengers on demand
- Downtown transfer location
- 90-minute round-trip travel time per route
- Requires 2 buses (1 per direction)
 - 15-20 passenger small bus



Red/Blue Flex Routes	
Advantages	<ul style="list-style-type: none"> • Expands system reach while maintaining some elements of scheduled fixed-route service • Does not require complementary ADA paratransit service
Disadvantages	<ul style="list-style-type: none"> • Poor cost-effectiveness • Poor service headways • Less predictability for customers ~ off-route service requires advance reservation

Fixed & Flex Route Service Delivery Options

Advantages and Disadvantages of Each Option

	Option A City Own and Operate	Option B Turnkey Contract Operations	Option C City Own / Contract Operations
Advantages	<ul style="list-style-type: none"> City retains full control of service 	<ul style="list-style-type: none"> Reduces up-front risk and capital outlay Contractor brings technical capacity & expertise Faster mobilization 	<ul style="list-style-type: none"> City owns assets if contractor changes Contractor brings technical capacity & expertise Faster mobilization
Disadvantages	<ul style="list-style-type: none"> Requires substantial expansion of City staff Significant initial capital outlay 	<ul style="list-style-type: none"> Higher annual costs 	<ul style="list-style-type: none"> Significant initial capital outlay

Baseline Service Plan Assumptions

Span of Service	Frequency	Fare Structure	ADA Paratransit
Monday - Friday 6:00 AM – 6:00 PM (12 hrs)	60 Minutes	One-Way: \$1.00 Discount: \$0.50 Paratransit: \$2.00	Provided within ¾ Mile of each <u>fixed</u> route

Route Alternative Costs & Ridership Estimates

Alternative	Total Capital Cost	Annual O&M Cost	Annual Passenger Trips	Annual Fare Revenue
1 - Demand Response	\$370,000	\$262,200	7,100	\$14,200
2 - Orange Loop Fixed Route	\$807,000	\$664,100	77,400	\$64,050
3 - Red / Blue Fixed Route	\$811,750	\$658,800	96,000	\$78,625
4 - Red / Blue Flex Route	\$641,750	\$502,200	60,500	\$45,375

Vehicle Option Costs

Vehicle Type	Fuel Type	Length	Capacity	Unit Cost	Minimum Useful Life
Bus - Standard Heavy-Duty Vehicle	Diesel	30'	24 - 32	\$400,000	10 Years / 350,000 Miles
Bus - Small Light-Duty Vehicle	Gasoline	22' - 27'	15 - 19	\$105,000	4 Years / 100,000 Miles
Paratransit Vehicle	Gasoline	16' - 27'	5 - 8	\$70,000	4 Years / 100,000 Miles

Potential Capital Cost Funding Scenarios

Alternative 1	Alternative 2	Alternative 3	Alternative 4
Demand Response	Orange Fixed Route	Red/Blue Fixed Routes	Red/Blue Flex Routes

Projected Capital Expenses				
Capital	\$370,000	\$807,000	\$811,750	\$641,750
Anticipated Capital Revenues				
Federal Section 5311 Funds	80%	\$645,600	\$649,400	\$513,400
State Match Funds	10%	\$80,700	\$81,175	\$64,175
Local Match Funds	10%	\$80,700	\$81,175	\$64,175

Initial Local Capital Outlay to Maximize Federal Contributions

Potential Operating Funding Scenarios

	Alternative 1 Demand Response	Alternative 2 Orange Fixed Route	Alternative 3 Red/Blue Fixed Routes	Alternative 4 Red/Blue Flex Routes
Projected Operations Expenses				
Operations	\$262,200	\$664,100	\$658,800	\$502,200
Anticipated Operations Revenues				
Farebox Revenues	\$14,200	\$64,050	\$78,625	\$45,375
Federal Section 5311 Funds	50%	\$300,025	\$290,088	\$228,413
Local Match Funds	50%	\$300,025	\$290,088	\$228,413

Annual Local O&M Outlay to Maximize Federal Contributions

Funding Analysis

- No financial obligation until next fiscal year
- \$450,000 approved for transit from TSPLOST; Approximately \$69,000 to conduct Feasibility Study
- Current fiscal year's budget will allow the funding for the Transit Implementation Plan
- State currently has no direct dedicated funding source for transit
- City's Implementation Plan will need to be approved for the Statewide Transit Improvement Program

Next Steps

- Determine which transit alternative is desired
- If fixed or flex route is desired, develop Implementation Plan and apply for grant funding (grant applications due to GDOT in November)
- Commit to providing local match funding in FY 2021 if applying for grant

CITY OF STATESBORO

COUNCIL

Phillip A. Boyum, District 1
Sam Lee Jones, District 2
Jeff Yawn, District 3
John Riggs, District 4
Derek Duke, District 5



Jonathan McCollar, Mayor
Charles Penny, City Manager
Sue Starling, City Clerk
Cain Smith, City Attorney

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

INTEROFFICE MEMORANDUM City Manager's Office

TO: Mayor and City Council Members

FROM: Cain Smith, City Attorney *CS*

DATE: September 5, 2019

RE: Special Event Permits

Special event permits are governed by 6-8 (d)(3) and statewide by OCGA §3-14-1. Both sections are copied in their entirety below. Special event permits are required when the provision of alcohol is tied to any monetary exchange or transfer of funds and the location where the event will be held does not hold a state retail alcohol license. This would include the outright selling of alcoholic beverages at an event (cash bar) as well as other methods for charging, such as entry fees or donations.

For example, if a group or individual has a fund-raising party where an admission fee is charged and alcoholic beverages are provided, then a Special Event Permit is required. All alcoholic beverages for the event must be acquired from wholesale distributors as required by Georgia's three-tier system for alcohol distribution. On the other hand, if a group or individual has a wedding reception or a birthday party where alcohol is provided to guests with no expectation of payment, then a Special Event Permit would not be required. In this instance, the alcohol must be obtained by the party host from a Georgia licensed retailer of alcoholic beverages.

City code is significantly more restrictive by design than the state statute in several regards. Most restrictive is the City requirement that only locally licensed caterers may apply. There are also the matters of application deadlines (10 vs. 45 days) and license duration (10 vs. 3 days). Additionally City requires M&C approval for these permits in the same way that open container exemptions are granted, as opposed to catered event permits which are administratively issued by the City Clerk.

City Ord 6-8 d (3) Temporary special event license.

a. A temporary license may be issued to any licensee holding a valid city issued catered event alcoholic beverage license for a period not to exceed three days for an approved special event. The licensed caterer must make complete application and pay all required application fees to the city clerk or his/her designee at least 45 days prior to the start date of the proposed event and shall be required to comply with all the general ordinances and regulations for on-premises consumption. The applicant seeking a temporary license must also obtain a state-issued temporary special event permit.

b. The special event must meet the following criterion prior to the issuance of a license to sell alcoholic beverages:

1. The special event must receive approval from the chief of SPD or his/her designee regarding crowd control, traffic control, and security measures.
2. The location at which the special event is to take place must be properly zoned and approved by the code enforcement officer.
3. The application must be presented to mayor and council and approved at a regularly scheduled meeting of the Statesboro City Council.

c. Every employee or volunteer of the special event licensee working the special event in any position dispensing, selling, serving, taking orders for, or mixing alcoholic beverages shall be required to possess valid server certification pursuant to section 6-10.

d. The code enforcement officer or the chief of SPD or his/her designee may immediately revoke any temporary license for a special event if it is determined continued alcohol sales may endanger the health, welfare, or safety of the public.

e. As a condition on the issuance of a temporary special event license, the licensee shall indemnify and hold the city harmless from any and all claims, demands, or causes of action which may arise from activities associated with the special event.

OCGA §3-14-1 A special event use permit is required for the sale of alcoholic beverages for certain events which would otherwise require a retailer or retail dealer's license. The Commissioner shall specify by rule or regulation the events that shall qualify for a special event use permit; provided, however, that estate sales, the sale of inventory authorized under a bankruptcy proceeding, and activities that are similar in nature shall so qualify. Such permit shall not be valid for more than 10 days.

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INTEROFFICE MEMORANDUM City Manager's Office

TO: Mayor and City Council Members

FROM: Charles W. Penny, City Manager



DATE: September 5, 2019

RE: Parks and Recreation Review

On July 30, 2019 Mayor Jonathan McCollar, Assistant City Manager Jason Boyles, and I met with Bulloch County Commission Chairman Roy Thompson, Commissioner Anthony Simmons, Commissioner Jappy Stringer, County Manager Tom Couch, and Parks and Recreation Director Mike Rollins, to discuss Parks and Recreation facilities in Bulloch County and more specifically in Statesboro, Georgia. As a result of the meeting, it was agreed a review of current facilities and budgets would be done by the city and county staff. On August 6, 2019, Jason Boyles and I met with Tom Couch and Mike Rollins for a full afternoon to gain a better understanding of the facilities, the budget, and future capital improvements scheduled for the facilities. The purpose of the report is to share with you my findings and recommendations for improving our working relationship with both organizations and governing bodies.

Findings

Parks and Recreation is operated by Bulloch County; however, at one point in the history of the City, Parks and Recreation was operated by the City of Statesboro. It became a county function in 1999.

- The County has responsibility for 11 parks and/or facilities and they are as follows:

- *Mill Creek Regional Park
- *Fletcher Park
- *George Roebuck Park
- *Nevils Park
- *Stilson Park
- *Grady Street Park (Rev WD Kent Park)
- *Memorial Park
- *Luetta Moore Park
- *Honey Bowen Building
- *Old Julia P Bryant Complex
- *Agricultural Complex

-Of the 11 facilities 6 of the parks/facilities are located within the City limits of Statesboro, and they are Mill Creek, Memorial Park/Honey Bowen Building, Luetta Moore Park, Grady Street Park, Fletcher Park, and Old Julia P Bryant Complex.

-Parks and Recreation works very closely with the Bulloch County School system and utilizes their facilities to provide parks and recreations services and programs throughout the county.

-The school system has made capital investments in the parks, which are additional enhancements beyond the Parks and Recreation Department, such as batting facility at Mill Creek. The improvements are seamless and may appear to have been done by Parks and Recreation.

-Bulloch County Parks and Recreation has the following staffing:

- 48 full time employees;
- 350 part time employees;
- operating budget of \$5,296,586.00;
- aquatic park budget of \$3,633,704.00; and
- capital improvement budget of \$239,500 for 2019-2020.

-Funding for the Parks and Recreation has appropriations from SPLOST for 2020 - 2025 which totals \$5,824,500.00. The programming of the funds is expected to be done in January 2020.

-The County has a tentative outline of capital improvements for each facility to be determined in January 2020; and

-Review of the Parks and Recreation facilities did not include evaluation of any of the programs which occur at each facility.

City of Statesboro

The City of Statesboro also maintains several parks, and they are as follows:

- Edgewood Park, N/S Edgewood Drive
- Marvin Avenue Park, Marvin Avenue
- Renaissance Park, Parker Avenue
- Triangle Park, Savannah Avenue
- Downtown Dog Park, East Cherry Street
- West Grady Street Park (in progress)
- Williams Park, North Main Street (green space)
- Olliff Park, Northside Drive (green space)
- Woodlawn Park, Fair Road (green space)

The review of the Bulloch County Parks and Recreation Department facilities was very informative. The County staff was professional, cooperative, and very forthcoming during the review. Part of the review included site visits and tours to Luetta Moore Park and Memorial Park/Honey Bowen Building.

Recommendations

1. Hold periodic meetings with the County staff to review proposed capital improvement budgets and projected annual enhancement or expansions for the facilities. The meetings should occur annually, no later than December of each year for consideration of budgetary impact.
2. Following a meeting with the staffs, a meeting should be scheduled with the governing bodies to review proposed plans, prior to the annual budget process.
3. County staff should provide any prepared proposed plans for improvements for the parks within the City limits for review. County may have already incurred design cost, which may ultimately eliminate the next recommendation;
4. Obtain the services of a parks and recreation design professional to evaluate the current parks in the City limits and or proposed improvements and recommend enhancements to the facilities they deem most appropriate based on current trends and best practices.
5. Survey other Georgia cities to determine how Parks and Recreation is handled across the state. A report of the survey results will be provided to the City Council.

I hope the Mayor and Council will find the information helpful. Statesboro and Bulloch County have an opportunity to collaborate on Parks and Recreation and continue to enhance the current level of services provided to its citizens and visitors to our community. Parks and Recreation is important to the quality of life in Statesboro and Bulloch County.