



CITY OF KINGSLAND, GEORGIA

CITY COUNCIL

AGENDA • AUGUST 24, 2020

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

III. ROLL CALL

Charles Grayson Day Jr.

Alex Blount

James W Galloway

Michael J McClain

LaMar Stokes

Mayor

Mayor Pro Tem

Councilman

Councilman

Councilman

IV. CONSENT DOCKET

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

1. City Council - Regular Meeting - Aug 10, 2020 6:00 PM -

B. Approve the Agenda as Presented

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

V. PRESENTATION

1. FY 2020-21 Budget Presentation -

VI. GRANTING AUDIENCE TO THE PUBLIC

VII. OLD BUSINESS

VIII. NEW BUSINESS

1. Approval Of: Emergency and Disaster Mutual Aid Agreement Between the Camden County Board of Commissioners, City of St. Marys, City of Kingsland, City of Woodbine, the Camden County Board of Education and Camden County Public Service Authority. -
2. Approval Of: Change Order from Thomas & Hutton Engineering for Keith Dixon Way -

Staff recommends approval.

3. 3191 : Approval Of: Change Order, Insertion of Flow Meter (Proposed Cost Proposal #08) -

Staff recommends approval.

4. Approval Of: Resolution #2020-09 - a Resolution by the Mayor and Council Requiring the Use of Masks or Face Coverings in Property Owned or Leased by the City During the COVID-19 Outbreak -
5. Approval Of: Memorandum of Understanding Between the City of Kingsland and the Camden Connection for Distribution of the Cares Act Funding -
6. Appointment Of: Mr. Matt Hooks to the Kingsland Downtown Development Authority -

Discussion only

IX. MAYOR AND COUNCIL ANNOUNCEMENT

X. ADJOURNED

Resolution 2020-__
City of Kingsland
Proposed FY 2020-21 Budget

5.1.a

Variance from FY 19-20 Budget to FY 20-21 Recom'd								Summary of Changes From FY 19-20 Budget to FY 20-21 Budget
Department	FY 20-21 Requested Budget	FY 20-21 Recomm'd Budget	\$ Increase/ Decrease from Requested Budget	Current Year FY 19-20 Budget	% Change	\$ Increase/ Decrease		
Retirement funding 9.1% increase; health & life insurance no increase in premiums (employer & employee); health clinic 22.5% increase, workers comp 26.1% increase; Liability insurance 17.3% increase. Budget does not include raises or bonuses.								
General Fund	General Fund Revenues	\$10,231,742	\$10,348,760	\$117,018	\$10,641,218	-2.75%	-\$292,458	Contingency of \$228,000 based on tax rate of 8.00 mills. Recommend at least a \$400,000 contingency based on current economic forecast. Tax revenues are based on 2.77% digest increase due to new construction growth with an 8% reduction based on economic forecast. The rollback rate of 8.034 mills would generate \$121,479 increase in taxes, at 8.00 mills it would generate \$104,944 more than current year. Other decreases related to economic forecast are in sales taxes, building permits, SRO contract, interest, and lodging taxes. Most reductions are 5%-8%, except lodging tax is based on a 35% reduction and SRO contract at a 25% reduction.
	Administration	\$1,168,043	\$1,168,043	\$0	\$1,106,803	5.53%	\$61,240	PSA funding same as FY20: \$545,457. Allocated \$5,000 for Exit 3 landscaping improvements and \$2,400 towards phase II new City seal implementation. Increase in salaries with additional position in training for City Clerk pending retirement of current employee. Increase in liability insurance.
	Information Technology	\$184,240	\$184,240	\$0	\$176,191	4.57%	\$8,049	Shared department with water/sewer fund. Overall increase between both funds is \$13,091 or 4.48% for phased implementation of Incode 10 (total project cost \$53,300: 25% FY20, 75% FY21) and new switches/routers \$10,500. (60%GF/40%WS)
	Finance	\$271,534	\$271,534	\$0	\$290,517	-6.53%	-\$18,983	Shared department with water/sewer fund. Overall decrease between both funds is \$35,051 or -7.12% for reducing 1 position and realigning duties. (60%GF/40%WS)
	Municipal Court	\$475,948	\$474,209	-\$1,739	\$381,731	24.23%	\$92,478	Overall increase related to request for new solicitor position \$21,600. Increase in other costs for fine add-ons based on fines and forfeitures. Requested (3% raise) for 1 employee, not recommended.
	Police	\$3,839,253	\$3,604,301	-\$234,952	\$3,290,103	9.55%	\$314,198	Overall increase in: Salaries- request for new 4 member traffic team (recommend 2 initially); Tuition reimbursement program request for \$30k (recommend \$15K); increase in training by \$31k or 63.3%; new rifle program \$46k offset with officer buy back option; capital outlay- 8 fully equipped police vehicles, new server, 1 lidar, and 23 portable radios. Requested (5% raise) for 2 employees. not recommended.
	Fire	\$1,843,499	\$1,782,974	-\$60,525	\$2,521,235	-29.28%	-\$738,261	Decrease in capital outlay from prior year. Current year capital outlay request for 1 rescue tool set (\$30,000), 1 battery power fan (\$5,085), ladder truck (\$1,000,000 SPLSOT VIII), and remodel station 4 (phase I \$100,000 SPLOST VIII). Additional decreases in small equipment and uniforms.
General Fund	Public Works	\$1,749,580	\$1,749,580	\$0	\$1,822,332	-3.99%	-\$72,752	Decrease in capital outlay from prior year. Current year capital outlay funded by SPLOST VIII: mini excavator (\$35,000), dump truk 16 yd (\$120,000), traffic lights on Boone Ext (\$218,285),LMIG resurfacing match (\$65,000), update street signs to new code (\$12,500 in phases), drainage projects (\$100,000), and road striping (25,000).

Attachment: Council Summary FY 20-21 (3187 : FY 2020-21 Budget Presentation)

Resolution 2020-__
City of Kingsland
Proposed FY 2020-21 Budget

5.1.a

Variance from FY 19-20 Budget to FY 20-21 Recom'd								Summary of Changes From FY 19-20 Budget to FY 20-21 Budget
Department	FY 20-21 Requested Budget	FY 20-21 Recomm'd Budget	\$ Increase/ Decrease from Requested Budget	Current Year FY 19-20 Budget	% Change	\$ Increase/ Decrease		
							Retirement funding 9.1% increase; health & life insurance no increase in premiums (employer & employee); health clinic 22.5% increase, workers comp 26.1% increase; Liability insurance 17.3% increase. Budget does not include raises or bonuses.	
P&Z	\$538,691	\$528,788	-\$9,903	\$562,732	-6.03%	-\$33,944	Increase in repairs for back door, gutter, and roof and professional services for engineering services offset by decrease in capital outlay from prior year. Requested (7%-10% raise) for 3 employees, not recommended.	
Econ. Dev./DDA	\$104,134	\$63,534	-\$40,600	\$104,496	-39.20%	-\$40,962	Overall decrease in Catfish Festival-prior year agreement for DDA Fund to fund festival beginning FY21 and forward; other decreases in lamp post banners funded every other year and mounted Christmas decorations funded in FY20. Requested 4 speed radar devices \$14,000-not recommended, pursuing grant options/ DOT traffic study instead.	
Fleet Services	\$293,557	\$293,557	\$0	\$335,134	-12.41%	-\$41,577	Shared department with water/sewer fund based on fleet functions performed for other departments. Overall decrease between both funds is \$57,763 or -12.89%. Decrease in capital outlays from prior year. Capital outlay requests for one twin post rack (\$10,995). (75%GF/25%WS)	
GF Total Expenditures	\$10,468,479	\$10,120,760	-\$347,719	\$10,591,274	-4.44%	-\$470,514		
Water/ Sewer Fund	Revenues for Water/Sewer Fund	\$8,980,500	\$8,710,500	-\$270,000	\$12,791,530	-31.90%	-\$4,081,030	Contingency of \$368,667; based on current rate structure. Overall decrease in charges for services by 5% based on economic forecast and decreases in other finances sources for GEFA projects being completed in current year.
	Administration	\$491,719	\$491,719	\$0	\$454,486	8.19%	\$37,233	Increase in liability insurance and online credit card processing fees.
	Information Technology	\$121,356	\$121,356	\$0	\$116,314	4.33%	\$5,042	Shared department with water/sewer fund. Overall increase between both funds is \$13,091 or 4.48% for phased implementation of Incode 10 (total project cost \$53,300: 25% FY20, 75% FY21) and new switches/routers \$10,500. (60%GF/40%WS)
	Finance	\$185,504	\$185,504	\$0	\$201,572	-7.97%	-\$16,068	Shared department with water/sewer fund. Overall decrease between both funds is \$35,051 or -7.12% for reducing 1 position and realigning duties. (60%GF/40%WS)
	Fleet Services	\$96,743	\$96,743	\$0	\$112,929	-14.33%	-\$16,186	Shared department with water/sewer fund based on fleet functions performed for other departments. Overall decrease between both funds is \$57,763 or -12.89%. Decrease in capital outlays from prior year. Current year capital outlay for one twin post rack (\$10,995). (75%GF/25%WS)

Attachment: Council Summary FY 20-21 (3187 : FY 2020-21 Budget Presentation)

Resolution 2020-__
City of Kingsland
Proposed FY 2020-21 Budget

5.1.a

Variance from FY 19-20 Budget to FY 20-21 Recom'd								
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Retirement funding 9.1% increase; health & life insurance no increase in premiums (employer & employee); health clinic 22.5% increase, workers comp 26.1% increase; Liability insurance 17.3% increase. Budget does not include raises or bonuses.								
Water/Sewer Fund	Operations	\$7,446,511	\$7,446,511	\$0	\$11,550,428	-35.53%	-\$4,103,917	Decrease in GEFA capital outlay projects being completed in current year. Capital outlay requests for Vac-con (\$380,000), Avanti system (\$7,000), utility relocates (\$160,000), elevated tank-phase I (\$200,000), WTP #1-Clearwell, aerator, & mixing systems prefab (\$670,000), WTP #2-clearwell & aeration rehab (\$10,000), pick up trucks (3) (\$77,500), lift station rehab-various (\$415,000), fencing (\$5,000), complete WWTP renovations (\$2,000,000), bypass pump (\$46,000), pipe lining for manholes (\$20,000), manhole upgrades-various (\$40,000), misc plant equipment (\$31,500), and AC replacement (\$10,000).
	Water/Sewer Fund Total Expenses	\$8,341,833	\$8,341,833	\$0	\$12,435,729	-32.92%	-\$4,093,896	
Solid Waste	Solid Waste Revenues	\$1,505,010	\$1,452,510	-\$52,500	\$1,577,010	-7.89%	-\$124,500	Contingency of \$93,837; based on current rate structure. Overall decrease in charges for services by 5% based on economic forecast.
	Expenses	\$1,398,673	\$1,358,673	-\$40,000	\$1,474,401	-7.85%	-\$115,728	Decrease in workers comp based on FY20 claim reaching \$75,000 cap for an individual. Decrease in capital outlay from prior year. Capital outlay requests for one garbage truck (\$290,000) and one limb wagon (\$145,000)
Other Funds	Confiscated Assets Fund	\$70,020	\$70,020	\$0	\$42,025	66.62%	\$27,995	Based on estimated confiscated assets and remaining CISCO funds.
	CDBG-DR Grant	\$327,640	\$327,640	\$0	\$300,000	9.21%	\$27,640	Based on estimated grant funding for disaster recovery.
	TAP Grant	\$625,000	\$625,000	\$0	\$0	100.00%	\$625,000	Based on grant award for Boone Street Pedestrian and Bicycle Improvement Project.
	Multiple Grant Fund	\$276,932	\$276,932	\$0	\$289,108	-4.21%	-\$12,176	Based on grant awards expected during the fiscal year. Includes Police vest grant \$20,000; LMIG \$231,932 plus 30% match; Safety grant \$16,000; and Health & Wellness grant \$9,000.
	CVB Fund (Tourism)	\$677,100	\$677,100	\$0	\$961,024	-29.54%	-\$283,924	Revenues are based at 44% of estimated Hotel/motel tax revenues \$314,600, cash carry forward \$350,000, merchandise sales, & County HMT Share \$10,800. Revenues reduced by 35% based on economic forecast.
	Hotel/Motel Tax Fund	\$715,000	\$715,000	\$0	\$772,727	-7.47%	-\$57,727	Based on estimated hotel/motel tax revenues. Revenues reduced by 35% based on economic forecast.
	Downtown Development Authority Fund	\$47,530	\$47,530	\$0	\$59,813	-20.54%	-\$12,283	Funded by DDA fundraising events. All expenses paid directly from the DDA checking account. Cash carry forward \$25,000.

Attachment: Council Summary FY 20-21 (3187 : FY 2020-21 Budget Presentation)

Resolution 2020-__
City of Kingsland
Proposed FY 2020-21 Budget

5.1.a

Department		FY 20-21 Requested Budget	FY 20-21 Recomm'd Budget	\$ Increase/ Decrease from Requested Budget	Current Year FY 19-20 Budget	Variance from FY 19-20 Budget to FY 20-21 Recom'd		Summary of Changes From FY 19-20 Budget to FY 20-21 Budget
						% Change	\$ Increase/ Decrease	
Other Funds	Georgia Gateway Community Improvement District	\$5,401	\$5,401	\$0	\$5,401	100.00%	\$0	Retirement funding 9.1% increase; health & life insurance no increase in premiums (employer & employee); health clinic 22.5% increase, workers comp 26.1% increase; Liability insurance 17.3% increase. Budget does not include raises or bonuses.
	Tax Allocation District #1	\$1,331	\$1,331	\$0	\$1,331	100.00%	\$0	Special Revenue Fund used to account for the component unit whose purpose is to account for the activities of the community improvement district. Budgeted funds represent tax revenues generated within the district based on 5 mills.
	Kingsland Development Authority	\$31,274	\$31,274	\$0	\$31,274	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.
	SPLOST Fund #7	\$100,000	\$100,000	\$0	\$3,521,749	100.00%	-\$3,421,749	Special Revenue Fund used to account for the blended component unit whose purpose is to finance construction of City's public buildings.
	SPLOST Fund #8	\$2,824,070	\$2,824,070	\$0	\$1,755,500	100.00%	\$1,068,570	Based on SPLOST VII remaining projects and remaining funds. Collections ended June 2019.
	General Debt Service	\$78,164	\$78,164	\$0	\$121,082	-35.45%	-\$42,918	Based on SPLOST VIII revenues beginning with July 2019 collections. Distribution at a rate of 65% of Kingsland's share until County Tier 2 projects are fully funded. Projects include: ladder truck, Fire House 4 remodel, public works equipment and road projects, traffic light at Boone/Haddock, and Water/Sewer infrastructure and projects.
	Debt Service Revenue Bond	\$156,000	\$156,000	\$0	\$156,000		\$0	Based on current lease payments for governmental funds. Decrease related to paying off debt in current year.
					Mayor			
					(Print Title)			
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>28th of September 2020</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, 2020 through September 30, 2021</u> . Given under the seal of the City, this _____, 2020.								
(SEAL)								
					City Clerk			

Attachment: Council Summary FY 20-21 (3187 : FY 2020-21 Budget Presentation)

Emergency and Disaster Mutual Aid Agreement between the Camden County Board of Commissioners, City of St. Marys, City of Kingsland, City of Woodbine, the Camden County Board of Education and Camden County Public Service Authority.

WHEREAS, a need for mutual aid agreements between the Camden County Board of Commissioners, City of St. Marys, City of Kingsland, City of Woodbine, the Camden County Board of Education and Camden County Public Service Authority has been recognized; and

WHEREAS, authority for such agreement can be found in O.C.G.A. § 38-3-29; and

NOW THEREFORE BE IT RESOLVED, that the Camden County Board of Commissioners and, the City of St. Marys, City of Kingsland, City of Woodbine, Camden County Board of Education and Camden County Public Service Authority adopt this Emergency and Disaster Mutual Aid Agreement.

1. DEFINITIONS

The following definitions shall apply throughout this agreement:

- (a) “Agreement” means the Emergency and Disaster Mutual Aid Agreement.
- (b) “Assisting Local Agency” means the Participating Local Agency furnishing equipment, services, personnel or other aid pursuant to this agreement.
- (c) “Disaster” means any natural, technological, or civil emergency, or threat thereof that causes damage or has the potential to cause damage of sufficient severity and magnitude to result in a declaration of a state emergency by a county, city, the Governor, or the President of the United States.
- (d) “Emergency” means any occurrence, or threat thereof, whether natural, or caused by man, in war or in peace, that results or may result in substantial injury or harm to the population or substantial damage to or loss of property.
- (e) “Emergency Management Director” means the person appointed by the county governing authority and approved by the Georgia Emergency Management Agency in accordance with O.C.G.A. § 38-3-27 to implement the emergency plan of the county.
- (f) “Employees” means paid, volunteer, and auxiliary employees and emergency management workers.
- (g) “Participating Local Agency” means a county, city, authority, or private agency that has duly enacted this agreement.
- (h) “Receiving Local Agency” means the Participating Local Agency requesting equipment, services, personnel, or other aid pursuant to this agreement.

2. TERM

This agreement begins on the date executed by the parties and continues for one (1) year. This agreement shall automatically renew for an additional one (1)-year period unless any party provides written notice of an intention not to renew within thirty (30) days of the expiration date.

3. BASIC AGREEMENT

Any Participating Local Agency requested to render mutual aid or requested to participate in exercises and training for mutual aid pursuant to this Agreement shall take such action as is necessary to provide and make available the resources covered by this Agreement in accordance with the terms hereof: provided, however, that the Assisting Local Agency may withhold or withdraw those resources necessary to provide protection for such local agency.

4. PROCEDURE

In the event of any emergency or disaster, the Emergency Management Director of any county or local agency, or the designee of the county governing authority, may request assistance of another Participating Local Agency by contacting the Emergency Management Director, or the designee of the governing authority, of that county or Participating Local Agency. The provisions of this agreement shall only apply to requests for assistance made by and to official emergency management directors or the designees of the county governing authority or Participating Local Agency. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within ten days of the verbal request.

5. RIGHTS AND DUTIES

Each Participating Local Agency shall afford to the employees of any other Participating Local Agency, while operating within its jurisdiction under the terms and conditions of this Agreement, the same powers (except that of arrest, unless specifically authorized by the Receiving Local Agency), duties, rights, privileges and immunities as are afforded employees of the Receiving Local Agency in which they are performing emergency services. Employees of the Assisting Local Agency will continue under the command and control of their regular leaders, but as a group will come under the operational control of the emergency services authorities of the Receiving Local Agency, unless the Receiving Local Agency relinquishes such control.

6. LICENSES AND PERMITS

Whenever any person holds a license, certificate, or other permit issued by the state, county, or other qualified agency evidencing that the individual possesses any required professional, mechanical, or other skills, such person may be permitted by the Receiving Local Agency to render

aid involving such skill in any other Participating Local Agency to meet an emergency or disaster situation.

7. COMPENSATION

Each Participating Local Agency shall provide for the payment of compensation and death benefits to injured employees of that ~~county~~-agency and the representatives of deceased employees in case such employees sustain injuries or are killed while rendering aid pursuant to this Agreement, in the same manner and on the same terms as if the injury or death were sustained with~~in~~ their own local agency.

8. PAYMENT AND REIMBURSEMENT

The Receiving Local Agency shall pay and reimburse the Assisting Local Agency for the compensation paid to its employees during the time and rendition of the aid and shall defray the actual traveling and maintenance expenses of the employees while they are rendering the aid. The reimbursement shall include any amounts paid or due for compensation due to personal injury or death while the employees were engaged in rendering the aid. The Receiving Local Agency shall also be liable for any loss or damage to equipment used for or in the Receiving Local Agency pursuant to this Agreement and shall pay any expense incurred in the operation or maintenance thereof. No claim for the loss of, damage to, or expense of such equipment shall be allowed unless, within sixty (60) days after the same is sustained or incurred, an itemized notice of the claim under oath is served by mail or otherwise upon the chief fiscal officer of the Receiving Local Agency.

9. IMMUNITY

Neither an Assisting Local Agency nor, except in cases of willful misconduct, gross negligence, or bad faith, the employees, agents, or representative of any Assisting Local Agency, nor any unpaid trained personnel or member of any agency engaged in any emergency management activity pursuant to this Agreement, shall be liable for the death of or injury to person or for damage to property as a result of such activity.

James H. Starline, Chairman

Date

Camden County Board of Commissioners

ATTEST:

Kathryn A. Bishop, County Clerk

Date

 John F. Morrissey, Mayor
 City of St. Marys

 Date

ATTEST:

 Deborah Walker-Reed, City Clerk

 Date

 Dr. C. Grayson Day, Mayor
 City of Kingsland

 Date

ATTEST:

 Linda M. O'Shaughnessy, City Clerk

 Date

 Kizzi Knight, Mayor
 City of Woodbine

 Date

ATTEST:

 M. Lynn Courson, City Clerk

 Date

Dr. John Tucker, Superintendent
Camden County Board of Education

Date

ATTEST:

Date

Lannie Brant, Chairman
Camden County Public Service Authority

Date

ATTEST:

Date

**CONSTRUCTION CONTRACT
CHANGE ORDER**

Project: Keith Dixon Way

Change Order Number: One (1)

Owner: City of Kingsland, Georgia

Date Issued: August 5, 2020

Contractor: Seaboard Construction Co.

Engineer's Project Number: 27679.0000

The Contract is changed as follows:

A grade change was necessary to provide cover of the HDPE cross drain pipe and account for the thickness of the inlet structure top slab. The change required additional fill material. The Contractor has agreed to provide the material for the cost of purchase and hauling to the project. The cost of spreading, grading and compaction of the material will be provided by the Contractor.

The contract quantity for prime, base, paving and the construction entrance will be reduced as noted on Exhibit "A" as a deductive change.

See Exhibit "A" attached.

Not valid until signed by the Owner, Engineer, and Contractor.

Adjustments in the Contract Sum:

The original Contract Amount was.....	\$	490,470.52
Net change by previously authorized Change Orders	\$	0.00
The Contract Amount prior to this Change Order was.....	\$	490,470.52
The new Contract Amount will be (increased) (decreased) (unchanged)		
by this Change Order in the amount of	\$	2,995.09
The new Contract Amount including this Change Order will be	\$	493,465.61

Adjustments in the Contract Time: None

ENGINEER RECOMMENDATION

Robert Cheek, PE
ENGINEER



SIGNATURE

8-5-2020

DATE

CONTRACTOR ACCEPTANCE

CONTRACTOR

SIGNATURE

DATE

OWNER APPROVAL

OWNER

SIGNATURE

DATE

Exhibit "A"

Item	Description	Quantity			Unit	Unit Price	Changed Value		
		Contract	Installed	Change			Additive	Deductive	Total
20	Site Grading - Rough	64080.28	64080.28	0					
	Value per CY - Purchase and Haul	0	1460	1460	CY	\$ 11.50	\$ 16,790.00		
160	8" Limerock Base	6270	6200	70	SY	\$ 15.21		\$ 1,064.70	
170	2" 19mm Superpave	6270	6200	70	SY	\$ 11.83		\$ 828.10	
180	1.5" 12.5mm Superpave	6270	6200	70	SY	\$ 9.18		\$ 642.60	
190	Prime Coat	6270	0	6270	SY	\$ 1.40		\$ 8,778.00	
270	Construction Entrance	1	0	1	EA	\$ 2,481.51		\$ 2,481.51	
							\$ 16,790.00	\$ 13,794.91	\$ 2,995.09
									Increase

Attachment: Keith Dixon Way - Change Order No 1 (3189 : Approval Of: Change Order from Thomas &



SAWCROSS INCORPORATED

10970 NEW BERLIN ROAD JACKSONVILLE, FL 32226-2270
904-751-7500 (VOICE) 904-751-0600 (FAX) WWW.SAWCROSS.COM (INTERNET)

August 11, 2020

Jared Wozny, P.E.
Carter & Sloope, Inc.
6310 Peake Road
Macon, GA 31210

Subject: City of Kingsland WWTF Renovations Project – Proposed Cost Proposal #08 (Insertion Flow Meter)

Dear Jared,

In regards to City of Kingsland WWTF Renovations Project, it has been requested to provide a insertion flow meter. Below and attached you will find a complete breakdown showing all labor, material and equipment that will be required to complete the additional work.

Total Costs	\$17,272.28
Total Additional Contract Time (Calendar Days)	Three (3) Day(s)

Sincerely,

Drew Hickinbotham

Drew Hickinbotham
Project Manager
904-751-7500 Ext. 113
drewh@sawcross.com

Attachment: Change Proposal #08 - Insertion Flow Meter (3) (3191 : Approval Of: Insertion of Flow Meter (Proposed Cost Proposal #08))

SAWCROSS, INC
 Cost Proposal Breakdown
 City of Kingsland WWTF Renovations Project
 CHANGE PROPOSAL #08 - INSERTION FLOW METER

Description	Unit	Qty	Unit Matl	Unit Labor	Total Matl	Total Labor	Sub/Misc.	Total
Superintendent (1 man; 8 hours)	mh	2	0.00	45.00	0.00	90.00	0.00	90.00
Laborer (2 men; 8 hours)	mh	4	0.00	22.00	0.00	88.00	0.00	88.00
Model 282L Single Point Insertion Flow Meter	ls	1	5856.00	0.00	5856.00	0.00	200.00	6056.00
Cogburn Bros. (Electrical Work)	ls	1	0.00	0.00	0.00	0.00	5873.00	5873.00
Programming & Integration (M/R Systems, Inc.)	ls	1	0.00	0.00	0.00	0.00	1948.00	1948.00
18X2 Saddle (Ferguson Waterworks Quote B482770)	ls	1	435.00	0.00	435.00	0.00	0.00	435.00
Subtotal					6291.00	178.00	8021.00	14490.00
Burden\Sales Tax					440.37	89.00	0.00	529.37
Subtotal					6731.37	267.00	8021.00	15019.37
O H & P							15%	2252.91
Total								17,272.28



3300 Faye Road
 Phone (904) 358-7344 Jacksonville, FL 32226 Fax (904) 358-2805

Sawcross Inc.

July 2, 2020

Attention: Drew Hickinbotham

RE: Orbal Basin Flow Meter

Cogburn Bros. Electric is pleased to provide you with this quotation for the electrical portion of the above referenced project. Our scope of work is below -

Our Price Includes:

1. Provide & Install (2) Conduits from Orbal Basin Control Panel to Flow Meter.
2. Provide & Install Wire and Terminations to Orbal Basin Control Panel & Flow Meter.

Our Price Does Not Include:

1. Premium Time (All Work Scheduled, Mon-Fri, 7-3:30)
2. Sunshield or Enclosure for Flow Meter Display.

Lump Sum Total **\$5,873.00**

This proposal will remain valid for 30 days and is subject to acceptance of a mutually agreeable contract.

Thank you for the opportunity to work with you on this project. If you have any questions regarding our proposal, please contact me at your convenience.

Sincerely,

Chad Walker

Cogburn Bros. Electric

Direct Line: (904) 861-3732 | Office: (904) 358-7344

Fax - (904) 358-2805 | Cell: (904) 463-4234 |

Email: cwalker@cogburnbros.com

Customer: Carter & Sloope
 Project: WWTF Improvements - Orbal Influent Flowmeter CO
 MR Quote #: Q20-7704 CO, Rev. 1



July 10, 2020

Bill of Materials and Labor

Qty	Tag/Loop	Description
		18" Magmeter for Orbal Influent Pipe - SCADA Integration The purpose of this change order is to provide SCADA integration and commissioning services for an additional 18" magmeter, provided by Sawcross, Inc., for the Orbal Influent Pipe. Services include, but not limited to, field commissioning of the unit, HMI/SCADA integration, and future record documentation of the supplied materials. Materials to be supplied are as followed: 1 Field Instrument Sun/Rain Shield 1 Phoenix Contact 4-Wire Field Instrument Boxtrab Surge Arrestor Exclusions and Clarifications: 1) The 18" Magmeter, to be provided by Sawcross Inc., is based on a McCrometer Model 282L Single Point Insertion Mag Meter Forward Flow, 2" sensor for ID pipe of 6-96" with ProComm 120VAC Converter/Transmitter. As this equipment is supplied by Others, any record documentation and related equipment warranty services shall not be provided by MR Systems. However, any services and materials provided by MR Systems, noted herein, shall be covered by MR Systems' warranty. 2) Analog Signal and 120VAC Power Cabling, along with its 120VAC circuit, shall be provided by Others. 3) Installation of the field instrumentation as well as electrical installation shall be by Others. 4) It is assumed the flow's analog signal shall be terminated and integrated with the Orbal Basin Aerator Control Panel, LCP-OBA, and its respective PLC. PLC programming and control panel integration services for this panel shall be by Others. Note, these Control Panel/PLC services, by Others, may incur additional costs to provide for this flow input and related PLC programming. MR Systems shall read this flow data via the WWTP SCADA LAN connection to this control panel and PLC. 5) Labor and associated travel expenses for this addition has been included such that this magmeter shall be commissioned during startup of the base project. If a separate trip shall be necessary, additional expense may apply.
		Project Labor One Lot Project Engineering, Electrical Design, Mechanical Design, Drafting & Administrative Labor (including Travel & Living expenses) as required. One Lot HMI Software Applications Development & Graphics Design Labor (including Travel & Living expenses) as required for HMI/SCADA integration services. One Lot PLC Control Strategy Design & Programming Labor (including Travel & Living expenses) to be performed as required for communication coordination. One Lot Field Service (including Travel & Living expenses) to provide commissioning services. N/A Electrical Installation or Terminations (including Travel & Living expenses) to provide installation of conduit, wire, etc. as required. 1 Year Onsite Comprehensive Warranty (including Travel & Living expenses) One Lot Freight
Subtotal of Labor and Materials: \$1,898		
State Sales Tax is INCLUDED. Assumed sales tax rate is: 7%, Included Sales Tax: \$50		
Total Project Cost: \$1,948		

Attachment: Change Proposal #08 - Insertion Flow Meter (3) (3191 : Approval Of: Insertion of Flow Meter (Proposed Cost Proposal #08))

Customer: Carter & Sloope
 Project: WWTF Improvements - Orbal Influent Flowmeter CO
 MR Quote #: Q20-7704 CO, Rev. 1



July 10, 2020

Bill of Materials and Labor

Qty	Tag/Loop	Description
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General Notes:

- A *** Sales Representation ***
 Mr. Scott Cockrell of Eco-Tech, Inc. in Canton, GA, is our local Sales Representative. Scott may be reached at 678-880-1203 (Office) or 678-251-6178 (Cell).
- B *** Technical Questions ***
 For technical or scope of supply questions contact Joel Schuetz of MR Systems, Inc. Joel may be reached at 678-325-2842 (Office) or 678-727-2722 (Cell).
- C *** Installation of Conduit and Wire ***
 This quotation **DOES NOT INCLUDE** the supply or physical installation of conduit or wire unless specifically noted above.
- D *** Equipment Installation ***
 This quotation **DOES NOT INCLUDE** physical installation of field instruments, pipe, tubing, fittings, isolation valves, instrument stands, instrument mounts, control panels, antennas, masts, wooden poles, or other devices or other equipment unless specifically noted above.
- E *** Wiring Terminations ***
 This quotation **DOES NOT INCLUDE** field or panel terminations of signal or power wires
- F *** Fiber Optics Cable ***
 This quotation **DOES NOT INCLUDE** the supply or physical installation of Fiber Optic Cable.
- G *** Fiber Optic Cable Termination ***
 This quotation **DOES NOT INCLUDE** termination or testing of fiber optics cable.
- H *** Coaxial Cable Installation ***
 This quotation **DOES NOT INCLUDE** the physical installation of coaxial cable or other related components.
- I *** Installation of Communications Towers or Poles ***
 This quotation **DOES NOT INCLUDE** the supply or physical installation of Communication Towers or Poles.
- J *** Contractor License Information ***
 MR Systems' Georgia Electrical Contractors License Number is EN214384 (Non-Restricted).
- K **Intentionally left blank**
- L *** Terms and Conditions ***
 MR Systems, Inc. General Terms & Conditions of Sale apply to any order resulting from this quotation. Please refer to the link provided below for a copy of our General Terms and Conditions of Sale.
<https://www.mrsystems.com/sellersterms/>

Revision Notes:

Rev. 0 First Issue - 2020-06-29 - JKS
 Rev. 1 Revised quote to reflect flow meter to be provided by Sawcross, Inc. - 2020-07-10 - JKS



FERGUSON WATERWORKS-JAX #149
9692 FLORIDA MINING BLVD W
BUILDING #100
JACKSONVILLE, FL 32257
Phone: 904-268-2551
Fax: 904-268-2053

Deliver To:
From: Zach Laroche
Comments:

8.3.a

16:01:36 JUL 08 2020

Page 1 of :

FEL-JACKSONVILLE WW -#149
Price Quotation
Phone: 904-268-2551
Fax: 904-268-2053

Bid No: B482770
Bid Date: 07/08/20
Quoted By: ZL

Cust Phone: 904-751-7500
Terms: NET 10TH PROX

Customer: SAWCROSS INC
1909 KINGSLAND WWTF
10970 NEW BERLIN ROAD
JACKSONVILLE, FL 32226-2270

Ship To: SAWCROSS INC
1909 KINGSLAND WWTF
10970 NEW BERLIN ROAD
JACKSONVILLE, FL 32226-2270

Cust PO#: 18X2 SDL

Job Name: 1909 KINGSLAND WWTF

Item	Description	Quantity	Net Price	UM	Total
FFC2021950IP7	18X2 IP DBL STRP SS EPOX SDL	1	435.000	EA	435.00
	FFC2021950IP7-U100				
Net Total:					\$435.00
Tax:					\$30.45
Freight:					\$0.00
Total:					\$465.45

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTACT YOUR SALES REPRESENTATIVE IMMEDIATELY FOR ASSISTANCE WITH DBE/MBE/WBE/SMALL BUSINESS REQUIREMENTS.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to
complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=149&on=56613>

Packet Pg. 20

Attachment: Change Proposal #08 - Insertion Flow Meter (3) (3191 : Approval Of: Insertion of Flow Meter (Proposed Cost Proposal #08))

RESOLUTION #2020-09**A RESOLUTION BY THE MAYOR AND COUNCIL REQUIRING
THE USE OF MASKS OR
FACE COVERINGS IN PROPERTY OWNED OR LEASED BY THE
CITY DURING THE COVID-19 OUTBREAK**

WHEREAS, the novel coronavirus, an infectious virus known to cause the respiratory disease “COVID-19” can spread from person to person, and can result in no symptoms, minor symptoms, or serious illness causing permanent organ damage and death;

WHEREAS, individuals age 65 or over or living with certain medical conditions identified by the CDC (members of Vulnerable Populations) and members of other populations identified by the CDC (“Other Populations at Risk”) are at risk of severe and lasting harm to health or death from COVID-19;

WHEREAS, COVID-19 also has been reported to cause severe and permanent damage to some children;

WHEREAS, on March 14, 2020, Governor Brian Kemp declared a Public Health State of Emergency in Georgia, and renewed this declaration multiple times to present date;

WHEREAS, the Centers for Disease Control and Prevention (“CDC”) has noted that COVID-19 spreads very easily and sustainably when an infected person (who may have no symptoms at all, or minor symptoms) talks, sneezes, or coughs in close proximity with others (within six feet);

WHEREAS, the Governor’s Executive Orders require Vulnerable Populations to continue to shelter in place, with exceptions that include participating in essential services and working;

WHEREAS, many City employees and many members of the public who visit City Hall and other City buildings may be members of Vulnerable Populations;

WHEREAS, some City employees and many members of the public who visit City Hall and other City properties are members of the following “Other Populations at Risk” identified by the CDC: pregnant women, individuals experiencing homelessness, people with disabilities, and racial and ethnic minorities;

WHEREAS, the Mayor and Council desire to protect individuals in said Vulnerable Populations and Other Populations at Risk, in a reasonable manner and as recommended by the CDC and by the Georgia Department of Public Health, while such individuals are working in, conducting business in, or visiting City Hall and other City buildings;

WHEREAS, the CDC, Dr. Kathleen Toomey (Georgia's Commissioner of Public Health), and Governor Kemp recommend that individuals wear face coverings over the nose and mouth to mitigate the spread of COVID-19 when they are in public places where they cannot practice social distancing (i.e., stay at least six feet away from other individuals who do not share the same household); and

WHEREAS, the CDC states that wearing a face covering over the nose and mouth is a recommended precaution designed to prevent symptomatic and asymptomatic individuals who have contracted COVID-19 from spreading it to other individuals; and

WHEREAS, to be an effective precaution, it is necessary to require all City employees and members of the public to wear a face covering over the nose and mouth while in public areas in City buildings and while meeting in City buildings; and

WHEREAS Dr. Toomey and Governor Kemp have modeled the behavior of wearing face coverings as examples for Georgians to follow; and

WHEREAS, having City Hall and other City offices open and accessible to the public as necessary to conduct in-person business that cannot be conducted by other means is important for the economic vitality of the City;

WHEREAS, certain activities, such as discussing and reviewing construction and other permits, benefit from or require face-to-face interactions between City employees and other individuals;

WHEREAS, if a City employee is exposed to the novel coronavirus, by an individual visiting a City building or otherwise, in accordance with CDC guidance such employee will need to quarantine at home for at least 14 days;

WHEREAS, if a City employee is diagnosed with COVID-19 or develops COVID-19 symptoms, such employee will be required to isolate at home in accordance with CDC guidance;

WHEREAS, O.C.G.A. §36-35-3 allows city governments to establish rules for use of and access to its own property for which no provision has been made by general law and which are not inconsistent with the Constitution or any charter provision applicable thereto;

WHEREAS, the City is authorized to establish policies for how the public can access City buildings during the Public Health State of Emergency and thereafter, including closing City buildings, or opening City buildings to the public but placing restrictions on public access; and

WHEREAS, the City has made and continues to make efforts to reduce the need for members of the public to physically visit City Hall and other City buildings to interact with City employees, pay bills, and conduct other business with the City;

WHEREAS, the City intends to assist its employees and the public with mitigating the spread of COVID-19 in City buildings by providing hand sanitizer, designating an entrance door and an exit door, disinfecting common surfaces regularly, prohibiting handshaking, and encouraging social distancing of non-cohabitating persons, as well as other mitigating measures;

WHEREAS, despite these precautions, the City recognizes that it is not always possible to ensure social distancing within the City buildings; and

WHEREAS, the following actions are necessary and appropriate to balance the public's interest in having access to City buildings for the conduct of business and other purposes with the compelling public interest of providing for the health, safety and welfare of the City's employees and individuals who visit City Hall and other City buildings and preventing an outbreak of COVID-19 in the City and the surrounding community.

NOW THEREFORE BE IT RESOLVED, that for the protection of members of the public and other City employees, including members of Vulnerable Populations and members of Other Populations at Risk, City employees are required to wear face coverings over the nose and mouth, which face coverings are cloth face coverings as defined by the CDC or are face coverings designed to protect others from infection by the wearer, when in public areas of City buildings and when participating in physical meetings with other individuals within non-public areas of City buildings.

BE IT FURTHER RESOLVED, that for the protection of members of the public and City employees, including members of Vulnerable Populations and members of Other Populations at Risk, members of the public are required to wear face coverings over the nose and mouth, which face coverings are cloth face coverings as defined by the CDC or are face coverings designed to protect others from infection by the wearer, when entering and while inside City buildings except as expressly stated in a separate policy, order or law, if any, that applies to certain uses of portions of City buildings, such as courtrooms and polling locations.

BE IT FURTHER RESOLVED, that the City will communicate ways to perform city business that do not require entry into a City building.

BE IT FURTHER RESOLVED, for City business that must be done in person, the City will take reasonable steps to provide such in-person service to members of the public who affirm they cannot wear a face covering because they are physically unable to remove such a face covering, have trouble breathing, or must be accompanied by children under age two.

BE IT FURTHER RESOLVED, that the City will communicate the types of acceptable face coverings required for entry into City buildings and instructions by the CDC about how to make such face coverings easily and inexpensively.

BE IT FURTHER RESOLVED, that the City will display information from the CDC explaining or illustrating the proper way to wear and remove face coverings.

BE IT FURTHER RESOLVED that the City will attempt to provide face coverings to individuals visiting City buildings who do not otherwise have a face covering that meets these requirements.

SO RESOLVED, this _____ day of _____, 2020

CITY OF KINGSLAND, GEORGIA

Dr. C. Grayson Day, Jr., Mayor

ATTEST:

Linda O'Shaughnessy, City Clerk

Attachment: GMA-Model-Face-Mask-Policy-081620 (1) (3194 : Approval Of: Resolution #2020-09)



Memorandum of Agreement (MOA)
 COVID-19 CARES Act Funding Grant
 City of _____ Kingsland Social Impact Fund & Community Economic Recovery Service
 Package

Between
Camden Connection (DBA)
 Camden Community Alliance & Resources, Inc.
 &
 City of _____ Kingsland
 Term: 8/1/20 – 12/30/20

GENERAL PURPOSE

- All funds subject to this memorandum shall be used for expenditures incurred due to the COVID-19 public health emergency.
- If any programmatic service funded pursuant to this memorandum is found to not meet the criteria of section 601(d) of the Social Security Act, it shall be excluded, and Camden Community Alliance & Resources, Inc. d/b/a Camden Connection (the “Grantee organization”) will be required to reimburse the City of Kingsland (the “city-City” or “Grantor”) for any funds expended on said service. If the remaining balance of funds is determined to be insufficient to meet the grant agreement’s listed programmatic need, such funds should be reimbursed in compliance with applicable policies.
- This ~~relationship-MOA~~ is being entered into due to unforeseen financial needs and risks experienced by citizens ~~within of the CITY-City~~ by the COVID-19 public health emergency. All funds ~~derived~~ governed by this memorandum shall be used for the exclusive purposes of expenditures allowed under section 601(d) of the Social Security Act, including assessing relevant hardship within the City’s of Kingsland political-municipal boundaries, ~~and~~ delivering financial assistance ~~provided related necessary due to the~~ COVID-19 public health emergency, and reasonable administrative expenses incurred by Grantee in administering the distribution of the grant funds.
- Only if all eligible and practical expenses associated with family assistance have been exhausted will funds subject to this memorandum be used for small business assistance. Any such assistance to small businesses will be used to cover eligible costs of business interruption caused by COVID-19 public health emergency required closures. Further, such assistance to small businesses will be targeted at those businesses most in need of such assistance to avoid permanent closure and/or reduction in workforce.
- All funds subject to this memorandum shall be subject to the Single Audit Act (31U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements. For such purposes defined in 601(d) of the Social Security Act, the recipient of funds may be defined as a grantee. The grantee takes full responsibility to meet such financial controls and funding restrictions

Responsibilities of Camden Connection – Grantee



CAMDENCONNECTION

- Expand the use of the infrastructure build through the “COVID-19 Community Impact Fund” to provide a service package to reimburse City ~~of Kingsland~~ residents and businesses for hardships incurred due to the COVID-19 ~~p~~Public Health ~~health~~ Emergency~~emergency~~. This shall be administered through a case-management program staffed by Grantee employees trained to insure the proper delivery of case management-based distribution of social impact funds.
- Ensure that all funds are fully utilized for purposes listed in the “general purposes” section by December 31, 2020.
- Provide that all funds go through an independent auditing process and meet relevant requirements of federal code listed.
- In general, provide proper administrative oversight of contracted deliverables to ensure aid is equitably administered to all citizens within the political boundaries of the ~~City of Kingsland~~.
- Make publicly available a record of all associated expenses related to the program package.

Responsibilities of the City ~~of Kingsland~~— Grantor

1. Prior to August 31st of 2020, provide a grant payment to ~~Camden Connection~~Grantee for the ~~agency's~~ City's assessed needs to cover eligible expenses governed by this memorandum to fulfill the ~~organization's City of Kingsland~~Grantee's Social Impact Fund & Community Economic Recovery Service Package to the City. It is understood that such funds shall be expended exclusively for the purposes of providing family and small business support related to COVID-19 hardships. The total grant to fully serve the City's ~~of Kingsland~~ Social Impact Fund & Community Economic Recovery Service Package amounts to \$AMOUNT.
2. Provide applicable information and updates related to the process of expensing associated with reducing the granted amount listed above to a net zero balance.

Authorization and Transmittal of Services

As a contracted support agreement, ~~The this MOA shall become fully binding upon transmission of a fully authorized MOA to the execution by~~ Grantee, a duly authorized representative of the City upon affirmative vote of the City Council and of Kingsland shall be defined upon acknowledgement by the City Clerk or other authorized person ~~acknowledgement of receipt of a fully signed agreement being within by the city City physical possession.~~ At such time the City is required to pay for the service agreement in full to have immediate and full access to the comprehensive program package listed. Having full access to the program package defines full receivable of services.

Signatures to Authorized:

Camden Connection

Date



CAMDENCONNECTION

CITY

Date

Acknowledgement of Service Received:

Date

CITY Clerk – NAME

Kingsland Downtown Development Authority (KDDA) Board of Directors: There is a vacancy on the board of the KDDA and on August 13, 2020, the board approved the nomination of Matt Hooks to serve for a term to expire on 12/31/2020. As per section 7 of the KDDA bylaws, this nomination is being submitted to the City of Kingsland Mayor and Council for their consideration as the official appointment to the Kingsland Downtown Development Authority Board of Directors.

Name: Matt Hooks

Term Exp: 12/31/2020

Address: 122 W. Woodhaven Drive, Kingsland, GA 31548

(p): 478-494-0690

Note: as per state law, the board vacancy is one of the required board seats that must have an economic interest in the redevelopment and revitalization of the downtown development area. Mr. Hooks meets this requirement as per GA DDA Law 36-42-7a (2) which states: Director shall be owners or operators of businesses located within the downtown development area and who shall be taxpayers residing in the county in which is located the municipal corporation for which the authority is created.