

CITY OF BRUNSWICK

601 Gloucester Street * Post Office Box 550 * Brunswick * Georgia * 31520-0550 * (912) 267-5500 * Fax (912) 267-5549

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, JUNE 1, 2022 AT 5:30 P.M.
1229 NEWCASTLE STREET, 2nd FLOOR
STREAMED LIVE AT THE BELOW WEB ADDRESS:
<https://www.facebook.com/citybwkga>

CALL TO ORDER **INVOCATION **PLEDGE OF ALLEGIANCE

PUBLIC HEARING - FINANCE

1. City of Brunswick Proposed Fiscal Year 2022/2023 Budget. *(R. McDuffie)* **(Encl. 1)**

APPROVAL OF AGENDA

2. Adoption of May 18, 2022 Regular Meeting Agenda.

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

3. Proclamation Presentation Proclaiming Saturday, June 4, 2022, as City of Brunswick Community Wellness Day. **(Encl. 2)**
4. College of Coastal Georgia Excellence in Service-Learning Outstanding Community Partner Award. *(R. McDuffie)* **(Encl. 3)**
5. Delores Polite, Founder of Windsward Gullah Geechee Family Preservation Museum, to Provide Information Regarding a Proposed Museum and Request to Utilize 1327 Union Street as Location for Museum. **(Encl. 4)**

APPOINTMENT(S)

6. Authorities *(N. Atkinson)*
 - 1) Downtown Development Authority – Two Appointments
 - 2) Brunswick-Glynn Economic Development Authority – Two Appointments – (Joint Brunswick/Glynn County Appointments)

ITEM(S) TO BE CONSIDERED FOR APPROVAL

7. Consider Approval of May 18, 2022 Regular Scheduled Meeting Minutes. *(subject to any necessary changes.)* *(N. Atkinson)* **(Encl. 5)**
8. Consider Approval of Financial Reports as of April 30, 2022. *(K. Mills)* **(Encl. 6)**

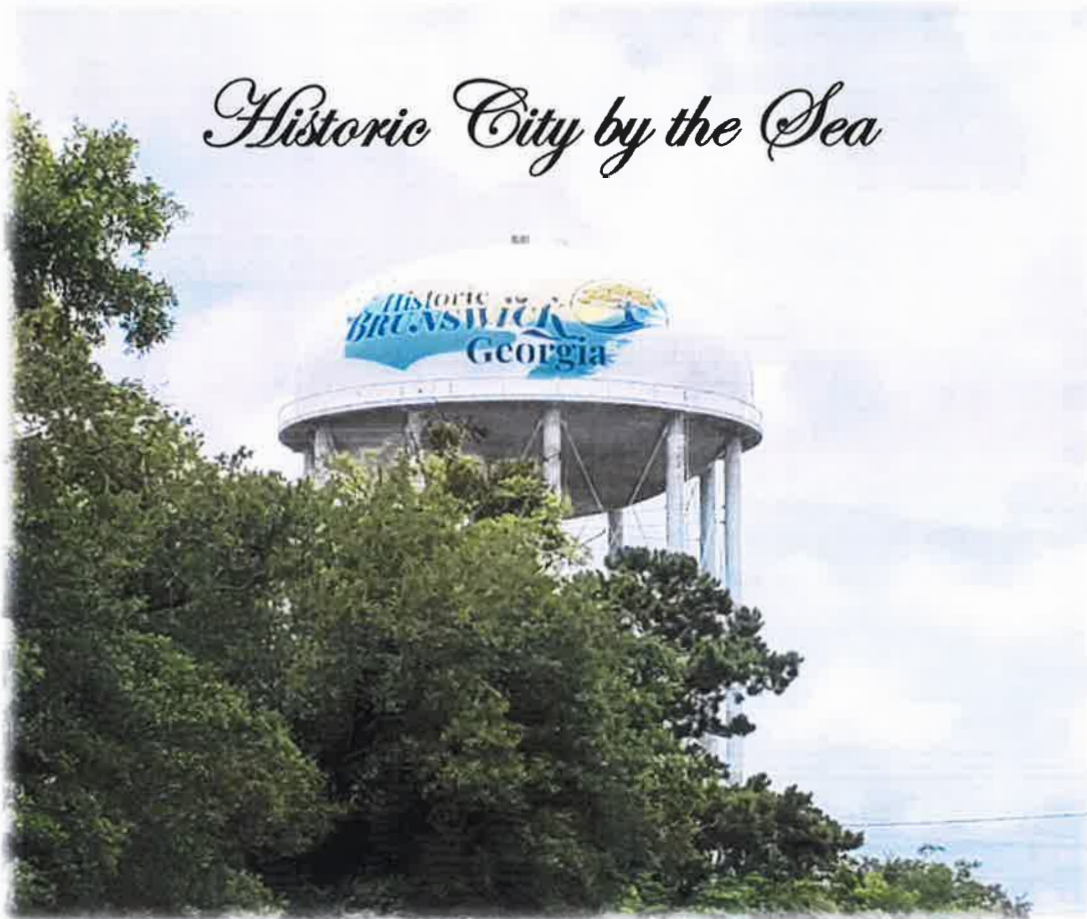
EXECUTIVE SESSION



City of Brunswick

FY2023

Proposed Budget



City of Brunswick

List of Principal Officials FY 2023

Mayor & Commissioners

Mayor	Cosby H. Johnson
Mayor, Pro-Tem South Ward	Felicia Harris
Commissioner, North Ward	Kendra Rolle
Commissioner, North Ward	John A. Cason
Commissioner, South Ward	Julie T. Martin

Appointed Officials

City Manager	Regina M. McDuffie
Assistant City Manager	Vacant
City Clerk	Naomi Atkinson
City Attorney	Brian Corry
Finance Director	Kathy Mills
Municipal Court Judge	Chris O'Donnell
Interim Municipal Court Supervisor	Deborah M. Craig
Chief of Police	Kevin Jones
Fire Chief	Randy Mobley
Public Works Director	Garrow Alberson
Planning & Development	John Hunter
Economic Development	Travis Stegall
Neighborhood & Community Services	Sabrina J. Nixon
Downtown Development	Mathew Hill
Human Resources Manager	Sagrario Thomas
Information System Manager	Kyle Edwards

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Brian D. Corry

City Manager
Regina M. McDuffie

May 4, 2022

RE: Fiscal Year 2023 Proposed Budget

Honorable Mayor & Commissioners,

As the uncertainty in the economy continues to persist, the city has been steadfast in its efforts to provide exemplary services to the citizens, residents, and visitors. Our community has been fortunate to record continued growth in the major revenue areas that support our operations. The Fiscal Year 2023 budget provides resources primarily to support the employees and move beyond the status quo. The proposed budget is \$18,607,580 an 7.15% increase from the budget for last fiscal year.

Our goal for this year is to continue improving internal processes and efficiencies through reinforcing our workforce, supporting equipment needs and technological enhancements and upgrades. Increases in expenditures are proposed to support personnel costs. Travel expenses were slightly increased and funding for capital outlays are consistent with prior year levels. Funding levels to outside agencies was maintained.

Revenues: The budgeted revenues for FY2023 are approximately 7.2% more than annual revenue projections for the current year and 2.5% more than revenues collected in 2021. Property taxes are higher based on projected growth in the digest, despite decreases in motor vehicle taxes. Sales taxes are projected to be up nearly \$1.1 million compared to the previous budget but only \$100,000 over actual collections in fiscal year 2021. Insurance Premium Tax is projected to increase slightly.

The budget does not propose a transfer from the General fund balance but does propose to use funds for revenue recovery from the America Rescue Plan Act funds. The City's undesignated fund balance remains at a healthy level and may increase based on 2022 projections. The fund balance is sufficient to fund the city's cashflow.

Proposed Personnel Changes: The budget includes 3.0 FTEs for additional personnel to support administrative needs in information technology, tax collections and change resources to support building and facility maintenance. An increase to support higher healthcare costs is included to ensure that the fund remains solvent without overburdening the general fund.

Proposed Operational Changes: The proposed budget includes the salary increases that were approved in the current fiscal year plus an increase for the general employees. We will continue to provide resources to effectively enhance employee retention and recruitment in public safety, public works, and other critical areas.

CITY OF BRUNSWICK

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Regina M. McDuffie

The budget includes a 3% COLA (to be paid mid-year). Our goal is to provide competitive salaries and better benefits to attract the best and brightest to our staff.

Despite the economic uncertainty, the city's financial condition remains strong, and projections are favorable. Downtown developments are continuing, and American Rescue Plan funds are being used to assist with business retention, housing, and infrastructure enhancements. The community is poised for tremendous growth and improvements, and I will continue to encourage efficiency and strong productivity from the city's workforce to meet the growing needs. Your continued support and consideration of the proposed budget is appreciated.

Sincerely,

Regina M. McDuffie

Regina M. McDuffie, City Manager

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

Fixed Asset Summary

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



Balanced Budget - \$18,607,580 7.15% increase

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

Added Personnel - 3.0 FTE

Additional support for tax collection
Enhance technological operation
Support building maintenance / skilled labor

Maintain current Health Insurance premium

Support Housing Initiative

Funding for demolitions

Technology Upgrades

**Infrastructure Maintenance - Building Upgrades,
Christmas Lighting program**

Equipment Upgrades and Replacement - \$681,188

No Use of fund balance; \$500,000 ARPA funds



BUDGET SCHEDULE FY2023



EVENT DESCRIPTION

COMPLETION DATE

BUDGET MEETING (review of budget process & distribution of budget information)

with Department Heads **9:00 A.M.**

THURSDAY, MARCH 03, 2022

PHASE I - BUDGET SCHEDULE

Department Budget Preparation Meetings

Week of MARCH 14th, 2022

Submission of Department/Agency Budget Requests

THURSDAY, MARCH 31ST, 2022

Including all forms

Departmental Budget Hearings & 9 AM - 12 PM
Agencies Budget Hearings 2 PM - 5 PM

WEEK OF APRIL 11TH

PHASE II - BUDGET SCHEDULE

Budget Review

WEEK OF APRIL 18TH

Budget Revisions Prepared

WEEK OF APRIL 18TH

Budget Revisions Back from Depts

TUESDAY, APRIL 26th

PHASE III - FINAL BUDGET PREPARATION

Budget presentation to Commissioners

WEDNESDAY, MAY 4TH, 2022



BUDGET SCHEDULE FY 2023



EVENT DESCRIPTION

COMPLETION DATE

PROPOSED BUDGET APPROVAL

WEDNESDAY, MAY 18TH

Public Notice on Proposed Budget*
(Availability and Public Hearing)

WEDNESDAY MAY 25TH, 2022

Commissioner's Budget Reviews**

**TUESDAY May 24TH
WEDNESDAY June 1ST**

Public Hearing on Budget***

**WED., JUNE 1ST, 2022
Prior to REGULAR MEETING**

BUDGET APPROVAL BY COMMISSIONERS Budget Resolution Required with all funds

**WEDNESDAY, JUNE 15TH, 2022
REGULAR MEETING**

Approved Budget sent to departments

MONDAY, JUNE 27TH

NOTE: Department hearings will be held in the 2nd Floor conference room

Commission meetings will be held at Old City Hall. Commission Budget reviews TBD.

Public Hearing will be held at Old City Hall.

* Advertisement must be seven (7) full days prior to the Public Hearing

** Commission Review meetings are optional.

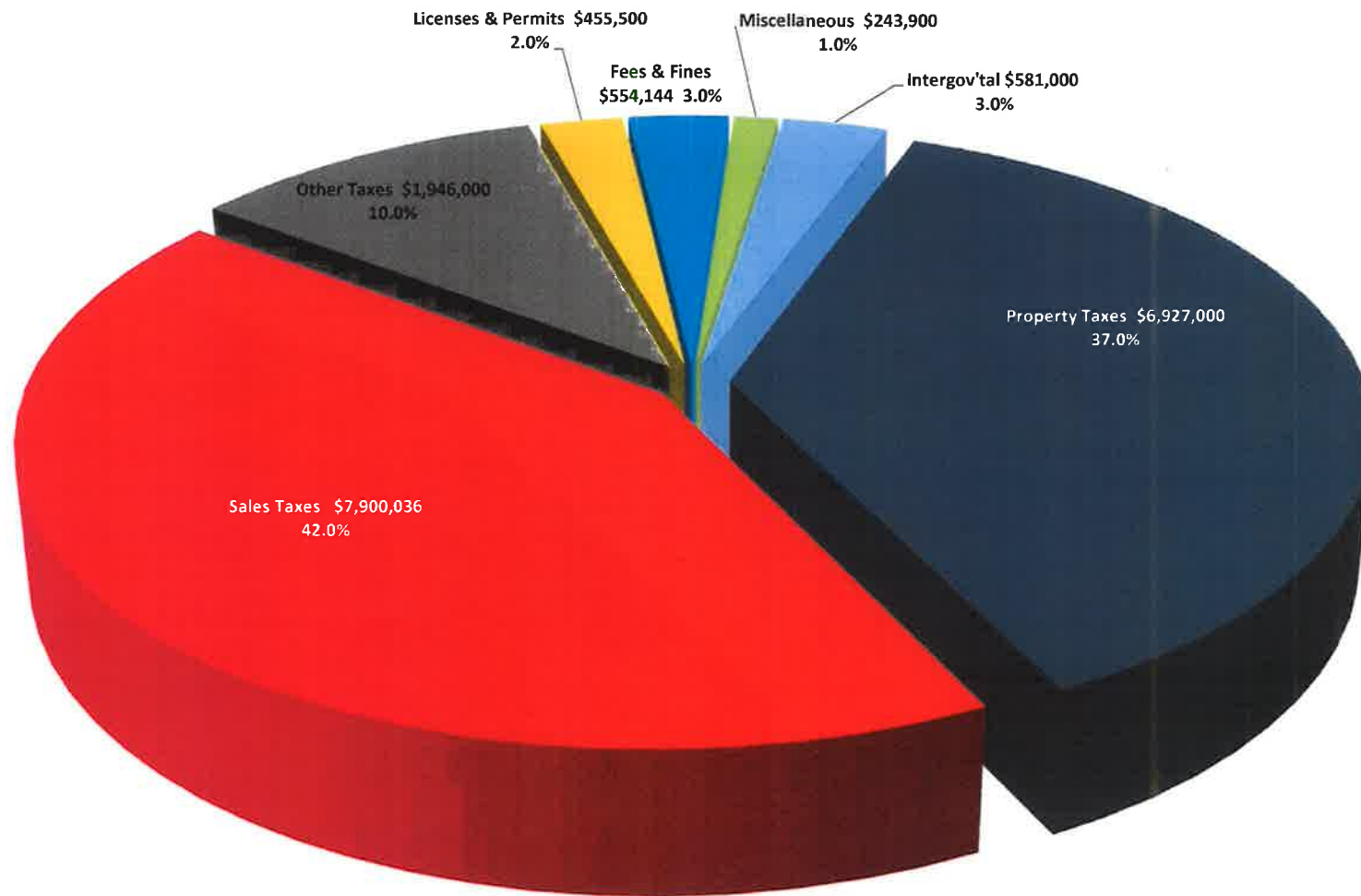
*** Public Hearing must be seven (7) full days prior to final budget approval

CITY OF BRUNSWICK

FY 2023 Proposed Budget

	Actual Budget 2020	Actual Budget 2021	Amended Budget 2022	Proposed Budget 2023	% Change FY22-23	% Change FY21-23
General Fund Revenues						
General property taxes	\$ 5,999,212	\$ 6,434,885	6,616,073	\$ 6,927,000	4.70%	7.65%
Sales & Use taxes	6,370,970	7,801,847	6,825,185	7,900,036	15.75%	1.26%
Alcohol taxes	457,716	502,656	491,000	494,000	0.61%	-1.72%
Business taxes	1,250,783	1,309,496	1,311,500	1,333,000	1.64%	1.79%
Penalties & Interest	82,170	110,233	100,000	105,000	5.00%	-4.75%
Recording & Other Fees		8,628	7,500	14,000	86.67%	0.00%
Sub-Total Taxes	\$ 14,160,851	\$ 16,167,745	15,351,258	\$ 16,773,036	9.26%	3.74%
Business licenses	\$ 260,445	\$ 270,171	268,070	\$ 283,300	5.68%	4.86%
Permits	373,273	312,178	223,150	171,000	-23.37%	-45.22%
Penalties & Interest on Delinquent	959	1,874	1,500	1,200	-20.00%	-35.97%
Sub-Total Licenses & Permits	\$ 634,677	\$ 584,223	492,720	\$ 455,500	-7.55%	-22.03%
CDBG Subgrants	\$ 15,735	\$ 17,000	17,000	\$ 16,000	-5.88%	-5.88%
Other Federal & State Grants	29,104	48,493	514,374	500,000	-2.79%	931.08%
Local payments in lieu of taxes	64,756	62,382	65,000	65,000	0.00%	4.20%
Sub-Total Intergovernmental	\$ 109,595	\$ 127,875	596,374	\$ 581,000	-2.58%	354.35%
Public safety fees	\$ 208,920	\$ 173,866	128,883	\$ 131,500	2.03%	-24.37%
Recreation fees	11,790	11,830	6,000	9,000	50.00%	-23.92%
Cemetery fees	105,814	134,085	122,000	130,000	6.56%	-3.05%
State road maintenance fees	25,646	23,509	25,644	25,644	0.00%	9.08%
Other fees	21,759	5,118	3,900	0	-100.00%	-100.00%
Sub-Total Fees	\$ 373,929	\$ 348,408	286,427	\$ 296,144	3.39%	-15.00%
Municipal Court fines	\$ 288,436	\$ 332,096	292,000	\$ 255,000	-12.67%	-23.21%
Parking tickets	6,580	3,645	4,500	3,000	-33.33%	-17.70%
Sub-Total Fines	\$ 295,016	\$ 335,741	296,500	\$ 258,000	-12.98%	-23.16%
Property rentals	\$ 21,526	\$ 22,994	20,820	\$ 24,000	15.27%	4.38%
Insurance refunds	20,333	151,553	50,000	50,000	0.00%	-67.01%
Interest income	80,121	22,426	20,000	40,000	100.00%	78.36%
Other revenues	11,830	69,418	3,400	4,900	44.12%	-92.94%
Sales of property & equipment	600,005	0	25,000	25,000	0.00%	0.00%
Sub-Total Miscellaneous Revenues	\$ 733,816	\$ 266,391	119,220	\$ 143,900	20.70%	-45.98%
Capital Lease	\$ 0	\$ 0	185,000	\$ 100,000	0.00%	0.00%
Interfund Transfers	\$ 60	\$ 329,250	0	\$ 0	0.00%	-100.00%
Transfer In -CHIP Grant	0	0	38,008	0	0.00%	0.00%
	\$ 60	\$ 329,250	38,008	\$ 0	0.00%	-100.00%
Appropriated Fund Balance	\$ 0	\$ 0	0	\$ 0	0.00%	0.00%
TOTAL REVENUES	\$ 16,307,943	\$ 18,159,633	17,365,507	\$ 18,607,580	7.15%	2.47%

**City of Brunswick
FY 2023 Budget
General Fund Revenues - \$18,607,580**

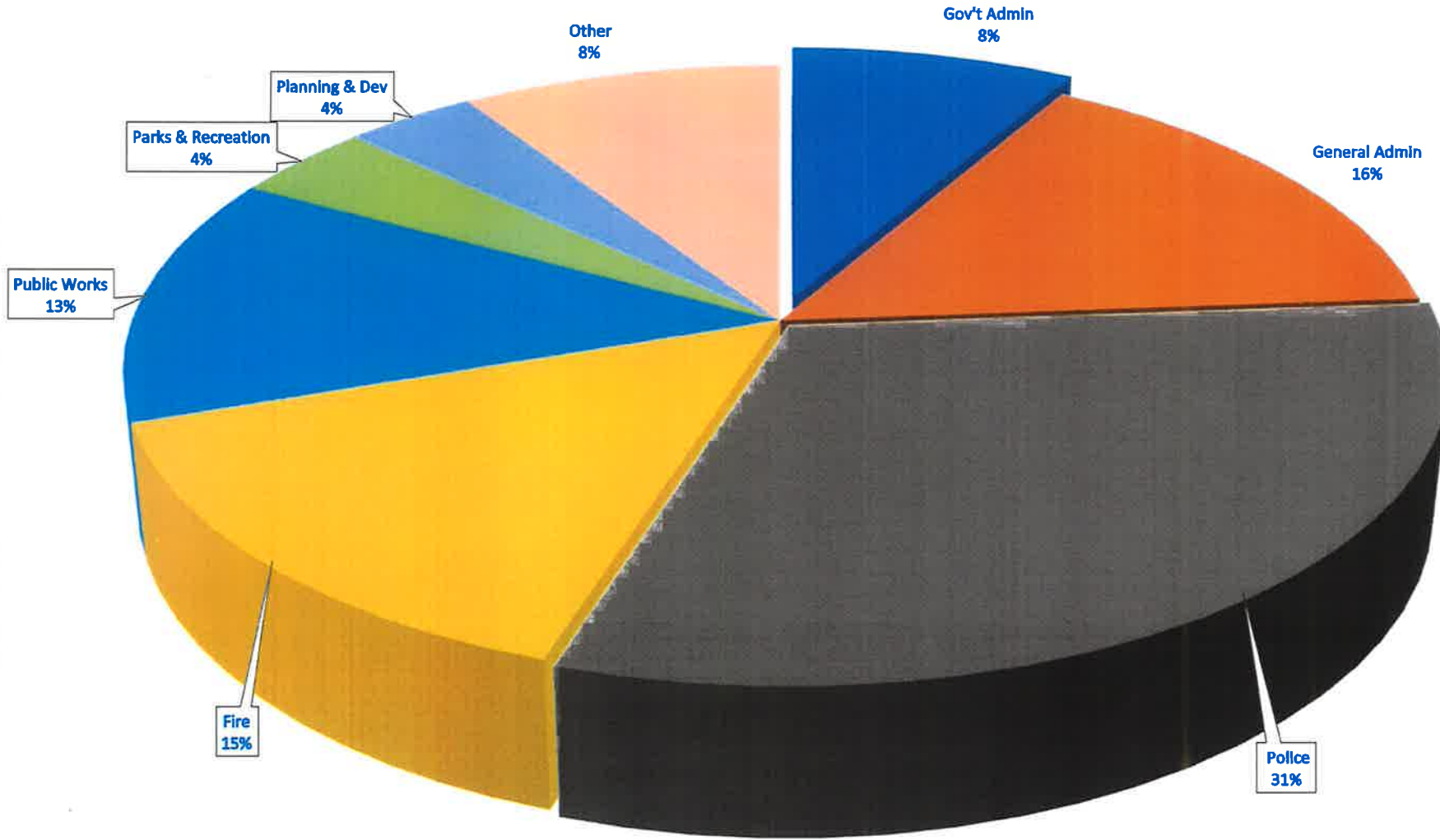


CITY OF BRUNSWICK

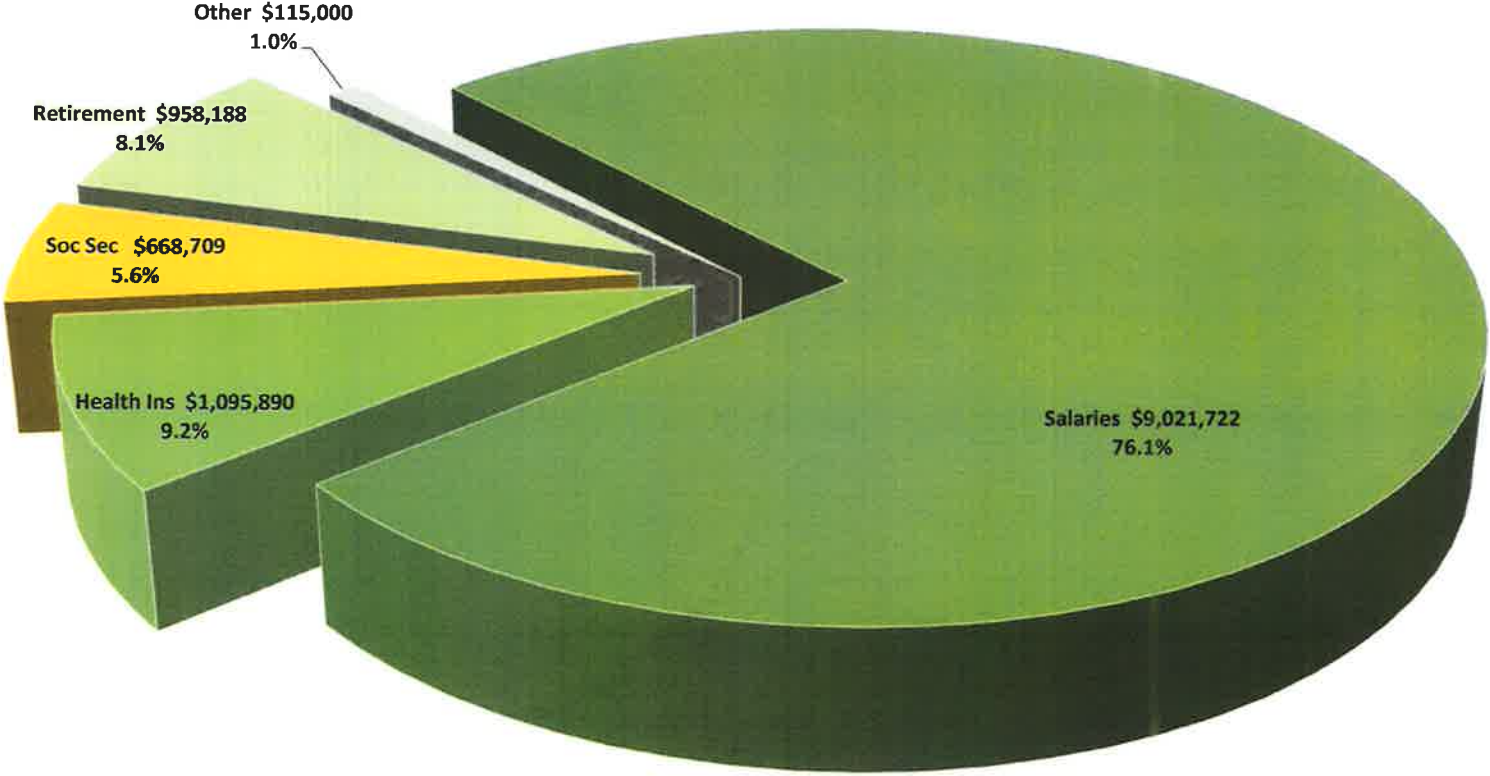
FY 2023 Proposed Budget

General Fund Expenditures	Actual Budget 2020	Actual Budget 2021	Amended Budget 2022	Proposed Budget 2023	% Change
City Commission	\$ 111,025	\$ 112,306	\$ 135,948	273,421	101.12%
City Clerk	175,607	135,576	192,240	162,687	-15.37%
City Manager	369,003	380,391	381,440	402,316	5.47%
Finance	382,999	385,401	396,043	414,732	4.72%
Administrative Services	5,403	1,624	0	0	0.00%
Legal	165,221	121,138	121,600	131,056	7.78%
Information Technology	287,965	425,213	462,295	494,272	6.92%
Human Resources	133,069	122,202	169,337	160,164	-5.42%
Tax Collection	67,171	101,084	111,004	141,545	27.51%
General Gov't Buildings	286,487	667,455	294,290	327,160	11.17%
General Administration	1,954,202	1,969,860	1,785,225	1,735,973	-2.76%
Municipal Court	172,473	183,350	198,103	187,591	-5.31%
Sub-Total General Government	\$ 4,110,626	\$ 4,605,600	\$ 4,247,525	4,430,917	4.32%
Police Department	\$ 4,920,485	4,489,296	\$ 4,944,591	5,794,169	17.18%
Fire Department	2,552,692	2,404,061	2,840,495	2,748,136	-3.25%
Public Works	1,733,999	1,571,432	2,168,841	2,061,782	-4.94%
Sub-Total Public Safety	\$ 9,207,176	\$ 8,464,789	\$ 9,953,927	10,604,087	6.53%
Cemeteries	\$ 280,503	\$ 291,598	\$ 304,389	392,287	28.88%
Recreation & Neighborhood Srvc	135,465	125,572	121,221	215,981	78.17%
Parks	351,514	367,094	499,671	535,808	7.23%
Planning & Code Enf	544,547	418,228	521,131	492,295	-5.53%
Economic Development	134,452	150,659	238,305	211,994	-11.04%
Sub-Total Other Departments	\$ 1,446,481	\$ 1,353,151	\$ 1,684,717	1,848,365	9.71%
Transfers to Other Funds	\$ 2,139,086	\$ 1,681,848	\$ 1,479,338	1,724,211	16.55%
TOTAL EXPENDITURES	\$ 16,903,369	\$ 16,105,388	\$ 17,365,507	18,607,580	7.15%

**City of Brunswick FY 2023 Budget
General Fund Expenditures - \$18,607,580
by Service Area**



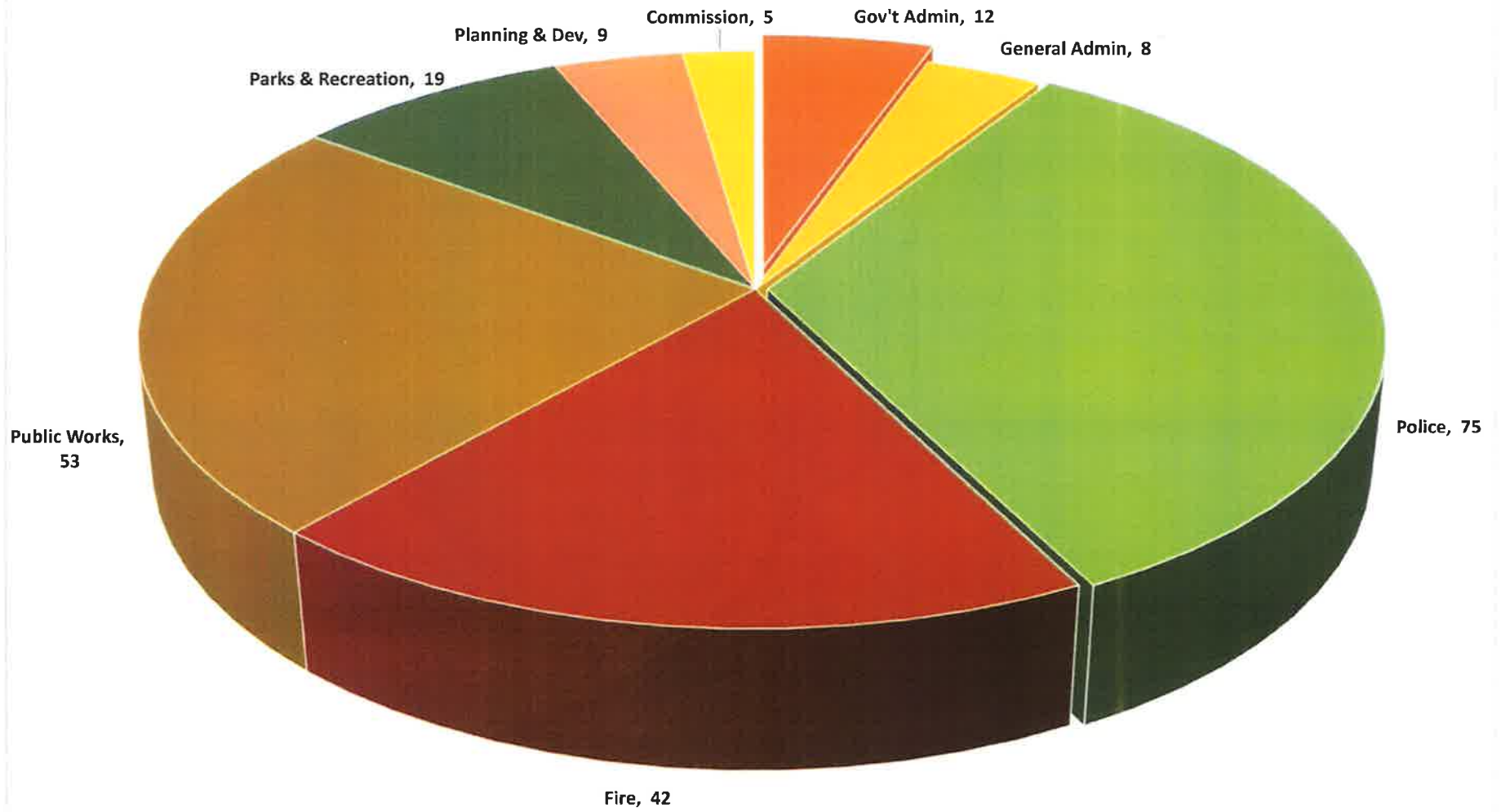
**City of Brunswick FY2023 Budget
Cost of Personnel
\$11,859,509**



City of Brunswick FY 2023 Budget

Authorized Personnel

by Purpose Total: 215 FT, 8 PT



City of Brunswick



Summary of Proposed Personnel/Operational Changes

Requested Position Changes

Department	Position	Paygrade	Cost (Salary & Benefits)	Additional Cost
Information Technology				
	Administrative Assistant	12	\$33,945.60	\$22,620.00 Change Part Time Position to Full Time
Tax Collection				
	Tax Collection Technician	12	\$31,200.00	\$12,000 Change Temp Position to Perm PT Position
Public Works				
	Facilities Maintenance*	9	\$29,224.00	\$19,776.00 over DOC contract
	Facilities Maintenance*	9	\$29,224.00	
*New positions @ \$14.05 per hour				
Total Cost of All Requests			\$123,593.60	\$62,172.00

Proposed Salary Adjustment

\$1.00 General Increase for General Employees effective July 1 st	\$98,715.05
3% COLA increase effective December 1 st	\$181,959.90

Mayor and City Council of

Brunswick, Georgia

Proclamation

WHEREAS, the City of Brunswick recognizes the adverse impacts of the COVID pandemic on the health and wellness of the community and in response, seeks to identify ways to provide meaningful engagement of employees and the community; and

WHEREAS, the City of Brunswick has begun a wellness campaign to promote awareness and better health for its employees and the community; and

WHEREAS, the City of Brunswick also supports unity in the community and encourages participation for all staff, residents, citizens, and visitors alike; and

WHEREAS, the Wellness Walk/Run/Bike event will be an annual activity to promote wellness, awareness and improve health outcomes for its employees and the community.

NOW, THEREFORE, I, Cosby H. Johnson, as Mayor of the City of Brunswick, along with my fellow Commissioners, do hereby proclaim Saturday, June 4, 2022, as

City of Brunswick Community Wellness Day

and encourage all employees, residents, citizens, and visitors to participate in the wellness walk/run/bike and activities scheduled for Saturday, June 4, 2022, in the interests of better health and quality of life for all.

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

Cosby H. Johnson, Mayor

Attest: _____
Naomi D. Atkinson, City Clerk

Date: June 1, 2022



Excellence in Service-Learning Outstanding Community Partner Award

IS HEREBY GRANTED TO

City of Brunswick

FOR COMMITMENT TO SERVICE-LEARNING EXCELLENCE



Michelle R. Johnston, Ph.D.

President, College of Coastal Georgia



Cody M. Cocchi, Ed.D.

Interim Director, Center for Service-Learning

April 28, 2022

ON THIS DATE





Subject: Public Usage 1327 Union Street, Brunswick, GA 31520

Brief summary of what you will address the Commission on:

The Windsward of Georgia Inc. is seeking a permanent location to house its new division,
"Windsward Gullah Geechee Family Preservation Museum." It will house historical African
American stories and artifacts, educational outreach, & a retail store. We want to present a
proposal to Board of Commissioner to use 1327 Union Street Brunswick, GA 31520, since it
used to be the Brunswick Museum.

Delores G. Polite

Name

2518 Amherst Street

Address

Brunswick, GA 31520

Meeting Date: May 18, 2022

Phone Number 323-849-9992

OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION MEETING
WEDNESDAY, MAY 18, 2022
AT 6:00 P.M.
1229 NEWCASTLE STREET, 2nd FLOOR
STREAMED LIVE AT THE BELOW WEB ADDRESS:
<https://www.facebook.com/citybwkga>

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

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

INVOCATION: Mayor Pro Tem Harris

MONUMENT OF SILENCE: for victims of massacre in Buffalo, NY

PLEDGE OF ALLEGIANCE – Recited in unison

APPROVAL OF AGENDA

1. Adoption of May 18, 2022 Regular Meeting Agenda.

Commissioner Martin made a motion to approve the above-referenced agenda; seconded by Mayor Pro Harris. Motion passed unanimously.

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

2. Proclamation Presentation to Members of Coast Guard Auxiliary and Station Brunswick Coast Guard, Recognizing May 21-27, 2022 as “National Safe Boating Week”. (*Mayor*)
Proclamation accepted with gratitude.

3. Brunswick Historic Preservation Chairman Charles Day to Recognize Historic Preservation Award Winners.

Award winners were:

Residential

People’s Choice Awards

- 602 Dartmouth – Rosemarie Christiansen
- 910 Union “The Cook House” – Scott & Wendy Lutes
- 8 Halifax Square “Sweet Hart House” – Steven Murray

Excellence in Preservation Awards

- 1306 George Street – Damon & Stacie Whitlow
- 703 Union Street – Joe & Janice McKelvey
- 815 Union Street – Joshua & Heather Wills

Honorable Mention

- 519 Norwich Street – Brampton LLC

Commercial

People’s Choice Awards

- Silver Bluff Brewery
- Reid’s Apothecary -
- 1608 Newcastle – The Liberty Building/Courtney Prince

Excellence in Preservation Awards

- 1210 Newcastle Street – Wiregrass Studios/ Nathan & Lianne Brock
- Queen’s Square NE – Signature Squares

- 1311 Newcastle Street - The Bijou & Port City Park/Port City Partners
Honorable Mention
- 211 Mansfield Street – “Jimmy’s Garage” – Robin Durrant

POINT OF PERSONAL PRIVILEGE

Commissioner Cason made a statement regarding the Memorial Statue in Hanover Square removal. He recommended that the Commission follow recommendation of the Hanover Square Monument Committee by adding signage to the greenspace at Hanover Square to honor the men and women who came before us in history.

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

4. Consider Approval Alcohol Beverage License:

Name of Business	Business Owner/Manager	Business Address	Permit Type
Sunoco Food Mart (NEW OWNERSHIP)	Owner: Niraj Patel	4525 Altama Ave. Brunswick, GA	Retail sale of beer and wine

Mayor Johnson opened the floor for anyone wanting to speak in favor or opposition of the new alcohol beverage license for Sunoco Food Mart.

No one came forth to address the commission.

Commissioner Martin made a motion to approve the above-referenced new alcohol license for **Sunoco Food Mart**, with the correct address of business being 4528 Altama Avenue; seconded by Mayor Pro Tem Harris. Motion passed unanimously.

APPOINTMENT(S)

5. Commission (*N. Atkinson*)

I. Planning and Appeals Commission – One Appointment

Commissioner Cason made a motion to reappoint Williams Kitts to the above-referenced Commission; seconded by Mayor Pro Tem Harris. Motion passed unanimously.

CONSENT AGENDA ITEM(S)

6. Consider Approval of May 4, 2022, Regular Scheduled Meeting Minutes. (*subject to any necessary changes*). (*N. Atkinson*)

Commissioner Cason made a motion to approve the above-referenced minutes; seconded by Mayor Pro Tem Harris. Motion passed unanimously.

ITEM(S) TO CONSIDER FOR APPROVAL

7. Consider Preliminary Approval of Fiscal Year 2022/2023 Proposed Budget. (*R. McDuffie*)

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

8. Consider Approval of Contract with East Coast Asphalt for Asphalt resurfacing of Various Streets within the City. (*G. Alberson*)

Commissioner Martin made a motion to approve the above-referenced contract; seconded by Mayor Pro Tem Harris. Motion passed unanimously.

9. Consider Approval of Mutual Aid Intergovernmental Agreement Between City of Brunswick Police Department and Glynn County Police Department. (*K. Jones*)

Mayor Pro Tem Harris made a motion to approve the above-referenced agreement; seconded by Commissioner Cason. Motion passed unanimously.

10. Consider Approval of Memorandum of Understanding Between Coastal Pines Technical College and City of Brunswick Police Department. (*K. Jones*)

Commissioner Cason made a motion to approve the above-referenced memorandum of

understanding; seconded by Commissioner Martin. Motion passed unanimously.

11. Consider Approval of Main Street Memorandum of Understanding. *(M. Hill)*

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

12. Consider Approval of Renewal of Lease Between the City of Brunswick and Rebuilding Together of Glynn County, Georgia Inc. *(R. McDuffie)*

Commissioner Martin made a motion to approve the above-referenced lease; seconded by Mayor Pro Tem Harris. Motion passed unanimously.

CITY ATTORNEY'S ITEM(S)

13. Consider Adoption of Ordinance No. 1074 – Short Term Rental.

Commissioner Cason made a motion to adopt the above-referenced ordinance; seconded by Mayor Pro Tem Harris. Motion passed unanimously.

14. Consider Approval of Municipal Court Judge Service Agreement.

Commissioner Cason made a motion to approve the above-referenced agreement; seconded by Mayor Pro Tem Harris. Motion passed unanimously.

EXECUTIVE SESSION

There was not an executive session held during this meeting.

Commissioner Cason made a motion to adjourn; seconded by Commissioner Martin. Motion passed unanimously.

MEETING ADJOURNED – *meeting adjourned at 8:02 p.m.*



INTEROFFICE MEMORANDUM

DATE: May 19, 2022

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

FROM: Kathy D. Mills, CPA, Finance Director

SUBJECT: Financial Reports as of April 30, 2022 83.33%

**General Fund
30-Apr-22
Cash Basis**

	Monthly	Year to Date	% of Budget	Amended Budget	% (over)under Budget
Revenues	1,011,183	16,404,310	94.46%	17,365,507	-11.13%
Expenditures	1,085,792	12,265,917	70.63%	17,365,507	12.70%
Net Revenues & Expenditures	(74,609)	4,138,393			

Cash Balance as of 04/30/2022	9,274,681	Primesouth	
	300,276	Perry Park (included in total)	

	LOST	LOST YTD	TAVT*	TAVT* YTD
Apr-22	775,045	6,989,662	34,864	306,909
Apr-21	665,744	6,052,633	34,626	295,674
Increase (Decrease)	109,301	937,029	238	11,235
	16.42%	15.48%	0.69%	3.80%

*Title Ad Valorem Tax

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

	Total Expended as of 04/30/2022	Reimbursements Received	City Expended as of 04/30/2022	Original Budget Amount	Amended Budget Amount	Remainder (Overage)
Highways and Streets	7,126,909	2,800,103	4,326,806	4,627,750	4,627,750	300,944
Sidewalk Replacement/Upgrades	565,785	50,000	515,785	432,500	482,500	(33,285)
Storm Drainage Improvements	3,112,941	234,593	2,878,348	3,243,750	4,551,750	1,673,402
Mary Ross Park Development	560,931	0	560,931	821,750	821,750	260,819
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	384,261	107,971	276,290	346,000	346,000	69,710
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	133,851	25,000	108,851	86,500	86,500	(22,351)
Park Rehabilitation (Palmetto, Orange, etal)	362,241	0	362,241	389,225	389,225	26,984
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	103,000	380,364	431,357	431,357	50,993
Roosevelt Harris Center Improvements	191,668	0	191,668	151,375	191,668	0
	15,868,448	3,363,667	12,504,781	13,832,154	15,518,389	3,013,608

a \$256,772 from DOT & \$2,543,331 from JWSC

b \$234,593 from Glynn County

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

d \$50,000 from DOT

e \$3,000 Contribution from Golden Isles Track Club & \$100,000 from DNR

f \$43,000 from GADOT Highway 17

g \$328,234 paid back to General Fund

h \$25,000 from Signature Squares

TOTAL CASH ON HAND	\$3,441,389
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	15,728,275
Collections in excess of budgeted	\$1,896,121
Paid back to GF	(328,234)
Allocated to Stormwater Improvements	(1,308,000)
Allocated to Sidewalk Replacement & Upgrades	(50,000)
Unallocated overage in Collections	<u>209,887 (1)</u>

SPLOST V

Cash Primesouth @ 04/30/2022

1,363,329

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

	YTD	
Original Balance (Sale of Property 05/13/13)	0	487,500
Demolition Fees	0	8,049
Interest Income	1,768	19,006
Revenues	<u>1,768</u>	<u>514,555</u>

	YTD	
	f/y/e 6/30/2022	Total since inception
Expenditures		
Demolition Projects	0	40,012
Infrastructure	0	130,546
Police Substation	0	6,750
Expenditures	<u>0</u>	<u>177,308</u>
Net as of April 30, 2022	<u>1,768</u>	<u>337,247</u>

Cash Primesouth @ 04/30/2022

\$ 337,247

	YTD		
	f/y/e 6/30/2022	Cash Basis	
Roosevelt Harris - Multipurpose Center		<u>421,257</u>	
Total Budget:			
Revenue FYTD			
Grants	149,007		
Transfer from General Fund	110,000		
Program Income	9,643		
Sale of Equipment	4,000		
Contributions	11,630		
Interest Income	126		
Total Inflows	\$ 284,406		Percent of Budget 67.51%
Expenditures FYTD		297,741	70.68%
Net	\$ (13,335)		
Cash Balance @ 04/30/2022	\$	<u>4,242</u>	

ARPA Fund:

Initial Deposit received 06/07/2021	4,606,131
Interest Earned from inception	34,597
Total funds available @ 04/30/2022	<u>4,640,728</u>

Disbursements:

Back to Business Brunswick--DDA	105,306
Back to Business Brunswick-non DDA	55,000
Total funds expended as of 04/30/2022	<u>160,306</u>

Remaining funds available @ 04/30/2022 4,480,422

Sanitation Fund:

Year Ending 06/30/2022

	<u>Year to Date</u>
Sanitation Billing	1,991,681
Franchise Fees	41,827
Bad Debt - recovery	450
Interest Earned (Funds)	4,373
Penalties & Interest Earned	3,260
DNR Reimbursements	-
Transfer in for T Street Landfill	-
Total Revenue (YTD)	2,041,591
Operating Exp. YTD:	1,307,412
Depreciation YTD	-
Bad Debt - write off	-
Other Landfill Expenses	15,638
Payment to T Street Landfill Site Cleanup	-
Total Expense (YTD)	1,323,050
Operating Income (Loss)	<u>718,541</u>
Total Cash on Hand @ 04/30/2022	<u>512,201</u>
Primesouth Restricted for Landfill	193,943

Sanitation Bills		
	<u>April 2022</u>	<u>YTD</u>
Trash Pickup	126,592	1,282,586
Illegal Refuse Clean Up	6,296	64,702
Street Sweeping	3,615	39,075
	<u>136,503</u>	<u>1,386,363</u>

STORMWATER UTILITY FUND:

	<u>6/30/2022 (YEAR TO DATE)</u>
Stormwater Utility Fees	967,178
Interest Earned	3,287
Penalties & Interest	1,846
Total Inflows	972,311
Expenditures:	
Operating	808,416
GMA Lease Payments	126,487
Total Outflows	934,903
Balance	37,408

Cash Balance @ 04/30/2022	\$443,180		
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ADDITIONAL INFORMATION-FOR THE MONTH OF April 2022

		<u>April 2022</u>	<u>YTD</u>
Animal Control Expenses		0	0
Traffic Control Expenses		15,924 **	15,924
	<small>** BATS MPO Reimbursement-Bay Street</small>		
Recreation Dept. Expenses	Building	3,000	3,000 <i>Roofcrafters</i>
(facilities managed by County)	Aquatics	3,516	3,516 <i>Jeff's Pool</i>
	Equipment		225 <i>Doug Coffey Electric</i>
	Subsidized Fees	0	3,326 *

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



Roosevelt Lawrence Center

Account	Account Description	Apr-22 Transactions	YTD Transactions
Function 6130 - Neighborhood & Community Service			
51			
51-1100	Salaries & Wages	4,898.32	58,953.22
51-1200	Temporary Employees	.00	3,226.50
51-1300	Overtime	40.74	3,002.08
51-2100	Group Insurance	485.00	4,850.00
51-2200	FICA	370.36	4,398.22
51-2300	Medicare	.00	484.65
51-2400	Pension	.00	.00
51 - Totals		\$5,794.42	\$74,914.67
52			
52-1100	Official / Administrative	.00	16.19
52-1250	Contractual Expense	.00	877.50
52-1300	Technical Services	79.00	79.00
52-2210	Repair / Maint Building	.00	2,702.00
52-2211	Repair / Maint Equipment	.00	2,620.95
52-2300	Rentals	54.97	573.91
52-3201	Cable	.00	1,850.02
52-3205	Telephone	146.59	1,358.17
52-3600	Dues and Fees	4.95	378.59
52 - Totals		\$285.51	\$10,456.33
53			
53-1110	Office Supplies	.00	694.37
53-1130	Building Repair Supplies	.00	44.20
53-1135	Custodial Supplies	.00	237.06
53-1210	Water/Sewerage	173.28	1,559.52
53-1230	Electricity	.00	13,855.83
53-1300	Food/Misc	.00	71.95
53-1600	Small Equipment	.00	738.00
53-1700	Other Supplies	.00	2,455.23
53 - Totals		\$173.28	\$19,656.16
54			
54-2300	Furniture and Fixtures	.00	249.80
54 - Totals		\$0.00	\$249.80
Function 6130 - Neighborhood & Community Service Totals		\$6,253.21	\$105,276.96
Reporting Category 6100 - Recreation Totals		\$12,769.46	\$115,344.21
EXPENSE TOTALS		\$12,769.46	\$115,344.21