

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

**BRUNSWICK CITY COMMISSION
REGULAR SCHEDULED COMMISSION MEETING
WEDNESDAY, JUNE 7, 2023 AT 5:30 P.M.
1229 NEWCASTLE STREET, 2nd FLOOR**

&

STREAMED LIVE AT THE BELOW WEB ADDRESS:

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

CALL TO ORDER **INVOCATION **PLEDGE OF ALLEGIANCE

PUBLIC HEARING - FINANCE

1. City of Brunswick Proposed Fiscal Year 2023/2024 Budget. (R. McDuffie) (Encl. 1)

APPROVAL OF AGENDA

2. Adoption of June 7, 2023 Regular Scheduled Meeting Agenda.

PUBLIC COMMENT

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

3.

NEW ALCOHOL BEVERAGE LICENSE			
Name of Business	Business Owner/Manager	Business Address	Permit Type
J E and N Inc., DBA Five Points Mini Mart	Owner: Rajendraprasad Patel	2806 Altama Ave., Brunswick, GA	Retail sales of beer and wine.
Pie Guys Pizza	Owner: Hugo Acero-Espinoza	710 Glynn Isle, Brunswick, GA	On premise consumption of beer and wine.
Bubba Garcia's	Owner: Connor Rankin	201 Gloucester St., Brunswick, GA	On premise consumption of beer, wine and liquor.

NEW ALOCHOL BEVERAGE LICENSE * Deferred on April 19, 2023 Commission Meeting*			
Name of Business	Business Owner/Manager	Business Address	Permit Type
Danny's Corner	Owner: Dharmeshkumar Desai	2432 Newcastle St., Brunswick, GA	Retail sales of beer and wine.

PUBLIC HEARING(S) – LAND USE

4. Consider Approval of Conditional Use Petition No. 23-01; from Rufus & Lapeka Johnson, Petitioning For a Conditional Use to Construct a Tri-Plex Residence at 2802 Hunter Street. *(J. Hunter)* **(Encl. 2)**

APPOINTMENT(S)

5. Boards, Commissions, Authority and Committee
- I. Hospital Authority Board – Three Nominations
 - II. Planning & Appeals Commission – Two Appointments
 - III. Downtown Development Authority – Three Appointments
 - IV. Tree Board – Two Appointments – Two Appointments
 - V. Audit Committee – One Appointment
 - VI. Coastal African American Historic Preservation Commission – Two Appointments
 - VII. Historic Preservation Board – Three Appointments
 - VIII. Coastal Regional Commission – One Appointment~ (Non-Public Representative) *(Mayoral Appointment)*

ITEM(S) TO CONSIDER FOR APPROVAL

6. Consider Approval of May 17, 2023 Regular Scheduled Meeting Minutes. *(subject to any necessary changes.) (N. Atkinson)* **(Encl. 3)**
7. Consider Approval of Financial Reports as of April 30, 2023. *(K. Mills)* **(Encl. 4)**
8. Consider Approval to Renew Contract with the Georgia Department of Corrections for Labor Services. *(G. Alberson)* **(Encl. 5)**

CITY ATTORNEY’S ITEM(S)

9. Consider Approval of Memorandum of Understanding Between the City of Brunswick, Forward Brunswick, Inc., Signature Squares of Brunswick, Inc. and Brunswick Downtown Development Authority for Executing the Renovation of Hillary Square through a T-Mobile Hometown Grant of \$50,000. **(Encl. 6)**

ANNOUNCEMENT(S)

10. Improving Neighborhood Outcomes in Disproportionally Impacted Communities Grant Award. *(R. McDuffie)* **(Encl. 7)**

EXECUTIVE SESSION



City of Brunswick

FY2024

Proposed Budget



Historic City by the Sea



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 3rd, 2023

PHASE II - BUDGET SCHEDULE

Budget Review

WEEK OF APRIL 10TH

Budget Revisions Prepared

WEEK OF APRIL 10TH

Budget Revisions Back from Depts

THURSDAY, APRIL 20th

PHASE III - FINAL BUDGET PREPARATION

Budget presentation to Commissioners

WEDNESDAY, MAY 3rd, 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 24TH, 2023

Commissioner's Budget Review, if needed**

WEDNESDAY MAY 31st

Public Hearing on Budget***

WED., JUNE 7TH, 2023
Prior to REGULAR MEETING

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

WEDNESDAY, JUNE 21ST, 2023
REGULAR MEETING

Approved Budget sent to departments

THURSDAY, JUNE 29TH

NOTE: Department hearings will be held in the 2nd 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 Highlights

Proposed General Fund Budget -

\$20,257,968 7.93%

Proposed GF Budget w/ ARPA - \$24,381,592

\$4,123,624 Revenue Recovery

Revenues

Property Taxes - \$5.4 million 26.6%

Sales Taxes - \$9.0 million 44.6%

Other Taxes - \$3.9 million 18.9%

Total Taxes - \$18.3 million 90.5%

Appropriated Fund Balance - \$550,000

Opioid Funds - \$29,000

Decreases in Municipal Court and Building Permit revenues

Expenses

Authorized Personnel - 237

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 1st

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

CITY OF BRUNSWICK

FY 2024 Proposed Budget

	Actual Budget 2021	Actual Budget 2022	Amended Budget 2023	Proposed Budget 2024	% Change FY23-24	% Change FY22-24
General Fund Revenues						
General property taxes	\$ 6,434,885	\$ 6,632,764	6,927,000	\$ 7,420,000	7.12%	11.87%
Sales & Use taxes	7,801,847	8,703,728	7,900,036	9,000,000	13.92%	3.40%
Alcohol taxes	502,656	487,310	494,000	460,000	-6.88%	-5.60%
Business taxes	1,309,496	1,331,133	1,333,000	1,320,000	-0.98%	-0.84%
Penalties & Interest	110,233	146,990	105,000	125,000	19.05%	-14.96%
Recording & Other Fees	8,628	22,035	14,000	16,474	17.67%	-25.24%
Sub-Total Taxes	\$ 16,167,745	\$ 17,323,960	16,773,036	\$ 18,341,474	9.35%	5.87%
Business licenses	\$ 270,171	\$ 286,201	283,300	\$ 280,550	-0.97%	-1.97%
Permits	312,178	124,985	171,000	164,400	-3.86%	31.54%
Penalties & Interest on Delinquent	1,874	1,703	1,200	1,900	58.33%	11.57%
Sub-Total Licenses & Permits	\$ 584,223	\$ 412,889	455,500	\$ 446,850	-1.90%	8.23%
CDBG Subgrants	\$ 17,000	\$ 20,103	16,000	\$ 0	-100.00%	-100.00%
Other Federal & State Grants	48,493	662,356	662,500	33,000	0.00%	-95.02%
Local payments in lieu of taxes	62,382	70,892	65,000	70,000	7.69%	-1.26%
State road maintenance fees	23,509	25,646	25,644	25,644	0.00%	-0.01%
Sub-Total Intergovernmental	\$ 151,384	\$ 778,997	769,144	\$ 128,644	-83.27%	-83.49%
Public safety fees	\$ 173,866	\$ 124,007	131,500	\$ 129,250	-1.71%	4.23%
Recreation fees	11,830	20,068	9,000	20,000	122.22%	-0.34%
Cemetery fees	134,085	168,270	130,000	135,000	3.85%	-19.77%
Other fees	5,118	22,605	0	3,000	100.00%	-86.73%
Sub-Total Fees	\$ 324,899	\$ 334,950	270,500	\$ 287,250	6.19%	-14.24%
Municipal Court fines	\$ 332,096	\$ 192,090	255,000	\$ 250,000	-1.96%	30.15%
Parking tickets	3,645	1,785	3,000	500	-83.33%	-71.99%
Sub-Total Fines	\$ 335,741	\$ 193,875	258,000	\$ 250,500	-2.91%	29.21%
Property rentals	\$ 22,994	\$ 23,810	24,000	\$ 24,000	0.00%	0.80%
Insurance refunds	151,553	500	50,000	10,000	-80.00%	1900.00%
Interest income	22,426	69,186	40,000	160,750	301.88%	132.34%
Other revenues	69,418	146,995	4,900	598,500	12114.29%	307.16%
Sales of property & equipment	0	0	25,000	10,000	-60.00%	100.00%
Sub-Total Miscellaneous Revenues	\$ 266,391	\$ 240,491	143,900	\$ 803,250	458.20%	234.00%
Long Term Debt	\$ 0	\$ 0	0	\$ 0	0.00%	0.00%
Interfund Transfers	\$ 329,250	\$ 0	0	\$ 0	0.00%	0.00%
Transfer In -CHIP Grant	0	0	0			
GMA Capital Lease Proceeds	0	0	100,000	0	0.00%	0.00%
	\$ 329,250	\$ 0	100,000	\$ 0	0.00%	0.00%
Appropriated Fund Balance	\$ 0	\$ 0	0	\$ 0	0.00%	0.00%
TOTAL REVENUES	\$ 18,159,633	\$ 19,285,162	\$ 18,770,080	\$ 20,257,968	7.93%	5.04%

CITY OF BRUNSWICK

FY 2024 Proposed Budget

General Fund Expenditures	Actual Budget 2021	Actual Budget 2022	Amended Budget 2023	Proposed Budget 2024	% Change
City Commission	\$ 112,306	\$ 131,767	\$ 273,421	227,454	-16.81%
City Clerk	135,576	197,223	162,687	232,756	43.07%
City Manager	380,391	293,327	402,316	486,381	20.90%
Finance	385,401	379,150	414,732	413,952	-0.19%
Administrative Services	1,624	688	0	210,000	0.00%
Legal	121,138	125,452	131,056	152,900	16.67%
Information Technology	425,213	435,383	565,634	589,486	4.22%
Human Resources	122,202	117,013	160,164	222,306	38.80%
Tax Collection	101,084	90,758	141,545	137,924	-2.56%
General Gov't Buildings	667,455	301,407	327,160	227,350	-30.51%
General Administration	1,969,860	1,876,519	1,735,973	1,829,500	5.39%
Municipal Court	183,350	155,430	187,591	177,092	-5.60%
Sub-Total General Government	\$ 4,605,600	\$ 4,104,117	\$ 4,502,279	4,907,101	8.99%
Police Department	\$ 4,489,296	4,818,460	\$ 5,956,669	5,399,858	-9.35%
Fire Department	2,404,061	2,547,118	2,757,956	3,361,935	21.90%
Public Works	1,571,432	1,881,305	2,111,887	2,140,225	1.34%
Sub-Total Public Safety	\$ 8,464,789	\$ 9,246,883	\$ 10,826,512	10,902,018	0.70%
Cemeteries	\$ 291,598	\$ 288,026	\$ 351,000	248,707	-29.14%
Formerly Neighborhood Services	125,572	160,214	215,981	143,733	-33.45%
Recreation	0	0	0	1,177,849	100.00%
Parks & Ground Maintenance	367,094	566,787	535,808	762,874	42.38%
Planning & Code Enf	418,228	393,378	492,295	568,719	15.52%
Economic Development	150,659	182,105	211,994	231,023	8.98%
Sub-Total Other Departments	\$ 1,353,151	\$ 1,590,510	\$ 1,807,078	3,132,905	73.37%
Transfers to Other Funds	\$ 1,681,848	\$ 2,292,498	\$ 1,634,211	1,315,944	-19.48%
TOTAL EXPENDITURES	\$ 16,105,388	\$ 17,234,008	\$ 18,770,080	\$ 20,257,968	7.93%



SUBJECT: CUP 23-01| 2802 Hunter Street | Multi-Family (Tri-Plex)

COMMISSION ACTION REQUESTED ON: June 7, 2023

PURPOSE: See attached Staff Report

HISTORY:

FACTS AND ISSUES:

BUDGET INFORMATION: N/A


OPTIONS:

- Approve CUP 23-01 as submitted.
 - Approve CUP 23-01 with additional conditions.
 - Do not approve CUP 23-01.
-

DEPARTMENT RECOMMENDATION ACTION:

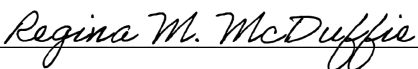
- Approve CUP 23-01 with conditions as recommended by staff and the PAC
-

DEPARTMENT: PDC

Prepared by: John Hunter, Director 

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:



City Manager

5/30/2023

Date

Conditional Use Petition No. 23-01

(2802 Hunter Street)

Staff Report

John Hunter

Director

Planning, Development, and Codes

City Commission

Public Hearing

June 7, 2023

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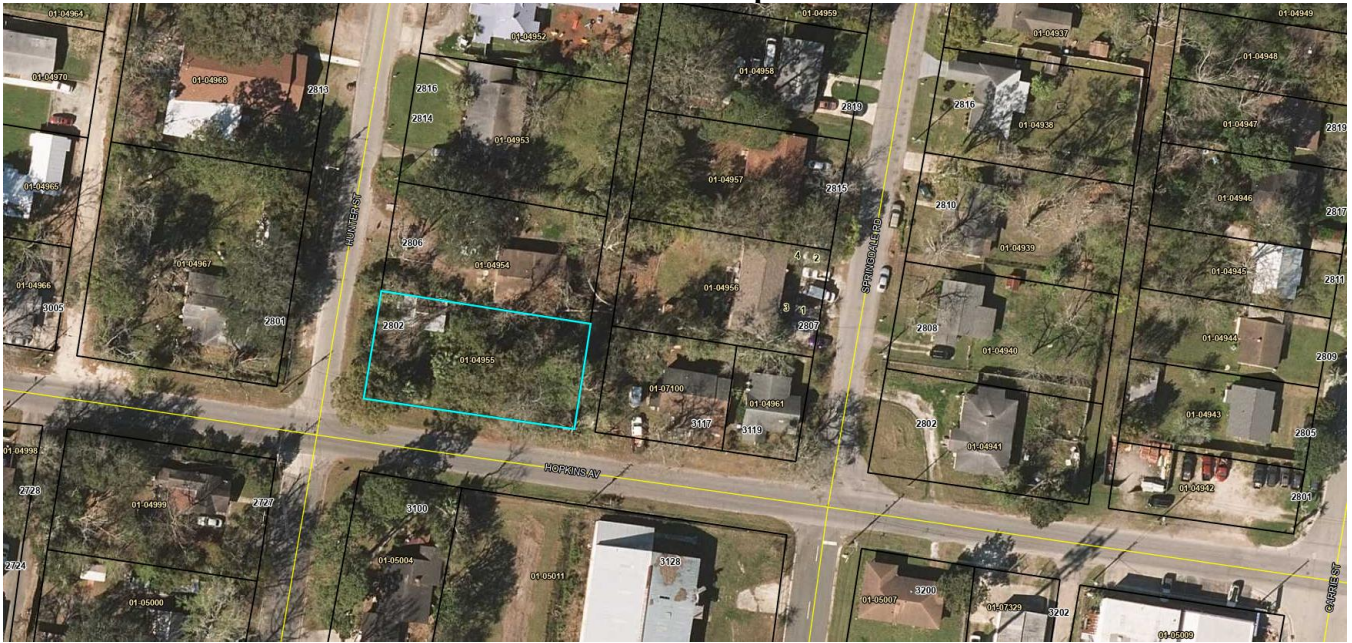
Requested Conditional Use

Rufus & Lapeka Johnson are requesting a Conditional Use to construct a tri-plex residence at 2802 Hunter Street

Existing Conditions

The subject parcel is .24 acres ± in size with an 540 square foot vacant structure.
The subject parcel is shown outlined in blue on the following location map.

Location Map



Existing Zoning

The subject parcel is zoned General Residential (GR). Parcels north, east & west are zoned GR. Parcels to the south are zoned Basic Industrial (BI)



Proposed Development

The property currently contains a small home that has been vacant for some time. The applicants propose demolishing the existing structure and constructing a 2,430 square foot tri-plex. Each unit will be 810 square feet and contain 2 bedrooms. Off street parking is provided for each unit.

Staff Analysis

Conditional Use

The following uses shall be permitted on a conditional basis in any GR zoning district, subject to conditions set forth in section 23-25-4.

“(d) Multi-family dwelling”

The conditional use process allows the City Commission to place conditions on a parcel to make certain that the proposed uses are compatible with surrounding uses.

Staff notes that the permit authorizing a conditional use will only be valid for that particular conditional use and will expire if the conditional use or operations pertaining thereto ceases for more than six continuous months for any reason. If the conditional use expires, the property can still be used for any of the permitted uses in the underlying GR (General Residential) zone district.

The parcel is 10,500 square feet. As outlined in section 23-6-4a, the parcel meets the minimum lot area of 6,500 square feet that is required for a multi-family home. Based on 23-6-4b Table A, the lot can accommodate one-story, tri-plex with two bedroom units as it exceeds the required 2,650 square feet per unit. The parcel exceeds the required 60' lot width requirement as it is 75'x 140', and as a single story structure it meets our current height restrictions.

The proposed structure and site plan meet setback requirements and general requirements for GR zoning.

The surrounding area has multiple duplex, quad-plex, and small apartment developments nearby, and the proposed tri-plex would not impact the surrounding conditions in a negative manner.

Staff Recommendation

Staff recommends that the PAC recommend approval of CU 23-01 to the City Commission.

Planning & Appeals Commission Recommendation

The PAC held a Public Hearing on the application at their May 10, 2023 meeting. No one spoke for or against the application. The PAC voted 5-0 to recommend approval of the application by the City Commission.

Appendix A – conditional use standards

Sec. 23-26-12. - Criteria to consider for applications.

The planning and appeals commission and the governing body shall consider the following standards in considering any rezoning, zoning amendment, or Conditional Use Permit application, giving due weight or priority to those factors that are appropriate to the circumstances of each proposal:

- (a) Is the proposed use compatible with the purpose and intent of the comprehensive plan?
- (b) Is the proposed use suitable in view of the zoning and development of adjacent and nearby property?
- (c) Will the proposed use adversely affect the existing use or usability of adjacent or nearby property?
- (d) Are there substantial reasons why the property cannot or should not be used as currently zoned?
- (e) Will the proposed use cause an excessive or burdensome use of public facilities or services, including but not limited to streets, schools, water or sewer utilities, and police or fire protection?
- (f) Is the proposed use supported by new or changing conditions not anticipated by the comprehensive plan or reflected in the existing zoning on the property or surrounding properties?
- (g) Does the proposed use reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare and the right to unrestricted use of property?

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-14. - Additional criteria to consider for conditional use permit applications.

The planning and appeals commission and the governing body shall consider the following standards in considering any conditional use permit application, giving due weight or priority to those factors that are appropriate to the circumstances of each proposal:

- (a) The type of street providing access to the subject property is adequate to serve the proposed conditional use permit.
- (b) Access into and out of the property adequately provides for traffic and pedestrian safety, the anticipated volume of traffic flow, and access by emergency vehicles.
- (c) Public facilities such as schools, water or sewer utilities, and police or fire protection are adequate to serve the conditional use permit.
- (d) Refuse, service, parking and loading areas on the property are located and screened to protect other properties in the area from such adverse effects as noise, light, glare or odor.
- (e) The hours and manner of operation of the conditional use permit have no adverse effects on other adjacent or surrounding properties.
- (f) The height, size and location of the buildings or other structures proposed on the property are compatible with the height, size or location of buildings or other structures on neighboring properties.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Appendix B – conditional use application



CITY OF BRUNSWICK, GEORGIA

CONDITIONAL USE PERMIT APPLICATION

CU

THIS APPLICATION MUST BE FILED WITH THE PLANNING, DEVELOPMENT & CODES DEPARTMENT 20 DAYS BEFORE THE PLANNING AND APPEALS COMMISSION MEETING AT WHICH IT WILL BE HEARD. THE BRUNSWICK PAC WILL HOLD AT LEAST ONE PUBLIC HEARING AND MAKE A RECOMMENDATION ABOUT YOUR REQUEST WITHIN 65 DAYS OF THE DATE YOU FILE A COMPLETE APPLICATION. THE CITY COMMISSION WILL THEN ISSUE OR DENY THE PERMIT. YOU ARE ENCOURAGED TO READ SECTION 23-26-2 OF THE ZONING ORDINANCE REGARDING CONDITIONAL USE PERMITS. A **\$200 FEE** IS REQUIRED FOR THE APPLICATION TO BE CONSIDERED COMPLETE.

TO BE COMPLETED BY THE APPLICANT

- YOUR NAME Rufus E. Zapka Johnson PHONE NUMBER (912) 222-5728 / 506-8887
ADDRESS 177 Harbor Pointe EMAIL: 11hj124@yahoo.com
- THE PLANNING DIRECTOR INFORMED ME THAT A SPECIAL USE PERMIT IS REQUIRED AT THE TIME I APPLIED FOR: CHECK ONE BUILDING PERMIT ZONING AMENDMENT (REZONING)
- STREET ADDRESS 2802 Hunter Street
PARCEL NO. _____ Lot No. _____ ZONING MAP NO. _____
- PRESENT ZONING Single family home
- OWNER OF PROPERTY, IF NOT YOU: NAME _____
ADDRESS _____ PHONE _____
- PROPOSED USE OF PROPERTY Triplex home
- PLEASE ATTACH A SIMPLE MAP SHOWS THE NAMES OF ALL ADJACENT PROPERTY OWNERS AND THE TYPES OF EXISTING LAND USES WITHIN 300 FEET OF YOUR PROPERTY.

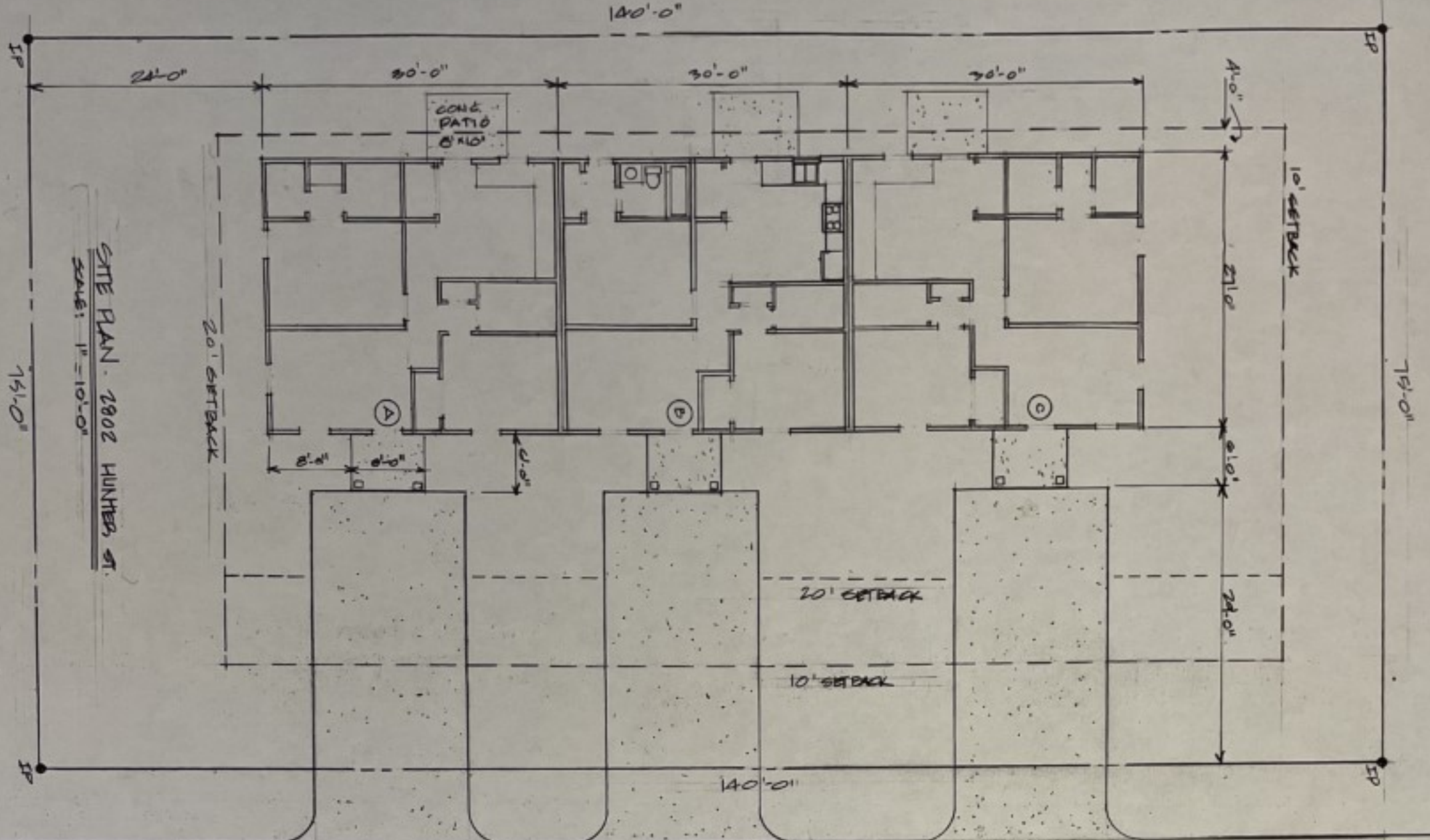
Rufus E. Zapka Johnson
SIGNATURE

DATE

TO BE COMPLETED BY THE PDC DIRECTOR OR DESIGNEE

- HAS THE CORRECT FEE BEEN PAID? YES NO AMOUNT \$ _____
- DATE COMPLETE APPLICATION WAS FILED: _____
- LIST ATTACHMENTS:
 SIMPLE MAP WITH ADJACENT PROPERTY OWNERS' NAMES AND EXISTING USES
 SITE PLAN
- PUBLIC HEARING
DATE APPLICANT WAS NOTIFIED: _____
DATE HEARING WAS ADVERTISED: _____
DATE HEARING WAS HELD: _____
- PLANNING COMMISSION RECOMMENDED: APPROVAL DENIAL
CONDITIONS OF APPROVAL OR REASONS FOR DENIAL: _____
- CITY COMMISSION: APPROVAL DENIAL
CONDITIONS OF APPROVAL OR REASONS FOR DENIAL: _____
- DATE APPLICANT WAS NOTIFIED OF FINAL ACTION: _____

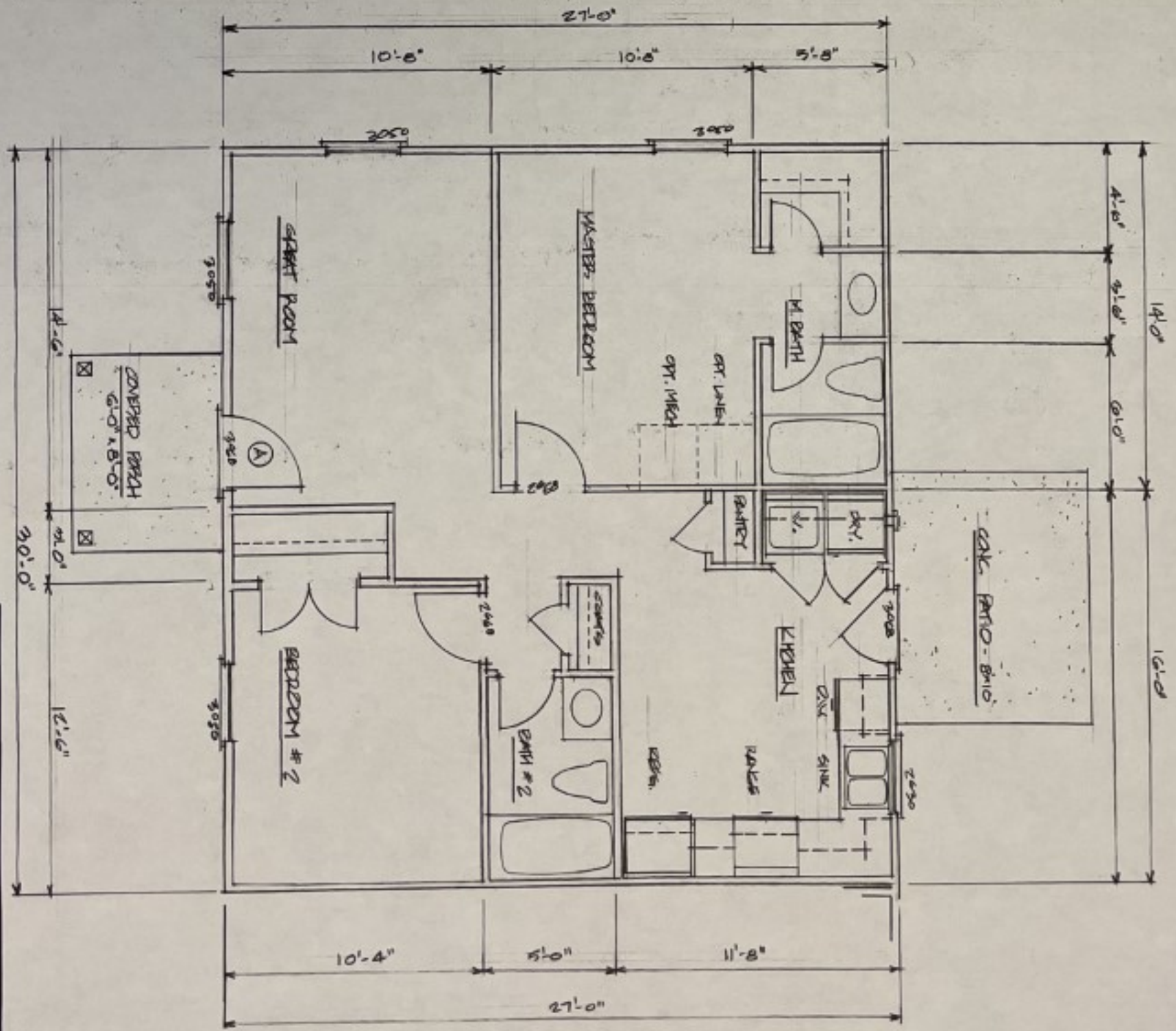
HUNTERS STREET



SITE PLAN - 2802 HUNTER, ST.
 SCALE: 1" = 10'-0"

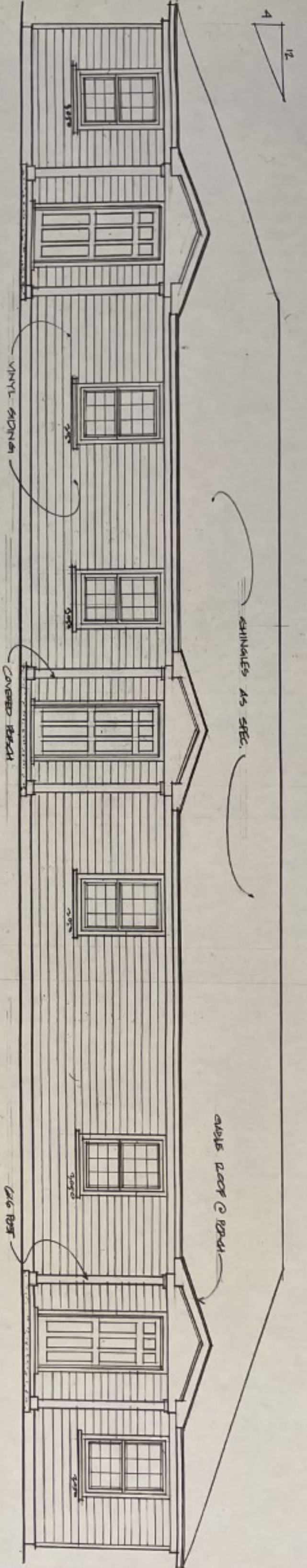
HOPKINS AVENUE

10'-0" DRIVEWAY
TYPICAL

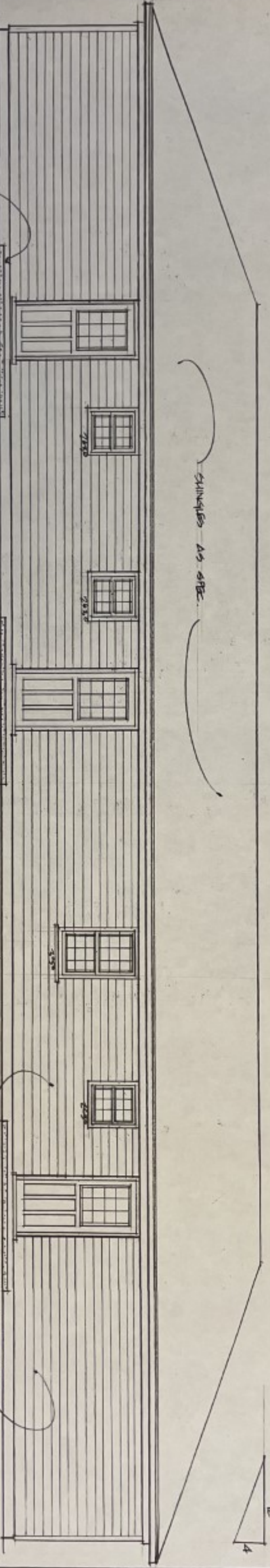


TYPICAL FLOOR PLAN
 SCALE: 1/4" = 1'-0"

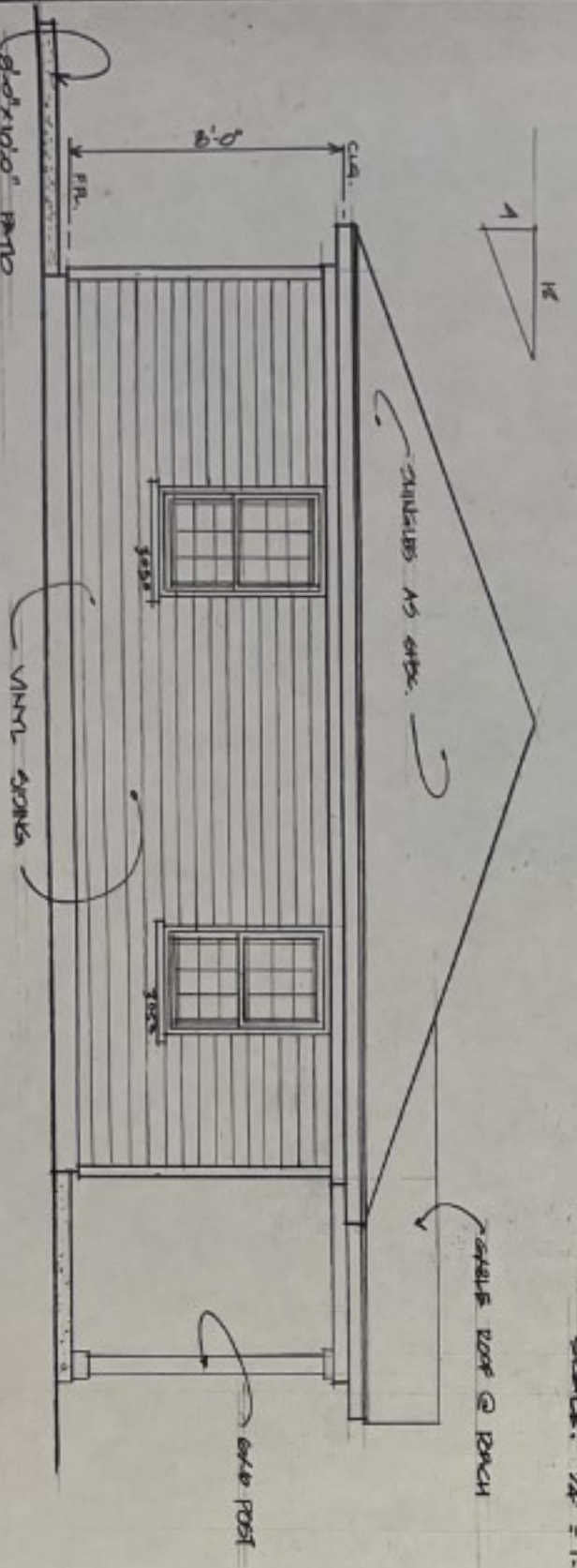
PROJECT: TEL-FLEX RFR: RUPIS & LAUREA JOHNSON	
SCALE: AS SHOWN	APPROVED BY:
DATE: 3.15.2005	DRAWN BY: SWM
2802 HUNTERS STREET BLENHEIM, CA 95520	REVISION:
DRAWING NUMBER: AREA 1D 01-04755	A-1



FRONT ELEVATION
SCALE: 1/4" = 1'-0"



REAR ELEVATION
SCALE: 1/4" = 1'-0"



LEFT ELEVATION (RIGHT SIMILAR)
SCALE: 1/4" = 1'-0"

APPROVED FOR: TRU-FLEX DRAWN BY: L. PEKE	
SCALE: 1/4" = 1'-0" DATE: 4-15-2003	FOR: JOHNSON DRAWN BY: WMA
1802 WINTER STREET BALTIMORE, GEORGIA 30520	
PROJECT I.D.: 01-04965	A-37

Appendix C – correspondence from the public

(none)

**OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION
REGULAR SCHEDULED MEETING
WEDNESDAY, MAY 17, 2023
AT 6:00 P.M.**

1229 NEWCASTLE STREET, 2nd FLOOR

&

STREAMED LIVE AT THE BELOW WEB ADDRESS:

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

PRESENT: Honorable Mayor Cosby Johnson, Mayor Pro-Tem Julie Martin, Commissioner John Cason III, Commissioner Kendra Rolle, and Commissioner Felicia Harris ~ (*attended virtually*).

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

INVOCATION: Pastor Brenda Iglehart, First Bryant Baptist Church

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

ADDENDUM(S) TO AGENDA:

**

Mayor Pro Tem Martin made a motion to add as item number ten (10) Consider approval of Glynn-Brunswick Services Agreement for External Services; add as item number 2b ~Consider Approval of Proclamation for the City of Brunswick's Second Annual Wellness Walk/Run/Bike and defer appointments I, II and III under item number six (6); seconded by Commissioner Rolle. Motion passed unanimously.

**

APPROVAL OF AGENDA

1. Adoption of May 17, 2023 Regular Meeting Agenda.

Mayor Pro Tem Martin made a motion to adopt the May 17, 2023 agenda with the aforementioned addendums; seconded by Commissioner Rolle. Motion passed unanimously.

PUBLIC COMMENT

- 1) Josiah Watts addressed commission regarding 3302 Glynn Avenue Development
- 2) William Kitts read correspondence from Anita Collins which addressed dumping of construction debris at 1620 Tillman Avenue by KJMC LLC, and Port City Partners meeting with Urbana Neighborhood Planning Assembly regarding development for 2307 Gloucester Street.
- 3) Michael Lehman addressed commission regarding 3302 Glynn Avenue Development.
- 4) Robert Griffin addressed commission regarding pop-up homeless shelter located at 1803 "G" Street.
- 5) Naomi Speakman addressed commission regarding pop-up homeless shelter located at 1803 "G" Street.
- 6) Sandra Brunson addressed commission regarding Highway 17 Island View Development.
- 7) David Bowers introduced himself to the Commission.
- 8) Michael Luff addressed commission regarding homelessness.

Mayor Johnson briefly commented on the public concerns regarding the situation on "G" Street stating the commission does not condone or believe the situation is the right way to serve those in indigent circumstances; stating it is important that whoever is working in the area ensures that there is real programmatic structure that helps people on their way to stabilization. He went on to say that the Commission no way believes what is happening on "G" Street is being done on those guidelines. He stated the individual(s) that has set up the area on "G" Street have not come before the commission, the commission has not approved what is happening on "G" Street, and the commission has not asked or told them to move.

Mayor Johnson went on to state that the commission has worked to alert the individuals that what they are doing is not under the City's structure and is illegal and the City ordered them to initially remove the homeless individuals from the building due to the building being unsafe, with several fire hazards, open electrical wires etc.

City Attorney Corry reported that there are pending enforcement cases regarding the situation on "G" Street scheduled to be heard on Wednesday, May 31, 2023 in Municipal Court.

Mayor Johnson stated if the individuals operating on "G" Street wanted to operate under the structure that the Commission passed; they would be asked to have a conversation with the community that is adjacent and connected.

He stated the Commission will be ensuring there is increase Police present in the area. He asked the community to notify the Commission and the Brunswick Police Department of any activities that are illegal or lewd in nature to call and email commission and call law enforcement to not only handle the issue, but the issue can be logged appropriately to ensure this will not be an problem in the community.

Mayor Johnson announced an important event "The Champions for Children Campaign", he stated this campaign is an opportunity for the community to support a cause that makes a tangible difference in the lives of children and youth in need. He stated the campaign has currently raise upward to \$125,000 and thanked everyone that have donated thus far; the funds raised will go directly to Safe Harbor (homeless shelter for children and mothers) for the many children and youth in Glynn County and surrounding areas facing poverty, leaving them vulnerable to abuse, neglect, and homelessness. Mayor Johnson encouraged the community to donate.

POINT OF PRIVILEGE

Mayor Johnson recognized and presented a proclamation and flowers to Marla Atkinson, daughter of City Clerk Atkinson who recently graduated from the University of Florida with a Doctorate Degree in Physical Therapy.

Dr. Marla E. Atkinson accepted proclamation and flowers with gratitude.

**

Mayor Johnson recognized and presented a Certificate of Recognition to Riyon Rankin, a senior at Brunswick High School who is the state champion for Boys High Jump. Riyon broke the record of 7-3.5 held by Dothel Edwards in 1983 and is Ranked #1 in the Nation.

Riyon Rankin accepted certificate with gratitude.

**

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

2. Proclamation Presented to the United States Coast Guard Auxiliary – Brunswick Station for National Safe Boating Week.

Proclamation was accepted with gratitude.

2b Proclamation for the City of Brunswick's Second Annual Wellness Walk/Run/Bike.

Mayor Johnson read the above-referenced proclamation advising of upcoming walk/run/bike scheduled for Saturday, June 3, 2023.

City Manager McDuffie accepted proclamation with gratitude.

3. Recognition of Historic Preservation Award Winners. (*J. Hunter*)

Josh Dukes, member of the Historic Preservation Board announced the following winners of Brunswick Historic Preservation Awards in the following categories:

People’s Choice Awards

- Rehabilitation of a Residential Property - 1205 Union Street – Ricko Washington & Jovani Banks
- Rehabilitation of a Commercial Property – The Kress – Tommy McGraw
- New/Infill Construction – Saint Francis Xavier School – Father Tim McKeown

Excellence in Historic Preservation

- 908 Carpenter Street – Suzanne Hurley and George Zarus
- The Visitors Club – The Torras Foundation (Michael Torras & Daren Pietsch) & The Visitors Club Preservation Fund (Miriam Lancaster, Sandra Colhard, Pat Featherstone)

PUBLIC HEARING – LAND USE (J. Hunter)

4. Consider Approval of 90% Site Plan ~3302 Glynn Avenue.

Director of Planning, Development and Codes John Hunter gave an overview of the Site Plan for 3302 Glynn Avenue.

He reported staff recommended approval of the site plan, with option B for shared parking on the neighboring parcel.

The Planning and Appeals Commission voted 4 to 1 (Sabbe) recommending that the commission deny the site plan.

Johnathan Roberts - President, Robert's Civil Engineering gave an overview of the design plan for 3302 Glynn Avenue.

Mayor Johnson opened the floor for anyone wanting to speak in favor or opposition with the 90% site Plan ~3302 Glynn Avenue.

The following individuals addressed the commission:

- | | |
|--|----------|
| 1. Hal Hartman, does not agree with number of trees being removed | In Favor |
| 2. Rick O’Brien, 1100 Marshview Circle, stated site is not what they received last month | Oppose |
| 3. Kathy Spence, 4120 Riverside Drive, concerned about traffic | In Favor |
| 4. David Pope, 333 E. 45 th St. Savannah, GA | Oppose |
| 5. Bill Brunson, Former County Commissioner | In Favor |
| 6. Leslie Brantley, 602 Island View Drive, requested name be changed from Island View | In Favor |
| 7. Alice Keyes, 1210 Magnolia Avenue | Oppose |
| 8. Mary McFadden, 405 Marshview Circle | Oppose |
| 9. Helen Stapleton, 1101 Marshview Circle | Oppose |
| 10. Les Klinefelter, 401 Marshview Circle | Oppose |
| 11. Woody Woodside, Riverside Drive | In Favor |
| 12. David Bowers, Planning and Appeals Commission | Oppose |
| 13. William Kitts, Planning and Appeals Commission | Oppose |
| 14. Robert Davis, 1303 Sycamore Avenue | In Favor |
| 15. Lance Sabbe, Planning and Appeals Commission | In Favor |

Mayor Pro Tem Martin made a motion to approve the 90% site plan for 3302 Glynn Avenue, with option B for shared parking on the neighboring parcel; seconded by Commissioner Rolle. Motion passed by a vote of 3 to 2 with Commissioner Cason and Commissioner Harris voting not to approve.

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

5.

New Alcohol License(s)			
Name of Business	Business Owner/Manager	Business Address	Permit Type
Senbai Inc, d/b/a Snappy Foods	Owner: Dharaben Patel	2905 Glynn Ave., Brunswick, GA	Retail sales of beer and wine

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

The following individuals addressed the commission:

- i. Anita Collins stated she thinks the Neighborhood and Planning Assembly should make a recommendation to commission.
- ii. Lance Sabbe inquired about LED/flashing signs at the business.
- iii. Delores Harrison addressed commission regarding owner not being able to speak at the Neighborhood and Planning Assembly meeting.

Commissioner Cason made a motion to approve the above-referenced new alcohol beverage license; seconded by Commissioner Rolle. Motion passed by a vote of 4 to 1; with Mayor Johnson voting not to approve.

APPOINTMENT(S)

- 6. I. **Hospital Authority Board** – Three Nominations
- II. **Planning & Appeals Commission** – Two Appointments
- III. **Downtown Development Authority** – One Appointee

Nominations/appointments to the above-referenced board/commission/authority was deferred until the June 7, 2023 commission meeting.

ITEM(S) TO CONSIDER FOR APPROVAL

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

Commissioner Cason made a motion to approve the May 5, 2023 regular scheduled meeting minutes; seconded by Mayor Pro Tem Martin. Motion passed unanimously.

8. Consider Approval of Memorandum of Understanding (MOU) Between the City of Brunswick, Downtown Development Authority, Georgia Department of Community Affairs, and the National Trust Main Street Center for Continued Participation in the National Main Street Program. *(M. Hill)*

Mayor Pro Tem Martin made a motion to approve the above-referenced Memorandum of Understanding; seconded by Commissioner Rolle. Motion passed unanimously.

9. Tentative Approval of the Proposed 2023/2024 Fiscal Year Budget. *(R. McDuffie)*

Mayor Pro Tem Martin made a motion to tentatively approve the 2023/2024 fiscal year budget in order to meet the State’s requirement for advertising for a Public Hearing; seconded by Commissioner Rolle. Motion passed unanimously.

10. Consider Approval of Glynn-Brunswick Services Agreement for External Services. *(B. Corry)*

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

EXECUTIVE SESSION

There was not an executive session held during this meeting.

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

MEETING AJOURNED – *meeting adjourned at 9:36 p.m.*

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

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



INTEROFFICE MEMORANDUM

DATE: May 22, 2023

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

FROM: Kathy D. Mills, CPA, Finance Director

SUBJECT: Financial Reports as of April 30, 2023 83.33%

**General Fund
April 30, 2023
Cash Basis**

	Monthly	Year to Date	% of Budget	Amended Budget	% (over)under Budget
Revenues	1,168,004	18,224,555	97.09%	18,770,080	-13.76%
Expenditures	1,502,900	13,954,000	74.34%	18,770,080	8.99%
Net Revenues & Expenditures	(334,896)	4,270,555			
Cash Balance as of 04/30/2023	11,314,051	(Prime South \$595,482 GA Fund One \$10,718,569)			

	LOST	LOST YTD
Apr-23	870,277	7,686,508
Apr-22	775,045	6,989,712
Increase (Decrease)	95,232	696,796
	12.29%	9.97%

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

	Total Expended as of 04/30/2023	Reimbursements Received	City Expended as of 04/30/2023	Original Budget Amount	Amended Budget Amount	Remainder (Overage)
Highways and Streets	7,366,677	3,380,766	3,985,911	4,627,750	4,627,750	641,839
Sidewalk Replacement/Upgrades	565,785	50,000	515,785	432,500	482,500	(33,285)
Storm Drainage Improvements	3,988,321	241,362	3,746,959	3,243,750	4,551,750	804,791
Mary Ross Park Development	960,379	0	960,379	821,750	821,750	(138,629)
Highway 17 Infrastructure	456,123	291,912	164,211	215,107	215,107	50,896
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	143,421	0	143,421	259,500	259,500	116,079
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	145,440	25,000	120,440	86,500	86,500	(33,940)
Park Rehabilitation (Palmetto, Orange, etal)	558,919	8,700	550,219	389,225	389,225	(160,994)
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
	18,436,457	4,208,711	14,227,746	13,832,154	15,518,389	1,290,643

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 \$291,912 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 & \$5,000 SEGHS for Fitness Park

Total Cash on Hand (04/30/2023) \$2,192,713

Coverage in Collections 214,383 (1)
GA LCA Aviation Fuel Tax 16,227
Interest Earned 319,087
AGL & Pride Utility Const. Company Settlement 70,000
Total remaining to be allocated 619,697

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

Actual collections through 04/30/2023 15,732,771

Collections in excess of budgeted \$1,900,617

Paid back to GF (328,234)

Allocated to Stormwater Improvements (1,308,000)

Allocated to Sidewalk Replacement & Upgrades (50,000)

Unallocated overage in Collections 214,383 (1)

	YTD f/y/e 06/30/2023	Total since inception
Norwich Street Commons Fund		
Original Balance (Sale of Property 05/13/13)	0	487,500
Demolition Fees	0	8,049
Interest Income	9,170	28,670
Revenues	<u>9,170</u>	<u>524,219</u>
	YTD	
Expenditures	06/30/2023	Total since inception
Demolition Projects	0	40,012
Infrastructure	0	130,546
Police Substation	0	6,750
Expenditures	<u>0</u>	<u>177,308</u>
Net as of 04/30/2023	<u>9,170</u>	<u>346,911</u>

Cash @ 04/30/2023 \$ 346,911

	YTD f/y/e 6/30/2023 Cash Basis	
Roosevelt Harris - Multipurpose Center	<u>452,654</u>	
Total Budget:		
Revenue FYTD		
Grants	120,983	
Transfer from General Fund	235,000	
Program Income	12,740	
Contributions	5,456	
Interest Income	78	Percent of Budget
Total Inflows	\$ 374,257	82.68%
Expenditures FYTD	332,023	73.35%
Net as of 04/30/2023	\$ <u>42,234</u>	
Cash Balance @ 04/30/2023	\$ <u>12,288</u>	

ARPA Fund:

Initial Deposit received 06/07/2021	4,606,131	
2nd Deposit received 06/21/2022	4,606,131	
Interest Earned from inception	<u>198,289</u>	
Total funds received as of 04/30/2023	<u>9,410,551</u> *	See allocations below

Disbursements:

Infrastructure-Road Improvements	1,300,660
Back to Business Brunswick--DDA	276,762
Back to Business Brunswick-non DDA	117,000
Wifi Upgrades	9,007
Revenue Recovery	<u>500,000</u>
Total funds disbursed as of 04/30/2023	<u>2,203,429</u> **

Cash Balance as of 04/30/2023 \$7,207,122

Allocations (Preliminary)

		Allocations Spent
Revenue Recovery	1,162,000	500,000
Storm Drainage Improvements	1,750,000	
Housing Relief	2,170,000	
Homeless Prevention	250,000	
Business Support/Relief	941,735	393,762
Coastal Community Health Services	330,000	
Road Improvements	1,300,660	1,300,660
Unallocated Funds	1,506,156	9,007
Total Funds received as of 04/30/2023	<u>9,410,551</u> *	<u>2,203,429</u> **

Sanitation Fund:

Year Ending 06/30/2023

	Year to Date
Sanitation Billing	2,214,624
Franchise Fees	56,119
Bad Debt - recovery	-
Interest Earned (Funds)	12,757
Penalties & Interest Earned	426
DNR Reimbursements	-
Transfer in for T Street Landfill	-
Total Revenue (YTD)	2,283,926
Operating Exp. YTD:	1,309,396
Other Landfill Expenses	28,266
Total Expense (YTD)	1,337,662
Operating Income (Loss)	<u>946,264</u>
Total Cash on Hand @ 04/30/2023	<u>629,972</u>
Primesouth Restricted for Landfill	195,787

	April 2023	YTD
Trash Pickup	127,639	1,240,186
Illegal Refuse Clean Up	14,729	40,066
Street Sweeping	2,161	16,732
	<u>144,529</u>	<u>1,296,984</u>

STORMWATER UTILITY FUND:

	6/30/2023 (YEAR TO DATE)
Stormwater Utility Fees	990,369
DNR Grant	75,650
Interest Earned	9,693
Penalties & Interest	1,417
GMA Capital Lease Proceeds	0
GTIB Note Proceeds	283,691
Total Inflows	<u>1,360,820</u>
Expenditures:	
Operating	974,809
Infrastructure (pd with GTIB note)	283,691
GMA Lease Payments	211,885
Total Outflows	<u>1,470,385</u>
Balance	(109,565)
Cash Balance @ 04/30/2023	<u>\$433,346</u>

ADDITIONAL INFORMATION-FOR THE MONTH OF APRIL 2023

	April 2023	YTD
Animal Control Expenses	0	0
Traffic Control Expenses	3,104 *	35,563
Recreation Dept. Expenses (facilities managed by County)		
Building	0	9,900
Aquatics	0	16,320
Equipment	0	12,845
Subsidized Fees	0	7,630

*3 street signs and miscellaneous small repairs



City of Brunswick Roosevelt Lawrence Center

Account	Account Description	Apr-22 Transactions	YTD Transactions
Function 6130 - Neighborhood & Community Service			
51			
51-1100	Salaries & Wages	4,512.94	61,178.60
51-1200	Temporary Employees	.00	.00
51-1300	Overtime	178.66	2,511.09
51-2100	Group Insurance	1,604.25	16,042.50
51-2200	FICA	333.05	4,721.76
51 - Totals		\$6,628.90	\$84,453.95
52			
52-1250	Contractual Expense	.00	650.00
52-1300	Technical Services	79.00	632.00
52-2100	Cleaning Services	.00	44.00
52-2200	Repairs and Maintenance	.00	2,080.00
52-2210	Repair / Maint Building	48.40	699.98
52-2211	Repair / Maint Equipment	.00	2,248.75
52-2300	Rentals	88.00	446.36
52-3201	Cable	174.31	1,610.72
52-3205	Telephone	253.68	1,000.70
52-3600	Dues and Fees	40.15	641.87
52 - Totals		\$683.54	\$10,054.38
53			
53-1110	Office Supplies	.00	3,434.40
53-1135	Custodial Supplies	.00	43.28
53-1210	Water/Sewerage	173.28	1,559.52
53-1230	Electricity	467.41	12,666.63
53-1300	Food/Misc	.00	2,198.25
53-1700	Other Supplies	.00	893.01
53 - Totals		\$640.69	\$20,795.09
Function 6130 - Neighborhood & Community Service Totals		\$7,953.13	\$115,303.42



**SUBJECT: GEORGIA DEPARTMENT OF CORRECTIONS LABOR SERVICES
CONTRACT RENEWAL**

COMMISSION ACTION REQUESTED ON: June 7, 2023

PURPOSE:

Renewal of a contract with the Georgia Department of Corrections for services of one offender work crew

HISTORY:

The City has employed Georgia Department of Corrections (DOC) offender work crews for several years. The Public Works Department has used labor crews to assist with cemetery grounds maintenance, ditch and drainage maintenance, and skilled labor tasks. As defined in the agreement, the DOC provides a corrections officer to oversee the labor crews. Along with the cost of the crews, the city provides transportation for each crew, equipment for the crews, fuel, maintenance, and other necessary items.

FACTS AND ISSUES:

The City employed one (1) DOC labor crews during the 2023 fiscal year. The crew was a cemetery groundskeeping labor crew, and is responsible for mowing, trimming, and other landscape maintenance tasks within the City's three cemeteries. Occasionally, the crew will be used to assist with other manual labor tasks outside the cemetery.

The Public Works Department recommends renewal of the one (1) DOC labor crew in FY2024 for cemetery labor. Under the agreement, the Department of Corrections will provide the inmate labor and a supervising corrections officer. The City will provide a van for transportation to and from the prison facility, and tools and equipment for the crews to use on site.

BUDGET INFORMATION:

The cost for the DOC offender labor crews is \$49,318 and is budgeted in the Public Works Department (Cemeteries) of the General Fund budget for FY 24.

OPTIONS:

1. Authorize the Mayor to sign a contract with Georgia Department of Corrections for one (1) offender labor crew at a cost of \$49,318.00
 2. Do not authorize the Mayor to sign a contract with Georgia Department of Corrections for offender labor crews.
 3. Take no action at this time.
-

DEPARTMENT RECOMMENDATION ACTION:

Authorize the Mayor to sign a contract with Georgia Department of Corrections for one (1) offender labor crew at a cost of \$49,318.00

DEPARTMENT: Public Works

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

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Authorize the Mayor to sign a contract with Georgia Department of Corrections for one (1) offender labor crew at a cost of \$49,318.00

Regina M. McDuffie

City Manager

5/30/23

Date

**WORK DETAIL AGREEMENT
BY AND BETWEEN
GEORGIA DEPARTMENT OF CORRECTIONS
AND
CITY OF BRUNSWICK**

THIS AGREEMENT is entered into this 1st day of July, 2023, by and between GEORGIA DEPARTMENT OF CORRECTIONS, an agency of the State of Georgia (hereinafter referred to as “Department”), and City of Brunswick, a department, authority, agency or political subdivision of the State of Georgia (“Governmental Entity”).

WITNESSETH:

WHEREAS, Department desires to obtain appropriate work for offenders incarcerated at its Bacon Probation Detention Center (hereafter “Offenders” and “Facility”); and

WHEREAS, Governmental Entity desires to obtain the services of Offender work crews on public works projects in accordance with O.C.G.A. §42-5-60(e).

NOW, THEREFORE, in consideration of these premises and the mutual promises and agreements hereinafter set forth, the parties hereby agree as follows:

1. Term of Agreement. The term of this Agreement shall be from July 1, 2023 through 11:59 p.m. on June 30, 2024 (“Term”). The parties may, by mutual agreement in writing, extend the Agreement for additional time periods.
2. Scope of Services. The Governmental Entity agrees to perform fully and faithfully the services described in Exhibit “A,” attached hereto and incorporated by reference herein (the “Services”). No additional or different services shall be performed unless provided for by an amendment to this Agreement, executed by the parties in the manner provided for herein.
3. Prohibited Contact and Dealings with Offenders.
 - A. Governmental Entity will take all reasonable steps to ensure that its officials, employees, students, and agents refrain from any personal dealings with the Offenders working under this Agreement. Such prohibited conduct includes, but is not limited to, giving, receiving, selling, buying, trading, bartering, or exchanging anything of value with Offenders.
 - B. Governmental Entity will take all reasonable steps to ensure that Offenders working under this agreement will have no contact with any unauthorized civilians.
 - C. In the event that Governmental Entity is a school or school system, Governmental Entity will take all reasonable steps to ensure that Offenders working under this Agreement will have no contact with any student of Governmental Entity's school system.
 - D. Governmental Entity will take all reasonable steps to ensure that no gun or other weapon, intoxicating liquor, any drug of any type, any cellular telephone or communications device of any type, or contraband item specified by Department, is made available by its officials, employees, students, and agents to any Offender working under this Agreement on any

property under Governmental Entity's control.

4. Workplace Safety. Governmental Entity agrees to provide a safe workplace for Offender work details in accordance with State law. Governmental Entity shall be responsible for the coordination between Offender work details and other workers in the workplace. Department shall be responsible for the custody of Offenders at all times, including security, meals, and medical care. Department and Governmental Entity agree to comply with applicable laws, rules, regulations and orders of Federal, State and Local governments in the performance of the Work.
5. Termination for Convenience. This Agreement may be terminated by either party upon seven (7) days' written notice. The seven (7) days will commence with the receipt of the notice by the non-canceling party.
6. Notices. Any notice under this Agreement shall be deemed duly given if delivered by hand (against receipt) or if sent by registered or certified mail -- return receipt requested, to a party hereto at the address set forth below or to such other address as the parties may designate by notice from time to time in accordance with this Agreement.

If to Governmental Entity:	City of Brunswick Attn: Accounts Payable 601 Gloucester Street Brunswick, GA. 31520 AP@Cityofbrunswick-ga.gov
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With Copy to:	City of Brunswick Attn: Kathy Mills 601 Gloucester Street Brunswick, GA. 31520 kmills@cityofbrunswick-ga.gov
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If to Department:	Jennifer Ammons General Counsel Georgia Department of Corrections State Office South, Gibson Hall, 3 rd Floor P.O. Box 1529 Forsyth, GA 31029
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With a copy to:	Bacon Probation Detention Center Attn: Calandra Watson PO Box 904 165 Eastside Industrial Blvd. Alma, GA 30512 calandra.watson@gdc.ga.gov
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7. Sole Benefit. Department and Governmental Entity enter into this Agreement for their sole benefit. Department and Governmental Entity do not intend to give any rights pursuant to this Agreement to any other parties that are not signatories to this Agreement. These other parties include, but are not limited to, any Offender(s) who participates in the work detail(s) outlined in this Agreement. Department and Governmental Entity do not intend for such Offender(s) or other parties that are not signatories to this Agreement to be third party beneficiaries to this agreement.

8. Amendment. The parties recognize and agree that it may be necessary or convenient for the parties to amend this Agreement so as to provide for the orderly implementation of all of the undertakings described herein, and the parties agree to cooperate fully in connection with such amendments if and as necessary. However, no change, modification or amendment to this Agreement shall be effective unless the same is reduced to writing and signed by the parties hereto.

9. Governing Law. This Agreement is executed in the State of Georgia, and all matters pertaining to the validity, construction, interpretation and effect of this Agreement shall be governed by the laws of the State of Georgia. Any lawsuit or other action brought against the Department and the State based upon or arising from the Contract shall be brought in the Superior Court of Fulton County Georgia.

10. Drug – Free Workplace. Governmental Entity will provide a drug-free workplace for the Offenders who are working under this Agreement.

11. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original but all of which shall constitute one agreement. No party shall be bound by this Agreement until all parties have executed it.

12. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties hereto and replaces, cancels and supersedes any prior agreements and understandings relating to the subject matter hereof; and all prior representations, agreements, understandings and undertakings between the parties hereto with respect to the subject matter hereof are merged herein.

IN WITNESS WHEREOF, the parties have caused the authorized representatives of each to execute this Agreement on the day and year first above written.

GEORGIA DEPARTMENT OF
CORRECTIONS:

By: _____
Jennifer Ammons
General Counsel

Date: _____

GOVERNMENTAL ENTITY:

By: _____
Print Name: _____
Title: _____

Date: _____

FACILITY WARDEN/SUPERINTENDENT

By: _____
Print Name: _____
Date: _____

EXHIBIT A

SCOPE OF SERVICES

Governmental Entity Provides Vehicle

The Parties hereby agree to the following:

- A. **Delivery of Services:** Department agrees to provide Governmental Entity with one (1) Offender work details. Each work detail provided will have a maximum of ten (10) Offenders (“Work Detail”) as well as one (1) full-time correctional officer (“Correctional Officer”). The Work Detail will perform labor on public works projects described in an attachment hereto or as communicated to Department from time to time in the manner provided herein (the “Work”). Department shall have the right and responsibility to control the time and manner of executing the Work through the Correctional Officer that is assigned to supervise Work Detail. For purposes of this paragraph, the Correctional Officer shall be acting as an agent of Governmental Entity. Governmental Entity shall also have the right and responsibility to direct the Correctional Officer concerning the Work. Governmental Entity acknowledges and agrees that the Work shall not include Offender labor that benefits private persons or corporations. The Department’s delivery of services may, at the sole discretion of the Department, be suspended due to the unavailability of offenders, offender or officer illness, or any other cause. In the event the Department suspends the delivery of services, the Governmental Entity will not be charged for the time of suspension.

- B. **Vehicles, Equipment and Supplies.** Governmental Entity agrees to supply vehicles suitable for transporting Work Detail to and from the location or locations of the Work. Governmental Entity agrees that the vehicle(s) supplied shall be caged and equipped for transporting offenders in a secured manner to and from the location or locations of the Work. The Correctional Officer shall be responsible for transporting the Work Detail to and from the location or locations of the Work in the vehicles provided by Governmental Entity. In performing such transportation services, Correctional Officer shall be acting as an agent for Governmental Entity. Government Entity is responsible for ensuring that each vehicle used for transporting Work Details is equipped with a mobile radio which complies with federal law, specifically Federal Communications Commission (“FCC”) Order 04-292. The mobile radio equipment will be high power, with appropriate antennae for maximum output and range of coverage. On December 20, 2004, the Federal Communications Commission (FCC) issued Order No. 04-292, which requires all state and local law enforcement agencies using below 512-megahertz mobile radio equipment to begin using 12.5 kilohertz Narrowband Mobile Communications radios by January 1, 2013. Governmental Entity further agrees to obtain an appropriate automobile liability insurance policy which will provide insurance coverage for the correctional officer’s use and operation of the vehicle discussed in this paragraph. Governmental Entity agrees to provide Department with appropriate proof of automobile liability insurance for said vehicle within thirty (30) days of the commencement of this Agreement. Governmental

Entity shall also supply all necessary tools, equipment and supplies for the performance of the Work, including all safety gear and any necessary protective clothing. Small quantities of gasoline shall be dispensed, stored and carried only in containers approved for this purpose by the National Fire Protection Association. Governmental Entity agrees to assume full responsibility for the condition, maintenance, damage or loss of any tools, equipment or supplies provided hereunder.

- C. Compensation. Governmental Entity agrees to pay Department the sum of Forty-Nine Thousand Three Hundred and Eighteen Dollars (\$49,318.00) per year for the Term of this Agreement. Governmental Entity acknowledges that the foregoing sum is commensurate with labor supplied, salary, and benefits for Correctional Officer assigned to the Work Detail. This amount does not include overtime provided by Correctional Officer in performing the Work. Governmental Entity expressly agrees to pay Department for any overtime provided by Correctional Officer at an overtime rate of one and one half (1½) times Correctional Officer's hourly rate. Work Detail will be provided four (4) days per week for the Term of this Agreement, with the exception of state and federal holidays and up to fifteen (15) additional days due to annual leave, sick leave, mandatory training days for the correctional officer, periods of inclement weather, and facility emergencies, such as offender disturbances and medical quarantine (collectively "Off Days"). Days in which the Governor closes State Offices or substantially delays State Offices' opening (Governor Days) in the county in which the Work Detail is to perform or is in which Offenders are housed, are excluded from "Off Days", and shall not count against the Department as an "Off Day". For each day in excess of the Off Days, excluding "Governor Days" that the Work Detail is not provided during the Term, compensation due to Department shall be reduced by Two Hundred Thirty-Seven Dollars and Ten Cents (\$237.10) per detail. Where possible, Department will give advance notice to Governmental Entity of Off Days and will provide Governmental Entity with an explanation of the reason for any Off Days on Department's monthly invoice, which invoice is due and payable Thirty (30) days from receipt by Governmental Entity. Any credits due Governmental Entity shall be noted by Department on this invoice. Work Detail will be provided for ten (10) hours per day, including time for transportation and supervision of Work Detail exiting and re-entering Facility.

Memorandum of Understanding

Memorandum of Understanding Between **Forward Brunswick**

And

Signature Squares, Brunswick Downtown Development Authority, & City of Brunswick

Regarding the Renovation & Beautification of Hillary Square located at 1515 Norwich St, Brunswick Georgia.

This Memorandum of Understanding (MOU) establishes a joint partnership between Forward Brunswick *and* Signature Squares, Brunswick Downtown Development Authority, and City of Brunswick.

I. BACKGROUND

Forward Brunswick's belief that investing in beautification, amenities, and development projects will lead to the following outcomes:

1. **Boosting Economic Development for the City of Brunswick.** A well-maintained and attractive city can attract tourists and new businesses, which will lead to increased spending and investment in the area and boost the local economy.
2. **Increasing Local Property Values.** Beautification projects enhance the aesthetic appeal of a city and make it more appealing to prospective residents, leading to an increase in property values and local tax revenues.
3. **Improving the Quality of Life for Brunswick Residents.** Overall, focusing on beautification and amenities projects increases civic pride and enhances the quality of life for residents. Our hope is to create a sense of pride in the community while strategically partnering with other entities to accomplish this goal.

II. PURPOSE

This MOU defines the relationship between Forward Brunswick and Signature Squares, the City of Brunswick Downtown Development Authority, and the City of Brunswick and the roles each Party is expected to play. The goal of this partnership is to raise resources to fully fund and execute the revitalization and beautification of Hillary Square no later than August 31st, 2024.

The **Historic Hillary Square Revitalization Project** responds to two critical needs in Brunswick, Georgia's community: the preservation and enhancement of historic landscapes and the revitalization of the Norwich Street Corridor. Over time, Hillary Square, originally designed as a space for community gatherings, has suffered from encroachment and development. Additionally, the Norwich Street Corridor, once a vibrant commercial hub, requires improvements to cater to modern needs. The project aims to reclaim and revitalize Hillary Square, serving as the catalyst for creating a vibrant, pedestrian-friendly environment for Norwich Street residents and visitors.

III. STATEMENT OF MUTUAL BENEFIT AND INTEREST

The parties to this MOU have separate missions for which they are committed; however, each party's individual mission hinges together with shared responsibility. These responsibilities include but are not limited to:

- I. As the T-Mobile Grantee, Forward Brunswick will provide the following services and resources. Administer the grant and reimburse the City of Brunswick for services and materials in the amount of Grant Funds received and not to exceed \$50,000. Forward Brunswick will assist Signature Squares in soliciting additional donors and resources for this project.
- II. Signature Squares is responsible for landscape design, project management, and reviewing expenditures to ensure project is being completed on time and in budget.
- III. City of Brunswick Downtown Development Authority (Main Street Accredited) will ensure that the redevelopment plan for Hillary Square meets established revitalization guidelines previously adopted by the city in the Comprehensive Plan, Norwich Revitalization Plan, and the Safe Streets initiative.
- IV. City of Brunswick will provide 50% matching funds for the project not to exceed \$50,000. Additionally, the city will provide staff resources to complete the project including project managers, engineers, and public works employees. The City of Brunswick will also provide resources to ensure proper maintenance is performed on the squares at regularly scheduled intervals after the completion of the project.

The above parties agree that it is to their mutual benefit and interest to work cooperatively to achieve this collective mission and their individual mission.

IV. RESPONSIBILITIES

EACH PARTY SHALL:

- A. Agree to the renovation & revitalization of Hillary Square based on design standards established at other completed squares.
- B. Agree to complete the project within established timelines.
- C. Agree to provide all parties updates on project progress within each entity's roles & responsibilities.

- D. Agree that the project will meet guidelines set forth in the City of Brunswick Comprehensive Plan and Norwich Revitalization Plan.
- E. Recognize that other organizations may be involved, but are not listed as partners, and may be required to assist in endeavors critical to the purposes of this MOU under separate formal arrangements. Such assistance may include but not be limited to: professional services, providing consultation, education, and fundraising.

V. TERMS OF UNDERSTANDING

The term of this MOU is for a period of *1 year* from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed at least annually to ensure it is fulfilling its purpose and to make any necessary revisions.

Either party may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

VI. AUTHORIZATION

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further improvement development.

Lance Sabbe
Executive Director
Forward Brunswick

Julie Martin
Executive Director
Signature Squares

Mathew Hill
Executive Director
City of Brunswick Downtown Development Authority

Regina McDuffie
City Manager
City of Brunswick

Hillary Square Project Budget

Budget Item	Cost
Income:	
Cost Share/In-Kind	\$64,817.60
T Mobile Grant	\$50,000.00
Total Income:	\$114,817.60
Expenses:	
Construction	\$64,388.00
Labor	\$50,500.00
Total Expenses:	\$114,888.00
TOTAL PROJECT COST	\$114,888.00

Governor's Office of Planning and Budget
Improving Neighborhood Outcomes in Disproportionally Impacted Communities
CFDA 210.27 Coronavirus State Fiscal Recovery Funds
Notice of Funding Opportunity
August 24, 2022

I. OVERVIEW

Investments in neighborhood features, including parks, recreation facilities, sidewalks, and healthy food access, can work to improve physical and mental health outcomes. Allowing people access to nature, including parks, has been connected to decreased levels of mortality and illness and increased well-being. Urban park use during the COVID–19 pandemic may have declined among lower-income individuals. Encouraging physical activity can also play a role in health outcomes, as a sedentary lifestyle is a risk factor for chronic diseases and more severe COVID–19 outcomes. Parks, recreation facilities, and sidewalks can promote healthier living environments by allowing for safe and socially distanced recreation during the COVID– 19 pandemic.

The US Treasury final rule includes enumerated eligible uses in disproportionately impacted communities for developing neighborhood features that promote improved health and safety outcomes, such as parks, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, projects that increase access to healthy foods, streetlights, neighborhood cleanup, and other projects to revitalize public spaces.

The final rule also recognizes that the public health impacts of the pandemic are broader than just the COVID–19 disease itself and include substantial impacts on mental health and public safety challenges like rates of violent crime, which are correlated with a neighborhood's-built environment and features.

II. APPLICATION ASSISTANCE

The primary program specialist for the Improving Neighborhood Outcomes in Disproportionally Impacted Communities Grant Program is Jasmine Esquilin (jasmine.esquilin@opb.georgia.gov). For general questions on our grant programs, applicants may also reach out to grants@opb.georgia.gov.

III. FUNDING AVAILABLE FOR AWARD

OPB anticipates that approximately \$250,000,000 million may be available under this NOFO, which may be increased or decreased at OPB's discretion. Awards may be made up to up to \$ 2,000,000 per project. OPB reserves the right to fund, in whole or in part, any, all, or none of the applications submitted in response to this NOFO.

IV. ELIGIBLE ACTIVITY Program

Categories:

1. Development of or improvements/maintenance to parks or recreational facilities in Qualified Census Tracts in Georgia.
2. Funding for increased repair or maintenance needs to respond to significantly greater use of public facilities during the pandemic (e.g., increased use of parks resulting in damage or increased need for maintenance).



Lumpkin County Board of Commissioners	Conversion of separate aging natural grass field	\$	1,566,400.00
Macon Bibb County	Improvements to Linear Park	\$	1,375,000.00
McDuffie County Board of Commission	Construction of three-acre recreational facility alongside Thomson-McDuffie Government Center	\$	2,200,000.00
Montgomery County Board of Commissioners	Improvements to recreation department	\$	2,200,000.00
Moultrie-Colquitt County Parks and Recreation Authority	Improvements to William Bryant Park Complex	\$	1,847,434.05
Northwest Georgia Housing Authority	Development of local community park at Willingham Village	\$	1,731,048.00
Office of the City Manager, Brunswick, Georgia	Renovations of and improvements to Howard Coffin Park sports facilities	\$	2,124,808.40
Peach County Board of Commissioners	Extension of South Peach Park walking trail	\$	760,318.90
Spalding County Parks and Rec	Renovation and maintenance of Volunteer Park facilities	\$	2,200,000.00
Spalding County Parks and Rec	Repairs of AMBUCS Park facilities	\$	2,200,000.00
Spalding County Parks and Rec	Separate improvements to AMBUCS Park	\$	1,760,000.00
Spalding County Parks and Rec	Renovation and maintenance projects	\$	1,980,000.00
Spalding County Parks and Rec	Separate AMBUCS Park project	\$	1,210,000.00
Stewart County	Revitalization of rural downtown area	\$	2,199,542.40
Sumter County Board of Commissioners	Upgrades to four parks	\$	1,432,869.39
Taylor County	Development of new recreation center	\$	2,200,000.00
Telfair County	Improvements to recreation fields and courts	\$	574,200.00
Telfair County	Completion of next phase of the Telfair County Recreation Complex	\$	1,656,154.50
The Salvation Army- Augusta	Development of community park and recreation area	\$	2,200,000.00
Troup County	Development of pickleball facility	\$	2,200,000.00
Troup County	Completion of new swimming pool and pavilion at William J Griggs Recreation Center	\$	2,200,000.00
UGrow Inc./The Food Mill	Development of park and green space at Fox Community Center	\$	2,195,403.10
Walker County	Creation of community gathering and play space	\$	2,200,000.00