



CITY OF KINGSLAND, GEORGIA

CITY COUNCIL

AGENDA • NOVEMBER 10, 2014

Regular Meeting

City Council Chamber

6:00 PM

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

I. CALL TO ORDER AND WELCOME GUESTS

II. INVOCATION AND PLEDGE TO THE FLAG

III. ROLL CALL

Kenneth E Smith Sr
Alex Blount
Jim McClain
Daniel Minckler
Charles Grayson Day Jr

Mayor
Mayor Pro Tem
City Councilman
City Councilman
City Councilman

IV. 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

V. RECOGNITION

- 1. Bailey Jones, Kingsland Police Department -
- 2. Rob Avedisian, FF, Paul Furnage, FF, Greg Everall, Kingsland Fire Rescue, Chris Bartek, EMT/FF, Reggie Johnson, EMT/Paramedic, Camden County Fire Department -

VI. PRESENTATION

- 1. Presentation of Automated External Defibrillator - Sheriff Proctor -

VII. GRANTING AUDIENCE TO THE PUBLIC

VIII. OLD BUSINESS

1. Update: Hidden Lakes, Wolf Bay Drainage Correction - City Councilman Jim McClain
2. Appointment to Police Board - City Councilman Jim McClain

IX. PLANNING AND ZONING

1. APPLICATION FOR HOME OFFICE – Laticia Hines -

Laticia Hines, 233 Woodbridge Rd is requesting a Home Office Permit for “T&C Cleaning Services”. Zoning is R-1. Planning Commission recommends approval.

X. NEW BUSINESS

1. Discussion and Approval - Authorization for City Manager to Appoint Fire Chief -
2. Discussion & Approval - Authorization to Purchase Grant Management Software -
3. RESOLUTION #2014-22 & APPROVAL OF: GMA Proposal for Services on TDS-TV Franchise Agreement -
4. Discussion and Approval MOU - Building Inspection Services -
5. Appointment of Replacement Member to the Downtown Development Authority (DDA) - City Councilman Charles Grayson Day Jr
6. Update - William Street Sewer Project -

XI. MAYOR AND COUNCIL ANNOUNCEMENT**XII. ADJOURNED**

EFFICIENCY GAINED, CAPACITY BUILT

"AmpliFund has enabled us to incorporate project management and oversight functions with the requirements of each grant-funded project. The functionality of the system is flexible enough to accommodate several users with different responsibilities and production schedules which can't be tracked simultaneously. Additionally, the data associated with each task (outputs, expenditures, time allocations, percent completion, fund balances, etc.) are readily available for reports, internally and externally."

Jesse Buggs

Director

Office of Grant Development & Administration, City of Bowie

SIMPLIFIED SUB-RECIPIENT MANAGEMENT

"We have been very pleased with the system, as well as the firm's support of its system. Our grant funds include federal, state, local, private, and foundation resources. Sub-recipients also include nonprofits, individuals, and collaborations with developers and community groups. Managing these relationships, projects, and resources is much easier with a tool like AmpliFund. Staff time is used more efficiently, and the potential compliance issues are identified early enough to implement corrective actions and avoid other major problems."

Gregg Swanzey

Director

Office of Economic Development & Strategic Partnerships, City of Kingston

MULTI-USER PROJECT MANAGEMENT

"AmpliFund exceeded our expectations in its ability to centralize and manage multiple funding sources and projects managed by various users. Its project management function accommodates multiple users, allowing administration to assign tasks, send reminders, and track progress. The software can provide customized reports that can be used to manage all aspects of grant management such as expenditures, account balances, receivables, and percent completion. Reports are easily accessible — providing a tool for internal and external evaluation and reporting."

Jeanne Betbeze

Director of Grants

Department of Grants, St. Tammany Parish Government



812 E Huron Rd #350 – Cleveland, OH – 44115 – 216-377-5500

Filiz Morrow
City of Kingsland
107 S Lee St
Kingsland, GA 31548

October 16, 2014

Dear Filiz:

As the only grant management tool providing the depth and breadth of features you require, AmpliFund Full Cycle is a sole source product. AmpliFund Full Cycle grant management software is manufactured by StreamLink Software. Additionally, as we are the sole producers of this software, it cannot be purchased anywhere else. AmpliFund Full Cycle is the only tool of its kind. There is no other product on the market that manages the entire grant life cycle. Commencing with research tools and travelling with full detailed support through potential audit or outcome evaluation needs, AmpliFund Full Cycle is a centralized portal for all grant management functions.

No other product has the capacity to deliver the full feature functionality of AmpliFund Full Cycle. In addition to supporting basic grant management function, AmpliFund Full Cycle has specialized tools, integrations and features. Below are the product specifications:

Features and Specifications:

- Offers calendaring—including the ability to sync with Outlook and other calendaring systems
- Provides full document management
- Offers built in research tool—Grant Station, Grant Finder
- Monitors and manages grantor relationship, executes and tracks communications
- Full data repository for each grant in the portfolio—tracking status and other key grant criteria with configurable reporting to understand contents of grant pipeline
- Ability to create, assign, and monitor tasks, including approvals
- Ability to create, assign, track and measure multiple type of performance goals; numerical, percentage change, percent achieved, milestone, narrative, reimbursable goal
- Allows for the delegation of portions of goals to individuals, across departments, or down to sub-recipients
- Ability to assign performance goals and budget line items to an individual responsible party to enforce accountability. Link additional staff to allow reporting achievements and expenses against goals and line items.
- Capability to differentiate allocation spread for grant budget by year and month over the life of the grant and also inside performance goals and expense line items and delegations
- Offers staff time tracking with supervisor approval and time and effort certification
- Import actuals from any accounting system and gross salary from any HR/Payroll System
- Configure and Generate reports:
 - Period based grant tracking reports for performance and expenses
 - Budget (grant, fund, or project)
 - Budget Spend Down (grant, fund, or project)



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- o Performance Plan (grant, fund, or project)
- o Performance Completion (grant, fund, or project)
- o Sub-recipient Budget Spend Down
- o Sub-recipient Performance Completion
- o Staff allocation to grants and pending grants
- o Time and Effort Certification
- Output reports to screen, PDF, Excel
- Manages Sub Recipients thru to the line item on all types of activities including performance goals and budget line items
- Offers control of tracking intervals for grant reporting
- Create and manage organization funds
- Manage funding sources and track cash receipts
- Create Fund Distributions containing one or more grants
- Track budget and performance for fund distributions using rolled up data from grant budget and performance activity
- Create and manage organization projects or initiatives
- Link multiple grants to one project and roll up grant budget and performance activity data into the project
- Segment one grant into multiple projects and split budget and performance activity data into each project
- Allows organizations to manage and report on projects and initiatives separate from funder required grant reporting
- Security privileges assigned by organization controlling access to materials by user by role
- All virtual training, customer service, tech support, upgrades and new versions included at no extra charge
- Cloud Based, SaaS Solution
- Unlimited users and grants in the system

Designed with organizations like yours in mind and to meet the needs of the consortia grant environment, AmpliFund Full Cycle is the only tool for managing grants throughout the entire grant life cycle—including sub recipients.

We appreciate very much the opportunity to share this unique tool with The City of Kingsland so you may experience the benefits of what AmpliFund Full Cycle can deliver in efficiency and effectiveness to your grants office.

Sincerely,

Emily Turza
 Sales Representative
 216.239.2064
eturza@streamlinksoftware.com

**Bid Tabulation
Grant Management Software
Friday, October 24, 2014**

Name	
Origination	Cost of Software
StreamLink Software	\$5,790.00
Dulles Technology Partners, Inc.	\$40,000.00
Sunguard	NO BID

RESOLUTION #2014-22

A RESOLUTION OF THE CITY OF KINGSLAND THROUGH THE COUNCIL TO
 AUTHORIZE THE MAYOR OF SAID CITY TO EXECUTE A TELEPHONE AND DATA
 SYSTEMS, INC. CABLE TELEVISION MANAGEMENT SERVICE AGREEMENT

WHEREAS, the City of Kingsland desires to regulate the provision of Telephone and Data Systems, Inc. ("TDS") cable television services so as to assure that the citizens of said City receive quality service;

WHEREAS, the Georgia Municipal Association has available a cable management service to assist the City in such regulation;

NOW THEREFORE BE IT RESOLVED, that the Mayor of the City of Kingsland Council is hereby authorized to execute a TDS cable management service agreement on behalf of the City, in substantially the same form as Appendix A which is attached to and made a part of this resolution.

RESOLVED by the Mayor and Council of the City of Kingsland this _____ day of _____, 2014.

ATTEST:

By _____
 City Clerk

Mayor: _____
 City of Kingsland

(SEAL)

(Appendix A)

AGREEMENT BETWEEN
THE CITY OF KINGSLAND
AND
THE GEORGIA MUNICIPAL ASSOCIATION, INC.
FOR TELEPHONE AND DATA SYSTEMS, INC. CABLE TELEVISION MANAGEMENT
SERVICES

WHEREAS, the City of Kingsland ("City") desires to provide regulation and oversight of Telephone and Data Systems, Inc. ("TDS") cable television services being provided to the citizens of the City;

WHEREAS, the Georgia Municipal Association, Inc. ("GMA") has available a cable television management service; and,

WHEREAS, the City has a need for such cable management services.

THEREFORE, THE CITY AND GMA AGREE AS FOLLOWS:

Section 1. Services Provided to the City of Kingsland

GMA agrees to provide, either directly or through its agents or subcontractors, the following consulting services, (all of which are explained more fully below) which are to be known as GMA's Cable Management Service:

- a) State Issued Franchise Management, as more fully described in Section 2 of this agreement;

Section 2. State Issued Franchise Management

State Issued Franchise Management shall include assisting the City as needed with the following based on O.C. G. A. 36-76-1 *et seq.*:

- a) Reviewing requests for state issued franchises submitted to the Secretary of State's Office to provide service within the city's corporate limits, including facilitating the Secretary of State's procedural processes related to establishing a franchise fee percentage for a holder of a state issued franchise.

Section 3. Effective Date, Payment and Termination.

- a) This Agreement shall become effective upon the signature by the parties and shall terminate without further obligation on the part of the City upon completion of the services by GMA as described in Section 2 a.

- b) The total obligation of the City under this Agreement shall be \$600.00 and GMA shall be entitled to payment for services rendered within thirty (30) days from completion of the services as described in Section 2 a.

Section 4. Hold Harmless and Indemnification.

Each party shall bear the responsibility for liability for negligence, errors or omissions of its own officers, agents, employees or subcontractors in carrying out this agreement. To the extent permitted by law, the City holds harmless GMA for liability for the negligence of the City, its officers, agents, employees, or subcontractors arising out of this agreement. GMA holds harmless the City for the negligence of GMA, its officers, agents, employees, or subcontractors arising out of this agreement. No agency relationship created for other purposes including but not limited to workers compensation and employee benefits and neither party or their officers, agents or employees shall be deemed employees of the other party.

Section 5. Agency

In addition by executing the attached Agent Representation Form the City designates GMA, its officers, agents, employees, and contractors as agents of the City for purposes of Section 635A of the Communications Act of 1934, as amended, the applicable provisions of the Local Government Antitrust Act of 1984 and O.C. G. A. 36-76-1 *et seq* known as the Georgia Consumer's Choice for Television Act of 2008.

Section 6. Amendments.

This contract may be amended by future written agreements executed on behalf of the City and GMA.

Section 7. Georgia Security and Immigration Compliance Act

GMA attests compliance with the requirements of O.C.G.A. §13-10-91 and Rule 300-10-1-.02 by the execution of the contractor affidavit attached as Appendix A as shown in Rule 300-10-1-.07, or a substantially similar contractor affidavit, which document is attached to and made a part of this contract as Exhibit A.

GMA agrees that, in the event GMA employs or contracts with any subcontractor(s) in connection with the covered contract, GMA will secure from such subcontractor(s) attestation of the subcontractor's compliance with O.C.G.A. 13-10-91 and Rule 300-10-1-.02 by the subcontractor's execution of the subcontractor affidavit shown in Rule 300-10-1-.08 or a substantially similar subcontractor affidavit, and maintain records of such attestation for inspection by the City at any time.

Section 8. Law Applicable.

This agreement shall be construed under the laws of the State of Georgia.

Section 9. Consulting Services

None of the services provided pursuant to this agreement shall be regarded or treated as the practice of law or accountancy.

EXECUTED ON BEHALF OF THE CITY OF _____ THIS ____ DAY OF _____, 2014.

ATTEST:

Mayor: _____
City of Kingsland

By _____
City Clerk

(SEAL)

EXECUTED ON BEHALF OF THE GEORGIA
MUNICIPAL ASSOCIATION, INC.

By _____
Executive Director

**Georgia Municipal Association
Telephone and Data Systems, Inc. Cable Television
Management Services**

AGENT REPRESENTATION FORM

The undersigned is a participant in the Georgia Municipal Association’s Cable Telecommunications Management Service Program (“CTMS”). GMA’s CTMS provides assistance with all aspects of federal and state cable and video franchising, including state franchise application process and establishing a state franchise fee rate. As a participant in GMA’s CTMS authorization is hereby granted to allow GMA’s staff and/or subcontractors to act on the Participants behalf as listed above.

This AGENT REPRESENTATION FORM is effective upon date signed and until further notice.

Name of City

Address - Street	City	Zip Code
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Phone #	Fax #	email address
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Submitted By _____ Date _____

X _____
Signature

Title

EXHIBIT A

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of _____ has registered with and is participating in a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of _____, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of _____ at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program User Identification

Number: _____

BY: Authorized Officer or Agent of GMA:

Title of Authorized Officer or Agent of

GMA: _____

Printed Name of Authorized Officer or

Agent: _____

Date: _____

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 2014

Notary Public: _____

Print Name: _____

SEAL

My Commission Expires: _____

STATE OF GEORGIA
COUNTY OF CAMDEN

**INTERGOVERNMENTAL SERVICES AGREEMENT FOR
BUILDING INSPECTION SERVICES**

This Intergovernmental Services Agreement for Building Inspection Services is entered into this ____ day of _____, 2014, by and between the CITY OF KINGSLAND, hereinafter called "Kingsland" and the CAMDEN COUNTY BOARD OF COMMISSIONERS, hereinafter called "County".

WITNESSETH

WHEREAS, Kingsland operates a Building Inspection Department for the purpose of performing various technical functions related to building inspections, including: reviewing plans; conducting on-site inspections; assuring proper construction techniques and permit compliance; investigating complaints related to building codes and property maintenance; and investigating violations of ordinances, and

WHEREAS, the County is currently operating its own Building Inspection Department, providing similar services and operating in a comparable manner, and

WHEREAS, the County desires to contract with Kingsland, and Kingsland desires to contract with the County, to provide occasional assistance through its respective Building Inspection Department to aid each other with services related to building inspection and code enforcement, and

WHEREAS, Kingsland, as a government, is authorized by §O.C.G.A. 36-34-2(5) to enter into intergovernmental services agreements; and

WHEREAS, the Camden County Board of Commissioners is authorized to make and execute contracts with municipalities in the same county where the City of Kingsland is located;

NOW THEREFORE, in consideration of the mutual conditions, covenants, and performances called for herein, the parties hereto agree:

- A. Kingsland will provide to the County and the County will provide to Kingsland, on an as-needed basis, building inspection assistance to include, but not necessarily be limited to, the following, as directed by the County Administrator and/or City Manager or their designated personnel:
 - 1. Conduct inspections of new and existing structures.
 - 2. Ensure code and ordinance compliance, identifies violations, educates home owners and contractors regarding construction techniques and procedures, answers code and construction questions, and maintains and submits all inspection records.

3. Review building plans for compliance with codes and ordinances.
 4. Issue building permits and sign permits.
 5. Enforce flood ordinance and performs erosion and sediment control inspections.
 6. Search for and employ conditions of best management practices.
 7. Complete related paperwork and required reports.
 8. Process inspection requests and assigns priority to the inspections.
 9. Prepare complex, routine, and non-routine reports; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; and relays and interprets administrative decisions, policies, and instructions.
 10. Perform other related duties as assigned.
- B. The County agrees to pay to Kingsland, and Kingsland agrees pay the County, as compensation for providing the building inspection services described in Section A above. Billing for services described in Section A above shall be on an hour by hour basis in accordance with the staff hourly rates as shown on Exhibit A, which is attached and incorporated by reference in this agreement. Kingsland will provide the County, and the County will provide Kingsland with a monthly statement for services rendered, to include any accrued mileage. The County and Kingsland will submit payments due in a timely manner. It is understood that compensation and IRS Travel Reimbursement Rates as called for in this paragraph may change on annual basis, to be agreed upon by both parties.
- C. It is further understood that there will be times when the County and Kingsland will be unable to provide the said assistance services due to vacation and sick days, current or pressing projects, or an unforeseen circumstance. If such an event occurs, the County and Kingsland will make every effort to provide appropriate staffing assistance.
- D. This agreement shall terminate on December 31, 2014 and is renewable annually thereafter unless first terminated by either party. This agreement may be terminated by either party upon the following terms and conditions:
1. Notice must be provided in writing, and
 2. Notice must include a termination date of no less than thirty- (30) days from the date of notification.
- E. Time is of the essence in the performance of the obligations imposed in this agreement. This instrument contains the entire agreement between the parties and no modifications, release, discharge or waiver of any provisions hereof shall be of any force, effect, or value unless in writing and duly approved and executed by the parties hereto.

2014. | **APPROVED** by the Mayor and Council of the City of Kingsland on the ____ day of _____,

CITY OF KINGSLAND

ATTEST: _____
City Clerk

BY: _____
Mayor

2014. | **APPROVED** by the Camden County Board of Commissioners on the ____ day of _____,

CAMDEN COUNTY

BOARD OF COMMISSIONERS

ATTEST: _____
County Clerk

BY: _____
Chairman

EXHIBIT A

Kingsland Staff Hourly Rates (Effective 10/01/2014)

Name/Position

Building Inspector

Salary/Benefits Hourly Rate

\$26.01

County Staff Hourly Rates (Effective 10/01/2014)

Name/Position

Building Inspector

Salary/Benefits Hourly Rate

\$26.76

Travel (Effective 10/01/2014)

IRS Travel Reimbursement Rate

\$0.56 per mile