



CITY OF KINGSLAND, GEORGIA

CITY COUNCIL

AGENDA • MAY 9, 2022

Regular Meeting

City Council Chamber

6:00 PM

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

I. PUBLIC HEARING - STARTS AT 6:00PM

1. Public Hearing for Re-Zoning - Parcel 095 009N -

Chris Amos, acting agent for property owner JE Gross, LLC, has applied for a re-zoning of 9.88 acres of parcel 095 009N located at 150 Keith Dixon Way. The applicant is requesting the parcel be re-zoned to R-3 (Medium & High Density Residential) for the purpose of a Multi-Family Development. Zoning is R-1.

II. CALL TO ORDER AND WELCOME GUESTS

III. ROLL CALL

Charles Grayson Day Jr.
James W Galloway
Farran Fullilove
Kristy Chance
Alex Blount

Mayor
Councilman
Councilman
Councilwoman
Mayor Pro Tem

IV. INVOCATION AND PLEDGE TO THE FLAG

V. CONSENT DOCKET

- A.** Approve the Council Minutes of the last regular Council Meeting
- B.** Approve the Agenda as Presented
- C.** Approve the Payments of Accounts Payable as Due and Funds Available

VI. GRANTING AUDIENCE TO THE PUBLIC

VII. OLD BUSINESS

VIII. PLANNING AND ZONING

1. Approval of Re-Zoning - Parcel 095 009N -

Chris Amos, acting agent for property owner JE Gross, LLC, has applied for a re-zoning of 9.88 acres of parcel 095 009N located at 150 Keith Dixon Way. The applicant is requesting the parcel be re-zoned to R-3 (Medium & High Density Residential) for the purpose of a Multi-Family Development. Zoning is R-1. *Planning Commission recommends approval.*

IX. NEW BUSINESS

1. Approval Of: FY2021/22 Mid-Year Budget Revisions -
2. Bid Award: Purchase of Digital Budget Book Software for FY 22-23 -

Currently staff prepares the annual budget document by manually inputting data and utilizing various software products; such as, word, excel, visio, and publisher and then merging it into a pdf document. This digital budget book software automates this process by downloading the budget data from the financial software and automatically populating the data along with charts, tables, statistical data, etc. The software meets GFOA's best practice guidelines and includes a checklist for the Distinguished Budget Award requirements. The end result will provide an online document that is published on our website that is also printable. The budget book serves as a policy document, financial plan, operations guide, and communication tool.

This software is for the next budget cycle but the set-up will occur in August/September with funds disbursed in FY 22-23. Staff recommends low bid, ClearGov, for a one-time set up fee of \$1,200 and annual recurring cost of \$4,950 subject to 3% annual increases.

3. Bid Award: Equipment for New Ladder Truck -

Quotes were received on various equipment needed for new ladder truck. Staff recommends purchasing equipment from companies providing the lowest price as itemized on the quote sheet. This equates to \$37,740.33 from Ten-8 Fire & Safety, \$6,425 from Municipal Emergency Services, and \$1,822 from Municipal Equipment for a total of \$45,987.33.

4. Approval Of: Contract with the Coastal Regional Commission to Provide Services for the 2023 Comprehensive Plan -

Staff recommends approval.

X. MAYOR AND COUNCIL ANNOUNCEMENT

XI. ADJOURNED



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

Meeting: 05/09/22 06:00 PM
Department: Planning and Zoning
Category: Planning & Zoning
Prepared By: Natalie Moreland
Initiator: Natalie Moreland
Sponsors:

AGENDA ITEM (ID # 3880)

DOC ID: 3880

Public Hearing for Re-Zoning - Parcel 095 009N

Chris Amos, acting agent for property owner JE Gross, LLC, has applied for a re-zoning of 9.88 acres of parcel 095 009N located at 150 Keith Dixon Way. The applicant is requesting the parcel be re-zoned to R-3 (Medium & High Density Residential) for the purpose of a Multi-Family Development. Zoning is R-1.



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

AGENDA ITEM (ID # 3881)

Meeting: 05/09/22 06:00 PM
Department: Planning and Zoning
Category: Planning & Zoning
Prepared By: Natalie Moreland
Initiator: Natalie Moreland
Sponsors:
DOC ID: 3881

8.1

Approval of Re-Zoning - Parcel 095 009N

Chris Amos, acting agent for property owner JE Gross, LLC, has applied for a re-zoning of 9.88 acres of parcel 095 009N located at 150 Keith Dixon Way. The applicant is requesting the parcel be re-zoned to R-3 (Medium & High Density Residential) for the purpose of a Multi-Family Development. Zoning is R-1. *Planning Commission recommends approval.*



The City of Kingsland, GA
107 South Lee Street
P.O. Box 250
Kingsland, GA 31548
Ph: 912-729-5613
Fax: 912-729-7618

Planning and Community Development

Staff Report

Planning Commission Meeting Date: May 2, 2022

City Council Meeting Date: May 9, 2022

Agenda Item: Rezoning Request for Parcel- 095 009N

Background:

The area surrounding the parcel is mostly residential, with the exception of the adjacent parcel to the east, where Coastal Pines Technical College is located. The developer has agreed to have a 25' undisturbed natural buffer along the west side and a 15' buffer along the north side of the parcel. The entrance to the development will be off of Keith Dixon Way and residents will be required to use Keith Dixon Way as their way of travel to and from the apartment complex. Centreville Rd. will not be allowed to be used as a throughway to the development, therefore to not add any additional traffic to the adjacent subdivision. The Planning staff feels like this project will have a positive impact on the area and will be a supportive housing mechanism for the college. Only a conceptual plan has been submitted at this time and there is sewer and water available to this immediate area.

Summary:

Chris Amos, acting agent for property owner JE Gross, LLC has applied for a rezoning of 9.88 acres of parcel 095 009N located at 150 Keith Dixon Way. The applicant is requesting the parcel be rezoned to R-3 (Medium & High Density Residential) for the purpose of a Multi-Family Development.

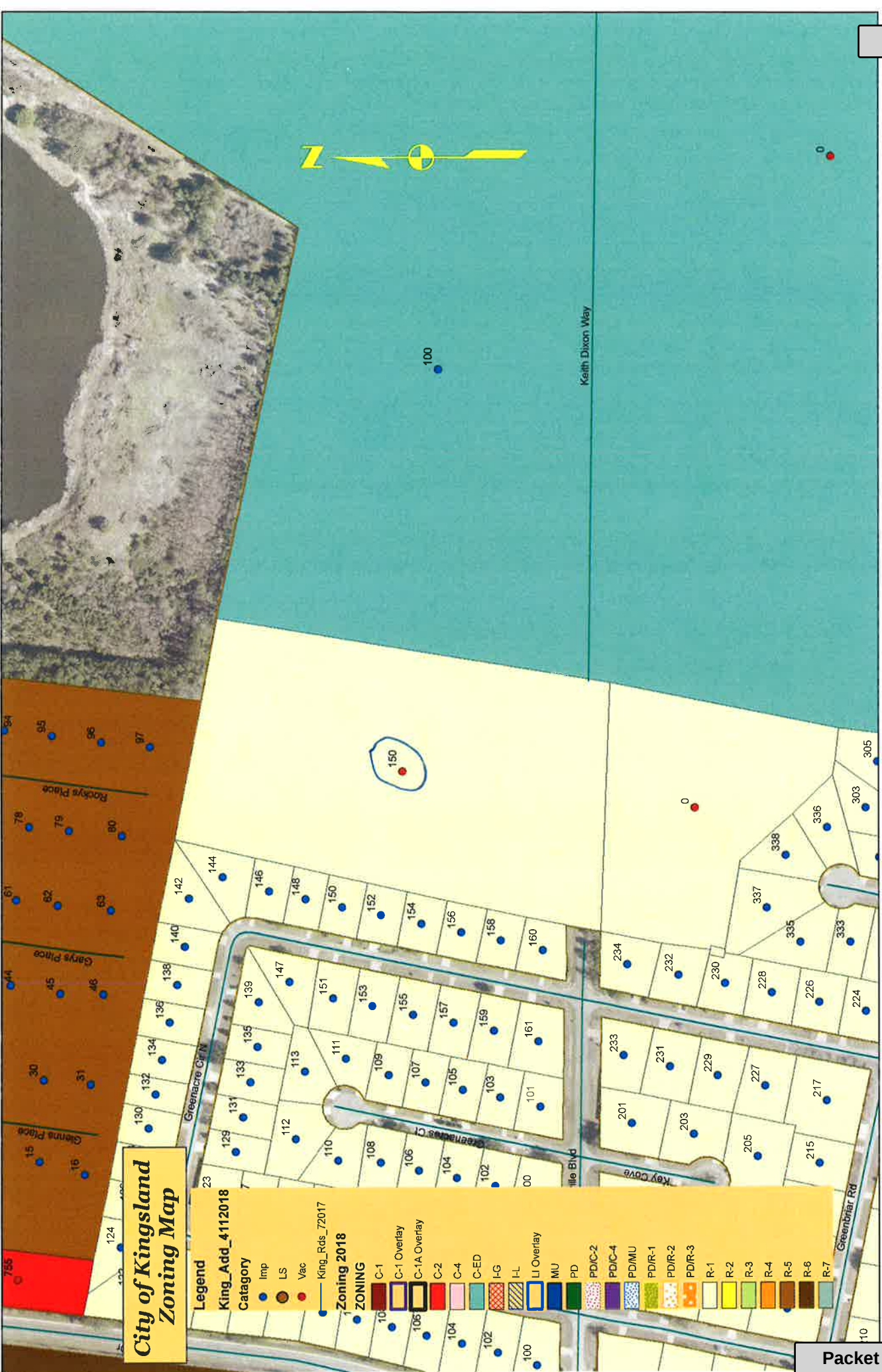
Current Zoning: R-1

Is Proposal Consistent with the Comprehensive Plan? Yes

Staff Recommendation: Staff recommends approval

Scott L. Kimball
Planning Director







Overview



Legend

-  Parcels
- USA Major Highways**
 -  Limited Access
 -  Highway
 -  Major Road
 -  Local Road
 -  Minor Road
 -  Other Road
 -  Ramp
 -  Ferry
 -  Pedestrian Way
- City Labels**

Parcel ID 095 009N
Class Code Agricultural
Taxing District KINGSLAND
 KINGSLAND
Acres 10.11

(Note: Not to be used on legal documents)

Owner J E GROSS LLC
 27 LANIER AVENUE
 KINGSLAND, GA 31548
Physical Address n/a
Assessed Value Value \$44416

Last 2 Sales

Date	Net Price	Reason	Qual
8/20/2021	0	QC	U
2/16/2006	0	FY	U

Date created: 4/11/2022
 Last Data Uploaded: 4/11/2022 5:45:08 AM

Developed by  Schneider
 GEOSPATIAL



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

AGENDA ITEM (ID # 3879)

9.1

Meeting: 05/09/22 06:00 PM

Department: Finance

Category: Budget

Prepared By: Filiz Morrow

Initiator: Filiz Morrow

Sponsors:

DOC ID: 3879

Approval Of: FY2021/22 Mid-Year Budget Revisions

City of Kingsland
Proposed Mid-Year Revisions
FY 2021-22 Budget

9.1.a

	Department	FY 21-22 Original Budget	FY 21-22 Mid-Year Requestd Revised Budget	Variance from FY 21-22 Original Budget to FY 21-22 Requested Revised		Reason for Change From Original Budget to Recommended Revised Budget
				% Change	\$ Increase/ Decrease	
General Fund	General Fund Revenues	\$12,185,835	\$12,877,535	5.68%	\$691,700	Contingency changed from \$327,016 to \$857,016 for increases in sales tax, title ad valorem tax, building permits, and fines.
	Administration	\$1,196,444	\$1,196,444	0.00%	\$0	No changes.
	Information Technology	\$190,686	\$190,686	0.00%	\$0	No changes.
	Finance	\$311,853	\$311,853	0.00%	\$0	No changes.
	Municipal Court	\$563,677	\$704,677	25.01%	\$141,000	Increase for fine add-ons based on fines and forfeitures.
	Police	\$4,173,558	\$4,173,558	0.00%	\$0	Adjustments within department for fuel and advertising, no overall change.
	Fire	\$2,326,873	\$2,346,873	0.86%	\$20,000	Overall increase for fire fighter pay scale adjustment implemented in January 2022. Adjustments within department for repairs, auto parts, and fuel.
	Public Works	\$2,131,917	\$2,131,917	0.00%	\$0	Adjustments within department for fuel, repairs, and vehicles, no overall change.
	Planning & Zoning	\$545,534	\$546,234	0.13%	\$700	Overall increase for vehicle purchase. Adjustments within department for travel and training.
	Economic Development	\$96,634	\$96,634	0.00%	\$0	Adjustments within department for professional, supplies, and electricity, no overall change.
	Fleet Services	\$321,643	\$321,643	0.00%	\$0	Adjustments within department for computers and small equipment, no overall change.
	General Fund Total Expenditures	\$11,858,819	\$12,020,519	1.36%	\$161,700	Overall expenditures increased by \$161,700 for the items described above funded by increases in revenues.

Attachment: Council Summary FY21-22 Budget Revisions (3879 : Approval Of: FY2021/22 Mid-Year

**City of Kingsland
Proposed Mid-Year Revisions
FY 2021-22 Budget**

9.1.a

	Department	FY 21-22 Original Budget	FY 21-22 Mid-Year Requestd Revised Budget	Variance from FY 21-22 Original Budget to FY 21-22 Requested Revised		Reason for Change From Original Budget to Recommended Revised Budget
				% Change	\$ Increase/ Decrease	
Solid Waste	Solid Waste Revenues	\$1,182,010	\$1,222,010	3.38%	\$40,000	Contingency remains at \$265,843. Added cash carry forward to offset increase in expenses
	Expenses	\$916,167	\$956,167	4.37%	\$40,000	Increase in automobile parts and fuel.
Water/ Sewer Fund	Revenues for Water/Sewer Fund	\$7,865,498	\$7,982,967	1.49%	\$117,469	Contingency remains at \$331,098. Increases in Tap and Capital Recovery revenues to offset increases in expenses.
	Administration	\$494,329	\$498,329	0.81%	\$4,000	Increase for fuel.
	Information Technology	\$125,163	\$125,163	0.00%	\$0	No changes.
	Finance	\$207,027	\$207,027	0.00%	\$0	No changes.
	Fleet Services	\$108,590	\$108,590	0.00%	\$0	Adjustments within department for computers and small equipment, no overall change.
	Operations	\$6,599,291	\$6,712,760	1.72%	\$113,469	Increase for Water Plant II maintenance contract added. Adjustments within department for landfill fees, supplies, and fuel.
	Total Expenses	\$7,534,400	\$7,651,869	1.56%	\$117,469	Overall expenses increased by \$117,469 for the items described above funded by increases revenues.

Attachment: Council Summary FY21-22 Budget Revisions (3879 : Approval Of: FY2021/22 Mid-Year

**City of Kingsland
Proposed Mid-Year Revisions
FY 2021-22 Budget**

9.1.a

	Department	FY 21-22 Original Budget	FY 21-22 Mid-Year Requestd Revised Budget	Variance from FY 21-22 Original Budget to FY 21-22 Requested Revised		Reason for Change From Original Budget to Recommended Revised Budget
				% Change	\$ Increase/ Decrease	
Other Funds	Confiscated Assets	\$53,125	\$53,125	0.00%	\$0	Federal, State, & CISCO confiscated funds. No change.
	CDBG-Planning	\$0	\$13,690	100.00%	\$13,690	Community Development Block Grant to fund a low to moderate income (LMI) study to determine the feasibility of CDBG-DR infrastructure grant funding for the I-95 sewer force main project.
	CDBG-MIT Grant Fund	\$1,909,997	\$1,909,997	0.00%	\$0	Community Development Block Grant-Mitigation funds awarded for projects outlined in the grant application-sewer line and manhole rehabilitation and Greentree and Creekwood lift stations. No change.
	CDBG-DR Grant Fund	\$515,338	\$515,338	0.00%	\$0	Community Development Block Grant-Disaster Recovery funds in response to Presidentially declared disasters to rebuild affected areas and to provide funds under the Homeowner Rehabilitation & Reconstruction Program -for the long-term recovery and restoration of housing and to fulfill unmet housing needs resulting from Hurricane Irma (DR-4338). No change.
	TAP Grant	\$459,848	\$459,848	0.00%	\$0	Transportation Alternatives Program (TAP) - GDOT Hwy 40/ Boone Street pedestrian and bicycle improvement project. No change.
	ARPA Grant Fund	\$3,276,404	\$3,276,404	0.00%	\$0	American Recovery Plan Act of 2021-State and Local Fiscal Recovery Funds - grant restricted funds for specified infrastructure projects under the standard allowance revenue loss provision.
	Multiple Grant Fund	\$288,656	\$394,755	26.88%	\$106,099	Based on grant awards expected during the fiscal year. Increases for Public Safety Supplemental Pay Grant (\$64,414), Firefighter Cancer Awareness Grant (\$6,685), and Coast Incentive Grant (\$35,000).
	Georgia Gateway CID Fund	\$1,225	\$1,225	0.00%	\$0	Based on CID millage rate for community improvement district. No change.
	TAD #1 Fund	\$2,303	\$2,303	0.00%	\$0	Based on incremental tax value in tax allocation district. No change.
	CVB Fund (Tourism)	\$1,132,124	\$1,305,931	13.31%	\$173,807	Revenues are based at 44% of estimated Hotel/motel tax revenues & merchandise sales. Revenue increased for cash carry forward from FY21/22 fund balance and added back coun hotel tax contract. Expenditures as allocated by CVB Board.
	Hotel/Motel Tax Fund	\$1,100,000	\$1,100,000	0.00%	\$0	Based on hotel/motel tax revenues anticipated. No change.
	Downtown Development Authority Fund	\$50,125	\$50,125	0.00%	\$0	Funded by DDA fundraising events. All expenses paid directly from the DDA checking account. No changes from DDA Board.
	Kingsland Development Authority	\$37,529	\$37,529	0.00%	\$0	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. No change.
	SPLOST Fund #8	\$3,350,115	\$3,790,459	11.62%	\$440,344	Based on funds available for projects outlined in the SPLOST VIII agreement. Changes related to LMIG funds transferred in for resurfacing projects with SPLOST matching funds.
	Debt Service Revenue Bond	\$187,000	\$187,000	0.00%	\$0	17% of the hotel/motel tax is accounted here for the bond payment of the welcome center. No change.

Attachment: Council Summary FY21-22 Budget Revisions (3879 : Approval Of: FY2021/22 Mid-Year



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

AGENDA ITEM (ID # 3878)

Meeting: 05/09/22 06:00 PM
Department: Finance
Category: Bid Award
Prepared By: Filiz Morrow
Initiator: Filiz Morrow
Sponsors:
DOC ID: 3878

9.2

Bid Award: Purchase of Digital Budget Book Software for FY 22-23

Currently staff prepares the annual budget document by manually inputting data and utilizing various software products; such as, word, excel, visio, and publisher and then merging it into a pdf document. This digital budget book software automates this process by downloading the budget data from the financial software and automatically populating the data along with charts, tables, statistical data, etc. The software meets GFOA's best practice guidelines and includes a checklist for the Distinguished Budget Award requirements. The end result will provide an online document that is published on our website that is also printable. The budget book serves as a policy document, financial plan, operations guide, and communication tool.

This software is for the next budget cycle but the set-up will occur in August/September with funds disbursed in FY 22-23. Staff recommends low bid, ClearGov, for a one-time set up fee of \$1,200 and annual recurring cost of \$4,950 subject to 3% annual increases.

Quote Tabulation
Purchase of Budget Book Software
Thursday, March 18, 2022

Vendor	1x Setup Fee	Annual Recurring	1st year Total
ClearGov	\$1,200	\$4,950	\$6,150
Questica/Caseware	\$10,000	\$14,750	\$24,750
OpenGov	\$203/hour (75-250 hrs)	\$22,331	\$37,556



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

AGENDA ITEM (ID # 3877)

Meeting: 05/09/22 06:00 PM
Department: Finance
Category: Bid Award
Prepared By: Filiz Morrow
Initiator: Filiz Morrow
Sponsors:
DOC ID: 3877

9.3

Bid Award: Equipment for New Ladder Truck

Quotes were received on various equipment needed for new ladder truck. Staff recommends purchasing equipment from companies providing the lowest price as itemized on the quote sheet. This equates to \$37,740.33 from Ten-8 Fire & Safety, \$6,425 from Municipal Emergency Services, and \$1,822 from Municipal Equipment for a total of \$45,987.33.

Fire Department
Fire Truck Equipment
Quotes

Description	TEN-8 Fire & Safety			Municipal Emergency Services			Municipal Equipment-Florida			Notes	
	Qty	Unit Cost	Total	Qty	Unit Cost	Total	Qty	Unit Cost	Total	MES	ME-F
pro-flow 5" x 100' ldh yellow w/5" storz	16	\$687.50	\$11,000.00	8	\$760.00	\$6,080.00	8	\$768.00	\$6,144.00		
pro-flow 5" x 25' red cpld 5" storz	1	\$355.40	\$355.40	8	\$490.00	\$3,920.00	1	\$435.00	\$435.00	MES 50'	
combat ready 1.75"x50' yellow	8	\$245.45	\$1,963.60	Does not meet specs		\$160.00	16	\$186.00	\$2,976.00		ME-F specify color
combat ready 1.75"x50' red	8	\$245.45	\$1,963.60			\$160.00			\$0.00		
tft-gf2d1z g force nozzle 1.5"	5	\$714.00	\$3,570.00			\$0.00	5	\$910.00	\$4,550.00		
big -10 dj hose 2.5" x50' orange	8	\$185.23	\$1,481.84	8	\$215.00	\$1,720.00	8	\$245.00	\$1,960.00	MES white	ME-F specify color
combat ready 1.75"x50' blue	8	\$245.45	\$1,963.60			\$0.00			\$0.00		
playpipe w valve 2.5"fx1.5"m	2	\$709.38	\$1,418.76			\$0.00	2	\$1,065.00	\$2,130.00		
nfpa stacked tips 1.5"nyh inlet tip 1-1/4 1-1/8	2	\$135.00	\$270.00			\$0.00	2	\$525.00	\$1,050.00		ME-F 3 tips 1-1/2" 1-1/4" & 1"
2.5" thunderfog nozzle	2	\$936.25	\$1,872.50			\$0.00	2	\$1,404.00	\$2,808.00		
pick head axe 6lb	3	\$59.36	\$178.08	3	\$75.00	\$225.00	3	\$86.00	\$258.00		
axe flat head 6lb	3	\$59.36	\$178.08	3	\$70.00	\$210.00	3	\$78.00	\$234.00		
k-12 rescue saw 14"	1	\$1,669.66	\$1,669.66			\$0.00	1	\$1,985.00	\$1,985.00		
Stihl chainsaw ms291 kit 18	1	\$543.63	\$543.63			\$0.00			\$0.00		ME-F no bid
adapter 2.5"double female	2	\$33.97	\$67.94	2	\$95.00	\$190.00	2	\$54.00	\$108.00	MES not double but swivel	ME-F swivel
adapt 2.5" dbl m	2	\$19.66	\$39.32	2	\$45.00	\$90.00	2	\$36.00	\$72.00	MES not double	
rubber mallet	2	\$13.98	\$27.96	2	\$25.00	\$50.00	2	\$31.00	\$62.00		
jumbo ball intake valve 6" m x 6" f swivel nh	1	\$1,822.73	\$1,822.73			\$0.00	1	\$3,007.00	\$3,007.00		ME-F 5"x6"
drywall hook 32" w/d handle	2	\$115.91	\$231.82	2	\$100.00	\$200.00	2	\$138.00	\$276.00	MES 3'	ME-F 40"
36" wrecking bar	2	\$39.43	\$78.86	2	\$80.00	\$160.00			\$0.00		
ny hook, 6", black w/chisel end	2	\$104.55	\$209.10	2	\$140.00	\$280.00	2	\$169.00	\$338.00		ME-F 3'
36" pro bar w/celtex grip	2	\$286.36	\$572.72	2	\$240.00	\$480.00	2	\$315.00	\$630.00	MES 30 "	
bd12 sledge hammer	2	\$60.76	\$121.52	2	\$70.00	\$140.00	2	\$78.00	\$156.00		
salvage cover, 12x18 18oz	6	\$148.13	\$888.78	6	\$260.00	\$1,560.00	6	\$230.00	\$1,380.00	MES 20x20	ME-F 20x20
hall runner 3x18x10	6	\$48.75	\$292.50	6	\$60.00	\$360.00	6	\$79.00	\$474.00		ME-F 3'x20'
large scook shovel, 44" fiberglass handle	2	\$53.07	\$106.14			\$0.00	2	\$78.00	\$156.00		
36" bolt cutter	1	\$62.76	\$62.76	1	\$105.00	\$105.00	1	\$115.00	\$115.00		
ladder belt w/tether small/medium 26-34"	2	\$278.79	\$557.58			\$0.00	2	\$175.00	\$350.00		
ladder belt w/tether large/x-large 34-42"	2	\$278.79	\$557.58	2	\$170.00	\$340.00	2	\$175.00	\$350.00		
ladder belt w/tether xx-large 42-50"	2	\$278.79	\$557.58	4	\$170.00	\$680.00	2	\$175.00	\$350.00		
dewalt flexvolt 60 volt reciprocating saw with 9.0 ah	1	\$362.50	\$362.50	1	\$115.00	\$115.00	1	\$520.00	\$520.00	MES tool only	
v18-bd fan w/2 12amp batteries, 2 ac chargers, & sh	1	\$4,663.64	\$4,663.64	1	\$5,000.00	\$5,000.00	1	\$4,830.00	\$4,830.00	MES 1 battery, 1 charger	
adapter 4.5" female x 2.5" male	1	\$106.83	\$106.83	1	\$120.00	\$120.00	1	\$188.00	\$188.00		
e6000 basic, less laser/flashlight, w/truck kit	1	\$7,610.40	\$7,610.40	1	\$2,940.00	\$2,940.00	1	\$5,906.00	\$5,906.00		
extinguish 20# abc,dry chem	1	\$159.43	\$159.43	1	\$130.00	\$130.00	1	\$294.00	\$294.00		
extinguish 2.5 gallon water 'can'	1	\$112.58	\$112.58	1	\$122.00	\$122.00	1	\$234.00	\$234.00		
(4) 2.5"-5" spanners w/bracket	1	\$139.55	\$139.55	4	\$148.00	\$592.00	4	\$188.00	\$752.00	MES holder, 1 hydrant, 2 spanner	ME-F holder, w/3 wrenches
adjustable hydrant wrench sgl hd spanner	2	\$32.91	\$65.82	2	\$55.00	\$110.00			\$0.00		
hose strap for up to 100' of hose	4	\$68.75	\$275.00	4	\$99.00	\$396.00	4	\$77.00	\$308.00		
hid litebox vehicle mount system w dc- orange	4	\$463.56	\$1,854.24			\$0.00	4	\$193.00	\$772.00		
survivor led, w/ ac/dc orange, w/ steady charger	1	\$116.18	\$116.18			\$0.00	1	\$137.00	\$137.00		
freight charges	1	\$658.00	\$658.00			\$0.00			\$0.00		
Totals			\$50,747.81			\$28,875.00			\$46,295.00		

Totals	\$37,740.33	\$6,425.00	\$1,822.00	\$45,987.33
---------------	--------------------	-------------------	-------------------	--------------------



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

AGENDA ITEM (ID # 3882)

Meeting: 05/09/22 06:00 PM
Department: City Clerk
Category: Contract
Prepared By: Jean Seigler
Initiator: Jean Seigler
Sponsors:
DOC ID: 3882

9.4

Approval Of: Contract with the Coastal Regional Commission to Provide Services for the 2023 Comprehensive Plan

Staff recommends approval.

**CONTRACT FOR PROFESSIONAL SERVICES
BETWEEN THE
CITY OF KINGSLAND
AND THE
COASTAL REGIONAL COMMISSION**

THIS CONTRACT FOR PROFESSIONAL SERVICES (“Agreement”), made and entered into this ____ day of **May 2022**, by and between the **City of Kingsland, Georgia**, a political subdivision of the State of Georgia, hereinafter referred to as “**CLIENT**”, and the **Coastal Regional Commission**, hereinafter referred to as “**CRC**”, each of the aforementioned being referred to collectively as the “**Parties**”.

WITNESSETH THAT:

WHEREAS, the CLIENT has requested that the **CRC** provide planning services to the **CLIENT**; and

WHEREAS, the CRC has professional staff and is agreeable to provide the **CLIENT** with planning services, as requested.

NOW, THEREFORE, it is distinctly understood and mutually agreed by the Parties as follows:

I. RETENTION OF COASTAL REGIONAL COMMISSION

The **CLIENT** and the **CRC**, in consideration of their mutual covenants herein, agree that the **CLIENT** will retain the **CRC** for the performance period as defined under Section IV of the Agreement and that the **CLIENT** will provide payment for those services rendered by the **CRC**, as outlined under Section VII of the Agreement.

II. SCOPE OF SERVICES TO BE PROVIDED BY THE CRC

The **CRC** agrees to provide the following professional services (the “Scope of Services”) to the **CLIENT** for the **CLIENT**’s 2023 Comprehensive Plan update (“Project”):

- a) Develop the **CLIENT**’s Comprehensive Plan as part of the Camden County Joint Comprehensive Plan with Community Goals, Needs and Opportunities, Community Work Program, and Land Use elements.
- b) Assist with the formation of a Stakeholder Committee and host three Stakeholder Committee meetings throughout the plan development process.
- c) Form a Steering Committee consisting of representatives from the **CLIENT**, Camden County, and each participating municipality to guide the Project.
- d) Assist and participate in two public hearings.

- e) Ensure the Project meets the general requirements of the Department of Community Affairs' Minimum Standards and Procedures for Local Comprehensive Planning.

III. CLIENT RESPONSIBILITIES

- a) The CLIENT agrees to furnish and provide to the CRC any items necessary for the completion of services contemplated under Section II of the Agreement. The CRC's performance is directly dependent on cooperation of CLIENT officials and timeliness in submitting materials specified in the Agreement.
- b) CLIENT will provide full information and access to the applicable projects and files and provide complete copies of all correspondence and documents pertaining to the Project specified in the Scope of Services as amended from time to time in accordance with this Agreement.
- c) The CLIENT shall review deliverables and may request changes to deliverables within ten (10) business days of receipt of deliverables.
- d) The CLIENT will designate a person to act as the CLIENT's representative with respect to the work to be performed under this Agreement who shall have complete authority to transmit instructions, receive information, and interpret and define the CLIENT policies and decisions with respect to the services in this Agreement.
- e) The materials provided to the CRC shall be complete, accurate, and in the format requested. Should information not be provided to the CRC within ten (10) business days of the CRC's written request for the information, the Project completion date may be extended, which in turn may increase the Project cost. Any extension of the completion date or change in the Project cost may only be made in accordance with the modification provisions of Section VIII of this Agreement.
- f) The CLIENT will bear all advertising costs and will have the discretion to determine the necessity of such costs, related to this Agreement.
- g) Fully disclose to the CRC all possible conflict of interest situations pertaining to the technical assistance services as specified in the Scope of Services.

IV. PERIOD OF PERFORMANCE

The period of performance begins on May 1st, 2022 and ends June 30, 2023.

V. PERSONNEL

The CRC represents that it has, or will secure, all personnel required to perform the services as specified in the Scope of Services in a competent, professional and timely manner. All personnel employed shall remain employees of the CRC and shall not be considered employees of the CLIENT.

VI. ASSURANCES

The CRC shall comply with Title VI of the Civil Rights Act of 1964 (Pub. L88-352) and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States will on the grounds of race, color, sex, age, handicap, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures to achieve this assurance. Section 3 of the Urban Development Act of 1968 will also pertain to this Agreement.

The CRC also certifies that, in accordance with 44 CFR Part 18, no Federal appropriated funds have been paid or will be paid, by or on behalf of either Party, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal award, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract award, loan, or cooperative agreement. If any such funds have been or will be paid as stated herein, the Parties will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

VII. COMPENSATION

The CLIENT shall compensate the CRC for the services performed in accordance with the Scope of Services as outlined in Section II of this Agreement in the total maximum amount of \$6,800.00, which will be paid in accordance with this Section VII.

- a) The CRC shall invoice the CLIENT in five equal installments of \$1,360.00 on a quarterly basis for the performance of its obligations under this Agreement.
- b) Payment of each invoice is due within thirty (30) days from the date the Client receives each invoice.
- c) Invoices shall be submitted to:
City of Kingsland
Attention: Filiz Morrow
P.O. Box 250
Kingsland, GA 31548
- d) Payments shall be made to:
Coastal Regional Commission
Attention: Lena Geiger, Finance Director
1181 Coastal Drive SW
Darien, GA 31305

VIII. NONCOMPLIANCE, MODIFICATION, OR TERMINATION

In the event of the CRC and/or the CLIENT's non-compliance with the requirements of this Agreement, the compliant party may terminate this Agreement immediately.

- a) Either party may terminate this Agreement without cause by giving the other party thirty (30) days advance written notice.
- b) If this Agreement is terminated, all finished or unfinished documents prepared by the CRC under this Agreement and already paid for by the CLIENT shall, at the discretion of the CLIENT, become the CLIENT's property.
- c) The CRC shall only be entitled to compensation for any work completed on said Project up to the date of termination of this Agreement. Furthermore, upon termination, the CRC shall be released from its said responsibilities for the completion of the Project.
- d) All modifications and changes to the Agreement shall be in writing and signed by both Parties. The original Scope of Services, or the Performance Period, may be altered only by a written "Change Order" signed by both Parties. The CRC is not authorized or obligated to undertake any work under a "Change Order" until that "Change Order" is signed by both Parties. Upon issuing a "Change Order", the CLIENT shall assure the CRC that there are sufficient funds to cover the additional cost, if any, of the changes to the original Scope of Services.

IX. LIABILITY OF CLIENT

To the extent allowed by Georgia law, the CLIENT shall be responsible and liable for, and it shall hold the CRC harmless from and against any and all suits, legal proceedings, claims, demands, damages, cost and expenses, including attorney fees, arising out of or in connection with or claimed to arise out of or in connection with any negligent or wrongful error, omission or act of the CLIENT or anyone acting in its behalf in connection with or incident to this contract, or as a result of any failure of the CLIENT to properly carry out its responsibilities under this contract.

X. OWNERSHIP OF DOCUMENTS

All documents developed by the CRC as a result of this Agreement shall become the property of the CLIENT.

XI. CONFIDENTIALITY

Any report, information, data, etc., given to, prepared, or assembled by the CRC under this Agreement will not be made available to any individual or organization without the prior written approval of the CLIENT.

(This space left intentionally blank; signatures on the following page)

SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their authorized representatives.

CITY OF KINGSLAND, GA

By: _____
Dr. C. Grayson Day, Chairman

Date: _____

COASTAL REGIONAL COMMISSION

By: _____
Allen Burns, Executive Director

Date: _____

By: _____
Jason Coley, Chair

Date: _____