



CITY OF KINGSLAND, GEORGIA

CITY COUNCIL

AGENDA • AUGUST 22, 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 Site Plan Amendment - Alexander Properties Group, LLC - Map & Parcels K17 01 003 and K17 01 003B -

Alexander Properties Group, LLC has submitted an amended site plan for map and parcels K17 01 003 and K17 01 003B. The original site plan was approved with the rezoning of the parcels to R-3 (General Commercial). The parcels are located at 715 East King Avenue containing approximately 22.5 acres.

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 PD Amendment - Kingsland West Subdivision - Map & Parcels 082 005 & 082 005A -

BBC Investment Group, LLC has submitted an amended PD for Kingsland West Subdivision. The parcels are located on the east and west side of Henrietta Street containing approximately 144 acres. The new PD would include a mix of residential uses and amend the original setbacks and lot density. Zoning is PD/R-2.

Planning Commission does not recommend approval.

IX. NEW BUSINESS

1. Approval Of: Amended Site Plan for Alexander Properties Group, LLC for Map & Parcels K17 01 003 and K17 01 003B -

Alexander Properties Group, LLC has submitted an amended site plan for map and parcels K17 01 003 and K17 01 003B. The original site plan was approved with the rezoning of the parcels to R-3 (General Commercial). The parcels are located at 715 East King Avenue containing approximately 22.5 acres.

Staff recommends approval.

2. Approval Of: Local Option Sales Tax Certificate of Distribution -

Pursuant to an Act of the Georgia General Assembly, the governing authorities for the qualifying municipalities and the county certify that the proceeds of the Joint County and Municipal Sales and Use tax shall be distributed as outlined in the Certificate of Distribution.

3. Approval Of: Senior Community Service Employment Program Agreement -
Tourism Director Tonya Harvey

The Senior Community Service Employment Program (SCSEP) is a short-term, work-training program to prepare participants for unsubsidized employment off of the program. The purpose of the SCSEP is for a participant to provide community service while they actively pursue unsubsidized employment off of the program. All wages and other costs including workers compensation coverage in accordance with State law are the responsibility of the National Council on Aging SCSEP.

Staff recommends approval.

4. Bid Award: Postage Meter Machine Contract -

The current postage meter machine 5-year contract will be ending in October. The current contract was \$4,689 annually. The City received competitive bids which will reduce the current cost significantly.

Staff recommends low bid, Pitney Bowes, for \$1,728.60 annually for a five year contract.

5. Joint Proclamation for Cumberland Island Day -

Joint Proclamation with Camden County Board of Commissioners, City of Kingsland, City of St. Marys and City of Woodbine for the 50th Anniversary of Cumberland Island National Seashore.

6. FY 2022-23 Budget Presentation -

X. MAYOR AND COUNCIL ANNOUNCEMENT

XI. ADJOURNED



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

Meeting: 08/22/22 06:00 PM
Department: City Clerk
Category: Public Hearing
Prepared By: Jean Seigler
Initiator: Jean Seigler
Sponsors:
DOC ID: 3969

AGENDA ITEM (ID # 3969)

Public Hearing for Site Plan Amendment - Alexander Properties Group, LLC - Map & Parcels K17 01 003 and K17 01 003B

Alexander Properties Group, LLC has submitted an amended site plan for map and parcels K17 01 003 and K17 01 003B. The original site plan was approved with the rezoning of the parcels to R-3 (General Commercial). The parcels are located at 715 East King Avenue containing approximately 22.5 acres.



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

Meeting: 08/22/22 06:00 PM
Department: Planning and Zoning
Category: Amendment
Prepared By: Natalie Moreland
Initiator: Natalie Moreland
Sponsors:

AGENDA ITEM (ID # 3958)

DOC ID: 3958

Approval of PD Amendment - Kingsland West Subdivision - Map & Parcels 082 005 & 082 005A

BBC Investment Group, LLC has submitted an amended PD for Kingsland West Subdivision. The parcels are located on the east and west side of Henrietta Street containing approximately 144 acres. The new PD would include a mix of residential uses and amend the original setbacks and lot density. Zoning is PD/R-2.

Planning Commission does not recommend 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

Amended Staff Report

Planning Commission Meeting Date: August 1, 2022

City Council Meeting Date: August 22, 2022

Agenda Item: Amend Original PD for Kingsland West Subdivision, Map & Parcel 082 005 & 082 005A

Summary:

BBC Investment Group, LLC has submitted an amended PD for Kingsland West Subdivision. The parcels are located on the east and west side of Henrietta St. containing approx. 144 acres. The original PD was approved by the city council in 2005. The amended PD would include a maximum of 305 units with a mixture of Single Family homes, Patio homes, and Town Houses. The amended PD will also reduce lot sizes, setback requirements, and overall density of the development and will create declarations and covenants for Kingsland West H.O.A. This development will create affordable housing for city residents on the west side of the city. No preliminary or final plat has been issued at this time and there is existing water and sewer and available to the immediate area. However, after further research by the planning dept. and public works, along with an internal engineering review, Planning staff has come to a decision that this PD should not be approved and furthermore, no development should be approved for these parcels due to the following reasons.

- 1) There is already flooding and drainage issues in this area. Henrietta street usually floods during a heavy rain, and several residences in the area experience flooding on their properties during the heavy rains as well.
- 2) The Wetlands on these parcels have grown significantly since 2005 and any clearing of these parcels would enhance the flow of storm water into an already wet area.
- 3) The Meadows Subdivision and the Sheffield Plantation area cannot handle any more drainage that may result from this development.
- 4) The drainage issue at “Stone and More” along Hwy. 40 must first be resolved, (to relieve some drainage issues off of Henrietta St), before any more development can be considered in this area.



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- 5) Lemon St. Lift Station would need to be upgraded to handle the sewer capacity for the development.
- 6) In KLADO under **ARTICLE XVI. - GENERAL REQUIREMENTS AND MINIMUM STANDARDS OF DESIGN FOR THE SUBDIVISION OF LAND • Sec. 160. - General design requirements.160.1. Suitability of Land.** Land subject to flooding, improper drainage, or erosion, or which is for topographical, geological or other reasons unsuitable for residential use shall not be platted for residential use or for other uses that will continue to increase the danger to health, safety, or property destruction, unless the hazards can be and are corrected.

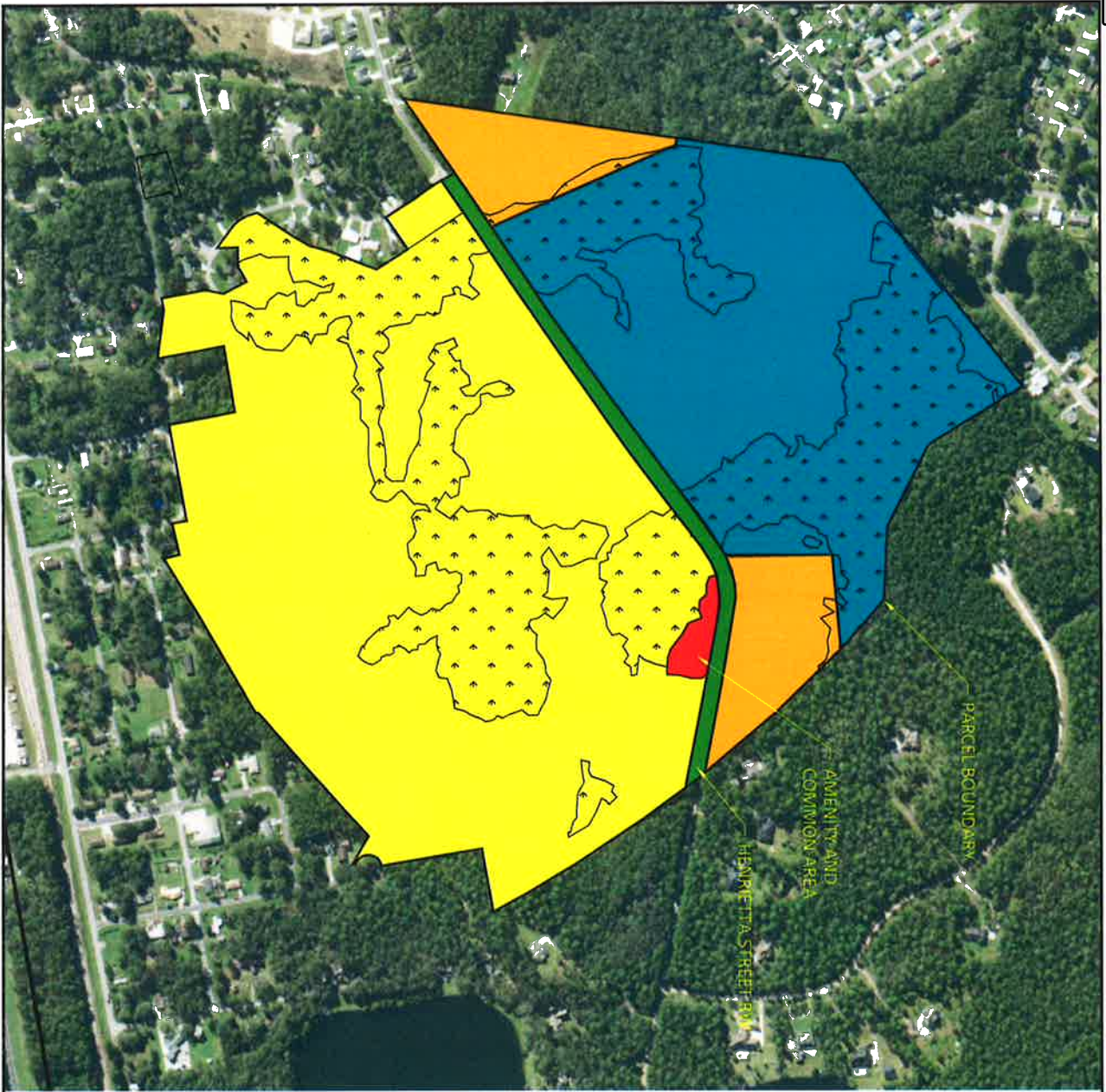
The PD is included with the staff report.

Current Zoning: PD/R-2

Is Proposal Consistent with the Comprehensive Plan? Yes

Staff Recommendation: Planning Staff and The Planning Commission do not recommend approval

Scott L. Kimball
 Planning Director



305 DWELLINGS UNITS
(MAXIMUM AT BUILDOUT)



WETLANDS



TOWNHOMES



PATIO HOMES



SINGLE FAMILY &
PATIO MIX

LAND USE LEGEND

DATE: 07/11/22
DRAWN BY: RES
SCALE: 1"=400'
PROJ: 2022-5013

ZONING MASTER PLAN

1



Civil & Site Design
Engineering Consultants

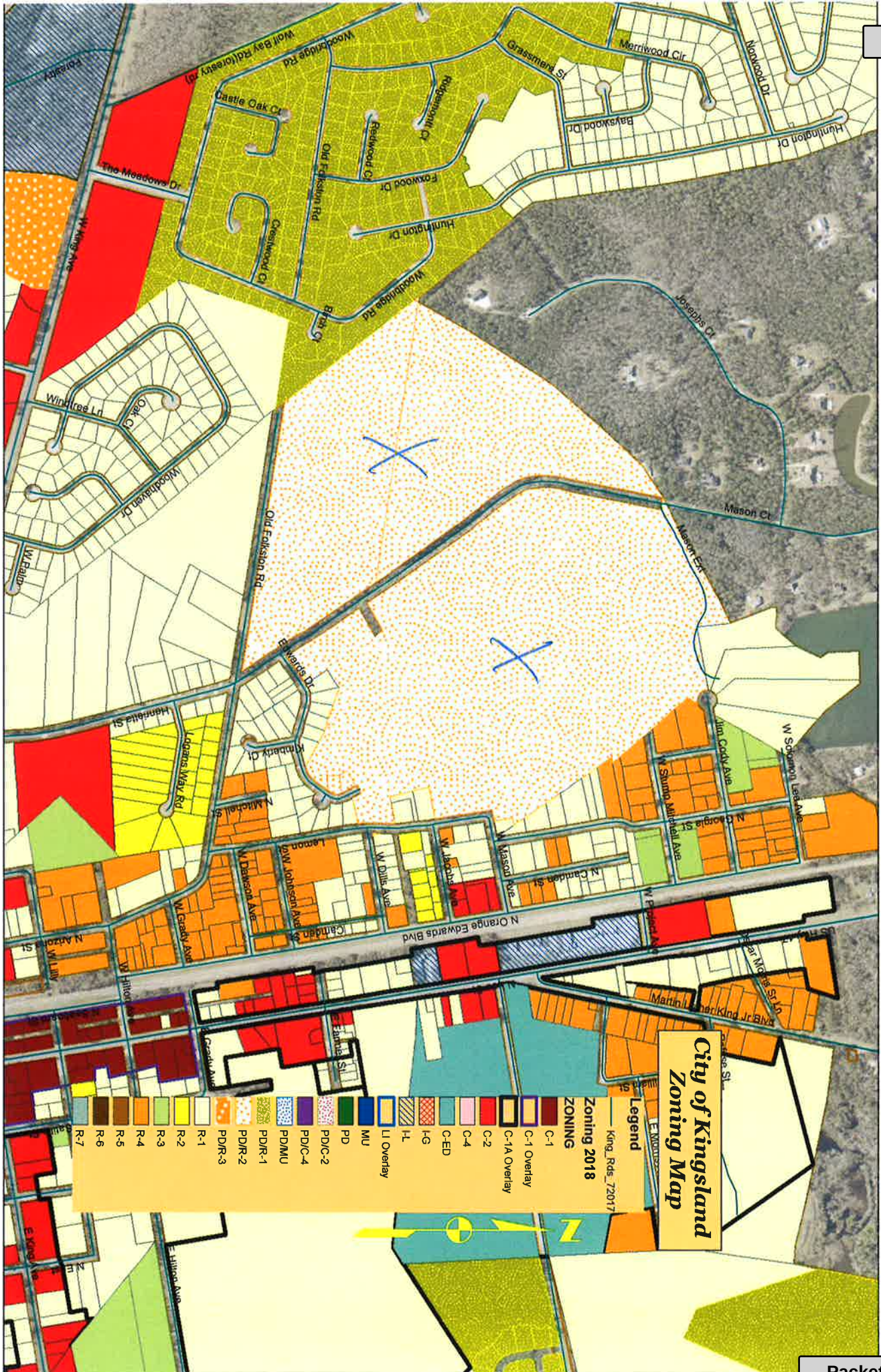
29 CORAL PARK WAY
BRUNSWICK, GEORGIA 31520

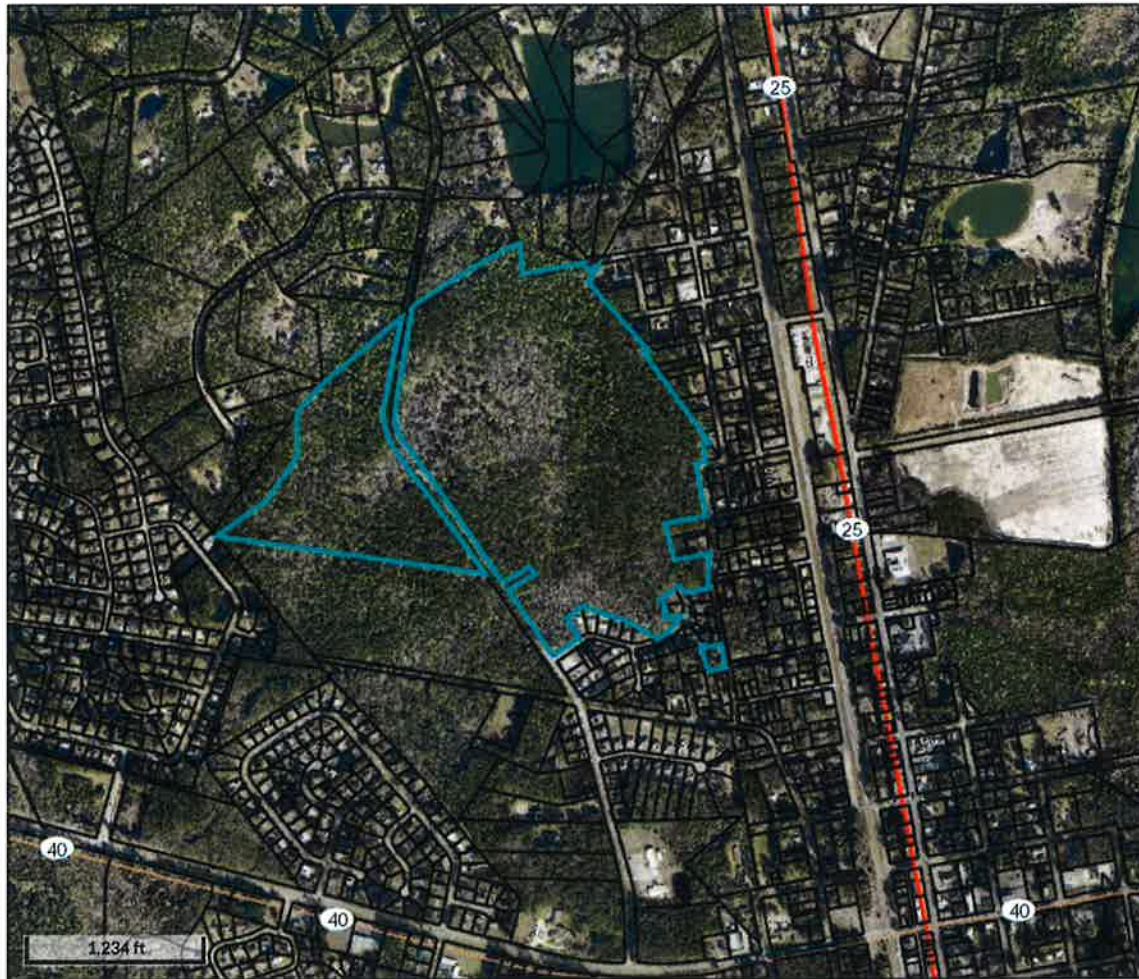
Ph (912) 265-3851
info@csecinc.com

KINGSLAND WEST RESIDENTIAL DEVELOPMENT

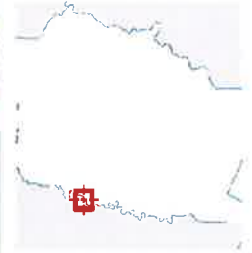
DATE SEALED: 07/11/22







Overview



Legend

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

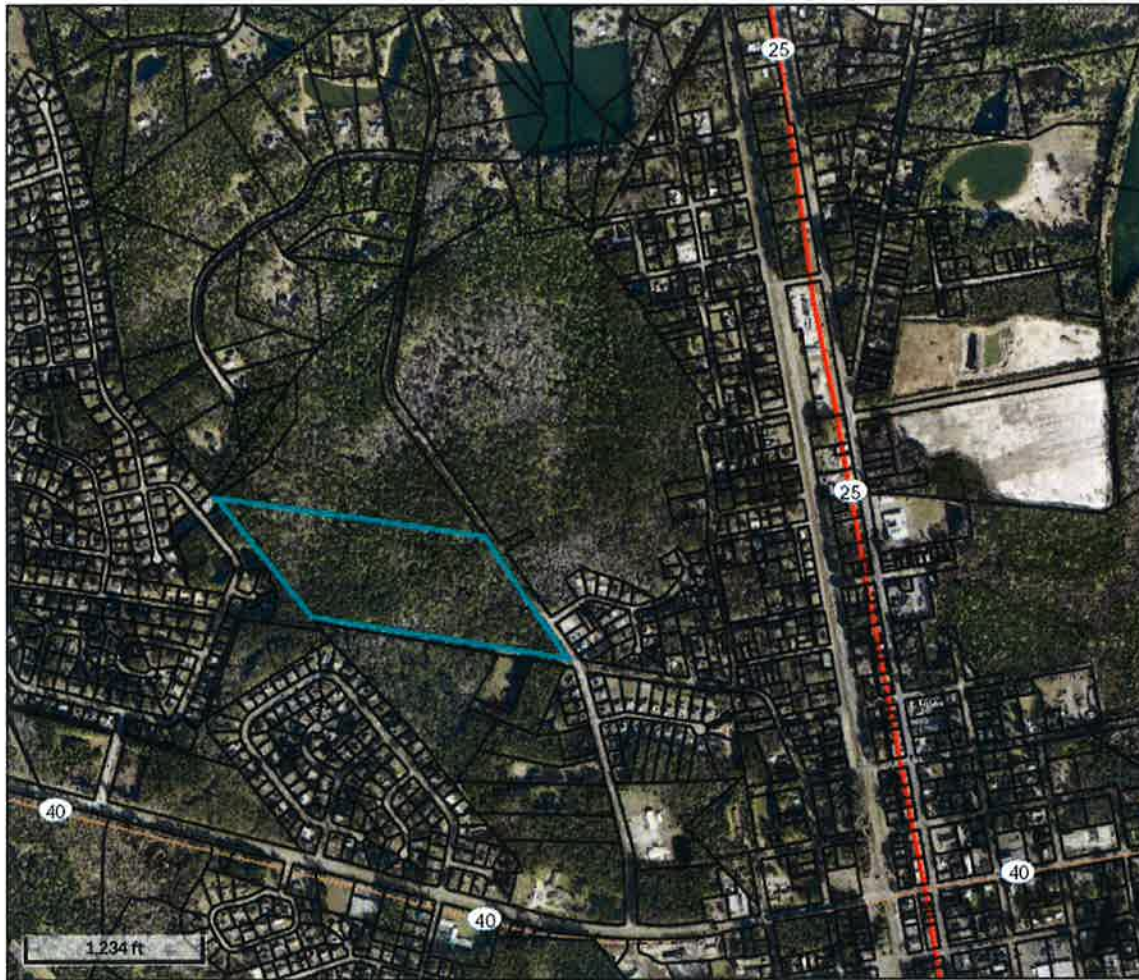
Parcel ID	082 005	Owner	BBC INVESTMENT GROUP LLC	Last 2 Sales			
Class Code	Consv Use		5726 KENNEDY ROAD	Date	Net Price	Reason	Qual
Taxing District	KINGSLAND		SUWANEE, GA 30024	3/13/2018	\$150000	MN	U
	KINGSLAND	Physical Address	HENRIETTA ST	8/14/2012	0	QC	U
Acres	111.93	Assessed Value	Value \$174114				

(Note: Not to be used on legal documents)

Date created: 7/20/2022

Last Data Uploaded: 7/20/2022 5:08:26 AM

Developed by  Schneider
GEOSPATIAL



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	082 005A	Owner	BBC INVESTMENT GROUP LLC	Last 2 Sales			
Class Code	Consv Use		5726 KENNEDY ROAD	Date	Net Price	Reason	Qual
Taxing District	KINGSLAND		SUWANEE, GA 30024	3/13/2018	\$150000	MN	U
	KINGSLAND	Physical Address	n/a	8/14/2012	0	FY	U
Acres	32	Assessed Value	Value \$81600				

(Note: Not to be used on legal documents)

Date created: 7/20/2022

Last Data Uploaded: 7/20/2022 5:08:26 AM

Developed by  **Schneider**
GEOSPATIAL

July 8, 2022

Planned Development Report
Kingsland West Residential Development
Kingsland, Georgia

Prepared for:

BBC Investment Group, LLC
5726 Kennedy Road
Suwanee, Georgia 30024

Prepared by:

CSEC
INC

Civil & Structural
Engineering Consultants

29 CORAL PARK WAY PH 912.265.3851
BRUNSWICK, GEORGIA 31520 FAX 912.264.7273

Attachment: PD (3958 : Approval of PD Amendment - Kingsland West Subdivision - Map & Parcels 082 005 & 082 005A)

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DECLARATION OF COVENANTS AND RESTRICTIONS
PROJECT LOCATION MAP
ZONING MASTER PLAN

PROJECT DESCRIPTION

Kingsland West is a proposed residential development west of Kingsland. The property contains approximately 143.93 acres and is currently zoned PD / R2. This proposal will maintain that zoning designation with new development standards for the property as discussed below. In addition to the residential uses specified in this document, one parcel will be reserved for the development of an amenity area for the use of the residents of the development. Plans for that area will be prepared and submitted for approval during the site plan development phase of the project.

LEGAL DESCRIPTION

This project consists of Tax Parcels 082 005 and 082 005A. A copy of the boundary and wetlands survey of the property is attached to this report.

DEVELOPMENT STANDARDS

SINGLE FAMILY RESIDENTIAL

Allowed Use: Single Family Residential

Minimum lot area: 6,600 square feet

Minimum lot width at the building line: 60 feet

Minimum front yard setback from street: 20 feet

Minimum side yard setback from street: 20 feet; setback from other property line: 7 feet

Minimum rear yard setback from street: 20 feet; setback from other property line: 10 feet

Maximum building height: 35 feet

PATIO HOME RESIDENTIAL

Allowed Use: Single Family Residential

Minimum lot area: 4,000 square feet

Minimum lot width at the building line: 40 feet

Minimum front yard setback from street: 20 feet

Minimum side yard setback from street: 20 feet setback from other property line: 7 feet

Minimum rear yard setback from street: 20 feet setback from other property line: 10 feet

Maximum building height: 35 feet

TOWN HOME RESIDENTIAL

Allowed Uses: Multi-family dwellings of more than three units with a maximum of eight units per building.

Minimum parcel area: 10,000 square feet for the first two units; plus 2,000 square feet for each additional unit. After construction of the foundation, the lot will be subdivided along the demising walls to create individual fee simple town home lots. The standards listed below refer to the individual lots after subdivision.

Minimum lot width at the building line: 20 feet

Minimum front yard setback from street: 25 feet

Minimum side yard setbacks: from street: 25 feet setback; from other property line: 15 feet

Minimum distance between buildings: 30 feet

Minimum rear yard setback from street: 30 feet; from property with single family land use: 25 feet; from other property line: 15 feet

Maximum building height: 35 feet

RESTRICTIVE COVENANTS

A Declaration of Covenants and Restrictions for this project has been prepared and is attached to this report.

PROPOSED DEDICATIONS

The roads, water systems, and sewer systems will be dedicated to the City of Kingsland for ownership and maintenance. Stormwater management systems within the right-of-way of the roads will be included in the dedication. Stormwater detention facilities and outfall ditches will be owned and maintained by the HOA.

UTILITIES

Water and sewer facilities needed to serve this development will be extended from existing facilities and will be constructed in accordance with City of Kingsland and Georgia EPD requirements. All utilities, including but not limited to electric power, telephones and Cable T.V., shall be located underground.

LAND USE SUMMARY

Total =	143.9 Acres
Single Family Residential =	63.4 Acres
Patio Home Residential =	24.8 Acres
Town Home Residential =	10.6 Acres
Common =	0.9 Acres
Wetlands =	44.2 Acres

STATE OF GEORGIA
COUNTY OF CAMDEN

DECLARATION OF COVENANTS AND RESTRICTIONS
KINGSLAND WEST RESIDENTIAL DEVELOPMENT

THIS DECLARATION OF COVENANTS AND RESTRICTIONS is made and published this ____ day of July, 2022, by BBC INVESTMENT GROUP, LLC, of Camden County, Georgia ("Declarant").

WITNESSETH:

WHEREAS, Declarant is the owners of all that land described on the attached Exhibit "A"; and

WHEREAS, the Declarant may wish to develop the adjoining property and later to add certain common areas; and

WHEREAS, it is to the best interest, benefit and advantage of Declarant and to each and every person who shall hereafter purchase any of the Lots, that certain covenants of the Lots and Property be established;

NOW, THEREFORE, for and in consideration of the premises and of the benefits to be derived by Declarant and each and every subsequent owner of any of the Lots, and any additional property the Declarant may subject to these covenants, the undersigned Declarant hereby establishes and declares the following covenants and restrictions to apply to all of the said property and to all persons owning any of said Lots hereafter.

1. DEFINITIONS

(a) "Association" shall mean and refer to Kingsland West Home Owners Association, Inc., its successors and assigns.

(b) "Board" and "Board of Directors" shall mean the board of directors of the Association.

(c) "Common Area" shall mean all real property (including the improvements thereto) deeded to the Association for the common use and enjoyment of the Owners. Any Common Area may be conveyed to the Association, as set forth in this declaration, including areas which are part of Lots shown on any plat of the Property.

(d) "Declarant" shall mean and refer to BBC INVESTMENT GROUP, LLC, their successors and assigns.

(e) "Lot" shall mean and refer to any plot of land on the recorded subdivision map of the Property, with the exception of the Common Area, and any renumbered plot that results from the subdivision of any Lot, as shown on any recorded subdivision plat of such Lot.

(f) "Owner(s)" shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any Lot which is a part of the Property, including contract sellers, but excluding those having such interest merely as security for the performance of any obligation.

(g) "Property" shall mean the land referred to in Exhibit "A", together with any other property annexed thereto under the provisions of this declaration.

2. USE OF LOTS

The Property may be used only for residential dwellings and the attendant amenities. One Lot, as shown on the referenced plat, or on any recorded plat showing a subdivision of an original Lot shall be the minimum building area upon which a single family residence may be constructed, although more than one Lot may be utilized as a single building plot. Notwithstanding the use of more than one Lot as a single building plot, each Lot making up the single building plot shall remain a separate Lot for purposes of assessment and membership and voting rights in the Association. The Owners of each Lot shall regulate the number of guests, the outside activities permitted by guests, and the amount of time guests are allowed to remain on such Lot, pursuant to rules adopted by the Association.

3. ANIMALS

No animals, livestock, or poultry shall be kept or maintained on any of the Property except dogs, cats, and pet birds, none of which shall be kept outside, including screened or open porches, patios and courtyards. At such time as pets are permitted outside a dwelling, they must be secured by a leash or under the command of a responsible person and obedient to that person's command at all times. No animal shall be allowed to make noises which serve as a nuisance to other Owners, their guests and licensees. All pet litter shall be immediately removed from the Property by the owner of such pet; failure by any resident Owner to comply with this provision shall result in a fine by the Association, which shall act as a lien on the Lot of such Owner in the same manner as other liens provided in these covenants.

4. OWNER MAINTENANCE RESPONSIBILITY

Each Owner is obligated to and responsible for performing all maintenance, repair and restoration in connection with its Lot and all improvements thereupon. Each Owner shall maintain the exterior of all buildings and improvements on the Owner's Lot in a good and workmanlike manner and shall present a neat and clean appearance upon the Lot including painting, repairing, replacing and caring for roofs, gutters, downspouts, exterior building surfaces, trees, shrubs, grass, walks and other exterior improvements. Owners shall further assure that no weeds, underbrush or other unsightly vegetation is permitted to grow or remain upon Owner's Lot or the right-of-way existing between the property on Owner's Lot and the paved surface of any road and no refuse piles or unsightly objects shall be allowed to be placed or suffered to remain anywhere on any Lot or the right-of-way existing between the property on Owner's Lot and the paved surface of any road.

5. WATER SUPPLY

Each Lot shall be connected to the public water and sewer systems, and fees for use of such systems shall be paid by the Owner or the Owner's agent. No individual private water supply shall be installed or maintained on any Lot.

6. EASEMENTS

There is hereby granted a blanket easement upon, across, over and through all of the Property for replacement, repair, and maintenance of all utilities, including water, sewer, gas, telephone, and electricity. Additionally, there is an easement over and under the ground within the Property to maintain and correct drainage of surface waters and other erosion controls in order to maintain reasonable standards of health, safety, and appearance. These easements shall not affect any other recorded easements on the Property. There is further reserved to the Declarant and the Association all easements shown on the recorded subdivision plat of the Property. There is further reserved to the Association a blanket easement over the Property for the maintenance and upkeep of the Common Areas and the provision of mowing and edging services.

7. OBLIGATIONS OF THE ASSOCIATION

The Association shall maintain all Common Areas. The Association shall not be responsible for any maintenance caused by the abuse or negligence of any Owner, or any guest, invitee, licensee, or agent of any Owner; and each Owner shall be obligated to provide maintenance caused by any such abuse or negligence.

8. OWNERS' EASEMENTS OF ENJOYMENT

Every Owner shall have a right and easement of enjoyment in and to the Common Area which shall be appurtenant to and shall pass with the title to every Lot, subject to the following provisions:

(a) The right of the Association to charge reasonable admission and other fees for the use of any recreational facility situated upon the Common Area;

(b) The right of the Association to suspend the voting rights and right to use of the recreational facilities by an Owner for any period during which any assessment against such Owner's Lot remains unpaid, and for a period not to exceed 60 days for any infraction of its published rules and regulations; and

(c) The right of the Association to dedicate or transfer all or any part of the Common Area to any public agency, authority, or utility for such purposes and subject to such conditions as may be agreed to by the members. No such dedication or transfer shall be effective unless passed under the provisions of Paragraph 11 below.

9. DELEGATION OF USE

Any Owner may delegate, in accordance with the Bylaws of the Association, such Owner's right of enjoyment to the Common Area and facilities to the members of such Owner's family, tenants, or contract purchasers who reside on the Property.

10. MEMBERSHIP AND VOTING RIGHTS

Every Owner of a Lot subject to assessments shall be a member of the Association. Membership shall be appurtenant to and may not be separated from ownership of any Lot subject to assessments. All Owners shall be entitled to one vote for each Lot owned. When more than one person holds an interest in any Lot, all such persons shall be members. The vote for such Lot shall be exercised as they determine, but in no event shall more than one vote be cast with respect to any Lot. So long as Declarant owns any Lot, Declarant shall be entitled to a number of votes equal to the total number of Lots in the Property, plus one.

11. COVENANT FOR MAINTENANCE ASSESSMENT

(a) Creation of the Lien and Personal Obligation of Assessments. Declarant, for each Lot owned within the Property, hereby covenants, and each Owner of any Lot by acceptance of a deed therefor, whether or not it shall be so expressed in such deed, is deemed to covenant and agree to pay the Association: (1) yearly assessments or charges; and (2) special assessments for capital improvements, such assessments to be established and collected as hereinafter provided. The yearly assessments, together with interest, costs, and reasonable attorney's fees for collection thereof, shall be a charge on the land and shall be a continuing lien upon the Lot against which each such assessment is made. Each such assessment, together with interest, costs, and reasonable attorney's fees, shall also be the personal obligation of the person who was the Owner of such Property at the time when the assessment fell due. The personal obligation for delinquent assessments shall not pass to such Owner's successors in title, provided such successors in title obtain a written statement from the secretary or any other officer of the Association that the assessments for such Lot are current as of the date of transfer of title.

(b) Purposes of Assessments. The assessments levied by the Association shall be used exclusively to promote the recreation, health, safety, and welfare of the residents in the Property, for the improvement and maintenance of the Common Area, and costs associated with the operation of the lift station on the property.

(c) Maximum Yearly Assessments. The maximum initial quarterly assessment for each Lot shall be determined at a later date, prior to recording of a final subdivision plat. The yearly assessment shall be paid in advance or in installments, as determined by the Board. The maximum yearly assessment may be increased by the Association each year not more than 10% above the maximum yearly assessment for the previous year without a vote of the membership. The maximum yearly assessment may be increased above 10% by a vote of at least 51% of the Members who are voting in person or by proxy, at a meeting duly called for this purpose. The Board of Directors of the Association may fix the yearly assessment at an amount not in excess of the maximum.

(d) Special Assessments for Capital Improvements. In addition to the yearly assessment, a special assessment may be made, applicable to that year only for the purpose of defraying, in whole or in part, the cost of any construction, reconstruction, repair or replacement of a capital improvement upon the Common

Area, including fixtures and personal property related thereto, provided that any such assessment shall have the assent of two-thirds of the votes of the members who are voting in person or by proxy at a meeting duly called for this purpose.

(e) Notice and Quorum for any Action Authorized Under Sections (c) and (d). Written notice of any meeting called for the purpose of taking any action authorized under (c) or (d) above shall be sent to all members not less than 30 days nor more than 60 days in advance of the meeting. At the first such meeting called, the presence of members or of proxies entitled to cast 60% of all the authorized votes shall constitute a quorum. If the required quorum is not present, another meeting may be called subject to the same notice requirement, and the required quorum at the subsequent meeting. No such subsequent meeting shall be held more than 60 days following the preceding meeting.

(f) Uniform Rate of Assessment. Both quarterly and special assessments must be fixed at a uniform rate for all Lots; special assessments may be collected on a quarterly basis.

(g) Date of Commencement of Yearly Assessments; Due Dates. The yearly assessments provided for herein shall commence as to each Lot on the date of its creation by recording of a final subdivision plat. The Board of Directors shall fix the amount of the yearly assessments against each Lot for subsequent calendar years not later than December 1 of each year. Written notice of changes in the yearly assessment shall be sent to every Owner subject thereto. The due dates shall be established by the Board. The Association shall, upon demand, and for a reasonable charge, furnish a certificate signed by an officer of the Association setting forth whether the assessments on a specified Lot have been paid. A properly executed certificate of the Association as to the status of assessments on a Lot shall be binding upon the Association as of the date of its issuance.

(h) Effect of Nonpayment of Assessments; Remedies of the Association. All assessments shall be promptly paid when they become due. In the event of the Owner's failure to pay promptly when due, such failure shall constitute a lien upon the individual Lot. Any assessment not paid within ten days after the due date shall incur a late fee of 10% of the amount due, plus interest from the due date at the rate of 10% per annum. The Association may bring an action at law against the Owner personally obligated to pay the same, or file and foreclose the lien against the Property. The lien may be foreclosed in the same manner as other liens for the improvement of real property. The Owner shall be responsible for all costs of collection, including court costs and reasonable attorney's fees actually incurred. No Owner may waive or otherwise escape liability for the assessments provided for herein by non-use of the Common Area or abandonment of the Owner's Lot.

(i) Subordination of the Lien to Mortgages. The lien of the assessments provided for herein shall be subordinate to the lien of any first mortgage or purchase money security deed. Sale or transfer of any Lot shall not affect the assessment lien. However, the sale or transfer of any Lot pursuant to foreclosure or

any proceeding in lieu thereof, shall extinguish the lien of such assessments as to payments which became due prior to such sale or transfer.

12. STAGED DEVELOPMENT

Additional land within the legal description of the subject property in Camden County, Georgia, records, or any area adjoining such property, may be annexed by the Declarant, its successors and assigns, without the consent of Owners within ten years of the date of this instrument. In the event Declarant decides to annex such land into the Property, it may incorporate by reference these covenants and restrictions and in such event all Owners in such land shall be bound and take subject to these covenants and restrictions. In such event the Declarant may convey to the Association any additional Common Area it deems appropriate, including roads, sidewalks, swimming pool, and clubhouse.

13. DURATION; TERMINATION; AMENDMENT

(a) The provisions of this declaration shall run with and bind the land, shall be and remain in effect, and shall inure to the benefit of and be enforceable by Declarant, or any Owner of any Lot subject to this declaration, their respective heirs, legal representatives, successors and assigns, until 20 years from the date hereof. This declaration shall be automatically renewed and extended beyond said period for successive additional 20-year periods unless, within two years prior to the expiration of the initial 20-year period or any such subsequent period, at least 51% of the persons owning Lots shall execute and record in the office of the clerk of superior court of Camden County, Georgia, a document pursuant to O.C.G.A. §44-5-60 terminating this declaration.

(b) This declaration may be extended, amended, cancelled, or annulled at any time by the Declarant, so long as the Declarant is the owner of at least one Lot in the Property. Thereafter, this declaration may be extended, amended, cancelled, or annulled at any time by the Owners of a majority of the Lots of the Property. No such amendment, extension, cancellation, or annulment shall be effective unless there is filed for record in the Office of the Clerk of the Superior Court of Camden County, Georgia, an instrument executed by Declarant or such Owners, whichever is appropriate under this paragraph, which shall state the terms of such action.

14. ENFORCEMENT

The Association, or any Owner, shall have the right to enforce, by any proceeding at law or in equity, all restrictions, conditions, covenants, reservations, liens and charges now or hereafter imposed by

the provisions of this declaration. Failure by the Association or by any Owner to enforce any covenant or restriction herein contained shall in no event be deemed a waiver of the right to do so thereafter.

15. SEVERABILITY

Should any covenant, restriction, or provision contained herein be declared void, invalid, illegal, or unenforceable by any court having jurisdiction over the subject matter hereof, such judgment shall in no way affect the other provisions hereof, which are hereby to be severable and which shall remain in full force and effect.

16 JURISDICTION

These covenants and restrictions shall be governed by the laws of the State of Georgia and each Owner agrees to submit to the jurisdiction of the Camden County Superior Court as to any claim or controversy that might arise hereunder. The prevailing party in any such action shall be entitled to recover all costs of such action, including attorney's fees, from the other party.



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

Meeting: 08/22/22 06:00 PM
Department: City Clerk
Category: Planning & Zoning
Prepared By: Jean Seigler
Initiator: Jean Seigler
Sponsors:
DOC ID: 3970

AGENDA ITEM (ID # 3970)

Approval Of: Amended Site Plan for Alexander Properties Group, LLC for Map & Parcels K17 01 003 and K17 01 003B

Alexander Properties Group, LLC has submitted an amended site plan for map and parcels K17 01 003 and K17 01 003B. The original site plan was approved with the rezoning of the parcels to R-3 (General Commercial). The parcels are located at 715 East King Avenue containing approximately 22.5 acres.

Staff 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

City Council Meeting Date: August 22, 2022

Agenda Item: Amended Site Plan Approval for Parcels- K17 01 003 & K17 01 003B

Background:

The City Council approved the rezoning of parcels K17 01 003 & K17 01 003B in April of 2022 to R-3 for the purpose of a Multifamily project. A site plan was submitted at the time of the rezoning which included a 50' natural vegetative buffer along N. Grove Blvd. and E. Hilton Ave. The main entrance was shown to be off of E. King Ave. and an exit only round-a-bout on E. Hilton Ave., which they believe will help with speeding traffic and deter non-residents of the area from using E. Hilton Ave. After meeting with GDOT on the proposed entrance off of E. King Ave., **GDOT did not approve the entrance** due to the required distance needed from the new intersection at five points. This decision has caused the developers to have to amend the original site plan. The three changes to the site plan would be as follows:

- 1) The new main entrance will be located on N. Grove Blvd. approx. 412' from the centerline of the new intersection at E. King Ave. The entrance would be accessible from north and south on N. Grove Blvd. However, the exit would be a right turn only onto N. Grove Blvd.
- 2) The Round-A-Bout on E. Hilton would be an entrance and exit point to the complex and would be located approx. 1016' from the E. Hilton-N. Grove Intersection.
- 3) The new site plan shows five buildings toward the back of the property near the E. Hilton St. Entrance/Exit and only three buildings near the front of the property near the N. Grove Entrance/ Exit. The developers feel like having fewer buildings located near the front would lessen the traffic that will be generated on N. Grove Blvd.

Summary:

The applicant, Alexander Properties Group, Inc., is requesting that City Council approve the new site plan as submitted.



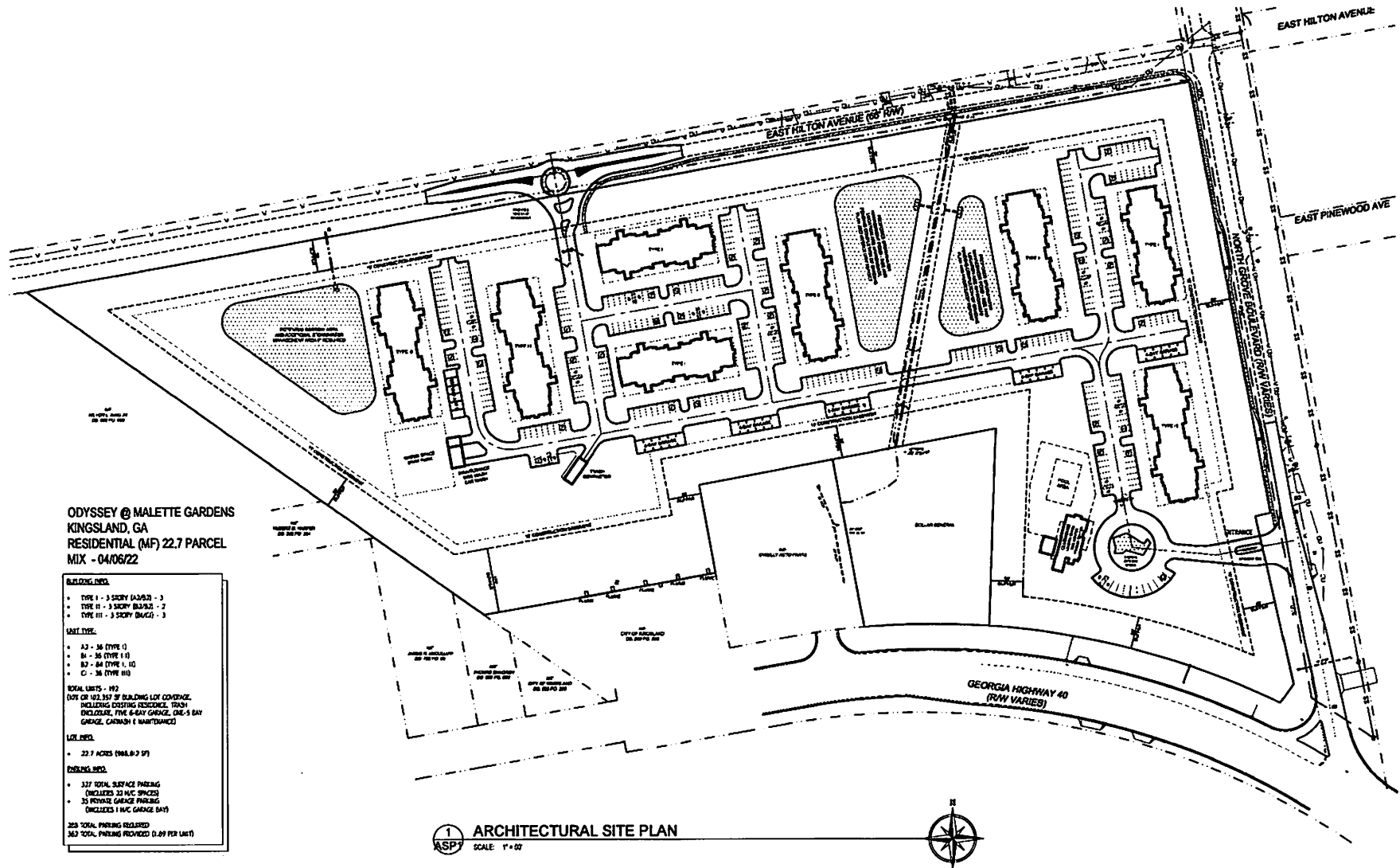
The City of Kingsland, GA
107 South Lee Street
P.O. Box 250
Kingsland, GA 31548
Ph: 912-729-5613
Fax: 912-729-7618

Current Zoning: R-3

Is Proposal Consistent with the Comprehensive Plan? Yes

Staff Recommendation: Staff recommends approval

Scott L. Kimball, Planning Director



Odyssey at Mallette Gardens
An Apartment Home Community in Kingsland, Georgia

Studio⁴HD
Studio for Housing Design, LLC
Architecture + Planning
Atlanta, Georgia

Ga Hwy 40 Site Concept
Alexander Properties Group
Atlanta, Georgia



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

Meeting: 08/22/22 06:00 PM
Department: City Clerk
Category: Agreement
Prepared By: Jean Seigler
Initiator: Jean Seigler
Sponsors:
DOC ID: 3972

AGENDA ITEM (ID # 3972)

Approval Of: Local Option Sales Tax Certificate of Distribution

Pursuant to an Act of the Georgia General Assembly, the governing authorities for the qualifying municipalities and the county certify that the proceeds of the Joint County and Municipal Sales and Use tax shall be distributed as outlined in the Certificate of Distribution.



CERTIFICATE OF DISTRIBUTION

TO: State Revenue Commissioner

Pursuant to an Act of the Georgia General Assembly, effective January 1, 1980, relating to Local Sales & Use Taxes, the governing authorities for the qualifying municipalities and the county located within the special district coterminous with the boundaries of Camden County hereby certify that the proceeds of the Joint County and Municipal Sales and Use tax generated in such district shall be distributed by the State Revenue Commissioner as follows for the distributions occurring after January 1, 2023 and ending December 31, 2028:

City of <u>St. Marys</u>	shall receive	<u>25.44 %</u>
City of <u>Kingsland</u>	shall receive	<u>25.56 %</u>
City of <u>Woodbine</u>	shall receive	<u>3.00 %</u>
City of _____	shall receive	_____ %
City of _____	shall receive	_____ %
County of <u>Camden</u>	shall receive	<u>46.00 %</u>

As follows for the distributions occurring after January 1, 2029 and ending December 31, 2030:

City of <u>St. Marys</u>	shall receive	<u>24.94 %</u>
City of <u>Kingsland</u>	shall receive	<u>25.06 %</u>
City of <u>Woodbine</u>	shall receive	<u>3.00 %</u>
City of _____	shall receive	_____ %
City of _____	shall receive	_____ %
County of <u>Camden</u>	shall receive	<u>47.00 %</u>

As follows for the distributions occurring after January 1, 2031 and ending December 31, 2032 :

City of <u>St. Marys</u>	shall receive	<u>24.44 %</u>
City of <u>Kingsland</u>	shall receive	<u>24.56 %</u>
City of <u>Woodbine</u>	shall receive	<u>3.00 %</u>
City of _____	shall receive	_____ %
City of _____	shall receive	_____ %
County of <u>Camden</u>	shall receive	<u>48.00 %</u>

Attachment: Certificate of Distribution (3972 : Approval Of: Local Option Sales Tax Certificate of Distribution)

This certificate shall continue in effect until such time as a new certificate shall be executed as provided in said Act.

By executing this schedule the county and cities, acting through their respective officers, represent that all municipalities lying wholly or partly in the tax jurisdiction have been given an opportunity to show that they are 'qualified municipalities,' as that term is used in the Act, and that all municipalities listed herein as recipients are 'qualified' and so may receive distribution from the proceeds of the tax.

Executed on behalf of the governing authorities of the qualifying municipalities representing not less than a majority of the aggregate population of all qualifying municipalities located within the special district and the governing authority of the county, this 16th day of August 2022.

MAYOR OF THE CITY OF St. Marys

MAYOR OF THE CITY OF Kingsland

MAYOR OF THE CITY OF Woodbine



CHAIRMAN BOARD OF COMMISSIONERS OF
Camden COUNTY

Attachment: Certificate of Distribution (3972 : Approval Of: Local Option Sales Tax Certificate of Distribution)



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

AGENDA ITEM (ID # 3966)

Meeting: 08/22/22 06:00 PM

Department: City Manager

Category: Agreement

Prepared By: Lee Spell

Initiator: Lee Spell

Sponsors: Tourism Director Tonya Harvey

DOC ID: 3966

9.3

Approval Of: Senior Community Service Employment Program Agreement

The Senior Community Service Employment Program (SCSEP) is a short-term, work-training program to prepare participants for unsubsidized employment off of the program. The purpose of the SCSEP is for a participant to provide community service while they actively pursue unsubsidized employment off of the program. All wages and other costs including workers compensation coverage in accordance with State law are the responsibility of the National Council on Aging SCSEP.

Staff recommends approval.

Host Agency Application

Name of Agency: CITY OF KINGSLAND / KINGSLAND VISITORS BUREAU

Street/Mail Address: 1190 BOONE AVE

City: KINGSLAND State: GA Zip Code: 31548

Telephone # (912) 729 - 5999 Fax # (912) 729 - 7258

Name & Title of Contact Person: SARAH BEARD, WELCOME CENTER MANAGER

If training is to take place at a different location provide address & phone for training location:

Type of Agency:

- ☐ Federal Government ☐ State Government ☐ County Government ☒ Municipal Government
☐ Non-profit organization that is tax exempt under §501c3 of the Internal Revenue Code of 1954.
 (Attach copy of the I.R.S. determination letter of §501c3 status.)

Funding Sources:

Please indicate what percentage of the agency's funding is:

Federal Gov't: _____% State Gov't: _____% Local Gov't: 100% Private Sector: _____%

Fiscal Year:

The agency's fiscal year is from: October to September

Purpose of Organization:

Briefly describe the organization's purpose and target population:

The Kingsland Area Convention & Visitors Bureau (KCVB) Authority, governed by an appointed Board of Directors, operates as a component unit of the City of Kingsland and serves as the City's official designation marketing organization (DMO). The primary mission of the KCVB is to position the area as a year-round visitor destination and increase travel spending; thereby diversifying the local economy, stimulating economic growth and improving the quality of life for residents. The KCVB achieves this mission by focusing on increasing and sustaining lodging occupancies within the City of Kingsland. In addition to the comprehensive marketing initiatives, the KCVB oversees the operation of the Kingsland Welcome Center located at I-95 Exit 3 with the focus of providing superior visitor service and creating awareness of local tourism assets; thereby encouraging repeat and extended stays.

continued on other side

SCSEP Host Agency Application (continued)

Training:

Title of on-the-job training position desired: VISITOR INFORMATION SPECIALIST

Briefly describe on-the-job training that will be provided:

The Visitor Information Specialist is responsible for operating, maintaining and improving the visitor experience and tourism services by greeting visitors upon arrival at the Welcome Center, answering questions, providing accurate directions and offering suggestions for lodging, shopping, dining and recreation. This position requires excellent customer service skills in person and on the telephone.
The Kingsland Welcome Center is open on Monday - Saturday from 9:30PM - 5:00PM and during most holidays. Participants will be required to be available during these hours.

Name and title of person who will provide supervision and training:

SARAH BEARD, WELCOME CENTER MANAGER

Employment:

Will the agency be able to employ the participant upon successful completion of training?

☒ Yes, provided that funding is available.

☐ No, there is not a reasonable expectation that funding will be available.

If no, what will agency do to help participant obtain employment?

Signature / Maintenance of Effort:

I verify that this training position constitutes a new or expanded service and is not a violation of maintenance of effort regulations of the U.S. Department of Labor. (Positions of SCSEP participants shall be in addition to positions which otherwise would be funded by the local training site without assistance from SCSEP. Positions funded under SCSEP: shall result in an increase in employment opportunities over those which would otherwise be available; may not result in the displacement of currently employed workers, including partial displacement such as reduction in hours of non-overtime work, wages or employment benefits; may not impair existing contracts for service or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed; may not substitute program jobs for existing federally assisted jobs; may not employ or continue to employ a trainee to perform work the same or substantially the same as that performed by any other person who is on layoff.)

signature of authorized agency representative

date

Lee Spell, Kingsland City Manager

name and title of authorized agency representative



Host Agency Information Form

Host Agency Info

Host Agency Name: CITY OF KINGSLAND / KINGSLAND VISITORS BUREAU	
County: CAMDEN	
Street Address: 1190 BOONE AVE	
City: KINGSLAND	State: Georgia
Zip Code: 31548	
Non Profit (501c3): Yes or No	Government Agency: ☒ Yes or No
FEIN: 58-6000601	

Supervisor Contact Info

Supervisor Name: SARAH BEARD
Title: WELCOME CENTER MANAGER
Phone: 912-729-5999
Email: SARAH@VISITKINGSLAND.COM

Date: 8/9/2022

Host Agency Agreement

Host Agency: CITY OF KINGSLAND / KINGSLAND VISITORS BUREAU Program Year: 2022-2023

To ensure our host agency partners understand their important role in the daily lives of our participants and their responsibilities in supporting each participant's quest for an unsubsidized job, we ask that each host agency supervisor clearly understand and support the following requirements that are part of each participant's agreement with our program:

- 1) The purpose of the SCSEP is for a participant to provide community service while they actively pursue unsubsidized employment off of the program. When an individual enrolls and/or gets a job off the program they may lose their public benefits. These benefits may include, but are not limited to: Public Housing, Food Stamps, SSI/SSD, and Medicaid.
- 2) Participants are asked to cooperate with the Project Director and project staff by:
 - Accepting referrals and interviews for employment outside the program;
 - Conducting an ongoing search for unsubsidized employment as specified in their IEP and as directed by the Project Director and/or project staff;
 - Accepting regular transfers to other host agency assignments as necessary to further their training and work experience;
 - Maintaining registration with the State Employment service and/or One Stop Center;
 - Attending job search training, job clubs, participant meetings, etc., when offered by the Project Office, and to engage in continuing unsubsidized job search activities.

Note: These activities may cause the participant to miss some hours at their host agency assignment.

- 3) The Senior Community Service Employment Program (SCSEP) is a short-term, work-training program to prepare participants for unsubsidized employment off of the program. The program is not an entitlement, nor is it designed to provide income maintenance. SCSEP participants are considered to be in training status, preparing to accept unsubsidized employment. They, and you, as the host agency supervisor, must understand and accept the training with the host agency is a short-term training opportunity, NOT a job and those participants are NOT employees of NCOA, SCSEP, or the host agency to which they are temporary assigned.
- 4) Host Agency understands that NCOA SCSEP does not conduct background checks or drug screenings. These screenings are at the sole and exclusive discretion of a Host Agency and must be in accordance with applicable law. NCOA is not financially or otherwise responsible for any costs, expenses or claims associated with background checks or drug screenings.
- 5) Host agencies must not use participants as substitutes for permanent employees in their agency. Federal regulations prohibit this violation of "maintenance of effect." Host agencies must not substitute federal dollars for local dollars. Participants are additions to, not substitutes for, regular staff.
- 6) To become and remain a Host Agency, the Host Agency agrees to have a fax machine in good working condition in order to both receive and send participant Time Attendance Reports from and to the Project site office or designated fax number. "Good working order" includes insuring that the document output settings are correct so that the fax is readable—not overly dark or overly light. Without good fax copies, NCOA SCSEP cannot scan timesheets. If NCOA SCSEP is consistently unable to scan your timesheets, NCOA SCSEP participants cannot be paid and would potentially have to be transferred to a host agency where fax machines work properly.
- 7) Host agencies agree to give serious consideration for any permanent job openings in the agency to qualified assigned participants. Failure to consider qualified participants for these job opening could be cause for termination for cause of this agreement with that participant's host agency. The Host Agency agrees to provide supervision, training, and a safe work site for each assigned participant.
- 8) The Department of Labor (DoL) now requires a survey of randomly selected Host Agencies. This survey is generally done in January. If selected, please complete the survey as it influences continued DoL funding for

Host Agency Agreement

this grant. The DoL will make three attempts to get a completed survey from you. While the survey may have up to 20 questions, answering any five completes the survey for DoL purposes and prevents these follow-ups.

- 9) Insurance and Safety for SCSEP Participants: NCOA SCSEP will be responsible for providing workers' compensation insurance for all Participants, in accordance with state law. The Host Agency is responsible for maintaining a safe work environment for SCSEP Participants during their normal course of duties; and to ensure that proper equipment, procedures and safe practices are used in conformance with state law. NCOA has the right to coordinate safety inspections with the Host Agency to ensure that work procedures, equipment and practices are used to protect the safety of SCSEP Participants. If the Host Agency fails to adhere to reasonable safe working practices, NCOA SCSEP has the right to terminate the agreement with that agency for cause and for the protection of SCSEP Participants.

Fourteen key safety issues that the Host Agency must keep in mind at all times:

1. Participants must comply with all safety rules of their Training Site.
 2. Ask their Training Site Supervisor they are unsure about any safety precautions.
 3. Keeping work areas clear of tripping hazards.
 4. Participants must never climb on ladders, step stools or other objects.
 5. Participants must use personal protective equipment (gloves, safety glasses, etc.) as required for various training assignments.
 6. Participants must only operate equipment they are qualified and authorized to operate including vehicles during working hours.
 7. Participants must follow proper lifting procedures by bending their legs & keeping their back straight.
 8. Participants do not lift loads more than 20 pounds.
 9. Participants wear shoes appropriate for the training assignment with good support.
 10. Participants do not wear open-toed shoes or high heels.
 11. Participants know where emergency exits are located.
 12. Participants immediately report safety & health hazards to their Training Site Supervisor and SCSEP staff.
 13. Participants immediately tell their Training Site Supervisor about any work related injury no matter how small.
 14. Participants immediately tell their SCSEP project staff about any work related injury no matter how small.
- 10) NCOA SCSEP is a federally funded program and as such, is required by federal regulations to maintain documentation (timesheets) to substantiate the expenditure of federal funds for wages. It is understood and agreed that NCOA SCSEP shall pay the wages of participants assigned to the host agency. The host agency agrees to verify, sign and return completed timesheets to the local SCSEP project for processing. Federal regulations also require that timesheets be signed by the individual participant and by a responsible supervisory official having firsthand knowledge of the hours worked by the participant. NCOA SCSEP recognizes that assigned supervisors change and may not always be available to sign participant timesheet. Therefore, to ensure compliance with federal regulations, in lieu of providing the names and signatures of all authorized supervisors in the Host Agency and various Training Sites (if any), by signing this Host Agency Agreement, the authorized agency representative agrees to ensure that the participant signs his/her timesheet and that a responsible supervisory official of the agency certifies that the information on the timesheet is correct. If there is a change to the authorized agency supervisor whose name is on this agreement, the local SCSEP Project Office must be notified so that the local SCSEP Project Office can update the information in our databases.

Signature: _____ Date: _____

Name & Title of person signing: Mr. Lee Spell, Kingsland City Manager

Supervisor's Non-Federal In-Kind Contribution

CONFIDENTIAL

CONFIDENTIAL

The following information is required so that a dollar value can be assigned to the amount of time a supervisor spends in direct supervision or training of a Senior Community Service Employment Program Participant. **The information supplied on this form will be kept confidential**, and will only be seen by those staff persons involved in computing and reporting the Senior Community Service Employment Program's non-federal in-kind contributions, and those NCOA and/or DOL staff persons who monitor or audit this information.

Name of Site: Kingsland Welcome Center

Name of Supervisor: Sarah Beard

1. Value of Supervisor's Time:

a. Supervisor's actual salary computed on an hourly basis = \$ 17.62

b. Value of supervisor's fringe benefits on an hourly basis (if known) = \$ 3.70

If unknown enter zero (\$0). The hourly value of a monthly benefit package can be computed by dividing the monthly value of the benefit package by the average number of work hours in a month. (A person working forty hours per week works 2,080 hours per year, or an average of 173.33 hours per month.) For instance, a supervisor who receives a benefit package worth \$400.00 per month, should enter \$2.31 as the hourly value of their benefits to reflect benefits that are worth \$2.31 per hour (\$400/173.33).

c. Total value of one hour of supervisor's time (a + b) = \$ 21.32

2. Percent of supervisor's salary/fringe paid for with non-federal funds (check one below):

☒ a. Supervisor is paid entirely with non-federal funds (100%)

☐ b. Supervisor is paid partly with federal funds. Percent that is non-federal funds = %

☐ c. Supervisor is paid entirely with federal funds (0%)

3. If value of supervisor's time cannot be determined:

☐ a. Supervisor is a volunteer who receives no salary or fringe benefits [value = zero (0)] ☐

b. Supervisor is unable to provide or obtain this information.

Explain why: _____

(Note: Simple refusal to provide this information is not sufficient, and will result in loss of training site status.)

The starting wage for a similar position in this community is \$ per hour.

The source for determining the above figure is: _____

I certify that the above information is true and accurate to the best of my knowledge. I agree to inform the Senior Community Service Employment Program of any changes in the above information.

Signature: Lee Spell, City Manager

Date: _____

Initial Training Site Safety Checklist

(page 1 of 4)

Training Site: Kingsland Welcome Center Inspected by: Sarah Beard Date: _____

	Item Inspected	OK	ACTION NEEDED	N/A	CORRECTIVE ACTION TAKEN
1.	Accident report forms on site?				
2.	Does participant/supervisor know how to complete accident reports?				
3.	Does participant/supervisor know where to send accident reports?				
4.	Has training site provided safety training to participants within the past 12 months?				
5.	Is well-supplied first aid kit on site?				
6.	Does participant have access to first aid kit?				
7.	Have provisions been made for first aid/medical care in case of an emergency?				
8.	Does the participant have access to a phone?				
9.	Is there a fire extinguisher that is accessible to participants?				
10.	Does the training site have working fire and smoke alarms?				
11.	Does the participant know how to use the extinguisher?				
12.	Has the extinguisher been inspected and/or serviced in past years?				

Page 165

Initial Training Site Safety Checklist

(page 2 of 4)

	Item Inspected	OK	ACTION NEEDED	N/A	CORRECTIVE ACTION TAKEN
13.	Is there a plan for leaving the building in case of fire?				
14.	Are there sufficient exits in case of fire/emergency?				
15.	Does the participant know the exit plan or alternate routes?				
16.	Do doors that swing in both directions have view panels?				
17.	Does the training site or the participant have emergency numbers posted?				
18.	Are electrical appliances grounded?				
19.	Are cords in good condition?				
20.	In the food service areas, are safety procedures practiced for the use, washing, and storage of knives?				
21.	Are spills on floor mopped and dried promptly?				
22.	Are aisles and passageways kept clean?				
23.	Do stairs and steps have rails?				
24.	Are stairs and steps well lit?				
25.	Are stairs and steps in good repair?				
26.	Do stairs and steps have a smooth but non-skid surface?				

Initial Training Site Safety Checklist

(page 3 of 4)

	Item Inspected	OK	ACTION NEEDED	N/A	CORRECTIVE ACTION TAKEN
27.	Are outside steps and walks kept clear?				
28.	When floor height changes, is the step or ramp clearly marked?				
29.	Are electrical cords and extension cords properly covered when they cross a floor?				
30.	Are extension cords adequate for appliances or tools connected to them?				
31.	Are throw rugs and carpet edges secured?				
32.	Is there access to a restroom?				
33.	Is the restroom safe and sanitary?				
34.	Is safe drinking water available at the training site?				
35.	Are the participant's work areas clean and orderly?				
36.	Is adequate space provided for tasks performed?				
37.	Is the training site clear of obstacles that might cause tripping?				
38.	Are scrap, old nails, and other debris disposed of or stored safely?				
39.	Is the temperature reasonably comfortable throughout the year?				

Initial Training Site Safety Checklist

(page 4 of 4)

	Item Inspected	OK	ACTION NEEDED	N/A	CORRECTIVE ACTION TAKEN
40.	Is the air free of smoke, fumes, and strong odors?				
41.	Is the noise level normal and non-irritating?				
42.	Have potential job hazards been pointed out to the participant?				
43.	Are participants prohibited from lifting excessive weight?				
44.	Has the participant been trained in the proper procedures for lifting?				
45.	Are all tools/equipment properly stored and cared for?				
46.	Are ladders safe and in good condition?				
47.	Have the participants been trained to operate equipment, machines, or tools they use for their jobs?				
48.	Are participant(s) aware of bad weather policy?				
49.	Has the participant received First Aid training?				
50.	Do participants know they are not required to exert themselves beyond their physical capacities?				

Signature of Inspector: _____ Date: _____
Signature of Host Agency Representative: _____ Date: _____

Training Assignment Description (Optional)

Participant's Name: _____

Date: _____ [] Initial Description [] Upgraded Description

Training Position Title: VISITOR INFORMATION SPECIALIST

Training Site: Kingsland Welcome Center Phone #: 912-729-5999

Training Site Address: 1190 Boone Ave, Kingsland GA 31548

Supervisor's Name: Sarah Beard Email address: sarah@VisitKingsland.com

Specific training to be provided:

(Provide dates, anticipated length of training to be provided, subjects to be covered and person(s)/organization providing the training.)

Training Provided By: City of Kingsland - Welcome Center
 Dates: September 2022 - September 2023
 Length of Training: 15 - 20 hours/week for 52 weeks
 Subjects to Be Covered: Customer service skills, Communication skills, Ability to Provide Clear Directions, Phone etiquette, Writing skills, Ability to use positive language, Community knowledge, Ability to read customers, Ability to handle surprises, Active Listening Skills, Problem Solving Skills and Conflict Resolution, Time management skills, Patience, Attentiveness

Tasks to be performed by participant:

(List tasks in order of importance. List any unusual requirements. Continue on additional sheet if necessary.)

- Greet visitors, answer questions and provide information as requested
- Inform visitors about events and activities happening in the area. Track visitors and encourage signing of guest book
- Perform various clerical duties, such as answer telephone calls, evaluate inquiries, and provide the most useful and appropriate information applicable.
- Keep the reception area presentable to the public. This includes daily light housekeeping - dusting and vacuuming, straightening and organizing public areas, checking restroom for problems, leaks, stocking paper, toilet paper, emptying trash, etc.
- Maintain order of reception area daily, including stocking brochures, rack cards, maps, directions and frequently asked questions. Ensure up-to-date brochures are available and out of date material is recycled.
- Perform daily opening, closing, and reporting procedures. Sell merchandise and event tickets through the point of sale system. Receive payments, make correct change and balance a cash drawer.
- Ability to work weekends and holidays. Assist with community events as needed. Knows the work schedule and reports to work on time or finds an approved substitute.

Participant's signature: _____ Date: _____

I verify that this training position constitutes a new or expanded service and is not a violation of maintenance of effort regulations of the U.S. Department of Labor. (Positions of SCSEP participants shall be in addition to positions which otherwise would be funded by the local training site without assistance from SCSEP. Positions funded under SCSEP: shall result in an increase in employment opportunities over those which would otherwise be available; may not result in the displacement of currently employed workers, including partial displacement such as reduction in hours of non-overtime work, wages or employment benefits; may not impair existing contracts for service or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed; may not substitute program jobs for existing federally assisted jobs; may not employ or continue to employ a trainee to perform work the same or substantially the same as that performed by any other person who is on layoff.)

Supervisor's signature: _____ Date: _____

Host Agency Application

Name of Agency: CITY OF KINGSLAND, CITY HALL

Street/Mail Address: 107 S. LEE ST / PO BOX 250

City: KINGSLAND State: GA Zip Code: 31548

Telephone # (912) 729 - 5613 Fax # (912) 729 - 7618

Name & Title of Contact Person: JO SEIGLER, CITY CLERK

If training is to take place at a different location provide address & phone for training location:

Type of Agency:

☐ Federal Government ☐ State Government ☐ County Government ☒ Municipal Government

☐ Non-profit organization that is tax exempt under §501c3 of the Internal Revenue Code of 1954.
(Attach copy of the I.R.S. determination letter of §501c3 status.)

Funding Sources:

Please indicate what percentage of the agency's funding is:

Federal Gov't: _____% State Gov't: _____% Local Gov't: 100% Private Sector: _____%

Fiscal Year:

The agency's fiscal year is from: OCTOBER to SEPTEMBER

Purpose of Organization:

Briefly describe the organization's purpose and target population:

The Vision of the City of Kingsland is to provide the highest quality of life to our citizens,
business owners, and visitors at the lowest cost to the taxpayer. Our mission is to govern
efficiently to provide public safety, quality public services, and economic opportunity in a
sustainable, well-planned community providing quality of life for all with a city government
that is transparent, innovative, and welcoming.

continued on other side

SCSEP Host Agency Application (continued)

Training:

Title of on-the-job training position desired: City Hall Receptionist

Briefly describe on-the-job training that will be provided:

The receptionist performs receptionist duties and directs visitors to the proper locations. Answers the phones, directs calls, and provides information to the public;

~~maintains information materials in the lobby for the public; and performs word processing and creates excel files for the assigned department.~~

Accepts and records the incoming files and distributes them to the correct department within the city and performs overflow typing, word processing, mailing, filing, and errands for the department.

Name and title of person who will provide supervision and training:

Jo Seigler, City Clerk

Employment:

Will the agency be able to employ the participant upon successful completion of training?

☒ Yes, provided that funding is available.

☐ No, there is not a reasonable expectation that funding will be available.

If no, what will agency do to help participant obtain employment?

Signature / Maintenance of Effort:

I verify that this training position constitutes a new or expanded service and is not a violation of maintenance of effort regulations of the U.S. Department of Labor. (Positions of SCSEP participants shall be in addition to positions which otherwise would be funded by the local training site without assistance from SCSEP. Positions funded under SCSEP: shall result in an increase in employment opportunities over those which would otherwise be available; may not result in the displacement of currently employed workers, including partial displacement such as reduction in hours of non-overtime work, wages or employment benefits; may not impair existing contracts for service or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed; may not substitute program jobs for existing federally assisted jobs; may not employ or continue to employ a trainee to perform work the same or substantially the same as that performed by any other person who is on layoff.)

signature of authorized agency representative

date

Lee Spell, Kingsland City Manager

name and title of authorized agency representative



Host Agency Information Form

Host Agency Info

Host Agency Name: City of Kingsland, City Hall	
County: Camden	
Street Address: 107 South Lee Street	
City: Kingsland	State: Georgia
Zip Code: 31548	
Non Profit (501c3): Yes or No	Government Agency: ☒ Yes or No
FEIN: 58-6000601	

Supervisor Contact Info

Supervisor Name: Jo Seigler
Title: City Clerk
Phone: 912-729-5613
Email: jseigler@kingslandgeorgia.com

Date: 8/10/2022

Host Agency Agreement

Host Agency: City of Kingsland, City Hall Program Year: 2022-2023

To ensure our host agency partners understand their important role in the daily lives of our participants and their responsibilities in supporting each participant's quest for an unsubsidized job, we ask that each host agency supervisor clearly understand and support the following requirements that are part of each participant's agreement with our program:

- 1) The purpose of the SCSEP is for a participant to provide community service while they actively pursue unsubsidized employment off of the program. When an individual enrolls and/or gets a job off the program they may lose their public benefits. These benefits may include, but are not limited to: Public Housing, Food Stamps, SSI/SSD, and Medicaid.
- 2) Participants are asked to cooperate with the Project Director and project staff by:
 - Accepting referrals and interviews for employment outside the program;
 - Conducting an ongoing search for unsubsidized employment as specified in their IEP and as directed by the Project Director and/or project staff;
 - Accepting regular transfers to other host agency assignments as necessary to further their training and work experience;
 - Maintaining registration with the State Employment service and/or One Stop Center;
 - Attending job search training, job clubs, participant meetings, etc., when offered by the Project Office, and to engage in continuing unsubsidized job search activities.

Note: These activities may cause the participant to miss some hours at their host agency assignment.

- 3) The Senior Community Service Employment Program (SCSEP) is a short-term, work-training program to prepare participants for unsubsidized employment off of the program. The program is not an entitlement, nor is it designed to provide income maintenance. SCSEP participants are considered to be in training status, preparing to accept unsubsidized employment. They, and you, as the host agency supervisor, must understand and accept the training with the host agency is a short-term training opportunity, NOT a job and those participants are NOT employees of NCOA, SCSEP, or the host agency to which they are temporary assigned.
- 4) Host Agency understands that NCOA SCSEP does not conduct background checks or drug screenings. These screenings are at the sole and exclusive discretion of a Host Agency and must be in accordance with applicable law. NCOA is not financially or otherwise responsible for any costs, expenses or claims associated with background checks or drug screenings.
- 5) Host agencies must not use participants as substitutes for permanent employees in their agency. Federal regulations prohibit this violation of "maintenance of effect." Host agencies must not substitute federal dollars for local dollars. Participants are additions to, not substitutes for, regular staff.
- 6) To become and remain a Host Agency, the Host Agency agrees to have a fax machine in good working condition in order to both receive and send participant Time Attendance Reports from and to the Project site office or designated fax number. "Good working order" includes insuring that the document output settings are correct so that the fax is readable—not overly dark or overly light. Without good fax copies, NCOA SCSEP cannot scan timesheets. If NCOA SCSEP is consistently unable to scan your timesheets, NCOA SCSEP participants cannot be paid and would potentially have to be transferred to a host agency where fax machines work properly.
- 7) Host agencies agree to give serious consideration for any permanent job openings in the agency to qualified assigned participants. Failure to consider qualified participants for these job opening could be cause for termination for cause of this agreement with that participant's host agency. The Host Agency agrees to provide supervision, training, and a safe work site for each assigned participant.
- 8) The Department of Labor (DoL) now requires a survey of randomly selected Host Agencies. This survey is generally done in January. If selected, please complete the survey as it influences continued DoL funding for

Host Agency Agreement

this grant. The DoL will make three attempts to get a completed survey from you. While the survey may have up to 20 questions, answering any five completes the survey for DoL purposes and prevents these follow-ups.

- 9) Insurance and Safety for SCSEP Participants: NCOA SCSEP will be responsible for providing workers' compensation insurance for all Participants, in accordance with state law. The Host Agency is responsible for maintaining a safe work environment for SCSEP Participants during their normal course of duties; and to ensure that proper equipment, procedures and safe practices are used in conformance with state law. NCOA has the right to coordinate safety inspections with the Host Agency to ensure that work procedures, equipment and practices are used to protect the safety of SCSEP Participants. If the Host Agency fails to adhere to reasonable safe working practices, NCOA SCSEP has the right to terminate the agreement with that agency for cause and for the protection of SCSEP Participants.

Fourteen key safety issues that the Host Agency must keep in mind at all times:

1. Participants must comply with all safety rules of their Training Site.
 2. Ask their Training Site Supervisor they are unsure about any safety precautions.
 3. Keeping work areas clear of tripping hazards.
 4. Participants must never climb on ladders, step stools or other objects.
 5. Participants must use personal protective equipment (gloves, safety glasses, etc.) as required for various training assignments.
 6. Participants must only operate equipment they are qualified and authorized to operate including vehicles during working hours.
 7. Participants must follow proper lifting procedures by bending their legs & keeping their back straight.
 8. Participants do not lift loads more than 20 pounds.
 9. Participants wear shoes appropriate for the training assignment with good support.
 10. Participants do not wear open-toed shoes or high heels.
 11. Participants know where emergency exits are located.
 12. Participants immediately report safety & health hazards to their Training Site Supervisor and SCSEP staff.
 13. Participants immediately tell their Training Site Supervisor about any work related injury no matter how small.
 14. Participants immediately tell their SCSEP project staff about any work related injury no matter how small.
- 10) NCOA SCSEP is a federally funded program and as such, is required by federal regulations to maintain documentation (timesheets) to substantiate the expenditure of federal funds for wages. It is understood and agreed that NCOA SCSEP shall pay the wages of participants assigned to the host agency. The host agency agrees to verify, sign and return completed timesheets to the local SCSEP project for processing. Federal regulations also require that timesheets be signed by the individual participant and by a responsible supervisory official having firsthand knowledge of the hours worked by the participant. NCOA SCSEP recognizes that assigned supervisors change and may not always be available to sign participant timesheet. Therefore, to ensure compliance with federal regulations, in lieu of providing the names and signatures of all authorized supervisors in the Host Agency and various Training Sites (if any), by signing this Host Agency Agreement, the authorized agency representative agrees to ensure that the participant signs his/her timesheet and that a responsible supervisory official of the agency certifies that the information on the timesheet is correct. If there is a change to the authorized agency supervisor whose name is on this agreement, the local SCSEP Project Office must be notified so that the local SCSEP Project Office can update the information in our databases.

Signature: _____ Date: _____

Name & Title of person signing: Mr. Lee Spell, Kingsland City Manager

Supervisor's Non-Federal In-Kind Contribution

CONFIDENTIAL

CONFIDENTIAL

The following information is required so that a dollar value can be assigned to the amount of time a supervisor spends in direct supervision or training of a Senior Community Service Employment Program Participant. **The information supplied on this form will be kept confidential**, and will only be seen by those staff persons involved in computing and reporting the Senior Community Service Employment Program's non-federal in-kind contributions, and those NCOA and/or DOL staff persons who monitor or audit this information.

Name of Site: Kingsland City Hall

Name of Supervisor: Jo Seigler

1. Value of Supervisor's Time:

a. Supervisor's actual salary computed on an hourly basis = \$ 29.68

b. Value of supervisor's fringe benefits on an hourly basis (if known) = \$ 6.23

If unknown enter zero (\$0). The hourly value of a monthly benefit package can be computed by dividing the monthly value of the benefit package by the average number of work hours in a month. (A person working forty hours per week works 2,080 hours per year, or an average of 173.33 hours per month.) For instance, a supervisor who receives a benefit package worth \$400.00 per month, should enter \$2.31 as the hourly value of their benefits to reflect benefits that are worth \$2.31 per hour (\$400/173.33).

c. Total value of one hour of supervisor's time (a + b) = \$ 35.91

2. Percent of supervisor's salary/fringe paid for with non-federal funds (check one below):

☒ a. Supervisor is paid entirely with non-federal funds (100%)

☐ b. Supervisor is paid partly with federal funds. Percent that is non-federal funds = _____ %

☐ c. Supervisor is paid entirely with federal funds (0%)

3. If value of supervisor's time cannot be determined:

☐ a. Supervisor is a volunteer who receives no salary or fringe benefits [value = zero (0)]

☐ b. Supervisor is unable to provide or obtain this information.

Explain why: _____

(Note: Simple refusal to provide this information is not sufficient, and will result in loss of training site status.)

The starting wage for a similar position in this community is \$ _____ per hour.

The source for determining the above figure is: _____

I certify that the above information is true and accurate to the best of my knowledge. I agree to inform the Senior Community Service Employment Program of any changes in the above information.

Signature: Lee Spell, City Manager Date: _____

Initial Training Site Safety Checklist

(page 1 of 4)

Training Site: _____ Inspected by: _____ Date: _____

	Item Inspected	OK	ACTION NEEDED	N/A	CORRECTIVE ACTION TAKEN
1.	Accident report forms on site?				
2.	Does participant/supervisor know how to complete accident reports?				
3.	Does participant/supervisor know where to send accident reports?				
4.	Has training site provided safety training to participants within the past 12 months?				
5.	Is well-supplied first aid kit on site?				
6.	Does participant have access to first aid kit?				
7.	Have provisions been made for first aid/medical care in case of an emergency?				
8.	Does the participant have access to a phone?				
9.	Is there a fire extinguisher that is accessible to participants?				
10.	Does the training site have working fire and smoke alarms?				
11.	Does the participant know how to use the extinguisher?				
12.	Has the extinguisher been inspected and/or serviced in past years?				

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Initial Training Site Safety Checklist

(page 2 of 4)

	Item Inspected	OK	ACTION NEEDED	N/A	CORRECTIVE ACTION TAKEN
13.	Is there a plan for leaving the building in case of fire?				
14.	Are there sufficient exits in case of fire/emergency?				
15.	Does the participant know the exit plan or alternate routes?				
16.	Do doors that swing in both directions have view panels?				
17.	Does the training site or the participant have emergency numbers posted?				
18.	Are electrical appliances grounded?				
19.	Are cords in good condition?				
20.	In the food service areas, are safety procedures practiced for the use, washing, and storage of knives?				
21.	Are spills on floor mopped and dried promptly?				
22.	Are aisles and passageways kept clean?				
23.	Do stairs and steps have rails?				
24.	Are stairs and steps well lit?				
25.	Are stairs and steps in good repair?				
26.	Do stairs and steps have a smooth but non-skid surface?				

Initial Training Site Safety Checklist

(page 3 of 4)

	Item Inspected	OK	ACTION NEEDED	N/A	CORRECTIVE ACTION TAKEN
27.	Are outside steps and walks kept clear?				
28.	When floor height changes, is the step or ramp clearly marked?				
29.	Are electrical cords and extension cords properly covered when they cross a floor?				
30.	Are extension cords adequate for appliances or tools connected to them?				
31.	Are throw rugs and carpet edges secured?				
32.	Is there access to a restroom?				
33.	Is the restroom safe and sanitary?				
34.	Is safe drinking water available at the training site?				
35.	Are the participant's work areas clean and orderly?				
36.	Is adequate space provided for tasks performed?				
37.	Is the training site clear of obstacles that might cause tripping?				
38.	Are scrap, old nails, and other debris disposed of or stored safely?				
39.	Is the temperature reasonably comfortable throughout the year?				

Initial Training Site Safety Checklist

(page 4 of 4)

	Item Inspected	OK	ACTION NEEDED	N/A	CORRECTIVE ACTION TAKEN
40.	Is the air free of smoke, fumes, and strong odors?				
41.	Is the noise level normal and non-irritating?				
42.	Have potential job hazards been pointed out to the participant?				
43.	Are participants prohibited from lifting excessive weight?				
44.	Has the participant been trained in the proper procedures for lifting?				
45.	Are all tools/equipment properly stored and cared for?				
46.	Are ladders safe and in good condition?				
47.	Have the participants been trained to operate equipment, machines, or tools they use for their jobs?				
48.	Are participant(s) aware of bad weather policy?				
49.	Has the participant received First Aid training?				
50.	Do participants know they are not required to exert themselves beyond their physical capacities?				

Signature of Inspector: _____ Date: _____
Signature of Host Agency Representative: _____ Date: _____

Training Assignment Description (Optional)

Participant's Name: _____

Date: _____ [] Initial Description [] Upgraded Description

Training Position Title: City Hall Receptionist

Training Site: Kingsland City Hall Phone #: 912-729-5613

Training Site Address: 107 South Lee Street, Kingsland GA 31548

Supervisor's Name: Jo Seigler Email address: jseigler@kingslandgeorgia.com

Specific training to be provided:

(Provide dates, anticipated length of training to be provided, subjects to be covered and person(s)/organization providing the training.)

Training Provided By: City of Kingsland, City Hall
 Dates: September 2022 - September 2023
 Length of Training: 15 - 20 hours/week for 52 weeks
 Subjects to Be Covered: Customer service skills, Communication skills, Ability to Provide Clear Directions, Phone etiquette, Writing skills, Ability to use positive language, Community knowledge, Ability to read customers, Ability to handle surprises, Active Listening Skills, Problem Solving Skills and Conflict Resolution, Time management skills, Patience, Attentiveness

Tasks to be performed by participant:

(List tasks in order of importance. List any unusual requirements. Continue on additional sheet if necessary.)

- Operates the switchboard to provide customers and citizens with general information and refers calls to others, as appropriate.
- Greet visitors, answer questions and provide information as requested
- Perform various clerical duties, such as answer telephone calls, sorting and processing mail and provides the most useful and appropriate information applicable.
- Keep the reception area presentable to the public. This includes daily light housekeeping - dusting and vacuuming, straightening and organizing public areas, checking restroom for problems, leaks, stocking paper, toilet paper, emptying trash, etc.
- Maintain order of reception area daily, including updates the lobby reader board for daily activities, stocking brochures, maps, and frequently asked questions. Ensure up-to-date brochures are available and out of date material is recycled.
- Perform daily opening, closing, and reporting procedures.
- Assist with community events as needed. Knows the work schedule and reports to work on time.

Participant's signature: _____ Date: _____

I verify that this training position constitutes a new or expanded service and is not a violation of maintenance of effort regulations of the U.S. Department of Labor. (Positions of SCSEP participants shall be in addition to positions which otherwise would be funded by the local training site without assistance from SCSEP. Positions funded under SCSEP: shall result in an increase in employment opportunities over those which would otherwise be available; may not result in the displacement of currently employed workers, including partial displacement such as reduction in hours of non-overtime work, wages or employment benefits; may not impair existing contracts for service or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed; may not substitute program jobs for existing federally assisted jobs; may not employ or continue to employ a trainee to perform work the same or substantially the same as that performed by any other person who is on layoff.)

Supervisor's signature: _____ Date: _____



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

AGENDA ITEM (ID # 3973)

Meeting: 08/22/22 06:00 PM
Department: Finance
Category: Bid Award
Prepared By: Filiz Morrow
Initiator: Filiz Morrow
Sponsors:
DOC ID: 3973

9.4

Bid Award: Postage Meter Machine Contract

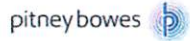
The current postage meter machine 5-year contract will be ending in October. The current contract was \$4,689 annually. The City received competitive bids which will reduce the current cost significantly.

Staff recommends low bid, Pitney Bowes, for \$1,728.60 annually for a five year contract.

Bid Tabulation
RFP COK #20-019
Postage Meter Machine
Tuesday, August 2, 2022 @ 5:00 PM

Vendor	Number of Months	Monthly	Annual
Pitney Bowes	60	\$144.05	\$1,728.60
Docuquest, Inc,	60	\$237.00	\$2,844.00

Request for Proposal was advertised on City of Kingsland and GMA website.



NASPO ValuePoint FMV Rental Agreement (Option B)

--	--	--	--	--	--	--	--	--	--

Agreement Number

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee

Tax ID # (FEIN/TIN)

CITY OF KINGSLAND

586000601

Sold-To: Address

107 S Lee St, Kingsland, GA, 31548-5054, US

Sold-To: Contact Name

Sold-To: Contact Phone #

Sold-To: Account #

Linda Johnson

(912) 729-8113

0012798420

Bill-To: Address

PO Box 250, Kingsland, GA, 31548-0250, US

Bill-To: Contact Name

Bill-To: Contact Phone #

Bill-To: Account #

Bill-To: Email

Linda Johnson

(912) 729-8113

0016354302

ljohnson@kingslandgeorgia.com

Ship-To: Address

107 S Lee St, Kingsland, GA, 31548-5054, US

Ship-To: Contact Name

Ship-To: Contact Phone #

Ship-To: Account #

Linda Johnson

(912) 729-8113

0012798420

PO #

Your Business Needs

Qty	Item	Business Solution Description
1	SENDPROCAUTO	SendPro C Auto
1	1FXA	Interface to InView Dashboard
1	7H00	C Series IMI Meter
1	993-4B	DM400C Return Kit - Upgrade to 9H00
1	APAC	Connect+ Accounting Weight Break Reports
1	APAX	Cost Acctg Accounts Level (100)
1	APB2	Cost Accounting Devices (10)
1	APKN	Account List Import/Export
1	C5CC	Sendpro C Auto 95
1	CAAB	Basic Cost Accounting
1	ME1A	Meter Equipment - C Series
1	MP81	C Series Integrated Scale
1	PAB1	C Series Premium App Bundle
1	PTJ1	SendPro Online-PitneyShip

1	PTJA	SPO-PitneyShip Basic 1 User
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK2	SendPro C Series Shipping Integration
1	STDSLA	Standard SLA-Equipment Service Agreement (for SendPro C Auto)
1	ZH24	Manual Weight Entry
1	ZH29	HZ03 95 LPM Speed
1	ZHC5	SendPro C500 Base System Identifier
1	ZHD5	USPS Rates with Metered Letter
1	ZHD7	E Conf Services for Metered LTR. BDL
1	ZHWL	5lb/3kg Weighing Option for MP81

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 144.05	\$ 432.15

**Does not include any applicable sales, use, or property taxes which will be billed separately.*

- () Tax Exempt Certificate Attached
 () Tax Exempt Certificate Not Required
 () Purchase Power® transaction fees included
 (X) Purchase Power® transaction fees extra

Your Signature Below

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below.

NASPO VALUEPOINT ADSP016-169897: 99999-SPD-00006328-0001
 State/Entity's Contract#

Lessee Signature

Print Name

Title

Date

Email Address

Pitney Bowes Signature

Print Name

Title

Date

Sales Information		
Lynn Harrington	lynn.harrington@pb.com	
Account Rep Name	Email Address	PBGFS Acceptance

Attachment: Pitney Bowes Agreement (3973 : Bid Award: Postage Meter Machine Contract)



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

Meeting: 08/22/22 06:00 PM
Department: City Clerk
Category: Proclamation
Prepared By: Jean Seigler
Initiator: Jean Seigler
Sponsors:

AGENDA ITEM (ID # 3971)

DOC ID: 3971

Joint Proclamation for Cumberland Island Day

Joint Proclamation with Camden County Board of Commissioners, City of Kingsland, City of St. Marys and City of Woodbine for the 50th Anniversary of Cumberland Island National Seashore.



50th Anniversary of Cumberland Island National Seashore

Date 8/1/22 Elaine Koch
Elaine Koch, City Clerk



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

AGENDA ITEM (ID # 3968)

Meeting: 08/22/22 06:00 PM
Department: Finance
Category: Budget
Prepared By: Filiz Morrow
Initiator: Filiz Morrow
Sponsors:
DOC ID: 3968

9.6

FY 2022-23 Budget Presentation

Resolution 2022-__
City of Kingsland
FY 2022-23 Proposed Budget

9.6.a

	Department	FY 21-22 Current Budget	FY 22-23 Proposed Budget	Variance from FY 21-22 to FY 22-23		Summary of Changes From FY 21-22 Budget to FY 22-23 Proposed Budget
				% Change	\$ Increase/ Decrease	
General Fund	General Fund Revenues	\$12,877,535	\$15,037,651	16.77%	\$2,160,116	City-wide: Health insurance 12% increase in premiums; health clinic 6.8% increase; liability insur 4.8% increase. City-wide capital outlay \$11,370,231. Budget (excluding CVB) includes 5% COLA (effective 10/12/22) and up to 3% performance raises on anniversary dates and \$350 Christmas bonuses (pro for part-time and probationary employees). Same salary increases for CVB except COLA is 7%. positions requested: 1 Grant & Project Manager, 1 Computer Support Specialist, 1 Evidence Technician and 1 Firefighter. Contingency of \$655,632; budget is based on reducing the current millage rate of 7.41 .90 mills to a rate of 6.50 mills. State calculated rollback is 6.719. Tax digest reflects a 25. increase in value. New growth is 13.78% and reassessments make up 11.54%. Most revenues back to pre-covid values and are budgeted conservatively based on current trend. Some taxes exceeding pre-covid numbers; such as, sales taxes, real estate transfer tax, and title ad valorem tax. It is unknown at this time if these revenues will start to decline based on the future economy. Include \$1.5m cash carry forward towards funding the police station expansion.
	Administration	\$1,196,444	\$1,432,333	19.72%	\$235,889	Increase in salaries, health clinic, health & liability insurance. Kingsland's portion of PSA funding showing an 18% (\$97k) increase based on PSA proposed budget and allocation using the new Census population. Increase in contract labor (\$20k) for the election. New hire request for Grant Project Manager \$55k (at midyr). Capital outlay is \$35,000.
	Information Technology	\$190,686	\$223,747	17.34%	\$33,061	Increase in salaries, health clinic, health & liability insurance. Additional increases in computer software maintenance. Request for staff promotion to Network Administrator +\$5,158 and new hire for a Computer Support Specialist \$31,200. Capital outlay \$43,000. Shared department with water/sewer fund. (60%GF/40%WS)
	Finance	\$311,853	\$327,273	4.94%	\$15,420	Increase in salaries, health clinic, health & liability insurance. Additional increases in building repair reconfiguring cubicle office spaces and new budget book software. Shared department water/sewer fund. (60%GF/40%WS)
	Municipal Court	\$704,677	\$756,264	7.32%	\$51,587	Increase in salaries, health clinic, health & liability insurance. Increase in other costs for fine add based on fines and forfeitures. Capital outlay \$7,000.
	Police	\$4,173,558	\$5,662,399	35.67%	\$1,488,841	Increase in salaries, health clinic, health & liability insurance. Increases PPE & safety supplies (\$10k 9 expenditures (\$25k), Drug investigative costs (\$20k), Community partnership program (+\$ uniforms (+\$10k), body-worn cameras (\$15k), and tasers (\$32k). Request for staff promotion to Chief of Police (freeze captain position) (+\$5,926) and new hire request for an Evidence Technician (\$29k). Capital outlay \$346,246. Includes \$1.5m transfers out to capital projects fund for funding police station expansion.
	Fire	\$2,346,873	\$2,455,430	4.63%	\$108,557	Increase in salaries, health clinic, health & liability insurance. Increases in contracted services for management IGA (\$70k) and supplies (\$18k). Request for staff promotion (2) driver engineer (+\$1461), 2 sergeants (+2,922) and new hire request for one firefighter (\$33k). Capital outlay \$372,000 in GF and \$460,000 in SPLOST. Decrease in transfer out to capital projects fund.
	Public Works	\$2,131,917	\$2,262,326	6.12%	\$130,409	Increase in salaries, health clinic, health & liability insurance. Capital outlay for \$145,000 GF \$2,470,700 SPLOST. Decrease in transfer out to capital projects fund.

Attachment: Council Summary FY 22-23 (3968 : FY 2022-23 Budget Presentation)

Resolution 2022-__
City of Kingsland
FY 2022-23 Proposed Budget

9.6.a

	Department	FY 21-22 Current Budget	FY 22-23 Proposed Budget	Variance from FY 21-22 to FY 22-23		Summary of Changes From FY 21-22 Budget to FY 22-23 Proposed Budget
				% Change	\$ Increase/ Decrease	
General Fund	Housing & Development	\$546,234	\$623,193	14.09%	\$76,959	Increase in salaries, health clinic, health & liability insurance. Additional increase in professional 1 Capital outlay for \$64,000.
	Econ. Dev./DDA	\$96,634	\$281,739	191.55%	\$185,105	Increase in salaries, health clinic, health & liability insurance. Decrease in benefits to account for of benefits allocated from existing staff in admin and CVB to fill vacant position with salary am equivalent to prior budget. Additional increases in purchased/contracted services for KDA board trai (\$1,500), train depot repairs (\$10k) and contract labor (\$2,400). Decrease in supplies for s equipment and Catfish Festival. Capital outlay \$180,000.
	Fleet Services	\$321,643	\$357,315	11.09%	\$35,672	Increase in salaries, health clinic, health & liability insurance. Capital outlay for \$93,000. Sh department with water/sewer fund. (75%GF/25%WS)
	GF Total Expenditures	\$12,020,519	\$14,382,019	19.65%	\$2,361,500	
Water/Sewer Fund	Revenues for Water/Sewer Fund	\$7,982,967	\$11,699,021	46.55%	\$3,716,054	Contingency of \$787,508; based on current rate structure. Overall increases related to growth in water/sewer customers and transfers in from grant fund. Slight decreases in tap and ca recovery fees related to decreases in new commercial growth.
	Administration	\$498,329	\$530,703	6.50%	\$32,374	Increase in salaries, health clinic, health & liability insurance. No capital outlay.
	Information Technology	\$125,163	\$148,473	18.62%	\$23,310	Increase in salaries, health clinic, health & liability insurance. Additional increases in computer softw maintenance. Request for staff promotion to Network Administrator +\$5,158 and new hire for a Computer Support Specialist \$31,200. Capital outlay \$43,000. Shared department with water/sewer fund. (60%GF/40%WS)
	Finance	\$207,027	\$217,638	5.13%	\$10,611	Increase in salaries, health clinic, health & liability insurance. Additional increases in building repair reconfiguring cubicle office spaces and new budget book software. Shared department water/sewer fund. (60%GF/40%WS)
	Fleet Services	\$108,590	\$127,046	17.00%	\$18,456	Increase in salaries, health clinic, health & liability insurance. Capital outlay for \$93,000. Sh department with water/sewer fund. (75%GF/25%WS)
Water/Sewer	Operations	\$6,712,760	\$9,887,653	47.30%	\$3,174,893	Increase in salaries, health clinic, health & liability insurance. Increase for new items: 7% an replacement plan for lead to copper lines (\$120k), software for backflow prevention monitoring (\$ explore water plant management services (\$85k). Capital outlays for \$4,881,297.
	Water/Sewer Fund Total Expenses	\$7,651,869	\$10,911,513	42.60%	\$3,259,644	

Attachment: Council Summary FY 22-23 (3968 : FY 2022-23 Budget Presentation)

Resolution 2022-__
City of Kingsland
FY 2022-23 Proposed Budget

9.6.a

	Department	FY 21-22 Current Budget	FY 22-23 Proposed Budget	Variance from FY 21-22 to FY 22-23		Summary of Changes From FY 21-22 Budget to FY 22-23 Proposed Budget
				% Change	\$ Increase/ Decrease	
Solid Waste						City-wide: Health insurance 12% increase in premiums; health clinic 6.8% increase; liability insurance 4.8% increase. City-wide capital outlay \$11,370,231. Budget (excluding CVB) includes 5% COLA (effective 10/12/22) and up to 3% performance raises on anniversary dates and \$350 Christmas bonuses (pro for part-time and probationary employees). Same salary increases for CVB except COLA is 7%. Positions requested: 1 Grant & Project Manager, 1 Computer Support Specialist, 1 Evidence Technician and 1 Firefighter.
	Solid Waste Revenues	\$1,222,010	\$1,564,220	28.00%	\$342,210	Contingency of \$123,960; based on current rate structure. Increase related new growth solid waste customers and cash carry forward (350,000) for capital outlay purchase.
	Expenses	\$956,167	\$1,440,260	50.63%	\$484,093	Increase in salaries, health clinic, health & liability insurance. Increase in landfill fees and solid waste containers. Capital outlays for \$372,860.
Other Funds	Confiscated Assets Fund	\$53,125	\$53,125	0.00%	\$0	Based on estimated confiscated assets and CISCO funds.
	CDBG-Planning Grant	\$13,690	\$13,690	0.00%	\$0	Based on grant award to determine feasibility of grant funding for I-95 forced sewer main project.
	CDBG-MIT Grant	\$1,909,997	\$1,869,160	-2.14%	-\$40,837	Based on remaining grant award for sewer line and manhole rehabilitation and Greentree Creekwood lift stations.
	CDBG-DR Grant	\$515,338	\$544,500	5.66%	\$29,162	Based on grant funding for homeowner rehabilitation and reconstruction program to fulfill unmet housing needs resulting from Hurricane Irma.
	TAP Grant	\$459,848	\$416,786	-9.36%	-\$43,062	Based on remaining grant funds for Phase I of Boone Street Pedestrian and Bicycle Improvement Project.
	Infrastructure Grant	\$3,276,404	\$3,276,404	0.00%	\$0	Based on previous grant funds received for water/sewer infrastructure projects.
	Multiple Grant Fund	\$394,755	\$727,165	84.21%	\$332,410	Based on various grant awards expected during the fiscal year. Includes police vest grant \$10, LMIG 233,148 plus 30% match; Safety grant \$16,000; and Health & Wellness grant \$9,000; Co Incentive Grant \$19,250; and generator grant \$439,767.
	Georgia Gateway Community Improvement District	\$1,225	\$1,153	-5.91%	-\$72	Special Revenue Fund used to account for the component unit activities of the community improvement district. Budgeted funds represent tax revenues generated within the district based on 1 mill.
	Tax Allocation District #1	\$2,303	\$1,552	-32.61%	-\$751	Special Revenue Fund used to account for incremental tax generated for Kingsland TAD #1. Budgeted funds represent incremental tax from the certified base.
	CVB Fund (Tourism)	\$1,305,931	\$1,332,000	2.00%	\$26,069	Contingency of \$415,679. Revenues of \$528,000 are based on 44% of lodging tax; cash carry forward \$800,000; & merchandise sales. Revenues restored to pre-COVID values based on current trend. Includes Board approved 7% C.O.L.A. effective 10/12/2022, 3% performance increase effective on anniversary dates, and \$350 Christmas bonuses.
	Hotel/Motel Tax Fund	\$1,100,000	\$1,200,000	9.09%	\$100,000	Based on estimated lodging tax revenues. Revenues restored to pre-COVID values based on current trend.

Attachment: Council Summary FY 22-23 (3968 : FY 2022-23 Budget Presentation)

Resolution 2022-__
City of Kingsland
FY 2022-23 Proposed Budget

9.6.a

	Department	FY 21-22 Current Budget	FY 22-23 Proposed Budget	Variance from FY 21-22 to FY 22-23		Summary of Changes From FY 21-22 Budget to FY 22-23 Proposed Budget
				% Change	\$ Increase/ Decrease	
Other Funds	Downtown Development Authority Fund	\$50,125	\$48,875	-2.49%	-\$1,250	City-wide: Health insurance 12% increase in premiums; health clinic 6.8% increase; liability insurance 4.8% increase. City-wide capital outlay \$11,370,231. Budget (excluding CVB) includes 5% COLA (effective 10/12/22) and up to 3% performance raises on anniversary dates and \$350 Christmas bonuses (pro for part-time and probationary employees). Same salary increases for CVB except COLA is 7%. Positions requested: 1 Grant & Project Manager, 1 Computer Support Specialist, 1 Evidence Technician and 1 Firefighter.
	Kingsland Development Authority	\$37,529	\$0	-100.00%	-\$37,529	Funded by DDA fundraising events. All expenses paid directly from the DDA checking account. Carry forward \$13,145.
	SPLOST Fund #8	\$3,790,459	\$3,233,848	-14.68%	-\$556,611	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 authority.
	Capital Projects Fund	\$508,570	\$2,040,962	301.31%	\$1,532,392	Based on SPLOST VIII revenues. Distribution at a rate of County-wide SPLOST distribution multiplied by Kingsland's share (28.83%). Projects include: Fire House 4 remodel, sidewalk projects, road projects and drainage projects as outlined in the SPLOST referendum.
	Debt Service Revenue Bond	\$187,000	\$204,000	9.09%	\$17,000	Includes public safety and public works radio project to coincide with the County VHF communication system expansion and other projects as designated. Also includes \$1.5m toward funding the police station expansion as outlined in the 5-year CIP.
						17% of the lodging tax is accounted here for the bond payment of the welcome center.
	Mayor C. Grayson Day, Jr.					
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>26th of September 2022</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, 2022 through September 30, 2023</u> . Given under the seal of the City, this _____, 2022.						
	(SEAL)					

Attachment: Council Summary FY 22-23 (3968 : FY 2022-23 Budget Presentation)