



December 2, 2025 9:00 am

1. Call to Order by Mayor Jonathan McCollar
2. Invocation and Pledge of Allegiance by Councilmember John Riggs
3. Public Comments (Agenda Item):
4. Consideration of a Motion to approve the Consent Agenda
 - A) Approval of Minutes
 - a) 11-18-2025 Work Session Minutes
 - b) 11-18-2025 Council Minutes
 - c) 11-18-2025 Executive Session Minutes
5. Consideration of a motion to approve:
 - a. **APPLICATION RZ 25-10-07:** Southeastern Property Acquisitions is requesting a Zoning Map Amendment of approximately 23.15-acres from R-3 (Medium Density Multi- Household Residential District) to MX (Mixed Use District) of property located at 6850 Cypress Lake Road (Tax Parcel # MS33 000023 002).
 - b. **APPLICATION RZ 25-10-08:** Southeastern Property Acquisitions is requesting a Zoning Map Amendment of approximately 5.22-acres from R-3 (Medium Density Multi- Household Residential) to MX (Mixed Use District) of property located 7406 Veterans Memorial Parkway (Tax Parcel # MS42000004A000).
6. Second reading and consideration of a motion to approve **Ordinance 2025-18:** An Ordinance amending chapter 74, adding Article III Special Services District.
7. Public hearing and first reading of **Ordinance 2025-19:** An Ordinance amending Chapter 5 Purchasing System Policy of the Statesboro Code of Ordinances.
8. Consideration of a motion to approve **Resolution 2025-32:** A Resolution accepting the street rights of way on portions of Roscomare Lane, Casiano Drive, and Hamner Drive within the Bel-Air East Subdivision Phase 1B as public streets to be owned and maintained by the City of Statesboro.
9. Consideration of a motion to approve the purchase of a 2026 F-250 XL Crew Cab 4x4 from JC Lewis Ford in the amount of \$49,690.72 for the Stormwater Division, to be funded by Stormwater Utility Fee Funds under STM-7.

10. Consideration of a motion to approve a contract with Vickery Farms Sodscapes, LLC for vegetation maintenance services on various stormwater facilities, in the amount of \$18,320 annually, to be funded by the Stormwater Fund. This contract will be a four-year agreement with an option to renew after each one-year term.
11. Consideration of a motion to approve a task order with WSP USA, Inc. in the amount of \$32,784 for engineering design services for the replacement of the transfer station tipping floor, to be funded by Solid Waste Disposal Reserve Funds.
12. Consideration of a motion to approve a purchase of a Caterpillar 950 Wheel Loader in the amount of \$396,660 under SWD-11, to be funded by Solid Waste Disposal Operating Income.
13. Consideration of a motion to award a contract to Southeast Connections, LLC in the amount of \$990,349.82 for the relocation of natural gas facilities along Highway 301 North as part of a GDOT Road Widening Project. To be paid for with funds in the Natural Gas CIP budget item # NGD-95.
14. Public Comments (General)
15. Other Business from City Council
16. City Managers Comments
17. 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)
18. Consideration of a Motion to Adjourn



CITY OF STATESBORO
WORK SESSION MINUTES
NOVEMBER 18, 2025

Mayor & Council Work Session

50 East Main Street

3:30 PM

A Work Session of the Statesboro City Council was held on November 18, 2025 at 3:30 p.m. in the Council Chambers at City Hall, 50 East Main Street. Present was Mayor Jonathan McCollar; Council Members: Tangie Johnson, 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 Affairs Manager Layne Phillips. Absent was Councilmember Ginny Hendley and John Riggs

1. Public Facility Authority

Jason Boyles, Assistant City Manager, provided details on the Public Facility Authority to Mayor and Council. Jason Boyles explained that a Public Facilities Authority is a quasi- governmental entity created by the Georgia General Assembly to finance, develop, acquire, or operate public facilities or local government operations. He noted that Georgia local governments are constitutionally limited in their ability to commit funds beyond one year, making authorities like this necessary for long-term financing. Similar authorities exist throughout Georgia, including one in Bulloch County. He mentioned that Representative Franklin had already discussed the matter with Speaker Burns and Senator Parrish to help move the legislation forward. John Pannell, our bond council joined via zoom, stated they would work with the City Attorney and legislative council to get the legislation ready for introduction in January 2026. Mayor Pro tem Shari Barr inquired about the structure of the authority once created and approved.

John Pannell, stated the proposed authority would have 5 members appointed by the Mayor and Council, with no more than 2 council members permitted to serve on the authority. This limitation ensures the authority remains a separate entity from the Mayor and Council.

The item will appear on the regular agenda for approval.

2. Fire Service Fee

Ed DiTommaso from GMC presented an update on the fire service fee. He explained that the study was divided into phases, with the first phase focused on information gathering to determine if a fire service fee was a viable option for the City. He noted they are now at the decision point where council needs to decide whether to move forward with the second phase.

The second phase would involve developing a more detailed methodology for the fee, establishing billing mechanisms, and conducting public education and outreach, establishing the necessary fund and ordinances, and preparing for implementation. He went on to explain the City faces a significant fire department funding gap, particularly after the loss of revenue from the fire district. He presented two primary funding options: increasing the general fund millage rate or implementing a user fee system. Ed Ditommaso recommended the fee approach as more equitable since it would apply to all properties receiving fire protection services, including tax-exempt properties. The timeline for phase 2 would have a targeted implementation for July 2026. City Manager Charles Penny clarified that approving the contract on tonight's regular meeting agenda would authorize proceeding with Phase 2 but would not be a final decision on implementing the fee itself.

Tim Grams, Fire Department Chief, stated this is the appropriate approach to take, the cost of services are going up and this is going to be the most equitable and fair way to share that cost to everyone that is receiving the benefits. He stated there is the option of cutting services and reducing personnel, but would strongly recommend against that, 40% of businesses don't reopen after a fire. The more damage that the structure endures raises that exponentially. We do a really good job of confining and putting fires out quickly. Four or five firefighters per apparatus has made an impact on how quickly we can get in and confine that fire. Cutting services is going to impact homeowners insurance rates, it's a lot more than just what is on the surface. Public outreach and public education is an important part, making sure they understand that the intent is trying to keep the taxes from going up and find a more equitable way of funding this service and all the benefits that come along with it. Chief Grams, stated we just underwent an ISO evaluation and is hoping to hear back from that before the end of the year.

The item will appear on the regular agenda for approval.

3. Purchasing Policy

Darren Prather, Director of Central Services, presented proposed updates to the city's purchasing policy, noting that it had been approximately 15 years since the last comprehensive review. Due to key challenges such as vendor and supply chain disruptions, rigid traditional procurement methods and impacts of rising inflation and budget constraints. Staff is recommending several key changes to our procurement policy. These updates are intended to streamline processes and increase efficiency. These changes include increasing procurement card (P-card) limits from \$1,000 to \$5,000, increasing written quotes process over \$1,000 to over \$5,000 (up to \$50,000), changing the formal sealed bid threshold from \$20,000 to \$50,000, eliminating telephone quote process in favor of validated written quotes, and eliminating the open purchase order policy due to its infrequent use.

Mr. Prather explained that these changes would align with current economic realities and inflation trends, noting that the State of Georgia had recently increased its public works project threshold from \$100,000 to \$250,000. He emphasized that all existing procurement processes would still be followed, but the threshold levels would be adjusted to expedite smaller purchases while maintaining appropriate oversight.

City Manager Penny explained the monthly procurement card reconciliation process and oversight mechanisms are already in place to prevent misuse. He also noted that while the policy changes would increase his authorization threshold from \$20,000 to \$50,000, controversial or sensitive purchases would still be brought to council regardless of cost.

The revised purchasing policy will be brought back to council for formal consideration at the first council meeting in December.

4. Special Service District

City Manager Charles Penny reviewed the Special Service District ordinance, which is scheduled for its first reading at the evening's regular council session. He reminded the council that this ordinance would provide a mechanism to help property owners in neighborhoods with substandard streets, such as Cobble Stone, to bring their streets up to city standards. The city would front the cost of improving the streets to city standards, with property owners paying back the cost through special assessments on their tax bills over a period of 5-10 years, and if they sell the property, the special assessment is assigned to the new owner until that assessment is complete. Once streets were brought up to standard, the city would assume responsibility for their future maintenance.

5. Lank Bank Presentation

Justin Williams provided an update on the Land Bank Authority, which was established by intergovernmental agreement in 2002 for the Statesboro Point development. The intent was to obtain title and obtain vacant and dilapidated properties, returning those said properties to productive use and to ensure the provision of housing, new industry and jobs for the community. The authority was revitalized in 2022 with new members appointed by the city and county, it had been defunct for a number of years, and in 2024 the intergovernmental agreement was updated to allow the authority to utilize powers established in the 2012 Land Bank Act. He explained the Land Bank's acquisition options, including direct transfers from local governments, tax sales, private donations, purchases, and land banking agreements. The Land Bank considers various factors when acquiring properties, including: take a direct transfer from the local government, acquire properties at tax sales, and receive donations of property from private entities, they can go out and buy individual properties if the funding allows, also go into land banking agreements. The Land Bank considers various factors when acquiring properties, including: City and county needs, properties subject to demolition orders, properties that can be assembled for redevelopment, properties in historically redlined or underinvested communities.

A more detailed discussion was requested at the upcoming council retreat.

The meeting was adjourned at 5:01 pm.

Jonathan McCollar, Mayor

Leah Harden, City Clerk



CITY OF STATESBORO
COUNCIL MINUTES
NOVEMBER 18, 2025

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 Ginny Hendley gave the Invocation and led the Pledge of Allegiance.

ATTENDENCE

| Attendee Name | Title | Status | Arrived |
|-------------------|---------------|---------|---------|
| Jonathan McCollar | Mayor | Present | |
| Tangie Johnson | Councilmember | Present | |
| Paulette Chavers | Councilmember | Present | |
| Ginny Hendley | Councilmember | Present | |
| John Riggs | Councilmember | Absent | |
| Shari Barr | Mayor Pro Tem | Present | |

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

3. Recognitions/Public Presentations

A) Recognition of cohort two of the Emerging Leaders Academy.

4. Public Comments (Agenda Item): None

5. Consideration of a Motion to approve the Consent Agenda

A) Approval of Minutes

a) 10-21-2025 Work Session Minutes

b) 10-21-2025 Council Minutes

A motion was made to approve the consent agenda.

RESULT:

Approved (Unanimous)

MOVER:

Councilmember Tangie Johnson

SECONDER:

Mayor Pro Tem Shari Barr

AYES:

Johnson, Chavers, Hendley, Barr

ABSENT:

Councilmember John Riggs

6. Public hearing and consideration of a motion to approve:

- a. **Ordinance 2025-13:** An Ordinance annexing 79.46 acres of property on Lakeview Road (AN 25-10-01).
- b. **Ordinance 2025-14:** An Ordinance annexing 19 acres of property on Lakeview Road (AN 25-10-02).
- c. **Ordinance 2025-15:** An Ordinance annexing 4.82 acres of property on Landfill Road (AN 25-10-03).
- d. **Ordinance 2025-16:** An Ordinance annexing 84 acres of property on Landfill Road (AN 25-10-04).
- e. **Ordinance 2025-17:** An Ordinance annexing 38.73 acres of property on Lakeview Road (AN 25-10-05).

A motion was made to open the public hearing.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Mayor Pro Tem Shari Barr |
| SECONDER: | Councilmember Ginny Hendley |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

No one spoke for or against the request.

A motion was made to close the public hearing.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Mayor Pro Tem Shari Barr |
| SECONDER: | Councilmember Tangie Johnson |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

A motion was made to approve: a. **Ordinance 2025-13**: An Ordinance annexing 79.46 acres of property on Lakeview Road (AN 25-10-01), b. **Ordinance 2025-14**: An Ordinance annexing 19 acres of property on Lakeview Road (AN 25-10-02), c. **Ordinance 2025-15**: An Ordinance annexing 4.82 acres of property on Landfill Road (AN 25-10-03), d. **Ordinance 2025-16**: An Ordinance annexing 84 acres of property on Landfill Road (AN 25-10-04), and e. **Ordinance 2025-17**: An Ordinance annexing 38.73 acres of property on Lakeview Road (AN 25-10-05).

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| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Ginny Hendley |
| SECONDER: | Mayor Pro Tem Shari Barr |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

7. Public hearing and consideration of a motion to approve: APPLICATION SU 25-10-06: Brenda Neal requests a special use permit for the property at 9041 Whispering Pines Boulevard. Applicant requests the property to be used as a foster care residency for children between five and ten years old. (Tax Parcel # MS42 000008 216).

A motion was made to open the public hearing.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Tangie Johnson |
| SECONDER: | Councilmember Ginny Hendley |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

Brenda Neal and Joann Wilson spoke in favor of the request.
No one spoke against the request.

A motion was made to close the public hearing.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Mayor Pro Tem Shari Barr |
| SECONDER: | Councilmember Tangie Johnson |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

A motion was made to approve: **APPLICATION SU 25-10-06**: Brenda Neal requests a special use permit for the property at 9041 Whispering Pines Boulevard. Applicant requests the property to be used as a foster care residency for children between five and ten years old. (Tax Parcel # MS42 000008 216).

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| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Ginny Hendley |
| SECONDER: | Mayor Pro Tem Shari Barr |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

Mayor Jonathan McCollar recused himself from this item and turned the meeting over to Mayor Pro Tem Shari Barr.

8. Public hearing and consideration of a motion to approve:

a. APPLICATION RZ 25-10-07: Southeastern Property Acquisitions is requesting a Zoning Map Amendment of approximately 23.15-acres from R-3 (Medium Density Multi- Household Residential District) to MX (Mixed Use District) on property located at 6850 Cypress Lake Road (Tax Parcel # MS33 000023 002).

b. APPLICATION RZ 25-10-08: Southeastern Property Acquisitions is requesting a Zoning Map Amendment of approximately 5.22-acres from R-3 (Medium Density Multi- Household Residential) to MX (Mixed Use District) on property located 7406 Veterans Memorial Parkway (Tax Parcel # MS42000004A000).

A motion was made to open the public hearing.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Paulette Chavers |
| SECONDER: | Councilmember Ginny Hendley |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

Attorney Steve Rushing, representing the applicant Southeastern Property Acquisitions LLC, spoke in favor of the request. He explained the project would include a Kroger grocery store with four potential outparcels for restaurants and similar commercial uses. The residential component would include approximately 75 residences, significantly fewer than the 200+ units that could be built under the current R-3 zoning.

Rushing noted that the mixed-use zoning classification would allow for both commercial and residential development that aligns with the city's comprehensive plan. He addressed infrastructure concerns, stating that all costs for improvements would be borne by the developer.

Several residents from the Whispering Pines neighborhood spoke in opposition:

Josiah McDaniel expressed concerns about the development bringing a busy commercial property to their backyards, increasing noise pollution, traffic, and light pollution. He questioned the necessity of placing a grocery store so close to an existing Publix and asked why more housing developments were needed when many seemed unoccupied.

Beth Wolf stated her opposition to the location while noting she supported Kroger coming to Statesboro. She raised concerns about environmental impacts, particularly the destruction of forested ecosystem and wetlands, and suggested alternative locations that would better serve the community without harming neighborhoods.

Jordan Gray, a resident who serves on the International Union for Conservation of Nature's Turtle and Tortoise Specialist Group, brought an eastern box turtle named Cypress to illustrate his point about wildlife displacement. He explained that habitat loss would impact numerous turtle species and other wildlife.

Angela Rickard and Emily Rickard spoke against the proposal, citing concerns about flooding, safety, crime, and displacement of wildlife.

After public comments, Mr. Rushing responded that the property is already zoned R-3 and could be developed with over 200 houses regardless of this rezoning request. He emphasized that the mixed-use development would align with the city's comprehensive plan.

A motion was made to close the public hearing.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Tangie Johnson |
| SECONDER: | Councilmember Paulette Chavers |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

Mayor Pro Tem Barr noted that the Ogeechee Riverkeeper had submitted an email requesting the issue be tabled due to concerns and recent changes to the plans.

Councilmember Paulette Chavers noted that the vote is for a rezone not a development.

After council discussion about the nature of the decision before them (whether the zoning was appropriate, not the specifics of the development), a motion was made to table the issue until the first meeting in December.

A motion was made to table **APPLICATION RZ 25-10-07** and **APPLICATION RZ 25-10-08** until the next meeting December 2, 2025

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| RESULT: | Approved 3-1 |
| MOVER: | Mayor Pro Tem Shari Barr |
| SECONDER: | Councilmember Tangie Johnson |
| AYES: | Johnson, Hendley, Barr |
| NAYS: | Councilmember Paulette Chavers |
| ABSENT: | Councilmember John Riggs |

City Manager Charles Penny clarified that this is a zoning matter not a project matter. The issue is whether the zoning request is appropriate for this property regardless of what the project is. It is not a matter of the environmental or traffic issues those things are dealt with in the development. This matter is, is the zoning appropriate. The Planning Board felt the zoning was appropriate as well as city staff. What council chose to do is to table this until the next meeting but to send it back to the Planning Board for something beyond the zoning is not what we need to do. Council needs to decide if the zoning is appropriate.

9. Public hearing and consideration of a motion to approve: APPLICATION RZ 25-10-09: Boro Land Consultants, LLC & CE, Investments, LLC is requesting a Zoning Map Amendment from HOC (Highway Oriented Commercial District) to R-4 (High Density Residential District) of approximately .49-acres of property located at 201 North College Street (Tax Parcel # S17 000047 000).

A motion was made to open the public hearing.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Mayor Pro Tem Shari Barr |
| SECONDER: | Councilmember Tangie Johnson |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

Nathan Brown with Boro Land Consultants spoke in favor of the request.

No one spoke against the request.

A motion was made to

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| RESULT: | Approved (Unanimous) |
| MOVER: | Mayor Pro Tem Shari Barr |
| SECONDER: | Councilmember Tangie Johnson |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

A motion was made to approve **APPLICATION RZ 25-10-09**: Boro Land Consultants, LLC & CE, Investments, LLC is requesting a Zoning Map Amendment from HOC (Highway Oriented Commercial District) to R-4 (High Density Residential District) of approximately .49-acres of property located at 201 North College Street (Tax Parcel # S17 000047 000).

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| RESULT: | Approved (Unanimous) |
| MOVER: | Mayor Pro Tem Shari Barr |
| SECONDER: | Councilmember Tangie Johnson |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

10. Public hearing and first reading of Ordinance 2025-18: An Ordinance amending chapter 74, adding Article III Special Services District.

A motion was made to open the public hearing.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Ginny Hendley |
| SECONDER: | Councilmember Tangie Johnson |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

No one spoke for or against the request.

A motion was made to close the public hearing.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Mayor Pro Tem Shari Barr |
| SECONDER: | Councilmember Tangie Johnson |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

A motion was made to approve the first reading of **Ordinance 2025-18**: An Ordinance amending chapter 74, adding Article III Special Services District.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Tangie Johnson |
| SECONDER: | Councilmember Ginny Hendley |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

11. Consideration of a motion to waive formalities under Section 2-2-4 and unanimously approve Ordinance 2025-19: An ordinance amending Chapter 18 section 103 of the Statesboro Code of Ordinances to move the regulatory fee amounts from the Code to the Schedule of Rates, Fees, and Fines.

A motion was made to waive the formalities under Section 2-2-4 and unanimously approve **Ordinance 2025-19**: An ordinance amending Chapter 18 section 103 of the Statesboro Code of Ordinances to move the regulatory fee amounts from the Code to the Schedule of Rates, Fees, and Fines.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Tangie Johnson |
| SECONDER: | Councilmember Ginny Hendley |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

12. Consideration of a motion to approve Resolution 2025-30: A Resolution approving staff to apply to the Georgia Department of Transportation for the Transportation Alternatives Grant for engineering design for the Creek on the Blue Mile Project.

A motion was made to approve **Resolution 2025-30**: A Resolution approving staff to apply to the Georgia Department of Transportation for the Transportation Alternatives Grant for engineering design for the Creek on the Blue Mile Project.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Mayor Pro Tem Shari Barr |
| SECONDER: | Councilmember Tangie Johnson |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

13. Consideration of a motion to approve Resolution 2025-31: A Resolution requesting local state legislative delegation to introduce legislation creating the Statesboro Public Facilities Authority.

A motion was made to approve Resolution 2025-31: A Resolution requesting local state legislative delegation to introduce legislation creating the Statesboro Public Facilities Authority.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Tangie Johnson |
| SECONDER: | Mayor Pro Tem Shari Barr |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

14. Consideration of a motion to approve a contract with Goodwin Mills Cawood (GMC) in the amount of \$68,775.00 to perform phase 2 of a fire service fee study for the Statesboro Fire Department.

A motion was made to approve a contract with Goodwin Mills Cawood (GMC) in the amount of \$68,775.00 to perform phase 2 of a fire service fee study for the Statesboro Fire Department.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Ginny Hendley |
| SECONDER: | Councilmember Paulette Chavers |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

15. Consideration of a motion to amend the Memorandum of Understanding (MOU) with FS2 Land Holdings LLC, to cost share the construction of a Sewer Lift Station to serve Quail Run Subdivision, project WWD-32-H. Additional cost will be paid with funds from the American Rescue Plan Act (ARPA).

A motion was made to approve the amendment the Memorandum of Understanding (MOU) with FS2 Land Holdings LLC, to cost share the construction of a Sewer Lift Station to serve Quail Run Subdivision, project WWD-32-H. Additional cost will be paid with funds from the American Rescue Plan Act (ARPA).

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| RESULT: | Approved (Unanimous) |
| MOVER: | Mayor Pro Tem Shari Barr |
| SECONDER: | Councilmember Ginny Hendley |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

16. Consideration of a motion to award a contract to D&R Utility Construction in the amount of \$27,765.74 for the installation of two (2) 12-inch insertion valves within the water distribution system at the GSU Stadium water tank to be paid for with operating funds approved in the FY2026 CIP Budget item # WWD-204.

A motion was made to award a contract to D&R Utility Construction in the amount of \$27,765.74 for the installation of two (2) 12-inch insertion valves within the water distribution system at the GSU Stadium water tank to be paid for with operating funds approved in the FY2026 CIP Budget item # WWD-204.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Ginny Hendley |
| SECONDER: | Councilmember Tangie Johnson |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

17. Consideration of a motion to approve a bid and enter into a contract with Reeves Construction Company in the amount of \$1,693,655.65 for the FY2025 Street Resurfacing project, ENG-128. Work funded by TSPLOST and GDOT LMIG funds.

A motion was made to approve a bid and enter into a contract with Reeves Construction Company in the amount of \$1,693,655.65 for the FY2025 Street Resurfacing project, ENG-128. Work funded by TSPLOST and GDOT LMIG funds.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Tangie Johnson |
| SECONDER: | Councilmember Ginny Hendley |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

18. Consideration of a motion to approve a Utility Relocation Agreement with Georgia Power Company in the amount of \$36,571.00 for the relocation of power utilities for construction of ENG-124e Max Lockwood Drive Roadway Improvements, to be funded by TSPLOST.

A motion was made to approve a Utility Relocation Agreement with Georgia Power Company in the amount of \$36,571.00 for the relocation of power utilities for construction of ENG-124e Max Lockwood Drive Roadway Improvements, to be funded by TSPLOST.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Paulette Chavers |
| SECONDER: | Councilmember Ginny Hendley |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

19. Consideration of a motion to approve a contract with Quality Tire Recycling, LLC. for disposal of scrap tires received by the Solid Waste Disposal Division, to be funded by Solid Waste Disposal Funds.

A motion was made to approve a contract with Quality Tire Recycling, LLC. for disposal of scrap tires received by the Solid Waste Disposal Division, to be funded by Solid Waste Disposal Funds.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Tangie Johnson |
| SECONDER: | Councilmember Ginny Hendley |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

20. Consideration of a motion to approve a Master Services Agreement and Task Order 1A with EMC Engineering Services, Inc., in the amount of \$1,453,474, for engineering design services for drainage improvements to Little Lotts Creek for the Creek on the Blue Mile, project STM-34. This phase of work to be funded by an ongoing GEFA Grant.

A motion was made to approve a Master Services Agreement and Task Order 1A with EMC Engineering Services, Inc., in the amount of \$1,453,474, for engineering design services for drainage improvements to Little Lotts Creek for the Creek on the Blue Mile, project STM-34. This phase of work to be funded by an ongoing GEFA Grant.

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| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Ginny Hendley |
| SECONDER: | Councilmember Tangie Johnson |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

21. Consideration of a motion to approve a Master Services Agreement and Task Order 1 with Michael Baker International, Inc., in a not-to-exceed amount of \$100,000.00, for engineering design services for the bridges on the Creek on the Blue Mile, project STM-34, to be funded by GDOT.

A motion was made to approve a Master Services Agreement and Task Order 1 with Michael Baker International, Inc., in a not-to-exceed amount of \$100,000.00, for engineering design services for the bridges on the Creek on the Blue Mile, project STM-34, to be funded by GDOT.

| | |
|------------------|---------------------------------|
| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Ginny Hendley |
| SECONDER: | Councilmember Tangie Johnson |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

22. Other Business from City Council

Councilmember Barr shared that Village Builders will be hosting a resource fair at the Little Lotts Creek apartment complex this Saturday from 10 am to 2 pm and the City is having a Christmas tree lighting at the Art Park on November 25th at 5 pm. Mrs. Barr highlighted several tree giveaway events conducted by various city commissions to improve the urban canopy and brought attention to the tree reimbursement program that offers up to \$150 for planting trees in the city. She also recognized the recent recycle fest event as a wonderful community event and partnership between the city and various sponsors. A Fix-It Fair will take place on December 5th in conjunction with two other city events.

23. City Managers Comments

City Manager Charles Penny congratulated Mayor Jonathan McCollar, Councilmember Tangie Johnson, and Councilmember John Riggs on their reelection.

Mr. Penny requested Council approval to allocate \$50,000 from ARPA fund interest to Action Pact for utility and rental assistance, as the previous \$62,000 in CARES Act funds had been exhausted while community need remained.

A motion was made to approve \$50,000 in interest funds from ARPA to continue support with Action Pact for utilities and other necessities.

| | |
|------------------|---------------------------------|
| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Tangie Johnson |
| SECONDER: | Councilmember Ginny Hendley |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

Mr. Penny share several announcements and events:

- Georgia Power Resource Fair: Mr. Penny announced that Georgia Power will host a resource fair at City Hall on December 6th, from 10:00 AM to 2:00 PM, to share information about assistance programs for residents.
- Christmas Tree Lighting: The City will host its annual Christmas tree lighting at the Art Park on November 25th, from 5:00 PM to 5:30 PM.

- Finance Department Recognition: Mr. Penny recognized the Finance Department for its excellence in financial reporting and budgeting.
- Bryant’s Landing Ribbon Cutting: A ribbon-cutting ceremony for Bryant’s Landing—which features 51 apartments in the former Julie P. Bryant Elementary School—is scheduled for this Thursday, November 20th, at 3:00 PM.

24. Public Comments (General): None

25. 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).

At 7:10 p.m., a motion was made to enter into Executive Session to discuss “Real Estate” in accordance with O.C.G.A. 50-14-3(b).

| | |
|------------------|---------------------------------|
| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Tangie Johnson |
| SECONDER: | Mayor Pro Tem Shari Barr |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

At 7:20 p.m., a motion was made to exit Executive Session.

| | |
|------------------|---------------------------------|
| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Tangie Johnson |
| SECONDER: | Councilmember Paulette Chavers |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

A motion was made to appoint Candice Bodkin, Marieke Van Willigen, Johnny Gamble, Yolanda Gamble, Tammy Bacon, Ayla Tarver, Madison Brown, Craig Tremble, Teresa Watson, Erin Lawson, Suzanne Shurling, and Amber Culpepper to the One Boro Commission.

| | |
|------------------|---------------------------------|
| RESULT: | Approved (Unanimous) |
| MOVER: | Mayor Pro Tem Shari Barr |
| SECONDER: | Councilmember Ginny Hendley |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

26. Consideration of a Motion to Adjourn

A motion was made to ajourn.

| | |
|------------------|---------------------------------|
| RESULT: | Approved (Unanimous) |
| MOVER: | Councilmember Tangie Johnson |
| SECONDER: | Councilmember Ginny Hendley |
| AYES: | Johnson, Chavers, Hendley, Barr |
| ABSENT: | Councilmember John Riggs |

The meeting was adjourned at 7:21 p.m.

Jonathan McCollar, Mayor

Leah Harden, City Clerk

CITY OF STATESBORO

COUNCIL

Tangie Johnson, District 1
Paulette Chavers, District 2
Ginny Hendley, 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 and Leah Harden, City Clerk

From: Justin Williams, Director of Planning & Development

Date: November 21, 2025

RE: December 2, 2025 City Council Agenda Items

Policy Issue: *Unified Development Code: Zoning Map Amendment*

Recommendation: Planning Commission recommends approval of the Zoning Map Amendment and staff conditions with a 7-0 vote.

Background: Southeastern Property Acquisitions is requesting a Zoning Map Amendment of approximately 23.15-acres from R-3 (Medium Density Multi-Household Residential District) to MX (Mixed Use District) of property located at 6850 Cypress Lake Road (Tax Parcel # MS33 000023 002)

Budget Impact: None

Council Person and District: District 2 (Chavers)

Attachments: Development Services Report RZ 25-10-07

CITY OF STATESBORO

COUNCIL

Tangie Johnson, District 1
Paulette Chavers, District 2
Ginny Hendley, District 3
John Riggs, District 4
Shari Barr, District 5



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

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

From: Justin Williams, Director of Planning & Development

Date: November 21, 2025

RE: December 2, 2025 City Council Agenda Items

Policy Issue: *Unified Development Code: Zoning Map Amendment*

Recommendation: Planning Commission recommends approval of the Zoning Map Amendment Permit and staff conditions with a 7-0 vote.

Background: Southeastern Property Acquisitions is requesting a Zoning Map Amendment of approximately 5.22-acres from R-3 (Medium Density Multi-Household Residential) to MX (Mixed Use District) of property located 7406 Veterans Memorial Parkway (Tax Parcel # MS42000004A000).

Budget Impact: None

Council Person and District: District 2 (Chavers)

Attachments: Development Services Report RZ 25-10-08



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

*P.O. Box 348
Statesboro, Georgia 30458*

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

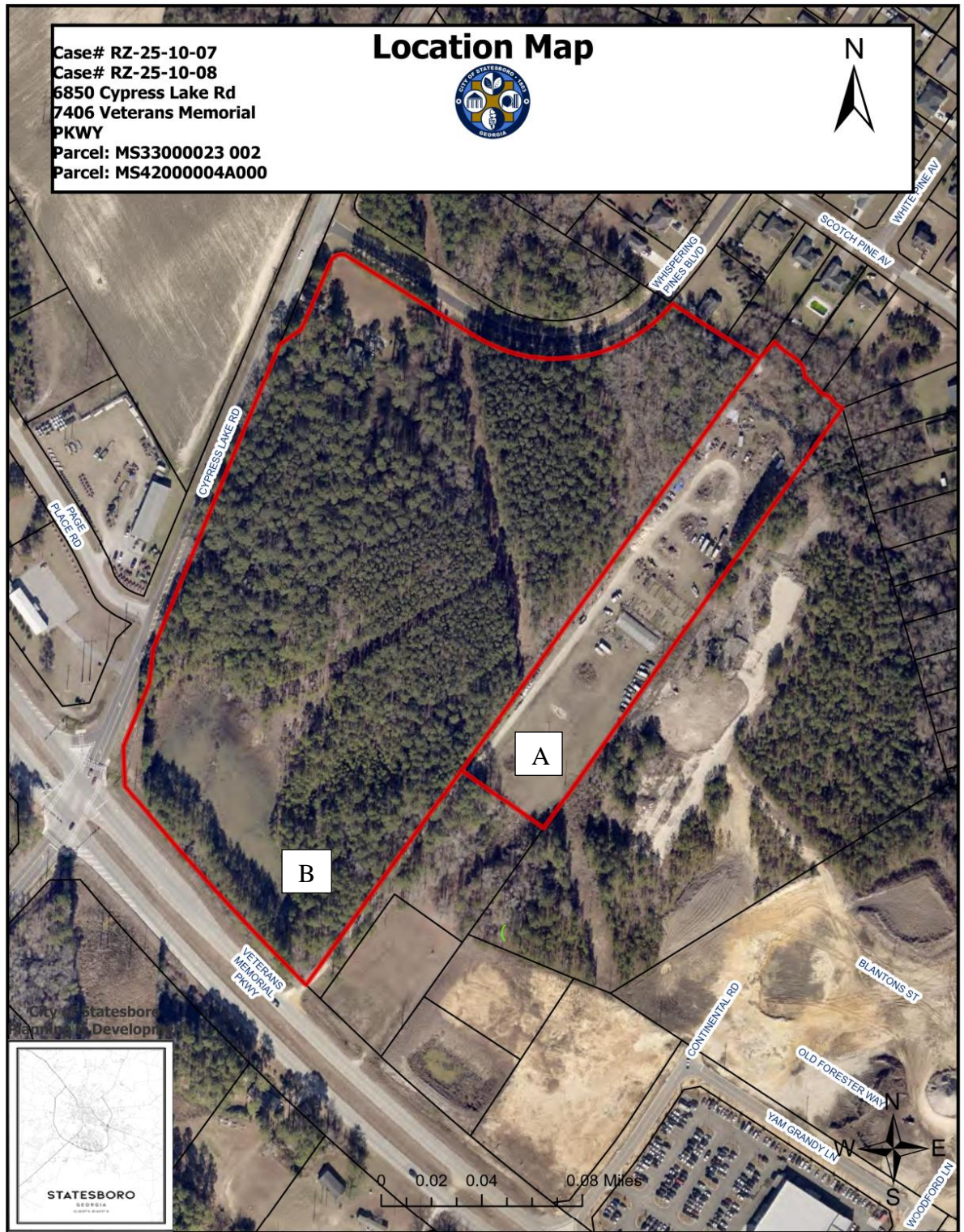
| RZ 25-10-07 and RZ 25-10-08 ZONING MAP AMENDMENT REQUEST | |
|---|---|
| LOCATION: | 6850 Cypress Lake Road and 7406 Veterans Memorial Parkway |
| PETITIONER/REPRESENTATIVE | Southeastern Property Acquisitions, LLC/ Stephen Rushing |
| EXISTING ZONING: | R-3 (Medium Density Multi-Household Residential) |
| PROPOSED ZONING: | MX (Mixed-Use) |
| OVERLAYS/DISTRICTS: | N/A |
| FUTURE LAND USE CLASSIFICATION | Developing Neighborhood |
| TOTAL ACRES: | 28.37-acres (1,235,797.2sq ft) |
| PARCEL TAX MAP #: | MS330000023 002 (23.15-acres) MS420000004A000 (5.22-acres) |
| COUNCIL DISTRICT: | District 2 (Chavers) |
| EXISTING USE: | Single-Family Resident and Commercial Business |
| PROPOSED USE: | Grocery store, multi-family residential units and outparcels |

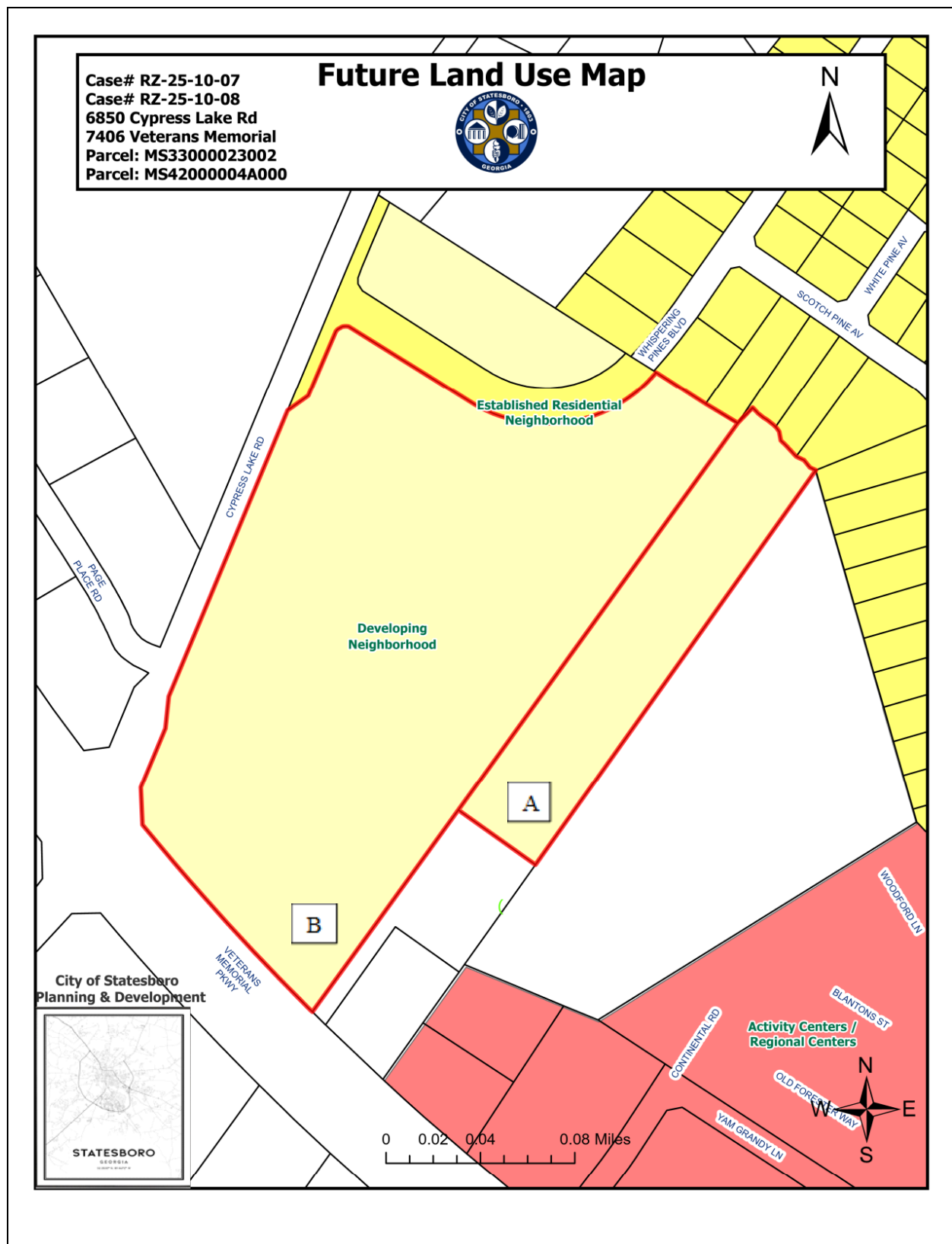
Planning Commission: November 4, 2025
City Council: November 18, 2025
December 2, 2025

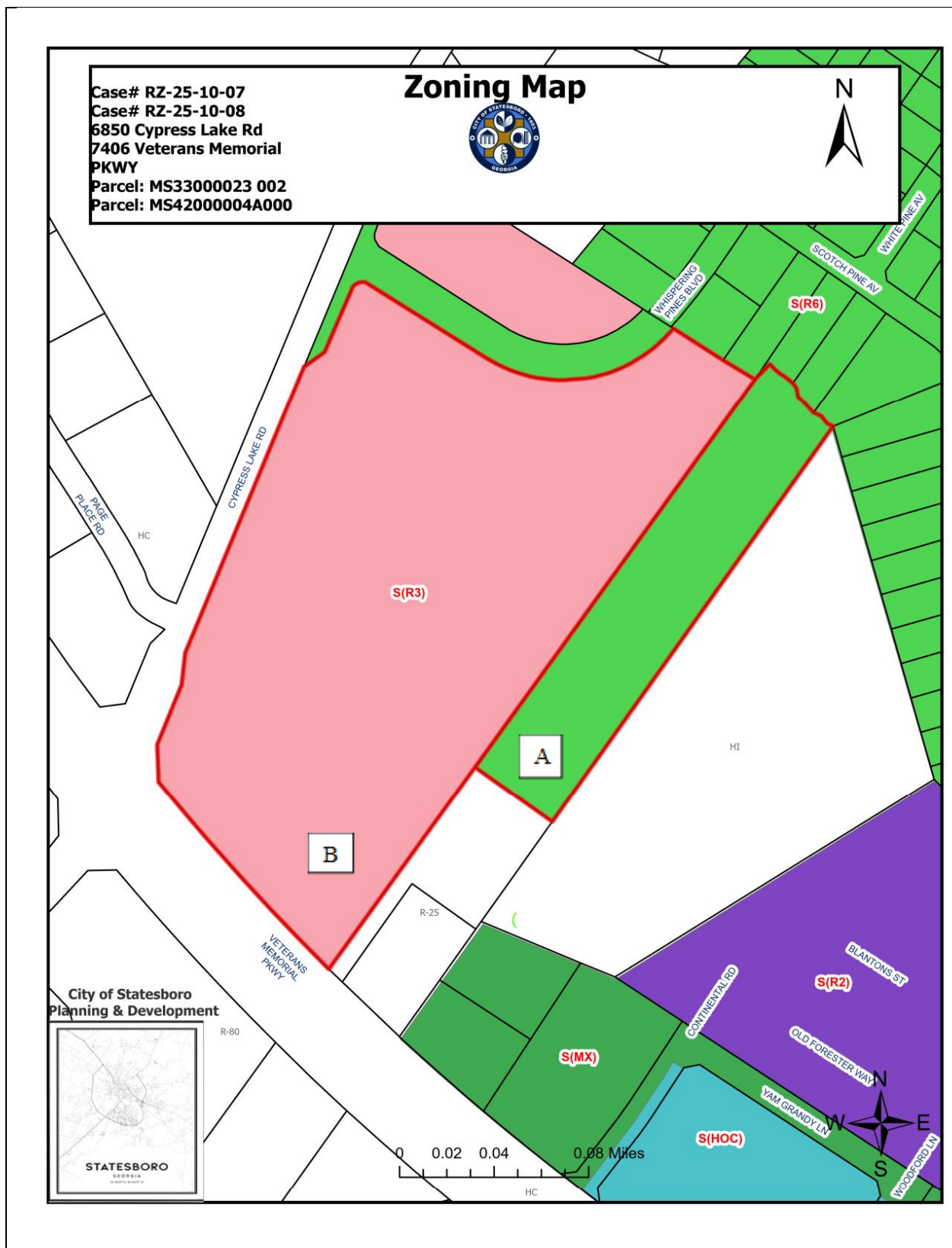
STAFF/PLANNING COMMISSION RECOMMENDATION

RZ 25-10-07 and RZ 25-10-08 CONDITIONAL APPROVAL

| DETAILED DISCUSSION | |
|---|--|
| HISTORY | |
| <p>According to the tax assessor website, 6850 Cypress Lake Road consists of a single-family house that was constructed in 1960 and wooded acreage. However, the house was part a large farm that can be seen on 1972 historic aerial maps. In September 2024, the property was annexed and rezone (AN 24 08-07-05 and RZ 24 08-06).</p> <p>According to the tax assessor website, 7406 Veterans Memorial Parkway, consists of a structure that is secondary to the landscaping business on the premises. Historic aerial map dated 1972 shows, this parcel was wooded, however it was cleared sometime between 1993 and 2007. Between 2013 and 2015 it was a small farm. By 2019 it was used for the landscaping business. More recently, the property was annexed and rezoned (AN 24 09-03 and RZ 24 09-04) in September 2024. The 2024 rezoning would have allowed for the construction of 173 units of multi-family residences or over 200 single-family homes.</p> | |
| REQUEST | |
| <p>The petitioner is requesting a Zoning Map Amendment from a R-3 (Medium Density Multi-Household Residential) to a MX (Mixed Use). The properties are located on corner of Cypress Lake Road and Veterans Memorial Parkway. The request consists of two (2) parcels to be rezoned with a total 28.37-acres to construct a new grocery store, accompanying parking lots and future residential development.</p> | |



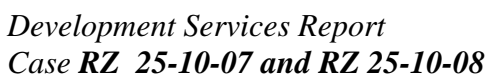




| SURROUNDING LAND USES/ZONING | | |
|------------------------------|---|---------------------------------|
| Location | Zoning Information | Land Use |
| North | R-6 (One-Household Residential) and Bulloch County R-25 (Single-Family Residential) | Single-family houses and vacant |
| Northeast | R-6 (One-Household Residential) | Single-family houses |
| East | Bulloch County R-25 (Single-Family Residential and HI (Heavy Industrial) | Vacant |
| Northwest | Bulloch County R-25 (Single-Family Residential) | Vacant |
| Southeast | Bulloch County R-25 (Single-Family Residential) | Single-family residence |
| South | Bulloch County R-25 (Single-Family Residential) | Vacant |
| Southwest | Bulloch County R-80 (Single-Family Residential) | Single-family residence |
| West | Bulloch County-HC (Highway Commercial) | Commercial |

| SITE CHARACTERISTICS | |
|----------------------|---|
| Overlay/District | None. |
| Acreage | 5.22-acres (Parcel A) and 23.15-acres (Parcel B). Total 28.37-acres. |
| Lot | Parcel A - 211.7 x 1,073 mostly cleared and industrial use. Parcel B - 560.6 x 1624 mostly wooded and a single-family house. |
| Flooding | No flooding on the parcels. |
| Wetlands | There are significant wetlands on both parcels. A wetland delineation has been completed. |

Friday, October 02, 2009 11:25:39am (GMT+8)
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SITE DETAILS

Site Design and Layout

The proposed project consists of 28.37- acres which comprises of the following:

Residential Units: The propose project is to include multi-family residential units north of the proposed grocery store. Residential development of this project would straddle Whispering Pines Blvd. On the smaller parcel on the north side of Whispering Pines Blvd. the proposed residential development would consist of fifteen (15) residential units. On the south side of Whispering Pines Blvd, the propose project would consist of sixty (60) residential units.

Amenities: Part of the residential proposed development, there are two (2) separate amenities sites proposed. Along with the clubhouse, pool and playground.

Commercial and Retail Areas: The proposed project includes a Kroger grocery store with accompanying parking spaces. The store is proposed to 99,992 sq ft. Also, there additional retail stores are proposed to be constructed next or near the Kroger store.

Gas Station: The proposed project site is to have a Kroger Fuel Center facing Cypress Lake Road.

Out lots: The subject site is proposed to have two (2) out lots facing Veterans Memorial Parkway that are designated commercial/retail spaces. Additionally, two (2) other out lots facing Cypress Lake Rd. At the time of writing this staff report, the out lots do not have specified retailers.

Access and Roadways: There are four (4) total access points proposed for the grocery store development. One (1) would be a right-in/right-out off Veterans Memorial Parkway. On Cypress Lake Road there would one (1) right-in/right out and two (2) entrance/exit access points. The proposed residential development would have access from Whispering Pines Blvd. There are three (3) access points off Whispering Pines Blvd. The Cypress Lake Road/Whispering Pines Blvd intersection will require improvements.

The project site will be required to have five (5) foot wide sidewalks to be provided within the shopping center and within future residential development area. In addition, five (5) foot wide sidewalks along Cypress Lake Road connecting to the residential subdivision to the north of the proposed project site.

Infrastructure/Public Utilities: The project is planning to connect to City of Statesboro utilities. There is a Georgia Power Easement the runs northwest--southeast direction across the north end of the proposed project site.

| SITE DESIGN DETAILS | | |
|--|--|---|
| <u>MX (Mixed Use)</u> | | |
| | <u>Required</u> | <u>Proposed</u> |
| Minimum Lot Area: | N/A | N/A |
| Maximum Building Height: | 65 feet | To be reviewed at the time of the permit application. |
| Maximum Building Coverage: | N/A | N/A |
| Setbacks: Maximum front yard: Minimum side yard: Minimum rear yard: | 25 feet 5 feet 5 feet | To be reviewed at the time of the permit application. |
| Buffer: | At least 10 feet | To be reviewed at the time of the permit application. |
| Minimum Amenity Space: Outdoor dining counts towards amenity space requirement. | 5% | To be reviewed at the time of the permit application. |
| Parking (Grocery store and shops): Parking (out-lots): Parking (fuel center): | 1 per 1000 square feet of total floor area. To be reviewed at the time of permit application. 1 per 1000 square feet of customer service area. | To be reviewed at the time of the permit application. |
| <u>Future Residential Development</u> | | |
| <u>Section 2.4.9 - Residential Uses</u> | | |
| <p>B. Minimum dwelling sizes: (1) One-household detached dwelling: at least 750 square feet.</p> <p>C. Location restrictions. In the CBD, MX, and HOC districts, ground story dwelling units may not be visible from abutting public streets</p> <p>F. Porch or Stoop required: For all ground story dwellings in the R-3, R-4, R-6, and MX districts, each separate building with residential uses facing a non-alley right-of-way must provide at least one pedestrian entrance facing the non-alley right-of-way with a porch or a stoop.</p> | | |

STAFF SUMMARY AND ANALYSIS

The subject site is mostly wooded area with a single-family home on parcel B and remnants of an industrial business on parcel A. The petitioner is requesting a Zoning Map Amendment for two (2) parcels from a R-6 (One-Household Residential) to a MX (Mix Use District).

The *City of Statesboro 2024 Comprehensive Master Plan* shows this area as a part of the “*Developing Neighborhood*,” which is characterized by a mix of single-family homes, townhomes, or other low to medium density residential developments. Neighborhood-serving commercial development may also be located within this area. These areas may be currently undeveloped or in the process of developing. Some of these possible new neighborhoods may develop in a more urban manner, with small-lot housing likely with clustered densities, green space, and a higher level of resident amenities. New development should strive to increase connectivity and walkability within developments to existing streets, and to adjacent undeveloped properties. Large new developments should be planned to include mixed uses. These developments should blend residential uses with retail businesses, and services linked together in a compact pattern that encourages walking and minimizes the need for auto trips.

The request is consistent with the development patterns of the southwest area of the City as there are already multiple commercial developments of various densities on the bypass. The proposed project site offers commercial, retail and future residential development units that help establish trending patterns of growth in the area. In review of the proposed development, its Staff’s opinion the proposed project aligns with Comprehensive Plan.

ENVIRONMENTAL SITE ANALYSIS

The subject property does have wetlands, and the proposed project could have significant impacts on existing wetlands. The project site does propose a detention pond on the southwest corner of the parcel. Additionally, there are two (2) more detention ponds proposed for the multi-family residential development straddling Whispering Pines Blvd. All wetland disturbances would require Army Corp of Engineers approvals and must retain the 35% tree canopy as outlined in the UDC.

COMMUNITY FACILITIES AND TRANSPORTATION

There is 8” water main and sewer manhole at the start of Whispering Pines Subdivision. There is a 12” water min and sewer manhole on Cypress Lake Road that would be looped into Whispering Pines Subdivision. Moreover, any existing manhole should be extended for gravity before tying into any new force main. A lift station is required per City standards. In addition, Natural Gas is available for this development.

Veterans Memorial Parkway is considered a Principal Urban Arterial and Cypress Lake Road is considered Urban Collector Road. The proposed access point from Veterans Memorial Parkway would

require GDOT approval. Inter-parcel vehicular access will be reviewed at future residential development phase.

Cypress Lake Road currently has a 60' ROW, however an Urban Collector Road is required 70' ROW. However, Cypress Lake Road is a county road and will not be maintained by the City of Statesboro. Moreover, it will require county permitting for access. Sidewalks are required on all Principal Urban Arterial and Urban Collector Road.



Subject property: view of the house currently situated on the most northern area of the subject property from the ROW on Cypress Lake Road, facing east.



View of the property northwest of the subject property from the ROW on Cypress Lake Road, facing north.



Subject property: view from the ROW on Cypress Lake Road, facing southwest.



Subject property: view from the ROW on Cypress Lake Road, facing east.



Subject property: view from the corner of Cypress Lake Rd and Veterans Memorial Parkway, facing east.



View of the property to the west of the subject property, facing northwest.



View of the property to the west of the subject on corner of Cypress Lake Road and Veterans Memorial Parkway, facing southwest.



Subject property: view from the ROW on Veteran Memorial Parkway, facing north

STAFF/PLANNING COMMISSION RECOMMENDATION

Staff recommends **CONDITIONAL APPROVAL of RZ 25-10-07 and RZ 25-10-08**. If this petition is approved the following enumerated condition(s) shall apply:

- (1) The applicant must provide a wetland plan to ensure the mitigations of substantial issues before the issuance of a LDAP.
- (2) The applicant must submit a traffic study in accordance with requested site development before issuance of a LDAP.
- (3) To reduce the potential of negative environmental impacts on the site, the property owner must utilize standards from the GSMM to provide stormwater detention TSS removal, overbank protection and extreme flood protection in submitting engineering plans for this project.

At the regularly scheduled meeting of the Planning Commission on November 4, 2025, the Commission recommended approval of the requests and staff conditions with a 7-0 vote.

CITY OF STATESBORO

COUNCIL

Tangie Johnson, District 1
Paulette Chavers, District 2
Ginny Hendley, District 3
John Riggs, District 4
Shari R 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 and Leah Harden, City Clerk

From: Olympia Gaines, Assistant to the City Manager

Date: November 19, 2025

Re: Special Service District Ordinance- Private Street Improvements

Policy Issue: Second Reading and consideration of a motion to approve Ordinance 2025-18: An Ordinance amending chapter 74 adding Article III Special Service District.

Recommendation: Approval

Background: This item addresses the financing challenges associated with private street improvements for property owners. At the November 18, 2025 meeting, it was placed on the agenda for public hearing and first reading. Following that, Council approved it to advance to second reading and further consideration.

Budget Impacts: Special District Tax Assessment

Council Person or District: All

Attachments: Proposed Ordinance

ORDINANCE 2025–18:

SPECIAL SERVICE DISTRICT ORDINANCE- DRAFT

Sec. 74-33. -Purpose; intent.

The purpose of this article is to establish a procedure for the creation of one or more special service districts within the city's municipal boundaries. These districts will provide governmental services as detailed in the resolution that activates each district or any supplemental amending resolution:

- 1) Streets and road construction and maintenance including, repaving, curbs, sidewalks, and devices to control the flow of traffic on streets and roads;
- 2) Storm-water and drainage projects;
- 3) Such other services as may be provided for by general law.

Sec. 74-34. –Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Property Owner shall include all persons, and their successors and assigns, holding fee simple title according to the real estate records of the city within a proposed special service district at the time the petition for the creation of the said district is submitted as provided herein. For the purposes of petitioning the mayor and council for the creation of a new special service district, the property owners shall have one vote per platted parcel within a particular proposed special service district. The term “property owner” specifically excludes tenants in possession of property within the special service district.

Special Service District refers to a specific type of special assessment district within the city. Special assessment districts are authorized pursuant to Article 9, section 2, and paragraph III (Supplementary Powers Clause), and Article 9, section 2, and paragraph VI (Special Districts) of the Constitution of the State of Georgia. Special service districts may be created for property owners to amortize the cost of paving and/or improving a street or streets within the district.

Sec. 74-35. – Special Service Districts created; register; assessment.

- a) Upon recommendation of the city manager, the Mayor and Council shall approve or deny the creation of a special service district. The special service district shall be effective upon the approval by the mayor and council and the effective date shall be set forth on the final plat.
- b) New special service districts may be created upon the submission of a proper petition and the adoption of a resolution of the mayor and council. Each new special service district so created shall be identified by an assigned number. Each special service district shall be comprised of subdivided lots and shall contain the tax parcel numbers of each lot contained therein.
- c) A register of special service districts shall be maintained in the office of the city manager or his/her designee and/or office of the city clerk, and the office of the tax assessor. Such registers shall be available to the public for inspections upon reasonable notice to either of these offices.
- d) The legal description and dedication will exclude any common area or landscaped area adjacent to the private residential street. The city will not maintain any common areas or landscaped areas that are located in the proposed special service district.
- e) The cost of paving and/or improving the street or streets shall be advanced by the city. The city shall have the authority to contract with the necessary parties to complete the job. The cost of

paving and/or improving the street or streets (including, but not limited to construction, any necessary legal, engineering or survey work) shall then be re-paid by the property owners of the special service district; amortized over a period of time based on the cost of the project and number of parcels in the proposed district (to be determined and approved by the Mayor and Council on a case by case basis). The approved amortized amounts for each owner will be included on the ad valorem real property tax bills. The pro-rata amortized cost of the paving and/or improvement shall be assigned to each platted parcel within the special service district. Each parcel, whether vacant or occupied, will pay the same assessment. The special service district shall end upon full payment of the amortized cost to the city.

Sec. 74-36. – Special Service Districts determination and responsibility of costs.

- a) Administrative costs assessed under this ordinance shall be in accordance with the city's established schedule of rates, fines, and fees as adopted and periodically amended by the Mayor and Council. The schedule shall outline applicable fees, categories, and methodologies for determining administrative costs, and shall be incorporated herein by references. The Mayor and Council shall be authorized to establish different administrative charges for different special service districts and to adjust the respective rates from time to time by resolution after taking into consideration all of the cost factors involved in collecting the charges contemplated by this article, including, but not limited to, the delinquency rate within a particular special service district.
- b) Administrative costs incurred by the city in the establishment and collection of the street improvement assessment for the proposed Special Service District shall be the responsibility of the property owners within the district for which such costs were incurred. To offset these costs, the city shall charge a non-refundable base application fee, payable at the time of petition submission. Any remaining administrative costs shall be incorporated into the final tax assessment. These costs shall reflect administrative expenses reasonably incurred in the establishment, operation, and maintenance of the special service district, and may include, but is not limited to, costs related to personnel, legal services, accounting, planning, and other professional support. The base application fee shall be variable and may also include an allotted amount per parcel to account for administrative overhead. The remaining administrative costs shall be calculated as a percentage of the actual constructions costs of the improvements, with consideration given to the project's complexity and scope.

Sec. 74-37. – Collection and responsibility for administration.

- a) The amortized cost for street paving and/or improvement in each special service district shall be paid as an assessment and shall be collected concurrently with the ad valorem tax billed to each parcel owner within each tax district. The date for determining ownership of each parcel shall be January 1 of each year.
- b) The administration, payment and accounting of the amortized cost herein authorized shall be the responsibility of the mayor and council or other department of the city government to which that responsibility shall be assigned by the mayor and council. Any proration of such charges between owners of parcels to which title is transferred during any year shall be the responsibility of the buyers and sellers of such parcels.
- c) The office of the city clerk shall be responsible for the timely collection of taxes, fees and assessments levied to each special service district.

Sec. 74-38. – Lien created.

In addition to any other rights of collection for late or unpaid charges, the city shall have all rights available under the laws of the state for the assessment and creation of a lien upon the property of the owner receiving the service provided, together with all rights of execution, levy, foreclosure, and sale.

Sec. 74-39. – Creation of Special Service Districts; constructive knowledge of this article and the special service district created pursuant to this article.

- a) Any property owner in the municipal area of the city whose parcel has access on a private street created and identified, as such, prior to the approval of this article may present a request for the creation of a special service district to the city manager or his or her designee. The request shall designate the boundaries for a street tax district which shall serve the property owner presenting the request and other property owners within the described geographical area including any property requiring use of the improved street for access (property does not have to be adjoining directly to the designated street). The request shall include a plat or plats showing the proposed special service district. The office of the city manager or other department of the city government to which that responsibility shall be assigned by the city manager or his or her designee shall then provide a petition to be circulated by the presenter of the request among the property owners in the proposed district.

At least 75 percent of the lot owners within the proposed district shall sign the petition for the creation of the special service district. It shall have the signatures (i.e. support) of enough lot owners along the street such that 100 percent of the street frontage is pledged for donation. In the event that the street is owned by the homeowner's association or entity other than the individual lot owner, a formal pledge by the association or entity to donate the street right of way must be provided before the petition can be considered complete. This petition shall be presented to the mayor and council. If the proposed special service district encompasses more than one area or subdivision as shown by plats filed in the public land records of the city, 75 percent of the lot owners within the proposed special service district in each area or subdivision and all of the included areas or subdivisions must sign the petition. Unless 100 percent of the lot owners have signed the petition, the Mayor and Council shall then conduct a public hearing for the purpose of determining whether or not to create the proposed special service district. The public hearing shall be advertised one time in the official legal organ of the city not less than 15 days, but not more than 45 days before the hearing and at least one sign shall be posted in the proposed special service district giving notice of the hearing at least 15 days before the public hearing.

- b) It shall be the responsibility of the residents of the area in which the creation of a special service district has been requested to secure the signatures on the petition as outlined herein. Property owners are responsible for responding to petition requests and public notices. Non-response will not be interpreted as support or opposition. A lack of feedback may be considered as an absence of support for procedural purposes.
- c) The petition for the creation of the proposed special service district must be returned to the city manager within 90 days of the presentment of the request along with the application fee. The city manager or his/her designee shall verify the signatures on the petition and that requisite number of lot owners have signed said petition.
- d) The city manager or his or her designee shall direct staff to mail or caused to be mailed to the address of the lot owners of any piece of property contained within or affected by the proposed special service district correspondences as set forth herein. The correspondence shall be mailed to the lot owner/owners of the properties contained within or affected by the proposed special service district utilizing the addresses for said lot owners as contained on the tax records of the

office of the tax commissioner. The correspondence shall advise the owners of the property located within or affected by the proposed special services district:

1. The purpose of the special service district;
 2. The required deposits and other charges, if applicable, associated with the creation of this special service district;
 3. The method of payment or collection of fees associated with services provided as a result of the special service district;
 4. The date and time of the public hearing as advertised for the determination of whether or not to create the special service district.
- e) Any lot owner or owners of any piece of property contained within or affected by the proposed special service district may submit a written protest within 5-10 days prior to the public hearing.
- f) Upon signing the petition for the request to create a new special service district, all petitioners within the proposed district shall be deemed to have received actual or constructive notice of this article and its provisions. By signing, lot owners affirm their commitment to convey the streets and the entirety of the associated rights-of-way to the city prior to the commencement of assessments and street improvements. In exchange for the street improvement services provided under this article, petitioners agree to fully comply with and be bound by all terms and conditions set forth herein.
- g) All successors in interest to the property owners within a certain district at the time of the creation of said special service district shall be deemed to have constructive notice of this division and the existing special service district or request wherein the parcel is located due to the existence of public records containing such information.
- h) The mayor and council, in its sole discretion, may vote to create one or more such districts based upon all of the evidence presented to them. Nothing contained herein shall create any right by any property owner or owners to the creation of such districts. The creation of one or more such districts shall not generate a precedent or obligation on the mayor and council to approve future requests for a special service district; rather, each proposed district shall be considered based on the totality of the evidence regarding each respective district. The decision of the mayor and council in the exercise of its discretion, shall be final.
- i) The decision of the Mayor and Council to create a special street tax district shall be evidenced by resolution adopted at a regular or special meeting of the mayor and council.

Sec. 74-40. – Legislation applicable to private street only; conveyance of right-to-way to city; termination of special service district for failure to convey right-to-way or pay deposit, if applicable.

- a) This article applies exclusively to private streets located within the municipal boundaries of the city. Special service districts may be established, as outlined herein, to provide governmental services including, but not limited to, the improvement of private streets. Such improvements may involve paving previously unpaved streets or upgrading existing paved or unpaved streets to meet city standards for official acceptance. These improvements are contingent upon the private streets being conveyed to the city for public use, as provided in this article.
- b) After the adoption of a resolution creating a special service district, but prior to the commencement of any paving and/or improvement to the street or streets within said district, the owner or owners of the street or streets shall convey good and sufficient fee simple title to

the right-of-way of said street or streets to the city. If any additional right-of-way is needed for the paving and/or improvement of the street or streets within said district, the property owners in said district shall convey good and sufficient fee simple title to said additional right-of-way to the city. Said right-of-way conveyances shall be at no cost to the city.

- c) If the owner of the street or streets within a special service district within said district fail to convey necessary right-of-way to the city within sixty (60) days of right-of-way plats and deeds being developed, the city manager or his/her designee may recommend to the Mayor and Council that a subsequent resolution be adopted to terminate said district.
- d) If the owner of the street or street(s) within a special service district and/or the property owners within said district fail to pay the required deposit, if applicable, to the city within 120 days after the adoption of the resolution creating the district, the city manager or his/her designee may recommend to the mayor and council that a subsequent resolution be adopted to terminate said district.

Sec. 74-41. –Federal, state laws to prevail in conflict.

If any provision of this article is in conflict with any state or federal law, or with any rule, regulation or order of any agency of this state or federal agency having jurisdiction of the subject of this article, it is hereby deemed to be the intention of the mayor and council that the state or federal law or rule, regulation or order, as the case may be, shall prevail so that the remaining portion of this article shall be deemed to be of full force and effect.

CITY OF STATESBORO

COUNCIL

Tangie Johnson, District 1
Paulette Chavers, District 2
Ginny Hendley, District 3
John Riggs, District 4
Shari R 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 and Leah Harden, City Clerk

From: Olympia Gaines, Assistant to the City Manager

Date: November 19, 2025

Re: Purchasing System Policy Ordinance

Policy Issue: Public Hearing and first reading of an amendment to Chapter 5 Purchasing System Policy of the Statesboro Code of Ordinances.

Recommendation: Advance to Second Reading and Consideration

Background: The city's purchasing policy ordinance was last amended in 2011. In light of evolving market conditions and the enduring challenges following the pandemic, it is necessary to review the city's current purchasing and procurement practices to ensure greater efficiency and effectiveness in operations. This item was presented at the November 18, 2025 Work Session.

Budget Impacts: Procedural

Council Person or District: All

Attachments: Proposed Ordinance Amendments

ORDINANCE 2025-19:

Ordinance Amendment: Chapter 5 Purchasing System Policy

Sec. 5-300.- Central services ~~department~~ division.

There is hereby created the Central Services Department ~~Division within the finance department.~~

Sec. 5-302.- Definitions.

~~Finance department means the department in which the central services department is assigned.~~

~~Sec. 5-305.- Committee on standards and specifications—Established; members; meetings; authority.~~

~~There is hereby established a committee on standards and specifications which shall include the city manager, or designee, as chairman and other such government officers and department heads as determined and appointed by the city manager. The central services director shall serve as an ex officio member and secretary to the committee. The committee shall hold such meetings from time to time as deemed necessary by the city manager and shall be authorized to enlist the advice and assistance of any other government officer, employee, specialist or technician as may be deemed appropriate to carry out the duties and responsibilities of the committee.~~

~~Sec. 5-306.- Same—Duties.~~

~~The duties and responsibilities of the committee on standards and specifications shall be as follows:~~

- ~~(1) To review purchasing policies and procedures to ensure that the process of acquisition of goods and services is carried out effectively.~~
- ~~(2) To review the classification of all goods and services commonly used by each using agency.~~
- ~~(3) To review and approve standard minimum specifications for all like goods and services commonly used by all using agencies striving to meet the common needs of the majority of such agencies.~~
- ~~(4) To review and approve standard minimum qualities, quantities, sizes and varieties of goods and services to be purchased by the city consistent with the desired efficiency of governmental operations, the particular needs of a using agency and the provisions of this chapter.~~
- ~~(5) To ensure that all standards and specifications are reasonable, nonrestrictive and certain to promote open competition among vendors.~~
- ~~(6) To review special needs of any using agency, to identify noncompetitive types and kinds of goods and services, and to exempt such items from the list of standard purchases. Any such exemption shall include documentation of the reasons for the exemption.~~
- ~~(7) To periodically review the standards and specifications, or exemptions, established by the committee and to promptly provide any additions, deletions or other changes and to avoid unnecessary delays in the purchasing process.~~

Sec. 5-310.- Purchase orders.

~~Except for purchases by procurement card or as otherwise provided herein, all purchases for goods and services for the city shall be on an official City of Statesboro purchase order.~~

Sec. 5-312.- Methods of purchasing.

The categories and purchase methods are as follows:

- (1) *Category 1: General procurement methods:*
 - a. Petty cash process: For purchases of \$50.00 or less if the employee has not been issued a procurement card.

- b. Procurement card process: For purchases of \$5,000.00 and under \$50,000.00, with the exceptions based on 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. (Delete)~~

- ~~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 \$50,000.00
- e. Sealed bid process: For purchases of \$20,000.00 or more \$50,000.01 and above.
- f. Fixed price agreements process.
- ~~g. Open purchase orders process.~~

(2) *Category 2: Special procurement methods:*

- a. Georgia local government public works construction law projects.
- b. Georgia municipal street projects.
- c. Sole source purchases.
- d. Emergency purchases.
- e. Professional services.
- f. Real property acquisitions.
- g. Cooperative purchases.
- h. Federal and state purchases.
- i. Federally and state funded projects and programs.
- j. Natural gas supply purchases.
- k. Investment purchases.
- l. **Housing Rehabilitation Projects**

Sec. 5-314. Procurement card process.

The city manager is hereby authorized to implement a procurement card system for use by the various departments of the city. The use of such cards shall be governed by a written policy developed and approved by the mayor and city council to limit the amount per transaction, and assure the ability to audit each purchase by each individual user assigned a card. Department heads shall recommend to the city manager the specific employees that they wish to issue such a card, with the specified dollar limit per transaction, which shall not exceed \$5,000.00. The city manager is authorized to allow higher limits for the fleet management specific personnel, given the high cost of some replacement parts, provided that those increased limits are approved by the mayor and city council City Manager.

~~Sec. 5-315. Telephone quote process.~~

~~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.~~

Sec. 5-316. Written quote process.

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.

Sec. 5-317. Sealed bid process.

- (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.
- (b) All sealed bid process purchases must be pre-approved by the city manager or his designee before advertisement begins. All sealed bid purchases shall be awarded by the mayor and city council. No contract concerning a sealed bid shall be signed by a city designee prior to being approved by the mayor and city council.
- (c) In lieu of the sealed bid process the city manager may authorize the use of the reverse auction process provided by the Georgia Municipal Association through a contracted service provider.

~~Sec. 5-319. Open purchase order process.~~

~~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.~~

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

a) This process shall be used by the city in order to comply with state law. The O.C.G.A. §§ 36-91-1 through 36-91-95, or as subsequently amended, requires cities that engage in the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to any public real property other than those projects covered by O.C.G.A. Chapter 4 of Title 32 (see section 5-321 below) in which the value of said work is ~~\$100,000.00~~ \$250,000.00 or more, to use the competitive bid or proposal processes set out in these statutory provisions, unless the proposed work qualifies for one of the limited exceptions. This statute does not apply to the routine operation, repair, or maintenance of existing structures, buildings, or real property.

For public works projects under \$20,000.00, competitive written quotes and proposals, per city policy, shall be obtained and presented to the city manager for approval. For projects costing \$20,000.00 ~~to \$100,000.00 less than \$250,000.00~~ competitive written quotes shall be obtained and submitted to council for approval. Although there is no required sealed bid/proposal process per House Bill 1079 for projects with a cost of \$100,000.00 or less, complete and detailed documentation of obtained written quotes shall be provided and kept in the central services division. The central services division shall be involved in every stage of the process in obtaining competitive written quotes. Vendors shall submit written quotes to the central services division by the determined due date and time. Although many formalities are not required for projects with a cost of \$100,000.00 or less, vendors will be given a due date and time for written quotes and the quotes shall be in a sealed envelope at the time of submittal to the central services division.

Sec. 5-321. Georgia municipal street projects.

This process shall be used by the city in order to comply with state law. O.C.G.A. §§ 32-4-90 through 32-4-123, or as subsequently amended, requires cities that engage in a contract valued at \$250,000.00 or more for the construction, reconstruction, or maintenance of all or part of a public road in said municipality, including but not limited to a contract or subcontract for the purchase of materials, for the hiring of labor, for professional services, or for other things or services incident to such work, to use the competitive bid process set out in these statutory provisions, unless the proposed work qualifies for one of the limited exceptions. No contract involving an expenditure of more than \$5,001.00 but less than \$250,000.00 shall be awarded under this Article without submission of at least two written estimates. If the professional service design phase stands alone and is not part of a complete project package that contains a construction and management element, the requirements for obtaining professional services for street projects shall fall under the general provisions of the professional service guidelines.

~~(a) This process shall be used by the city in order to comply with state law. The O.C.G.A. §§ 32-4-90 through 32-4-123, or as subsequently amended, requires cities that engage in a contract valued at \$20,000.00 or more for the that engage road construction projects under \$20,000.00 to obtain written quotes and are exempted from formal sealed bid processes for the construction, reconstruction, or maintenance of all or part of a public road in said municipality, including but not limited to a contract or subcontract for the purchase of materials, for the hiring of labor, for professional services, or for other things or services incident to such work, to use the competitive bid process set out in these statutory provisions, unless the proposed work qualifies for one of the limited exceptions. Road construction projects \$20,000.00 and above shall adhere to the States of Georgia requirements pertaining to public works contract law. If the professional service design phase stands alone and is not part of a complete project package that contains a construction and management element, the requirements for obtaining professional services for street projects shall fall under the general provisions of the professional service guidelines contained in House Bill 1079.~~

Sec. 5-322. Sole source purchases.

The city manager shall be authorized to designate a sole source for any item or service under ~~\$20,000.00~~ **\$50,000.00 or above** 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** in value must be approved by the mayor and city council.

Sec. 5-324. - Professional services.

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**. 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.

Sec. 5-325. Real property acquisitions.

- (a) Easements and other limited property rights valued at less than ~~\$20,000.00~~ **\$50,000.00** 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 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** may be negotiated and purchased by the city attorney and the city manager or his 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 designee, but must be approved by action of the mayor and city council.
- (e) The mayor and city council may authorize the city manager or his designee to act as their agent to acquire property at any tax lien sale; and such property acquired thereby may by action of the mayor and city council be conveyed, sold, transferred, assigned, or given to a duly authorized land bank authority established by the city and Bulloch County pursuant to the statutory provisions of O.C.G.A. Article 4, Chapter 4 of Title 48, or as subsequently amended.
- (f) The city shall acquire street rights-of-way and utility easements and infrastructure that are required to be dedicated by subdivision developers under provisions of the Subdivision Regulations Ordinance.
- (g) Pursuant to O.C.G.A. § 32-4-91(b) et seq., or as subsequently amended, the city engineer shall notify the Georgia Department of Transportation of any streets either added or abandoned from the municipal street system.

Sec. 5-331. Housing Rehabilitation Projects.

The city manager is hereby authorized to employ special procurement measures to expedite housing rehabilitation projects under the Housing Rehabilitation Program. All procurement activities shall be conducted in compliance with applicable state and federal laws, city purchasing and procurement policies, and the provisions of Title 2 CFR Appendix II to Part 200 — Contract Provisions for Non-Federal Entity Contracts under Federal Awards. In carrying out these measures, priority shall be given to contracting with small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms.

Sec. 5-336. Local buying preference.

The City of Statesboro desires to purchase from local vendors whenever possible. In order to facilitate this desire and also remain responsible to the residents of Statesboro and Bulloch County, the City of Statesboro shall have a three percent in-county vendor advantage. If a local vendor's quote or bid is within three percent of the lowest submitted bid and that lowest submitted quote or bid is from an out-of-county vendor, the local vendor shall have the right to match that bid and shall be awarded the contract. In the event there are two local vendors within three percent, the local vendor with the lowest quote or bid submittal shall have the first opportunity to match the out-of-county vendor's quote or bid. If the lowest local vendor declines, the opportunity shall be offered to the next local vendor providing their bid is within the three percent range. This applies to purchases in the range of ~~\$1,000.01~~ **\$5,000.01 and up**. When public works and/or street projects are involved, this policy shall not contradict state law regarding mandated procedures for these processes. In addition, this policy shall not contradict any state funding, federal funding or grant stipulations that may be required. Local vendor shall be defined as:

Local vendor shall be defined as having a "brick and mortar" business within Bulloch County and having a City of Statesboro business license or Bulloch County business license.

Note: Section 5-331-5-341 numbers have also been updated to reflect alignment.

Ordinance Amendment: Chapter 5 Purchasing System Policy

Secs. 5-1—5-99. Reserved.

Sec. 5-100. Finance department.

The finance department shall be responsible for preparing and administering the operating and capital budgets and the capital improvements plan under the city manager's direction; administering the accounting and financial reporting systems; accounts receivable, revenue collection, accounts payable and preparation of all payroll functions. This department shall also be responsible for debt management and investments and the preparation of the annual financial statements to be independently audited; and any other duties that involve the financial operations of the city.

Sec. 5-101. Financial policies.

In supervising the department, the finance director shall be governed at all times by all financial and other policies adopted by the mayor and city council. The city has adopted by resolution detailed financial policies for this purpose.

Secs. 5-102—5-199. Reserved.

Sec. 5-200. Reserved.

Secs. 5-201—5-299. Reserved.

Sec. 5-300.- Central services department.

There is hereby created the Central Services Department.

Sec. 5-301. Applicability.

The provisions of this chapter shall apply to all primary departments and agencies receiving appropriations from the governing authority of the City of Statesboro and to other agencies, as the governing authority may deem appropriate.

Sec. 5-302. Definitions.

The following definitions shall apply to this chapter:

Committee means the committee on standards and specifications.

Goods and services means the tangible items and/or labor and materials necessary to provide an effective and economically responsible delivery of services by the City of Statesboro and for which financial appropriations have been made by the governing authority.

- (1) *Supplies, materials or contractual services*: All tangible equipment, commodities, repairs or nonprofessional services necessary to operate the government.
- (2) *Professional services*: Services provided by the following licensed professionals need not be subject to competitive bidding: practitioners of law, medicine, podiatry, dentistry, optometry, psychology, veterinary medicine, physiotherapy, public accounting and civil, mechanical, hydraulic or electrical engineering, architecture, surveying, property appraisal, or professional consultations. The definition of professional services shall be ultimately defined by the State of Georgia.

Central services director means the individual who is assigned the general duties and responsibilities of supervising and administering the purchasing functions.

Using agency means any department, division, agency, bureau, commission, board, authority, or other unit of the City of Statesboro government using goods and services to carry out the duties and responsibilities of such functions and for which financial appropriations have been made by the governing authority.

Sec. 5-303. Central services division and central services director.

The central services director shall administer the policies, regulations, and procedures governing the purchase of all goods and services for the City of Statesboro. The central services director shall exercise general supervision of all functions pertaining to purchasing, subject to the review of the finance director.

Sec. 5-304. Duties of central services director.

The central services director shall have the following authority, responsibility and duties:

- (1) To carry out the policies, regulations and procedures for purchasing all goods and services required by the using agencies of the city pursuant to the provisions of this chapter, and other directives of the manager not in conflict with this chapter.
- (2) To obtain the needed quality of goods and services for the most economical costs which will provide the most effective operations for the city.
- (3) To discourage restrictive bidding and specifications and to promote open competition.
- (4) To maintain up-to-date files of all vendors known to the city who are reputable and responsible vendors of goods and services, with prices and discounts as may be available.
- (5) To establish a standard uniform list of nomenclature of all goods and services regularly used by the city, to be distributed to all using agencies and suppliers, in order to achieve uniformity of common purchases among the various using agencies.
- (6) To take advantage of all exemptions, discounts and special offers to which the city may be entitled, to ensure the most economical purchase without sacrificing quality, including the availability of "bulk" purchases.
- (7) To coordinate with the finance department to ensure that all purchases are in compliance with the city's budgeting and accounting policies and procedures.
- (8) To be informed of the "state-of-the-art" developments and procedures in the field of governmental purchasing, current market conditions, new products and prices.
- (9) To develop and prescribe such forms as may be necessary to effectively and efficiently carry out the purchasing procedures of the city and to require that such forms be utilized by all using agencies, subject to the approval of the city manager.
- (10) To ensure that all goods and services purchased by the city are properly received and are representative of and in accordance with the prescribed terms and specifications of the purchase agreement.
- (11) With the approval of the city manager, to declare ineligible any vendor that misrepresents or defaults on any quotation, bid or purchase agreement with the city and to disqualify such vendor from doing further business with the city for a specified period of time.
- (12) To promulgate policies and procedures, with the advice of the finance director and approval of the city manager, to administer and carry out the provisions of this chapter or other policies established by the city pertaining to governmental purchases, and to develop and maintain a uniform purchasing manual which shall include all such policies and procedures to be followed by all using agencies.
- (13) To manage all affairs of the purchasing division.
- (14) To prepare and submit reports on the purchasing activities of the city in a manner to be prescribed by the city manager.

Sec. 5-307. Applicability of standards.

Each standard specification, until revised or rescinded, shall apply alike in terms and effect to the purchase or contract for the item or service described in such specifications. However, if any item requested by a using agency is not on the standard list or listed as an exemption, the central services director shall be authorized to exempt the item based on sufficient justification being provided by the requesting using agency. He shall notify the committee members at the next scheduled meeting of any exemption he has granted, so that the committee can confirm or amend that decision on future purchases.

Sec. 5-308. Substitution of brand names.

If a requisition is submitted for a "brand name" item or service, the central services director shall notify the requesting agency of acceptable and approved comparable goods or services which meet the requirements of the specifications. The department director and the central services director shall jointly decide on the items to be purchased. In case of continued disagreement, the city manager shall make the determination.

Sec. 5-309. Uniform Purchasing Manual.

The Uniform Purchasing Manual shall include a step-by-step description of the proper procedures for purchasing goods and services, samples of major forms used in the purchasing process, and a clearly defined explanation of the proper use of such forms and procedures. The manual must be approved by the mayor and city council before it becomes effective, as must any subsequent amendments thereto.

Sec. 5-310.- Purchase orders.

Except for purchases by procurement card or provided herein, all purchases for goods and services for the city shall be on an official City of Statesboro purchase order.

Sec. 5-311. Budget review prior to issuing purchase orders.

Except as otherwise provided for in emergencies, no purchase order shall be issued unless there is a sufficient unencumbered appropriation, in excess of all unpaid obligations of the using agency to cover the amount of such purchase. The finance director is authorized to allow such a purchase to be made, provided that the department head has identified a source of funding within the existing budget that can be utilized by budget amendment to cover this expense.

Sec. 5-312.- Methods of purchasing.

The categories and purchase methods are as follows:

(1) *Category 1: General procurement methods:*

- a. Petty cash process: For purchases of \$50.00 or less if the employee has not been issued a procurement card.
- b. Procurement card process: For purchases of \$5,000.00 and under \$50,000.00, with the exceptions based on sole source, cooperative purchases, state or federal contracts, emergency purchases or professional services as defined by the State of Georgia.
- c. Written quote process: For purchases of \$5,000.01 up to \$50,000.00.
- d. Sealed bid process: For purchases of \$50,000.01 and above.
- e. Fixed price agreements process.

(2) *Category 2: Special procurement methods:*

- a. Georgia local government public works construction law projects.
- b. Georgia municipal street projects.
- c. Sole source purchases.

- d. Emergency purchases.
- e. Professional services.
- f. Real property acquisitions.
- g. Cooperative purchases.
- h. Federal and state purchases.
- i. Federally and state funded projects and programs.
- j. Natural gas supply purchases.
- k. Investment purchases.
- l. Housing Rehabilitation Projects

Sec. 5-314. Procurement card process.

The city manager is hereby authorized to implement a procurement card system for use by the various departments of the city. The use of such cards shall be governed by a written policy developed and approved by the mayor and city council to limit the amount per transaction, and assure the ability to audit each purchase by each individual user assigned a card. Department heads shall recommend to the city manager the specific employees that they wish to issue such a card, with the specified dollar limit per transaction. The city manager is authorized to allow higher limits for specific personnel, given the high cost of some replacement parts, provided that those increased limits are approved by the City Manager.

Sec. 5-316. Written quote process.

Any purchase which is between \$5,000.01 and \$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.

Sec. 5-317. Sealed bid process.

- (a) This process must be used for any purchase that is for, \$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.
- (b) All sealed bid process purchases must be pre-approved by the city manager or his designee before advertisement begins. All sealed bid purchases shall be awarded by the mayor and city council. No contract concerning a sealed bid shall be signed by a city designee prior to being approved by the mayor and city council.
- (c) In lieu of the sealed bid process the city manager may authorize the use of the reverse auction process provided by the Georgia Municipal Association through a contracted service provider.

Sec. 5-318. Fixed price agreements process.

Goods or services used by one or more using agencies on a regular and continuing basis may be purchased under a contract covering a specified extended period of time, at an established price for such goods or services which shall be valid for the duration of the contract period. Purchase agreements under this provision shall be subject to the sealed bid process in section 5-317 above. The departments of the city could then purchase these goods or services on an as-needed basis throughout the agreed time period at the accepted bid price with a valid purchase order, or using the procurement card if the cost is below the assigned card's transaction limit.

Sec. 5-319. Open purchase order process.

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.

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

a) This process shall be used by the city in order to comply with state law. The O.C.G.A. §§ 36-91-1 through 36-91-95, or as subsequently amended, requires cities that engage in the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to any public real property other than those projects covered by O.C.G.A. Chapter 4 of Title 32 (see section 5-321 below) in which the value of said work is \$250,000.00 or more, to use the competitive bid or proposal processes set out in these statutory provisions, unless the proposed work qualifies for one of the limited exceptions. This statute does not apply to the routine operation, repair, or maintenance of existing structures, buildings, or real property.

For public works projects under \$20,000.00, competitive written quotes and proposals, per city policy, shall be obtained and presented to the city manager for approval. For projects costing \$20,000.00 less than \$250,000.00 competitive written quotes shall be obtained and submitted to council for approval. Although there is no required sealed bid/proposal process per House Bill 1079 for projects with a cost of \$100,000.00 or less, complete and detailed documentation of obtained written quotes shall be provided and kept in the central services division. The central services division shall be involved in every stage of the process in obtaining competitive written quotes. Vendors shall submit written quotes to the central services division by the determined due date and time. Although many formalities are not required for projects with a cost of \$100,000.00 or less, vendors will be given a due date and time for written quotes and the quotes shall be in a sealed envelope at the time of submittal to the central services division.

Sec. 5-321. Georgia municipal street projects.

This process shall be used by the city in order to comply with state law. O.C.G.A. §§ 32-4-90 through 32-4-123, or as subsequently amended, requires cities that engage in a contract valued at \$250,000.00 or more for the construction, reconstruction, or maintenance of all or part of a public road in said municipality, including but not limited to a contract or subcontract for the purchase of materials, for the hiring of labor, for professional services, or for other things or services incident to such work, to use the competitive bid process set out in these statutory provisions, unless the proposed work qualifies for one of the limited exceptions. No contract involving an expenditure of more than \$5,001.00 but less than \$250,000.00 shall be awarded under this Article without submission of at least two written estimates. If the professional service design phase stands alone and is not part of a complete project package that contains a construction and management element, the requirements for obtaining professional services for street projects shall fall under the general provisions of the professional service guidelines.

Sec. 5-322. Sole source purchases.

The city manager shall be authorized to designate a sole source for any item or service under \$50,000.00 or above 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 \$50,000.01 in value must be approved by the mayor and city council.

Sec. 5-323. Emergency purchases.

The city manager is authorized to waive any or all bidding requirements for the purchase of necessary goods or services whenever an emergency condition exists which presents a threat to the safety, health and welfare of the citizens of the city and whenever such requirements would cause undue delay in the delivery of essential services under such conditions. Any emergency purchases must be reported to the mayor and city council at the next regular meeting of the city council.

Sec. 5-324. - Professional services.

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 \$50,000.00. For services with a cost of \$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. 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. 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. However, this does not prohibit the usage of a competitive proposal process if it is deemed to be beneficial.

Sec. 5-325. Real property acquisitions.

- (a) Easements and other limited property rights valued at less than \$50,000.00 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 \$50,000.01 or more shall be negotiated by the city attorney and the city manager or his 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 \$50,000.00 may be negotiated and purchased by the city attorney and the city manager or his designee.
- (d) All property acquired in fee simple for city use valued at \$50,000.01 or more shall be negotiated by the city attorney and the city manager or his designee, but must be approved by action of the mayor and city council.
- (e) The mayor and city council may authorize the city manager or his designee to act as their agent to acquire property at any tax lien sale; and such property acquired thereby may by action of the mayor and city council be conveyed, sold, transferred, assigned, or given to a duly authorized land bank authority established by the city and Bulloch County pursuant to the statutory provisions of O.C.G.A. Article 4, Chapter 4 of Title 48, or as subsequently amended.
- (f) The city shall acquire street rights-of-way and utility easements and infrastructure that are required to be dedicated by subdivision developers under provisions of the Subdivision Regulations Ordinance.
- (g) Pursuant to O.C.G.A. § 32-4-91(b) et seq., or as subsequently amended, the city engineer shall notify the Georgia Department of Transportation of any streets either added or abandoned from the municipal street system.

Sec. 5-326. Cooperative purchases.

The city manager is authorized to enter into cooperative purchasing agreements with other units of government when, in his judgment, it would be in the best interest of the city. This is to include utilizing other governmental entity's competitively bidded out contracts. The contract, if utilized, must be an active contract with the originating entity.

Sec. 5-327. Federal and state purchases.

Whenever any goods or services are available to the city through a contract with the federal or state government, and when such items or services meet the requirements of a using agency, such item or service shall be deemed to have met all the requirements of competitive bidding and may be purchased under the federal or state contract without regard to further government requirements.

Sec. 5-328. Federally and state funded projects and programs.

- (a) In accordance with the provisions of the U.S. Office of Management and Budget (OMB) Circular A-102, entitled "Grants and Cooperative Agreements with State and Local Governments," and all related provisions and laws, all City of Statesboro departments shall comply with all federal and state procurement regulations when procuring goods and services funded in whole or in part with any federal or state grant. Further, such regulations shall supersede all local purchasing ordinance provisions to the extent of any conflict.
- (b) All sub-recipient agencies receiving federal or state funds through the City of Statesboro shall also comply with the federal or state granting agency procurement regulations, which supersede all local purchasing ordinance provisions to the extent of any conflict.

Sec. 5-329. Natural gas supply purchases.

The city is a member of the Municipal Gas Authority of Georgia, a joint action agency established by act of the Georgia General Assembly to assist member cities in the purchase of natural gas supplies and to provide other services to improve their municipally-owned natural gas systems. The mayor and city council may authorize participation in any natural gas supply purchase program, pre-payment purchase program, price-hedging program, or similar program provided by the Georgia Municipal Gas Authority, if they determine that it is in the best interest of the city.

Sec. 5-330. Investment purchases.

- (a) The city shall keep all funds except petty cash on deposit in an interest-bearing account with rates as determined in its banking services contract, unless the finance director and city manager determine that a longer-term investment at a higher interest rate is in the city's best interest. The finance director and city manager are hereby authorized to invest the idle funds of the city in any investment vehicle authorized by Georgia law for municipalities, for any maturity up to one year. In making the determination of the dollar amount and term, they shall make certain that there would remain sufficient liquidity to meet the city's financial obligations without having to use short-term borrowing, or to cash in an investment prematurely.
- (b) Any proposed investment instrument with a maturity longer than one year shall not be purchased without the prior approval of the mayor and city council.

Sec. 5-331. Housing Rehabilitation Projects.

The city manager is hereby authorized to employ special procurement measures to expedite housing rehabilitation projects under the Housing Rehabilitation Program. All procurement activities shall be conducted in compliance with applicable state and federal laws, city purchasing and procurement policies, and the provisions of Title 2 CFR Appendix II to Part 200 — Contract Provisions for Non-Federal Entity Contracts under Federal Awards. In carrying out these measures, priority shall be given to contracting with small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms.

Sec. 5-332. Deposits; bid bonds.

The city manager is authorized to require a bid bond or deposit, payable to the City of Statesboro, for contracts up to \$99,999.99 from vendors bidding on any goods or services when, and in such amounts, as in his judgment the nature of the goods or services to be purchased would warrant such bond or deposit or whenever such bond or deposit is required under state law. Notice of a bond or deposit shall be included in the public notice and bidding

specifications. Contracts over \$100,000.00 shall require a bid bond or deposit. Such bond or deposit shall not exceed 100 percent of the bid amount, and shall be in a form acceptable to the city attorney.

Sec. 5-333. Rejection of bids.

All purchasing methods that require the use of advertisement and sealed bids shall include language satisfactory to the city attorney which reserves the mayor and city council's right to reject any and all bids or proposals, to waive any technicalities associated with a bid or proposal, and to make the award that it deems in the best interest of the city.

Sec. 5-334. Vendors in default.

The central services director shall not accept any bid or quotation from, nor issue any purchase order to, any vendor or contractor that is in default (delinquent) on the payment of any taxes, license fees, or other monies due the City of Statesboro.

Sec. 5-335. Records to be maintained.

A record and description of all requisitions, competitive bids and quotations, purchase orders, receiving reports and other pertinent documentation of purchasing shall be maintained by the purchasing division manager in accordance with regulations and procedures prescribed in the purchasing manual and shall be public record.

Sec. 5-336. Local buying preference.

The City of Statesboro desires to purchase from local vendors whenever possible. In order to facilitate this desire and also remain responsible to the residents of Statesboro and Bulloch County, the City of Statesboro shall have a three percent in-county vendor advantage. If a local vendor's quote or bid is within three percent of the lowest submitted bid and that lowest submitted quote or bid is from an out-of-county vendor, the local vendor shall have the right to match that bid and shall be awarded the contract. In the event there are two local vendors within three percent, the local vendor with the lowest quote or bid submittal shall have the first opportunity to match the out-of-county vendor's quote or bid. If the lowest local vendor declines, the opportunity shall be offered to the next local vendor providing their bid is within the three percent range. This applies to purchases in the range of \$5,000.01 and up. When public works and/or street projects are involved, this policy shall not contradict state law regarding mandated procedures for these processes. In addition, this policy shall not contradict any state funding, federal funding or grant stipulations that may be required. Local vendor shall be defined as:

Local vendor shall be defined as having a "brick and mortar" business within Bulloch County and having a City of Statesboro business license or Bulloch County business license.

Sec. 5-337. Vendor and professional appeals.

Any vendor or professional may appeal a contract awarded by the city manager pursuant to sections 5-320, 5-322, 5-324, or 5-325(a) to the city manager within five calendar days of the award of the contract. A vendor or professional dissatisfied with the city manager's decision on appeal under this section shall then have ten calendar days from the date of the city manager's decision to appeal to the mayor and city council for final determination. Vendor and professional appeals under this subsection are expressly forbidden if the award of contract is made by vote of mayor and city council.

Sec. 5-338. Conflict of interest.

No elected official, appointed officer or employee of the City of Statesboro or any agency or political entity to which the Charter or these provisions apply shall knowingly:

- (1) Engage in any business or transaction in which the person has a financial interest, which is incompatible with the proper discharge of official duties;

- (2) Disclose confidential information concerning the property, government or affairs of the government body by which such person is engaged or is a member of without proper legal authorization, or use that information to advance the financial or other private interest of such person or others;
- (3) Accept any gift that has a value of \$50.00 or more from any person, firm or corporation which to his or her knowledge is interested, directly or indirectly, in business dealings with the government body he or she is a member of or by which such person is engaged; provided, however, that an elected official who is a candidate for public office may accept election campaign contributions and services in connection with any election campaign;
- (4) Represent private interests other than his or her own in any action or proceeding against the city, or any portion of its government; or
- (5) Vote or otherwise actively participate in the negotiation or the making of any contract between the city and any business or entity in which he or she has a financial interest.

Sec. 5-339. Execution of contracts.

Pursuant to subsection 3-1(4) of the City Charter, the mayor shall execute all written contracts for the city, witnessed by the city clerk.

Sec. 5-340. Sale and disposition of property.

- (a) The mayor and city council is authorized to sell any real or personal property owned or held by the City of Statesboro, and not needed for governmental or other public purposes in such manner as is required in state law for cities. The sale of real and personal property shall be accomplished using the procedures codified in O.C.G.A. Chapter 37 of Title 36, or as subsequently amended.
- (b) The sale of real property which is no longer needed for public road purposes and has been abandoned by the city shall be disposed of using the procedures codified in O.C.G.A. Chapter 7 of Title 32, or as subsequently amended. The city engineer shall notify the Georgia Department of Transportation of the abandonment of any street right-of-way as required by O.C.G.A. § 32-4-91(b) et seq., or as subsequently amended.
- (c) Real property acquired through a tax lien sale may be disposed of by participation in a land bank authority, as authorized by O.C.G.A. Article 4, Chapter 4 of Title 48, or as subsequently amended.

Sec. 5-341. Fixed assets accounting.

The central services director shall be responsible for the accurate recording in the fixed assets account group of all additions and deletions to the fixed assets of the city. He shall be responsible also for the proper tagging or other identification process used to catalog these fixed assets as well as other equipment as required.

Secs. 5-342—5-399. Reserved.

Sec. 5-400. Reserved.

Secs. 5-401—5-499. Reserved.

CITY OF STATESBORO



COUNCIL

Tangie Johnson, District 1
Paulette Chavers, District 2
Ginny Hendley, District 3
John Riggs, District 4
Shari Barr, District 5

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

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

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

From: Brad Deal, P.E., Director of Public Works and Engineering
David Moyer, P.E., Assistant City Engineer

Date: November 21, 2025

RE: Road & Right-of-Way Dedication
Bel-Air East Subdivision Phase 1B

Policy Issue: Subdivision Regulations, Street Dedication

Recommendation:

Staff recommends approval of the road and right-of-way dedications for Bel-Air East Subdivision Phase 1B. Staff requests consideration of a motion for Council to authorize the Mayor to execute the attached resolution authorizing the Mayor to accept the roads and rights-of-way on behalf of the City of Statesboro.

Background:

In June 2023, the Statesboro City Council approved the annexation and zoning changes for the Belair subdivision on Northside Drive East, which initiated subsequent infrastructure developments, including road construction. Inspections on the road construction were completed for subgrade and GAB between April 2025 and August 2025. The developer now desires to dedicate these roads, Roscomare Lane, Casiano Drive, and Hamner Drive, to the City of Statesboro. Streets in Phase 1A of Bel-Air East were accepted for street dedication by City Council on May 20, 2025.

Budget Impact:

The City of Statesboro will maintain the roadway and limits of right-of-way. No funds will be required in FY2025.

Council Person and District:

Shari Barr, District 5

Attachments: Proposed Resolution, Bulloch County 911 Addressing Letter, Subdivision Plat, and Right of Way Deed

RESOLUTION 2025-32:

RESOLUTION ACCEPTING RIGHT OF WAY OF ROSCOMARE LANE, CASIANO DRIVE, AND HAMNER DRIVE AS PUBLIC STREETS TO BE OWNED AND MAINTAINED BY THE CITY OF STATESBORO, GEORGIA.

THAT WHEREAS, SLA Communities, LLC of Statesboro is the owner of four street segments known as Roscomare Lane, Somera Lane, Anzio Drive, and Hamner Drive and wishes to convey said streets to the City of Statesboro; and

WHEREAS, with the planned growth of the surrounding area, the City believes it is in the best interest of the public for these roads to be public streets, owned and maintained by the City;

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

Section 1. That Roscomare Lane, Casiano Drive, and Hamner Drive are hereby formally accepted for dedication by the City of Statesboro, Georgia as public streets and rights-of-way to be owned and maintained by the City of Statesboro.

Section 2. That this resolution authorize and direct the Mayor of the City of Statesboro, Georgia to accept the dedication of the above described property by virtue of a right of way deed.

Section 3. All that certain, lot, tract or parcel of land lying, situate and being in the 1209th G.M.D., Bulloch County, Georgia, and in the City of Statesboro, containing 2.951 acres and being the proposed sixty (60') foot public rights-of-way as shown on a plat prepared by Maxwell Reddick and Associates, dated December 16, 2024 and last revised on February 12, 2025, recorded in Plat Book 70, Pages 259 to 260, Bulloch County Records. The above referenced plat and the description thereon are by reference incorporated herein for all purposes of this description.

Section 4. That this Resolution shall be and remain effective from and after its date of adoption.

APPROVED AND ADOPTED this 2nd day of December, 2025.

CITY OF STATESBORO, GEORGIA

By: _____
Jonathan McCollar, Mayor

Attest: _____
Leah Harden, City Clerk



Bulloch County 911 Addressing

Post Office Box 1421 • Statesboro, Georgia 30459 • (912) 764-0189

Paul Conner
GIS Coordinator

August 13, 2024

City of Statesboro Engineering Department
50 East Main Street
Statesboro, Georgia 30458

Attention: City Engineer

The Bulloch County Tax Assessor Address Coordinator received the following names for consideration:

Subdivision Name: Bel Air East

Street Names for Addressing: Hamner Drive
Somera Lane
Anzio Drive
Casiano Drive
Roscomare Lane

Requestor: Maxwell Reddick c/o Clark O'Barr
Phone: 912-489-7112
Email: cobarr@maxred.com
Parcel: MS91000013 000
Owner/ Responsible for Signage: SLA Communities, LLC
Owner Number: 912-237-3710
Owner Email: adurrence@smithfamilyhomes.com

There are no conflicts or duplications with any other complex names or subdivisions within the county or city. The approved names are on the proposed status for 36 months from the date of this letter. Thank you!

Sincerely,

A handwritten signature in blue ink that reads "Shannon K. Mixon".

Shannon K. Mixon
Addressing Coordinator

OWNER / DEVELOPER

SLA LAND HOLDINGS
1209TH G.M.D., SUITE 807
STATESBORO, GA 30458
CONTACT: ASHLEY BURDICK 913 227-5710

SURVEYOR

MAXWELL REEDCO AND ASSOCIATES, INC.
1400 S. G. HWY. 101
STATESBORO, GA 30458
CONTACT: JONAS B. REED
PHONE: 913.897.7114

ENGINEER

MAXWELL REEDCO AND ASSOCIATES, INC.
1400 S. G. HWY. 101
STATESBORO, GA 30458
CONTACT: THOMAS CLAY PEARSON
PHONE: 913.897.7114

CERTIFICATE OF APPROVAL FOR RECORDING

PURSUANT TO THE SUBDIVISION REGULATIONS OF THE CITY OF STATESBORO, GEORGIA, ALL THE REQUIREMENTS FOR APPROVAL HAVE BEEN FULFILLED. THIS FINAL PLAT WAS GIVEN APPROVAL BY THE CITY OF STATESBORO ON _____ 2015.

Jonas B. Reed
2/18/15 DATE
2/18/2015 DATE
SURVEYOR AND RECORDING DIRECTOR

FINAL SUBDIVISION PLAT PHASE 1-B BEL-AIR EAST SUBDIVISION PREPARED FOR SLA LAND HOLDINGS

LOCATED IN THE 1209TH G.M.D.,
BULLOCH COUNTY, CITY OF STATESBORO, GEORGIA

SITE ADDRESS:
BEASLEY ROAD
STATESBORO, 30458

PHASE 1B LINE AND CURVE TABLES

| LINE | BEARING | LENGTH | CURVE |
|---------|-----------------|--------|-------|
| 1-2 | S 89° 15' 00" E | 118.67 | |
| 2-3 | S 89° 15' 00" E | 118.67 | |
| 3-4 | S 89° 15' 00" E | 118.67 | |
| 4-5 | S 89° 15' 00" E | 118.67 | |
| 5-6 | S 89° 15' 00" E | 118.67 | |
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City of Statesboro
50 East Main Street
Statesboro, Georgia 30458

RIGHT-OF-WAY DEED

THIS INDENTURE made this 21st day of November, 2025 between SLA LAND HOLDINGS, LLC as party of the first part, hereinafter called Grantor, and THE MAYOR AND CITY COUNCIL OF THE CITY OF STATESBORO, GEORGIA, as party of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits.)

WITNESSETH that: Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed, and confirmed, and by these presents does grant, bargain, sell, convey, and confirm unto the said Grantee, all the following described property, to-wit:

All that certain, lot, tract or parcel of land lying, situate and being in the 1209th G.M.D., Bulloch County, and in the City of Statesboro, Georgia, containing 2.951 acres and being the proposed sixty (60') foot right-of-ways and being portions of Casiano Drive, Hamner Drive & Roscomare Lane as shown on a plat prepared by Maxwell-Reddick and Associates, dated 12-16-2024, recorded in Plat Book 70, Page's 259 to 260, Bulloch County Records. The above referenced plat and the description thereon are by reference incorporated herein for all purposes of this description.

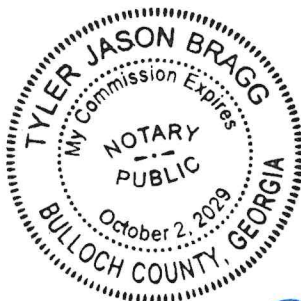
TO HAVE AND TO HOLD the said tract or parcel of land with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in any way appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.


AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons whomsoever.

IN WITNESS WHEREOF, the Grantor has signed and sealed this deed, the day and year above written.

SLA Land Holdings, LLC


Ashley Durrence, Chief Operating Officer




11/21/25

CITY OF STATESBORO



COUNCIL

Tangie Johnson, District 1
Paulette Chavers, District 2
Ginny Hendley, District 3
John Riggs, District 4
Shari Barr, District 5

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

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

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

From: Brad Deal, P.E., Director of Public Works and Engineering
Marcos Trejo, P.E., Assistant Director of Public Works

Date: November 21, 2025

RE: Replacement Work Truck for the Stormwater Division

Policy Issue: Purchasing

Recommendation: Staff recommends approval of a purchase of a 2026 Super Duty F-250 XL Crew Cab 4X4 from J.C. Lewis Ford in the amount of \$49,690.72 for the Stormwater Division, STM-7.

Background: This item is part of a planned replacement of an existing 2003 F-450 6.0L that has been in service for many years and is past its useful life. It is our plan to surplus this work truck.

A vehicle bid request was submitted October 23, 2025 and J.C. Lewis Ford submitted the lowest price for the vehicle that met the Stormwater Division specification request.

Budget Impact: The purchase cost is \$49,690.72, to be funded using Stormwater Utility Fee funds budgeted under STM-7, which has \$185,000 budgeted for FY 2026.

Council Person and District: All

Attachments: J.C. Lewis Quote

CC: Darren Prather, Director of Central Services

CITY OF STATESBORO



COUNCIL

Tangie Johnson, District 1
Paulette Chavers, District 2
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Charles Penny, City Manager Leah
Leah Harden, City Clerk
I. Cain Smith, City Attorney

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

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

From: Brad Deal, P.E., Director of Public Works and Engineering
Marcos Trejo, P.E., Assistant Director of Public Works

Date: November 10, 2025

RE: Stormwater Facilities Maintenance Contract for the Stormwater Division

Policy Issue: Purchasing

Recommendation:

Staff recommends approval of a contract in the amount of \$18,320.00 per year to Vickery Farms Sodscapes, LLC. for Stormwater maintenance services of various locations.

Background:

In an effort to improve stormwater drainage operations, staff proposes to utilize contract labor to assist the Stormwater Division in vegetation trimming and removal in some stormwater detention ponds and drainage canals. Staff identified eight locations for the purpose of this proposed contract. These structures are larger canals and detention ponds in subdivisions. Currently, the Stormwater Division is responsible for routine maintenance of these facilities. The division currently has four heavy equipment operators to handle the maintenance of all storm structures within the city, including these vegetative structures. Utilizing a contractor to perform the maintenance of the vegetative stormwater facilities during the growing season (April-October) would allow the Stormwater Division to more effectively maintain and keep pace with all the other daily and weekly scheduled areas of maintenance in the City.

The City advertised a Request for Proposals in October and received one proposal on October 30, 2025. This contract will be a four-year agreement with an option to renew after each one-year term. The contract has a clause for yearly fee increase based on the Consumer Price Index but is limited to a 4% maximum increase.

Budget Impact:

This work is to be paid from the Stormwater Division Contract Labor budget as appropriated in the FY2026 budget.

Council Person and District: Tangie Johnson, District 1 and Paulette Chavers, District 2

Attachments: Vickery Farms Sodscape, LLC. Proposal

Copy: Darren Prather, Director of Central Services

CITY OF STATESBORO



COUNCIL

Tangie Johnson, District 1
Paulette Chavers, District 2
Ginny Hendley, District 3
John Riggs, District 4
Shari Barr, District 5

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

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

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

From: Brad Deal, P.E., Director of Public Works and Engineering
Marcos Trejo, P.E., Assistant Director of Public Works

Date: November 20, 2025

RE: Engineering Design Services for Transfer Station Floor Replacement

Policy Issue: Purchasing

Recommendation:

Staff recommends approval of a Task Order with WSP USA, Inc. in the amount of \$32,784.00 for engineering services for replacement of the transfer station tipping floor.

Background:

The concrete tipping floor at the City of Statesboro Solid Waste transfer station was replaced in 2016, but with constant heavy equipment loading, abrasive materials and harsh chemicals the current floor has begun to fail. Exposed rebar and large holes have appeared in the slab, and some sections of the floor are not currently usable, which reduces the storage capacity of the floor and affects loading and unloading operations. WSP has submitted a proposal to update the 2016 plans and provide professional engineering services for replacement of the existing slab. As part of the proposal, WSP will assist with bid documents and provide inspection of work when construction is in progress. This work was not budgeted in FY 2026, but rapid deterioration of the floor has occurred in the past six months.

Budget Impact: This work is to be funded by Solid Waste Reserve Funds, as a task order under the existing Master Services Agreement between the City and WSP, executed January 6, 2021.

Council Person and District: Solid waste from all districts city-wide is transported to the Transfer Station for handling.

Attachments: Proposal from WSP USA, Inc.

CC: Cindy West, Director of Finance
Darren Prather, Director of Central Services



October 16, 2025

Proposal No. 2025US478950

Mr. Marcos Trejo Jr., PE Director of Public Works

City of Statesboro
Public Works and Engineering Department
50 East Main Street
Statesboro, GA 30458

PROPOSAL FOR REVIEW OF TRANSFER STATION

Dear Mr. Trejo:

WSP USA, Inc. (WSP) is pleased to provide this proposal to the City of Statesboro (City) for design and construction support for the replacement of the transfer station floor located at the Lakeview Road landfill. Our proposal is prepared based on our understanding of the City's requirements during a call on August 25, 2025 and October 9, 2025.

1.0 INTRODUCTION AND PROJECT UNDERSTANDING

WSP understands that the current transfer station floor has degraded such that reinforcing bars are exposed in select areas. The floor was installed around 2016 as a replacement for the initial floor and plans for the floor were provided by Golder Associates (acquired by WSP in 2021). During a call on August 25, 2025, the floor was described as degraded, with depressions up to 8-feet wide and rebar that was exposed within the first year after installation. During another call on October 9, 2025, the City expressed that the rate of degradation was rapid and requested a proposal for an updated design and construction oversight. Further, the City does not have complete records of the installation, thus it is unknown if the replacement met the project specifications.

We understand that the entire transfer station floor will be replaced. To allow operations to continue during construction, floor demolition and replacement will take place in two stages. A cold joint is anticipated the concrete between the two construction stages.

We understand that construction oversight support is needed so that testing required by the project specifications is carried out, documented, and aligns with the project requirements. The City has also requested that WSP provide an option to assist with the construction contractor bid process.

2.0 SCOPE OF WORK

Based on our discussions, WSP has developed the following tasks for this project.

2.1 Task 1 - Review of Existing Plans

WSP has completed an initial review of the existing project plans and specifications. These plans appear to be comprehensive and require the contractor to perform various tests associated with concrete placement; thus, WSP does not expect there will be substantial changes to the prior iteration of drawings and specifications. WSP has completed this task and there will be no cost to the City for this effort.

2.2 Task 2 – Preparation of Demolition and Replacement Plan

WSP will utilize the existing drawings and specifications prepared in 2016 as the basis for an updated demolition and replacement plan. Note that the current project specifications are provided on the plans; however, we will provide the specifications in Letter format for the bid package and remove them from the drawings. We will develop the plan to allow for continued operation of the transfer station during replacement via a phased demolition and replacement approach. WSP will also provide information for an option to utilize fiber reinforced concrete for the floor to enhance durability.

Deliverables for this task will include project drawings, technical specifications, estimated construction quantities (volume of concrete, etc.). WSP assumes that the City will provide standard contract documents for inclusion into the bid package.

Our estimated fees for this task are \$5,252.00.

2.3 Task 3 - Bid Support (includes cost estimate) (optional)

If desired, WSP can provide support during the bid process for the floor replacement project. This support will include the following:

- Attendance at a pre-bid meeting at the facility or at a location designated by the City. WSP personnel can lead the pre-bid meeting or be available to answer questions, as needed.
- Review and response to contractor questions during the bid process, including issuance of addendums to the construction documents, if required.
- A review of the project bids for compliance with the construction documents, including a review of testing proposed by the contractor as well as pricing summaries for the work.

Our price for this optional task is \$5,196.00.

2.4 Task 4 - Construction Quality Assurance (CQA) and Construction Support

WSP will provide construction quality assurance and construction support during construction of the floor replacement. This will include the following:

- Two site visits by the structural engineer to review rebar placement, subgrade conditions and other details prior to pouring concrete for the floor. We have included one site visit per phase of construction.
- Review of project submittals and requests for information (RFI) by the contractor for conformance with the project specifications. WSP will also prepare modifications to the drawings if required during the RFI process.
- Full-time onsite CQA by a field technician to observe and document construction progress. The CQA field inspector will monitor compliance with the technical specifications, including obtaining necessary tests

required by the contract documents. The CQA field technician will provide daily reports to the City and the Professional Engineer

Note that the plans prepared in 2016 indicated that the City would hire an independent firm to conduct the concrete testing. WSP recommends that this be modified such that the contractor will collect and be responsible for all testing of concrete, as this is the typical industry standard practice. WSP's CQA technician will observe sample collection and tests to verify that the contractor is meeting the requirements of the specifications. Thus, we have not included any costs for laboratory tests under this proposal. If the City wishes to collect additional independent samples, WSP can provide separate pricing for this effort.

Our estimated fees for this task are \$17,336.

2.5 Task 5 – Project Management and Meetings

We have included this task to account for time associated with management of the project and progress meetings as required during the project. Our estimated fees for this task are \$5,000.

3.0 PROJECT FEE ESTIMATE

Our estimated project costs for the scope of work are \$32,784 including the Optional Task 3 or \$27,588 excluding this optional task

| Task | Fee |
|---|-----------------|
| Task 1 – Review of Existing Plans | \$0 |
| Task 2 – Preparation of Demolition and Replacement Plan | \$5,252 |
| Task 3 - Bid Support (optional) | \$5,196 |
| Task 4 - CQA | \$17,336 |
| Task 5 – Project Management and Meetings | \$5,000 |
| Total with Optional Task 3 | \$32,784 |
| Total without Optional Task 3 | \$27,588 |

Table 1: Summary of Estimated Fees

WSP will provide these services on a time and materials basis under our existing agreement with the City, as included in the attachments.

4.0 PROJECT SCHEDULE

A tentative schedule is as follows:

Task 1 - Review of Existing Plans (Completed)

Task 2 – Preparation of Demolition and Replacement Plan (& Bid Documents)

- Draft provided to City by Oct. 31, 2025
- Final Provided to City by Nov. 12, 2025

Task 3 - Bid Support (includes cost estimate) (optional)

- Bid period assumed to be from Nov. 17th through Dec. 19th, 2025
- Contractor Selection by Jan. 2, 2026

Task 4 – Construction Quality Assurance

- Construction to occur between Jan. 12th and Jan 30th, 2026

Note that this schedule is assumed based on typical bid period and contractor selection; WSP can work with an expedited schedule following completion of Task 2 as required by the City.

5.0 KEY ASSUMPTIONS

WSP has made several key assumptions to develop the scope, project cost and estimated duration included herein:

- Construction documentation is not available for the existing floor.
- WSP will be provided access and will be accompanied to the site for necessary field visits during 8am to 7pm weekdays.
- We have assumed the transfer station is to remain operational during construction, and that the floor will be construction in two phases. We have assumed the City will work with the Contractor directly for these logistics.
- Concrete testing will be conducted by the Contractor and reported to WSP and the City for review.
- Contractor interviews are excluded from the optional bid support task; though WSP can attend remotely for contractor interviews if desired
- Reports and other documentation are provided in .pdf format.
- Construction timeframe will be no more than two weeks; if additional construction time is required, WSP can provide a daily rate for each additional day of CQA.

6.0 CLOSING


WSP is pleased to provide this proposal to the City. We appreciate the opportunity to continue our 30+ years of service to the City and look forward to working with the City on this project. If there are any questions regarding this proposal or if the City requires additional information, please contact the undersigned.

Sincerely,

WSP USA Inc.



David Hannam, PG
Lead Consultant



Kevin Brown, PE
Senior Vice President

Attachments: Master Agreement for Consulting Services, June 18, 2020
Proposal Acceptance Form



WSP USA INC.

PROPOSAL ACCEPTANCE FORM (MASTER SERVICE AGREEMENT)

PROPOSAL NUMBER: 202316765

RE: **PROPOSAL FOR INERT LANDFILL EXPANSION**

SUBMITTED this 29 day of August, 2023.

BY: Kevin Brown and David Hannam, for WSP USA Inc.

The Proposal dated August 29, 2023, attached hereto and the Golder Associate Inc. Master Services Agreement dated June 18, 2020 comprise the entire agreement between WSP USA Inc. (formerly Golder Associates Inc.) and Client.

ACCEPTED this _____ day of _____, 20____.

BY: _____
(Authorized Representative's Signature on Behalf of **Client**)

NAME: (Print or Type) _____


TITLE: (Print or Type) _____

FOR: Client Name and Address (Print or Type)

Phone: _____ Fax: _____

Email: _____

| Please address invoices to: | Please address deliverables and notices to: Same as invoices: Yes / No, address to: |
|-----------------------------|--|
| | |
| | |
| | |
| | |
| ATTN: | ATTN: |

BY: 
(Authorized Representative's Signature on Behalf of WSP USA Inc.)

NAME: Kevin Brown, PE

TITLE: Vice President

CITY OF STATESBORO



COUNCIL

Tangie Johnson, District 1
Paulette Chavers, District 2
Ginny Hendley, District 3
John Riggs, District 4
Shari Barr, District 5

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

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

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

From: Brad Deal, P.E., Director of Public Works and Engineering
Marcos Trejo, P.E., Assistant Director of Public Works

Date: November 23, 2025

RE: SWD-11: Replacement 950 Wheel Loader for the Solid Waste Disposal Division

Policy Issue: Purchasing

Recommendation: Staff recommends approval of a purchase of a 2027 Caterpillar 950 Wheel Loader from Yancey Bros. Inc. in the amount of \$396,660.00 for the Solid Waste Disposal Division.

Background: This item is part of a planned replacement of an existing 2021 model. The new loader will be used to load solid waste into trailers for transportation to Superior Landfill in Chatham County. The existing loader that is currently in use is planned to be surplus.

The new loader is proposed to be purchased through Sourcewell Contract #011723 and meets all specifications of the City. The wheel loaders are planned to be on a 5-year rotation to minimize downtime and maintain operational efficiency, as this piece of equipment is essential to the continuous operation of the transfer station.

Budget Impact: The purchase cost is \$396,660. Due to inflation, this amount is higher than the budgeted amount of \$385,000 in SWD-11 for FY 2026. Staff has confirmed with the Finance Department that there is sufficient Solid Waste Disposal Reserve Funding to cover the additional amount. The purchase includes a 48-month/10,000 HR powertrain warranty.

Council Person and District: All

Attachments: Yancey Bros. Inc. Quote 277881-02

CC: Darren Prather, Director of Central Services
Cindy West, Director of Finance



October 23, 2025

City of Statesboro

Sourcwell CAT CONTRACT# 011723

SOURCEWELL **Account #33094**

RE: Quote 277881-02

Caterpillar, Inc. Model: 950 Wheel Loader

CONFIGURATION DETAILS

| Components | Ref No. | Wgt | Qty | List |
|-------------------------------------|----------|-----|-----|---------|
| CAT Consist | | | | |
| 950 WHEEL LOADER | 590-6108 | 0 | 1 | 404,810 |
| CAT Components (Attachments) | | | | |
| LANE 3 ORDER | 0P-9003 | 0 | 1 | 0 |
| REGIONAL PKG 14B, AM-N, WHL | 633-8190 | 0 | 1 | 9,560 |
| INDUSTRIAL PACKAGE | 632-4594 | 0 | 1 | 13,500 |
| LINKAGE, STANDARD LIFT | 590-6206 | 0 | 1 | 0 |
| AXLES, AUTO/OPEN, SGR, WHL | 633-8176 | 0 | 1 | 3,535 |
| NO AXLE OIL COOLER | 590-6312 | 0 | 1 | 760 |
| HYDRAULICS, 2V RC, 3/4V READY | 590-6150 | 0 | 1 | 6,480 |
| HYDRAULIC OIL, STANDARD | 366-9912 | 0 | 1 | 0 |
| STARTING, STANDARD | 590-6272 | 0 | 1 | 0 |
| LIGHTS, LED, INDUSTRIAL | 590-6403 | 0 | 1 | 4,550 |
| CAB, DELUXE, STRG WHEEL | 647-7843 | 0 | 1 | 1,040 |
| FILTRATION, STANDARD | 633-1821 | 0 | 1 | 0 |
| WINDOWS, STANDARD, FULL GUARD | 627-5972 | 0 | 1 | 16,340 |
| JOYSTICK 2V, STEERING WHEEL | 536-1586 | 0 | 1 | 1,390 |
| STEERING SYST, STD, WHL | 590-6265 | 0 | 1 | 0 |
| PRODUCT LINK, CELLULAR PLE643 | 641-7597 | 0 | 1 | 0 |
| CAMERA, REAR VISION | 572-1871 | 0 | 1 | 0 |
| COOLING CORES, 6 FPI | 567-4726 | 0 | 1 | 448 |
| FAN, REVERSING, VPF, ANSI | 590-6144 | 0 | 1 | 6,880 |
| ANTIFREEZE, -34C (-29F) | 626-1926 | 0 | 1 | 0 |
| TIRES, 23.5X25 BR SMOOTH S | 635-4270 | 0 | 1 | 18,530 |
| AIR INLET PRECLEANER, TRASH | 365-0121 | 0 | 1 | 1,270 |
| FENDERS, NARROW | 550-3413 | 0 | 1 | 3,975 |
| SOUND SUPPRESSION, INDUSTRIAL | 590-6242 | 0 | 1 | 1,420 |

| | | | | |
|--------------------------------|----------|------|---|----------------|
| TRANSPORT GROUP, NO WORKTOOL | 361-1437 | 0 | 1 | 0 |
| SERIALIZED TECHNICAL MEDIA KIT | 421-8926 | 0 | 1 | 0 |
| COUNTERWEIGHT, STANDARD | 632-7599 | 0 | 1 | 0 |
| LIGHTS, REVERSING STROBE | 569-4049 | 0 | 1 | 349 |
| LIGHT, SEAT BELT WARNING | 460-7450 | 0 | 1 | 296 |
| LIGHT, WARNING BEACON | 491-7467 | 0 | 1 | 625 |
| CAMERA, DEDICATED REAR VIEW | 633-1827 | 0 | 1 | 2,235 |
| GUARD, HINGED, POWERTRAIN | 569-8171 | 0 | 1 | 4,335 |
| GUARD, TILT CYLINDER | 590-6354 | 0 | 1 | 1,855 |
| TOOL BOX | 558-0974 | 0 | 1 | 245 |
| WHEEL CHOCKS | 590-6285 | 0 | 1 | 635 |
| FILM, WASTE | 468-0171 | 0 | 1 | 0 |
| PROTECTION, CYLINDER ROD | 0P-3940 | 0 | 1 | 0 |
| STORAGE PROTECTION | 0P-2918 | 0 | 1 | 0 |
| ROLL ON-ROLL OFF | 0P-6619 | 0 | 1 | 344 |
| QUICK COUPLER READY, STD | 631-1548 | 0 | 1 | 4,895 |
| AUTOLUBE, STD | 590-6232 | 0 | 1 | 8,420 |
| BKTA WLC ST 120" 8.00YD3 PO | 516-2981 | 5895 | 1 | 36,972 |
| Total CAT List/Net: | | | | 555,694 |

| | |
|--|------------------|
| Total Machine List Price | \$555,694 |
| Sourcewell Contract 18% off List Price for 950 Wheel Loaders | -\$100,025 |
| Price after Sourcewell Discount | \$455,669 |
| Mandatory Service & Outbound Freight | Included |
| Travel Time & Mileage 48 MO/ 10,000 HRs | Included |
| 48 MO/ 10,000 HR Powertrain, Hyd & Tech Warranty | Included |
| 36 Mo/ 3000 HR Parts only CVA | Included |
| Additional CAT Corp Support on 950 Wheel Loaders | -\$38,801 |
| Additional Yancey Bros. Multiple Machine Discount for City of Statesboro | -\$20,208 |
| TOTAL QUOTE PRICE | \$396,660 |

Accepted by _____ on _____

Sincerely,

Zach Tatum

Machine Sales / Heavy Rents Rep
Yancey Bros. Co.

City of Statesboro

Public Utilities Department



To: Mr. Jason Boyles
Assistant City Manager

From: Matt Aycock
Director of Public Utilities

Date: 11-24-2025

RE: Recommendation of Bidder

Policy Issue: Purchasing

Recommendation: Consideration of a motion to award a contract to Southeast Connections, LLC in the amount of \$990,349.82, for the relocation of natural gas facilities along 301 North as part of a GDOT Road Widening Project. To be paid for with funds in the Natural Gas CIP budget item # NGD-95.

Background: The Georgia Department of Transportation has approved a road widening project of approximately 1.5 miles on Highway 301 North from North Randy Lowery Road to Clito Road. The natural gas facilities within this area will have to be relocated to accommodate this road widening project. The natural gas relocation project was properly advertised and bid, and two qualified bids were received and opened. The low bid was from Southeast Connections, LLC in the amount of \$990,349.82, well below the approved budget of \$1,400,000.00.

It is the recommendation of staff and our consulting engineers at Sapp Engineering to award the contract to Southeast Connections, LLC. In our opinion, they have the resources and experience to successfully complete the project as bid.

Budget Impact: Funds were approved in the FY2024 CIP, Item # NGD-95, using System Revenues and 2019 SPLOST.

Council Person and District: All

Attachments: Engineering award recommendation letter and bid abstract.

Georgia Municipal Association City of Excellence

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



Specializing in Natural Gas Engineering • Project Management • Associated Services

P. O. Box 26097 • Macon, GA 31221 • (478) 342-0386 • info@sappengineering.com

November 24, 2025

Darren Prather
City of Statesboro

Re: SR73/Hwy 301 Passing Lane Project Bid Results and Recommendation

Attached is the Bid Tab Sheet for the bids submitted for the SR73/Hwy 301 Passing Lane Project.

All bids have been checked for accuracy and are included on the attached.

Based on the results of the bids and the fact that they have done acceptable work for several municipalities in the past, I recommend awarding the project to the low bidder, Southeast Connections for the amount of \$990,349.82.

The actual project cost will be based on the installed quantities.

Sincerely,

A handwritten signature in black ink, appearing to read "Jack Sapp".

Jack Sapp, PE