



**August 20, 2024 5:30 pm**

1. Call to Order by Mayor Jonathan McCollar
2. Invocation and Pledge of Allegiance by Councilmember Ginny Hendley
3. Recognitions/Public Presentations:
  - A) Presentation of a Proclamation recognizing September 2024 as National Recovery Month.
4. Public Comments (Agenda Item):
5. Consideration of a Motion to approve the Consent Agenda
  - A) Approval of Minutes
    - a) 08-06-2024 Council Minutes
    - b) 08-06-2024 Executive Session Minutes
6. Public hearing and consideration of a motion to approve: **APPLICATION RZ 24-06-02**: Horizon Homebuilders requests a Zoning Map Amendment from the R-2 (Townhouse Residential) zoning district to the R-4(High-Density Residential) zoning district on a portion of a 39.97-acre property located on Abbey Road & East Main Street (Tax Parcel # MS82000035 000).
7. Consideration of a motion to approve: **APPLICATION SUB 24-06-03**: Lotts Creek Capital, LLC requests a Preliminary Subdivision PLAT on 16.54 acres of property in order to develop a townhouse subdivision of approximately 111 units on Cypress Lake Road (Tax Parcel MS40000074A000).
8. Public hearing and consideration of a motion to approve:
  - (a) **APPLICATION AN 24-07-04**: DR Horton requests Annexation of approximately 47.31 acres of property in order to develop a single-family subdivision on Lakeview Road (Tax Parcel # MS58000037 000).
  - (b) **APPLICATION RZ 24-07-05**: DR Horton request a zoning map amendment from the R-40 (Single-Family Residential) to the R-6 (Single-Family Residential) zoning district in order to develop a single-family subdivision on Lakeview Road (Tax Parcel# MS58000037 000).
9. Consideration of a motion to approve **Resolution 2024-21**: A Resolution to accept the 2023 Assistance to Firefighters Grant for the City of Statesboro, Georgia in the amount of \$40,909.09 with a 10% match in the amount of \$4,090.91. These funds will be used to continue the Fire Department Physician Program.

10. Consideration of a motion to award the renewal of the City of Statesboro's General Liability P&C coverage to Travelers in the amount of \$1,138,372.00 and the renewal of the City's Workers Compensation coverage to Bitco in the amount of \$556,390.0. These policies are for a twelve month period ending in August of 2025.
11. Consideration of a motion to award the purchase of a new SuperCrew Ford F150 for the Public Works & Engineering Department to Metter Ford in the amount of \$46,767.16. This purchase will be paid from Solid Waste Disposal Operating Income.
12. Consideration of a motion to award the purchase of a new Regular Cab Ford F150 for the Public Utilities Department to Metter Ford in the amount of \$34,959.16. This purchase will be paid from Water Sewer Operating income.
13. Consideration of a motion to award the purchase of a new SuperCrew Ford F150 for the Public Works & Engineering Department to J.C. Lewis Ford in the amount of \$49,158.16. This purchase will be paid from Solid Waste Collection Operating income.
14. Consideration of a motion to award contract in the amount of \$299,375.00 with S.A. Brown Enterprises for project ENG-122h: East Jones Street sidewalk improvements. The project will be paid by 2018 TSPLOST funds.
15. Consideration of a motion to award right-of-way and easement acquisition services to O.R. Colan & Associates, LLC in the amount of \$37,830.00 for the North Zetterower Sidewalk Project. Funding is provided from 2018 TSPLOST.
16. Consideration of a motion to award a contract to Mill Creek Construction in the amount of \$1,427,395.00 for the FY2024 annual resurfacing project for work based on unit prices in the contractor's bid. This project is paid for by 2024 GDOT LMIG funds and 2023 TSPLOST funds.
17. Consideration of a Motion to award a contract to Beasley Well Drilling in the amount of \$59,589.31 for repairs to Well #8. To be paid for with funds from system revenues.
18. Other Business from City Council
19. City Managers Comments
20. Public Comments (General)
21. 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)
22. Consideration of a Motion to Adjourn

# A PROCLAMATION BY THE MAYOR AND CITY COUNCIL OF STATESBORO, GEORGIA

## NATIONAL RECOVERY MONTH

**WHEREAS:** behavioral health is an essential part of one's overall health and well-being; and

**WHEREAS:** recovery from addiction occurs every day through a variety of recovery support services and treatment programs; and

**WHEREAS:** prevention of substance use disorders works, treatment is effective and people recover across Georgia and around the nation; and

**WHEREAS:** millions of people across the United States are living happy, joyous, and free in long-term recovery; and

**WHEREAS:** the 2024 Georgia Recovers bus tour celebrates "Georgia Recovers in Communities" and recognizes we are never alone on this journey through recovery; and

**WHEREAS:** education throughout our communities about recovery and addiction is essential to combating the stigma and discrimination faced by many people in recovery; and

**WHEREAS:** to help more people experience and sustain long-term recovery, the Georgia Department of Behavioral Health and Developmental Disabilities, the Georgia Council for Recovery, and the Georgia General Assembly Working Group on Addiction and Recovery, invite all residents of the State of Georgia to participate in National Recovery Month.

**NOW, THEREFORE I, Jonathan McCollar, Mayor of the City of Statesboro do hereby proclaim the month of September 2024 as:**

## NATIONAL RECOVERY MONTH

**in Statesboro and call upon the people of Statesboro to observe this month with appropriate programs, activities, and ceremonies to support this year's Recovery Month theme, "Georgia Recovers in Communities."**

**IN WITNESS THEREOF, I have hereunto set my hand and caused the Seal of the City of Statesboro to be affixed this 20<sup>th</sup> day of August in the year two thousand and twenty-four.**

---

Jonathan McCollar, Mayor



CITY OF STATESBORO  
COUNCIL MINUTES  
AUGUST 06, 2024

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	
Vacant	Councilmember	Vacant	
Paulette Chavers	Councilmember	Present	
Ginny Hendley	Councilmember	Present	
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. Public Comments (Agenda Item): None**

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

**A) Approval of Minutes**

**a) 07-16-2024 Council Minutes**

A motion was made to approve the consent agenda.

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

**5. 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)**

**A. Gators & Gypsies LLC  
 19 E. Vine St, Suite A  
 License type: Pub with Sunday Sales**

A motion was made to open 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>	Chavers, Riggs, Barr
<b>ABSTAIN</b>	Councilmember Ginny Hendley

City Attorney Cain Smith stated the applicant of 5A is District 3, Councilmember Ginny Hendley. He went on to explain it is against our code of ordinances for someone involved in policing or regulation of alcohol beverages to obtain a license to distribute alcohol. In the event this license is granted she will of course abstain from this and any alcohol related items such as revisions to Chapter 6, licenses and any disciplinary measures for as long as she hold an alcohol license.

No one spoke for or against the request.

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>	Chavers, Riggs, Barr
<b>ABSTAIN</b>	Councilmember Ginny Hendley

A motion was made to approve the application for an alcohol license in accordance with The City of Statesboro alcohol ordinance Sec. 6-13 (a): issued to Gators & Gypsies LLC, located at 19 E. Vine St, Suite A, for License type: Pub with Sunday Sales. The approval is with the stipulation, Councilmember Ginny Hendley, as the applicant, will abstain from voting on any alcohol related items for as long as she holds an alcohol license

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember John Riggs
<b>SECONDER:</b>	Councilmember Paulette Chavers
<b>AYES:</b>	Chavers, Riggs, Barr
<b>ABSTAIN</b>	Councilmember Ginny Hendley

**B. Texas Roadhouse Holding LLC**  
**24034 Hwy 80 East**  
**License type: Restaurant with Sunday Sales**

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 Paulette Chavers
<b>AYES:</b>	Chavers, Riggs, Barr
<b>ABSTAIN</b>	Councilmember Ginny Hendley

Maurice Jackson spoke in favor of the request.

No one spoke against the request.

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 Paulette Chavers
<b>AYES:</b>	Chavers, Riggs, Barr
<b>ABSTAIN</b>	Councilmember Ginny Hendley

A Motion was made to approve the application for an alcohol license in accordance with The City of Statesboro alcohol ordinance Sec. 6-13 (a): issued to Texas Roadhouse Holding LLC, located at 24034 Hwy 80 East, for License type: Restaurant with Sunday Sales.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Paulette Chavers
<b>SECONDER:</b>	Councilmember John Riggs
<b>AYES:</b>	Chavers, Riggs, Barr
<b>ABSTAIN</b>	Councilmember Ginny Hendley

**6. Consideration of a motion to approve Resolution 2024-20: A Resolution calling for a Special Election to fill the unexpired term of the vacant District One Council Seat, fixing the qualification fee for candidates, and authorizing publication.**

A motion was made to approve Resolution 2024-20: A Resolution calling for a Special Election to fill the unexpired term of the vacant District One Council Seat, fixing the qualification fee for candidates, and authorizing publication.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember John Riggs
<b>SECONDER:</b>	Councilmember Ginny Hendley
<b>AYES:</b>	Chavers, Hendley, Riggs, Barr
<b>ABSENT</b>	

**7. Consideration of a motion to award a contract to Raftelis, Inc. in the amount of \$28,900.00 to perform a water and sewer rate study update. Study to be paid with water and sewer fund revenues.**

A motion was made to approve an award of contract to Raftelis, Inc. in the amount of \$28,900.00 to perform a water and sewer rate study update. Study to be paid with water and sewer fund revenues.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember Ginny Hendley
<b>SECONDER:</b>	Councilmember Paulette Chavers
<b>AYES:</b>	Chavers, Hendley, Riggs, Barr
<b>ABSENT</b>	

**8. Consideration of a motion to award a contract to The Charles Machine Works, Inc for the purchase of a Ditch Witch JT20/DP/DHT Directional Boring machine per Sourcewell cooperative purchasing contract in the amount of \$296,682.29. This item to be purchased with funds approved in the 2025 CIP Budget, item #NGD-69, funded by system revenues.**

A motion was made to approve an award of contract to The Charles Machine Works, Inc for the purchase of a Ditch Witch JT20/DP/DHT Directional Boring machine per Sourcewell cooperative purchasing contract in the amount of \$296,682.29. This item to be purchased with funds approved in the 2025 CIP Budget, item #NGD-69, funded by system revenues.

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

**9. Consideration of a motion to approve the purchase of a Tymco Model 600 Street Sweeper per Sourcewell contract price with funds from GMA lease pool in the amount of \$364,195.00.**

A motion was made to approve the purchase of a Tymco Model 600 Street Sweeper per Sourcewell contract price with funds from GMA lease pool in the amount of \$364,195.00.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember John Riggs
<b>SECONDER:</b>	Councilmember Ginny Hendley
<b>AYES:</b>	Chavers, Hendley, Riggs, Barr
<b>ABSENT</b>	

**10. Other Business from City Council**

**11. City Managers Comments**

City Manager Charles Penny informed Mayor and Council that the concert scheduled for this coming Thursday has be cancelled but will be rescheduled. He also shared that a meeting regarding the Cypress Lake Development was held yesterday evening in the Council Chambers and the reason for sharing this information is because at the next Work Session we will be discussing the City’s development process. The last item Mr. Penny shared was a “save the date” for a grand opening of the FAB Lab on August 27<sup>th</sup> at 10:00 am.

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



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

At 9:22 am a motion was made to enter into executive session.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember
<b>SECONDER:</b>	Councilmember
<b>AYES:</b>	Chavers, Hendley, Riggs, Barr
<b>ABSENT</b>	

At 9:37 am a motion was made to exit executive session.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember
<b>SECONDER:</b>	Councilmember
<b>AYES:</b>	Chavers, Hendley, Riggs, Barr
<b>ABSENT</b>	

Mayor Jonathan McCollar called the regular meeting back to order with no action taken in executive session.

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

A motion was made to adjourn.

<b>RESULT:</b>	Approved (Unanimous)
<b>MOVER:</b>	Councilmember
<b>SECONDER:</b>	Councilmember
<b>AYES:</b>	Chavers, Hendley, Riggs, Barr
<b>ABSENT</b>	

The meeting was adjourned at 9:39 am.

\_\_\_\_\_  
Jonathan McCollar, Mayor

\_\_\_\_\_  
Leah Harden, City Clerk

# CITY OF STATESBORO

## COUNCIL

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



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

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

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

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

**Date:** August 8, 2024

**RE:** August 20, 2024 City Council Agenda Items

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

**Recommendation:** Planning Commission recommends Approval of the Zoning Map Amendment requested by RZ 24-06-02.

**Background:** Horizon Homebuilders requests a Zoning Map Amendment from the R-2 (Townhouse Residential) zoning district to the R-4(High-Density Residential) zoning district on a portion of a 39.97-acre property located on Abbey Road & East Main Street (Tax Parcel # MS82000035 000).

**Budget Impact:** None

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

**Attachments:** Development Services Report – RZ 24-06-02



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)

<b>RZ 24-06-02 ZONING MAP AMENDMENT REQUEST</b>	
<b>LOCATION:</b>	East Main Street
<b>EXISTING ZONING:</b>	R-2 (Townhouse Residential)
<b>ACRES:</b>	39.97 acres
<b>PARCEL TAX MAP #:</b>	MS82000035 000
<b>COUNCIL DISTRICT:</b>	District 5 (Barr)
<b>EXISTING USE:</b>	Single Family Residential
<b>PROPOSED USE:</b>	Townhome Development



**PETITIONER**                      Horizon Home Builders  
**ADDRESS**                              37 W Fairmont Ave #202, Savannah, GA 31406

**REPRESENTATIVE**      Haydon Rollins  
**ADDRESS**                              329 Commercial Drive, Savannah, GA 31406

<b>PROPOSAL</b>
The applicant is requesting a Zoning Map Amendment from the R-2 (Townhouse Residential) zoning district to the R-4 (High-Density Residential) zoning district in order to develop a cottage court on the periphery of a proposed townhouse subdivision.
<b>STAFF/PLANNING COMMISSION RECOMMENDATION</b>
<b><u>RZ 24-06-02- CONDITIONAL APPROVAL</u></b>

Case # RZ 24-06-02

East Main Street  
Parcel: MS82000035 000

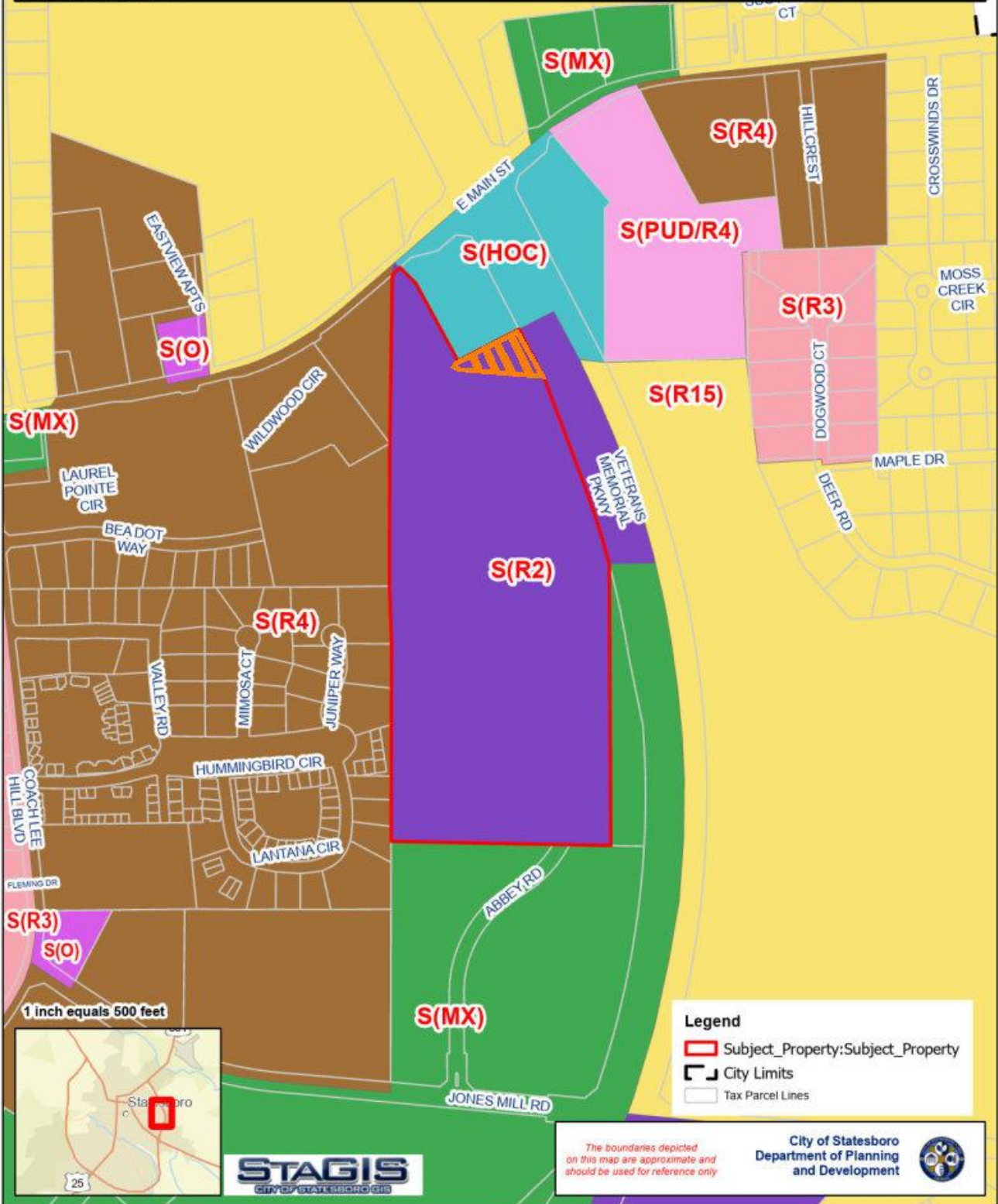
# Location Map



Case # RZ 24-06-02

East Main St  
Parcel: MS8200035 000

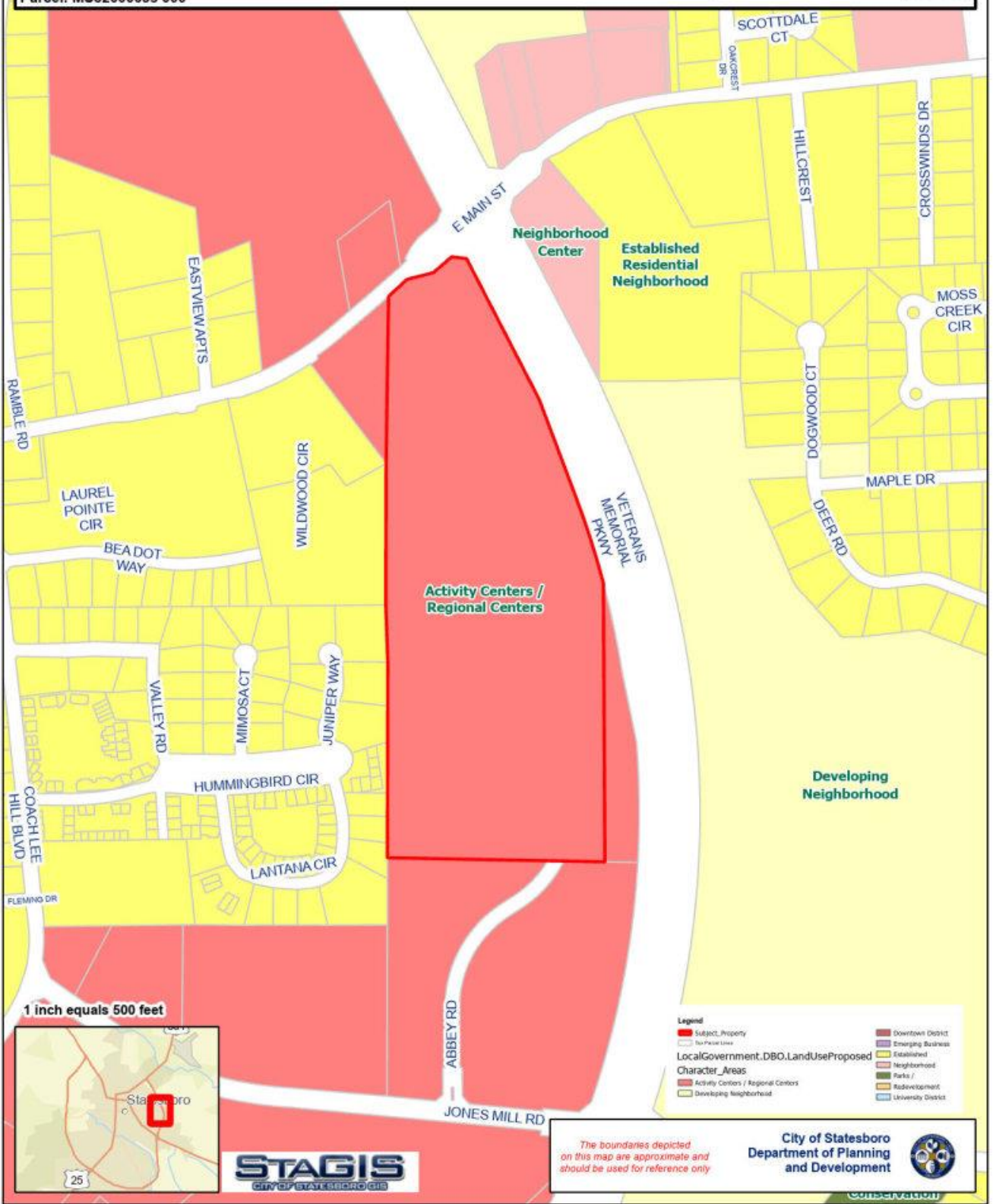
# Zoning Map



Case # RZ 24-06-02

East Main St  
Parcel: MS82000035 000

# Future Land Use Map



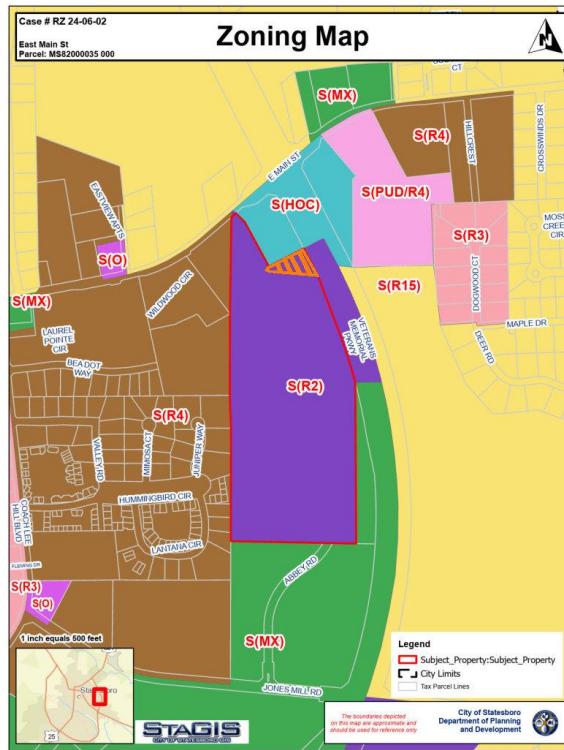
1 inch equals 500 feet



- Legend**
- Subject Property
  - Neighborhood
  - Local Government, DBO, Land Use Proposed
  - Character Areas
    - Activity Centers / Regional Centers
    - Developing Neighborhood
  - Overlaid District
  - Emerging Business
  - Established Neighborhood
  - Parks / Recreation
  - Redevelopment
  - University District

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

**City of Statesboro**  
Department of Planning and Development



**SURROUNDING LAND USES/ZONING**

Location	Parcel Location & Zoning Information	Land Use
North	<b>Location Area #1:</b> HOC (Highway Oriented Commercial )	Undeveloped Lot
Northeast	<b>Location Area #2:</b> HOC (Highway Oriented Commercial )	Undeveloped Lot
Northwest	<b>Location Area #3:</b> R4 (High Density Residential)	Church
East	<b>Location Area #4:</b> R15 (Single Family Residential)	Undeveloped Lot
West	<b>Location Area #5:</b> R4 (High Density Residential)	Apartment Complex
Southwest	<b>Location Area #6:</b> R4 (High Density Residential)	Single Family Dwelling
Southeast	<b>Location Area #7:</b> R15 (Single Family Residential)	Undeveloped Lot
South	<b>Location Area #8:</b> MX (Mixed-Use)	Undeveloped Lot

## **SUBJECT SITE**

The subject site is a vacant wooded 39.97 acre lot. The property historically served as a single family residence on the side of the parcel near East Main Street. The site has since been subdivided to allow for a service station, located on the North end of the property, which is not being included in this Zoning Map Amendment.

The *City of Statesboro 2019 – 2029 Comprehensive Master Plan* designates the subject site in the “Activity Centers/Regional Centers” area, which is characterized largely by auto-oriented design and surface parking lots. These areas will evolve into pedestrian-oriented shopping, office, and entertainment places that may also accommodate high-density residential development. The *2024 Update* maintains this implementation description.

## **ENVIRONMENTAL SITE ANALYSIS**

The subject property does contain wetlands but is not located in a flood zone.

## **COMMUNITY FACILITIES AND TRANSPORTATION**

The subject property has access to both city water and sewer, and road extension must be completed on Abbey Road.

## **ZONING MAP AMENDMENT STANDARDS FOR DETERMINATION**

The *Unified Development Code* 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 proposed use is of a different product type than the nearby multifamily and single-family properties, although the southeastern “Bland Tract” is being developed as additional townhomes like the majority of this property. The cottage court element, does not align with the denser development associated with the townhome subdivision, nor is the density high enough to show a mix of product styles.
- 2. Will the zoning proposal adversely affect the existing use or usability of adjacent or nearby property?**
  - It is likely that the property will have some traffic impacts, but no substantial degradations of overall usability of the adjacent property.
- 3. Does the property to be rezoned have a reasonable economic use as currently zoned?**
  - The property will still provide economic benefit to the developer, but the remaining space could further enhance the required amenity space associated with the townhome development, and proximity to the



proposed gas station to the North serve as a noxious use due to the proximity of the homes.

**4. The relative gain to the public, as compared to the hardship imposed upon the property owner.**

- The site does have a house located on it but it does not serve any general use for the public beyond the provided natural foliage. The development would serve the public by increasing residential units within the City, but only by a miniscule amount.

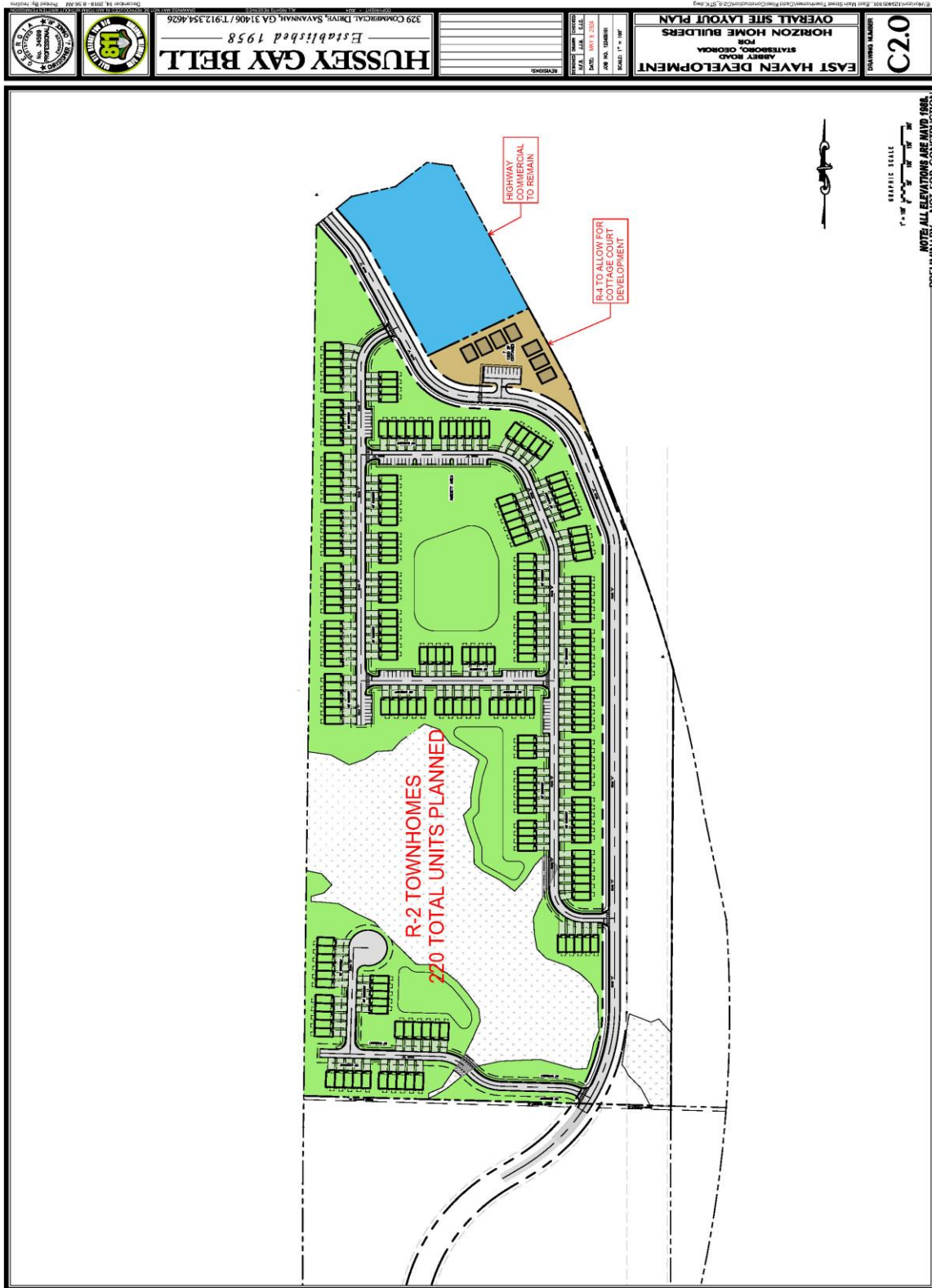
**5. Are there other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal?**

- The minimal change in the requested density appears to cause issues, through proximity to the proposed gas station; and the sketched development does not align with the existing Cottage Court Standards. Specifically, Central Courtyards may not include parking, nor can the courtyard be any less than 1500 square feet. The proposed setbacks of the underlying zoning district being applied for (R-4: High-Density Residential) must be adhered to in the development of the proposed cottage court.

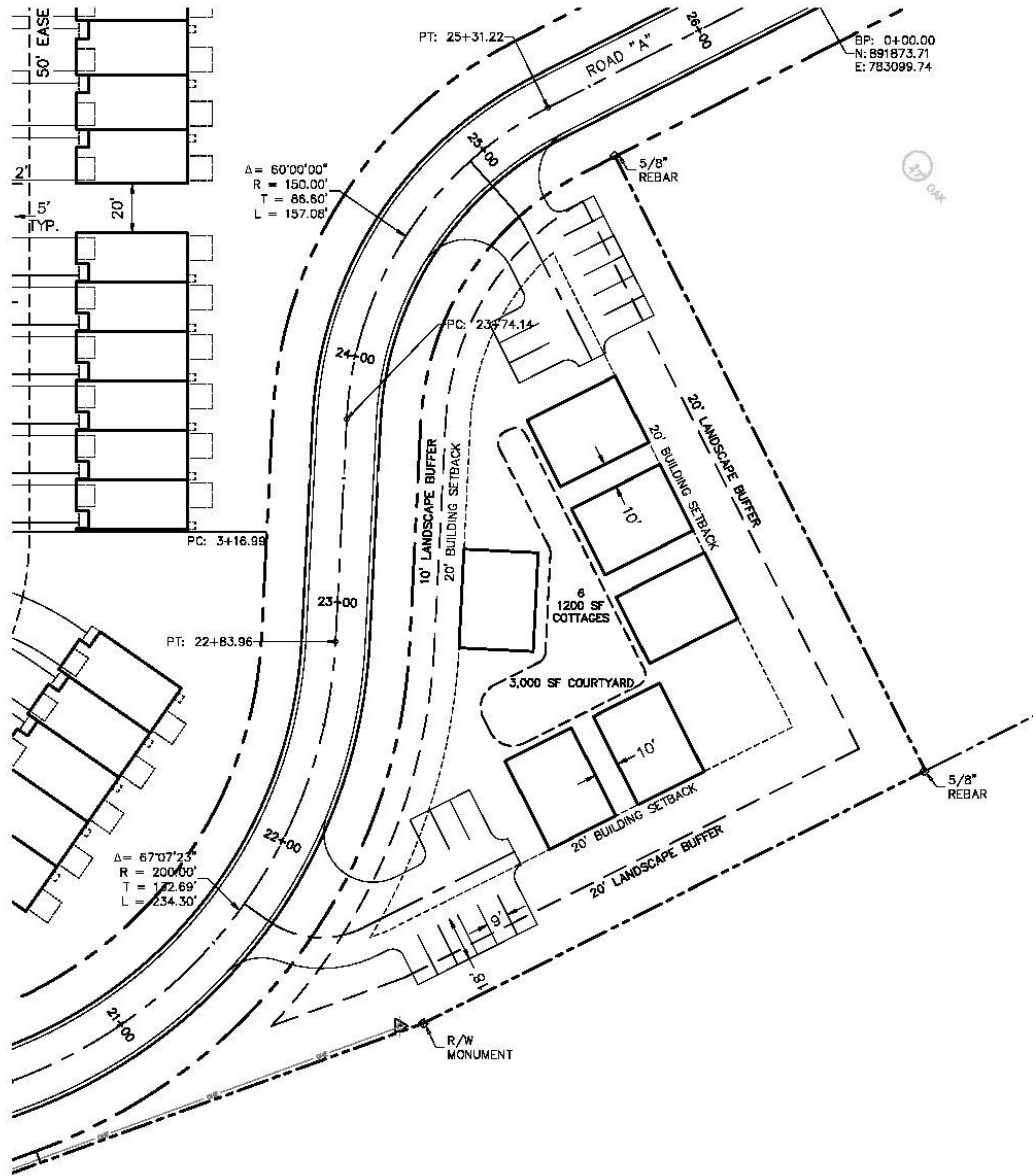
**6. Does the zoning proposal conform to the Long-Range Land Use Plan of the Municipality?**

- The proposal does align with the *City of Statesboro Comprehensive Master Plan* description of land use.

# Sketch Plan



# Sketch Plan Revision



**Subject Property**



**Eastern Property**



**Southern Property**



**Northern Property**



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

Staff recommends Approval of **RZ 24-06-02**. 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 zoning map amendment does not grant the right to develop on the property. All construction must be reviewed and approved by the City.

At the regularly scheduled meeting of the Planning Commission on July 2, 2024, the Commission recommended denial of the application 4-3 vote.

At the regularly scheduled meeting of the City Council on July 16, 2024, the Council voted to defer the case to the August 20, 2024 meeting and allow staff to further review the proposed plan.

At the regularly scheduled meeting of the Planning Commission on August 6, 2024, the Commission recommended approval of the application and staff conditions with a 7-0 vote.

# CITY OF STATESBORO

## COUNCIL

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



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

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

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

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

**Date:** August 8, 2024

**RE:** August 20, 2024 City Council Agenda Items

**Policy Issue:** *Unified Development Code: Preliminary Subdivision PLAT*

**Recommendation:** Planning Commission recommends Approval of the Preliminary Subdivision PLAT requested by SUB 24-06-03.

**Background:** Lotts Creek Capital, LLC requests a Preliminary Subdivision PLAT on 16.54 acres of property in order to develop a townhouse subdivision of approximately 111 units on Cypress Lake Road (Tax Parcel MS40000074A000).

**Budget Impact:** None

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

**Attachments:** Development Services Report – SUB 24-06-03



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)

<b>SUB 24-06-03 PRELIMINARY SUBDIVISION REQUEST</b>	
<b>LOCATION:</b>	Cypress Lake Road
<b>EXISTING ZONING:</b>	R-2 (Townhouse Residential)
<b>ACRES:</b>	16.54 acres
<b>PARCEL TAX MAP #:</b>	MS40000074A000
<b>COUNCIL DISTRICT:</b>	District 2 (Chavers)
<b>EXISTING USE:</b>	Vacant Lot
<b>PROPOSED USE:</b>	Townhome Subdivision

**PETITIONER**                Lotts Creek Capital, LLC  
**ADDRESS**                 1007 Monarch Circle; Statesboro GA 30458

**REPRESENTATIVE**    Nathan Brown: Hussey Gay Bell  
**ADDRESS**                 101 South College Street; Statesboro GA, 30458

<b>PROPOSAL</b>
<p>The applicant is requesting Preliminary Subdivision Approval on approximately 16.54 acres of property in order to develop a townhome subdivision of 111 units.</p>
<b>STAFF/PLANNING COMMISSION RECOMMENDATION</b>
<p><b><u>SUB 24-06-03 – CONDITIONAL APPROVAL</u></b></p>



Case # SUB 24-06-03

Cypress Lake Rd  
Parcel: MS40000074A000

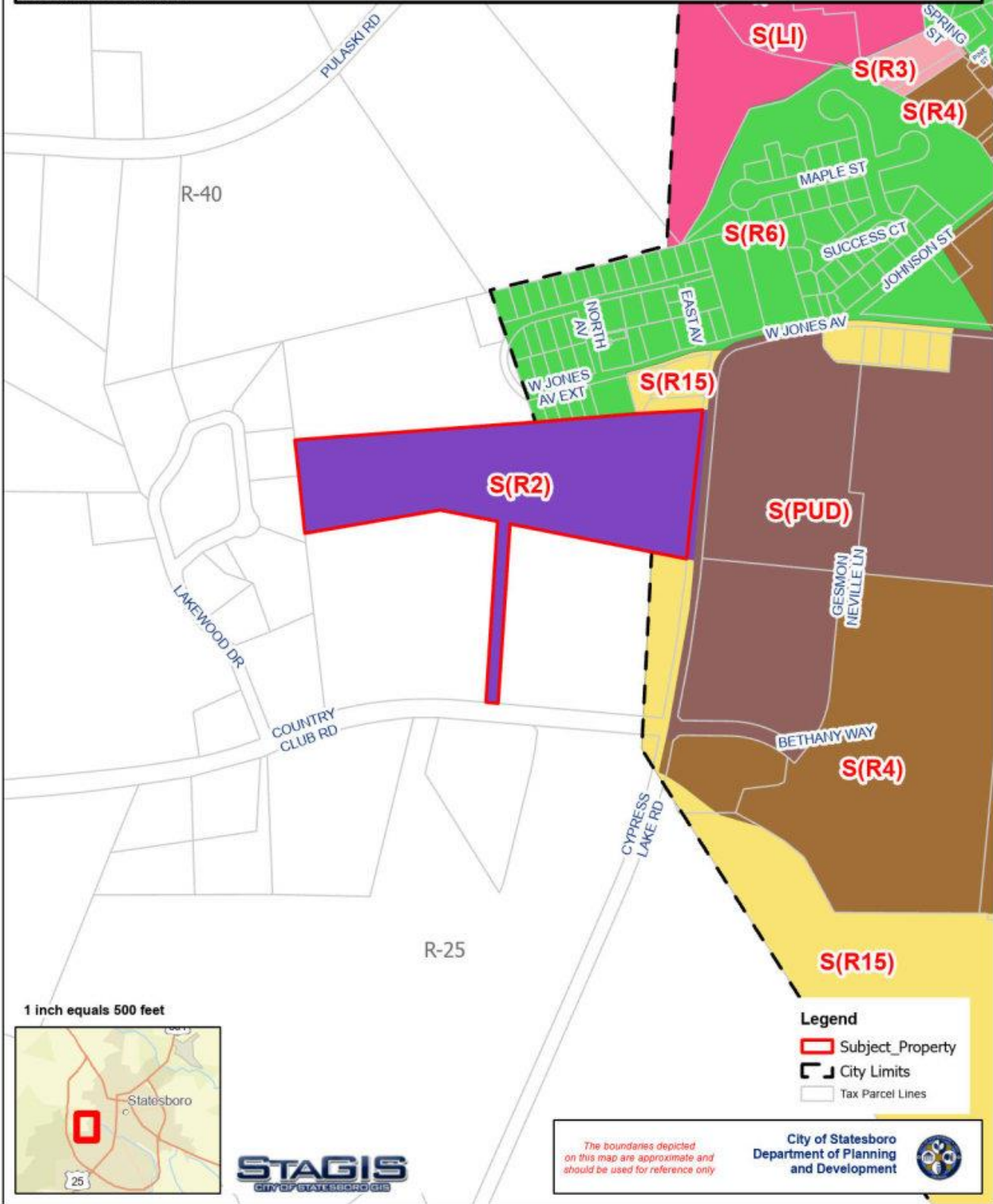
# Location Map



Case # SUB 24-06-03

Cypress Lake Rd  
Parcel: MS40000074A000

# Zoning Map



1 inch equals 500 feet



### Legend

- Subject\_Property
- City Limits
- Tax Parcel Lines

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

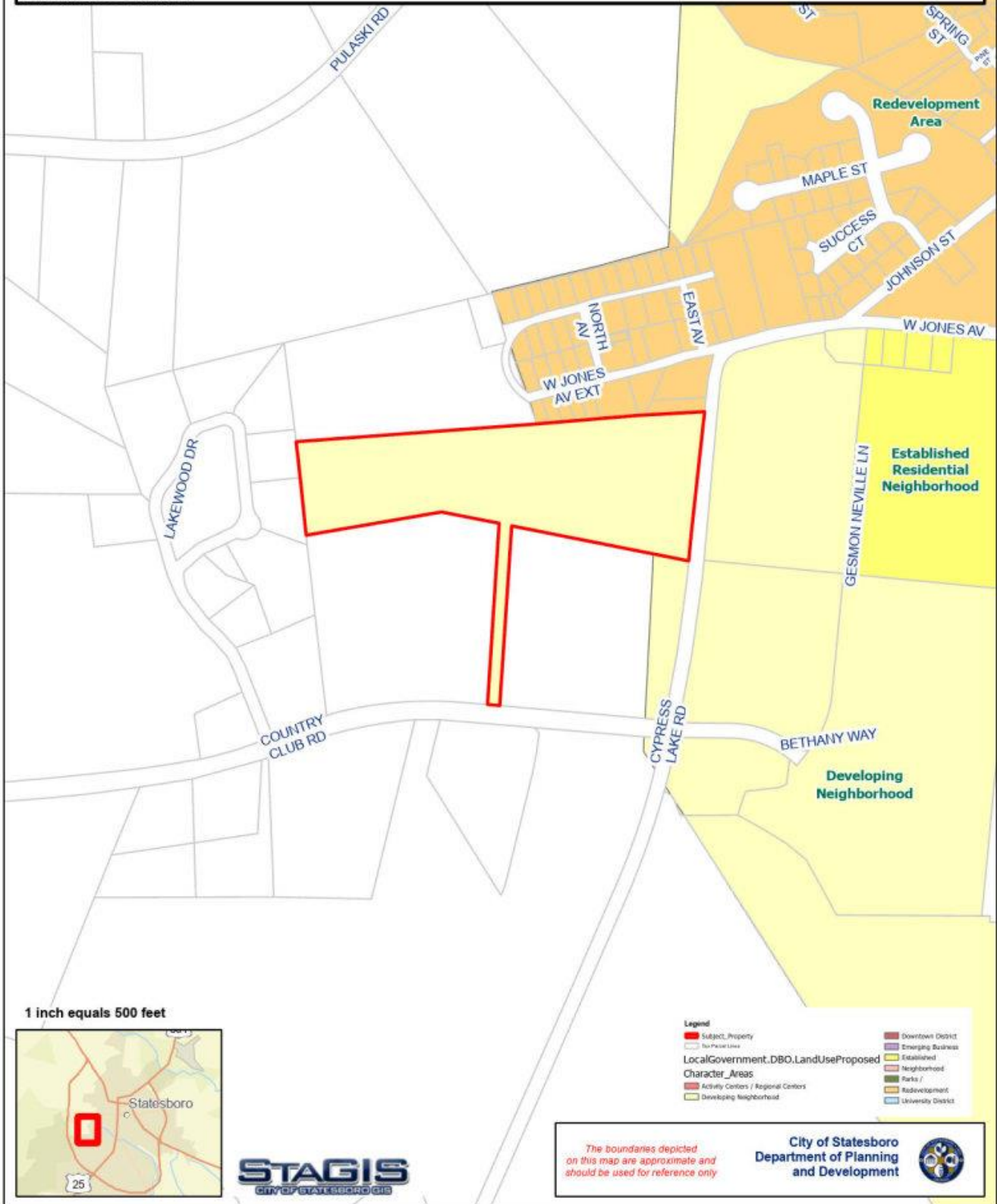
City of Statesboro  
Department of Planning  
and Development



Case # SUB 24-06-03

Cypress Lake Rd  
Parcel: MS4000074A000

# Future Land Use Map







## **SUBJECT SITE**

The subject site is a vacant 16.54 acre parcel located on Cypress Lake Road. The property does have some frontage located on Country Club Road. The small section of property adjacent to Country Club Road will not be developed with this subdivision.

The *City of Statesboro 2019 – 2029 Comprehensive Master Plan* does not reflect this area at this time, the plan will show this as a part of the “Developing Urban Neighborhood” character area with the adoption of the 2024 update to the Master Plan, which is in accordance with the original annexation of the site.

## **ENVIRONMENTAL SITE ANALYSIS**

The subject property does contain some wetlands to the East, but delineation of wetlands on the site do not show any disturbance of the existing wetlands on the site. The West of the site contains a Georgia Power Easement, which prevents further development in the area.

## **COMMUNITY FACILITIES AND TRANSPORTATION**

The subject property is not currently served by City Water or Sewer, but water and sewer can be connected from the existing utilities throughout the area at the owner’s expense. Transportation will be fed directly onto Cypress Lake Road, which has been identified as a relevant area for traffic improvements by both the City and County in the most recent draft of the Long Range Transportation Master Plan.

**Subject Property**



**Northern Property**



**Southern Property**



**Eastern Property**





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

Staff recommends **Approval of SUB 24-06-03**. 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 Plat does not grant site and/or building plan approval as submitted. Project will be required to meet all City Ordinances and applicable building codes.

At the regularly scheduled meeting of the Planning Commission on July 2, 2024, the Commission recommended approval of the application and staff conditions with a 7-0 vote.

At the regularly scheduled meeting of the City Council on July 18, 2024, the Council deferred the vote on this item till August 20, 2024 to allow for additional meetings with the Community and Developer.

# CITY OF STATESBORO

## COUNCIL

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



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

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

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

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

**Date:** August 8, 2024

**RE:** August 20, 2024 City Council Agenda Items

**Policy Issue:** *Unified Development Code: Annexation Request*

**Recommendation:** Staff recommends Approval of the Annexation requested by AN 24-07-04.

**Background:** DR Horton requests Annexation of approximately 47.31 acres of property in order to develop a single-family subdivision on Lakeview Road (Tax Parcel # MS58000037 000).

**Budget Impact:** None

**Council Person and District:** Vacant (District 1 - Projected)

**Attachments:** Annexation Report & Resolution

# CITY OF STATESBORO



## COUNCIL

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

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

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

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

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

**Date:** August 8, 2024

**RE:** August 20, 2024 City Council Agenda Items

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

**Recommendation:** Planning Commission recommends Approval of the Zoning Map Amendment requested by RZ 24-07-05.

**Background:** DR Horton request a zoning map amendment from the R-40 (Single-Family Residential) to the R-6 (Single-Family Residential) zoning district in order to develop a single-family subdivision on Lakeview Road (Tax Parcel# MS58000037 000).

**Budget Impact:** None

**Council Person and District:** Vacant (District 1 - Proposed)

**Attachments:** Development Services Report – RZ 24-07-05

# CITY OF STATESBORO



## COUNCIL

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

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

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

**To:** Charles Penny, City Manager  
**From:** Justin Williams, Planning & Housing Administrator  
**Date:** August 8, 2024  
**RE:** Lakeview Road Annexation: AN 24-07-04

Below is the information regarding this requested annexation:

### **Lakeview Road Subdivision**

All estimates are based off of the initial concept of the development, therefore cost estimates and the number of homes being developed may vary as the project manifest. The calculations prepared in this document utilize the expected number of units discussed with the developer and are subject to change.

This development is not located in the coverage area of the 2024 *Comprehensive Master Plan*. This property will be amended upon annexation to the Developing Neighborhood character area which supports the proposed development type.

This analysis is broken into specific areas related to the following: Utility & Infrastructure Cost, Tax Implications and Economic Impact.

### **Utility & Infrastructure Revenue**

Calculations for the extension of utilities into the area derived from the Department of Public Utilities determined that the extension of utilities onto the site would be incurred by the developer. These extensions would be maintained by the City. The applicant would be required to pay for both the water and sewer extensions, the taps into the system per household, and due to the possible elevations on the site, although this property is adjacent to a developing neighborhood within the City that already has water and sewer on site. The Aid to Construction fee is a specific fee associated with the impact that a development would have on the City Wastewater Treatment Plant, and is used exclusively to assist in maintaining this plant. In the case of this development, it would be paid based on the newly constructed units. The Developer is currently proposing 78 detached units in the subdivision.

The installation of gas to the subdivision has not been shown as desirable, but due to proximity to the adjacent site, this may become a consideration before completion.

<b>Infrastructure Revenue to the City</b>			
	Water Tap	Sewer Tap	Aid to Construction
Per Unit Revenue	\$1460	\$1200	\$960
Total Estimated	\$113,880	\$93,600	\$74,800

**Tax Implications**

As of 2024, the City of Statesboro currently has a millage rate of 8.125 mills. The land value of the property without infrastructure is currently listed by the Bulloch Tax Assessor at \$194,100. Considering that value, the 40% assessed amount will be \$77,640. Within the first year, the general tax rate of the land would be \$630.83. At this time, there is no specific price point for the units under construction, but average prices for similar construction in the immediate area range at \$250,000 per unit. This provides a total build cost of approximately \$19,500,000.

The initial proposed project and property survey can be found at the end of this document.

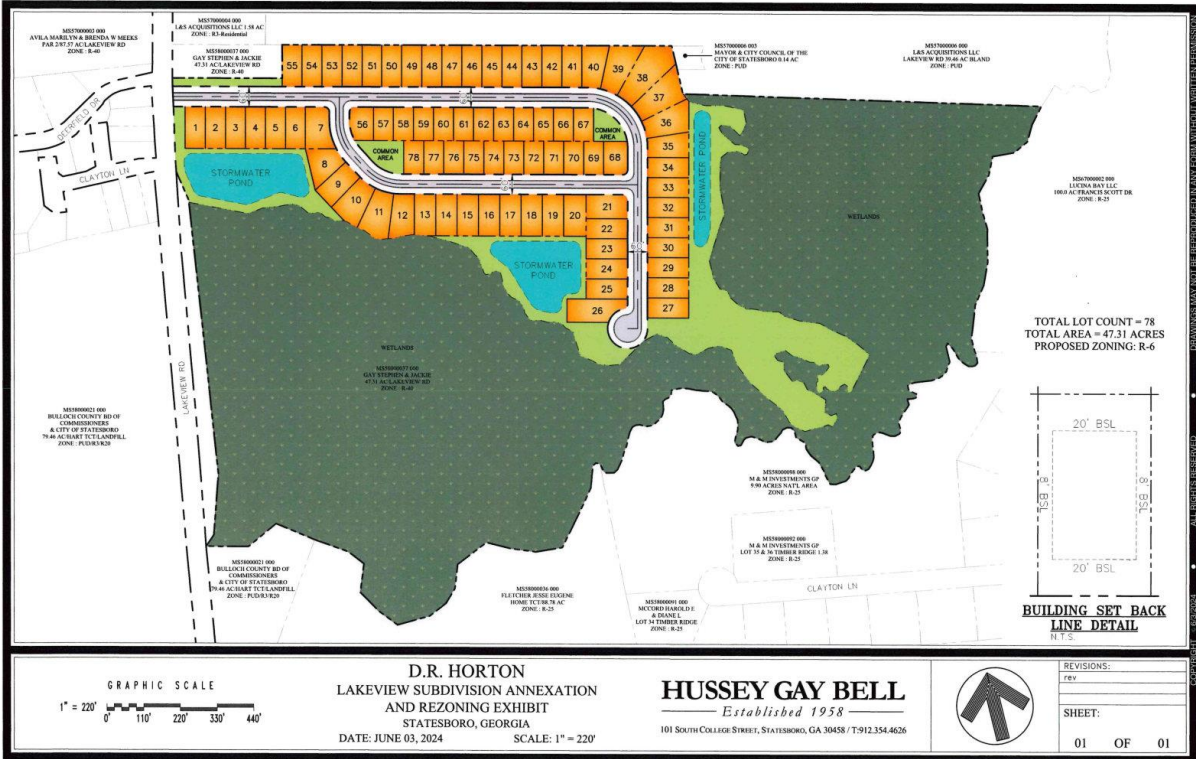
**Economic Impacts**

In regards to the general impact to the economic base of the City, there are two factors to consider. The first is the general amount of financial impact directly to the City upon annexation, and the second is the financial impact to the City post construction. This does not include any impacts to the overall traffic analysis of the proposed development, nor does it include the overall cost of services in terms of fire (this area is already covered by the 5-mile fire district, so there is no likely change in this service cost). While there would be an increased number of calls to the area, police services should not receive significant impacts as the property to the North is already a part of the City. The main road to access this site will be located in the County.

General analysis of the project shows estimated revenues based on taxable development

	Without Annexation	Annexation & No Development	Development at R-6
Land Value	\$194,100	\$194,100	\$19,500,000
Water/Sewer Improvement	\$0	\$0	\$282,280
Property Tax Value (Yearly)	\$0	\$630.83	\$63,375

# Parcel



ORDINANCE # 2024- \_\_:  
AN ORDINANCE TO ANNEX PROPERTY  
INTO THE CITY OF STATESBORO

WHEREAS, the Mayor and City Council of the City of Statesboro, Georgia have received and accepted a petition from DR Horton, with approval of the Steven & Jacki Gay, the owner of 100 percent of the property to be annexed; and

WHEREAS, pursuant to Chapter 36 of Title 36 of the Official Code of Georgia Annotated, in order to annex property, to provide an effective date, and other provisions, the Mayor and City Council must approve an ordinance for annexation;

NOW THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Statesboro, Georgia, in regular session assembled as follows:

Section 1. The area contiguous to the City of Statesboro as described in the Unified Development Code, which is attached to and incorporated as part of this ordinance, is hereby annexed into the City of Statesboro and is made a part of said city. Said property also being known as Bulloch County tax map parcel # MS58 000037 000 and further described under Appendix A:

Section 2. This ordinance shall become effective on September 1, 2024.

Section 3. The Director of Planning & Development of the City of Statesboro is instructed to send a report that includes certified copies of this ordinance, the name of the county in which the property being annexed is located and a letter from the City stating the intent to add the annexed area to the Census maps during the next survey and stating that the survey map will be completed and returned to the United States Census Bureau, Georgia Department of Community Affairs, and to the governing authority of Bulloch County, Georgia within thirty (30) days after the effective date of the annexation as set forth in Section 2.

Section 4. On the effective date of the annexation, this property shall be placed in Council District 3 of the City of Statesboro.

Section 5. This property shall be zoned R-6 (Single-Family Residential) and located within the Developing Neighborhood character area on the City of Statesboro Future Development Map pursuant to the vote of the Statesboro City Council held on August 20, 2024, subsequent to a public hearing regarding the zoning of said property.

Section 6. All ordinances and parts of ordinances in conflict with this ordinance are repealed.  
APPROVED this 20<sup>th</sup> day of August, 2024 by the Mayor and Council of the City of Statesboro.

ATTEST:

\_\_\_\_\_  
Jonathan McCollar, Mayor

\_\_\_\_\_  
Leah Harden, City Clerk







*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)*

<b>RZ 24-07-05 ZONING MAP AMENDMENT</b>	
<b>LOCATION:</b>	Lakeview Road
<b>EXISTING ZONING:</b>	R-6 (Single-Family Residential)
<b>ACRES:</b>	47.31 acres
<b>PARCEL TAX MAP #:</b>	MS58000037 000
<b>COUNCIL DISTRICT:</b>	District 1 (Vacant – Proposed)
<b>EXISTING USE:</b>	Vacant Property
<b>PROPOSED USE:</b>	Single-Family Subdivision

**PETITIONER**            DR Horton – Samantha Fowler  
**ADDRESS**             30 Silver Lake Road; Bluffton, SC 29909

**REPRESENTATIVE**   Haydon Rollins – Hussey Gay Bell  
**ADDRESS**             101 South College Street; Statesboro, GA 30458

<b>PROPOSAL</b>
<p>The applicant requests an Annexation &amp; Zoning Map Amendment from the R-40 (Single-Family Residential) zoning district to the R-6 (Single-Family Residential) zoning district in order to develop a single-family subdivision.</p>
<b>STAFF/PLANNING COMMISSION RECOMMENDATION</b>
<p><b><u>RZ 24-07-05 – CONDITIONAL APPROVAL</u></b></p>

Case # AN-24-07-04- RZ-24-07-05

Lakeview Road  
Parcel: MS58000037 000

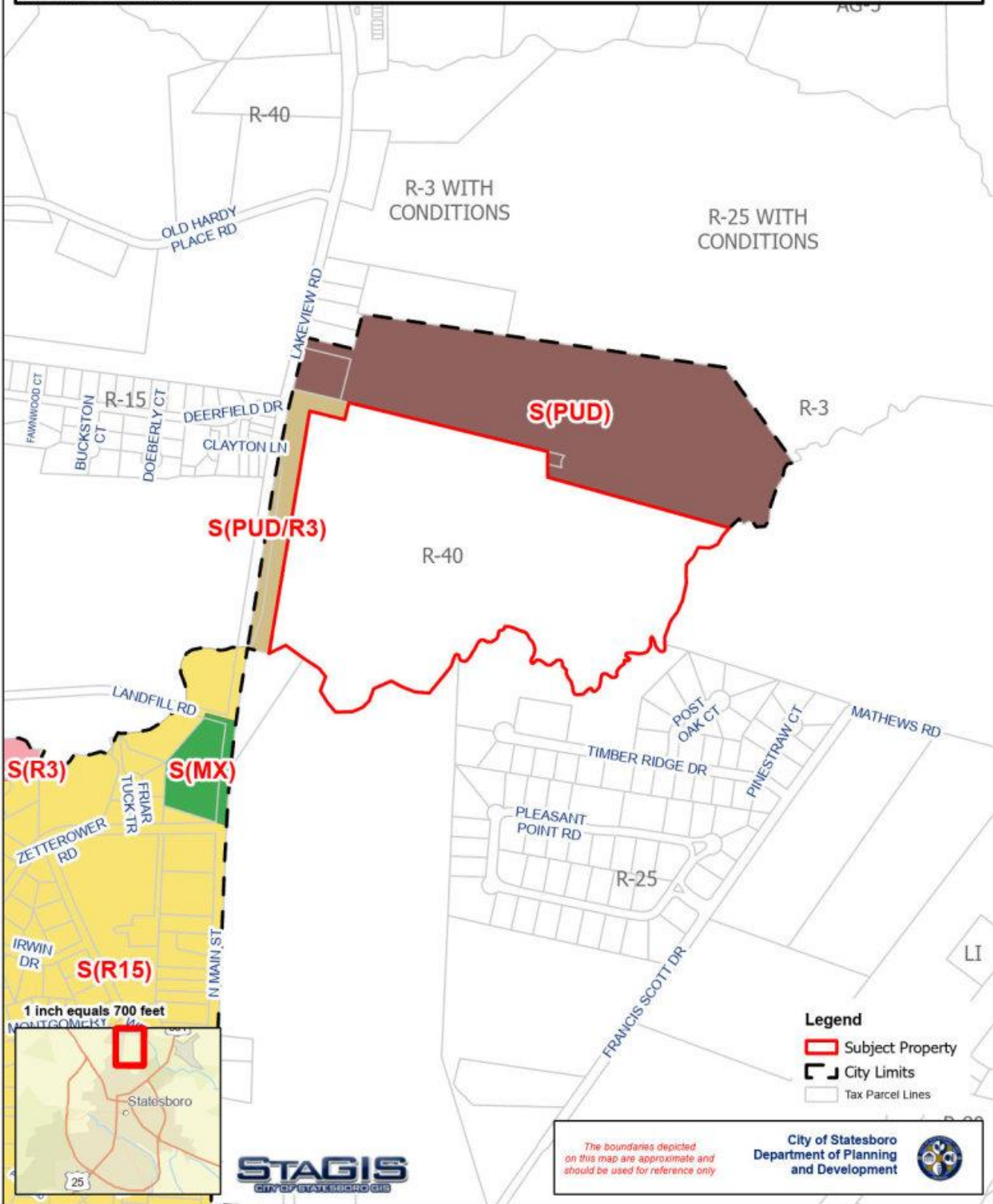
# Location Map



Case # AN-24-07-04- RZ-24-07-05

Lakeview Road  
Parcel: MS5800037 000

# Zoning Map

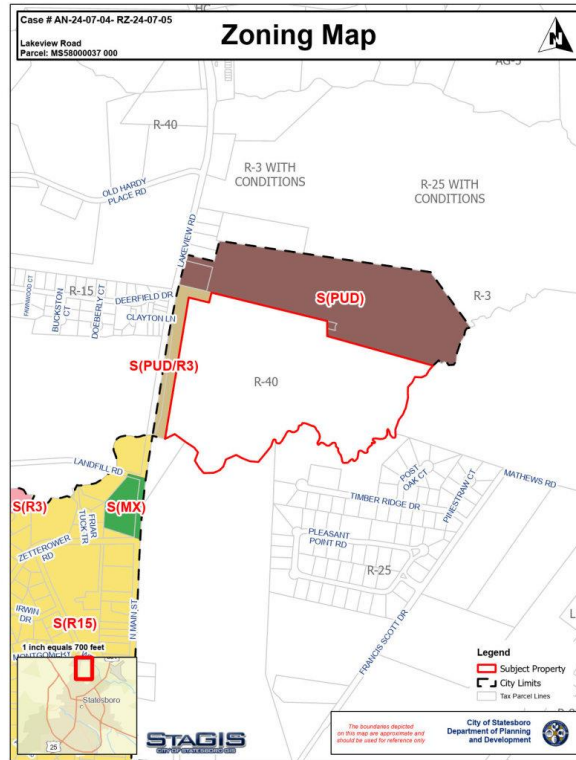


Case # AN-24-07-04- RZ-24-07-05

Lakeview Road  
Parcel: MS5800037 000

# Future Land Use Map





<b>SURROUNDING LAND USES/ZONING</b>		
<b>Location</b>	<b>Parcel Location &amp; Zoning Information</b>	<b>Land Use</b>
North	<b>Location Area #1:</b> PUD (Planned Unit Development)	Fernhill Farms Subdivision
Northeast	<b>Location Area #2:</b> PUD (Planned Unit Development)	Fernhill Farms Subdivision
Northwest	<b>Location Area #3:</b> R-40 (Single-Family Residential - County)	Vacant Land
East	<b>Location Area #4:</b> R-40 (Single-Family Residential – County)	Vacant Land
West	<b>Location Area #5:</b> R-15 (Multiple-Family Residential – County)	Deerfield Subdivision
Southwest	<b>Location Area #6:</b> R-15 (Single-Family Residential)	Transfer Station
Southeast	<b>Location Area #7:</b> R-25 (Single-Family Residential – County)	Pleasant Point Subdivision
South	<b>Location Area #8:</b> R-25 (Single-Family Residential – County)	Vacant Land

## **APPLICANT REQUEST AND SUBJECT SITE**

The subject site is a vacant 47.31 parcel on Lakeview Road. In addition to Annexation, the applicant seeks to change the zoning on this piece of property to R-6 (Single-Family Residential) in order to develop a subdivision with approximately 78 units.

The *City of Statesboro 2024 Comprehensive Master Plan* shows this area as outside the standard City Limits, and would not provide specific guidance to the site. The proposed “Developing Neighborhood” character area would be appropriate for this development.

## **ENVIRONMENTAL SITE ANALYSIS**

The subject property contains significant wetlands and on both the South and East side of the property. The applicant would be utilizing the central portion of the property, and has proposed minimal wetland impact.

## **COMMUNITY FACILITIES AND TRANSPORTATION**

The subject property is not currently served by City Water or Sewer, but the applicant is within proximity of water and sewer due to the existing infrastructure already positioned to the North for the Fernhill Subdivision. The applicant has no intent on any interaction with this subdivision and no roads to the North would be impacted by this development. The applicant would not require a second means of egress on the site due to the number of units.

## **ZONING MAP AMENDMENT STANDARDS FOR DETERMINATION**

The *Unified Development Code* permits a zoning map 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 has a mix of existing single-family and multi-family housing, with the adjacent property to the north developing as a subdivision of 80 units.
- 2. Will the zoning proposal adversely affect the existing use or usability of adjacent or nearby property?**
  - The development of the property should not negatively impact the usability of adjacent properties.
- 3. Does the property to be rezoned have a reasonable economic use as currently zoned?**
  - Due to the mandated default zoning of R-40, the property could be built but this would result in a drastically lower number of units.

**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?**

- Currently a traffic study has not been completed on the site, and while the unit density for this site is not substantial, surrounding properties should be analyzed by the applicant to incorporate the best possible calming measures on the site. Utilities do exist in the area, and it is unlikely that this will have a drastic impact once connected.

**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 area is slated for additional single-family growth, and while the property itself is not tremendous, development to the north and potentially south may cause additional traffic issues in the area over time if not mitigated.

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

- The overall is not outlined in the *Comprehensive Master Plan*, but all annexations should be analyzed for their overall impacts to the City. The development would be listed as a developing neighborhood based on the requirements of the development.





**Subject Property**



**Western Property**



**Northern Property**



**Southern Property**



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

Staff recommends **Approval of RZ 24-07-05**. 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 site and/or building plan approval as submitted. Project will be required to meet all City Ordinances and applicable building codes.
- (2) The applicant will be responsible for all utility extension to serve the site and must provide a utility extension plan to the Department of Public Utilities prior to acceptance of the Final PLAT.
- (3) The applicant must submit a Traffic Impact Analysis before acceptance of the Final PLAT to ensure that appropriate right-of-way and traffic calming measures can be implemented.

At the regularly scheduled meeting of the Planning Commission on Tuesday, August 6, 2024, the Commission recommended approval of the application and staff conditions with a 7-0 vote.



Timothy E. Grams  
Fire Chief

# Statesboro Fire Department

Proudly serving the City of Statesboro and  
surrounding communities since 1905!



Jonathan M. McCollar  
Mayor

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## City Council Agenda Memorandum

**To:** Charles Penny, City Manager

**From:** Timothy E. Grams, Fire Chief

**Date:** 8-12-2024

**RE:** Approval to Accept 2023 Assistance to Firefighters Grant (AFG)

**Policy Issue:** NA

**Recommendation:** To approve the acceptance of the 2023 Assistance to Firefighters Grant (AFG) which has been awarded to the Statesboro Fire Department.

**Background:** In February 2024 the Statesboro Fire Department submitted an application for the 2023 AFG. The total amount requested for this application was \$45,000 to fund the following project.

- 1) Continuation of the Fire Department Physician Program.
  - This program was awarded in the Department's 2022 AFG Grant in the amount of \$35,000.00
  - \$45,000.00 project request. The additional funding request is based on additional firefighting positions added over the past two years.

The Statesboro Fire Department has been awarded the full amount requested (\$45,000.00).

**Budget Impact:** The relevant stipulations of this accepting this grant is a 10% cost share to be paid by the City/Fire Department. For the amount awarded the City/Fire Department's financial obligation would be \$4,090.91. The amount of federal funds that would be received would total \$40,909.09. Staff is confident that the cost required by local match obligation can be absorbed by the Fire Department's annual budget which would require no additional allocation of funds.

**Council Person and District:** All

- Attachments:**
1. Grant Award Packet which includes:
    - a. FEMA Grant Award Letter
    - b. Summary Award Memo
    - c. Agreement Articles
    - d. Obligating Document
  2. Resolution Requesting Approval to accept the 2023 Assistance to Firefighters Grant (AFG).

# Award Letter

U.S. Department of Homeland Security  
Washington, D.C. 20472

Effective date: 07/30/2024



Justin Taylor  
CITY OF STATESBORO  
P.O. BOX 348  
STATESBORO, GA 30459

EMW-2023-FG-02975

Dear Justin Taylor,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2023 Assistance to Firefighters Grant (FG) Grant funding opportunity has been approved in the amount of \$40,909.09 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 10.0% of the Federal funds awarded, or \$4,090.91 for a total approved budget of \$45,000.00. Please see the FY 2023 FG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2023 FG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in blue ink that reads "P.S. Williams".

PAMELA WILLIAMS  
Assistant Administrator, Grant Programs

# Summary Award Memo

**Program:** Fiscal Year 2023 Assistance to Firefighters Grant

**Recipient:** CITY OF STATESBORO

**UEI-EFT:** SH1HA2CSKFX3

**DUNS number:** 026556241

**Award number:** EMW-2023-FG-02975

## Summary description of award

The purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for Fiscal Year (FY) 2023 Assistance to Firefighters Grant funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

## Amount awarded table

The amount of the award is detailed in the attached Obligating Document for Award.

The following are the budgeted estimates for object classes for this award (including Federal share plus your cost share, if applicable):

<b>Object Class</b>	<b>Total</b>
Personnel	\$0.00
Fringe benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$45,000.00
Construction	\$0.00
Other	\$0.00
Indirect charges	\$0.00
Federal	\$40,909.09
Non-federal	\$4,090.91
Total	\$45,000.00
Program Income	\$0.00

## **Approved scope of work**

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2023 FG NOFO.

### **Approved request details:**

## **Wellness and fitness programs**

## Periodic Physical Exam/Health Screening

### DESCRIPTION

Contract with a local licensed medical doctor (MD) to serve as the department's medical director. Will be responsible for overseeing and signing off on NFPA 1582-compliant exams and results. This addition will complete all 5 priority 1 activities listed under the Health and Wellness Guidelines.

QUANTITY	UNIT PRICE	TOTAL
1	\$45,000.00	\$45,000.00

### BUDGET CLASS

Contractual



# Agreement Articles

**Program:** Fiscal Year 2023 Assistance to Firefighters Grant

**Recipient:** CITY OF STATESBORO

**UEI-EFT:** SH1HA2CSKFX3

**DUNS number:** 026556241

**Award number:** EMW-2023-FG-02975

## Table of contents

Article 1	Assurances, Administrative Requirements, Cost Principles, Representations, and Certifications
Article 2	General Acknowledgements and Assurances
Article 3	Acknowledgement of Federal Funding from DHS
Article 4	Activities Conducted Abroad
Article 5	Age Discrimination Act of 1975
Article 6	Americans with Disabilities Act of 1990
Article 7	Best Practices for Collection and Use of Personally Identifiable Information
Article 8	Civil Rights Act of 1964 – Title VI
Article 9	Civil Rights Act of 1968
Article 10	Copyright
Article 11	Debarment and Suspension
Article 12	Drug-Free Workplace Regulations
Article 13	Duplicative Costs
Article 14	Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX
Article 15	E.O. 14074 – Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety
Article 16	Energy Policy and Conservation Act
Article 17	False Claims Act and Program Fraud Civil Remedies
Article 18	Federal Debt Status
Article 19	Federal Leadership on Reducing Text Messaging while Driving
Article 20	Fly America Act of 1974
Article 21	Hotel and Motel Fire Safety Act of 1990
Article 22	John S. McCain National Defense Authorization Act of Fiscal Year 2019
Article 23	Limited English Proficiency (Civil Rights Act of 1964, Title VI)
Article 24	Lobbying Prohibitions
Article 25	National Environmental Policy Act

Article	Nondiscrimination in Matters Pertaining to Faith-Based Organizations
26	
Article	Non-Supplanting Requirement
27	
Article	Notice of Funding Opportunity Requirements
28	
Article	Patents and Intellectual Property Rights
29	
Article	Procurement of Recovered Materials
30	
Article	Rehabilitation Act of 1973
31	
Article	Reporting of Matters Related to Recipient Integrity and Performance
32	
Article	Reporting Subawards and Executive Compensation
33	
Article	Required Use of American Iron, Steel, Manufactured Products, and Construction Materials
34	
Article	SAFECOM
35	
Article	Terrorist Financing
36	
Article	Trafficking Victims Protection Act of 2000 (TVPA)
37	
Article	Universal Identifier and System of Award Management
38	
Article	USA PATRIOT Act of 2001
39	
Article	Use of DHS Seal, Logo and Flags
40	
Article	Whistleblower Protection Act
41	
Article	Environmental Planning and Historic Preservation (EHP) Review
42	
Article	Applicability of DHS Standard Terms and Conditions to Tribes
43	
Article	Acceptance of Post Award Changes
44	
Article	Disposition of Equipment Acquired Under the Federal Award
45	
Article	Prior Approval for Modification of Approved Budget
46	
Article	Indirect Cost Rate
47	
Article	Award Performance Goals
48	

**Article 1****Assurances, Administrative Requirements, Cost Principles, Representations, and Certifications**

I. Recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non- Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the federal awarding agency.

**Article 2****General Acknowledgements and Assurances**

Recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in effect as of the federal award date and located at 2 C.F.R. Part 200 and adopted by DHS at 2 C.F.R. § 3002.10. All recipients and subrecipients must acknowledge and agree to provide DHS access to records, accounts, documents, information, facilities, and staff pursuant to 2 C.F.R. § 200.337. I. Recipients must cooperate with any DHS compliance reviews or compliance investigations. II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities and personnel. III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements required by law, federal regulation, Notice of Funding Opportunity, federal award specific terms and conditions, and/or federal awarding agency program guidance. V. Recipients must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receiving the Notice of Award for the first award under which this term applies. Recipients of multiple federal awards from DHS should only submit one completed tool for their organization, not per federal award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active federal award, not every time a federal award is made. Recipients must submit the completed tool, including supporting materials, to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). This tool clarifies the civil rights obligations and related reporting requirements contained in these DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>. DHS Civil Rights Evaluation Tool | Homeland Security. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension to the 30-day deadline if the recipient identifies steps and a timeline for completing the tool. Recipients must request extensions by emailing the request to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) prior to expiration of the 30-day deadline.

<b>Article 3</b>	<b>Acknowledgement of Federal Funding from DHS</b> Recipients must acknowledge their use of federal award funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal award funds.
<b>Article 4</b>	<b>Activities Conducted Abroad</b> Recipients must coordinate with appropriate government authorities when performing project activities outside the United States obtain all appropriate licenses, permits, or approvals.
<b>Article 5</b>	<b>Age Discrimination Act of 1975</b> Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (codified as amended at 42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.
<b>Article 6</b>	<b>Americans with Disabilities Act of 1990</b> Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101– 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.
<b>Article 7</b>	<b>Best Practices for Collection and Use of Personally Identifiable Information</b> Recipients who collect personally identifiable information (PII) as part of carrying out the scope of work under a federal award are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

**Article 8****Civil Rights Act of 1964 – Title VI**

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964, Pub. L. No. 88-352 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21. Recipients of an award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA's implementing regulations at 44 C.F.R. Part 7.

**Article 9****Civil Rights Act of 1968**

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284 (codified as amended at 42 U.S.C. § 3601 et seq.) which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex, as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units— i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

**Article 10****Copyright**

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 to any work first produced under federal awards and also include an acknowledgement that the work was produced under a federal award (including the federal award number and federal awarding agency). As detailed in 2 C.F.R. § 200.315, a federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes and to authorize others to do so.

**Article 11****Debarment and Suspension**

Recipients must comply with the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689 set forth at 2 C.F.R. Part 180 as implemented by DHS at 2 C.F.R. Part 3000. These regulations prohibit recipients from entering into covered transactions (such as subawards and contracts) with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

**Article 12 Drug-Free Workplace Regulations**

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).

**Article 13 Duplicative Costs**

Recipients are prohibited from charging any cost to this federal award that will be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior budget period. (See 2 C.F.R. § 200.403(f)). However, recipients may shift costs that are allowable under two or more federal awards where otherwise permitted by federal statutes, regulations, or the federal financial assistance award terms and conditions.

**Article 14 Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX**

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17. Recipients of an award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA's implementing regulations at 44 C.F.R. Part 19.

**Article 15 E.O. 14074 – Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety**

Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.

**Article 16 Energy Policy and Conservation Act**

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

**Article 17****False Claims Act and Program Fraud Civil Remedies**

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§ 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)

**Article 18****Federal Debt Status**

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

**Article 19****Federal Leadership on Reducing Text Messaging while Driving**

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving recipient-owned, recipient-rented, or privately owned vehicles when on official government business or when performing any work for or on behalf of the Federal Government. Recipients are also encouraged to conduct the initiatives of the type described in Section 3(a) of E.O. 13513.

**Article 20****Fly America Act of 1974**

Recipients must comply with Preference for U.S. Flag Air Carriers (a list of certified air carriers can be found at: [Certificated Air Carriers List | US Department of Transportation, https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list](https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list)) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

**Article 21****Hotel and Motel Fire Safety Act of 1990**

Recipients must ensure that all conference, meeting, convention, or training space funded entirely or in part by federal award funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a.



**Article 22**      **John S. McCain National Defense Authorization Act of Fiscal Year 2019**  
Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. The statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

**Article 23**      **Limited English Proficiency (Civil Rights Act of 1964, Title VI)**  
Recipients must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

**Article 24**      **Lobbying Prohibitions**  
Recipients must comply with 31 U.S.C. § 1352 and 6 C.F.R. Part 9, which provide that none of the funds provided under a federal award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification. Per 6 C.F.R. Part 9, recipients must file a lobbying certification form as described in Appendix A to 6 C.F.R. Part 9 or available on Grants.gov as the Grants.gov Lobbying Form and file a lobbying disclosure form as described in Appendix B to 6 C.F.R. Part 9 or available on Grants.gov as the Disclosure of Lobbying Activities (SF-LLL).

**Article 25**      **National Environmental Policy Act**  
Recipients must comply with the requirements of the National Environmental Policy Act of 1969, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq.) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

<p><b>Article 26</b></p>	<p><b>Nondiscrimination in Matters Pertaining to Faith-Based Organizations</b>  It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.</p>
<p><b>Article 27</b></p>	<p><b>Non-Supplanting Requirement</b>  Recipients of federal awards under programs that prohibit supplanting by law must ensure that federal funds supplement but do not supplant non-federal funds that, in the absence of such federal funds, would otherwise have been made available for the same purpose.</p>
<p><b>Article 28</b></p>	<p><b>Notice of Funding Opportunity Requirements</b>  All the instructions, guidance, limitations, scope of work, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this federal award are incorporated by reference. All recipients must comply with any such requirements set forth in the NOFO. If a condition of the NOFO is inconsistent with these terms and conditions and any such terms of the Award, the condition in the NOFO shall be invalid to the extent of the inconsistency. The remainder of that condition and all other conditions set forth in the NOFO shall remain in effect.</p>
<p><b>Article 29</b></p>	<p><b>Patents and Intellectual Property Rights</b>  Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq. and applicable regulations governing inventions and patents, including the regulations issued by the Department of Commerce at 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Awards, Contracts, and Cooperative Agreements) and the standard patent rights clause set forth at 37 C.F.R. § 401.14.</p>
<p><b>Article 30</b></p>	<p><b>Procurement of Recovered Materials</b>  States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962) and 2 C.F.R. § 200.323. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.</p>

**Article 31      Rehabilitation Act of 1973**

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (codified as amended at 29 U.S.C. § 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**Article 32      Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of the federal award, then the recipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated by reference.

**Article 33      Reporting Subawards and Executive Compensation**

For federal awards that equal or exceed \$30,000, recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation set forth at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated by reference.

**Article 34 Required Use of American Iron, Steel, Manufactured Products, and Construction Materials**

Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless: (1) all iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; (2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and (3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project. Waivers When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. The agency should notify the recipient for information on the process for requesting a waiver from these requirements. (a) When the Federal agency has determined that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that: (1) applying the domestic content procurement preference would be inconsistent with the public interest; (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent. A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office. There may be instances where an award qualifies, in whole or in part, for an existing waiver described at “Buy America” Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov. Definitions The definitions applicable to this term are set forth at 2 C.F.R. § 184.3, the full text of which is incorporated by reference.

<b>Article 35</b>	<b>SAFECOM</b> Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. The SAFECOM Guidance is updated annually and can be found at Funding and Sustainment   CISA.
<b>Article 36</b>	<b>Terrorist Financing</b> Recipients must comply with E.O. 13224 and applicable statutory prohibitions on transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible for ensuring compliance with the E.O. and laws.
<b>Article 37</b>	<b>Trafficking Victims Protection Act of 2000 (TVPA)</b> Recipients must comply with the requirements of the government-wide financial assistance award term which implements Trafficking Victims Protection Act of 2000, Pub. L. No. 106-386, § 106 (codified as amended at 22 U.S.C. § 7104). The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated by reference.
<b>Article 38</b>	<b>Universal Identifier and System of Award Management</b> Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated reference.
<b>Article 39</b>	<b>USA PATRIOT Act of 2001</b> Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.
<b>Article 40</b>	<b>Use of DHS Seal, Logo and Flags</b> Recipients must obtain written permission from DHS prior to using the DHS seals, logos, crests, or reproductions of flags, or likenesses of DHS agency officials. This includes use of DHS component (e.g., FEMA, CISA, etc.) seals, logos, crests, or reproductions of flags, or likenesses of component officials.
<b>Article 41</b>	<b>Whistleblower Protection Act</b> Recipients must comply with the statutory requirements for whistleblower protections at 10 U.S.C § 470141 U.S.C. § 4712.

**Article 42****Environmental Planning and Historic Preservation (EHP) Review**

DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state and local laws. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. General guidance for FEMA's EHP process is available on the DHS/FEMA Website at:

<https://www.fema.gov/grants/guidance-tools/environmental-historic>. Specific applicant guidance on how to submit information for EHP review depends on the individual grant program and applicants should contact their grant Program Officer to be put into contact with EHP staff responsible for assisting their specific grant program. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archaeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

**Article 43****Applicability of DHS Standard Terms and Conditions to Tribes**

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to sub-recipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

**Article 44****Acceptance of Post Award Changes**

In the event FEMA determines that an error in the award package has been made, or if an administrative change must be made to the award package, recipients will be notified of the change in writing. Once the notification has been made, any subsequent requests for funds will indicate recipient acceptance of the changes to the award. Please call FEMA Grant Management Operations at (866) 927-5646 or via e-mail to: [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov) if you have any questions.

**Article 45****Disposition of Equipment Acquired Under the Federal Award**

For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state sub-recipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state sub-recipients must follow the disposition requirements in accordance with state laws and procedures.

**Article 46****Prior Approval for Modification of Approved Budget**

Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308. For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved. For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work. You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

**Article 47****Indirect Cost Rate**

2 C.F.R. section 200.211(b)(15) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.

**Article 48****Award Performance Goals**

FEMA will measure the recipient's performance of the grant by comparing the number of items requested in its application, the numbers acquired (ordered, paid, and received) within the period of performance. In order to measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient is required to report on the recipients compliance with the applicable industry, local, state and national standards described in the NOFO.

# Obligating document

<b>1. Agreement No.</b> EMW-2023-FG-02975	<b>2. Amendment No.</b> N/A	<b>3. Recipient No.</b> 586000668	<b>4. Type of Action</b> AWARD	<b>5. Control No.</b> WX03513N2024T		
<b>6. Recipient Name and Address</b> CITY OF STATESBORO 50 E MAIN ST STATESBORO, GA 30458		<b>7. Issuing FEMA Office and Address</b> Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 1-866-927-5646		<b>8. Payment Office and Address</b> FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20742		
<b>9. Name of Recipient Project Officer</b> Justin Taylor		<b>9a. Phone No.</b> 9127643473	<b>10. Name of FEMA Project Coordinator</b> Assistance to Firefighters Grant Program			
<b>10a. Phone No.</b> 1-866-274-0960						
<b>11. Effective Date of This Action</b> 07/30/2024	<b>12. Method of Payment</b> OTHER - FEMA GO	<b>13. Assistance Arrangement</b> COST SHARING		<b>14. Performance Period</b> 08/06/2024 to 08/05/2026 <b>Budget Period</b> 08/06/2024 to 08/05/2026		
<b>15. Description of Action a. (Indicate funding data for awards or financial changes)</b>						
<b>Program Name Abbreviation</b>	<b>Assistance Listings No.</b>	<b>Accounting Data(ACCS Code)</b>	<b>Prior Total Award</b>	<b>Amount Awarded This Action + or (-)</b>	<b>Current Total Award</b>	<b>Cumulative Non-Federal Commitment</b>
FG	97.044	2024-F3-GB01 - P410-xxxx-4101-D	\$0.00	\$40,909.09	\$40,909.09	\$4,090.91
Totals			\$0.00	\$40,909.09	\$40,909.09	\$4,090.91
<b>b. To describe changes other than funding data or financial changes, attach schedule and check here:</b> N/A						
<b><del>16. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)</del></b> This field is not applicable for digitally signed grant agreements						



<b>17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)</b>	<b>DATE</b>
<b>18. FEMA SIGNATORY OFFICIAL (Name and Title)</b>	<b>DATE</b>
<b>PAMELA WILLIAMS, Assistant Administrator, Grant Programs</b>	<b>07/30/2024</b>

**RESOLUTION 2024-21: A RESOLUTION TO ACCEPT 2023  
ASSISTANCE TO FIREFIGHTERS GRANT FOR THE CITY OF  
STATESBORO, GEORGIA**

THAT WHEREAS, on July 30<sup>th</sup>, 2024, the City of Statesboro Fire Department received notification from FEMA of intent to award the 2023 Assistance to Firefighters Grant in the amount of \$40,909.09, Grant Number EMW-2023-FG-02975, with a 10% match in the amount of \$4,090.91, to fund the Fire Department Physician Program. The total amount awarded is \$45,000.00 as per the attached documents dated 7-30-2024; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Statesboro, Georgia in regular session assembled this 20<sup>th</sup> day of August hereby accepts the 2023 Assistance to Firefighters Grant

Adopted this 20<sup>th</sup> day of August 2024.

CITY OF STATESBORO, GEORGIA

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By Jonathan McCollar, Mayor

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Attest: Leah Harden, City Clerk

# CITY OF STATESBORO



## COUNCIL

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

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

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

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

**From:** Darren Prather, Central Services Director

**Date:** August 12, 2024

**RE:** General Liability P&C and Workers Comp. Insurance Renewal

**Policy Issue:** Purchasing

### Recommendation:

Staff recommends the renewal of the City of Statesboro's General Liability P&C coverage by Travelers in the amount of \$1,138,372.00 and the renewal of the City's Workers Compensation coverage by Bitco in the amount of \$556,390.0.

Carrier	Broker	Ins. Type	Current Premium	2024/25 Premium
Travelers	Assured Part.	General Liability P&C	\$1,074,085/Y	\$1,139,372.00
Bitco	Assured Part.	Workers Comp.	\$483,397/Y	\$556,390.00

### Background:

The City of Statesboro's General Liability P&C, Workers Compensation and Health insurance coverages are marketed through our contracted brokers for each of these areas. Currently, our General Liability P&C and Workers Compensation is brokered by Assured Partners (Statesboro) and our Health insurance is brokered by NFP (Statesboro). These two new coverage policies will be for a twelve month period ending in August of 2025. Please note the totals above do not contain the policies for Cyber, Drone, Fire Department facilities and equipment and PRM Risk Control due to these four policies renew January of 2025. Last year's totals for these four policies totaled \$125,111.00.00 (Cyber \$23,894, Drone \$1,890, PMA Risk Control \$11,600, Fire Fac. & Eq. \$87,727). The PMA Risk Control is a program that evaluates and attempts to mitigate the City's risks. This program works with our current Safety Program conducted through our Human Resources Department. Fire facilities and equipment are insured by VFIS which is a fire specialty insurer that provides specialized training and the replacement of equipment at current market value. In the future, we are going to strive to place all our insurance policies on a fiscal year contractual period.

**Council Person and District:** All

**Attachments:** None

# CITY OF STATESBORO

## COUNCIL

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



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

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

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

**From:** Darren Prather, Central Services Director

**Date:** August 9, 2024

**RE:** Vehicle Purchases

**Policy:** Procurement

### Recommendation:

Staff recommends the purchase of a two (2) 2024 Ford F-150 XL 4x4 SuperCrew Cab for the Public Works and Engineering Department from Metter Ford (\$46,767.16) and J.C. Lewis Ford-Statesboro (\$49,158.16) and one (1) 2024 Ford F-150 XL Regular Cab for the Public Utilities Department from Metter Ford (\$34,959.16).

### Background:

The City of Statesboro requested written quotes from dealerships for specific vehicles to replace a 2023 Ford F-150 Regular Cab and 2023 Ford F-150 XL 4x4 SuperCrew Cab that were totaled and a replacement vehicle for a 2018 Ford F-150 XL SuperCab scheduled for Fiscal Year 2025. The specific requests were based on the division's need and use of these vehicles. The 2018 Ford F-150 XL SuperCab has exceeded its life cycle and eventually will be placed on the surplus and disposition of vehicles list.

We requested written quotes and received the following:

DEALERSHIP	VEHICLE	COLOR	PRICE
J.C. Lewis Ford – Savannah	2024 Ford F-150 2.7L V6 Ecoboost Regular Cab 4x2 8-foot bed	Oxford White	\$36,900.00
J.C. Lewis Ford – Savannah	2024 Ford F-150 XL 5.0L V8 SuperCrew Cab 4x4	Oxford White	\$49,988.00
Metter Ford	2024 Ford F-150 XL 5.0L V8 Regular Cab 4x2 6.5-foot box	Oxford White	\$34,959.16
Metter Ford	2024 Ford F-150 STX 5.0L V8 SuperCrew Cab 4x4 5.5-foot box	Oxford White	\$46,767.16
Metter Ford	2024 Ford F-150 XL 3.5L V6 Super Cab 4x2	Oxford White	\$39,988.16
Gerald Jones Ford	2024 Ford F-150 XL 5.0L V8 Regular Cab 4x2	Oxford White	\$37,555.00
Gerald Jones Ford	2024 Ford F-150 XL 5.0L V8 Regular Cab 4x4	Oxford White	\$42,570.00
Gerald Jones Ford	2024 Ford F-150 STX 5.0L V8 SuperCrew Cab 4x4 5.5-foot box	Oxford White	\$53,302.00
Gerald Jones Ford	2024 Ford F-150 XL 3.5L V6 Ecoboost SuperCrew Cab 4x2	Oxford White	\$46,060.00
Gerald Jones Ford	2024 Ford F-150 XL 5.0L V8 Regular Cab 4x2	Oxford White	\$37,555.00
Gerald Jones Ford	2024 Ford F-150 STX 5.0L V8 SuperCrew Cab 4x4	Oxford White	\$53,302.00

Allan Vigil Ford-Lincoln	2024 Ford F-150 3.5L V6 EcoBoost Super Cab 4x2 6.5-foot bed	Oxford White	\$46,903.00
J.C. Lewis Ford - Statesboro	2024 Ford F-150 STX 5.0L V8 SuperCrew Cab 4x4	Oxford White	\$49,158.16
J.C. Lewis Ford - Statesboro	2024 Ford F-150 XL 2.7L V6 EcoBoost Regular Cab SWB	Oxford White	\$36,632.42
J.C. Lewis Ford - Statesboro	2024 Ford F-150 XL 3.5L V6 EcoBoost Super Cab 4x2 SWB	Oxford White	\$46,903.00
Jacky Jones CDJR	2024 Ram 1500 Classic Tradesman 5.7L V8 Crew Cab 4X4	White	\$46,852.94
Jacky Jones CDJR	2024 Ram 1500 Classic Tradesman 5.7L V8 Quad Cab 4x2	White	\$38,617.94
Jacky Jones CDJR	2023 Ram 1500 Classic Tradesman 5.7L V8 Quad Cab 4x2	White	\$36,937.94
Jacky Jones CDJR	2024 Ford F-150 STX 5.0L V8 SuperCrew Cab 4x4	White	\$52,212.62
Woody Folsom Ford	NO RESPONSE		
Wade Ford	NO RESPONSE		
Akins Ford	NO RESPONSE		
O. C. Welch Lincoln Ford	NO RESPONSE		

The three percent (3%) local and in-county vendor advantage was applied for local vendors. The apparent lowest written quotes that met the department's requirements were Metter Ford and J.C. Lewis Ford-Statesboro. We recommend to accept the written quotes as noted.

**Budget Impact:** None

**Council Person and District:** All

**Attachments:** 3

# Metter Ford

Date: 7/15/2024  
Salesperson: MATTHEW MCCULLOUGH  
Manager: MATTHEW MCCULLOUGH  
Customer ID #: 42892608753

FOR INTERNAL USE ONLY

**BUSINESS NAME** CITY OF STATESBORO Home Phone : (912) 764-5468  
**CONTACT** ESTELLA ROBERSON  
50 E MAIN ST  
Address : STATESBORO, GA 30458-4844 Work Phone : (912) 764-0649  
BULLOCH  
E-Mail : estella.roberson@statesboroga.gov Cell Phone :

## VEHICLE

Stock # : B385 New / Used : **New** VIN : Mileage: 0  
Vehicle : 2024 Ford F-150 Color :  
Type : XL 4x2 Regular Cab 6.5 ft. box 122  
Body Size : Style : Weight : 0 Unit Class :

Market Value Selling Price	38,960.00
Discount	4,003.84
Adjusted Price	34,956.16
GATAVT	.00
Non Tax Fees	3.00
Cash Deposit	.00
Balance	34,959.16

Customer Approval: \_\_\_\_\_ Management Approval: \_\_\_\_\_  
By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.

# Metter Ford

Date: 7/15/2024  
Salesperson: MATTHEW MCCULLOUGH  
Manager: MATTHEW MCCULLOUGH  
Customer ID #: 4559301653

**FOR INTERNAL USE ONLY**

**BUSINESS NAME** CITY OF STATESBORO Home Phone : (912) 764-5468  
**CONTACT** ESTELLA ROBERSON  
50 E MAIN ST  
Address : STATESBORO, GA 30458-4844 Work Phone : (912) 764-0649  
BULLOCH  
E-Mail : estella.roberson@statesboroga.gov Cell Phone :

**VEHICLE**  
Stock # : FB23084 New / Used : **New** VIN : 1FTFW2L51RFB23084 Mileage : 0  
Vehicle : 2024 Ford F-150 Color :  
Type : STX 4x4 SuperCrew Cab 5.5 ft. box 1  
Body Size : Style : Weight : 0 Unit Class :

Market Value Selling Price	54,200.00
Discount	7,435.84
Adjusted Price	46,764.16
GATAVT	.00
Non Tax Fees	3.00
Cash Deposit	.00
Balance	46,767.16

Customer Approval: \_\_\_\_\_ Management Approval: \_\_\_\_\_  
By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.



**Proposal Prepared For**

City Of Statesboro  
darren.prather@statesboroga.gov  
(912) 536-9852

**2024 FORD F-150**

•  
Trim SUPERCREW XLT GAS 4WD  
Exterior  
Interior  
Miles 0


**Your Deal Breakdown**

MSRP / Market Value	\$55,025.00
Savings	-\$5,869.84
Selling Price	\$49,155.16
Sales Sub Total	\$49,155.16
State Taxes and Fees	\$0.00
Other Fees	\$3.00
<b>Final Price</b>	<b>\$49,158.16</b>

**Your Sales Consultant**

Cleve White  
cwhite@jclewisford.com

\_\_\_\_\_

Guest Signature                       Manager Signature

Rates shown are estimates based on market averages for best possible credit. Individual rates may vary based on creditworthiness. Approved credit from original worksheet is required, and rates are subject to change based on the outcome.



# CITY OF STATESBORO



## COUNCIL

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

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

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

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

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

**Date:** August 12, 2024

**RE:** Recommendation of Bidder: ENG-122h: East Jones Sidewalk

**Policy Issue:** Purchasing

### Recommendation:

Staff recommends award of contract to S. A. Brown Enterprises in the amount of \$299,375. for Construction Services of the East Jones Sidewalk from South Main to Zetterower. The Low bidder, S.A. Brown Enterprises, meets the requirements of the bid package and submitted an acceptable bid bond.

### Background:

This project will consist of 5' sidewalk from South Main Street to South Zetterower Avenue along East Jones Avenue. This area is adjacent to the developing blue mile corridor making its connectivity with the sidewalk network a significant upgrade for the pedestrians that currently have to walk in the road.

### Budget Impact:

The bid submitted by S.A. Brown Enterprises is above the budgeted amount for the project by \$940. The overages will be paid the 2018 TSPLOST fund balance.

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

Attachments: Bid Tabulation

CC: Darren Prather, Director of Central Services

DATE: Wednesday, July 31, 2024  
TIME: 3:30 PM EST  
LOCATION: Statesboro Municipal Court Room

## CITY OF STATESBORO BID OPENING SIGN-IN SHEET

BID TITLE: East Jones Avenue Sidewalk  
BID Project: 2024 ENG-122h

PLEASE PRINT

	REPRESENTATIVE NAME	COMPANY NAME	EMAIL	CONTACT NUMBER
1.	Sonya Ranier	Jim Ranier Construction	Sonya@timlanierconstruction.com	(912) 682-9751
2.	Brandon Mainer	S A Brown Enterprises	SABrownEnterprisesllc@gmail.com	(912) 293-6466
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

DATE: Wednesday, July 31, 2024  
TIME: 3:00 PM EST  
LOCATION: Statesboro Municipal Court



**BID TABULATION**

**PROJECT NUMBER/BID TITLE: 2024 STS-31: Sidewalk Repairs**

<b>Company: Concrete Constructors, Inc.</b>	<input type="checkbox"/> Utility Contractor's License
Bid Delivered: <input type="checkbox"/> Hand Delivered <input type="checkbox"/> FedEx <input type="checkbox"/> UPS <input checked="" type="checkbox"/> USPS <input type="checkbox"/> Other:	
<b>Base Bid \$391,041.00</b>	
<input type="checkbox"/> Two (2) Copies of Bids/Proposals <input checked="" type="checkbox"/> Addendum Received <input checked="" type="checkbox"/> E-Verify <input checked="" type="checkbox"/> MFBE <u>20%</u> <input checked="" type="checkbox"/> Non-Collusion	
<input checked="" type="checkbox"/> Bid Bond <input type="checkbox"/> Payment Bond <input type="checkbox"/> Performance Bond <input checked="" type="checkbox"/> Insurance (\$2,000,000 Aggregate/\$1,000,000 per occurrence)	
<b>Company: Tim Lanier Construction, LLC</b>	<input type="checkbox"/> Utility Contractor's License <u>UC-302612</u>
Bid Delivered: <input checked="" type="checkbox"/> Hand Delivered <input type="checkbox"/> FedEx <input type="checkbox"/> UPS <input type="checkbox"/> USPS <input type="checkbox"/> Other:	
<b>Base Bid \$331,495.00</b>	
<input checked="" type="checkbox"/> Two (2) Copies of Bids/Proposals <input checked="" type="checkbox"/> Addendum Received <input checked="" type="checkbox"/> E-Verify <input checked="" type="checkbox"/> MFBE <u>28%</u> <input checked="" type="checkbox"/> Non-Collusion	
<input checked="" type="checkbox"/> Bid Bond <input type="checkbox"/> Payment Bond <input type="checkbox"/> Performance Bond <input checked="" type="checkbox"/> Insurance (\$2,000,000 Aggregate/\$1,000,000 per occurrence)	
<b>Company: S. A. Brown Enterprises</b>	<input checked="" type="checkbox"/> Utility Contractor's License <u>UC-302654</u>
Bid Delivered: <input checked="" type="checkbox"/> Hand Delivered <input type="checkbox"/> FedEx <input type="checkbox"/> UPS <input type="checkbox"/> USPS <input type="checkbox"/> Other:	
<b>Base Bid \$299,375.00</b>	
<input type="checkbox"/> Two (2) Copies of Bids/Proposals <input checked="" type="checkbox"/> Addendum Received <input checked="" type="checkbox"/> E-Verify <input checked="" type="checkbox"/> MFBE <u>100%</u> <input checked="" type="checkbox"/> Non-Collusion	
<input checked="" type="checkbox"/> Bid Bond <input type="checkbox"/> Payment Bond <input type="checkbox"/> Performance Bond <input checked="" type="checkbox"/> Insurance (\$2,000,000 Aggregate/\$1,000,000 per occurrence)	
<b>Company:</b>	<input type="checkbox"/> Utility Contractor's License
Bid Delivered: <input type="checkbox"/> Hand Delivered <input type="checkbox"/> FedEx <input type="checkbox"/> UPS <input type="checkbox"/> USPS <input type="checkbox"/> Other:	
<b>Base Bid \$</b>	
<input type="checkbox"/> Two (2) Copies of Bids/Proposals <input type="checkbox"/> Addendum Received <input type="checkbox"/> E-Verify <input type="checkbox"/> MFBE <u>%</u> <input type="checkbox"/> Non-Collusion	
<input type="checkbox"/> Bid Bond <input type="checkbox"/> Payment Bond <input type="checkbox"/> Performance Bond <input type="checkbox"/> Insurance (\$2,000,000 Aggregate/\$1,000,000 per occurrence)	

I certify that this is a correct tabulation of bids as read aloud and I certify that I have personally and visually checked the tabulation against the proposal forms submitted and S. A. Brown Enterprises is the apparent low bidder.

  
\_\_\_\_\_  
City of Statesboro Representative

7-31-24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Witness

**BID TABULATION FOR BID PROJECT #2024 ENG-122h: East Jones Avenue Sidewalk**


RECEIVED BY: CITY OF STATESBORO, GEORGIA At Central Services – Purchasing Division, 22 West Grady Street 3:00 PM EST, Wednesday, July 31, 2024	<b>BIDDER NO. 1</b> Concrete Constructors, Inc.	<b>BIDDER NO. 2</b> Tim Lanier Construction, LLC	<b>BIDDER NO. 3</b> S. A. Brown Enterprises	<b>BIDDER NO. 4</b>
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ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT	AMOUNT
<b>General Conditions</b>											
1	Traffic Control	1	LS	\$ 7,000.00	\$ 7,000.00	\$ 20,000.00	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00		\$ -
2	Mobilization	1	LS	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00		\$ -
3	Materials Testing	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00		\$ -
4	Demo (small & large trees, pavement, curbs, etc.)	1	LS	\$ 44,526.00	\$ 44,526.00	\$ 10,000.00	\$ 10,000.00	\$ 45,000.00	\$ 45,000.00		\$ -
5	Grading Complete	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 75,000.00	\$ 75,000.00	\$ 40,000.00	\$ 40,000.00		\$ -
<b>Erosion and Sedimentation Control</b>											
6	Temporary Grassing	1	Acre	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 1,500.00	\$ 1,500.00		\$ -
7	Mulch	10	TN	\$ 300.00	\$ 3,000.00	\$ 100.00	\$ 1,000.00	\$ 100.00	\$ 1,000.00		\$ -
8	Construction Exit (Install & Remove)	1	EA	\$ 4,000.00	\$ 4,000.00	\$ 3,500.00	\$ 3,500.00	\$ 2,000.00	\$ 2,000.00		\$ -
9	Inlet Sediment Trap (Install & Remove)	7	EA	\$ 750.00	\$ 5,250.00	\$ 100.00	\$ 700.00	\$ 300.00	\$ 2,100.00		\$ -
10	Type-C Silt Fence (Install & Remove)	1640	LF	\$ 7.00	\$ 11,480.00	\$ 3.50	\$ 5,740.00	\$ 3.00	\$ 4,920.00		\$ -
11	Permanent Grassing	1	Acre	\$ 10,000.00	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00	\$ 1,500.00	\$ 1,500.00		\$ -
<b>Roadway &amp; Drainage</b>											
12	Foundation Backfill Matl, Tp II (pipe bedding)	50	CY	\$ 95.00	\$ 4,750.00	\$ 100.00	\$ 5,000.00	\$ 100.00	\$ 5,000.00		\$ -
13	Relocate Fire Hydrant	1	EA	\$ 7,500.00	\$ 7,500.00	\$ 4,575.00	\$ 4,575.00	\$ 2,500.00	\$ 2,500.00		\$ -
14	Rec. Asp. Conc. 12.5mm SP, GP 2, Incl Bitum Matl & Lime (110 lbs/sy)	12	TN	\$ 350.00	\$ 4,200.00	\$ 250.00	\$ 3,000.00	\$ 250.00	\$ 3,000.00		\$ -
15	Bituminous Tack Coat	10	GAL	\$ 150.00	\$ 1,500.00	\$ 100.00	\$ 1,000.00	\$ 20.00	\$ 200.00		\$ -
16	Red Dye Concrete at Trail	16	SY	\$ 200.00	\$ 3,200.00	\$ 200.00	\$ 3,200.00	\$ 100.00	\$ 1,600.00		\$ -
17	Class B Concrete (Patching)	40	CY	\$ 650.00	\$ 26,000.00	\$ 100.00	\$ 4,000.00	\$ 150.00	\$ 6,000.00		\$ -
18	Concrete Valley Gutter, 6 in. (Driveways)	315	SY	\$ 158.00	\$ 49,770.00	\$ 85.00	\$ 26,775.00	\$ 85.00	\$ 26,775.00		\$ -
19	Concrete Sidewalk, 4 in	525	SY	\$ 126.00	\$ 66,150.00	\$ 75.00	\$ 39,375.00	\$ 75.00	\$ 39,375.00		\$ -
20	Concrete Curb & Gutter, 6 in Header Curb	245	LF	\$ 35.00	\$ 8,575.00	\$ 35.00	\$ 8,575.00	\$ 35.00	\$ 8,575.00		\$ -
21	Storm Drain Pipe, 18in, H 1-10, RCP (including pipe collars)	8	LF	\$ 600.00	\$ 4,800.00	\$ 205.00	\$ 1,640.00	\$ 200.00	\$ 1,600.00		\$ -
22	Storm Drain Pipe, 30in, H 1-10, RCP (including pipe collars)	26	LF	\$ 600.00	\$ 15,600.00	\$ 310.00	\$ 8,060.00	\$ 200.00	\$ 5,200.00		\$ -
23	Cut Top of Existing Headwall and Wing Walls	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,500.00	\$ 5,500.00	\$ 1,500.00	\$ 1,500.00		\$ -
24	Concrete Headwall	1	LS	\$ 14,000.00	\$ 14,000.00	\$ 30,000.00	\$ 30,000.00	\$ 10,000.00	\$ 10,000.00		\$ -
25	Concrete Apron w/24" Toe wall	1	LS	\$ 9,240.00	\$ 9,240.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ -
26	Cast in Place Type C Curb Inlet	1	EA	\$ 3,500.00	\$ 3,500.00	\$ 10,750.00	\$ 10,750.00	\$ 6,000.00	\$ 6,000.00		\$ -
27	Storm Dumped RipRap, Tp. 3, 24-in	20	SY	\$ 150.00	\$ 3,000.00	\$ 75.00	\$ 1,500.00	\$ 150.00	\$ 3,000.00		\$ -
28	Plastic Filter Fabric, Woven 200-lb Tensile All Directions	45	SY	\$ 30.00	\$ 1,350.00	\$ 15.00	\$ 675.00	\$ 5.00	\$ 225.00		\$ -
29	ADA - Detectable Warning Strip	4	EA	\$ 750.00	\$ 3,000.00	\$ 1,500.00	\$ 6,000.00	\$ 1,000.00	\$ 4,000.00		\$ -
30	Junction Box Structure	1	EA	\$ 8,500.00	\$ 8,500.00	\$ 12,140.00	\$ 12,140.00	\$ 6,000.00	\$ 6,000.00		\$ -
31	42" Aluminum Handrails	1	EA	\$ 8,750.00	\$ 8,750.00	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00		\$ -
<b>Signing and Striping</b>											
32	Thermoplastic Solid Traf Stripe, 8 in, White Crosswalk	30	SY	\$ 220.00	\$ 6,600.00	\$ 100.00	\$ 3,000.00	\$ 100.00	\$ 3,000.00		\$ -
33	Thermoplastic Solid Traf Stripe, 24 in, White Crosswalk	24	LF	\$ 250.00	\$ 6,000.00	\$ 10.00	\$ 240.00	\$ 20.00	\$ 480.00		\$ -
<b>Materials As Directed by Engineer</b>											
9-MA	Type-C Silt Fence	300	LF	\$ 10.00	\$ 3,000.00	\$ 3.50	\$ 1,050.00	\$ 1.00	\$ 300.00		\$ -
11-MA	Foundation Backfill Matl, Tp II (pipe bedding)	25	CY	\$ 100.00	\$ 2,500.00	\$ 75.00	\$ 1,875.00	\$ 1.00	\$ 25.00		\$ -
16-MA	Class B Concrete	30	CY	\$ 700.00	\$ 21,000.00	\$ 100.00	\$ 3,000.00	\$ 100.00	\$ 3,000.00		\$ -
26-MA	Storm Dumped RipRap, Tp. 3, 24-in	15	SY	\$ 120.00	\$ 1,800.00	\$ 75.00	\$ 1,125.00	\$ 100.00	\$ 1,500.00		\$ -
<b>TOTAL BID PRICE</b>					<b>\$391,041.00</b>	<b>\$331,495.00</b>		<b>\$299,375.00</b>		<b>\$0.00</b>	

NOTE REFERENCE denoted by \*

**Notes:**

**THIS IS TO CERTIFY THAT THIS IS A TRUE AND CORRECT TABULATION OF BIDS RECEIVED AT THE TIME AND PLACE STATED ABOVE. BIDS WERE SEALED WHEN RECEIVED AND OPENED AND READ IN THE PRESENCE OF THE OWNER'S REPRESENTATIVE.**

\_\_\_\_\_  
 City of Statesboro Representative  
 Darren Prather, Director of Central Services  
  
 \_\_\_\_\_  
 Witness  
 Estella L. Roberson, Purchasing Coordinator

8/5/2024  
 \_\_\_\_\_  
 Date  
  
 8/5/2024  
 \_\_\_\_\_  
 Date

# CITY OF STATESBORO

## COUNCIL

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



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

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

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

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

**Date:** August 12, 2024

**RE:** Recommendation of Contract Award – Acquisition Services for Easements and Right-of-Way  
ENG-122j: North Zetterower Ave. Sidewalk Project

**Policy Issue:** Purchasing

### **Recommendation:**

Staff recommends award of the North Zetterower Ave. Sidewalk Project for Acquisition Services of Easements and Right-of-Way (ROW) to O.R. Colan & Associates, LLC. in the amount of \$37,830. The bid received from O.R. Colan & Associates, LLC. meets the requirements of the bid package.

### **Background:**

This project proposes to construct sidewalk along North Zetterower Ave. from Hill Street to Northside Drive. This work is a subsequent phase of development to provide sidewalk connectivity for pedestrian traffic from Northside Drive to East Main and the Downtown area.

The City of Statesboro requested proposals for ROW and Easement Acquisition Services to aid in the construction of sidewalk for this project. There are Approximately 13 parcels that require negotiations for either a driveway/construction easement or right-of-way for sidewalk construction. In order for the City to expedite the negotiations and move into the construction phase of this project, a ROW firm to accomplish this goal is the most economical solution.

**Budget Impact:** This project is to be paid from the 2018 TSPLOST fund

**Council Person and District:** Vacant, District 1

**Attachments:** Fee Proposal

REVISED Attachment A

The following proposed fees by O.R. Colan Associates, LLC will provide:

1. Certain Right of Way (ROW) services needed to acquire certain requested ROW and easements by the City of Statesboro (City).
2. Consultant will perform negotiations and provide the City with closing documents. The City Attorney will perform closings.
3. Appraisals, Title Search, and ROW plans will be provided by the City for sidewalk and stormwater acquisition along City project limits.

FEE SCHEDULE

Date: 7/7/2024

PROJECT DESCRIPTION: North Zetterower Avenue Sidewalk

Right of Way

Parcels on Project: 13

Right of Way negotiations:

Negotiations:	13	X @	\$1400	\$/each =	\$ 18,200
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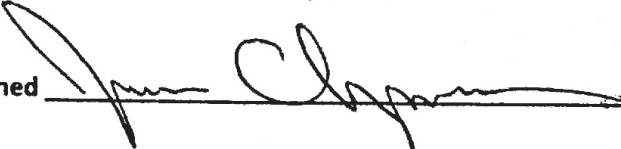
Appraisal Fees:	13	X @	\$1510	\$/each =	\$ 19,630
-----------------	----	-----	--------	-----------	-----------

Total					<u>\$ 37,830</u>
-------	--	--	--	--	------------------

NOTES:

1. If any specialty reports (sign estimates, cost to cure, fence estimates, etc.) are necessary for the completion of the closing documents, the City will approve the estimate for payment prior to consultant issuing a Notice to Proceed to the specialty contractor.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 CITY OF STATESBORO, GEORGIA

Signed  \_\_\_\_\_ Date 7-7-2024

# CITY OF STATESBORO



## COUNCIL

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

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

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

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

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

**Date:** August 12, 2024

**RE:** Recommendation of Bidder for FY 2024 Street Resurfacing Program

**Policy Issue:** Purchasing

### **Recommendation:**

Staff recommends awarding this contract to Mill Creek Construction in the amount of \$1,427,395.00 and requests approval to spend up to the budgeted amount of \$1,794,821.87 for additional work to be based on contractor's unit bid prices. Mill Creek Construction, meets the requirements of the bid package and submitted an acceptable bid bond.

### **Background:**

The project was advertised as a sealed bid with an evaluation process that included weighted criteria for quality based selection and unit cost pricing. The work in this contract includes asphalt resurfacing of approximately 5.65 miles of city streets and 20,665 square yards of asphalt milling and 2,375 square yards of 6 inch GAB as well as permanent grassing, shoulder dressing, and the installation of thermoplastic striping. Bids received were: Sikes Brothers Inc. with a bid of \$1,285,409.55, followed by Mill Creek Construction bidding \$ \$1,427,395.00, Reeves Construction Co. bidding \$1,665,500.00, and South Dade Air Conditioning and Refrigeration, Inc. bidding \$2,047,856.20.

Based on an evaluation that consists of past performance, project management and completion methods, contractors' qualifications, references, staff assigned, and cost it is recommended to select Mill Creek Construction. The City has experience with working with Mill Creek on two major road projects recently with respect to the criteria set forth in the Invitation to Bid. The decision to select Mill Creek Construction is based on previous performance and capability in all respects to perform fully and reliably the contract requirements. Sikes Brothers has demonstrated an inability to complete projects on-time and is currently in a liquidated damages period due to being 10 months past the due date of the last resurfacing project.

### **Budget Impact:**

The bid submitted by Mill Creek Construction is below the budgeted amount of \$1,794,821.87. The project is to be paid for by 2024 LMIG funds in the amount of \$794,821.87 and 2023 TSPLOST funds up to the amount of \$1,000,000.

**Council Person and District:** The street resurfacing list includes streets in each district.

Attachments: FY2024 Street Resurfacing List

CC: Darren Prather, Director of Central Services

**BID TABULATION FOR ITB 2024 ENG-128 CITY OF STATESBORO STREET RESURFACING FY 2024**

RECEIVED BY: CITY OF STATESBORO, GEORGIA At Central Services – Purchasing Division, 22 West Grady Street June 26, 2024 3:00 P.M., LOCAL TIME					BIDDER NO. 1 South Dade Air Conditioning and Refrigeration, Inc. (SDAC)		BIDDER NO. 2 Mill Creek Construction Company		BIDDER NO. 3 Reeves Construction Company		BIDDER NO. 4 Sikes Brothers, Inc.	
LINE	GDOT	ITEM DESCRIPTION	ESTIMATED	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
ITEM NO.	ITEM NO.		QUANTITY									
1	413-1000	Bitum Tack Coat	8,235	GL	\$ 10.32	\$ 84,985.20	\$ 5.00	\$ 41,175.00	\$ 3.30	\$ 27,175.50	\$ 3.50	\$ 28,822.50
2	310-5060	GAB, 6" Thick	2,375	SY	\$ 35.00	\$ 83,125.00	\$ 25.00	\$ 59,375.00	\$ 73.80	\$ 175,275.00	\$ 45.00	\$ 106,875.00
3	415-1000	Asphalt OGI	1,447	TN	\$ 225.00	\$ 325,575.00	\$ 135.00	\$ 195,345.00	\$ 160.40	\$ 232,098.80	\$ 127.40	\$ 184,347.80
4	402-3100	9.5 mm Superpave	4,738	TN	\$ 220.00	\$ 1,042,360.00	\$ 132.00	\$ 625,416.00	\$ 135.55	\$ 642,235.90	\$ 122.00	\$ 578,036.00
5	402-3113	12.5 mm Superpave	885	TN	\$ 220.00	\$ 194,700.00	\$ 132.00	\$ 116,820.00	\$ 129.25	\$ 114,386.25	\$ 119.55	\$ 105,801.75
6	432-0204	Mill Asphalt Pavement, 1" Depth	10,010	SY	\$ 4.70	\$ 47,047.00	\$ 7.50	\$ 75,075.00	\$ 4.90	\$ 49,049.00	\$ 2.25	\$ 22,522.50
7	432-0206	Mill Asphalt Pavement, 2" Depth	10,655	SY	\$ 5.00	\$ 53,275.00	\$ 7.00	\$ 74,585.00	\$ 2.65	\$ 28,235.75	\$ 2.50	\$ 26,637.50
8	700-6910	Permanent Grassing	3	AC	\$ 6,000.00	\$ 15,000.00	\$ 8,500.00	\$ 21,250.00	\$ 4,900.00	\$ 12,250.00	\$ 5,500.00	\$ 13,750.00
9		Shoulder Dressing	925	CY	\$ 35.00	\$ 32,375.00	\$ 18.00	\$ 16,650.00	\$ 38.95	\$ 36,028.75	\$ 35.00	\$ 32,375.00
10	150-1000	Traffic Control	1	LS	\$ 32,500.00	\$ 32,500.00	\$ 30,000.00	\$ 30,000.00	\$ 270,586.55	\$ 270,586.55	\$ 139,300.00	\$ 139,300.00
11	653-1501	Thermo Solid Stripe, 5", White	26,220	LF	\$ 1.40	\$ 36,708.00	\$ 1.20	\$ 31,464.00	\$ 0.90	\$ 23,598.00	\$ 0.50	\$ 13,110.00
12	653-1502	Thermo Solid Stripe, 5", Yellow	49,700	LF	\$ 1.40	\$ 69,580.00	\$ 1.20	\$ 59,640.00	\$ 0.90	\$ 44,730.00	\$ 0.50	\$ 24,850.00
13	653-1804	Thermo Solid Stripe, 8" White	780	LF	\$ 9.70	\$ 7,566.00	\$ 25.00	\$ 19,500.00	\$ 2.90	\$ 2,262.00	\$ 2.20	\$ 1,716.00
14	653-1704	Thermo Solid Stripe, 24" White	590	LF	\$ 27.00	\$ 15,930.00	\$ 25.00	\$ 14,750.00	\$ 8.65	\$ 5,103.50	\$ 7.70	\$ 4,543.00
15	653-0110	Thermo Arrow Type 1	3	EA	\$ 375.00	\$ 1,125.00	\$ 1,200.00	\$ 3,600.00	\$ 90.00	\$ 270.00	\$ 110.00	\$ 330.00
16	653-0120	Thermo Arrow Type 2	9	EA	\$ 375.00	\$ 3,375.00	\$ 1,200.00	\$ 10,800.00	\$ 90.00	\$ 810.00	\$ 110.00	\$ 990.00
17	653-0130	Thermo Arrow Type 3	1	EA	\$ 375.00	\$ 375.00	\$ 1,200.00	\$ 1,200.00	\$ 175.00	\$ 175.00	\$ 275.00	\$ 275.00
18	653-6006	Thermo Yellow Hatching	95	SY	\$ 11.00	\$ 1,045.00	\$ 150.00	\$ 14,250.00	\$ 6.00	\$ 570.00	\$ 5.50	\$ 522.50
19	653-6004	Thermo White Hatching	110	SY	\$ 11.00	\$ 1,210.00	\$ 150.00	\$ 16,500.00	\$ 6.00	\$ 660.00	\$ 5.50	\$ 605.00
<b>TOTAL BID PRICE</b>						<b>\$2,047,856.20</b>		<b>\$1,427,395.00</b>		<b>\$1,665,500.00</b>		<b>\$1,285,409.55</b>

NOTE REFERENCE denoted by \*

**Notes:**

THIS IS TO CERTIFY THAT THIS IS A TRUE AND CORRECT TABULATION OF BIDS RECEIVED AT THE TIME AND PLACE STATED ABOVE. BIDS WERE SEALED WHEN RECEIVED AND OPENED AND READ IN THE PRESENCE OF THE OWNER'S REPRESENTATIVE.

City of Statesboro Representative

*Estrella Roberts*  
\_\_\_\_\_  
Witness

Date

Date

*7-1-24*  
\_\_\_\_\_  
*7-01-24*  
\_\_\_\_\_  
Date



4/12/2024

## FY 2024 RESURFACING LIST

District	Street Name	Beginning	End	Miles
1	Orange Street	East Olliff Street	East Olliff Street	0.19
1	Lewis Street	East Olliff Street	Orange Street	0.07
1	Best Street	Braswell Street	Terminus	0.29
1	Bedford Street	Fleming Drive	Kingswood Avenue	0.13
1	Harwood Street	Fleming Drive	Kingswood Avenue	0.14
1	Miller Street	North Main Street	North College Street	0.05
2	Miller Street	North College Street	West Parrish Street	0.27
2	Broad Street	Savannah Avenue	Brannen Street	0.56
2	Scotch Pine Avenue	Whispering Pines Blvd	Whispering Pines Blvd	0.56
2	Hunnicut Drive	Soloman Circle	Soloman Circle	0.12
3	Granade Street	East Inman Street	Terminus	0.41
3	Donaldson Street	Stillwell Street	Savannah Avenue	0.62
3	Gentilly Drive	Gentilly Road	Prince Way	0.33
4	Windsor Way	Chelsea Circle	South Edgewood Drive	0.38
4	Knight Drive	Chandler Road	Lanier Drive	0.41
4	South Edgewood Drive	Greenwood Avenue	Holly Drive	0.53
5	Brampton Avenue	Fair Road	Veterans Memorial Parkway	0.61
			Totals	5.65

# City of Statesboro Public Utilities Department



**To:** Mr. Jason Boyles  
Assistant City Manager

**From:** Steve Hotchkiss  
Director of Public Utilities

**Date:** 08-13-2024

**RE:** Emergency repairs to Well #8.

**Policy Issue:** Purchasing – Emergency Repairs

**Recommendation:** Consideration of a Motion to award a contract to Beasley Well Drilling in the amount of \$59,589.31 for repairs to Well #8. To be paid for with funds from system revenues.

**Background:** City water well #8 is located adjacent to Georgia Southern University on Old Register Road just south of the Forest Drive intersection. On July 19 the City's SCADA system indicated that Well 8 had gone offline and was not pumping; city personal investigated and found that the breakers were tripped and the unit would not pump. At that time, a contractor was called in to check the well and it was determined that the motor was bad and would need to be replaced.

Four Written quotes for the needed repairs have been received with the low bid submitted by Beasley Well Drilling. It is staffs opinion that the contractor is well qualified and experienced to successfully complete the repairs.

**Budget Impact:** Funds will come for system revenues.

**Council Person and District:** All

**Attachments:** Bid tabulation sheet

# City of Statesboro Public Utilities Department



## Bid Tabulation Well #8 Repairs

<u>Beasley Well Drilling</u>	<u>Southeast Well</u>	<u>Layne Well Drilling</u>	<u>Complete Services</u>
\$59,598.31	\$62,000.00	\$63,067.00	\$74750.00

**\*\*Low Bid Beasley Well Drilling \*\***