

CITY OF BRUNSWICK

601 Gloucester Street * Post Office Box 550 * Brunswick * Georgia * 31520-0550 * (912) 267-5500

Cosby H. Johnson, Mayor
Felicia M. Harris, Mayor Pro Tem
John A. Cason III, Commissioner
Julie T. Martin, Commissioner
Kendra L. Rolle, Commissioner

City Attorney
Brian D. Corry

City Manager
Regina M. McDuffie

AGENDA

**BRUNSWICK CITY COMMISSION MEETING
WEDNESDAY, MARCH 2, 2022 AT 6:00 P.M.
HYBRID MEETING
1229 NEWCASTLE STREET, 2nd FLOOR
&
VIRTUAL TELECONFERENCE VIA ZOOM
STREAMED LIVE AT THE BELOW WEB ADDRESSES:**

<https://www.facebook.com/citybwkga>

or

<https://cityofbrunswick-ga-gov.zoom.us/j/96476454119>

CALL TO ORDER **INVOCATION **PLEDGE OF ALLEGIANCE

RECOGNITION(S), PRESENTATION(S), & AWARD(S)

1. Proclamation Presentation to Susan Bates, Owner of Topsy McSway's Neighborhood Bar and Grill; Recognizing the Business 10-Year Anniversary. **(Encl. 1)**

PUBLIC HEARING(S) - ALCOHOL BEVERAGE LICENSE(S) – (New) – (R. Belew)

2. Consider Approval Alcohol Beverage License:

Name of Business	Business Owner/Manager	Business Address	Permit Type
JP's Wine & Spirits	Owner/Manager: Winton McNair III	3304 Glynn Ave. Brunswick, GA	Retail sale of beer, wine, and distilled spirits.
Fine Food Mart	Owner/ Manager: Shilpesh Patel	2006 Parkwood Dr. Brunswick, GA	Retail sale of beer & wine

CONSENT AGENDA ITEM(S)

3. Consider Approval of February 16, 2022, Regular Scheduled Meeting Minutes. *(subject to any necessary changes.) (N. Atkinson) (Encl. 2)*
4. Consider Approval of Resolution No. 2022-02 ~ New Enterprise Zone on Gloucester Street. *(M. Hill) (Encl. 3)*

ITEM(S) TO CONSIDER FOR APPROVAL

5. Consider Approval of Financial Reports as of January 31, 2021. (*K. Mills*) **(Encl. 4)**
6. Consider Approval of Proposal from Pond & Company for Design of the Intersection Improvements at U.S. Highway 17, Gloucester Street, and Lanier Boulevard. (*G. Alberson*) **(Encl. 5)**
7. Consider Approval to Purchase a Chevrolet Silverado 3500 Truck with Dump Body from Alan Jay Fleet Sales in the Amount of \$56,693. (*G. Alberson*) **(Encl. 6)**
8. Consider Approval of a Contract Amendment with Swindell Construction for Construction of the Fourth Avenue Segment of the Martin Luther King, Jr. Boulevard Multi-Use Trail. (*G. Alberson*) **(Encl. 7)**
9. Consider Approval of Country Boy Cooking Norwich Commons Fund Revolving Loan Application. (*T. Stegall*) **(Encl. 8)**
10. Consider Approval of Revisions to the Back to Business Brunswick Program. (*M. Hill*) **(Encl. 9)**

EXECUTIVE SESSION

Mayor and City Council of

Brunswick, Georgia

Proclamation

WHEREAS, on March 2, 2012 a trio of entrepreneurs named Susan Bates, her son Jason Bates, and original team member Brandon Murphy opened the beloved community venue “Tippy McSway’s Neighborhood Bar and Grill”; and

WHEREAS, small businesses are the backbone of local economies and the City of Brunswick celebrates our business owners and the contributions they make to sustain the communities we live, work, and play in; and

WHEREAS, Tippy McSway’s Neighborhood Bar and Grill achieved a feat most entrepreneurs dream of by employing over 200 individuals, contributing nearly \$1 million in state taxes and to the local economy; and

WHEREAS, Tippy McSway’s Neighborhood Bar and Grill is an inclusive and civically engaged business that helped establish Brunswick’s music district bringing over 2,000 musical acts to our city and established the One Million Cups of Coffee Entrepreneur Program with the College of Coastal Georgia and Kauffman Foundation, inspiring a new age of business owners and leaders.

NOW, THEREFORE, I, Cosby H. Johnson, as Mayor of the City of Brunswick, along with my fellow Commissioners, do hereby recognize March 2, 2022, as “**Tippy McSway’s Day**” in the City of Brunswick. Recognizing the positive impact Tippy McSway’s Neighborhood Bar and Grill has on the community as well as its catalytic role in business development on Newcastle Street and join with them as they celebrate their 10th anniversary.

In witness whereof I have hereunto set my hand and caused this seal to be affixed.

Cosby H. Johnson, Mayor

Attest: _____
Naomi D. Atkinson, City Clerk

Date: March 2, 2022

OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION MEETING
WEDNESDAY, FEBRUARY 16, 2022
AT 6:00 P.M.
HYBRID MEETING
1229 NEWCASTLE STREET, 2nd FLOOR
&
VIRTUAL TELECONFERENCE VIA ZOOM
STREAMED LIVE AT THE BELOW WEB ADDRESSES:

<https://www.facebook.com/citybwkga>

or

<https://cityofbrunswick-ga-gov.zoom.us/j/93398332207>

PRESENT: Honorable Mayor Cosby Johnson, Mayor Pro-Tem Felicia Harris, Commissioner John Cason III, Commissioner Julie Martin and Commissioner Kendra Rolle

CALL TO ORDER: Mayor Cosby - *meeting began at 6:00 p.m.*

INVOCATION: Mayor Pro Tem Harris

PLEDGE OF ALLEGIANCE – Recited by all in attendance

RECOGNITION(S), PRESENTATION(S), & AWARD(S)

1. Executive Director of Keep Golden Isles Beautiful Lea King Badyana, to Present 2021 Keep Golden Isles Beautiful Outstanding Public Service Award to Executive Assistant to City Manager Deborah McCauley-Craig.

APPOINTMENT(S)

2. Boards and Authority

I. Downtown Development Authority – One Appointment

Mayor Pro Tem Harris made a motion to appoint Shemeka Sorrells to the above-referenced Authority until June 1, 2022; seconded by Commissioner Martin. Motion passed unanimously by a vote of 5 to 0.

CONSENT AGENDA ITEM(S)

3. Consider Approval of February 2, 2022, Regular Scheduled Meeting Minutes. (*subject to any necessary changes.*) (*N. Atkinson*)

Commissioner Cason made a motion to approve the above-referenced minutes; seconded by Commissioner Martin. Motion passed unanimously by a vote of 5 to 0.

ITEM(S) TO CONSIDER FOR APPROVAL

4. Consider Approval of an Agreement with Insituform Technologies, LLC for the Installation of a Storm Pipe Liner. (*G. Alberson*)

Commissioner Martin made a motion to approve the above-referenced agreement in the amount of \$159, 908.80 for the installation of a CIPP liner in the Howe Street storm drainpipe; seconded by Mayor Pro Tem Harris. Motion passed unanimously by a vote of 5 to 0.

EXECUTIVE SESSION

There was not an executive session held during this meeting.

**

Mayor Johnson announced the passing of his uncle Ronald Hedgeman.

**

Commissioner Cason made a motion to adjourn; seconded by Mayor Pro Tem Harris. Motion passed unanimously by a vote of 5 to 0.

MEETING ADJOURNED – *meeting adjourned at 6:28 p.m.*

/s/Cosby H. Johnson
Cosby H. Johnson, Mayor

Attest: /s/ Naomi D. Atkinson
Naomi D. Atkinson
City Clerk



SUBJECT: Enterprise Zone for Gloucester Street

Commission Agenda: March 2, 2022

PURPOSE: Consider approval of Enterprise Zone Resolution for Gloucester Street.

HISTORY: The Commission approved Enterprise Zones in the City of Brunswick on November 19, 2014. Enterprise Zones were established under the “Enterprise Zone Employment Act of 1997” for the State of Georgia. This legislation allowed municipalities to name certain areas as “Enterprise Zones” and permit incentives for economic development in those zones. Enterprise Zones help create the proper economic and social environment to induce the investment of private resources in productive business enterprises and service enterprises.

FACTS AND ISSUES: The Gloucester Street area East of JF Mann Way was not included in any of the previous Enterprise Zones. There are a number of dilapidated, vacant and underutilized properties in this area that could benefit from Enterprise Zone Incentives. The City’s Economic Development Department and Downtown Development Authority are proposing a new Enterprise Zone for this area. The Gloucester Enterprise Zone would go from approximately JF Mann Way east to Glynn Avenue. The new zone would include properties such as the Brunswick Tire, Crispy Chick, Piddlers and Seafood Delite. Enterprise Zones are created to boost redevelopment in those areas by allowing the Commission to waive fees (building permit, inspection, business license & etc.) and abate City property taxes. The Commission is given the ability to tailor the fee and property tax abatements on a varying scale to assist the redevelopment project as the Commission sees appropriate.

BUDGET INFORMATION: Fees can be waived for the construction and first year of operation. City property taxes can be abated for the first ten years on a sliding scale, and the Commission may adjust the scale as they see fit.

OPTIONS: 1. Approve the resolution creating the Gloucester Street Enterprise Zone as submitted. 2. Approve the resolution creating a modified Gloucester Street Enterprise Zone. 3. Do not approve the Gloucester Street Enterprise Zone.

DEPARTMENT RECOMMENDATION ACTION: The existing Enterprise Zones have been beneficial to redevelopment in the Central Business District, Norwich and Glynn Avenue areas. There are a number of underutilized properties in the Gloucester Corridor that could benefit from Enterprise Zone incentives. The DDA and Economic Development staff recommend approval of the Gloucester Street Enterprise Zone.

DEPARTMENT:

Prepared by: Mathew Hill, DDA;

ADMINISTRATION

Approved by: Regina McDuffie, City Manager;

Date: 2/22/22

CITY OF BRUNSWICK, GEORGIA

RESOLUTION 2022-02

WHEREAS, the City of Brunswick, Georgia, desires to create the proper economic and social environment, to induce the investment of private resources in productive business enterprises, service enterprises, and encourage residential rehabilitation and new residential construction located in an area meeting criteria established under and set forth in Title 36, Chapter 88 et seq. and subsequently amended, known as the Enterprise Zone Employment Act of 1997 for the State of Georgia as set forth in Georgia Statutes Annotated, hereinafter referred to as the Act, and to provide employment to residents of such area;

NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF BRUNSWICK, GEORGIA HEREBY RESOLVES:

SECTION 1

In the geographic area known as the Gloucester Street Enterprise Zone (hereafter referred to as the "Nominated Area"), and in compliance with O.C.G.A. § 36-88-6 and as subsequently amended, the following findings of fact are made:

a.) Pervasive Poverty:

The Nominated Area suffers from pervasive poverty that is widespread throughout the nominated area and is evidenced and established by the following criteria:

The proposed Enterprise Zone is located in portions of Census Tract 9, Block Group 1, portions of Census Tract 8, Block Groups 1, 3, and 4, and Census Tract 7, Block Group 3. These Block Groups have 15% or greater poverty according to the U.S. Census, 2006-2010 American Community Survey 5-year estimates, 2011 (see Exhibit B). The Nominated Area therefore meets Enterprise Zone criteria for pervasive poverty.

b.) General Distress:

The Nominated Area suffers from general distress and adverse conditions as evidenced from the data collected (see Exhibit C for Photographic Survey of the Nominated Area). The economic conditions of the past 6 years have driven many businesses from the Nominated Area and a considerable portion of the buildings in the Nominated Area are vacant, underutilized, or dilapidated. The abandonment and underutilization of these commercial properties suppresses property values and detracts from the City's productivity and economic vitality.

These blighted conditions pose an on-going threat of further disinvestment, perpetuating a diminished tax base. The creation of the Enterprise Zone within this area will help to

incentivize appropriate enterprise to revitalize these areas. As a result of these findings, the Nominated Area meets Enterprise Zone criteria for general distress.

c.) General Blight

The Nominated Area is included in the City of Brunswick Urban Redevelopment Plan adopted on March 18, 2009, and more recently amended on May 21, 2014. Exhibit D is the Urban Redevelopment Area map from the City of Brunswick Urban Redevelopment Plan. The Nominated Area is overlaid on the Urban Redevelopment Area and most of the Nominated Area shows greater than 29 percent poverty while a three-block area is designated as having a poverty rate of 14 to 29 percent. The Nominated Area therefore meets Enterprise Zone criteria for general blight.

SECTION 3

Based upon the findings of fact set forth in Section 1 of this resolution in addition to ample additional evidence, the Brunswick City Commission finds the Nominated Area meets the qualifications of the Enterprise Zone Employment Act.

SECTION 4

In order to alleviate the above conditions the Brunswick City Commission hereby designates the Nominated Area described in Exhibit A, attached hereto and incorporated by reference herein, as an Enterprise Zone to be known as the "Norwich Street Enterprise Zone Development Area."

SECTION 5

The Brunswick City Commission shall be the authorized agency to act in all matters pertaining to the enterprise zones and reserves the power to grant the incentives listed below to qualifying businesses or qualifying service enterprises in accordance with the authorization granted local governments in the administration of the enterprise zone in the Enterprise Zone Employment Act.

SECTION 6

The Brunswick City Commission may, on a case-by-case basis, grant the following incentives in the area, including tax incentives, to qualifying businesses in accordance with the definition of businesses outlined in the Act, which are not applicable throughout the city:

- a.) The Commission may exempt qualifying businesses as outlined in the Act from municipal ad valorem property taxes, excluding taxes imposed by school districts, that would otherwise be levied on the qualifying business and service enterprises in accordance with the following schedule:

- i. One hundred percent of the property taxes shall be exempt for the first five years;

- ii. Eighty percent of the property taxes shall be exempt for the next two years;
 - iii. Sixty percent of the property taxes shall be exempt for the next year;
 - iv. Forty percent of the property taxes shall be exempt for the next year; and
 - v. Twenty percent of the property taxes shall be exempt for the last year;
- b.) Other incentives that may be granted will be negotiated by the Commission on a case-by-case basis and could include exemption from any or all of the following:
- i. Occupation taxes;
 - ii. Building Permit Fees;
 - iii. Sign Permit Fees;
 - iv. Business License Administrative Fee;
 - v. Rezoning Fees;
 - vi. Engineering Fees;
 - vii. Other local fees authorized by the Brunswick City Commission, as may be applicable; and
 - viii. water and sewer tap fees.
- c.) The Brunswick City Commission may make determinations of eligibility for each business enterprise or service enterprise based on the quality and quantity of such additional economic stimulus as may be created within Brunswick, Georgia. Criteria for consideration may include but not be limited to the following:
- i.) The number of jobs to be created above the state threshold of five jobs.
 - ii.) Capital investment or reinvestment by the business equal to or greater than the amount of ad valorem tax abated over the first five years of the tax incentive;
 - iii.) Locating in a vacant or historic building;
 - iv.) Demolishing an obsolete, abandoned and/or deteriorating pre-existing structure;
 - v.) Enhancing the area by incorporating elements such as significant landscaping, area compatible facade materials and exclusion and removal of billboards on premises;
 - vi.) Assembling multiple tracts of land for one project; and
 - vii.) creating jobs for residents of the Enterprise Zone and surrounding area.

SECTION 7

The Brunswick City Commission further directs and designates its manager or designee as liaison for communication with the Georgia Department of Community Affairs; the Georgia Department of Industry, Trade, and Tourism; the business community; and all others to oversee enterprise zone activities and administration, and communication with qualified businesses, qualified service enterprises and qualifying residential developments as outlined in this resolution.

SECTION 8

The City Commission has the power to administer, require, and enforce compliance with the provisions of the ordinance and such administrative rules or regulations adopted hereinafter by

way of resolution including but not limited to reports and data information from businesses within the enterprise zone to verify compliance with this ordinance and state law.

SECTION 9

A qualifying business enterprise or service enterprise shall enter into a contractual agreement with the City setting forth the incentives offered to such entity and including the guidelines for the recapture, revocation, or reimbursement of the incentives should the terms of the contract be violated by the target business.

SECTION 10

This resolution shall be effective immediately upon its adoption by the City Commission.

SO ORDAINED BY THE CITY COMMISSION OF BRUNSWICK THE _____ DAY
OF _____ 2022.

Cosby Johnson, Mayor

ATTEST: _____
Naomi Atkinson, City Clerk

EXHIBIT A
Nominated Area

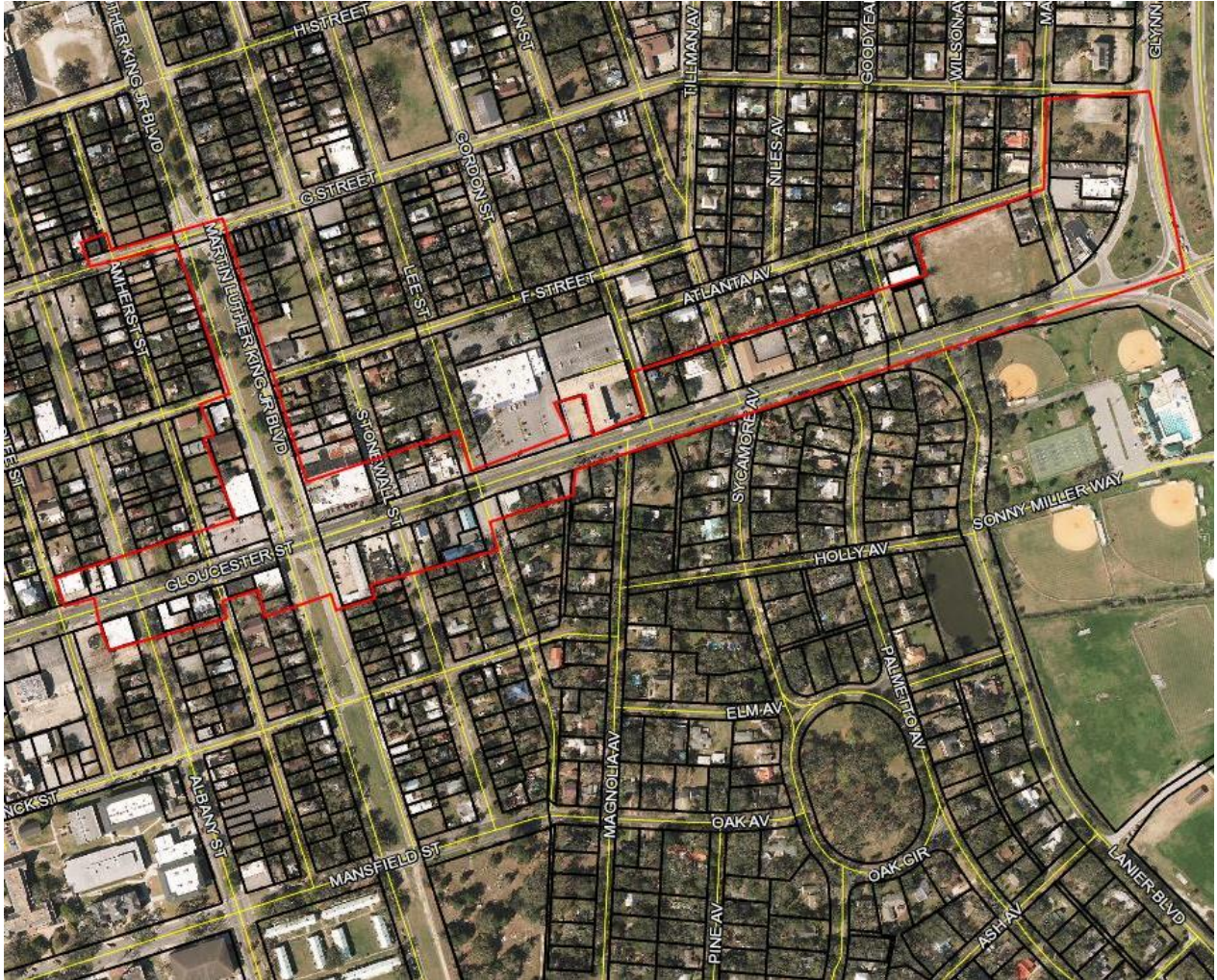
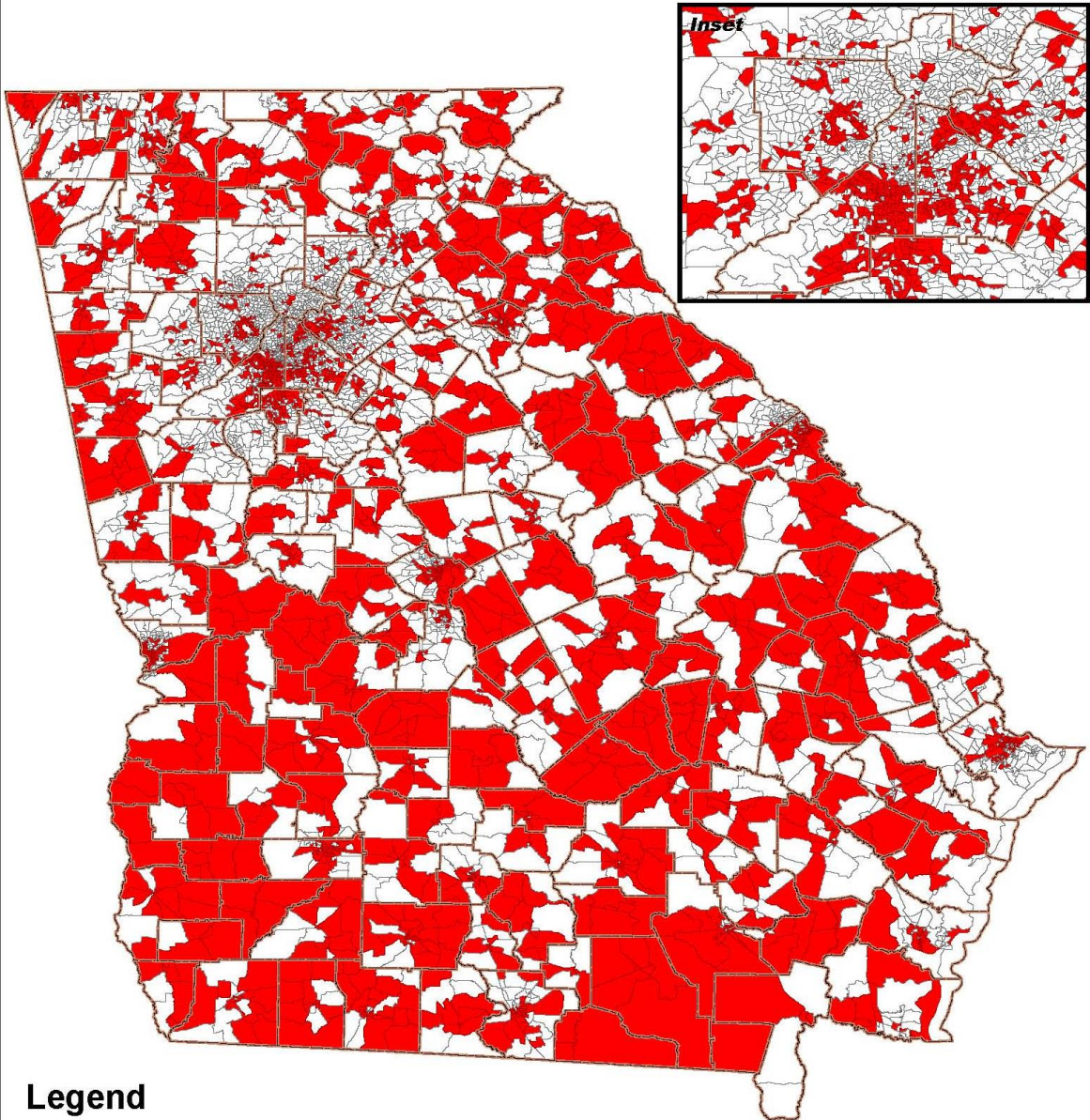


EXHIBIT B
Census Block Groups

***Block Groups with
15% or Greater Poverty***



Legend

- 0% - 14.9%
- 15% - 100%

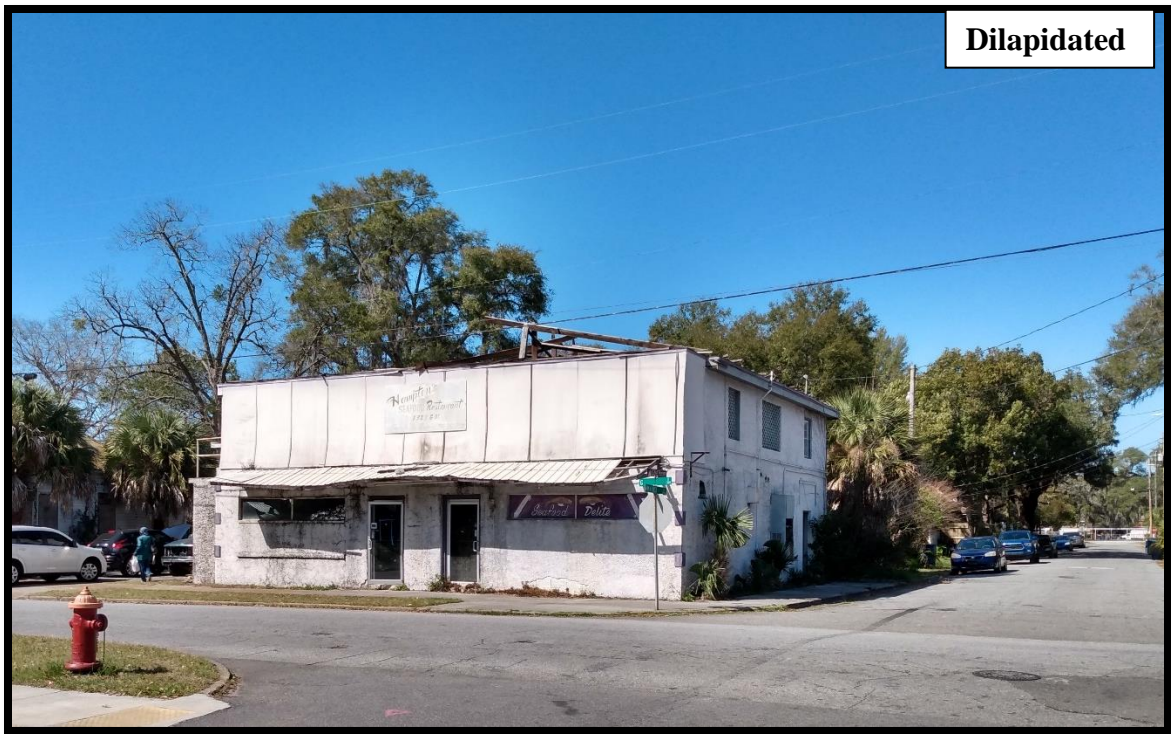
Data source: U.S. Bureau of the Census, 2007-2011 American Community Survey (ACS) 5 year estimates, 2012
Geography: 2010 TIGER/Line Shapefile
Map prepared by Georgia Department of Community Affairs, 2013

EXHIBIT C
Photographic Survey of Nominated Area





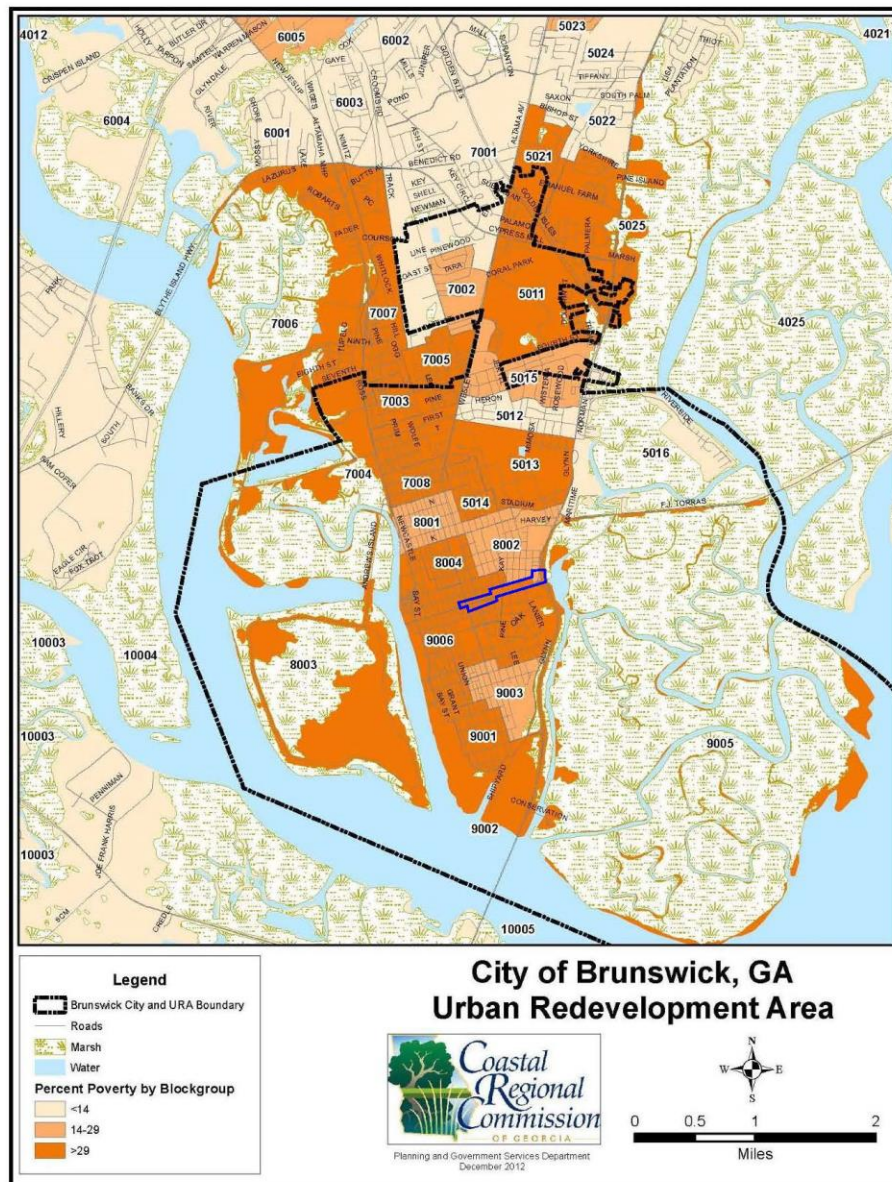
Underutilized



Dilapidated

EXHIBIT D

City of Brunswick Urban Redevelopment Plan, Urban Redevelopment Area Map





INTEROFFICE MEMORANDUM

DATE: February 18, 2022

TO: Honorable Mayor and Commissioners
City of Brunswick
Brunswick, GA

FROM: Kathy D. Mills, CPA, Finance Director

SUBJECT: Financial Reports as of January 31, 2022 58.33%

**General Fund
31-Jan-22
Cash Basis**

	Monthly	Year to Date	% of Budget	Amended Budget	% (over)under Budget
Revenues	935,738	12,258,047	70.59%	17,365,507	-12.26%
Expenditures	1,201,132	8,319,227	47.91%	17,365,507	10.43%
Net Revenues & Expenditures	(265,394)	3,938,820			
Cash Balance as of 01/31/2022	8,623,731	Primesouth 300,276 Perry Park (included in total)			

	LOST	LOST YTD	TAVT*	TAVT* YTD
Jan-22	738,722	4,972,082	30,727	223,988
Jan-21	611,446	4,369,873	28,120	210,868
Increase (Decrease)	127,276	602,209	2,607	13,120
	20.82%	13.78%	9.27%	6.22%

*Title Ad Valorem Tax

Capital Projects - SPLOST VI
As of January 31, 2022
(04/01/2017-09/30/2020)

	Total Expended as of 01/31/2022	Reimbursements Received	City Expended as of 01/31/2022	Original Budget Amount	Amended Budget Amount	Remainder (Overage)
Highways and Streets	6,849,319	2,668,385 *	4,180,934	4,627,750	4,627,750	446,816
Sidewalk Replacement/Upgrades	562,776	50,000 ****	512,776	432,500	482,500	(30,276)
Storm Drainage Improvements	2,727,517	234,593 **	2,492,924	3,243,750	4,551,750	2,058,826
Mary Ross Park Development	545,831	0	545,831	821,750	821,750	275,919
Highway 17 Infrastructure	139,015	43,000 *****	96,015	215,107	215,107	119,092
Wayfindings & Gateways	0	0	0	259,500	259,500	259,500
Trails	383,061	107,971 ***	275,090	346,000	346,000	70,910
Cemetery Restoration/Renovation	97,572	0	97,572	259,500	259,500	161,928
Brunswick Police Department Vehicles (15)	466,021	0	466,021	540,625	540,625	74,604
Brunswick Fire Department Fire/Rescue	65,222	0	65,222	64,875	65,222	0
Subscriber Radios for E911	469,009	0	469,009	431,357	431,357	(37,652)
Fire Department Pumper Trucks (2)	849,778	0	849,778	562,183	849,778	0
Fire Station 1 Improvements	413,971	0	413,971	346,000	346,000	(67,971)
Historic Squares	105,890	0	105,890	86,500	86,500	(19,390)
Park Rehabilitation (Palmetto, Orange, etal)	282,727	0	282,727	389,225	389,225	106,498
Sidney Lanier Park Improvements	277,313	0	277,313	519,000	519,000	241,687
Overlook Park Improvements	138,072	0	138,072	103,800	103,800	(34,272)
Howard Coffin Park Improvements	481,420	3,000 *****	478,420	431,357	431,357	(47,063)
Roosevelt Harris Center Improvements	191,668	0	191,668	151,375	191,668	0
	15,046,182	3,106,949	11,939,233	13,832,154	15,518,389	3,579,156

* \$256,772 from DOT & \$2,411,613 from JWSC

** \$234,593 from Glynn County

*** \$74,971 from DNR Trail Grant & \$33,000 from GCRC

**** \$50,000 from DOT

***** \$3,000 Contribution from Golden Isles Track Club for fountains

***** \$43,000 from GADOT Highway 17

***** \$328,234 paid back to General Fund

TOTAL CASH ON HAND \$3,992,482

Unallocated Funds:
 Overage in Collections
 GA DCA Aviation Fuel Tax
 Interest Earned

(1) Original budgeted tax collection \$13,832,154

Actual collections through 01/31/2022	15,726,838
Collections in excess of budgeted	\$1,894,684
Paid back to GF	(328,234)
Allocated to Stormwater Improvements	(1,308,000)
Allocated to Sidewalk Replacement & Upgrades	(50,000)
Unallocated overage in Collections	208,450 (1)

SPLOST V

Cash Primesouth @ 01/31/2022

1,360,425

*(Funds reallocated for purchase of Fire Department Ladder Truck)***Norwich Street Commons Fund**

Original Balance (Sale of Property 05/13/13)

Demolition Fees

Interest Income

Revenues**Expenditures**

Demolition Projects

Infrastructure

Police Substation

Expenditures

Net as of January 31, 2022

Cash Primesouth @ 01/31/2022

Roosevelt Harris - Multipurpose Center**Total Budget:**

Revenue FYTD

Grants

Transfer from General Fund

Program Income

Contributions

Interest Income

Total Inflows

Expenditures FYTD

Net

Cash Balance @ 01/31/2022

ARPA Fund:

Initial Deposit received 06/07/2021

Interest Earned from inception

Total funds available @ 12/31/2021

Disbursements:

Back to Business Brunswick--DDA

Back to Business Brunswick-non DDA

Total funds expended as of 01/31/2022

Remaining funds available @ 01/31/2022

YTD

0

0

1,049

1,049

YTD

f/y/e 6/30/2022

Total since inception

0

0

0

0

1,049

487,500

8,049

18,287

513,836

40,012

130,546

6,750

177,308

336,528

\$

336,528

YTD

f/y/e 6/30/2022

Cash Basis

421,257

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

104,945

65,000

21,715

10,880

97

202,637

210,897

(8,260)

1,804

Percent of Budget

48.10%

50.06%

4,606,131

24,863

4,630,994

19,000

15,000

34,000

4,596,994

Sanitation Fund:

Year Ending 06/30/2022

	Year to Date
Sanitation Billing	1,779,964
Franchise Fees	28,890
Bad Debt - recovery	-
Interest Earned (Funds)	2,336
Penalties & Interest Earned	3,204
Bad Debt - recovery	450
DNR Reimbursements	-
Transfer in for T Street Landfill	-
Total Revenue (YTD)	1,814,844
Operating Exp. YTD:	874,800
Depreciation YTD	-
Bad Debt - write off	-
Other Landfill Expenses	7,121
Payment to T Street Landfill Site Cleanup	-
Total Expense (YTD)	881,921
Operating Income (Loss)	<u>932,923</u>
Cash Balance Primesouth	626,688
Cash Balance GA Fund One	1,729
Total Cash on Hand @ 01/31/2022	<u>628,417</u>
Primesouth Restricted for Landfill	193,678

Sanitation Bills		
	January 2022	YTD
Trash Pickup	126,448	891,521
Illegal Refuse Clean Up	5,893	45,168
Street Sweeping	3,097	29,594
	<u>135,438</u>	<u>966,283</u>

STORMWATER UTILITY FUND:

6/30/2022 (YEAR TO DATE)

Stormwater Utility Fees	915,969
Interest Earned	1,819
Penalties & Interest	1,756
Total Inflows	919,544
Operating Expenditures	620,484
Total Outflows	620,484
Net	<u>299,060</u>

Cash Balance @ 01/31/2022

\$658,542

ADDITIONAL INFORMATION-FOR THE MONTH OF January 2022

	January 2022	YTD
Animal Control Expenses	0	0
Traffic Control Expenses	0	0
Recreation Dept. Expenses		
(facilities managed by County)		
Building	0	0
Aquatics	0	0
Equipment	0	0
Subsidized Fees	0	0



Roosevelt Lawrence Center

Account	Account Description	Jan-22 Transactions	YTD 06/30/22 Transactions
Function 6130 - Neighborhood & Community Service			
51			
51-1100	Salaries & Wages	4,651.05	43,406.39
51-1200	Temporary Employees	.00	3,226.50
51-1300	Overtime	.00	2,659.88
51-2100	Group Insurance	.00	2,910.00
51-2200	FICA	348.32	3,205.14
51-2300	Medicare	.00	484.65
51-2400	Pension	.00	.00
51 - Totals		\$4,999.37	\$55,892.56
52			
52-1100	Official / Administrative	.00	16.19
52-1250	Contractual Expense	.00	877.50
52-2210	Repair / Maint Building	.00	2,570.00
52-2211	Repair / Maint Equipment	.00	2,560.95
52-2300	Rentals	128.91	375.56
52-3201	Cable	789.48	1,517.03
52-3205	Telephone	.00	140.01
52-3600	Dues and Fees	54.58	286.72
52 - Totals		\$972.97	\$8,343.96
53			
53-1110	Office Supplies	.00	12.50
53-1135	Custodial Supplies	.00	137.45
53-1210	Water/Sewerage	173.28	1,039.68
53-1230	Electricity	1,136.70	8,355.89
53-1300	Food/Misc	.00	71.95
53-1600	Small Equipment	.00	738.00
53-1700	Other Supplies	.00	1,012.23
53 - Totals		\$1,309.98	\$11,367.70
54			
54-2300	Furniture and Fixtures	249.80	249.80
54 - Totals		\$249.80	\$249.80
Function 6130 - Neighborhood & Community Service Totals		\$7,532.12	\$75,854.02



SUBJECT: LANIER-GLOUCESTER INTERSECTION IMPROVEMENT – INTERSECTION DESIGN

COMMISSION ACTION REQUESTED ON: March 2, 2022

PURPOSE:

Approval of a proposal from Pond & Company for design of the intersection improvements at U.S. Highway 17, Gloucester Street, and Lanier Boulevard as planned in the Lanier-Gloucester Intersection Improvement Study

HISTORY:

Lanier Boulevard intersects Gloucester Street at two points. Glynn Middle School, Howard Coffin Park, and Windsor Park neighborhood are all located along Lanier Boulevard, so there is a significant volume of traffic through the intersection, especially during the morning and evening peak hours. The intersection is controlled by stop signs on Lanier; there is no traffic signalization at the intersection. There are also no dedicated turn lanes on Gloucester Street or Lanier Boulevard, nor are there any pedestrian crossing facilities at the intersection. The configuration of the intersection combined with the traffic volume, lack of signalization, and lack of dedicated turn lanes contributes to significant congestion and multiple vehicular accidents at this site.

A study of the Lanier-Gloucester intersection area was commissioned through the Brunswick Area Transportation Study (BATS) for the City of Brunswick. The primary source of funding for the study was a grant from the Georgia Association of Metropolitan Planning Organization (GAMPO), with the City of Brunswick providing a 20% match. Pond & Company was selected as the consultant, and the study was completed in March 2020.

FACTS AND ISSUES:

The outcome of the study states that the traffic congestion and safety problems can be improved by modifications at the intersection of Lanier Boulevard and Gloucester Street, as well as improvements to the intersection of Gloucester Street (State Route 25 Connector) and U.S. Highway 17 (SR 25). The final report of the study and drawings of the proposed improvements are attached to this report.

The proposed improvements at the Lanier-Gloucester intersection include closing the west leg of Lanier Boulevard to traffic entering from Gloucester, and to only allow left turns from Lanier onto westbound Gloucester. The existing eastern leg of Lanier would be reconfigured to allow traffic to enter Lanier Boulevard from eastbound or westbound Gloucester, and to turn from Lanier onto eastbound Gloucester. Lanier Boulevard would be widened south of the existing island to allow left-turning vehicles to enter the west leg of Lanier, while not delaying the right-turning vehicles in the east leg of Lanier. A dedicated left turn lane is also proposed on Gloucester Street for westbound traffic turning onto Lanier Boulevard. These improvements at Lanier Boulevard are intended to allow for safer turning movements to and from Lanier Boulevard and reduce vehicle conflict points. (Note that the attached drawings were completed at the time of the traffic study and do not illustrate the proposed improvements on Lanier as described.)

The study also proposed a mid-block pedestrian crossing located on Gloucester Street at the improved Lanier Boulevard intersection. The crossing would include a concrete median island for pedestrian refuge and rapid rectangular flashing beacons (RRFB). This concrete median plus the realignment of the traffic lanes will result in one through lane in each direction of Gloucester Street through the Lanier Boulevard intersection area. The current four-lane alignment will remain on Gloucester west of Lanier Boulevard. These improvements would allow pedestrians to safely traverse Gloucester Street to access Howard Coffin Park and Glynn Middle School.

Finally, the study proposed the widening of the intersection of Gloucester Street and U.S. Hwy 17 to allow for two left turn lanes in the eastbound direction onto northbound U.S. Hwy 17 and one west bound lane from Hwy 17 onto Gloucester Street. The additional left turn lane from Gloucester onto Hwy 17 is intended to accommodate additional turning movements and prevent traffic from stacking all the way to the Lanier Boulevard intersection.

During the time that the study was in progress, GDOT awarded a contract which included the resurfacing of Gloucester Street between Bay Street and U.S. Hwy 17. The resurfacing project is currently scheduled to begin in mid-March. GDOT has also accelerated the schedule of the planned resurfacing of U.S. Highway 17 between the Sidney Lanier Bridge and Spur 25. The Highway 17 resurfacing contract is currently scheduled to be awarded in June, and construction could take place any time after the contract is awarded. Ideally, the design of the Gloucester-Hwy17 intersection improvements would be complete by that time so that the construction could be coordinated with the Hwy 17 resurfacing project. The improvements at the Gloucester-Lanier can be implemented after the Gloucester resurfacing is completed as no major roadway realignments are necessary at that area.

These intersection improvements are intended to move traffic more efficiently and safely through the intersections. The improved flow will reduce the number of conflict points and will also allow for safer pedestrian crossings of Gloucester Street.

BUDGET INFORMATION:

The cost of this design proposal is \$98,518 and will be paid from SPLOST VI – Street Paving funds. There is a balance of approximately \$280,000 remaining in this line item.

OPTIONS:

1. Authorize the Mayor to sign an agreement with Pond & Company in the amount of \$98,518 for design of the Lanier-Gloucester Intersection Improvements.
 2. Do not authorize the Mayor to sign an agreement with Pond & Company in the amount of \$98,518 for design of the Lanier-Gloucester Intersection Improvements.
 3. Take no action at this time.
-

DEPARTMENT RECOMMENDATION ACTION:

Authorize the Mayor to sign an agreement with Pond & Company in the amount of \$98,518 for design of the Lanier-Gloucester Intersection Improvements.

DEPARTMENT: Engineering

Prepared by: Garrow Alberson, P.E., Director of Engineering and Public Works

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Authorize the Mayor to sign an agreement with Pond & Company in the amount of \$98,518 for design of the Lanier-Gloucester Intersection Improvements.

Regina McDuffie

City Manager

2/22/22

Date



3500 Parkway Lane, Suite 500
Peachtree Corners, Georgia 30092

T: 678.336.7740 | F: 678.336.7744
www.pondco.com

June 18, 2021

Mr. Garrow Alberson, PE
City Engineer/Public Works Director
City of Brunswick
525 Lakeview Avenue
Brunswick, GA 31520

Re: **City of Brunswick – SR 25 Connector/Gloucester Street – Corridor Improvements
Professional Transportation Design Services Fee Proposal - Additional Services**

Pond & Company (Pond) is pleased to submit this proposal for transportation engineering design services for the above project. The paragraphs below describe the professional services and fees to accomplish this work.

PROJECT UNDERSTANDING:

The City of Brunswick is looking to revise the Concept Layout and complete full engineering design services for the Gloucester Street Corridor Improvements project, previously coordinated with The Brunswick Area Transportation Study (BATS) Metropolitan Planning Organization (MPO). The limits of the project are along SR 25 Connector/Gloucester Street from Good Year Avenue to SR 25/Glynn Avenue. It is our understanding that the following improvements are requested:

- Reconfiguration of Gloucester Street at Lanier Boulevard intersection
- Reconfiguration of midblock crossing across Lanier Boulevard
- Consideration of reconfiguring SB slip right turn lane to be free-flowing configuration
- GDOT Road Diet project will not be implemented within project area. Design will tie into existing 4-lane typical section
- Signal rebuild at the intersection of SR 25/Glynn Avenue at SR 25 Connector/Gloucester Street

PROFESSIONAL SERVICES:

The work in this proposal will consist of developing revised concept plans through final construction plans. Pond, along with our subconsultants, will provide the design services necessary in completing the tasks as described herein for the City of Brunswick.

Scope of Work

Task 1: Revised Concept Layout

Task 1A. Revised Concept Layout – The Concept Layout submitted March 2020 will be revised to include design modifications discussed above.

Task 1B. City of Brunswick Review – Pond will submit the Revised Concept Layout to the City of Brunswick for comment/approval. This task includes one meeting with the City to discuss the plans. We will respond to one (1) round of comments. Any design revisions will be reflected in Preliminary Plans.

Task 1C. Cost Estimate – Prepare one (1) opinion of probable cost. Pond will prepare a construction cost estimate. Utility costs will be performed by others (i.e city, utility owners, etc).

Deliverables for Task 1:

- Revised Concept Layout
- Revised Concept Cost Estimate

Task 2: Traffic Analysis

Task 2A. Revise Traffic Engineering Report – Pond will revise the March 2020 Traffic Engineering Study to reflect the proper recommendations shown in the revised Concept Layout. In addition, GDOT’s intersection Control Evaluation (ICE) Stage 1 with waiver will be completed along Gloucester Street at each of the following intersections: Lanier Boulevard, Frontage Road, and SR 25/Glynn Avenue.

**Based on discussions with GDOT D5, ICE analysis will not be required for intersections with unchanged geometry.*

Task 2B. Pedestrian Study – Pond will prepare a Pedestrian Study for the proposed Rectangular Rapid Flashing Beason (RRFB) along SR 25 Connector/Gloucester Street. The traffic/pedestrian counts reflected in the March 2020 Traffic Engineering Study will be utilized.

Deliverables for Task 2:

- Revised Traffic Engineering Report
- Pedestrian Study

Task 3: Preliminary Design

Task 3A. Survey – Survey services will be completed along the SR 25 Connector/Gloucester Street corridor. Approximate limits include Good Year Avenue/Davis Street to SR 25/Glynn Avenue.

Task 3B. Preliminary Design Plans – The Preliminary plans will include incorporating design revisions from Task 1 and preparing Preliminary Plans. The Preliminary Plans deliverable will include roadway plans, cross sections, utility plans, signing and marking plans, signal plans, and erosion control plans. Pond will prepare the construction plans, prepared based on the topographic survey database. The design plans will be prepared conforming to AASHTO, Manual on Uniform Traffic Control Devices (MUTCD), City of Brunswick, and Georgia Department of Transportation (GDOT) requirements and standards, as appropriate, using Microstation V8i software with InRoads.

Task 3C. Utility Plans and Coordination – Pond will prepare utility plans and submit to all provided utility owners for markups. We will incorporate the markups into the utility adjustment plans.

Task 3D. City of Brunswick Review – Pond will submit the Preliminary Plans to the City of Brunswick for comment/approval. This task includes one meeting with the City to discuss the plans. We will respond to one (1) round of comments and incorporate appropriate comments into the plans.

Task 3E. Cost Estimate – Prepare one (1) opinion of probable cost. Pond will prepare a construction cost estimate and will provide R/W and easement areas for the City to cost. Utility costs will be by others.

Task 3F. Georgia Department of Transportation Review – Pond will submit the Preliminary Plans to GDOT District 5 for review for a Special Encroachment Permit along SR 25 Connector/Gloucester Street. In addition, the signal plans will be sent to GDOT District 5 Traffic Operations and GDOT Traffic Management Center for approval of the Signal Permit Revision at the SR 25 Connector/Gloucester Street at SR 25/Glynn Avenue intersection, as well as the approval of the Signal Permit for the RRFB midblock crossing along SR 25 Connector/Gloucester Street.

Deliverables for Task 3:

- Preliminary Plans
- Cost Estimate

Task 4: Final Design

Task 4A. Final Design Plans and Cost Estimate – Based on all comments received from the Preliminary Plan submittal, we will further refine plans. These plans will include compiling a list of all Preliminary Plan comments received and our responses, prior to incorporating into Final Plans.

Task 4B. Utility Plans and Coordination – Pond will continue utility coordination efforts. Second utility submissions will be coordinated with facility owners and any proposed utility relocations will be designed by others and included in the plans.

Task 4C. City of Brunswick – Pond will submit the Final Plans to the City of Brunswick for comment/approval. This task includes one meeting with the City to discuss the plans. We will respond to one (1) round of comments and incorporate appropriate comments into the plans.

Task 4D. Cost Estimate – Prepare one (1) opinion of probable cost. Pond will prepare a construction cost estimate. Utility cost estimates will be prepared by others.

Task 4E. Georgia Department of Transportation Review – Pond will submit the Final Plans to GDOT District 5 for review for a Special Encroachment Permit along SR 25 Connector/Gloucester Street. In addition, the signal plans will be sent to GDOT District 5 Traffic Operations and GDOT Traffic Management Center for approval of the Signal Permit Revision at the SR 25

Connector/Gloucester Street at SR 25/Glynn Avenue intersection, as well as the approval of the Signal Permit for the RRFB midblock crossing along SR 25 Connector/Gloucester Street.

Deliverables for Task 4:

- Final Plans
- Cost Estimate

Schedule

Pond has estimated that the tasks above can generally be expected to be completed within (6) months from notice to proceed and completion of survey and SUE. Please note that this schedule timeframe is also dependent on city and GDOT review times.

ASSUMPTIONS:

The design plans will be prepared as a City of Brunswick funded project. It is assumed that the roadway profile will remain unchanged due to mill and inlay pavement resurfacing.

Services or tasks not specifically outlined above are excluded and would be considered additional services. Services not included in the scope:

- Right-of-Way Plans
- GDOT Plan Development Process (PDP)
- Traffic Analysis (beyond scope included in Task 2)
- Traffic Counts
- Staging Plans
- Additional Survey (beyond limits described in Task 3)
- Subsurface Utility Engineering (SUE) Services (beyond limits described in Task 3)
- Construction Administration and/or Preparation of Bid Documents
- Additional Meetings
- Drainage Design
- MS4 Analysis/Documentation
- Landscape Plans
- Lighting Plans
- Geotechnical Services
- Full Erosion Control Plans – Expected disturbance less than 1 acre
- Public Involvement
- Subsurface Utility Engineering (SUE)

PROFESSIONAL FEES:

Pond proposes to accomplish *Task 1* through *Task 4* for a total lump-sum fee of \$98,518. A breakdown of these fees is shown below:

- Task 1 – Revised Concept Layout: \$9,990
- Task 2 – Traffic Analysis: \$9,723
- Task 3 – Preliminary Design: \$52,910
- Task 4 – Final Design: \$25,895

Total Fee: \$98,518 (lump-sum fee is inclusive of labor, expenses, and direct costs)

If this fee and scope is acceptable, Pond & Company is available to begin work immediately. If you would like us to discuss or modify the scope please contact myself or Zach Puckett, who will serve as the Project Manager. If you need any additional information, please feel free to contact me at (678) 336-7740.

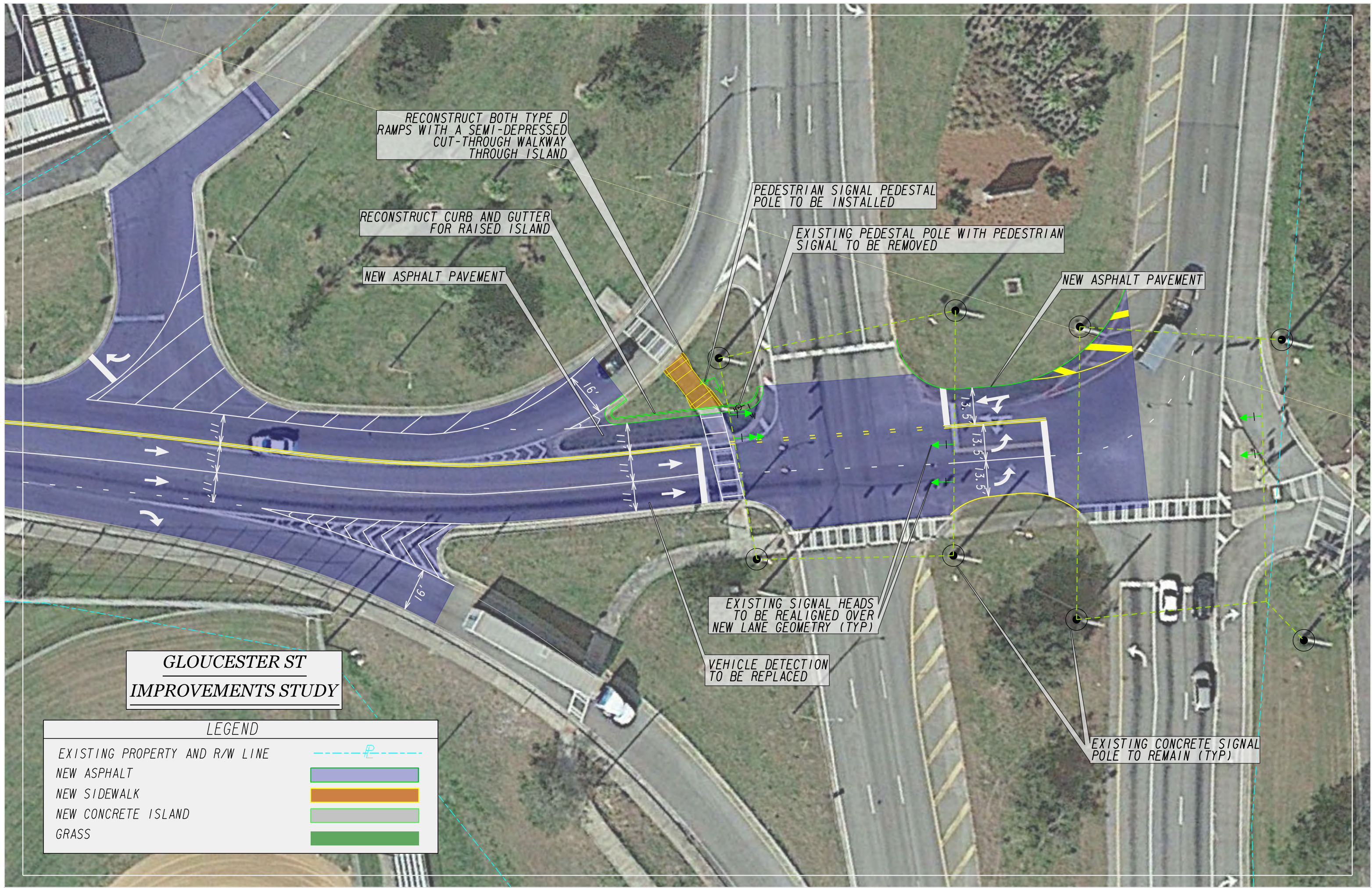
Sincerely,

POND & COMPANY



Richard Fangmann, PE, PTOE
Vice-President

Cc: Zach Puckett, PE



RECONSTRUCT BOTH TYPE D RAMP WITH A SEMI-DEPRESSED CUT-THROUGH WALKWAY THROUGH ISLAND

RECONSTRUCT CURB AND GUTTER FOR RAISED ISLAND

NEW ASPHALT PAVEMENT

PEDESTRIAN SIGNAL PEDESTAL POLE TO BE INSTALLED

EXISTING PEDESTAL POLE WITH PEDESTRIAN SIGNAL TO BE REMOVED

NEW ASPHALT PAVEMENT

EXISTING SIGNAL HEADS TO BE REALIGNED OVER NEW LANE GEOMETRY (TYP)

VEHICLE DETECTION TO BE REPLACED

EXISTING CONCRETE SIGNAL POLE TO REMAIN (TYP)

GLOUCESTER ST IMPROVEMENTS STUDY

LEGEND

- EXISTING PROPERTY AND R/W LINE ---
- NEW ASPHALT
- NEW SIDEWALK
- NEW CONCRETE ISLAND
- GRASS

11'

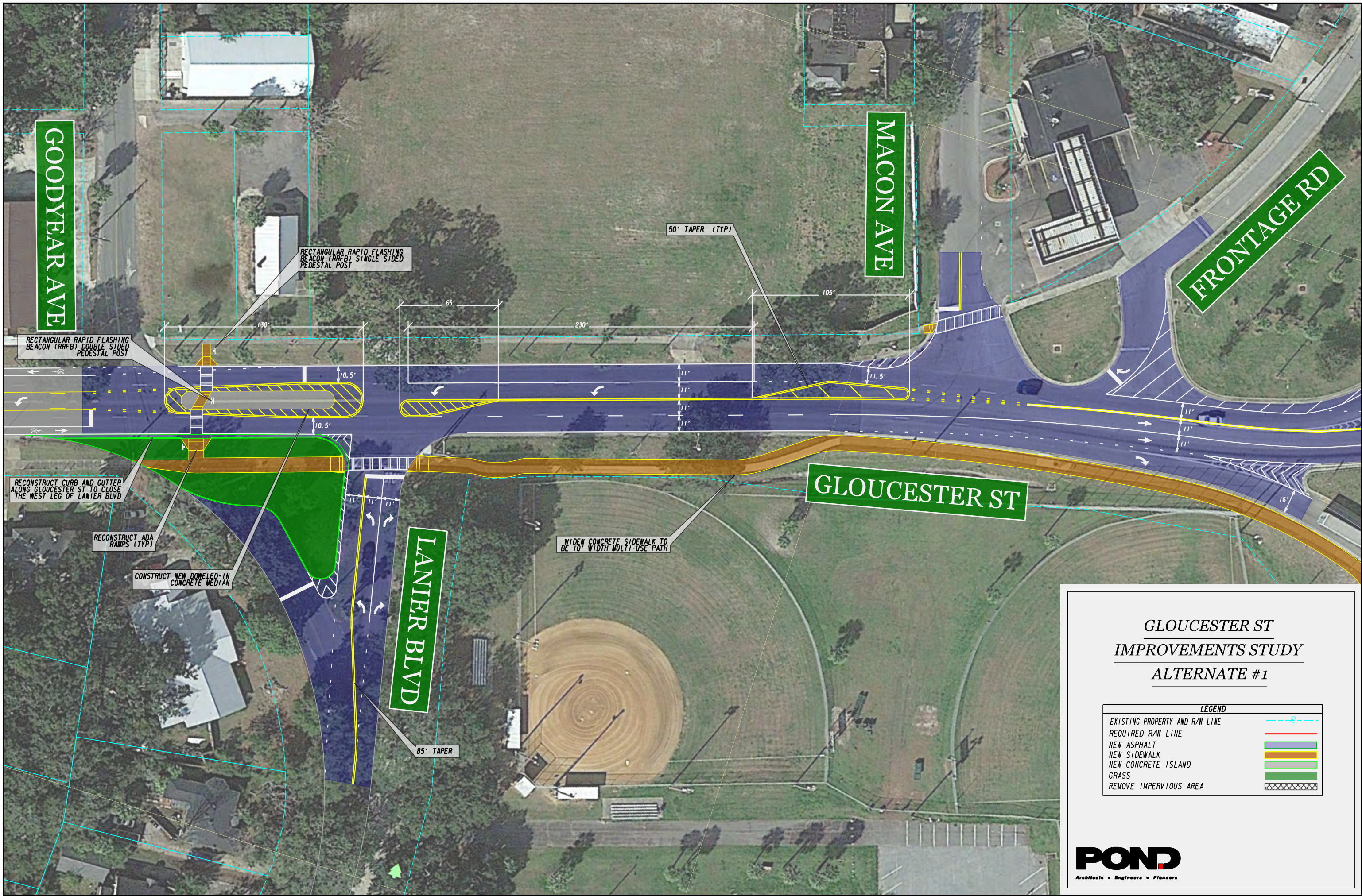
16'

16'

13.5'

13.5'

13.5'



GOODYEAR AVE

MACCON AVE

FRONTAGE RD

GLOUCESTER ST

LANIER BLVD

RECTANGULAR RAPID FLASHING BEACON (RRFB) DOUBLE SIDED PEDESTAL POST

RECTANGULAR RAPID FLASHING BEACON (RRFB) SINGLE SIDED PEDESTAL POST

RECONSTRUCT CURB AND GUTTER ALONG GLOUCESTER ST TO CLOSE THE WEST LEG OF LANIER BLVD

RECONSTRUCT ADA RAMPS (TYP)

CONSTRUCT NEW DOWELED-IN CONCRETE MEDIAN

WIDEN CONCRETE SIDEWALK TO BE 10' WIDTH MULTI-USE PATH

50' TAPER (TYP)

85' TAPER

**GLOUCESTER ST
IMPROVEMENTS STUDY
ALTERNATE #1**

LEGEND	
EXISTING PROPERTY AND R/W LINE	
REQUIRED R/W LINE	
NEW ASPHALT	
NEW SIDEWALK	
NEW CONCRETE ISLAND	
GRASS	
REMOVE IMPERVIOUS AREA	

TRAFFIC ENGINEERING STUDY

Gloucester Street between Davis Street and SR
25/Glynn Avenue
Corridor Improvement Study

City of Brunswick, Georgia

PREPARED FOR:
BATS MPO

PREPARED BY:



Pond & Company
3500 Parkway Lane, Suite 500
Peachtree Corners, GA 30092
www.pondco.com
678.336.7740

POND Project No. 1200021

March 11, 2020

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Appendix

A. Exhibits

- Exhibit 1: Project Location Map and Key Features
- Exhibit 2: Existing Conditions (2019) Volumes Diagram
- Exhibit 3: Opening Year Conditions (2024) Volumes Diagram
- Exhibit 4: Design Year Conditions (2044) Volumes Diagram
- Exhibit 5: Concept Drawing of Recommended Geometric Modifications

B. GDOT Road Diet / Restriping Plans

C. Traffic Counts

D. Traffic Signal Warrant Analysis

E. Historic Growth Rate Calculations

F. Intersection Traffic Volume Development

G. Capacity Analysis Results

INTRODUCTION

1.0 - Introduction

The purpose of this traffic study is to investigate improvement options along a portion of Gloucester Street near its intersection with SR 25/Glynn Ave. There are safety and congestion concerns at the 'T' intersection of Gloucester St and Lanier Boulevard, which is a heavily trafficked north-south route. The study considered the programmed maintenance/road diet restriping project by GDOT along the corridor. Several improvements were considered in order to alleviate congestion and in turn improve safety. The study provides the traffic analysis and recommendations to improve the operation of the several intersections along the corridor.

1.1 Reason for the Investigation

The project is located in the in the south-eastern part of Glynn County along the eastern edge of the City of Brunswick. Gloucester St acts as a principal arterial for the City of Brunswick with connections that lead to several local schools and Howard Coffin Park. GDOT Office of Maintenance is currently working on a programmed maintenance/road diet restriping project along Gloucester St (PI:M005782). **Exhibit 1** illustrates the project location (see appendix). The restriping plans can also be found in the Appendix.

1.2 Study Intersections

The study consisted of five intersections:

- SR 25/Glynn Avenue at Gloucester Street
- Gloucester Street at SR 25 Frontage Road
- Gloucester Street at Macon Avenue
- Gloucester Street at Lanier Boulevard (East)
- Gloucester Street at Lanier Boulevard (West)/Davis Street

STUDY METHODOLOGY

2.0 – Study Methodology

The methodology used for evaluating traffic operations at intersections is based on the criteria established in the *Highway Capacity Manual, 2000 edition*. The *Synchro Studio 10* software, which utilizes the HCM 2000 methodology was utilized to perform the analyses for traffic signals.

Capacity is defined as the maximum number of vehicles that can pass over a particular road segment or through a particular intersection within a specified period under prevailing roadway, traffic, and control conditions. Level of service (LOS) is used to describe the operating characteristics of a road segment or intersection in relation to its capacity. LOS is defined as a qualitative measure that describes operational conditions and motorist’s perceptions. The Highway Capacity Manual defines six levels of service, LOS A through LOS F. Level of service A indicates excellent operations with little delay to motorists, while level of service F indicates extremely long delay.

Level of service for unsignalized intersections is calculated for the average control delay incurred for vehicles on the stop control approach. Control delay for unsignalized intersections includes initial deceleration delay, queue move-up time, stopped delay, and final acceleration delay. Several factors affect the controlled delay for unsignalized intersections, including the availability of gaps in the cross-street traffic, and acceptable gap time to make the movement from the stop position. The level-of-service criteria for unsignalized and signalized intersections is presented in **Table 1**. For stop-controlled intersections, LOS E and F exist when there are insufficient gaps in traffic, resulting in long delays. Low level of service for stop-controlled approaches are not uncommon at major cross-streets.

Table 1 – Level of Service Summary Criteria for		
	Unsignalized Intersections	Signalized Intersections
LOS	Average Delay (seconds)	Average Delay (seconds)
A	≤ 10	≤ 10
B	> 10 and ≤ 15	> 10 and ≤ 20
C	> 15 and ≤ 25	> 20 and ≤ 35
D	> 25 and ≤ 35	> 35 and ≤ 55
E	> 35 and ≤ 50	> 55 and ≤ 80
F	> 50	> 80

Source: 2010 Highway Capacity Manual

Level-of-service at signalized intersections is defined in terms of average control delay per vehicle. Control delay for vehicles includes initial deceleration delay, queue move-up time, stopped delay, and final acceleration delay. The level-of-service criteria for signalized intersections is presented in **Table 2**. Level-of-service “E” is typically considered to be the limit of acceptable delay.

EXISTING FACILITY CONDITIONS

3.0 - Existing Facility Conditions

3.1 – Roadway Conditions

A summary of existing roadway conditions is as follows:

- Gloucester Street travels in the east to west direction. The road is classified as a principal arterial by GDOT with four travel lanes. There are two eastbound travel lanes and two westbound travel lanes. The travel lanes are undivided. The posted speed limit is 35 mph. GDOT's road diet/restriping plan will change the condition of the roads to be a single travel lane in each direction with bike lanes starting at the edge of the project and continuing west. The study corridor is to remain undivided except for the portion between the intersections of Gloucester St with Lanier Blvd where there will be a raised median.
- SR 25/Glynn Avenue travels with a north to south orientation located to the east of the study corridor. The road is classified as a principal arterial by GDOT, with five travel lanes. There are two north bound lanes and three southbound lanes divided by a raised median. The posted speed limit is 40 mph north of Gloucester St and 45 mph to the south.
- SR 25 Frontage Road travels in the north to south direction located north of the study corridor. The Frontage Rd splits from SR 25/Glynn Ave 400 feet north of Gloucester St and serves as a one-way street to a thrift store and a local gas station. The last 50 feet of the Frontage Rd is currently a two-lane road to the local gas station. As part of the GDOT project in the area, the last 50 feet of the Frontage Rd will be restriped to be one-way with a restricted right-out intersection with Gloucester St.
- Macon Avenue travels in the north to south direction located north of the study corridor. The road is classified as a local road by GDOT, with two undivided travel lanes. The road primarily serves residential purposes. The posted speed limit is 25 mph.
- Lanier Boulevard travels in the north to south direction located south of the study corridor. The road is classified as a major collector by GDOT, with two undivided travel lanes. Lanier Blvd forks into two legs 200 feet south of Gloucester St and forms two intersections with Gloucester St. Howard Coffin Park borders the eastern side of the roadway with its only access points located along Lanier Blvd, with the main entrance 500 feet south of Gloucester St. The posted speed limit is 25 mph. The road is also a major route for Glynn Middle School.
- Davis Street/Goodyear Avenue travels in the north to south direction located north of the study corridor. The road is classified as a major collector by GDOT, with two undivided travel lanes. The road is a major route for Burroughs-Molette Elementary School. The posted speed limit is 25 mph.

3.2 – Intersection Conditions

A summary of existing intersection conditions is as follows:

- SR 25/Glynn Avenue at Gloucester Street – is a signal controlled 'T' intersection with a right-in right-out driveway on the eastern side of the intersection. There are channelized right turn lanes on both the southbound and eastbound approaches. All three legs of the intersection have dedicated left-turn lanes, with the southbound left turn being used for U-turns only. The signal operates with protected only phasing on all approaches for the left turn phases.
- Gloucester Street at SR 25 Frontage Road – is currently a full-movement unsignalized 'T' intersection. The intersection is about 150 feet west of the intersection with Glynn Ave. As part of the GDOT project in the area, the last 50 feet of the Frontage Rd will be restriped to be one-way which will restrict the intersection to be a right-out intersection with Gloucester St.

EXISTING FACILITY CONDITIONS

- Gloucester Street at Macon Avenue – is an unsignalized full-movement ‘T’ intersection. The intersection is about 75 feet west of the intersection at SR 25 Frontage Rd. There are not any dedicated turn lanes for this intersection.
- Gloucester Street at Lanier Boulevard (East) - is an unsignalized full-movement ‘T’ intersection. The intersection is about 350 feet west of the intersection at Macon Ave. There are currently not any dedicated turn lanes for this intersection. As part of the GDOT project in the area, a 200’ dedicated left turn bay will be added for the westbound direction of travel on Gloucester St.
- Gloucester Street at Lanier Boulevard (West) / Davis Street – is a four-legged unsignalized full-movement intersection. Lanier Blvd intersects at a skew with Gloucester St and lines up with Davis Street which intersects Gloucester St at 90°. The intersection is about 100 feet west of the intersection with the other leg of Lanier Blvd. There are not any dedicated turn lanes for this intersection. As part of the GDOT project in the area, a two-way left-turn lane (TWLTL) will be added for the eastbound direction of travel on Gloucester St prior to the intersection.

3.3 – Pedestrian and Bicycle

Pedestrian facilities along the corridor include sidewalks on both sides of Gloucester St and west side of Glynn Ave. Crosswalks are provided across Macon Ave and along the eastbound and north bound legs of the intersection of Glynn Ave and Gloucester St. Currently, there are no bike facilities along the corridor. The GDOT road diet project will add bike lanes on both sides of Gloucester St from the west of the corridor to Davis St.

The turning movement counts collected on August 22, 2019 included pedestrian and bicycle observations. The 5-hour pedestrian and bicycle counts along the study corridor are summarized in **Table 2**. Eight bicycles were observed in the three-hour PM period and 15 pedestrians during the full five-hour AM and PM period. The count data is included in the appendix.

Intersection	Hours of Day				
	7-8 AM	8-9 AM	3-4PM	4-5PM	5-6PM
Total Peds between Davis St/Lanier Blvd West and Lanier Blvd East	3	3	7	1	1
Total Peds Crossing Gloucester St	3	2	0	1	0
Total Bikes between Davis St/Lanier Blvd West and Lanier Blvd East	0	0	1	4	3
Total Bikes Crossing Gloucester St	0	0	0	3	0

3.4 – Crash Review

Crash records were requested and obtained from GDOT’s Safety Office. GDOT provided accidents over a four-year period (2015-2018), plus seven months of data for year 2019 along the study corridor. For the period, there were a total of 58 crashes, including 17 injury crashes and no fatalities. The data was reviewed for patterns in crashes and were summarized in **Table 3** by crash type.

The data was divided based on which intersection the crash was nearest or caused by. The data indicates that the majority of the crashes occurred at the intersections with both east and west Lanier Blvd and Davis St. The intersection of Davis St and Lanier Blvd (West) experienced 16 crashes while the intersection of Lanier Blvd

EXISTING FACILITY CONDITIONS

(East) experienced 31 crashes in the 4.5-year period for a total of 47 crashes between the two intersections. The crashes at these two intersections were primarily angle, rear end, and sideswipe accidents. There was one crash involving a pedestrian. The crashes were further reviewed to determine the types of maneuvers drivers were performing that was causing the crashes. One resounding movement was attributing to these crashes, vehicles turning left onto Lanier Blvd (East). Sideswipes are occurring from vehicles improperly changing lanes from behind the left turning vehicles. Angle crashes are occurring from left turning vehicles being waved to cross the eastbound lanes by drivers stopped in the northern lane and colliding with vehicles traveling in the southern eastbound lane.

Table 3: Gloucester Street Crash Review (2015- July 2019)

Manner of Collision	# of Crashes	Palmetto	Davis	Lanier	Macon	Frontage	Fatality	Injury
Angle	30	2	6	18	3	1	0	10
Head On	3	0	0	2	1	0	0	2
Rear End	16	0	5	7	3	1	0	3
Sideswipe Same Direction	6	0	3	3	0	0	0	1
Sideswipe Opposite Direction	1	0	0	1	0	0	0	0
Not a Collision with Motor Vehicle	2	0	2	0	0	0	0	1
Total	58	2	16	31	7	2	0	17

3.5 – Traffic Counts

Four turning movement counts were performed on August 22, 2019, while school was in session. The data included the AM peak period and PM peak period:

1. Gloucester Street at SR 25 Frontage Road
2. Gloucester Street at Macon Avenue
3. Gloucester Street at Lanier Boulevard (East)
4. Gloucester Street at Lanier Boulevard (West)/Davis Street

At the study intersection, the AM peak hour occurred from 7:30 – 8:30 am and the PM peak hour occurred between 3:15 – 4:15 pm. The daily volume along Gloucester St (east of Lanier Blvd) was 13,158 vpd (based on historic GDOT ADT count). **Exhibit 2** illustrates the existing traffic conditions and existing peak hour traffic volumes (see appendix). The traffic counts are also provided in the Appendix.

3.6 – Traffic Signal Warrant Analysis

Installation of a traffic signal at the intersection of Lanier Blvd (East) at Gloucester St would require an analysis of turning movement volumes over the course of a 12-hour period to determine if any of the MUTCD signal warrants were met. However, with a 5-hour TMC available a partial analysis can be performed to determine if a 12-hour count is worth performing to fully analyze if the intersection meets warrants. This partial analysis includes the peak hours in both the AM and PM hours which are usually the hours that will contribute to the intersection meeting the warrants. If the peak hours do not contribute to meeting warrants, it is reasonable to say that the intersection will not meet traffic signal warrants. The warrants that were analyzed as a part of this study are as follows:

- Warrant 1: 8-Hour Vehicular Volume
- Warrant 2: 4-Hour Vehicular Volume
- Warrant 3: Peak Hour Vehicular Volume

EXISTING FACILITY CONDITIONS

WARRANT 1, EIGHT-HOUR VEHICULAR VOLUMES

Warrant 1 provides three separate conditions that can be met which indicate that the intersection being studied is suitable for a traffic signal. Condition A, the Minimum Vehicular Volume, is intended for locations where a large volume of intersecting traffic is the principal reason to consider a traffic signal. Condition B, the Interruption of Continuous Traffic, is intended for locations where Condition A is not satisfied, and where the traffic volume on the major street is so heavy that the traffic on the minor intersecting street suffers excessive delay or conflict in entering or crossing the major street. If neither Condition is met for a full eight hours of the day, then the volume thresholds for each condition can be reduced by 20% and the intersection can be reevaluated with these reduced volumes. This method of combining Conditions A and B with a 20% reduction should only be applied after adequate trial of other alternatives that could cause less delay and inconvenience to traffic have failed to solve traffic problems. **Figure 1** is an illustration from the MUTCD of the volume thresholds used with each Condition.

Figure 1: MUTCD Warrant 1 Volume Thresholds

Condition A—Minimum Vehicular Volume									
Number of lanes for moving traffic on each approach		Vehicles per hour on major street (total of both approaches)				Vehicles per hour on higher-volume minor-street approach (one direction only)			
Major Street	Minor Street	100% ^a	80% ^b	70% ^c	56% ^d	100% ^a	80% ^b	70% ^c	56% ^d
1	1	500	400	350	280	150	120	105	84
2 or more	1	600	480	420	336	150	120	105	84
2 or more	2 or more	600	480	420	336	200	160	140	112
1	2 or more	500	400	350	280	200	160	140	112

Condition B—Interruption of Continuous Traffic									
Number of lanes for moving traffic on each approach		Vehicles per hour on major street (total of both approaches)				Vehicles per hour on higher-volume minor-street approach (one direction only)			
Major Street	Minor Street	100% ^a	80% ^b	70% ^c	56% ^d	100% ^a	80% ^b	70% ^c	56% ^d
1	1	750	600	525	420	75	60	53	42
2 or more	1	900	720	630	504	75	60	53	42
2 or more	2 or more	900	720	630	504	100	80	70	56
1	2 or more	750	600	525	420	100	80	70	56

^a Basic minimum hourly volume

^b Used for combination of Conditions A and B after adequate trial of other remedial measures

^c May be used when the major-street speed exceeds 40 mph or in an isolated community with a population of less than 10,000

^d May be used for combination of Conditions A and B after adequate trial of other remedial measures when the major-street speed exceeds 40 mph or in an isolated community with a population of less than 10,000

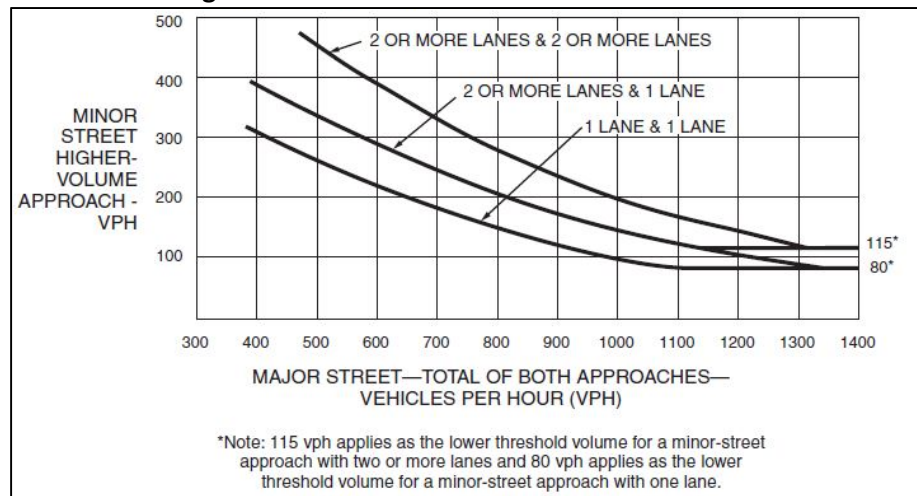
The 5-hour volumes from the intersection count were used in the warrant evaluation. The intersection is evaluated as having single lanes on each approach and the side-street right turn volume has been removed from the study, per guidance in the MUTCD and from GDOT. The existing intersection volumes did not satisfy the thresholds described in the Warrant 1 criteria in any of the 5 hours.

WARRANT 2, FOUR-HOUR VEHICULAR VOLUMES

Warrant 2 is applied where intersecting volume is the principal reason to install a signal. It provides a series of curves that should be used to evaluate the intersecting volume of major and minor streets. The selected curve is based on the number of lanes on each road. **Figure 2** below illustrates those curves and the corresponding X/Y coordinate system.

EXISTING FACILITY CONDITIONS

Figure 2: MUTCD Warrant 2 Volume Thresholds

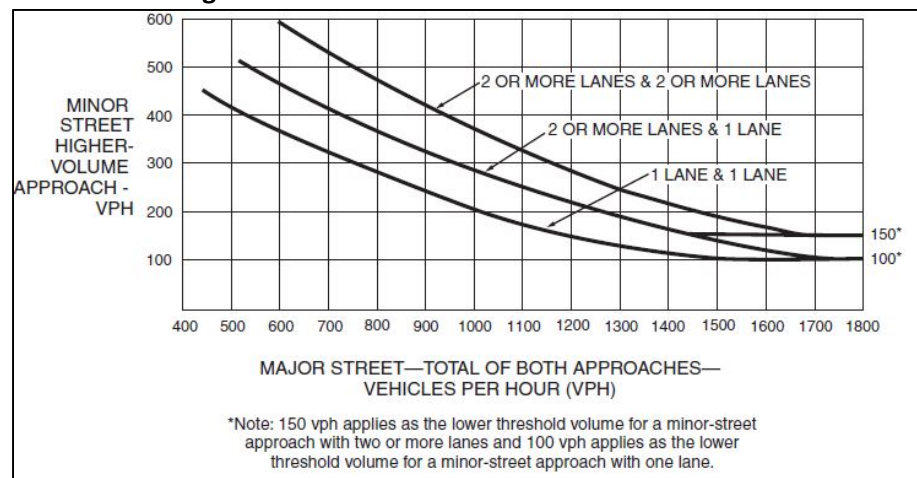


The existing intersection volumes did not satisfy the thresholds described in the Warrant 2 criteria for any hour in the 5-hour period. A minimum of four hours is required, indicating the intersection does not meet the minimum volume thresholds to justify signalization.

WARRANT 3, PEAK-HOUR VEHICULAR VOLUMES

Warrant 3 is intended for use at locations where traffic conditions are such that for a minimum of one hour of an average day, the minor street suffers undue delay when entering or crossing the major street. It provides a series of curves that should be used to evaluate the intersecting volume of major and minor streets during a single peak hour of the day. The selected curve is based on the number of lanes on each road. **Figure 3** below illustrates those curves and the corresponding X/Y coordinate system.

Figure 3: MUTCD Warrant 3 Volume Thresholds



The existing intersection volumes did not satisfy the thresholds described in the Warrant 3 criteria. A minimum of one hour is required, indicating the intersection does not meet the minimum volume thresholds to justify signalization.

EXISTING FACILITY CONDITIONS

VEHICULAR WARRANT ANALYSIS SUMMARY

These warrants are based solely on vehicular volumes. These warrants look at total intersecting volume and also consider difficulty that cars from the minor street may have crossing or turning into intersecting traffic. As per Georgia Department of Transportation (GDOT) and FHWA guidance, the right turn volume on each approach was removed from the turning movement analysis. Additionally, per GDOT policy, 100% volume levels were utilized in the analysis (no reductions were utilized). Results from the evaluation of the three warrants conclude that the intersecting volumes are not high enough to justify the installation of a signal. The signal warrant analysis spreadsheet is included in the Appendix.

TRAFFIC VOLUME PROJECTIONS

4.0 – Traffic Volume Projections

Existing traffic volumes along the study corridor were collected in August 2019 as part of this study. Historical daily traffic volumes on Gloucester St near the study intersection were obtained from Georgia DOT count station #127-06463. The count station is located on Gloucester St, between its intersections with Lanier Blvd (East) and Macon Ave. Fifteen-year trend growth rates were developed for the count station for the project's estimated design year of 2044. Over a fifteen-year period, four years of data were available. A historical growth rate calculation was performed (included in the Appendix). The count location indicated a 1.9% per year trend annual compound growth rate.

For the purposes of projecting traffic volumes for the Opening Year and Design Year capacity analysis an Opening Year of 2024 and a Design Year of 2044 were utilized. Intersection traffic volumes were developed based on these two scenarios. The calculations for the future year traffic volumes are summarized in the Appendix. **Exhibits 3 and 4** illustrate the traffic volumes utilized in the capacity analysis for the Opening and Design years (see Appendix).

CAPACITY ANALYSIS

5.0 – Capacity Analysis

Capacity analysis was performed for the existing conditions, the five-year opening year and for the twenty-year design year under existing conditions and under recommended build conditions. This analysis provides a method to compare operations between the existing traffic control and the recommended improvements.

The analysis utilized a 2.0% truck (heavy vehicle) percentage for both the AM and PM peak hours.

5.1 – Existing Conditions

The existing level of service and average vehicle delay is provided for each intersection in **Table 4**. The capacity analysis indicated the intersections operate efficiently and with low delay.

Table 4: Intersection Capacity Analysis Existing Conditions			
Intersection	Intersection Control	AM Peak Hour	PM Peak Hour
		LOS / Delay (sec)	LOS / Delay (sec)
SR 25/Glynn Avenue at Gloucester Street	Signal	B (17.0)	C (22.5)
Gloucester Street at SR 25 Frontage Road	Unsignalized	B (13.9)	B (14.9)
Gloucester Street at Macon Avenue	Unsignalized	C (20.9)	C (16.0)
Gloucester Street at Lanier Boulevard (East)	Unsignalized	B (12.7)	B (13.0)
Gloucester Street at Lanier Boulevard (West)/Davis Street	Unsignalized	C (20.9)	C (24.2)

5.2 - Capacity Analysis for Proposed Conditions

Capacity analysis was performed for the study intersections in the 2024 Opening Year and the 2044 Design Year conditions for both the AM and PM peak hours. In each of these years, analysis was performed for the “No-Build” conditions (if no geometric modifications were made), and the Build conditions. The No-Build conditions include the modifications to the lane geometry that are to take place during the construction of the GDOT project (PI:M005782). The Build conditions also utilize the modifications per the GDOT project but also include the recommended geometric modifications. The results of these capacity analyses are presented in **Table 6**.

The design year build results indicate that two intersections operate at LOS E or F during the AM and PM peak hours. The remainder of the study intersection operation at LOS D or better.

CAPACITY ANALYSIS

Table 5: Future Intersection Capacity Analysis					
2024 Opening Year		No-Build Conditions		Build Conditions	
Intersection	Intersection Control	AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour
		LOS / Delay (sec)	LOS / Delay (sec)	LOS / Delay (sec)	LOS / Delay (sec)
SR 25/Glynn Avenue at Gloucester Street	Signal	B (19.4)	C (24.8)	B (14.8)	B (18.4)
Gloucester Street at SR 25 Frontage Road	Unsignalized	B (13.5)	B (11.2)	B (13.5)	B (11.2)
Gloucester Street at Macon Avenue	Unsignalized	E (48.2)	E (38.2)	D (33.5)	C (18.2)
Gloucester Street at Lanier Boulevard (East)	Unsignalized	C (21.4)	C (21.3)	C (24.1)	C (19.9)
Gloucester Street at Lanier Boulevard (West)/Davis Street	Unsignalized	E (36.7)	C (17.5)	C (22.0)	B (13.7)
2044 Design Year		No-Build Conditions		Build Conditions	
Intersection	Intersection Control	AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour
		LOS / Delay (sec)	LOS / Delay (sec)	LOS / Delay (sec)	LOS / Delay (sec)
SR 25/Glynn Avenue at Gloucester Street	Signal	E (65.1)	E (70.2)	D (47.4)	C (31.6)
Gloucester Street at SR 25 Frontage Road	Unsignalized	C (19.0)	B (13.4)	C (19.0)	B (13.4)
Gloucester Street at Macon Avenue	Unsignalized	F (*)	F (*)	F (218.2*)	E (39.7)
Gloucester Street at Lanier Boulevard (East)	Unsignalized	F (199.9*)	F (159.1*)	F (161.8*)	F (88.1*)
Gloucester Street at Lanier Boulevard (West)/Davis Street	Unsignalized	F (*)	D (29.5)	E (49.3)	C (18.8)

* Delay is in excess of 300 seconds

5.3 – Proposed Geometric Improvements

In order to achieve the Build condition level of services at these intersections along the study corridor several changes would need to be made. The recommended geometric modifications are summarized in **Table 5** and can be seen in **Exhibit 5** (in the appendix).

Table 6: Recommended Geometric Modifications	
Intersection	Improvements
SR 25/Glynn Avenue at Gloucester Street	Widen pavement to allow for one westbound lane and two eastbound left-turn lanes
	Restripe eastbound right-turn lane to taper off of southern left-turn lane
Lanier Boulevard (East)	Widen pavement to allow for one southbound lane and two northbound lanes (one left-turn and one right-turn)
Gloucester Street at Lanier Boulevard (West)/Davis Street	Close the Lanier Blvd (West) leg of the intersection
	Install RRFB Midblock Crossing across Gloucester St
Gloucester Street between Lanier Boulevard (East) and Macon Avenue	Restripe the section to provide a westbound thru lane, a westbound left-turn lane, and two eastbound left-turn lanes

6.0 – Transportation Recommendations

6.1 – Roundabout Analysis

A roundabout analysis at all five intersections was conducted; however, a roundabout was determined not feasible due to physical constraints and costly utility relocation impacts.

6.2 – Stakeholder Engagement

A meeting of community stakeholders and interested parties was held on September 11, 2019 to discuss the challenges and potential solutions to address traffic congestion and safety needs along Gloucester Street. Comments made by the stakeholders provided valuable input to the evaluation process. The stakeholders confirmed that their observation of traffic queuing along Gloucester Street from Glynn Avenue backs through Lanier Boulevard leading to crashes as vehicles let left turners across one of the opposing through lanes, but not necessarily both. There was significant discussion of the need for a pedestrian crossing to facilitate travel to Howard Coffin Park. The stakeholders also indicated the possibility of future expansion of Howard Coffin Park in the future and the need for signalization at that time. They also mentioned the need to provide a wide enough area in the through lanes to accommodate emergency vehicles with the reduction in through lanes along Gloucester Street.

6.3 – Final Recommendations

This section of Gloucester Street currently has a daily volume near 13,000 vpd that forms a T intersection with Glynn Avenue. Nearly 20% of the daily traffic occurs during the peak hours which leads to increased queue lengths along Gloucester St due to all eastbound traffic being required to turn. These queues are also discussed in several crash reports where a vehicle turning onto the adjacent Lanier Boulevard is waved through by queued vehicles stopped in the northern lane and being hit by vehicles in the southern free flow right turn lane. The following geometric modifications are recommended for the study area:

- The pavement along Gloucester St at the intersection with Glynn Ave should be widened to allow for one westbound lane and two eastbound left-turn lanes
- The channelized right turn should be restriped to taper off of southern left-turn lane (this free flow right turn lane is converted to a left turn lane by the modification above)
- The pavement along Lanier Blvd should be widened to allow for one southbound lane and two northbound lanes (one left-turn and one right-turn)
- The western leg of Lanier Blvd should be closed to not allow for vehicles to enter/exit Gloucester St
- A Rectangular Rapid Flashing Beacon (RRFB) mid-block crossing is recommended for pedestrian movement across Gloucester St
- The section between Lanier Blvd and Macon Ave should be restriped to provide a westbound thru lane, a westbound left-turn lane, and two eastbound left-turn lanes

These modifications should be made to alleviate queues along the corridor, to improve operations along the corridor, and to provide safety to road users and pedestrians alike.

SIGNATURE SHEET

RECOMMENDED BY: Richard Fangmann DATE: 3-12-20
Consulting Engineer
Richard Fangmann - Pond

RECOMMENDED BY: _____ DATE: _____
District Traffic Engineer

RECOMMENDED BY: _____ DATE: _____
State Traffic Engineer

APPROVED BY: _____ DATE: _____
Director of Operations



SUBJECT: APPROVAL OF PURCHASE OF A WORK TRUCK WITH DUMP BODY

COMMISSION ACTION REQUESTED ON: March 2, 2022

PURPOSE:

Authorization to purchase a Chevrolet Silverado 3500 truck with dump body from Alan Jay Fleet Sales in the amount of \$56,693

HISTORY:

The Public Works Department has use for a pickup truck with a dump body on a daily basis to transport aggregates, soils, and other materials around the City. The truck is primarily used to haul soil and fill material for small drainage repairs, minor grading projects, sidewalk projects, and for hauling soil at the cemeteries during the opening and closing of grave sites. The current vehicle is a 1993 Ford truck which is in very poor condition. The existing vehicle will likely be sold at auction following delivery of a new vehicle.

FACTS AND ISSUES:

The Public Works Department received pricing from this vehicle from Alan Jay Fleet Sales, and the vehicle is priced per the Sourcewell State Contract pricing. Due to the current availability and delivery delays on vehicles, many vendors are not able to provide pricing on vehicles at this time.

The specified vehicle is a Chevrolet 3500 truck which will be equipped with a hydraulic dump body. The body will have 18” sides and tarp to secure loads. The purchase price includes a 3-year, 36,000-mile warranty on the overall vehicle, and a 5-year, 60,000-mile warranty on the drivetrain. The new vehicle will also include many important safety features which are not present on the current vehicle such as driver, passenger and side airbags, back-up camera and alarm, and flashing caution lights. Such features are important in the safety of City crews as well as the general public. The truck is expected to be delivered in early May.

BUDGET INFORMATION:

The cost of the proposed vehicle is \$56,693. The proposed truck will be paid for with funds budgeted in the Storm Water Utility FY 2022 budget. The SWU – Machinery & Equipment budget includes \$56,500 for the purchase of this equipment.

OPTIONS:

1. Approve the purchase of the Chevrolet Silverado 3500 Truck with Dump Body from Alan Jay Fleet Sales for \$56,693.00
2. Do not approve the purchase of the Chevrolet Silverado 3500 Truck with Dump Body from Alan Jay Fleet Sales for \$56,693.00
3. Take no action at this time.

DEPARTMENT RECOMMENDATION ACTION:

Approve the purchase of the Chevrolet Silverado 3500 Truck with Dump Body from Alan Jay Fleet Sales for \$56,693.00

DEPARTMENT: Engineering

Prepared by: Garrow Alberson, Director of Engineering and Public Works

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Approve the purchase of the Chevrolet Silverado 3500 Truck with Dump Body from Alan Jay Fleet Sales for \$56,693.00

Regina McDuffie
City Manager

2/22/22
Date



Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-402-4216	WWW.ALANJAY.COM	36142-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-505-9682	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
2/11/2022

QUICK QUOTE SHEET

REVISED QUOTE DATE
2/11/2022

REQUESTING AGENCY	BRUNSWICK, CITY OF (GA)		
CONTACT PERSON	GARROW ALBERSON	EMAIL	GALBERSON@CITYOFBRUNSWICK-GA.GOV
PHONE	912-267-5540	MOBILE	912-270-8826
		FAX	

SOURCEWELL (FORMERLY NJPA) CONTRACT # 2022 120716-NAF & 060920-NAF www.NationalAutoFleetGroup.com

MODEL	CK31003 1WT	MSRP	\$42,980.00
2022 CHEVY SILVERADO 3500HD REG CAB CHASSIS 4WD DRW 60"CA WORK TRUCK			

CUSTOMER ID	BASE VEHICLE PRICE	\$28,495.00
BED LENGTH	60" CA	

** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
GAZ H2G	EXTERIOR COLOR SUMMIT WHITE WITH JET BLACK VINYL INTERIOR.	\$0.00
L8T MYD	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm)(STD) Transmission, 6-speed automatic, heavy-duty (STD)(Requires L8T) 6.6L V8 gas engine.)	\$0.00
GTY	Wide track axle (Increases Rear Axle Width by 8" for Crane, Service, & Dump Bodies) (Allows for 54" Wide Load Floor inside Utility Body)	\$185.00
PCV	WT Convenience Package - CHASSIS includes (AQQ) Remote Keyless Entry, (AKO) tinted windows, (K34) cruise control, (DBG) power trailer mirrors with heated upper glass and manual extending/folding and (C49) rear-window defogger, (AXG) power windows, express up/down driver, (AED) power windows, express down passenger and (AU3) power door locks(Not available with (ZLQ) WT	\$1,670.00
JL1	Trailer brake controller, integrated (Requires (Z82) Trailering Package. On Regular Cab models requires (PCV) WT Convenience Package, (ZLQ) WT Fleet Convenience Package or (PEB) WT Value Package.)	\$270.00
NQH	Transfer case, two-speed active.	\$195.00
NZZ	Skid Plates (Included with (BAQ) Work Truck Package, (Z71) Z71 Off-Road Package or (VYU) Snow Plow Prep Package.)	\$145.00
VQO	LPO, BLACK ASSIST STEP. -REG CAB-	\$435.00
VK3	FRONT LICENSE PLATE BRACKET FACTORY ORDERED	\$0.00
5N5	Rear Camera Kit. Kit includes camera, fixed position bracket & 19 ft cable with attachment clips. Rear camera radio calibration provided from the factory. See Upfitter Integration Bulletin for installation instructions at www.gmupfitter.com	\$73.00

CONTRACT OPTIONS	DESCRIPTION	FACTORY OPTIONS	
NO-TEMP	TEMP TAG NOT REQUESTED, CUSTOMER WILL HANDLE THEIR OWN TAG WORK.		\$0.00
CAMERA	INSTALL FACTORY ORDERED REAR VISION CAMERA IN AFTERMARKET BODY		\$220.00
LT 184U	9' GODWIN DUMP BODY 184-U TO INCLUDE THE FOLLOWING INSTALLED ITEMS; 18" SIDES ELECTRIC TARP MECHANISM AND ASPHALT TARP 6" TOP SIDE BOARDS INSTALLED MULTI HIGH COMBINATION PINTLE/BALL INSTALLED WITH 7-WAY LIGHT PLUG 36"X18"X18" UNDER BODY TOOL BOX INSTALLED CURB SIDE 4-CORNER LED FLASHING STROBE LIGHTS (B12-AW) INSTALLED 2 IN TRUCK GRILL AND 2 ON BODY NOTE ELECTRIC/HYDRAULIC HOIST AND DOES NOT REQUIRE A PTO		\$20,548.00
TRANSPORT	TRANSPORATION TO CUSTOMER FOR IN STOCK PURCHASE.		\$805.00
GPC GA ADJUSTMENT	PRICE CONCESSION ADJUSTMENT FOR GA		\$3,652.00

CONTRACT OPTIONS \$25,225.00

TRADE IN

VEHICLE TOTAL	\$31,468.00
MSRP DISCOUNT	26.8%
ACCESSORY TOTAL	\$25,225.00
CUSTOMER PRICE	\$56,693.00

YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~

\$0.00

TOTAL COST LESS TRADE IN(S)	QTY	1	\$56,693.00
-----------------------------	-----	---	-------------

Estimated Annual payments for 60 months paid in advance: \$12,696.90

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

VEHICLE QUOTED BY

MATT FORTE

GOVERNMENT ACCOUNT MANAGER Matt.Forte@alanjay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.
I am always happy to be of assistance.



ALAN JAY FLEET

SCOTT WILSON | 863-402-4234 | SCOTT.WILSON@ALANJAY.COM

Vehicle: [Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck (✔ Complete)

Window Sticker

SUMMARY

[Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck

Interior:Jet Black, Vinyl seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, 6.6L V8

Transmission, 6-speed automatic, heavy-duty

OPTIONS

CODE	MODEL	MSRP
CK31003	[Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck	
OPTIONS		
1WT	Work Truck Preferred Equipment Group	\$0.00
9L3	Spare tire delete	\$0.00
AE7	Seats, front 40/20/40 split-bench	\$0.00
AED	Window, power front, passenger express down	Inc.
AKO	Glass, deep-tinted	Inc.
AQQ	Remote Keyless Entry, with 2 transmitters	Inc.
AU3	Door locks, power	Inc.
AXG	Window, power front, drivers express up/down	Inc.
C49	Defogger, rear-window electric	Inc.
DBG	Mirrors, outside power-adjustable vertical trailing	Inc.
FE9	Emissions, Federal requirements	\$0.00
GAZ	Summit White	\$0.00
GT4	Rear axle, 3.73 ratio	\$0.00
GTY	Rear axle, wide-track	
H2G	Jet Black, Vinyl seat trim	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system, 7" diagonal color touchscreen, AM/FM stereo.	\$0.00

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Data Version: 14540. Data Updated: Aug 26, 2021 12:36:00 AM PDT.



ALAN JAY FLEET

SCOTT WILSON | 863-402-4234 | SCOTT.WILSON@ALANJAY.COM

Vehicle: [Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck (✔ Complete)

JL1	Trailer brake controller, integrated		
K34	Cruise control, electronic	Inc.	
L8T	Engine, 6.6L V8		\$0.00
MYD	Transmission, 6-speed automatic, heavy-duty		\$0.00
NQH	Transfer case, two-speed active, electronic Autotrac		
NZZ	Skid Plates		
PCV	WT Convenience Package		
QQO	Tires, LT235/80R17E all-season highway, blackwall		\$0.00
R9Y	Fleet Free Maintenance Credit		
VK3	License plate kit, front		\$0.00
VQ3	Fleet Processing Option		\$0.00
VQO	LPO, Black work step		

SUBTOTAL

Adjustments Total \$0.00

Destination Charge

TOTAL PRICE

FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

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ALAN JAY FLEET

SCOTT WILSON | 863-402-4234 | SCOTT.WILSON@ALANJAY.COM

Vehicle: [Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck (✔ Complete)

Standard Equipment

Mechanical

Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)

Transmission, 6-speed automatic, heavy-duty (STD) (Requires (L8T) 6.6L V8 gas engine.)

Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)

Auto-locking rear differential

Air filter, heavy-duty

Air filtration monitoring

Transfer case, two-speed, electronic shift with push button controls (Requires 4WD models.)

All-wheel drive

Cooling, external engine oil cooler

Cooling, auxiliary external transmission oil cooler

Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power (Included and only available with (L8T) 6.6L V8 gas engine.)

Alternator, 170 amps (Requires (L8T) 6.6L V8 gas engine.)

Recovery hooks, front, frame-mounted, Black

Body, Chassis Cab

Frame, fully-boxed, hydroformed front section and an open "C" rear section

GVWR, 14,000 lbs. (6350 kg)

Suspension Package

Steering, Recirculating Ball with smart flow power steering system

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Fuel tank, front and rear, 63.5 gallon

Capped Fuel Fill

Exterior

Tires, LT235/80R17E all-season highway, blackwall (STD)

Spare tire delete Deletes the spare tire and wheel. (STD)

Wheels, 17" (43.2 cm) painted steel

Dual Rear Wheels

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Data Version: 14540. Data Updated: Aug 26, 2021 12:36:00 AM PDT.



ALAN JAY FLEET

SCOTT WILSON | 863-402-4234 | SCOTT.WILSON@ALANJAY.COM

Vehicle: [Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck (✔ Complete)

Exterior

Wheel trim, painted center caps

Bumpers, front, Black

Bumper, rear, delete

Moldings, beltline, Black

Grille (Front grille bar with "CHEVROLET" molded in Black, includes Black mesh inserts with small Gold bowtie emblem.)

Headlamps, halogen reflector with halogen Daytime Running Lamps

Lamps, Smoked Amber roof marker, (LED)

Lamps, cargo area, cab mounted integrated with center high mount stop lamp with switch in bank on left side of steering wheel

Mirrors, outside high-visibility vertical trailering lower convex mirrors, manual-folding/extending (extends 3.31" [84.25mm]), molded in Black

Mirror caps, Black

Glass, solar absorbing, tinted

Door handles, Black grained

Entertainment

Audio system, Chevrolet Infotainment 3 system, 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, wired Apple CarPlay and Android Auto capable. (STD)

Audio system feature, 2-speakers (Requires Regular Cab model.)

Bluetooth for phone, connectivity to vehicle infotainment system

Interior

Seats, front 40/20/40 split-bench with upper covered armrest storage with fixed lumbar (STD)

Seat adjuster, driver 4-way manual

Seat adjuster, passenger 4-way manual

Vinyl seat trim

Floor covering, rubberized-vinyl

Steering column, Tilt-Wheel, manual with wheel locking security feature

Steering wheel, urethane

Instrument cluster 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5" diagonal monochromatic display

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Data Version: 14540. Data Updated: Aug 26, 2021 12:36:00 AM PDT.



ALAN JAY FLEET

SCOTT WILSON | 863-402-4234 | SCOTT.WILSON@ALANJAY.COM

Vehicle: [Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck (✔ Complete)

Interior

Exterior Temperature Display located in radio display

Brake lining wear indicator

Windows, manual (Requires Regular Cab model.)

Door locks, manual (Requires Regular Cab model.)

Power outlet, front auxiliary, 12-volt

USB ports, 2 (first row) located on instrument panel

Air conditioning, single-zone

Mirror, inside rearview, manual tilt

Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

Back-up alarm calibration. This calibration will allow installation of an aftermarket back-up alarm by disabling rear perimeter lighting (Deleted when (8S3) Back-up alarm is ordered.)

Safety-Mechanical

StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

Safety-Interior

Airbags Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Tire Pressure Monitoring System with Tire Fill Alert (does not apply to spare tire)

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

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Data Version: 14540. Data Updated: Aug 26, 2021 12:36:00 AM PDT.



ALAN JAY FLEET

SCOTT WILSON | 863-402-4234 | SCOTT.WILSON@ALANJAY.COM

Vehicle: [Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck (✔ Complete)

WARRANTY

Warranty Note: <<< Preliminary 2022 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

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Data Version: 14540. Data Updated: Aug 26, 2021 12:36:00 AM PDT.



**SUBJECT: MLK BOULEVARD MULTI-USE TRAIL – FOURTH AVENUE
SEGMENT CONSTRUCTION – SWINDELL CONSTRUCTION**

COMMISSION ACTION REQUESTED ON: March 2, 2022

PURPOSE:

Approval of a contract amendment with Swindell Construction for construction of the Fourth Avenue segment of the Martin Luther King, Jr. Boulevard Multi-Use Trail.

HISTORY:

The MLK Boulevard Multi-Use Trail is a proposed bicycle and pedestrian trail along the east side of MLK Boulevard between Fourth Avenue and Prince Street, and along the north side of Fourth Ave between MLK Boulevard and U.S. Highway 17. When completed, the trail will connect the Liberty Ship Trail along Hwy 17 to Inez Williams Park and the residential neighborhoods on the south end of Brunswick. The trail will provide a safe path for students walking to and from Glynn Middle School, as well as recreation opportunities for citizens in the southern portion of the City. The trail construction is complete between Prince Street and the Fourth Avenue right-of-way, and the segment along Fourth Avenue remains to be completed.

FACTS AND ISSUES:

The design of the final segment of the MLK Trail has been completed. The Georgia Department of Transportation has approved the design of the segment and has issued the right-of-way encroachment permit. The Georgia Environmental Protection Division is currently reviewing the application for a marsh buffer variance, and approval is expected in the near future.

This portion of the project includes approximately 1,350 feet of concrete trail between MLK Boulevard and U.S. Highway 17. A portion of the trail will be adjacent to the travel lane of Fourth Avenue, and installation of delineation posts is included in the scope in order to provide separation between the trail and adjacent travel lane. The project also includes minor clearing, grading, traffic control, and erosion and sediment control.

The final segment of the trail was advertised for construction bids, and only one bid was received. The bid was from Swindell Construction in the amount of \$182,822.48. Swindell Construction also completed the previous portions of the trail. In the absence of competitive bids for comparison, the bid received was compared against the engineer's opinion of probable cost. This opinion estimates the project cost at \$200,515. Therefore, it is determined that the project bid is reasonably priced.

BUDGET INFORMATION:

This segment of trail construction will be funded by the SPLOST VI – Trails funds.

OPTIONS:

1. Authorize the Mayor to sign a contract with Swindell Construction in the amount of \$182,822.48 for construction of the MLK Boulevard Multi-Use Trail.
 2. Do not authorize the Mayor to sign a contract with Swindell Construction in the amount of \$182,822.48 for construction of the MLK Boulevard Multi-Use Trail.
 3. Take no action at this time.
-

DEPARTMENT RECOMMENDATION ACTION:

Authorize the Mayor to sign a contract with Swindell Construction in the amount of \$182,822.48 for construction of the MLK Boulevard Multi-Use Trail.

DEPARTMENT: Public Works

Prepared by: Garrow Alberson, P.E., Director of Engineering and Public Works

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Authorize the Mayor to sign a contract with Swindell Construction in the amount of \$182,822.48 for construction of the MLK Boulevard Multi-Use Trail.

Regina McDuffie

City Manager

2/22/22

Date

MLK Boulevard Trail

Fourth Avenue Segment

Trail Construction Completed

Fourth Avenue Segment



Item No.	Item Description	Est. Qty.	Unit	Unit Price	Total Price
Miscellaneous					
1	Mobilization	JOB	LS	8,000.00	8,000.00
2	Traffic Control	JOB	LS	13,500.00	13,500.00
Subtotal					21,500.00
Erosion and Sedimentation Control					
1	Temporary Silt Fence Double Row - S	1125	LF	10.00	11,250.00
2	Maintenance of Temp Silt Fence Double Row- S	1125	LF	0.01	11.25
3	Dust Control	JOB	LS	1.00	1.00
4	Mulching	402	SY	1.00	402.00
5	Temporary Grassing	402	SY	0.50	201.00
6	Permanent Grassing	402	SY	1.00	402.00
Subtotal					12,267.25
Sidewalk - City of Brunswick					
1	Landscape Remove and Replace, Clearing of Underbrush	JOB	LS	5,000.00	5,000.00
2	Grading and fill material	65	CY	35.00	2,275.00
3	4" concrete sidewalk	830	SY	63.50	52,705.00
4	ADA detectable warnings with brick pavers	5	EA	1,000.00	5,000.00
5	White Tuff Post (3'x42")	122	EA	147.50	17,995.00
6	Sawcut and remove existing asphalt	376	SY	30.00	11,280.00
7	Remove and replace curb	35	LF	40.00	1,400.00
8	Remove and replace pavers	12	SF	25.00	300.00
9	6" concrete sidewalk	505	SY	66.00	33,330.00
Subtotal					129,285.00
Signing and Marking					
1	Thermoplastic Solid Traf Stripe, Continental Crosswalk	2	LS	900.00	1,800.00
2	Thermoplastic Solid Traf Stripe, 24" White	10	LF	25.00	250.00
3	Permanent Traffic Signs	1	LS	600.00	600.00
4	Remove and Relocate Existing Traffic Signs	2	LS	250.00	500.00
Subtotal					3,150.00
				Total	166,202.25

CONTINGENCY (10%) 16,620.23

TOTAL PROJECT BID 182,822.48

Swindell Construction Company, Inc.
 3772 Arlian Brannen Road
 Glennville, Ga. 30427
 swinconstruction@windstream.net
 (912)654-3595-Office/(912)237-2460- Cell

Submitted By: 
 Albert Ty Swindell- Vice President

Attested By: 
 Angela M. Swindell - President/Secretary

SECTION 00500

AGREEMENT

THIS AGREEMENT, made this ____ day of _____, 2022, by and between the City of Brunswick, Georgia, hereinafter called "OWNER" and _____doing business as a for-profit corporation in the State of Georgia, hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the MLK, JR. BOULEVARD MULTI-USE TRAIL- FOURTH AVENUE SEGMENT and all other incidental work required by the Contract Documents for a complete project hereinafter called the "WORK". The "WORK" shall also include General and Special Conditions and the price included in the items in the CONTRACT and no separate payment will be made for same.
2. The CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the preparation, demolition and completion of the WORK.
3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS on the date indicated in the NOTICE TO PROCEED and will complete the project in **60 calendar days** unless the contract time is extended as provided in the General Conditions. A liquidated damage penalty will be assessed at a unit rate of \$250 per day for each day the work exceeds the allotted time unless a written extension request and justification for delays are submitted to the City and approved in writing by the City a minimum of (30) days prior to the contract deadline.
4. The CONTRACTOR agrees to perform all of the Work described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of

\$ _____ dollars

(\$ _____) or as shown in the Bid Form (00480).

5. The term "CONTRACT DOCUMENTS" means and includes the following:

- 00100 Advertisement for Bids
- 00200 Instructions to Bidders
- 00450 Bid Bond
- 00480 Bid Form
- 00500 Agreement
- 00600 Performance Bond
- 00610 Payment Bond
- 00615 E-Verify and Oath
- 00620 Certificate of City of Brunswick's Attorney
- 00700 General Conditions

Addenda: No. _____, dated, _____
 No. _____, dated, _____
 No. _____, dated, _____

6. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the General Conditions such amounts as required by the CONTRACT DOCUMENTS. Partial pay estimates shall be in accordance with the Supplementary Conditions.

7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in five (5) counterparts each of which shall be deemed an original on the date first above written.

(SIGNATURES ON FOLLOWING PAGE)

CITY OF BRUNSWICK:

BRUNSWICK, GEORIGIA

BY: _____

(SEAL)

NAME: Cosby Johnson

Title: Mayor

ATTEST:

Name: _____

Title: _____

CONTRACTOR:

BY: _____

NAME: _____

(SEAL)

ADDRESS: _____

ATTEST:

Name: _____

END OF SECTION



SUBJECT: Norwich Commons Fund Revolving Loan Approval RE: Country Boy Cooking

COMMISSION ACTION REQUESTED ON:

PURPOSE: Country Boy Application Approval

HISTORY: The Norwich Commons Revolving Loan Fund was created to support the development of housing and businesses along the Norwich Commons Corridor.

FACTS AND ISSUES: Country Boy Cooking of 3300 Norwich St Brunswick GA 31520 has applied for a Ten thousand (\$10,000.00) loan through the Norwich Common Loan fund. Mr. Riddle is expanding his current business to include outdoor seating, restrooms, and convening space. The current cost for this renovation is \$49,985.00.

Country Boy Cooking “DOES” meet the 3/1 funding and eligibility of requirement The application has been reviewed and approved to be presented to City Commission by the City’s Urban Redevelopment Agency.

BUDGET INFORMATION: \$250,000.00

OPTIONS:

Approve the disbursing of the loan

Not Approve the disbursing the loan funds

DEPARTMENT RECOMMENDATION ACTION: Approve revisions

DEPARTMENT: Economic Development

Prepared by: Travis Stegall

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Regina McDuffie

City Manager

2/22/22

Date

City of Brunswick
Development Assistance Loan Fund
Up to \$250,000 – Norwich Commons Fund

PURPOSE: To authorize up to \$250,000 funding from Norwich Commons Fund to establish a Norwich Common Redevelopment Assistance Fund providing strategic resources to help ameliorate identified obstacles to residential and commercial real estate development within the Norwich Common corridor.

PROJECT SPONSOR: City of Brunswick

FUNDING SOURCE: \$250,000 from City of Brunswick

LOCATION: Norwich Common Corridor

PROJECT DESCRIPTION: The City of Brunswick desires to establish a Development Assistance Loan Fund program to assist small developers and business owners seeking to develop or significantly rehabilitate residential/commercial properties or residential mixed-use properties. To facilitate the creation and implementation of the Development Assistance Loan Fund. The City of Brunswick is seeking commission approval for a Norwich Common Development Assistance Loan Fund up to \$250,000 for development assistance loans in the respective redevelopment area. Maximum loan amounts would be \$10,000 per project unless otherwise noted and approved after commission approval. The inability of small developers to secure capital to complete the analysis and work necessary to bring projects to a level of financing viability is an obstacle this fund will help overcome. The proposed Development Assistance Loan Fund will provide both for-profit and non-profit small developers and business with needed and necessary funding to advance their projects towards construction and development.

ELIGIBLE PROJECTS:

- Commercial property rehabilitation
- Residential projects with the following requirements:
 - New Multifamily Rental with 20% of Units @ < 60% AMI
 - Rehab Multifamily Rental with 20% of Units @ < 60% AMI
 - New or Rehab Single-Family For-Sale with 20% @ < 120% AMI



Urban Redevelopment Agency

Al Verheyen, Chairman
Michael Butcher, Commissioner
Doris Dollar-Carter, Commissioner
John Donohue, Commissioner
Heddy Bernstein, Commissioner
Kelly Hnatt, Commissioner
Michael Patterson, Commissioner

Mathew Hill, Secretary
Amanda Szokoly, Attorney
Steven Blackerby, Attorney

November 19, 2021

Travis Riddle Sr
Country Boy Cooking
3300 Norwich Street
Brunswick, GA 31520

RE: Norwich Commons Fund Revolving Loan
3300 Norwich Street

Dear Travis,

The Urban Redevelopment Agency board of commissioners reviewed your application for the Norwich Commons Loan Fund at their October meeting. The commissioners approved a \$10,000 loan to be applied to the concrete work. Please provide a quote for the construction phase of the project.

You will be hearing from the Economic Development Department about the final details of the loan program.

Congratulations and thank you!

Sincerely,

Mathew Hill

Mathew Hill
Secretary

DAVE'S HOME IMPROVEMENT QUOTE/CONTRACT

November 29, 2021

Country Boy Cooking
3300 Norwich Street
Brunswick, GA 31520

Travis Riddle, Sr.

WORK

Build a 24x10 bar/bathroom to include pouring slab for 2 more gazebo's – 12x16.
Pour concrete and install metal roof to match the existing building on the property.

<u>\$19,985.00</u>	Labor/Material
\$19,985.00	TOTAL

David B. Bess
402 Buckingham Place
Brunswick, GA 31525
(912) 222-7789 – C
(912) 264-3038 - M

Board Approval Date: _____ Amount: _____

Grant applications are due the last Wednesday of the month.

Brief description of work:

Parking lot for customers (Attach additional page if space is needed.)

Project Address: 3300 Norwich St

Estimate: 30,000 Amount of Grant: _____

Start date: 5/27/21 End date: 2 week later

Contractor: Fulker Concrete Phone: _____ FAX: _____

Applicant Name: Travis Riddle Sr

Business: Country Boy Cooking

Business Address: 3300 Norwich St

Daytime Phone: 404-772-4276 FAX: _____

Applicant Owns Rents the above property (check one)

If renting, provide owner's name, phone number and signature authorizing the proposed facade improvements contained in this application.

Owner's name: Travis Riddle Sr Phone: 404-772-4276

[Signature] _____
 Owner's Signature Date

CHECK LIST
<input checked="" type="checkbox"/> Prepared plans showing the scope of work and specifications of design and improvements.
<input checked="" type="checkbox"/> Specified colors & paint samples.
<input checked="" type="checkbox"/> Estimates of work, time and costs
<input checked="" type="checkbox"/> Attached before photograph of building and "after" concept.

All information must be in to the Urban Redevelopment Agency by 5:00 pm the last Wednesday of the month. Incomplete applications will not be considered. Applications received after the deadline will be held until the next review session. Work done prior to board approval will not be reimbursed.

This work complies with City of Brunswick code and permit requirements. ALL SIGNATURES REQUIRED.

[Signature] _____
 Building Inspections Date
 City Hall, 601 Gloucester St
 267-5527

 Fire Inspector Date
 Fire Station #1, 1201 Gloucester Street
 280-1219

Norwich Commons (URA)

FULLER CONCRETE CONSTRUCTION & REMODELING
Inc.

399 Moss Creek Ln.
BRUNSWICK, GA 31525
(912) 230-2488
Proposal

6/1/2021

Submitted: Travis Riddle
Job site: 3300 Norwich street
Brunswick, Ga. 31520

*We hereby agree to provide all necessary labor, materials and equipment to grade, form, pour and finish approximately 8,000 sq. ft. concrete commercial parkin lot. *To include striping*

TOTAL ESTIMATE NOT TO EXCEED: \$ 30,000

PAYMENT AS FOLLOWS

1/ 2 to begin Balance upon completion.

AGREEMENT:

All work to be done in a substantial workman like manner. Any alterations or deviations from the above detailed proposal will be executed upon written orders only and will reflect an additional charge above and beyond the cost set forth on this proposal.

Company Approved Signature

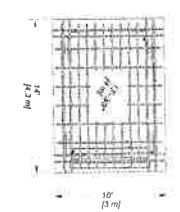
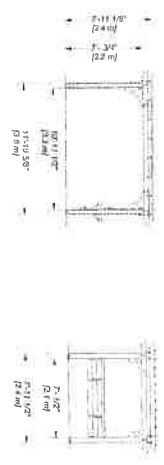
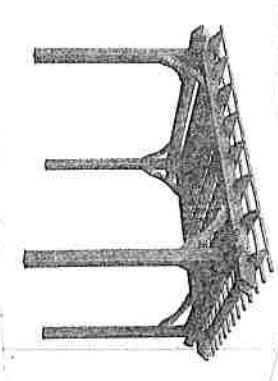
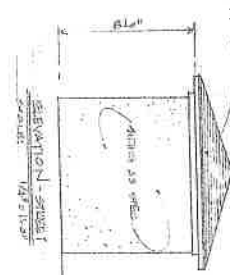
 Date: 6/1/2021

Anthony C. Fuller Sr., Manager

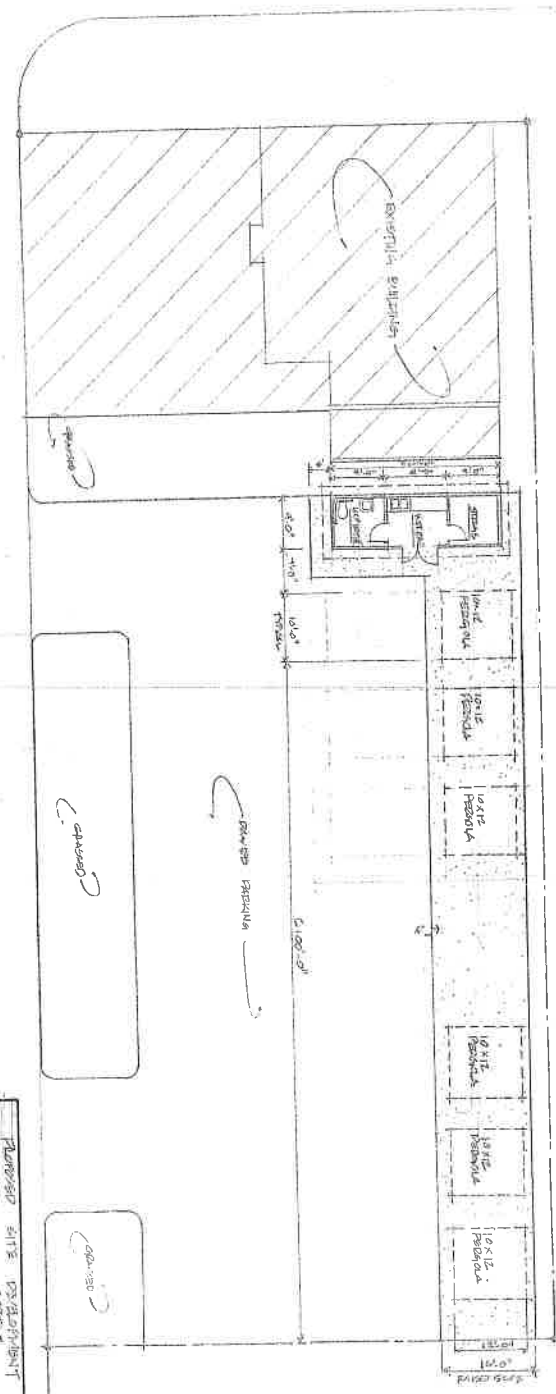
I (We) hereby agree to the terms and conditions set forth in this proposal and authorize Fuller Concrete Construction & Remodeling to begin the work as specified above. Payment will be made as indicated.

Signature:  Date 6 / 1 / 2021
Lic. # 3893

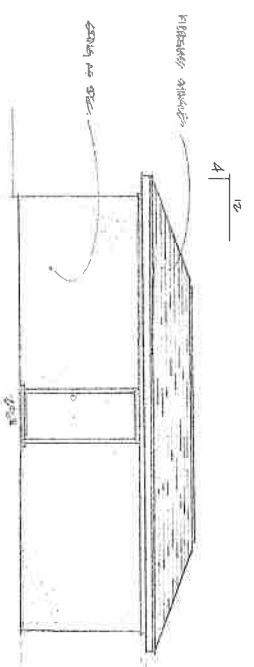
ASPHALT DRIVEWAY



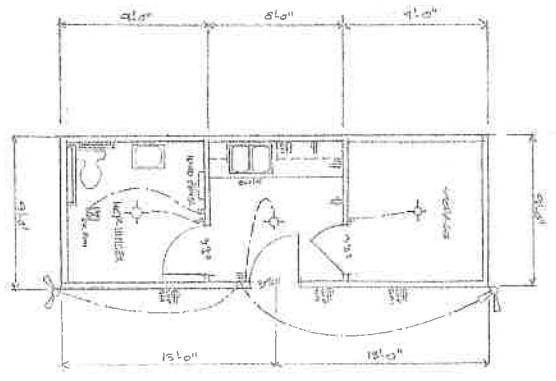
Ground Dimension
EXAMPLE: 14' x 20' (4.27m x 6.09m), 7'11" x 7' 2"



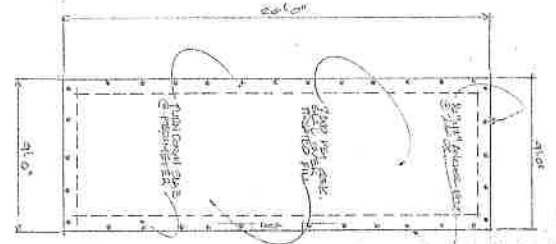
PROJECT NAME		PROJECT NUMBER	
DATE		DRAWN BY	
SCALE		CHECKED BY	
PROJECT LOCATION PROJECT DESCRIPTION PROJECT CLIENT			



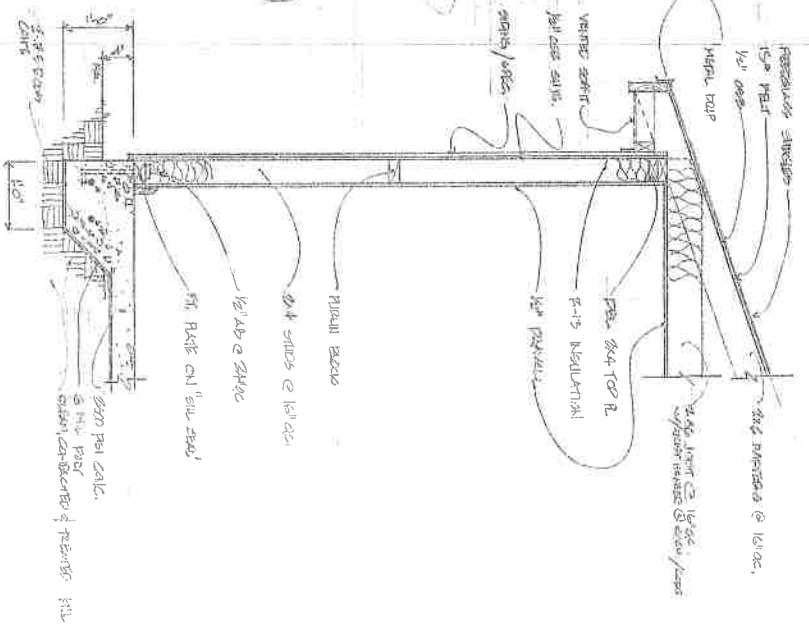
ENTRY SIDE ELEVATION
SCALE: 1/4" = 1'-0"



FLOOR PLAN
SCALE: 1/4" = 1'-0"



FOUNDATION PLAN
SCALE: 1/4" = 1'-0"



TYPICAL WALL SECTION
SCALE: 1" = 1'-0"

SCALE	APPROVED BY	DATE
DATE	DATE	DATE
DATE	DATE	DATE



SUBJECT: Back to Business Brunswick Program Changes

CONSENT AGENDA: March 2, 2022

PURPOSE: Consider approval of changes to the Back to Business Brunswick program.

HISTORY: When the Department of Treasury announced that the City of Brunswick would receive \$9.2 Million in American Rescue Plan Act funding, Downtown Development Authority staff reviewed the interim guidelines and discovered that these funds could be used for small business assistance through loans and grants. DDA staff developed three programs to benefit small businesses using these funds. The programs were presented to the City Manager, who asked that the programs be made available to businesses city-wide. The City Economic Development Department has been operating a duplicate program. All applications are made through a common online platform and then distributed to the appropriate division for processing.

FACTS AND ISSUES: While the first round of applications for the grant program was brisk, there were few applications for the second round. The departments have discussed this and in order to continue to serve our business community with speed, want to amend the process so all applications will be reviewed on a monthly basis. There may have been some confusion as to the approval process with the loans being reviewed/approved monthly and the grants being reviewed quarterly. Staff has also reviewed the final guidance from the Department of Treasury, and since Brunswick is a Qualified Census Tract, have broadened the allowed uses for the grant funds. We have also separated the Workforce Development & Retention uses into a separate item.

BUDGET INFORMATION: The City is allocated to receive \$9,212,262 in ARPA funding. The funding will be received in two distributions: \$4,606,131 in FY 22 and \$4,606,131 in FY 23. The Back to Business Brunswick programs will be funded as follows: \$1,000,000 in FY 22 and \$200,000 in FY 23. The program changes are being made to make full use of the funds allocated to the programs before the Department of Treasury deadline.

OPTIONS: 1. Approve the program changes. 2. Do not approve the program changes.

DEPARTMENT RECOMMENDATION ACTION: The Downtown Development Authority and Department of Economic Development recommend that the changes be approved. The Downtown Development Authority Board has reviewed the proposed changes and approved them at their February 10 meeting.

DEPARTMENT:

Prepared by: Mathew Hill, DDA;

ADMINISTRATIVE RECOMMENDATION:

Regina McDuffie
CITY MANAGER

2/22/22

DATE

Brunswick Business Relief Grant

Overview:

Awarded monthly, the Brunswick Business Relief Grant (BBRG) provides funding to Brunswick's businesses for innovation, expansion, or COVID-19 relief. With an award ceiling of \$15,000 towards eligible expenses, the BBRG will cover 60% of the total project cost. For example, if an applicant applies for \$10,000, they would be eligible for only \$6,000. To be eligible for the full \$15,000, the project would have to amount to \$25,000.

COVID-19 Relief:

Due to the ongoing pandemic, BBRG funds may be used to counter the negative economic effects brought on by COVID-19. There is no percentage, and applicants would be awarded the full amount requested up to \$10,000. However, the burden of proof will be higher for applications seeking this, and will be reviewed on a case-by-case basis.

Eligible Expenses:

1. Production equipment
2. Office equipment, including software and hardware
3. Expansion Expenses
4. Response to COVID-19

Ineligible Expenses:¹

1. Property Payments
2. Accounts Payable, Debts
3. Rent, Interest, or Mortgage payments
4. Medication, Alcohol, and Tobacco
5. Raw materials or items purchased for resale

Criteria for Approval:

1. Applicants will need to provide an itemized project outline demonstrating viability.
2. Applicants open less than one year will also need to provide a business plan.
3. Applicants will need to demonstrate that they have sought and received advice and support from the SBDC, SBA or other relevant professional.
4. A detailed report on the use of funds, and how it would positively impact their business in the short-, medium-, and long-term, or in response to COVID-19.
5. Applicants will need to provide a timeline on when funds would be spent, and quotes.
6. Availability of grant funds.
7. Must have less than 30 employees.

Program Requirements:

1. Expenses incurred prior to final approval are generally ineligible.
2. Applications that include building rehabilitation must include property owner's approval.
3. Project must commence within 45 days of approval and be completed within 180 days of commencement, unless otherwise approved with reasonable proof that the project cannot be completed in that timeframe.
4. Grants will be paid following completion of the project and presentation of paid invoices to the DDA.
5. Grant funds should result in new long-term job creation.
6. All grants are discretionary and based on available funding.
7. Recipient is required to measure the success of grant funds and usage, and provide reports 6 and 12 months from award.
8. Businesses that have been opened for less than a year and seeking COVID-19 economic relief, are required to submit documentation proving economic hardship brought on by the pandemic.

¹ Items 1, 2 and 3, under ineligible expenses maybe covered if seeking relief brought on by COVID-19. See COVID-19 requirements.

Depending on applicant's location, all requirements, qualifying elements, and approval of Back to Business Brunswick incentives are at the discretion of the Brunswick Downtown Development Authority's Board of Directors or Brunswick's Economic Development Department BtoBB committee.

Payment:

1. Grants will be paid in arrears on receipt of proof of payment for both project and continuing education tuition.
2. Base grant will be paid in one installment.
3. Grant checks will be made payable to the applicant.
4. Grant funds must be claimed within 8 weeks of item completion.

Repayment Conditions:

1. Repayment of the grant may be demanded if an applicant is found to have made a fraudulent application, or if, within a period of two years from repayment of the grant, the recipient:
 - a. Ceases to trade for a period of three months or more.
 - b. Moves the business out of the Brunswick DDA District or City Limits

Checklist:

- Completed Back to Business Brunswick (BtoBB) preapplication.
- Project description and itemized costs outlining use of funds.
- Applicant has received advice and support from the SBDC, SBA or relevant professional.
- Signed letter from applicant stating how BtoBB funds will impact their business in the short-, medium- and long-term.
- Quotes for all tangible or real items being purchased with funds (if applicable)

Applications that do not satisfy all listed items in the above checklist will not be reviewed and will be notified of their status.

Due to limited funds, applications that are six weeks old may be considered lapsed and required to reapply.

Revised: 2/22/2022

Depending on applicant's location, all requirements, qualifying elements, and approval of Back to Business Brunswick incentives are at the discretion of the Brunswick Downtown Development Authority's Board of Directors or Brunswick's Economic Development Department BtoBB committee.

Brunswick Workforce Development Grant

In response to the labor shortage brought on by COVID-19, and to strengthen downtown Brunswick's workforce, a lump sum grant will be awarded to a business that either interns a student from an accredited school, issues a hiring bonus, or provides a retention wage for current employees.

Applicant may apply for all purposes listed below but will only receive up to \$5,000 per qualified application. Applicants may apply for the workforce incentive in isolation.

Purpose	Amount
1. Internship	1. \$500
2. Hiring Bonus	2. \$1,000
3. Retention Wage	3. \$4,000
4. Skilled Labor Incentive	4. \$1,000

Approved organizations for internships and Skilled Labor Incentive:

STAR Foundation
Golden Isles College and Career Academy
College of Coastal Georgia
Coastal Pines Technical College

Continuing Education Provision

To receive the full award amount, the recipient or one of their employees are required to complete an approved education course provided by the College of Coastal Georgia, Coastal Pines, or the UGA Small Business Development Center. Award amount will be paid in the arrears and will reflect 40% of the total award amount. For example, if a recipient is awarded the full \$15,000, but fails to complete the continuing education course within 6 months of awarding, the total award would be \$9,000.

Depending on applicant's location, all requirements, qualifying elements, and approval of Back to Business Brunswick incentives are at the discretion of the Brunswick Downtown Development Authority's Board of Directors or Brunswick's Economic Development Department BtoBB committee.