



**CITY OF KINGSLAND, GEORGIA
CITY COUNCIL
AGENDA • SEPTEMBER 22, 2025**

Regular Meeting

City Council Chamber

6:00 PM

107 South Lee Street - City Hall, Kingsland, GA 31548

I. CALL TO ORDER AND WELCOME GUESTS

II. ROLL CALL

Charles Grayson Day Jr., Mayor
Paul Chamberlin, Councilman
Farran Fullilove, Councilman
Kristy Chance, Councilwoman
Alex Blount, Mayor Pro Tem

III. INVOCATION AND PLEDGE TO THE FLAG

IV. CONSENT DOCKET

1. Approve the Council Minutes of the last regular Council Meeting
2. Approve the Agenda as Presented
3. Approve the Payments of Accounts Payable as Due and Funds Available

V. GRANTING AUDIENCE TO THE PUBLIC

VI. OLD BUSINESS

VII. NEW BUSINESS

1. Approval Of: Resolution #2025-11 Adoption of FY 2025-26 Operating & Capital Budget
Approval of the City of Kingsland Fiscal Year 2025–2026 Budget, establishing the financial plan for City operations, services, and capital improvements.
Staff recommends approval.
2. Approval of: Lakes Boulevard East Construction Bid Award
Competitive bids were received for construction improvements to Lakes Boulevard East from Wildcat Drive to Gross Road. The project includes work on both the unpaved and paved portions of the roadway and pedestrian intersection improvements at Gross Road. The J W Oliver Construction Company was \$79,220 below the price of the next respondent bidder for a total bid of \$1,578,523.49.
Staff and engineer recommends low bid, J W Oliver Construction Company, for a total of \$1,578,523.49.
3. Approval of: Bid Award for KPD Headquarters
The City of Kingsland received competitive bids for the construction of the new Police Headquarters. After review of the bid tabulation, the lowest responsible and responsive bidder is B. James Construction with a total bid of \$4,747,000.00.

Staff recommends awarding the contract for the construction of the Police Headquarters to B. James Construction in the amount of \$4,747,000.00.**4. Approval of: Kingsland O. F. Edwards Commerce Building Skylight Repairs**

W.S. Nielson, Co. will furnish materials, tools, equipment & manpower to fully re-glaze all (3) existing low slope ridge skylights with new Low-E Coated Insulated Laminated Glazing and other related work at the O.F. Edwards Building for a total of \$77,972.30 (includes 1.5% for performance bond.)

Staff recommends approval.**5. Bid Award: CIPP Trenchless Repairs for Culvert Pipes**

CIPP trenchless repairs for culvert pipes located at South Grove Avenue (80 feet) and Charles Gilman Boulevard (60 feet).

Staff recommends low bid, Nu-Pipe, for a total cost of \$72,328.**6. Approval of: Resolution #2025-12 - Eminent Domain to Acquire a Permanent Easement for Right of Way Purposes**

The City Council hereby authorizes the exercise of eminent domain to acquire such portions of the property identified as Camden County Tax Parcel 107 007P, located at 1398 East Boone Street, Kingsland, Georgia 31548, as are necessary for right-of-way purposes.

Staff recommends approval.**7. Approval of: Cycle 28 Coastal Incentive Grant Award-YR 2**

The City of Kingsland has been awarded a CIG Grant in the amount of \$57,500 in State grant funds, with a local in-kind (non-cash) match of \$57,504. Funding will support activities to strengthen the City's floodplain and stormwater management programs, advancing community resiliency and reducing risks and damages from future flood events.

Staff recommends approval.**8. Constitution Week 2025 Proclamation**

The City of Kingsland, Georgia hereby proclaims the week of September 17 through 23 as Constitution Week.

9. Approval Of: Upgrade Time & Attendance Software to Cloud Based

Staff recommends upgrade for initial investment of \$11,805.72 with a recurring annual amount of \$9,171.72. Includes implementation, training, support & maintenance.

Staff recommends approval.**VIII. MAYOR AND COUNCIL ANNOUNCEMENT****IX. ADJOURNED**

**Resolution 2025-11
City of Kingsland
FY 2025-2026 Operating Budget**

	Department	FY 24-25 Current Budget	FY 25-26 Requested Budget	FY 25-26 Proposed Budget	\$ Increase/ Decrease from Requested Budget to Proposed Budget	Variance from FY 24-25 to Proposed FY 25-26		Summary of Changes From FY 24-25 Budget to FY 25-26 Proposed Budget
						% Change	\$ Increase/ Decrease	City-wide: Increases in health insurance premiums est 10%(employer/employee); health clinic 24%; liability insurance 13%; WC prem 26%; WC claims 33% . Capital outlays \$52,431,750. Pay scale increases: \$2.50/hr certified peace officers (\$1.50 Oct/\$1 Jan); \$1/hr all other employees (Jan); and \$500 Christmas bonus (PT/prob. prorated). New positions recommended (7.50): Admin- admin asst PT to FT; Finance- PT accting clerk; Police-2 patrol officers (1 @ midyr) & 1 criminal invest II; Fire- admin asst PT to FT; Public Works/ Water/Sewer- 1 lube tech & 1 asst. PW/WS director; Fleet- 1 diesel mechanic @ midyr. All departments reflect increase from absorbing full effect of FY25 salary increase (2% COLAs/ up to 3% perf. raises; 6 new positions) and health insurance increase.
General Fund	General Fund Revenues	\$17,468,743	\$20,615,518	\$20,645,518	\$30,000	18.19%	\$3,176,775	Contingency of \$841,193; budget is based on the rollback millage rate of 5.467 mills. Tax digest grew 6.59%, 2.35% is reassessments and 4.24% is new growth. Revenues are budgeted conservatively based on current trend. Cash carry forward of \$3.6M for capital items: 5 patrol vehicles, furniture & fixtures police headquarters, fire engine 4 & 5, burn building, street sweeper, Lions Park courts & fields resurface & rehab, public flex space.
	Administration	\$1,603,490	\$1,419,524	\$1,369,732	-\$49,792	-14.58%	-\$233,758	Increase in salaries, health clinic, workers compensation, health & liability insurance. Decrease in PSA funding starting in January. Administrative assistant from part time to full time. Capital outlay is \$30,000.
	Information Technology	\$309,134	\$280,030	\$290,030	\$10,000	-6.18%	-\$19,104	Increase in salaries, health clinic, workers compensation, health & liability insurance. Decrease in capital outlay. Capital outlay \$50,000. Shared department with water/sewer fund. (60%GF/40%WS)
	Finance	\$370,661	\$411,513	\$411,513	\$0	11.02%	\$40,852	Increase in salaries, health clinic, workers compensation, health & liability insurance. New hire for part time accounting clerk. Capital outlay is \$10,000. Shared department with water/sewer fund. (60%GF/40%WS)
	Municipal Court	\$979,204	\$1,013,922	\$903,372	-\$110,550	-7.74%	-\$75,832	Increase in salaries, health clinic, workers compensation, health & liability insurance. Increase in contract labor, supplies, capital outlays, & fine add-ons based on mandates related to fines. Capital outlay \$35,000.
	Police	\$5,330,625	\$6,179,350	\$5,922,811	-\$256,539	11.11%	\$592,186	Increase in salaries, health clinic, workers compensation, health & liability insurance. Increase in software, communications, travel, & training. New hire for 2 patrol officers (1 at midyear) & 1 criminal investigator II. Capital outlay in general fund \$324,860, in school camera fund \$178,000, & in capital projects fund \$7.2M
General Fund	Fire	\$3,807,226	\$5,192,565	\$5,192,543	-\$22	36.39%	\$1,385,317	Increase in salaries, health clinic, workers compensation, health & liability insurance. Increases in repairs & maintenance, software, training, and supplies. Administrative assistant from part time to full time. Capital outlay in general fund \$2.2M and in capital outlay fund \$2M.
	Public Works	\$2,860,908	\$3,312,973	\$3,312,973	\$0	15.80%	\$452,065	Increase in salaries, health clinic, workers compensation, health & liability insurance. New position request for 1 lube tech and 1 assistant public works director (both shared with W/S). Capital outlay in general fund \$505,000, in TAD #2 \$4M, in SPLOST VIII \$2.5M, and in SPLOST IX \$1.5M.
	Parks & Recreation	\$0	\$873,250	\$798,250	-\$75,000	N/A	\$798,250	New department created from parks being transferred to entities from PSA after 12/31/25. Includes purchased/contracted services, supplies, and capital outlay. Capital outlay for \$625,000.
	Housing & Development	\$745,855	\$775,293	\$856,493	\$81,200	14.83%	\$110,638	Increase in salaries, health clinic, workers compensation, health & liability insurance. Increase in purchased/contracted services and supplies. Capital outlay \$50,000.
General Fund	Econ. Dev./DDA	\$190,352	\$256,564	\$187,804	-\$68,760	-1.34%	-\$2,548	Increase in salaries, health clinic, workers compensation, health & liability insurance. Capital outlay in general fund for \$50,000 and in capital projects fund for \$476,595.
	Fleet Services	\$387,526	\$599,654	\$558,804	-\$40,850	44.20%	\$171,278	Increase in salaries, health clinic, workers compensation, health & liability insurance. Increase in software, repairs & maintenance, building repairs, and supplies. New hire for 1 diesel mechanic at midyear. Capital outlay for \$131,790. Shared department with water/sewer fund. (75%GF/25%WS)
	GF Total Expenditures	\$16,584,981	\$20,314,638	\$19,804,325	-\$510,313	19.41%	\$3,219,344	

**Resolution 2025-11
City of Kingsland
FY 2025-2026 Operating Budget**

	Department	FY 24-25 Current Budget	FY 25-26 Requested Budget	FY 25-26 Proposed Budget	\$ Increase/ Decrease from Requested Budget to Proposed Budget	Variance from FY 24-25 to Proposed FY 25-26		Summary of Changes From FY 24-25 Budget to FY 25-26 Proposed Budget
						% Change	\$ Increase/ Decrease	City-wide: Increases in health insurance premiums est 10%(employer/employee); health clinic 24%; liability insurance 13%; WC prem 26%; WC claims 33% . Capital outlays \$52,431,750. Pay scale increases: \$2.50/hr certified peace officers (\$1.50 Oct/\$1 Jan); \$1/hr all other employees (Jan); and \$500 Christmas bonus (PT/prob. prorated). New positions recommended (7.50): Admin- admin asst PT to FT; Finance- PT accting clerk; Police-2 patrol officers (1 @ midyr) & 1 criminal invest II; Fire- admin asst PT to FT; Public Works/ Water/Sewer- 1 lube tech & 1 asst. PW/WS director; Fleet- 1 diesel mechanic @ midyr. All departments reflect increase from absorbing full effect of FY25 salary increase (2% COLAs/ up to 3% perf. raises; 6 new positions) and health insurance increase.
Water/Sewer Fund	Revenues for Water/Sewer Fund	\$25,668,690	\$29,728,449	\$29,733,449	\$5,000	15.84%	\$4,064,759	Contingency of \$838,270; based on no water/sewer rate increase. Additional increases related to new growth in water/sewer customers, cash carry forward, and bond proceeds for water/sewer projects.
	Administration	\$619,661	\$606,932	\$606,932	\$0	-2.05%	-\$12,729	Increase in salaries, health clinic, workers compensation, health & liability insurance. Decrease in capital outlays.
	Information Technology	\$196,637	\$184,937	\$184,937	\$0	-5.95%	-\$11,700	Increase in salaries, health clinic, workers compensation, health & liability insurance. Decrease in capital outlay. Capital outlay \$50,000. Shared department with water/sewer fund. (60%GF/40%WS)
	Finance	\$246,429	\$275,571	\$273,821	-\$1,750	11.12%	\$27,392	Increase in salaries, health clinic, workers compensation, health & liability insurance. New hire for part time accounting clerk. Capital outlay is \$10,000. Shared department with water/sewer fund. (60%GF/40%WS)
	Fleet Services	\$130,920	\$201,806	\$188,449	-\$13,357	43.94%	\$57,529	Increase in salaries, health clinic, workers compensation, health & liability insurance. Increase in software, repairs & maintenance, building repairs, and supplies. New hire for 1 diesel mechanic at midyear. Capital outlay for \$131,790. Shared department with water/sewer fund. (75%GF/25%WS)
Water/Sewer	Operations	\$23,710,930	\$27,641,040	\$27,641,040	\$0	16.58%	\$3,930,110	Increase in salaries, health clinic, workers compensation, health & liability insurance. Increases repairs & maintenance, supplies, electricity and fuel. Capital outlays for \$21.7M, TAD #2 funded \$5.7M, and SPLOST funded \$2M.
	Water/Sewer Fund Total Expenses	\$24,904,577	\$28,910,286	\$28,895,179	-\$15,107	16.02%	\$3,990,602	
Solid Waste	Solid Waste Revenues	\$1,885,039	\$1,671,020	\$1,671,020	\$0	-11.35%	-\$214,019	Contingency of \$113,080; based on \$2 residential solid waste rate increase.
	Expenses	\$1,769,795	\$1,573,540	\$1,557,940	-\$15,600	-11.97%	-\$211,855	Increase in salaries, health clinic, workers compensation, health & liability insurance. Increases in garbage truck rental, repairs, and parts. SPLOST funded capital outlay for \$400,000.
Other Funds	Confiscated Assets Fund	\$51,000	\$81,000	\$81,000	\$0	58.82%	\$30,000	Based on funds available in the confiscated assets accounts.
	School Speed Camera Fund	\$280,000	\$497,374	\$497,374	\$0	77.63%	\$217,374	Based on funds estimated in the school speed camera account.
	CDBG-DR Grant	\$875,626	\$547,000	\$547,000	\$0	-37.53%	-\$328,626	Based on grant funding for homeowner rehabilitation and reconstruction program to fulfill unmet housing needs resulting from Hurricane Irma (2017). One project remaining to close out grant.
	TAP Grant	\$290,000	\$430,000	\$430,000	\$0	48.28%	\$140,000	Based on remaining grant funds for Phase I of Boone Street Pedestrian and Bicycle Improvement Project. Includes ROW acquisition matching funds.
	Multiple Grant Fund	\$452,525	\$524,154	\$524,154	\$0	15.83%	\$71,629	Based on various grant awards expected during the fiscal year - police vest grant, GIRMA safety grant, Coastal Incentive grant for storm water, Criminal Justice Coordinating Council grant, & LMIG.
	Georgia Gateway Community Improvement District	\$11,520	\$11,520	\$11,520	\$0	0.00%	\$0	Special Revenue Fund used to account for the component unit activities of the community improvement district. Budgeted funds represent tax revenues generated within the district based on 10 mills.
	Tax Allocation District #1	\$1,542	\$1,542	\$1,542	\$0	0.00%	\$0	Special Revenue Fund used to account for incremental tax generated for Kingsland TAD #1. Budgeted funds represent incremental tax from the certified base of 2012, recertified base of 2024.

Resolution 2025-11
City of Kingsland
FY 2025-2026 Operating Budget

	Department	FY 24-25 Current Budget	FY 25-26 Requested Budget	FY 25-26 Proposed Budget	\$ Increase/ Decrease from Requested Budget to Proposed Budget	Variance from FY 24-25 to Proposed FY 25-26		Summary of Changes From FY 24-25 Budget to FY 25-26 Proposed Budget
						% Change	\$ Increase/ Decrease	City-wide: Increases in health insurance premiums est 10%(employer/employee); health clinic 24%; liability insurance 13%; WC prem 26%; WC claims 33% . Capital outlays \$52,431,750. Pay scale increases: \$2.50/hr certified peace officers (\$1.50 Oct/\$1 Jan); \$1/hr all other employees (Jan); and \$500 Christmas bonus (PT/prob. prorated). New positions recommended (7.50): Admin- admin asst PT to FT; Finance- PT accting clerk; Police-2 patrol officers (1 @ midyr) & 1 criminal invest II; Fire- admin asst PT to FT; Public Works/ Water/Sewer- 1 lube tech & 1 asst. PW/WS director; Fleet- 1 diesel mechanic @ midyr. All departments reflect increase from absorbing full effect of FY25 salary increase (2% COLAs/ up to 3% perf. raises; 6 new positions) and health insurance increase.
Other Funds	Tax Allocation District #2	\$70,000	\$350,000	\$350,000	\$0	100.00%	\$280,000	Special Revenue Fund used to account for incremental tax generated for Kingsland TAD #2. Budgeted funds represent incremental tax from the certified base year of 2022.
	CVB Fund (Tourism)	\$1,715,371	\$1,715,732	\$1,718,771	\$3,039	0.20%	\$3,400	Contingency of \$749,572. Revenues of \$616,000 are based on 44% of lodging tax; cash carry forward \$1,069,371; county HMT contract \$25,000, and merchandise sales \$8,400. Includes Board approved line item expenditures.
	Hotel/Motel Tax Fund	\$1,400,000	\$1,400,000	\$1,400,000	\$0	0.00%	\$0	Based on estimated lodging tax revenues.
	Downtown Development Authority Fund	\$180,400	\$185,800	\$185,800	\$0	2.99%	\$5,400	Funded by DDA fundraising events. All expenses paid directly from the DDA checking account. Cash carry forward \$99,160.
	Kingsland Development Authority	\$0	\$5	\$5	\$0	0.00%	\$5	Special Revenue Fund used to account for the blended component unit for activity related to financing the construction of the City's public buildings and any other such powers enacted into law for the authority.
	SPLOST Fund #8	\$6,469,029	\$4,976,159	\$5,023,159	\$47,000	-22.35%	-\$1,445,870	Based on SPLOST VIII ended June 2025. Funding is cash carry forward. Includes: road projects, site improvements, water and sewer projects, and equipment as outlined in the SPLOST referendum.
	SPLOST Fund #9	\$448,942	\$2,500,000	\$2,000,000	-\$500,000	-	\$1,551,058	Based on SPLOST IX effective July 2025. Distribution at a rate of County-wide SPLOST multiplied by Kingsland's share. Includes road improvements and water/sewer projects as outlined in the SPLOST referendum.
	Capital Projects Fund	\$10,502,528	\$9,979,676	\$9,932,676	-\$47,000	-5.43%	-\$569,852	Includes construction of police headquarters; remodels for fire station #3 and North Center; and The Lawn projects.
	Debt Service Revenue Bond	\$238,000	\$238,000	\$238,000	\$0	0.00%	\$0	17% of the lodging tax is accounted here for the bond payment of the welcome center.
	Mayor C. Grayson Day, Jr.						Date	
The undersigned hereby certifies that he or she is the Clerk of the City of Kingsland, Georgia and that the foregoing is a true copy of the Resolution adopted by the governing body of the City at a meeting duly held on the <u>22nd of September 2025</u> , at which a quorum was present and acting throughout, and that the same has not been rescinded or modified and is now effective day of the new fiscal year, <u>October 1st, 2025 through September 30, 2026</u> . Given under the seal of the City, this _____, 2025.								
	(SEAL)							

City of Kingsland

Capital Outlay

FY 2025-2026

Organization:		City of Kingsland		Year:		2025-2026									
Department:		ALL		Submitted by:		ALL FUNDS									
Budget:		\$52,256,750													
Annual Capital Outlay Requests															
Dept	Account	Name	Description/Purpose	New or Used	Qty.	Unit Cost/Rate	Total	General 100	Sch Cam 211	TAD #2 273	SPLOST VIII 322	SPLOST IX 323	Capital Projects 350	Water 505	SW 540
Administration															
100-45	542400	Software	Software upgrade - property taxes	Upgrade	1	\$ 30,000	\$ 30,000	\$30,000							
350-45	541200	Site Impr	Resurface City Hall parking lot	Resurface	1	\$ 165,000	\$ 165,000				\$ 165,000				
100-45 Total			Administration Department Total				\$ 195,000	30,000	\$ -		\$ 165,000	\$ -	\$ -	\$ -	\$ -
Information Technology															
100/505-46	542400	Software	Software - HR/PR/TC	New	1	\$ 50,000	\$ 50,000	\$30,000						\$ 20,000	
100/505-46 Total			IT Department Total				\$ 50,000	\$ 30,000	\$ -		\$ -	\$ -	\$ -	\$ 20,000	\$ -
Finance															
350-48	541300	Buildings	Remodel N. Center for MSB	Remodel	1	\$ 100,000	\$ 100,000						\$ 100,000		
100/505-48	542400	Software	Software upgrade - budget	Upgrade	1	\$ 10,000	\$ 10,000	\$6,000						\$ 4,000	
100-48 Total			Finance Department Total				\$ 110,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 4,000	\$ -
Court															
100-49	541300	Building Impr	Roof replacement	Replace	1	\$ 20,000	\$ 20,000	\$20,000							
100-49	542410	Court Technology	Walk-thru metal detector upgrades	Upgrade	1	\$ 6,000	\$ 6,000	\$6,000							
100-49	542300	Furniture/Fixtures	A/C unit	Replace	1	\$ 9,000	\$ 9,000	\$9,000							
100-49 Total			Court Department Total				\$ 35,000	\$ 35,000	\$ -		\$ -		\$ -	\$ -	\$ -
Police															
350-00	541300	Buildings	Police department headquarters	New	1	\$7,250,000	\$ 7,250,000						\$ 7,250,000		
211-50	542500	Equipment	FLIR drone	New	1	\$ 9,000	\$ 9,000		\$ 9,000						
211-50	542500	Equipment	Forensic crime scene camera	New	1	\$ 44,000	\$ 44,000		\$ 44,000						
211-50	542500	Equipment	Narcotics analyzer	New	1	\$ 35,000	\$ 35,000		\$ 35,000						
100-50	542500	Equipment	Installed equipment- admin vehicles	New	2	\$ 15,000	\$ 30,000	\$30,000							
100-50	542500	Equipment	Installed equipment- patrol vehicles	New	5	\$ 18,000	\$ 90,000		\$ 90,000						
100-50	542300	Furniture/Fixtures	Furniture & fixtures - police headquarters	New	1	\$ 50,000	\$ 50,000	\$50,000							
100-50	542200	Vehicles	Patrol vehicles	New	5	\$ 48,972	\$ 244,860	\$244,860							
100-50 Total			Police Department Total				\$ 7,752,860	\$ 324,860	\$ 178,000	\$ -	\$ -	\$ -	\$ 7,250,000	\$ -	\$ -
Fire															
350-55	541300	Buildings	Firehouse 3 - remodel	Remodel	1	\$1,996,081	\$ 1,996,081						\$ 1,996,081		
100-55	541300	Buildings	Training stations - burn building	New	1	\$ 450,000	\$ 450,000	\$450,000							
100-55	542550	Heavy equip	Fire Engine 4	New	1	\$ 950,000	\$ 950,000	\$950,000							
100-55	542550	Heavy Equip	Fire Engine 5	New	1	\$ 775,000	\$ 775,000	\$775,000							
100-55	542400	Software	Public safety mgt (new world upgrades)	New	1	\$ 28,608	\$ 28,608	\$28,608							
100-55 Total			Fire Department Total				\$ 4,199,689	2,203,608	\$ -		\$ -		\$ 1,996,081	\$ -	\$ -
Public Works															
100-60	542500	Equipment	Zero turn mower	New	2	\$ 15,000	\$ 30,000	\$30,000							
100-60	542550	Heavy equip	Street sweeper	New	1	\$ 300,000	\$ 300,000	\$300,000							
323	541400	Infrastructure	Intersection-Winding/LIP roundabout	New	1	\$1,500,000	\$ 1,500,000					\$ 1,500,000			
273	541400	Infrastructure	Roads - Camden Woods Parkway	New	1	\$4,090,000	\$ 4,090,000			\$ 4,090,000					
322	541400	Infrastructure	Roads - Al Gay Road	New	1	\$ 628,575	\$ 628,575				\$ 628,575				
322	541400	Infrastructure	Roads - Lakes Blvd East	New	1	\$1,882,584	\$ 1,882,584				\$ 1,882,584				
322	541400	Infrastructure	Lake Point Drive - Intersection	Upgrade	1	\$ 47,000	\$ 47,000				\$ 47,000				
100-60	542200	Vehicles	Pickup truck - 550 flat bed	New	1	\$ 85,000	\$ 85,000	\$85,000							
100-60	542200	Vehicles	Pickup truck - 1/2 ton	New	1	\$ 50,000	\$ 50,000	\$50,000							
100-60	542200	Vehicles	Pickup truck - mid size	New	1	\$ 40,000	\$ 40,000	\$40,000							
100-60 Total			Public Works Department Total				\$ 8,653,159	\$ 505,000	\$ -	\$ 4,090,000	\$ 2,558,159	\$ 1,500,000	\$ -	\$ -	\$ -

City of Kingsland

Capital Outlay

FY 2025-2026

Organization:	City of Kingsland		Year:	2025-2026	
Department:	ALL		Submitted by:	ALL FUNDS	
Budget:	\$52,256,750				

Annual Capital Outlay Requests															
Dept	Account	Name	Description/Purpose	New or Used	Qty.	Unit Cost/Rate	Total	General 100	Sch Cam 211	TAD #2 273	SPLOST VIII 322	SPLOST IX 323	Capital Projects 350	Water 505	SW 540
Parks and Recreation															
100-62	541200	Site Impr	Lions Park - courts	Resurface	1	\$ 150,000	\$ 150,000	\$150,000							
100-62	541200	Site Impr	Lions Park - ballfields	Rehab	1	\$ 475,000	\$ 475,000	\$475,000							
100-62 Total							\$ 625,000	625,000	\$ -		\$ -		\$ -	\$ -	\$ -
Housing & Development															
350-65	541300	Buildings	Remodel N. Center for H&D	Remodel	1	\$ 100,000	\$ 100,000						\$ 100,000		
100-65	542200	Vehicles	Pickup truck - 1/2 ton (bldg dept)	New	1	\$ 50,000	\$ 50,000	\$50,000							
100-65 Total							\$ 150,000	50,000	\$ -		\$ -		\$ 100,000	\$ -	\$ -
Economic Development/Downtown Development															
100-68	541200	Site Impr	Public flex space (demo PD/parking/ect)	New	1	\$ 50,000	\$ 50,000	\$50,000							
350-00	541200	Site Impr	The Lawn -sidewalks, driveways	New	1	\$ 476,595	\$ 476,595						\$ 476,595		
100-68 Total							\$ 526,595	50,000	\$ -		\$ -		\$ 476,595	\$ -	\$ -
Fleet Services															
100/505-70	542500	Equipment	Tire changer	New	1	\$ 7,000	\$ 7,000	\$5,250						\$ 1,750	
100/505-70	542400	Software	Software - upgrade RTA	Upgrade	1	\$ 18,720	\$ 18,720	\$14,040						\$ 4,680	
100/505-70	542200	Vehicles	Pickup truck - 3/4 ton, 1 gas, 1 diesel	New	2	\$ 75,000	\$ 150,000	\$112,500						\$ 37,500	
100/505-70 Total							\$ 175,720	131,790	\$ -		\$ -		\$ -	\$ 43,930	\$ -
Water /Sewer Operations															
505-90	542500	Equipment	Insertive Valves	New	1	\$ 20,000	\$ 20,000							\$ 20,000	
273	541400	Infrastructure	Water/sewer lines to serve CWP	New	1	\$5,713,594	\$ 5,713,594			\$ 5,713,594					
505-90	541400	Infrastructure	Lead/copper lines replacement	GEFA	1	\$ 270,000	\$ 270,000							\$ 270,000	
505-90	541400	Infrastructure	Force main-(I-95), Al Gay FM/PS, Maycreek	Bonds	1	\$6,297,449	\$ 6,995,858							\$ 6,995,858	
505-90	541400	Infrastructure	Pump station/force main - Laurel Island	Bonds	1	\$2,500,000	\$ 2,500,000							\$ 2,500,000	
505-90	541400	Infrastructure	Utility Relocate -CS 140-Old Still Rd	Relocate	1	\$ 301,591	\$ 301,591							\$ 301,591	
323	541400	Infrastructure	Booster pump station - West side	New	1	\$ 500,000	\$ 500,000					\$ 500,000			
505-90	542200	Vehicles	Pickup truck - 3/4 ton, 4WD, utility	New	1	\$ 70,000	\$ 70,000							\$ 70,000	
505-90 Total							\$ 16,371,043	\$ -	\$ -	\$ 5,713,594	\$ -	\$ 500,000	\$ -	\$ 10,157,449	\$ -
Water Treatment Plant															
505-90	541300	Buildings	Water Treatment Plant #3 & office	Bonds	1	\$9,700,000	\$ 9,700,000							\$ 9,700,000	
505-90	541300	Buildings Impr	Water Treatment Plant #2 - electrical	Upgrade	1	\$ 25,000	\$ 25,000							\$ 25,000	
505-90	542500	Equipment	Pumps - WTP #2	Replace	1	\$ 30,000	\$ 30,000							\$ 30,000	
505-90 Total							\$ 9,755,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,755,000	\$ -
Waste Water Treatment Plant															
322	541300	Building Impr	WWTF - UV lights, EPD requirements	Upgrade	1	\$1,500,000	\$ 1,500,000				\$ 1,500,000				
505-90	542100	Machinery	Belt press	New	1	\$ 440,000	\$ 440,000							\$ 440,000	
505-90	542500	Equipment	Sewer pumps	Replace	1	\$ 793,684	\$ 793,684							\$ 793,684	
505-90	542500	Equipment	Blowers	New	1	\$ 15,000	\$ 15,000							\$ 15,000	
505-90	542500	Equipment	Bypass pump - 6"	New	1	\$ 110,000	\$ 110,000							\$ 110,000	
505-90	542500	Equipment	Composite samplers	New	1	\$ 14,000	\$ 14,000							\$ 14,000	
505-90	542500	Equipment	Grit tank	New	1	\$ 5,000	\$ 5,000							\$ 5,000	
505-90	542500	Equipment	Hach control boxes	New	1	\$ 5,000	\$ 5,000							\$ 5,000	

City of Kingsland

Capital Outlay

FY 2025-2026

Organization:	City of Kingsland	Year:	2025-2026
Department:	ALL	Submitted by:	ALL FUNDS
Budget:	\$52,256,750		

Annual Capital Outlay Requests															
Dept	Account	Name	Description/Purpose	New or Used	Qty.	Unit Cost/Rate	Total	General 100	Sch Cam 211	TAD #2 273	SPLOST VIII 322	SPLOST IX 323	Capital Projects 350	Water 505	SW 540
505-90	542500	Equipment	SBR Rehabilitation (includes decanter)	Upgrade	1	\$ 80,000	\$ 80,000							\$ 80,000	
505-90	542300	Furniture/Fixtures	A/C unit	Replace	1	\$ 25,000	\$ 25,000							\$ 25,000	
505-90	542550	Heavy equip	Dump truck	new	1	\$ 150,000	\$ 150,000							\$ 150,000	
505-90	541403	Infrastructure	Lift stations - various	Upgrade	1	\$ 50,000	\$ 50,000							\$ 50,000	
505-90	541404	Infrastructure	Manholes - various	Upgrade	1	\$ 40,000	\$ 40,000							\$ 40,000	
505-90	541405	Infrastructure	Pipe lining - infiltration	Upgrade	1	\$ 20,000	\$ 20,000							\$ 20,000	
505-90	541200	Site Impr	Fencing - various lift stations	Replace	1	\$ 10,000	\$ 10,000							\$ 10,000	
505-90 Total			Waste Water Treatment Plant Total				\$ 3,257,684	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,757,684	\$ -
Solid Waste Operations															
322	542550	Heavy equip	Side loader garbage truck	New	1	\$ 400,000	\$ 400,000				\$ 400,000				
540-85 Total			Solid Waste Department Total				\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -
Grand Total							\$ 52,256,750	\$ 3,991,258	\$ 178,000	\$ 9,803,594	\$ 4,623,159	\$ 2,000,000	\$ 9,922,676	\$ 21,738,063	\$ -

BID TABULATION
CITY/COUNTY
PROJECT
IFB# XXXX

				(1) JW Oliver Construction, INC.		(2) The Scruggs Company		(3) East Coast Asphalt, LLC		(4) Reeves Construction Company	
Line Item	Item Description	Quantity	Unit	Unit Price (1)	Amount (1)	Unit Price (2)	Amount (2)	Unit Price (3)	Amount (3)	Unit Price (4)	Amount (4)
ROADWAY ITEMS											
1	TRAFFIC CONTROL	1	LS	\$ 25,000.00	\$ 25,000.00	\$ 17,957.53	\$ 17,957.53	\$ 141,750.00	\$ 141,750.00	\$ 103,741.83	\$ 103,741.83
2	MOBILIZATION	1	LS	\$ 91,827.32	\$ 91,827.32	\$ 16,542.78	\$ 16,542.78	\$ 7,500.00	\$ 7,500.00	\$ 6,612.13	\$ 6,612.13
3	GRADING COMPLETE	1	LS	\$ 179,000.00	\$ 179,000.00	\$ 203,955.55	\$ 203,955.55	\$ 440,119.00	\$ 440,119.00	\$ 175,375.03	\$ 175,375.03
4	GR AGGR BASE CRS, 8 INCH, INC., MATL	10,310	SY	\$ 22.98	\$ 236,923.80	\$ 27.99	\$ 288,576.90	\$ 24.75	\$ 255,172.50	\$ 33.71	\$ 347,550.10
5	RECYCLED ASPH CONC LEVELING, INCL BITUM MATL & H LIME	205	TN	\$ 143.25	\$ 29,366.25	\$ 144.90	\$ 29,704.50	\$ 145.00	\$ 29,725.00	\$ 192.45	\$ 39,452.25
6	RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 1 OR 2, INCL BITUM MATL & H LIME	1,465	TN	\$ 145.25	\$ 212,791.25	\$ 135.97	\$ 199,196.05	\$ 142.00	\$ 208,030.00	\$ 153.70	\$ 225,170.50
7	RECYCLED ASPH CONC 19 MM SUPERPAVE, GP 1 OR 2,INCL BITUM MATL & H LIME	1,135	TN	\$ 145.25	\$ 164,858.75	\$ 122.64	\$ 139,196.40	\$ 138.27	\$ 156,936.45	\$ 149.90	\$ 170,136.50
8	TACK COAT	1,083	GL	\$ 5.80	\$ 6,281.40	\$ 4.42	\$ 4,786.86	\$ 3.00	\$ 3,249.00	\$ 3.00	\$ 3,249.00
9	CONC CURB & GUTTER, 8 IN X 30 IN, TP 2	320	LF	\$ 26.00	\$ 8,320.00	\$ 48.03	\$ 15,369.60	\$ 35.00	\$ 11,200.00	\$ 42.09	\$ 13,468.80
10	CONC SIDEWALK, 4 IN	2,780	SY	\$ 65.25	\$ 181,395.00	\$ 84.96	\$ 236,188.80	\$ 54.00	\$ 150,120.00	\$ 53.78	\$ 149,508.40
11	HANDRAIL	470	LF	\$ 90.00	\$ 42,300.00	\$ 77.89	\$ 36,608.30	\$ 105.00	\$ 49,350.00	\$ 109.31	\$ 51,375.70
12	GUARDRAIL, TP W	1,040	LF	\$ 43.00	\$ 44,720.00	\$ 45.85	\$ 47,684.00	\$ 42.00	\$ 43,680.00	\$ 30.10	\$ 31,304.00
13	GUARDRAIL ANCHORAGE, TYPE 1	2	EA	\$ 2,500.00	\$ 5,000.00	\$ 2,620.09	\$ 5,240.18	\$ 2,400.00	\$ 4,800.00	\$ 1,753.69	\$ 3,507.38
14	GUARDRAIL TERMINAL, TP I2A - 31", TANGENT, ENERGY-ABSORBING	2	EA	\$ 4,500.00	\$ 9,000.00	\$ 4,803.50	\$ 9,607.00	\$ 4,400.00	\$ 8,800.00	\$ 3,273.55	\$ 6,547.10
DRAINAGE ITEMS										\$ -	
15	STORM DRAIN PIPE, 24 IN, H 1-10	79	LF	\$ 96.00	\$ 7,584.00	\$ 139.10	\$ 10,988.90	\$ 90.00	\$ 7,110.00	\$ 193.59	\$ 15,293.61
16	STORM DRAIN PIPE, 30 IN, H 1-10	105	LF	\$ 149.00	\$ 15,645.00	\$ 162.53	\$ 17,065.65	\$ 126.00	\$ 13,230.00	\$ 141.18	\$ 14,823.90
17	STORM DRAIN PIPE, 48 IN, H 1-10	65	LF	\$ 285.00	\$ 18,525.00	\$ 399.68	\$ 25,979.20	\$ 325.00	\$ 21,125.00	\$ 172.34	\$ 11,202.10
18	DROP INLET, GP 1	2	EA	\$ 6,990.00	\$ 13,980.00	\$ 5,218.27	\$ 10,436.54	\$ 7,500.00	\$ 15,000.00	\$ 14,540.64	\$ 29,081.28
SIGNING & MARKING ITEMS										\$ -	
19	THERMOPLASTIC SOLID TRAFFIC STRIPE, 24 IN, WHITE	85	LF	\$ 10.00	\$ 850.00	\$ 9.83	\$ 835.55	\$ 15.00	\$ 1,275.00	\$ 10.52	\$ 894.20
20	THERMOPLASTIC SOLID TRAF STRIPE, 5 IN, WHITE	2.16	LM	\$ 3,135.00	\$ 6,771.60	\$ 3,111.36	\$ 6,720.54	\$ 2,800.00	\$ 6,048.00	\$ 3,332.00	\$ 7,197.12
21	THERMOPLASTIC SOLID TRAF STRIPE, 5 IN, YELLOW	1.85	LM	\$ 3,135.00	\$ 5,799.75	\$ 3,111.35	\$ 5,756.00	\$ 2,800.00	\$ 5,180.00	\$ 3,332.01	\$ 6,164.22
22	THERMOPLASTIC SKIP TRAF STRIPE, 5 IN, WHITE	0.028	GLM	\$ 2,065.00	\$ 57.82	\$ 2,193.21	\$ 61.41	\$ 2,000.00	\$ 56.00	\$ 2,348.93	\$ 65.77
23	THERMOPLASTIC SOLID TRAF STRIPE, 12 IN, WHITE	440	LF	\$ 5.50	\$ 2,420.00	\$ 4.91	\$ 2,160.40	\$ 8.50	\$ 3,740.00	\$ 5.26	\$ 2,314.40
24	HIGHWAY SIGNS,TP 1 MATL, REFL SHEETING, TP 9	20	SF	\$ 40.00	\$ 800.00	\$ 38.21	\$ 764.20	\$ 35.00	\$ 700.00	\$ 40.92	\$ 818.40
25	HIGHWAY SIGNS,TP 1 MATL, REFL SHEETING, TP 11	35	SF	\$ 39.00	\$ 1,365.00	\$ 41.48	\$ 1,451.80	\$ 38.00	\$ 1,330.00	\$ 44.43	\$ 1,555.05
26	GALV STEEL POSTS, TP 8	90	LF	\$ 36.00	\$ 3,240.00	\$ 38.21	\$ 3,438.90	\$ 35.00	\$ 3,150.00	\$ 40.92	\$ 3,682.80
EROSION CONTROL ITEMS											
27	TEMPORARY GRASSING	5.92	AC	\$ -	\$ -	\$ -	\$ -	\$ 750.00	\$ 4,440.00	\$ -	\$ -
28	CONSTRUCT AND REMOVE CONSTRUCTION EXITS	1	EA	\$ 7,000.00	\$ 7,000.00	\$ 3,848.14	\$ 3,848.14	\$ 3,500.00	\$ 3,500.00	\$ 5,298.76	\$ 5,298.76
29	CONSTRUCT AND REMOVE SILT CONTROL GATE, TP3	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 1,064.19	\$ 1,064.19	\$ 375.00	\$ 375.00	\$ 1,753.69	\$ 1,753.69
30	CONSTRUCT AND REMOVE RIP RAP CHECK DAMS, STONE PLAIN RIP RAP/SAND BAGS	35	EA	\$ 400.00	\$ 14,000.00	\$ 889.30	\$ 31,125.50	\$ 450.00	\$ 15,750.00	\$ 1,453.93	\$ 50,887.55
31	CONSTRUCT AND REMOVE INLET SEDIMENT TRAP	13	EA	\$ 400.00	\$ 5,200.00	\$ 256.33	\$ 3,332.29	\$ 175.00	\$ 2,275.00	\$ 467.65	\$ 6,079.45
32	WATER QUALITY INSPECTIONS	6	MO	\$ 800.00	\$ 4,800.00	\$ 1,182.67	\$ 7,096.02	\$ 500.00	\$ 3,000.00	\$ 1,169.13	\$ 7,014.78

BID TABULATION
CITY/COUNTY
PROJECT
IFB# XXXX

33	TEMPORARY SILT FENCE, TYPE A	10,789	LF	\$ 3.50	\$ 37,761.50	\$ 4.09	\$ 44,127.01	\$ 4.00	\$ 43,156.00	\$ 4.03	\$ 43,479.67
34	PERMANENT GRASSING	5.92	AC	\$ -	\$ -		\$ -	\$ 1.00	\$ 5.92	\$ -	\$ -
35	SOD	28,629	SY	\$ 7.65	\$ 219,011.85	\$ 7.47	\$ 213,858.63	\$ 7.00	\$ 200,403.00	\$ 16.37	\$ 468,656.73
36	FLARED END SECTION 24 IN, STORM DRAIN	2	EA	\$ 2,210.00	\$ 4,420.00	\$ 1,364.22	\$ 2,728.44	\$ 1,600.00	\$ 3,200.00	\$ 1,684.97	\$ 3,369.94
37	FLARED END SECTION 30 IN, STORM DRAIN	4	EA	\$ 2,402.00	\$ 9,608.00	\$ 1,487.53	\$ 5,950.12	\$ 1,800.00	\$ 7,200.00	\$ 1,972.70	\$ 7,890.80
38	FLARED END SECTION 48 IN, STORM DRAIN	2	EA	\$ 4,550.00	\$ 9,100.00	\$ 3,496.71	\$ 6,993.42	\$ 5,000.00	\$ 10,000.00	\$ 2,646.32	\$ 5,292.64
39	STN DUMPED RIP RAP, TP 3, 12 IN	5.4	SY	\$ 225.00	\$ 1,215.00	\$ 249.21	\$ 1,345.73	\$ 200.00	\$ 1,080.00	\$ 943.76	\$ 5,096.30
TOTAL				\$	1,626,938.29	\$	1,657,743.03	\$	1,882,760.87	\$	2,024,911.88
TOTAL NOTARIZED PROPOSAL AMOUNT				\$	1,578,523.49	\$	1,657,743.03	\$	1,882,760.87	\$	2,024,911.88



301 Sea Island Road Suite 10, St. Simons Island, GA 31522
912-638-9681 Office 912-289-0339 Fax

September 17, 2025

City of Kingsland
Attn: Hannah Smith, Purchasing Agent
107 South Lee Street
Kingsland, GA 31548

**Re: Lakes Blvd East Improvements
RFP# COK 25-030**

Mrs. Smith:

Roberts Civil Engineering has reviewed four bid submittals tendered for the above-referenced project and recommends the project be awarded to J W Oliver Construction Company. At a total of \$ 1,578,523.49, the J W Oliver Construction Company was \$ 79,220 below the price of the next respondent bidder. J W Oliver has extensive land development and paving experience including a multitude of projects in most southeast Georgia counties. Upon contract execution and a notice to proceed, the project should be completed within 120 days.

Please notify us of the Council's decision to move forward with the project, including the date of approval and affirmation of the contractor selected. Upon receiving this information, we will proceed with the execution of the contract documents and issue a notice to proceed.

Sincerely,

A handwritten signature in blue ink that reads 'William M. Weeks'. The signature is fluid and cursive, with the first and last names being more prominent.

William M. Weeks
Project Manager
bweeks@robertscivilengineering.com

Cc: Mr. Lee Spell



Bid Tabulation
Construction of Police Headquarters
9/16/2025

Vendors	Total Cost	Additional Items	
		Unit Cost per 50cy Unsuitable Soils Removal	Upgrade on Windows
B. James Construction	\$4,747,000.00	\$2,000.00	\$0.00
Bent Pine Construction	\$5,625,327.00	\$3,000.00	\$40,000.00
Jerry L. Johnson & Associates	\$5,625,327.00	\$8,350.00	\$15,488.00
Albion	\$5,938,000.00	\$3,350.00	\$46,000.00
Place Services Inc	\$6,211,536.00	\$4,250.00	\$35,000.00



Skylight Systems · Specialty Architectural Products · Canopies

PROPOSAL and CONTRACT

TO: Lee Spell
City of Kingsland, GA

DATE: 9-17-25

PROJECT: Kingsland Commerce Building Skylights

W.S. Nielsen Co., Inc. (hereinafter "WSN") proposes and agrees to perform the following work in accordance with the terms and conditions set forth in this 3-page Proposal.

GENERAL DESCRIPTION OF THE RENOVATION SCOPE: Furnish materials, tools, equipment & manpower to fully re-glaze all (3) existing low slope ridge skylights with new Low-E Coated Insulated Laminated Glazing. Also includes cleaning all internal gutter/weep system in the skylight system as well as applying 100% wet seal to all glazing perimeters and metal to metal connections. Glass Color to be Solar Cool Blue, a physical sample will be provided for approval prior to ordering new glass.

QUALIFICATIONS:

- W.S. Nielsen Company is a skylight & specialty Company and not a general contractor. We are proposing to do specified *skylight related work only* and will coordinate that effort with the Owner/City.
- Includes all required hoisting and materials handling.
- Includes 1-year Workmanship Warranty.
- Includes Manufacturer's Standard 10-Year Glass Warranty.
- Includes disposal of all demoed materials to an on-site dumpster provided by city/owner.
- Includes all Fall Protection requirements per W.S. Nielsen Company Safety Manual.
- Daily access to the work areas to be provided by Owner/City.
- This proposal is subject to the use of the AIA 401, 1997 edition, or such other terms acceptable to W.S. Nielsen Company, Inc.

EXCLUSIONS:

- Responsibility for or modifications to As-built Conditions unless noted.
- Night work/Weekend Work.
- Multiple Mobilizations.
- Pedestrian Control below work area.
- Modification or Reconstruction of the existing skylight frame.
- Modification or Reconstruction of the existing skylight curb.
- Flashing/Roofing Tie-in to existing curbs.
- Any adjacent building repairs to surrounding structure.
- Permits, fees and testing of any kind unless noted. Customer is liable for structure/Curbs being able to withstand loads/force imposed by skylights.
- Final cleaning. New materials will be installed clean.
- Any items not specifically included in this proposal are to be considered excluded from this proposal.
- WSN assumes no liability for failure of the customer to review and qualify the enclosed information.

"Your Quality and Service Leader"

TERMS: 50% Down, 50% Upon Completion of Work.

SCHEDULE: Allow 6-10 weeks for materials after approvals.

PRICE: INCLUDING, MATERIALS, SALES TAX, FREIGHT
AND NON-UNION INSTALLATION FOR THE SUM OF: **\$76,820.00**

Please add 1.5% to the total above to provide a payment & performance bond.

Payment to be made in accordance with paragraph 2 of the Terms and Conditions. All payments are to be made to WSN at its office addressed stated above either by hand delivery, first-class mail or overnight delivery. WSN shall not be responsible for payments made to salesmen or agents.

All work is to be completed in a workmanlike manner according to standard practices. All agreements are contingent upon strikes, accidents or delays beyond WSN's control. Owner is to carry fire, tornado and other necessary insurance. WSN's workers are fully covered by Workman's Compensation Insurance.

Note: This proposal expires if not accepted within 30 days, and this Proposal is subject to revision or withdrawal by WSN until acceptance and may be revised or withdrawn if an inadvertent error by WSN has occurred.

ACCEPTANCE OF PROPOSAL – The above prices, specifications, and terms and conditions (on this and the reverse side) are satisfactory and hereby accepted. WSN is authorized to do the work as specified.

Date of Acceptance: _____ Signature _____

I appreciate the opportunity of submitting this proposal and look forward to working with you on this project. Please let me know if you have any questions.

W. S. NIELSEN COMPANY, INC.

By: _____
Dane Nielsen
Renovation & Re-Construction

THE ATTACHED "TERMS AND CONDITIONS" ARE A PART OF THE PROPOSAL AND CONTRACT.

TERMS AND CONDITIONS

1. **Entire Agreement.** This Proposal and Contract shall be the entire agreement between the CLIENT and WSN, notwithstanding any previous communications and negotiations, whether oral or written, there being no covenants or agreements, inducements, guarantees, warranties or considerations, other than as set out herein. Acceptance shall be complete and the contract binding when signed by the CLIENT or his representative and an authorized representative of WSN. Any changes in this Proposal and Contract must be approved in writing by an officer of WSN.
2. **Payment.** Existing use and sales taxes applicable at the date of this Proposal and Contract are included in the quoted price. Any additional taxes upon materials or services furnished will be paid by CLIENT. The contract sum and unit prices quoted in this Proposal and Contract are based upon current costs and conditions. CLIENT shall pay the contract sum as set forth in the Proposal and Contract and shall pay any unit price work, additional charges for taxes, changed conditions, material escalation, additional or extra work within one (1) month of substantial completion of the work. If substantial completion is not completed within one (1) month, progress payments for work performed each month shall be paid by the tenth (10th) of the month for work performed during the previous calendar month. All sums not paid when due shall bear interest at the rate of one and a half percent (1½%) per month (or the maximum legal rate permitted by law if less). If CLIENT does not make payment when due, CLIENT agrees to pay all costs and expenses incurred in the collection of any unpaid sums, including reasonable attorney's fees. If a manufacturer's guarantee is to be issued, a delay by the manufacturer in the processing and formal issuance of a manufacturer's guarantee document shall not be cause to delay the CLIENT's payment to WSN.
3. **Work Stoppage.** The failure of CLIENT to make any payment to WSN when due shall, in addition to all other rights, constitute a material breach of contract and shall entitle WSN, at its sole election, to suspend all work and shipments until payment is made, including interest and collection costs. In the event of work stoppage for any reason, CLIENT shall provide for protection of and be responsible for any damage, warping, wrecking or loss of material on premises. The time period shall be accordingly extended, and the contract sum to be paid WSN shall be increased by the amount of WSN's reasonable costs of shut-down, demobilization and remobilization, delay and start-up.
4. **Delays.** Neither WSN nor CLIENT shall be responsible for damages or delays caused by circumstances beyond its reasonable control, such as weather conditions, labor disputes and unavailability of materials. However, if CLIENT interferes with or interrupts WSN in the performance of its work during work hours, it is agreed that the CLIENT shall pay all extra expenses involved in making up the time lost, including, but not limited to, overtime and/or idle time and/or extra traveling expenses caused thereby.
5. **Extra Work.** Any work which is performed with CLIENT's knowledge or consent and which is not included on the reverse side shall be deemed as extra, quoted separately and shall be paid for accordingly. Re-mobilizations to the job site are extra work unless qualified.
6. **Pre-existing Conditions and Asbestos.** WSN shall not be responsible or liable for damages resulting from pre-existing conditions, including, but not limited to, defective or insufficient structural elements of the building, building movement, settlement, deflection, deterioration or decomposition of walls, foundations or substrate, or the infiltration or condensation of moisture in, through or around the walls, coping, building structure, or other building elements, which existed prior to WSN's commencement of work. While WSN will seek to minimize any such damage, it is understood that where such deteriorated conditions exist, the normal performance of work on the roof may result in damage. This Proposal and Contract is based upon the materials to be removed by WSN do not include or contain asbestos or other toxic materials and that asbestos-containing or toxic materials will not be encountered or disturbed during the course of performing the work. If materials containing asbestos are encountered in the performance of the work, WSN shall not be responsible or liable for any claims associated with such asbestos and CLIENT agrees to hold harmless and indemnify WSN against any such claims or losses resulting from asbestos found on CLIENT's premises.
7. **Warranty.** WSN's work will be warranted by WSN in accordance with its standard commercial warranty (if a commercial project) or standard LIMITED residential warranty (if a residential project), which is made a part of this Proposal and Contract and incorporated by reference. A copy of WSN's standard warranty is attached or, if not, will be furnished upon request. **WSN SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES.** The acceptance of this Proposal and Contract by the CLIENT signifies his agreement that this warranty shall be and is the exclusive remedy against WSN for all defects in material and workmanship furnished by WSN. A manufacturer's warranty shall be furnished to CLIENT if a manufacturer's warranty is called for on the face of this Proposal and Contract. It is expressly agreed that in the event of any defects in the materials furnished pursuant to this Proposal and Contract, CLIENT shall have recourse only against the manufacturer of such material.
8. **Access to Work and Working Hours.** CLIENT shall grant free and open access to work areas for workmen and vehicles and shall allow areas for storage of materials and debris. CLIENT agrees to keep driveways clear and available for movement and parking of trucks during normal work hours. WSN shall not be responsible for keeping gates closed for animals or children. WSN shall not be responsible for reasonable wear and tear to driveways, walks, lawns, shrubs or other vegetation by movement of trucks, men, equipment, materials, debris, etc. This Proposal and Contract is based upon the performance of all work during WSN's regular working hours, and extra charges will be made for all work performed other than during WSN's regular working hours, if required by CLIENT.
9. **Working Conditions.** WSN shall not be required to install its material either (a) under conditions contrary to manufacturer's instructions; (b) under adverse weather conditions; (c) under conditions which are generally unacceptable in the trade; or (d) where jobsite conditions are not suitable for orderly, efficient and proper installation of materials. WSN shall not be required to provide or be responsible for the installation or erection of temporary weather protection facilities.
10. **Labor and Materials.** WSN agrees to furnish labor and materials either directly or through sub-contractors retained by WSN to complete the work as specified on the reverse side.
11. **Insurance.** Worker's compensation, general liability and such other insurance, as is required by law, will be carried by WSN from the beginning to the completion of the work. CLIENT shall purchase and maintain builder's risk and property insurance upon the entire work at the site to the full insurable value thereof, including the labor and materials furnished by WSN.
12. **Utilities.** CLIENT shall furnish at no cost to WSN all required electric, gas and/or water service.
13. **Title to Property.** Title of this property is recorded in the name(s) of the CLIENT stated on the reverse side unless otherwise noted. CLIENT agrees that, inasmuch as the equity in this property is a consideration for WSN performing work to improve the property, said property will not be sold or title transferred until full payment to WSN has been made.
14. **Credit Information.** WSN reserves the right to obtain credit information on the CLIENT. If WSN finds in its opinion that the CLIENT's credit is unsatisfactory, then this Proposal and Contract shall not be binding upon WSN.
15. **Variances and Zoning.** CLIENT shall be responsible for variances and zoning changes required in connection with the work provided for hereunder.
16. **Final Acceptance of Work.** Upon completion, CLIENT shall have the opportunity to inspect WSN's work. If CLIENT believes that WSN's work is incomplete or unsatisfactory in some manner, CLIENT shall so inform WSN in writing at that time. Otherwise, WSN's work shall be deemed accepted.
17. **Disputes.** At the discretion and sole election of WSN, WSN may require that all disputes, claims or demands, of whatever kind, be resolved by arbitration, administered by and in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association (the "AAA"). This Proposal and Contract, and all rights, responsibilities, and liabilities arising therefrom, shall be governed and construed in accordance with the laws of the State of Georgia, and any litigation or arbitration arising out of this Proposal and Contract shall be brought, maintained and administered in Forsyth County. Should WSN be successful, in part or whole, in prosecuting or defending any lawsuit or arbitration, then WSN shall be entitled to recover its litigation and arbitration expenses, including expert and attorney's fees, as well as any expenses incurred in any appeal therefrom.
18. **Force Majeure.** If the commencement, progress, or completion of WSN's work is delayed, impacted, disrupted, hindered, or more costly to perform by any act or omission of the CLIENT, its design professionals, other contractors, their respective representatives, employees, agents, or any other person or entity employed by the CLIENT, its design professionals or other contractors, or by changes or alterations in the work, unforeseen or changed conditions, or by any condition or circumstance over which WSN has no control, whether known or unknown, foreseeable or unforeseeable, including but not limited to, acts of God, weather, winds, floods, riots, strikes, labor shortages, labor stoppages or lockouts, boycotts, accidents, material shortages, changes in market conditions, explosions, governmental actions, tariffs, embargos, epidemics, pandemics, fires, hurricanes, acts of the public enemy, wars, price escalations, or latent conditions, then WSN shall be entitled to an equitable adjustment and WSN may, at its option, cancel, in whole or part, any unfinished work.
19. **Notice Requirement.** For residential and condominium projects: GEORGIA LAW CONTAINS IMPORTANT REQUIREMENTS YOU MUST FOLLOW BEFORE YOU MAY FILE A LAWSUIT OR OTHER ACTION FOR DEFECTIVE CONSTRUCTION AGAINST THE CONTRACTOR WHO CONSTRUCTED, IMPROVED, OR REPAIRED YOUR HOME. NINETY DAYS BEFORE YOU FILE YOUR LAWSUIT OR OTHER ACTION, YOU MUST SERVE ON THE CONTRACTOR A WRITTEN NOTICE OF ANY CONSTRUCTION CONDITIONS YOU ALLEGE ARE DEFECTIVE. UNDER THE LAW, A CONTRACTOR HAS THE OPPORTUNITY TO MAKE AN OFFER TO REPAIR OR PAY FOR THE DEFECTS OR BOTH. YOU ARE NOT OBLIGATED TO ACCEPT ANY OFFER MADE BY A CONTRACTOR. THERE ARE STRICT DEADLINES AND PROCEDURES UNDER STATE LAW, AND FAILURE TO FOLLOW THEM MAY AFFECT YOUR ABILITY TO FILE A LAWSUIT OR OTHER ACTION.
20. **Indemnification.** To the fullest extent permitted by law, CLIENT shall defend, indemnify and hold WSN and its officers, directors, employees and agents wholly harmless from any claims, demands, liabilities, damages, costs, suits by any person or persons, losses, and expenses, including attorneys' fees, arising out of or resulting from the execution of or in connection with the work, including liability for any negligence of a party indemnified hereunder, provided the negligent act was not the sole negligence of a party indemnified hereunder.
21. **Price Escalation.** Materials, goods and products are sometimes subject to price volatility and availability due to political, economic and other conditions that are beyond the control of WSN. If there is a price increase in any of the materials, goods or products between the date of this Proposal and Contract and the time when the work is performed, the amount of this Proposal and Contract may be increased to reflect the additional cost actually incurred by WSN to obtain the materials, goods and products, plus reasonable overhead and profit, upon submission of written documentation.
22. **Covid-19, Pandemic, or Epidemic.** This Proposal and Contract does not include or account for any impacts resulting from or concerning Covid-19, other pandemics, or epidemics, including, but not limited to, time and cost impacts on or relating to: (i) material (whether occurring during or the result of procurement, production, delivery, price escalation), (ii) labor (e.g., whether due to shortages, absenteeism, inefficiencies, labor rate escalation), (iii) equipment (e.g., whether occurring during or the result of procurement, production, delivery, price escalation), (iv) sanitary precautions or safeguards, (v) social distancing measures, (vi) personal protection equipment, (vii) travel restrictions, (viii) general conditions and overhead, and (ix) delay, disruption, or inefficiency. WSN shall be entitled to an equitable adjustment for demonstrated impacts.
23. **Disclosure.** WSN is not a professional engineer or architect nor does WSN have a certificate of authority to practice engineering or architectural. To the extent WSN is to provide any design services—which must be expressly and clearly required—all design services will be subcontracted to an engineering or architectural firm where all design services shall be performed by a duly licensed and registered architect or engineer in compliance with the licensing law requirements. The design professionals shall provide the standard of care, skill, judgment, and diligence that are ordinarily exercised or expected of other design professionals under similar circumstances. All responsibilities, performance criteria and warranties will be subject to the foregoing professional standard.

THE ATTACHED "TERMS AND CONDITIONS" ARE A PART OF THE PROPOSAL AND CONTRACT.



Bid Tabulation
Curved in Place Pipe Trenchless Repairs
8-Sep-25

Vendors	Total Cost
Nu-Pipe	\$72,328.00
Southeast Pipe	\$110,200.00
Insituform	\$140,000.00
Gulf Coast Underground	\$241,784.00

RESOLUTION 2025-12
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KINGSLAND
AUTHORIZING THE EXERCISE OF EMINENT DOMAIN TO ACQUIRE A
PERMANENT EASEMENT FOR RIGHT-OF-WAY PURPOSES OVER PROPERTY
IDENTIFIED AS CAMDEN COUNTY TAX PARCEL 107 007P

WHEREAS, the City of Kingsland has determined that it is necessary to acquire for right-of-way purposes a portion of that property identified as Camden County Tax Parcel 107 007P, which parcel is located at 1398 E. Boone Street, Kingsland, GA 31548;

WHEREAS, the subject property is owned by OK Plaza II, LLC and is further identified in that certain limited warranty deed recorded in Deed Book 1992, Page 703 in the Office of the Camden County Superior Court;

WHEREAS, acquisition of real property for use a public right-of-way is a permissible “public use” for which eminent domain can be used to acquire said property;

WHEREAS, O.C.G.A. § 32-3-1, *et seq.* authorizes municipalities to utilize the declaration of taking method of eminent domain to acquire private property interests for any “public transportation purpose”;

WHEREAS, the City Council of the City of Kingsland desires to proceed with acquiring the property using the declaration of taking method as authorized by law, which ensures that the City may immediately begin work within the area to be acquired upon filing a Declaration of Taking in the Superior Court, subject to the property owner’s ability to contest the compensation offered; and

WHEREAS, all statutory prerequisites for the exercise of eminent domain have been satisfied;

WHEREAS, the City Council finds that the use of eminent domain in these circumstances is necessary and in the public interest.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KINGSLAND, as follows:

1. The City Council hereby authorizes the exercise of eminent domain to acquire such portions of the property identified as Camden County Tax Parcel 107 007P, located at 1398 East Boone Street, Kingsland, Georgia 31548, as are necessary for the right-of-way purposes described above. The subject property is owned by OK Plaza II, LLC and is further described in that certain Limited Warranty Deed recorded in Deed

Book 1992, Page 703, in the records of the Clerk of Superior Court of Camden County, Georgia.

2. The City shall proceed with acquiring the easement using the declaration of taking method pursuant to O.C.G.A. § 32-3-1, *et seq.* ensuring compliance with all applicable procedural requirements.

3. The City Attorney is directed to prepare and file all necessary documents, including the Declaration of Taking, and to take any further actions required to complete the acquisition.

4. This Resolution shall become effective immediately upon its adoption.

ADOPTED, this 22nd day of September, 2025.

By: _____
Dr. C. Grayson Day, Jr., Mayor

Attest: _____
Jean Seigler Horne, City Clerk
(SEAL)

**GEORGIA DEPARTMENT OF NATURAL RESOURCES
COASTAL RESOURCES DIVISION
COASTAL INCENTIVE GRANT AWARD AGREEMENT
CYCLE _____**

This Coastal Incentive Grant (“CIG”) Award Agreement is entered into as of this ____ day of _____, 20____, between the Georgia Department of Natural Resources, Coastal Resources Division (“GADNR, CRD”), _____ (“Subgrantee”). In consideration of the mutual promises and terms and conditions set forth in this CIG Award Agreement, the parties covenant and agree as follows:

A. DEFINITIONS

“Final/Technical Report” means a written comprehensive summary of all processes, progress, and/or results of technical or scientific research conducted throughout the duration of the project.

“Full Application” means the complete, detailed grant proposal that invited applicants submit after their pre-application is approved. It includes the expanded project description, goals, timeline, detailed budget and budget narrative, required forms, and supporting documents (like letters of support and match confirmations).

“Grant Program” means the Coastal Incentive Grant Program as set forth in Chapter 391-2-5-.01 of the Rules and Regulations of the State of Georgia.

“Intellectual Property” means patentable inventions, including patentable business methods and processes, copyright-able materials, trademarks, software, and trade secrets.

“Life of the Project” is twenty (20) years after completion of the Project Services and includes expected repairs to a facility.

“Match Funds” means the minimum amount the Subgrantee is committed to provide as non-federal match funds in the Subgrantee’s Application.

“OMB” means the federal Office of Management and Budget.

“Pay Request” means Subgrantee’s invoice along with all supporting documents for reimbursement of allowable expenses incurred performing the Projects Services submitted to GADNR, CRD submitted through an electronic platform and approved by GADNR-CRD.

“Project Services” means the deliverables required under this CIG Award Agreement, included in the full application and the special conditions set forth in the attached Exhibit A.

“Records” means Subgrantee’s books, records, documents, and other evidence pertaining to the costs and expenses of Subgrantee’s performance of the Project Services.

“Reimbursable Amount” means the maximum amount established in Section F that GADNR, CRD will pay to Subgrantee under this CIG Award Agreement on a reimbursable basis for allowable expenses incurred performing the Project Services.

“Reimbursable Cost(s)” means the portion of Subgrantee’s Request for Reimbursement that is approved by GADNR, CRD for reimbursement of allowable expenses Subgrantee incurs in the performance of the Project Services.

“Status Report” means a report completed semi-annually through project completion using the pre- fillable electronic form on the required platform.

“Subgrantee’s Application” means the Coastal Incentive Grant (CIG) Full Application attached as Exhibit A to this CIG Award Agreement.

B. PURPOSE

The purpose of the Coastal Incentive Grant program is to provide financial assistance in the form of grants to eligible county and municipal governments, state agencies other than GADNR, CRD and educational and research institutions for projects that further the mission of the Coastal Management Program. After review and evaluation of Subgrantee’s application, GADNR, CRD determines that Subgrantee is an eligible entity, and that Subgrantee’s Full Application meets the qualifications and requirements for financial assistance in accordance with the CIG program. Funding for this contract is provided through Cooperative Agreement_____ awarded by the National Oceanic and Atmospheric Administration (CFDA #11.419) to the Georgia Department of Natural Resources, Coastal Resources Division through sub award () to the **Subgrantee**.

C. AWARD

GADNR, CRD awards a financial assistance subgrant to Subgrantee consistent with the terms of this CIG Award Agreement. Subgrantee accepts the award of financial assistance subgrant and will comply with the terms and conditions of this CIG Award Agreement. Subgrantee will complete all project services in a manner reasonably satisfactory to GADNR, CRD.

The following provision applies if this CIG Award Agreement is for a 306A low-cost construction project and survives beyond the term of this project provided for in Section D: Funds shall only be used for projects on publicly owned or leased land, or land for which a public easement has been obtained. If the property is subject to a reversionary clause and reverts, then the Subgrantee shall reimburse GADNR, CRD for the full amount of funds received for the project. If the land ceases to be available, or the project ceases to be used, for the intended use at any time during the Life of the Project, the Subgrantee shall reimburse GADNR, CRD the full amount of the funds received for the project.

D. TERM

The initial term of this CIG Award Agreement begins on October 1, 20__ and continues until September 30, 20__ or until the Project Services required under this CIG Award Agreement are completed, whichever is earlier. GADNR, CRD reserves the right, in its sole discretion, to extend the term of this CIG Award Agreement, if the extension is determined to be in the best interest of GADNR, CRD. Any extension is contingent upon the availability

of funds lawfully appropriated and applicable to the deliverables described in the Full Application.

E. TIME OF PERFORMANCE

Time is of the essence in the performance of this CIG Award Agreement. Subgrantee will submit a semi-annual “Status Report” and a “Final/Technical Report” to GADNR, CRD in accordance with the following schedule and in a format provided by the Grant Program:

- Status Report(s) are due semi-annually starting April __, 20__ for the duration of project.
- Final/Technical Report is also due no more than seven (7) days after completion of the Project Services or any earlier expiration or termination date.

F. REIMBURSABLE AMOUNT

GADNR, CRD will reimburse Subgrantee a maximum of _____ for allowable expenses Subgrantee incurs in the performance of the Project Services.

G. MATCH FUNDS

Subgrantee will contribute a minimum of _____ in Match Funds toward its performance of the project services. The Subgrantee will include summary information concerning its contribution to the Match Funds in the Final/Technical Report submitted to GADNR, CRD under this CIG Award Agreement. If the Reimbursable Costs that are payable to the Subgrantee are less than the maximum Reimbursable Amount, Subgrantee is only obligated to contribute Match Funds in the same ratio as the actual Reimbursable Costs is to the maximum Reimbursable Amount.

H. DISBURSEMENT OF AWARD

- (1) GADNR, CRD, in its reasonable discretion, will determine when Subgrantee’s performance of the Project Services is satisfactory and complete. However, the final disbursement shall not occur until the Final/Technical Report and all deliverables and work products are approved by GADNR, CRD.
- (2) If Subgrantee is a local government, the disbursement of funds under this CIG Award Agreement is contingent upon Subgrantee’s status as a Qualified Local Government under the Georgia Planning Act (O.C.G.A § 50-8-1 *et seq.*) and compliance with the audit requirements of O.C.G.A § 36-81-7.
- (3) GADNR, CRD reserves the right to withhold disbursement of funds and require the return of all funds previously disbursed if Subgrantee fails to fulfill its obligations under this CIG Award Agreement or fails to comply with the requirements of the Georgia Planning Act or the audit requirements, if applicable.
- (4) Subgrantee will submit a “Pay Request” for Reimbursement upon completion of the

Project Services. When requested, Subgrantee must include documentation satisfactory to GADNR, CRD to support all expenditures associated with the Pay Request. The Pay Request will certify that Subgrantee is certifying that the requested have been utilized by Subgrantee solely in the performance of the Project Services and that copies of records, documents and other evidence (including without limitation purchase orders, agreements, canceled checks, invoices, bills of lading and the like) sufficiently supporting the requested funds are maintained at Subgrantee's place of business and are available for review by GADNR, CRD, the State Auditor or either's representative during normal business hours. A Pay Request for reimbursement must be submitted through the online portal. If you should have any questions, contact the following person:

Grants Specialist:

Shyathia "Shy" Duncan (912) 602-8302

Shyathia.duncan1@dnr.ga.gov

- (5) Upon acceptance of the Project Services and receipt of all required documentation, GADNR, CRD will conduct its review of the Pay Request along with all supporting documents, information, and deliverables. Upon completion of its review, GADNR, CRD will provide electronic notification to Subgrantee as to which portion(s) of the Pay Request are Reimbursable Costs. Except as otherwise provided in this CIG Award Agreement, GADNR, CRD will promptly pay the Reimbursable Costs after GADNR, CRD's written notification to Subgrantee of its approval. In no event is Subgrantee entitled to receive more than the Reimbursable Amount.

- (6) GADNR, CRD will send payment of the Reimbursable Costs to the attention of the following person(s):

NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

Subgrantee may designate a different person(s) to receive payment by written notice to GADNR, CRD.

I. STATUS REPORTS

Subgrantee will provide GADNR, CRD with one (1) *electronic* copy of a Status Report(s) semi-annually outlining the status of Subgrantee's implementation of the Project Services. The subgrantee will submit the report(s) to GADNR, CRD in accordance with the schedule set forth in Section E and in a format provided by GADNR, CRD. **The Subgrantee shall include a funding acknowledgement in accordance with Section Y of this CIG Award Agreement on the title or cover page of each interim Status Report.**

J. FINAL REPORT

- (1) Subgrantee will submit a semi-annual Status Report and a Final/Technical Report to GADNR, CRD through the electronic platform within seven (7) days of the completion of the Project Services. In addition to the above reports, Subgrantee will submit one (1) electronic set of all deliverables, work product and other materials outlined in the Subgrantee's full application within seven (7) days of the completion of the Project Services. **The Subgrantee shall include a funding acknowledgment in accordance with Section Y of this CID Award Agreement on the title or cover page of the Final Report and on all materials required by the Full Application.**
- (2) Subgrantee will submit one (1) electronic copy of the approved GIS Metadata, if applicable, to GADNR, CRD within seven (7) days of the completion of the Project Services and accompanying the Final/Technical Report. GIS Metadata must be provided in accordance with the template format supplied to Subgrantee by GADNR, CRD.
- (3) In the event that this CIG Award Agreement is terminated prior to completion of the Project Services, Subgrantee will submit one (1) electronic copy, within seven (7) days of the termination date, a Status Report along with a Final/Technical Report of the work completed prior to the termination date, as well as an electronic copy of all deliverables, materials and Metadata in development or completed by the termination date.

K. USE OF FUNDS / BUDGET CHANGES

- (1) GADNR, CRD will only approve the portion of Subgrantee's Pay Request that is reimbursement for monies that are not part of the Match Fund and that are expended by Subgrantee in performing the Project Services and for no other purpose. In the event GADNR, CRD determines that all or part of the Reimbursable Costs were utilized for any purpose other than the Project Services, GADNR, CRD may treat such unauthorized use of the Reimbursable Costs as a material default by Subgrantee and, in addition to any other remedies available to it under this CIG Award Agreement, at law or in equity, may require the return of all funds previously disbursed to Subgrantee.
- (2) No changes between categories in the budget set forth in the Subgrantee's CIG Application greater than 10% of the total budget are authorized without GADNR, CRD's prior written approval. The subgrantee will give GADNR, CRD written notice of any changes between categories in the budget that are less than 10% of the total budget at the time the change is made.

L. INTELLECTUAL PROPERTY

Any Intellectual Property arising out of the performance of this CIG Award Agreement shall be governed by 15 CFR Part 24 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Section 24.34.

Subgrantee represents that it owns all rights, title and interest in and to any Intellectual Property that Subgrantee uses in connection with this CIG Award Agreement or otherwise has the right to use such Intellectual Property and license it to GADNR, CRD without infringing or violating any law or right of any third party.

Subgrantee grants GADNR, CRD a worldwide, non-exclusive, and royalty-free license in perpetuity to use, reproduce, exhibit, transmit and distribute any such Intellectual Property written, created, printed, invented, or reduced to practice in connection with this CIG Award Agreement and to create derivative works to such Intellectual Property.

M. RECORDS

1. Accounting System/Records Retention Requirements

- a. The Subgrantee will maintain books, records, documents, and other evidence pertaining to the costs and expenses of this CIG Award Agreement to the extent and in such detail as will properly reflect all costs for which Reimbursable Costs are paid, and Match Funds are credited. Subgrantee's accounting procedures and practices will conform to the requirements of the Government Accounting Standards Board. Valuation of in-kind contributions and documentation of cost and cost-share will be consistent with accepted accounting principles and the applicable state and federal regulations, including without limitation OMB Circular A-87.

Subgrantee will preserve and make available its Records to any authorized representative of GADNR, CRD or the Georgia State Auditor for a period of five (5) years after the expiration of this CIG Award Agreement. If this CIG Award Agreement is completely or partially terminated, the Records relating to the terminated work must be preserved and made available for a period of five (5) years from the date of any resulting final settlement. Subgrantee will retain any Records that relate to appeals, litigation or the settlements of claims arising out of the performance of this CIG Award Agreement, or any costs and expenses to which exception has been taken by the State Auditor or any of his duly authorized representatives, until such appeals, litigation, claims or exceptions are finally concluded.

- b. Subgrantee may, with GADNR, CRD's prior written consent and in fulfillment of its obligation to retain the records, substitute photographs, microphotographs, or other authentic reproductions of the records, after the expiration of two (2) years following the date of payment of the respective Reimbursable Cost to which such records relate. GADNR, CRD, in its sole discretion and with the concurrence of the State Auditor, may authorize Subgrantee to retain original Records for a shorter period of time.

2. Audit Requirements

The Georgia Department of Audits and Accounts (the "State Auditor"), or its duly authorized representatives, shall have the right, at any time and with reasonable notice, to enter the Subgrantee's premises, or other such places where Services under this CIG Award Agreement are being performed, to inspect, monitor, assess, audit, or otherwise evaluate the work performed or being performed under this CIG Award Agreement. The State Auditor may also enter at any time and with reasonable notice when the State Auditor deems it necessary to conduct any activity within his or her authority or responsibility, including without limitation special examinations and audits of the

Department, Subgrantee, subcontractor, and persons and entities other than them. These efforts include special examinations and audits which are, without limitation, financial audits (including financial related audits and financial statement audits), compliance audits, performance/operational audits, information systems and security audits, and vulnerability assessments or reviews with respect to Subgrantee's performance hereunder.

Subgrantee shall grant the State Auditor and any representatives thereof full and complete access to Subgrantee's books and records as they relate to this CIG Award Agreement or the services, or as they may be required for the State Auditor to ascertain any facts relative to Subgrantee's performance hereunder. Subgrantee shall provide the State Auditor or any representatives thereof such information and assistance as requested to perform such audits; provided, however, that the parties shall endeavor to arrange such assistance in such a way that it does not interfere with the performance of Subgrantee's duties and obligations hereunder. Subgrantee shall require as a condition of any subcontract that the subcontractor expressly acknowledges and agrees to be bound by the same audit requirements by which Subgrantee is bound under this CIG Award Agreement.

If Subgrantee is a non-profit organization as defined in O.C.G.A. § 50-20-2(5), Subgrantee will comply with the provisions of O.C.G.A. § 50-20-1 et seq., including without limitation O.C.G.A. § 50-20-3.

3. Additional Fiscal Requirements

- a. If a governmental organization, Subgrantee will comply with OMB Uniform Guidance: Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; and 48 CFR 31.2 (as applicable).
- b. If an educational institution, Subgrantee will comply with OMB Uniform Guidance: Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; and 48 CFR 31.2 (as applicable).
- c. Subgrantee will comply with any other provisions of law that apply to receiving state and federal funds.

4. Open Records Act

Because GADNR, CRD is a public agency of the State of Georgia, information received by GADNR, CRD or Subgrantee in the performance of this CIG Award Agreement is subject to disclosure under Georgia's open records laws, O.C.G.A. § 50-18-70 et seq. ("Open Records Act"), unless exempt therefrom. Subgrantee shall timely respond to any Open Records Act request and will provide GADNR, CRD with written notice of the receipt of the Open Records Act request and its response.

N. RIGHT TO INSPECT WORK

GADNR, CRD, the State Auditor of Georgia or their authorized representatives, have the right to enter onto the premises of Subgrantee and all subcontractors or such other places where the Project Services are being performed during normal business hours for the purpose of inspecting, monitoring or otherwise evaluating such work.

O. RELATIONSHIP OF THE PARTIES

GADNR, CRD and Subgrantee are independent contractors and not agents or employees of the other party. No party has the authority to make any statements, representations or commitments of any kind, or to take any action, that will be binding on the other party.

P. TRADING WITH STATE EMPLOYEES

GADNR, CRD and Subgrantee certify that this CIG Award Agreement does not and will not violate the provisions of O.C.G.A. § 45-10-20 *et seq.* in any respect.

Q. TERMINATION

- (1) GADNR, CRD may terminate this CIG Award Agreement for the convenience of GADNR, CRD by providing thirty (30) days written notice of the termination date to Subgrantee. If, through any cause, Subgrantee fails to fulfill in a timely and proper manner its entire obligations under this CIG Award Agreement or if Subgrantee violates any of the covenants, agreements, or stipulations of this CIG Award Agreement, GADNR, CRD may give Subgrantee written notice of its default, specifying the nature thereof. Subgrantee will have fifteen (15) calendar days from the date of receipt of such notice to cure its default. If the Subgrantee fails to cure the default within the fifteen (15) day notice period, GADNR, CRD may terminate this CIG Award Agreement by a subsequent written notice of termination to Subgrantee specifying the termination date and GADNR, CRD may pursue any other rights and remedies available to it under this CIG Award Agreement, at law or in equity. In the event GADNR, CRD terminates this CIG Award Agreement for cause under this subsection, GADNR, CRD will not disburse any funds to Subgrantee under this CIG Award Agreement and may require the return of all funds previously disbursed to Subgrantee.
- (2) In the event of an early termination for convenience under subsection Q1, GADNR, CRD's obligations under this CIG Award Agreement are fully discharged at the time that it reimburses Subgrantee for all expenses reasonably incurred prior to the termination date in satisfactory performance of this CIG Award Agreement, including all non-cancelable obligations; provided, however, that where Subgrantee is contractually bound by this CIG Award Agreement to provide matching funds, GADNR, CRD will reimburse Subgrantee only in the ratio established by dividing the Reimbursable Amount by the Match Funds. In no event, however, will the total payments made by GADNR, CRD under this CIG Award Agreement exceed the Reimbursable Amount.
- (3) If Subgrantee is a Regional Development Commission or a nonprofit corporation either created or controlled or caused to be created by the Commission and GADNR, CRD finds that Subgrantee is failing or has failed to fully cooperate with the Georgia Department of Community Affairs in its conduct of a performance audit, this CIG Award Agreement will be cancelled pursuant to O.C.G.A. § 50-8-35(i).

R. CHOICE OF LAW AND VENUE

This CIG Award Agreement is made in the State of Georgia and will be construed in accordance with Georgia law, without application of conflicts of law principles. The exclusive jurisdiction for contract actions against GADNR, CRD is the Superior Court of Fulton County, Georgia.

S. FORCE MAJEURE

GADNR, CRD and Subgrantee are not responsible for any failure or delay in the performance of any obligations under this CIG Award Agreement caused by acts of God, flood, fire, war, natural disaster, or public enemy.

T. NOTICES

Any notice given under this CIG Award Agreement will be in writing and is effective (i) at the time of the delivery if personally delivered, or (ii) the next business day following deposit with a nationally recognized mail or courier service, if addressed to the recipient as follows:

Name: _____
Title: _____
Address: _____

Email: _____
Telephone: _____

Name: Shy Duncan
Title: Grants Specialist
Address: GADNR, Coastal Resources Div.
One Conservation Way, Suite 300
Brunswick, Georgia 31520-8687
Email: Shyathia.duncan1@dnr.ga.gov or
ciggrants@dnr.ga.gov
Telephone: 912-602-8302

Either party may from time to time, by notice to the other, designate a different person or title, or both if applicable, and address to which notices to said party are to be given.

U. COMPLIANCE WITH ALL LAWS

Subgrantee will comply with all applicable federal, state and local laws, rules, regulations, ordinances or executive orders, including, without limitation, the Americans with Disabilities Act of 1990 (42 U.S.C. § 1201 et seq.) and all other labor, employment and anti-discrimination laws.

V. AUTHORITY

Subgrantee represents that it has full power and authority to enter into and perform this CIG Award Agreement, and that the person signing on behalf of Subgrantee has been properly authorized and empowered to enter into this CIG Award Agreement. The Subgrantee further acknowledges that it has read this CIG Award Agreement, understands and agrees to be

bound by it.

W. DRUG FREE WORKPLACE

(1) Subgrantee certifies that:

- A. A drug-free workplace will be provided for Subgrantee's employees and/or subcontractors during the performance of this CIG Award Agreement; and
- B. It will secure from any subcontractor hired to work in a drug-free workplace the following written certification: "As part of the subcontracting agreement with (Subgrantee's Name), (Subcontractor's Name) certifies to (Subgrantee's Name) that a drug-free workplace will be provided for the subcontractor's employees during the performance of this CIG Award Agreement pursuant to paragraph 7 of subsection B of Code Section 50-24-3."

(2) Subgrantee understands and acknowledges that it may be suspended, terminated, or debarred if it is determined that:

- A. Subgrantee has made false certification; or
- B. Subgrantee has violated such certification by failure to carry out the requirements of O.C.G.A. § 50-24-3.

X. ASSIGNMENT

Subgrantee may assign this CIG Award Agreement or any right or obligation to a third party only with the prior written consent of GADNR, CRD or as designated in SUBGRANTEE's Full Application in Exhibit A.

Y. ACKNOWLEDGEMENT

The Subgrantee shall include a CRD and NOAA logo, along with the following acknowledgement, on all work products, including without limitation to any interim status reports, the final report and all information, data, materials and deliverables, published or distributed electronically or hard copy, and acknowledgement pages of websites and web pages produced as a result of this CIG Award Agreement:

"Financial assistance provided by the Coastal Zone Management Act of 1972, as amended, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration and passed through the Coastal Management Program of the Department of Natural Resources."

Any structure completed in whole or in part with funds under this CIG Award Agreement must include a permanent sign, acknowledging the source of funding.

Z. CONTRACT INTERPRETATION

- (1) All provisions of this CIG Award Agreement are severable, and the unenforceability, illegality, or invalidity of any of the provisions will not affect the validity or enforceability of the remaining provisions.
- (2) If a court of competent jurisdiction finds any provision of this CIG Award Agreement to be ambiguous, an interpretation consistent with the purpose of this CIG Award Agreement that would render the provision valid is favored over any interpretation that would render it invalid.
- (3) In the event of a conflict, inconsistency or incongruity between this CIG Award Agreement and Subgrantee's CIG Application, this CIG Award Agreement controls.
- (4) GADNR, CRD and Subgrantee fully negotiated this CIG Award Agreement and, consequently, the CIG Award Agreement will be interpreted fairly and consistently in accordance with its terms.
- (5) Any covenant, representation, or provision of this CIG Award Agreement that by its nature survives the expiration or termination of this CIG Award Agreement continues in full force and effect.
- (6) No amendment to this CIG Award Agreement is effective unless it is in writing and signed by duly authorized representatives of GADNR, COASTAL RESOURCES DIVISION and Subgrantee.
- (7) No waiver of any of the provisions of this CIG Award Agreement is binding unless executed in writing by the party making the waiver. No waiver of one provision constitutes a waiver of any other provision nor does it constitute a continuing waiver.
- (8) The section headings are for reference purposes only and are not a part of this CIG Award Agreement.
- (9) All exhibits referenced in this CIG Award Agreement are incorporated by reference and form an integral part of this CIG Award Agreement.
- (10) This CIG Award Agreement constitutes the entire understanding between GADNR, COASTAL RESOURCES DIVISION and Subgrantee with respect to the subject matter and all prior agreements, representations, statements, negotiations, and undertakings are superseded by this CIG Award Agreement.

In witness whereof, the parties have executed this CIG Award Agreement effective the date first written above. Electronic signatures, digital signatures, fax signatures, and scanned signatures are acceptable for this Agreement in compliance with the Uniform Electronic Transactions Act (UETA).

GEORGIA DEPARTMENT OF NATURAL
RESOURCES, COASTAL RESOURCES
DIVISION (“GADNR, CRD”)

(“Subgrantee”)

Name & Title: Doug Haymans, Director

By: _____

Name: _____

Title: _____

EXHIBIT A
SUBGRANTEE
Full Application



City of Kingsland, Georgia

PROCLAMATION CONSTITUTION WEEK 2025

WHEREAS, it is the privilege and duty of the American people to commemorate the two hundred and thirty-eighth anniversary of the drafting of the Constitution of the United States of America with appropriate ceremonies and activities; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE, I, Dr. C. Grayson Day Jr., by virtue of the authority vested in me as Mayor of City of Kingsland, Georgia do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

and urge all citizens to study the Constitution and reflect on the privilege of being and American with all the rights and responsibilities which that privilege involves.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed this 22th day of September of the year of our Lord two thousand twenty-five.

Dr. C. Grayson Day, Jr., Mayor

Attest

Jean O. Seigler-Horne, City Clerk



Time & Attendance and Employee Scheduling Proposal for City of Kingsland



Falon Herwerth, Account Executive

August 20, 2025

Kevin Foddrell
City of Kingsland
107 S. Lee Street
Kingsland, Georgia, 31548

RE: TCP Software proposal

Thank you for the opportunity to present our industry experience and time and attendance solution to City of Kingsland. This proposal represents our sincere interest in being considered for the project and will highlight TCP's qualifications to provide the product and services requested.

For the past 35 years, TCP Software has dedicated itself to enhancing workforce management for public entities, aligning perfectly with City of Kingsland's search for an automated Time & Attendance and Employee Scheduling system. Our solution stands out for its adaptability and precision in tracking and processing employee time.

Currently, over 5,900 Government & Public Safety entities rely on us for our advanced yet user-friendly features. This trust stems from our commitment to not just meeting but exceeding the expectations of our partners with solutions crafted by a team that places a high value on meaningful impact and genuine care.

Our robust experience extends to successfully interfacing with over 400 Payroll & ERP systems, ensuring we can meet the requirements for flawless data interchange with existing systems. This compatibility is crucial for generating the comprehensive reports on employee activity needed for managerial analysis and decision-making.

At the core of our successful deployments, including what we propose for City of Kingsland, is our implementation process. Developed from years of experience and informed by best practices, our approach is designed to ensure a tailored fit for your unique needs, facilitating a smooth and efficient transition. From the initial setup to full-scale deployment, our team guarantees dedicated support and expert guidance every step of the way.

We understand the importance of the environment that City of Kingsland operates within, and with our experience serving over 5,900 Government & Public Safety entities, we are confident in our ability to meet the specific requirements and nuances of Government & Public Safety organizations. Moreover, our extensive experience in Government, Healthcare, Education, and Hospitality sectors among others, totaling 30,062 active customers (as of August 20, 2025), underscores our capability to deliver reliable and effective solutions across diverse industries.

We welcome any questions or requests for additional details regarding our proposal. I am available for direct contact and look forward to the opportunity to work with you.

Sincerely,

Falon Herwerth
Account Executive
(979) 325-3581 | fherwerth@tcpsoftware.com

Table of Contents

- **Company Information**
- **Solution Requirements**
 - **Identified Challenges**
- **Implementation Overview**
- **TCP Software Support**
- **Pricing**
- **Return on Investment**
- **TCP Software & City of Kingsland Mutual Action Plan**
- **TCP Software Team Members**

Company Information

TCP Software Headquarters

1 Time Clock Drive
San Angelo, Texas 76904
(325) 223-9500

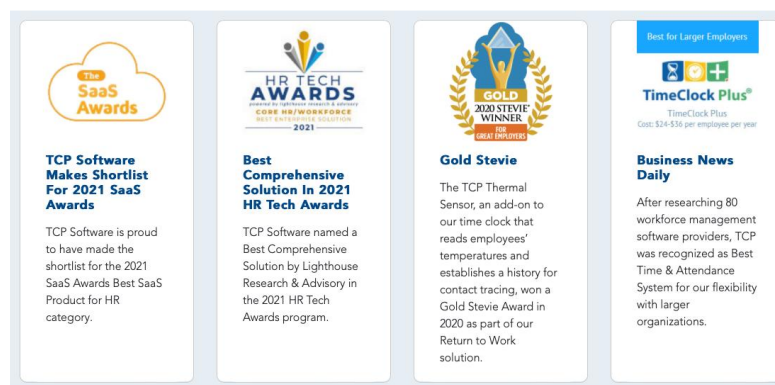
For over three decades, TCP Software has been at the forefront of workforce management solutions, consistently driving growth and innovation in every aspect of time and attendance. With a proven track record spanning back to 1988, TCP possesses an unparalleled ability to fulfill your time collection & scheduling needs.

Central to our success is our commitment to a consumer-oriented approach. By actively listening to and incorporating client feedback into our product development processes, TCP ensures that our solutions remain relevant, cutting-edge, and among the most sought-after in the market. This dedication has earned us the trust and loyalty of thousands of customers worldwide.

At the core of our offerings lies automated employee timekeeping software, a cornerstone that has propelled TCP to achieve remarkable growth, expanding by over 3,600% in the past decade alone. Our achievements speak volumes:

- **Finalist in the Constellation SuperNova Awards for Human Capital Management in 2021.**
- **Recognition as the Best Comprehensive Solution by Lighthouse Research & Advisory at the HR Tech Awards in 2021.**
- **Platinum Distinction in 2023 Modern Library Awards from LibraryWorks.**
- **2024 SIIA CODiE Award Finalist for Best Compliance Solution & Best Administrative Solution.**
- **Bronze Stevie Award Winner in 2022 American Business Awards.**
- **Honored as "Business of the Year" by the Texas Association of Business and Chambers of Commerce.**

Driven by our mission to empower individuals to work more effectively, TCP Software continues to build upon our rich legacy, innovating and delivering solutions that enable organizations to streamline workforce management, reduce HR operating costs, and enhance employee satisfaction.



City of Kingsland Solution Requirements

Here is a breakdown of the key solution requirements you have shared with our team, along with a description of how TCP Software addresses each challenge.

Identified Challenges:

1. On-Premise to Cloud Migration

- Issue: Limited system access and no current maintenance agreement
- Solution: Migrate to TCP's cloud-based platform for modern capabilities, improved access, and streamlined support

2. Badge/Proximity Card Issues

- Issue: New cards are not consistently working with current clocks
- Solution: Reuse existing 400-series clocks and simply add badge scanners, avoiding full hardware upgrade and **saving ~\$10,000**

3. Limited Back-End Access

- Issue: IT team lacks admin access to manage issues internally
- Solution: Cloud version provides enhanced user roles, admin controls, and support tools including live chat and screen share

4. Salary Payroll Calculation Errors

- Issue: Holiday pay is not calculated correctly for salaried employees
- Solution: Configure and test this scenario during cloud setup to ensure it functions correctly with Incode 9 payroll integration

5. No Maintenance Contract

- Issue: Delays and lack of support for urgent issues
- Solution: Cloud subscription includes full support and real-time help through screen sharing, phone, chat, and email

6. Mobile Access Limitations

- Issue: App does not work reliably on iPhones
- Solution: Cloud upgrade includes updated mobile apps compatible with both iOS and Android, and tailored permissions per user role

7. No Geofencing or Mobile Tracking

- Issue: Some staff work in the field without accountability features
- Solution: Add geofencing and IP restrictions for specific employees/departments as needed

8. Lack of Advanced Scheduling

- Issue: Not currently using TCP's advanced scheduling features
- Solution: TCP will provide a high-level overview and optional rollout plan for Fire, Police, or shift-based departments who could benefit

9. Multiple Job Roles / GL Code Splits

- Issue: Employees like Angie work multiple jobs and split time, but payroll files do not reflect this properly
- Solution: Ensure split time is passed correctly into Incode; this will be fully tested during Implementation

How TCP Will Continue to Support Kingsland

- **Tailored implementation:** Reduced setup hours from 22 to 8 at a discounted rate, saving \$13,500
- **Seamless transition:** Familiar interface with improved performance and accessibility
- **Dedicated support:** Direct access to expert implementation specialists, engineers, and account management
- **Cost efficiency:** Reuse hardware and maintain existing workflows while upgrading to a future-ready system
- **Proactive testing:** Salary, GL coding, and mobile workflows will be tested before going live

Implementation Overview

The TCP Professional Services team brings deep consulting, industry, technological, compliance, and solution design experience to each customer engagement. We leverage our experience across thousands of implementations to deliver transformative business outcomes and tame the chaos of time & attendance and employee scheduling.

We strive to be each customer's trusted advisor by supporting organizational needs for coordination, integration, and communication.

TCP implementation process



INITIATION PHASE

The Initiation Phase is used to develop the service strategy for the project.

- Finalize purchase
- Gather project materials
- Assign resources
- Project kickoff



DISCOVERY PHASE

We will work with your project stakeholders to define the service strategy and generate baseline service design.

- Business process analysis
- Needs assessment
- Build requirement



PLANNING PHASE

Collaboratively develop and approve a timeline, confirm deliverables, construct a work breakdown structure, and assign project tasks.

- Project plan
- Communication plan
- Testing strategy
- Training strategy



DELIVERY PHASE

Focuses on service transition by completing the activities outlined in the project plan and verifying that the deliverables meet the business rules and needs.

- Configuration
- Training
- Pilot test
- Go live



TRANSITION PHASE

Focuses on service operations by finalizing all agreements and providing a seamless transition to dedicated operational support teams.

- Project close
- Project feedback
- Ongoing support

MEET YOUR ENTERPRISE SERVICES SPECIALIST (ESS)

Jacquelyn Hernandez, Enterprise Services Specialist for TCP Software

As your ESS, Jacquelyn partners closely with your account executive to facilitate a comprehensive implementation and services plan matching your needs and requirements. With over seven years of experience at TCP, Jacquelyn brings a wealth of expertise in enterprise implementations, integrations, and configurations and has successfully supported customers with over 29,000 employees.

TCP Software Support

The TCP Software Support team stands as a beacon of excellence, offering a fusion of consulting prowess, industry insight, technological finesse, compliance acumen, and solution design mastery in every client interaction. With a rich tapestry of experience drawn from countless implementations, our mission is to catalyze profound business transformations while simplifying the complexities of time and attendance management.

Our aspiration is to ascend to the role of trusted advisor for each of our clients, addressing their unique organizational needs for coordination, integration, and communication within their TCP software ecosystem.

Here's a glimpse into the stellar performance of our world-class support department in 2024:

- **Support Cases: Exceeding 180,000**
- **Customer Satisfaction Rating (CSAT): 97%**
- **Net Promoter Score: 72+**
- **Response Time (Phone): <35 Seconds**
- **Response Time (Chat): <20 Seconds**

These statistics underscore our unwavering commitment to providing unparalleled support and service excellence to our valued clients.

Pricing & Return on Investment

TCP Software is pleased to present City of Kingsland with the following proposal:

Ongoing Annual Investment

TimeClock: Enterprise Employee License (200 Users)	\$9,000.00
Hardware Support & Maintenance	\$ 171.72

Initial One-Time Investment

External HID Proximity Reader (2)	\$ 954.00
Implementation Services (49 Hours)	\$1,680.00

Total Initial Investment

Total Initial Investment	\$11,805.72
---------------------------------	--------------------

Special Terms

- Includes: Implementation, Training, Support & Maintenance
- Contract Length: 60 Months | OMNIA/NCPA Contract Number: 14-10

AGREEMENT GOOD UNTIL 9.15.2025

Return on Investment Savings Calculator

City of Kingsland

How much does manual tracking and employee scheduling cost your organization?

More than you think. TCP puts those costs back in your budget and pays for itself many times over. Here's a detailed breakdown showing how much less TCP costs than your current processes.

Return on Investment

Estimated Payback Period (in months)	3.6
Estimated Return Ratio - After 1 Year	12.9x
Estimated Return Ratio - After 5 Years	26.5x

Estimated Savings Over 5 Years \$1,512,171

Investment in TCP Software

Initial Investment in TCP Time & Attendance	\$20,416
Annual Recurring Fees	\$9,172
Initial Investment in TCP Scheduling	\$ 0
Annual Recurring Fees	\$ 0

Total Investment

Initial Investment in TCP Software	\$20,416
Annual Recurring Fees	\$9,172

Annual Cost

Time & Attendance

Annual Cost of Calculating Payroll	\$8,060
Annual Cost of Payroll Errors	\$241,645
Annual Cost of Hours Lost/Time Theft	\$128,960

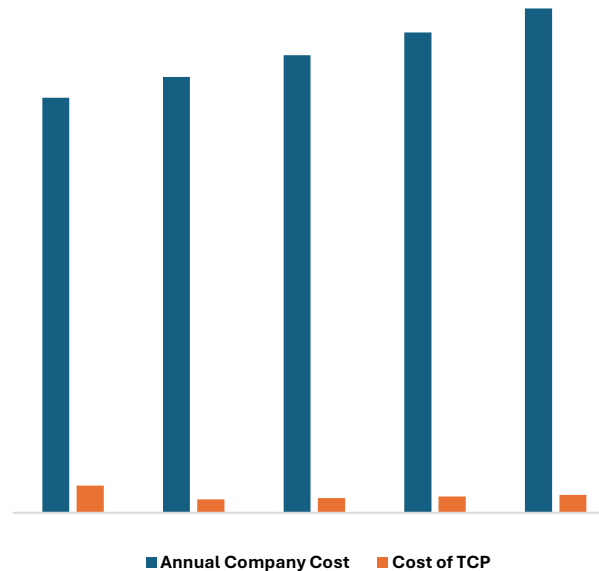
Employee Scheduling

Annual Unplanned Overtime Cost	\$ 0
Annual Scheduling Task Cost	\$ 0
Annual Turnover Cost	\$ 0

Total Annual Company Cost \$378,665

Total Annual Savings with TCP Software \$283,999

Annual Investment

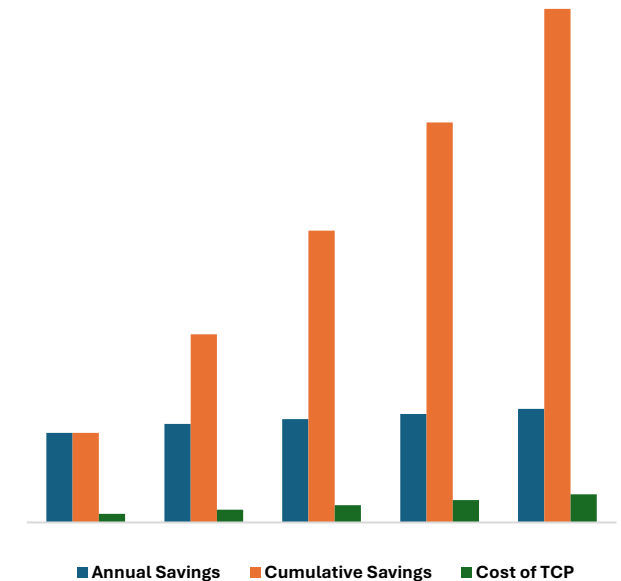


Here's how much TCP costs your organization each year, compared to the cost of your current processes.

Annual Cash Out Flow

	Status Quo	TCP Cost	Savings
Year 1	\$378,665	\$20,416	\$263,583
Year 2	\$397,599	\$9,172	\$289,027
Year 3	\$417,478	\$9,172	\$303,937
Year 4	\$438,352	\$9,172	\$319,593
Year 5	\$460,270	\$9,172	\$336,031

Cost Savings: Annual & Over Time



Here's how much switching to TCP saves your organization, year by year and cumulatively over time—even after accounting for investment costs in TCP.

Cumulative Cash Out Flow

	Status Quo	TCP Cost	Savings
Year 1	\$378,665	\$20,416	\$263,583
Year 2	\$776,264	\$29,587	\$552,610
Year 3	\$1,193,742	\$38,759	\$856,547
Year 4	\$1,632,095	\$47,931	\$1,176,140
Year 5	\$2,092,365	\$57,103	\$1,512,171

Sources and Reasoning for Inputs

General Inputs		
Time & Attendance and Employee Scheduling	Cost of Current Solution	Cost of existing time and scheduling solution.
	Pay Frequency	
	Number of Work Weeks per Year	
	Number of Pay Periods per Year	
	Average Number of Hours per Week per Employee	
	Average Hourly Rate of All Employees	
	Wage Inflation	This is the expected annual wage increase. Our initial value comes from the annual rate of inflation

Time & Attendance Inputs		
	Payroll's Hourly Rate	Based on the average wage in your state. (Initial data provided by the US Department of Labor & Statistics)
	Minutes Spent Per Employee Per Pay Period Calculating Payroll	Explain calculation (number of payroll people x hours to complete x 60/ee
	Payroll Error Rate	The American Payroll Association estimates between 1% and 8%
	Number of Minutes Lost Per Employee Per Day	Time theft/loss explanation
	Estimated Savings with TimeClock Plus	We estimate a reduction in time to complete payroll

Scheduling Inputs		
	Number of Scheduling Users	
	Number of Schedulers	
	Number of Hours Per Week, Per Scheduler, on Scheduling Tasks	Time it takes to create a schedule
	Average Hourly Rate of Schedulers	The rate that you pay the people who build schedules
	Overtime Estimate (%)	Estimate of overtime (add "unplanned" if OT is built into contracts)
	Current Annual Turnover Rate (%)	Start with the national average and obtain this from them
	Annual Replacement Cost of an Employee (%)	The costs associated with recruiting, interviewing, and training a new ee
	Savings for Overtime	We anticipate ~5% reduction in OT using our Labor Optimizer feature
	Savings for Scheduling Cost	Savings expected by automating scheduling using our Demand Scheduler capability
	Savings for Annual Turnover Cost	An improved employee experience relative to your competitors can influence employee turnover, if only minimal.

TCP Software Team Members

At TCP Software, we pride ourselves on assembling a team of exceptional professionals dedicated to delivering unparalleled service and support. Our diverse team brings together expertise from various departments to ensure the success of our clients. Meet a few of the individuals driving our mission forward:

- **Falon Herwerth**
 - Account Executive
 - Sales
 - fherwerth@tcpsoftware.com
 - () -7089
- **Zackery Hoag**
 - VP of Mid-Market Sales
 - Sales
 - zhoag@tcpsoftware.com
 - (325) 223 9500
- **Daniel Garza**
 - Solutions Consultant
 - Technical Specialist
 - dgarza@tcpsoftware.com
 - (325) 223 9500

TCP Software & City of Kingsland Mutual Action Plan

Milestone	Date	Status	Owner(s)	Notes
-----------	------	--------	----------	-------