



October 5, 2021 9:00 am

1. Call to Order by Mayor Jonathan McColiar
2. Invocation and Pledge of Allegiance by Councilmember Phil Boyum
3. Recognitions/Public Presentations
 - A) Proclamation for Georgia Cities Week
4. Public Comments (Agenda Item):
5. Consideration of a Motion to approve the Consent Agenda
 - A) Approval of Minutes
 - a) 09-21-2021 Work Session Minutes
 - b) 09-21-2021 Council Minutes
 - c) 09-21-2021 Executive Session Minutes
6. Consideration of a motion to approve **Resolution 2021-36**: A Resolution authorizing adoption of the Bulloch County Hazard Mitigation Plan Update 2020 pursuant to the Disaster Mitigation Act of 2000.
7. Consideration of a motion to approve **Resolution 2021-37**: A resolution authorizing the reorganization of the Public Works & Engineering Department while amending the Job Position Classification and Compensation Plan to reclassify the Stormwater Manager to Assistant Director, Public Works and updating the pay grade of the Assistant City Engineer position due to additional job duties.
8. Consideration of a motion to approve the employee benefits renewal recommendation for the 2022 calendar year.
9. Consideration of a motion to approve an amendment to the TSW contract for the Downtown Master Plan to include services to rewrite the City's Zoning (including sign) ordinance and Subdivision ordinance.
10. Consideration of a motion to award a contract to American Signal for the purchase of three (3) Advantage-S LED Portable Trailer Mounted Message Signs in the amount of \$40,000.00.
11. Consideration of a motion to award a contract to Y-Delta, Inc. in the amount of \$176,921.23 for the South Zetterower Avenue at Stillwell Street Intersection Improvement project.

12. Other Business from City Council

13. City Managers Comments

14. Public Comments (General)

15. 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)

16. Consideration of a Motion to Adjourn

**A PROCLAMATION BY THE MAYOR AND
CITY COUNCIL OF STATESBORO, GEORGIA
GEORGIA CITIES WEEK
October 3 – 9, 2021**

WHEREAS: city government is the closest most citizens, and the one with the most direct daily impact upon its residents; and

WHEREAS: city government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS: city government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and

WHEREAS: Georgia Cities Week is a very important time to recognize the important role played by city government in our lives; and

WHEREAS: this week offers an important opportunity to spread the word to all the citizens of Georgia that they can shape and influence this branch of government which is closest to the people; and

WHEREAS: the Georgia Municipal Association and its member cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

WHEREAS: Georgia Cities Week offers an important opportunity to convey to all citizens of Georgia that they can shape and influence government through their civic involvement.

NOW, THEREFORE be it resolved that the City of Statesboro declares October 3-9, 2021 as Georgia Cities Week.

BE IT FURTHER RESOLVED that the City of Statesboro encourages all citizens, city government officials and employees to do everything possible to ensure that this week is recognized and celebrated accordingly.

PASSED AND ADOPTED by the City of Statesboro this 5th day of October, 2021

Jonathan McCollar, Mayor



CITY OF STATESBORO
WORK SESSION MINUTES
SEPTEMBER 21, 2021

Mayor & Council Work Session

50 East Main Street

4:00 PM

A Work Session of the Statesboro City Council was held on September 21, 2021 at 4:00 p.m. in City Hall Council Chambers, 50 East Main Street. Present was Mayor Jonathan McCollar; Council Members: Paulette Chavers, and Shari Barr. Also present was City Clerk Leah Harden, City Attorney Cain Smith, City Manager Charles Penny, Assistant City Manager Jason Boyles and Public Information Officer Layne Phillips. Absent was Councilmembers Phil Boyum, Venus Mack and John Riggs.

Proposed use of ARPA Funds

City Manager Charles Penny presented a proposal for the use of the American Rescue Plan Act (ARPA) funds the City of Statesboro is eligible to receive. So far the City received 6,153,110.50 in July and a second round of funding is to be received in 12 months for a total of \$12,306,221.00. Proposed uses for the first round of funding include Housing rehabilitation in the target area of Johnson Street neighborhood, housing rehabilitation in scattered sites throughout the city, water and sewer infrastructure, food insecurities, and loss revenue. The housing rehabilitation will be administered by the Department of Planning and Development. The city will contract with a consultant in order to implement the program. Work will occur in distressed census tracts, in the Georgia Initiative for Community Housing (GICH) neighborhoods, and in the City adopted redevelopment areas. The goal is to initiate this program no later than the end of the first quarter of 2022. The infrastructure portion of the funds will be administered by the Department of Public Utilities. The intent of the program is to extend water and sewer to neighborhoods not currently served such as Fox Lake, Oliffe Street, Oakcrest, Ramblewood and Merrywood. The funds used for food insecurities will be a joint project with Bulloch County to relocate the Food Bank and will be contingent upon the facility being located within city limits. Loss revenue funds will be used to cover any revenue loss due to the pandemic. The city will host public meetings presenting how we plan to use these funds and to receive input from citizens for further ideas on the use of these funds. After the public meetings, we will come back to you for full approval of the uses.

Proposal for Overhaul of Zoning Ordinances

Director of Planning and Development Kathy Field reviewed with Mayor and council the scope, age and intent of the zoning ordinance, which includes the sign ordinance as well as the subdivision ordinance. The purpose of the zoning ordinance is facilitate orderly and harmonious development and to regulate the density of population and intensity of land use. This ordinance is over 40 years old and in need for an update so new planning tools and concepts can be incorporated into it. The process for making updates to a zoning ordinance takes approximately two years, due to the number of stakeholders, the amount of policy decision/changes that will impact future development patterns within the city and the amount of legal review. The sign ordinance's intent is to maintain safe and efficient flow of traffic through the city, enhance the protection of property values, and control the proliferation and placement of signs. An update to this ordinance would include new technologies definitions, increase administrative approvals, protect the historic nature of the City Center/Historic Crossroads of downtown, and enhance the aesthetic visual environment of the city. Lastly the intent of the Subdivision ordinance is to encourage development, assure adequate provision of safe and convenient traffic access, promote connectivity, assure the provision of public open spaces, and assures

conformance with the City's Comprehensive Plan. Updates to this ordinance will improve development standards, remove ambiguous references and provide specific language for each condition, and will enhance the residential development patterns within the city. A contract proposal will be brought forward for consideration to help with this ordinance update.

Utilities: Cost of Service Discussion

Director of Public Utilities Steve Hotchkiss presented the study history of water and sewer rates for the City of Statesboro. July of 2016 the base charge for water and sewer was increased but the last increase for consumption was done in 2013. When these adjustments were made, no formal analysis was performed to accurately determine the cost to provide these services. A formal review of our rates and fees will ensure our rates are competitive and ensure our rates are fair for the various customer classes that we serve. The city received a proposal from Raftelis a national utility and local government management and financial advisory firm. The study consists of an analysis budgets, financial reports, master plans, account data, current rates and trends. Raftelis develop and recommend appropriate user rates and rate class(es) and identify rate-setting methodology. They will also develop a financial plan for the fund that includes target reserve levels, infrastructure replacement debt service, and operations and maintenance. The cost to perform the study is \$36,050.00 and takes approximately three months to complete. Once the study is complete staff and Raftelis will present a final report and recommendation for implementation.

EDA Grant Application for Creek on the Blue Mile

Director of Planning and Development Kathy Field stated there is an opportunity for grant funds from the EDA through their Economic Adjustment Assistance Program. This grant helps communities devise and implement long-term economic recovery strategies who have been impacted by the coronavirus pandemic. Nationally this program is allotted \$500 million dollars. The expected award is somewhere between \$500,000 and \$5,000,000. Although there is no deadline for submitting applications EDA recommends applications be submitted no later than March 31, 2022. The application will be for the "Creek on the Blue Mile" project and will be similar to the ARPA grant application. If funds are awarded they must be obligated by September 2022 and the period of performance ends September 2027.

The meeting was adjourned at 4:50 pm.

Jonathan McCollar, Mayor

Leah Harden, City Clerk



CITY OF STATESBORO
COUNCIL MINUTES
SEPTEMBER 21, 2021

Regular Meeting

50 E. Main St. City Hall Council Chambers

5:30 PM

1. Call to Order

Mayor Jonathan McCollar called the meeting to order

2. Invocation and Pledge

Councilmember Shari Barr gave the Invocation and led the Pledge of Allegiance.

ATTENDANCE

Attendee Name	Title	Status	Arrived
Jonathan McCollar	Mayor	Present	
Phil Boyum	Councilmember	Absent	
Paulette Chavers	Mayor Pro Tem	Present	
Venus Mack	Councilmember	Present	
John Riggs	Councilmember	Present	
Shari Barr	Councilmember	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. Public Comments (Agenda Item): None

4. Consideration of a Motion to approve the Consent Agenda

A) Approval of Minutes

a) 09-07-2021 Council Minutes

A motion was made to approve the consent agenda.

RESULT:

Approved (Unanimous)

MOVER:

Councilmember John Riggs

SECONDER:

Mayor Pro Tem Paulette Chavers

AYES:

Chavers, Mack, Riggs, Barr

ABSENT

Councilmember Phil Boyum

5. Consideration of a motion to accept the high bid from GT Distributors of Georgia for a bloc of firearms to be sold as surplus.

A Motion was made to accept the high bid from GT Distributors of Georgia for a bloc of firearms to be sold as surplus.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember John Riggs
SECONDER:	Mayor Pro Tem Paulette Chavers
AYES:	Chavers, Mack, Riggs, Barr
ABSENT	Councilmember Phil Boyum

6. Consideration of a motion to approve Resolution 2021-34: A Resolution approving the City of Statesboro's proposed FY 2022 Street Resurfacing Program, and authorizing the Mayor to execute the GDOT Local Maintenance Improvement Grant (LMIG) application. Grant matching funds will be provided from 2018 TSPLOST funds.

A motion was made to approve Resolution 2021-34 approving the City of Statesboro's proposed FY 2022 Street Resurfacing Program, and authorizing the Mayor to execute the GDOT Local Maintenance Improvement Grant (LMIG) application.

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

7. Consideration of a motion to approve Resolution 2021-35: A Resolution approving application to the Economic Development Administration for a grant for the Creek on the Blue Mile Project.

A motion was made to approve Resolution 2021-35 approving application to the Economic Development Administration for a grant for the Creek on the Blue Mile Project.

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

8. Consideration of a motion to approve a Memorandum of Understanding with a qualified 501(c)(3) charitable organization to administer raffle drawings for awarding of prizes provided through the City of Statesboro's COVID-19 vaccination incentive program.

City Manager Charles Penny stated at the first city sponsored a vaccination clinic a total of 68 \$50 gift cards were given away and at the second clinic 87 \$50 gift cards were given. The city is sponsoring three more clinics September 28th from 8:30 am – 1:00 pm at City Hall, October 9th at Luetta Moore Park and October 23rd at City Hall, gift cards will be given away to anyone who receives the vaccination. However, incentives to receive vaccinations have not moved a lot of people to receive them. Based on that we will continue to give the gift cards but hold off on the lottery drawings. If the vaccination numbers increase at that time we would come back with an agreement with a qualified 501 (c)(3) charitable organization to administer the raffle drawing.

A motion was made to take no action on this item.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember John Riggs
SECONDER:	Councilmember Venus Mack
AYES:	Chavers, Mack, Riggs, Barr
ABSENT	Councilmember Phil Boym

9. Consideration of a motion to approve a contract with DPR Architecture in the not to exceed amount of \$73,050.00 for architectural design services for renovations to City Hall and Joe Brannen Hall.

A motion was made to approve a contract with DPR Architecture in the not to exceed amount of \$73,050.00 for architectural design services for renovations to City Hall and Joe Brannen Hall.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember John Riggs
SECONDER:	Councilmember Venus Mack
AYES:	Chavers, Mack, Riggs, Barr
ABSENT	Councilmember Phil Boym

10. Consideration of a motion to award a contract to Raftelis Inc. in the amount of \$36,050.00 to perform a Water and Sewer Cost of Service Study and Development of Financial Plan for the Water and Sewer Funds.

A motion was made to award a contract to Raftelis Inc. in the amount of \$36,050.00 to perform a Water and Sewer Cost of Service Study and Development of Financial Plan for the Water and Sewer Funds.

RESULT:	Approved (Unanimous)
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MOVER:	Councilmember John Riggs
SECONDER:	Mayor Pro Tem Paulette Chavers
AYES:	Chavers, Mack, Riggs, Barr
ABSENT	Councilmember Phil Boyum

11. Consideration of a motion to award a contract to McLendon Enterprises in the amount of \$1,887,083.39 for the installation of water mains, sewer mains, and lift station to serve the area adjacent to Optim Orthopedics.

A motion was made to award a contract to McLendon Enterprises in the amount of \$1,887,083.39 for the installation of water mains, sewer mains, and lift station to serve the area adjacent to Optim Orthopedics.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember John Riggs
SECONDER:	Mayor Pro Tem Paulette Chavers
AYES:	Chavers, Mack, Riggs, Barr
ABSENT	Councilmember Phil Boyum

12. Other Business from City Council:

Councilmember Shari Barr stated she appreciates the Mayor, Councilmember Riggs, and Councilmember Boyum for their willingness to serve the City of Statesboro again as all three have qualified for the upcoming election. In addition, she acknowledged that two other people have qualified for the upcoming election who are also willing to serve the City of Statesboro.

Mayor McCollar made two appointments to the Land Bank Authority. The first appointed member is Deloris Groomes Dickey, the second appointed member is Michael Summers.

13. City Managers Comments

City Manager Charles Penny announced a ribbon cutting ceremony will take place this Friday September 24, 2021 at 4:00 pm for the Rev. W.D. Kent Park also known as Grady Street Park.

Mr. Penny presented to mayor and council his proposal of vaccination incentives for city employees. Employees who receive the vaccine at this time receive one paid day off. The proposal is to offer a \$250 bonus to every employee who receives the vaccination. In addition, if 85% of employees get vaccinated an additional \$250 would be paid to those employees for a total of \$500. The incentive bonus will be distributed along with the \$100 Christmas bonus on the Wednesday before Thanksgiving.

There was discussion amongst Mayor and Council regarding the percentage of employees to be vaccinated before receiving the additional \$250 bonus.

A motion was made to accept the City Managers proposal of offering employees an incentive of an additional \$250 holiday bonus if they are vaccinated by November 15th and if we achieve by November 15th 80% of our employees vaccinated they will received an additional \$250 bonus for a total of \$500.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember Shari Barr
SECONDER:	Councilmember John Riggs
AYES:	Chavers, Mack, Riggs, Barr
ABSENT	Councilmember Phil Boyum

14. Public Comments (General): None

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

At 6:18 pm a motion was made to enter into Executive Session.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember
SECONDER:	Councilmember
AYES:	Chavers, Mack, Riggs, Barr
ABSENT	Councilmember Phil Boyum

At 6:40 pm a motion was made to exit Executive Session.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember
SECONDER:	Councilmember
AYES:	Chavers, Mack, Riggs, Barr
ABSENT	Councilmember Phil Boyum

Mayor McCollar called the meeting back to order with no action taken in Executive Session.

16. Consideration of a Motion to Adjourn

A motion was made to adjourn.

RESULT:	Approved (Unanimous)
MOVER:	Councilmember
SECONDER:	Councilmember
AYES:	Chavers, Mack, Riggs, Barr
ABSENT	Councilmember Phil Boyum

The meeting was adjourned at 6:40 pm.

Jonathan McCollar, Mayor

Leah Harden, City Clerk

CITY OF STATESBORO

COUNCIL

Phillip A. Boyum
Paulett Chavers
Venus Mack
John Riggs
Shari Barr



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

From: Jason Boyles, Assistant City Manager

Date: September 29, 2021

RE: Bulloch County Hazard Mitigation Plan Update 2020

Policy Issue: GEMA/FEMA Policy Adoption

Recommendation:

Consideration of a motion to approve Resolution 2021-36: A Resolution authorizing adoption of the Bulloch County Hazard Mitigation Plan Update 2020 pursuant to the Disaster Mitigation Act of 2000.

Background:

Each county in Georgia must have a Hazard Mitigation Plan that is updated every 5 years to remain eligible for FEMA funding for disaster public assistance and grant programs. Bulloch County received a grant from FEMA to cover the cost of hiring a contractor to complete the update and in-kind labor provided the local match to provide plan update assistance.

Bulloch County EMA is charged with administering the Plan and related updates, however, each municipality in the county must approve and adopt the Plan to remain in compliance. Bulloch County started this current update prior to COVID, which stalled work, but an extension was granted and the plan is currently due for submission to the State. FEMA has approved the draft Plan update pending adoption by all the cities and the county.

Budget Impact: None

Council Person and District: All

Attachments: Resolution
GEMA documentation

Georgia Municipal Association City of Excellence

Telephone: (912) 764-5468 • Fax: (912) 764-4691 • email: cityhall@statesboroga.net

RESOLUTION 2021-36:
A RESOLUTION AUTHORIZING ADOPTION OF THE BULLOCH COUNTY
HAZARD MITIGATION PLAN UPDATE 2020

THAT WHEREAS, Bulloch County and its municipal governments are required to complete a Hazard Mitigation Plan by the Disaster Mitigation Act of 2000; and,

WHEREAS, under the provisions of the Disaster Mitigation Act of 2000, local governments that complete Pre-Disaster Hazard Mitigation Plans will remain eligible for Federal mitigation funding; and,

WHEREAS, Bulloch County and its municipal governments have completed a Hazard Mitigation Plan Update that fulfills the Federal requirements of the Disaster Mitigation Act of 2000.

NOW THEREFORE, BE IT RESOLVED, the Mayor and City Council of Statesboro, Georgia hereby formally adopts the Hazard Mitigation Plan Update 2020.

Adopted this 5th day of October, 2021

STATESBORO, GEORGIA

By: Jonathan McCollar, Mayor

Attest: Leah Harden, City Clerk

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

BRIAN P. KEMP
GOVERNOR



JAMES C. STALLINGS
DIRECTOR

August 30, 2021

Honorable Roy Thompson
Chairman
Bulloch County Board of Commissioners
Post Office Box 347
Statesboro, Georgia 30459

Dear Commissioner Thompson,

The Federal Emergency Management Agency (FEMA) has completed its review of the Bulloch County Hazard Mitigation Plan for compliance with the programmatic requirements of the Federal Hazard Mitigation Planning Standards contained in 44 CFR Section 201.6(b)-(d). FEMA has determined that the Bulloch County Hazard Mitigation Plan Update is compliant with Federal standards, subject to formal community adoption.

The county and each municipality must pass individual resolutions adopting the Plan. Please forward the adopted and signed resolutions to Shelby Meyers, Hazard Mitigation Planning Specialist, so that we may submit them to FEMA for inclusion in your plan for formal federal review and approval. Upon submittal of a copy of the participating jurisdictions' adoption documentation as well as documentation of the final public meeting, FEMA will issue formal approval of the Bulloch County Hazard Mitigation Plan. Should you have any questions or need additional information, please contact Shelby Meyers, Hazard Mitigation Planning Specialist, at (404) 276-2494.

Sincerely,

John V. "Jack" Krolkowski
Hazard Mitigation Deputy Manager

sm/as

Enclosure

cc: Ted Wynn, Director

Bulloch County Emergency Management Agency
Bulloch County Municipalities
Collin Hopf, Area Coordinator
Georgia Emergency Management and Homeland Security Agency



FEMA

August 23, 2021

Mr. Stephen Clark
Hazard Mitigation Manager
Georgia Emergency Management and Homeland Security Agency
P.O. Box 18055
Atlanta, GA 30316-0055

Reference: Multi-Jurisdictional Hazard Mitigation Plan: Bulloch County

Dear Mr. Clark:

This is to confirm that we have completed a Federal review of the draft Bulloch County Multi-Jurisdictional Hazard Mitigation Plan for compliance with the Federal hazard mitigation planning requirements contained in 44 CFR 201.6(b)-(d). We have determined that the Bulloch County Multi-Jurisdictional Hazard Mitigation Plan is now compliant with Federal requirements, subject to formal community adoption.

For our office to issue formal approval of the plan, the Bulloch County must submit adoption documentation. Upon submittal of a copy of documentation of the adoption resolution(s) to our office, we will issue formal approval of the Bulloch County Multi-Jurisdictional Hazard Mitigation Plan. Please have Bulloch County submit a final copy of their Plan, without draft notations and track changes.

For further information, please do not hesitate to contact Stephen Juszczuk, of the Hazard Mitigation Assistance Branch, at (229) 225-4636, or Lillian Huffman, of my staff, at (770) 220-5322.

Sincerely,

A handwritten signature in blue ink that reads "Kristen M. Martinenza".

Kristen M. Martinenza, P.E., CFM
Branch Chief
Risk Analysis
FEMA Region IV

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: Demetrius C. Bynes, Director of Human Resources

Date: September 23, 2021

RE: Reorganization Request – Public Works & Engineering

Recently, Jason Boyles and John Washington submitted a draft organization chart for Public Works & Engineering and draft job descriptions for two leadership positions within the department. While engaging in further conversations, several challenges were highlighted to include span of control and the need for additional leadership support in Public Works. I support the reorganization request in its entirety. Adding additional leadership and management responsibilities to the Assistant City Engineer reduces the Director's span of control while enlarging job duties of the existing manager. Creating an Assistant Director, Public Works position provides additional leadership support while addressing span of control. An evaluation of the two positions yielded the following results:

Job Title – Assistant City Engineer

Current Pay Grade – 22

Recommended Pay Grade – 23

Minimum / Midpoint / Maximum – \$66,976.00 / \$83,720.00 / \$100,464.00

Incumbent – David Moyer

Job Title – Assistant Director, Public Works

Recommended Pay Grade – 23

Minimum / Midpoint / Maximum – \$66,976.00 / \$83,720.00 / \$100,464.00

Recommended Incumbent – Marcos Trejo

I have attached draft job descriptions and the organization chart. Note, the reorganization does not necessitate the adding of a new position and the budgeted City Engineer position remains vacant. Please notify me if I can be of further assistance. Thank you.

RESOLUTION 2021-37: 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 a Stormwater Manager to an Assistant Director, Public Works and update the pay grade of the Assistant City Engineer.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia in regular session assembled this 5th day of October 2021 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 Stormwater Manager in Public Works & Engineering is hereby amended by reclassifying to the position of Assistant Director, Public Works. The pay grade is 23 and the minimum salary is \$66,976.00.
- That the Assistant City Engineer is hereby amended by updating the pay grade. The pay grade is 23 and the minimum salary is \$66,976.00.

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 5th day of October 2021.

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.

Assistant City Engineer

Department: Engineering

Pay Grade: 23

FLSA Status: Exempt

JOB SUMMARY

Reporting to the Director of Public Works and Engineering, the Assistant City Engineer plans, coordinates, and directs the work of the Engineering Division and assists with technical engineering services to other City departments. The Assistant City Engineer manages a variety of Capital Improvement Program transportation and drainage projects and the City's transit program.

ESSENTIAL JOB FUNCTIONS:

- Plans, directs, and coordinates the development and implementation of departmental goals, objectives, policies, procedures, and priorities and provides staff with leadership for all engineering related activities;
- Supervises, trains, motivates and evaluates the work of all assigned personnel;
- Assists the Director with developing short- and long-range plans and goals and establishing priorities for assigned divisions;
- Assists the Director with preparing and managing the annual budgets and capital improvement program for assigned divisions;
- Plans, directs, manages and supervises construction and improvement projects, including the design and development of municipal infrastructure and facilities projects;
- Reviews subdivision and site construction plans for proposed construction and improvement projects to ensure compliance with applicable codes and ordinances prior to issuance of building permits;
- Interprets and oversees codes and ordinances as directed;
- Develops plans, specifications, and cost estimates for proposed roadway and drainage

projects;

- Conducts traffic studies and accident analyses, negotiates right-of-way acquisitions, coordinates utilities placement and relocation, and manages the City's traffic signal network;
- Evaluates traffic flow patterns, intersection and roadway sight distance, street signage, and striping;
- Coordinates and manages roadway and drainage system construction projects: reviews plans, prepares cost and bid documents, meets with contractors, purchases land and acquires rights-of-way, develops work schedules, oversees surveys and construction, performs project management and site inspections, reviews and processes pay requests, and prepares related correspondences;
- Manages the City's transit program;
- Responds to citizen complaints and grievances regarding roadways, drainage systems, and city-owned facilities;
- Consults with other City departments to provide technical assistance and makes recommendations regarding construction and improvement projects;
- Prepares grant applications and administers state and federal grants;
- Prepares and maintains records and maps of the City, including Eastside Cemetery and City limit boundaries;
- Maintains a comprehensive, current knowledge of applicable laws, ordinances, standards, or other guidelines; maintains awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate;
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree in Civil Engineering or a closely related field;
- Five (5) years of experience in a related field;
- Or equivalent training, education, and/or experience; and
- Engineer in Training Certification;
- Valid State of Georgia Driver's License.

PREFERRED QUALIFICATIONS:

- Georgia Professional Engineer Certification.

Knowledge, Skills and Abilities:

- Knowledge of the principles and theories of civil engineering, including transportation, hydrology and surveying;
- Knowledge of City and department policies and procedures;
- Knowledge of roadway and subdivision design and construction;
- Knowledge of applicable laws, regulations, codes, and ordinances;
- Knowledge of methods and techniques used in cost estimating and administering public works construction projects;
- Knowledge of grant application and administration procedures;
- Skilled in negotiating contracts and procuring land for public works projects;
- Skilled in performing mathematical computations and applying standard engineering techniques in the design and construction of public works projects;
- Skilled in procuring and administering public works projects;
- Skilled in operating computer equipment and engineering software;

- Skilled in the use of drafting and surveying instruments;
- Skilled in using computers for data entry;
- Skilled in using computers for word processing and/or accounting purposes;
- Skilled in using highly technical computer applications, such as GIS or CAD;
- Ability to create and guide implementation of capital improvement plans or programs;
- Ability to create plans for and guide implementation of major construction projects;
- Ability to create plans for and guide implementation of new technology systems;
- Ability to create and guide implementation of capital improvement plans or programs;
- Ability to maintain a professional demeanor and an orientation towards customer service;
- Ability to supervise, organize, and communicate effectively;
- Ability to maintain constructive and cooperative working relationships with others;
- Ability to cooperate with fellow employees as a team member; and,
- Ability to create and guide implementation of capital improvement plans or programs;

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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



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.

Assistant Director, Public Works

Department: Public Works

Pay Grade: 23

FLSA Status: Exempt

JOB SUMMARY

The Assistant Director, Public Works provides oversight of the Stormwater, Streets, Parks, Sanitation, Landfill and Fleet divisions. The Assistant Director responds to issues that arise within the divisions and manages activities that are part of the assigned day to day operations.

ESSENTIAL JOB FUNCTIONS:

- Plans, directs, and coordinates the development and implementation of departmental goals, objectives, policies, procedures, and priorities, and provides staff with leadership for all public works related activities;
- Supervises the work of all division heads and trains, supervises, motivates and evaluates the work of all assigned personnel;
- Assists the Director with developing short- and long-range plans and goals and establishing priorities for assigned divisions;
- Assists the Director with preparing and managing the annual budgets and capital improvement program for assigned divisions;
- Prepares and presents operating and progress reports and implements policies and procedures;
- Approves requisitions and specifications for all materials, vehicles, equipment, and hardware used in the department, monitors specifications for the purchase of all vehicles and equipment in the City fleet;
- Assists with administration of the public works emergency operations plan for the City and assists Director with coordination with the County EMA Director; serves as a member of the City's Emergency Response Team;
- Monitors specifications for the purchase of all vehicles and equipment in the City fleet;

- Monitors public works related contracts for services;
- Makes recommendations for City improvements and other matters that impact the budget;
- Consults with other City departments to provide technical assistance and makes recommendations regarding construction and improvement projects;
- Ensures compliance with State and Federal regulations for assigned divisions;
- Maintains a comprehensive, current knowledge of applicable laws, ordinances, standards, or other guidelines; maintains awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate;
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree in Civil Engineering, Public Administration, or a closely related field;
- Five (5) years of experience in a related field;
- Or equivalent combination of education, experience; and/or training sufficient to thoroughly understand and manage the diverse objectives and functions of the public works subunits;
- Valid State of Georgia Driver's License;
- NIMS IS-100, IS-200, and IS-700 certifications.

Knowledge, Skills and Abilities:

- Knowledge of public works management principles, including those related to stormwater, streets, parks, fleet, and solid waste collection and disposal practices;
- Knowledge of City and department policies and procedures;
- Knowledge of applicable laws, regulations, codes, and ordinances;
- Knowledge of public works construction, maintenance and repair procedures and methods;
- Knowledge of the operation and preventive maintenance of public works equipment;
- Skilled in budgeting and financial management;
- Skilled in supervision and management;
- Skilled in procuring and administering contracts for public works projects, activities and equipment;
- Skilled in performing mathematical computations and applying standard engineering techniques in the design and construction of public works projects;
- Skilled in using computers for data entry;
- Skilled in using computers for word processing and/or accounting purposes;
- Ability to maintain a professional demeanor and an orientation towards customer service;
- Ability to supervise, organize, and communicate effectively;
- Ability to maintain constructive and cooperative working relationships with others;
- Ability to cooperate with fellow employees as a team member;
- Ability to create and guide implementation of capital improvement plans or programs;
- Ability to establish policies for using, acquiring and/or maintaining heavy or complex machinery;
- Ability to supervise employees using or repairing heavy or complex machinery;

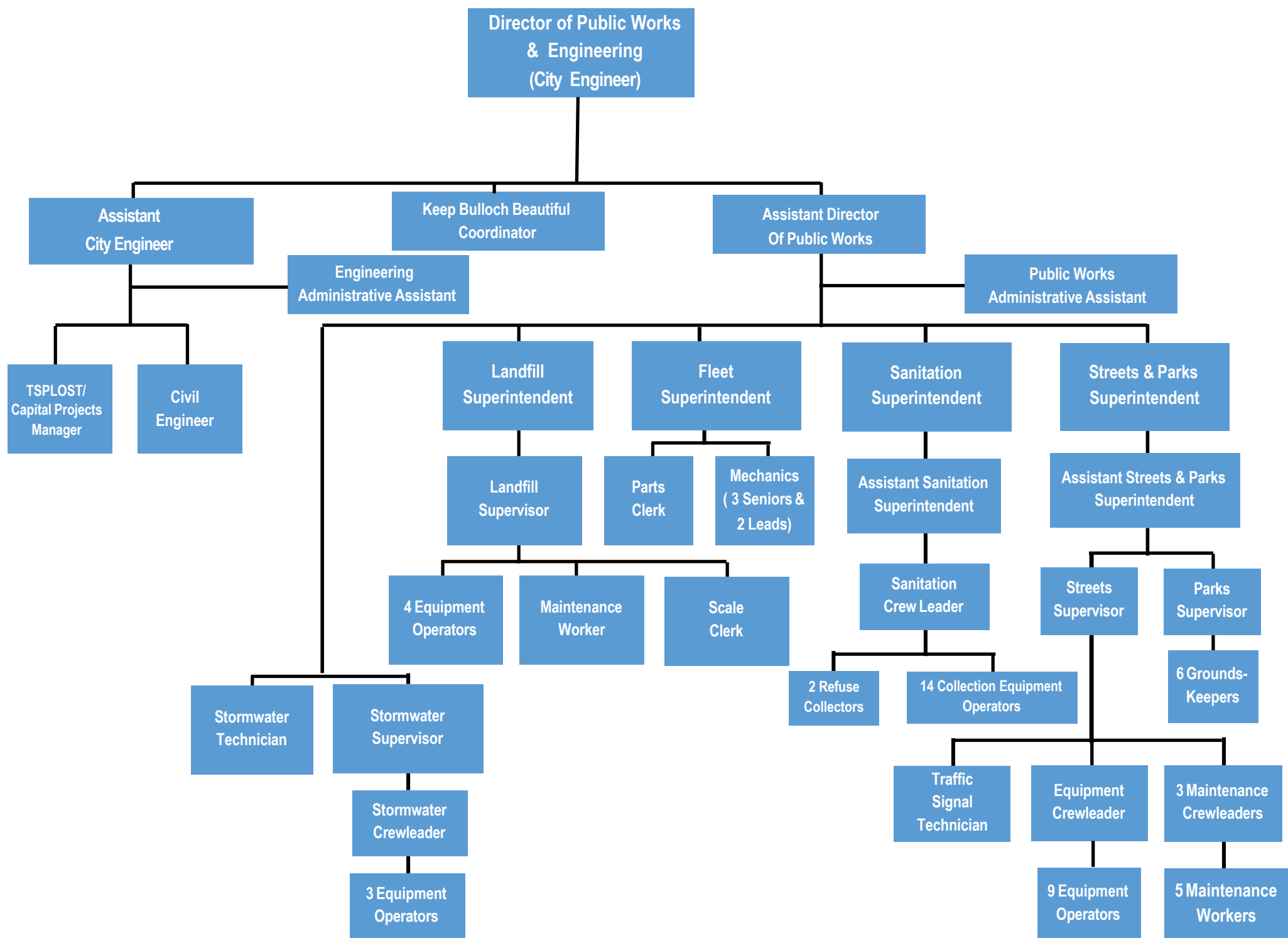
PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

The work is performed in an office and at field sites where the employee may be exposed to

inclement weather and machinery with moving parts. The work may require the use of protective devices such as masks, goggles or gloves.



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: Demetrius C. Bynes, Director of Human Resources

Date: September 30, 2021

RE: Employee Benefits Renewal – 2022 Calendar Year

Several months ago, NFP marketed portions of the City's employee benefits package for the 2022 calendar year. This is a customary measure taken to ensure financial resources are invested in benefits programs which enrich the lives of employees and their dependents. The results of the renewal and marketing analysis are as follows:

- **Medical Carrier** – Five companies were contacted by NFP and three companies responded with a quote. Anthem is the recommended vendor for the 2022 calendar year.
- **Dental Carrier** – Eight companies were contacted by NFP and six companies responded with a quote. Anthem is the recommended vendor for the 2022 calendar year.
- **Flexible Spending Accounts Vendor** – Three companies were contacted by NFP and three companies responded with a quote. TASC is the recommended vendor for the 2022 calendar year.

Anthem's medical carrier quote includes an increase of the specific deductible from \$60,000 to \$75,000. From July 2020 to July 2021, five employees reached the \$60,000 specific deductible (four due to medical expenses and one due to prescription drug expenses). Anthem expects an increase in health claims due to COVID-19; therefore, it is placing additional financial liability on the City by increasing the specific deductible. Once 2021 claims data is finalized, I will collaborate with NFP to identify modifications for future consideration. I recommend the continuation of partnerships with Anthem and TASC for the 2022 calendar year. Please notify me if further information is needed. Thank you.

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

MEMORANDUM

Date: September 28, 2021

TO: Charles Penny, City Manager, Jason Boyles, Assistant City Manager and Leah Harden, City Clerk

FR: Kathleen Field, Director of Planning and Development

RE: October 5, 2021 Agenda Item

Policy Issue: Proposal to Rewrite City's Zoning and Subdivision Codes

Background: At the September 21, 2021 Work Session of the City Council, staff was directed to undertake the rewriting of the City's zoning, sign and subdivision codes. Due to the scope of this initiative, it was determined that consultant assistance would be required. Since the planning firm of TSW was competitively procured and is currently under contract to complete a Downtown Master Plan, and said contract contains a task order to rewrite the zoning for the City Center/historic crossroads, it was determined that this contract could be amended to allow for an expansion of services to include the complete revision of the City's zoning, sign and subdivision codes. The advantages to this contract amendment include previous accumulated knowledge of the locality by TSW, familiarity with the City's stakeholder groups, and the ability to seamlessly include the proposed downtown zoning into a new one for the entire City. TSW has significant experience in terms of rewriting zoning and subdivision ordinances in other communities and by treating this initiative as a contract amendment, the project can start almost immediately. Their proposal includes the following Scope of Services:

Task I: Analysis

Task II: Draft Code

Task III: Final Code

Recommendation: Staff recommends approval of the Downtown Master Plan Contract Amendment with TSW to include services to rewrite the City's Zoning (including sign) ordinance and subdivision ordinance.

Budget Impact: General Fund: \$130,000 (Payment to be distributed over FY '22; FY '23; and FY '24)

Council Member District: All

Attachment: "TSW Proposal to Update Zoning and Subdivision Codes"



TSW TEAM PROPOSAL

UPDATES TO ZONING & SUBDIVISION CODES

CITY OF STATESBORO: SEPTEMBER 28, 2021

TSW

PLANNERS
ARCHITECTS
LANDSCAPE ARCHITECTS

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

KEY TSW TEAM MEMBERS

While TSW will draw on the full resources of its planning staff for this effort, the two team members below have been selected as project leaders, based on their coding and planning expertise and their knowledge of Statesboro. TSW proposes teaming with Jenkins, Bowen & Walker attorneys on this effort. Their firm has a vast experience in land use litigation and code writing throughout Georgia, which will ensure that Statesboro's updated regulations are legally sound and reflect all recent court precedents.



CALEB RACICOT

Firm: TSW
Role: Coding Advisor

Caleb, a Senior Principal with TSW, has more than 20 years of experience as a planner and writing local development regulations. He is currently leading a multi-year effort to update the City of Atlanta's zoning ordinance. He will serve as an advisor on this effort, to ensure quality control, recommend best practices from other communities, and advise on any potentially difficult policy issues.



WOODY GILES

Firm: TSW
Role: Project Manager
and Code Writer

Woody is a Senior Associate with TSW and has worked on development regulations for 15 years. He will oversee the daily management of this effort including the preparation of the code audit and draft regulations. He will coordinate communications with City staff, City Council, community members, and consulting attorney. He will also conduct appropriate public engagement and build on previous plans.



BRANDON BOWEN

Firm: Jenkins, Bowen & Walker
Role: Legal Review

Brandon represents local governments throughout Georgia in litigation matters and serves as city attorney and solicitor for many jurisdictions. Brandon is regularly hired by local governments to assist with zoning matters and code drafting and interpretation. The focus is always on providing a legally defensible ordinance that will achieve in practice the local government's goals.

WORK PLAN

PROPOSED APPROACH

TASK 1: ANALYSIS

TASK 1.1 REVIEW EXISTING PLANS AND REGULATIONS

TSW Team members will carefully review the existing zoning and subdivision regulations in their entirety (including the sign ordinance), as well as the adopted Comprehensive Plan, Downtown Master Plan, and other relevant documents. This review will familiarize the team with the City of Statesboro's current regulatory and policy framework.

TASK 1.2 STAKEHOLDER INTERVIEWS

TSW Team members will interview City staff from various departments, members of City Council and the Planning Commission, representatives of the development community and major landowners, and any other relevant stakeholders and citizens to discuss recent development, perceptions of positive and negative land use, effects of the existing regulations on development, obstacles to good development, and the zoning approval process.

We will also ask staff to compile a summary of recent, relevant rezoning conditions, adopted PUDs, and variances to understand reoccurring issues with existing regulations.



TASK 1.3 PROJECT LAUNCH

Based on the understanding gained in the previous tasks, we will create a name and goals for the process, establish a public website, and present an introductory announcement at a regularly scheduled Council meeting, directing the public to an online form to provide initial input. We will also work with the City to determine if a formal or technical steering committee is desirable.

TASK 1.4 LEGAL REVIEW

The Team's legal counsel will review the existing regulations for any legal deficiencies or opportunities for improvement. All findings will be shared in a format that seeks to protect the City from litigation if any significant deficiencies are identified.

TASK 1.5 CODE AUDIT REPORT

TSW will prepare a detailed audit report based on the findings of this phase. This will include a summary of relevant recommendations of the Comprehensive Plan, Downtown Master Plan, and other plans, a summary of recurring rezoning conditions or variances, a summary of interview comments, a list of policy questions that will need further discussion with the public, and a summary of technical deficiencies identified in each article of the existing zoning and subdivision regulations.

TASK 2: DRAFT CODE

TASK 2.1 COMMUNITY WORKSHOP

TSW will facilitate a Community Workshop that will be open to the public. This meeting will provide an overview of the project and its relationship to the Comprehensive Plan and Downtown Master Plan, present preliminary findings, and allow for input on the future of development, as well as on the specific policy questions identified in the code audit. This will allow us to make sure that we are on-track before we begin drafting any regulations.

TASK 2.2 DRAFT POLICY SOLUTIONS

Based on public input received, TSW will prepare a list of proposed solutions to the policy questions identified in the Audit, including alternative approaches to each issue where appropriate. TSW will then present these to City staff and City Council for approval before proceeding with any specific code edits to implement these solutions.



Our experience has been that this is the best use of resources because it allows local governments to confirm what will and won't change before any text is written.

During this task, we will also discuss potential rezonings or zoning map changes. Most of these are likely to be located in Downtown Statesboro or along South Main Street. We will work with the City to go beyond typical notification requirements and work with property owners to help them understand how proposed rezonings and zoning text changes affect their property, including sending personalized invitations to the Draft Code Open House.

TASK 2.3 INITIAL DRAFT CODE

Based on the audit and feedback received on the policy solutions, TSW will prepare an initial draft of the updated regulations. This initial draft will cover all portions of the zoning and subdivision regulations, including the sign ordinance. Edits will address Comprehensive Plan and Downtown Master Plan policies, needs identified by staff and the community, streamlining and usability, graphics, layout, legal considerations, and more. Any necessary edits to other sections of the City code will be provided as a separate list so that City staff can make those edits.

TASK 2.4 DRAFT CODE REVIEW SESSIONS

The City will share the draft code with all relevant departments (and Planning Commission and City Council Members, as appropriate) and provide a single set of combined comments and questions. TSW will lead a series of in-person or remote work sessions with City staff to review all comments and make edits to the draft.

TASK 2.5 DRAFT CODE OPEN HOUSE

TSW will facilitate an Open House that will be open to the public. We have found that an open house format works best to present a large amount of information on the proposed regulations, while allowing people to explore the proposed changes at their own speed, with team members around the room to answer questions about the potential impact of proposed updates. Changes will be shown in summary form with simple explanations and graphics, but the full draft code will also be available for review.

TASK 3: FINAL CODE

TASK 3.1 REVISED DRAFT CODE

Based on the feedback received from the City and at the Open House, TSW will prepare a revised draft of the zoning and subdivision regulations.

TASK 3.2 ADOPTION PROCESS

TSW will present the revised complete draft code to the Planning Commission and at two City Council meetings. These presentations will consist of an overview of major changes to the code and will be open to the public. Zoning map changes will also be presented. City Council will be asked to vote on the final draft. If at any point during the adoption process issues or concerns arise with any aspect of the draft code, TSW is more than willing to delay the process or schedule additional meetings for additional fees to be sure that the final draft reflects the consensus of the whole community.

TASK 3.3 FINAL CODE

Following adoption, any final revisions will be made, and a final digital copy of the code will be delivered, including a hyperlinked table of contents, cross-references, and all graphics, including a revised zoning map.

WORK PLAN

PROPOSED SCHEDULE

Based on previous experience with similar projects, we are estimating an 18-month process with flexibility for additional review periods or other unexpected circumstances. The process can begin as soon as formal adoption of the Downtown Master Plan is complete.

	WINTER 2021	SPRING 2022	SUMMER 2022	FALL 2022	WINTER 2023	SPRING 2023	SUMMER 2023
PHASE 1: ANALYSIS							
Task 1.1 Review Existing Plans and Regs.							
Task 1.2 Stakeholder Interviews							
Task 1.3 Project Launch							
Task 1.4 Legal Review							
Task 1.5 Code Audit Report							
PHASE 2: DRAFT CODE							
Task 2.1 Community Workshop							
Task 2.2 Draft Policy Solutions							
Task 2.3 Initial Draft Code							
Task 2.4 Draft Code Review Sessions							
Task 2.5 Draft Code Open House							
PHASE 3: FINAL CODE							
Task 3.1 Revised Draft Code							
Task 3.2 Adoption Process							
Task 3.3 Final Code							

WORK PLAN

PROPOSED FEES

These fees include all fees for TSW and KB as well as all expenses. These fees can be amended based on an evolving understanding of the work needed and any specific needs identified. Additional public or Council meetings are not a part of this proposal but can be provided for an additional fee.

	FEES
Task 1: Analysis	\$20,000*
Task 2: Draft Code	\$70,000
Task 3: Final Code	\$40,000
Total	\$130,000

*Does not include \$10,000 of fees from the Downtown Master Plan that will be reappropriated for this effort, so the total amount available for Task 1 is \$30,000.

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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, Public Works/Engineering Director

Date: September 24, 2021

RE: Contract Award – Message Boards STS-121

Policy Issue: Purchasing Policy

Recommendation:

Staff recommends and request the Consideration of a Motion for Award of contract to American Signal for the purchase of three (3) Advantage-S LED Portable Changeable Message Signs / Trailer Mounted units in the amount of \$40,000.00. These items will be purchased with funds from the 2018 TSPLOST.

Background:

The Message Boards are to be utilized in the Street Division of the Public Works / Engineering Department. The CIP is part of a program to replace existing 2008 message boards. We currently have 10 units that are at the end of their life cycle. These units are used to guide and warn motorist of various traffic issues. The Message Boards, if approved, are listed in the FY 2022 budget as CIP STS-121. The City was able to secure a quote for the same amount as last year and the Message Boards will be purchased with funds from the 2018 TSPLOST. The Message Board(s) equipment is the same unit purchased in FY21. This is important to ensure consistency and continuity of equipment procurement through the purchasing program.

Budget Impact:

Reduce Maintenance Cost

Council Person and District:

N/A (citywide)

Attachments:

H-GAC Contract #PE05-19

QUOTATION



AMERICAN SIGNAL COMPANY

American Signal
2755 Bankers Industrial Dr
Atlanta, GA 30360
Tel: 770-448-6650 Fax:
Email:
<http://amsig.com>

Date : 24 Sep 2021
Our Reference : QU-0003406
PO No. :
Customer Code : STAT09

CUSTOMER

STATESBORO, CITY OF
P.O. BOX 348
50 EAST MAIN STREET
STATESBORO, GA 30458

DELIVER TO

STATESBORO, CITY OF

50 EAST MAIN STREET
STATESBORO, GA 30458

Contact: Richard Smiley Contact Phone: (912) 6019016 Contact Email: richard.smiley@statesboroga.gov
Sales Rep: PP001 Rep Phone: 770-789-5188 Payment Terms: NET 30 DAYS
Rep Email: pporter@amsig.com Shipping Terms: TRUCK PREPAID & ADDED

Line #	Product	Description	Quantity	UOM	Price	Value
0	AMS3006462 5	CMS-465-T, ADVANTAGE-S TRLR/SIGN WX	2	Each	12000.00	24000.00
		Warranty 1 year				0.00
0	AMS3006471 0	CMS-432-T, ADVANTAGE-S TRLR/SIGN WX	1	Each	12830.00	12830.00
		Warranty 1 year				0.00
0	OPT30125430	CELL, PHONE 4G LTE/WIFI/GPS PHO- 295	2	Each	800.00	1600.00
0	OPT30125382	SUBSCRIPTION, VZW VPN 3-YR ITS CLOUD	2	Each	360.00	720.00

If signed, can serve as PO: _____

Ship Date Requested: _____

Ship To: _____

Shipping Contact: _____

Phone: _____

Email: _____

Trailer Color: _____ Hitch Type: _____

Continued

QUOTATION



AMERICAN SIGNAL COMPANY

American Signal
2755 Bankers Industrial Dr
Atlanta, GA 30360
Tel: 770-448-6650 Fax:
Email:
<http://amsig.com>

Date : 24 Sep 2021
Our Reference : QU-0003406
PO No. :
Customer Code : STAT09

Line #	Product	Description	Quantity	UOM	Price	Value
0	FREIGHT	FREIGHT OUT	1	Each	850.00	850.00
	OUT					
		PRICING ABOVE INCLUDES ORANGE TRAILER PAINT, 2" BALL TOWING HITCH, AND 4-FLAT ELECTRICAL TOWING CONNECTOR AS STANDARD. NON-STANDARD SELECTIONS MAY RESULT IN ADDITIONAL COST.				

SHIPMENT DATE: ESTIMATED 6 WEEKS ARO

Shipping Terms: FOB American Signal Company, Atlanta GA. Shipping to be paid upon delivery, unless prior arrangements have been made. Facility should have forklift or other means to unload units.

Buyer agrees to American Signal's terms and conditions. There are terms and conditions applicable to this transaction in addition to those specified above, which are available upon your request. Any special requirements need to be noted on purchase order

If signed, can serve as PO: _____

Ship Date Requested: _____

Ship To: _____

Shipping Contact: _____

Phone: _____

Email: _____

Trailer Color: _____ Hitch Type: _____

Value of Goods	\$ 40,000.00
Total Discount	\$ 0.00
Quotation Total	\$ 40,000.00

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STATESBORO, GEORGIA 30459-0348

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

+

From: Darren Prather, Central Services Director

Date: September 28, 2021

RE: Recommendation: Stillwell/Zetterower Intersection Improvements

Policy Issue: Purchasing/Contract

Recommendation:

Staff recommends the contract to provide intersection improvements for Stillwell Street and Zetterower Avenue be awarded to Y-Delta as they have provided the lowest responsive bid of \$176,921.23. Although Tim Lanier Construction submitted a bid of \$174,186.00, it was ruled to be non-responsive due to a failure to fully document MFBE participation requirements in the contract total submitted with the sealed bid.

Background:

This project involves improvements to the Stillwell Street and Zetterower Avenue intersection. Improvements include, but are not limited to, roadway resurfacing, curb and gutter improvements, storm water drainage improvements and utility relocation to be performed by a separate utility company.

Budget Impact: CIP project number ENG-123, if approve, will be funded out of the 2018 TSPLOST and has a budget of \$460,000. This total amount represents construction, engineering fees and utility relocation costs for this project.

Located in City Council District 3, Member: Venus Mack.

Attachments: None