

# 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

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**BRUNSWICK CITY COMMISSION  
REGULAR SCHEDULED COMMISSION MEETING  
WEDNESDAY, DECEMBER 21, 2022 AT 6:00 P.M.  
1229 NEWCASTLE STREET, 2<sup>nd</sup> FLOOR  
&  
STREAMED LIVE AT THE BELOW WEB ADDRESS:**

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

## CALL TO ORDER \*\*INVOCATION \*\*PLEDGE OF ALLEGIANCE

### APPROVAL OF AGENDA

1. Adoption of December 21, 2022 Regular Meeting Agenda.

### PUBLIC HEARING – NEW ALCOHOL BEVERAGE LICENSE(S) (A. Brown)

2.

New Alcohol License(s)			
Name of Business	Business Owner/Manager	Business Address	Permit Type
Dixville Food Store	Owner: Vaibhavi Patel	1509 London St. Brunswick, GA	Retail sales of beer and wine
Little Zooks	Owner: Jennifer Beato	1503 Newcastle St. Brunswick, GA	On premise consumption of beer, wine, and liquor

### ITEM(S) TO CONSIDER FOR APPROVAL

3. Consider Approval of December 7, 2022 Regular Scheduled Meeting Minutes. (subject to any necessary changes.) (N. Atkinson) (Encl. 1)
4. Consider Approval of Four (4) Alcohol License Renewals, One (1) Renewal with Violations and Background Issues, and One (1) Renewal Deferred at the November 21, 2022 Commission Meeting. (A. Brown) (Encl. 2)
5. Consider Approval of Proposal for Civic Plus 311 Services. (W. Bilancio) (Encl. 3)
6. Consider Approval of Memorandum of Understanding Between Georgia City Solution (GCS) and The City of Brunswick, for a Municipal Workforce Development and Job Recruitment Consulting Project. (J. Bergquist) (Encl. 4)
7. Consider Approval of Program for Homelessness Prevention. (R. McDuffie) (Encl. 5)

### EXECUTIVE SESSION

**OFFICIAL MINUTES  
BRUNSWICK CITY COMMISSION  
REGULAR SCHEDULED MEETING  
WEDNESDAY, DECEMBER 7, 2022  
AT 6:00 P.M.**

**1229 NEWCASTLE STREET, 2<sup>nd</sup> FLOOR**

**&**

**STREAMED LIVE AT THE BELOW WEB ADDRESS:**

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

**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:** Mayor Johnson

**PLEDGE OF ALLEGIANCE:** Recited in unison by all in attendance

**APPROVAL OF AGENDA**

1. Adoption of December 7, 2022 Regular Meeting Agenda.

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

**PUBLIC HEARING(S) – LAND USE**

2. Rezoning Petition No. 22-06; from 2307 Gloucester Street LLC, Petitioning to Amend the Current PD-TN that was approved in 2021. (*J. Hunter*)

Director of Planning, Development and Codes Hunter gave a presentation regarding the above-referenced petition. He reported that staff and the Planning and Appeals Commission recommends approval of the amendment to the PD-TN.

Mayor Johnson opened the floor for anyone wanting to speak in favor or opposition of the proposed petition.

The following individuals addressed the commission:

- I. Semona Holmes 1819 Macon Avenue – expressed questions/concerns regarding projection of the project and how it would impact the immediate community. Questioned route trucks would take to the construction site, flooding, and plans for parking for the apartment complex.
- II. Vickie Green 1601 Macon Avenue – inquired where residents of the apartment complex would park.
- III. Michael Lehman 1626 Tillman Avenue – stated the community had no opportunity for input or involvement regarding the development project. Mr. Lehman also read statement from Rhonda Waller regarding Port City Partners attending Urbana /Perry Park Neighborhood Planning Assembly on June 22, 2021 (meeting can be found on the Facebook page of Urbana/Perry Park and Planning Assembly). Requested a presentation of the design plan for the parcel, asked Port City Partners to consider the impact of the project to the community and asked Port City Partners to attend Urbana/Perry Park and Planning Assembly January 2023 meeting to provide updates.

- IV. Etta Brown 1810 Niles Avenue – stated streets in the area presently need to be paved and inquired on routes trucks would take when construction begins and where the overflow of cars would park.
- V. Victoria Mackey 1804 Niles Avenue – stated Port City Partners met with Urbana Park Neighborhood Planning Assembly June 2021 and stated they would come back again and present what the development would look like. She stated their concerns are traffic, flooding, and roads in need of repair.
- VI. Alice Keyes Resident of Windsor Park and business owner, 7 Glynn Avenue - stated her concerns regarding traffic, run-offs and stormwater.

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Mayor Johnson reiterated that the vote tonight does not have anything to do with about 95% of the development, the commission would only vote on the quarter acre lot. He gave a brief synopsis of the comments from the public hearing below:

- 1. **Construction traffic** What the construction traffic would look like in a smaller congested neighborhood; stating when construction begins – ensure traffic stays on mainline roads.
- 2. **Road repair** Discuss having road repairs in conjunction with development and what timeline looks like.
- 3. **Parking** Developers are trying to mitigate the parking issues, by having parking maintain on the property.
- 4. **Neighborhood Planning Assembly** Ensure Port City Partners attend Urbana/Perry Park Neighborhood Planning Assembly January 2023 meeting and give a presentation of steps being taken regarding completion of the development and maintain a line of communication.
- 5. **Crosswalks** Establish a greater crosswalk ability in the area.
- 6. **Contain Stormwater on Site** Continue to have open conversation about flood water mitigation

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Commissioner Cason made a motion to approve the above-referenced rezoning amendment; seconded by Commissioner Martin. Motion passed by a vote of 3 to 2, with Commissioner Rolle and Mayor Pro Tem Harris opposing.

**APPOINTMENT(S)**

3. Commission (*N. Atkinson*)

I. Planning and Appeals Commission – One Appointment – (*Alternate*)

Commissioner Cason made a motion to appoint Alyssa Bruce to the above-referenced commission as an alternate board member, filling the unexpired term of Charles Day; seconded by Commissioner Martin. Motion passed unanimously by a vote of 5 to 0.

**ITEM(S) TO BE CONSIDERED FOR APPROVAL**

- 4. Consider Approval of November 21, 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 Rolle. Motion passed unanimously.
- 5. Consider Approval of Financial Reports as of October 31, 2022. (*K. Mills*)  
Commissioner Martin made a motion to approve the above-referenced reports as submitted; seconded by Commissioner Rolle. Motion passed unanimously.
- 6. Consider Approval of Six (6) Alcohol License Renewals. (*A. Brown*)  
Commissioner Cason made a motion to approve the six alcohol license renewals; seconded by Commissioner Martin. Motion passed unanimously. (*list of renewals attached*)
- 7. Consider Approval of Memorandum of Understanding Between the City of Brunswick and the Golden Isles Development Authority for Distribution of Community Group Investment Fund Grants. (*K. Ntemo*)  
Commissioner Cason made a motion to approve the above-referenced Memorandum of

Understanding, subject to City Attorney Corry revisions; seconded by Commissioner Martin.  
Motion passed unanimously by a vote of 5 to 0.

**CITY ATTORNEY’S ITEM(S)**

8. Consider Approval of Payment of the Excess Tax Proceeds from the Tax Sale of Parcel No. 01-04148 in the Amount of Twenty-Nine Thousand One Hundred Ninety-Six and 92/100 dollars (\$29,196.92)

Commissioner Martin made a motion to approve payment of excess tax funds referenced above; seconded by Commissioner Rolle. Motion passed unanimously by a vote of 5 to 0.

9. Consider Approval to the First Amendment to the 2012 Local Option Sales Tax Agreement Between the City of Brunswick and Glynn County.

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

**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 7:54 p.m.*

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

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

<b>Alcohol License Renewals</b>			
Bunky's	Owner: Pankajkumar Patel	2803 Glynn Ave. Brunswick, GA	Retail sales of beer and wine
Cool on Cool	Owner: Constance Lindsey/ Manager: Enzo Centofanti	1706 A Second St., Brunswick, GA	On premise consumption of beer and wine
Downtown Grocery	Owner: Swapnilkumar Patel	1300 Gloucester St., Brunswick, GA	Retail package sales of beer and wine
Snappy Foods	Owner: Vimalben Trivedi	2905 Glynn Ave., Brunswick, GA	Retail Package sales of beer and wine
<b>Alcohol License Issues with Background/Violation(s)</b>			
Fountain Package Store	Owner: Mukeshkumar Patel	2300 Norwich St., Brunswick, GA	Retail package sales of beer, wine, and liquor
<b>Alcohol License Renewal Deferred @ 11/21/22 Commission Meeting</b>			
L street Liquor	Owner: Rakesh Patel	1800 L St., Brunswick GA	Retail sales of beer, wine, and liquor



**SUBJECT: Consider for Approval Proposal with Civic Plus 311 Services**

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**COMMISSION ACTION REQUESTED ON:** Finance Meeting – 12/19/22 &  
Commission Meeting – 12/21/22\_\_\_\_\_

**PURPOSE:**

**To discuss the proposal from CivicPlus to provide and set up the 311 system for Brunswick Citizens can communicate issues easier to the city.**

**HISTORY:**

The Commission requested the IT department to find a company that will provide 311 services. We talked with the web site hosting provider CiviPlus.

**FACTS AND ISSUES:**

CiviPlus has offered us a first-year discount on their two packages and an additional 50% discount if we sign by the end of the year:

CivicEngage – Request Costs

List Price – \$27,761.39  
First Year Discount Price - \$19,500.00  
50% Discount Price - \$9,750.00  
Year 2 Cost – 20,475.00

CivicEngage – Pro Costs

List Price – \$33,361.48  
First Year Discount Price - \$24,499.97  
50% Discount Price - \$12,250  
Year 2 Cost – 25,724.97

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**OPTIONS:**

1. To sign the quote by the end of the year to get the full discounts offered by CivicPlus - \$9,750.00
2. Wait till next year and just get the first-year discount - \$19,500.00
3. Not move forward with this project

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**DEPARTMENT RECOMMENDATION ACTION:**

Option 1 is the option that the IT Department is recommending and to go with the CivicEngage – Request option

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**DEPARTMENT:**

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Prepared by: William Bilancio – Director of Information Technology

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**ADMINISTRATIVE COMMENTS:**

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**ADMINISTRATIVE RECOMMENDATION:**

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\_\_\_\_\_  
City Manager

12/5/22  
\_\_\_\_\_  
Date

# CONSTITUENT SERVICES SOFTWARE FOR CITY

Prepared by: William Bilancio  
Director of Information Technology





# GOALS OF THE PROJECT

## From Mayor Johnson's Original Email

Set up a system by which we have someone answering and managing constituent requests. Having worked in constituent services early in my career, I know there are 3-4 things we need to do to make any software or program effective;

1. We need our areas of service outlined easily,
  1. What 5-10 buckets will constituent services work in
2. We need a response loop that lives inside of 2 weeks
3. We need a person who manages and acts as our const. serv. Manager



# THE PROCESS OF DETERMINING WHO TO GO WITH.

The IT team reached out to municipalities with 311 systems in place, and it was determined that the following three companies were being used the most. The team reached out to each one and had demos from each.

1. Civiplus
2. GoGov
3. Ascendant



# CIVICPLUS

We have determined after the demos that CivicPlus is the company to go with for the following reasons.

1. We have a relationship with CivicPlus
  1. They host and design the City Website
  2. We subscribe to Municode
2. It's the service that is being used the most in the United States
3. Features offered in the system
4. Cost and discounts being offered



# CIVICENGAGE (SECLICKFIX PRO) TURNING POTHOLE INTO PRAISE

**SeeClickFix from CivicPlus®** is a full-service 311 and citizen relationship management solution that creates positive interactions between citizens and local governments. It removes barriers between leaders and citizens, empowering administrative staff to provide high-quality, responsive, and personalized citizen service. SeeClickFix works with 480+ municipal, state, county, and other public sector integration solution providers to streamline service and improve efficiency.

**How does it work?** Citizens can use SeeClickFix web and mobile solutions to report non-emergency concerns via text, web, mobile app, in-person or social media. Local officials use SeeClickFix to track messages and notify staff and partners who provide answers and resolve issues.

SeeClickFix Pro now offers one plan that includes all the functionality for engaging the public, managing workflow, costs vs. budgets, and organizing citizen communications.



# CIVICENGAGE (SECLICKFIX PRO) FEATURES

- Geo-location for improved accuracy
- Text messaging for speed and convenience
- Website portal customized to your branding
- Leverage the power of popular social media networks such as Facebook
- Don't miss another message with the Call Taker Interface
- Request Management and Communication
- The Report Card – Analyzing citizen-reported requests
- SeeClickFix Mobile Application
- Marketplace Mobile Application



# COST OF CIVICENGAGE

CivicPlus has prosed two Quotes.

1. For just the product called Request
2. For their Pro Service – this gives us the same features as Request but includes citizen submissions outside of the Web Portal, Mobile App and phone calls such as Texting and Email.

Both quotes include a year-one discount.



# COST OF CIVICENGAGE REQUEST QUOTE

Product Name	DESCRIPTION	QTY
SeeClickFix Connector for Dude Solutions Asset Essentials	SeeClickFix-hosted integration with Dude Solutions Asset Essentials (REST/JSON API), for work orders. Requires AE Connector Tool.	1.00
SeeClickFix Request	Unlimited gov user licenses for service request management tool to intake citizen submissions via mobile app. Assign requests internally, resolve issues and measure request performance. Includes support and virtual training services.	1.00
Marketplace App Annual	Marketplace App Annual	1.00
SeeClickFix Organization API	License for private SeeClickFix Organizational API	1.00
<b>List Price - Year 1 Total</b>		<b>USD 27,761.39</b>
<b>Total Investment - Year 1</b>		<b>USD 19,500.00</b>
<b>Annual Recurring Costs - Year 2</b>		<b>USD 20,475.00</b>

\*Annual Recurring Costs are subject to 5% annual technology uplift beginning in year 2 of service.

Total Days of Quote:365

- Quote #1: (27256)
  - SCF Request
  - Unlimited Users
  - Dude Solutions Integration
  - Private API Access
  
- Original Discount \$8,261.39



# COST OF CIVICENGAGE PRO QUOTE

Product Name	DESCRIPTION	QTY
SeeClickFix Connector for Dude Solutions Asset Essentials	SeeClickFix-hosted integration with Dude Solutions Asset Essentials (REST/JSON API), for work orders. Requires AE Connector Tool.	1.00
SeeClickFix Pro	Unlimited gov user licenses for service request management tool to intake citizen submissions via mobile app. Assign requests internally, resolve issues and measure request performance. Includes support and virtual training services.	1.00
Marketplace App Annual	Marketplace App Annual	1.00
SeeClickFix Organization API	License for private SeeClickFix Organizational API	1.00

List Price - Year 1 Total	USD 33,361.48
Total Investment - Year 1	USD 24,499.97
Annual Recurring Costs - Year 2	USD 25,724.97

\*Annual Recurring Costs are subject to 5% annual technology uplift beginning in year 2 of service.

Total Days of Quote:365

- Quote #2: (27255)
  - SCF Pro:
    - Text Functionality, Omni-Channel Inbox
      - Includes full SCF Request as included in the other quote
  - Dude Solutions Integration
  - Private API Access
  - Unlimited Users
    - Original Discount \$8,861.51





# **COST OF CIVICENGAGE ADDITIONAL DISCOUNT**

CivicPlus has proposed that if we sign up for the service before the end of the year, they will discount the cost for the first year by an additional 50%.

- Quote 1 for Request only - \$9,750
- Quote 2 For Pro - \$12,250



# PROJECT TIMELINE

<b>PHASE 1: INTRODUCTION &amp; PLANNING</b>	<ul style="list-style-type: none"><li>• Introduction call</li><li>• Final project timeline developed</li></ul>
<b>PHASE 2: ACCOUNT CONFIGURATION</b>	<ul style="list-style-type: none"><li>• Configuration of account and best practices</li><li>• Identify branding standards for mobile app</li><li>• One hour backend control training</li></ul>
<b>PHASE 3: USER TRAINING &amp; TESTING</b>	<ul style="list-style-type: none"><li>• User training with customized agenda</li><li>• User testing and revisions</li></ul>
<b>PHASE 4: MARKETING PLANNING</b>	<ul style="list-style-type: none"><li>• Launch and public announcement planning</li><li>• Development of press release, social media campaign templates, and digital marketing images</li></ul>
<b>PHASE 5: LAUNCH</b>	<ul style="list-style-type: none"><li>• Assistance with launch press release</li><li>• Press conference/council meeting assistance</li><li>• Create theme campaigns for specific request types</li><li>• Assistance developing messaging for PSA video or radio segment announcement</li></ul>

From project kickoff to announcing your launch of SeeClickFix, the implementation process averages 8-12 weeks. For projects that include specific integration to an approved third-party system, the timeline generally expands to 12-18 weeks.



# CONCLUSION

From an Information Technology perspective, CivicEngage checks all the boxes.

This software also meets all the goals of the Mayor, as stated at the beginning of the presentation.

But no matter what software we select and implement, there has to be buy-in from the top and be marketed from the top down. Otherwise, only a small subset of Brunswick citizens will use the service.





**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:**

Q-27256-1

**Date:**

7/15/2022 10:25 AM

**Expires On:**

9/30/2022

**Product:**

SeeClickFix

**Client:**

Brunswick GA - SCF

**Bill To:**

Brunswick GA - SCF

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Mike Nicholson	x	michael.nicholson@civicplus.com		Net 30

SeeClickFix - Statement of Work

Product Name	DESCRIPTION	QTY
SeeClickFix Connector for Dude Solutions Asset Essentials	SeeClickFix-hosted integration with Dude Solutions Asset Essentials (REST/JSON API), for work orders. Requires AE Connector Tool.	1.00
SeeClickFix Request	Unlimited gov user licenses for service request management tool to intake citizen submissions via mobile app. Assign requests internally, resolve issues and measure request performance. Includes support and virtual training services.	1.00
Marketplace App Annual	Marketplace App Annual	1.00
SeeClickFix Organization API	License for private SeeClickFix Organizational API	1.00

List Price - Year 1 Total	USD 27,761.39
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Total Investment - Year 1	USD 19,500.00
Annual Recurring Costs - Year 2	USD 20,475.00

\*Annual Recurring Costs are subject to 5% annual technology uplift beginning in year 2 of service.

Total Days of Quote:365

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"), to which this SOW is hereby attached as the SeeClickFix Statement of Work. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.

2. This SOW shall remain in effect for an initial term equal to 365 days from the date of signing ("Initial Term"). In the event that neither party gives 90 days' notice to terminate prior to the end of the Initial Term or any subsequent Renewal Term, this SOW will automatically renew for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".

3. The Total Investment - Year 1 (the sum of the One Time Costs and the Recurring Costs) will be invoiced at signing of this SOW. Client will pay all invoices within 30 days of the date of invoice.

4. Renewal Term Annual Recurring Costs shall be invoiced on the start date of each Renewal Term.

5. Client agrees to use the CivicService SeeClickFix service (the "Service") in ways that conform to all applicable laws and regulations, including, without limitation, the Telephone Consumer Protection Act (if Client uses "Conversations"). Client

agrees not to make any attempt to gain unauthorized access to any of CivicPlus' systems or networks. Client agrees that CivicPlus shall not be responsible or liable for the content of messages created by Client, or by those who access Service, or otherwise delivered by Service on behalf of Client.

6. CivicPlus does not own any data, information, or material that Client, or its constituents, submit to the Service in the course of using the Service ("Client Data"). Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Client Data, and CivicPlus shall not be responsible or liable for the deletion, correction, destruction, damage, loss or failure to store any Client Data. CivicPlus reserves the right to withhold, remove and/or discard Client Data without notice for any breach, including, without limitation, Client's non-payment. Upon termination for cause, Client's right to access or use Client Data immediately ceases, and CivicPlus shall have no obligation to maintain or forward any Client Data.

7. If the "Conversations" or "SeeClickFix Pro" line item is included in this SOW above, the following terms shall apply: The text message (SMS/MMS) comes with unlimited lines and up to 25,000 messages per month. If text usage exceeds the set usage amounts included herein, additional text will be invoiced to the Client at \$0.01 per message in arrears at the end of the then-current term in which the additional charges are incurred. In the event Client exceeds the set usage amounts herein, CivicPlus will provide Client with report that displays such excess usage with the invoice. CivicPlus will use its best efforts to notify the Client in the event Client exceeds the usage amounts in any month.

8. CivicPlus will provide access to the Services via mobile applications, internet, and an embeddable interactive widget for public reporting, alerts on discussing non-emergency issues ("the Software"). Users will be able to interact with the Software and post various content including words and photos ("User Content"). While the content of users of the Software is governed by CivicPlus' published Terms of Use and Privacy Policy, CivicPlus may not be able to control the exact nature of the User Content. CivicPlus reserves the right, not the obligation, to edit User Content.

9. CivicPlus will provide the Services and manage the Customer data and content in compliance with the [SeeClickFix Data Retention Policy](#) and [SeeClickFix Terms of Use](#). Client understands and agrees that it has sole discretion over the solicitation, collection, storage or other use of end-users' personally identifiable information, including sharing with third parties, on any of the Services provided by CivicPlus and CivicPlus discourages the solicitation and collection of any end user personally identifiable information. Client further understands and agrees that Client is solely responsible for the use or storage of end-users' personally identifiable information in connection with the Services or the consequences of the solicitation, collection, storage, or other use by the Customer or by any third party of personally identifiable information.

10. To the extent it may apply to any of the Services or deliverables of the SOW, user logins are for designated individuals chosen by Customer ("Users") and cannot be shared or used by more than one User. Customer will be responsible for the confidentiality and use of User's passwords and usernames. Customer will also be responsible for all electronic communications, including those containing business information, account registration, account holder information, financial information, Customer data, and all other data of any kind contained within emails or otherwise entered electronically through the Services, CivicPlus Materials, or under Customer's account. Customer shall use commercially reasonable efforts to prevent unauthorized access to or use of the Services and CivicPlus Materials and shall promptly notify CivicPlus of any unauthorized access or use of the Services and/or CivicPlus Materials and any loss or theft or unauthorized use of any User's password or username and/or personal information.

## Acceptance

The undersigned has read and agrees to the following Terms and Conditions, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date: <https://www.civicplus.com/master-services-agreement>

Client

CivicPlus

By:

By:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Title:

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

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

**Contact Information**

\*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

**Organization** URL

Street Address

Address 2

City State Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).  
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for  
ensuring CivicPlus has current updates.

**Emergency Contact & Mobile Phone**

**Emergency Contact & Mobile Phone**

**Emergency Contact & Mobile Phone**

**Billing Contact** E-Mail

Phone Ext. Fax

Billing Address

Address 2

City State Postal Code

Tax ID # Sales Tax Exempt #

Billing Terms Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [     ] or N [     ]

Please list all external sources: \_\_\_\_\_

**Contract Contact** Email

Phone Ext. Fax

**Project Contact** Email

Phone Ext. Fax



**SUBJECT:** Consider Approval of Memorandum of Understanding Between Georgia City Solutions (GCS) and The City of Brunswick, for a Municipal Workforce Development and Job Recruitment Consulting Project.

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**COMMISSION ACTION REQUESTED ON:** December 21, 2022

**PURPOSE:** The purpose of this program is to provide the city a municipal workforce development strategy that identifies specific action items to address gaps in the municipal talent pipeline and implement a recruiting campaign targeting hard-to-fill positions using aggressive marketing strategies.

**HISTORY:** Georgia Municipal Association (GMA) created Georgia Cities Solutions (GCS) in 2018 as a 501(C3) Non-Profit to solicit funds from around the state to help local municipalities with various projects to ensure their success. Together with the help of the Carl Vincent Institute of Business GCS is committed to helping Brunswick build the future of the state's workforce and strategy development program.

**FACTS AND ISSUES:** Carl Vincent Institute identified four areas of concern which municipalities face which significantly hinders their success. They are compensation and benefits, succession planning, recruitment, and retention. GCS has selected two pilot cities (Brunswick, GA and Douglas, GA) to study as they navigate the newly formed strategic workforce project to help the state create the best opportunities for other cities moving forward. It is an honor for Brunswick to be a leader as we help GMA and GCS build this new and exciting program for the future of our state.

**BUDGET INFORMATION:** This workforce development project is free and doesn't cost the City of Brunswick any financial obligation.

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**OPTIONS:**

1. Approve the MOU with Georgia City Solutions for a workforce development & Job Recruitment Consulting Project.
  2. Do not approve MOU with Georgia City Solutions for a workforce development & Job Recruitment Consulting Project.
  3. Take no action
-



**DEPARTMENT RECOMMENDATION ACTION:**

Approve the MOU with Georgia City Solutions for a workforce development & Job Recruitment Consulting Project.

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**DEPARTMENT:** City Manager's Office

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Prepared by: Jeremiah Bergquist

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**ADMINISTRATIVE COMMENTS:**

**The city administration is committed to improving the quality of life and standard of living of residents and citizens in the City of Brunswick through our own success as a local municipality.**

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**ADMINISTRATIVE RECOMMENDATION: Approval**

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Approve

*Jeremiah Bergquist*

Assistant City Manager

10/13/2022

Date

**MEMORANDUM OF AGREEMENT BETWEEN GEORGIA CITY SOLUTIONS  
AND THE CITY OF BRUNSWICK, GEORGIA, FOR A MUNICIPAL  
WORKFORCE DEVELOPMENT STRATEGY DEVELOPMENT AND JOB  
RECRUITMENT CONSULTING PROJECT**

This Agreement is made and entered into as of the date of execution by and between the Georgia City Solutions, Inc. (“GCS”) and the City of Brunswick, Georgia, (“City”) to establish the terms and conditions, scope of work, and responsibilities of the parties (collectively, “Parties”) associated with Municipal Workforce Development and Job Recruitment consulting project (“Project”).

**WHEREAS**, GCS and the City are desirous of working together on a cooperative effort to create the Project;

**WHEREAS**, the intent of the Project is to provide the City a municipal workforce development strategy that identifies specific action items to address gaps in the municipal talent pipeline; and implement a recruitment campaign targeting hard-to-fill positions using the Starts With Me! marketing toolkit.

**NOW, THEREFORE**, in consideration of the following mutual promises, covenants, and conditions, it is agreed as follows:

**Section I**

- A. GCS will contract with the Carl Vinson Institute of Government (“CVIOG”) to assist the City in the development of a municipal workforce development strategy.
- B. GCS will contract with Mopdog Creative + Strategy (“Mopdog”) to assist the City in the development of a recruitment campaign targeting hard-to-fill positions using the Starts With Me! marketing toolkit.
- C. GCS will provide staff support and project oversight within the scope of work defined herein.
- D. GCS may contract with other partners to assist with completion of the Project as deemed necessary by GCS.

**Section II**

- A. The City will undertake the following activities under this Agreement for the municipal workforce development strategy phase of the project:
  - 1. Access and analyze their existing human resources data to provide quantitative statistics on the number of:

- i. hires and vacancies over the past 24 months
    - ii. time to fill vacancies
    - iii. turnover rate, and
    - iv. average tenure for city overall and average tenure by city department.
  2. Provide appropriate meeting space for onsite visits from CVIOG, and other Project partners, to include lunch and appropriate drinks and snacks.
- B. The City will undertake the following activities under this Agreement for the job recruitment phase of the project:
  1. Provide current job recruitment materials, employee surveys, sample job descriptions, job postings, recruitment advertisements and promotional materials.
  2. Participate in interviews to determine workforce recruitment needs and positioning.
  3. Identify and provide contact information for an internal survey that will be created by Mopdog that will be used to gain insight from identified city employees to help determine messaging and opportunities to support talent recruitment and retention efforts.
  4. Provide appropriate meeting space for onsite visits from Mopdog , and other Project partners to include lunch and appropriate drinks and snacks.

### **Section III**

- A. The City will undertake the following activities under this Agreement:
  1. Agrees to participate in webinars or sessions at Georgia Municipal Association (“GMA”) or GCS meetings to discuss its participation in the Project.
  2. Once the Project is complete, agrees to provide feedback to GCS every six months for two years on impact of strategy and recruitment campaign on filling hard to fill positions.

### **Section IV**

Each party shall be responsible for its own costs to perform its own duties under this Agreement and there shall be no exchange of funding pursuant to this Agreement between the Parties.

### **Section V**

The term of this Agreement shall start on the Effective Date and shall run from the date of the execution of this Agreement to May 31, 2023, unless terminated earlier as set forth in the Section entitled Termination.

## **Section VI**

Any party shall have a right to terminate this Agreement if another party commits a material breach of this Agreement and fails to cure such breach within sixty (60) days after receiving written notice of the failure or other material breach and the terminating party's intention to terminate the Agreement, unless cured. Alternatively, any party shall have the right to terminate this Agreement for convenience with sixty (60) days written notice to the other parties.

## **Section VII**

No party shall assign this Agreement without the prior written consent of the other parties and any attempted assignment or delegation without such written consent shall be void. GCS may subcontract the consulting work to other parties as needed at its discretion. Each party will remain responsible for its own obligations under this Agreement.

## **Section VIII**

All notices under this Agreement shall be in writing and shall be delivered (a) personally, with a copy by email; (b) by overnight courier, with a copy by email; or (c) by United States mail, registered or certified, return receipt requested, postage prepaid, with a copy by email. Notices shall be deemed received on the date of personal delivery, the date of action receipt as indicated on the delivery invoice or return receipt or the date receipt is refused; whichever is earlier. Notices shall be sent to the parties at the addresses set forth below, or at such other addresses as the parties may provide in writing from time to time.

GCS:

Ms. Kay Love, Managing Director, Georgia City Solutions  
Georgia Municipal Association, Inc.  
201 Pryor Street, SW  
Atlanta, GA 30303-3606  
klove@gacities.com  
678-686-6228

Brunswick:

Regina McDuffie, City Manager  
City of Brunswick  
601 Gloucester Street  
Brunswick, GA 31520  
rmcduffie@cityofbrunswick-ga.gov  
912-267-5500

## **Section IX**

The waiver of one breach or default under this Agreement will not constitute the waiver of any subsequent breach or default. Any provision of this Agreement held to be illegal or unenforceable will be deemed amended to conform to applicable laws or regulations, or if it cannot be so amended without materially altering the intention of the parties, it will be stricken and the remainder of this Agreement will continue in full force and effect.

## **Section X**

This Agreement will be governed in all respects by the laws of the state of Georgia, without regard to any conflict of laws principles, decisional law, or statutory provision which would require or permit application of another jurisdiction's substantive law. The Parties agree that the venue of any legal or equitable action that arises out of or relates to this Agreement shall be a court of competent subject matter jurisdiction in Fulton County, Georgia and the parties hereby consent to the jurisdiction of such court.

## **Section XI**

This Agreement does not create and shall not be construed to create an employee, representative, joint venture, partnership or agency relationship between the parties.

## **Section XII**

This Agreement shall be binding upon and inure to the benefit of the legal representatives, successors and permitted assigns of the Parties.

## **Section XIII**

The Parties shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement promptly by negotiations between executives who have authority to settle the controversy.

## **Section XIV**

This Agreement, including any Exhibits, sets forth the entire understanding of the Parties and supersedes any prior negotiations, understandings or agreements with respect to the subject matter hereto. Any terms and conditions of any purchase order or other instrument issued by a party in connection with this Agreement which are in addition to, inconsistent with or different from the terms and conditions of this Agreement will be of no force or effect. Notwithstanding, written requests for services and Work Product made by a party become part of this Agreement. Except as expressly set forth in this Agreement, no party has made any statement, representation or warranty in connection herewith which has been relied upon by any other party or which acted as an inducement for any other party to enter

into this Agreement. This Agreement may only be modified by a writing signed by all Parties.

**Section XV**

This Agreement shall be effective upon the date of execution of all Parties to the Agreement. All Parties indicate their agreement with this Agreement by their signatures below.

\_\_\_\_\_  
Georgia City Solutions,  
201 Pryor Street, SW  
Atlanta, GA 30303

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor Cosby H. Johnson  
City of Brunswick  
601 Gloucester St.  
Brunswick, GA 31520

\_\_\_\_\_  
Date

**REVIEWED**  
By Legal: Rusi Patel at 5:20 pm, Oct 21, 2022





**SUBJECT: Homelessness Prevention Proposal**

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**COMMISSION ACTION REQUESTED ON: December 21, 2022**

**PURPOSE: To provide financial and/or program assistance to prevent residents from being separated from their current residents or shelters.**

**HISTORY: The city and county are experiencing significant adverse impacts from the level of homelessness in the community. We are developing initiatives to combat the issues in prevention, transitioning, chronic homelessness, mental health and regulations and enforcement.**

**FACTS AND ISSUES: The city will contract with an outside agency to determine eligibility of candidates and award funds. Program length will be determined based on the availability of funds. Neighboring communities have engaged similar programs. The Community Action Agency is the recommended partner.**

**BUDGET INFORMATION: Use of \$250,000 of American Rescue Plan Act Funds**

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**OPTIONS:**

1. Approve the proposed program to provide financial assistance to combat homelessness.
  2. Do not approve the proposed program to provide financial assistance to combat homelessness.
  3. Take no action at this time.
- 

**DEPARTMENT RECOMMENDATION ACTION:**

Approve the proposed program to provide financial assistance to combat homelessness.

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**DEPARTMENT: City Manager's Office**

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Prepared by: Regina M. McDuffie / Jeremiah Berquist

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**ADMINISTRATIVE COMMENTS:**

**The city administration is committed to improving the quality and standard of living of residents and citizens in the City of Brunswick and believe that this will be an important part of preventing homelessness.**

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**ADMINISTRATIVE RECOMMENDATION: Approval**

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Approve

*Regina M. McDuffie*  
\_\_\_\_\_  
City Manager

12/10/22  
\_\_\_\_\_  
Date