

# 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  
Julie T. Martin, Mayor Pro Tem  
John A. Cason III, Commissioner  
Felicia M. Harris, 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, MAY 3, 2023 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 May 3, 2023 Regular Meeting Agenda.

#### PRESENTATION

2. Presentation to Georgia Cities Week Contestant Winners. *(R. McDuffie)*

#### PUBLIC COMMENT

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

3.

New Alcohol License(s)			
Name of Business	Business Owner/Manager	Business Address	Permit Type
Matted Ox	Owner: Jason Kuykendall	1510 Bay St., Brunswick, GA	On premise consumption of beer and wine
Senbai Inc, d/b/a Snappy Foods	Owner: Dharaben Patel	2905 Glynn Ave., Brunswick, GA	Retail sales of beer and wine

#### UPDATE(S)

4. Annual Update Regarding Downtown Development Authority Activities. *(M. Hill)* **(Encl. 1)**

#### DISCUSSION

5. Preliminary Presentation for the 2023/2024 Fiscal Year Budget. *(R. McDuffie)* **(Encl. 2)**

#### ITEM(S) TO CONSIDER FOR APPROVAL

6. Consider Approval of April 19, 2023 Regular Scheduled Meeting Minutes. *(subject to any necessary changes.) (N. Atkinson)* **(Encl. 3)**
7. Consider Approval of Financial Reports as of March 31, 2023. *(K. Mills)* **(Encl. 4)**
8. Consider Approval of Purchase of Altec Dump Truck with 1998 Georgia Local Government Equipment Lease Pool. *(K. Mills)* **(Encl. 5)**

9. Consider Approval of Renewal of General Liability and Property Insurance With Georgia Interlocal Risk Management Agency (GIRMA). *(L. Velie)* **(Encl. 6)**
10. Consider Approval of the Community Development Block Grant (CDBG) FY 2023 Annual Action Plan. *(D. Bravo)* **(Encl. 7)**

**EXECUTIVE SESSION**



**SUBJECT: Main Street / DDA Update**

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**COMMISSION ACTION REQUESTED ON:** May 3, 2023 Presentation/Update Agenda

**PURPOSE:** Annual review and update on the activities / statistics of the Main Street / Downtown Development Authority.

**HISTORY:** The City of Brunswick activated its Downtown Development Authority in 1981. Brunswick has been an accredited Main Street community since 1986 and a Georgia Exceptional Main Street since 2017. Each month, the DDA submits a Community Activity Report to the DCA. These reports track key indicators that gauge the success of the Main Street program.

Today's presentation provides a summary of activities reported during CY 2022.

**BUDGET INFORMATION:** N/A.

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**OPTIONS:** Informational only.

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**DEPARTMENT RECOMMENDATION ACTION:** N/A.

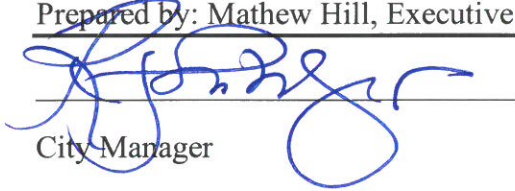
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**DEPARTMENT:**

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Prepared by: Mathew Hill, Executive Director, Brunswick Downtown Development Authority.

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City Manager

4/25/2023  
Date

**BRUNSWICK DDA  
ANNUAL REPORT**

**22**

*Calendar Year 2022*



**BRUNSWICK  
DDA**

# BRUNSWICK DOWNTOWN DEVELOPMENT AUTHORITY MAIN STREET BRUNSWICK

## 2022 STATISTICAL REPORT



New business growth downtown slowed slightly from 2021. **28** new businesses opened in 2022, creating **77** new jobs.



There were **835** promotional events in 2022. These events drew **109,000** people to downtown and Mary Ross Waterfront Park.



The number of building rehabilitations was up, with **30** projects starting in 2022. The value of these projects was **\$3,802,358**.



Property sales were down slightly from 2021, with **34** properties selling for a total value of **\$9,650,500**.



Two projects in Brunswick received Preservation Awards from the Georgia Trust - Port City Lofts and the Amoco Service Station



Liberty Lofts opened, adding another **10** residential units. The **35** residences downtown are full and there are waiting lists.

### BRUNSWICK DDA

Georgia law provides for a Downtown Development Authority in each municipality. Brunswick's DDA was activated in 1981 with an area consisting of the core downtown. Over the years, the DDA area has expanded to include the historic commercial corridors of Gloucester, Norwich and Albany Streets.

The Main Street Program has been a tremendous success in revitalizing downtowns across the country. Since its inception in 1977, the program has helped to create over 2.5 million jobs, generate \$60 billion in economic activity, and revitalize over 20,000 downtowns. Brunswick became a Main Street City in 1986 and was honored to be named a Georgia Exceptional Main Street (GEM) in 2017.

There are many reasons for the success of the Main Street Program. First, it is based on a sound economic development model that emphasizes historic preservation, community involvement, and comprehensive planning. Second, the program provides communities with the resources and technical assistance they need to implement the Main Street Approach. Third, the program has a strong track record of success, which has helped to build confidence among communities and investors.

The Main Street Program is a proven model for revitalizing older and historic commercial districts. By following the four key principles of the Main Street Approach, Brunswick and the DDA have created a vibrant and attractive downtown that is economically vital and livable.

Staff from DCA's Office of Downtown Development was in Brunswick this spring for our annual assessment. We are pleased that Brunswick's Main Street Accreditation was renewed for 2023 and Brunswick's GEM designation was renewed for another three-year term that will go through 2026.

Photos previous page. From left to right, top to bottom:

Opening of the Bubbling Cauldron

First Friday in Downtown Brunswick

Kress rooftop under construction

The Zell Building, sold in 2022

Port City Lofts

A loft in the Liberty Building

Photos this page. From top to bottom

CCGA students touring downtown as part of their Economics class.

Historic Downtown Brunswick



Downtown economic development is a critical component of a thriving city. A vibrant downtown attracts new businesses, creates jobs, and boosts property values. It also serves as a cultural and entertainment hub, attracting residents and visitors alike.

The City of Brunswick has supported the Brunswick DDA / Main Street Brunswick for over 30 years. This support is not only financial, although that is an important part.

The Director is included in City Department Director meetings as well as the weekly Design Review Team meeting. This not only allows other city departments to become familiar with events and new businesses but builds a working relationship between the DDA and other city departments.

DDA staff has partnered with City staff for various projects including the Wellness Walk, GA Cities Week and the recent LOST negotiations.

The City of Brunswick / Brunswick DDA working relationship has proven to be a model for cities across the state. Brunswick's cooperative attitude is one of the reasons we continue to be an Exceptional Main Street.

# Brunswick Main Street Program

# 2018-2022

Community Impact  
5-Year Review

## 4,375

total promotional events



## 554,008

total people attending

## 24,500

total volunteer hours

## 117

total building rehabilitation  
projects completed

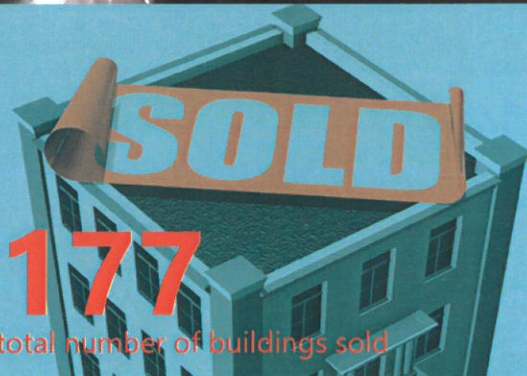
## \$32 million

total project value



## 177

total number of buildings sold



## 206

new or expanding  
businesses



## 649

net new jobs  
created



## \$76.6 million

total private/public investment



**BRUNSWICK DDA**

1229 Newcastle St  
Brunswick, GA 31520

**Phone**

(912) 265-4032

**Email**

info@discoverbrunswick.com

**Website**

www.discoverbrunswick.com



## BUDGET SCHEDULE FY2024



### EVENT DESCRIPTION

### COMPLETION DATE

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

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

**THURSDAY, MARCH 02, 2023**

### ***PHASE I - BUDGET SCHEDULE***

Department Budget Preparation Meetings

**Week of MARCH 13th, 2023**

Submission of Department/Agency Budget Requests

**THURSDAY, MARCH 30th, 2023**

Including all forms

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

**WEEK OF APRIL 3<sup>rd</sup>, 2023**

### ***PHASE II - BUDGET SCHEDULE***

Budget Review

**WEEK OF APRIL 10<sup>TH</sup>**

Budget Revisions Prepared

**WEEK OF APRIL 10<sup>TH</sup>**

Budget Revisions Back from Depts

**THURSDAY, APRIL 20th**

### ***PHASE III - FINAL BUDGET PREPARATION***

**Budget presentation to Commissioners**

**WEDNESDAY, MAY 3<sup>rd</sup>, 2023**





## BUDGET SCHEDULE FY 2024



### EVENT DESCRIPTION

### COMPLETION DATE

#### **PROPOSED BUDGET APPROVAL**

**WEDNESDAY, MAY 17th**

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

**WEDNESDAY MAY 24<sup>TH</sup>, 2023**

Commissioner's Budget Review, if needed\*\*

**WEDNESDAY MAY 31st**

Public Hearing on Budget\*\*\*

**WED., JUNE 7<sup>TH</sup>, 2023**  
**Prior to REGULAR MEETING**

#### **BUDGET APPROVAL BY COMMISSIONERS** **Budget Resolution Required with all funds**

**WEDNESDAY, JUNE 21<sup>ST</sup>, 2023**  
**REGULAR MEETING**

Approved Budget sent to departments

**THURSDAY, JUNE 29<sup>TH</sup>**

**NOTE:** Department hearings will be held in the 2<sup>nd</sup> Floor conference room

Commission meetings will be held at Old City Hall. Additional 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

\*\* Individual Budget Reviews will be conducted, if requested, prior to the public hearing

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



# FY 2024 Budget Preview

Proposed General Fund Budget -

\$20,175,744 7.48%

Proposed GF Budget w/ ARPA - \$24,299,368

\$4,123,624 Revenue Recovery

## Revenues

Property Taxes - \$5.4 million 26.6%

Sales Taxes - \$9.0 million 44.6%

Other Taxes - \$3.8 million 18.9%

**Total Taxes - \$18.2 million 90.1%**

Appropriated Fund Balance - \$550,000

Opioid Funds - \$29,000

Decreases in Municipal Court and Building Permit revenues

## Expenses

Authorized Personnel - 231

Budgeted Personnel - 206

Additional personnel - 12 Full Time Equivalent

(11) Recreation personnel including Ground Maintenance

(1) Human Resources position

(1) Information Technology

3% Salary increased - effective December 1<sup>st</sup>

## **Key Initiatives**

Housing Development / Community Revitalization

Community Engagement & Outreach

City Recreation

Public Transportation

## **Additional Highlights**

\$50,000 in funds for Community Engagement and Community Outreach

\$45,000 for City Elections

\$50,000 in additional funding for Boarding houses, legal processing

\$50,000 for funding for the Land Bank

\$100,000 - continued support for BPD incentives

\$105,000 - Equipment for Fire Services

\$1,120,232 - Recreation Administration and Operation including grounds maintenance

## **Special Revenue Recovery Projects -**

Housing Programs & Development - \$2.5 million

Business Support / Relief - \$803,624

HCP Facility Improvements - \$600,000

Transit Services - \$220,000

**OFFICIAL MINUTES  
BRUNSWICK CITY COMMISSION  
REGULAR SCHEDULED MEETING  
WEDNESDAY, APRIL 19, 2023  
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 Julie Martin, Commissioner John Cason III, Commissioner Felicia Harris, and Commissioner Kendra Rolle ~ (*attended virtually*).

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

**INVOCATION:** Commissioner Felicia Harris

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

**ADDENDUM(S) TO AGENDA:**

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1. Mayor Johnson made a motion to remove item (2) under Discussion, Testimony Regarding Nuisance Properties, and item (4) under Public Hearings – Land Use, Consider Approval of 90% Site Plan – 3302 Glynn Avenue; and add under City Attorney’s Items, item (12) Consider for approval agreement with CRSA to continue to provide probationary services to the City of Brunswick Municipal Court, and item (13) Consider for approval a Quit Claim Deed releasing any interest arising from the 1938 Tax Deed conveyed in favor of the City of Brunswick relating to a portion of 914 Amherst Street; seconded by Mayor Pro Tem Martin. Motion passed unanimously.

\*\*

**APPROVAL OF AGENDA**

1. Adoption of April 19, 2023, Regular Meeting Agenda.

Commissioner Harris made a motion to adopt the above-referenced agenda with the aforementioned addendums; seconded by Mayor Pro Tem Martin. Motion passed unanimously.

**PUBLIC COMMENT**

2. The following individuals addressed the commission:
  - Don Myers – Addressed Homelessness and Nuisance Properties. Emphasized issues with affordable housing.
  - Starling Sutton – Addressed Homelessness and Nuisance Properties. Emphasized the positive work the Commission is doing with transitional housing.
  - Michael Luff – Addressed Homelessness and Nuisance Properties. Emphasized how organizations like the well helped elevate him from homelessness.
  - Roxanne George – Addressed Homelessness and Nuisance Properties. Emphasized solutions to address issues that lead to homelessness.

**DISCUSSION**

2. Testimony Regarding Nuisance Properties.

*Above referenced item was removed from agenda.*

**PUBLIC HEARING(S) – ZONING ORDINANCE AMENDMENT**

3. Amendment to Chapter 13 of the Code of the City of Brunswick; Particularly to Add Article XIX to be Titled Homelessness. (*B. Corry*)

City Attorney Corry presented the amendment to Chapter 13 of the City Code. Mayor Johnson opened the floor for public comment.

**Public Comment Period:**

- Samantha Mixon, 406 Palmetto Street - Addressed concerns regarding mental illness, housing, and needs for the homeless, such as transportation and jobs.
- Jenna Kennedy, 135 Regal Road - Discussed need for more resources like The Well as resources are limited to those in need.
- Ed Gornto, 406 Midway Circle - Discussed the good of The Well is doing.
- Elizabeth Milburn, 523 Union St, penalize – Discussed businesses draining resources from the Brunswick Police and issues with correctly categorizing service facilities.
- Brenda Richardson, 2014 Tillman Avenue – Discussed issues with squatters and increase of young homeless folk. Ms. Richardson also raised concerns regarding 2016 Tillman Avenue, owned by Lawton Moore, as a nuisance property.
- Tina Hearing, 2650 Canary Drive – Stated there is a need for homeless shelters in Brunswick and Glynn County.
- Kim Sapp-Gornto, 406 Midway Circle – Stated that the homeless will always be here when the doors to service organizations close. Emphasized the cause and effect when resources are removed.
- Wright Culpepper, 1101 Gloucester Street – Representative of the Well, Mr. Culpepper stated he and his team looked over the homeless ordinance and are okay with it.
- Nancy Wilks, 606 Gloucester Street, Supports the ordinance and wants more consideration for downtown businesses who deal with homelessness daily.
- Pat O’shea, 108 Silverlane Drive - Spoke about assault on wife at Maggie Mae’s and issues with violence. Mr. O’Shea wants better guidelines and more accountability for offenders, such as the homeless woman who assaulted his wife.
- Andrew Douglas, 108 Silverlane Drive - Spoke about assault on his mother at Maggie Mae’s and emphasized better solutions to address violence, homelessness, and mental health issues.
- Debbie Brown, 428 Union Street – Stated that the first responder component is an important part of the ordinance and her appreciation for the ordinance.

Mayor Johnson clarified rumors stating the City Commission approved the placement of The Well, which they did not, and the ordinance will address.

City Attorney Corry stated that the ordinance followed proper protocols regarding advertisement by the City Clerk and public input, allowing the Commission to move forward with passing the ordinance.

Mayor Pro Tem Martin made a motion to adopt the homeless ordinance; seconded by Commissioner Cason. Motion passed unanimously.

**PUBLIC HEARING(S) – LAND USE**

4. Consider Approval of 90% Site Plan ~3302 Glyn Avenue. *(J. Hunter)*

*Above-referenced item was removed from the agenda until later date.*

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

5.

New Alcohol License(s)			
Name of Business	Business Owner/Manager	Business Address	Permit Type
J E and N Inc. DBA Five Points	Owner: Rajendraprasad Patel Manager: Sheritta Jackson	2806 Altama Avenue	Retail sales of beer and wine

Mayor Johnson asked Deputy Marshal Brown if the owner attended the Midtown Neighborhood Planning Assembly meeting. Deputy Marshal Brown stated the owner did not attend. Mayor Johnson expressed the need of input from community stakeholders, regarding alcohol sales in their neighborhood.

Commissioner Harris made a motion to defer consideration of Five Points alcohol license until the owner meets with Midtown Neighborhood Planning Assembly, Mayor Pro Tem Martin seconded. Motion passed unanimously.

**PUBLIC HEARING - APPEAL – NEW ALCOHOL BEVERAGE LICENSE** (A. Brown)

6.

Name of Business	Business Owner/Manager	Business Address	Permit Type
H & H Mini Mart LLC DBA In & Out	<u>Owner:</u> Harikrushina Patel <u>Manager:</u> Mehulbhai Dalal	1603 L Street	Retail sale of beer & Wine.

Alan Tucker, attorney for **H & H Mini Mart LLC DBA In & Out** presented evidence to the Commission regarding his disagreement with the March 1, 2023 denial.

Business Owner Patel stated he spent \$150,000 to renovate the property, which needed numerous repairs and believed he would get a license, as the previous owner was granted one.

City Attorney Brian Corry clarified that liquor licenses cannot be carried over with transfers of ownership.

Mayor Johnson asked Deputy Marshal Brown if there were previous issues with the property.

Deputy Brown discussed previous issues, including a shooting with prior ownership.

Mayor Johnson opened the floor for anyone wanting to speak in favor or opposition of the new license for H & H Mini Mart LLC DBA In & Out.

The following individual(s) addressed the commission:

- Anita Collins, 1602 Tillman Avenue Oppose
- Seemona Holmes 1819 Lincoln Street Oppose
- William Kitts, 2017 Niles Avenue Oppose
- William Tresvant, 1915 Wilson Avenue Oppose
- Mike Lehman, 1626 Tillman Avenue Oppose
- Brenda Richardson, 2014 Tillman Avenue Oppose
- Brandon Evans, Homeless Resident Briefly discussed support of The Well
- Rhonda Waller, 1701 Wilson Avenue Oppose

Mayor Pro Tem Martin made a motion to uphold the decision to deny license; seconded by Commissioner Harris seconded, motion passed unanimously.

**ITEM(S) TO CONSIDER FOR APPROVAL**

7. Consider Approval of April 5, 2023 Regular Scheduled Meeting Minutes. (subject to any necessary changes.) (N. Atkinson)

MPT Martin made motion to approve the April 5, 2023 meeting minutes; seconded by Commissioner Harris. Motion passed unanimously.

8. Consider Approval of Funding to Support Improvements to Old City Hall. (R. McDuffie)

Commissioner Cason made motion to approve funding to support improvements to Old City Hall, seconded by Commissioner Harris. Motion passed unanimously.

9. Consider Approval of Funding for Two (2) Police Vehicles. (R. McDuffie)

Commissioner Cason made motion to approve funding for two police vehicles; seconded by Commissioner Harris. Motion passed unanimously.

Commissioner Cason asked Chief Jones if the police department was looking into vehicle alternatives, such as electric vehicles.

Chief Jones responded that Brunswick Police Department currently has two electric vehicles, but they are expensive compared to gas vehicles.

**CITY ATTORNEY’S ITEM(S)**

10. Consider Adoption of Proposed Homeless Ordinance. *(Second Reading)*  
The above-referenced ordinance was adopted under item (3) of the agenda.
11. Consider Adoption of Proposed Alcohol Ordinance. *(Second Reading)*  
City Attorney Corry presented the proposed Alcohol Ordinance. Mayor Pro Tem Martin asked for clarity regarding the non-refundable fee.  
City Attorney Corry responded that his version of the draft ordinance contained previously discussed revisions including the amount of the non-refundable fee. Corry further stated in the future he will ensure the version the Commission receives reflects his track-revisions.  
Mayor Pro Tem Martin made motion to adopt the alcohol ordinance subject to changes that were discussed and agreed upon by the Commission; seconded by Commissioner Harris. Motion passed unanimously.
12. Consider for Approval Agreement with Central Savannah River Area to Continue to Provide Probation Services to the City of Brunswick Municipal Court. *(B. Corry)*.  
City Attorney Corry gave background information on probation services offered by Central Savannah River Area Probation Services Inc.  
Mayor Johnson acknowledged a representative from Central Savannah River Area, and asked the Commission if they have any questions, which there were none.  
Commissioner Cason made a motion to approve the contract with CSRA; seconded by Mayor Pro Tem Martin. Motion passed unanimously.
13. Consider for Approval a Quit Claim Deed Releasing Any Interest Arising From the 1938 Tax Deed Conveyed in Favor of the City of Brunswick Relating to a Portion of 914 Amherst Street. *(B. Corry)*.  
Mayor Johnson and the Commission thanked Tax Specialist Taylor Ritz for her diligent work in finding old city ledgers regarding delinquent taxes from the 1930s and 1940s.  
Mayor Pro Tem Martin made a motion to approve the Quit Claim Deed; seconded by Commissioner Cason. Motion passed unanimously.

**EXECUTIVE SESSION** *(8:11 p.m.)*

Mayor Pro Tem Martin made a motion to adjourn to executive session to discuss potential litigation; seconded by Commissioner Harris. Motion passed unanimously.

**RECOVENE FROM EXECUTIVE SESSION**

Following executive session Mayor Johnson open floor for a motion.

Mayor Pro Tem Martin made a motion to impose a 65-day closure of The Well, located at 1101 Gloucester Street, subject to notice and provisions set forth by the City Commission; seconded by Commissioner Cason. Motion passed unanimously.

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

**MEETING AJOURNED** – *meeting adjourned at 9:07 p.m.*

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

Attest: /s/ Devone J. Williams  
Devone J. Williams  
Assistant City Clerk



INTEROFFICE MEMORANDUM

DATE: April 20, 2023

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

FROM: Kathy D. Mills, CPA, Finance Director

SUBJECT: Financial Reports as of March 31, 2023 75.00%

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**General Fund  
31-Mar-23  
Cash Basis**

	Monthly	Year to Date	% of Budget	Amended Budget	% (over)under Budget
Revenues	2,618,068 *	17,056,521	90.87%	18,770,080	-15.87%
Expenditures	1,503,317	12,442,563	66.29%	18,770,080	8.71%
Net Revenues & Expenditures	1,114,751	4,613,958			
Cash Balance as of 03/31/2023	11,552,740	Prime South \$480,077 GA Fund One \$11,072,663			
	300,276	Perry Park (included in total)			

	LOST	LOST YTD
Mar-23	706,008	6,816,230
Mar-22	639,765	6,214,667
Increase (Decrease)	66,243	601,563
	10.35%	9.68%



**Capital Projects - SPLOST VI**  
**As of March 31, 2023**  
**(04/01/2017-09/30/2020)**

	Total Expended as of 03/31/2023	Reimbursements Received	City Expended as of 03/31/2023	Original Budget Amount	Amended Budget Amount	Remainder (Overage)
Highways and Streets	7,354,120	3,380,766	3,973,354	4,627,750	4,627,750	654,396
Sidewalk Replacement/Upgrades	565,785	50,000	515,785	432,500	482,500	(33,285)
Storm Drainage Improvements	3,965,017	241,362	3,723,655	3,243,750	4,551,750	828,095
Mary Ross Park Development	757,976	0	757,976	821,750	821,750	63,774
Highway 17 Infrastructure	449,570	276,533	173,037	215,107	215,107	42,070
Wayfindings & Gateways	155,000	0	155,000	259,500	259,500	104,500
Trails	535,240	107,971	427,269	346,000	346,000	(81,269)
Cemetery Restoration/Renovation	130,516	0	130,516	259,500	259,500	128,984
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	143,740	25,000	118,740	86,500	86,500	(32,240)
Park Rehabilitation (Palmetto, Orange, etal)	441,161	3,700	437,461	389,225	389,225	(48,236)
Sidney Lanier Park Improvements	399,307	0	399,307	519,000	519,000	119,693
Overlook Park Improvements	139,179	0	139,179	103,800	103,800	(35,379)
Howard Coffin Park Improvements	566,997	103,000	463,997	431,357	431,357	(32,640)
Roosevelt Harris Center Improvements	191,668	0	191,668	151,375	191,668	0
	18,059,277	4,188,332	13,870,945	13,832,154	15,518,389	1,647,444

- a \$836,772 from DOT & \$2,543,994 from JWSC
- b \$241,362 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 \$276,533 from GADOT Highway 17
- g \$25,000 from Signature Squares
- h \$1,000 Ameris Bank & \$1,700 Golden Isles Track Club for Goodyear Park
- \$1,000 Glynn County for Fitness Park

Total Cash on Hand (03/31/2023)	\$2,351,201
Overage in Collections	213,953 (1)
GA DCA Aviation Fuel Tax	16,227
Interest Earned	310,451
AGL & Pride Utility Const. Company Settlement	70,000
<b>Total remaining to be allocated</b>	<b>610,631</b>

(1) Original budgeted tax collection	\$13,832,154
Actual collections through 03/31/2023	15,732,341
Collections in excess of budgeted	\$1,900,187
Paid back to GF	(328,234)
Allocated to Stormwater Improvements	(1,308,000)
Allocated to Sidewalk Replacement & Upgrades	(50,000)
Unallocated overage in Collections	213,953 (1)

**Norwich Street Commons Fund**

Original Balance (Sale of Property 05/13/13)  
 Demolition Fees  
 Interest Income  
**Revenues**

YTD	Total since inception
0	487,500
0	8,049
7,831	27,330
7,831	522,879

**Expenditures**

Demolition Projects  
 Infrastructure  
 Police Substation  
**Expenditures**  
 Net as of 03/31/2023

YTD 06/30/2023	Total since inception
0	40,012
0	130,546
0	6,750
0	177,308
7,831	345,571

Cash @ 03/31/2023

\$ 345,571

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

Revenue FYTD

Grants  
 Transfer from General Fund  
 Program Income  
 Contributions  
 Interest Income

Total Inflows

Expenditures FYTD

Net as of 03/31/2023

Cash Balance @ 03/31/2023

\$ YTD  
 f/y/e 6/30/2023  
**Cash Basis**  
**452,654**

107,756	
210,000	
11,451	
5,206	
66	Percent of Budget
\$ 334,479	73.89%
300,551	66.40%
\$ 33,928	
\$ 3,618	

**ARPA Fund:**

Initial Deposit received 06/07/2021  
 2nd Deposit received 06/21/2022  
 Interest Earned from inception  
 Total funds received as of 02/28/2023

4,606,131
4,606,131
170,448
9,382,710

**Disbursements:**

Infrastructure-Road Improvements  
 Back to Business Brunswick--DDA  
 Back to Business Brunswick-non DDA  
 Wifi Upgrades  
 Revenue Recovery  
 Total funds disbursed as of 03/31/2023

1,300,660
163,265
95,000
9,007
500,000
2,067,932

Cash Balance as of 03/31/2023

\$7,314,778

**Allocations (Preliminary)**

Revenue Recovery  
 Storm Drainage Improvements  
 Housing Relief  
 Business Support/Relief  
 Coastal Community Health Services  
 Road Improvements  
 Total funds allocated as of 02/28/2023

	Allocations Spent
1,162,000	500,000
1,750,000	
2,170,000	
941,735	258,265
330,000	
1,250,000	1,300,660
7,603,735	
1,778,975	9,007

**Unallocated Funds**

Sanitation Fund:

Year Ending 06/30/2023

	Year to Date
Sanitation Billing	2,139,275
Franchise Fees	48,566
Bad Debt - recovery	-
Interest Earned (Funds)	10,382
Penalties & Interest Earned	346
DNR Reimbursements	-
Transfer in for T Street Landfill	-
<b>Total Revenue (YTD)</b>	<b>2,198,569</b>
Operating Exp. YTD:	1,162,557
Other Landfill Expenses	28,103
<b>Total Expense (YTD)</b>	<b>1,190,660</b>
Operating Income (Loss)	<u>1,007,909</u>
Total Cash on Hand @ 03/31/2023	<u>735,703</u>
Primesouth Restricted for Landfill	195,647

	March 2023	YTD
Trash Pickup	140,684	1,112,547
Illegal Refuse Clean Up	150	25,337
Street Sweeping	2,139	14,571
	<u>142,973</u>	<u>1,152,455</u>

**STORMWATER UTILITY FUND:**

6/30/2023 (YEAR TO DATE)

Stormwater Utility Fees	970,868
DNR Grant	68,450
Interest Earned	8,005
Penalties & Interest	998
GMA Capital Lease Proceeds	0
GTIB Note Proceeds	283,691
<b>Total Inflows</b>	<u>1,332,012</u>
Expenditures:	
Operating	782,906
Infrastructure (pd with GTIB note)	283,691
GMA Lease Payments	208,259
<b>Total Outflows</b>	<u>1,274,856</u>
Balance	57,156
Cash Balance @ 03/31/2023	<u>\$585,195</u>

**ADDITIONAL INFORMATION-FOR THE MONTH OF MARCH 2023**

	March 2023	YTD
<b>Animal Control Expenses</b>	0	0
<b>Traffic Control Expenses</b>	0	32,459
<b>Recreation Dept. Expenses</b>		
(facilities managed by County)		
Building	0	9,900
Aquatics	0	16,320
Equipment	0	12,845
Subsidized Fees	0	7,630



## ROOSEVELT LAWRENCE CENTER

Account	Account Description	Mar-23 Transactions	YTD 6/30/2023
Function <b>6130 - Neighborhood &amp; Community Service</b>			
<b>51</b>			
51-1100	Salaries & Wages	5,235.73	56,665.66
51-1200	Temporary Employees	.00	.00
51-1300	Overtime	63.81	2,332.43
51-2100	Group Insurance	3,208.50	14,438.25
51-2200	FICA	379.56	4,388.71
51-2400	Pension	.00	.00
<b>51 - Totals</b>		<b>\$8,887.60</b>	<b>\$77,825.05</b>
<b>52</b>			
52-1250	Contractual Expense	.00	650.00
52-1300	Technical Services	79.00	553.00
52-2100	Cleaning Services	.00	44.00
52-2200	Repairs and Maintenance	2,080.00	2,080.00
52-2210	Repair / Maint Building	.00	651.58
52-2211	Repair / Maint Equipment	2,140.00	2,248.75
52-2300	Rentals	44.00	358.36
52-3201	Cable	174.12	1,436.41
52-3205	Telephone	557.59	747.02
52-3500	Travel & Training	.00	.00
52-3600	Dues and Fees	51.40	601.72
<b>52 - Totals</b>		<b>\$5,126.11</b>	<b>\$9,370.84</b>
<b>53</b>			
53-1110	Office Supplies	739.22	3,434.40
53-1115	Uniforms	.00	.00
53-1135	Custodial Supplies	.00	43.28
53-1210	Water/Sewerage	173.28	1,386.24
53-1230	Electricity	2,811.90	12,199.22
53-1300	Food/Misc	290.18	2,198.25
53-1700	Other Supplies	.00	893.01
<b>53 - Totals</b>		<b>\$4,014.58</b>	<b>\$20,154.40</b>
Function <b>6130 - Neighborhood &amp; Community Service Totals</b>		<b>\$18,028.29</b>	<b>\$107,350.29</b>



**SUBJECT: Georgia Municipal Association (GMA) Lease Approval for purchase of  
Altec Bucket Truck Year 2023**

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**COMMISSION ACTION REQUESTED ON:** May 3, 2023

**PURPOSE:** To borrow funds (196,768.00) to purchase Altec Buck Truck to be repaid over a 5-year period.

**HISTORY:** The City of Brunswick entered the 1998 GA Local Government Equipment Lease Pool sponsored by the Georgia Municipal Association in 1998. This has allowed the City to borrow funds with a 5-year payback at reduced rates.

**FACTS AND ISSUES:** Public Works had included this item in their budget and it was approved to use the GMA program for payback.

**BUDGET INFORMATION:** Funds for payback are/will be included in the budget.

**OPTIONS:** N/A

**DEPARTMENT RECOMMENDATION ACTION:** Mr. Alberson, Public Works Director and Kathy Mills, Finance Director recommend approval of the purchase using the GMA Lease Pool.

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**DEPARTMENT:** Public Works and Finance

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Prepared by: Kathy Mills, Finance Director

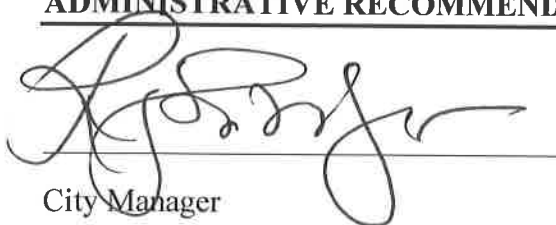
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**ADMINISTRATIVE COMMENTS:**

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**ADMINISTRATIVE RECOMMENDATION:**

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City Manager

4/25/2023  
Date

# DRAW REQUEST FORM

Date: March 21, 2023

Lessee's Name: City of Brunswick

I.D. Number: 105-39

Contact Person: Kathy D. Mills, Finance Director *KDM*

Phone Number: (912)267-5504

Proposed Equipment Deposit Period (Term): 5 Years

Amount Requested: \$196,768.00

Items to be financed (attached invoice(s)): \_\_\_\_\_

Altec Bucket Truck Year/Model 2023/M2-106 Chassis VIN 1FVACWFD6PHUH4085

Body Serial Number 856-1006807360

Invoice #8372575 dated 02/17/2023

Payment Instructions: Wire to PrimeSouth Bank

Routing # 06-1203655 Account #4010 City of Brunswick General Fund

Please deliver this draw request along with the invoice(s) to:

1998 Georgia Local Government Equipment Lease Pool

C/O Georgia Municipal Association

Attention: Financial Services Program Manager

201 Pryor Street, SW

Atlanta, Georgia 30303

Facsimile: (678) 686-6364

### Major Unit Invoice



**Please Remit To:**

Altec Industries, Inc.  
 PO Box 11407  
 BIRMINGHAM AL 35246-0414

**For Accounting Questions:**

ARINQUIRY@ALTEC.COM  
 205-408-8279

**BILL TO:** #6568

**SHIP TO:**

CITY OF BRUNSWICK (GA)  
 525 Lakewood Avenue  
 Brunswick GA 31520


CITY OF BRUNSWICK (GA)  
 525 Lakewood Avenue  
 Brunswick GA 31520

Customer Order Number	Order Date	Sales Order Number	Terms	Invoice Date	Invoice Number	Customer Truck Number
GA13122	02-FEB-22	6638685	NET 30	17-FEB-23	8372575	
Chassis VIN	Year/Model	Unit	Unit Serial Number	Sales Rep	WIP Job Number	Body Serial
1FVACWFD6PHUH4085	2023/M2-106	LR8-60E70RM	0123JF3244	0238 Riddle, Morgan	27 92712941	856-1006807360

Item	Quantity	Part Number	Description	Amount
1	1		STOCK AND GLOBAL FULLY CONFIGURED FA MODEL	116,928.00
2	1	970000212	Altec Supplied Chassis	74,155.00
3	1	970101579	Ext Warranty Labor, Mat., Expense (NO Travel) (Day 366-1825) LR, & TA 50+ ALB, AT48	3,250.00
4	1	970802527	Ext Warr, Chassis, 5 Years/100k Miles, Freightliner (M2-106)	1,595.00
5	1	970823068	Ext Warr, Transmission, 5 Years/Unlimited Miles, Allison, Freightliner (2000-2500 RDS)	515.00
6	1	970823026	Ext Warr, Chassis CARB Engine, 5 Years/100k Miles, PP1, Cummins B6.7	275.00
7	1	970819761	Chassis Extended Warranty Processing Fee	50.00
			0.00 % State Tax	0.00
			0.00 % County Tax	0.00
			0 % City Tax	0.00

View your invoices online at [www.connect.altec.com](http://www.connect.altec.com)  
 Any payment made by a credit card may be subject to a convenience fee.

SPECIAL INSTRUCTIONS	Sub Total	Total Tax	Freight	Less Payments	Total Due
	196,768.00	0.00	0.00	0.00	196,768.00


 FOR QUESTIONS PLEASE CONTACT: **205-408-8279**      [arinquiry@altec.com](mailto:arinquiry@altec.com)      [www.altec.com](http://www.altec.com)

100-4900-4920-54-2100

We wish to thank you for giving us the opportunity of serving you.



President  
Julie Smith  
Mayor, Tifton

March 21, 2023

First Vice President  
Randall Walker  
Mayor, Perry

Ms. Kathy Mills  
Director of Finance  
City of Brunswick  
PO Box 550  
Brunswick, GA 31521-0550

Second Vice President  
Fred Perriman  
Mayor, Madison

Third Vice President  
Bianca Motley Broom  
Mayor, College Park

Re: 1998 Georgia Local Government Equipment Lease Pool

Immediate Past President  
Vince Williams  
Mayor, Union City

Dear Ms. Mills:

CEO & Executive Director  
Larry H. Hanson

Please find enclosed documents (lease number 105-39) necessary to complete the lease schedule for the City's Bucket Truck in the amount of \$196,768.00.

Please return the executed lease schedule to me at the Georgia Municipal Association at your earliest convenience, but no later than May 20, 2023. Upon timely receipt of these documents, the Pool Trustee (Regions Bank) will transfer funds for the requested amount as per the City's payment instructions on May 1, 2023.

If you have any questions, please contact me at (678) 686-6274.

Sincerely,

A handwritten signature in black ink that reads 'Philip Potter'.

Philip Potter  
Financial Services Manager

/PP  
Enclosures



**BILL OF SALE AND ASSIGNMENT**

**FOR VALUE RECEIVED**, the undersigned City of Brunswick (the "Assignor"), a municipal corporation or political subdivision created and existing under the laws of the State of Georgia, hereby GRANTS, BARGAINS, SELLS, ASSIGNS, DELIVERS, TRANSFERS, AND SETS OVER unto Georgia Municipal Association, Inc., a nonprofit corporation duly organized, validly existing, and in good standing under and by virtue of the laws of the State of Georgia, and its successors and assigns, all of its right, title, and interest in and to the following items:

- (A) all of the equipment which is described in Exhibit A, Schedule B-105-39 hereto; and
- (B) all guaranties, warranties, and agreements given with respect to such equipment;

**TO HAVE AND TO HOLD** all of the same free and clear from any lien or encumbrance whatsoever, for the exclusive use and benefit of itself and its successors and assigns forever.

The conveyances accomplished in this Bill of Sale and Assignment are AS IS, WHERE IS, and without any representation or warranty of fitness, merchantability, or fitness for a particular purpose.

IN WITNESS WHEREOF, the undersigned have caused these presents to be executed and delivered on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**City of Brunswick**

\_\_\_\_\_

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

SCHEDULE A

PAYMENT REQUEST FORM NO. 105-39

SECTION I - PAYMENT REQUEST

Regions Bank, as escrow agent (the "Escrow Agent"), under the 1998A Escrow Agreement (the "Escrow Agreement"), dated as of June 1, 1998, as amended, among the Escrow Agent, Georgia Municipal Association, Inc. ("Lessor"), and the undersigned Lessee ("Lessee"), is hereby requested to pay, from the Initial/Renewal Account of the Equipment Fund held under the Escrow Agreement, to the persons, firms, or corporations designated below as payee, the amount set forth opposite each such name, in payment of the invoice or installation cost of the Equipment designated opposite such payee's name. The Equipment comprises all or a portion of the Equipment described in the Description of Equipment attached as a schedule B to Exhibit A of the 1998A Master Lease and Option Agreement (the "Lease"), dated as of June 1, 1998, between Lessor and Lessee.

<u>Payee</u>	<u>Amount</u>	<u>Equipment</u>
See attached Draw Request Form for payee and payment instructions	\$196,768.00	Bucket Truck

The undersigned hereby certifies that the attached manufacturer's or dealer's invoice is a duplicate original or certified copy of the order, delivery, and acceptance of the Equipment described in this Payment Request Form.

Dated: \_\_\_\_\_,

Received and Approved:

City of Brunswick  
as Lessee

GEORGIA MUNICIPAL  
ASSOCIATION, INC., as Lessor

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

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

Title:

Title: Executive Director

**EXHIBIT A - Schedule B-105-39**

**DESCRIPTION OF THE EQUIPMENT**

\$196,768.00	Bucket Truck
--------------	--------------

Certification

Lessee hereby certifies that the description of the property set forth above constitutes an accurate account of the Equipment as referred to in the Lease.

LESSEE:

City of Brunswick

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

EXHIBIT C

ACCEPTANCE CERTIFICATE

Schedule C-105-39

The undersigned, as Lessee under the 1998A Master Lease and Option Agreement (the "Lease"), dated as of June 1, 1998, with Georgia Municipal Association, Inc. ("Lessor"), acknowledges receipt in good condition of all of the Equipment described in Schedule B-105-39 of Exhibit A to the Lease and certifies that such Equipment is in good working order and has been acquired, delivered, and installed in a manner in all respects satisfactory to the undersigned and that Lessor has fully and satisfactorily performed all of its covenants and obligations required under the Lease.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

LESSEE:

City of Brunswick

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

## EXHIBIT D

### LEASE SCHEDULES

#### Lease Schedule D-105-39

This Lease Schedule to that certain 1998A Master Lease and Option Agreement (the "Lease"), dated as of June 1, 1998, by and between Georgia Municipal Association, Inc. ("Lessor") and the undersigned Lessee ("Lessee"), is made by and between the undersigned and shall be effective as of the date set forth below. The terms and conditions of the Lease are hereby incorporated in this Lease Schedule by reference. Unless otherwise indicated, all capitalized terms, when used herein, which are defined in the Lease, are intended to have the same meaning as when used therein.

1. Lessee hereby authorizes Lessor to acquire the Equipment identified on Schedule B-105-39 of Exhibit A.
2. In addition, Lessee hereby
  - a. agrees to lease such Equipment from Lessor effective on the date set forth below, and
  - b. agrees to pay Lessor Equipment Deposits related to such Equipment (calculated as the amount disbursed from the Equipment Fund in connection with such Equipment divided by the hereinafter specified Equipment Deposit Period), in the annual amount of \$39,353.60 equipment Deposit Period of 5 years (which may not exceed the maximum Equipment Deposit specified in Exhibit F to the Lease for such type of Equipment without the approval of the Insurer and which may not extend beyond the date of the last principal component of Rental Payment), all as provided in the Lease.
3. Lessee hereby represents and warrants that all representations, warranties, and covenants made by Lessee in the Lease are true and correct and in full force and effect on the date hereof as if made on the date hereof.
4. Attached hereto for each item of the above-listed Equipment are:
  - (i) Evidence of title in Lessor or its assignee;
  - (ii) Equipment Purchase Approval, if necessary;
  - (iii) Appropriation Certificate;
  - (iv) Acceptance Certificate;
  - (v) U.C.C. Financing Statement; and
  - (vi) Evidence of Insurance in accordance with the Lease.

IN WITNESS WHEREOF, Lessor has executed this Lease Schedule in its corporate name by its duly authorized officer, and Lessee has executed this Lease Schedule in its corporate name with its official seal hereunto affixed and attested by its duly authorized officials, all as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

LESSOR:

GEORGIA MUNICIPAL ASSOCIATION, INC.

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

Title: Executive Director

LESSEE:

City of Brunswick

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

Title:

(SEAL)

Attest:

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

EXHIBIT E

APPROPRIATION CERTIFICATE

The undersigned officer of the undersigned Lessee ("Lessee") does hereby certify to Lessor and the Insurer that, as of the date hereof:

(i) All principal components of Rental Payments schedule to be paid during the remainder of the current fiscal year has been appropriated and budgeted and such appropriation has not been revoked.

(ii) All interest components of Rental Payments scheduled to be paid during the remainder of the current fiscal year has been appropriated and budgeted and such appropriation has not been revoked.

(iii) All Reserve Deposits, Equipment Deposits, and Rebate Amount scheduled to be paid during the remainder of the current fiscal year has been appropriated and budgeted and such appropriation has not been revoked.

(iv) All annual Additional Rental, calculated at 0.75% of the Lease Amount, scheduled to be paid during the remainder of the current fiscal year has been appropriated and budgeted and such appropriation has not been revoked.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

City of Brunswick

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

(SEAL)

Attest:

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

## PAYMENT SCHEDULE

City of Brunswick                      105-39    Bucket Truck  
Supplement Amount: \$196,768.00

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Term : 5

Supplement Date: 05/01/23

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	11/30/23	39,353.60
	11/30/24	39,353.60
	11/30/25	39,353.60
	11/30/26	39,353.60
	11/30/27	39,353.60
Total Payments:		<u>196,768.00</u>



**UCC FINANCING STATEMENT**

FOLLOW INSTRUCTIONS

A. NAME & PHONE OF CONTACT AT FILER (optional)

B. E-MAIL CONTACT AT FILER (optional)

C. SEND ACKNOWLEDGMENT TO: (Name and Address)

Georgia Municipal Association  
 PO Box 105377  
 Atlanta, GA 30348  
 Attn: Financial Services Program Manager

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

1. DEBTOR'S NAME: Provide only one Debtor name (1a or 1b) (use exact, full name; do not omit, modify, or abbreviate any part of the Debtor's name); if any part of the Individual Debtor's name will not fit in line 1b, leave all of item 1 blank, check  and provide the Individual Debtor Information in item 10 of the Financing Statement Addendum (Form UCC1Ad)

1a. ORGANIZATION'S NAME  
 City of Brunswick

OR

1b. INDIVIDUAL'S SURNAME

FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)	SUFFIX

1c. MAILING ADDRESS

CITY	STATE	POSTAL CODE	COUNTRY
Brunswick	GA	31521-0550	USA

2. DEBTOR'S NAME: Provide only one Debtor name (2a or 2b) (use exact, full name; do not omit, modify, or abbreviate any part of the Debtor's name); if any part of the Individual Debtor's name will not fit in line 2b, leave all of item 2 blank, check  and provide the Individual Debtor information in item 10 of the Financing Statement Addendum (Form UCC1Ad)

2a. ORGANIZATION'S NAME

OR

2b. INDIVIDUAL'S SURNAME

FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)	SUFFIX

2c. MAILING ADDRESS

CITY	STATE	POSTAL CODE	COUNTRY

3. SECURED PARTY'S NAME (or NAME of ASSIGNEE of ASSIGNOR SECURED PARTY): Provide only one Secured Party name (3a or 3b)

3a. ORGANIZATION'S NAME  
 Regions Bank, as Trustee

OR

3b. INDIVIDUAL'S SURNAME

FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)	SUFFIX

3c. MAILING ADDRESS

CITY	STATE	POSTAL CODE	COUNTRY
Atlanta	GA	30309	USA

4. COLLATERAL: This financing statement covers the following collateral:

All right, title, and interest in the Equipment (including machinery, equipment, vehicles, and additions, accessories, accessions, modifications, attachments, repairs, replacements and replacement parts thereto and therefor) described in that certain Lease Schedule dated as of 5/1/2023 (105-39) by and between Lessee and Lessor.

5. Check only if applicable and check only one box: Collateral is  held in a Trust (see UCC1Ad, item 17 and Instructions)  being administered by a Decedent's Personal Representative

6a. Check only if applicable and check only one box:

<input checked="" type="checkbox"/> Public-Finance Transaction	<input type="checkbox"/> Manufactured-Home Transaction	<input type="checkbox"/> A Debtor is a Transmitting Utility	<input type="checkbox"/> Agricultural Lien	<input type="checkbox"/> Non-UCC Filing
--	--	---	--	---

6b. Check only if applicable and check only one box:

7. ALTERNATIVE DESIGNATION (if applicable): Lessee/Lessor      Consignee/Consignor      Seller/Buyer      Bailee/Bailor      Licensee/Licensors

8. OPTIONAL FILER REFERENCE DATA:



**SUBJECT: Renewal of General Liability and Property Insurance**

---

**FOR APPROVAL:** May 3, 2023

**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. Fred McGinty of Oakbridge Insurance, our local broker, represents the City to ensure maximum coverage for the best value.

**FACTS AND ISSUES:**

1. Oakbridge Insurance has secured the GIRMA premium renewal for the coverage period beginning May 1, 2023. Premiums (contributions) increased from \$416,994 to \$444,736, an increase of 6.7%. This increase reflects a dividend credit of \$8,890 from GIRMA.
2. The Law Enforcement Liability decreased from \$70,916 to \$65,078 (8.2% decrease). The decrease reflects a law enforcement initiative credit of \$16,270.
3. General Liability increased from \$55,532 to \$62,362; (12.3% increase).
4. Public Officials Liability increased from \$76,837 to \$91,950 (19.7% increase); Crime/Fidelity increased from \$3,752 to \$4,317 (15.1% increase).
5. Automobile Liability increased from \$109,648 to \$113,182 (3.2% increase) and Auto Physical Damage increased from \$43,517 to \$46,061 (5.8% increase). Property and Equipment coverage increased from \$61,223 to \$66,586 (8.8% increase).
6. The GIRMA management fee remains the same at \$13,500. The fee due to Oakbridge Insurance increased by \$750.00 to \$13,500.
7. Current policy coverage ends April 30, 2023; however, coverage will be bound effective May 1, 2023, upon approval of the Commission.

**BUDGET INFORMATION:** Total budgetary cost is \$471,736. The fees are included in the total budgetary cost. The FY 2023-2024 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:**

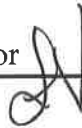
Renew the general liability and property insurance as written.

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**DEPARTMENT: Finance**

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Prepared by Lynne Velie, Assistant Finance Director

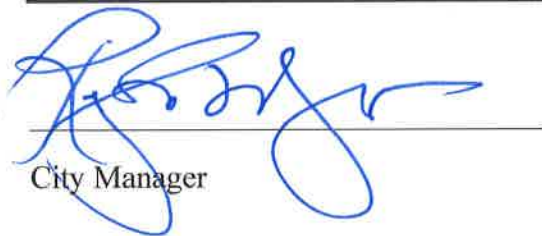


**ADMINISTRATIVE COMMENTS:**

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**ADMINISTRATIVE RECOMMENDATION:**

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City Manager

4/25/2023

---

Date

City of Brunswick  
5.1.2023 to 5.1.2024

Program Details	2022-2023			2023-2024			Cost Comparison		
	Current Program	Current Rating Basis	Current Premium	Proposed Program	Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
<b>General Liability</b>			<b>\$56,532</b>			<b>\$62,362</b>	0.0%	12.3%	12.3%
Each Occurrence	\$1,000,000	\$8,676,929		\$1,000,000	\$9,525,231				
General Aggregate	Unlimited	Reported P/R		Unlimited	Reported P/R				
<b>Deductibles</b>									
General Liability	\$0			\$0					
<b>Public Officials Liability</b>			<b>\$76,837</b>			<b>\$91,950</b>	0.0%	19.7%	19.7%
Each Occurrence	\$1,000,000	\$8,676,929		\$1,000,000	\$9,525,231				
Aggregate	\$5,000,000	Reported P/R		\$5,000,000	Reported P/R				
Deductible	\$25,000			\$25,000					
<b>Law Enforcement Liab.</b>			<b>\$70,916</b>			<b>\$65,078</b>	-15.2%	-8.2%	7.0%
Each Occurrence	\$1,000,000	46		\$1,000,000	39				
Aggregate	Unlimited	Officers		Unlimited	Officers				
Deductible	\$25,000			\$25,000					
<b>Automobile Liability</b>			<b>\$109,648</b>			<b>\$113,182</b>	-2.0%	3.2%	5.2%
Combined Single Limit	\$1,000,000	205		\$1,000,000	201				
Uninsured Motorist Liab.	\$75,000	Vehicles		\$75,000	Vehicles				
<b>Deductibles</b>									
Auto Liability	\$25,000			\$25,000					
Uninsured Motorist Liab.	\$2,000			\$2,000					
<b>Auto Physical Damage</b>			<b>\$43,517</b>			<b>\$46,081</b>	-2.7%	5.8%	8.5%
Limit	ACV	185		ACV	180				
Vehicles Covered	Scheduled	Vehicles		Scheduled	Vehicles				
Deductible	\$5,000			\$5,000					
<b>Crime</b>			<b>\$3,752</b>			<b>\$4,317</b>	4.6%	15.1%	10.5%
Employee Dishonesty	\$500,000	174		\$500,000	182				
Money & Securities	\$500,000	Employees		\$500,000	Employees				
Deductible	\$5,000			\$5,000					
<b>Property &amp; Mobile Equipment</b>			<b>\$61,223</b>			<b>\$66,588</b>	-0.5%	8.8%	9.3%
Total Insured Values	\$30,602,434	\$30,602,434		\$30,437,621	\$30,437,621				
Flood Limit	\$10,000,000	Property Values		\$10,000,000	Property Values				
Earthquake Limit	\$10,000,000			\$10,000,000					
<b>Deductibles</b>									
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)					
<b>Equipment Breakdown</b>			<b>\$4,141</b>			<b>\$4,090</b>	-1.2%	-1.2%	0.0%
Per Occurrence	\$100,000,000	\$29,745,200		\$100,000,000	\$29,384,200				
Deductible	\$1,000	Property Values		\$1,000	Property Values				
<b>GIRMA Contributions</b>			<b>\$425,566</b>			<b>\$453,626</b>	-3.4%	6.6%	10.0%
Dividends/Credits			(\$8,672)			(\$8,890)			
<b>GIRMA Net Contributions</b>			<b>\$416,994</b>			<b>\$444,736</b>	-3.4%	6.7%	10.0%
Gallagher Mgmt Fees			\$13,500			\$13,500			
<b>Grand Total Cost</b>			<b>\$430,494</b>			<b>\$458,236</b>	-3.4%	6.4%	9.8%

Program Details	2022-2023			2023-2024			Cost Comparison		
	Current Program	Current Rating Basis	Current Premium	Proposed Program	Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
<b>Cyber Liability</b>			<b>Incl.</b>			<b>Incl.</b>			
Each Occurrence	GIRMA			GIRMA					
Aggregate Limit	\$250,000			\$250,000					
Deductible	\$10,000	GOE		\$10,000	GOE				
<b>Ancillary Lines Total</b>			<b>Incl.</b>			<b>Incl.</b>			
<b>Total Cost (All lines)</b>			<b>\$430,494</b>			<b>\$458,236</b>	-3.4%	6.4%	9.8%



**SUBJECT: Community Development Block Grant (CDBG) FY 2023 Annual Action Plan**

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**COMMISSION ACTION REQUESTED ON:** April 25, 2023

**PURPOSE:**

Approval of the Community Development Block Grant (CDBG) FY 2023 Annual Action Plan.

**HISTORY:**

The CDBG FY 2023 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 is receiving an annual allocation of \$412,914 for Program Year 2023. 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 a public hearing February 15, 2023 to identify needs within the city.
- Ten (10) 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 5, 2023 to solicit comments on the Annual Action Plan.

- Submission of the FY 2023 Annual Action Plan must be made to the U.S. Department of Housing and Urban Development by May 15, 2023.

**BUDGET INFORMATION:**

The anticipated total allocation for FY 2023 is \$412,914.

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 2023:

- Housing rehabilitation including accessibility improvements - \$209,914
- Improve public facilities/infrastructure - \$22,000
- Provide Public Services - \$64,000
- Remove slum and blight - \$70,000
- Provide Fair Housing education and outreach - \$2,000
- Planning and Administration of the CDBG program - \$45,000

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**OPTIONS:**

1. The City Commission may vote the adoption of the CDBG FY 2023 Annual Action Plan.
2. The City Commission may vote not to adopt the CDBG FY 2023 Annual Action Plan.

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**DEPARTMENT RECOMMENDATION ACTION:**

City Commission approve the CDBG FY 2023 Annual Plan, authorize its submission to the U.S. Department of Housing and Urban Development, and authorize the Mayor to execute all documents related to CDBG funding.

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**DEPARTMENT:**

Neighborhood & Community Services

Prepared by: David Bravo

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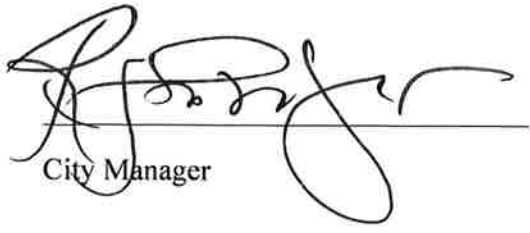
**ADMINISTRATIVE COMMENTS:**

The commission has received a CDBG/DRAFT FY 2023 Annual Action Plan. The Plan remains a DRAFT until approved by the City Commission and the U.S. Department of Housing and Urban Development.

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**ADMINISTRATIVE RECOMMENDATION:**

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City Manager

4/25/2023  
Date

# 2023 Annual Action Plan

Community Development Block Grant Program

**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 2023 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 2023:

- Annual allocation (estimated) CDBG: \$412,914
- Estimated three-year period in the remainder of the Five-Year Consolidated Plan: \$400,000 (this projected amount is expected to change based on federal allocations made annually.)

### 2. Summarize 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 2015-2019 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 issue identified is cost burden. According to CHAS data, 1,090 renter households and 230 owner households in the City of Brunswick are 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 regards 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 FY 2023:

- Housing Rehabilitation (including Accessibility Improvements) - \$215,914 (11 housing units rehabilitated)
- Improve Public Facilities/Infrastructure - \$22,000 (Perimeter security fencing and gate security around 30 homes and community center currently under construction)
- Provide Public Services - \$58,000 (6 non-profits)
- Remove Slum & Blight - \$70,000 (4 buildings demolished)
- Planning and Administration of the CDBG Program – \$47,000

### 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 the FY 2021 and submitted to HUD.

- Rehabilitation of 13 homes in 2021. In addition, funds were used by Rebuilding Together of Glynn County to install handicap ramps for 2 people with disabilities.
- Roof replacement on two buildings and the breezeway connecting the buildings (10,000 square feet) was completed within budget and dateline during FY' 21. The old roof at the Roosevelt Harris, Jr. Senior Citizen Center was failing and causing interior damage to two buildings.
- The City of Brunswick demolished six blighted properties in an effort to improve neighborhood conditions and prevent further deterioration in residential neighborhoods.
- Three public service agencies in the City were funded to provide services to low- to moderate-income persons and families. In addition, the CARES Act provided the City of Brunswick with additional resources that were used to fund four agencies who provide services to persons impacted by COVID-19, including persons experiencing homelessness.
- The final payment for the FY'19 Midtown Sidewalk Improvement Project was made in July 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 the 2023 Annual Action Plan. The City held a public needs hearing on February 15, 2023, and a second public hearing on April 5, 2023. The City consulted with various agencies including affordable housing providers, neighborhood organizations and City Departments.

5. Summary of public comments

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

All comments were accepted.

7. Summary

The 2023 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.*

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
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 services agencies, and other organizations serving the City of Brunswick were consulted during the development of this 2023 Annual Plan. The City held a public needs hearing on February 15, 2023 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 encourages 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 non-profit organizations in a positive and collaborative manner. A list of stakeholders and affordable housing providers was developed and included public agencies and non-profit organizations whose missions included the provision of affordable housing and human services to low-and-moderate-income households and persons. These stakeholders were provided a questionnaire to generate input on the needs of the community for the purpose of informing and developing the 2023 Annual Plan. A list of stakeholders and participating agencies is included in the table below. The following is a summary of comments received during the 2023 outreach process:

Greatest Needs in the Community:

- Jobs do not match the cost of living for both homeowners and renters.
- Lack of safe and decent affordable housing.

- Lack of public transportation which provides a barrier to accessing jobs and limits housing options, especially for those without their own forms of transportation.
- Not enough housing choices in the current housing market for Housing Choice Voucher holders.

Other Identified Needs in the Community:

- Public Housing is having issues getting qualified people to apply for maintenance positions to improve the housing units.
- Contractors are having difficulties finding workers and are therefore less willing to commit to jobs.
- The cost of items needed to upkeep and improve public housing units, such as appliances, have been in short demand. Local stores are no longer carrying item in stock.

*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.*

The 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 \$5,000 of CDBG funding for FY23 to Safe Harbor Children’s Center, Inc. whose primary constituents are minors and unaccompanied youth.

*Describe consultation with the Continuum of Care that serves the jurisdiction’s area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes for 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 of Brunswick does not receive ESG funds.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultation with housing, social service agencies and other entities.

1	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.
2	Agency/Group/Organization	Safe Harbor
	Agency/Group/Organization Type	Services – Youth Services - Homeless
	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.
Agency/Group/Organization	Saved By Grace
Agency/Group/Organization Type	Services – Homeless
What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless 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.

**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 purposely 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)*

[AP-12 Participation – 91.105, 91.200\(c\)](#)

- 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	N/A	N/A	N/A	
2	Stakeholder Outreach	Stakeholder agencies				

3	Public Hearing	Non-targeted/broad community				
4	Public Display of Draft Document	Non-targeted/broad community				
5	Newspaper Ad	Non-targeted/broad community				
6	Public Hearing	Non-targeted/broad community				

**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	\$412,914	\$0	\$0	\$412,914	\$354,026	The expected amount remaining is approximately one time the 2023 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 non-profit 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 does not have any vacant parcels in its possession. However, when there are parcels available to the Land bank, there is potential to build single family units on these lots.



## 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 improv	2020	2024	Affordable Housing	Citywide	Preserve Existing Affordable Units	CDBG: \$215,914	Homeowner Housing Rehabilitated: 11 Household Housing Unit
2	Improve public facilities/infrastructure	2020	2024	Non-Housing Community Development	CDBG Eligible Areas	Improve Public Facilities and Infrastructure	CDBG: \$22,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 30 Persons Assisted
3	Provide public services	2020	2024	Homeless Non-Homeless Special Needs Non-Housing Community Development	Citywide	Provide Public Services	CDBG: \$58,000	Public service activities other than Low/Moderate Income Housing Benefit:386 Persons Assisted

4	Remove slum and blight	2020	2024	Non-Housing Community Development	Citywide	Remove and Prevent Spread of Blighting Factors	CDBG: \$70,000	Buildings Demolished: 4 Buildings
5	Planning and administration of the CDBG program	2020	2024	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Citywide	Planning/Administration & Furthering Fair Housing	CDBG: \$47,000	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; wraparound 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	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*

The City proposes the following activities for 2023 funding.

#### *Projects*

#	Project Name
1	Administration
2	Coastal Outreach Academies
3	Saved By Grace
4	Roosevelt Lawrence Community Center
5	Rebuilding Together of Glynn County
6	Foster Love Ministries
7	Safe Harbor Children’s Center
8	Youth Enrichment Learning Center
9	Golden Isles Veterans’ Village
10	Spot Demolition
11	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 of Brunswick for many years to come. 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 of Brunswick will focus efforts on housing rehabilitation in the form of the emergency repairs and rehabilitation program.

Investments in public facilities and infrastructure in low- and moderate-income areas will make 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 destination; 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 continues to be 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: \$47,000
	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	6/30/2024
	Estimate the number and type of families that will benefit from	Other 1

	the proposed activities	
	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 Code 21A
2	Project Name	Coastal Outreach Academies
	Target Area	Citywide
	Goals Supported	Provide public services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$15,000
	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	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	178 students
	Location Description	Altama Elementary School, Arco Community at Paulk Field and 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
3	Project Name	Saved By Grace
	Target Area	Citywide

	Goals Supported	Provide public services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$15,000
	Description	Saved By Grace provides referrals to outside agencies for healthcare, mental health needs, weekly recovery meetings, educational training of financial responsibility, time management and managing a healthy household for men transitioning out of homelessness. Their programs called "I Have a Name" offers men, 21 and older access to daily showers, minor laundry services, transportation to DMV and/or health department to obtain license, ID or Birth Certificate, assistance in applying for Food Stamps and/ or employment. It also provides a housing assessment to determine the most suitable and qualifying housing program placement after transition.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	14 homeless men
	Location Description	Citywide
	Planned Activities	Funding will be used for food, transportation to and from appointments and job interviews, clothing for job interviews, background checks, rental application fees, and deposits for move-in for a rental home. Matrix Code 05Z
4	Project Name	Roosevelt Lawrence Community Center
	Target Area	Citywide
	Goals Supported	Provide public services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$15,000
	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 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, lunch, and snack. Recently, the Center added another program called “Read Together 20 Minutes Every Day”. This program will promote reading tools, such as early literacy, math, and social-emotional skills.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	130-140 Youth per year
	Location Description	Roosevelt Lawrence Community Youth Center
	Planned Activities	The funding will pay for the staff salaries and benefits. 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: \$6,000
	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	6/30/2024
	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	Foster Love Ministries
	Target Area	Citywide
	Goals Supported	Provide public services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$5,000
	Description	Funds will be used to provide salaries of staff to provide training for foster parents
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	100 foster children per year
	Location Description	Foster Love Ministries, Inc.
	Planned Activities	Funds will be used to provide salaries of their director, family advocate, and office manager. Matrix Code: 05D
7	Project Name	Safe Harbor Children's Center, Inc.
	Target Area	Citywide
	Goals Supported	Provide public services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$5,000
	Description	Since 1991, Safe Harbor Children's Center has provided the children of 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	6/30/2024
Estimate the number and type of families	100 youth	



	that will benefit from the proposed activities	
	Location Description	Safe Harbor Children’s Center, Inc.
	Planned Activities	Funding will help pay for the salaries of an Outreach Program Director and three staff members. Matric Code: 03T
8	Project Name	Youth Enrichment Learning Center
	Target Area	Citywide
	Goals Supported	Provide public services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$3,000
	Description	Funds will be used to implement a STEM program titled "Bank Their Bucks" which will enhance financial literacy, math, reading and use of technology for youth through an innovative kinesthetic learning approach.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	32 students from low-income areas in Brunswick
	Location Description	Citywide
Planned Activities	Their grant request is for implementing a STEM program titled "Bank Their Bucks" which will enhance financial literacy, math reading and use of technology through an innovative kinesthetic learning approach. Matrix Code 05D	
9	Project Name	Golden Isles Veterans’ Village
	Target Area	CDBG Eligible Areas
	Goals Supported	Improve public facilities/infrastructure
	Needs Addressed	Improve Public Facilities and Infrastructure
	Funding	CDBG: \$22,000
	Description	Project will provide perimeter security fencing and gate security around the 30 homes and community center currently under construction at the Golden Isle Veterans Village

	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	30 homeless veterans per year
	Location Description	Scattered Sites
	Planned Activities	Project will provide perimeter security fencing and gate security around the 30 homes and community center currently under construction at the Golden Isle Veterans Village
10	Project Name	Spot Demolition
	Target Area	Citywide
	Goals Supported	Remove slum and blight
	Needs Addressed	Remove and Prevent the Spread of Blighting Factors
	Funding	CDBG: \$70,000
	Description	Spot demolition of blighted structures
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	7 buildings demolished
	Location Description	Scattered Sites
	Planned Activities	Spot demolition of blighted structures. Matrix Code: 04
11	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: \$209,914
	Description	Provide Emergency Housing Repairs and Moderate-Minor to 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	6/30/2024

Estimate the number and type of families that will benefit from the proposed activities	8 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 Program Delivery Support. 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	100%
CDBG Eligible Areas	0%

**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	11
Special-Needs	0
Total	11

**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	11
Acquisition of Existing Units	0
Total	11

**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 the 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.

The Public Housing Authority has started receiving model units and are in the process of getting contracts in place to assist in getting these ready to rent. The Public Housing Authority is currently managing 634 public housing units—28 of which are available for persons with mobility disabilities (ADA) and 29 for elderly persons.

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

Residents are involved with management and operations of 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 Public Housing Authority will be continuing the FSS Program which currently has 15 participants. The Brunswick Housing Authority currently administers a homeownership program with 88 households signed up for NACA.

*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 jurisdiction's one-year goals and actions for reducing and ending homelessness including:*

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

In addition to conducting street outreach activities to identify unsheltered individuals, Saved By Grace provides walk-in services for unsheltered homeless men and women in the area. Services include, but are not limited to, showers, laundry, food, social services, help finding a job, etc. In addition, Saved By Grace has an on-site men's transitional work program, which can occupy 14 men. In this program, the men are required to work, attend recovery meetings, maintain curfew and four additional pages of rules.

Saved By Grace partners with Safe Harbor, Coastal Community Action, Gateway and private landlords to help provide housing for men in their program and those that walk-in for services. Saved By Grace partners with re-entry programs like Gateway Crisis Center and other similar organizations to help those that are coming out of institutions, crisis centers, etc.

Saved By Grace currently refers all homeless families to Safe Harbor, but intends to provide family units in the future.

Safe Harbor Children's Center's Street Outreach Program provides homeless individuals with the emergency services and referrals they need to find safe housing solutions. The Street Outreach program will serve 210 homeless individuals per year in Glynn County, Georgia, and surrounding areas. The Street Outreach Program activities include: finding, tracking, communicating with, and building trusting relationships with homeless individuals; addressing the immediate needs of homeless with food, clothing, emergency shelter, and hygiene; providing crisis intervention needs 24 hours a day, 7 days a week; encouraging participants to improve their behavioral and physical health; and providing case management services to address health care needs and individual housing plans.

Safe Harbor has an MOU with the Glynn County Homeless Coalition to provide services for individuals and families. Street Outreach workers complete the VI-SPDAT assessment. If the assessment tool indicates a high priority for housing, staff makes the appropriate referral to a service provider or housing provider in the community.

*Addressing the emergency shelter and transitional housing needs of homeless persons*

Safe Harbor's admission policies ensure low-barrier shelter for individuals in the City. Adult housing providers are the Glynn Community Crisis for domestic violence, Gateway Community Service Board for mental health, hotel/motel vouchers, supportive housing, Salvation Army, Grace House, Heather House, and the Brunswick Housing Authority. Youth emergency housing and Transitional Housing for girls ages 16 to 22 are provided by Safe Harbor Children's Center. Adult Day services, financial assistance and food bank services are provided by FaithWorks.

Safe Harbor Children's 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. Saved by Grace offers transitional housing for men, which includes a work program and requires recovery services.

*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 persons experience homelessness

- Adult housing providers are the Glynn Community Crisis for domestic violence, Gateway Community Service Board for mental health, hotel/motel vouchers, supportive housing, Salvation Army, Grace House, Heather House, and the Brunswick Housing Authority

### Facilitating access to affordable housing

- Safe Harbor Children's Center's Street Outreach Program provides homeless individuals with the emergency services and referrals they need to find safe housing solutions. The Street Outreach program will serve 210 homeless individuals per year in Glynn County, Georgia, and surrounding areas
- Local public housing and other low-income housing options are discussed with clients, however, there is not enough affordable housing in the community.

### Preventing a return to homelessness

- Safe Harbor Children's 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.

*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 hospital and FaithWorks have a working relationship and occasionally meet to discuss issues.
- 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.
- Saved By Grace has an on-site men's transitional work program, which can occupy 14 men. In this program, the men are required to work, attend recovery meetings, and maintain curfew.

### 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 fourth year of the Consolidated Plan, the City of Brunswick will continue to focus on education and outreach to the public, real estate professionals, property managers, landlords, lenders and elected officials regarding fair housing laws as the landscape remains changed since COVID-19. The City continues to review zoning ordinances, as prescribed in the AI as part of the Fair Housing Action Plan.

#### *Discussion*

Barriers to affordable housing identified by stakeholders include lack of affordable inventory, increasing rents that are not commensurate with increases in income. In addition, transportation is a barrier to employment opportunities for individuals needing affordable housing. The City will utilize CDBG for home repair programs that preserve existing housing stock and will support infrastructure investments to create new affordable housing for Veterans.

#### [AP-85 Other Actions – 91.220\(k\)](#)

##### *Introduction*

##### *Actions planned to address obstacles to meeting underserved needs*

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

##### *Actions planned to foster and maintain affordable housing*

The City will foster affordable housing through the housing rehabilitation program as well as infrastructure investments for affordable housing for Veterans.

##### *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.

*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 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 deliver services and leverage funds efficiently and effectively. 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 us 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
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	71.6%

moderate income. Specify the years covered that include this Annual Action Plan	
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