



**December 19, 2023 5:30 pm**

1. Call to Order by Mayor Jonathan McCollar
2. Invocation and Pledge of Allegiance by Councilmember John Riggs
3. Recognitions/Public Presentations
  - A) Presentation of a retirement award to Keith Perkins Water & Sewer Superintendent who is retiring effective January 1, 2024 after 36 years of service.
  - B) Presentation of a Certificate of Appreciation to Councilmember Venus Mack for her dedicated service to the City of Statesboro.
  - C) Presentation of a Certificate of Achievement from the Georgia Municipal Association to Mayor Pro Tem Shari Barr for her completion of 72 hours to training.
  - D) Presentation of a Certificate of Dedication from the Georgia Municipal Association to Councilmember Phil Boyum for his completion of 276 hours of training.
4. Public Comments (Agenda Item):
5. Consideration of a Motion to approve the Consent Agenda
  - A) Approval of Minutes
    - a) 12-05-2023 Council Minutes
    - b) 12-05-2023 Work Session Minutes
6. Public Hearing and Consideration of a Motion to Approve: **APPLICATION RZ 23-11-01**: Danny Jones requests a Zoning Map Amendment from the PUD/MX (Planned Unit Development/Mixed-Use) zoning district to the R-2 (Townhouse Residential) zoning district on approximately 2.63 acres of property located on Gentilly Road.
7. Public Hearing and Consideration of a Motion to Approve: **APPLICATION SUB 23-11-02**: Karen Lovett requests a Preliminary Subdivision Plat of approximately 16.47 acres of property located on Brannen Street.
8. Public Hearing and Consideration of a Motion to Approve: **APPLICATION SUB 23-10-03**: SLA Communities LLC, request a Preliminary Subdivision Plat of approximately 36.55 acres of property in order to construct a 124-unit Single-Family detached subdivision on Beasley Road.
9. Public Hearing and Consideration of a Motion to Approve: **APPLICATION RZ 23-11-04**: West District Development requests an amendment to an existing PUD (Planned Unit Development) in order to complete the phase 2 development of the West District located at 40 East Cherry Street.

10. Public Hearing and Consideration of a motion to approve application for an alcohol license in accordance with the City of Statesboro alcohol ordinance Sec. 6-13(a):

Express One Stop  
3190 Northside Dr. W.  
Statesboro, Ga 30458  
License Type: Package Sales – Beer and Wine Only

11. Second Reading and consideration of a motion to approve **Ordinance 2023-20**: An Ordinance amending Chapter 10, Article I of the Statesboro Code of Ordinances.
12. Consideration of a motion to approve **Resolution 2023-51**: A Resolution to approve the Employee Compensation Plan for Public Safety (Police Officers and Firefighters) effective January 1, 2024 and General Government employees effective July 1, 2024.
13. Consideration of a motion to approve **Resolution 2023-52**: A Resolution authorizing the opening of a separate bank account for the 2023 TSPLOST.
14. Consideration of a motion to approve a Temporary Special Event Permit in accordance with the City of Statesboro alcohol ordinance Sec. 6-8(d)(3) issued to the Blue Room for December 31, 2023 from 7pm to 12am. The location of the event is 1830 Chandler Road.
15. Consideration of a motion to approve an amendment to the contract with Tyler Technologies Software for cloud storage service.
16. Consideration of a Motion to approve the purchase of one (1) 2023 or newer Ford F-450 Super Duty XL 4WD 7.3 L V8 or equivalent at a cost, not to exceed, \$80,000. If approved, this purchase would be funded out of Natural Gas operating funds.
17. Consideration of a motion to approve a Water - Sewer Agreement with Blanchard Equipment not to exceed \$325,350.00 to extend a 12” water main approximately 3800’ on Miller St. Extension to Veteran's Memorial Parkway. Work to be paid for with funds from System Revenues in the Water Sewer Fund.
18. Consideration of a motion to award a contract for professional engineering services for Phase 2 of the South Main Street/Blue Mile Streetscape Improvements Project to T.R. Long Engineering in the not to exceed amount of \$399,420.00. The project will be paid from 2018 TSPLOST Funds.
19. Other Business from City Council
20. City Managers Comments
21. Public Comments (General)
22. 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)
23. Consideration of a Motion to Adjourn



CITY OF STATESBORO  
COUNCIL MINUTES  
DECEMBER 05, 2023

Regular Meeting

50 E. Main St. City Hall Council Chambers

9:00 AM

**1. Call to Order**

Mayor Jonathan McCollar called the meeting to order

**2. Invocation and Pledge**

Councilmember Paulette Chavers gave the Invocation and led the Pledge of Allegiance.

**ATTENDANCE**

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

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

**3. Recognitions / Public Presentation:**

**A) Presentation of a Proclamation Commemorating the first introduction of the Equal Rights Amendment.**

Mayor Jonathan McCollar read the proclamation commemorating the 10<sup>th</sup> day of December 2023, as the Annual Day of Recognition of the Introduction of the Equal Rights Amendment.

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

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

**A) Approval of Minutes**

a) 11-21-2023 Work Session Minutes

b) 11-21-2023 Council Minutes

**B) Consideration of a motion to approve surplus and disposition of vehicles in the Public Utilities Department.**

A motion was made to approve the consent agenda.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Mayor Pro Tem Shari Barr
<b>SECONDER:</b>	Councilmember Paulette Chavers
<b>AYES:</b>	Boyum, Chavers, Riggs, Barr
<b>ABSENT</b>	Absent Councilmember Venus Mack

**6. Public Hearing for the City of Statesboro Comprehensive Plan update.**

A Motion was made to open the public hearing.

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

Director of Planning and Development Kathy Field stated a public hearing is a requirement by the Department of Community Affairs and is the beginning of the initiative to update the City of Statesboro’s Comprehensive Plan. IN addition tomorrow evening there will be a public meeting with community stakeholders beginning at 5:30 pm in the Council Chambers. Two more public meetings are slated for January and February.

No one spoke for or against the City of Statesboro Comprehensive Plan Update.

A Motion was made to close the public hearing.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Mayor Pro Tem Shari Barr
<b>SECONDER:</b>	Councilmember John Riggs
<b>AYES:</b>	Boyum, Chavers, Riggs, Barr
<b>ABSENT</b>	Absent Councilmember Venus Mack

**7. Public Hearing and First Reading of Ordinance 2023-20: An Ordinance amending Chapter 10, Article I of the Statesboro Code of Ordinances.**

A motion was made to open the public hearing.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Paulette Chavers
<b>SECONDER:</b>	Mayor Pro Tem Shari Barr
<b>AYES:</b>	Boyum, Chavers, Riggs, Barr
<b>ABSENT</b>	Absent Councilmember Venus Mack

City Attorney Cain Smith explained the revision to Article I of Chapter 10 of the City’s Animal Control Ordinance is before you today from direction given at the last work session. Bulloch County provides animal control services within the city. An update to the Intergovernmental Agreement is being negotiated and in order to make it easier for enforcement and prosecution of any violations a revision to the City’s Ordinance is necessary to make it consistent with the County’s.

No one spoke for or against the ordinance revision.

A Motion was made to close the public hearing.

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

A Motion was made to approve the first reading and move forward for a second reading of Ordinance 2023-20: An Ordinance amending Chapter 10, Article I of the Statesboro Code of Ordinances.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Mayor Pro Tem Shari Barr
<b>SECONDER:</b>	Councilmember Paulette Chavers
<b>AYES:</b>	Boyum, Chavers, Riggs, Barr
<b>ABSENT</b>	Absent Councilmember Venus Mack

**8. Public Hearing and Consideration of a Motion to Approve application for an alcohol license in accordance with the City of Statesboro alcohol ordinance Sec. 6-13 (a):**  
**Parkers #111**  
**2216 Northside Drive East**  
**Statesboro, Ga 30458**  
**License Type: Package Sales – Beer and Wine Only**

A Motion was made to open the public hearing.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Mayor Pro Tem Shari Barr
<b>SECONDER:</b>	Councilmember John Riggs
<b>AYES:</b>	Boyum, Chavers, Riggs, Barr
<b>ABSENT</b>	Absent Councilmember Venus Mack

No one spoke for or against the alcohol license consideration.

A Motion was made to close the public hearing.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember John Riggs
<b>SECONDER:</b>	Mayor Pro Tem Shari Barr
<b>AYES:</b>	Boyum, Chavers, Mack, Riggs, Barr
<b>ABSENT</b>	Absent Councilmember Venus Mack

A Motion was made to Approve application for an alcohol license in accordance with the City of Statesboro alcohol ordinance Sec. 6-13 (a) issued to Parkers #111 located at 2216 Northside Drive East, Statesboro, Ga 30458, License Type: Package Sales – Beer and Wine Only

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

**9. Second Reading and Consideration of a Motion to Approve Ordinance 2023-19: An Ordinance amending Chapter 66, Article V Collection Practices of the Statesboro Code of Ordinances in order to amend the text in Sec. 66-91 (c)(1).**

A Motion was made to approve Ordinance 2023-19: An Ordinance amending Chapter 66, Article V Collection Practices of the Statesboro Code of Ordinances in order to amend the text in Sec. 66-91 (c)(1).

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

**10. Consideration of a motion to approve Resolution 2023-50: A Resolution to adopt the Fourth Amendment to the City of Statesboro Schedule of Fees, Rates, and Fines for Fiscal Year 2024.**

City Manager Charles Penny stated the amendment is to add a \$150.00 occupational tax for Mobile Public Vendor’s and an increased fine from \$10.00 to \$25.00 for failure to remove polycarts from the curbside.

A Motion was made to approve Resolution 2023-50: A Resolution to adopt the Fourth Amendment to the City of Statesboro Schedule of Fees, Rates, and Fines for Fiscal Year 2024.

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

**11. Consideration of a motion to approve the amendment to the contract for Tyler Technologies Software in regards to iCloud storage.**

Mayor Jonathan McCollar stated this item has been removed from the agenda.

**12. Consideration of a motion to approve the purchase of a 2023 Ford Maverick from Woody Folsom Ford in the amount of \$33,420.00 for the Statesboro Fire Department. This purchase will be paid utilizing 2019 SPLOST funds.**

A motion was made to approve the purchase of a 2023 Ford Maverick from Woody Folsom Ford in the amount of \$33,420.00 for the Statesboro Fire Department. This purchase will be paid utilizing 2019 SPLOST funds.

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

**13. Consideration of a Motion to recess the regular meeting to enter into a work session.**

At 9:15 am a motion was made to recess the regular meeting to enter into a work session.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember John Riggs
<b>SECONDER:</b>	Mayor Pro Tem Shari Barr
<b>AYES:</b>	Boyum, Chavers, Riggs, Barr
<b>ABSENT</b>	Absent Councilmember Venus Mack

At 10:42 am motion was made to reconvene the regular meeting.

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

**14. Other Business from City Council**

Mayor Pro Tem Shari Barr congratulated Matt Aycock on his promotion to Assistant Public Utilities Director and Justin Williams in the Planning Department for receiving his certificate.

Mayor McCollar announced that this is the fifth year of the annual Toy Drive which is going on right now and encourages anyone who would like to give to bring a new unwrapped toy to City Hall and make some child’s Christmas a little bit better.

Councilmember Riggs stated on December 19<sup>th</sup> 1803 Governor John Milledge in the capital City of Louisville signed an act of the Georgia Legislature creating the town of Statesborough.



**15. City Managers Comments**

City Manager Charles Penny also congratulated the City’s Planning and Housing Administrator Justin Williams for receiving his AICP Certificate and Matt Aycock for his promotion to Assistant Public Utilities Director.

Mr. Penny stated this year New Year’s Eve falls on Sunday and on premise alcohol sales end at 11pm on Sunday’s. He asked council to consider a resolution extending the hours for on premise alcohol sales to 1 am for this one Sunday.

A motion was made to approve a Resolution extending the hours of on premise consumption to 1:00 am on Sunday December 31, 2023.

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

**16. Public Comments (General):** None

**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).**

No Executive Session was held.

**18. Consideration of a Motion to Adjourn**

A motion was made to adjourn.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember John Riggs
<b>SECONDER:</b>	Mayor Pro Tem Shari Barr
<b>AYES:</b>	Boyum, Chavers, Riggs, Barr
<b>ABSENT</b>	Absent Councilmember Venus Mack

The meeting was adjourned at 10:48 am

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Jonathan McCollar, Mayor

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Leah Harden, City Clerk



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CITY OF STATESBORO  
WORK SESSION MINUTES  
DECEMBER 5, 2023

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Mayor & Council Work Session

50 East Main Street

9:00 AM

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A Work Session of the Statesboro City Council was held on December 5, 2023 and began at 9:20 a.m. in the Council Chambers at City Hall, 50 East Main Street. Present was Mayor Jonathan McCollar; Council Members: Phil Boyum, Paulette Chavers, John Riggs and Shari Barr. Also present was City Clerk Leah Harden, City Attorney Cain Smith, City Manager Charles Penny, Assistant City Manager Jason Boyles and Public Information Officer Layne Phillips, and Assistant to City Manager Olympia Gaines. Absent was Councilmember Venus Mack.

### **1. Presentation and discussion of the City of Statesboro Employee Compensation Plan.**

Human Resources Director Demetrius Bynes presented the results of the employee compensation project, looking at labor market data, employee compensation data, compensation project and financial analysis. Unemployment rates in Georgia have trended at historically low levels since October 2022, meaning there are historically low levels of people seeking employment. The U.S. Bureau of Labor Statistics shows that by June 2023, there were over 2 jobs for every one unemployed person. Savannah Joint Development Authority released the results of the workforce study conducted by Wadley Donovan Gutshaw Consulting, LLC. The goal was to identify the labor supply challenges facing the Savannah region's industrial employers and develop initiatives that will minimize the exposure to existing and future supply shortfalls. The study area for this study was for anyone within a 1 hour commute from the Bryan County Megasite. Participants include representatives from economic development organizations, higher education and K-12 public school systems, county and municipal leaders and local staffing agencies, with the City of Statesboro being one. The workforce study relevant takeaways are; overall, labor supply is extremely tight in the region, competitive pay and enhancing employee retention have become increasingly important.

Dr. Stephen Condrey and Jan Hansford, the compensation consultants were joining in via zoom. Dr. Condrey stated that this project was very important for Statesboro to maintain a healthy workforce. He stated this is a very effective strategy for attracting and retaining an excellent workforce, and agreed we are going to have to be much more competitive than we have in the past, particularly in public safety, this should make us an employer of choice.

Jan Hansford stated they have enjoyed working with all the employees and you have a very professional workforce.

Director of Human Resources Demetrius Bynes talked about current compensation for our employees. We have a young workforce with 50% is under the age of 40, and 52% has been with us less than 5 years. Of the 170 employees that have less than 5 years of service, the average age is 34. Demetrius went over the current average annual/hourly wages of employees. Dr. Condrey and his team conducted a salary survey with comparable organizations and got their current pay data and list of positions, inside and outside of our region. Demetrius presented plan A, plan B, and plan C and the cost of implementation, with plan A being the most generous. Plan A would increase police officers starting pay from the current \$45,802 to \$55,477 annually and beginning firefighter pay to \$50,259 from the current \$43,564. Current employees would get "equity adjustment" increases for their years of service.

City Manager Charles Penny recommends Plan A which gets us far enough out in front of our competitors and it rewards city employees as well. He ask Mayor and Council to decide on the December 19<sup>th</sup> meeting. Charles Penny stated if you implement the pay plan for the public safety employees in January, please understand, the only increase that they will get from that point will be pay-for-performance, they will go a full year and a half before this pay plan is adjusted again.

Finance Director Cindy West gave a brief financial analysis, presenting a breakout showing that just about \$535,837 of the cost of the first six months raises for all employees would come from the general fund, with \$226,916 from the fire fund and \$348,784 from the “enterprise” funds for fee-funded services such as water/sewer and natural gas. Cindy West stated the city’s unaudited general fund balance was a little over \$7 million as of June 30, and \$5.7 million would be needed to maintain a recommended reserve of at least 25% of the year’s budgeted spending. That makes about \$1.4 million above the reserve threshold available.

Councilmember Paulette Chavers asked if the city can afford this with ease if we implement Plan A.

Finance Director Cindy West stated at the end of Fiscal Year 2023 unaudited we have \$7 million in fund balance. The City’s policy is to keep 25% of our expenditures in fund balance which is \$5.5 million so there is \$1.4 million available.

City Manager Charles Penny stated we have enough in surplus above the 25% to implement the pay plan in January. The most reasonable way to implement the plan would be to begin with public safety in January and remaining staff in July 2024.

Councilmember Phil Boyum agrees with implementing Plan A for public safety in January 2024 and the rest of employees July 2024.

Mayor Pro Tem Shari Barr stated we need to be fiscally conservative and responsible to the tax payers and agrees with the original plan of implementing public safety in January 2024 and remaining staff July 2024.

The meeting was adjourned at 10:36 am.

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Jonathan McCollar, Mayor

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Leah Harden, City Clerk

# CITY OF STATESBORO

## COUNCIL

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



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

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

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

**From:** Justin Williams, Planning & Housing Administrator

**Date:** December 11, 2023

**RE:** December 19, 2023 City Council Agenda Items

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

**Recommendation:** Planning Commission recommends the Approval of the Zoning Map Amendment

**Background:** Danny Jones request a Zoning Map Amendment from the PUD/MX (Planned Unit Development/Mixed-Use) zoning district to the R-2(Townhouse Residential) zoning district on approximately 2.63 acres of property located on Gentilly Road (Tax Parcel# S53 000064 000).

**Budget Impact:** None

**Council Person and District:** Mack (District 3)

**Attachments:** Development Services Report RZ 23-11-01



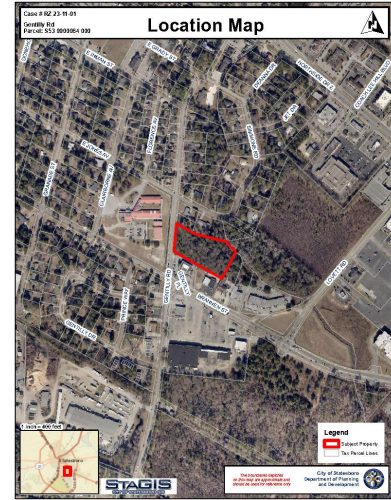
# ZONING SERVICES REPORT

P.O. Box 348  
Statesboro, Georgia 30458

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

## RZ 23-11-01 ZONING MAP AMENDMENT GENTILLY ROAD

<b>LOCATION:</b>	Gentilly Road
<b>EXISTING ZONING:</b>	MX/PUD (Mixed-Use/Planned Unit Development)
<b>ACRES:</b>	2.96 Acres
<b>PARCEL TAX MAP #:</b>	S53 0000064 000
<b>COUNCIL DISTRICT:</b>	District 3 (Mack)
<b>EXISTING USE:</b>	Vacant Wooded Lot
<b>PROPOSED USE:</b>	Townhouse Subdivision



**PETITIONER**                 Danny Jones  
**ADDRESS**                   119 Savannah Avenue; Statesboro GA, 30458

**REPRESENTATIVE**       Cody Rodgers  
**ADDRESS**                   1211 Merchant Way, Suite 201; Statesboro GA, 30458

### PROPOSAL

The applicant requests a zoning map amendment from the MX/PUD (Mixed-Use/Planned Unit Development) zoning districts to the R-2 (Townhouse Residential) zoning district in order to develop a 20 unit townhouse development.

### STAFF/PLANNING COMMISSION RECOMMENDATION

**RZ 23-11-01 – CONDITIONAL APPROVAL**

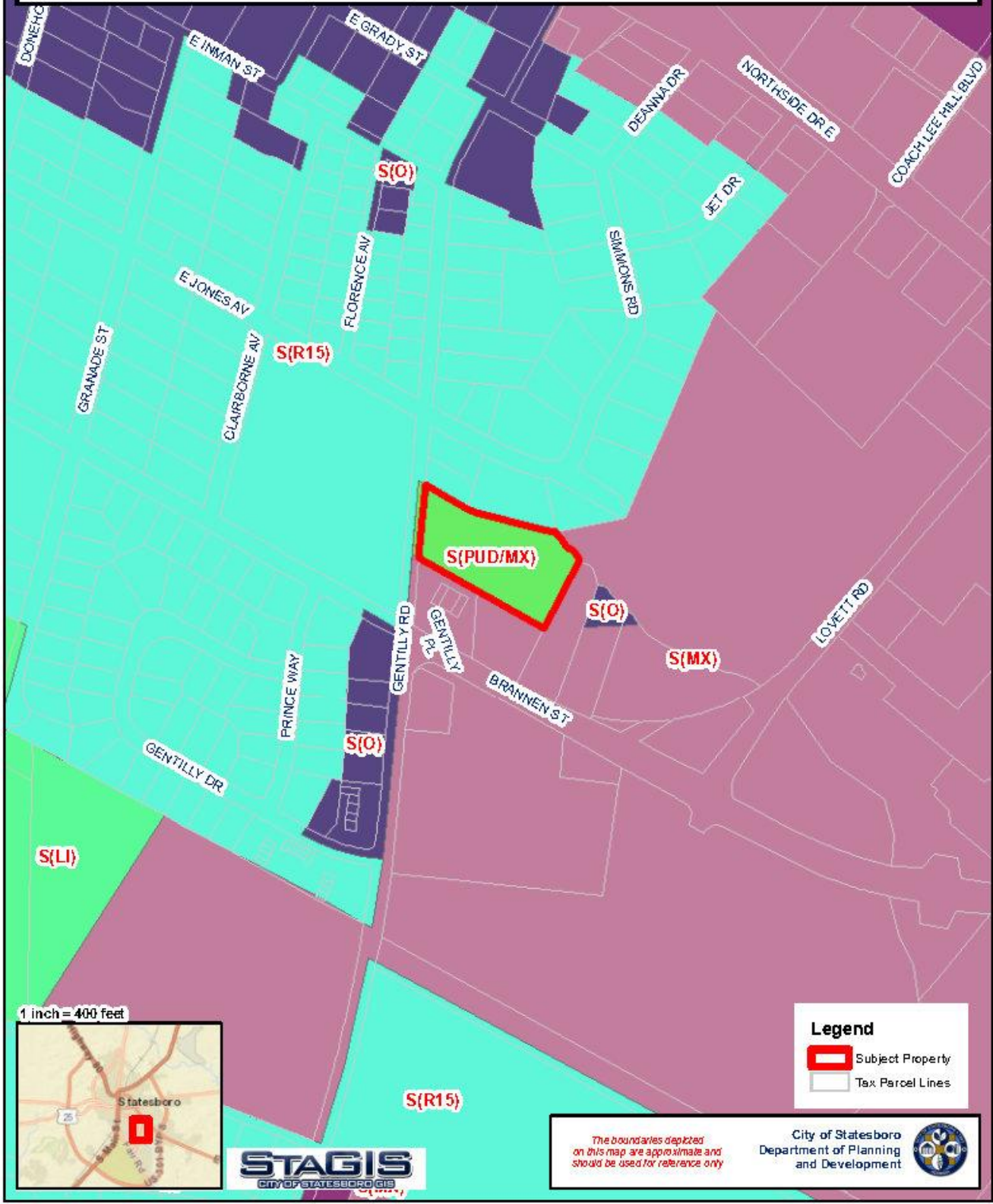
Case # RZ 23-11-01  
Gentilly Rd  
Parcel: S53 0000064 000

# Location Map



Case # RZ 23-11-01  
Gentilly Rd  
Parcel: S53 0000064 000

# Current Zoning Map



1 inch = 400 feet



**Legend**

- Subject Property
- Tax Parcel Lines

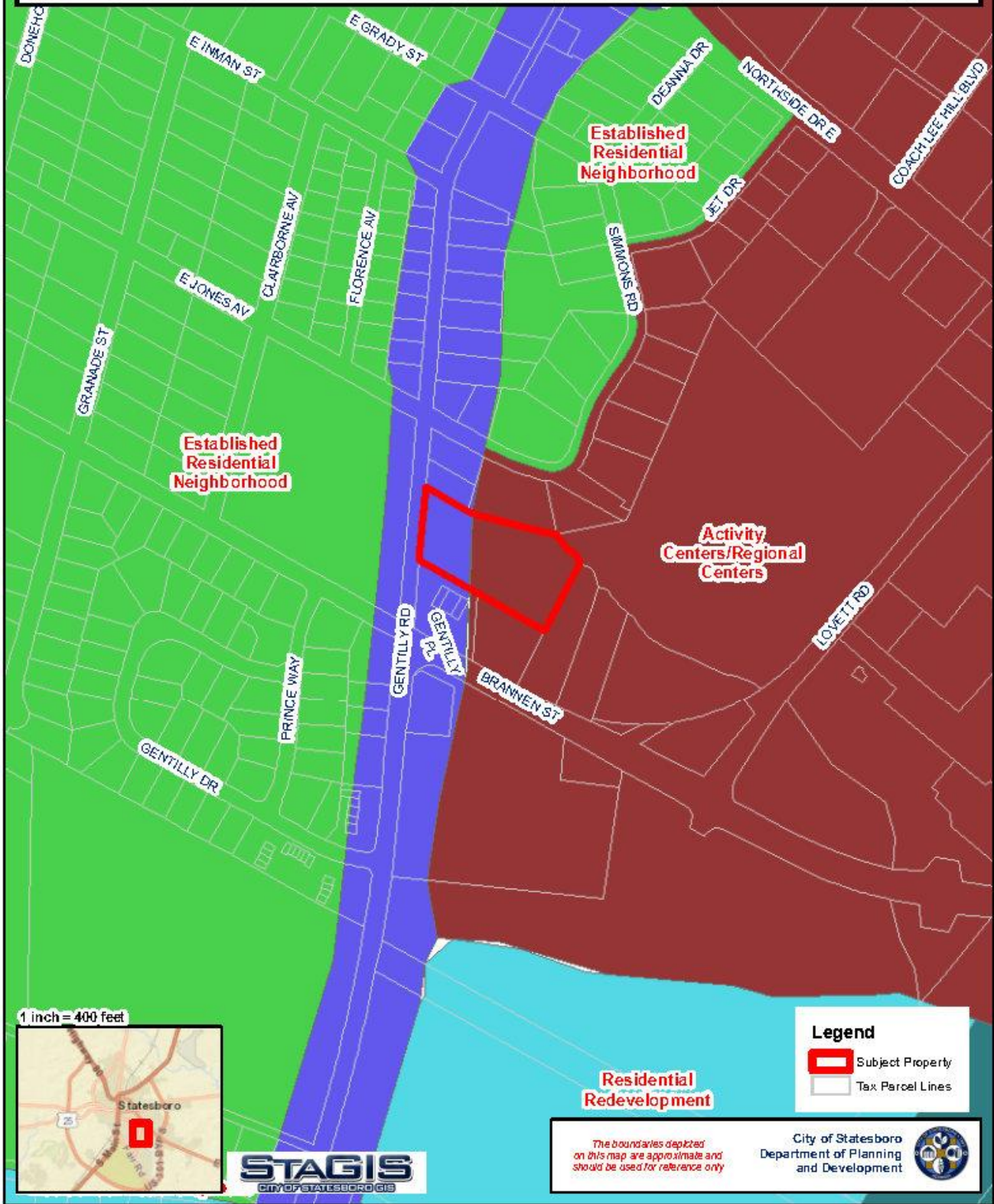


The boundaries depicted on this map are approximate and should be used for reference only

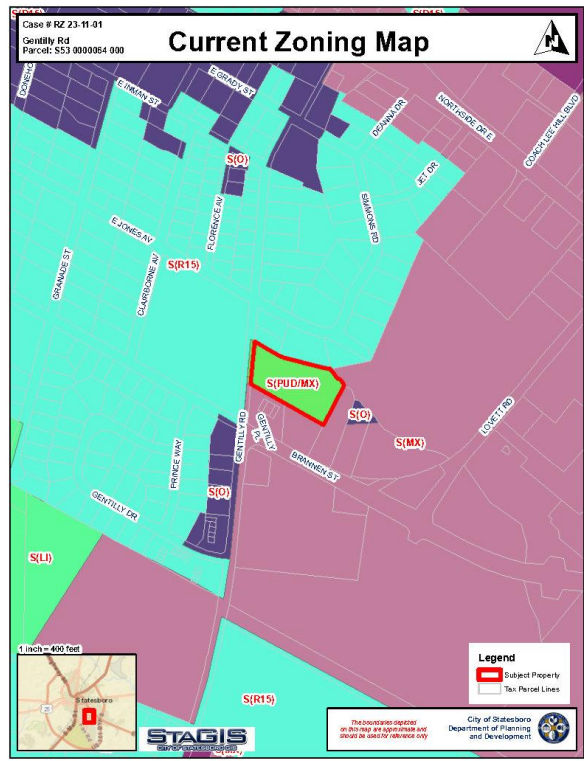


Case # RZ 23-11-01  
Gentilly Rd  
Parcel: S53 0000064 000

# Future Landuse Map







**SURROUNDING LAND USES/ZONING**

Location	Parcel Location & Zoning Information	Land Use
North	<b>Location Area #1</b> R-15 (Single-Family Residential)	Single Family Dwelling
Northeast	<b>Location Area #2:</b> MX (Mixed-Use)	Vacant Lot
East	<b>Location Area #3:</b> MX (Mixed-Use)	Vacant Lot
North West	<b>Location Area #4:</b> R-15 (Single-Family Residential)	The Y
Southeast	<b>Location Area #5:</b> MX (Mixed-Use)	Shopping Complex
South	<b>Location Area #6</b> MX (Mixed-Use)	Shopping Complex
Southwest	<b>Location Area #7:</b> MX (Mixed-Use)	The Y
West	<b>Location Area #8:</b> R-15 (Single-Family Residential)	The Y

## **SUBJECT SITE**

The subject site consists of approximately 2.96 acres, and currently is a wooded area with some noted wetlands in the east, and adjacent commercial uses to the South.

The intent of the applicant is to develop a 20 unit townhome subdivision. Although not required due to the proposed density, the applicant intends to provide additional buffering around the area.

The *City of Statesboro 2019 – 2029 Comprehensive Master Plan* designates the subject site in the “Activity/Regional Center” character area, which is generally intended for pedestrian-oriented shopping, office, and entertainment areas that accommodate High-Density Residential Development.

## **ENVIRONMENTAL SITE ANALYSIS**

The property does appear to contain wetlands to the south, which is not being impacted for development. The property does not contain floodplains, but will need to ensure significant care is taken to develop due to the amount of trees necessary for removal.

## **COMMUNITY FACILITIES AND TRANSPORTATION**

This site has access to City of Statesboro utilities and is currently facing a public street for both proposed entrances.

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

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

The Zoning Procedures Law, specifically the “Steinberg Criteria” provides minimum standards for local governments to consider in the rezoning of properties. Those standards are as follows:

- 1. Will the zoning proposal permit a use that is suitable in view of the use and development of adjacent and nearby property?**
  - The surrounding area is made up of a mix of residential houses and highly trafficked commercial buildings. This property has remained unsold for a number of years, and would provide some buffering on the street from the more traditional neighborhood.
- 2. Will the zoning proposal adversely affect the existing use or usability of adjacent or nearby property?**
  - The development would change the general makeup of the area, and there is potential for increased accidents on the roadway due to the increase in entering and exiting traffic on the street. In the design of the property, it is recommended that the property owner reverse the orientation to ensure minimal disturbance of the existing single-family neighborhood.
- 3. Does the property be rezoned have a reasonable economic use as currently zoned?**

- The property originally granted a PUD in order to develop an office area adjacent to the existing commercial area, but this did not take place. As it is a PUD, unless the developer were to construct to the original plan, this property could not be developed without either an amendment to the PUD or a reclassification of zoning.
- 4. Will the zoning proposal result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools?**
- The number of units would increase general traffic in the area, but this would not be significant enough to warrant a traffic study. Observation of general engineering practices would be sufficient. Utilities are already in the area, and this would not represent a significant burden to the system. .
- 5. Are there other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal?**
- The proposed change does not conflict with the existing development of the area, as the roads are highly trafficked due to the adjacent mall, Movie Theater, and numerous restaurants on Northside Drive.
- 6. Consistency Does the zoning proposal conform with the Long Range Land Use Plan of the Municipality?**
- The proposed use is consistent with the subject site's character area ("Activity/Regional Center") as stated in the *2019 – 2029 Comprehensive Master Plan*, but considerable care must be taken to ensure that the development transitions adequately to the adjacent neighborhood.

**Subject Property**



**Northern Property**



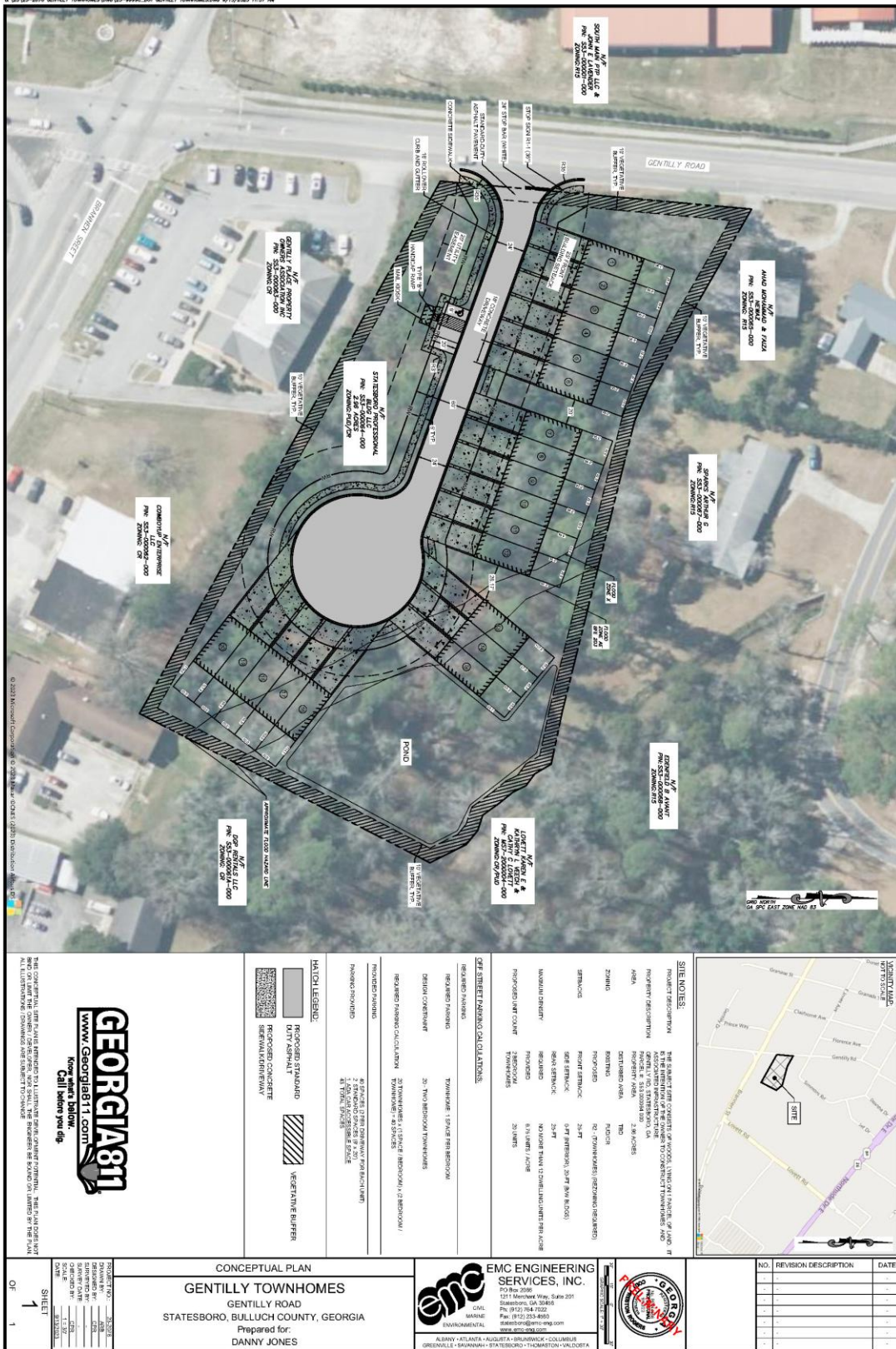
**Southern Property**



**Eastern Property**



# Concept Plan



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**HAZARD LEGEND:**

	PROPOSED STANDED		VEGETATIVE BUFFER
	PROPOSED CONCRETE		
	SERIAL/DEVELOPMENT		

**PROPOSED PARKING CALCULATIONS:**

REQUIRED PARKING	TOWNHOME - 1 SPAC PER TOWNHOME
DESIGN CONFORMANCE	20% TWO-BEDROOM TOWNHOMES
REQUIRED PARKING CALCULATION	TOWNHOMES - 42 SPACES
PROPOSED PARKING	42 SPACES
PROPOSED PARKING PROVIDER	2 TOWNHOMES SPACES @ 21 SPACES PER TOWNHOME
	20% TOWNHOMES SPACES @ 21 SPACES PER TOWNHOME

**SITE NOTES:**

THE SUBJECT LOT IS SUBJECT TO RECORD LOTS ON MAPS OF LAND IN THE JURISDICTION OF THE COUNTY OF STAFFORD COUNTY, GEORGIA.

PROPERTY DESCRIPTION: GENTILLY TOWNHOMES, GA. PROPERTY AREA: 2.86 ACRES.

ZONING: DISTRICT: MSA. TYPE: TPO.

PROPOSED: 42 TOWNHOMES (RESIDENTIAL).

SERVICES: FRONT SERVICE: 32-FT. REAR SERVICE: 32-FT. SIDE SERVICE: 32-FT. (AT INTERIOR, SHOT WALL BOUND).

MANUAL DRAINAGE: 42 SPACES WITH 2% SLOPE. (SEE PLAN FOR DRAINAGE).

PROPOSED LOT COUNT: 42 TOWNHOMES.

CONCEPTUAL PLAN  
 GENTILLY TOWNHOMES  
 GENTILLY ROAD  
 STAFFORD COUNTY, GEORGIA  
 Prepared for:  
 DANNY JONES

**emc** EMC ENGINEERING SERVICES, INC.  
 CIVIL  
 MARINE  
 ENVIRONMENTAL  
 1211 Market Way, Suite 201  
 Marietta, GA 30068  
 Phone: (770) 426-1234  
 Fax: (770) 426-1235  
 www.emc-engineering.com

NO.	REVISION DESCRIPTION	DATE

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

Staff recommends **Approval of RZ 23-11-01**. If this petition is approved by the Mayor and City Council, it should be subject to the applicant's agreement to the following enumerated condition(s):

- (1) Approval of this Zoning Map Amendment does not grant the right to develop on the site without approval. All construction must be approved by the City.
- (2) The applicant must observe general Georgia Department of Transportation Metrics.

At the regularly scheduled meeting of the Planning Commission on December 5, 2023, the Commission recommended approval of the request and staff conditions with a 6-0 vote, with the addition of the following condition:

- 1) The applicant will ensure additional buffering may be provided to the Northern property with fencing.

# CITY OF STATESBORO

## COUNCIL

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



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

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

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

**From:** Justin Williams, Planning & Housing Administrator

**Date:** December 11, 2023

**RE:** December 19, 2023 City Council Agenda Items

**Policy Issue:** *Statesboro Zoning Ordinance*: Preliminary Subdivision PLAT

**Recommendation:** Planning Commission recommends the Approval of the Preliminary Subdivision PLAT.

**Background:** Karen Lovett request a Preliminary Subdivision of approximately 16.47 acres of property located on Brannen Street (Tax Parcel #MS840001000 000).

**Budget Impact:** None

**Council Person and District:** Mack (District 3) - Proposed

**Attachments:** Development Services Report SUB 23-11-02





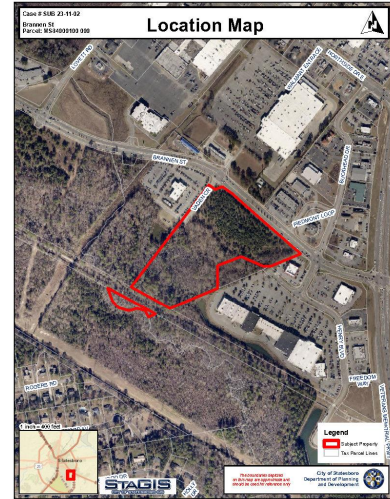
*City of Statesboro-Department of Planning and Development*  
**ZONING SERVICES REPORT**

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

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

**SUB 23-11-02  
 PRELIMINARY SUBDIVISION REQUEST  
 BRANNEN STREET**

<b>LOCATION:</b>	Brannen Street
<b>EXISTING ZONING:</b>	MX (Mixed-Use)
<b>ACRES:</b>	16.47 Acres
<b>PARCEL TAX MAP #:</b>	MS84 000100 000
<b>COUNCIL DISTRICT:</b>	District 3 (Mack)
<b>EXISTING USE:</b>	Wooded Lot
<b>PROPOSED USE:</b>	General Commercial Center



**PETITIONER** Kathryn S. Lovett Family & Karen E Lovett  
**ADDRESS** 2100 Beacon Court; Albany GA, 31721

**REPRESENTATIVE** John A Dotson; Maxwell-Reddick & Associates  
**ADDRESS** 40 Joe Kennedy Boulevard; Statesboro GA, 30458

**PROPOSAL**

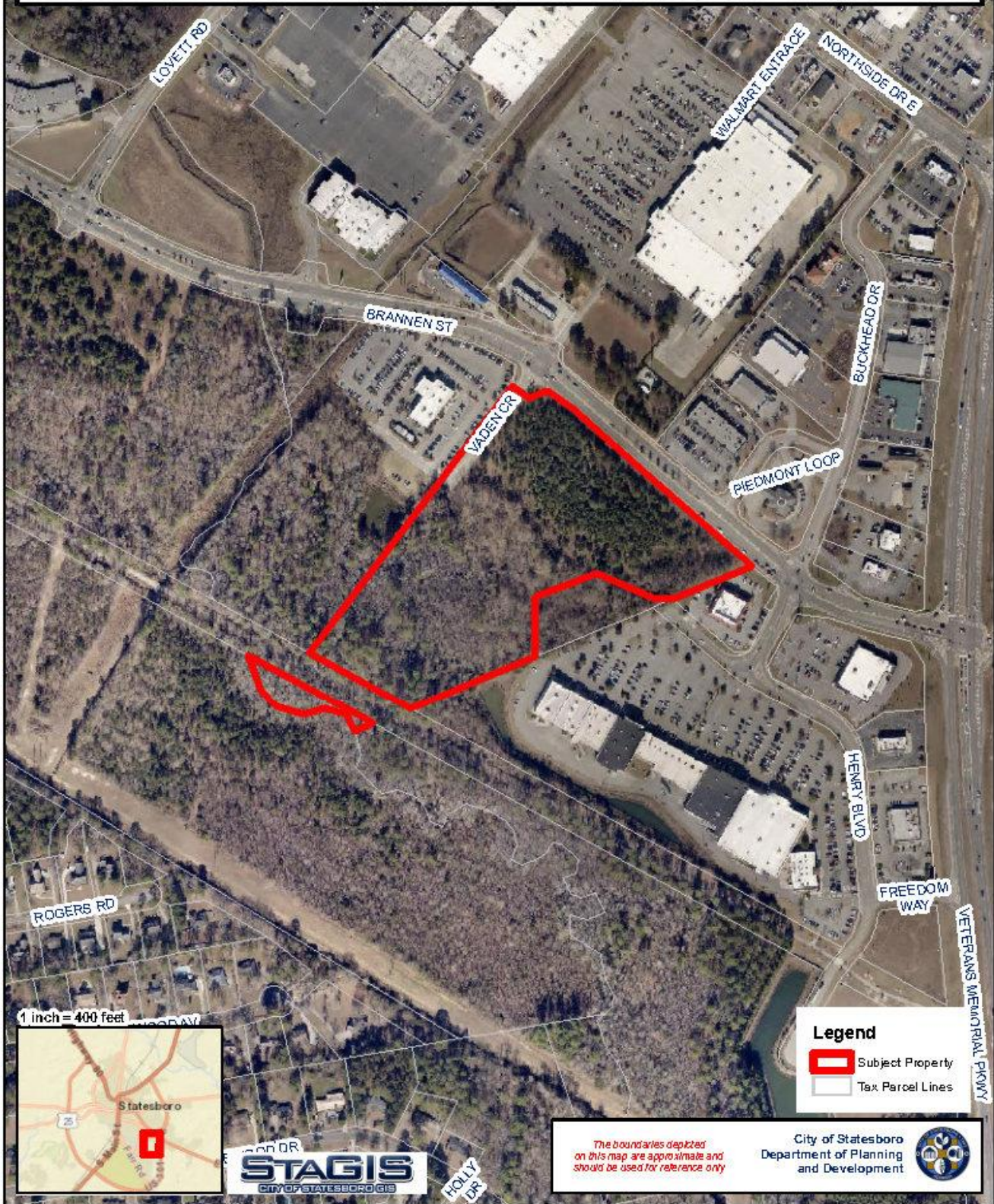
The applicant requests a preliminary subdivision of approximately 16.47 acres in order to develop a multi-unit commercial complex and large wetland retention area.

**STAFF/PLANNING COMMISSION RECOMMENDATION**

**SUB 23-11-02 – CONDITIONAL APPROVAL**

Case # SUB 23-11-02  
Brannen St  
Parcel: MS84000100 000

# Location Map



Case # SUB 23-11-02  
Brannen St  
Parcel: MS84000100 000

# Current Zoning Map



**Legend**

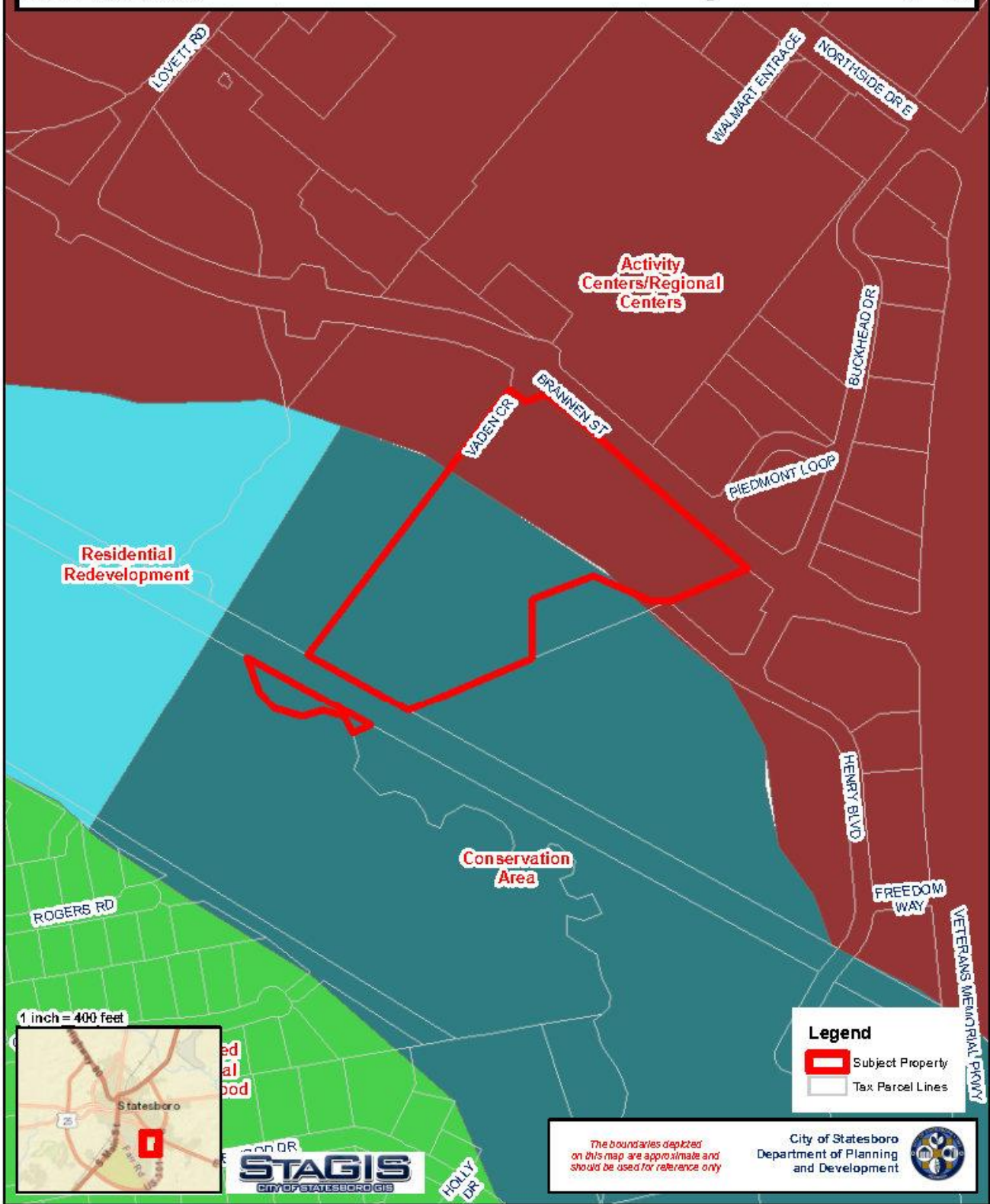
- Subject Property
- Tax Parcel Lines

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

City of Statesboro  
Department of Planning and Development

Case # SUB 23-11-02  
Brannen St  
Parcel: MS84000100 000

# Future Landuse Map





### SURROUNDING LAND USES/ZONING

Location	Parcel Location & Zoning Information	Land Use
North	<b>Location Area #1</b> MX (Mixed-Use)	Walmart
Northeast	<b>Location Area #2:</b> MX (Mixed-Use)	Commercial Complex
East	<b>Location Area #3:</b> MX (Mixed-Use)	Commercial Complex
North West	<b>Location Area #4:</b> MX (Mixed-Use)	Carwash
Southeast	<b>Location Area #5:</b> R-15 (Single-Family Residential)	Vacant Land
South	<b>Location Area #7:</b> R-15 (Single-Density Residential)	Vacant Land
Southwest	<b>Location Area #8:</b> R-15 (Single-Family Residential)	Vacant Land
West	<b>Location Area #9:</b> MX (Mixed-Use)	Nissan Dealership

## **SUBJECT SITE**

The subject site consists of a wooded lot located between the private Vaden Drive and Henry Boulevard. At this time there is no proposed development for the lot, but the applicant intends to subdivide the property in order to create marketable individual lots. In the original development agreement for the Vaden Nissan, the private drive was created as a part of this parcel, but the applicant has shown intent to dedicate the existing drive to the City upon development.

The *City of Statesboro 2019 – 2029 Comprehensive Master Plan* designates the subject site in the “Conservation” character area, which is designated for minimal construction to preserve existing wetlands. It is also located in the “Activity/Regional Center” character area, which is generally used for High-density commercial development.

## **ENVIRONMENTAL SITE ANALYSIS**

The property does contain significant wetlands to the South. The proposed subdivision would create specific commercial lots for development as well as a large wetland area in the rear to be maintained by all owners of the property upon sale of the area.

## **COMMUNITY FACILITIES AND TRANSPORTATION**

This site has access to City of Statesboro utilities. The existing access on Vaden Drive was originally proposed as a City Street and would be dedicated to the City upon completion of the Subdivision. The applicant has been informed that ensuring shared access across the property, connecting Vaden Drive and Henry Boulevard would be the most beneficial way to ensure traffic connectivity, as the entrance on Brannen Street would only provide an entry & exit by right turn.

**Subject Property (Henry Blvd)**



**Subject Property (Brannen Street)**



## Eastern Property



## Western Property







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

Staff recommends **Approval of SUB 23-11-02**. If this petition is approved by the Mayor and City Council, it should be subject to the applicant's agreement to the following enumerated condition(s):

- (1) Approval of this Preliminary Subdivision does not grant the right to develop on the site without approval from the City. All construction must be reviewed and approved by the City.
- (2) Development of the property must take into consideration all created lots, and stormwater must be mitigated with the total square footage of the overall development before approval of a land disturbance permit.
- (3) During development, shared access must be shown to ensure the overall connectivity of Henry Boulevard and Vaden Drive.

At the regularly scheduled meeting of the Planning Commission on December 5, 2023, the Commission recommended approval of the request and staff conditions with a 6-0 vote.

# CITY OF STATESBORO

## COUNCIL

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



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

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

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

**From:** Justin Williams, Planning & Housing Administrator

**Date:** December 11, 2023

**RE:** December 19, 2023 City Council Agenda Items

**Policy Issue:** *Statesboro Zoning Ordinance: Annexation*

**Recommendation:** Planning Commission recommends the Approval of the Preliminary Subdivision PLAT.

**Background:** SLA Communities LLC, request a Preliminary Subdivision of approximately 36.55 acres of property in order to construct a 124-unit Single-Family detached subdivision on Beasley Road (Tax Parcel # MS91000013 000).

**Budget Impact:** None

**Council Person and District:** Barr (District 5)

**Attachments:** Development Services Report SUB 23-11-03



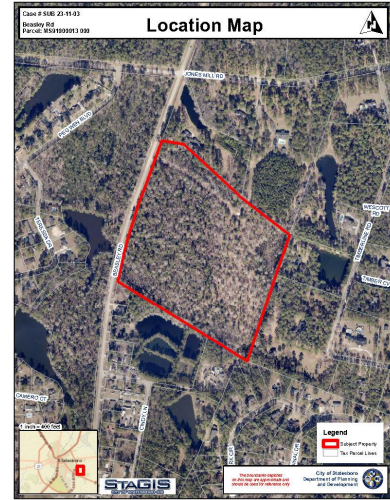
*City of Statesboro-Department of Planning and Development*  
**ZONING SERVICES REPORT**

P.O. Box 348  
 Statesboro, Georgia 30458

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

**SUB 23-11-03  
 PRELIMINARY SUBDIVISION REQUEST  
 BEASLEY ROAD**

<b>LOCATION:</b>	Beasley Road
<b>EXISTING ZONING:</b>	R-6 (Single-Family Residential)
<b>ACRES:</b>	36.55 Acres
<b>PARCEL TAX MAP #:</b>	MS91 000013 000
<b>COUNCIL DISTRICT:</b>	District 5 (Barr)
<b>EXISTING USE:</b>	Wooded Lot
<b>PROPOSED USE:</b>	Single-Family Detached Subdivision



**PETITIONER**                      SLA Communities LLC  
**ADDRESS**                        152 Thunderbird Drive, Suite 207; Richmond Hill, GA 31324

**REPRESENTATIVE**        Thomas C. O'Barr; Maxwell-Reddick & Associates  
**ADDRESS**                        140 Joe Kennedy Blvd; Statesboro GA, 30458

**PROPOSAL**

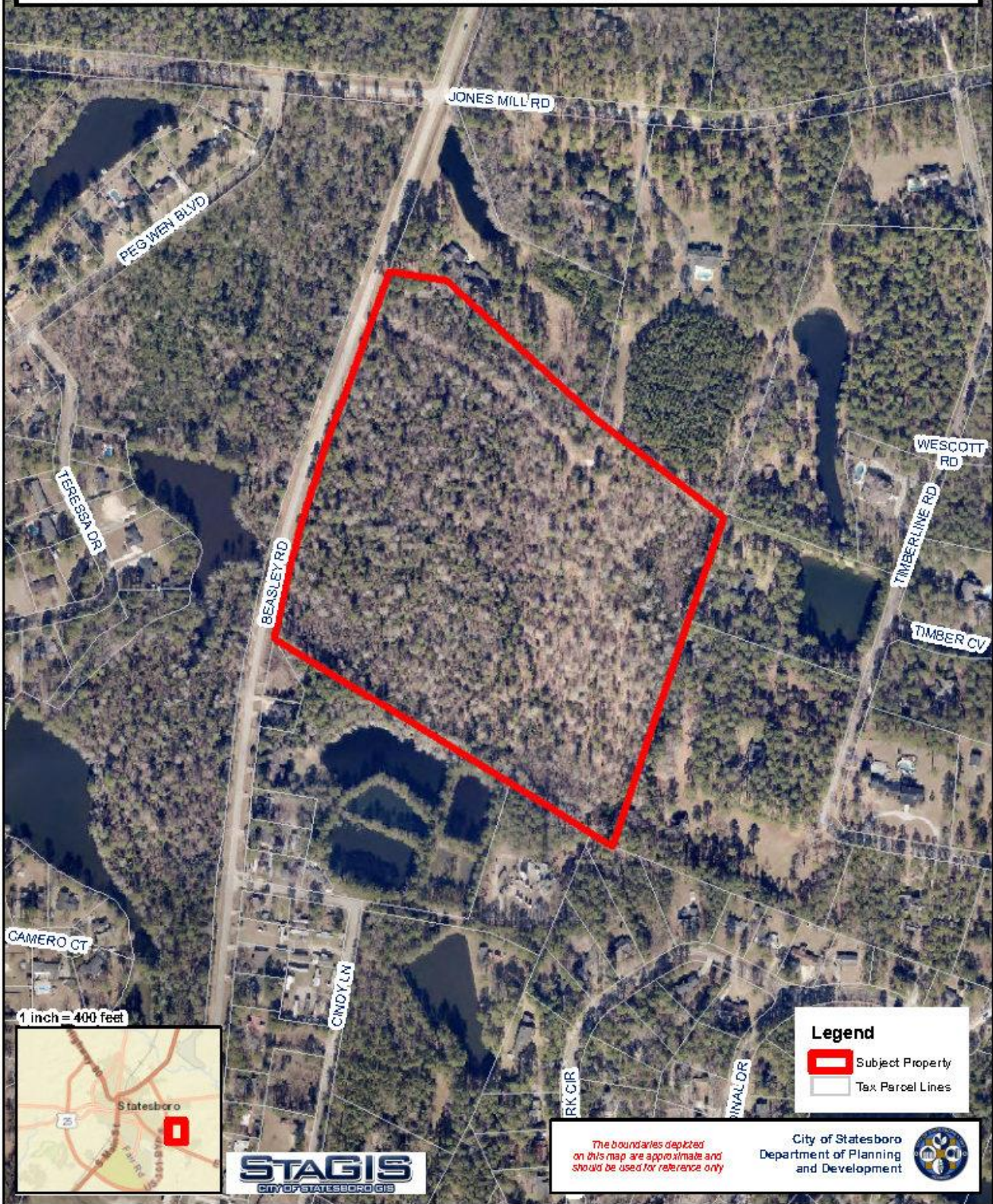
The applicant requests a preliminary subdivision of approximately 36.55 acres in order to develop a single-family detached subdivision of approximately 124 units on Beasley Road.

**STAFF/PLANNING COMMISSION RECOMMENDATION**

**SUB 23-11-03 – CONDITIONAL APPROVAL**

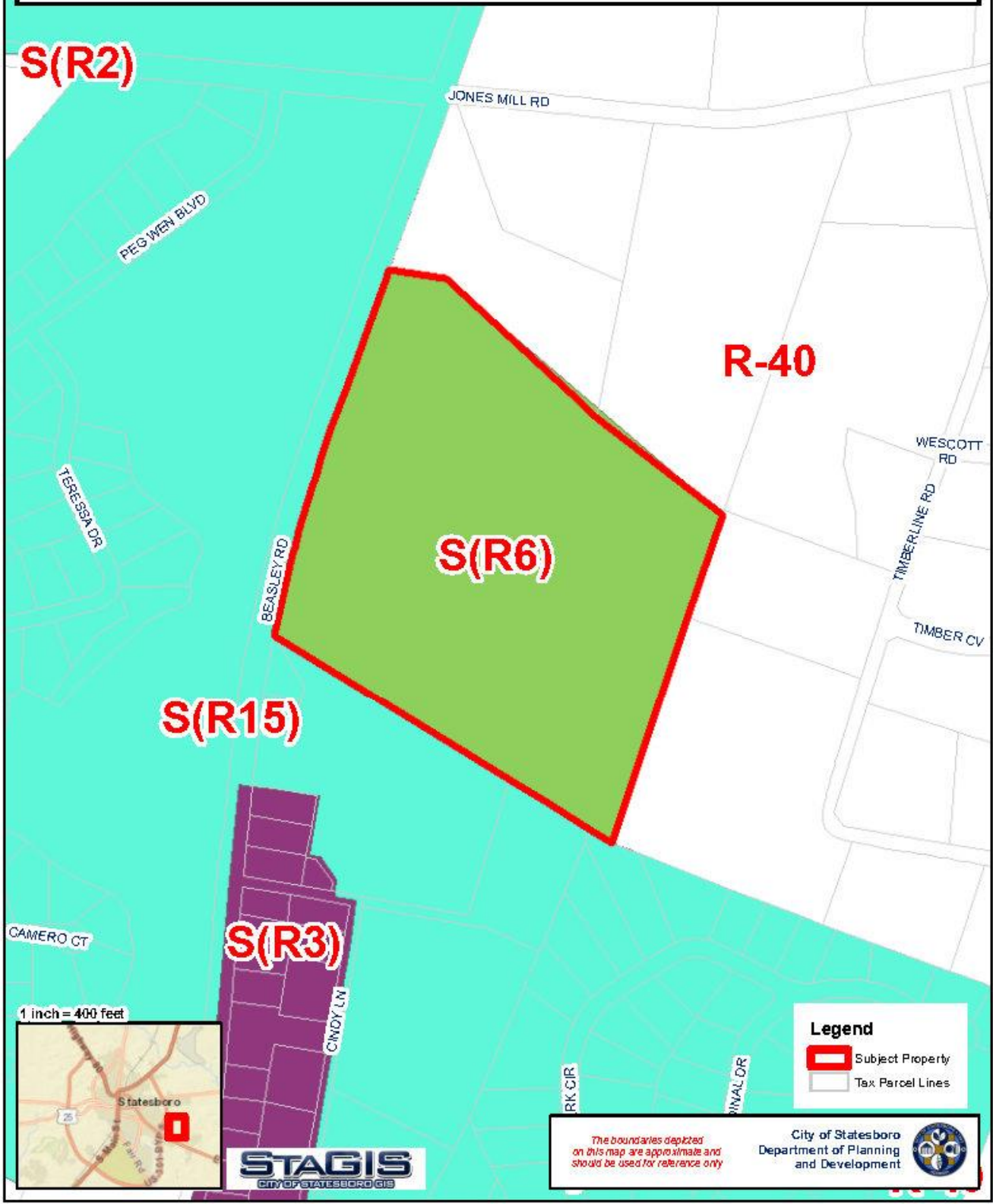
Case # SUB 23-11-03  
Beasley Rd  
Parcel: MS91000013 000

# Location Map



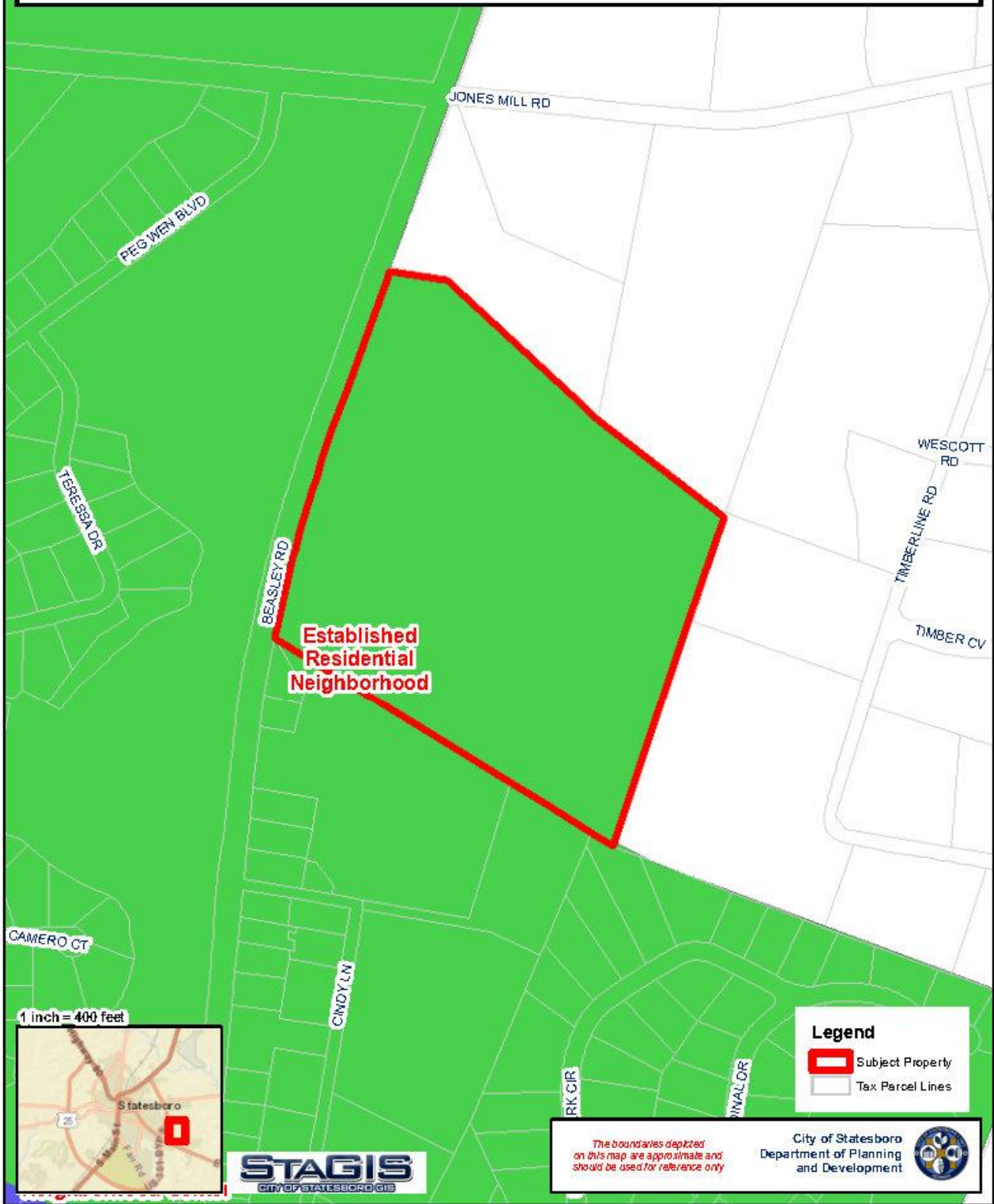
Case # SUB 23-11-03  
Beasley Rd  
Parcel: MS91000013 000

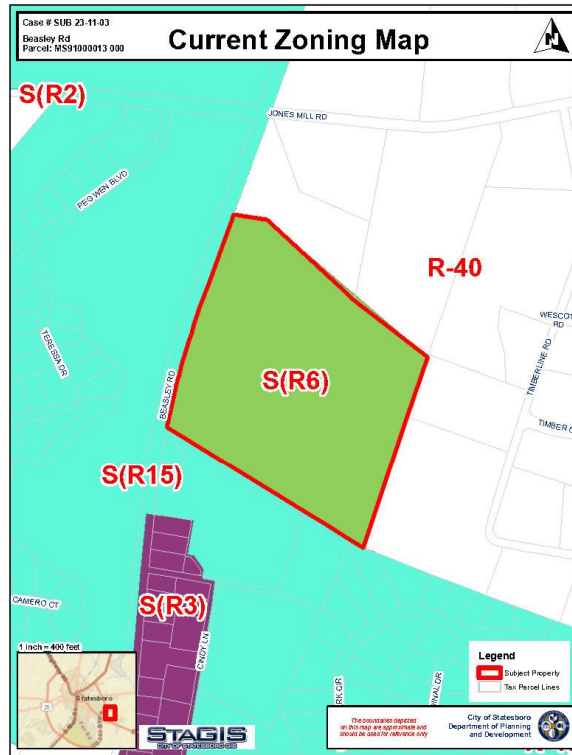
# Current Zoning Map



Case # SUB 23-11-03  
Beasley Rd  
Parcel: MS91000013 000

# Future Landuse Map





### SURROUNDING LAND USES/ZONING

Location	Parcel Location & Zoning Information	Land Use
North	<b>Location Area #1:</b> R-40 (Single-Family Residential)	Single-Family Residential Dwelling
Northeast	<b>Location Area #2:</b> R-40 (Single-Family Residential)	Single-Family Residential Dwelling
Northwest	<b>Location Area #3:</b> R-20 (Single-Family Residential))	Single-Family Residential Dwelling
East	<b>Location Area #4:</b> R-40 (Single-Family Residential	Single-Family Residential Dwelling
West	<b>Location Area #5:</b> R-20 (Single-Family Residential))	Rural/Open Land
Southwest	<b>Location Area #6:</b> R-20 (Single-Family Residential))	Rural/Open Land
Southeast	<b>Location Area #7:</b> R-20 (Single-Family Residential))	Rural/Open Land
South	<b>Location Area #8:</b> R-20 (Single-Family Residential))	Single-Family Residential Dwelling



## **SUBJECT SITE**

The subject site consists of a recently annexed property of approximately 36.55 acres of property which is currently zoned R-6 (Single-Family Residential). The applicant has determined that the best means of development is a three phased project which will allow for the construction of some homes on the property as less accessible road work is completed.

The *City of Statesboro 2019 – 2029 Comprehensive Master Plan* designates the subject site in the “Established Residential Neighborhood” character area, which is generally intended for small-lot single-family residential and neighborhood scale retail and commercial development.

## **ENVIRONMENTAL SITE ANALYSIS**

The property does contain wetlands, but the developer has structured the development to not only prevent significant disturbance but to also incorporate the wetlands into additional buffer for the surrounding community. In addition, the applicant has drafted the plan to incorporate 25 foot vegetative buffers from the subdivision and surrounding homes as per the conditions of the associated annexation and zoning map amendment.

## **COMMUNITY FACILITIES AND TRANSPORTATION**

This site has access to City of Statesboro utilities. The traffic study provided for the project has shown sufficient traffic calming, such as a right turn lane and on Beasley Road. In the event of a City CIP project to install additional sidewalks, the applicant has recommended paying the City based on estimates to ensure the sidewalk is installed at a later date if necessary.

**Subject Property**



**Northern Property**



**Western Property**



**Southern Property**





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

Staff recommends **Approval of SUB 23-11-03** If this petition is approved by the Mayor and City Council, it should be subject to the applicant's agreement to the following enumerated condition(s):

- (1) Approval of this Preliminary Subdivision does not grant the right to develop on the site without approval from the City.

At the regularly scheduled meeting of the Planning Commission on December 5, 2023, the Commission recommended approval of the request and staff conditions with a 6-0 vote.

# CITY OF STATESBORO

## COUNCIL

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



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

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

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

**From:** Justin Williams, Planning & Housing Administrator

**Date:** December 11, 2023

**RE:** December 19, 2023 City Council Agenda Items

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

**Recommendation:** Planning Commission recommends the Approval of the Zoning Map Amendment

**Background:** West District Development requests an amendment to an existing PUD (Planned Unit Development) in order to complete the phase 2 development of the West District located at 40 East Cherry Street (Tax Parcel# S18000170 000).

**Budget Impact:** None

**Council Person and District:** Chavers (District 2)

**Attachments:** Development Services Report RZ 23-11-04



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 23-11-04  
 ZONING MAP AMENDMENT  
 40 EAST CHERRY STREET**

<b>LOCATION:</b>	40 East Cherry Street
<b>EXISTING ZONING:</b>	PUD (Planned Unit Development)
<b>ACRES:</b>	5.362 acres
<b>PARCEL TAX MAP #:</b>	S18 000170 000
<b>COUNCIL DISTRICT:</b>	District 2 (Chavers)
<b>EXISTING USE:</b>	West District Development
<b>PROPOSED USE:</b>	West District Development Phase 2



**PETITIONER** Josh Whitfield  
**ADDRESS** 91 South College Street; Statesboro GA, 30458

**REPRESENTATIVE** Same As Above  
**ADDRESS** Same As Above

**PROPOSAL**

The applicant requests a zoning map amendment to amend an existing PUD in the West District located on 40 East Cherry Street.

**STAFF/PLANNING COMMISSION RECOMMENDATION**

**RZ 23-11-04 - CONDITIONAL APPROVAL**

Case # RZ 23-11-04  
40 Cherry St  
Parcel: S18 000170 000

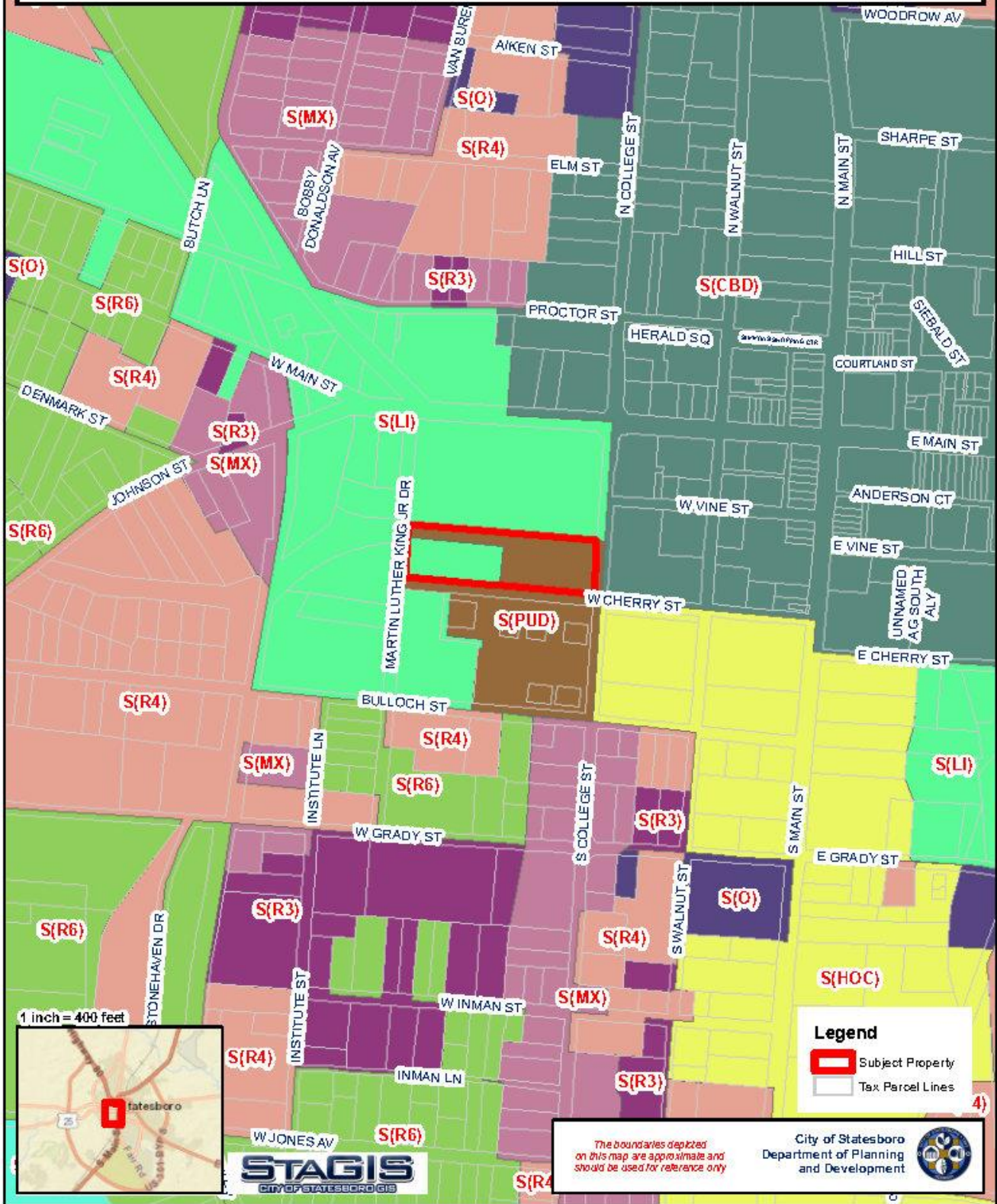
# Location Map





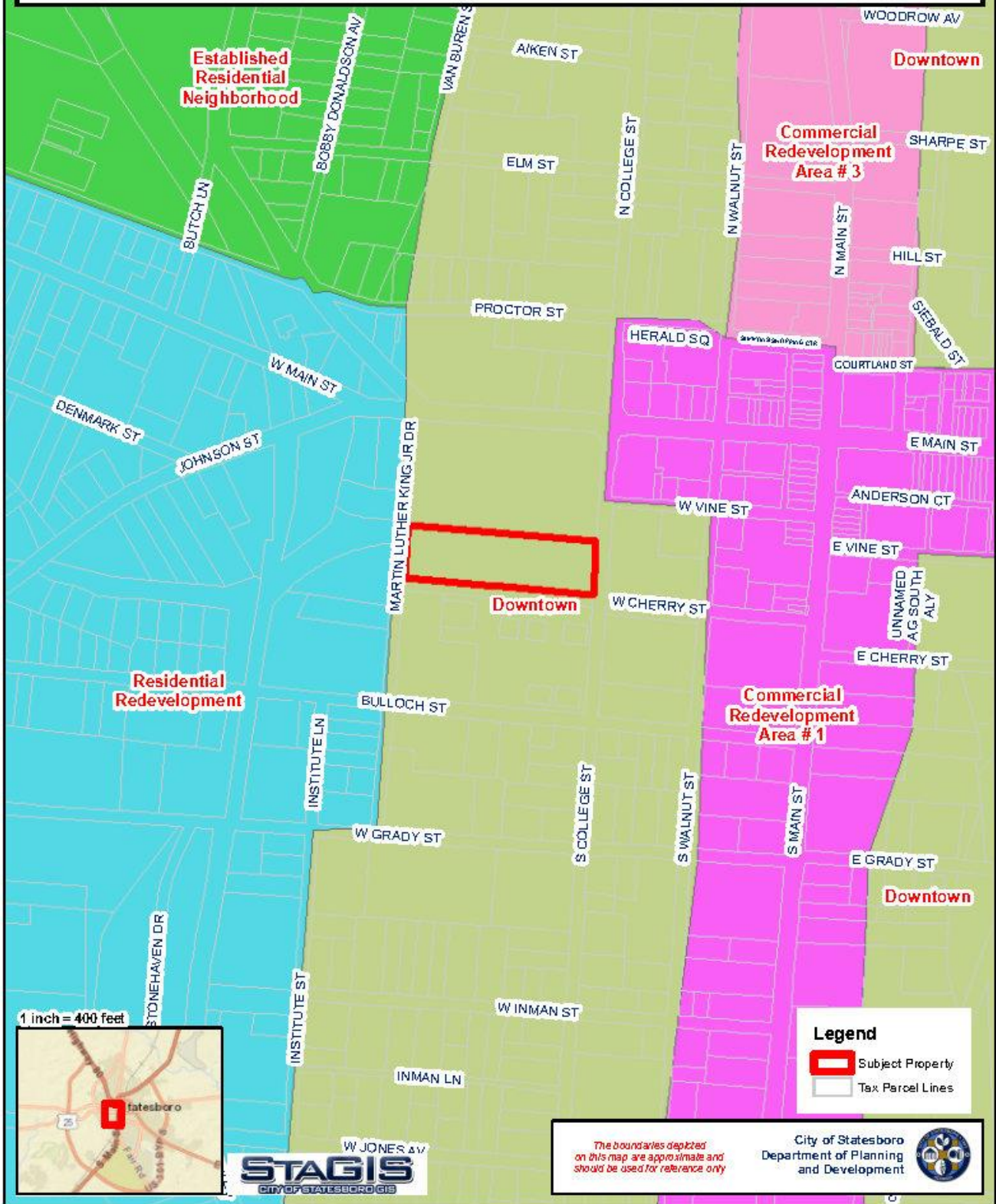
Case # RZ 23-11-04  
40 Cherry St  
Parcel: S18 000170 000

# Current Zoning Map



Case # RZ 23-11-04  
40 Cherry St  
Parcel: S18 000170 000

# Future Landuse Map





## **SUBJECT SITE**

The subject site consists of approximately 5.362 acres in both phases 1 and two. The applicant intends to amend the phase 2 of the project in order to reorient buildings on the site and add slightly more square footage to the overall development.

The *City of Statesboro 2019 – 2029 Comprehensive Master Plan* designates the subject site in the “Downtown” character area, which promotes mixed use developments.

## **ENVIRONMENTAL SITE ANALYSIS**

The property does not contain wetlands, but there has been significant grading in the area that needs to be completed prior to completion of the entire area.

## **COMMUNITY FACILITIES AND TRANSPORTATION**

The subject site is currently served by city services including water, sewer, sanitation, and public safety. No significant impact is expected on community facilities or services as a result of this request.

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

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

The Zoning Procedures Law, specifically the “Steinberg Criteria” provides minimum standards for local governments to consider in the rezoning of properties. Those standards are as follows:

- 1. Will the zoning proposal permit a use that is suitable in view of the use and development of adjacent and nearby property?**
  - The development is not a substantial change of use from what was originally approved in the PUD, and generally promotes the development type.
- 2. Will the zoning proposal adversely affect the existing use or usability of adjacent or nearby property?**
  - Although an appraisal has not been conducted, it is staff’s belief that property values would be increased by this development.
- 3. Does the property be rezoned have a reasonable economic use as currently zoned?**
  - The property was granted a PUD and still has significant value as such, but this amendment would not be a change to the overall development patterns in the area, but would add additional commercial square footage to the development.
- 4. Will the zoning proposal result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools?**

- It is highly unlikely that this development would cause substantial burden to the surrounding streets, utilities and schools, as the general increase in children in the area would be minimal.

**5. Are there other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal?**

- The proposed change does not conflict with the existing development of the area, as the roads are highly trafficked due to the existing West District Development and gateway to Downtown.

**6. Consistency Does the zoning proposal conform with the Long Range Land Use Plan of the Municipality?**

- The proposed use is consistent with the subject site's character area ("Downtown") as stated in the *2019 – 2029 Comprehensive Master Plan*.

## Subject Property



## Southern Property (Phase 1)



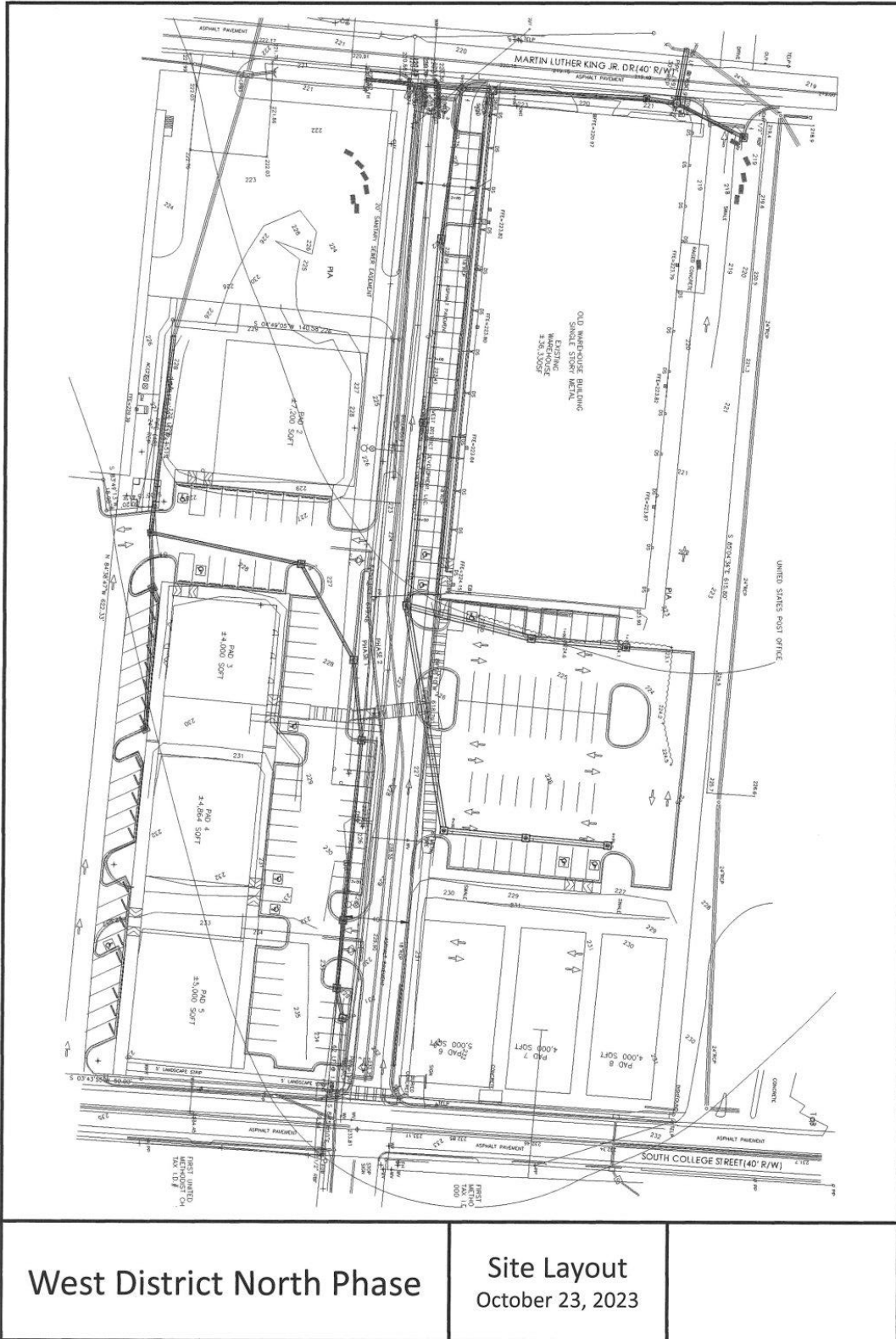
**Northern Property**



**Eastern Property**



# Plan Revision



West District North Phase

Site Layout  
October 23, 2023



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

Staff recommends **Approval of RZ 23-11-04**. If this petition is approved by the Mayor and City Council, it should be subject to the applicant's agreement to the following enumerated condition(s):

- (1) Approval of this Zoning Map Amendment does not grant the right to develop on the site without approval. All construction must be approved by the City.
- (2) The originally approved road structure from the dedicated East Cherry Street, College Street Sidewalk improvements, and MLK Street grading must be complete before issuance of a CO on Phase 2.

At the regularly scheduled meeting of the Planning Commission on December 5, 2023, the Commission recommended approval of the request and staff conditions with a 6-0 vote.

# CITY OF STATESBORO

## COUNCIL

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



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

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

**To:** City Manager Charles Penny & City Clerk Leah Harden

**From:** Tax Department

**Date:** 12/13/2023

**RE:** Express Stop

**Policy Issue:** Mayor and Council shall approve application in accordance with City of Statesboro Alcohol Ordinance Chapter 6-13 (a):

No new alcoholic beverage license to sell, dispense, pour or offer to sell, dispense or pour any distilled spirits, alcoholic beverages, wine, beer or malt beverages within the corporate limits of the City of Statesboro shall be issued to a new owner or new location until the application has been approved by the mayor and city council after a public hearing.

**Recommendation:** Planning & Development, Fire Department, Police Department, and Legal recommended approval

**Budget Impact:** None

**Council Person & District:** Paulette Chavers, District 2

**Attachments:** Application & Department Approvals

Application for License to Sell Alcoholic Beverages  
City of Statesboro, Georgia



Please be advised that knowingly providing false or misleading information on this document is a felony pursuant to O.C.G.A. § 16-10-20 which states:

A person who knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes a false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of state government or of the government of any county, city, or other political subdivision of this state shall, upon conviction thereof, be punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both.

The undersigned applicant hereby applies to the City of Statesboro, Georgia for a license to sell alcoholic beverages within the corporate limits of the City of Statesboro. **A non-refundable \$200 application fee must be tendered with the application.** (cash, credit card, certified check, or money order made payable to City of Statesboro)

Date application was received by tax/license office: \_\_\_\_\_

1. Business Trade Name: EXPRESS ONE STOP INC EXPRESS STOP  
D/B/A Name

2. Applicant's Name: ANKIT VINODBHAI PATEL - OWNER  
Name of partnership, llc, corporation, or individual

3. Business Physical Address: 3190 NORTHSIDE DR W, STATESBORO, GA 30458  
\_\_\_\_\_

4. Business mailing address: 3190 NORTHSIDE DR W, STATESBORO, GA 30458  
\_\_\_\_\_

5. Local business phone number: (706) 575-8949  
Corporate office phone number: \_\_\_\_\_

6. Name of Manager: ANKIT VINODBHAI PATEL  
Person responsible for alcohol licensing issues

7. Phone number for manager: [REDACTED]

8. Email address for manager: [REDACTED]

9. Address of manager: 6337 RIVERMONT CT, COLUMBUS GA 31904

10. Purpose of application is:

New Business \_\_\_\_\_ New Owner   x

Previous owner's name: \_\_\_\_\_

If the business name has changed, list previous name: \_\_\_\_\_

If the business address has changed, list the previous address: \_\_\_\_\_

\_\_\_\_\_

11. Indicate where the business will be located:

\_\_\_\_\_ Above ground

\_\_\_\_\_ Street or ground floor level

Section 6-10(D) Any person within the City of Statesboro who works as a bouncer, either as an employee, agent, or subcontractor whose responsibilities in an establishment that is licensed to sell alcoholic beverages for on-premises consumption shall have their alcoholic beverage security permit on their person at all times while acting as an employee, agent or subcontractor of the licenses. An alcoholic beverage security permit shall be readily available for inspection upon the request of any Statesboro Police Department Officer, City Code Enforcement Officer, or the City Manager/his designee.

12. Type of Business: \_\_\_\_\_ Individual \_\_\_\_\_ Corporation  Partnership \_\_\_\_\_ LLC

Complete EITHER numbers 13, 14, and 15 OR 16, 17, and 18 in the section below:

13. If applicant is an individual: Attach a copy of the trade name affidavit.

Full Legal Name: ANKIT VINODBHAI PATEL Phone #: [REDACTED]

Home Address: [REDACTED]

\_\_\_\_\_

Have you completed the financial affidavit attached to this application? \_\_\_\_\_

14. If applicant is a partnership, LLC, or LLP: Attach trade name affidavit. If an LLC or LLP, attach a copy of certificate of LLC or LLP as filed with the Clerk of Superior Court and trade name affidavit, a copy of your operating agreement and/or partnership agreement, as well as other documents listed below that establish ownership rights of members or partners.

Name & address of partnership, LLC, or LLP: \_\_\_\_\_

\_\_\_\_\_

Do you have an operating or partnership agreement for the LLC, LLC, or partnership? \_\_\_\_\_

If not, what documents establish the ownership rights of the members/partners? \_\_\_\_\_

\_\_\_\_\_

15. Members of LLC and/or partners:

Full Legal Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Full Legal Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Full Legal Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Has each member/partner completed a financial affidavit to attach to this application? \_\_\_\_\_

(Attach additional pages if necessary)

**Corporation/Stockholders:** All corporate applicants who are corporations shall list the names and addresses of all stockholders and the percentage of stock owned by each. If a named stockholder therein is another corporation, the same information shall be given for the Stockholding Corporation. If, during the life of the license, the identity of the stockholders or their percentage of ownership should change, that information shall be sent to the Finance Department.

16. If applicant is a corporation: Attach a copy of the articles of incorporation, trade name affidavit, current annual corporation registration with the Georgia Secretary of State, as well as the bylaws, the shareholders agreement, and other documents listed below that identify ownership rights.

Name of Corporation: EXPRESS ONE STOP INC

Home Office address: 3190 NORTHSIDE DR W, STATESBORO, GA 30458

\_\_\_\_\_

Mailing address (if different): 3190 NORTHSIDE DR W, STATESBORO, GA 30458

Date & Place of incorporation: 10/10/2023

Do you have a shareholders agreement?: YES

If not, what documents establish the ownership rights of the shareholders? \_\_\_\_\_

\_\_\_\_\_

**17. Officers:**

Full Legal Name: ANKIT VINODBHAI PATEL Phone #: [REDACTED]

Home address: [REDACTED]

Percentage of stock owned: 100 Office held: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Home address: \_\_\_\_\_

Percentage of stock owned: \_\_\_\_\_ Office held: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Home address: \_\_\_\_\_

Percentage of stock owned: \_\_\_\_\_ Office held: \_\_\_\_\_

**\*\*Attach additional pages if necessary\*\***

**18. Stockholders: (if different than officer names)**

Full Legal Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Home address: \_\_\_\_\_

Percentage of stock owned: \_\_\_\_\_ Office held: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Home address: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Home address: \_\_\_\_\_

**\*\*Attach additional pages if necessary\*\***

**Has each shareholder completed the financial affidavit attached to this application?**       YES      

19. If there is any individual or officer who has resided at his/her current address LESS THAN 5 years, complete the information below:

**Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

Previous address: \_\_\_\_\_

Dates lived there: \_\_\_\_\_

Previous address: \_\_\_\_\_

Dates lived there: \_\_\_\_\_

Previous address: \_\_\_\_\_

Dates lived there: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

Previous address: \_\_\_\_\_

Dates lived there: \_\_\_\_\_

Previous address: \_\_\_\_\_

Dates lived there: \_\_\_\_\_

Previous address: \_\_\_\_\_

Dates lived there: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

Previous address: \_\_\_\_\_

Dates lived there: \_\_\_\_\_

Previous address: \_\_\_\_\_

Dates lived there: \_\_\_\_\_

Previous address: \_\_\_\_\_

Dates lived there: \_\_\_\_\_

20. Name & address of owner of the property (land & building) where the business will be located:

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21. Is the commercial space where the business is to be located rented or leased? RENTED

If yes, state name and address of lessor or landlord, and provide a copy of the lease with this application:

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22. Does any person or firm have any interest in the proposed business as a silent, undisclosed partner or joint venture; or has anyone agreed to split the profits/receipts from the proposed business with any persons, firm, company, corporation, or other entity? NO

If yes, provide name of person/firm, address, and amount of percentage of profits or receipts to be split:

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23. Is there anyone connected with this business that is not a legal resident of the United States and at least 21 years of age? NO

If yes, give full details on a separate sheet of paper.

If anyone connected with this business is not a US Citizen, can they legally be employed in the United States?

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If yes, please explain on a separate sheet of paper and submit copies of eligibility.

24. Is there anyone connected with this business that has applied for a beer, wine, and/or liquor license from the City of Statesboro or other city/county in the State of Georgia, or other political subdivision and been denied such? NO

If yes, please provide details on a separate sheet of paper.

25. Is there anyone connected with this business who holds another alcohol license in any retail category or any license under any wholesale category? NO

If yes, please provide details on a separate sheet of paper.

26. Is there anyone connected with this business that has been convicted within 15 years immediately prior to the filing of this application with any felony or for whom outstanding indictments, accusations, or criminal charges exist charging such individual with any of such offenses and for which no final disposition has occurred?

NO

If yes, please provide details on a separate sheet of paper.




27. Is there anyone connected with this business that has been convicted within 5 years immediately prior to the filing of this application of the violation of any state, federal, or local ordinance pertaining to the manufacture, possession, transportation or sale of malt beverages, wine, or intoxicating liquors, or the taxability there of a crime involving moral turpitude or of a crime involving soliciting for prostitution, pandering, gambling, letting premises for prostitution, keeping a disorderly place, the traffic offense of hit and run or leaving the scene of an accident or any misdemeanor serious traffic offense? NO  
If yes, please provide details on a separate sheet of paper.
28. Is there anyone connected with this business that has been convicted for selling alcohol to an under-age person within the last 3 year period? NO  
If yes, please provide details on a separate sheet of paper.
29. Is there anyone connected with this business that is an official or public employee of the City of Statesboro, any State or Federal agency, or whose duties include the regulation or policing of alcoholic beverages or licenses, or any tax collecting activity? NO  
If yes, please provide details on a separate sheet of paper.
30. Have you or the applicant had any vehicles, trailers, or property belonging to you or the company in which you or any of such persons have or had an interest in ever been seized, condemned or forfeited as contraband by the State of Georgia or the United States for the reason the same was being used or intended for the use in criminal activities? NO  
If yes, please provide details on a separate sheet of paper.
31. Will live nude performances or adult entertainment be a part of this business operation? NO  
If yes, the City of Statesboro Ordinance 6-164 prohibits alcohol in an establishment having adult entertainment.

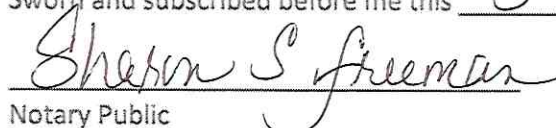
I, ANKIT VINODBHAI PATEL, solemnly swear, subject to the penalties O.C.G.A. sec 16-10-20 as provided above which I have read and understood, that all information required in this application for license to sell alcoholic beverages and supporting documents is true and correct to the best of my knowledge and I fully understand that any false information will cause the denial or revocation of any alcohol license issued by the City of Statesboro license. I also fully understand that knowingly providing false information under oath in this affidavit will subject me to criminal prosecution and possible imprisonment.

ANKIT VINODBHAI PATEL

Print full name as signed below

	OWNER	11/3/23
Signature of applicant	Title	Date

Sworn and subscribed before me this 3<sup>rd</sup> day of November, 2023.

	<u>June 9, 2025</u>
Notary Public	My commission expires

**SHARON S FREEMAN**  
NOTARY PUBLIC  
Muscogee County  
State of Georgia  
My Comm. Expires June 9, 2025

Calculation of Basic License Fee

For Calendar Year: \_\_\_\_\_

<u>Classification:</u>	<u>Mark all that apply</u>	<u>License Fee</u>
1. A. Package Sales (Beer & Wine)	<input checked="" type="checkbox"/>	\$1750
B. Package Sales (Distilled Spirits)	<input type="checkbox"/>	\$5000
Location Reservation	<input type="checkbox"/>	N/A
2. On Premise License Types		
A. Bar	<input type="checkbox"/>	\$4300
B. Bar with Kitchen	<input type="checkbox"/>	\$4300
C. Event Venue	<input type="checkbox"/>	\$2500
D. Low Volume	<input type="checkbox"/>	\$750
E. Pub	<input type="checkbox"/>	\$5600
F. Restaurant	<input type="checkbox"/>	\$2800
3. Caterer	<input type="checkbox"/>	\$200
4. Brewer, manufacturer of malt beverages only	<input type="checkbox"/>	\$1750
5. Broker	<input type="checkbox"/>	\$1750
6. Importer	<input type="checkbox"/>	\$1750
7. Manufacturer of Wine only	<input type="checkbox"/>	\$1750
8. Sunday Sales Permit	<input checked="" type="checkbox"/>	\$300
9. In Room Service Permit	<input type="checkbox"/>	\$150

Total Due: \$ \_\_\_\_\_

**Express Stop**  
**3190 Northside Dr West**  
**Statesboro, Ga 30458**

*Please enter your recommendations and comments with your full name.*

**Alcohol License Review**

<b>Department</b>	<b>Full Name</b>	<b>Recommendation</b>	<b>Comments</b>
<b>Planning &amp; Development</b>	Jermaine Foster	Approved	12-4-2023 Approved This store is zoned HOC. HOC is a permissible use for Alcohol sales
<b>Fire Department</b>	Justin Taylor	Approved	Inspection completed on 11/27/2023. The kitchen portion of the occupancy is not operational per the property owner. 12/5/2023
<b>Police Department</b>	Jared Akins	Approved	No reason for denial noted with information provided; criminal history not available in drive
<b>Legal</b>	Cain Smith	Approve	

# CITY OF STATESBORO

## COUNCIL

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



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

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

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

**From:** Cain Smith, City Attorney

**Date:** December 12, 2023

**RE:** December 19, 2023 City Council Agenda Items

**Policy Issue:** Second Reading and Consideration of resolution amending Chapter 10, Article I Animal Control

**Recommendation:** Approve

**Background:** Bulloch County handles animal control in the City under SDS. City and County are working on an animal control IGA to replace the outdated one in place since 2007. In order to streamline prosecution of violations in Magistrate Court it is necessary for City and County to have substantially similar animal control ordinances. Council directed drafting of this revision at November 21 work session. First Reading was passed on December 5, 2023.

**Budget Impact:** None

**Council Person and District:** All

**Attachments:** Proposed Amendment

## **ORDINANCE 2023-20**

### ARTICLE I. - IN GENERAL

#### **Sec. 10-1. - Dangerous dogs.**

This article shall incorporate completely O.C.G.A. title 4, chapter 8, article 2 related to dangerous dog control.

#### **Sec. 10-2. - Keeping hogs.**

It shall be unlawful for any person to keep hogs within the corporate limits of the city.

#### **Sec. 10-3. - Operating pens for sale of cattle, sheep, hogs or goats.**

It shall be unlawful for any person to operate within the corporate limits of the city any stock pen for the sale of cattle, sheep, hogs and goats.

#### **Sec. 10-4. - Livestock and fowl running at large prohibited.**

(a)Livestock running at large prohibited. It shall be unlawful for any hogs, cattle, horses, mules, goats, sheep or other livestock to run loose or at large on the streets, commons or unenclosed places within the corporate limits of the city.

(b)Impoundment of livestock; redemption by owner. All livestock found on the streets, commons or unenclosed lots within the corporate limits of the city in violation of subsection (a) of this section shall be impounded by any police officer of the city, or by any person specially authorized by the mayor and council. Stock so impounded shall be delivered to the owner, if demanded by him, upon payment by the owner to the official in charge of the pound of all proper costs of impounding.

(c)Fowl running at large. No owner or keeper of any fowl within the corporate limits of the city shall permit such fowl to roam at large on the enclosed premises of another, or on any streets, public places or vacant lots in the city, and the police are hereby authorized and empowered to seize such fowl whenever they be found in the city and impound such fowl and dispose of them under the same rules and regulations as impounded cattle and hogs in the city are disposed of, provided that the party molested notify the owner or keeper of such molesting fowl either in writing or through the chief of police.

#### **Sec. 10-5. - Riding or driving horse in unsafe manner.**

Any person who shall drive or ride a horse at a fast and reckless pace on the streets of the city shall be guilty of disorderly conduct.

#### **Sec. 10-6. - City designated bird sanctuary.**

The entire area embraced within the corporate limits of the city is hereby designated as a bird sanctuary.

**Sec. 10-7. - Hunting, shooting or molesting birds.**

It shall be unlawful to trap, hunt, shoot or attempt to shoot or molest in any manner any bird or wild fowl, or to rob bird nests or wild fowl nests; provided, however, that if starlings or similar birds are found to be congregating in such numbers in a particular locality that they constitute a nuisance or a menace to health or property in the opinion of the proper health authorities of the city, then the health authorities shall meet with the mayor and city council and with representatives of the Audubon Society, Bird Club, Garden Club, Humane Society or similar interested civic organizations, after having given at least three days' actual notice of the time and place of the meeting to the representatives of such clubs. If, as a result of the meeting, no satisfactory alternative is found to abate such nuisance, the birds may be destroyed in such numbers and in such a manner as is deemed advisable by the health authorities, under the supervision of the chief of police.

**Sec. 10-8. - Proof of vaccination, enforcement; penalties for violation.**

(a)Every domesticated dog and cat living with its owner in the city shall be vaccinated for rabies and the owner must retain proof of such vaccination.

(b)On demand by the rabies control officer, dog control officer or any other recognized law enforcement officer within the city, the owner of such animal shall produce proof of current vaccination to such officer.

(c)Failure to produce valid documentation shall be considered a violation of this article, amenable to the process of the magistrate court of the county, and shall subject the owner to a fine not to exceed \$1,000.00 per violation.

**Sec. 10-9. - Domestic and caged wild animals as a nuisance.**

(a)Every owner of a domesticated animal or caged wild animal shall have a duty to keep their animal safely within their control in order to prevent such animal from being a nuisance to anyone coming into contact with the animal.

(b)An animal shall be considered a nuisance if it:(1)Creates dangerous conditions by exhibiting threatening behavior to people;(2)Directly attacks, injures or kills other domesticated animals outside the premises of its owner;(3)Chases vehicles or creates unsafe conditions for drivers; or(4)Causes substantial property damage to the property of another.

This list is not exhaustive, but is designed to address the primary purpose of this section.

(c)The police department, the dog control officer or other designated official shall respond to calls of nuisance animals. If in the officer's professional opinion, the animal constitutes a public nuisance the officer may issue a warning citation to the owner or seize the animal if the totality of the circumstances warrant such action. Failure by the owner to reasonably abate such nuisance shall subject the owner to a fine not to exceed \$1,000.00.

**Sec. 10-10. - Dog control officer.**

(a) Pursuant to O.C.G.A. § 4-8-22, Bulloch County shall designate a dog control officer to enforce the laws of the state and this article as they relate to dangerous dogs and other animals.

(b) The sheriff's office, police department, the dog control officer or other designated officers shall respond to reports from anyone of a dog biting a human and shall be empowered to immediately take custody of the dog if the owner cannot provide for the confinement of the dog to ensure it does not have access to the general public.

(c) The sheriff's office, the police department, the dog control officer or other designated officers may immediately take custody of the dog for observation purposes if in the officer's professional opinion the dog poses an immediate or potential threat to the health and safety of any human.

**Sec. 10-11. - Number of dogs permitted to be kept.**

No person shall be permitted to keep, possess or have more than three dogs within the city limits within 300 yards of the residence of the owner or any other citizen of the city.

**Sec. 10-12. - Running at large prohibited.**

It shall be unlawful for dogs to run at large in the city, and all owners, harborers and keepers of dogs are hereby required to keep dogs in a safe enclosure to prevent their running at large.

**Sec. 10-13. - Protection of sanitation workers.**

A dog owner is required to place his garbage containers at a location on his premises which is not in an enclosure containing dogs, so that employees of the city sanitation department will not be subject to attack by the owner's dog.

**Sec. 10-14. - Muzzling of dangerous dogs.**

All dogs shall be muzzled by their owners if considered dangerous to others, or be securely confined by their owners upon their premises. Upon failure to comply with this section, it shall be the duty of the city to investigate and take up any and all dogs belonging to any and all persons violating this section, and report the matter to the mayor.

**Sec. 10-15. - Noisy dogs.**

It shall be unlawful to keep within the city dogs which bark continuously or with such regularity so as to disturb the peace and tranquility of the people of the city.

**Sec. 10-16. - Payment of license tax by dealers in dogs.**

No person shall be permitted to buy, sell, distribute or otherwise deal in dogs within the limits of the city without first paying the annual special tax prescribed in the city schedule of license taxes for the privilege of conducting the business, the tax to be for the calendar year beginning January 1 and ending December 31 and to be payable in advance on January 1 of each year or on the day the person begins to engage in the business.



**Sec. 10-17. - Humane treatment; care of animals.**

(a) Except to the extent otherwise provided in this chapter, no person, except the animal owner, a person authorized by the owner, a licensed veterinarian or an employee, agent or a person acting pursuant to any privilege or authority granted pursuant to federal, state or local law, ordinance, rule or regulation shall kill any domestic animal within the city. No person shall intentionally kill any animal in any manner or by any method or means which is inhumane or which causes the animal unnecessary pain or suffering under the circumstances.

(b) No person shall maim any animal without justification and necessity or cause any animal to suffer any cruel treatment, to be subjected to any unnecessary pain or suffering, to suffer any unnecessary fright or to otherwise be subjected to any inhumane treatment. Customary and reasonable training methods for working and sporting and hunting animals shall not be considered inhumane treatment.

(c) No person shall release or abandon any animal, either alive or dead, upon any public property or upon the property of any other person.

(d) No person shall knowingly by neglect, omission or act allow any domestic animal to endure unnecessary pain or suffering or aid or assist in the causation of any unnecessary pain, suffering or injury by any animal.

(e) No person shall by neglect, omission or act leave exposed any poisonous or toxic liquid or substance in any manner that any domestic animal may come in contact.

**Sec. 10-18. Care of animals and birds.**

No owner or custodian of any animal or bird shall fail to provide the animal or bird with:

- (1) Humane care;
- (2) Adequate food and water;
- (3) Adequate sanitary shelter which has adequate ventilation; or
- (4) Adequate shelter from inclement weather, including extreme heat.

**Sec. 10-19. Tethering.**

(a) The preferred form of tethering a dog outdoors is to tether a dog with a trolley system.

Single-point tethering in which a dog is affixed to a stationary object by a tether is prohibited, unless the dog control officer determines in his discretion and in consultation with the animal services director that single-point tethering is a safe option due to insufficient property or other limiting conditions.

(b) It shall be unlawful to tether a dog outdoors except when all the following conditions are met:

- (1) The dog is at least six months of age.
- (2) The dog is not sick or injured.
- (3) The dog is spayed or neutered.
- (4) The dog has not been classified dangerous or vicious.

- (5) The dog must be visible to the owner from his or her residence.
- (6) The dog must be tethered with a trolley system, unless an exception is granted pursuant to section 10-19(a) The trolley system must be at least ten feet in length and mounted no more than seven feet above ground level.
- (7) The tether must be at least 15 feet in length or five times the length of the dog, whichever is greater.
- (8) Only one dog may be attached to each trolley system.
- (9) Each tethered animal must have access to its own shelter, adequate food, and shade separate from other animals. Access to clean water is mandatory 100% of the time the animal is tethered.
- (10) The tether shall be connected to the dog by a collar that is not a pinch or pronged collar, of sufficient size and tightness with enough room between the collar and the animal's throat through which two fingers may fit, and that shall adequately restrain the dog without embedding the collar in the dog's neck or impairing the dog's ability to breathe.
- (11) The animal is not outside during extreme weather, including, but not limited to, extreme heat or near freezing temperatures, or storms; nor during any declared weather advisories, warnings, or emergencies.
- (12) The dog shall not be tethered in any area where the tether can become entangled on the dog or some other object; or where the dog can reach fences or other animals or objects; or where the dog could extend itself over an object or an edge that could result in injury or strangulation.
- (13) The tether shall provide a dog with the ability to defecate or urinate in an area separate from the area where it must eat, drink, or lie down.
- (14) Tethers must be made of a substance which cannot be chewed by the dog, shall not weigh more than 1/8 of the body weight of the dog, and shall have a swivel on each end.
- (15) Cables and devices used must be adequately matched to the strength and size of the dog to prevent breaking. The tether should have a swivel clasp on each end.
- (16) No animal shall be fitted with weights of any kind at any time.

**Sec. 10-20. - Hopelessly disabled animals.**

Notwithstanding any other provision of this article licensed veterinarians, state and local law enforcement officers or those authorized by the county to administer and enforce the provisions of this article, and all federal, state and local governmental employees while acting within the scope of their authority are empowered to induce the death of any hopelessly disabled animal by appropriate humane methods, preferably by means of euthanasia. Such officer shall be held harmless for such actions as they relate to humane destruction of any animal.

**Sec. 10-21. - Disposal of dead animals.**

(a) All dead animals shall be disposed of within 12 hours of the death by the owner, agent or custodian in accordance with requirement of Georgia law and in accordance with any rules and regulations of the commissioner of agriculture, including, but not limited to: (1) Delivery of the deceased animal to a

livestock dealer, livestock market operator, meat processing plant or rendering plant with the consent of the recipient;(2)Burial of the dead animal in a sanitary manner upon premises of the owner or custodian or a third party with the prior expressed consent of the same to a sufficient depth and degree so as to prevent the exposure to scavengers with such burial to be to a level of at least three feet below ground level and with not less than three feet of compacted earth over the animal; or(3)Delivery to the facility of the county maintained for such purposes with payment of all required fees.

(b)No person in possession or responsible of such animal carcass shall abandon the same upon any public street, any public property or any property of any other person without expressed consent.

#### **Sec 10-22. - Exceptions.**

Notwithstanding any other provision, the provisions of this article shall not apply to:

(1)The eradication or control of rats, mice gophers, moles, other rodent pests, coyotes, beaver, poisonous snakes and insects and other animals and birds which have been determined by appropriate governmental officials to constitute nuisances.

(2)The medical, research and educational activities of legitimate medical, research and educational institutions and agencies and the employees, agents and servants of the same while acting within the scope of their employment.

(3)Activities of the holder of a valid hunting or fishing license in compliance with the federal and state game and fish laws.

(4)Employees of federal, state and local governmental entities, agencies and instrumentalities while acting within the scope of their employment.

#### **Sec. 10-23. - Forfeiture of animals for repeated violations.**

An animal seized pursuant to the provisions of this chapter for the same violation of this article on two or more occasions during any 24-month period of time shall be conclusively deemed to have been abandoned and forfeited by the owner. Following seizure for the 2nd such violation within any 24-month period, any animal not destroyed pursuant to the provisions of this article may be delivered to the Statesboro/Bulloch Animal Shelter or other appropriate agency.

#### **Sec. 10-24. - Forfeiture for inhumane treatment.**

(a)The owner of an animal seized pursuant to this article, or for violation of O.C.G.A. § 16-12-4, O.C.G.A. § 4-11-10 or any other statute, law or ordinance requiring humane treatment of animals, who shall plead guilty or nolo contendere to any such offense or who shall be found guilty of such offense shall be conclusively deemed to have abandoned and forfeited the animal. The animal thereafter may be delivered to the Statesboro/Bulloch Animal Shelter or other appropriate agency pursuant to the provisions of this article.

(b)The failure of the owner or custodian of any animal which has been seized pursuant to the provisions of this article to strictly comply with any condition, limitation, prohibition or restriction imposed with respect to the animal by the court pursuant to the provisions of this article shall be conclusively deemed to effectuate the abandonment and forfeiture of the animal by the owner or any custodian and the

animal shall be seized and thereafter may be delivered to the Statesboro/Bulloch Animal Shelter or other appropriate agency pursuant to the provisions of this article.

# CITY OF STATESBORO

## COUNCIL

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



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

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

**To:** Charles Penny, City Manager

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

**Date:** December 12, 2023

**RE:** December 19, 2023 City Council Agenda Items

**Policy Issue:** Consideration of a motion to approve the employee compensation plan for Public Safety Employees (Police Officers and Firefighters) effective January 1, 2024 and General Government Employees effective July 1, 2024.

**Recommendation:** Approve

**Background:** At the Council Retreat in March 2023, City staff highlighted challenges with recruiting and retaining employees and recommended a compensation and classification project. On June 20, 2023, the Elected Body approved the recommended consultant, Condrey and Associates. The results of the compensation project were presented to the Elected Body during a Work Session on December 5, 2023.

**Budget Impact:** \$2,311,996.33 (\$428,747.70 for Public Safety implementation effective January 1, 2024)

**Council Members:** All

**Attachment:** Employee Compensation Project Presentation

RESOLUTION 2023-51: A RESOLUTION APPROVING THE  
EMPLOYEE COMPENSATION PLAN

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

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

WHEREAS, the City of Statesboro authorized Condrey and Associates to prepare a job classification and compensation plan on June 20, 2023.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia in regular session assembled this 19th day of December 2023 as follows:

Section 1. The Mayor and Council approves Plan A (105% of the adjusted labor market and standard equity) and authorizes it to be implemented for Police Officers and Firefighters effective January 1, 2024.

Section 2. The Mayor and Council approves Plan A (105% of the adjusted labor market and standard equity) and authorizes it to be implemented for general government employees effective July 1, 2024.

Section 3. That this Resolution shall be and remain in full force and effect from and after its date of adoption.

Passed and adopted this 19th day of December 2023.

CITY OF STATESBORO, GEORGIA

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

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

# CITY OF STATESBORO

**COUNCIL**

Phillip A. Boyum  
Sam Lee Jones  
Jeff B. Yawn  
John C. Riggs  
Derek Duke



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:** Mr. Charles Penny, City Manager

**From:** Cindy West, Finance Director

**Date:** December 12, 2023

**RE:** Opening of the 2023 Transportation Special Purpose Local Option Sales Tax (TSPLOST) Bank Account

**Policy Issue:** Opening of a bank account.

**Recommendation:** Approval to open the 2023 TSPLOST Bank Account.

**Background:** The City of Statesboro entered into an intergovernmental agreement for the use and distribution of proceeds from the 2023 TSPLOST with Bulloch County on July 12, 2022. Per the agreement, the City is required to open a separate bank account for the 2023 TSPLOST proceeds. Therefore, it is my recommendation to open the 2023 TSPLOST Bank Account.

**Budget Impact:** N/A

**City Manager's Recommendation:** Approve

**Council Person and District:** All

**Attachments:** Resolution

RESOLUTION 2023-52: A RESOLUTION AUTHORIZING THE OPENING OF A SEPARATE BANK ACCOUNT FOR THE 2023 TSPLOST BANK ACCOUNT.

WHEREAS, the City Council entered into an intergovernmental agreement for the use and distribution of Proceeds from the 2023 Transportation Special Purpose Local Option Sales Tax with Bulloch County;

WHEREAS, it is required by the intergovernmental agreement that a separate bank account be established for the 2023 TSPLOST proceeds;

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia this 19th day of December, 2023 that the City Manager and Director of Finance are hereby authorized and directed to open a new bank account at BB&T for the City of Statesboro's 2023 TSPLOST Bank Account.

BE IT FURTHER RESOLVED that any Resolution or parts of a Resolution in conflict herewith are hereby rescinded.

City of Statesboro, Georgia

---

Jonathan M. McCollar, Mayor

---

Leah Harden, City Clerk



# CITY OF STATESBORO

## COUNCIL

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



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

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

**To:** City Manager Charles Penny & City Clerk Leah Harden

**From:** Tax Department

**Date:** 12/13/2023

**RE:** The Blueroom

**Policy Issue:** Mayor and Council shall approve a Temporary Special Event in accordance with City of Statesboro Alcohol Ordinance Chapter Sec. 6-8(d)(3):

A temporary permit to sell alcoholic beverages may be issued for a period not to exceed three days for an approved special event. The applicant must make complete application and pay all required application fees to the city clerk or his/her designee at least 21 days prior to the start date of the proposed event and shall be required to comply with all the general ordinances and regulations for on-premises consumption. The applicant seeking a temporary license must also obtain a state-issued temporary special event permit. The application must be presented to mayor and council and approved at a regularly scheduled meeting of the Statesboro City Council.

**Recommendation:** Planning & Development, Fire Department, Police Department, and Legal recommended approval

**Budget Impact:** None

**Council Person & District:** Phil Boyum, District 1

**Attachments:** Application & Department Approvals



CITY OF STATESBORO  
50 E MAIN ST  
P.O. BOX 348  
STATESBORO, GA 30459  
P: 912-764-5468  
F: 912-764-4691

**TEMPORARY SPECIAL EVENT APPLICATION TO SELL ALCOHOL BY THE DRINK**

Fee for a City of Statesboro Alcohol License holder - \$100

Fee for a non-license holder - \$200

Additional days (up to 2) - \$50 per day

(Application MUST be submitted at least 21 days prior to start date of proposed event)

Georgia sales tax must be remitted to the state of all sales at this event. Liquor tax must be remitted to the City of Statesboro (form is attached).

If you are not a City of Statesboro Alcohol License holder, you **MUST** have a background check done before the application can go before Mayor & Council.

Applicant Information:

Name of Applicant: Kales Lyles  
Physical address of applicant: [REDACTED]  
Name of alcohol license holder: Kales Lyles / The blue room  
Email: [REDACTED] Phone number: [REDACTED]

Required Event Details

Name of Event: BLUE ROOM NEW YEARS EVE  
Location of Event: The blue room - 1830 chandler rd statesboro, Ga 30458  
Date of Event- From: 12/31/23 To: 12/31/23  
Actual Event Hours: 7:00 pm am/pm To: 12:00 am am/pm  
Projected number of attendees: 600

For events with fewer than 200 total people present, any business holding an Occupational Tax Certificate in a Bulloch County jurisdiction may apply. For events with more than 200 total attendees present, only businesses holding a City issued catering license may apply.

Type of alcohol to be served:  Wine  Beer  Liquor

**The Blue Room**  
**1830 Chandler Rd**  
**Statesboro, Ga 30458**  
**12/31/2023 7pm-12am**  
**Serving beer, wine, liquor**

*Please enter your recommendations and comments with your full name.*

**Temporary Event to sell alcohol**

**Department                  Full Name      Recommendation                                  Comments**

<b>Planning &amp; Development</b>	Jermaine Foster	Approved	12-5-2023
<b>Fire Department</b>	Andrew Cheney	Approved	12-5-2023
<b>Police Department</b>	Mike Broadhead	Approve	11-14-23
<b>Legal</b>	Cain Smith	Approve	

# CITY OF STATESBORO

## COUNCIL

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



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Leah Harden, City Clerk  
I. Cain Smith, City Attorney

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

**To:** Charles Penny, City Manager

**From:** Cindy West, Finance Director

**Date:** 11-28-2023

**RE:** Tyler Software Agreement Amendment

**Policy Issue:** Contract Amendment for Tyler Software.

**Recommendation:** Approval of the amendment to the contract for Tyler Technologies Software in regards to cloud storage.

**Background:** In 2020, the City signed an agreement with Tyler Technologies to move toward cloud storage. The amended contract updates the cost for software maintenance and support services.

**Budget Impact:** No additional cost.

**Council Person and District:** All

**Attachments:** Amended contract.



## AMENDMENT

This amendment ("Amendment") is effective as of the date of signature of the last party to sign as indicated below ("Amendment Effective Date"), by and between Tyler Technologies, Inc. with offices at One Tyler Drive, Yarmouth, Maine 04096 ("Tyler") and the City of Statesboro, Georgia, with offices at 50 East Main Street, Statesboro, Georgia 30458 ("Client").

WHEREAS, Client and Tyler are parties to a license and services agreement, dated April 29, 2015 (the "Agreement"), by which Client licensed certain software products from Tyler and purchased certain services from Tyler, including annual maintenance and support services and annual SaaS Services for the Tyler Software, and certain annual services, and Tyler provided said license and services in accordance therewith;

WHEREAS, the annual maintenance and support services, annual SaaS Services, and annual services provided under the Agreement were terminated upon commencement of the SaaS term set forth in the Software as a Service ("SaaS") agreement between the parties dated January 6, 2021 (the "SaaS Agreement"), terminated by the parties effective November 7, 2022; and

WHEREAS, Client and Tyler desire to reinstate the annual maintenance and support services, annual SaaS Services, and annual services set forth in this Amendment, under the terms of the Agreement, as modified by this Amendment.

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and the Client agree as follows:

1. The software maintenance and support services, SaaS Services, and annual services, set forth in the sales quotation attached as Exhibit 1 to this Amendment, are hereby added to the Agreement as of February 1, 2023 (the "Term Commencement Date"). Payment of fees and costs for such items shall conform to the following terms:
  - a. Annual Fees. Year 1 annual Maintenance and support fees, annual SaaS Fees, and annual services fees, commencing on the Term Commencement Date, are invoiced on the Amendment Effective Date. Subsequent annual fees will be invoiced annually in advance of each anniversary of the Term Commencement Date. Such fees will be at Tyler's then-current rates.
2. Annual Maintenance and support services for the Tyler Software shall be provided in accordance with the Maintenance and Support Agreement attached hereto as Exhibit 2, and Tyler's then-current Support Call Process. A copy of Tyler's current Support Call Process is attached hereto as Schedule A to Exhibit 2.
3. Items identified as SaaS in Exhibit 1 do not include perpetual rights. If you do not pay the

required annual fees in accordance with the applicable payment terms, your right to use the applicable Software will be suspended unless and until payment in full has been made. Tyler Software provided as SaaS is subject to the Tyler SaaS Services Terms and Service Level Agreement found here: <https://www.tylertech.com/terms/tyler-saas-services>. In the event of a conflict between the linked terms and the terms of this Amendment, the terms of this Amendment will prevail.

4. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.
5. Except as expressly indicated in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below.

Tyler Technologies, Inc.

City of Statesboro, GA

By: \_\_\_\_\_

By: \_\_\_\_\_

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

Name: Jonathan McCollar

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

Title: Mayor

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

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



**Exhibit 1**  
**Amendment Investment Summary**

The following Amendment Investment Summary details the maintenance and support services, SaaS Services, and annual services to be delivered by us to you under the Agreement. This Amendment Investment Summary is effective as of the Amendment Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement. In the event of conflict between this Amendment and terms in the Comments section of this Investment Summary, the language in the Amendment will prevail.

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**Sales Quotation For:**

City of Statesboro  
50 E Main St

Statesboro GA 30458-1159

Quoted By:

Tami Bates

Quote Expiration:

3/10/24

Quote Name:

for amendment reversing  
SaaS

Tyler Software		
Description	License Total	Annual Maintenance
<b>ERP Pro 10 Financial Management Suite</b>		
Core Financials	\$ 0	\$ 4,988
Electronic Time Clock Interface	\$ 0	\$ 868
Fixed Assets	\$ 0	\$ 1,158
Laserfiche Interface - Financial/Personnel Management	\$ 0	\$ 1,430
Human Resources Management (Includes Position Budgeting)	\$ 0	\$ 1,483
Project Accounting	\$ 0	\$ 1,158
Purchasing	\$ 0	\$ 1,158
<b>ERP Pro 9 Financial Management Suite</b>		
Laserfiche Output Channel	\$ 0	\$ 1,158
<b>ERP Pro 10 Customer Relationship Management Suite</b>		
Utility Billing Water/Gas	\$ 0	\$ 3,501
Additional Handheld Meter-Reader Interface	\$ 0	\$ 702
Cashiering	\$ 0	\$ 1,158
Meter Data Sync with Scheduler	\$ 0	\$ 2,872
Third-Party Printing Interface	\$ 0	\$ 579
Utility Payment Import Interface	\$ 0	\$ 579
Handheld Meter-Reader Interface	\$ 0	\$ 579
<b>ERP Pro 10 Tax Management Suite</b>		
Property Tax Management	\$ 0	\$ 1,736
Annual Tax File Import Utility	\$ 0	\$ 579



<b>Tyler Software</b>		
Description	License Total	Annual Maintenance
<b>Enterprise Permitting &amp; Licensing powered by EnerGov</b>		
Civic Access - Business Management	\$ 0	\$ 579
Civic Access - Community Development	\$ 0	\$ 579
Community Development	\$ 0	\$ 4,167
eReviews	\$ 0	\$ 579
Enterprise Permitting & Licensing Mobile	\$ 0	\$ 579
IG Workforce Server	\$ 0	\$ 579
EnerGov GIS Server	\$ 0	\$ 688
Business Management	\$ 0	\$ 2,084
<b>TOTAL:</b>	<b>\$ 0</b>	<b>\$ 35,519</b>

<b>Tyler Annual Software – SaaS</b>		
Description		Annual
<b>ERP Pro powered by Incode</b>		
<b>ERP Pro 10 Financial Management Suite</b>		
Employee Access Pro Time & Attendance		\$ 868
<b>ERP Pro 10 Customer Relationship Management Suite</b>		
Utility Access		\$ 2,400
<b>ERP Pro 10 Tax Management Suite</b>		
Property Tax Access		\$ 2,400
<b>TOTAL:</b>		<b>\$ 5,668</b>

<b>Tyler Annual Services</b>		
Description		Annual
<b>ERP</b>		
<b>Other Services</b>		

<b>Tyler Annual Services</b>		
Description		Annual
Tyler University		\$ 1,500
<b>TOTAL:</b>		<b>\$ 1,500</b>

<b>Summary</b>	<b>One Time Fees</b>	<b>Recurring Fees</b>
Total Tyler Software		\$ 35,519
Total SaaS		\$ 5,668
Total Tyler Services		\$ 1,500
<b>Summary Total</b>	<b>\$ 0</b>	<b>\$ 42,687</b>
<b>Contract Total</b>	<b>\$ 42,687</b>	

**Comments**

Work will be delivered remotely unless otherwise noted in this agreement.

Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.

SaaS is considered a term of one year unless otherwise indicated.

**Enterprise Permitting & Licensing Mobile**

Workforce Mobile - iG Inspect and iG Enforce provide a mobile solution for field personnel to capture inspection and code data remotely. Tyler will assist to connect IG Apps to the Enterprise Permitting & Licensing suite, and support testing. These applications are available on iOS.

**Utility Payment Import Interface**

Utility CIS System includes collections, tax lien process and import, a standard forms pkg., output director and one Utility handheld meter-reader interface.

**Utility Billing Water/Gas**

Utility CIS System includes collections, tax lien process and import, a standard forms pkg., output director and one Utility handheld meter-reader interface.

**eReviews**

eReviews enables electronic review and markup of submitted plans and other documentation by client personnel. eReviews requires Bluebeam Studio Prime, at an estimated yearly subscription cost of \$3,000/100 users. eReviews also requires Bluebeam Revu licenses for agency staff that is involved in the review, markup, and management of electronic plans. Bluebeam Revu licenses are approximately \$300 per user per year. Bluebeam Studio Revu and Bluebeam Prime are to be purchased separately by the client.

**Core Financials**

Core Financials includes general ledger, budget prep, bank recon, AP, CellSense, a standard forms pkg, output director, positive pay, secure signatures.

**Cashiering**

Cashiering supports credit/debit cards, is PCI Compliant, and includes a cash collection interface and a cashiering receipt import.

**Utility Access**

Utility Access Component displays the current status (late, cut off etc), the action needed to avoid penalty, current balance, deposits on file (optional), last payment date, last payment amount, payment arrangements on file, last bill amount, last bill date, bill due date, contracts on file and status, transaction history (online payments). Payment packet is created to be imported to utility system. Address information includes legal description, precinct, school district, and services at address(subject to data availability). Includes consumption history by service (including graphs), request for service (optional), information change request (optional), security -SSL (secure socket layer).

**Property Tax Access**

Property Tax Access allows searches by name, receipt number, and /or parcel number. It displays paid and unpaid parcels, has Security-SSL (Secure Socket Layer), and payment processing via credit cards. Note that the customer pays \$3.50 fee per transaction for payment on-line.

**Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:**

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software accessible to the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the Agreement.

**Fees for services included in this sales quotation shall be invoiced as indicated below.**

- Implementation and other professional services fees shall be invoiced as delivered.
- Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler’s SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: \_\_\_\_\_

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

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

P.O.#: \_\_\_\_\_



## Exhibit 2

### Maintenance and Support Agreement

We will provide you with the following maintenance and support services for the Tyler Software. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

1. Term. We provide maintenance and support services on an annual basis. The initial term commences on February 1, 2023, and remains in effect for one (1) year. The term will renew automatically for additional one (1) year terms unless terminated in writing by either party at least thirty (30) days prior to the end of the then-current term.
2. Maintenance and Support Fees. Your year 1 maintenance and support fees for the Tyler Software are listed in the Investment Summary, and your payment obligations are set forth in the Amendment. We reserve the right to suspend maintenance and support services if you fail to pay undisputed maintenance and support fees within thirty (30) days of our written notice. We will reinstate maintenance and support services only if you pay all past due maintenance and support fees, including all fees for the periods during which services were suspended.
3. Maintenance and Support Services. As long as you are not using the Help Desk as a substitute for our training services on the Tyler Software, and you timely pay your maintenance and support fees, we will, consistent with our then-current Support Call Process:
  - 3.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (subject to any applicable release life cycle policy); provided, however, that if you modify the Tyler Software without our consent, our obligation to provide maintenance and support services on and warrant the Tyler Software will be void;
  - 3.2 provide support during our established support hours;
  - 3.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;
  - 3.4 provide you with a copy of all releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and
  - 3.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with any applicable release life cycle policy.
4. Client Responsibilities. We will use all reasonable efforts to perform any maintenance and support

services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain a VPN for backup connectivity purposes.

5. Hardware and Other Systems. If you are a self-hosted customer and, in the process of diagnosing a software support issue, it is discovered that one of your peripheral systems or other software is the cause of the issue, we will notify you so that you may contact the support agency for that peripheral system. We cannot support or maintain Third Party Products except as expressly set forth in the Agreement.

In order for us to provide the highest level of software support, you bear the following responsibility related to hardware and software:

- (a) All infrastructure executing Tyler Software shall be managed by you;
- (b) You will maintain support contracts for all non-Tyler software associated with Tyler Software (including operating systems and database management systems, but excluding Third-Party Software, if any); and
- (c) You will perform daily database backups and verify that those backups are successful.

6. Other Excluded Services. Maintenance and support fees do not include fees for the following services: (a) initial installation or implementation of the Tyler Software; (b) onsite maintenance and support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (c) application design; (d) other consulting services; (e) maintenance and support of an operating system or hardware, unless you are a hosted customer; (f) support outside our normal business hours as listed in our then-current Support Call Process; or (g) installation, training services, or third party product costs related to a new release. Requested maintenance and support services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) week's advance notice.
7. Current Support Call Process. Our current Support Call Process for the Tyler Software is attached as Schedule A to this Exhibit 2 .



## Exhibit 2 Schedule A Support Call Process

### Support Channels

Tyler Technologies, Inc. provides the following channels of software support for authorized users\*:

- (1) On-line submission (portal) – for less urgent and functionality-based questions, users may create support incidents through the Tyler Customer Portal available at the Tyler Technologies website. A built-in Answer Panel provides users with resolutions to most “how-to” and configuration-based questions through a simplified search interface with machine learning, potentially eliminating the need to submit the support case.
- (2) Email – for less urgent situations, users may submit emails directly to the software support group.
- (3) Telephone – for urgent or complex questions, users receive toll-free, telephone software support.

*\* Channel availability may be limited for certain applications.*

### Support Resources

A number of additional resources are available to provide a comprehensive and complete support experience:

- (1) Tyler Website – [www.tylertech.com](http://www.tylertech.com) – for accessing client tools, documentation, and other information including support contact information.
- (2) Tyler Search -a knowledge based search engine that lets you search multiple sources simultaneously to find the answers you need, 24x7.
- (3) Tyler Community –provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
- (4) Tyler University – online training courses on Tyler products.

### Support Availability

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Tyler’s holiday schedule is outlined below. There will be no support coverage on these days.

New Year’s Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

For support teams that provide after-hours service, we will provide you with procedures for contacting support staff after normal business hours for reporting Priority Level 1 Defects only. Upon receipt of such a Defect notification, we will use commercially reasonable efforts to meet the resolution targets set forth below.

We will also make commercially reasonable efforts to be available for one pre-scheduled Saturday of each month to assist your IT staff with applying patches and release upgrades, as well as consulting with them on server maintenance and configuration of the Tyler Software environment.

**Incident Handling**

*Incident Tracking*

Every support incident is logged into Tyler’s Customer Relationship Management System and given a unique case number. This system tracks the history of each incident. The case number is used to track and reference open issues when clients contact support. Clients may track incidents, using the case number, through Tyler’s Customer Portal or by calling software support directly.

*Incident Priority*

Each incident is assigned a priority level, which corresponds to the Client’s needs. Tyler and the Client will reasonably set the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain “characteristics” may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the Client towards clearly understanding and communicating the importance of the issue and to describe generally expected response and resolution targets in the production environment only.

References to a “confirmed support incident” mean that Tyler and the Client have successfully validated the reported Defect/support incident.

Priority Level	Characteristics of Support Incident	Resolution Targets*
1 Critical	Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client’s remote location; or (c) systemic loss of multiple essential system functions.	Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler’s responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database.



Priority Level	Characteristics of Support Incident	Resolution Targets*
2 High	Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of data.	Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler's responsibility for loss or corrupted data is limited to assisting the Client in restoring its last available database.
3 Medium	Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.	Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack, which shall occur at least quarterly. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database.
4 Non-critical	Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.	Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release.

*\*Response and Resolution Targets may differ by product or business need*

#### *Incident Escalation*

If Tyler is unable to resolve any priority level 1 or 2 defect as listed above or the priority of an issue has elevated since initiation, you may escalate the incident to the appropriate resource, as outlined by each product support team. The corresponding resource will meet with you and any Tyler staff to establish a mutually agreeable plan for addressing the defect.

#### *Remote Support Tool*

Some support calls may require further analysis of the Client's database, processes or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Tyler's support team must have the ability to quickly connect to the Client's system and view the site's setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.

# CITY OF STATESBORO

## COUNCIL

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Paulette Chavers, District 2  
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50 EAST MAIN STREET • P.O. BOX 348  
STATESBORO, GEORGIA 30459-0348

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

**FROM:** Darren Prather, Director of Central Services

**DATE:** December 8, 2023

**RE:** Vehicle Purchase

**POLICY ISSUE:** Purchasing

### RECOMMENDATION:

Staff recommends the purchase of a 2023 or newer Ford F-450 Super Duty Chassis XL 4WD 7.3 L V8 (Gasoline Engine) with a service body not to exceed \$80,000 for the Public Utilities Natural Gas Department.

### BACKGROUND:

The Purchasing Division has requested for written quotes for several heavy duty trucks over the past few months. These trucks have specific requirements based on their use for the requesting department. Since there is a high demand for these types of trucks, few dealerships are able to stock them and most of them have no service body. If a truck has a service body, it is sold quickly. Commercial dealerships and state contractors have participated in our process, but are unable to assist us because of the lack of availability or not able to commit to a purchase. Therefore, if a vehicle becomes available that meets the department's specifications. If approved, this vehicle would be purchased using operating funds from the Natural Gas Department.

Budget Impact: FY 2024

Council Person and District: All

Attachments: None

# CITY OF STATESBORO

## COUNCIL

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STATESBORO, GEORGIA 30459-0348

**To:** Jason Boyles  
Assistant City Manager

**From:** Steve Hotchkiss  
Public Utilities Director

**Date:** 11/27/23

**RE:** Water Utility Extension to Blanchard Equipment

**Policy Issue:** Water/Sewer Agreement for water main extension

### **Recommendation:**

Consideration of a motion to approve the expenditure of funds not to exceed \$325,350.00 for cost sharing to extend a 12 inch water main with 8 fire hydrants approximately 3800 feet on Miller St. Extension to serve Blanchard Equipment. To be paid for with funds from System Revenues in the Water Sewer Fund.

### **Background:**

Blanchard Equipment Company, located on the corner of Stockyard Road and Williams Road, is moving to a new location. They have recently purchased property on the corner of Miller Street Extension and Veterans Memorial Parkway. Engineers working for the company contacted us about the possibility of extending water service to their new site in lieu of a private well, tank and booster pumps for fire protection.

This location is outside of the City Limits, approximately 3800 feet from the closest available connection point which is at the intersection of Miller Street Extension and Stockyard Road. Their engineers have determined that the customer would need to extend an 8 inch water main to the site to serve their needs. However to provide for future growth and improved fire protection we have requested that a 12 inch main be installed instead of an 8 inch and that eight (8) additional fire hydrants be installed. The engineer has determined the cost to construct a 12 inch water main and hydrants is \$325,350.00 more than an 8 inch water main. Blanchard Equipment has requested that the city pay the additional cost we are requesting.

**Georgia Municipal Association City of Excellence**

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

It has been our practice over the last several years to extend 12 inch water mains out to, and beyond in the “Southeast Quadrant” of Statesboro, Veterans Memorial Parkway whenever possible to expand availability of City utility services and to improve the adequacy of water supply for fire protection within the Five Mile Fire District served by the Statesboro Fire Department. Most recently we partnered with Bulloch Academy to extend a 12 inch water main along West Main Street/Westside Road to their campus and the City paid the 8 inch to 12 inch upgrade cost.

Because of the increased interest in property located along the bypass, and to provide for better fire protection within the Five Mile Fire District, our recommendation is that it is in the City’s best interest to pay the additional costs of the upgrade to larger size water main and installation of fire hydrants.

**Budget Impact:** Funding from System Revenues.

**Council Person and District:** N/A – outside city limits

**Attachments:** Engineer's Cost Estimate and Request

ROY THOMPSON  
Chairman  
RAY MOSLEY  
Vice-Chairman  
ANTHONY D. SIMMONS  
Commissioner  
CURT DEAL  
Commissioner  
JAPPY STRINGER  
Commissioner  
TIMMY RUSHING  
Commissioner  
TOBY CONNER  
Commissioner



THOMAS M. COUCH  
County Manager  
CINDY STEINMANN  
Assistant County Manager  
VENUS WHITE-MINCEY  
Clerk of the Board  
KRISTIE KING  
Chief Financial Officer  
JEFF S. AKINS  
Chief Legal Counsel

## BULLOCH COUNTY BOARD OF COMMISSIONERS

December 1, 2023

The Honorable Jonathan McCollar, Mayor  
City of Statesboro  
P.O. Box 348  
50 East Main Street  
Statesboro, GA 30459-0348

Statesboro City Council  
City of Statesboro  
P.O. Box 348  
50 East Main Street  
Statesboro, GA 30459-0348

RE: Request for Water System Extension to Blanchard Equipment at Veterans Memorial Parkway and Miller Street Extension

Dear Mayor McCollar and Councilmembers,

The requested water line project along Miller Street Extension to serve a new John Deere dealership is consistent with Bulloch County's future land use plan. We have no objection to the extension of water service as presented in a letter from Justin Williams, City of Statesboro Planning and Housing Administrator dated November 27, 2023.

Sincerely,

A handwritten signature in blue ink that reads 'James Pope'. The signature is fluid and cursive, with the first name 'James' being larger and more prominent than the last name 'Pope'.

James Pope  
Planning and Development Director

CC: Tom Couch, County Manager  
Brad Deal, County Engineer



November 21, 2023

Jason Boyles  
Assistant City Manager  
City of Statesboro  
50 East Main Street  
Statesboro, GA 30458  
[jason.boyles@statesboroga.gov](mailto:jason.boyles@statesboroga.gov)

RE: City Water Main Extension Request to support a New John Deere Dealership for  
Blanchard Equipment  
Miller Street Extension

Dear Mr. Boyles,

Maxwell-Reddick and Associates, Inc. ('M-R'), on behalf of Blanchard Equipment, respectfully requests that the City of Statesboro extend the City's potable water system along Miller Street Extension for approximately 3,850 linear feet from the existing Cobblestone residential development to Veterans Memorial Parkway. The water main extension is essential to Blanchard's development of a new John Deere dealership located at an existing undeveloped site on the southwest corner of Miller Street Extension and Veterans Memorial Parkway.

Blanchard Equipment has proposed to extend an 8-inch water main at their cost to support the proposed development; however, the City has requested that a 12-inch water main be installed to ensure adequate capacity to serve future development in the area. Therefore, Blanchard Equipment requests that the City of Statesboro pay Three Hundred Twenty-Five Thousand Three Hundred Fifty Dollars (\$325,350.00) towards the cost of the extension of the water main which is the difference in cost between extending an 8-inch and a 12-inch water main as outlined in the attached cost comparison document.

Should you have any questions about the request, this letter, or the project in general, please do not hesitate to contact Jared Mock by phone at (912) 489-7112 or by email at [jmock@maxred.com](mailto:jmock@maxred.com).

Sincerely,



Jared Mock, P.E.



ENGINEERS ESTIMATE OF PROBABLE COST

10/30/2023

Revision #: 1	8-inch City Water Main Extension Miller Street Extension				12-inch City Water Main Extension Miller Street Extension				DELTA
Date: 10/30/2023									
COMPONENT DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL	
<b>WATER MAIN EXTENSION</b>									
Mobilization & Bonding	1	LS	\$15,000.00	\$15,000.00	1	LS	\$30,000.00	\$30,000.00	\$15,000.00
Demolition <i>(Includes demolition, removal, and disposal)</i>	1	LS	\$5,000.00	\$5,000.00	1	LS	\$8,000.00	\$8,000.00	\$3,000.00
Traffic Control	1	LS	\$15,000.00	\$15,000.00	1	LS	\$20,000.00	\$20,000.00	\$5,000.00
SDR18 C-900 PVC Water Main	3,850	LF	\$50.00	\$192,500.00	3,850	LF	\$95.00	\$365,750.00	\$173,250.00
Gate Valve & Box	10	EA	\$3,000.00	\$30,000.00	10	EA	\$5,800.00	\$58,000.00	\$28,000.00
Lower Water Main to Avoid Existing Utility	2	EA	\$2,500.00	\$5,000.00	2	EA	\$5,000.00	\$10,000.00	\$5,000.00
Water Main Fittings & Restraints	2,600	LB	\$7.50	\$19,500.00	5,000	LB	\$7.50	\$37,500.00	\$18,000.00
Connect to Existing Public Water Main	1	EA	\$5,500.00	\$5,500.00	1	EA	\$8,000.00	\$8,000.00	\$2,500.00
Fire Hydrant Assembly	0	EA	\$8,200.00	\$0.00	8	EA	\$8,200.00	\$65,600.00	\$65,600.00
Erosion Control (Silt Fence, Grassing, Slope Stabilize)	1	LS	\$20,000.00	\$20,000.00	1	LS	\$30,000.00	\$30,000.00	\$10,000.00
<b>TOTAL</b>				<b>\$307,500.00</b>				<b>\$632,850.00</b>	<b>\$325,350.00</b>

**WATER/SEWER AGREEMENT**

GEORGIA, BULLOCH COUNTY

**THIS AGREEMENT** entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ by and between the **MAYOR AND CITY COUNCIL OF STATESBORO**, a municipal corporation, its assigns and successors, hereinafter referred to as "City" and **Blanchard Equipment Company Inc.**, their heirs, assigns and successors, hereinafter referred to as "Developer", the developer of the project known as Blanchard Equipment Dealership, 708 Miller Street Extension.

**WHEREAS**, in regard to extending and making additions to the City's water and/or sanitary sewer systems and also to the construction of water distribution and/or sanitary sewer collection and disposal systems to serve the property known as Blanchard Equipment Company Inc.; located at 708 Miller Street Extension and

**WHEREAS**, the engineering design for said water and sanitary sewer systems will be accomplished by competent, professional engineers registered in the State of Georgia;

**NOW THEREFORE**, the City and Blanchard Equipment Inc. covenant and agree as follows:

-1-

City shall approve the designation of the engineer who shall be responsible for the engineering design and inspection in connection with the installation of said water and sanitary sewer systems. The Developer shall be responsible for providing resident inspection during construction and for insuring the engineer's conformance to area planning, adequacy of design, and conformance to City requirements regarding location, size and depth of lines,



capacity and arrangements of lift stations and quality of construction. The Developer shall provide to the City a statement from the project engineer certifying that the materials and workmanship including pipes, bedding, thrust blocks, valves, fire hydrants, manholes, lift station equipment and other related materials and work meet the approved specifications and plans. Upon request of the City, the certification shall be substantiated by material affidavits from suppliers and by applicable test results for inflow/infiltration, exfiltration, deflection, pressure, leaks, bacteria, compaction and other tests required by the City. All construction, engineering and inspection costs in connection with these systems shall be borne by the Developer. The City will provide only the sewage treatment facility and the water supply facility.

-2-

The Developer will pay a five hundred (\$500.00) dollar non-refundable fee to the City of Statesboro to cover the costs for the City's Consulting Engineers to review plans for compliance with the City's Long Range Water and Sewer Master Plan. This fee will also cover the costs for said Engineer to update the City's Water and Sewer Master Plan as per the development and to update the City's water/sewer location maps to include this extension of mains. The Developer covenants and agrees to reimburse the City for additional inspection time on unfamiliar contractors until such time as the contractor is approved by the City.

-3-

Both parties covenant and agree that if the project is located outside the limits of the City and is contiguous to the City Limits, that in order to receive utility service from the City, the Developer will agree for the development to be annexed into the City Limits and will

formally request annexation by the 100% method, prior to the submittal of any subdivision plat or site plan. The Developer agrees to comply with all City of Statesboro Codes, Ordinances and Regulations applicable to Development and agrees that all inspections and code enforcement shall be conducted by the City of Statesboro and that a City building permit is required. The Developer agrees to submit construction plans to the City for review and to pay all City building permit fees and inspection fees prior to beginning any construction.

-4-

Both parties agree that if the project is located outside the City Limits but is not contiguous to the City Limits, in order to receive utility services from the City of Statesboro, the Developer will agree for his development to be annexed into the City and will formally request annexation by the 100% method at such time as the development becomes contiguous to the City Limits. The developer requesting water and sewer service for non contiguous property agrees and covenants with the City that restrictive covenants which are to run with the property will be placed on the property which would require any entity the property is conveyed to, to agree to 100% annexation of the property when it becomes contiguous.

-5-

Both parties covenant and agree that if the project is located outside the City Limits, but is not contiguous to the City Limits, in order to receive utilities from the City, the Developer will agree to comply with the more restrictive development related regulations of the following City or County Ordinances: Drainage Control Ordinance, Sign Ordinance and portions of the Zoning Ordinances which regulate parking, density, building coverage and building set backs.

-6-

The Developer shall hold the City harmless and indemnify City against any damages due to work associated with the tie on of existing water or sanitary sewer lines.

-7-

Both parties covenant and agree that upon completion of the systems and all related facilities, including all associated water and sewage fees being fully paid for by the Developer (except the sewage treatment facility and the water supply facility) and after the submission of “as built” drawings (one electronic copy in a format acceptable to the City and two blueprint plans), the City will, subject to approval of the City Engineer, accept title thereto and assume responsibility for maintenance and operation of those portions located within public easements or rights of way. The acceptance shall include all rights, title and interest that the Developer has in the water and sanitary sewer systems servicing the said project and also all easements and/or rights of way required for the purpose of maintenance thereof. Developer agrees to execute any further documentation, such as a Bill of Sale and/or Easement, upon request of the City as may be necessary to transfer title to the systems. The Developer shall bear the costs for the proper recording of all water and sewer easements. Those portions of the facilities not so conveyed by the Developer such as single use lines, shall remain the responsibility of the Developer or its assigns as to the ownership and maintenance.

-8-

The Developer warrants the water and sanitary sewer systems to include all parts, piping and pumping devices that make up the water or sewer system against defects and

improper installation for a period of one (1) year from the date the City accepts the system. During the one (1) year warranty any repairs to the system will be made at the expense of the Developer and any street repairs necessitated for the maintenance and repair of the water system and/or sanitary sewer systems will also be at the expense of the Developer.

-9-

Both parties covenant and agree that all costs, including construction, land, legal and engineering, in connection with the addition and/or installation of the system shall be borne by the Developer. Both parties also agree that in order to provide for future growth and enhanced fire protection, the City has consented to pay the amount, not to exceed \$325,350.00, to increase the water main size for 8" to 12" and to install eight (8) fire hydrants. It shall be the Developer's responsibility to obtain all the necessary regulatory permits and approvals. It is understood and agreed by and between the parties that the City's sole responsibility will be to provide the sewage treatment facility, the water supply facility and any water and sewer mains that may already be in place.

-10-

Developer acknowledges that there is an Aid to Construction fee (ATC) for each gallon of sewage accepted by the City from Developer for treatment. This fee shall be imposed in accordance with the current City rates in effect and shall be paid by Developer to the City upon execution of this Agreement. The current rate is \$3.20 per gallon per day of sewage accepted by the City for treatment. The City calculates that NA gallons per day of sewage from the Project will be treated by the City. The Developer, therefore, tenders the amount of \$ NA to the City in payment of this fee. If it becomes apparent that the amount of

sewage to be treated by the City will exceed the amount set forth above, Developer shall immediately tender such payment of the ATC fees to the City as is required. It shall be the responsibility of the City to correctly calculate the gallons of sewage from the Project to be treated by the City. The City's calculations shall be consistent with the City's schedule of contributory load factors. The ATC fee is payable upon execution of the agreement.

-11-

It is understood and agreed by and between the parties that there shall be a sanitary sewer connection fee and a separate water connection fee in accordance with the current City rates in effect. The connection fees shall be paid upon issuance of a building permit.

-12-

Developer acknowledges that the City shall be the sole provider of water for consumption or irrigation and covenants and agrees not to obtain a private well or gain water from any source other than the City.

-13-

This agreement may not be transferred or assigned in whole or of any part by Developer without prior written consent of the City and any violation of this agreement shall terminate the City's obligation hereunder.

-14-

This agreement is to be governed by Georgia Law and it is understood and agreed by and between the parties that all provisions of both state and federal law now or hereafter in effect relating to water and sewage service, while laws may be applicable to the City, shall be applicable to this Agreement.

IN WITNESS WHEREOF all parties have set their hands and seals on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

MAYOR AND CITY COUNCIL OF STATESBORO

BY:\_\_\_\_\_

ATTEST:\_\_\_\_\_

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Notary Public

DEVELOPER

BY:\_\_\_\_\_

ATTEST:\_\_\_\_\_

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Notary Public

# CITY OF STATESBORO

## COUNCIL

Phil Boyum  
Paulette Chavers  
Venus Mack  
John Riggs  
Shari Barr



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

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

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

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

**Date:** December 2, 2023

**RE:** Recommendation of Bidder  
CIP ENG-115b – S. Main Street (Blue Mile) Streetscape Project, Phase II

**Policy Issue:** Purchasing

### **Recommendation:**

Staff recommends award of the Blue Mile Streetscape Improvements, Phase 2 professional services contract to T.R. Long Engineering in the amount Not To Exceed (NTE) of Three Hundred Ninety-Nine Thousand Four Hundred Twenty-One (\$399,420). The bid received from T.R. Long meets the requirements of the bid package and an acceptable bid bond was submitted.

### **Background:**

The City of Statesboro has completed Phase I of the Blue Mile Streetscape Improvements project. This project will continue the theme of improved drainage, sidewalks, landscaping, street lighting, resurfacing, and utility relocation along South Main Street. Phase 1 began at the intersection with Tillman Road and ended near the intersection with Fair Road. Phase 2 will start at the Fair Road intersection (with accommodation for a proposed roundabout) and terminates at the intersection of East and West Grady Streets.

There is expected ROW conflicts and utility concerns that will be identified through this initial planning and design process. Also, all storm infrastructure will be upgraded to GDOT standards.

The City of Statesboro issued Requests for Proposals (RFP) for engineering services for the subject project. The RFPs were evaluated and ranked on each qualification based selection on the criteria of cost, experience of staff, experience of firm, project approach, and references. TR Long ranked highest.

### **Budget Impact:**

This project is to be funded by the 2018 TSPLOST. The cost of this work is funded under the \$485, 000 budget appropriated in FY2024 and FY2025.

**Council Person and District:** District 2, Councilmember Chavers

**Attachments:** Scope of Service and Proposal

**Georgia Municipal Association City of Excellence**  
Telephone: (912) 764-5468 • Fax: (912) 764-4691 • email: [cityhall@statesboroga.net](mailto:cityhall@statesboroga.net)

114 North Commerce Street  
Hinesville, Georgia 31313  
(912) 368-5664 Office  
(912) 368-7206 Fax



1000 Towne Center Blvd.  
Suite 304  
Pooler, Georgia 31322  
(912) 335-1046

November 3, 2023

City of Statesboro  
Central Services Department  
Attn: Purchasing Division  
22 West Grady Street  
Statesboro, Georgia 30458

Re: Request for Proposal  
2023 ENG-115b - Blue Mile Streetscape Improvements - Phase 2

To Whom It May Concern:

Thank you for the opportunity to submit this proposal to provide professional engineering services for the Blue Mile Streetscape Improvements Phase II project. The T. R. Long Engineering, P.C. team is composed of excellent professionals of which four are graduates of Georgia Southern University. This experience has instilled a desire to serve on a project honoring the hometown of our alma mater.

T. R. Long Engineering, P.C. has selected an experienced and talented project team to provide engineering services for the City of Statesboro. Their relevant project experience is extensive, and they possess the ability to meet the proposed scope of services within the proposed project schedule. We are proud to be teamed with a major engineering firm to assist in the management of this project. T. R. Long Engineering, P.C. has partnered with Atlas to assist in the management of the project.

T. R. Long Engineering, P.C. has a rich history of assisting municipalities and county governments in completing projects that benefit and enrich the lives of their citizens. It is our goal to develop strong relationships and listen to our client's needs. Using those relationships, we endeavor to design and develop a value-based project to serve the City of Statesboro. We are well qualified to provide these services based on our experience, both in the City of Statesboro and providing those services to other municipalities in our region. Our partnership with Atlas expands our abilities to complete this project following the Georgia Department of Transportation Plan Development Process.

Again, we appreciate the opportunity to present this submittal. I, along with other members of the project team, will be glad to meet and discuss our qualifications in greater detail if necessary. We look forward to working with you and the City of Statesboro on this contract.

Should you have any questions, comments or need additional information please contact us.

Sincerely,

A handwritten signature in blue ink that reads "Trent R. Long". The signature is written in a cursive style with a large, stylized "T" and "L".

Trent R. Long, PE



# PROFESSIONAL QUALIFICATIONS

## FIRM HISTORY

Since 2000, T. R. Long Engineering, P.C. has provided consulting engineering services in southeast Georgia. We are proud to offer comprehensive services that include engineering, surveying, water and sewerage system design, site development, land planning, design, construction observation, and construction administration. Our clients include city and county governments, industries, and commercial and private developers.

T. R. Long Engineering, P.C., founded by Trent R. Long, P.E., was organized as a professional corporation on March 9, 1998, and began offering a full line of services on February 5, 2000. In that time the firm has continuously been engaged in the practice of professional engineering.

T. R. Long Engineering, P.C. began providing professional engineering services on February 5, 2000, out of the home of Trent R. Long, PE. Within three months the firm moved to an office located at the intersection of South Main Street and M. L. King, Jr. Drive. At that time the firm had one employee and was providing county engineering services to Liberty County and a few private clients. As the firm's workload increased it outgrew the space on South Main Street and moved to its current location. In the spring of 2005, the firm added a survey crew to the staff to keep up with the demands of its clients. By 2007 T. R. Long Engineering, P.C. had grown to eight employees working on approximately eighty projects per year. We weathered the economic downturn and are now growing at a rapid pace. In February 2016 T. R. Long Engineering opened a location in Savannah, Georgia increasing our abilities to service customers in southeast Georgia. We now have 18 employees and two contract employees.

## LOCATIONS AND TECHNICAL CAPABILITIES

T. R. Long Engineering, P.C. maintains two locations to serve our clients. The home office is located in Hinesville, Georgia. Most roadway and streetscape projects are handled through the Hinesville Office. The second office is located in Pooler, Georgia. This office handles mostly water and sewer projects.

Our office is well-equipped to meet the needs of the City of Statesboro. Our facilities include 11 CADD workstations, two CADD workstations with GIS capabilities, four additional administrative workstations, three in-house servers, three large document copiers/printers, and two standard color copy machines. Our survey equipment includes one standard total station, four robotic total stations, four GPS units, automatic and digital levels, several electronic field books, and miscellaneous equipment. Our storm water monitoring capabilities include two operable automatic sampling units and turbidity testing equipment.



## BASIC COMPANY INFORMATION

### COMPANY INFORMATION



T. R. Long Engineering, P.C.  
(main office)  
114 North Commerce Street  
Hinesville, Georgia 31313  
(912) 368-5664 (office)  
(912) 368-7206 (fax)  
www.trlongeng.com

### CONTACT INFORMATION



Trent Long, PE - President  
(912) 368-5664 (office)  
(912) 610-1294 (mobile)  
(912) 368-7206 (fax)  
trlong@trlongeng.com

### BUSINESS INFORMATION



Corporation in the state of Georgia  
23 years in business  
Located approximately 65 miles from  
the City of Statesboro administrative  
offices

## SUBCONSULTANTS



*Atlas Engineering, Inc. will provide assistant project management and right-of-way services for this project.* Atlas provides right-of-way and land acquisition services with an in-house staff of professional appraisers, negotiators, relocation specialists, managers, legal specialists, and support staff whose full time responsibilities focus on right-of-way clients. Atlas' real estate staff has extensive experience in roadway right-of-way acquisition; utility easement acquisition; and airport property acquisition, including noise program development and implementation. Atlas' real estate personnel have extensive knowledge of Uniform Standards of Professional Appraisal Practice (USPAP) professional guidelines and are well-versed in all state, federal, and local requirements. Their complete services include management, cost estimates, appraisal, cost-to-cure engineering, right-of-way acquisition, utility easement acquisition, and closings.



*Chatham Engineering will provide electrical engineering services for this contract.* Their staff is comprised of 10 professionals who provide mechanical, electrical, plumbing and fire protection engineering services to a wide variety of clients in Georgia, South Carolina and Florida. They have worked with architects, owners, developers and agencies to provide effective and technically sound design solutions for educational, housing, healthcare, resort, marina, government, industrial, commercial and criminal justice facilities. The engineers of Chatham Engineering always look to design facilities to provide long-term value to their clients. They study life cycle costs, which result in systems that can be constructed to meet budgets yet can be maintained and operated in an efficient manner.



*River to Tap (R2T) Inc. will provide environmental services for this project.* R2T is a full-service DBE small business enterprise providing a wide range of services in civil and environmental engineering, environmental planning and permitting to various federal, state, and local agencies and municipalities. The firm was established in 2005 as an environmental engineering firm and opened an office in Roswell, Georgia August 2006. R2T is a Disadvantaged Business Enterprise (DBE) with the Georgia Department of Transportation (GDOT) where we are prequalified to perform NEPA Documentation (1.06a), Air Studies (1.06c), Noise Studies (1.06d), Ecology (1.06e), Hydraulic and Hydrological Studies (3.12), and Erosion, Sedimentation and Pollution Control & Comprehensive Monitoring (9.01).



*Southern Research Historic Preservation Consultants, Inc. will provide historical and archaeological services for this project.* Southern Research is a disadvantaged business enterprise and woman-owned small business. The firm has a diverse background in historical and archaeological research and investigation, making them expert guides into the world of historic preservation and compliance with local, state, and federal laws regarding cultural resources. Their services include due diligence/records review and reconnaissance; Phase 1 Survey for archaeological resources, historic resources, and cultural resources; Phase II testing; mitigation/Phase III data recovery; cemetery services; public history and education; industrial archaeology and history; HABS/HAER/HALS documentation; historic contexts, preservation plans, and assessment of effects; and National Register of Historic Places Nominations.



*Whitaker Laboratories, Inc. will provide geotechnical services for this project.* Whitaker Laboratories was established in 1970 with a focus on testing asphalt on state highways and city streets. Over 40 years later, their services have expanded to every phase of construction method and their respective quality control testing. Their resources include five Professional Engineers; over 10 professional consultants with construction, geological, and environmental certification experience; and accredited laboratory technicians with annual licensing and continuing education.



*RHD Services, Inc. will provide subsurface utility engineering (SUE) services for this project.* RHD Services has been providing subsurface utility information to clients since 1990 and ground penetrating radar (GPR) services since 2000. With the goal of providing accurate underground utility information, they use the latest technology to ensure their technicians are well-trained.

# SCOPE OF SERVICES

T. R. Long Engineering, P.C. has assembled a quality team to complete Phase 2 of the Blue Mile Streetscape Improvements. The team will be led by Trent R. Long, P.E. The assistant project manager will be Ms. Teresa Scott of Atlas.

T. R. Long Engineering will provide project management services, surveying services, and engineering services for the entire project. T. R. Long Engineering, P.C. will complete the engineering services proposed to satisfy the Georgia Department of Transportation area class requirements for: 1.10 Traffic Studies, 3.01 Two-Lane or Multi-Lane Rural Generally Free Access Highway Design, 3.06 Traffic Operations Studies, 3.07 Traffic Design, 3.12 Hydraulic and Hydrological Studies (Roadway), 3.13 Facilities for Bicycles and Pedestrians, 5.01 Land Surveying, 5.02 Engineering Surveying, 5.03 Geodetic Surveying, 5.07 Cartography, and 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program.

T. R. Long Engineering, P.C. has partnered with Atlas for project management. Ms. Teresa Scott will be the assistant project manager for this project. Ms. Scott is a retiree of the Georgia Department of Transportation and currently is a project manager with Atlas specializing in the management of projects using the plan development process. Ms. Scott will use her specialized skills to assist in the guidance of this project.

T. R. Long Engineering, P.C. will partner with Chatham Engineering, Inc. to assist in the coordination of the relocation of the overhead utilities from overhead to underground. Chatham Engineering has an excellent history of working with the Georgia Power Company for the relocation of their facilities with respect to public infrastructure. Chatham Engineering will assist in the development of the conceptual plan for overhead utilities during Task 1 and will assist in the coordination of design for the relocation of these facilities during Task 2. Chatham Engineering will also assist with the design of decorative street lighting.

T. R. Long Engineering, P.C. has partnered with River to Tap, Inc. (R2T) to complete the environmental activities for this project. R2T will complete the environmental services proposed to satisfy the Georgia Department of Transportation area class requirements for: 1.06(a) NEPA, 1.06(c) Air Quality, 1.06(d) Noise, and 1.06(e) Ecology. All components of the Environmental Documentation will be conducted by Georgia Department of Transportation prequalified professionals.

T. R. Long Engineering, P.C. has partnered with Southern Research Historic Preservation Consultants, Inc. to complete the historical and archeological portions of the project. Southern Research Historic Preservation Consultants, Inc. will provide services to satisfy the Georgia Department of Transportation area class requirements for: 1.06(b) History and 1.06(f) Archeology. All components will be conducted by Georgia Department of Transportation prequalified professionals.

Geotechnical services and pavement design assistance will be provided by Whitaker Laboratories, Inc. Whitaker Laboratories, Inc. will satisfy the Georgia Department of Transportation area class requirements for: 6.01(a) Soil Surveys, 6.02 Bridge Foundation Studies, and 6.04(a) Laboratory Materials Testing.

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## Task Order 1: Concept Design

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T. R. Long Engineering, P.C. will prepare a Blue Mile Streetscape Improvements Phase 2 Concept Report on behalf of the City of Statesboro. The Concept Report will be prepared in general compliance with the Georgia Department of Transportation Plan Development Process.

Initially, T. R. Long Engineering, P.C. would like to meet with the City staff and council members to discuss the city's goals and desires for the outcome of the project. We would like to include a complete walkthrough of the site. This will help us get a better understanding of the project as well as provide an opportunity for City staff to express their thoughts, ideas, and concerns regarding the project. We have found that physically walking the site leads to a higher level of success during the project life cycle.

T. R. Long Engineering, P.C. will develop a master project schedule for use throughout the life of the project. This schedule will show project milestones including engineering activities, construction activities, and administrative activities. This schedule will be used as a management tool to assist in the successful completion of the project.

Project management does not just start at the beginning of the project. Project management is critical throughout the entire process. T. R. Long Engineering, P.C. expects to facilitate monthly meetings for this project. We feel it is critical that all parties involved in the project are kept aware of the process and status of the project.

Monthly meetings will be held with the engineering team and selected staff of the City of Statesboro. The project engineer, Trent Long, P.E., will create the agenda and lead the meetings. Key staff will provide input for various activities that have been completed and provide a schedule for upcoming activities.

The preparation of the Concept Report will closely follow the Georgia Department of Transportation Concept Development Process. Once the kickoff meeting has been held, we will gather preliminary data for the project area and define an environmental boundary. Environmental, historical, and archeological activities will be conducted within the environmental boundary. All identified resources will be mapped.

Due to the narrow right-of-way specific site details such as rights-of-way and topography will be needed early to complete the concept layouts. T. R. Long Engineering, P.C. will complete the surveying portions of this project and prepare a base map showing the right-of-way, existing facilities, topography, and environmental resources of the project area. This information will be utilized to prepare the Concept Report and will be the basis for the preliminary and final design of the project.

T. R. Long Engineering, P.C. will collect traffic data for the project to include current traffic counts and crash data. All traffic data will be evaluated and a traffic model will be prepared. Intersection Control Evaluations will be completed and incorporated into a traffic report for the project. This report will include traffic diagrams and recommendations for various scenarios such as no-build growth projections over the life of the project.

T. R. Long Engineering, P.C. will review and evaluate the existing drainage structures and facilities within the project limits as well as areas downstream that may be impacted by the proposed improvements. Based on these evaluations, we will make recommendations for improvements. Specifically, we will evaluate the existing catch basins in the radii of intersections and make recommendations for their improvements.

There are various overhead utilities along this project. These overhead utilities will be evaluated for relocation underground. We will coordinate with Georgia Power to relocate their facilities underground in keeping with Phase 1. Other utilities will be field-located and mapped.

Landscaping is a large component of the streetscape project. Our registered landscape architect will prepare conceptual landscaping plans for the project. The design will be coordinated with the design of phase one of the Blue Mile project. Since this project is a state route and since the right-of-way is approximately 60 feet in width there will be strict requirements for landscaping. We will coordinate with the Department of Transportation for the placement of the landscaping. All landscape design will be in general conformance with Georgia Department of Transportation requirements.

Geometric design is a key component of the concept report. The concept report will evaluate the existing rights-of-way, possible mitered rights-of-way at intersections, the possible realignment of the intersection with Grady Street, bike lanes, sidewalks, pavers, and decorative lighting.

The realignment of the Grady Street intersection will require the evaluation of various approaches due to the location of existing buildings at the corners of the intersection. Our staff is well equipped to provide various alternatives. In addition, the signal at this intersection will need to be re-evaluated to fit the proposed re-alignment geometry. The relocation of this intersection is likely to require right-of-way acquisition.

Preliminary opinions of probable costs will be prepared for consideration during the development of the concept report. Our estimating staff uses current pricing data from projects of similar construction to prepare detailed opinions of costs. The probable costs will be prepared in Georgia Department of Transportation format.

Public hearings will be required. T. R. Long Engineering, P.C. will assist the City in conducting these meetings. We will prepare presentations and handouts for the public. Information received as part of the public hearings will be incorporated into the Concept Report. The re-alignment of the Grady Street intersection is likely to be a top topic of concern from the public.

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## Task Order 2: Final Design

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After approval from the Engineering Department Director, T. R. Long Engineering, P.C. will prepare final design documents for the project. The final design documents will be prepared in accordance with the Georgia Department of Transportation Plan Development process and will be suitable for review by the department. The construction plans will be prepared using sheet names and the sheet numbering system as required in the plan development process.

T. R. Long Engineering, P.C. has the ability to prepare the final design in either Bentley OpenRoads format or AutoCAD Civil3D format. The selected format will be dependent on the funding and ultimate review of the project. The plan development process generally requires that the plans be prepared in OpenRoads format (dgn) since this format is the format used by the Georgia Department of Transportation. The plans can be prepared in AutoCAD Civil 3D and converted to OpenRoads format if necessary.

T. R. Long Engineering, P.C. will subcontract with a qualified firm to locate all subsurface utilities. At a minimum, a SUE Level B will be completed. If necessary, potholing will be conducted. Our proposal limits potholing to approximately 12 locations. Most utility depths will be measured from ground-penetrating radar.

The construction plans will contain roadway profiles, secondary road profiles, significant driveway profiles, drainage profiles, and utility profiles. We intend to be thorough and include drainage and utility crossings on each profile. The construction plans will also contain roadway cross sections every 50 feet as well as high and low points in the roadway.

The pavement design will require the coring of the pavement of South Main Street. These cores will be completed by Whitaker Laboratories, Inc. and will be used in the pavement design.

The realignment of the Grady Street Intersection will be designed to correct the offset intersection. This will require the design of roadway, sidewalk, and drainage improvements along Grady Street. In addition, signal plans will be required to modify the intersection. Our traffic engineer, Ms. Danielle Easterling, will be the lead engineer in evaluating the signal design for these improvements and will coordinate the signal design with the Department of Transportation.

The design of the relocation of the Georgia Power facilities to underground infrastructure will be coordinated through our sub-consultant. The design of the Georgia Power facilities will be completed by Georgia Power and will be incorporated into the construction plans.

The relocation of other utilities will be designed by the utility owners and presented in the construction plans in accordance with the plan development process. The drainage facilities, water system facilities, and sanitary sewer facilities that require relocation will be designed by T. R. Long Engineering, P.C. on behalf of the City of Statesboro.

A conceptual plan will be provided to the city at the 30% design stage of the project. This concept plan will include the surveying data as well as proposed drainage facilities. We will meet with the City staff to discuss options as well as the constructability of the proposed improvements.

The City will be provided with time to review and comment on the proposed improvements. Once comments are received from the City, we will prepare construction plans for this project that are greater than 60% complete. These plans will again be reviewed by the City.

T. R. Long Engineering, P.C. will take the review comments as well as the drainage recommendations and develop a complete set of construction drawings that include detailed layout, grading, profiles, cross sections, utility plans, and construction details. These plans will be formalized and submitted for permitting. A complete site analysis report will be developed for review and approval by the City.

T. R. Long Engineering, P.C. will further develop the construction drawings and specifications to a final complete set of construction documents. During this phase, the final design considerations will be formalized for the project and detailed construction plans and specifications will be prepared for bidding and letting. A project team meeting will be held to discuss the status of the project and any probable conflicts or restrictions. The final construction plan package will be presented. The final construction plans will be organized and presented as required by the plan development process and will include:

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- Three complete sets of construction plans will be provided. These plans will be sealed and signed by the design engineer. Electronic copies of the plans will be provided in "pdf" as well as in the drawing format chosen by the city. (Either "dwg" or "dgn").
- An electronic copy of the supporting calculations will be provided in a "pdf" format.
- Special construction provisions will be included in both a "docx" and "pdf" format.
- A detailed engineer's opinion of probable cost will be provided in both "xlsx" and "pdf" format.

T. R. Long Engineering, P.C. will prepare applications and prepare permit packages to submit to the permitting agencies for review as required. We will work with the agencies on behalf of the city to assist in the issuance of permits for the project.

T. R. Long Engineering, P.C. will provide right-of-way plans for the acquisition of required rights-of-way and easements where required. As a part of the right-of-way acquisition process, we will stake the proposed right-of-way one time. Subsequent right-of-way staking will be considered additional services.

# Deliverables

T. R. Long Engineering, P.C. agrees to provide the following deliverables for this project:

◆ Task Order 1:

◇ Concept report in accordance with the Georgia Department of Transportation Plan Development Process

- (1) Project Location Map
- (2) Functional classification
- (3) Design Variances
- (4) Interchanges and Intersections
- (5) Utility and Property
- (6) Environmental and Permits
- (7) Construction
- (8) Coordination, activities, responsibilities, and costs

◆ Task Order 2:

◇ Final Design/Coordination

- (1) Cross sections every 50 feet, including all driveway profiles.
- (2) Cut/fill limits shown for construction limits and determining areas needed for easements.
- (3) Right-of-Way plans in accordance with the Georgia Department of Transportation Plan Development Process for all right-of-way actions required.
- (4) Survey Plats for all necessary right-of-way and easement acquisitions.
- (5) Hydrology Report/Drainage Design.
- (6) Upon review of concept design as 30% complete. 60% and 90 % plan sets will be submitted for review and acceptance before issuing final plans for construction.
- (7) Intersection Design for Grady including Traffic signal plan.
- (8) Georgia Department of Transportation coordination for permitting (Traffic Ops, Landscaping, Utilities).

◇ Cost Estimate

- (1) In Excel format a detailed cost estimate.
- (2) AASHTOWARE Project cost estimate.

◇ Digital Plans

- (1) AutoCAD/AutoCAD Civil 3D file of civil drawings or OpenRoads file of civil drawings.
- (2) PDFs of PE stamped issued for construction plans.

# COST

T. R. Long Engineering, P.C. proposes to provide engineering services. Fees for each Task Order are proposed as follows:

Description	Fee Proposal
<b>Task Order 1: Concept Design</b>	
Engineering	\$ 94,415.00
NEPA	\$ 35,770.00
Ecology	\$ 18,868.50
Air/Noise	\$ 47,950.00
Historical/Archaeological	\$ 15,665.00
<b>Task Order 1 Subtotal</b>	<b>\$212,668.50</b>
<b>Task Order 2: Final Design</b>	
Engineering	\$142,785.00
NEPA	\$ 15,330.00
Ecology	\$ 8,086.50
Air/Noise	\$ 20,550.00
<b>Task Order 2 Subtotal</b>	<b>\$186,751.50</b>
<b>Grand Total</b>	<b>\$399,420.00</b>

The following hourly rates will be used for services provided by our team that are billed at hourly rates. These rates are valid for a period of six months from the letter of agreement or proposal date:

Position	Hourly Rate
Principal	\$200.00
Senior Engineer	\$150.00
Project Manager	\$150.00
Project Engineer	\$125.00
Senior Electrical Engineer II	\$220.00
Senior Electrical Engineer I	\$200.00
Electrical Engineer I	\$145.00
Electrical Designer	\$125.00
Environmental Planner	\$150.00
Environmental Scientist	\$150.00
Staff Scientist	\$100.00
Registered Land Surveyor	\$125.00
Registered Landscape Architect	\$125.00
Archaeology Lead	\$100.00
Arcaeologist	\$ 85.00
Archaeological Technician	\$ 60.00
History Lead	\$125.00
Historian	\$ 75.00
Survey Crew	\$100.00
CADD Draftsman/GIS Operator	\$ 95.00
Laboratory Director	\$ 75.00
Laboratory Technician	\$ 50.00
Project Inspector	\$ 85.00
Clerical	\$ 50.00