

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, MAY 4, 2022 AT 6:00 P.M.

1229 NEWCASTLE STREET, 2nd FLOOR

&

STREAMED LIVE AT THE BELOW WEB ADDRESSES:

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

or

<https://cityofbrunswick-ga-gov.zoom.us/j/94464367023>

CALL TO ORDER **INVOCATION **PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

1. Adoption of May 4, 2022 Regular Meeting Agenda.

PRESENTATION

2. Presentation of the Proposed 2022/2023 Fiscal Year Budget. (R. McDuffie) (Encl. 1)

CONSENT AGENDA ITEM(S)

3. Consider Approval of April 20, 2022, Regular Scheduled Meeting Minutes. (subject to any necessary changes). (N. Atkinson) (Encl. 2)

ITEM(S) TO CONSIDER FOR APPROVAL

4. Consider Approval of Funding for Coastal Community Healthcare Services. (R. McDuffie/K. Chandler) (Encl. 3)
5. Consider Approval of Financial Reports as of March 31, 2022. (K. Mills) (Encl. 4)
6. Consider Approval of Surplus Property. (R. Charnock) (Encl. 5)
7. Consider Approval to Renew General Liability and Property Insurance Policy. (L. Velie) (Encl. 6)
8. Consider Approval of Community Development Block Grant Fiscal Year 2022 Action Plan. (D. Bravo) (Encl. 7)
9. Consider Approval of an Agreement with National Sign Plaza for Installation of the City of Brunswick Wayfinding Signage. (T. Nelson) (Encl. 8)

CITY ATTORNEY'S ITEM(S)

10. Discussion of Proposed Ordinance No. 1074 ~ Short Term Rental. (Encl. 9)

EXECUTIVE SESSION

**City of Brunswick
FY 2022-23 Proposed Budget
Budget Highlights**



Balanced Budget - \$TBD

**Increased Pay - 3.0% COLA salary increase projected
\$1.00 per hour increase for general employees**

Added Personnel - 2.5 FTE

Enhance technological operation

Support building maintenance / skilled labor

Maintain current Health Insurance premium

Support Housing Initiative

Funding for demolitions

Technology Upgrades

Infrastructure Maintenance - “Goats”

Equipment Upgrades and Replacement - \$TBD

No Use of fund balance; \$TBD ARPA

**City of Brunswick
FY 2022-23 Proposed Budget
Budget Summary**

Budget Highlights

Budget Schedule

Revenue Summary

Revenue Chart

Expenditure Summary

Expenditure Chart

Personnel Cost Chart

Authorized Position

Proposed Position Change Summary

OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION MEETING
WEDNESDAY, APRIL 20, 2022
AT 6:00 P.M.
1229 NEWCASTLE STREET, 2nd FLOOR
&
VIRTUAL TELECONFERENCE VIA ZOOM
STREAMED LIVE AT THE BELOW WEB ADDRESSES:

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

or

<https://citvofbrunswick-ga-gov.zoom.us/j/96229405210>

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

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

INVOCATION: Pastor Paul McKenzie ~ Bethel Evangel Community Church

PLEDGE OF ALLEGIANCE – Recited in unison

ADDENDUM TO AGENDA

Commissioner Martin made a motion to add as item number 5a “*Consider Approval of Resolution No. 2022-05 – Recognizing April 24th – 30th as Georgia Cities Week*”; seconded by Commissioner Cason. Motion passed unanimously.

APPROVAL OF AGENDA

1.1Adoption of the Regular Meeting Agenda for April 20, 2022.

Commissioner Martin made a motion to approve April 20, 2022 meeting agenda; seconded by Commissioner Cason. Motion passed unanimously

PRESENTATION

1. Presentation from Ben Pierce, P.E., GWES, LLC Project Manager, Regarding Costal Incentive Grant – Tide Control.

Following questions and responses; commission thanked Mr. Pierce for the presentation.

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

2. Consider Approval Alcohol Beverage License:

<u>Name of Business</u>	<u>Owner/Mgr.</u>	<u>Location of Business</u>	<u>Comments</u>
Craver’s Wings & Grill	Owner: Paul Ransom	3421 Cypress Mill Rd. Suite 1	On premise consumption of beer, wine, and distilled spirits.

Mayor Johnson opened floor for anyone wanting to speak in favor or opposition of the above-referenced new license.

No one came forth to address the Commission.

Commissioner Martin made a motion to approve the new license for Craver’s Wings & Grill; seconded by Commissioner Cason. Motion passed unanimously.

CONSENT AGENDA ITEM(S)

3. Consider Approval of April 6, 2022, Regular Scheduled Meeting Minutes. *(subject to any necessary changes). (N. Atkinson)*

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

ITEM(S) TO CONSIDER FOR APPROVAL

4. Consider Approval of Resolution No. 2022-04 – Adding June 19th “Juneteenth” to the City’s Holiday Calendar. *(R. McDuffie)*

Commissioner Rolle made a motion to approve the above-referenced resolution; seconded by Commissioner Martin. Motion passed unanimously.

5a Consider Approval of Resolution No. 2022-05 - Recognizing April 24th -30th as Georgia Cities Week. *(R. McDuffie)*

Commissioner Martin made a motion to approve the above-referenced resolution; seconded by Commissioner Cason. Motion passed unanimously.

UPDATE(S)

5. Update from City Manager McDuffie and Staff Regarding the following:

- Ten Million Dollar Grant to Address College Park Stormwater Issues.
City Engineer/Public Works Director Alberson gave an update regarding the above-referenced grant and some of the compliance requirements before moving forward with the College Park stormwater/drainage construction.
Following questions/comments and responses Commission thanked Director Alberson for the update.
- Six Million Dollar Funding for St. Marks Towers Renovations and Improvements.
Economic & Community Development Director Stegall gave an update regarding the renovations and improvements to St. Marks Towers with the above-referenced funding.
- Community Development Block Grant – Disaster Relief.
Economic & Community Development Director Stegall gave an overview of what the above-referenced grant will be utilized for.
Following questions/comments and responses Commission thanked Director Stegall for the updates.

CITY ATTORNEY’S ITEM(S)

6. Consider Approval/Confirmation of Intergovernmental Agreement Between the City of Brunswick and Glynn County in Regard to City Sidewalks and Squares Repairs/Reconstruction and/or Improvements.

Commissioner Martin made a motion to approve the above-referenced revised Intergovernmental Agreement; seconded by Commissioner Cason. Motion passed unanimously.

EXECUTIVE SESSION

Commissioner Martin made a motion to hold an executive session to discuss litigation; seconded by Commissioner Cason. Motion passed unanimously.

RECONVENE FROM EXECUTIVE SESSION

Mayor Johnson announced no action was taken

Commissioner Martin made a motion to adjourn; seconded by Mayor Pro Tem Harris. Motion passed unanimously.

MEETING ADJOURNED – *meeting adjourned at 8:01 p.m.*

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

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



SUBJECT: Funding for Coastal Community Healthcare Services

COMMISSION ACTION REQUESTED ON: May 4, 2022

PURPOSE: To approve funding for the Coastal Community Healthcare Services as requested to support the operation of a healthcare clinic and pharmacy in downtown Brunswick.

HISTORY: On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law by President Biden. The Coronavirus State Fiscal Recovery Fund are intended to provide support to State, local, and Tribal governments (together, recipients) in responding to the impact of COVID-19 and in their efforts to contain COVID-19 on their communities, residents, and businesses. In response to the Corona Virus pandemic and its impact on communities with high poverty levels, the provision of additional healthcare facilities is a viable option for use of these funds. Coastal Community Healthcare Services will significantly enhance the provision of healthcare services particularly to underserved populations which have been documented as disproportionately impacted by the pandemic.

FACTS AND ISSUES: According to the most recent census data, the city of Brunswick has a reported poverty level of 35.7%. Health outcomes for the City of Brunswick are heavily impacted by the number of residents in the low to moderate income range and the number of children in poverty. Health outcomes in high poverty communities is generally lower and accessibility to quality healthcare has been identified as a contributing factor. The clinic can also provide healthcare services directly to the city by assisting with preventive care, drug testing and lower costs for medication for city employees.

BUDGET INFORMATION: Funds are proposed from American Rescue Act Plan funds that the city received. Allocation of funds recommended as provided in the presentation.

OPTIONS:

1. Approve the proposed funding for the Coastal Community Healthcare as presented.
2. Approve the proposed funding with modifications/amendments from the Commission.

3. Do not approve the proposed funding.
4. Take no action at this time.

DEPARTMENT RECOMMENDATION ACTION:

Approve the proposed funding as presented.

DEPARTMENT: City Manager's Office

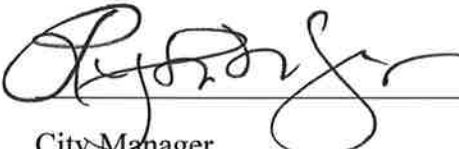
Prepared by: Regina M. McDuffie

ADMINISTRATIVE COMMENTS:

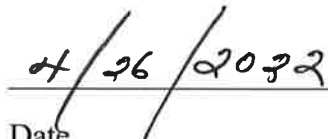
As a city, improvements and enhancements to the quality of life of our citizens are our continuous goals. Improving the health and wellbeing of our citizens and our employees are paramount to the vitality of our existence. Health outcomes play an important role in the standard of living and improvements in areas where it is needed the most contributes to our overall environment, economically, socially, and morally. This service can have a long term impact on the sustainability of our community.

ADMINISTRATIVE RECOMMENDATION:

Approve the proposed funding as presented.



City Manager



Date



Office Hours
Monday 8 am – 7pm
Tuesday-Thursday 8 am – 5 pm
Friday 8 am – 2pm

SERVICES OFFERED

Coastal Community Health Services is a not-for-profit healthcare organization that offers a wide range of family practice primary healthcare services to meet your and your family's medical needs. **We accept private insurance, Medicaid, and Medicare. If you are uninsured, have high copays or deductibles, you may be eligible for our reduced-price program.** * Examples of our low-cost services include care and treatment for the following:

- Acute Illness
- Adolescent Health
- Arthritis and Joint Problems
- Asthma
- **Behavioral & Mental Health**
- Cholesterol/Lipid Management
- COPD
- Diabetes
- Electrocardiograms (EKGs)
- Family Planning & Contraceptives
- General Dental Care – Closed temporarily
- Healthcare Education
- Heart Disease
- Hypertension-High Blood Pressure
- **Immunizations – Brunswick Mall Location**
- Insurance & Benefits Counseling
- Menopause Care
- Minor Laceration Care
- Nebulizer Treatments
- **Pediatrics- Illness and Wellness**
- Physical Exams
- Prenatal Care
- Preventive Health
- School/Sports Physicals
- ***Vision Exam and Glasses - (Only \$10 per year, for those who qualify)**
- Wellness Exams
- Women's Health & OB/GYN
- X-Rays and Ultrasounds

BEHAVIORAL & MENTAL HEALTH COUNSELING SERVICES

Mental health & substance use disorder counseling for adults and adolescents experiencing:

- Anxiety
- Trauma
- Grief and Loss
- Low Self- Esteem
- Mood Disorders
- Relationship problems
- Difficult life adjustments
- Postpartum depression
- Post-Traumatic Stress Disorder
- Opioid & Alcohol Use Disorder

BE SURE TO ASK US ABOUT OUR LOW COST AND/OR FREE PRESCRIPTION DRUG

*The reduced priced eye exam program fees are calculated on household income.

*Examples of our low-cost services list is not inclusive of the services we offer.

*General Dental Office is closed temporarily.

106 Shopper's Way
Brunswick, GA 31525
O: 912-275-8028
F: 912 275-8113

2215 Bartow Street
Brunswick, GA 31520
O: 912.289.2006
F: 912289.2014

6574 Shellman Bluff Rd, NE
Shellman Bluff, GA 31331
O: 912.623.4755
F: 912.549.1040



COMMUNITY IMPACT REPORT

Coastal Community Health Services

2021

BOARD OF DIRECTORS

Adam Brown, Chair

Jennifer Duval,
Treasurer

George Stevens

Margaret Tuten

John Laws

Dr. Faye Mathis

Greg Jaudon

Esther Figueroa

Stephani e Krause-
Jones

Pamela Rogers

Honey Sparre

Lyn Ventimiglia-
Lobit

MESSAGE FROM THE CEO

2021 IN REVIEW

It is without question that our organization, like many others, experienced both challenges and successes in 2021. As we continue to battle the pandemic, our staff is easily identified as our greatest success and asset to our program. Every single member of our team, seasoned or new, rose to the occasion to ensure Coastal Community Health Services was able to provide the highest quality of health care in a compassionate and efficient manner to all. I am humbled and appreciative of the dedication and strength they have shown to all those we have served within county and surrounding areas.

Coastal Community Health Services, in conjunction with other health centers across the nation, just as in 2020, to provide its patients and the general population with testing and vaccinations based on guidelines outlined by the Centers for Disease Control and Prevention (CDC). We are proud to have administered over four (4) thousand vaccines throughout the communities we serve, while also continuing to offer primary medical care, including behavioral health, dental services, and access to affordable medication; thus adhering more than ever to our organization's mission of increasing access to care to ALL in need.

Thanks to our staff's hard work as well as with the assistance of American Rescue Plan funding, our workforce has grown by 28%. We have added needed clinical support as well as administrative staff, all geared toward full optimization of accessible care for our patients and the general public with the goal of making healthcare in the areas we service more equitable.

Our passion for what we do does not stay within our clinical walls. Our newly established Operation Wellness & Empowerment (OWE) program for the homeless is the newest testament of our organization's commitment to the community and to every person's health and wellbeing. Through this program, with the collaboration of other government and grassroots organizations, we will seek to ensure access to healthcare is available to some of the most vulnerable population(s) that are seeking to find stability both in their health and transition from a state of homelessness.

We are excited to be stepping into the new year (2022) with the hope that the pandemic will slowly retreat into manageable levels, thus allowing all of us, including you, to resume our normal lives. However, until then—**WE ARE HERE, WE REMAIN STRONG, AND WE ARE READY TO SERVE.**

Dr. Kavanaugh Chandler, CEO

2021 BY THE NUMBERS

TOP ACCOMPLISHMENTS:

- 6,726 patients
- 18,105 patient visits
- 139 veterans served
- 867 patients (12.9% of patients) were served in language other than English
- Administered 4,320 vaccines and vaccinated 2,325 individuals. Continued COVID-19 testing.
- Completed purchase of Ellis Clinic building in downtown Brunswick
- Expanded virtual visit access to medical and behavioral health

LOOKING AHEAD TO 2022 AND BEYOND

We are very excited to see what 2022 will bring to our organization. We are fully committed to continue to bring quality health care and continue to broaden and increase access to care the people and places with the fewest resources and greatest need.



Improving Access to Care

- **Opening Ellis Clinic** in downtown Brunswick (3rd Glynn County location), providing greatly increased access to care to the population with most need
- **Chronic Care Management & Patient Education** - expanded regular monitoring of the patient's chronic health conditions, training patient or caregiver and providing treatment or intervention when warranted
- **340B Program** - program expansion and adding of CVS and Jet's Pharmacy to our existing roster of contracted pharmacies (Golden Isles Pharmacy, Publix, Walmart, Winn-Dixie)
- **Behavioral Health and Substance Abuse Services** - expanding to all locations. MAT available.
- **Rural Areas: Opening Townsend Clinic** in McIntosh County (2nd location)
- **OWE** - develop homeless outreach program through continued close collaboration with local charitable organization and government authorities and use our Perry Park clinic for homeless health care access
- **In-House Pharmacy** - located Ellis Street clinic, serving patients at all locations. Delivery service program implementation. Continued expansion of PAP program to qualified patients.
- **Working closely** with community partners to promote available services to all segments of population within our service areas

COVID-19 RESPONSE

Testing

- PCR Testing
- Rapid Testing
- Antibody Testing

Vaccinations

- Pfizer
- J&J
- Moderna

In 2021, our staff administered 4,320 vaccines to 2,325 individuals on-site or using our mobile clinic.

OUR HEALTH CENTER CONTINUES TO PROUDLY PARTICIPATE

We are adapting to the new normal and we continue to be committed to the highest level of dedication to providing our patients with the safest and best possible healthcare, no matter challenges that may present. We are here for our patients & the community and we will be here for them every day and at every turn to help them manage their health during the pandemic and thereafter.



Our staff understands the importance of protecting themselves and patients during their visit to our facilities. While 100% our staff is vaccinated against COVID-19, we continue to require the use of personal protective equipment (PPE), our facilities undergo periodic anti-viral disinfecting surface treatment, we employed plexiglass and glass barriers to cut down on the spread of respiratory droplets to help minimize the risk of exposure to all.

Increasing Your Access to Health & Behavioral Care In Office or Virtual Visits Now Available!

A good life starts with good health!

Our Medical Services

Family Medicine Chronic Illness, Preventative Healthcare	Visit In Office or Virtually by TeleHealth	Behavioral & Mental Health Services Affordable Prescriptions
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To Make an Appointment Call Us...

106 Shoppers Way 912.275.8028	2211 Bartow Street 912.289.2006	6574 Shellman Bluff Rd 912.623.4755
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The pandemic has pushed out toward enhancing and expanding access to telehealth for various medical services, therefore making access to quality healthcare even more accessible. What is telehealth? It is the use of the electronic information and telecommunication technologies to provide care when your health provider or you are in separate locations - all you need is phone or a device with internet or data access).

In tandem with CDC recommendations and assistance from the federal government, our organization continues to play a crucial role in the community as we continue to expand our COVID-19 testing and vaccinations capabilities. Whether it be at our clinic or during outreach events, we are proud participate in the continued efforts to minimize the impact of the pandemic on our patients and general population.

2021 PATIENT DEMOGRAPHICS

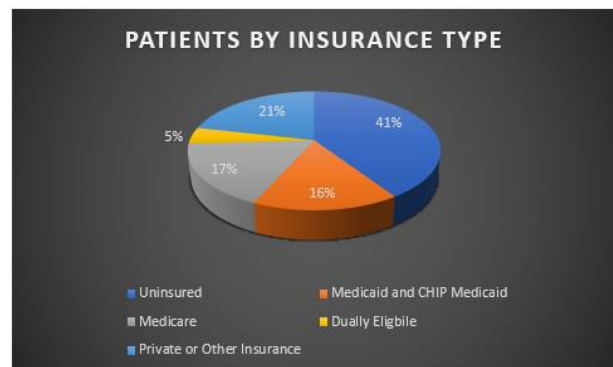
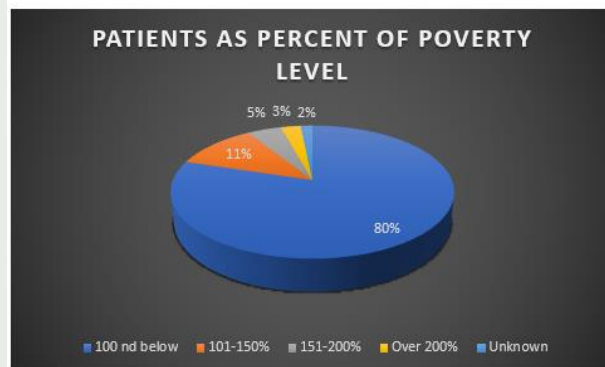
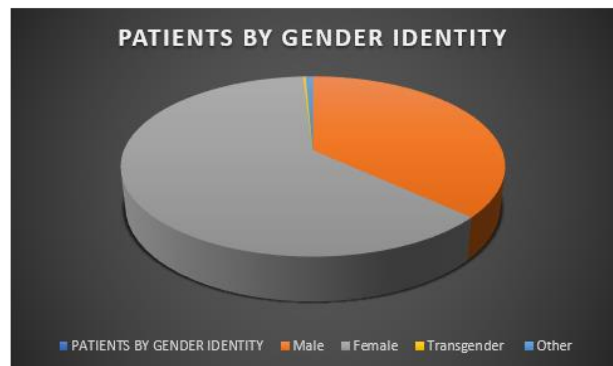
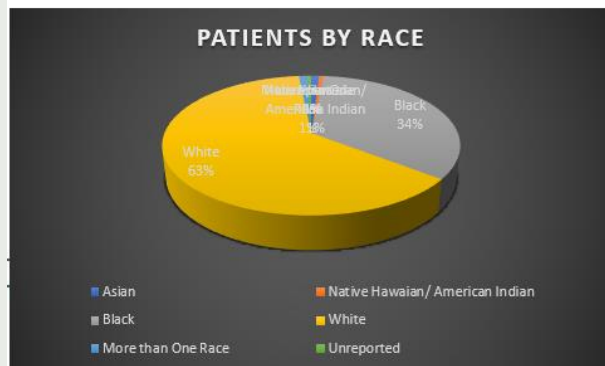
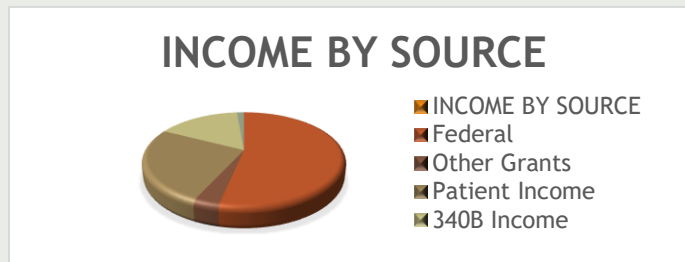
VISITS AND PATIENTS

	ALL AREAS		GLYNN COUNTY	
	VISITS	PATIENTS	VISITS	PATIENTS
2019	17,288	6,609	15,690	5,925
2020	17,560	6,636	15,267	5,861
2021	18,105	6,726	15,927	5,949

COVID-19 TESTING AND VACCINATIONS

	VACCINATIONS		TESTING	
	VACCINES	INDIVIDUALS	TESTS	INDIVIDUALS
2019	0	0	0	0
2020	0	0	4,785	4,072
2021	4,320	2,325	931	682

Income By Source:





February 14, 2022

Kavanaugh Chandler, MD MBA
Chief Executive Officer
106 Shoppers Way, Suite 114, Brunswick, GA 31525
Office: 912-574-5074 Cell: 912-689-9379
www.coastalchs.org
kchandler@coastalchs.org

Attention: City of Brunswick/ Glynn County

I am writing on behalf of Coastal Community Health Services (CCHS) in support of our program's request for financial support to help reduce the health disparities in the City of Brunswick and Glynn County as a whole. With CCHS opening a brand new state-of-the-art medical clinic in the heart of the city. I am confident that our program will play a significant part in reducing the barriers to health our communities are facing by increasing access to evidence-based interventions. Please review our Business Report (See Attachment A).

Our goal is to achieve health equity for all individuals, ages 5 and up, within the City & County. Currently we serve more than 4,000 patients in the City of Brunswick and we anticipate we will see many more with the addition of a pharmacy at the clinic and our ability to offer primary care and behavioral health services both in person and via telehealth (See Attachment B). Currently we are offering COVID-19 screenings, testing, and vaccinations across all clinical sites and intend to do the same at the Downtown Clinic. Equally we provide some free medicine through a Medication Assistance Program (MAP). Through this program and the assistance of the hospital assisting with the cost associated with personnel for this program, we are able to identify much need medication for patients who simply can not afford it.

The Downtown Clinic will partner with other organization within the county to provide wraparound services for all who utilize the clinic by providing primary healthcare, behavioral health services, access to discounted & free medication, assistance with housing, and assistance with applying for various social services to help individuals transition out of homelessness. Equally CCHS will utilize its medical mobile unit to treat homeless patients at various locations throughout the city. Based on the most recent number extracted, CCHS served 53 homeless patients in 2021, however with plans to taking a more active role in identifying those that are homeless and assisting them (filling out applications, transportation, etc) we anticipate seeing 10-12 homeless patients each month. Thus totaling 120 -144 patient patients each year. We feel this is more than an achievable goal, as we will be partnering with agencies such as Faitherworks/The Well, Saved by Grace, Open Hands, Safe Harbor, and many more.

While we battle the COVID-19 Pandemic today, we must also think of tomorrow. We must put measures in place to combat symptoms associated with "Long COVID" and focusing on preventive care that will contribute to the health and wellness of our residents.

Through our partnership, we believe we can help our neighbors have access to better health and a better life. Therefore CCHS would like to kindly request \$220,000 per year for 3 years towards personnel cost (See Attachment C).

Sincerely,

Kavanaugh Chandler, MD MBA
Chief Executive Officer

BUGET PROPOSAL

	Year 1	Year 2	year 2
Total Cost	\$ 544,198	\$ 494,405	\$ 494,405
County Proposed contribution	\$ 220,000	\$ 220,000	\$ 220,000
CCHS Contribution	\$ 324,198	\$ 274,405	\$ 274,405

Description Annual Amount

BUDGET SUMMARY	CCHS CONTRIBUTION,			CCHS CONTRIBUTION,			TOTAL BUDGET,			CCHS CONTRIBUTION,		
	BUDGET, YEAR 1	REQUEST, Year 1	Year 1	BUDGET, YEAR 2	REQUEST, Year 2	Year 2	Year 3	REQUEST, Year 3	Year 3	Year 3	Year 3	
			\$ -	\$ -		\$ -	\$ -		\$ -		\$ -	
			\$ -	\$ -		\$ -	\$ -		\$ -		\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Personnel												
Outreach Coordinator	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	
Front Desk Staff	\$ 45,000	\$ -	\$ 45,000									
Pharmacist, Gross Wages	\$ 125,000	\$ 25,000	\$ 100,000	\$ 125,000	\$ 25,000	\$ 100,000	\$ 125,000	\$ 25,000	\$ 100,000	\$ 100,000	\$ 100,000	
Pharmacy Technician	\$ 45,000	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ -	\$ 45,000	
Nurse Practitioner	\$ 110,000	\$ 110,000	\$ -	\$ 110,000	\$ 110,000	\$ -	\$ 110,000	\$ 110,000	\$ -	\$ -	\$ -	
Medical Assistant/ Nurse	\$ 45,000	\$ 40,000	\$ 5,000	\$ 45,000	\$ 40,000	\$ 5,000	\$ 45,000	\$ 40,000	\$ 5,000	\$ 5,000	\$ 5,000	
Employer Payroll Taxes @ 7.65%	\$ 31,748	\$ -	\$ 31,748	\$ 28,305	\$ -	\$ 28,305	\$ 28,305	\$ -	\$ 28,305	\$ -	\$ 28,305	
Health Insurance, Life, Dental, Vision Expense	\$ 45,000	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ -	\$ 45,000	
Retirement Plan Benefit	\$ 12,450	\$ -	\$ 12,450	\$ 11,100	\$ -	\$ 11,100	\$ 11,100	\$ -	\$ 11,100	\$ -	\$ 11,100	
Total Wages and Benefits	\$ 504,198	\$ 220,000	\$ 284,198	\$ 454,405	\$ 220,000	\$ 234,405	\$ 454,405	\$ 220,000	\$ 234,405	\$ 234,405	\$ 234,405	
Supplies:												
PPE Supplies, \$500 per month	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ 6,000	
Medical Supplies	\$ 4,500	\$ -	\$ 4,500	\$ 4,500	\$ -	\$ 4,500	\$ 4,500	\$ -	\$ 4,500	\$ -	\$ 4,500	
Office and Computer Supplies	\$ 2,400	\$ -	\$ 2,400	\$ 2,400	\$ -	\$ 2,400	\$ 2,400	\$ -	\$ 2,400	\$ -	\$ 2,400	
Cleaning and Hygiene Products	\$ 9,600	\$ -	\$ 9,600	\$ 9,600	\$ -	\$ 9,600	\$ 9,600	\$ -	\$ 9,600	\$ -	\$ 9,600	
Pharmacy Supplies	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	
Community Garden Supplies	\$ 4,500	\$ -	\$ 4,500	\$ 4,500	\$ -	\$ 4,500	\$ 4,500	\$ -	\$ 4,500	\$ -	\$ 4,500	
Flu Vaccines and test kits	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ 8,000	
Total Supplies	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ 40,000	
Total Budget	\$ 544,198	\$ 220,000	\$ 324,198	\$ 494,405	\$ 220,000	\$ 274,405	\$ 494,405	\$ 220,000	\$ 274,405	\$ 274,405	\$ 274,405	



INTEROFFICE MEMORANDUM

DATE: April 22, 2022

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

FROM: Kathy D. Mills, CPA, Finance Director

SUBJECT: Financial Reports as of March 31, 2022 75.00%

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

	Monthly	Year to Date	% of Budget	Amended Budget	% (over)under Budget
Revenues	968,843	15,460,559	89.03%	17,365,507	-14.03%
Expenditures	1,298,321	11,180,124	64.38%	17,365,507	10.62%
Net Revenues & Expenditures	(329,478)	4,280,435			

Cash Balance as of 03/31/2022	9,385,307	Primesouth	
	300,276	Perry Park (included in total)	

	LOST	LOST YTD	TAVT*	TAVT* YTD
Mar-22	639,765	6,214,617	29,091	272,045
Mar-21	505,277	5,386,889	22,756	261,048
Increase (Decrease)	134,488	827,728	6,335	10,997
	26.62%	15.37%	27.84%	4.21%

*Title Ad Valorem Tax

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

	Total Expended as of 03/31/2022	Reimbursements Received	City Expended as of 03/31/2022	Original Budget Amount	Amended Budget Amount	Remainder (Overage)
Highways and Streets	7,126,909	2,799,778 *	4,327,131	4,627,750	4,627,750	300,619
Sidewalk Replacement/Upgrades	565,785	50,000 ****	515,785	432,500	482,500	(33,285)
Storm Drainage Improvements	3,107,537	234,593 **	2,872,944	3,243,750	4,551,750	1,678,806
Mary Ross Park Development	553,995	0	553,995	821,750	821,750	267,755
Highway 17 Infrastructure	165,707	43,000 *****	122,707	215,107	215,107	92,400
Wayfindings & Gateways	0	0	0	259,500	259,500	259,500
Trails	383,711	107,971 ***	275,740	346,000	346,000	70,260
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	129,502	0	129,502	86,500	86,500	(43,002)
Park Rehabilitation (Palmetto, Orange, etal)	306,264	0	306,264	389,225	389,225	82,961
Sidney Lanier Park Improvements	280,113	0	280,113	519,000	519,000	238,887
Overlook Park Improvements	139,104	0	139,104	103,800	103,800	(35,304)
Howard Coffin Park Improvements	483,364	3,000 *****	480,364	431,357	431,357	(49,007)
Roosevelt Harris Center Improvements	191,668	0	191,668	151,375	191,668	0
	15,795,232	3,238,342	12,556,890	13,832,154	15,518,389	2,961,499

* \$256,772 from DOT & \$2,543,006 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 \$3,470,832

Unallocated Funds:

- Overage in Collections
- GA DCA Aviation Fuel Tax
- Interest Earned

(1) Original budgeted tax collection	\$13,832,154
Actual collections through 03/31/2022	15,727,395
Collections in excess of budgeted	\$1,895,241
Paid back to GF	(328,234)
Allocated to Stormwater Improvements	(1,308,000)
Allocated to Sidewalk Replacement & Upgrades	(50,000)
Unallocated overage in Collections	209,007 (1)

SPLOST V

Cash Primesouth @ 03/31/2022

1,362,349

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

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

YTD

0

487,500

Demolition Fees

0

8,049

Interest Income

1,525

18,763

Revenues

1,525

514,312

Expenditures**YTD****f/y/e 6/30/2022****Total since inception**

Demolition Projects

0

40,012

Infrastructure

0

130,546

Police Substation

0

6,750

Expenditures

0

177,308

Net as of March 31, 2022

1,525

337,004

Cash Primesouth @ 03/31/2022

\$

337,004

Roosevelt Harris - Multipurpose Center

\$

YTD**f/y/e 6/30/2022****Cash Basis****421,257****Total Budget:**

Revenue FYTD

Grants

138,591

Transfer from General Fund

95,000

Program Income

24,695

Contributions

11,380

Interest Income

121

Percent of Budget

Total Inflows

\$

269,787

64.04%

Expenditures FYTD

270,617

64.24%

Net

\$

(830)

Cash Balance @ 03/31/2022

\$

17,504

ARPA Fund:

Initial Deposit received 06/07/2021

4,606,131

Interest Earned from inception

30,233

Total funds available @ 03/31/2022

4,636,364

Disbursements:

Back to Business Brunswick--DDA

67,434

Back to Business Brunswick-non DDA

15,000

Total funds expended as of 03/31/2022

82,434

Remaining funds available @ 02/28/2022

4,571,638

Sanitation Fund:

Year Ending 06/30/2022

	<u>Year to Date</u>
Sanitation Billing	1,916,576
Franchise Fees	36,945
Bad Debt - recovery	450
Interest Earned (Funds)	3,751
Penalties & Interest Earned	3,260
DNR Reimbursements	-
Transfer in for T Street Landfill	-
Total Revenue (YTD)	1,960,982
Operating Exp. YTD:	1,161,038
Depreciation YTD	-
Bad Debt - write off	-
Other Landfill Expenses	15,563
Payment to T Street Landfill Site Cleanup	-
Total Expense (YTD)	1,176,601
Operating Income (Loss)	<u>784,381</u>
Total Cash on Hand @ 03/31/2022	<u>626,530</u>
Primesouth Restricted for Landfill	193,799

Sanitation Bills		
	<u>March 2022</u>	<u>YTD</u>
Trash Pickup	132,422	1,155,994
Illegal Refuse Clean Up	3,874	58,406
Street Sweeping	1,841	35,460
	<u>138,137</u>	<u>1,249,860</u>

STORMWATER UTILITY FUND:

6/30/2022 (YEAR TO DATE)

Stormwater Utility Fees	954,647
Interest Earned	2,873
Penalties & Interest	1,826
Total Inflows	959,346
Expenditures:	
Operating	653,502
GMA Lease Payments	125,759
Total Outflows	779,261
Balance	180,085

Cash Balance @ 03/31/2022

\$644,457

ADDITIONAL INFORMATION-FOR THE MONTH OF March 2022

	<u>March 2022</u>	<u>YTD</u>
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		3,326 *

*5 Flag Football, 18 Soccer, 59 Tackle Football, 7 Cheerleading



Roosevelt Lawrence Center

Account	Account Description	Mar-22 Transactions	YTD Transactions
Function 6130 - Neighborhood & Community Service			
51			
51-1100	Salaries & Wages	5,508.96	54,054.90
51-1200	Temporary Employees	.00	3,226.50
51-1300	Overtime	64.02	2,961.34
51-2100	Group Insurance	485.00	4,365.00
51-2200	FICA	418.86	4,027.86
51-2300	Medicare	.00	484.65
51-2400	Pension	.00	.00
51 - Totals		\$6,476.84	\$69,120.25
52			
52-1100	Official / Administrative	.00	16.19
52-1250	Contractual Expense	.00	877.50
52-2210	Repair / Maint Building	44.00	2,702.00
52-2211	Repair / Maint Equipment	60.00	2,620.95
52-2300	Rentals	55.38	518.94
52-3201	Cable	176.10	1,850.02
52-3205	Telephone	615.36	1,211.58
52-3500	Travel & Training	.00	.00
52-3600	Dues and Fees	54.93	373.64
52 - Totals		\$1,005.77	\$10,170.82
53			
53-1110	Office Supplies	681.87	694.37
53-1115	Uniforms	.00	.00
53-1130	Building Repair Supplies	44.20	44.20
53-1135	Custodial Supplies	99.61	237.06
53-1210	Water/Sewerage	173.28	1,386.24
53-1230	Electricity	3,159.70	13,855.83
53-1270	Gasoline/Diesel	.00	.00
53-1300	Food/Misc	.00	71.95
53-1600	Small Equipment	.00	738.00
53-1700	Other Supplies	1,443.00	2,455.23
53 - Totals		\$5,601.66	\$19,482.88
54			
54-2300	Furniture and Fixtures	.00	249.80
54 - Totals		\$0.00	\$249.80
Function 6130 - Neighborhood & Community Service Totals		\$13,084.27	\$99,023.75
Reporting Category 6100 - Recreation Totals		\$13,309.27	\$102,574.75
EXPENSE TOTALS		\$13,309.27	\$102,574.75



SUBJECT: Approval of Public Works Surplus Vehicle

COMMISSION ACTION REQUESTED ON: 05/04/2022

PURPOSE: To declare the listed items surplus. This will be done so that the vehicles and equipment may be disposed of through Public Auction on GovDeals.com.

HISTORY: The City of Brunswick periodically has surplus vehicles and equipment which are no longer used or may be too costly to repair. Those items are then brought to the City of Brunswick Commission to be declared surplus, and are made available for sale to the public. The items listed below have been replaced, or scheduled to be replaced, and are no longer needed. The items below are all located in Public Works.

FACTS AND ISSUES: The items below are to be declared surplus. The Knuckle-Boom has been used as a spare but has already been replaced. The Camera Trailer was just replaced and is no longer needed. The EZ GO Golf Carts are old and no longer serviceable. All of the lawn mowers are running except those that have been used for spare parts. Mowers were kept for spare parts, but they are no longer compatible with our newer mowers.

2022 Surplus List 2022-04-25							
<u>Stock#</u>	<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>VIN#</u>	<u>Vehicle Info</u>	<u>Miles / Hours</u>	<u>Information</u>
492024	Freightliner	M2 106 Medium Duty	2007	1FVACXDC77HX8668 0	Old Knuckle- Boom Truck	87803	Vehicle starts and runs. Has broken outriggers

43205	Haulmark	CB6X10DS2	2006	16HCB101X6G085152	Old Stormwater Camera Trailer	N/A	All computer equipment removed. Auction will include trailer and camera system.
None	EZ GO	Sport	?	2195690	Golf cart	N/A	Engine blown- doesn't run.
None	EZ GO	Sport	?	2204645	Golf cart	N/A	Engine blowing oil doesn't run.
Scag #1	SCAG	STT61V-27CH	2012	G4800030	27 HP 61" Cut Mower	N/A	Mower ran when parked
Scag #2	SCAG	STT61V-27CH	2011	FS600181	27 HP 61" Cut Mower	N/A	Mower ran when parked
Scag #3	SCAG	STT61V-29CH	2013	H9500780	29 HP 61" Cut Mower	N/A	Mower ran when parked. EFI
Scag #4	SCAG	STC52V-27CV-SS	2011	E8900984	27 HP 52" Cut Mower	N/A	Mower ran when parked. Kohler engine
Scag #6	SCAG	STT72A-27CH	2001	7140453	27 HP 72" Cut Mower	N/A	Mower ran when parked. Kawasaki engine
Scag #7	SCAG	STT61V-27CH	2007	C7400709	27 HP 61" Cut Mower	N/A	Mower ran when parked.
Scag #8	SCAG	STWC52V-25KA	2007	C6500218	25 HP 52" Cut Mower	N/A	Mower ran when parked.

Scag #9	SCAG	STT61V-29CH	2013	H9500674	29 HP 61" Cut Mower	N/A	Mower doesn't run and is missing parts. EFI
Scag #10	SCAG	STT61V-26CH	2014	K1901077	26 HP 61" Cut Mower	N/A	Mower ran when parked. Kohler engine
Scag #12	SCAG	STC48V-25CV	2014	H5700306	25 HP 48" Cut Mower	N/A	Mower ran when parked.
Scag #13	SCAG	STT61V-26CH	2014	K1901075	26 HP 61" Cut Mower	N/A	Mower ran when parked.
Scag #15	SCAG	STT11-61V-26CH	2018	M0301856	26 HP 61" Cut Mower	N/A	Mower doesn't run and is missing parts. Kohler engine.

BUDGET INFORMATION:

Items approved for surplus will be auctioned off to the highest bidder on GovDeals.com. All proceeds will go to the General Fund.

OPTIONS:

Option 1: Approve the vehicles and equipment as surplus to be sold.

Option 2: Keep the items or a portion of the items.

Option 3: Do nothing at this time.

DEPARTMENT RECOMMENDATION ACTION:

The Public Works Department recommends Option 1.

DEPARTMENT:

Prepared by: Assistant Public Works Director Rick Charnock

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Regina McDuffie

City Manager

4/26/22

Date



SUBJECT: Renewal of General Liability and Property Insurance

FOR APPROVAL: May 4, 2022

PURPOSE: Request approval to renew the City's general liability and property insurance policy.

HISTORY: The City of Brunswick renews its general liability and property insurance coverage annually. The insurance is through GIRMA, and the City participates in the GMA/GIRMA pool for insurance coverage. McGinty Gordon and Associates, local brokers, represent the City to ensure maximum coverage for the best value.

FACTS AND ISSUES:

1. McGinty-Gordon has secured the GIRMA premium renewal for the coverage period beginning May 1, 2022. Premiums (contributions) increased from \$383,571 to \$416,723. This increase reflects a dividend credit of \$8,843 from GIRMA.
2. The Law Enforcement Liability increased slightly from \$70,659 to \$70,916. The increase reflects a law enforcement initiative credit of \$17,729.
3. General Liability increased from \$34,897 to \$55,532 an increase of 59.1% due to an 8% increase in payrolls and a 51.2% increase in rate.
4. Crime decreased from \$4,306 to \$3,752 and Public Officials Liability decreased from \$77,500 to \$76,837.
5. Automobile Liability increased from \$98,005 to \$109,648 and Auto Physical Damage increased from \$38,963 to \$43,517. Property and Equipment coverage decreased from \$63,672 to \$61,223.
6. The GIRMA management fee remains the same at \$13,500. The fee due to McGinty Gordon increased by \$750 to \$12,750, this fee has not increased since 2013.
7. Current policy coverage ends April 30, 2022; however, coverage will be bound effective May 1, 2022, upon approval of the Commission.

BUDGET INFORMATION: Total budgetary cost is \$442,973. The fees are included in the total budgetary cost. The FY 2022-2023 budget will provide adequate funding for the renewal.

OPTIONS:

1. Approve the GIRMA renewal for liability and property insurance as written.
2. Do not approve the renewal and redirect staff.

DEPARTMENT RECOMMENDATION ACTION:

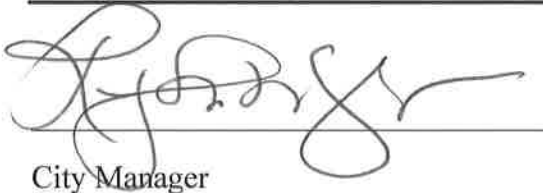
Renew the general liability and property insurance as written.

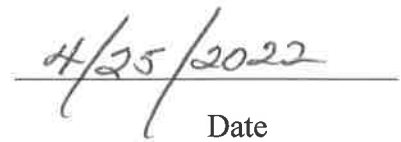
DEPARTMENT: Finance

Prepared by Lynne Velie, Assistant Finance Director

ADMINISTRATIVE COMMENTS:

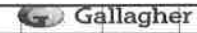
ADMINISTRATIVE RECOMMENDATION:


City Manager


Date

GIRMA INSURANCE PROGRAM

Comparative Analysis for 5.1.2022 Renewal



Insurance | Risk Management | Consulting

**City of Brunswick
5.1.2022 to 5.1.2023**

Program Details	2021-2022			2022-2023			Cost Comparison		
	Current Program	Current Rating Basis	Current Premium	Proposed Program	Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
General Liability			\$34,897			\$55,532			
Each Occurrence	\$1,000,000	\$8,037,048		\$1,000,000	\$8,676,929		8.0%	59.1%	51.2%
General Aggregate	Unlimited	Reported P/R		Unlimited	Reported P/R				
Deductibles									
General Liability	\$0			\$0					
Public Officials Liability			\$77,500			\$76,837			
Each Occurrence	\$1,000,000	\$8,037,048		\$1,000,000	\$8,676,929		8.0%	-0.9%	-8.8%
Aggregate	\$5,000,000	Reported P/R		\$5,000,000	Reported P/R				
Deductible	\$25,000			\$25,000					
Law Enforcement Liab.			\$70,659			\$70,916			
Each Occurrence	\$1,000,000	53		\$1,000,000	46		-13.2%	0.4%	13.6%
Aggregate	Unlimited	Officers		Unlimited	Officers				
Deductible	\$25,000			\$25,000					
Automobile Liability			\$98,005			\$109,648			
Combined Single Limit	\$1,000,000	209		\$1,000,000	205		-1.9%	11.9%	13.8%
Uninsured Motorist Liab.	\$75,000	Vehicles		\$75,000	Vehicles				
Deductibles									
Auto Liability	\$25,000			\$25,000					
Uninsured Motorist Liab.	\$2,000			\$2,000					
Auto Physical Damage			\$38,963			\$43,517			
Limit	ACV	188		ACV	185		-1.6%	11.7%	13.3%
Vehicles Covered	Scheduled	Vehicles		Scheduled	Vehicles				
Deductible	\$5,000			\$5,000					
Crime			\$4,306			\$3,752			
Employee Dishonesty	\$500,000	184		\$500,000	174		-5.4%	-12.9%	-7.4%
Money & Securities	\$500,000	Employees		\$500,000	Employees				
Deductible	\$5,000			\$5,000					
Property & Mobile Equipment			\$63,672			\$61,223			
Total Insured Values	\$29,745,200	\$29,745,200		\$30,602,434	\$30,602,434		2.9%	-3.8%	-6.7%
Flood Limit	\$10,000,000	Property Values		\$10,000,000	Property Values				
Earthquake Limit	\$10,000,000			\$10,000,000					
Deductibles									
Building and Contents	\$50,000	\$29,745,200		\$50,000	\$29,745,200				
Mobile Equipment	\$1,000	\$857,234		\$1,000	\$857,234				
Flood & Earthquake	\$50,000	Property Values		\$50,000	Property Values				
	1% NWS - Tier 1 (per unit)			1% NWS - Tier 1 (per unit)					
Equipment Breakdown			\$4,141			\$4,141			
Per Occurrence	\$100,000,000	\$28,887,966		\$100,000,000	\$29,745,200		3.0%	0.0%	-3.0%
Deductible	\$1,000	Property Values		\$1,000	Property Values				
GIRMA Contributions			\$392,143			\$425,566			
Dividends/Credits			(\$6,572)			(\$8,843)			
GIRMA Net Contributions			\$383,571			\$416,723			
Gallagher Mgmt Fees			\$13,500			\$13,500			
Grand Total Cost			\$397,071			\$430,223	0.0%	8.3%	8.3%
Program Details	2021-2022			2022-2023			Cost Comparison		
	Current Program	Current Rating Basis	Current Premium	Proposed Program	Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
Cyber Liability	Lloyds		\$4,066	GIRMA		Incl.			
Each Occurrence	\$1,000,000	\$16,000,000		\$250,000					
Aggregate Limit	\$1,000,000	GOE		\$250,000	GOE				
Deductible	\$5,000			\$10,000					
Ancillary Lines Total			\$4,066			Incl.			
Total Cost (All lines)			\$401,137			\$430,223	0.0%	7.3%	7.2%

Lynne Velie

From: Fred McGinty <fmcginty@mgassi.com>
Sent: Tuesday, April 19, 2022 11:44 AM
To: Lynne Velie
Cc: Katie Ferra
Subject: [EXTERNAL] FW: City of Brunswick - renewal
Attachments: 22-23 Brunswick Renewal Comparison.pdf; GIRMA Memo- Coverage Changes 2.23.22.pdf; ProposalBreakdown.pdf; Quote Proposal.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Lynne,

Attached is the GIRMA renewal proposal and renewal comparison for the City's property and liability insurance renewals. The general liability premium is up 59.1%, Public Officials Liability is down .9%, Law Enforcement Liability, Auto Liability and Physical Damage are up 13.6%, 13.8% and 13.3% respectively. The Crime policy is down 7.4% and the property insurance rate is down 6.7%, insured values were increased 2.9% with total property premium down 3.8%. The total GIRMA total premium is up 8.3% which is well below the 15 to 20% rate increases we have seen on other larger property and liability renewals this year.

The GIRMA property insurance program is particularly competitive, the market for larger coastal property accounts is as tight as I have seen it at least 20 years. We could not duplicate the property coverage GIRMA is providing at 2.5 times GIRMA's premium, if at all.

We just learned late last week that the Cyber Liability insurer wants the following in order to offer renewal terms;

1. Multi-Factor Authentication (MFA) on all remote access, privileged accounts and email
2. Backups should be encrypted and require MFA for access
3. Implement Social Engineering and Phishing training for all employees.

Gallagher is still trying to secure a full cyber option and hope to hear something today. GIRMA does include \$250k Cyber.

Gallagher's fee is \$13,500 the same as last year, we are proposing a \$750 increase in our fee to \$12,750 our fee has not increased since 2013.

I am available at your convenience to answer any questions call my cell 912 258 4843

Fred W. McGinty, CPCU

MCGINTY-GORDON & ASSOCIATES

INSURANCE * EMPLOYEE BENEFITS * RISK MANAGEMENT

225 Marina Dr., P.O. Box 20668
St. Simons Island, GA 31522
fmcginty@mgassi.com

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2022-2023

CITY OF BRUNSWICK

Contribution Summary

<u>Line of Coverage</u>	<u>Annual Contribution</u>
General Liability	\$55,532
Law Enforcement Liability – Before Credit	\$88,646
<u>Law Enforcement Initiative Credit Amount</u>	\$17,729
Law Enforcement Liability – After Credit	\$70,916
Public Officials Liability	\$76,837
Automobile Liability	\$105,732
Automobile Physical Damage	\$43,517
Property – Buildings & Contents	\$59,851
Mobile Equipment	\$1,372
Police Animal Mortality	\$0
Crime / Fidelity	\$3,752
Boiler & Machinery	\$4,141
Uninsured Motorist	\$3,916
Sub Total	\$425,566
Less Renewal Credit	\$8,843
Total	\$416,723

Disclaimer:

These terms are not to be construed as an exact or complete analysis of the coverage agreement, nor as a legal evidence of coverage. The provisions of the actual coverage document will prevail.

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2021-2022

CITY OF BRUNSWICK

Contribution Summary

<u>Line of Coverage</u>	<u>Annual Contribution</u>
General Liability	\$34,897
Law Enforcement Liability – Before Credit	\$88,324
<i>Law Enforcement Initiative Credit Amount</i>	<i>\$17,665</i>
Law Enforcement Liability – After Credit	\$70,659
Public Officials Liability	\$77,500
Automobile Liability	\$94,515
Automobile Physical Damage	\$38,963
Property – Buildings & Contents	\$62,245
Mobile Equipment	\$1,427
Police Animal Mortality	\$0
Crime / Fidelity	\$4,306
Boiler & Machinery	\$4,141
Uninsured Motorist	\$3,490
Sub Total	\$392,143
Less Renewal Credit	\$8,572
Total	\$383,571

Disclaimer:

These terms are not to be construed as an exact or complete analysis of the coverage agreement, nor as a legal evidence of coverage. The provisions of the actual coverage document will prevail.



SUBJECT: Community Development Block Grant (CDBG) FY 2022 Annual Action Plan

COMMISSION ACTION REQUESTED ON: May 4, 2022

PURPOSE:

Approval of the Community Development Block Grant (CDBG) FY 2022 Annual Action Plan.

HISTORY:

The CDBG FY 2022 Annual Plan is mandated by federal law and regulation promulgated by the U.S. Department of Housing and Urban Development for the City of Brunswick to receive federal funding for affordable housing and community development initiatives benefitting primarily low- and moderate- income persons.

The City of Brunswick anticipates receiving an annual allocation of \$383,000 for Program Year 2022. Distributive use of the funds is set by law. Up to twenty percent (20%) can be used for program administration, and fifteen percent (15%) can be distributed to sub-recipients, with the remaining directly applied to City Programs.

FACTS AND ISSUES:

- The Department of Neighborhood & Community Services conducted the first public hearing February 11, 2022 to identify needs within the city.
- Thirteen (13) organizations submitted RFP's for Public Services and Public Facilities funding. An Advisory Board selected the sub-recipient grantees and amount awarded to each.
- Several housing, social services agencies, and other organizations were consulted during the development of the Annual Plan.
- The Draft Annual Action Plan was developed and made available for citizen review and comment for a period of thirty (30) days and all comments received were considered.
- The Department of Neighborhood & Community Services held a second public hearing on April 4, 2022 to solicit comments on the Annual Action Plan.
- Submission of the FY 2022 Annual Action Plan must be made to the U.S. Department of Housing and Urban Development by May 16, 2022.

BUDGET INFORMATION:

The anticipated total allocation for FY 2022 is \$383,000.

To address the identified needs, the Department of Neighborhood & Community Services has established the following goals and outcomes to be achieved through the investment of its HUD resources during Plan Year 2022:

- Housing rehabilitation including accessibility improvements - \$200,000
- Improve public facilities/infrastructure - \$26,000
- Provide Public Services - \$60,000
- Remove slum and blight - \$50,000
- Provide Fair Housing education and outreach - \$2,000
- Planning and Administration of the CDBG program - \$45,000

OPTIONS:

1. The City Commission may vote the adoption of the CDBG FY 2022 Annual Action Plan.
2. The City Commission may vote not to adopt the CDBG FY 2022 Annual Action Plan and forfeit HUD funding.

DEPARTMENT RECOMMENDATION ACTION:

City Commission approve the CDBG FY 2022 Annual Plan, authorize its submission to the U.S. Department of Housing and Urban Development, and authorize the City Mayor to execute all documents related to CDBG funding.

DEPARTMENT:

Neighborhood & Community Services

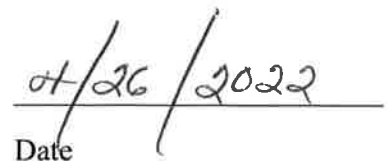
Prepared by: David Bravo

ADMINISTRATIVE COMMENTS:

The commission has received a CDBG/DRAFT FY 2022 Annual Action Plan. The Plan remains a DRAFT until approved by the City Commission and the U.S. Department of Housing and Urban Development.

ADMINISTRATIVE RECOMMENDATION:


City Manager


Date

2022 Annual Action Plan

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

DRAFT FOR PUBLIC DISPLAY

City of Brunswick
601 GLOUCESTER STREET, BRUNSWICK, GA

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AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Brunswick, GA 2022 Annual Plan is mandated by federal law and regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) for the City to receive federal funding for affordable housing and community development initiatives benefitting primarily low- and moderate-income persons.

The City of Brunswick anticipates receiving the following grant amounts in fiscal year 2022:

- Annual allocation (estimated) CDBG: \$383,470
- Estimated three-year period in the remainder of the Five-Year Consolidated Plan- \$1,150,410 (this projected amount is expected to change based on federal allocations made annually.)

2. Summarize the objectives and outcomes identified in the Plan

Housing needs among residents of Brunswick were determined by analyzing housing problems by income level, tenure, and households with special needs for the 2020-2024 Consolidated Plan. Sources include the Comprehensive Housing Affordability Strategy (CHAS) dataset, which is based on the 2011-2015 American Community Survey (ACS) Five-Year Estimates. This source analyzes households with one or more housing problems (overcrowding, lacking adequate kitchen or plumbing facilities), and households experiencing cost burden (paying more than 30% of household income for housing costs) and severe cost burden (paying more than 50% of household income for housing costs).

The most significant housing issues identified are cost burden and severe cost burden. According to CHAS data, 42.42% of households in the City are cost burdened while 23.96% of households are severely cost burdened.

In general, elderly family households have less difficulty in affording housing costs than other household types. Elderly non-family households have the greatest difficulty finding affordable housing. With regard to other housing problems, overcrowding is the second most common problem but only among renters; no owners are overcrowded as reported in the data.

To address the identified needs, the City has established the following goals and outcomes to be achieved through the investment of its HUD resources during PY2022:

- Housing rehabilitation including accessibility improvements - \$200,000 (6 housing units rehabilitated)
- Improve public facilities/infrastructure - \$26,000 (one public facility improvement to benefit 135 people)
- Provide public services - \$60,000 (6 nonprofits)
- Remove slum and blight - \$50,000 (4 buildings demolished)
- Provide fair housing education and outreach - \$2,000

- Planning and administration of the CDBG program - \$45,000

3. Evaluation of past performance

The summary of past performance reported below was taken from the City's most recently completed Consolidated Annual Plan Evaluation Report completed for fiscal year 2020 and submitted to HUD.

- Eight units of homeowner housing rehabilitated
- 884 persons assisted through public services
- Seven sidewalk improvements were completed in February 2021

Additionally, the City worked to distribute CDBG-CV funds (funds provided through the CARES Act to address the ongoing COVID-19 pandemic) to various agencies throughout the City that serve the most vulnerable.

4. Summary of Citizen Participation Process and consultation process

Several housing, social service agencies, and other organizations serving the City of Brunswick were consulted during the development of this 2022 Annual Plan. The City held a public needs hearing on February 11, 2022 and will hold another public meeting while the Annual Plan is on display. The City consulted with various agencies including affordable housing providers, neighborhood organizations, homeless and social service providers, economic development organizations and City departments.

5. Summary of public comments

The following is a summary of comments received during the 2022 outreach process:

Greatest Needs in the Community

- Transportation
- Services are spread out and difficult to get to while owning a private vehicle is expensive
- A Community Needs Survey was conducted 3-4 years ago, which highlighted the need for public transportation. Individuals cannot get the services they need because the services are out of the area.
- Generational poverty
- Food insecurity - Current food distribution is reaching 600 families weekly and still does not meet the need.
- Lack of affordable housing, affordable rentals and transitional housing.
- There is a serious lack of housing in Brunswick. For every 1 house available, approx. 50 people on the waiting list. Landlords are able to pick and choose their tenants.

- There are not enough affordable housing units. The cost of living exceeds wages in Brunswick. Single people are receiving vouchers for \$700, but rent is \$900 plus utilities. Still cannot afford rent, even with voucher.
- Affordable childcare with good, licensed providers. The lack of affordable childcare inhibits parents from going to work.

The Needs have Changed as a Result of COVID-19

- Service providers see an increased need
- There is a higher call volume.
- Callers are not familiar with the social services world and don't know how to access services.
- The needs have remained the same but have been exasperated. Affordable housing is lacking, and people are living in hotels as transitional housing.
- Regarding childcare, some people have lost their jobs or have reduced hours.
- Brunswick is a "food desert", and an increased number of people are relying on food giveaways.
- There are ongoing discussions on the housing crisis and what will happen once the moratorium on evictions runs out.
- Seeing increase in food and job insecurity. Especially with the types of employment available in Brunswick. Seeing an uptick of requests for covering utility bills/rent/mortgage.
- Increasingly concerned about the "working poor"—those individuals who are right on the fringe to qualify for services.
- Educational gap is growing wider and wider, especially kids who were already struggling, or those who don't have access to computers and internet.
- Affordable childcare for working parents is lacking.

Other Identified Needs

- There is a need to continue to foster good working relationships to develop institutional structure and delivery.
- Rise Risley will help with service delivery. Services will be located on one campus. Meant to break down barriers, especially in the area of transportation. Early childhood development program will be included. Project is intended to bring services to the area where services are needed.
- Financial literacy training

- Looking for new opportunities to increase capacity for trauma informed care, which is not direct care. Partnering with the College of Coastal Georgia in the school of nursing, education, law enforcement so that students will enter workforce with skill set of trauma informed care. This will be a multi-year program, which is much needed for the community.
- New voter initiative for voter outreach, especially in the black and brown communities.
- Partnerships should be more intentional and agencies should look for funding opportunities to capitalize on what each entity does for the community.
- Needs Related to Homelessness
- More funding is needed to allow for 12 months of rent support because this is more sustainable. There has been a big hit to hospitality jobs.
- More partnerships with landlords in the community to increase participation in programs
- Additional support for programs that help prevent a return to homelessness:
- TOP program providing life skills and employment assistance through Life coaches and job coaches. Established partnerships with community to find available open job positions (Waffle House, Burger King, King & Prince, Sea Island, etc.).
- Family support program helps High School seniors find jobs.
- Getting information to City and School systems about available programs.
- While there is work underway to develop regional level of coordinated entry, additional work is needed and more resources could expand service.
- COVID has caused a loss of jobs and loss of job skills. Seeing a lot of first-time homelessness. Individuals are having to change skill set in order to remain employed. (Ex: A school bus driver lost her job, so went to work as a server at Applebee's. Then Applebee's closed.)

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were accepted.

7. Summary

The 2022 Annual Action Plan has been developed with community input and reflects the needs of the City. It is consistent with the priority needs and goals outlined in the 2020-2024 Five-Year Consolidated Plan.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	BRUNSWICK	Department of Neighborhood and Community Services

Table 1 – Responsible Agencies

Narrative (optional)

The lead agency for the Consolidated Plan is the City of Brunswick Department of Neighborhood and Community Services which administers the CDBG program and Georgia’s SHP Housing program. Several City departments are active stakeholders in community development projects and improvements, including Engineering and Inspections and Code Enforcement

Consolidated Plan Public Contact Information

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AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City developed an outreach effort to maximize input from a large cross-section of stakeholders. This outreach effort included public meetings, stakeholder meetings and published meeting notices carried out for the annual CDBG allocation.

Several housing, social service agencies, and other organizations serving the City of Brunswick were consulted during the development of this 2022 Annual Plan. The City held a public needs hearing on February 11, 2022 and will hold another public meeting while the Annual Plan is on display. The City consulted with various agencies including affordable housing providers, neighborhood organizations, homeless and social service providers, economic development organizations and City departments.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City made the decision to encourage a high level of public communication and agency consultation in an effort to demonstrate its commitment to identifying priority needs and engaging the participation of citizens, public agencies, and nonprofit organizations in a positive and collaborative manner. A list of stakeholders and affordable housing providers was developed and included public agencies and private nonprofit organizations whose missions included the provision of affordable housing and human services to low- and moderate-income households and persons. These stakeholders were invited to participate in group interviews held for the purpose of developing the 2022 Annual Plan. Because of the Covid-19 pandemic, the City has been engaged throughout the year with service providers throughout the City to assess the level and type of assistance needed. A list of stakeholders and participating agencies is included in the Citizen Participation Comments section.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

City of Brunswick staff actively participate in the Point in Time Count by assisting homelessness providers in surveying persons experiencing homelessness. The City of Brunswick has also allocated \$11,000 of CDBG funding for FY22 to support Safe Harbor Children’s Center, Inc.

whose primary constituents are minors and unaccompanied youth. The City expects to continue to support this organization each year.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Stakeholders working with those experiencing homelessness provided input during stakeholder interviews and in the project selection process. The City does not receive ESG funds.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	FLM
	Agency/Group/Organization Type	Homeless Youth Services – Affordable Housing Services-Youth Services-homeless Services- Education
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs – Homeless Foster Kids Homelessness Needs – Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The agency completed a questionnaire for the City to identify needs.
2	Agency/Group/Organization	Build A Man Project
	Agency/Group/Organization Type	Services – Community Development Services – Education Services – Economic Development Services – Outreach

	What section of the Plan was addressed by Consultation?	Affordable Housing Non-Homeless Special Needs Fair housing education/outreach Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The agency completed a questionnaire for the City to identify needs.
3	Agency/Group/Organization	Brunswick Housing Authority
	Agency/Group/Organization Type	Services – Affordable Housing
	What section of the Plan was addressed by Consultation?	Affordable Housing Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The agency completed a questionnaire for the City to identify needs.
4	Agency/Group/Organization	Faithworks-Brunswick City
	Agency/Group/Organization Type	Services – Homelessness Services – Mental Health Care Services – Affordable Health Care Services – Case Management
	What section of the Plan was addressed by Consultation?	Homeless Non-Homeless Special Needs Non-Housing Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The agency completed a questionnaire for the City to identify needs.

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

There were no groups or agency types purposefully not consulted.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Safe Harbor Children's Center, Inc.	The goals are aligned, though the City does not receive ESG funding.
2020-2024 Consolidated Plan	City of Brunswick	The goals are aligned.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

Glynn County and the Brunswick School District were notified that the Consolidated Plan was being prepared and on display.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	NA	NA	NA	
2	Stakeholder outreach	Stakeholder agencies	See the participation appendix.	See the participation appendix.	All comments were accepted.	
3	Public Hearing	Non-targeted/broad community	8 attendees	See participation appendix	All comments were accepted.	
4	Public Display of Draft Document	Non-targeted/broad community	TBD	TBD	TBD	

5	Newspaper Ad	Non-targeted/broad community	NA	NA	NA	
6	Public Hearing	Non-targeted/broad community	TBD after hearing on	TBD	TBD	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation :\$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	383,000	0	0	383,000	766,940	The expected amount remaining is two times the 2022 annual allocation.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The nonprofit organizations funded as sub-recipients have additional financial capacity through foundations and fundraising campaigns. Federal funds provide these organizations with the opportunity to expand their services to benefit more low- and moderate-income persons.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Land Bank currently has four vacant parcels in its possession. There is the potential to build single family units on these lots but there are currently no firm plans to do so.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing rehabilitation incl. accessibility improve	2020	2024	Affordable Housing	Citywide	Preserve Existing Affordable Units	CDBG: \$200,000	Homeowner Housing Rehabilitated: 6 Household Housing Unit
2	Improve public facilities/infrastructure	2020	2024	Non-Housing Community Development	CDBG Eligible Areas	Improve Public Facilities and Infrastructure	CDBG: \$26,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 135 Persons Assisted
3	Provide public services	2020	2024	Homeless Non-Homeless Special Needs	Citywide	Provide Public Services	CDBG: \$60,000	Public service activities other than

				Non-Housing Community Development				Low/Moderate Income Housing Benefit: 122 Persons Assisted
4	Remove slum and blight	2020	2024	Non-Housing Community Development	Citywide	Remove and Prevent Spread of Blighting Factors	CDBG: \$50,000	Buildings Demolished: 4 Buildings
5	Provide fair housing education and outreach	2020	2024	Fair housing education/outre ach	Citywide	Planning/Administrati on & Furthering Fair Housing	CDBG: \$2,000	Other: 1 Other
6	Planning and administration of the CDBG program	2020	2024	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Citywide	Planning/Administrati on & Furthering Fair Housing	CDBG: \$45,000	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Housing rehabilitation incl. accessibility improve
	Goal Description	Activities related to the preservation and rehabilitation of renter and owner-occupied affordable housing (single and multi-family). This includes making emergency repairs to housing and minor/moderate/major rehabilitation including accessibility improvements.
2	Goal Name	Improve public facilities/infrastructure
	Goal Description	Infrastructure improvements such as water and sewer lines, streets, and sidewalks; public facility improvements related to senior centers, libraries, parks, playgrounds and trails and other public community assets; facilities for formerly sex trafficked persons; architectural barrier removal.
3	Goal Name	Provide public services
	Goal Description	Support for public services in a variety of areas including: transportation; mental health and substance abuse; childcare and youth services; after-school programs; elderly services; wrap-around services for the homeless/at risk populations; legal services; victims of domestic violence and/or child abuse; food security; access to broadband for low- and moderate-income persons; job training services; services for formerly incarcerated persons; services for veterans and services for formerly sex-trafficked persons.
4	Goal Name	Remove slum and blight
	Goal Description	Spot demolition of blighted properties

5	Goal Name	Provide fair housing education and outreach
	Goal Description	Administrative and planning costs to operate the CDBG program successfully and provide outreach and education of fair housing laws
6	Goal Name	Planning and administration of the CDBG program
	Goal Description	Administrative and planning costs to operate the CDBG program successfully and provide outreach and education of fair housing laws.

Projects

AP-35 Projects – 91.220(d)

Introduction

Projects

#	Project Name
1	Administration
2	Fair Housing Education
3	Coastal Outreach Academies
4	Foster Love Ministries, Inc.
5	Rebuilding Together of Glynn County
6	Roosevelt Lawrence Community Center
7	Safe Harbor Children's Center, Inc.
8	House of Hope Refuge of Love, Inc.
9	Spot Demolition
10	Minor/Major Home Repair Program

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

One overarching goal is to make lasting impact in the community; projects were selected that would benefit the City for many years. While housing rehabilitation and construction of new affordable housing is a significant need in the City, limited resources prevent the City from building new affordable housing developments; the City will focus efforts on housing rehabilitation in the form of emergency repairs and rehabilitation program.

Investments in public facilities and infrastructure in low- and moderate-income areas will make a lasting impact on the quality of life in those communities. There is a need for sidewalks throughout the City as there is no public transit system and residents without access to private vehicles frequently walk to their destinations; sidewalks, street lighting and curb ramps make it safer for all persons who rely on walking.

Public services for children and youth are needed. Workforce development and providing opportunities to reduce poverty are a priority. Youth workforce development is a critical need as well as after school programs.

The primary obstacle to addressing underserved needs is lack of resources to fully rehabilitate and revitalize the housing stock. Additionally, public transit remains a significant barrier for residents, particularly low- and moderate-income households without access to a private vehicle. The solution to a public transit system requires countywide support and while the City can continue to advocate for a solution it is beyond the jurisdiction of the City alone.

AP-38 Project Summary

Project Summary Information

1	Project Name	Administration
	Target Area	Citywide
	Goals Supported	Planning and administration of the CDBG program
	Needs Addressed	Planning/Administration & Furthering Fair Housing
	Funding	CDBG: \$45,000
	Description	General administration, staffing and equipment; and develop, administer, revise, implement and evaluate the day-to-day operation of entitlement programs. Activities include program design; develop Annual Plans and grant administration; Sub recipient compliance monitoring, program outreach, public relations and training; environmental review and labor standards.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Other 1
	Location Description	Citywide
	Planned Activities	General administration, staffing and equipment; and develop, administer, revise, implement and evaluate the day-to-day operation of entitlement programs. Activities include program design; develop Annual Plans and grant administration; Sub recipient compliance monitoring, program outreach, public relations and training; environmental review and labor standards. Matrix Code21A
2	Project Name	Fair Housing Education
	Target Area	Citywide
	Goals Supported	Provide fair housing education and outreach
	Needs Addressed	Planning/Administration & Furthering Fair Housing
	Funding	CDBG: \$2,000
	Description	Provide Fair Housing Education and Outreach to improve the public's awareness and protection of their rights under the Federal Fair Housing Act.

	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Other 1
	Location Description	
	Planned Activities	Partnering with other state agencies to provide fair housing education and outreach.
3	Project Name	Coastal Outreach Academies
	Target Area	Citywide
	Goals Supported	Provide public services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$16,000
	Description	Coastal Outreach Academies programs serve 160 students from low-income areas in Brunswick. Their programs provide a fun way to engage the students, provide an exercise outlet in a safe environment, provide positive reinforcement from mentors and improve school attendance and performance. The programs serve children ages four to eleven. The goal is to keep pre-teen and teen girls involved in physical fitness, cultural enrichment and empowerment activities.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	160 students
	Location Description	Howard Coffin Park
	Planned Activities	The amount requested will help pay for salaries of a Director, P/T Trainers (4), Summer PT Trainers (3), referees, and a bus driver. Public Services Matrix Code 05D
4	Project Name	Foster Love Ministries, Inc.
	Target Area	Citywide

	Goals Supported	Provide public services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$6,000
	Description	Funds will be used to provide salaries of staff to provide training for foster parents
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	4 foster kids with 4 families and 50 foster and biological families.
	Location Description	Foster Love Ministries, Inc.
	Planned Activities	Funds will be used to provide salaries of staff to provide training for foster parents. Public Service Matrix Code 05D
5	Project Name	Rebuilding Together of Glynn County
	Target Area	Citywide
	Goals Supported	Housing rehabilitation including accessibility improvements
	Needs Addressed	Preserve Existing Affordable Units
	Funding	CDBG: \$11,000
	Description	Funds will be used for the construction of three wheelchair ramps, and the salaries of a Director, coordinator, construction manager, and contract services which includes labor and supplies
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	3 households needing accessibility modifications will benefit
	Location Description	Scattered Sites.
	Planned Activities	Funds will be used to pay salaries of those providing assistance installing ramps in the homes of elderly and/or disabled persons. Matrix Code 14A

6	Project Name	Roosevelt Lawrence Community Youth Center
	Target Area	Citywide
	Goals Supported	Provide public services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$16,000
	Description	The After-School Program provides a place where children can do their homework, be part of recreational activities and use the computer lab, while their parents or caregivers are at work. Most of the children are from low to moderate income families and most come from the Brunswick Housing Authority complexes in the city. The Summer Camp Program's primary goal is for academic success. All of the children enrolled in the program attend field trips and receive swimming lessons. They also have recreational activities. The children are provided with a breakfast, a lunch and a snack. Recently, the center added another program called "Read Together 20 Minutes Every Day". This program will promote learning tools, such as early literacy, math and social-emotional skills.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	227 youth
	Location Description	Roosevelt Lawrence Community Youth Center
	Planned Activities	The funding will help pay for the salaries of a Program Coordinator and two program assistants. Matrix Code 05D
7	Project Name	Safe Harbor Children's Center, Inc.
	Target Area	Citywide
	Goals Supported	Services/housing to homeless/at risk of homeless
	Needs Addressed	Decrease and Prevent Homelessness
	Funding	CDBG: \$11,000
	Description	Since 1991, Safe Harbor Children's Center has provided the children of the Golden Isles and from across Georgia with a safe haven from abuse and neglect.

		They provide services that promote security and stability for at risk families, children and individuals. They offer the community's children a safe and supportive emergency shelter, where they can heal from trauma and transition towards lives as regular kids. The center provides seven important services that includes: emergency shelter, residential facilities, drop-in centers, outreach programs, advocacy for children, family preservation services and sexual assault counseling services.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	100 youth
	Location Description	Safe Harbor Children’s Center
	Planned Activities	Funding will help pay for the salaries of an Outreach Program Director, Senior Outreach Coordinator, Outreach Technician and Data Entry Clerk. Matrix Code 03T
8	Project Name	House of Hope Education Expansion Program
	Target Area	CDBG Eligible Areas
	Goals Supported	Improve public facilities/infrastructure
	Needs Addressed	Improve Public Facilities and Infrastructure
	Funding	CDBG: \$26,000
	Description	<p>Established in 2017 in Brunswick, GA House of Hope Refuge of Love, Inc., is a 501(c)(3) nonprofit residential program that provides a safe environment to adolescents ages 12-18 who have been rescued from the traumatizing world of sex trafficking. House of Hope is the only CSEC (Commercial Sexual Exploitation of Children) Home on the coast of Georgia.</p> <p>House of Hope has been embraced by generous donations, volunteer involvement, and incredible support. House of Hope is a one-year therapeutic group home, a place of refuge and recovery for girls who have been rescued. We strive to undo the damages of sex trafficking trauma and prepare our residents to safely and successfully rejoin their communities and lives. While residing at House of Hope participants receive personal development opportunities, individual and group therapy as well as education and life skills instruction. House of Hope is currently serving 8 girls and would like to expand to 12. This expansion will not only create additional space in our girls'</p>

		residential program but also a larger dedicated space for school and daily therapy and life skills classes.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	12 youth
	Location Description	House of Hope Refuge of Love, Inc.
	Planned Activities	The funding will be used to build a new school building outside of the existing building to accommodate the growth in residents and staff. This space will serve as a dual-purpose room for computers, desks, and school structure as well as creating more space in the current house. Matrix Code 03C
9	Project Name	Spot Demolition
	Target Area	Citywide
	Goals Supported	Remove slum and blight
	Needs Addressed	Remove and Prevent Spread of Blighting Factors
	Funding	CDBG: \$51,000
	Description	Spot demolition of blighted structures
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	4 buildings demolished
	Location Description	Scattered Sites
	Planned Activities	Spot demolition of blighted structures Matrix Code 04
10	Project Name	Minor/Major Home Repair Program
	Target Area	Citywide
	Goals Supported	Housing rehabilitation including accessibility improvements
	Needs Addressed	Preserve Existing Affordable Units

Funding	CDBG: \$148,520
Description	Provide Emergency Housing Repairs and Moderate-Minor and Major Rehabilitation, to improve the habitability of owner-occupied housing and Programs Delivery Support. Eligible applicants are low and moderate-income at 80% or below the median income citywide.
Target Date	6/30/2022
Estimate the number and type of families that will benefit from the proposed activities	6 households
Location Description	Scattered Sites
Planned Activities	Provide Emergency Housing Repairs and Moderate-Minor and Major Rehabilitation, to improve the habitability of owner-occupied housing and Programs Delivery Support. Eligible applicants are low and moderate-income at 80% or below the median income citywide. Matrix Code 14A

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Priority CDBG funding areas in Brunswick include areas where the percentage of low- to moderate- income persons is 51% or higher.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	84%
CDBG Eligible Areas	16%

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City will use CDBG funds throughout the jurisdiction to serve low- and moderate-income persons and households. A portion of funds will be used for the rehabilitation and renovation of single-family homes of low- and moderate-income households to improve housing conditions. This is classified as Citywide because low- and moderate-income households live throughout the City.

Public services in the form of youth programming are available to all low- and moderate-income youth, independent of which neighborhood in which they reside. Homeless services are for homeless and unaccompanied youth who live throughout the City but for whom there is a presumed benefit.

This method of allocation will enable the City to serve the most disadvantaged residents given the limited funding available.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	6
Special-Needs	0
Total	6

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	6
Acquisition of Existing Units	0
Total	6

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

The following is related to public housing in the City of Brunswick. All public housing is operated by the Brunswick Housing Authority.

Actions planned during the next year to address the needs to public housing

While the City is currently not planning on allocating CDBG funds to Brunswick Housing Authority, the City continues to encourage Brunswick Housing Authority to make capital improvements and continue with programs to increase the quality of life of Public Housing tenants.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Residents are involved with management and operations of the public housing developments through participation on resident councils. Brunswick Housing Authority looks for opportunities to hire residents for contract work through its Section 3 obligations. The Brunswick Housing Authority currently administers a homeownership program with four participants.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Brunswick Housing Authority is not designated as a troubled agency.

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

This section was developed after consulting with service providers during the outreach process.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Well serves as a resource and hospitality center to those experiencing homelessness during the day. Services offered include showers, laundry, case management, assistance with medications, access to mental health care, and the federal clinic.

The Well staff also conducts initial intake/triage on all new guests to assess their current housing situation and identify plans that the guests may already have in place to obtain housing. Resource management also helps get any identification the guest may require.

The Well also serves as a warming shelter during inclement weather, and is open all night for unsheltered residents of Glynn County.

FaithWorks also provides Well guests with a motel room and food when they need to be quarantined due to a positive Covid test.

Addressing the emergency shelter and transitional housing needs of homeless persons

The following is a list of some of the activities being done to address the emergency and transitional housing needs of individuals:

- FaithWorks' Open-Door program exists to shelter those who otherwise would be on the street.
- We are partnering with Coastal Community Action to provide rapid rehousing with them to provide more wrap around services. This partnership is looking to get started within the next month or so.
- Salvation Army helps some of our guests to have housing at night, but there are not enough beds. The City needs more emergency shelter beds at night.

The Well also serves as a warming shelter during inclement weather, and is open all night for unsheltered residents of Glynn County.

Helping homeless persons (especially chronically homeless individuals and families, families

with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The following is a list of actions being taken and comments received during the outreach process to:

Shorten the time that individuals experience homelessness

- Housing applications and an extensive resource directory are made available on the first day guests arrive at The Well. Case management is provided 2-3 times per week for as long as the guest requests it.

Facilitating access to affordable housing

- Local public housing and other low-income housing options are discussed with guests, and on-site applications are available.
- Assistance is provided to anyone unable to complete applications themselves, and all applications are dropped off by staff at the local housing office as soon as they are completed.
- However, there is not enough affordable housing in the community. One-bedroom units with BHA are on a year-long waitlist, and other affordable rentals are in too high of a demand to house all of our guests.
- Sparrow's Nest has assisted with utility deposits or past due utility bills from previous housing to all individuals to obtain permanent housing.

Preventing a return to homelessness

- If individuals have water or power shut off in public housing, that is grounds for eviction. Sparrow's Nest tries to help individuals who qualify with a power or water bill restore services before an eviction occurs.
- Additionally, we refer individuals to the Georgia Rental Assistance Program for rent and long-term utility assistance related to COVID-19 impacts and CCA and Salvation Army, which have both received grant funding to help with rent

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly

funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The following are some things being done to help low-income individuals and families from becoming homeless:

- The Well receives many individuals just released from jail or prison immediately homeless upon release. Currently, there is not much collaboration between these agencies, resulting in individuals being dropped off at the door of The Well.
- The hospital and FaithWorks have a working relationship and occasionally meet to discuss issues.
- FaithWorks makes an effort to communicate admissions needs with ER staff, and physicians with unsheltered guests arrive at the ER. In addition, meetings are currently being held with local stakeholders to coordinate better and identify all viable options for sheltering our most vulnerable residents.
- A case manager prioritizes helping guests get a birth certificate and an ID to access Salvation Army, Saved by Grace, and local health care and housing providers.
- Law enforcement agencies and crisis units in neighboring counties continue to provide transportation to the Well without notice given, and our staff is expected to care for those who arrive with severe mental and physical disabilities. Often care is required far beyond what we can provide, and there is no clear solution or assistance on where these individuals can go.

Discussion

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In the third year of the Consolidated Plan, the City will continue to focus on education and outreach to the public, real estate professional, property managers and landlords, lenders and elected officials regarding fair housing laws as the landscape has changed due to COVID-19. The City is also undertaking a review of zoning ordinances. These activities were also prescribed in the AI as part of the Fair Housing Action Plan.

Rebuilding Together of Glynn County will be expanding opportunities for persons with disabilities by installing three ramps to allow individuals to remain in their homes.

Discussion:

AP-85 Other Actions – 91.220(k)

Introduction:

Actions planned to address obstacles to meeting underserved needs

The primary obstacle to meeting underserved needs is a lack of resources. The City will continue to look for new funding sources to address underserved needs of the City's most vulnerable populations. Additionally, public transportation is a significant need and barrier for residents in accessing job centers and managing daily activities. While a public transit solution will involve Glynn County, the City will continue to engage in conversations to make progress toward a transit solution.

Actions planned to foster and maintain affordable housing

As residents' wages increase their buying power will also increase. A public transit system is part of the solution in fostering and maintaining affordable housing. The City will also directly foster affordable housing through the housing rehabilitation program.

Actions planned to reduce lead-based paint hazards

The City's goal is to increase the inventory of housing units that are lead safe. The City is committed to taking the following actions:

- Continue to meet HUD lead-based paint standards in housing rehabilitation programs.
- Expand the stock of lead safe housing through housing initiatives.
- Obtain training for program staff on lead hazard evaluation and reduction.
- Establish relationships with lead professionals and key partners such as risk assessors and clearance technicians, public health professionals and HUD lead grantees.
- Create procedures for determining when it is more cost effective to presume that a lead hazard is present and when it makes more sense to evaluate a property.

While the Health Department will continue to screen at-risk children for lead the City will continue its existing lead-based paint hazard education and testing elements of the homeowner rehabilitation program.

Brunswick does lead-based paint hazard screening on all housing projects funded by the City using CDBG funds. Where defective paint is observed, surfaces are prepared and repainted

following abatement guidelines provided by HUD. The City will continue these efforts during the five years of this Consolidated Plan.

Actions planned to reduce the number of poverty-level families

The City will continue to encourage business growth and the availability of workforce training and educational opportunities in the community. It will also continue to fund or offer letters of support for agencies that provide services to low- and moderate-income persons to reduce the underlying causes of poverty. Programs such as the housing rehabilitation program allow homeowners to build and maintain equity in their homes. Additionally, the City will remain engaged in a public transit solution to allow residents to access higher paying jobs located in Glynn County.

The Brunswick Housing Authority will continue to implement the Family Self Sufficiency Program, which currently enrolls 15 households, to encourage and support growth in earned income and self-sufficiency.

Actions planned to develop institutional structure

Given the limited resources available to meet the needs of the community's most vulnerable populations, a mature institutional structure is needed to efficiently and effectively deliver services and leverage funds. The City plans to improve coordination among its partner agencies to promote a broadly shared understanding of community needs, collaborative and complementary approaches to addressing needs, and responsiveness to changes in conditions.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to coordinate planning activities with private housing and social service agencies, including participation in the Georgia Balance of State Continuum of Care meetings, development of the Continuum of Care, participation in the Point in Time count and homeless surveys. The City will also maintain close contact with sub-recipients of CDBG funds to further enhance coordination between the City and other organizations.

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

This section describes program specific requirements for CDBG funds.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
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<p>2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.</p>	<p>83.38%</p>
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SUBJECT: WAYFINDING SIGNAGE – INSTALLATION – NATIONAL SIGN PLAZA

COMMISSION ACTION REQUESTED ON: May 18, 2022

PURPOSE:

Approval of an agreement with National Sign Plaza for installation of the City of Brunswick Wayfinding signage

HISTORY:

The City of Brunswick entered a joint project around 2017 with the Golden Isles Convention & Visitors Bureau (CVB) and Glynn County in an effort to standardize the wayfinding signage throughout the City of Brunswick and Glynn County. Prior to the project, directional and navigation signage styles and formats were different for the city, mainland Glynn County and St. Simons Island. The intent of the project is to create a more consistent, uniform design and appearance to help visitors and travelers navigate within the communities of the Golden Isles.

FACTS AND ISSUES:

The design phase of the project was originally coordinated by the CVB, and National Sign Plaza (NSP) was selected as the project designer. The project has progressed at various rates for each of the ownership entities. For example, the CVB has completed the installation of several of the signs around St. Simons Island. Glynn County is further behind and has not installed any of the signs around mainland Glynn County. As for the City's portion of the project, the design has recently been completed, and the right-of-way encroachment permits have been obtained from GDOT. The city is prepared to begin installation of the signs.

National Sign Plaza has provided the attached agreement for services to fabricate and install the signs per the project design. The installation agreement is an extension of the design agreement for the wayfinding signage. The City will be responsible for the costs of the installation agreement. The contractor is ready to begin work immediately upon approval of the agreement.

BUDGET INFORMATION:

The cost of the installation agreement is \$155,000. This project will be funded by SPLOST VI – Wayfinding & Gateways funds. An amount of \$259,500 was allocated for this project.

OPTIONS:

1. Authorize the Mayor to sign an agreement with National Sign Plaza in the amount of \$155,000.00 for fabrication and installation of Wayfinding signage for the City of Brunswick
2. Do not authorize the Mayor to sign an agreement with National Sign Plaza in the amount of \$155,000.00 for fabrication and installation of Wayfinding signage for the City of Brunswick
3. Take no action at this time.

DEPARTMENT RECOMMENDATION ACTION:

Authorize the Mayor to sign an agreement with National Sign Plaza in the amount of \$155,000.00 for fabrication and installation of Wayfinding signage for the City of Brunswick

DEPARTMENT: Public Works

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

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Authorize the Mayor to sign an agreement with National Sign Plaza in the amount of \$155,000.00 for fabrication and installation of Wayfinding signage for the City of Brunswick

Regina M. McDuffie

City Manager

April 21, 2022 rmm

Date

AGREEMENT FOR SERVICES

(National Sign Plazas, Inc. Wayfinding Sign Program)

This AGREEMENT made this 20th day of April 2022, between:

Client: City of Brunswick Georgia, having a principal place of business at:
525 Lakewood Ave, Brunswick GA 31520

and Consultant: National Sign Plazas, Inc., having a principal place of business at:
2422 South Trenton Way, Unit H, Denver CO 80231.

ARTICLE 1. TERM OF AGREEMENT

This Agreement will become effective on April 20th, 2022 ("Effective Date") and will continue in effect through April 20th , 2023 unless terminated in accordance with the provisions of Article 7 of this Agreement.

ARTICLE 2. INDEPENDENT CONTRACTOR STATUS

It is the express intention of the parties that Consultant is an independent contractor and not an employee, agent, joint venturer or partner of Client. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between Client and Consultant or any employee or agent of Consultant. Both parties acknowledge that Consultant is not an employee for state or federal tax purposes. Consultant shall not be entitled to any of the rights or benefits afforded to Client's employees, including, without limitation, disability or unemployment insurance, workers' compensation, medical insurance, sick leave, retirement benefits or any other employment benefits. Consultant shall retain the right to perform services for others during the term of this Agreement.

ARTICLE 3. SERVICES TO BE PERFORMED BY CONSULTANT

A. Specific Services

Consultant agrees to perform the "Services" as outlined in Exhibit A ("Specific Provisions") and Exhibit B ("Scope of Services"), subject to the payment terms and conditions described Exhibit C ("Milestone Schedule").

B. Method of Performing Services

Consultant shall determine the method, details and means of performing the above-described Services. Client shall have no right to, and shall not, control the manner or determine the method of accomplishing Consultant's Services.

C. Employment of Assistants

Consultant may, at the Consultant's own expense, employ such assistants as Consultant deems necessary to perform the Services required of Consultant by this Agreement, subject to the prohibition against assignment and subcontracting contained in Article 5 below. Client may not control, direct, or supervise Consultant's assistants in the performance of those Services. Consultant assumes full and sole responsibility for the payment of all compensation and expenses of these assistants and for all state and federal income tax, unemployment insurance, Social Security, disability insurance and other applicable withholding.

D. Place of Work

Consultant shall perform the Services required by this Agreement at any place or location and at such times as Consultant shall determine is necessary to properly and timely perform Consultant's Services.

ARTICLE 4. COMPENSATION

A. Consideration

In consideration for the Services to be performed by Consultant, Client agrees to pay Consultant the fixed sum of One hundred and Fifty Five Thousand Dollars (\$155,000) ("Fixed Price") for the Services described in Exhibit C, and as and when set forth in Exhibit D ("Payment Schedule"). In no event however shall the total compensation paid to Consultant exceed the Fixed Price, unless approved by Client in a written authorization.

B. Invoices

Consultant shall submit invoices for all Services rendered.

C. Payment

Payment of the Fixed Price shall be due according to the payment schedule set forth in Exhibit D. No payment will be made unless Consultant has first provided Client with a written receipt of invoice describing the work performed and any approved direct expenses (as provided for in Exhibit A, Section IV) incurred during the preceding period. If Client objects to all or any portion of any invoice, Client shall notify Consultant of the objection within five (5) days from receipt of the invoice, give reasons for the objection, and pay that portion of the invoice not in dispute.

D. Expenses

Consultant shall be responsible for all costs and expenses incident to the performance of Services for Client, including but not limited to, all costs of equipment used or provided by Consultant, all fees, fines, licenses, bonds or taxes required of or imposed against Consultant and all other of Consultant's costs of doing business. Client shall not be responsible for any expenses incurred by Consultant in performing Services for Client, except for those expenses constituting "direct expenses" referenced on Exhibit A.

ARTICLE 5. OBLIGATIONS OF CONSULTANT

A. Tools and Instrumentalities

Consultant shall supply all tools and instrumentalities required to perform the Services under this Agreement at its sole cost and expense. Consultant is not required to purchase or rent any tools, equipment or Services from Client.

B. Workers' Compensation

Consultant agrees to provide workers' compensation insurance for Consultant's employees and agents and agrees to hold harmless, defend with counsel acceptable to Client and indemnify Client, its officers, representatives, agents and employees from and against any and all claims, suits, damages, costs, fees, demands, causes of action, losses, liabilities and expenses, including without limitation reasonable attorneys' fees, arising out of any injury, disability, or death of any of Consultant's employees.

C. Insurance.

In addition to any other obligations under this Agreement, Consultant shall, at no cost to Client, obtain and maintain throughout the term of this Agreement: (a) Commercial Liability Insurance, including coverage for owned and non-owned automobiles, with a minimum combined single limit coverage of \$1,000,000 per occurrence for all damages due to bodily injury, sickness or disease, or death to any person, and damage to property, including the loss of use thereof; and (b) Professional Liability Insurance (Errors & Omissions) with a minimum coverage of \$1,000,000 per occurrence and aggregate. As a condition precedent to Client's obligations under this Agreement, Consultant shall furnish evidence of such coverage (naming Client, its officers and employees as additional insureds on the Comprehensive Liability insurance policy referred to in (a) immediately above) and requiring thirty (30) days written notice of policy lapse or cancellation, or of a material change in policy terms.

D. Assignment

Notwithstanding any other provision of this Agreement, neither this Agreement nor any duties or obligations of Consultant under this Agreement may be assigned or subcontracted by Consultant without the prior written consent of Client, which Client may withhold in its sole and absolute discretion.

E. State and Federal Taxes

As Consultant is not Client's employee, Consultant shall be responsible for paying all required state and federal taxes. Without limiting the foregoing, Consultant acknowledges and agrees that:

- Client will not withhold FICA (Social Security) from Consultant's payments;
- Client will not make state or federal unemployment insurance contributions on Consultant's behalf;
- Client will not withhold state or federal income tax from payment to Consultant;
- Client will not make disability insurance contributions on behalf of Consultant;
- Client will not obtain workers' compensation insurance on behalf of Consultant.

ARTICLE 6. OBLIGATIONS OF CLIENT

A. Cooperation of Client

Client agrees to respond to all reasonable requests of Consultant and provide access, at reasonable times following receipt by Client of reasonable notice, to all documents reasonably necessary to the performance of Consultant's duties under this Agreement.

B. Assignment

Client may assign this Agreement or any duties or obligations thereunder to a successor governmental entity without the consent of Consultant. Such assignment shall not release Consultant from any of Consultant's duties or obligations under this Agreement.

ARTICLE 7. TERMINATION OF AGREEMENT

A. Sale of Consultant's Business/ Death of Consultant.

Consultant shall notify Client of the proposed sale of Consultant's business no later than thirty (30) days prior to any such sale. Client shall have the option of terminating this Agreement within thirty (30) days after receiving such notice of sale. Any such Client termination pursuant to this Article 7.A shall be in writing and sent to the address for notices to Consultant set forth in Exhibit A, Subsection V.H., no later than thirty (30) days after Client' receipt of such notice of sale.

If Consultant is an individual, this Agreement shall be deemed automatically terminated upon death of Consultant.

B. Termination by Client for Default of Consultant

Should Consultant default in the performance of this Agreement or materially breach any of its provisions, Client, at Client's option, may terminate this Agreement by giving written notification to Consultant. For the purposes of this section, material breach of this Agreement shall mean Consultant's repeated failure to professionally and/or timely perform any of the Services contemplated by this Agreement within a reasonable period of time after receiving a written notice of such breach from Client.

C. Termination for Failure to Make Agreed-Upon Payments

Should Client fail to pay Consultant all or any part of the compensation set forth in Article 4 of this Agreement on the date due, then if and only if such nonpayment constitutes a default under this Agreement, Consultant, at the Consultant's option, may terminate this Agreement if such default is not remedied by Client within thirty (30) days after demand for such payment is given by Consultant to Client.

ARTICLE 8. GENERAL PROVISIONS

A. Amendment & Modification

No amendments, modifications, alterations or changes to the terms of this Agreement shall be effective unless and until made in a writing signed by both parties hereto.

B. Americans with Disabilities Act of 1990

Throughout the term of this Agreement, the Consultant shall comply fully with all applicable provisions of the Americans with Disabilities Act of 1990 (“the Act”) in its current form and as it may be amended from time to time. Consultant shall also require such compliance of all subcontractors performing work under this Agreement, subject to the prohibition against assignment and subcontracting contained in Article 5 above.

C. Attorneys’ Fees

If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to reasonable attorneys’ fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.

D. Captions

The captions and headings of the various sections, paragraphs and subparagraphs of the Agreement are for convenience only and shall not be considered nor referred to for resolving questions of interpretation.

E. Entire Agreement

This Agreement supersedes any and all prior agreements, whether oral or written, between the parties hereto with respect to the rendering of Services by Consultant for Client and contains all the covenants and agreements between the parties with respect to the rendering of such Services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding.

No other agreements or conversation with any officer, agent or employee of Client prior to execution of this Agreement shall affect or modify any of the terms or obligations contained in any documents comprising this Agreement. Such other agreements or conversations shall be considered as unofficial information and in no way binding upon Client.

F. Governing Law

This Agreement will be governed by and construed in accordance with the laws of the State of Georgia, without reference to its conflict of laws principles. Venue for any litigation arising out of conflicts with this Agreement shall be in Glynn County, Georgia.

G. Notices

Any notice to be given hereunder by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in Exhibit A, Section V.H. but each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed delivered as of actual receipt; mailed notices will be deemed delivered as of three (3) days after mailing.

H. Partial Invalidity

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

I. Time of the Essence

All dates and times referred to in this Agreement are of the essence.

J. Waiver

Consultant agrees that waiver by Client of any one or more of the conditions of performance under this Agreement shall not be construed as waiver(s) of any other condition of performance under this Agreement.

Consultant:
National Sign Plazas,
Inc.

Client:
City of Brunswick Georgia

By: _____

By: _____

Name: Grant Hayzlett
Title: President

Name:
Title:

Taxpayer
Identification Number 77-0471997

ATTEST:

EXHIBIT A

SPECIFIC PROVISIONS

I. PROJECT MANAGER

Consultant shall provide the Services indicated on the attached Exhibit B, Scope of Services (“Services”). To accomplish that end, Consultant agrees to assign Grant Hayzlett, who will act in the capacity of Project Manager, and who will personally direct such Services.

Except as may be specified elsewhere in this Agreement, Consultant shall furnish all technical and professional Services including labor, material, equipment, transportation, supervision and expertise to perform all operations necessary and required to complete the Services in accordance with the terms of this Agreement.

II. NOTICE TO PROCEED/COMPLETION OF SERVICE

A. NOTICE TO PROCEED

Consultant shall commence the Services upon delivery to Consultant of a written “Notice to Proceed”, which Notice to Proceed shall be in the form of a written communication from designated Client contact person(s). Notice to Proceed may be in the form of e-mail, fax or letter authorizing commencement of the Services. For purposes of this Agreement, Patrick Fuller, Vice President of Operations shall additionally be designated as Client contact person(s). Notice to Proceed shall be deemed to have been delivered upon actual receipt by Consultant or if otherwise delivered as provided in the Section V.H. (“Notices”) of this Exhibit A.

B. COMPLETION OF SERVICES

When Client determines that Consultant has completed all of the Services in accordance with the terms of this Agreement, Client shall give Consultant written Notice of Final Acceptance. Consultant may request this determination of completion when, in its opinion, it has completed all of the Services as required by the terms of this Agreement and, if so requested, Client shall make this determination within two (2) weeks of such request, or if Client determines that Consultant has not completed all of such Services as required by this Agreement, Client shall so inform Consultant within this two (2) week period.

III. PROGRESS SCHEDULE

The extent of the work of Consultant included within the Fixed Price will be as set forth in the attached Exhibit C, or created as an Amendment after execution.

IV. PAYMENT OF FEES AND DIRECT EXPENSES

Payments shall be made to Consultant as provided for in Article 4 of this Agreement.

Direct expenses are charges and fees not included in Exhibit B. Client shall be obligated to pay only for those direct expenses which have been previously approved in writing by Client. Consultant shall obtain written approval from Client prior to incurring or billing of direct expenses.

Copies of pertinent financial records, including invoices, will be included with the submission of billing(s) for all direct expenses.

V. OTHER PROVISIONS

A. STANDARD OF WORKMANSHIP

Consultant represents and warrants that it has the qualifications, skills and licenses necessary to perform the Services, and its duties and obligations, expressed and implied, contained herein, and Client expressly relies upon Consultant's representations and warranties regarding its skills, qualifications and licenses. Consultant shall perform such Services and duties in conformance to and consistent with the standards generally recognized as being employed by professionals in the same discipline as Consultant.

Any plans, designs, specifications, estimates, calculations, reports and other documents furnished under this Agreement shall be of a quality reasonably acceptable to Client. The minimum standard of appearance, organization and content of the drawings shall be that used by Client for similar purposes.

B. RESPONSIBILITY OF CONSULTANT

Consultant shall be responsible for the professional quality, technical accuracy, and the coordination of the Services furnished by it under this Agreement. Consultant shall not be responsible for the accuracy of any project or technical information provided by the Client. The Client's review, acceptance or payment for any of the Services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Consultant shall be and remain liable to Client in accordance with applicable law for all damages to Client caused by Consultant's negligent performance of any of the Services furnished under this Agreement.

C. RIGHT OF CLIENT TO INSPECT RECORDS OF CONSULTANT

Client, through its authorized employees, representatives or agents, shall have the right, at any and all reasonable times, to audit the books and records (including, but not limited to, invoices, vouchers, canceled checks, time cards, etc.) of Consultant for the purpose of verifying any and all charges made by Consultant in connection with this Agreement. Consultant shall maintain for a minimum period of one (1) years (from the date of final payment to Consultant), or for any longer period required by law, sufficient books and records in accordance with standard accounting practices to establish the correctness of all charges submitted to Client by Consultant, all of which shall be made available to Client at the Client's offices within five (5) business days after Client's request.

D. NO PLEDGING OF CLIENT'S CREDIT.

Under no circumstances shall Consultant have the authority or power to pledge the credit of Client or incur any obligation in the name of Client.

E. OWNERSHIP OF MATERIAL.

Work Product. All drawings, specifications and other documents and electronic data furnished by Consultant to Client under the Contract Documents ("Work Product") are deemed to be "Instruments of Service" and Consultant shall retain the ownership and property interests therein, including the copyrights thereto.

Client's Limited License After Completion. Client shall have a license to use the Work Product in connection with Client's ownership, use, and occupancy of the land and the improvements comprising the project contemplated by the Services following the completion of the project, conditioned on Client's express understanding that such use of the Work Product is, except to the extent Consultant is involved in such use, at Client's sole risk and without liability or legal exposure to Consultant or anyone working by or through Consultant, including design consultants of any tier. In its understood and agreed in this respect that the Client may use the Work Product (including without limitation Work Product prepared by Consultant, or Consultant's subcontracted architects and consultants), for construction, reconstruction, or renovations of and additions to said buildings and improvements (including tenant improvements), and the Client may permit qualified professionals to reproduce all or portions of the Work Product (including the design embodied in that Work Product) for incorporating into renovations of or additions to the buildings and property if those professionals assume all responsibility for the resulting instruments of service and all references to the Consultant and the Consultant's consultants are removed from the resulting instruments of service.

F. NO THIRD PARTY BENEFICIARY.

This Agreement shall not be construed or deemed to be an agreement for the benefit of any third party or parties, and no third party or parties shall have any claim or right of action hereunder for any cause whatsoever.

G. NOTICES. Notices are to be sent as

follows:

Client:

**City of
Brunswick,GA
525 Lakewood Ave
Brunswick, GA 31520**

Telephone: (325) 646-1185

Fax: (615) 746-0699

Consultant:

NSP AUSTIN

National Sign Plazas, Inc.

Attn: Patrick Fuller

2030 Powers Ferry Rd

Ste 106

Atlanta, GA 30339

T: (678) 947-4400

pfuller@nspag.net

NSP CORPORATE OFFICES

National Sign Plazas, Inc.

Attn: Grant Hayzlett

2422 South Trenton Way, Unit H

Denver, CO 80231

T: (720) 482-9293

O: (303) 790-0924

EXHIBIT B

SCOPE OF SERVICES

The following categories have been presented as an overview of the actions that will be performed by Consultant and governed by this Agreement. The following are presented as guidelines of the general services to be performed and are not meant to be construed as comprehensive to Consultant's duties under this Agreement.

Field Analysis

- Analysis of Phase 1 Wayfinding sign location plans, noting in writing and changes to be made for presented plan.

Fabrication of Phase 1

- Fabrication of Wayfinding signs designated as City of Brunswick Directional Wayfinding Signs, in accordance with City of Brunswick Directional Wayfinding Manual.

Installation

- Installation Fabrication of Wayfinding signs designated as City of Brunswick Directional Wayfinding Signs, in accordance with City of Brunswick Directional Wayfinding Manual.

Consultation

- Meet with interested stakeholders: From time to time Consultant will need to meet with Client staff, chambers of commerce, local business representatives or the like in order to update progress of fabrication and installation of the wayfinding sign system. Consultant shall coordinate and prepare necessary information for these meetings and host them in a manner that is not prohibitive to the efficient development of the Client's wayfinding program.
- Present various reports to Client staff (problem statements, landscape elements, traffic control, etc.)

EXHIBIT C

Fabrication and Installation of your Wayfinding System

I. PROJECT SCHEDULE

Consultant hereby agrees that the work outlined in this Agreement and the attached Exhibits, shall be completed, inspected and accepted not later than April 20th, 2023. Consultant agrees to submit a request for inspection prior to April 20th 2023 and Client agrees to respond to Consultant regarding said request within ten (10) business days.

A. FINAL ACCEPTANCE

Client and Consultant shall schedule a final inspection of the work outlined in Exhibit B (Scope of Services) and actions associated with the completion of the first phase of the wayfinding project. In the event that the parties agree that the project has been completed and meets the requirements of this Agreement, Client shall process Exhibit E and the final payment outlined in Exhibit D. In the event that Client is not satisfied with the completeness of the wayfinding project or Consultant has failed to meet the requirements of this Agreement at the time of final inspection then Client shall inform Consultant of the items that are not in compliance with this Agreement, subject to terms outlined in Exhibit D.

B. TIME TO CURE

In the event that Consultant fails to meet the requirements of the Project Schedule Client shall notify Consultant that they are in breach of the Agreement and provide them two (2) weeks to cure said breach. Client and Consultant agree that Consultant will not be held liable for delays due to weather. Consultant shall document in writing with appropriate evidence all days delayed due to weather. Client and Consultant will only be held liable for breach of the duties and obligations hereunder to the extent such duties and obligations are within the control of the party required to perform such work.

II. ADDITIONAL PURCHASE/PHASES

Although future phases have not yet been determined Client agrees that Consultant shall retain the rights to future phases and developments within this wayfinding program for so long as this Agreement is in full force and effect. In the event that Consultant decides not to pursue future phases within the wayfinding program the Client shall be under no further obligation to utilize Consultant for sign replacement, repair, maintenance or the like.

III. FIXED PRICING

Consultant and Client agree that in order for Consultant to deliver the services outlined in this Agreement Consultant may need to provide additional services.

EXHIBIT D

PAYMENT SCHEDULE

<u>Payment Date</u>	<u>Payment Amount</u>
Initial payment - Due 30 Days after the execution of the contract has been signed.	\$77,500.00
Progress Payment 1 – 30 Days after Sign Foundation installed	\$38,750.00
Progress Payment 2 – 30 Days after completion of installation.	\$38,750.00
Total:	155,000.00

EXHIBIT E

NOTICE OF FINAL ACCEPTANCE

In consideration of this Agreement and the scope of services provided for under this Agreement Client and Consultant do hereby agree that Consultant has met all of Client's needs pertaining to the requirements necessary for issuance of the final payment. For the purpose of calculating the final payment Client shall determine if Consultant's conceptual design and plan meet the needs of the Client.

CONCLUSION

Client and Consultant do hereby agree that the *services*, as outlined in this Agreement, has been completed and that Consultant's design and plan have been constructed in a manner that adheres to the Agreement.

Consultant:
National Sign Plazas,
Inc.

Client:
City of Brunswick
Georgia

By: _____
Name: Grant Hayzlett
Title: President

By: _____
Name:
Title:

Date: _____

Date: _____



Brunswick GA

Wayfinding Master Plan

SUBMITTED BY: NATIONAL SIGN PLAZAS, INC.



678.414.0784

JPund@nspag.net

2030 Powers Ferry Road SE
Ste #450 Atlanta, GA 30339

Table of Contents

Site Plans (Golden Isles)

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3.06	GC09	3.33	GC49
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3.08	GC11	3.36	GC53
3.09	GC12	3.37	GC54
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3.27	GC32	3.39	GC60
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3.31	GC47	3.43	GC65
		3.43A	GC65A
		3.45	GC66a
		3.63	SS26

678.414.0784

JPund@nspag.net

2030 Powers Ferry Road SE
Ste #450 Atlanta, GA 30339

WAYFINDING SIGN STANDARDS MUTCD

(This page not included in final draft)

Sect. 2D.50 Community Wayfinding Signs

22 Community wayfinding guide signs should be limited to three destinations per sign.

Sect. 2A.13 Word Messages

- 04 Word messages should not contain periods, apostrophes, question marks, ampersands, or other punctuation or characters that are not letters, numbers, or hyphens unless necessary to avoid confusion.
- 05 The solidus (slanted line or forward slash) is intended to be used for fractions only and should not be used to separate words on the same line of legend. Instead, a hyphen should be used for this purpose, such as "TRUCKS-BUSES."
- 08 When initials are used to represent an abbreviation for separate words (such as "U S" for a United States route), the initials should be separated by a space of between 1/2 and 3/4 of the letter height of the initials.
- 09 When and Interstate route is displayed in text form instead of using the route shield, a hyphen should be used for clarity, such as "I-50."

Sect. 2D.06 Size of Lettering

03 The principal legend on guide signs shall be in letters and numerals at least 6 inches in height for all upper-case letters, or a combination of 6 inches in height for upper-case letters and 4.5 inches in height for lower-case letters. On low-volume roads (as defined in Section 5A.01) with speeds of 25 mph or less and on urban streets with speeds of 25 mph or less, the principal legend shall be in letters at least 4 inches in height for all upper-case letters, or a combination of 4 inches in height for upper-case letters and 3 inches in height for lower-case letters.

Sect. 2D.37 Destination Signs (D1 Series)

- 05 Except as otherwise provided in this Manual, an arrow pointing to the right shall be at the extreme right of the sign, and an arrow pointing left or up shall be at the extreme left.
- 14 The closest destination lying straight ahead should be at the top of the sign or assembly, and below it the closest destinations to the left and to the right, in that order.
- 15 If more than one destination is displayed in the same direction, the name of a nearer destination shall be displayed above the name of a destination that is further away.



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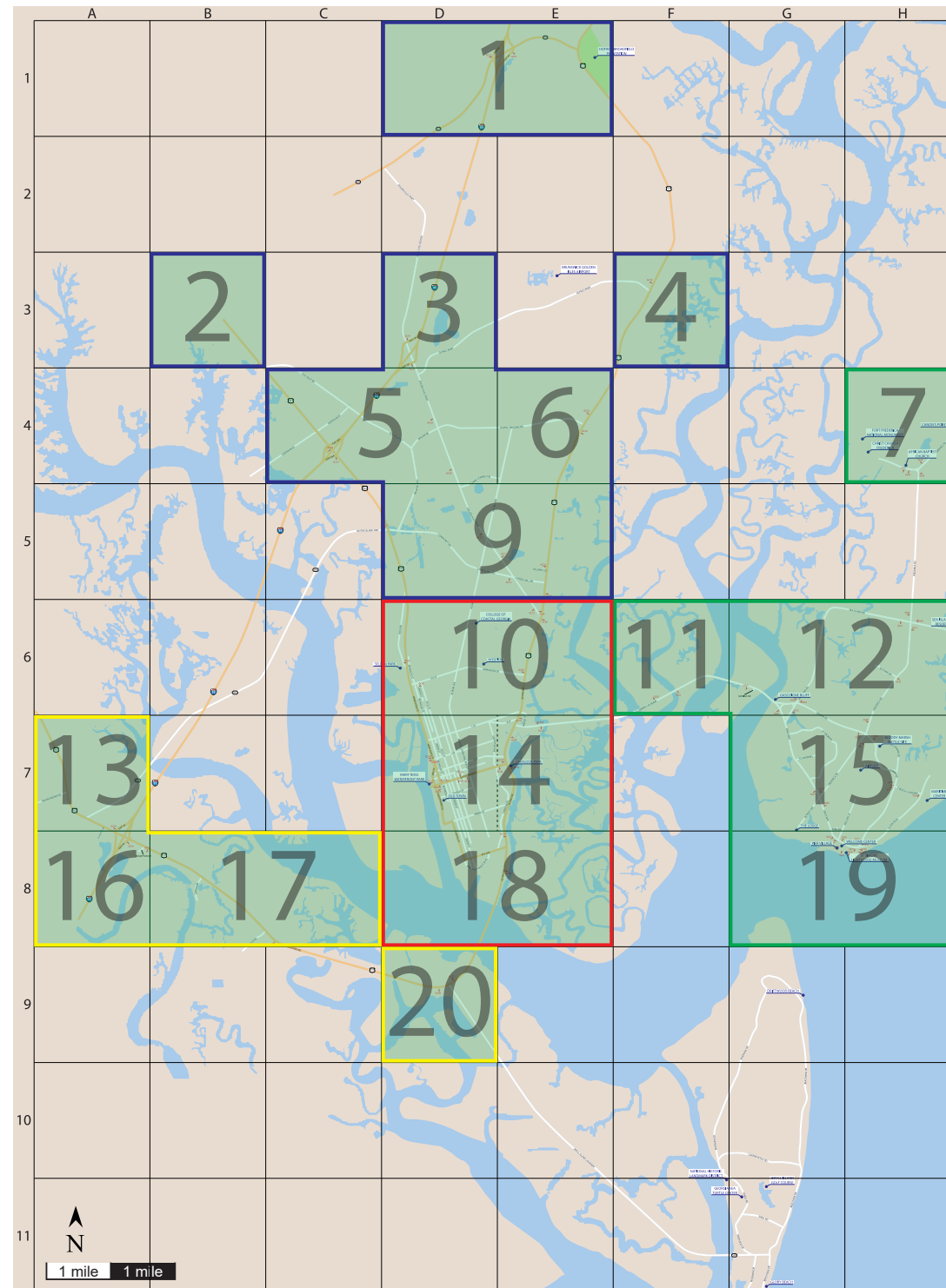


Civic Wayfinding System
Design and Planning Development

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0.2.c

Map Overview



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Map Section 10: D6-E6



	GC12 ● VEH01	66" w x 61" h
	GC14 ● VEH02	50" w x 51" h
	GC32 ● VEH02	50" w x 51" h
	GC63 ● VEH02	50" w x 51" h
	GC63A ● VEH02	50" w x 51" h
	GC65 ● VEH02	50" w x 51" h
	GC65A ● VEH02	50" w x 51" h



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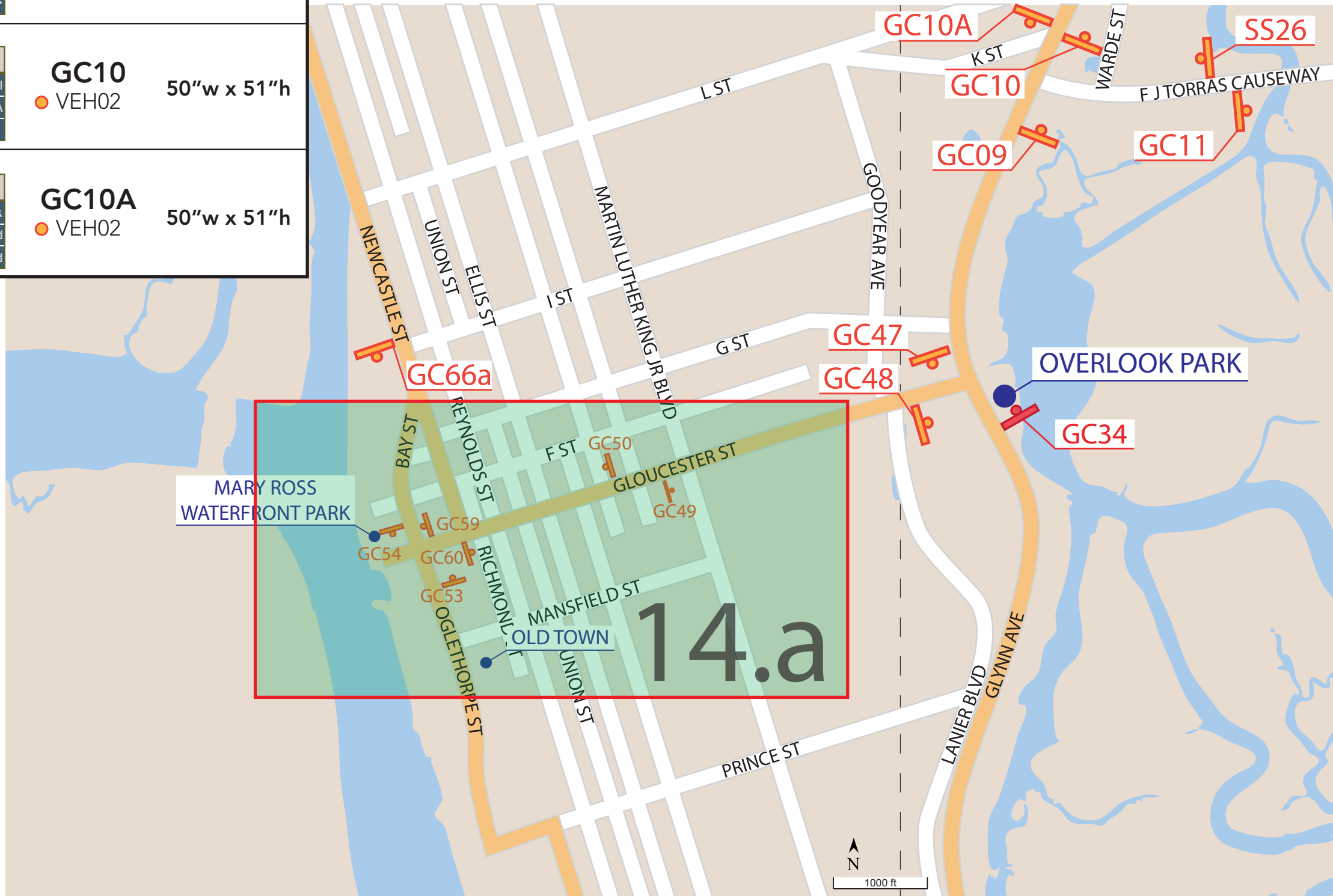


Civic Wayfinding System
Design and Planning Development

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Map Section 14: D7-E7

 Brunswick St Simons Island → Sea Island → Little St Simons →	GC09 ● VEH02 50" w x 51" h
 Brunswick Hospital ↑ College of Coastal GA ↑	GC10 ● VEH02 50" w x 51" h
 Brunswick Historic Brunswick ↑ Jekyll Island ↑ St Simons Island ←	GC10A ● VEH02 50" w x 51" h



 Brunswick St Simons Island ↑ Sea Island ↑ Little St Simons ↑	GC11 ● VEH02 50" w x 51" h
 Brunswick St Simons Island ↑ Historic Brunswick ← Overlook Park →	GC34 ● VEH01 66" w x 61" h
 Brunswick Jekyll Island ↑ Historic Brunswick → Mary Ross Park →	GC47 ● VEH02 50" w x 51" h
 Brunswick St Simons Island ← Jekyll Island →	GC48 ● VEH02 50" w x 51" h
 Brunswick Historic Brunswick ↗ St Simons Island ↗ Mary Ross Park ↗	GC66A ● VEH02 50" w x 51" h
 Brunswick Historic Brunswick ← Brunswick Airport →	SS26 ● VEH02 50" w x 51" h



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Map Section 14.a: D7



	GC49 ● VEH02	50" w x 51" h
	GC50 ● VEH02	50" w x 51" h
	GC53 ● VEH02	50" w x 51" h
	GC54 ● VEH02	50" w x 51" h
	GC59 ● VEH02	50" w x 51" h
	GC60 ● VEH02	50" w x 51" h



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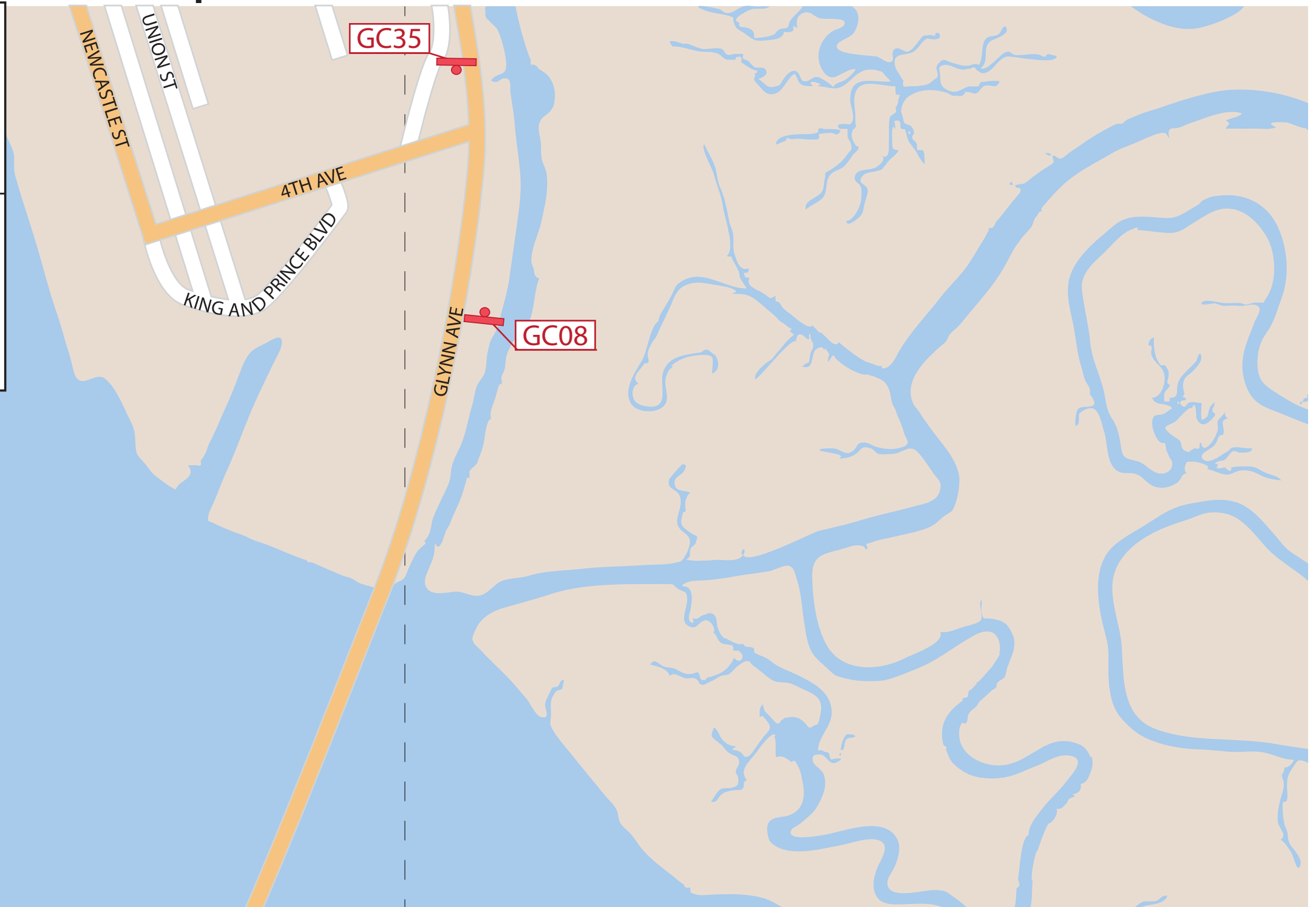


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Map Section 18: D8-E8

	<p>GC08 ● VEH01 66" w x 61" h</p>
	<p>GC35 ● VEH01 66" w x 61" h</p>



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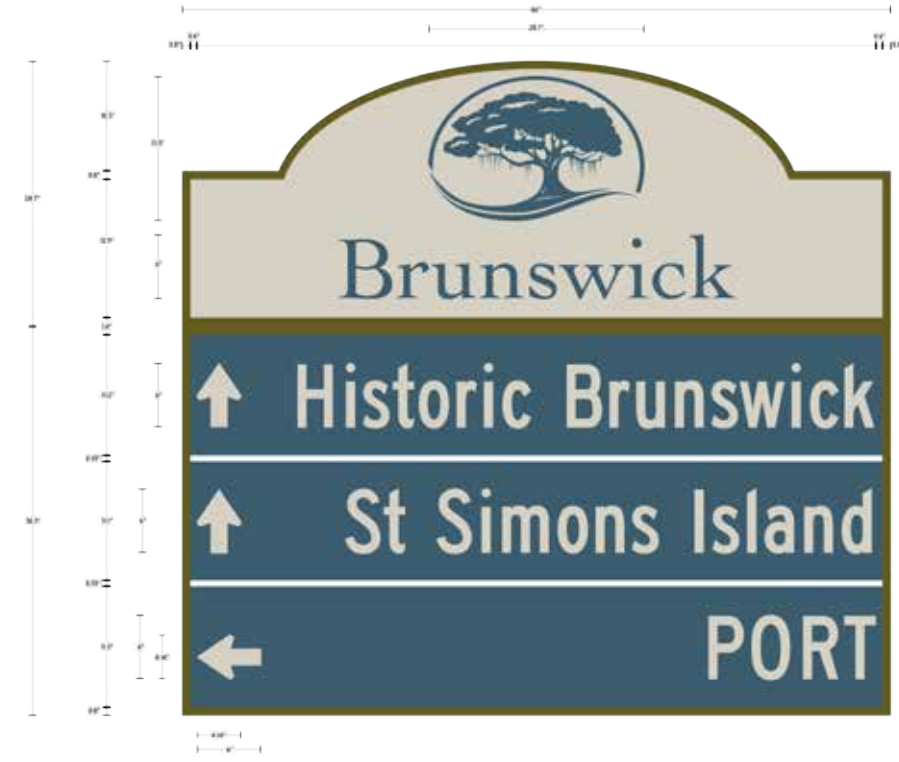
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Civic Wayfinding System
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City of Brunswick Location



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Details:

Size: 66" w x 61" h

Square Footage:
Parent Panel: 9.182 sq ft
Decorative Header: 16.628 sq ft
Total: 25.810 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH01

Sign Number: GC08	Location Photo	Map Section: 18	Direction Sign Faces: South	Sign Elevation:	Overhead
Notes:		<p>Installation Conditions:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Soil <input type="radio"/> Concrete <input type="radio"/> Mount to Lamp Post <input type="radio"/> Brick <input type="radio"/> Surface Mount <input type="radio"/> Reuse Foundation <input type="radio"/> Asphalt <p>Street Sign Location: Glynn Ave. Cross Street: 4th Ave.</p> <p>Demolition Required:</p> <ul style="list-style-type: none"> <input type="radio"/> Sign Removal <input type="radio"/> Sign & Pole Removal 	<p>84"</p>	<ul style="list-style-type: none"> <input type="radio"/> Curb <input checked="" type="radio"/> Shoulder < 6' <input type="radio"/> Shoulder > 6' 	



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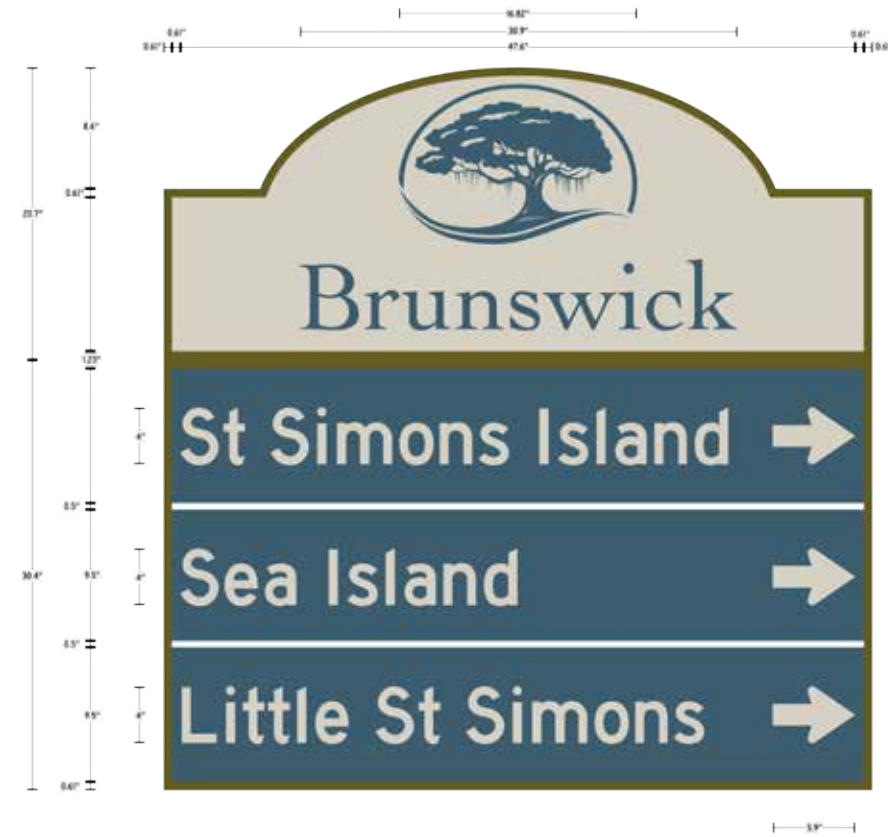
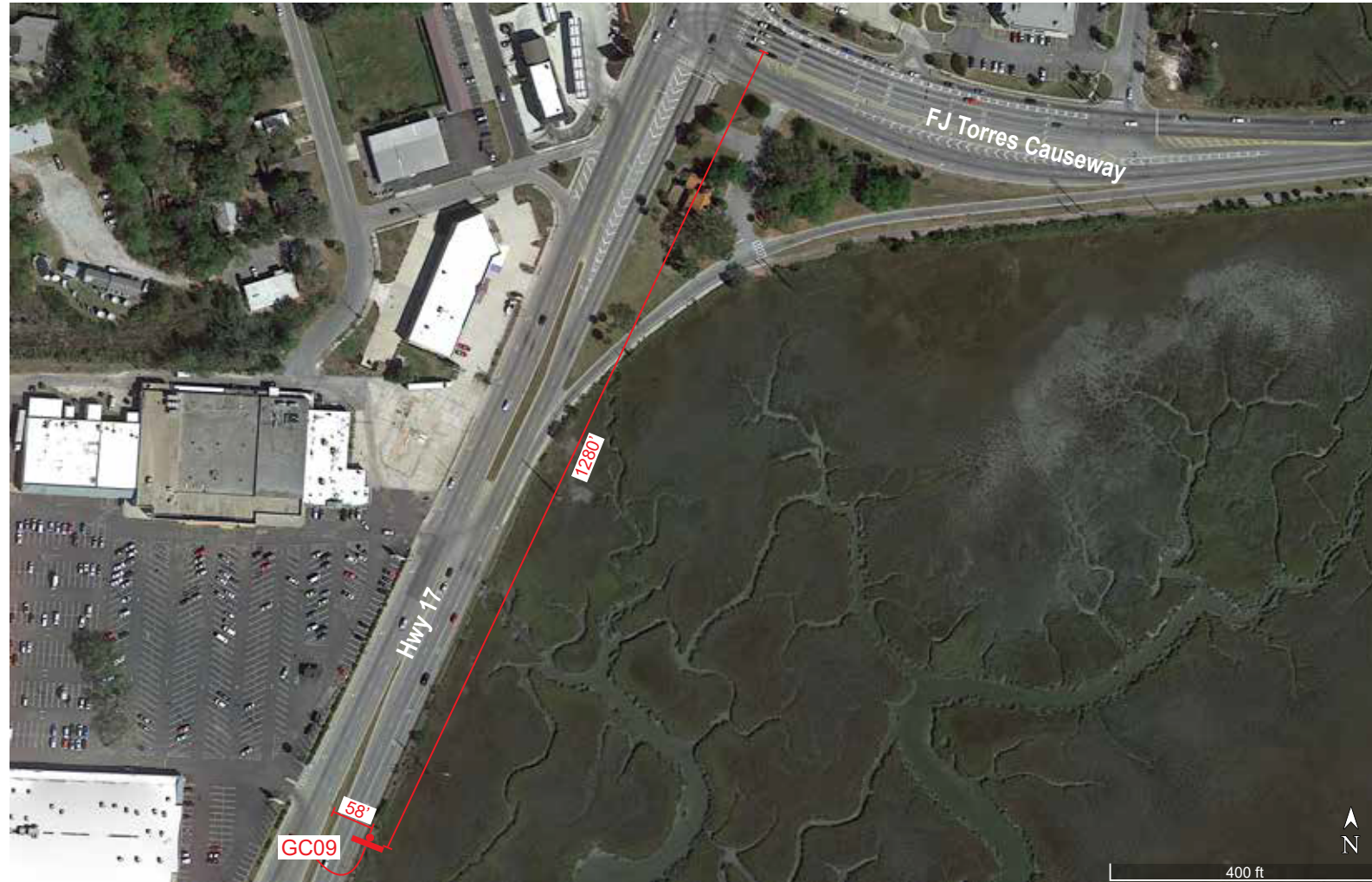
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Civic Wayfinding System
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City of Brunswick Location



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Details:

Size: 50" w x 51" h

Square Footage:

Parent Panel: 10.541 sq ft
Decorative Header: 5.808 sq ft
Total: 16.348 sq ft

Parent Panel Font: Highway Gothic Series D

Colors:

Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:

VEH02

Sign Number: GC09	Location Photo	Map Section: 14	Direction Sign Faces: South	Sign Elevation:	Overhead
Notes: - Replaces existing GDOT sign. - Behind Gaurd Rail		Installation Conditions: <input checked="" type="radio"/> Soil <input type="radio"/> Brick <input type="radio"/> Reuse Foundation <input type="radio"/> Concrete <input type="radio"/> Surface Mount <input type="radio"/> Asphalt <input type="radio"/> Mount to Lamp Post Street Sign Location: Cross Street: Hwy 17 FJ Torres Causeway Demolition Required: <input type="radio"/> Sign Removal <input checked="" type="radio"/> Sign & Pole Removal	84"	<input type="radio"/> Curb <input checked="" type="radio"/> Shoulder < 6' <input type="radio"/> Shoulder > 6'	



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Civic Wayfinding System
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City of Brunswick Location



GOLDEN ISLES™
GEORGIA

Details:

Size: 50" w x 51" h

Square Footage:
Parent Panel:
10.541 sq ft
Decorative Header:
5.808 sq ft
Total: 16.348 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH02

Sign Number: GC10	Location Photo	Map Section: 14	Direction Sign Faces: North	Sign Elevation:	Overhead
Notes: Replaces existing GDOT sign.		Installation Conditions: <input checked="" type="radio"/> Soil <input type="radio"/> Concrete <input type="radio"/> Mount to Lamp Post <input type="radio"/> Brick <input type="radio"/> Surface Mount <input type="radio"/> Reuse Foundation <input type="radio"/> Asphalt	Street Sign Location: Hwy 17 Demolition Required: <input type="radio"/> Sign Removal <input type="radio"/> Sign & Pole Removal	Cross Street: FJ Torres Causeway 84"	<input type="checkbox"/> Curb <input type="checkbox"/> Shoulder < 6' <input type="checkbox"/> Shoulder > 6'



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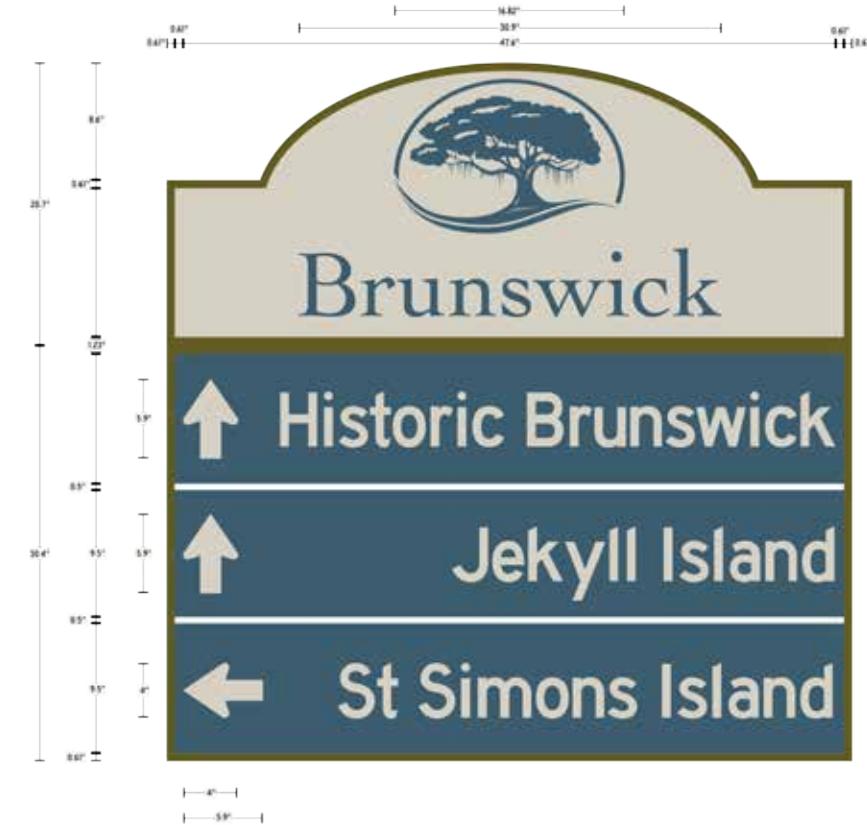
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Civic Wayfinding System
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Details:


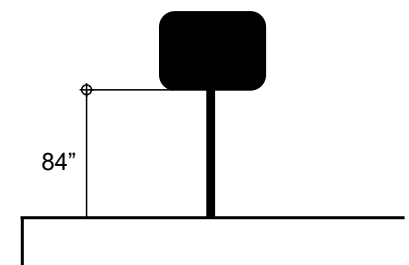
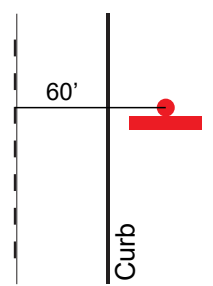
Size: 50" w x 51" h

Square Footage:
Parent Panel: 10.541 sq ft
Decorative Header: 5.808 sq ft
Total: 16.348 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH02

Sign Number: GC10A	Location Photo	Map Section: 14	Direction Sign Faces: North	Sign Elevation:	Overhead
Notes:		Installation Conditions: <input checked="" type="checkbox"/> Soil <input type="checkbox"/> Brick <input type="checkbox"/> Reuse Foundation <input type="checkbox"/> Concrete <input type="checkbox"/> Surface Mount <input type="checkbox"/> Asphalt <input type="checkbox"/> Mount to Lamp Post Street Sign Location: Cross Street: Hwy 17 FJ Torres Causeway Demolition Required: <input type="checkbox"/> Sign Removal <input checked="" type="checkbox"/> Sign & Pole Removal		<input checked="" type="checkbox"/> Curb <input type="checkbox"/> Shoulder < 6' <input type="checkbox"/> Shoulder > 6'	



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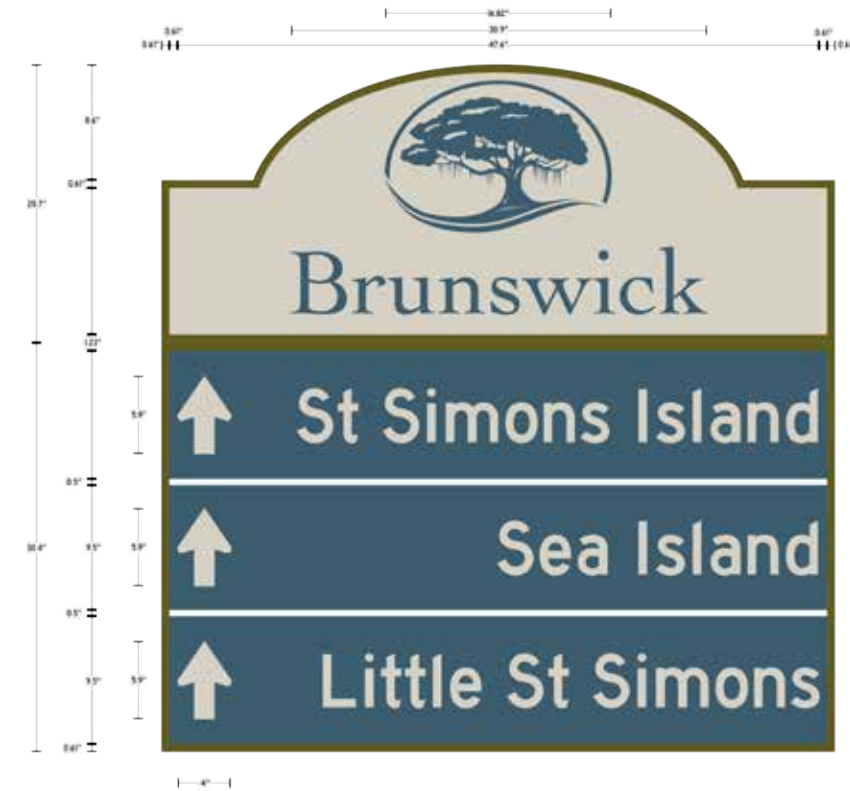
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Civic Wayfinding System
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City of Brunswick Location



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Details:

Size: 50" w x 51" h

Square Footage:
Parent Panel:
10.541 sq ft
Decorative Header:
5.808 sq ft
Total: 16.348 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH02

Sign Number: GC11	Location Photo	Map Section: 14	Direction Sign Faces: West	Sign Elevation:	Overhead
Notes: Behind Guard Rail		Installation Conditions: <input checked="" type="radio"/> Soil <input type="radio"/> Brick <input type="radio"/> Reuse Foundation <input type="radio"/> Concrete <input type="radio"/> Surface Mount <input type="radio"/> Asphalt <input type="radio"/> Mount to Lamp Post Street Sign Location: Cross Street: FJ Torres Causeway Glynn Ave. Demolition Required: <input type="radio"/> Sign Removal <input type="radio"/> Sign & Pole Removal	84"	<input type="radio"/> Curb <input type="radio"/> Shoulder < 6' <input checked="" type="radio"/> Shoulder > 6'	



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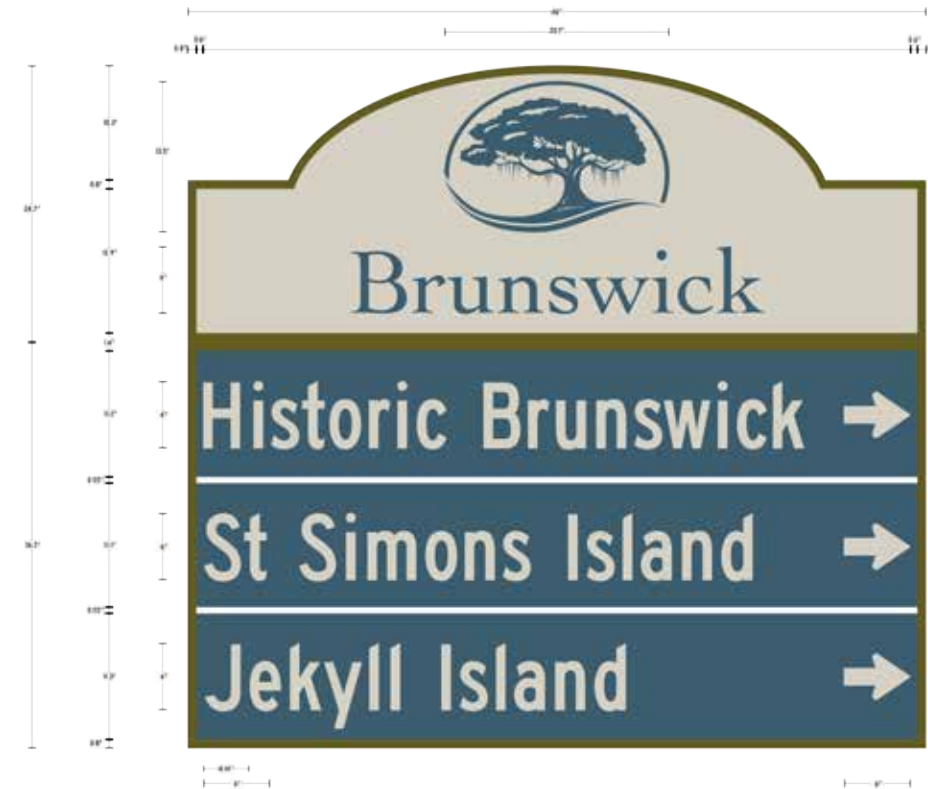
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Details:


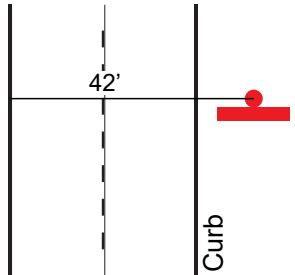
Size: 66" w x 61" h

Square Footage:
Parent Panel: 9.182 sq ft
Decorative Header: 16.628 sq ft
Total: 25.810 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH01

Sign Number: GC12	Location Photo	Map Section: 10	Direction Sign Faces: North	Sign Elevation:	Overhead
Notes:		<p>Installation Conditions:</p> <ul style="list-style-type: none"> ● Soil ○ Concrete ○ Mount to Lamp Post ○ Brick ○ Surface Mount ○ Reuse Foundation ○ Asphalt <p>Street Sign Location: Golden Isles Pkwy. Cross Street: Hwy 17</p> <p>Demolition Required:</p> <ul style="list-style-type: none"> ● Sign Removal ○ Sign & Pole Removal 	84"	<ul style="list-style-type: none"> ○ Curb ○ Shoulder < 6' ● Shoulder > 6' 	



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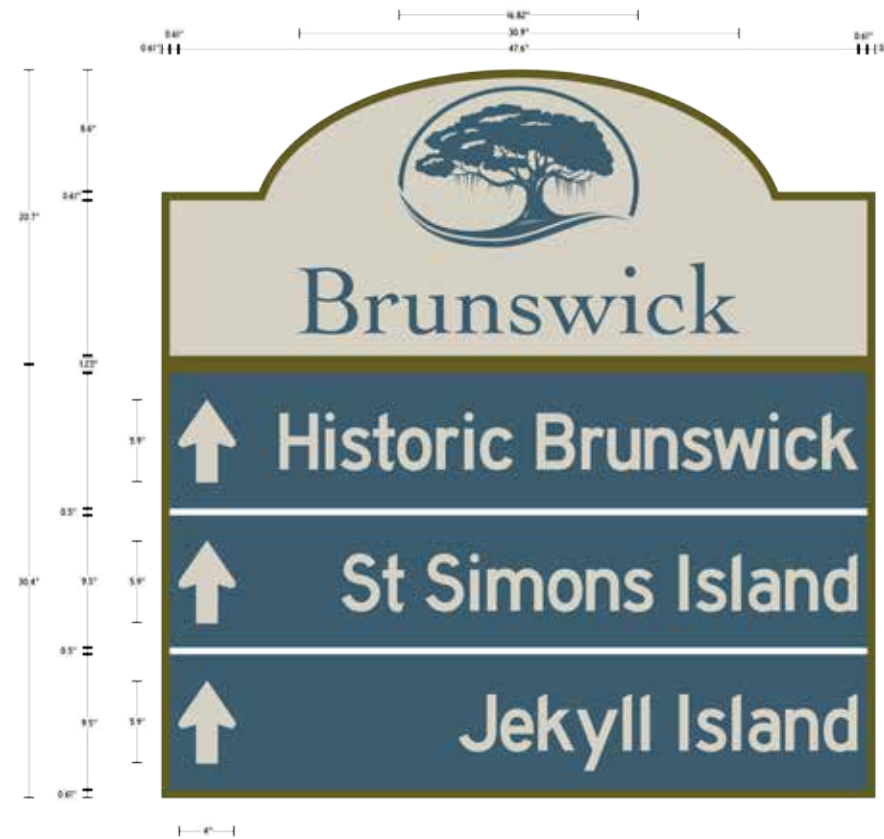
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Civic Wayfinding System
Design and Planning Development

City of Brunswick Location



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GEORGIA

Details:


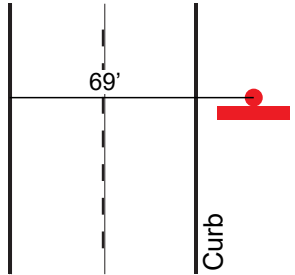
Size: 50" w x 51" h

Square Footage:
Parent Panel:
10.541 sq ft
Decorative Header:
5.808 sq ft
Total: 16.348 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH02

Sign Number: GC14	Location Photo	Map Section: 10	Direction Sign Faces: North	Sign Elevation:	Overhead
Notes:		Installation Conditions: <input checked="" type="checkbox"/> Soil <input type="checkbox"/> Brick <input type="checkbox"/> Reuse Foundation <input type="checkbox"/> Concrete <input type="checkbox"/> Surface Mount <input type="checkbox"/> Asphalt <input type="checkbox"/> Mount to Lamp Post Street Sign Location: Cross Street: Hwy 17 Golden Isles Pkwy. Demolition Required: <input type="checkbox"/> Sign Removal <input type="checkbox"/> Sign & Pole Removal	84"	<input type="checkbox"/> Curb <input type="checkbox"/> Shoulder < 6' <input checked="" type="checkbox"/> Shoulder > 6'	



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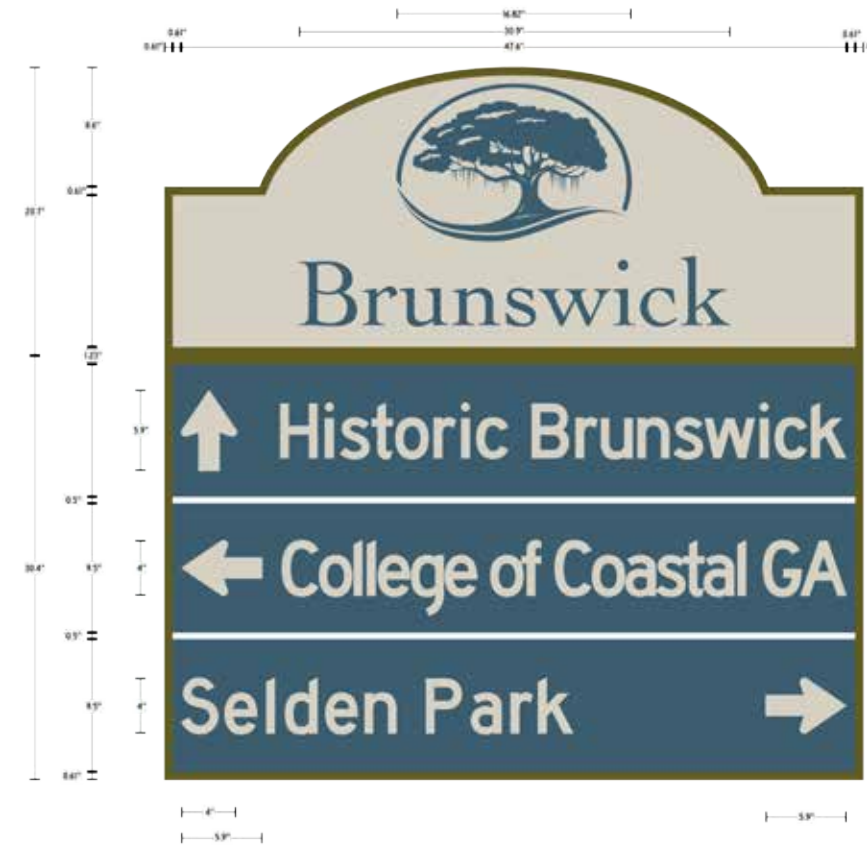
(888) 982-1234

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Civic Wayfinding System
Design and Planning Development

City of Brunswick Location



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Details:

Size: 50" w x 51" h

Square Footage:
Parent Panel:
10.541 sq ft
Decorative Header:
5.808 sq ft
Total: 16.348 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH02

Sign Number: GC32	Location Photo	Map Section: 10	Direction Sign Faces: North	Sign Elevation:	Overhead
Notes: Sign needs to be on the outside of the utility pole to be outside of the RR ROW.		Installation Conditions: <input checked="" type="radio"/> Soil <input type="radio"/> Brick <input type="radio"/> Reuse Foundation <input type="radio"/> Concrete <input type="radio"/> Surface Mount <input type="radio"/> Asphalt <input type="radio"/> Mount to Lamp Post Street Sign Location: Cross Street: Hwy 341 4th St. Demolition Required: <input type="radio"/> Sign Removal <input type="radio"/> Sign & Pole Removal			<input type="radio"/> Curb <input type="radio"/> Shoulder < 6' <input checked="" type="radio"/> Shoulder > 6'



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City of Brunswick Location



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Details:

Size: 66" w x 61" h

Square Footage:
Parent Panel:
9.182 sq ft
Decorative Header:
16.628 sq ft
Total: 25.810 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH01

Sign Number: GC34	Location Photo	Map Section: 14	Direction Sign Faces: South	Sign Elevation:	Overhead
Notes: - Replaces existing GDOT sign. - Jesup listed due to removal		Installation Conditions: <input checked="" type="radio"/> Soil <input type="radio"/> Brick <input type="radio"/> Reuse Foundation <input type="radio"/> Concrete <input type="radio"/> Surface Mount <input type="radio"/> Asphalt <input type="radio"/> Mount to Lamp Post Street Sign Location: Cross Street: Glynn Ave. Gloucester St. Demolition Required: <input type="radio"/> Sign Removal <input checked="" type="radio"/> Sign & Pole Removal	84"	<input type="radio"/> Curb <input type="radio"/> Shoulder < 6' <input checked="" type="radio"/> Shoulder > 6'	



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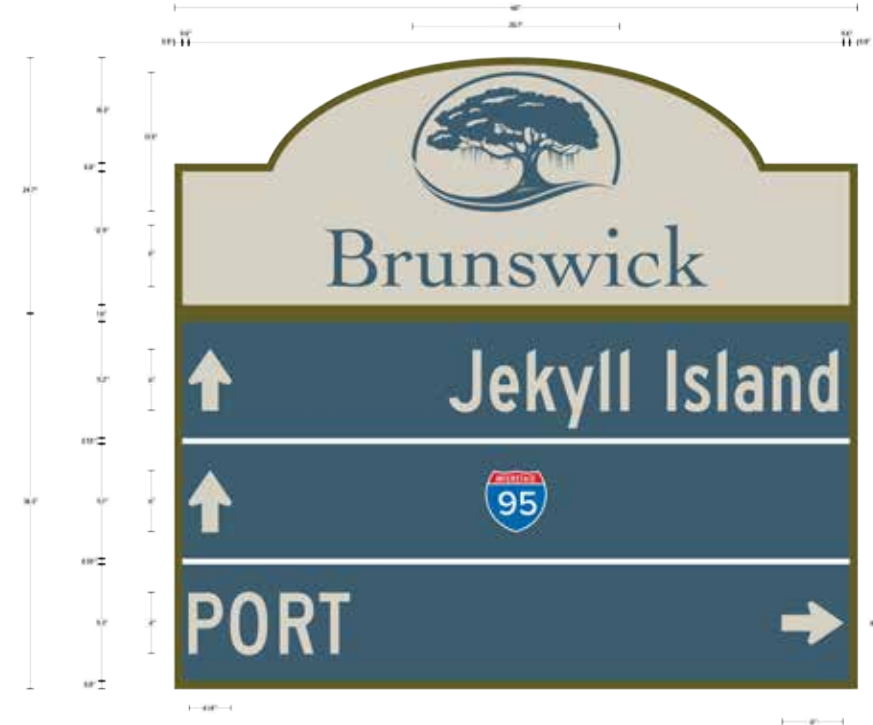
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City of Brunswick Location



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Details:


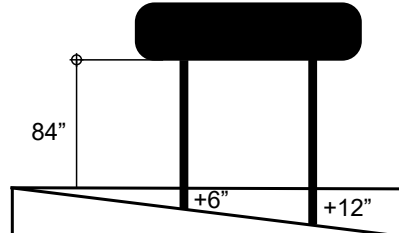
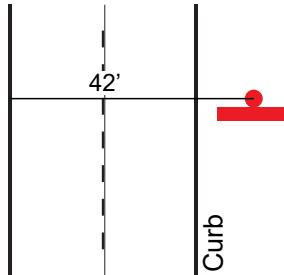
Size: 66" w x 61" h

Square Footage:
Parent Panel:
9.182 sq ft
Decorative Header:
16.628 sq ft
Total: 25.810 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH01

Sign Number: GC35	Location Photo	Map Section: 18	Direction Sign Faces: North	Sign Elevation:	Overhead
Notes:		Installation Conditions: <input checked="" type="radio"/> Soil <input type="radio"/> Brick <input type="radio"/> Reuse Foundation <input type="radio"/> Concrete <input type="radio"/> Surface Mount <input type="radio"/> Asphalt <input type="radio"/> Mount to Lamp Post Street Sign Location: Cross Street: Glynn Ave. 4th Ave. Demolition Required: <input type="radio"/> Sign Removal <input type="radio"/> Sign & Pole Removal	Sign Elevation: 	Overhead: <input type="radio"/> Curb <input type="radio"/> Shoulder < 6' <input checked="" type="radio"/> Shoulder > 6' 	



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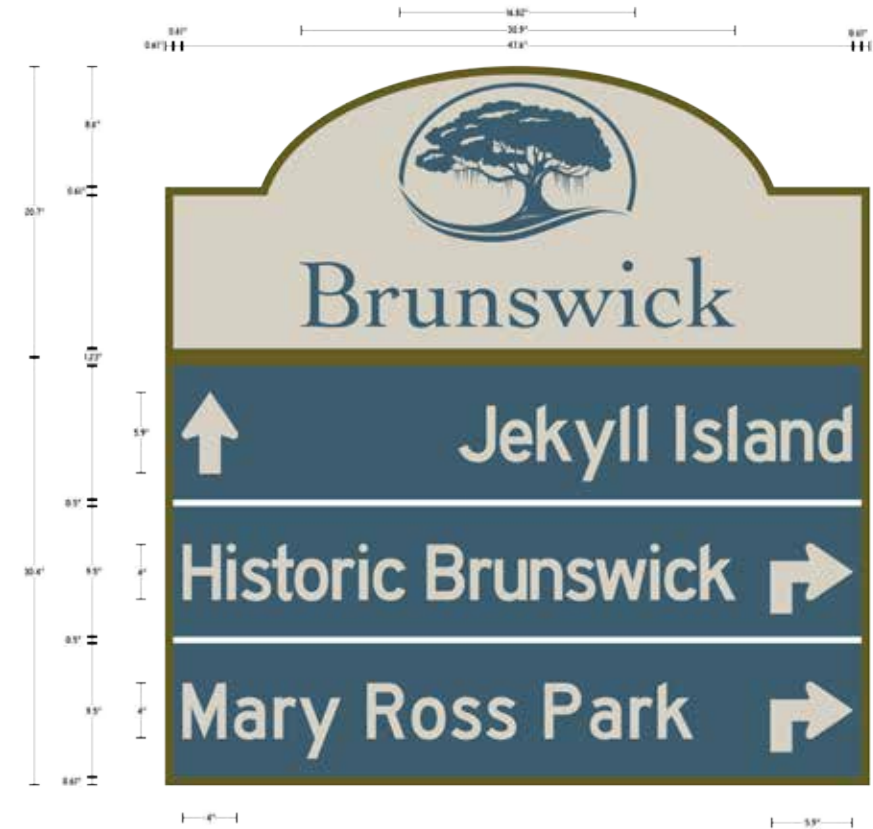
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Civic Wayfinding System
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City of Brunswick Location



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Details:

Size: 50" w x 51" h

Square Footage:
Parent Panel:
10.541 sq ft
Decorative Header:
5.808 sq ft
Total: 16.348 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH02

Sign Number: GC47	Location Photo	Map Section: 14	Direction Sign Faces: North	Sign Elevation:	Overhead
Notes:		Installation Conditions: <input checked="" type="radio"/> Soil <input type="radio"/> Brick <input type="radio"/> Reuse Foundation <input type="radio"/> Concrete <input type="radio"/> Surface Mount <input type="radio"/> Asphalt <input type="radio"/> Mount to Lamp Post Street Sign Location: Cross Street: Glynn Ave. Gloucester St. Demolition Required: <input type="radio"/> Sign Removal <input type="radio"/> Sign & Pole Removal	Sign Elevation: 	<input type="radio"/> Curb <input type="radio"/> Shoulder < 6' <input checked="" type="radio"/> Shoulder > 6' 	



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Details:

Size: 50" w x 51" h

Square Footage:

Parent Panel:

10.541 sq ft

Decorative Header:

5.808 sq ft

Total: 16.348 sq ft

Parent Panel Font:

Highway Gothic Series D

Colors:


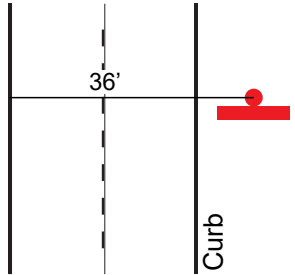
Blue: PMS 548 U

Gold: PMS 581 C

Tan: PMS 7527 C

Sign Type:

VEH02

Sign Number: GC48	Location Photo	Map Section: 14	Direction Sign Faces: West	Sign Elevation:	Overhead
Notes: City requested 2nd arrow for Interstate 95 Destination on Sign.		Installation Conditions: <input checked="" type="radio"/> Soil <input type="radio"/> Brick <input type="radio"/> Reuse Foundation <input type="radio"/> Concrete <input type="radio"/> Surface Mount <input type="radio"/> Asphalt <input type="radio"/> Mount to Lamp Post Street Sign Location: Cross Street: Gloucester St. Lanier Blvd. Demolition Required: <input type="radio"/> Sign Removal <input type="radio"/> Sign & Pole Removal	84"	<input checked="" type="radio"/> Curb <input type="radio"/> Shoulder < 6' <input type="radio"/> Shoulder > 6'	



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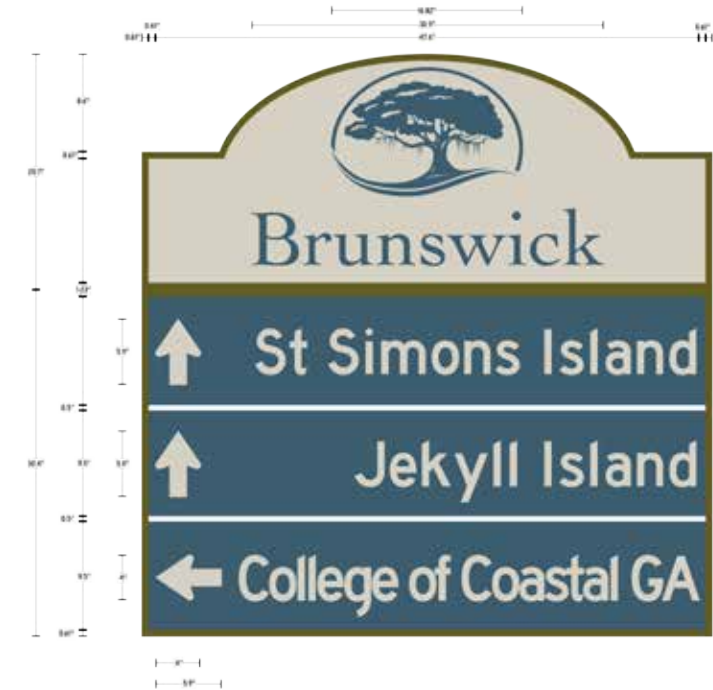
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Details:


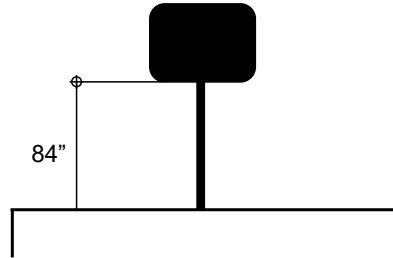
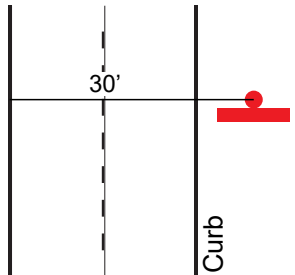
Size: 50" w x 51" h

Square Footage:
Parent Panel:
10.541 sq ft
Decorative Header:
5.808 sq ft
Total: 16.348 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH02

Sign Number: GC49	Location Photo	Map Section: 14.a Pg 1	Direction Sign Faces: West	Sign Elevation:	Overhead
Notes:		<p>Installation Conditions:</p> <ul style="list-style-type: none"> ● Soil ○ Concrete ○ Mount to Lamp Post ○ Brick ○ Surface Mount ○ Reuse Foundation ○ Asphalt <p>Street Sign Location: Gloucester St. Cross Street: MLK Jr. Blvd.</p> <p>Demolition Required:</p> <ul style="list-style-type: none"> ○ Sign Removal ● Sign & Pole Removal 	<p>84"</p> 	<ul style="list-style-type: none"> ● Curb ○ Shoulder < 6' ○ Shoulder > 6' 	



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Details:

Size: 50" w x 51" h

Square Footage:
Parent Panel:
10.541 sq ft
Decorative Header:
5.808 sq ft
Total: 16.348 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH02

Sign Number: GC50	Location Photo	Map Section: 14.a Pg 1	Direction Sign Faces: East	Sign Elevation:	Overhead
Notes:		Installation Conditions: <input checked="" type="checkbox"/> Soil <input type="checkbox"/> Brick <input type="checkbox"/> Reuse Foundation <input type="checkbox"/> Concrete <input type="checkbox"/> Surface Mount <input type="checkbox"/> Asphalt <input type="checkbox"/> Mount to Lamp Post Street Sign Location: Cross Street: Gloucester St. Norwich St. Demolition Required: <input type="checkbox"/> Sign Removal <input type="checkbox"/> Sign & Pole Removal			<input checked="" type="checkbox"/> Curb <input type="checkbox"/> Shoulder < 6' <input type="checkbox"/> Shoulder > 6'



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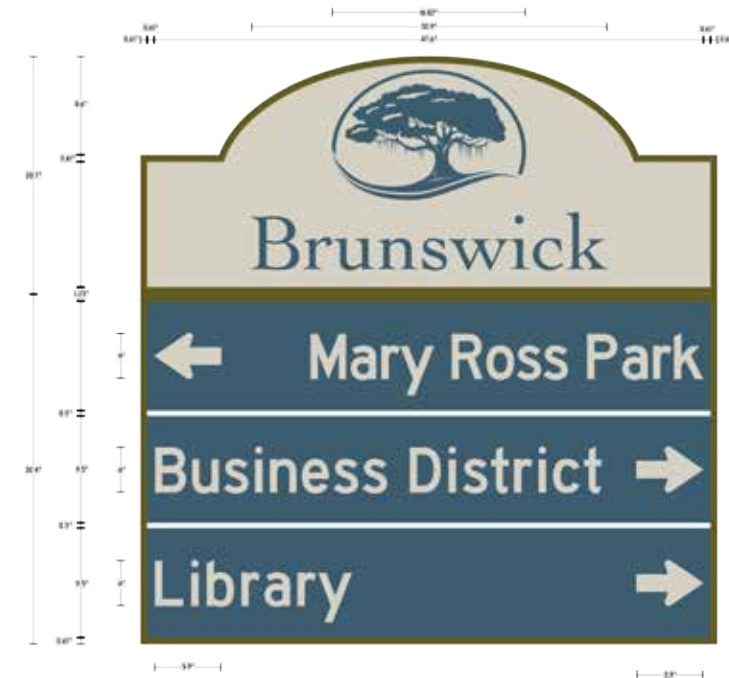
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Details:


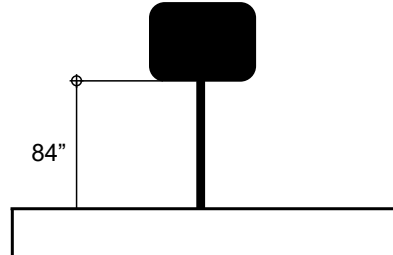
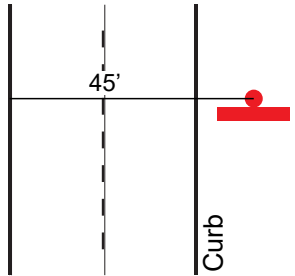
Size: 50" w x 51" h

Square Footage:
Parent Panel:
10.541 sq ft
Decorative Header:
5.808 sq ft
Total: 16.348 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH02

Sign Number: GC53	Location Photo	Map Section: 14.a Pg 1	Direction Sign Faces: South	Sign Elevation:	Overhead
Notes: Replace existing Business District sign		Installation Conditions: <input checked="" type="checkbox"/> Soil <input type="checkbox"/> Brick <input type="checkbox"/> Reuse Foundation <input type="checkbox"/> Concrete <input type="checkbox"/> Surface Mount <input type="checkbox"/> Asphalt <input type="checkbox"/> Mount to Lamp Post Street Sign Location: Cross Street: Oglethorpe St. Gloucester St. Demolition Required: <input type="checkbox"/> Sign Removal <input checked="" type="checkbox"/> Sign & Pole Removal			<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Curb <input type="checkbox"/> Shoulder < 6' <input type="checkbox"/> Shoulder > 6' 



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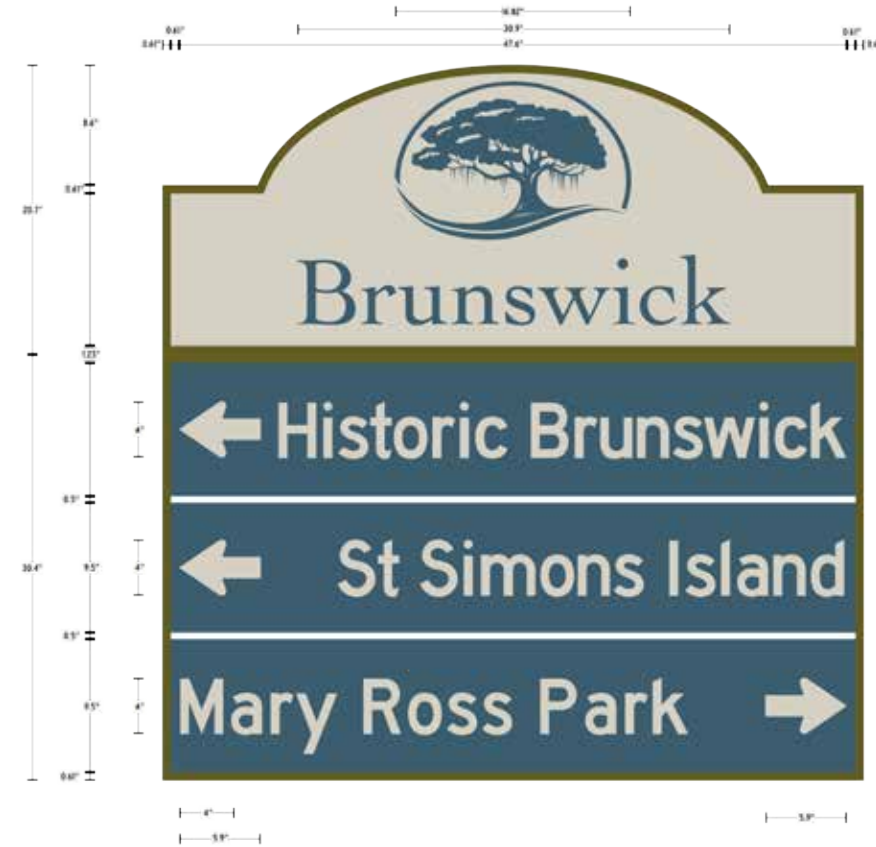
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Details:

Size: 50" w x 51" h

Square Footage:
Parent Panel:
10.541 sq ft
Decorative Header:
5.808 sq ft
Total: 16.348 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH02

Sign Number: GC54	Location Photo	Map Section: 14.a Pg 1	Direction Sign Faces: North	Sign Elevation:	Overhead
Notes: Remove existing St. Simons Island Sign		Installation Conditions: <input checked="" type="radio"/> Soil <input type="radio"/> Brick <input type="radio"/> Reuse Foundation <input type="radio"/> Concrete <input type="radio"/> Surface Mount <input type="radio"/> Asphalt <input type="radio"/> Mount to Lamp Post Street Sign Location: Cross Street: Oglethorpe St. Gloucester St. Demolition Required: <input type="radio"/> Sign Removal <input checked="" type="radio"/> Sign & Pole Removal			<input checked="" type="radio"/> Curb <input type="radio"/> Shoulder < 6' <input type="radio"/> Shoulder > 6'



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Details:


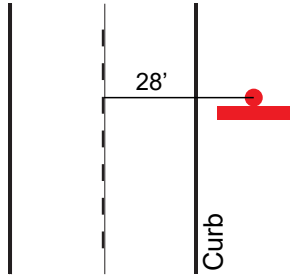
Size: 50" w x 51" h

Square Footage:
Parent Panel: 10.541 sq ft
Decorative Header: 5.808 sq ft
Total: 16.348 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH02

Sign Number: GC59	Location Photo	Map Section: 14.a Pg 2	Direction Sign Faces: East	Sign Elevation:	Overhead
Notes:		Installation Conditions: <input type="radio"/> Soil <input type="radio"/> Brick <input type="radio"/> Reuse Foundation <input type="radio"/> Concrete <input type="radio"/> Surface Mount <input type="radio"/> Asphalt <input checked="" type="radio"/> Mount to Lamp Post Street Sign Location: Cross Street: Gloucester St. Newcastle St. Demolition Required: <input type="radio"/> Sign Removal <input type="radio"/> Sign & Pole Removal		Sign Mounted to Lamp Post	<ul style="list-style-type: none"> <input checked="" type="radio"/> Curb <input type="radio"/> Shoulder < 6' <input type="radio"/> Shoulder > 6' 



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Details:


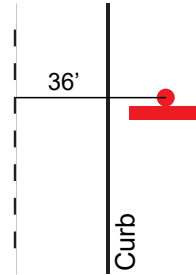
Size: 50" w x 51" h

Square Footage:
Parent Panel: 10.541 sq ft
Decorative Header: 5.808 sq ft
Total: 16.348 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH02

Sign Number: GC60	Location Photo	Map Section: 14.a Pg 2	Direction Sign Faces: West	Sign Elevation:	Overhead
Notes:		Installation Conditions: <input type="checkbox"/> Soil <input type="checkbox"/> Brick <input type="checkbox"/> Reuse Foundation <input type="checkbox"/> Concrete <input type="checkbox"/> Surface Mount <input type="checkbox"/> Asphalt <input checked="" type="checkbox"/> Mount to Lamp Post Street Sign Location: Cross Street: Gloucester St. Newcastle St. Demolition Required: <input type="checkbox"/> Sign Removal <input type="checkbox"/> Sign & Pole Removal	84"	<input checked="" type="checkbox"/> Curb <input type="checkbox"/> Shoulder < 6' <input type="checkbox"/> Shoulder > 6'	



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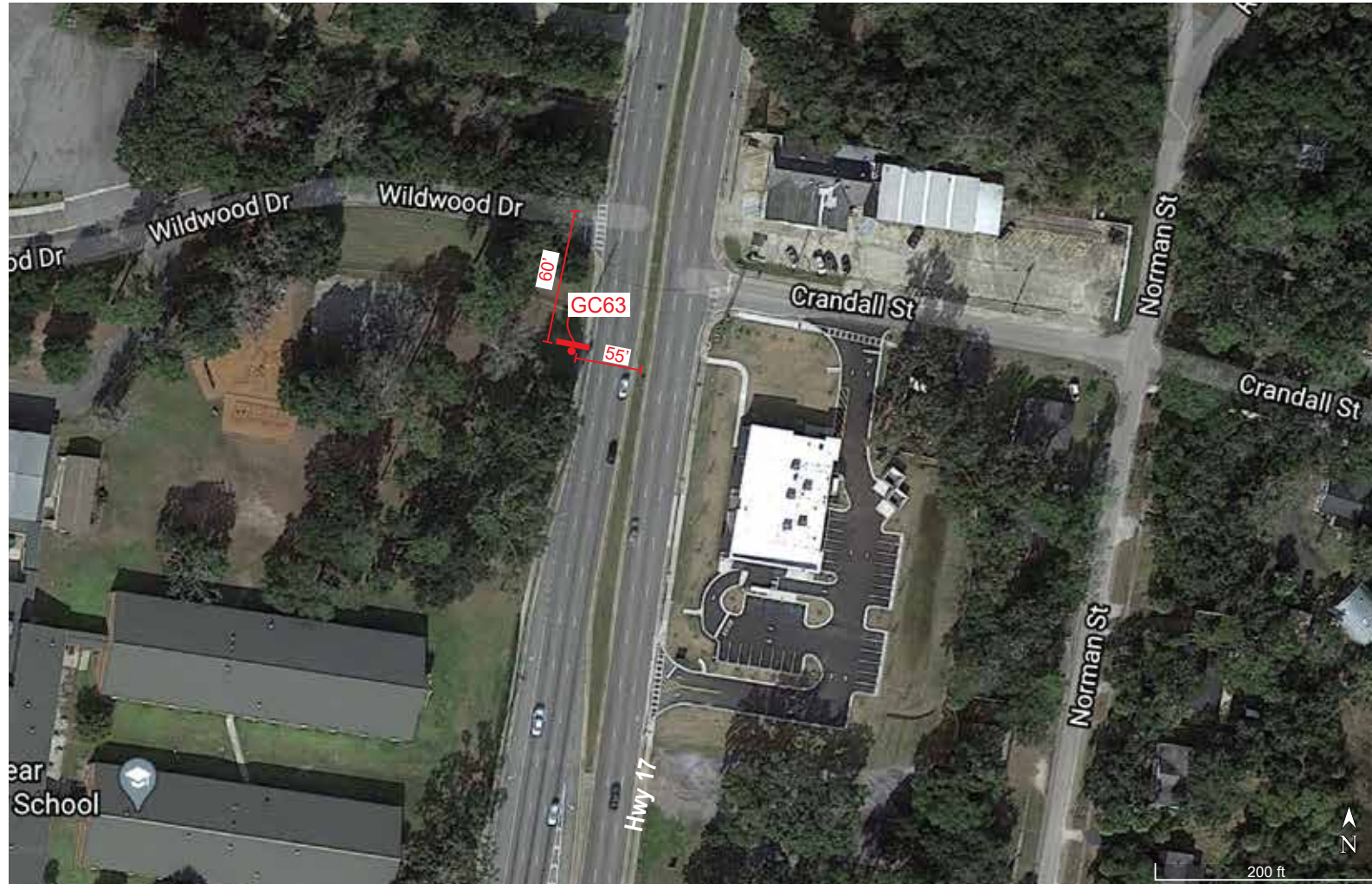
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Civic Wayfinding System
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Details:

Size: 50" w x 51" h

Square Footage:
Parent Panel:
10.541 sq ft
Decorative Header:
5.808 sq ft
Total: 16.348 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH02

Sign Number: GC63	Location Photo	Map Section: 10	Direction Sign Faces: North	Sign Elevation:	Overhead
Notes:		Installation Conditions: <input checked="" type="radio"/> Soil <input type="radio"/> Brick <input type="radio"/> Reuse Foundation <input type="radio"/> Concrete <input type="radio"/> Surface Mount <input type="radio"/> Asphalt <input type="radio"/> Mount to Lamp Post Street Sign Location: Cross Street: Hwy 17 Parkwood Dr. Demolition Required: <input type="radio"/> Sign Removal <input type="radio"/> Sign & Pole Removal			<input type="radio"/> Curb <input type="radio"/> Shoulder < 6' <input type="radio"/> Shoulder > 6'



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Details:

Size: 50" w x 51" h

Square Footage:
 Parent Panel: 10.541 sq ft
 Decorative Header: 5.808 sq ft
 Total: 16.348 sq ft

Parent Panel Font:
 Highway Gothic Series D

Colors:
 Blue: PMS 548 U
 Gold: PMS 581 C
 Tan: PMS 7527 C

Sign Type:
 VEH02



Sign Number: GC63A	Location Photo	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
Notes:		Installation Conditions: <input checked="" type="radio"/> Soil <input type="radio"/> Brick <input type="radio"/> Reuse Foundation <input type="radio"/> Concrete <input type="radio"/> Surface Mount <input type="radio"/> Asphalt <input type="radio"/> Mount to Lamp Post Street Sign Location: Cross Street:			<input type="radio"/> Curb <input type="radio"/> Shoulder < 6' <input type="radio"/> Shoulder > 6'
		Demolition Required: <input type="radio"/> Sign Removal <input type="radio"/> Sign & Pole Removal			



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Civic Wayfinding System
 Design and Planning Development

City of Brunswick Location



GOLDEN ISLES™
GEORGIA

Details:

Size: 50" w x 51" h

Square Footage:
Parent Panel:
10.541 sq ft
Decorative Header:
5.808 sq ft
Total: 16.348 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH02

Sign Number: GC65	Location Photo	Map Section: 10	Direction Sign Faces: South	Sign Elevation:	Overhead
Notes:		Installation Conditions: <input checked="" type="radio"/> Soil <input type="radio"/> Brick <input type="radio"/> Reuse Foundation <input type="radio"/> Concrete <input type="radio"/> Surface Mount <input type="radio"/> Asphalt <input type="radio"/> Mount to Lamp Post Street Sign Location: Cross Street:	Demolition Required: <input type="radio"/> Sign Removal <input type="radio"/> Sign & Pole Removal		<input type="radio"/> Curb <input type="radio"/> Shoulder < 6' <input checked="" type="radio"/> Shoulder > 6'



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Civic Wayfinding System
Design and Planning Development

City of Brunswick Location



GOLDEN ISLES™
GEORGIA

Details:

Size: 50" w x 51" h

Square Footage:
 Parent Panel: 10.541 sq ft
 Decorative Header: 5.808 sq ft
 Total: 16.348 sq ft

Parent Panel Font:
 Highway Gothic Series D

Colors:
 Blue: PMS 548 U
 Gold: PMS 581 C
 Tan: PMS 7527 C

Sign Type:
 VEH02

Sign Number: GC65A	Location Photo	Map Section: 10	Direction Sign Faces: South	Sign Elevation:	Overhead
Notes: Replaces current CCGA sign.		Installation Conditions: <ul style="list-style-type: none"> ● Soil ○ Concrete ○ Mount to Lamp Post Street Sign Location: Hwy 17 Demolition Required: ● Sign Removal	<ul style="list-style-type: none"> ○ Brick ○ Surface Mount ○ Reuse Foundation ○ Asphalt Cross Street: Golden Isles Pkwy ○ Sign & Pole Removal		<ul style="list-style-type: none"> ○ Curb ○ Shoulder < 6' ● Shoulder > 6'



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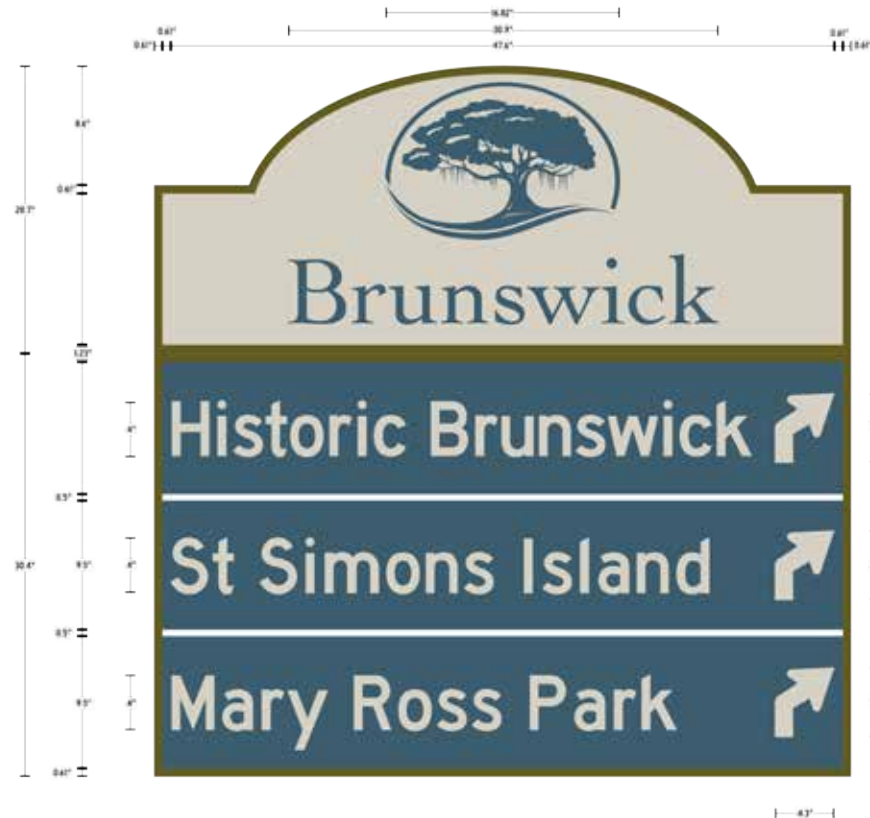
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Civic Wayfinding System
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GOLDEN ISLES™
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Details:

Size: 50" w x 51" h

Square Footage:
Parent Panel:
10.541 sq ft
Decorative Header:
5.808 sq ft
Total: 16.348 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH02

***Exact Location To Be Determined**

Sign Number: GC66A	Location Photo	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
Notes:		Installation Conditions: <input checked="" type="radio"/> Soil <input type="radio"/> Concrete <input type="radio"/> Mount to Lamp Post Street Sign Location: Cross Street: Demolition Required: <input type="radio"/> Sign Removal <input type="radio"/> Sign & Pole Removal	<input type="radio"/> Brick <input type="radio"/> Surface Mount <input type="radio"/> Asphalt <input type="radio"/> Reuse Foundation <input type="radio"/> Asphalt		<input type="radio"/> Curb <input type="radio"/> Shoulder < 6' <input type="radio"/> Shoulder > 6'



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Civic Wayfinding System
Design and Planning Development

City of Brunswick Location



GOLDEN ISLES™
GEORGIA

Details:

Size: 50" w x 51" h

Square Footage:
Parent Panel:
10.541 sq ft
Decorative Header:
5.808 sq ft
Total: 16.348 sq ft

Parent Panel Font:
Highway Gothic Series D

Colors:
Blue: PMS 548 U
Gold: PMS 581 C
Tan: PMS 7527 C

Sign Type:
VEH02

Sign Number: SS26	Location Photo	Map Section: 14	Direction Sign Faces: East	Sign Elevation:	Overhead
Notes:		Installation Conditions: <input checked="" type="radio"/> Soil <input type="radio"/> Brick <input type="radio"/> Reuse Foundation <input type="radio"/> Concrete <input type="radio"/> Surface Mount <input type="radio"/> Asphalt <input type="radio"/> Mount to Lamp Post Street Sign Location: Cross Street: FJ Torras Causeway Hwy 17 Demolition Required: <input type="radio"/> Sign Removal <input type="radio"/> Sign & Pole Removal			<input type="radio"/> Curb <input checked="" type="radio"/> Shoulder < 6' <input type="radio"/> Shoulder > 6'



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BRUNSWICK SIGNAGE

GC08
VEH01



GC09
VEH02



GC10
VEH02



GC10A
VEH02



GC11
VEH02



GC12
VEH01



GC14
VEH02



GC32
VEH02



GC34
VEH01



GC35
VEH01



GC47
VEH02



GC48
VEH02



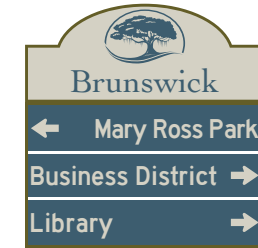
GC49
VEH02



GC50
VEH02



GC53
VEH02



GC54
VEH02



GC59
VEH02



GC60
VEH02



GC63
VEH02



GC63A
VEH02



GC65
VEH02



GC65A
VEH02



GC66A
VEH02



SS26
VEH02



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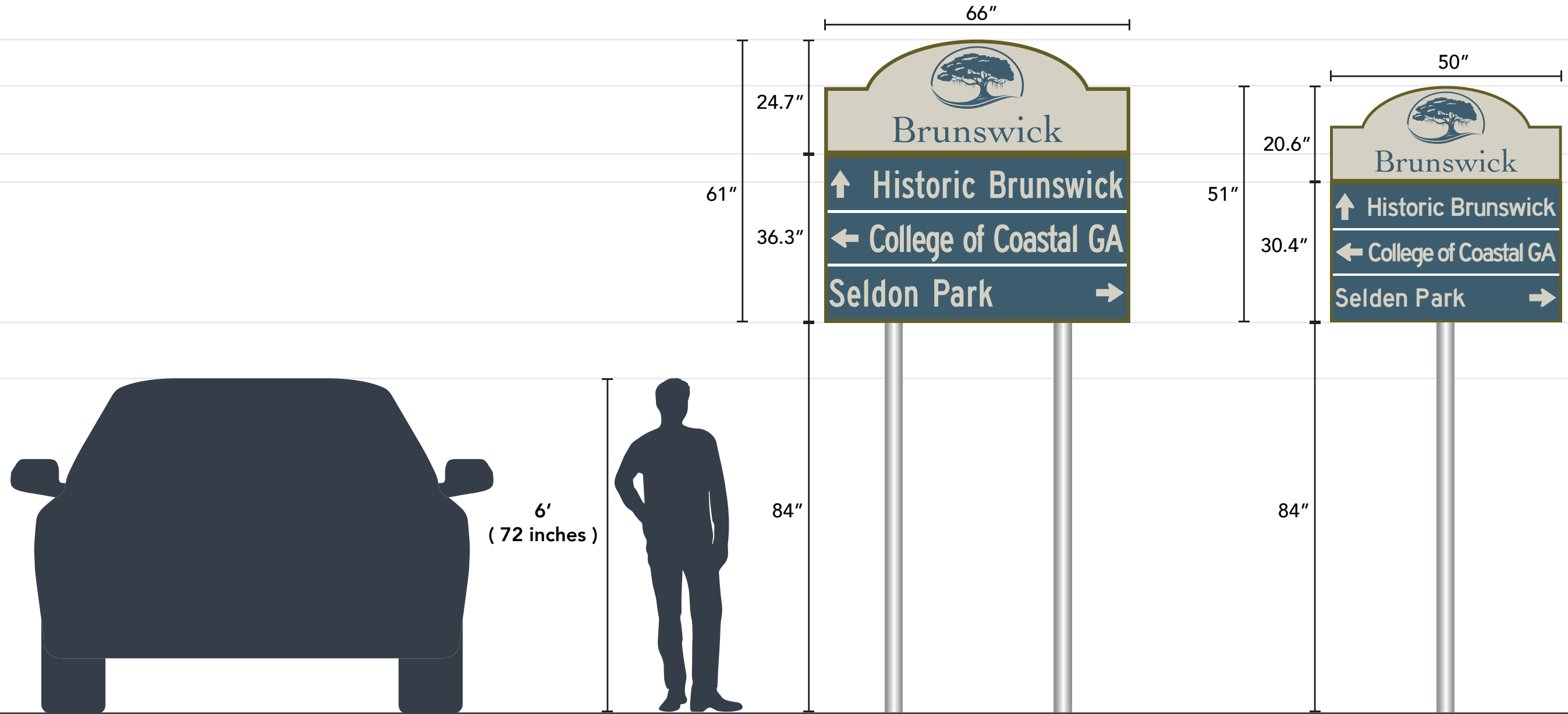
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GOLDEN ISLES
GEORGIA

DESIGN FAMILY



● **VEH01**
 Font: Highway Gothic Series D
 Size: 6 inches Tall

● **VEH02**
 Font: Highway Gothic Series C
 Size: 4 inches Tall



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Civic Wayfinding System
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ORDINANCE 10

AN ORDINANCE TO ADD CHAPTER 27, TITLED SHORT-TERM RENTAL ORDINANCE; TO PROVIDE FOR A PURPOSE; TO PROVIDE FOR DEFINITIONS; TO PROVIDE FOR TAXATION; TO PROVIDE STANDARDS OF OPERATIONS; TO PROVIDE FOR AN APPLICATION PROCESS; TO PROVIDE FOR PENALTIES; TO PROVIDE FOR DUE PROCESS; TO PROVIDE FOR AN EFFECTIVE DATE; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.

The commission of the City of Brunswick hereby ordains that the Code of Ordinances of the City of Brunswick be and it is hereby amended as follows:

SECTION ONE:

Sec. 27-1 Short Title.

This Chapter shall be known and may be cited as the "Short-Term Rental Ordinance of the City of Brunswick".

Sec. 27-2 Purpose.

It is the purpose of this chapter to protect the public health, safety and general welfare of individuals and the community at large; to facilitate and provide reasonable means for citizens to mitigate impacts created by occupancy of short-term units; and to implement rationally based, reasonably tailored regulations to protect the integrity of the city's neighborhoods.

This Chapter is not intended to regulate hotels, motels, inns, hospitals, or non-vacation type rental arrangements.

Sec. 27-3 Definitions.

The following words, terms, and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. When not inconsistent with the context, words in the plural number include the singular number, and words in the singular include the plural number.

- (a) *Accommodation Excise Tax* means the excise tax (also known as the "Lodging Tax") imposed and collected by the City pursuant to O.C.G.A §§ 48-13-50 through 48-13-63 and the City of Brunswick Ordinance Sections 20-26 through 20-36 for the furnishing for value to the public of any rooms, lodgings, or accommodations in the City.

- (b) *Accommodation Excise Tax Certificate* or *Certificate* means the document issued by the City to the property owner or the Managing Agency or Managing Agent of a Short-Term Rental under this Ordinance containing an official Short-Term Rental Accommodation Excise Tax number for the purpose of verifying and enforcing compliance with the accommodation excise tax requirements of the City of Brunswick Code of Ordinances, as well the other provisions of this Ordinance pertaining to the operation of a Short-Term Rental for transient occupants.
- (c) *Advertisement* or *Advertising* means the listing or marketing of any real property as a Short-Term Rental through any print, outdoor, digital, broadcast, or other advertising medium, such as magazines, brochures, newsletters, banners, signs, social media platforms, apps on a smartphone, electronic or online marketplaces or booking platforms, marketplace facilitators, websites, internet, computer or other electronic devices, television, or radio.
- (d) *Board of Commissioners* or *Board* means the City of Brunswick Board of Commissioners.
- (e) *Commercial Event* means an event or gathering of people, or the marketing or advertising thereof, where a fee is charged in exchange for allowing an event or gathering on the property.
- (f) *City* means the City of Brunswick, Georgia.
- (g) *Dwelling Unit* or *Unit* means one or more rooms, designed, occupied or intended for occupancy as separate, complete living quarters with permanent cooking, sleeping and sanitary facilities provided within the dwelling unit for the exclusive use of one or more persons.
- (h) *Local Point of Contact* or *Point of Contact* means a person located in Glynn County who is at least 21 years of age and who, using reasonably prudent business practices, is responsible for ensuring that all occupants and/or guests of the Short-Term Rental comply with all applicable laws, rules and regulations pertaining to the use and occupancy of the subject Short-Term Rental and for responding to questions or concerns from occupants, guests, and the City regarding the operation of the Short-Term Rental.
- (i) *Managing Agency* or *Managing Agent* means a person, firm, agency, or company with a valid city occupation tax certificate that manages one or more Short-Term Rentals under a management agreement on behalf of the owner of the Short-Term Rental property.

- (j) *Maximum Occupancy Rate* means no more than two persons per bedroom, plus two additional persons. A bedroom is a room or space within the Short-Term Rental furnished with one or more beds and that is customarily used and intended primarily for sleeping. Children under 12 years of age shall not be included in determining the maximum occupancy of a Short-Term Rental, but in no event shall occupancy exceed 15 persons total, including children, unless a variance from such total is requested and received from the City allowing a proportional increase for Dwelling Units with six or more bedrooms.
- (k) *Owner or Owners* means a person that holds legal title to private property.
- (l) *Party* means one or more persons who, as a single group, rent a Short-Term Rental pursuant to a single reservation and payment.
- (m) *Person* means an individual, firm, partnership, corporation, association, company, agency, syndicate, estate, trust, business trust, receiver, fiduciary or any combination acting as a unit, body politic, or political subdivision whether public, private or quasi-public.
- (n) *Property* means a legal lot of record on which any Dwelling Unit(s) is being operated or offered as a Short-Term Rental.
- (o) *Short-Term Rental* means an accommodation for transient occupants or guests where, in exchange for compensation of any type or amount, a residential Dwelling Unit, or a portion thereof, is provided for lodging for a period of time not to exceed 30 consecutive days.
- (p) Any term used in this Ordinance that is also used in the zoning ordinance of the City of Brunswick shall have the same meaning as defined in the zoning ordinance, unless otherwise specifically defined in this section.

Sec. 27-4 Accommodation Excise Tax Certificate.

- (a) No Dwelling Unit, or any portion thereof, shall be used, operated, rented, offered, or advertised as a Short-Term Rental within the City of Brunswick, unless the Owner of the Dwelling Unit applies for and possesses a valid and current Accommodation Excise Tax Certificate issued by the City of Brunswick in accordance with this Ordinance.
- (b) It shall be unlawful and a violation of this Ordinance for any person or property owner to use, operate, rent, offer, or advertise a Short-Term Rental within the city limits of the City of Brunswick without a valid and current Accommodation Excise Tax Certificate issued by the City of Brunswick under this Ordinance, or to operate

a Short-Term Rental contrary to the procedures and regulations established in this Ordinance, other provisions of this Code, or any applicable state law.

(c) An Accommodation Excise Tax Certificate shall only be issued to a person with an ownership interest in the Short-Term Rental or to a Managing Agency or Agent that manages the Short-Term Rental or Renters of real property who have obtained explicit written permission from the owner of the property.

(d) No certificate issued under this chapter may be transferred or assigned or used by any person other than the one to whom it is issued, or at any location other than the one for which it is issued.

Sec. 27-5 Short-Term Rental Standards.

Short-Term Rentals, as defined in Section 27-3, shall be subject to the following general requirements in addition to the zoning district regulations for the zoning district in which the Short-Term Rental is located:

- (a) Short-Term Rentals shall meet all applicable building, health, fire, and related safety codes at all times. Each Short-Term Rental shall also have:
 - 1. Working smoke and carbon monoxide detectors in every bedroom and on all habitable floors;
 - 2. A properly maintained and charged fire extinguisher in each Short-Term Rental Dwelling Unit; and
 - 3. A solid waste collection (trash) service that removes waste at least once a week. All solid waste (trash) must be contained in secured containers when outside of the residence. Trash and refuse shall not be left or stored on the exterior of the property unless it is placed in a curbside container. The curbside container shall not be placed on the curb awaiting trash service pick up any sooner than 24 hours prior to the pickup day and must be removed no later than 24 hours after trash service pickup.
- (b) No exterior signage shall be permitted except in accordance with the regulations for the district in which the Short-Term Rental is located.
- (c) Short-Term Rentals shall not be operated outdoors or in a non-habitable structure.
- (d) Parking shall be provided in accordance with any existing or future parking ordinances of the City or district in which the Short-Term Rental is located.

(e) Only one party of guests shall be permitted per Dwelling Unit.

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- (f) There shall be no change in the exterior appearance of the dwelling and premises, or other visible evidence of the conduct of a short-term vacation rental.

Sec. 27-6 Parking.

- (a) Each Short-Term Rental shall designate the maximum number of cars allowed on-site and, where applicable, instructions for off-site parking for cars exceeding the maximum allowed on-site.
- (b) Parking spaces within the grounds of the Short-Term Rental must be clearly identified for guests use whether by signage or via instructions left with the guests.
- (c) The property owner shall provide guests with parking instructions prior to arrival.
- (d) Exceeding the maximum number of vehicles allowed on-site of a Short-Term Rental is a violation of this Ordinance.

Sec. 27-7 Operation.

- (a) Occupancy of a Short-Term Rental between the hours of 11:00 p.m. and 6:00 a.m. shall not exceed the maximum occupancy rate, as defined in Section 27-3. No person operating or occupying a Short-Term Rental shall violate or exceed, or allow another to exceed, the maximum occupancy rate.
- (b) A short-term rental shall not be used for hosting any commercial events.
- (c) The Accommodation Excise Tax Certificate holder shall keep on file with the City at all times the name, cell phone number, and email address of a valid Local Point of Contact who shall use reasonably prudent business practices to ensure that all occupants and/or guests of the Short-Term Rental comply with all applicable laws, rules and regulations pertaining to the use and occupancy of the Short-Term Rental, as well as for responding to questions or concerns from occupants, guests, and the City regarding the operation of the Short-Term Rental. The Local Point of Contact may, but does not necessarily need to be, the property owner or representative of a Managing Agency or Agent.
- (d) An owner may change the Local Point of Contact temporarily or permanently; however there shall only be one such agent for a property at any given time. To change the designated Contact, the owner shall notify the City in writing of the new Contact's identity, together with all information regarding such person as required by the applicable provisions of this chapter.
- (e) The Local Point of Contact shall be available 24 hours a day to accept telephone calls and respond to complaints regarding the condition, operation, or conduct of

a Short-Term Rental, including the behavior and conduct of the occupants and/or guests thereof. When the Short-Term Rental is rented and occupied, the Local Point of Contact must be available to respond to complaints in person at the Short-Term Rental within a reasonable time period, not to exceed two hours after notification of the complaint.

- (f) Failure of the Local Point of Contact to respond to calls or complaints in a timely and appropriate manner shall be a violation of this Ordinance. However, it is not intended that any property owner, Local Point of Contact, and/or Certificate holder act as a peace officer or place himself or herself in an at-risk situation.
- (g) A valid Short-Term Rental Accommodation Excise Tax Certificate shall be posted in a conspicuous location inside the main entrance of the Short-Term Rental on or adjacent to the front door. In addition to the Accommodation Excise Tax Certificate, a clearly visible and legible notice containing the following information shall be conspicuously posted within the Short-Term Rental on or adjacent to the front door sign:
 1. The name of the Local Point of Contact and an email address and telephone number at which the Local Point of Contact may be reached on a 24-hour, seven days a week, basis. The notice must be updated within seven days of any change of the Local Point of Contact and/or such person's telephone number;
 2. The name and address of the nearest hospital;
 3. The maximum number of overnight occupants (maximum occupancy rate) permitted in the Short-Term Rental and a statement notifying the occupants that failure to conform to the occupancy requirements of the Short-Term Rental is a violation of this Ordinance;
 4. The maximum number of vehicles allowed to be parked on the property and a statement notifying the occupants that exceeding the maximum number of vehicles allowed on-site is a violation of this Ordinance;
 5. The City's noise ordinance regulations and a statement notifying the occupant(s) that any failure to comply with the City's noise ordinance is a violation of this Ordinance. [The City's Noise Ordinance is Section 16-54 of the City of Brunswick Code of Ordinances](#);
 6. State, County and City emergency management website information; and
 7. Other relevant community restriction(s), if applicable.

- (h) All property specific digital, outdoor, or print advertising for any Short-Term Rental, including electronic or digital advertising on Short-Term Rental websites, shall include the Accommodation Excise Tax Certificate number, or Certificate sub-number if applicable, issued by the City for the Short-Term Rental. It is a violation of this Ordinance to advertise a Short-Term Rental using an expired Accommodation Excise Tax Certificate number or a Certificate number that was not assigned to the Short-Term Rental by the City.
- (i) Short-term Rentals, and the operation thereof, are subject to Accommodation Excise Taxes and are liable for payment thereof as established by state law and the City of Brunswick Code of Ordinances. The Accommodation Excise Tax Certificate holder shall timely remit all applicable Accommodation Excise Taxes owed in connection with the operation of Short-Term Rental(s) as set forth in the City of Brunswick Ordinance Sections 20-26 through 20-36.
- (j) The Accommodation Excise Tax Certificate holder shall maintain records of all Short-Term Rental booking dates, rental income, and taxes collected and remitted to the City of Brunswick for three years and shall provide such records to the City upon request.
- (k) The Accommodation Excise Tax Certificate holder shall abide by any local, state, or federal rules during a declared disaster event, including, but not limited to evacuation and reentry orders and shall provide guests with the State, County, and City emergency management websites and emergency contact phone numbers.

Sec. 27-8 Application for Certificate.

- (a) Any property owner or Managing Agency desiring to operate a Short-Term Rental must submit an application for an Accommodation Excise Tax Certificate to the City Planning, Development and Codes Department on a form to be provided by the City. Upon submission of a properly completed application, an applicant meeting the conditions and requirements of this Ordinance for the operation of a Short-Term Rental shall qualify for and be issued an Accommodation Excise Tax Certificate for such Short-Term Rental. At the time of filing an application for an initial Accommodation Excise Tax Certificate, an applicant must:
 1. Pay and submit to the City a Certificate fee of \$150.00 for each Short-Term Rental. If the application is filed prior to July 1 of a particular year, the full \$150.00 fee shall be paid. If the application is filed after July 1, the Certificate fee shall be \$75.00;
 2. Provide the name, address, email, and contact information of the property owner;

3. Provide the address and parcel identification number of the property where the Short-Term Rental is located;
4. Provide the number of Short-Term Rental Dwelling Units on the property, provide the number of bedrooms in each Dwelling Unit Short-Term Rental, and affirm understanding that only one party of guests shall be permitted per Dwelling Unit;
5. State whether the applicant is the property owner or a Managing Agency or Agent operating the Short-Term Rental on behalf of the property owner;
6. Specify whether the Short-Term Rental is or will be managed by a Managing Agency or Agent and provide the name, address, email, phone number, and occupation tax number of such Managing Agency or Agent;
7. Provide the name, address, email address and cell phone number for a Local Point of Contact, as such term is defined in Section 27-3;
8. Provide the number of parking spaces on the grounds of the Short-Term Rental and affirm whether those spaces are clearly identified for occupant and guest use.
9. Affirm the applicant's responsibility to collect and timely remit accommodation excise taxes in accordance with Ordinance Sections 20-26 through 20-36;
10. Affirm that the operation of a Short-Term Rental on the Property is not in violation of any other land use restrictions, including covenants, deed restrictions, homeowner association rules and regulations, or other such restrictions;
11. Affirm understanding that the City strongly recommends that the property owner carry property and renter's liability insurance that specifically covers Short-Term Rental use;
12. Affirm that the Short-Term Rental has an operable fire extinguisher in every Dwelling Unit being used as a Short-Term Rental and working smoke and carbon monoxide detectors in every bedroom and on all habitable floors thereof;
13. Affirm that the Short-Term Rental has solid waste collection (trash) service that removes solid waste at least once a week;

14. Affirm that the Short-Term Rental has no past due accommodation excise taxes, Certificate fees, ad valorem taxes, or fines for violations of this Ordinance; and
15. Affirm whether the applicant or Short-Term Rental has had an Accommodation Excise Tax Certificate suspended or revoked within the previous 12 months.
- (b) If the applicant is a Managing Agency or Agent, the Managing Agency or Agent must submit documentation evidencing that it is authorized to submit the application and otherwise manage and act on behalf of the property owner in relation to the operation and use of the Short-Term Rental.
- (c) An Accommodation Excise Tax Certificate shall be required for each Dwelling Unit being used or operated as a Short-Term Rental. However, should any property owner or Managing Agency or Agent own or manage two or more Short-Term Rentals, a single Accommodation Excise Tax Certificate may be issued for multiple properties under common ownership or professional management that otherwise meet the requirements for a Certificate under this Ordinance, provided that the requisite payment, information, and confirmations are provided by the applicant for each Dwelling Units being used as a Short-Term Rental. In the event that a single Accommodation Excise Tax Certificate is issued for multiple Short-Term Rentals hereunder, each Dwelling Unit being used as a Short-Term Rental under the Certificate shall be assigned separate Certificate sub-numbers.
- (d) Any fraudulent or material misrepresentation, omission, or false or untruthful statement or information furnished by or made by the applicant in any application (or supporting materials) submitted to the City for a Certificate or renewal thereof shall be grounds for denial, suspension, or revocation of an Accommodation Excise Tax Certificate, or any renewal thereof.
- (e) All requirements, acknowledgements, affirmations, and attestations necessary to obtain an Accommodation Excise Tax Certificate must be continuously maintained at all times throughout the duration of the initial Accommodation Excise Tax Certificate and any renewal thereof. All material changes in the information or supporting documents or materials provided to the City in any application (or renewal application), including any change in the Local Point of Contact and/or such person's contact information shall be updated and reported in writing to the Planning, Development and Code Department within three business days of such change.
- (f) An Accommodation Excise Certificate is not assignable or transferable. Upon sale of a property or when a Managing Agency or Agent changes, there will be a 30-day grace period to operate as a short term rental so long as an application for an

Accommodation Excise Tax Certificate is submitted by the new owner or Managing Agency or Agent within seven days of the sale or management change.

Sec. 27-9 Certificate Expiration/Renewal.

- (a) All accommodation Excise Tax Certificates, and any renewals thereof, shall expire on December 31 of each year. Applications for renewal of a Certificate for the following calendar year must be filed on or before the second Monday of December of each year in order to allow sufficient time for the Planning, Development and Codes Department to review and process the application prior to expiration of the Certificate on December 31. However, nothing herein shall be construed as precluding the filing of an application for renewal after such date. In such case, the Planning and Codes Department shall use reasonable efforts to review the application upon receipt, but neither the Planning, Development and Codes Department nor the City shall be under any obligation to process the renewal application or issue any renewal Certificate prior to December 31. If a Certificate is not renewed before it expires on December 31, a renewal application shall be treated as an initial application, and the applicant shall be required to comply with all rules and regulations for the granting of an initial Certificate to the same extent as if no previous Certificate had been held.

- (b) To renew an Accommodation Excise Tax Certificate for the ensuing calendar year, Certificate holders must submit and file a renewal application with the Planning, Development and Codes Department on a form to be provided by the City. In order to qualify for and be issued a renewed Certificate, the applicant, at the time of filing, must:
 - 1. Pay and submit to the City an annual renewal fee of \$100.00 for each Short-Term Rental;
 - 2. Affirm and update, as needed, all information, documentation, and affirmations, submitted to the City in the application for the initial Certificate set forth in Section 27-8 above;
 - 3. Affirm that all Accommodation Excise Taxes for each Short-Term Rental under the Certificate being renewed have been collected and timely remitted to the City of Brunswick; and
 - 4. Affirm that the renewal application is not for a Short-Term Rental that has had its Certificate revoked within the last 12 months, except as permitted under 27-13(d);

- (c) A renewed Accommodation Excise Tax Certificate shall be valid for one calendar year immediately following its issuance, beginning on January 1 and ending on December 31 of each year.
- (d) Fees paid for an Accommodation Excise Tax Certificate, or any renewal thereof, are not refundable once a Certificate is issued.

Sec. 27-10 Application Review/Denials.

The Planning, Development and Codes Director or his/her designee may deny an application for an Accommodation Excise Tax Certificate, or any renewal thereof, if:

- (a) The application is for a property that has had its Certificate revoked within the preceding 12 months, except as permitted under 27-13(d);
- (b) The person applying lacks authority to represent the property owner for which the application is made;
- (c) The applicant does not qualify for a Certificate or the application is filed by a person as a subterfuge for another person;
- (d) The application is incomplete, fails to meet the application requirements of this Ordinance, or does not contain the requisite documents, information, or affirmations under this Ordinance;
- (e) A Short-Term Rental is not permitted on the property for which a Certificate is sought, or if the Dwelling Unit or property being used as a Short-Term Rental is in violation of any applicable zoning, subdivision, or building codes;
- (f) Information or materials submitted by the applicant to the City in connection with the application contain any fraudulent or material misrepresentation, omission, or false or untruthful statement or information;
- (g) The applicant fails to pay any application fee required by this Ordinance;
- (h) The property identified for short-term rental use is in violation of any state law, regulation, City of Brunswick Ordinance and/or is in violation of any applicable building code; or
- (i) The applicant is delinquent in paying ad valorem property taxes on any property intended to be offered for rent under the provisions of this Ordinance.

All decisions denying an application for an Accommodation Excise Tax Certificate, or any renewal thereof, shall be in writing and served upon the applicant by email or certified mail, or both, to the email address or physical address provided by the Applicant, and

shall specify the reasons for the denial. Decisions denying an application hereunder shall be appealable to the Board of Commissioners in accordance with Section 27-13 of this Ordinance.

Sec. 27-11 Violations and Penalties.

- (a) Whenever in this Ordinance any act is prohibited (or not allowed) or is made or declared to be unlawful or an offense, or whenever herein the doing of an act is required or the failure to do any act is declared to be unlawful or an offense, the violation of such provision shall be an ordinance violation punishable as follows:
 - 1. Upon conviction of the first offense under this Ordinance within a consecutive 12-month period, the owner(s) of the property and/or the Certificate holder shall be punished by a fine of \$250.00;
 - 2. Upon conviction of the second offense under this Ordinance within a consecutive 12-month period, the owner(s) of the property and/or the Certificate holder shall be punished by a fine of \$500.00;
 - 3. Upon conviction of the third and any subsequent offense under this Ordinance within a consecutive 12-month period, the owner(s) of the property and/or the Certificate holder shall be punished by a fine of \$1,000.00; and
 - 4. Enforcement actions may also be brought against the occupants and/or guests of a Short-Term Rental for violations of this Ordinance and/or such other ordinances of the City as may be applicable to the conduct of the occupants or guests, notwithstanding that this Ordinance may also make the property owner and/or the Certificate holder responsible for the conduct constituting the violation. Violations of the provisions of this Ordinance by occupants and/or guests of the Short-Term Rental shall be an ordinance violation punishable by a fine not to exceed \$1,000.00;
- (b) Each day that a Short-Term Rental is marketed, advertised, or rented for overnight accommodation without the necessary Short-Term Rental Certificate required under this Ordinance shall constitute a separate violation. Any person marketing, advertising, and/or operating a Short-Term Rental without a valid Short-Term Rental Certificate in violation of this Ordinance may be prosecuted and, upon conviction, punished by a fine not to exceed \$1,000.00;
- (c) Nonpayment of any taxes due from the operation of the Short-Term Rental may subject the property owner and/or the Certificate holder to revocation of a Certificate and/or any additional penalties, enforcement, or consequences to the extent provided for by state law and City ordinances, including, but not limited to those set forth in Ordinance Sections 20-26 through 20-36.

- (d) Should the City of Brunswick Police Department respond to any property being operated as a Short-Term Rental, the police should forward any report to the Planning, Development and Codes Department.
- (e) Notwithstanding anything to the contrary herein, the imposition of a fine, punishment, or other penalty under the provisions of this section shall not prevent the suspension or revocation of any Accommodation Excise Tax Certificate upon violation of this Ordinance.
- (f) Violations of this Ordinance may also subject the violator to any and all other remedies, legal or equitable, available to the City of Brunswick to the extent provided for by law, including injunctive relief.
- (g) No provision of the Chapter is intended, nor shall it be construed, as giving the City or its representatives the right to enter into any Dwelling Unit for the purpose of searching, inspecting, or examining the premises to determine compliance with the provisions of this Ordinance without a court order or search warrant issued by a court of competent jurisdiction authorizing such search; provided, however, this shall not limit the authority of a law enforcement body to secure a search warrant in connection with criminal activity at a Dwelling Unit unrelated to compliance with this Ordinance or the authority of the City to conduct otherwise lawful inspections of a Dwelling Unit unrelated to compliance with this Ordinance.

Sec. 27-12 Certificate Suspensions and Revocations.

- (a) In addition to any other penalty, punishment, or remedy provided for under this Ordinance, a Certificate may be suspended or revoked by the City Manager (or designee) as provided for herein. The City Manager, or his or her designee, may, upon investigation, suspend or revoke an Accommodation Excise Tax Certificate associated with a Short-Term Rental:
 - 1. If the property or Short-Term Rental corresponding to that Certificate has been the subject of three or more violations of this Ordinance or the City's noise ordinance of either the property owner, Certificate holder, Local Point of Contact, or the occupants/guests (or any combination thereof) in the immediately preceding twelve-month period;
 - 2. If the Short-Term Rental or property upon which it is located is being operated in a disorderly manner so as to constitute a public nuisance after: (i) the Certificate holder and property owner (if different) have been advised in writing by the City of the unsatisfactory manner in which the Short-Term Rental is being operated; and (ii) after the Certificate holder and property owner (if different) have been given a reasonable opportunity to cure said deficiencies;

3. Upon learning that an applicant furnished or made any fraudulent or material misrepresentation, omission, or false or untruthful statement or information in the application (or supporting materials) submitted to the City for a Certificate or renewal thereof;
 4. If the Certificate holder or property owner violates or fails to meet or comply with any provision or requirement of this Ordinance, or fails to timely pay or remit any Certificate fees imposed under the provisions of this Ordinance or any accommodation excise taxes due to the City pursuant to Sections 20-26 through 20-36; provided, however, prior to any such suspension or revocation, the Certificate holder and property owner shall be advised in writing by the City of such violation or non-compliance and the fees or taxes believed to be past due, and the Certificate holder and property owner shall be provided 14 calendar days to correct and cure such violation or non-compliance, or pay any such past due fee or excise tax; or
 5. If a Local Point of Contact fails to respond to calls or complaints regarding the condition, operation, or conduct of a Short-Term Rental, or the behavior or conduct of the occupants and/or guests thereof, in a timely and appropriate manner on three or more separate occasions within the immediately preceding 12 months, provided that the City provides the Certificate holder and property owner (if different) with notice of each such failure and a 14-day opportunity to respond to the notice in writing. It is not intended that an owner, Managing Agency, or Local Point of Contact act as a peace officer or place himself or herself in an at-risk situation.
- (b) If, upon investigation, the City Manager (or designee) determines that sufficient grounds exist to suspend or revoke a Certificate in accordance with this Section, the City Manager (or designee) shall issue written notice of the suspension or revocation to the Certificate holder and property owner, if different. The Notice shall specify the length of the suspension, not to exceed 12 months. The written notice of suspension or revocation may be served upon the Certificate holder and property owner by email or certified mail, or both, to the email address or physical address provided by the Certificate holder in the application, and shall specify the facts which, in the opinion of the City Manager (or designee) constitute grounds for the suspension or revocation of the Certificate. The notice shall also specify that the suspension or revocation of the Certificate shall become effective 15 calendar days from the date of the notice, unless the Certificate holder appeals such decision to the Board of Commissioners in writing in accordance with Section 27-13 of this Ordinance no later than 14 calendar days from the date of the receipt of the notice of suspension or revocation.

- (c) In the event that a single Accommodation Excise Tax Certificate is issued for multiple Short-Term Rentals, the suspension or revocation notice shall specify the Certificate sub-number(s) of the property(ies) whose Certificate is being suspended or revoked. In such a case, suspension or revocation of a Certificate(s) for the identified Short-Term Rental(s) shall not affect the validity of the Certificate as it relates to the remaining Short-Term Rentals on that Certificate.
- (d) Should an Accommodation Excise Tax Certificate for any Short-Term Rental be revoked under this Ordinance, then no Accommodation Excise Tax Certificate shall be issued for that Property or to that property owner or Certificate holder for that particular location for a period of 12 months after the effective date of the revocation. Notwithstanding the foregoing, a new Certificate may be applied for and issued under an application that otherwise meets the application requirements of this Ordinance: (1) if the subject property is sold to a new owner as part of an arm's length transaction; or (2) the application is submitted by a Managing Agency or Agent who will serve as the new Certificate holder, provided that it has not been the Managing Agency or Agent or Certificate holder for that particular property within the immediately preceding 12 months.

Sec. 27-13 Appeals.

- (a) Decisions denying, suspending, or revoking an Accommodation Excise Tax Certificate, or any renewal thereof, under this Ordinance may be appealed by the Applicant or Certificate holder, as applicable, to the Board of Commissioners.
- (b) Upon receipt of any decision or determination to deny, suspend, or revoke any Accommodation Excise Tax Certificate, or any renewal thereof, an applicant whose application was denied, or a Certificate holder whose Certificate was revoked, may appeal such decision to the Board of Commissioners. Any such appeal must be in writing and filed with the City Clerk within 14 calendar days of the Applicant's or Certificate holder's receipt of the decision being appealed. Appeals to the Board of Commissioners must be sent to and received by the City Clerk by certified U.S. mail or hand delivery. Appeals not physically received in writing by the City Clerk within 14 calendar days of the Applicant's or Certificate holder's receipt of the decision being appealed will be deemed untimely and disallowed.
- (c) The written appeal must state succinctly the grounds upon which it is asserted that the decision should be reversed and shall be accompanied by a copy of the decision from which the appeal is being made, along with any other documents deemed relevant to the appeal. The filing of a timely appeal to the Board of Commissioners will delay implementation of the decision being appealed until a decision is made on that appeal by the Board of Commissioners. If an appeal is not timely received, decisions denying, suspending, or revoking a Certificate shall

become effective and final on the fifteenth (15th) calendar day following the Applicant's or Certificate holder's receipt of such decision.

- (d) Upon receipt of a timely appeal under this Ordinance, the City Clerk shall schedule a hearing before the Board of Commissioners at a regular or special called meeting within 45 days of the receipt of the appeal. The City Clerk shall provide written notice to the appealing party of the time, place and date of the scheduled hearing by certified U.S. mail.
- (e) The Board of Commissioners shall have the duty of conducting hearings concerning the denial, revocation, or suspension of a Certificate. The standard of proof on all issues in the hearing shall be a preponderance of the evidence and a determination will be made on the basis of the evidence presented at the hearing.
- (f) At the hearing, after presentation of the case against the Applicant or Certificate holder, the appealing party will have an opportunity to present his or her case, to present evidence and information relevant to the appeal, to rebut the allegations made against him or her, and to present whatever defenses he or she has. The appealing party shall have the right to be represented by an attorney at his or her own expense.
- (g) At the conclusion of the hearing, the Board of Commissioners shall affirm, modify, or reverse the decision being appealed. Written notice of the Board's decision shall be sent to the appealing party by the City Clerk via email or certified U.S. mail, or both, and shall set forth the findings and conclusions of the Board.
- (h) Decisions of the Board of Commissioners regarding denials, suspensions, and revocations shall be binding, subject to the right of appeal to Superior Court as provided by O.C.G.A. § 5-4-1, et seq.

27-14 Right to Audit.

The City of Brunswick shall have the right to audit and examine the books, papers, records, and financial reports of any Certificate holder pursuant to Code Section 27-4 (i.e. the Accommodation Excise Tax/Lodging Tax Ordinance) in order to verify the accuracy of any accommodation excise tax return made, or if no return is made by the Certificate holder, to ascertain and determine the amount required to be paid. The Accommodation Excise Tax Certificate holder shall keep and maintain such records, receipts, invoices, and other pertinent papers regarding the operation of a Short-Term Rental as required by Code Section 27-4 and shall establish and maintain a reasonable accounting system to readily identify and calculate the amount of accommodation excise taxes due for each Short-Term Rental.

Sec. 27-15 Exceptions.

- (a) Real property that is occupied for a period of less than 30 consecutive days by a buyer or seller of real property prior to or after the closing of same shall not be considered a Short-Term Rental or require an Accommodation Excise Tax Certificate under this Ordinance, provided that the property is not otherwise furnished or offered for value to any other person(s) during the same calendar year for 30 days or less at one time.
- (b) Real property that is occupied by or offered for occupancy to the same person for a period greater than 30 consecutive days shall not be considered a Short-Term Rental or require an Accommodation Excise Tax Certificate under this Ordinance, provided that the property is not otherwise furnished or offered for value to any other person(s) during the same calendar year for 30 days or less at one time.

Sec. 27-16 Effective Date.

This Chapter shall become effective on July 1, 2022. Any Accommodation Excise Tax Certificate issued under this Ordinance on or before June 30, 2022, shall be valid beginning on July 1, 2022.

Sec. 27-17 Severability.

If any section, clause, sentence or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance. It is hereby declared as the intent of the City of Brunswick that this Ordinance would have been adopted had such invalid or unconstitutional portion not been included herein.

SECTION TWO:

All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.

SECTION THREE:

If any section, clause, sentence, or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

SECTION FOUR:

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

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

Cosby H. Johnson, Mayor

ATTEST: _____
Naomi Atkinson, City Clerk

