



Mayor & Council Work Session

November 18, 2025 at 3:30 P.M



Agenda

1. Public Facility Authority
2. Fire Service Fee
3. Purchasing Policy
4. Special Service District
5. Land Bank Presentation



Public Facilities Authority



Public Facilities Authority

Background:

During the financial planning process for Fire Station 3, staff was advised by bond counsel and our financial advisor this location was outside the Urban Redevelopment Area so the Urban Redevelopment Agency was not an option, and since Statesboro does not have a Public Facilities Authority, the GMA Bricks & Mortar Program was the only valid financing option available to the City. Further, both bond counsel and our financial advisor recommended seeking establishment of a Public Facilities Authority by the State legislature as soon as practical to provide additional financing options for future projects.



Public Facilities Authority

Purpose of a Public Facilities Authority -

Public facilities authorities in Georgia are a quasi-governmental entity created by Act of the Georgia General Assembly for the specific purpose of financing, developing, acquiring, and/or operating a publicly owned facility of a local government.

A local government in Georgia is constitutionally limited in its ability to commit public funds beyond one year. Therefore, a public facilities authority can become the entity which undertakes long term financing and can then structure the repayment terms with the local government.



Public Facilities Authority

Recommendation-

Bond counsel has prepared a legislative Act for consideration of enactment by the State General Assembly. This legislation must be presented by a member of our local State legislative delegation. State Representative Lehman Franklin has agreed to support and present this legislation. To move this item forward for consideration during the 2026 Session staff will be presenting a resolution for approval during the November 18, 2025 city council meeting.



Public Facilities Authority

Questions?

City of Statesboro, GA Municipal Fire Services Fee Study



Project Background

PHASE I

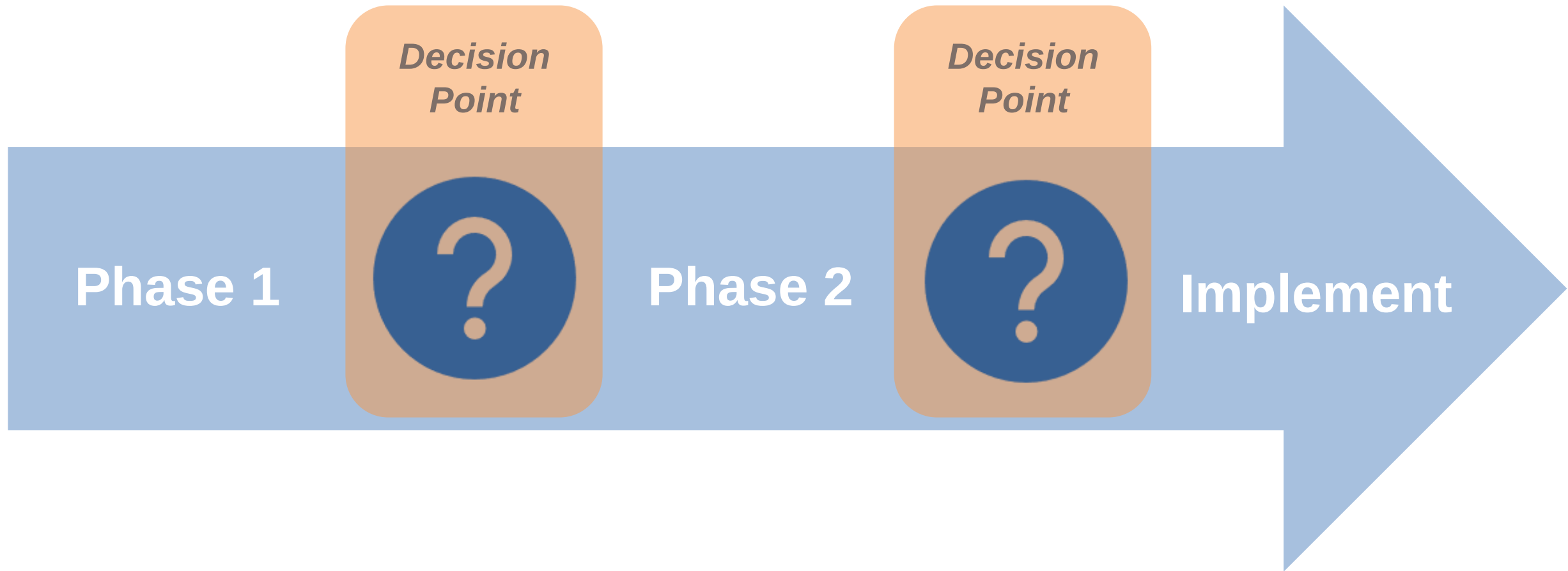
- 1 | Data Gathering, Evaluation of Fire Dept Data**
- 2 | Determine Full Cost of Services and Level of Service**
- 3 | Analyze Call Data and Correlate with Property Data**
- 4 | Fire Fee Methodology and Projections**

PHASE II

- 5 | Methodology / Account File**
- 6 | Public Involvement and Outreach**
- 7 | Ordinance, Rate, Credit Policy, and Manual**
- 8 | Final Report**

Fire Fee Study

GMC

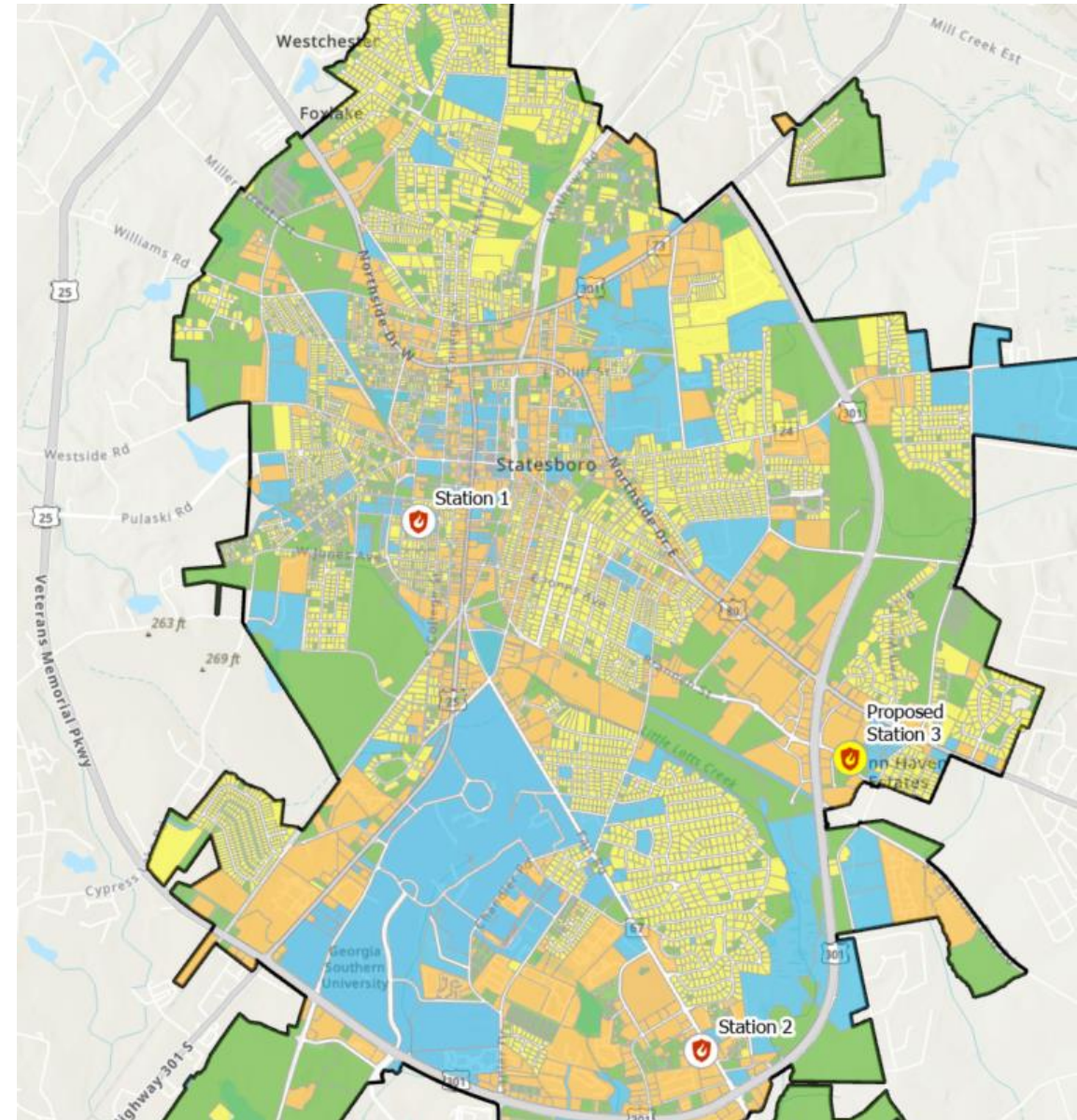


Land Use Analysis

General Land Use

- Statesboro/Bulloch County Parcels
- DigClass Field in the Parcel Layer
- WinGap Tables
- Exempt Parcels

	Parcel Count
Residential	5,457
Commercial	1,086
Exempt	337
Undeveloped	1,250



Fire Calls (2020-2024)

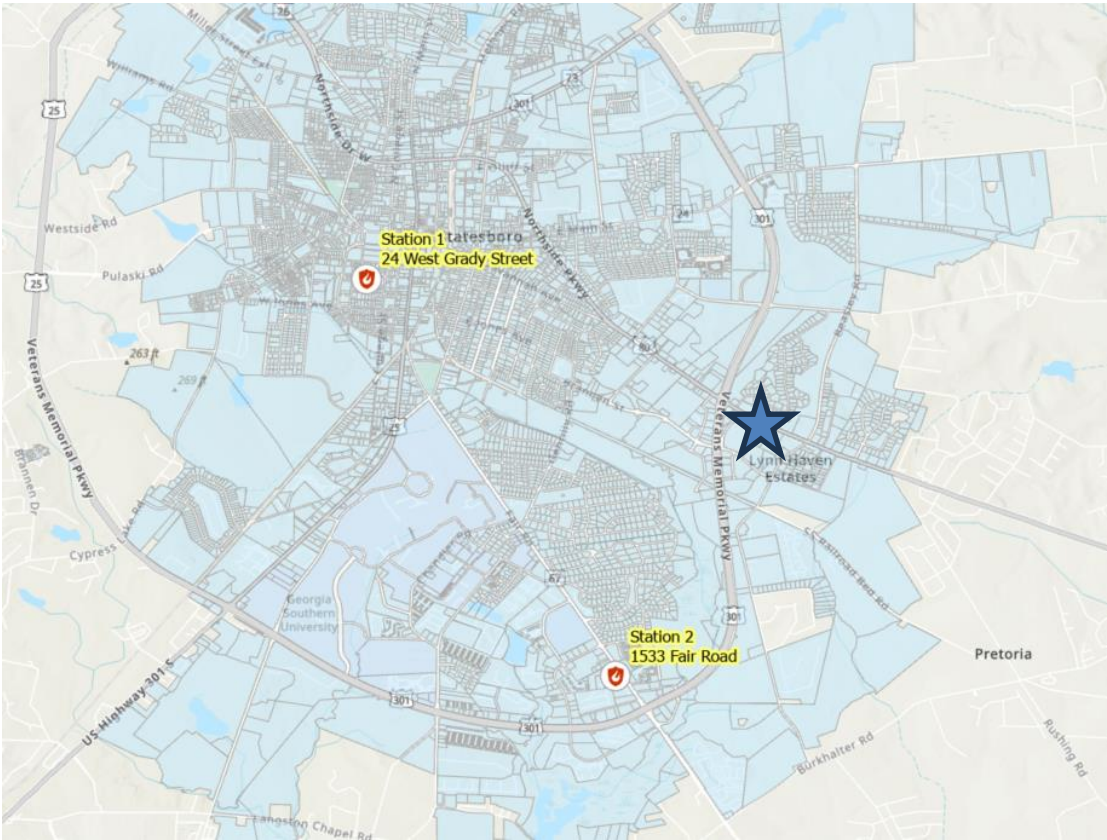


General Land Use	Fire Calls	Percent
1 or 2 Family	864	20.5%
Non-Residential	2,993	70.9%
Undeveloped	365	8.6%

Fire Department Budget



	F 2025	F 2026	F 202
Total Budget Need	,5 5, 5	8,193,000	8,620,000
<i>Revenue Sources</i>			
General Fund	3,200,000	3,200,000	3,200,000
Water Sewer Fund	825,000	825,000	825,000
SAFER	03,000	03,000	n/a
Special Service District	2,552, 5	n/a	n/a
Fire Line Fee	295,000	295,000	295,000
Loans	n/a	3,1 0,000	n/a
Funding Gap			,300,000



How do we pay for this?

Primary Funding Sources

- User Fees
- General Fund



Secondary Funding Sources

- Special Assessments/Tax Districts
- Fund Transfers
- Fire Line Charges
- Loans
- Grants
- Risk Factors

Benefits of Fire Fees



Special Revenue Fund / Enterprise Fund



General Fund Reallocation



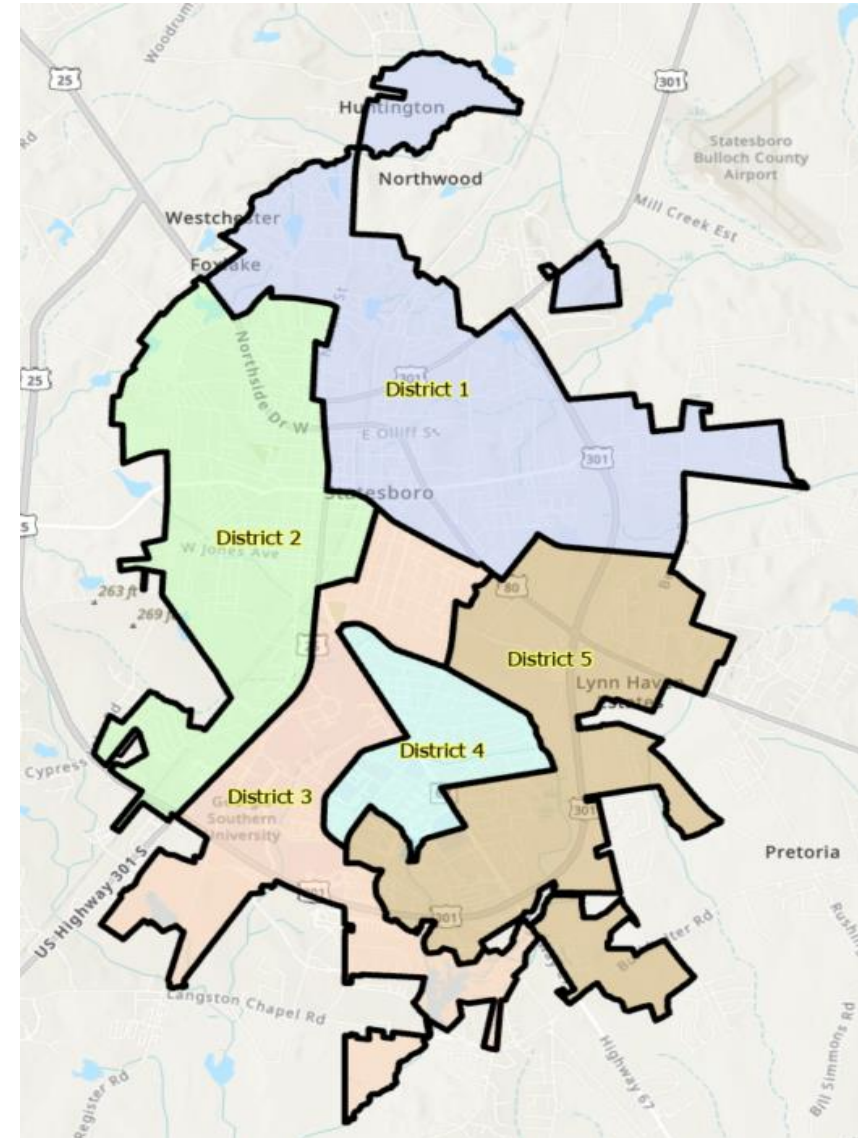
Diversified funding source



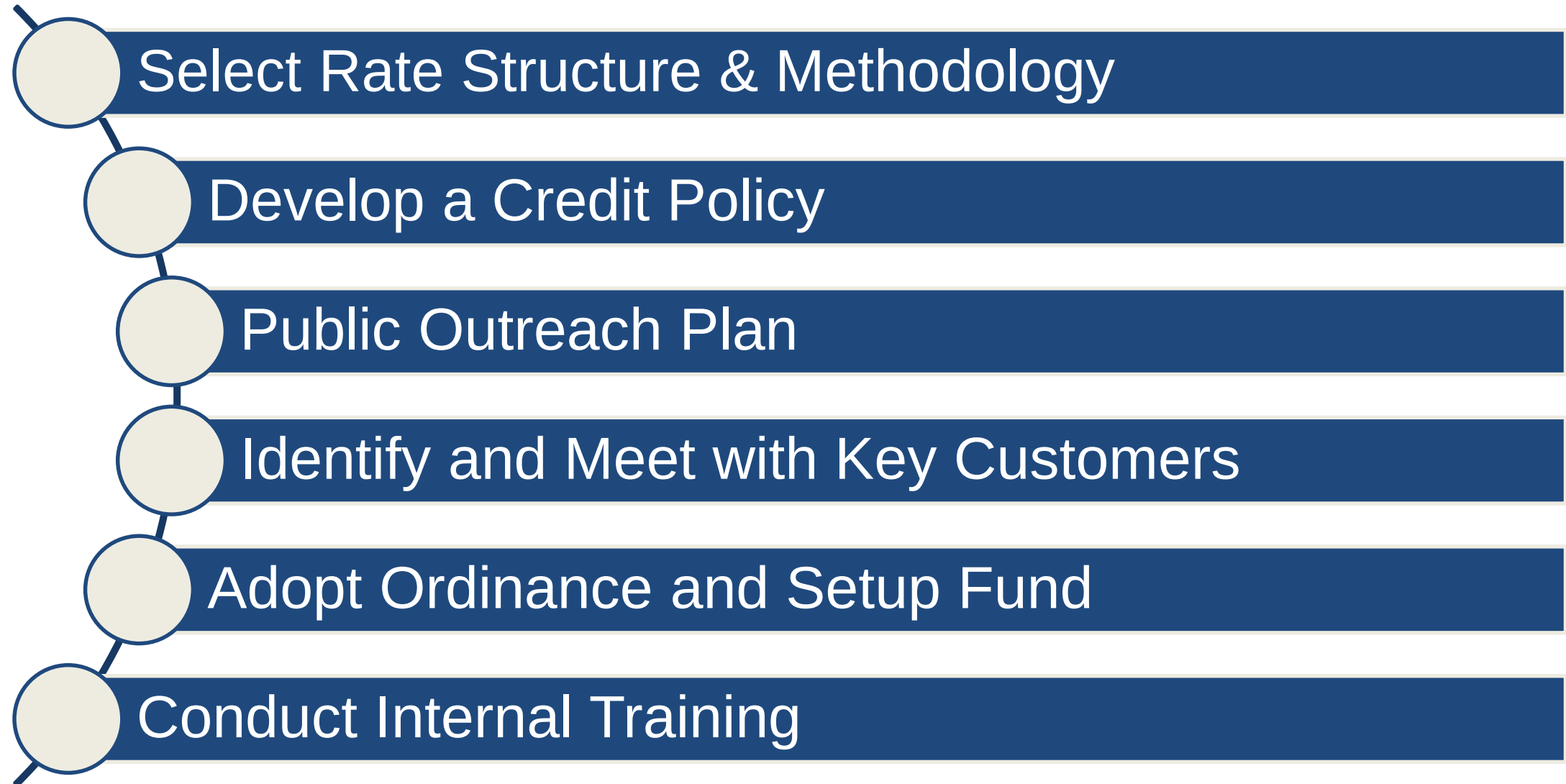
Support long term financial planning



Increased equity



Next Steps (Phase 2)



Next Steps (Phase 2)

GMC



Continuation of Data Analysis



Decision Point



Select Billing Methodology



Public Involvement and Outreach



Ordinance, Rate, Credit Policy, and Manual



Decision Point



Adoption and Implementation

Fall 2025

Phase 2

June 2026

Questions / Discussion





Purchasing Policy Ordinance and Manual Amendments



Purchasing Policy Ordinance and Manual Amendments

Purchasing Policy Ordinance and Manual Amendments: Background

The Uniform Purchasing Manual was last comprehensively updated in 2013. Additionally, the Purchasing System Policy Ordinance received its most recent review and update in 2016, with only minor revisions made since then. In the aftermath of the pandemic and evolving market conditions, local governments have been compelled to reassess their purchasing and procurement practices due to key challenges like:

- **Vendor and supply chain disruptions**, which have led to delays and increased costs in securing essential goods when needed.
- **Rigid traditional procurement methods**, which create challenges and difficulties due to the lack of flexibility in the established procedures. Procurement methods now require greater flexibility and adaptability to meet post-pandemic demands and evolving market conditions.
- **Impacts of rising inflation and budget constraints**, which erodes the purchasing power leading to compromises on the quality or quantity of items purchased.



Purchasing Policy Ordinance and Manual Amendments

Recommendation-

Staff have encountered several challenges recently that require adjustments to our current policies. As a result, the staff recommends the following specific changes to Statesboro's Code of Ordinances Chapter 5—Purchasing System Policy. We believe these updates are necessary to ensure the efficient operation and compliance of our purchasing procedures.



Purchasing Policy Ordinance and Manual Amendments

Sec. 5-312. Methods of purchasing

Staff recommends the following text amendments:

- (b) Procurement card process: For purchases of \$5,000.00 ~~and less,~~ **and under \$50,000, with the exceptions based sole source, cooperative purchases, state or federal contracts, emergency purchases or professional services as defined by the State of Georgia.** ~~Purchases of \$1,000.01 to \$5,000.00 must use telephone quote process. The telephone quote process must be followed.~~
- (c) ~~Telephone quote process: For purchases of \$1,000.01 up to \$5,000.00.~~
- (d) Written quote process: ~~For purchases of \$5,000.01 up to \$19,999.99.~~ **For purchases of \$5,000.01 up to \$50,000.**
- (e) Sealed bid process: For purchases of ~~\$20,000.00 or more~~ **\$50,000.01 and above.**
- (g) Staff recommends deleting the following text: ~~Open purchase orders process.~~



Purchasing Policy Ordinance and Manual Amendments

Sec. 5-314. Procurement card process:

Staff recommends the following changes to this section:

- Remove reference to maximum \$5,000.00.
- The city manager is authorized to establish individual purchasing limits as deemed necessary for the most effective and efficient operation of the department.



Purchasing Policy and Ordinance Amendments

Sec. 5-315. Telephone quote process:

Staff recommends deleting this section in its entirety:

- ~~Any purchase which is between \$1,000.01 and \$5,000.00 must use a purchase order, after having obtained at least three telephone quotes for the specific product, contract or service. Each vendor must be given sufficient information to assure that the quotes are for the same product, or a similar product made by another company. The telephone quotes must be recorded by the department, with the date and the signature of the employee who made the calls. This information must be attached to the purchase order as a record of the calls and kept by the finance department. If using a procurement card, required quote records shall be kept if the purchase is above the \$1,000.00 limit.~~



Purchasing Policy Ordinance and Manual Amendments

Sec. 5-316. Written quote process:

Staff recommends amending the following text:

- Any purchase which is between \$5,000.01 and ~~\$19,999.99~~ **\$50,000.00** must use a purchase order, after having obtained written quotes for the specific product, contract or service. Since this method does not require sealed bids, the city will allow either mailed, faxed, or emailed quotes, as long as they contain the date, a clear description of the product offered, its price, and any delivery terms, and the name and position of the company representative who has prepared the quote. **Any purchase between \$20,000.00 and \$50,000.00 must have written approval by the city manager.**
- Peer city examples with \$50K threshold: City of South Fulton, City of Savannah, City of Dahlonega, and City of Sandy Springs



Purchasing Policy Ordinance and Manual Amendments

Sec. 5-317. Sealed bid process:

Staff recommends amending the following text:

- (a) This process must be used for any purchase that is for ~~\$20,000.00 or more,~~ **\$50,000.01 and above** unless one of the special procurement methods applies. This process requires the advertisement twice in the local newspaper in which sheriff's sales are advertised, spaced seven days apart, with the first advertisement printed at least 14 days before the date of the bid opening. The bid must contain the desired quantity and a description of the product or service desired; how to obtain detailed specifications and get answers about them; where and when to submit the bids; how to address the envelope; the time and place where the bids shall be opened, read aloud, and recorded; and any special instructions or conditions, such as attendance at a mandatory or voluntary pre-bid conference.



Purchasing Policy Ordinance and Manual Amendments

Sec. 5-319. Open purchase order process:

Staff recommends deleting this section in its entirety:

- ~~• Department heads may request that the city manager authorize the issuance of an open purchase order for a specified vendor, for a specified period not to exceed a month, with a maximum dollar figure attached. Such purchase orders can only be used by specified employees of that department, with vendors that the city does business with on a regularly recurring basis. This process should be used only when in the city manager's judgment one of the other general procurement methods above will not afford the timely acquisition of needed supplies, materials, or services.~~



Purchasing Policy Ordinance and Manual Amendments

Sec. 5-320. Georgia local government public works construction law projects:

Staff recommends amending this section to align with recent legislative purchasing thresholds approved by the State of Georgia:

- The requirement for competitive bidding threshold has been increased from \$100,000.00 or \$200,000.00 to \$250,000.00.
- Contracts under \$250,000.00 will be exempt from certain competitive bidding, advertising, or detailed estimation requirements.

Sec 5-321. Georgia municipal street projects.

- Projects under \$20,000.00 are exempted from the formal sealed bid process.



Purchasing Policy Ordinance and Manual Amendments

Sec. 5-322. Sole source purchases:

Staff recommends amending the following text:

- The city manager shall be authorized to designate a sole source for any item or service ~~under \$20,000.00~~ **\$50,000.00 or less**. in value, the purchase of which, due to special scientific, technological, or extraordinary specifications and circumstances such as but not limited to standardization, is available from only one vendor. Any such purchase shall be documented as to the reasons for the sole source and shall be maintained in the office of the central services division. Any proposed sole source purchase that is ~~\$20,000.00 or more~~ **\$50,000.01 and above** in value must be approved by the mayor and city council.



Purchasing Policy Ordinance and Manual Amendments

Sec. 5-324. Professional services.:

Staff recommends amending the following text:

- Professional services, as defined in subsection [5-302](#) (2) of this Municipal Code, may be required on a project basis, for specific activities or for certain durations of time. Procurement of these services shall be the primary responsibility of the user agency with the assistance of the central services director. After a firm is selected, approval from the city manager must be obtained for services costing ~~less than \$20,000.00~~, **\$50,000.00 or less**. For services with a cost of ~~\$20,000.00~~ **\$50,000.01** and higher, it shall be required to obtain the approval of council prior to the contract being awarded. This process shall comply with O.C.G.A. § 36-91-22 ~~and House Bill 1079~~. This shall apply to public works projects as well as municipal street projects in the area of professional services which are exempt from competitive processes ~~per House Bill 1079~~. ~~As stated in House Bill 1079~~, this shall be for stand-alone professional services and shall not be included in an all-encompassing construction project where design, construction and project management are contained in one bid package ~~per House Bill 1079~~. However, this does not prohibit the usage of a competitive proposal process if it is deemed to be beneficial.



Purchasing Policy Ordinance and Manual Amendments

Sec. 5-325. Real property acquisitions:

Staff recommends amending the following text:

- (a) Easements and other limited property rights valued at ~~less than \$20,000.00~~ **\$50,000.00 or less**, may be negotiated and purchased by the city attorney and the city manager or his designee.
- (b) Easements and other limited property rights valued at ~~\$20,000.00 or more~~ **\$50,000.01 or more** shall be negotiated by the city attorney and the city manager or his/her designee, but must be approved by action of the mayor and city council.
- (c) All property acquired in fee simple for city use valued at ~~less than \$20,000.00~~ **\$50,000.00 or less**, may be negotiated and purchased by the city attorney and the city manager or his/her designee.
- (d) All property acquired in fee simple for city use valued at ~~\$20,000.00 or more~~ **\$50,000.01 or more** shall be negotiated by the city attorney and the city manager or his/her designee, but must be approved by action of the mayor and city council.



Purchasing Policy Ordinance and Manual Amendments

Sec. 5-335. Local buying preference:

Staff recommends amending the following changes to this section:

- Increase range amount from \$1,000.01 and up to \$5,000.01 and up.



Purchasing Policy Ordinance and Manual Amendments

Questions?



Special Service District



Private Street Policy- Update

Next Steps

- Pending Council approval, the special service district ordinance will be placed on the next meeting agenda for Council consideration for first reading and public hearing.
- Cobblestone Place: A public information meeting was held on October 13, 2025 with the residents of Cobblestone Place community to share information on the special service district ordinance process. We also provided general information (i.e. repair/improvement recommendations, rough cost estimate, etc.) regarding the streets in their community.
- Staff will gather additional details about specific costs. Once this information is collected, staff will send notices to Cobblestone residents explaining the request and process.
- Property owners will sign off on a petition indicating their support or opposition to the creation of the SSD.



Private Street Policy Update

Next Steps

- There will be a specified 90-day timeframe to obtain the minimum percentage threshold. This initiates the process for consideration of the SSD.
- Once the petition has been submitted to the city (minimum percentage threshold met) and signatures have been verified by staff, the request will then be presented to Council for consideration during a public hearing.
- Council will then consider the adopt of a resolution for the creation of the SSD. Once Council has adopted the resolution for the creation of the SSD, staff will proceed with subsequent steps to advance the request.



Private Street Policy Update

Questions?

Statesboro-Bulloch County Land Bank Authority



Land Bank History

- Originally authorized in December 2002 by an IGA of the County and City, the land bank was established to accomplish the following:
 - To obtain title and acquire vacant and dilapidated properties
 - Returning said properties to productive use
 - Ensure the provision of housing, new industry and jobs for the Community



Land Bank History (Continued)

- In winter 2022, as a result of the efforts of the Georgia Initiative for Community Housing Team, the Land Bank was appointed new board members.
- In 2024 the Land Bank Authority appointed an additional member, and adopted the newest provisions of the Land Bank Act.



General Acquisition Process

- Land Banks are allowed to acquire property through a number of means, but general sources of property inventory are as follows:
 1. Transfers from Local Governments
 2. Acquisition at tax sales
 3. Donations from private entities
 4. Market purchases
 5. Land banking agreements



Considerations for Acquisitions

- The Land Bank should consider the following when discussing the acquisition of property:
 - Specific properties as identified by local governmental entities (i.e. the City or County)
 - Vacant residential properties that are available for immediate occupancy without the need for substantial renovation
 - Improved properties that are subject to a demolition order
 - Properties that could be used as a land assemblage plan for new development
 - Properties in historically redlined, or underinvested communities where investment would help the surrounding neighborhood



Examples

Demolition and Acquisition

This dilapidated residential structure has been vacant, but identified for demolition. Depending on the state of the structure, this could potentially be worth acquisition for repair.



Examples

Demolition and Blight Removal

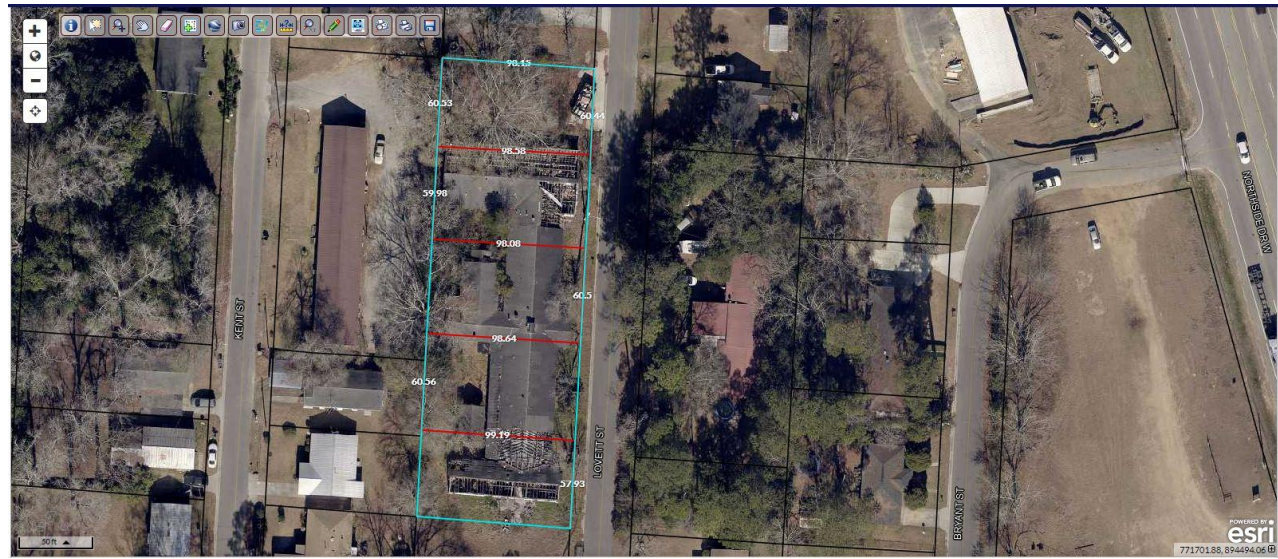
This dilapidated commercial structure has been repeatedly reported for significant issues to include harboring of vagrants (some with criminal histories), derelict vehicles and the use of illicit substances.



Examples

Property Assemblage

This dilapidated structure, is a prime candidate for property assemblage. Recently demolished, it could serve as a small but impactful redevelopment opportunity.



Land Bank Conveyances

- The Land Bank has the ability to convey acquired property with conditions, covenants and restrictions. Additionally, property taxes may be extinguished at that time.
- The purpose of these are to ensure the actual development that results from disposition is in accordance with the purposes of the Land Bank.



Lien Assignment

- In collaboration with the City of Statesboro Code Enforcement Division, the Land Bank Board of Directors have identified properties which are encumbered by demolition liens, specifically from the City.
- These liens identified will require a Resolution from the Land Bank, and will formally request lien be assigned to the Authority.



State Requirements

- Upon foreclosure proceedings, the Land Bank would be required to undertake quiet title action on properties, which ensures that there is no future issue with title concerns or an inability to ensure a property.



Conclusions & Recommendations

- As the Land Bank Authority continues to investigate potential property acquisitions, they will submit appropriate to the Council for consideration of lien assignment.
- Staff recommends that the Council considers potential properties for the Land Bank to investigate for potential acquisition and redevelopment opportunities.



Questions?

