CITY OF KINGSLAND, GEORGIA

CITY COUNCIL

AGENDA ● APRIL 22, 2019

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. INVOCATION AND PLEDGE TO THE FLAG

1. Pastor Donald Belcher, Sr. -

III. ROLL CALL

Charles Grayson Day Jr.	Mayor
Alex Blount	Mayor Pro Tem
James W Galloway	Councilman
Michael J McClain	Councilman
Lamar Stokes	Councilman

IV. CONSENT DOCKET

A. Approve the Council Minutes of the last regular Council Meeting

1. City Council - Regular Meeting - Apr 8, 2019 6:00 PM -

B. Approve the Agenda as Presented

C. Approve the Payments of Accounts Payable as Due and Funds Available

V. RECOGNITION

1. Approval Of: K-9 Retirement and Adoption by Sgt. Rafferty - Police Chief Darryl Griffis
2. Joint Proclamation: Crime Victims' Rights Week -

VI. GRANTING AUDIENCE TO THE PUBLIC

VII. OLD BUSINESS

VIII. NEW BUSINESS

1. Bid Award: Purchase of Commercial AC Unit & Air Handler -

Bid award includes purchase and installation of one commercial AC unit and one air handler at the Waste Water Treatment Plant located at 960 South Grove Blvd. Under the City's Purchasing Ordinance, the local vendor qualified to match the low bid and has agreed to match it. *Staff recommends low bid, Turner Brothers Heating & Air, at $9,055.00.*

2. Bid Award: Purchase of City Garbage Cans -

Bid award is for purchase of one full load of residential garbage cans with City seal imprint. *Staff recommends purchase of full load (588 cans) to low bid, Toter, LLC, at $25,719.12.*

3. Bid Award: Purchase of Graphics and Striping Installed on Four Patrol Vehicles -

Bid award includes vehicle graphics and striping installed on four 2019 Dodge Charger police interceptors. *Staff recommends low bid, Screen Graphics of Florida, at $296 each for a total cost of $1,186.80.*

4. Bid Award: Water Treatment Plant #1 Electrical Improvements -

Staff and Engineers recommend not to award bid at this time.

5. Discussion and Approval: Travel Policy Revisions -

Discussion on proposed amendments to City Travel Policy. Approval request on proposed amendments.

6. Approval Of: HMGP Property Acquisitions Contracts -

Georgia Emergency Management Agency/Homeland Security (GEMA/HS), previously awarded Hazard Mitigation Grant Program (HMGP) project to City of Kingsland for the purchase and demolition of four flood prone properties. All appraisals, asbestos testing, and title work have been completed. Properties are ready for closing at the appraised value. The City will be the purchaser from each individual owner with 85% funds reimbursed from GEMA/FEMA and with 15% match from the City. Project cost includes demolition of all structures with land remaining as green space in perpetuity.

IX. MAYOR AND COUNCIL ANNOUNCEMENT

X. ADJOURNED

Laurel Oaks
Animal Hospital
5775 Laurel Island Pkwy.
Kingsland GA. 31548
912-576-9801

To Whom It May Concern:

At Scarlett's last appointment, it was brought to my attention that she isn't currently on patrol and retirement was being considered. I would highly recommend retirement and permanent placement with her current handler, Sean Rafferty.

I do not believe it would be in Scarlett's best interest, nor would she cope well if she was placed with a new handler. She has significant anxiety and does not do well in the absence of Sean. Her anxiety level has escalated over time and is likely to continue as she gets older. She is a very sweet dog, but I do not think she would do well with a different family unit and environment.

She is also the average age of retirement of our local canine officers. Arthritic changes that are beginning to develop with age may also progress more with the rigors of training and duty.

Please take these issues into consideration as you plan for your retirement.

Thank you,

Julie Clark-Blount, DVM

Crime Victims' Rights Week, April 21-27, 2019

Whereas, in 1982, the President's Task Force on Victims of Crime envisioned a national commitment to a more equitable and supportive response to victims;

Whereas, this commemorative week celebrates the energy, perseverance and commitment that launched the victims' rights movement, inspired its progress, and continues to advance the cause of justice for crime victims;

Whereas, crime can leave a lasting impact on any person, regardless of age, national origin, race, creed, religion, gender, sexual orientation, immigration, or economic status;

Whereas, incorporating communities' existing experts and trusted sources of support into efforts to fully serve survivors will develop a criminal justice system response that is truly accessible and appropriate for all victims of crime;

Whereas, with the unwavering support of their communities and victim service providers behind them, survivors will be empowered to face their grief, loss, fear, anger, and hope without fear of judgment, and will feel understood, heard, and respected;

Whereas, serving victims and rebuilding their trust restores hope to victims and survivors, as well as supports thriving communities;

Whereas, engaging a broader array of healthcare providers, community leaders, faith organizations, educators and businesses can provide new links between victims and services that improve their safety, healing, and access to justice;

Whereas, honoring the rights of victims, including the rights to be heard and to be treated with fairness, dignity, and respect, and working to meet their needs rebuilds their trust in the criminal justice and social service systems;

Whereas, National Crime Victims' Rights Week provides an opportunity to recommit to ensuring that all victims of crime – especially those who are challenging to reach or serve – are offered culturally and linguistically accessible and appropriate services in the aftermath of crime; and

Whereas, the District Attorney's Office is hereby dedicated to strengthening victims and survivors in the aftermath of crime, building resilience in our communities and our victim responders, and working for a better future for all victims and survivors.

Now, therefore, we, as Mayors of Woodbine, St. Mary's & Kingsland and Commissioner of Camden County, do hereby proclaim the week of April 21-27, 2019, as

Crime Victims' Rights Week

And reaffirm these Citys' and County's commitment to creating a victim service and criminal justice response that assists all victims of crime during Crime Victims' Rights Week and throughout the year; and to express our sincere gratitude and appreciation for those community members, victim service providers, and criminal justice professionals who are committed to improving our response to all victims of crime so that they may find relevant assistance, support, justice, and peace.

Dr. C. Grayson Day, Jr., Mayor	*Date*
John F. Morrisey, Mayor	*Date*
Steve Parrott, Mayor	*Date*
James H. Starline, Commissioner	*Date*

Honoring Our Past. Creating Hope for the Future.

City ofKingsland
Bid Tabulation
Commercial AC Unit Air Handlerr
RFP #COK 19-034
Tuesday, April 9, 2019 @ 2:00 PM

Hendrix Air Nahunta, GA	Unit	Make	Model	Warranty for Parts & Labor	Warranty for Condenseing Unit	Total Cost of Unit
	208/230V 1 Phase 3 Ton (Air Handler Only)	Goodman	ARUF37C14	1 yr. labor-5 yr. parts	N/A	$3,380.00
	208/230V 1 Phase 5 Ton Total Unit Replacement	Goodman	ARUF61D14 GSZ140601	1 yr. labor-5 yr. parts	1 yr. labor-5 yr. parts	$5,675.00
				Total Cost		$9,055.00

Turner Brothers Heat & Air St. Marys, GA	Unit	Make	Model	Warranty for Parts & Labor	Warranty for Condenseing Unit	Total Cost of Unit
	208/230V 1 Phase 3 Ton (Air Handler Only)	HEIL	FEM4X36	1 yr. labor-5 yr. parts	N/A	$1,814.00
	208/230V 1 Phase 5 Ton Total Unit Replacement	HEIL	N4H460 FXM4X60	1 yr. labor-5 yr. parts	1 yr. labor-5 yr. parts	$7,511.00
				Total Cost		$9,325.00
				Price Match - Local Vendor Policy		$9,055.00

Request for Proposals was been posted on the City and GMA websites.

City ofKingsland
Bid Tabulation
Garbage Cans
RFP #COK 19-037
Tuesday, April 16, 2019 @ 2:30 PM

Toter, LLC Statesville, NC	Quantity of Cans	Cost per Can	Total Cost of Cans	Delivery Fee	Total Cost	ETA
	1/2 Load (Approx.250-300 Cans)	$41.25	$12,375.00	$1,194.00	$13,569.00	21-30 Days
	Full Load (Approx. 550-600 Cans)	$41.25	$24,255.00	$1,464.12	$25,719.12	21-30 Days

IPL, Inc. Forsyth, GA	Quantity of Cans	Cost per Can	Total Cost of Cans	Delivery Fee	Total Cost	ETA
	1/2 Load (Approx.250-300 Cans)	$47.78	Included	$14,334.00	$14,334.00	35 Days
	Full Load (Approx. 550-600 Cans)	$45.86	Included	$26,965.68	$26,965.68	35 Days

Schafer Systems International Charlotte, NC	Quantity of Cans	Cost per Can	Total Cost of Cans	Delivery Fee	Total Cost	ETA
	1/2 Load (Approx.250-300 Cans)	$48.00	$1,000.00	$14,400.00	$15,400.00	30 Days
	Full Load (Approx. 550-600 Cans)	$48.00	$1,000.00	$28,224.00	$29,224.00	30 Days

Otto Environmental Systems Charlotte, NC	Quantity of Cans	Cost per Can	Total Cost of Cans	Delivery Fee	Total Cost	ETA
	1/2 Load (Approx.250-300 Cans)	$48.17	Included	$14,451.00	$14,451.00	30 Days
	Full Load (Approx. 550-600 Cans)	$46.88	Included	$27,565.44	$27,565.44	30 Days

Rehrig Pacific Company Lawrencefille, GA	Quantity of Cans	Cost per Can	Total of Cans	Delivery Fee	Total Cost	ETA
	1/2 Load (Approx.250-300 Cans)	$54.00	$1,050.00	$16,200.00	$17,250.00	30 Days
	Full Load (Approx. 550-600 Cans)	$52.00	$1,050.00	$30,576.00	$31,626.00	30 Days

Number of cans are calculated on a quantity of 300 and 588 cans.

Request for Proposal were advertised on GMA and City Websites.

City ofKingsland
Bid Tabulation
Vehicle Graphics Striping
RFP #COK 19-036
Tuesday, April 16, 2019 @ 2:00 PM

Vendor	Cost per Vehicle	Delivery	Cost for Each	Total Cost (4) Vehicles	ETA
Screen Graphics of FL Pompano Beach, FL	$265.00	$31.70	$296.70	$1,186.80	30 Days
West Chatham Warning Devices Savannah, GA	$600.00	N/A	$600.00	$2,400.00	20 Days

Request for Proposal were advertised on GMA and City Websites.

BID TABULATION FOR ALL BIDS
RECEIVED AT CITY OF KINGSLAND
107 South Lee St. Kingsland, GA 31548
ON April 4th 2019, at 1:00PM

CARTER & SLOOPE, INC.
CONSULTING ENGINEERS
6310 Peake Road
Macon, GA 31210

PROJECT: **City of Kingsland** **2017 GEFA DSWRF - WTP #1 Electrical Improvements** **C&S PROJECT NO.: K5000.119**	**BIDDERS:**	**Cogburn Bros, Inc.** **3300 Faye Road** **Jacksonville, FL 32226**
BASE BID		
Lump Sum Bid Price		**$459,200.00**
	Total Base Bid Amount	**$ 459,200.00**

I hereby certify that this Bid Tabulation is a true and accurate representation of all Bids received on April 4, 2019.

4/9/2019
Date

Jared Wozny
Jared Wozny, P.E.

City of Kingsland
Travel and Training Policy

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Purpose

The purpose of this policy is to provide guidance on authorized travel, training, and meal expenditures and to document the allowable business expenses eligible for reimbursement. This policy applies to all departments under the authority of the city manager as well as elected and appointed officials. This policy also addresses restrictions regarding those costs incurred for travel and meal expenditures by any elected official, city employee, or appointed board member (users) who travel on city related business. Additionally, this policy includes reference information that may be useful to the user in submitting City travel expense reports in order to receive timely reimbursement. If the user is not sure how to classify a certain expense, please contact the Finance Department.

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Appropriation

In conjunction with the annual budget process, the city council shall authorize department appropriations for travel, training, and meal expenditures consistent with the annual adopted operating budgets. Departments shall not incur travel related expenditures unless an appropriation is available or budget amendment has been approved.

All expenditures relating to travel, training, and meals shall be processed consistent with procurement/ purchasing guidelines. Once the Finance department receives the proper and required documentation from the incurring departments, the execution of payment shall occur. The finance department shall only process transactions for payment that are supported by the required departmental approval(s) for the dollar amount of the expenditure, including adequate documentation justifying the expenditure(s).

All training must be preapproved prior to travel. Training must be directly related to the user's current City position and training shall be utilized to improve the performance of the user's current position and/or to meet continuing education requirements under certain certifications, as approved by the City Manager or his/her designee. The City Manager or his/her designee must approve all training requests for department heads, department heads must approve all training requests for their employees, and the Mayor or his/her designee must approve all travel requests for the City Manager. All procurement related to travel, training, and meals using public funds, including state and federal funds, must be necessary and a justifiable purchase to carry out the basic needs of the government.

Required Documentation

Itemized claims for travel, training, and meal expenditures resulting from an official business trip shall be submitted on a travel expense statement and approved by the appropriate Department Head, City Manager, or Official. Itemized receipts for food, supplies, etc. must be attached to the expense statement and must be submitted within three (3) days of returning.

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General Travel Guidelines

When four (4) employees or less are traveling as a group, in an effort to be as cost effective as possible, the City requires carpooling, using a City vehicle when available, and reasonable lodging that is conveniently located to the hosting place of the function. Also, please utilize any and all available coupons, discounts (Government Rates, AARP, etc.) and/or travel clubs, when applicable.

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City Credit Cards

Use of a City credit card is provided as a convenience to employees and should be treated as such. Anyone not following this procedure may have their City credit card privileges suspended.

Itemized receipts must be submitted for any transaction charged to a City credit card. A credit card receipt that is unaccompanied by the itemized receipt is not acceptable. If an itemized receipt is misplaced, a detailed description of the items purchased must be requested from the vendor. If a detailed receipt cannot be produced, the user must list a detailed description of the items purchased to accompany the credit card receipt. Reproduced receipts are subject to additional approval based on items purchased and vendor type.

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To obtain a City credit card for travel purposes, the Finance Department must receive approval from the appropriate Department Head or their designee.

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Travel Mode

When traveling by vehicle a city vehicle is presumed to be the most advantageous method of transportation and should be used when available. If a city vehicle is not available, travel by personal vehicle shall be reimbursed at the current IRS rate. This rate is subject to change. Whenever possible, city vehicles should utilize the fuel depot. This includes fueling prior to departure and upon return from the trip.

An employee shall be reimbursed only for travel related to the purpose of the trip at the shortest route available from either (1) place of work or (2) employee's/official's residence, whichever place of origin is closest to the travel destination. Any travel incidental to a business trip shall also be included in the total number of miles traveled. Non related travel shall not be included in mileage reimbursement or fuel, etc. No reimbursement shall be allowed for any employee/official receiving a car allowance. Also, any employee/official receiving mileage reimbursement for travel using a personal vehicle forfeits reimbursement for fuel receipts, etc.

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Vehicles may be rented for official business, if a City vehicle is not available, subject to prior approval by the City Manager or his/her designee. In general, vehicles rented should not exceed the mid-size classification unless prior approval is received.

The City Manager or his/her designee must approve all air travel prior to purchasing tickets. Air travel must be arranged at the earliest possible time in order to avoid excess, last minute fares.

Subsistence

Expenses incurred for personal meals and lodging shall be reimbursed based on the following guidelines. If meals are included in registration fees daily limits must be approved by the appropriate Department Head or their designee. If meals are not included a limit of $40 per day (including gratuities) is placed on meals, unless travel is to a high cost of living area (Atlanta, Savannah, etc.) In this case, the Department Head may recommend a daily limit not to exceed $60 (including gratuities) per day, with final approval given by the City Manager or his/her designee.

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Note: These daily limits are NOT cumulative over the length of the trip and gratuity is not to exceed 15% with the exception of automatic charges for large parties.

When multiple meals are purchased on one City credit card all individuals in attendance must be mentioned by name. If an individual is not a City employee/official, the individual must be identified by name and title.

While the consumption of alcoholic beverages is left up to the individual, the charge is under NO circumstance to be on the City's credit card. If alcoholic beverages are purchased they should be paid for by a personal credit card, cash, etc. This policy also applies to personal amenities i.e. in-room movie rentals, dry cleaning, spa services, etc.

Hotel

Expenses incurred for lodging shall be reimbursed and the City shall pay single, basic room occupancy. When traveling within 60 miles of the city lodging will not be reimbursed or provided. When the function is scheduled before 9:00 a.m. and the distance traveled is over 60 miles but less than 150 miles lodging will be reimbursed or provided the night before the function. When traveling to functions farther than 150 miles lodging will be reimbursed or provided the night before and the last day of attendance at the function. If traveling by a mode of transportation other than vehicle, lodging will be left to the discretion of the appropriate Department Head or the City Manager or his/her designee.

Should a non-employee accompany an employee, but not for business purposes, the reimbursement for lodging will be limited to the expense which would have been incurred if the employee had traveled alone.

When booking lodging, please remember to ask for the lowest possible rate. Occasionally the government rate is lower than the group or conference rate and vice versa, therefore always be certain to verify both rates. Additionally, lodging shall be booked at the lowest, basic rate conveniently located near or at the hosting place of the function in a reasonable class hotel. The difference for any upgrades above the basic rate shall be paid by the user. Taking all factors into consideration, when lodging at the hosting hotel provides a greater overall cost benefit the expenditure shall be considered reasonable.

Any person traveling on business overnight for the City of Kingsland must carry the appropriate Sales Tax and Hotel/Motel Occupancy Tax Exemption Forms and must present them upon check-in in order to avoid being charged these taxes. These forms are only applicable in the State of Georgia.

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Miscellaneous

Tips, parking and toll fees, taxi, and shuttle, expenses associated with local transportation shall be deemed eligible expenses as long as receipts (including digital receipts) are provided with explanations for these modes of transportation related to the business expense. Such documentation should accompany receipts. An employee shall be authorized to make reasonable personal calls; however, since there are usually significant surcharges and fees associated with the use of hotel telephones the use of cellular phones is strongly encouraged for any calls made while on city business. All telephone charges shall be reasonable.

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Non-Reimbursable Expenses

Non-reimbursable expenses include, but are not limited to the following:

- Alcohol
- Car repair
- Credit card interest charges
- Day care for children or pets
- Fees for upgrades of air, hotel or auto
- Golfing or green fee
- Golfing cart rental
- Grooming, nail or hair salon expenses
- Headphones on airlines
- Health club fees
- Laundry
- Massage
- Medicines
- Movies (either in-room or at the cinema)
- Personal bar bills
- Personal books, magazines, or other entertainment
- Personal travel portion during business travel
- Pet hotel stays or pet transportation
- Political or charitable contributions
- Sporting events
- Spouse or guest expenses if accompanying City employee/official on trip
- Tobacco
- Toiletries
- Traffic Citations

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The employee/official must fill out and submit a travel expense statement and trip summary upon return. The statement shall include the date, purpose, destination, and all itemized receipts for meals, lodging, parking, and, if traveling by personal vehicle, actual mileage of each trip.

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It is the responsibility of the city employee/official to complete and submit the travel expense statement and return the city credit card to the appropriate Department Head for approval within three (3) business days upon return. The Department Head must then indicate if approved or not (state reasons for disapproval), sign the statement and submit it promptly to the Finance Department. All travel expense statements are subject to review for accuracy and compliance by the City Manager or his/her designee. It is imperative that the statement is accurate, complete, and includes all necessary documentation.

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In addition, a trip summary report must also be completed. The intent of this report is to share useful knowledge with co-workers. This report should include an overview of the training session, and any other relevant information that may be beneficial to others within the department. The trip summary report must be completed in memorandum form and submitted to the Department Head with the travel expense statement.

As employees of the City of Kingsland, each employee has a responsibility to be good stewards of the taxpayer's dollar. Please remember to be conscientious of this fact and be as economical and conservative as possible when traveling on business for the City.

THIS POLICY AMENDED and APPROVED by the Mayor and City Council of the City of Kingsland, Georgia at a Meeting of the City Council of Kingsland, Georgia on the 22ND day of APRIL 2019.

THE CITY OF KINGSLAND

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BY:_______________________________________

Dr. C. Grayson Day, Jr., Mayor

ATTEST:

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Linda O'Shaughnessy, City Clerk