



CITY OF ST. MARYS, GEORGIA  
418 Osborne Street  
St. Marys, GA 31558

June 13, 2022

**PUBLIC BUDGET HEARING PROPOSED FY2023**

6:00 p.m.

**SPECIAL CALLED CITY COUNCIL MEETING**

6:15 p.m.

**AGENDA**

I. CALL TO ORDER

II. INVOCATION: *Councilmember Jim Goodman*

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

QUORUM: YES\_\_\_ NO\_\_\_

V. **PRESENTATION:**

**INTRODUCTION ASSISTANT CITY MANAGER:** *Robert Horton, Jr. (City Manager)*

VI. **BUSINESS:**

A. **ADOPTION OF FY 2023 BUDGET:** *Marsha Klecan (Finance Director).....TAB "A"*  
*Request approval to adopt FY 2023 Budget.*

B. **CAMDEN COUNTY JOINT COMPREHENSIVE PLAN PROFESSIONAL SERVICES CONTRACT (COASTAL REGIONAL COMMISSION):** .....TAB "B"  
*Kenneth Hughes (Community Development Director) Request approval of agreement with CRC to write joint comprehensive plan and authorization for Mayor John F. Morrissey to sign. All cities in county and Camden County are participating.*

C. **2022 GENERAL ELECTION ORDINANCE:** *City Clerk.....TAB "C"*  
*To set the manner of qualification; naming the place and date of early advance voting; naming the place and date of the election; providing for closure of voter registration and providing for qualification fees.*

VII. **ADJOURNMENT:**

**CITY COUNCIL MEETING**  
**June 13, 2022**

**TITLE:** FY 2023 BUDGET

**PURPOSE:** To approve the FY 2023 Budget

**RECOMMENDATION:** Approval

**HISTORY/ANALYSIS:**

The City of St. Marys advertised the FY2023 budgets and held the required public hearing as required. It is recommended to adopt the ordinance for the FY2023 budgets as presented.

**Department**

**Director:** \_\_\_\_\_ 

**City**

**Manager:** \_\_\_\_\_ 

An Ordinance to Adopt a City Budget  
For the City of St. Marys, Georgia

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF ST. MARYS, GEORGIA, that the City enact an Ordinance to be entitled “Budget Ordinance for the City of St. Marys, Georgia, for the fiscal year commencing July 1, 2022, and ending June 30, 2023” to read as follows:

BE IT ORDAINED that the City hereby adopts the General Fund Budget as prepared and submitted on June 13, 2022, a summary of which is attached hereto and labeled “Exhibit A.”

BE IT FURTHER ORDAINED that the City hereby adopts the Water & Sewer Enterprise Fund Budget as prepared and submitted on June 13, 2022, a summary of which is attached hereto and labeled “Exhibit B.”

BE IT FURTHER ORDAINED, that the City hereby adopts the ARPA Federal Grant Fund, Multi-Grant Fund, Tax Allocation Fund, Special Revenue Tourism Fund, Hotel/Motel Revenue Fund, SPLOST VIII Fund, Capital Improvement Fund-LMIG, Aquatic Park Fund, Speed Detection Fund, Capital Improvement Fund-Revenue Bonds, and Debt Service Fund as prepared and submitted on June 13, 2022, a summary of each being attached hereto and labeled “Exhibit C.”

THEREFORE, BE IT RESOLVED that the City of St. Marys does hereby ordain, resolves, and enacts the foregoing Budget Ordinances for the City of St. Marys, Georgia.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

City of St. Marys, Georgia

Attest:

\_\_\_\_\_  
John F. Morrissey, Mayor

\_\_\_\_\_  
Deborah Walker-Reed, City Clerk

## Exhibit A

### General Fund

<u>Summary of Revenues</u>	<u>FY2023 Proposed Budget</u>
Property and Other Taxes	10,331,390
Licenses & Permits	633,200
Sales/Interest/Other Charges	399,390
Grants and Reimbursements	1,250,000
Miscellaneous Revenues	603,000
Sale of Property/Loan Proceeds	2,217,942
Fund Equity	1,222,473
<b>Total Revenues</b>	<b>\$ 16,657,395</b>

<u>Summary of Expenditures</u>	<u>FY2023 Proposed Budget</u>
Legislative	367,241
Executive	518,752
Finance	1,544,387
Information Technology	405,062
Human Resources	233,785
General Governmental Buildings	267,665
Municipal Court	205,731
Police Department	3,391,511
Fire Department	4,413,844
Public Works	1,875,964
Highways & Streets	1,070,615
Cemetery	198,472
Senior Center	238,596
Parks	269,160
Library	343,290
Building Department	283,154
Planning & Zoning Department	437,492
Code Enforcement	103,655
MainStreet	211,872
Special Facilities	277,145
<b>Total Expenditures</b>	<b>\$ 16,657,395</b>

**Exhibit B**

**Water & Sewer Enterprise Fund**

	<b>FY2023 Proposed Budget</b>
<b>Total Revenues</b>	<b>\$ 12,030,556</b>
<b>Expenditures</b>	<b>FY2023 Proposed Budget</b>
Sewer Department	6,159,977
Water Department	2,393,036
Debt Service	3,477,543
<b>Total Expenditures</b>	<b>\$ 12,030,556</b>

Exhibit C

<b><u>230 - ARPA Federal Grant Fund</u></b>	<b><u>FY2023 Proposed Budget</u></b>
Total Revenues	\$ 3,173,700
Total Expenditures	\$ 3,173,700

<b><u>251 - Multi Grant</u></b>	<b><u>FY2023 Proposed Budget</u></b>
Total Revenues	\$ 1,550,000
Total Expenditures	\$ 1,550,000

<b><u>270 - Tax Allocation District</u></b>	<b><u>FY2023 Proposed Budget</u></b>
Total Revenues	\$ 50,000
Total Expenditures	\$ 50,000

<b><u>275 - Special Revenue Tourism</u></b>	<b><u>FY2023 Proposed Budget</u></b>
Total Revenues	\$ 239,275
Total Expenditures	\$ 239,275

<b><u>276 - Hotel/Motel Revenue</u></b>	<b><u>FY2023 Proposed Budget</u></b>
Total Revenues	\$ 198,000
Total Expenditures	\$ 198,000

<b><u>321- Splost VIII</u></b>	<b><u>FY2023 Proposed Budget</u></b>
Total Revenues	\$ 1,615,000
Total Expenditures	\$ 1,615,000

<b><u>335 - Capital Improvements Fund - LMIG</u></b>	<b><u>FY2023 Proposed Budget</u></b>
Total Revenues	\$ 320,000
Total Expenditures	\$ 650,051

<b><u>555 - Aquatic Park</u></b>	<b><u>FY2023 Proposed Budget</u></b>
Total Revenues	\$ 650,051
Total Expenditures	\$ 650,051

<b><u>211 - Speed Detection Fund</u></b>	<b><u>FY2023 Proposed Budget</u></b>
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<b>Revenues:</b>	<b>\$</b>	<b>50,000</b>
<b>Expenditures:</b>	<b>\$</b>	<b>50,000</b>

**360 - Capital Impr Fund-Revenue Bond**

**FY2023 Proposed Budget**

<b>Revenues:</b>	<b>\$</b>	<b>650,051</b>
<b>Expenditures:</b>	<b>\$</b>	<b>650,051</b>

**420 - Debt Service Fund**

**FY2023 Proposed Budget**

<b>Revenues:</b>	<b>\$</b>	<b>650,051</b>
<b>Expenditures:</b>	<b>\$</b>	<b>650,051</b>



City Council Meeting  
June 13, 2022


**Title** Contract for Comprehensive Plan with Coastal Regional Commission

**Purpose** To approve an agreement with the Coastal Regional Commission to write the Camden County Joint Comprehensive Plan. All cities in the county and the county are participating in the process.

**Recommendations** Staff recommends approval as submitted.

**History/Analysis** The last Comprehensive Plan was completed in 2018 and was written by the CRC. A new Comprehensive Plan is necessary at this time to remain compliant with state requirements.

Community  
Development Director

  
\_\_\_\_\_

City Manager

\_\_\_\_\_





**CONTRACT FOR PROFESSIONAL SERVICES  
BETWEEN THE  
CITY OF ST. MARYS  
AND THE  
COASTAL REGIONAL COMMISSION**

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

**WITNESSETH THAT:**

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

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

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

**I. RETENTION OF COASTAL REGIONAL COMMISSION**

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

**II. SCOPE OF SERVICES TO BE PROVIDED BY THE CRC**

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

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

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

### **III. CLIENT RESPONSIBILITIES**

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

### **IV. PERIOD OF PERFORMANCE**

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

### **V. PERSONNEL**

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

## VI. ASSURANCES

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

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

## VII. COMPENSATION

The CLIENT shall compensate the CRC for the services performed in accordance with the Scope of Services as outlined in Section II of this Agreement in the total maximum amount of \$9,800.00, which will be paid in accordance with this Section VII.

- a) The CRC shall invoice the CLIENT in four equal installments of \$2,450.00 on a quarterly basis for the performance of its obligations under this Agreement.
- b) Payment of each invoice is due within thirty (30) days from the date the Client receives each invoice.
- c) Invoices shall be submitted to:  
**City of St. Marys**  
**Attention: Kenneth Hughes**  
**P.O. Box 250**  
**Kingsland, GA 31548**
- d) Payments shall be made to:  
**Coastal Regional Commission**  
**Attention: Lena Geiger, Finance Director**  
**1181 Coastal Drive SW**  
**Darien, GA 31305**

## VIII. NONCOMPLIANCE, MODIFICATION, OR TERMINATION

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

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

**IX. LIABILITY OF CLIENT**

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

**X. OWNERSHIP OF DOCUMENTS**

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

**XI. CONFIDENTIALITY**

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

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

**SIGNATURE PAGE**

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

**CITY OF ST. MARYS, GA**

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**COASTAL REGIONAL COMMISSION**

**By:** \_\_\_\_\_  
**Allen Burns, Executive Director**

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Jason Coley, Chair**

**Date:** \_\_\_\_\_

**CITY COUNCIL MEETING**

**June 13, 2022**

**TITLE:** General Election Call

**PURPOSE:** Council consideration to approve an ordinance to advertise the call for the General Election and candidate qualifying period.

**RECOMMENDATION:** Approval of the ordinance to advertise the call for the General Election and candidate qualifying period.

**HISTORY/ANALYSIS:** An election for the purpose of electing three Council members (Post #1, Post #2 and Post #3) will be held in the City of St. Marys on Tuesday, November 8, 2022. Qualifying of candidates will take place on the following dates and times: Monday, August 15, 2022, Tuesday, August 16, 2022, Wednesday, August 17, 2022, Thursday, August 18, 2022 and Friday, August 19, 2022 from 8:30 a.m. – 4:30 p.m. in the City Clerk's office.

**Department**

**Director:** \_\_\_\_\_

*Deborah Walker-Reed*

**City**

**Manager:** \_\_\_\_\_

*[Signature]*

**AN ORDINANCE FOR THE 2022 GENERAL ELECTION FOR THE CITY OF ST. MARYS, GEORGIA; SETTING FORTH THE MANNER OF QUALIFICATION; NAMING THE PLACE AND DATE OF SAID ADVANCE IN PERSON EARLY VOTING; NAMING THE DATE OF SAID ELECTION; PROVIDING FOR CLOSURE OF VOTER REGISTRATION; PROVIDING FOR QUALIFICATION FEES, AND FOR OTHER PURPOSES.**

**BE IT, AND IT IS HEREBY ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF ST. MARYS, GEORGIA AS FOLLOWS:**

-1-

The **General Election** for the City of St. Marys, Georgia will be held on the 8th day of **NOVEMBER 2022**. **Three (3) Council Members** representing **Post #1, #2, and #3** shall be elected in such election.

-2-

All persons desiring to be a candidate for Mayor or Council shall qualify in person at City Hall in the City Clerk's office between 8:30 a.m. and 4:30 p.m., Monday through Friday. Qualifying begins on the 15<sup>th</sup> day of **August 2022** and ends the 19<sup>th</sup> day of **August 2022**. Qualifying by mail shall not be accepted. The qualifying fee for Council is \$270.00, payable to the City of St. Marys at the time of qualifying.

-3-

Advance In Person (Early) Voting shall be conducted on the 17<sup>th</sup> day of October 2022 through the 4<sup>th</sup> day of November 2022 at the Camden County Board of Election & Registration Satellite Office, Camden County Annex Bldg. 107 North Gross Road, Kingsland, Georgia with other locations and times to be set forth by the board. Saturdays Advance in Person (Early) Voting shall be conducted on October 22<sup>nd</sup> & 29<sup>th</sup>, 2022 at the Satellite Office, Camden County Annex Bldg. 107 North Gross Road, Kingsland, Georgia with other locations and times to be set forth by the board.

-4-

The deadline for Voter Registration for the November General Election shall be at the close of business on Tuesday, October 11, 2022.

-5-

The General Election shall be conducted at Precinct 10 (North St. Marys) St. Marys Church, 101 Pine Street; Precinct 11 (St. Marys-Formerly Mary Lee Clark) Agape Christian Center, 10600 Colerain Road; Precinct 12 (South St. Marys) St. Marys Welcome

Center, 400 Osborne Street; Precinct 13 (Mush Bluff) Agape Christian Center, 10600 Colerain Road; Precinct 14 (West St. Marys) Three Rivers Church, 101 Miller Street, St. Marys, Georgia between the hours of 7:00 a.m. and 7:00 p.m. local eastern time on Election Day.

-6-

In the event any portion of this ordinance shall be declared or adjudged invalid or unconstitutional, it is the intention of the City Council of the City of St. Marys that such adjudication shall in no manner affect the other sections, sentences, clauses, or phrases of this ordinance which shall remain in full force and effect, as if the invalid or unconstitutional section, sentence, clause, or phrase were not originally a part of the ordinance.

-7-

This ordinance shall become effective immediately upon passage and approval.

-8-

All ordinances and part of ordinances in conflict with this ordinance are hereby repealed.

ADOPTED in legal assembly by the Mayor and Council this \_\_\_\_ day of \_\_\_\_\_, 2022.

CITY OF ST. MARYS, GEORGIA

BY: \_\_\_\_\_  
John F. Morrissey, MAYOR

ATTEST: \_\_\_\_\_  
Deborah Walker-Reed, CITY CLERK

[CITY SEAL)

Approved as to Form

\_\_\_\_\_  
City Attorney