

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, AUGUST 2, 2023 AT 6:00 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

APPROVAL OF AGENDA

1. Adoption of August 2, 2023 Regular Scheduled Meeting Agenda.

PUBLIC COMMENT

PUBLIC HEARING

2. 2023 Comprehensive Plan. (*J. Hunter*) **(Encl. 1)**

ITEM(S) TO CONSIDER FOR APPROVAL

3. Consider Approval of July 19, 2023 Regular Scheduled Meeting Minutes. (*subject to any necessary changes.*) (*N. Atkinson*) **(Encl. 2)**

4. Consider Approval of May 31, 2023 and June 30, 2023 Financial Reports. (*K. Mills*) **(Encl. 3)**

5. Consider Approval of Resolution 2023-13 ~ Transmittal of the 2023 Comprehensive Plan. (*J. Hunter*) **(Encl. 4)**

6. Consider Approval of Landscape Maintenance of Historic Squares ~ Newcastle Corridor. (*G. Alberson*) **(Encl. 5)**

7. Consider Approval of Resolution 2013-14 ~ Adoption of Stormwater Utility Billing Rate. (*G. Alberson*) **(Encl. 6)**

CITY ATTORNEY'S OFFICE

8. Discussion ~ Amendment to Tree Ordinance. ~ (*First Reading*) - (*C. Jones*) **(Encl. 7)**

EXECUTIVE SESSION



SUBJECT: COMPREHENSIVE PLAN PUBLIC HEARING

COMMISSION ACTION REQUESTED ON: August 2, 2023

PURPOSE: As a final step prior to transmitting the Draft of the 2023 Comprehensive Plan to the Coastal Regional Commission and to the Georgia Department of Community Affairs for review for compliance with state standards, a Public Hearing must be held to provide the opportunity for citizens to comment on the plan.

FACTS AND ISSUES: The City Planning Department, has completed the comprehensive plan preparation process. The Comprehensive Plan is required by the state and has been prepared according to the rules for local comprehensive planning adopted by the Georgia Department of Community Affairs (DCA). This planning process will ensure quality growth and assist the City of Brunswick in prioritizing expenditure of funds and coordinating future efforts. The plan focuses on bringing currently adopted City plans into a single, cohesive document, so that priorities, action plans, and responsibilities can all be easily coordinated. The draft Comprehensive Plan was presented to the City Commission at a Workshop Session on July 19, 2023, and has been available on the City website since June 30th.

The next step is to transmit the Draft 2023 Comprehensive Plan to the Coastal Regional Commission and the Department of Community Affairs to review for compliance with State standards.

OPTIONS:

STAFF RECOMMENDATION FOR ACTION: No action is needed related to the Public Hearing. The City Commission will be asked to approve a Resolution to transmit the plan to CRC/DCA later in the meeting.

DEPARTMENT: Planning, Development & Codes (PDC)

Prepared by: John Hunter, Director 

ADMINISTRATIVE COMMENTS/ RECOMMENDATION:



City Manager

7/21/23

Date

OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION WORK SESSION
WEDNESDAY, JULY 19, 2023 AT 5:30 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 Felicia Harris *~via zoom*, and Commissioner Kendra Rolle *~ via zoom*.

CALL TO ORDER: Mayor Johnson (*meeting began at 5:30 p.m.*)

UPDATE

1. 2023 Comprehensive Plan. (*J. Hunter*)

Director of Planning, Development & Codes John Hunter gave an update on the above-referenced plan.

Following questions and answers the commission thanked Mr. Hunter for the update.

WORK SESSION ADJOURNED – *session adjourned at 6:32 p.m.*

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

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

OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION MEETING
WEDNESDAY, JULY 19, 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 Felicia Harris ~*via zoom*, and Commissioner Kendra Rolle ~ *via zoom*.

CALL TO ORDER: Mayor Johnson - *meeting began at 6:32 p.m.*

INVOCATION: Rector Alan Akridge

PLEDGE OF ALLEGIANCE ~ *Recited by all in attendance.*

APPROVAL OF AGENDA

1. Adoption of July 19, 2023 Regular Scheduled Meeting Agenda.

Mayor Pro Tem Martin made a motion to adopt July 19, 2023 regular scheduled meeting agenda; seconded by Commissioner Cason. Motion passed unanimously by a vote of 5 to 0.

PUBLIC COMMENT

- 1) Robbie Tucker, 11 Wassaw Island Circle, addressed commission regarding Airbnb located next door to his residence.
- 2) Rector Alan Akridge, St. Marks Episcopal Church, addressed the commission regarding The Well and Homelessness.

APPOINTMENT ANNOUNCEMENT

2. Appointment to Brunswick Housing Authority. (*Mayor*)

Mayor Johnson announced his appointed of Denise Hayes to the Brunswick Housing Authority as Resident Commissioner.

ITEM(S) TO CONSIDER FOR APPROVAL

3. Consider Approval of June 21, 2023 Regular Scheduled Meeting Minutes. (*subject to any necessary changes.*) (*N. Atkinson*)

Commissioner Cason made a motion to approve the above-referenced minutes; seconded by Mayor Pro Tem Martin. Motion passed unanimously by a vote of 5 to 0.

4. Consider Approval of Workers Compensation Excess Funds Renewal. (*R. McDuffie*)

Commissioner Cason made a motion to approve the above-referenced renewal; seconded by Mayor Pro Tem Martin. Motion passed unanimously by a vote of 5 to 0.

CITY ATTORNEY'S ITEM(S)

5. Consider Approval of Agreement with Board of Elections to Conduct Municipal Elections.

Mayor Pro Tem Martin made a motion to approve the above-referenced agreement; seconded by Commissioner Cason. Motion passed unanimously by a vote of 5 to 0.

6. Consider Approval of Intergovernmental Agreement Between the City of Brunswick and the Glynn County Sheriff's Office.

Mayor Pro Tem Martin made a motion to approve the above-referenced agreement with an ending

date of December 31, 2023, subject to an automatic renewal of three (3) months; seconded by Commissioner Cason. Motion passed unanimously by a vote of 5 to 0.

7. Consider Approval of First Amendment to Intergovernmental Agreement Between Glynn County and The City of Brunswick.

Mayor Pro Tem Martin made a motion to approve the above-referenced agreement; seconded by Commissioner Cason. Motion passed unanimously by a vote of 5 to 0.

EXECUTIVE SESSION

Mayor Pro Tem Martin made a motion to adjourn into executive session to discuss and litigation; seconded by Commissioner Cason. Motion passed unanimously by a vote of 5 to 0.

RECONVENE FROM EXECUTIVE SESSION

Following executive session

Mayor Johnson announced that no action was taken.

Mayor Pro Tem Martin made a motion to adjourn; seconded by Commissioner Cason. Motion passed unanimously by a vote of 5 to 0.

MEETING ADJOURNED – *meeting adjourned at 8:14 p.m.*

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

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



INTEROFFICE MEMORANDUM

DATE: June 23, 2023

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

FROM: Kathy D. Mills, CPA, Finance Director

SUBJECT: Financial Reports as of May 31, 2023 91.67%

**General Fund
May 31, 2023
Cash Basis**

	Monthly	Year to Date	% of Budget	Amended Budget	% (over)under Budget
Revenues	1,016,957	19,241,512	102.51%	18,770,080	-10.84%
Expenditures	1,984,902	15,938,902	84.92%	18,770,080	6.75%
Net Revenues & Expenditures	(967,945)	3,302,610			
Cash Balance as of 05/31/2023	10,393,231	<i>(Prime South \$1,168,652 GA Fund One \$9,224,579)</i>			

	LOST	LOST YTD
May-23	796,795	8,483,303
May-22	785,633	7,775,345
Increase (Decrease)	11,162	707,958
	1.42%	9.11%

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

	Total Expended as of 05/31/2023	Reimbursements Received	City Expended as of 05/31/2023	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	3,990,876	241,362	3,749,514	3,243,750	4,551,750	802,236
Mary Ross Park Development	968,066	0	968,066	821,750	821,750	(146,316)
Highway 17 Infrastructure	456,123	312,064	144,059	215,107	215,107	71,048
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	151,420	0	151,420	259,500	259,500	108,080
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	147,190	25,000	122,190	86,500	86,500	(35,690)
Park Rehabilitation (Palmetto, Orange, etal)	512,986	13,700	499,286	389,225	389,225	(110,061)
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
	18,410,515	4,233,863	14,176,652	13,832,154	15,518,389	1,341,737

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 \$312,064 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, \$5,000 College for Fitness Park

Total Cash on Hand (05/31/2023) \$1,967,726

Overage in Collections 214,714 (1)
GA DCA Aviation Fuel Tax 16,227
Interest Earned 325,050
AGL & Pride Utility Const. Company Settlement 70,000
Total remaining to be allocated 625,991

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

Actual collections through 04/30/2023	15,733,102
Collections in excess of budgeted	\$1,900,948
Paid back to GF	(328,234)
Allocated to Stormwater Improvements	(1,308,000)
Allocated to Sidewalk Replacement & Upgrades	(50,000)
Unallocated overage in Collections	214,714 (1)

Norwich Street Commons Fund	YTD	
	f/y/e 06/30/2023	Total since inception
Original Balance (Sale of Property 05/13/13)	0	487,500
Demolition Fees	0	8,049
Interest Income	10,230	29,730
Revenues	10,230	525,279
	YTD	
	06/30/2023	Total since inception
Expenditures		
Demolition Projects	0	40,012
Infrastructure	0	130,546
Police Substation	0	6,750
Expenditures	0	177,308
Net as of 05/31/2023	10,230	347,971

Cash @ 05/31/2023 \$ 347,971

Roosevelt Harris - Multipurpose Center	YTD	
	f/y/e 6/30/2023	Cash Basis
Total Budget:		452,654
Revenue FYTD		
Grants	148,971	
Transfer from General Fund	250,000	
Program Income	13,546	
Contributions	5,491	
Interest Income	91	
Total Inflows	\$ 418,099	Percent of Budget 92.37%
Expenditures FYTD	364,209	80.46%
Net as of 05/31/2023	\$ 53,890	
Cash Balance @ 05/31/2023	\$ 23,945	

ARPA Fund:

Initial Deposit received 06/07/2021	4,606,131	
2nd Deposit received 06/21/2022	4,606,131	
Interest Earned from inception	244,431	
Total funds received as of 05/31/2023	<u>9,456,693</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
Covid Housing Relief	40,000
Wifi Upgrades	9,007
Revenue Recovery	500,000
Total funds disbursed as of 05/31/2023	<u>2,243,429</u> **

Cash Balance as of 05/31/2023 \$7,213,264

Allocations (Preliminary)

		Allocations Spent
Revenue Recovery	1,162,000	500,000
Storm Drainage Improvements	1,750,000	
Housing Relief	2,170,000	40,000
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 05/31/2023	<u>9,410,551</u> *	<u>2,243,429</u> **

Sanitation Fund:

Year Ending 06/30/2023

	Year to Date
Sanitation Billing	2,262,604
Franchise Fees	63,776
Bad Debt - recovery	-
Interest Earned (Funds)	14,653
Penalties & Interest Earned	504
DNR Reimbursements	-
Transfer in for T Street Landfill	-
Total Revenue (YTD)	2,341,537
Operating Exp. YTD:	1,461,062
Other Landfill Expenses	28,266
Total Expense (YTD)	1,489,328
Operating Income (Loss)	<u>852,209</u>
Total Cash on Hand @ 05/31/2023	<u>568,178</u>
Restricted for Landfill	195,933

	May 2023	YTD
Trash Pickup	132,416	1,374,602
Illegal Refuse Clean Up	12,973	53,039
Street Sweeping	3,066	17,638
	<u>148,455</u>	<u>1,445,279</u>

STORMWATER UTILITY FUND:

	6/30/2023 (YEAR TO DATE)
Stormwater Utility Fees	991,487
DNR Grant	75,650
Interest Earned	10,806
Penalties & Interest	1,417
GMA Capital Lease Proceeds	0
GTIB Note Proceeds	283,691
Total Inflows	<u>1,363,051</u>
Expenditures:	
Operating	982,481
Infrastructure (pd with GTIB note)	283,691
GMA Lease Payments	212,498
Total Outflows	<u>1,478,670</u>
Balance	(115,619)
Cash Balance @ 05/31/2023	<u>\$211,892</u>

ADDITIONAL INFORMATION-FOR THE MONTH OF MAY 2023

	May 2023	YTD
Animal Control Expenses	0	0
Traffic Control Expenses	20	35,583
Recreation Dept. Expenses (facilities managed by County)		
Building	0	9,900
Aquatics	0	16,320
Equipment	0	12,845
Subsidized Fees	1,592 *	9,222

*26 Baseball, 15 Softball, 8 T-Ball, 35 Track,

11 Soccer



Roosevelt Lawrence Center

Account	Account Description	May-23 Transactions	YTD Transactions
Fund 100 - General Fund			
EXPENSE			
Reporting Category 6100 - Recreation			
Function 6130 - Neighborhood & Community Service			
51			
51-1100	Salaries & Wages	4,729.68	65,908.28
51-1200	Temporary Employees	.00	.00
51-1300	Overtime	127.62	2,638.71
51-2100	Group Insurance	1,604.25	17,646.75
51-2200	FICA	345.73	5,067.49
51 - Totals		\$6,807.28	\$91,261.23
52			
52-1250	Contractual Expense	.00	650.00
52-1300	Technical Services	79.00	711.00
52-2100	Cleaning Services	.00	44.00
52-2200	Repairs and Maintenance	.00	2,080.00
52-2210	Repair / Maint Building	.00	699.98
52-2211	Repair / Maint Equipment	.00	2,248.75
52-2300	Rentals	44.00	490.36
52-3201	Cable	174.31	1,785.03
52-3205	Telephone	279.55	1,280.25
52-3600	Dues and Fees	80.41	722.28
52 - Totals		\$657.27	\$10,711.65
53			
53-1110	Office Supplies	.00	3,434.40
53-1135	Custodial Supplies	.00	43.28
53-1210	Water/Sewerage	173.28	1,732.80
53-1230	Electricity	1,149.81	13,816.44
53-1300	Food/Misc	.00	2,198.25
53-1700	Other Supplies	.00	893.01
53 - Totals		\$1,323.09	\$22,118.18
Function 6130 - Neighborhood & Community Service Totals		\$8,787.64	\$124,091.06



INTEROFFICE MEMORANDUM

DATE: July 24, 2023

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

FROM: Kathy D. Mills, CPA, Finance Director

SUBJECT: Financial Reports as of June 30, 2023 100.00%

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

	Monthly	Year to Date	% of Budget	Amended Budget	% (over)under Budget
Revenues	2,239,906	21,481,419	114.45%	18,770,080	-14.45%
Expenditures	2,874,042	18,812,943	100.23%	18,770,080	-0.23%
Net Revenues & Expenditures	(634,136)	2,668,476			
Cash Balance as of 06/30/2023	9,687,044	(Prime South \$259,108 GA Fund One \$9,427,936)			

	LOST	LOST YTD
Jun-23	843,912	9,327,215
Jun-22	796,750	8,583,212
Increase (Decrease)	47,162	744,003
	5.92%	8.67%

SPLOST 22

\$640,608

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

	Total Expended as of 06/30/2023	Reimbursements Received	City Expended as of 06/30/2023	Original Budget Amount	Amended Budget Amount	Remainder (Overage)
Highways and Streets	7,372,595	3,380,766	3,991,829	4,627,750	4,627,750	635,921
Sidewalk Replacement/Upgrades	565,785	50,000	515,785	432,500	482,500	(33,285)
Storm Drainage Improvements	4,027,576	242,814	3,784,762	3,243,750	4,551,750	766,988
Mary Ross Park Development	1,092,829	0	1,092,829	821,750	821,750	(271,079)
Highway 17 Infrastructure	479,496	312,064	167,432	215,107	215,107	47,675
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	151,420	0	151,420	259,500	259,500	108,080
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	147,201	25,000	122,201	86,500	86,500	(35,701)
Park Rehabilitation (Palmetto, Orange, etal)	512,916	33,700	479,216	389,225	389,225	(89,991)
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
	18,601,210	4,255,315	14,345,895	13,832,154	15,518,389	1,172,494

a \$836,772 from DOT & \$2,543,994 from JWSC

b \$242,814 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 \$312,064 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, \$5,000 College, \$20,000 GA Pacific for Fitness Park

Total Cash on Hand (06/30/2023) \$1,848,925

Overage in Collections
 GA DCA Aviation Fuel Tax
 Interest Earned
 AGL & Pride Utility Const. Company Settlement
Total remaining to be allocated

215,516 (1)
 16,227
 332,829
 70,000
 634,572

(1) Original budgeted tax collection

Actual collections through 06/30/2023 \$13,832,154
 Collections in excess of budgeted 15,733,904
 Paid back to GF \$1,901,750
 Allocated to Stormwater Improvements (328,234)
 Allocated to Sidewalk Replacement & Upgrades (1,308,000)
 Unallocated overage in Collections (50,000)
215,516 (1)

Norwich Street Commons Fund	YTD	
	f/y/e 06/30/2023	Total since inception
Original Balance (Sale of Property 05/13/13)	0	487,500
Demolition Fees	0	8,049
Interest Income	11,683	31,183
Revenues	11,683	526,732
	YTD	
	06/30/2023	Total since inception
Expenditures		
Demolition Projects	0	40,012
Infrastructure	0	130,546
Police Substation	0	6,750
Expenditures	0	177,308
Net as of 06/30/2023	11,683	349,424
Cash @ 06/30/2023	\$ 349,424	

Roosevelt Harris - Multipurpose Center	YTD	
	f/y/e 6/30/2023	Cash Basis
Total Budget:	452,654	
Revenue FYTD		
Grants	163,393	
Transfer from General Fund	300,000	
Program Income	14,910	
Contributions	5,741	
Interest Income	96	Percent of Budget
Total Inflows	\$ 484,140	106.96%
Expenditures FYTD	443,324	97.94%
Net as of 06/30/2023	\$ 40,816	
Cash Balance @ 06/30/2023	\$ 22,144	

ARPA Fund:

Initial Deposit received 06/07/2021	4,606,131	
2nd Deposit received 06/21/2022	4,606,131	
Interest Earned from inception	273,226	
Total funds received as of 06/30/2023	<u>9,485,488</u>	See allocations below

Disbursements:

Infrastructure-Road Improvements	1,300,660
Back to Business Brunswick--DDA	348,911
Back to Business Brunswick-non DDA	117,000
Covid Housing Relief	40,000
Wifi Upgrades	9,007
Revenue Recovery	1,162,000
Total funds disbursed as of 06/30/2023	<u>2,977,578</u> **

Cash Balance as of 06/30/2023 \$6,580,058 includes \$72,148 encumbered cash

Allocations (Preliminary)

		Allocations Spent
Revenue Recovery	1,162,000	1,162,000
Storm Drainage Improvements	1,750,000	
Housing Relief	2,170,000	40,000
Homeless Prevention	250,000	
Business Support/Relief	941,735	465,911
Coastal Community Health Services	330,000	
Road Improvements	1,300,660	1,300,660
Unallocated Funds	1,581,093	9,007
Total Funds received as of 06/30/2023	<u>9,485,488</u>	<u>2,977,578</u> **

Sanitation Fund:

Year Ending 06/30/2023

	<u>Year to Date</u>
Sanitation Billing	2,339,337
Franchise Fees	70,231
Bad Debt - recovery	-
Interest Earned (Funds)	17,517
Penalties & Interest Earned	506
DNR Reimbursements	-
Transfer in for T Street Landfill	-
Total Revenue (YTD)	2,427,591
Operating Exp. YTD:	1,756,684
Other Landfill Expenses	28,266
Total Expense (YTD)	1,784,950
Operating Income (Loss)	<u>642,641</u>
Total Cash on Hand @ 06/30/2023	<u>499,754</u>
Restricted for Landfill	196,595

	<u>June 2023</u>	<u>YTD</u>
Trash Pickup	269,712	1,560,523
Illegal Refuse Clean Up	9,387	96,764
Street Sweeping	1,363	19,001
	<u>280,462</u>	<u>1,676,288</u>

STORMWATER UTILITY FUND:

	<u>6/30/2023 (YEAR TO DATE)</u>
Stormwater Utility Fees	1,010,994
DNR Grant	75,650
Interest Earned	12,033
Penalties & Interest	1,432
GMA Capital Lease Proceeds	0
GTIB Note Proceeds	283,691
Total Inflows	1,383,800
Expenditures:	
Operating	1,154,994
Infrastructure (pd with GTIB note)	283,691
GMA Lease Payments	216,433
Total Outflows	1,655,118
Balance	(271,318)
Cash Balance @ 06/30/2023	\$213,103

ADDITIONAL INFORMATION-FOR THE MONTH OF JUNE 2023

	<u>June 2023</u>	<u>YTD</u>
Animal Control Expenses	0	0
Traffic Control Expenses	0	35,583
Recreation Dept. Expenses		
(facilities managed by County)		
Building	0	9,900
Aquatics	1,110	18,905
Equipment	0	12,845
Subsidized Fees	0	9,222



Roosevelt Lawrence Center

Account	Account Description	Jun-23 Transactions	YTD Transactions
Function 6130 - Neighborhood & Community Service			
51			
51-1100	Salaries & Wages	22,881.26	88,789.54
51-1200	Temporary Employees	.00	.00
51-1300	Overtime	1,231.25	3,869.96
51-2100	Group Insurance	1,604.25	19,251.00
51-2200	FICA	1,805.60	6,873.09
51-2300	Medicare	.00	.00
51-2400	Pension	11,370.00	11,370.00
51 - Totals		\$38,892.36	\$130,153.59
52			
52-1250	Contractual Expense	.00	650.00
52-1300	Technical Services	158.00	869.00
52-2100	Cleaning Services	.00	44.00
52-2200	Repairs and Maintenance	.00	2,080.00
52-2210	Repair / Maint Building	588.75	1,288.73
52-2211	Repair / Maint Equipment	45.00	2,293.75
52-2300	Rentals	.00	490.36
52-3201	Cable	172.51	1,957.54
52-3205	Telephone	279.43	1,559.68
52-3500	Travel & Training	405.00	405.00
52-3600	Dues and Fees	173.27	895.55
52 - Totals		\$1,821.96	\$12,533.61
53			
53-1100	General Supplies/Materials	884.77	884.77
53-1110	Office Supplies	382.69	3,817.09
53-1115	Uniforms	.00	.00
53-1135	Custodial Supplies	114.38	157.66
53-1210	Water/Sewerage	346.56	2,079.36
53-1230	Electricity	.00	13,816.44
53-1300	Food/Misc	261.78	2,460.03
53-1600	Small Equipment	.00	.00
53-1700	Other Supplies	.00	893.01
53 - Totals		\$1,990.18	\$24,108.36
54			
54-2300	Furniture and Fixtures	.00	.00
54 - Totals		\$0.00	\$0.00
Function 6130 - Neighborhood & Community Service Totals		\$42,704.50	\$166,795.56



SUBJECT: Resolution to Transmit 2023 Comprehensive Plan to CRC and DCA

COMMISSION ACTION REQUESTED ON: August 2, 2023

PURPOSE: Resolve to transmit the Draft of the 2023 Comprehensive Plan to the Coastal Regional Commission and to the Georgia Department of Community Affairs for review for compliance with state standards.

FACTS AND ISSUES: The City Planning Department, has completed the comprehensive plan preparation process. The Comprehensive Plan is required by the state and has been prepared according to the rules for local comprehensive planning adopted by the Georgia Department of Community Affairs (DCA). This planning process will ensure quality growth and assist the City of Brunswick in prioritizing expenditure of funds and coordinating future efforts. The plan focuses on bringing currently adopted City plans into a single, cohesive document, so that priorities, action plans, and responsibilities can all be easily coordinated.

The next step is to transmit the Draft 2023 Comprehensive Plan to the Coastal Regional Commission and the Department of Community Affairs to review for compliance with State standards.

The governing body must approve a Resolution to transmit the draft plan. The proposed Resolution and Draft Comprehensive Plan is attached for your review.

OPTIONS: - Adopt Resolution for Transmittal
- Do not adopt Resolution for Transmittal

STAFF RECOMMENDATION FOR ACTION: Staff recommends approval of the Transmittal Resolution to send the Draft 2023 City of Brunswick Comprehensive Plan to the Coastal Regional Commission and the Department of Community Affairs.

DEPARTMENT: Planning, Development & Codes (PDC)

Prepared by: John Hunter, Director 

ADMINISTRATIVE COMMENTS/ RECOMMENDATION:


City Manager

7/21/23
Date

CITY OF BRUNSWICK
CITY COMMISSION
BRUNSWICK, GEORGIA

RESOLUTION 2023-13

At the regular meeting of City of Brunswick City Commission, held in the Old City Hall, Second Floor City Commission Meeting Room, 1229 Newcastle Street, Brunswick, Georgia:

Present:

Cosby H. Johnson, Mayor

Julie T. Martin, Mayor Pro-Tem

John A. Cason, III, Commissioner

Felicia M. Harris, Commissioner

Kendra L. Rolle, Commissioner

On the motion of Commissioner _____, which carried _____, the following Resolution was adopted:

RESOLUTION OF THE CITY OF BRUNSWICK CITY COMMISSION TO TRANSMIT THE 2023 COMPREHENSIVE PLAN

WHEREAS, City of Brunswick staff and stakeholders have completed the 2023 Comprehensive Plan.

WHEREAS, this document was prepared according to the Minimum Standards and Procedures for Local Comprehensive Planning, effective March 31, 2014 and established by the Georgia Planning Act of 1989, and the required public hearings were held January 18, 2023 and August 2, 2023.

NOW THEREFORE, BE IT RESOLVED, that City Commission of the City of Brunswick does hereby transmit the 2023 Comprehensive Plan to the Coastal Regional Commission and the Georgia Department of Community Affairs for official review.

This Resolution will be effective upon adoption.

CITY COMMISSION OF BRUNSWICK

By: _____
COSBY H. JOHNSON, MAYOR

ATTEST:

NAOMI ATKINSON, CITY CLERK

CITY OF BRUNSWICK

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

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

August 3, 2023

Coastal Regional Commission
1181 Coastal Drive, SW
Darien, GA 31305

RE: Comprehensive Plan Update Submittal

The City of Brunswick has completed an update of its comprehensive plan and is submitting it with this letter for review by the Coastal Regional Commission and the Department of Community Affairs.

I certify that we have held the required public hearings and have involved the public in development of the plan in a manner appropriate to our community's dynamics and resources. Evidence of this has been included with our submittal.

I certify that appropriate staff and decision-makers have reviewed both the Regional Water Plan covering our area and the Rules for Environmental Planning Criteria (O.C.G.A. 12-2-8) and taken them into consideration in formulating our plan.

If you have any questions concerning our submittal, please contact John Hunter, Director of Planning, Development and Codes at 912-267-5527 or jhunter@cityofbrunswick-ga.gov.

Sincerely,

Cosby H. Johnson
Mayor

Enclosures



**SUBJECT: LANDSCAPE MAINTENANCE OF HISTORIC SQUARES ALONG
NEWCASTLE CORRIDOR**

COMMISSION ACTION REQUESTED ON: August 2, 2023

PURPOSE:

Approval of a contract with Coastal Greenery, Inc. for landscape maintenance services at the historic squares in the downtown area of Newcastle Street

HISTORY:

The original layout of the City of Brunswick included several squares which were intended to remain undeveloped and serve as parks or open spaces within the city. A local civic organization, Signature Squares, has worked to restore several of the squares to their original design. Many of the squares that have been restored are located along the Newcastle Street Corridor: Hanover Square, Queen Square, Jekyll Square, and Machen Square.

Following the restoration of the squares, there are landscape maintenance tasks which must be completed in order to maintain the improved quality and appearance of the squares. These landscape maintenance tasks often exceed the capacity of the city's Public Works labor crews. For this reason, Signature Squares arranged for professional landscape contractors and horticulturists to help maintain the squares at the desired level.

Over the years, there have been several contractors involved in the maintenance of the squares. Contractors' personnel have changed over time, and there is sometimes some misunderstanding as to which contractor is responsible for maintaining which square. Therefore, in order to better manage the maintenance of the squares, it has become necessary to award a contract to a single contractor for maintenance of the historic squares in the downtown area.

FACTS AND ISSUES:

A request for proposals was published to solicit proposals for maintenance services. The scope of the project includes Hanover Square (planting beds), Queen Square (NE & NW), Jekyll Square (E&W), Machen Square (E&W), Newcastle Street medians, and 503 Annex parking lot. The selected contractor will be responsible for all aspects of the maintenance of the squares including regularly-scheduled mowing and trimming, fertilization, pruning, irrigation, mulch, and other tasks. The scope also includes bi-annual cleaning of the fountains at each square.

Two proposals were submitted in response to the RFP – Coastal Greenery and Molina Landscaping. The proposal from Coastal Greenery met all of the minimum requirements listed in the RFP and was the lower priced proposal. The cost of the Coastal Greenery proposal is \$78,960.

BUDGET INFORMATION:

The costs of this landscape maintenance agreement will be paid through the General Fund budget. Sufficient funds were budgeted in the FY 24 budget for this service.

OPTIONS:

1. Authorize the Mayor to sign a contract with Coastal Greenery, Inc. in the amount of \$78,960 for landscape maintenance services at the historic squares along the Newcastle Street corridor.
2. Do not authorize the Mayor to sign a contract with Coastal Greenery, Inc. in the amount of \$78,960 for landscape maintenance services at the historic squares along the Newcastle Street corridor.
3. Take no action at this time.

DEPARTMENT RECOMMENDATION ACTION:

Authorize the Mayor to sign a contract with Coastal Greenery, Inc. in the amount of \$78,960 for landscape maintenance services at the historic squares along the Newcastle Street corridor.

DEPARTMENT: Engineering & 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 Coastal Greenery, Inc. in the amount of \$78,960 for landscape maintenance services at the historic squares along the Newcastle Street corridor.

Regina M. McDuffie

City Manager

7/21/23

Date



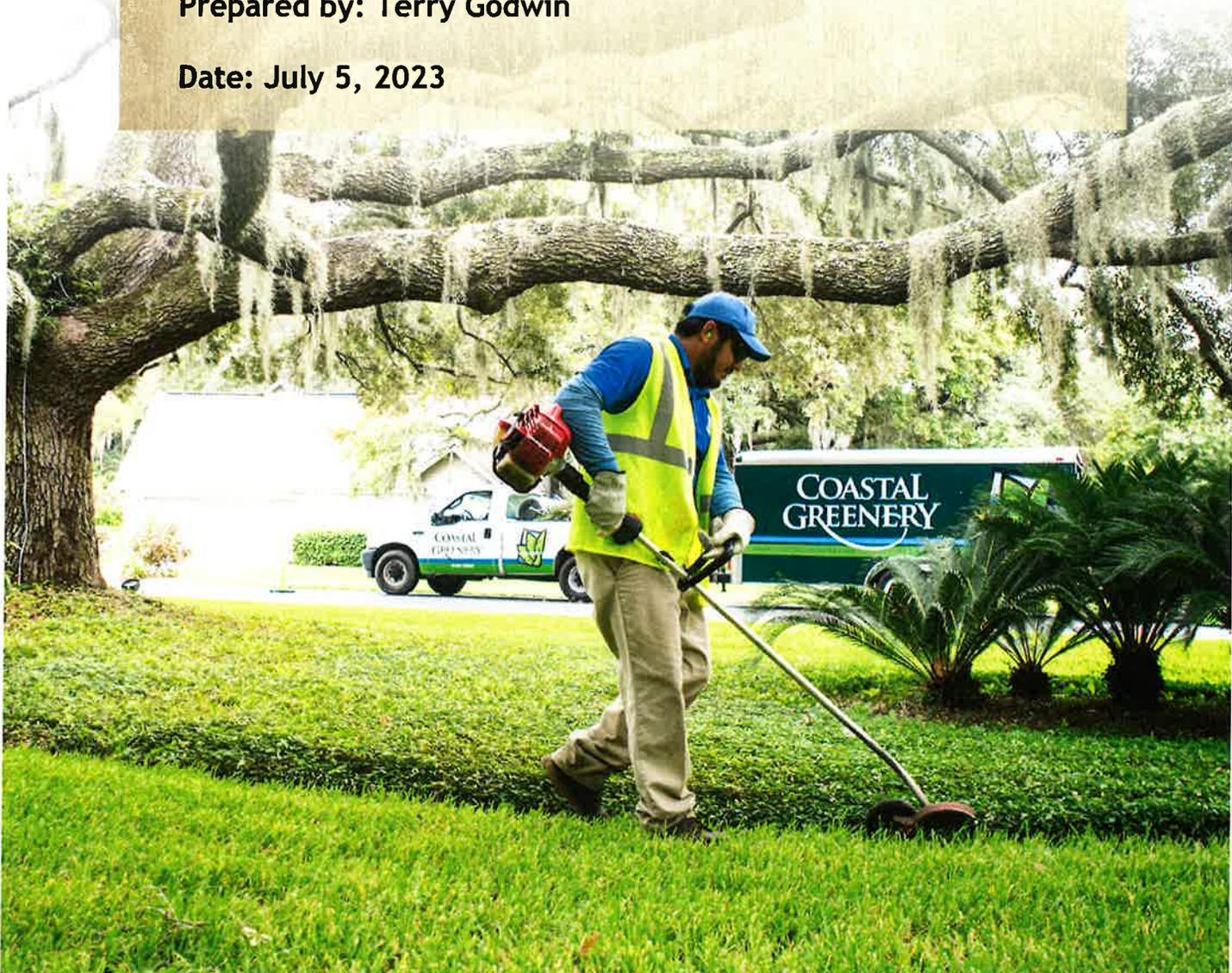
CLIENT AGREEMENT

THE TOTAL CARE PROGRAM

Prepared for: City Of Brunswick Squares and Median / 503
Lot

Prepared by: Terry Godwin

Date: July 5, 2023





City Of Brunswick Squares and Median / 503 Lot

Maintenance Proposal

Thank you for your interest in Coastal Greenery, Inc. Over the past 29 years, we have been privileged to be a part of many clients' mission to fulfill their individual landscape needs. With this being said, I want you to feel confident in your decision to allow our team to serve you in this venture. The Coastal Greenery Team possesses the education, training, and hands-on experience to manage your landscape with each service we offer. Our team strongly believes that communicating with the client and educating the client are the keys to a great working relationship. We want you to feel confident that our team's number 1 goal is to provide you with the finest landscape services possible while working in the safest manner possible. We are looking forward to building a lasting relationship with you as well as meeting all of your landscape needs.

-Jeffrey Johns

Landscape Maintenance Agreement

THIS AGREEMENT is made this day 6/22/2023 12:00:00 AM , by and between:

City Of Brunswick Squares and Median / 503 Lot

601 Gloucester St.

Brunswick , Georgia 31521-0550

(hereinafter referred to as "the Client")

and

Coastal Greenery, Inc.

(hereinafter referred to as "the Contractor")

NOW, IN CONSIDERATION of the mutual promises contained in this Agreement, the parties agree as follows: The term of this Agreement shall commence on August 1, 2023 , and shall continue until July 31, 2024 unless sooner terminated by either party with 30 days written notice. Written notice of termination shall be addressed as follows:

Coastal Greenery Inc.
1242 Old Jesup Road
Brunswick, Georgia 31520

Weekly Landscape Maintenance

Mowing, Edging and Trimming: All turf areas shall be mowed during the growing season not to exceed the specified number of visits per year. During the dormant season, mowing will be done as needed. Clippings will be left on the lawn with no visible clumps remaining on the surface 24 hours after mowing. All hardscape areas (sidewalks, fences, driveways, parking areas) and softscape areas (tree rings, plant beds) will be edged with a steel blade edger, monofilament line trimmers and/or chemicals twice per month during the growing season. Grass clippings will be blown from sidewalks, curbs, and roadways after mowing and/or trimming. In periods of drought stress or dormancy, mowing, edging, and weedeating may be suspended.

Pruning (Growing Season): Plants and shrubs will be pruned during the growing season as intended to remove new growth only and to maintain the intended shape of the plant. Pruning is done by hand snips or powered sheers. Tree pruning will be done once per year and is limited to branches below Seven (7) feet height. Additional fees will apply to pruning of trees over Seven (7) feet height. For safety, no trees will be pruned in or under utility lines. Branches will be pruned just outside the branch collar. Pruning paint will not be applied. Sucker growth will be removed by hand from the base of trees. No herbicides will be used for this purpose.

Pruning (Dormant Season): Pruning during the dormant season is intended to reshape, thin or invigorate plant material. Evergreen hedges, hollies, roses, etc. will be hard pruned as needed. Crape Myrtles, if needed, will be pruned by only removing cross branches and seed heads. Perennials will be cut back to promote spring growth. No guarantee that perennials will flush. Ornamental grasses such as Miscanthus, Muhly, and Pampas grass will be cut back to promote new growth. This type of pruning will be done January- March.

Weed Control: Weeds will be treated with post-emergent applications of herbicides in all plant beds or mulched areas using a target spray technique and/ or hand pulling. Weeds in hard surfaces (paved) areas will be controlled with line string trimmers or chemical treatments.

Blowing: Blowers are used to clean hard and soft surfaces of particle debris. Any debris that will not be absorbed will be picked up.

Spring Leaf Removal: Leaves on lawn areas, in shrubs, groundcovers and along curb lines will be picked up. During leaf drop all surfaces will be cleaned. Disposal of debris and leaves will conform to the client's desire. No on-site disposal will be done without prior approval.

Miscellaneous Maintenance: Fountain Clean Annually (3 / Twice Annually)

Clean all 3 fountains twice a year

Water Management Services

Weathermatic SmartLink Water Management System: Coastal Greenery Inc. will install a Weathermatic SmartLink water and site management systems irrigation controller and weather sensor. This system will become property of the client. Included in the Weathermatic SmartLink

Controller is a Total Equipment Protection Warranty which is an all-inclusive warranty that includes protection against lightening, theft or physical damage and provides a fixed cost of ownership. This warranty is valid as long as the client is a customer of Coastal Greenery Inc.

24 Hour System Management - Coastal Greenery Inc. will install a cellular Air Card and will monitor on a 24-hour basis and will contact the Client and/or Client Agent if there are any issues with water allocation. Coastal Greenery Inc. will program the system in a manner that promotes efficient use of water and healthy plant growth. Coastal Greenery Inc. retains ownership of the cellular communication equipment (Air Card).

Quarterly Inspections- Coastal Greenery Inc. will check the client's water system, quarterly using a SmartLink mobile inspection app. Every valve is opened, and the system is inspected thoroughly. At this time, Coastal Greenery Inc. will reset zone times according to seasonal changes. Coastal Greenery Inc. will provide the Client with photos documenting any major repair items needed and will note and report to client any symptoms of inadequate or excessive irrigation, drainage problems, etc.

Annually - Coastal Greenery Inc. will recalibrate each zone following Cooperative Extension Service recommendations.

Repairs or system service beyond the above scope will require a charge at an hourly rate per man plus materials. The client or client's agent will be notified, and approval given before repairs beyond the above scope are made. The Client understands that for Coastal Greenery Inc. to perform routine maintenance and repairs to the water system, it may be necessary to operate the system during Coastal Greenery Inc's. regular business hours. It is further acknowledged by Client that this is also the case when certain fertilizers and chemicals are applied. Coastal Greenery Inc. shall not be held liable for cleaning vehicles or any other items that get wet during operation of the irrigation system.

Turf Healthcare Application #1

Turf areas will be treated with a Pre-emergent Herbicide to prevent weeds prior to their establishment. Turf weeds (Winter) will be treated during the visit with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM).

Turf Healthcare Application #2

Turf areas will be treated with a liquid Insecticide for control or emerging Spring insects. Turf weeds will be spot treated during the visit with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM).

Turf Healthcare Application #3

Turf areas will be fertilized with a Nitrogen based granular fertilizer at a rate of One (1) Pound Nitrogen per Thousand (1,000) square feet. Insects in turf will be treated with a granular insecticide to control turf eating insects only. Turf weeds will be treated during the visit with a

Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM). Fungicides may be required should pest occur, but are not included in the agreement. Client will be notified and proposal with additional fees will be presented should fungicide be required.

Turf Healthcare Application #4

Turf areas will be fertilized with a liquid Nitrogen based fertilizer. Insects in turf will be treated with liquid insecticide to control turf eating insects only. Turf weeds will be spot treated during the visit if needed with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM).

Turf Healthcare Application #5

Turf areas will be fertilized with a liquid turf fertilizer using minor nutrients for plant growth. Insects in turf will be treated with liquid insecticide to control turf eating insects only. Turf weeds will be spot treated during the visit if needed with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM).

Turf Healthcare Application #6

Turf areas will be fertilized with a liquid Nitrogen based fertilizer. Insects in turf will be treated with liquid insecticide to control turf eating insects only. Turf weeds will be spot treated during the visit if needed with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM).

Turf Healthcare Application #7

Turf areas will be treated with a Pre-emergent Herbicide as to prevent weeds prior to their establishment. Turf weeds will be treated during the visit with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM). Fungicides may be required should pest occur, but are not included in the agreement. Client will be notified and proposal with additional fees will be presented should fungicide be required.

Turf Healthcare Application #8

Turf areas will be winterized with a potash application for root growth. Insects in turf will be treated with liquid insecticide to control turf eating insects only. Turf weeds will be spot treated during the visit if needed with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM). Fungicides may be required should pest occur, but are not included in the agreement. Client will be notified and proposal with additional fees will be presented should fungicide be required.

Plant/Shrub Healthcare Application #1

Evergreen plants/shrubbery will be fertilized with a nitrogen based granular fertilizer for plant growth promotion. Trees and perennials/annuals are not included.

Plant/Shrub Healthcare Application #2

Evergreen plants/shrubbery will be treated with a liquid insecticide to control an over population of insects on plant material. The best methods of Integrated Pest Management will be followed. Trees and perennials/annuals are not included.

Soil Test

In the month of December a soil test will be completed on your landscape. The soil will be sent to a certified lab to analyze proper fertilization and pest requirements for your landscape in the upcoming season. A copy of the results will be provided.

Palm Pruning

All Sabal (Cabbage) Palms and Washingtonia Palms over seven (7) feet in height will be trimmed once per year after seed heads have produced in the months of August and September. Trimming includes removal of seed heads, low hanging palm fronds and dead. Shucking of the tree bark will be completed at an additional charge if necessary. For safety, no palm trees will be pruned in or under utility lines. Palm trees with two (2) or more years of growth will require an additional upfront fee for pruning. Palms over twenty-two (22) feet in height will be an additional charge/fee.

Count is 65 palms as of 6/28/23.

Spring Mulching

All mulched areas shall be replenished with Wood Mulch at a depth not to exceed two (2) inches. Spring mulch will be installed during the months of February/March/April. Excess old mulch will not be removed. If this is needed, additional fees may result.

Fall Mulching

All mulched areas shall be replenished with Wood Mulch at a depth not to exceed two (2) inches. Fall mulch will be installed during the months of September/October/November. Excess old mulch will not be removed. If this is needed, additional fees may result.

Agreement Terms and Conditions

I. CONTRACTOR'S RESPONSIBILITY:

A. Performance: The Contractor shall be responsible for the performance of all work agreed upon in accordance with the "Scope of Work" but shall not be responsible for any condition caused by an act of God i.e. tropical storms, hurricanes, or any unforeseen intervening factor which may arise during the term of this Agreement, or subsequent time thereafter. In the event that weather prevents work from being performed on any day or date agreed to in this Agreement, the Contractor will strive to perform the work as soon thereafter as the Contractor is reasonably able to perform.

The Contractor reserves the right to amend this Agreement when the Scope of Work is affected by changes to any local, state, and/or federal law, regulation or ordinance that goes into effect after this Agreement is signed.

The Contractor shall amend this Agreement, in writing, when any additions or deletions occur to the landscape and /or irrigation system within the Scope Of Work set forth within this Agreement. The Contractor will obtain written or verbal permission before performing any additional work outside the Scope of Work and the Contractor will invoice the Client accordingly.

The Contractor will schedule the Scope of Work according to the requirements of the Client and will in no way interfere with the normal routine of the Clients tenants, visitors, and/or employees.

B. Workforce: The Contractor shall assign a trained workforce with experience in the "Scope of Work" being provided. The workforce will be presentable and identifiable at all times. The workforce shall be competent, qualified, drug-free, and U.S. citizens or legally authorized to work in the United States. The Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.

C. Materials: All materials shall conform the bid specifications. The Contractor will meet and comply with all agricultural licensing and reporting requirements. The Contractor shall pay all sales taxes on materials where applicable.

D. Licenses and Permits: The Contractor will maintain State of Georgia Level 1A Soil and Erosion Licenses as required by law, State of Georgia Category 24 Ornamental & Turf Pest Control Licenses as required by law, and state certification in CPR & First Aid from the American Red Cross. Furthermore, the Contractor will comply with all other licenses and permits required by county, state and federal governments whereas the Scope of Work necessitates.

E. Insurances: The Contractor will maintain \$2,000,000 General Liability Insurance and Full Workers Compensation Insurance on all workforce and any other insurance at the discretion of the Contractor or required by law. Additionally, the Contractor will require the same of any sub-contractor and will provide certificates of insurance upon Client request.

F. Liability: It is understood and agreed that the Contractor is not liable for any damage of any kind that is not caused by the negligence of the Contractor, its agents, contractors, or

employees, including but not limited to: death or decline of plant material due to improper selection, placement, planting or maintenance before the time of this Agreement; damage due to improper irrigation components in existence at the time of this Agreement execution; exposed cables/wires or sprinkler components/lines normally found below the surface of the lawn; flooding, storm or wind damage; disease or damage to lawns or landscape plants caused by excessive irrigation or lack of water due to inoperative components provided it reported these to the Client, irrigation restrictions imposed by local water management authorities or civil authorities or lack of irrigation and/or coverage; damage caused by any item hidden in the landscape and not clearly guarded or marked; and damage due to vandalism. Notwithstanding anything to the contrary herein, Contractor shall at all times be liable for the negligence and willful misconduct of its agents, employees, representatives, and contractors.

G. Underground Utilities: The Contractor will notify the Georgia Utilities Protection Agency prior to any installation project for the purpose of marking underground public utilities. Every effort will be made to avoid damaging any underground utilities. The Contractor will not be held liable for damage to telephone, electric, gas or water lines if they are not located where marked. Furthermore, the Contractor will not be held liable for damage to invisible fencing, irrigation systems, cable, phone, or private utilities such as, but not limited to, lamppost and outdoor lighting lines if these are not properly marked. Fees to repair any damage will be the responsibility of the Client. Non-public utility lines may be marked by the Contractor who installed them.

H. Invoicing: The Contractor will submit monthly invoices for work performed within the Scope of Work included in this Agreement. All work will be invoiced on a per agreement basis and are due Thirty (30) days from the date of the invoice.

Any services performed outside the Scope of Work specified in this Agreement will be approved, completed, and invoiced separately. All additional work performed will be invoiced and due upon receipt of the invoice.

II. CLIENT'S RESPONSIBILITY:

A. Utility Usage: The Client shall allow the Contractor, its agents and employees, the usage of the utilities on site if needed. Utilities used but not limited to: water and electricity.

B. Payment: Client will receive an invoice at the end of every month, for the upcoming month's service to be performed and is due Thirty (30) days from the invoice date. Any additional services outside of this Agreement approved by the client will be billed separately. This payment plan is considered to be a "Balanced Billing Plan" and doesn't necessarily reflect the amount of work performed during the month that it was invoiced. Should a cancellation of this Agreement occur a reconciliation of services rendered shall be provided and any services rendered and not paid shall be paid in full to the Contractor within Thirty (30) days of cancellation date.

The Client is considered delinquent if the payment has not reached the Contractor's office by the due date on the invoice. If an invoice becomes forty-five (45) days past due, the Contractor reserves the right to suspend services immediately by giving written notice of action for nonpayment. After sixty-five (65) days past due, the Contractor will proceed with

legal action they deem necessary to collect the balance due on the Client's account. The Client will then be responsible for the balance on the account plus all expenses associated to collections, but not limited to court filings and attorney fees.

C. Corrections: The Client shall give the Contractor at least thirty (30) days to correct any problem or defect discovered in the performance of the Scope of Work contained in this Agreement. The Contractor may provide compensation at its discretion if defects are not correctable to the satisfaction of the Client.

III. OTHER TERMS:

A. Renewal: This Agreement is good for three (3) consecutive years with all of its terms and conditions, unless other arrangements are stated. A three percent (3%) annual pay increase will occur after the first 12 months and another after the first 24 months of this Agreement. **(Applies to year 2 and year 3 per rfp)**

B. Wind/Hurricane Damage: Damage to landscape caused by winds, tidal surges, and or flooding such as broken limbs, down trees, yard debris will be cleaned by Coastal Greenery at an additional cost to this Agreement. This work will be invoiced at an hourly rate plus debris hauling/waste removal fees.

C. Quoted Price: The quoted agreement price within this Agreement shall be valid for a period of thirty (30) days from the date submitted.

D. Cancellation: This Agreement may be canceled by either party upon a thirty (30) day written notice. In the event this Maintenance Agreement is terminated within the first 12-months of the Smart Water Management Upgrade, a balance of five hundred dollars (\$500.00) will become due and payable immediately. In the event of the maintenance termination, the property would retain the smart controller(s) and weather station(s) which will continue to function in the same intelligent way, yet no longer have the cloud-based software, data/reporting and remote connectivity capabilities.

E. Independent Contractor: It is the express intention of the parties that the Contractor is an independent contractor and is not an employee, agent, joint venture or partner of the Client. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between Client and Contractor or any employee or agent of Contractor or for any other purpose. Contractor and its agents are not entitled to participate in any benefits that the Client provides for its employees. Contractor shall retain the right to provide similar services to other clients while currently engaged in an Agreement with the Client. Because of the Contractor's independent contractor status, no tax withholding shall be made from the payments contemplated in this Agreement. Contractor is responsible for paying all state and federal taxes as required by law.

F. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

IV. CONTRACT PRICING AND SIGNATURES:

Payments are to be made over 12 monthly installments.

AGREEMENT SUMMARY

SERVICES	OCCURS	PRICE
Weekly Landscape Maintenance	44	\$34,389.08
Miscellaneous Maintenance: Fountain Clean Annually (3 / Twice Annually)	2	\$329.18
Water Management Services	4	\$7,995.24
Turf Healthcare Application #1	1	\$291.99
Turf Healthcare Application #2	1	\$291.99
Turf Healthcare Application #3	1	\$291.99
Turf Healthcare Application #4	1	\$291.99
Turf Healthcare Application #5	1	\$291.99
Turf Healthcare Application #6	1	\$291.99
Turf Healthcare Application #7	1	\$291.99
Turf Healthcare Application #8	1	\$291.99
Plant/Shrub Healthcare Application #1	1	\$455.49
Plant/Shrub Healthcare Application #2	1	\$455.49
Soil Test	1	\$190.12
Palm Pruning	1	\$2,955.62
Spring Mulching	1	\$14,926.88
Fall Mulching	1	\$14,926.98
TOTAL		\$78,960.00

PAYMENT SCHEDULE

INVOICE MONTH	PRICE
August	\$6,580.00
September	\$6,580.00
October	\$6,580.00
November	\$6,580.00
December	\$6,580.00
January	\$6,580.00
February	\$6,580.00
March	\$6,580.00
April	\$6,580.00
May	\$6,580.00
June	\$6,580.00
July	\$6,580.00
<hr/>	
TOTAL ANNUAL COST	\$78,960.00

Coastal Greenery, Inc.

**City Of Brunswick Squares and
Median / 503 Lot**

By 
Terry Godwin

By _____
Date _____

Date 7/5/2023

BILLING INFORMATION:

Name: _____

Title: _____

Email Address: _____

Phone #: _____

Billing Address: _____

All invoices are emailed unless specified

Terry Godwin

From: Terry Godwin
Sent: Thursday, June 29, 2023 1:25 PM
To: Garrow Alberson
Subject: Add-ons

Added tip beds and medians with mulch,
Healthcare at park only, pruning, palms yearly and blowing therein.

Windows 10 desktop environment showing a Microsoft Edge browser window. The browser displays an email from Terry Goodwin to Geneva Atkinson. The email content includes a link to a qPublic.net page for Glynn County, GA, which features an aerial satellite map of a residential area with red lines indicating a proposed site plan or boundary. The Windows taskbar at the bottom shows the search bar and several application icons.

Windows 10 desktop environment showing the same Microsoft Edge browser window. The email content is now expanded to show the sender's profile information for Terry Goodwin, Senior Business Development Leader at Coastal Greenery. The profile includes a company logo, contact details (phone: 912-385-2521, address: 1242 Old Chapel Road, Brunswick, GA 31510), and a small portrait photo of Terry Goodwin. The Windows taskbar at the bottom shows the search bar and application icons.



SUBJECT: STORM WATER UTILITY RATE RESOLUTION – FY 24

COMMISSION ACTION REQUESTED ON: August 2, 2023

PURPOSE:

Approval of Resolution 2023-14 to establish the billing rate for the Storm Water Utility for the upcoming billing cycle

HISTORY:

The City of Brunswick established a Storm Water Utility (SWU) in 2018 for the purpose of generating funds for the operation of the City’s storm water management program. The goal of the storm water management program (SWMP) is to provide an increased level of service for city residents and property owners relative to operation and maintenance, regulatory compliance, inventory and condition assessment, and capital improvements. The utility is established as an enterprise fund, and the funds for the utility’s operation are provided by user fees. The fees are consistent for all residential properties in the City and are based on impervious surface area for all non-residential properties. The utility’s initial fee rates were \$3.95 per month per Equivalent Residential Unit (ERU, or billing unit) in 2018. The rate was increased to \$4.50 per month per ERU in 2019 and has remained unchanged since.

FACTS AND ISSUES:

A new study Storm Water Utility rate study has recently been completed to review the five years that have passed since the utility was implemented, and to provide an analysis of anticipated revenues and expenditures for the upcoming five-year period. The recently completed rate study highlights several accomplishments of the SWMP in the five-year period since the establishment of the utility. These accomplishments are summarized in section 4.7 of the attached study, and include the following:

- Creation of the Storm Water Utility
- Improved CRS rating from “9” to “6”
- Updated storm water management ordinance
- New Vac Truck and street sweeper purchases
- Increased staff positions
- Creation of a Storm Drainage Master Plan

The new rate study also includes Cost of Service analysis and recommendations for the SWMP. The future costs of the SWMP are expected to include enhanced operation and maintenance efforts, capital equipment maintenance and replacement, personnel, and design & implementation of additional priority capital improvements. In order to provide adequate funding for these anticipated expenses, the rate study recommends increasing the user fee charge to \$5.25 per month per ERU. This rate equates to an annual fee of \$63.00 for residential properties. The current rate is \$4.50 per month per ERU (\$54.00 annually for residential). Section 6.2.4 of the rate study includes a comparison of the rates of several other municipalities in Georgia. This table shows that the increased rate of \$5.25 will be very comparable to other municipalities across the state.

BUDGET INFORMATION:

At a billing rate of \$5.25 per ERU per month, the utility is projected to generate approximately \$1.18 M in gross revenue.

OPTIONS:

1. Authorize the Mayor to sign Resolution 2023-14 to establish the Storm Water Utility billing rate at \$5.25 for Program Year 2024
 2. Do not authorize the Mayor to sign Resolution 2023-14 to establish the Storm Water Utility billing rate at \$5.25 for Program Year 2024
 3. Take no action at this time.
-

DEPARTMENT RECOMMENDATION ACTION:

Authorize the Mayor to sign Resolution 2023-14 to establish the Storm Water Utility billing rate at \$5.25 for Program Year 2024

DEPARTMENT: Engineering

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

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Authorize the Mayor to sign Resolution 2023-14 to establish the Storm Water Utility billing rate at \$5.25 for Program Year 2024

Regina M. McDuffie

City Manager

7/25/23

Date

Resolution 2023 - 14

A RESOLUTION TO ADOPT THE STORMWATER UTILITY USER FEE RATE TO PROVIDE SUFFICIENT FUNDS TO IMPLEMENT THE STORMWATER MANAGEMENT PROGRAM OF THE CITY OF BRUNSWICK FOR PROGRAM YEAR 2024.

WHEREAS, the Mayor and City Commission in 2018 adopted an ordinance authorizing the formation of a Stormwater Utility, which is an organizational and accounting entity dedicated specifically to the management, maintenance, protection, control, regulation, use, and enhancement of storm water management services, systems, and facilities within the City; and

WHEREAS, the City has performed in 2023 a Stormwater Management Program Assessment and Funding Analysis Update which properly assesses and defines the City's stormwater management program problems, needs, goals, and priorities as well as the stormwater management program funding needs; and

WHEREAS, the City must ensure that the Stormwater Utility has sufficient resources to support the cost of operating and maintaining the City's stormwater management system and to implement necessary repairs, replacements, improvements, and extensions thereof; and

WHEREAS, it is appropriate for the City to impose a stormwater user fee charge in accordance with the procedures, requirements, and restrictions established in the Stormwater Utility Ordinance.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Commission of Brunswick, Georgia, in regular session assembled, does hereby adopt the Stormwater User Fee Rate of \$5.25 per month per Equivalent Residential Unit (ERU) or billing unit; and,

BE IT FURTHER RESOLVED that payment of the 2024 Storm Water Utility User Fee be billed for an annual period (January 1st through December 31st), under the guidelines of the City of Brunswick Code of Ordinances, through the City of Brunswick Tax Collections Office as an assessment on the 2023 Tax bill

RESOLVED this 2nd day of August, 2023.

Mayor Cosby H. Johnson

ATTEST: Naomi Atkinson, City Clerk

CITY OF BRUNSWICK STORMWATER UTILITY RATE STUDY



GMC

Goodwyn Mills Cawood

1612 NEWCASTLE STREET, STE 218
BRUNSWICK, GA 31520

JULY 2023

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1. INTRODUCTION

In Fiscal Year (FY) 2019, the City of Brunswick (the City) adopted and implemented a Stormwater Utility (SW Utility) and user fee system in to expand its stormwater management program (SWMP) in order to address high priority issues, including drainage system operation and maintenance (O&M) and capital improvement project (CIP) funding, and to comply with the National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer System (MS4) Permit. The City desired to develop and implement a more proactive drainage system O&M program to comprehensively address the aging drainage infrastructure systems throughout the City. Additionally, the City established that it needed to undertake the necessary actions to address high priority drainage CIPs that have been deferred for implementation due to insufficient funding. The City had limited resources to address high priority SWMP issues, comply with the NPDES Phase II MS4 Permit, and implement the desired level of service (LOS) related to O&M and CIP. Prior to the SW Utility, the City depended primarily on General Fund revenues to fund the SWMP annually, and it also used Special Purpose Local Option Sales Tax (SPLOST) revenues, when allocated, to fund CIPs. As such, the funding capacity of the General Fund was not adequate to address the increasing demands of the SWMP, including the high priority O&M and CIP needs, and the SPLOST was not a guaranteed annual funding source. Recently, SPLOST lapsed in December 2019 and did not resume until 2023. In 2018, the City completed a feasibility study and developed a 5-year cost model, and subsequently elected to establish a SW Utility and charge a stormwater user fee to developed properties to more adequately and equitably fund the SWMP.

Now that the City has completed five full years of the SW Utility program, it is time to evaluate progress of the program, identify current needs and issues, and develop recommendations for implementation of the future SWMP for the next five years. The City hired Goodwyn Mills Cawood, LLC, (GMC) to review and update the Stormwater Utility Rate Study that was initially developed in 2018. In general, the Stormwater Utility Rate Study includes the following elements that are detailed in the later sections of this report:

1. Drainage System and CIP
2. Extent of Service (EOS) policy
3. SWMP Level of Service (LOS)
4. SWMP Cost of Service (COS)
5. Stormwater Utility Rate Model

2. DRAINAGE SYSTEM & CIP

The City owns and maintains a large collection of ditches, pipes, and stormwater inlets that drain stormwater runoff from City streets to the surrounding marsh and rivers. As part of the City's recent SWMP update in June 2023 for their NPDES MS4 Permit, it was determined that City-owned stormwater infrastructure totals 7.73 miles of ditches, 33.49 miles of pipe, and 1,857 stormwater inlets. City-owned stormwater infrastructure is presented in the map in Figure 1.

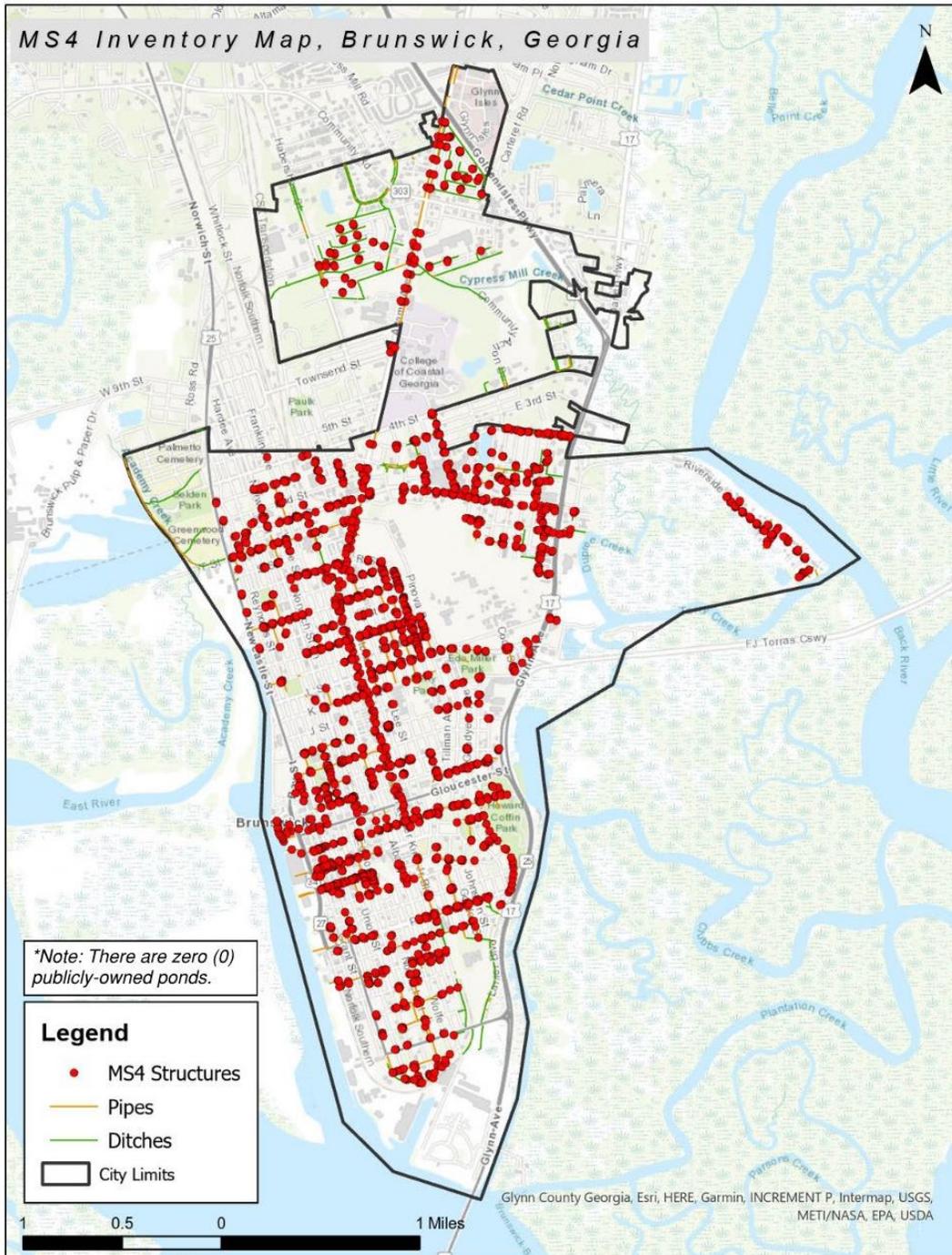


Figure 1: Map of City-owned Stormwater Infrastructure, per NPDES SWMP (June 2023).

The City developed a Stormwater Masterplan in 2020, using SW Utility funds. This plan identified 15 large, priority drainage CIPs that need to be addressed by the future SWMP, and each project included a preliminary cost assessment, as presented in Table 1. These projects totaled \$18.4M. The locations were identified by City staff and a consultant based on local knowledge of hotspot areas prone to flooding. Following development of this plan, SPLOST VI funds were used to prepare engineering designs for the four highest priority CIPs. Based on the engineering design, the project costs for these were revised, and the updated CIP total is \$25.2M.

Table 1: CIP Project List and Estimated Costs

PROJECT NO.	PROJECT NAME	TOTAL ESTIMATED PROJECT COST
1	Albany Street (near F and G St)	\$2,500,000 ¹
2	Intersection / Macon & Talmadge Ave	\$2,300,000 ¹
3	Riverside Neighborhood	\$2,000,000 ¹
4	Wildwood Ditch (near Boxwood St & Myrtle Ave)	\$3,000,000 ¹
5	Highway 17 Tide Control	\$1,700,000 ¹
6	Lanier Boulevard at Glynn Middle School	\$2,245,000
7	Altama Avenue and Second Street*	\$180,000
8	Talmadge Avenue Ditches	\$325,000
9	Parkwood Drive (West End)	\$400,000
10	P Street Basin	\$6,170,000
11	Ports Authority - Tide Control	\$1,515,000
12	Habersham Park	\$670,000
13	GIS Inventory Collection	\$750,000
14	Urbana Neighborhood at Atlanta Avenue	\$535,000
15	Magnolia Park Outfall to Fairgrounds	\$925,000
Total Estimated Cost of Capital Improvements		\$25,215,000

¹ Costs updated from SW Masterplan based on additional engineering design.

In October 2020, the City received a Coastal Incentive Grant from Georgia DNR, Coastal Resources Division to develop a “Rethinking Runoff Plan” (“RR Plan”) that identifies “shovel-ready” green infrastructure stormwater projects positioned for implementation to address stormwater water quality concerns. This plan positions the City to continue proactively planning for stormwater management in their site design process and supplies fundamental information for future implementation of green infrastructure strategies. This document outlines green infrastructure opportunities and includes site layouts for GI/LID practices at 28 sites that were sized per the Coastal Stormwater Supplement guidance. Other information included for each site were construction cost estimates and annual runoff reduction. Three projects have funding allocated through grants, but there are still 25 projects, totaling \$3.2M, that are not funded. Therefore, between the Stormwater Masterplan CIPs and “RR Plan” green infrastructure projects, there is a total of \$28.4M in stormwater projects identified within the City.

3. STORMWATER MANAGEMENT EXTENT OF SERVICE POLICY

The GMC Project Team and City staff previously developed a formal EOS policy recommendation for the City's SWMP. This policy outlines the City's operational responsibility for various elements of the drainage system and the SWMP overall, and it is presented below.

3.1. EOS OVERVIEW

A formal SWMP should define the geographical and legal extent to which the local government will provide SWMP services under its EOS Policy. The EOS policy should be clearly defined to ensure it is understood by all potentially affected parties including the local government staff, the citizens of the community, the property owners and the business owners.

The development and implementation of the expanded SWMP will necessitate that the City of Brunswick establish an EOS policy related to the proposed, future SWMP LOS. Drainage and stormwater infrastructure components can be owned, operated and/or maintained by either the local government as part of the public system/MS4 or by private entities such as property owners, businesses and/or homeowner's associations.

The EOS policy for the SWMP defines the geographical limits of the City's responsibilities with regard to the various drainage system components and SWMP programs, based on several factors including:

- Location – Is the stormwater infrastructure part of the public system inside the right of way or is it outside the right of way but directly connected to the public system?
- Ownership – Is the stormwater infrastructure publicly or privately owned and maintained?
- Function – What service does the stormwater infrastructure provide (i.e. conveyance, storage, etc.) and who does the facility provide service for (i.e. public, private or both)?
- Legal Standing – Is the stormwater infrastructure located within a dedicated easement or shown as an easement on a development plat?

3.2. CITY OF BRUNSWICK EOS POLICY

3.2.1 Original EOS (2018):

The City of Brunswick is laid out in a grid plan similar to that in Savannah, with large, public squares at given intervals. There is a large number of City-owned streets, so delineation of public versus private property is relatively clear. The City does have some easements in neighborhoods to access City-owned and maintained drainage infrastructure

There are several large impervious areas with drainage infrastructure that is private/non-City, and these include: Georgia Ports Authority, Pinova (formerly Hercules), Southeast Georgia Health System (hospital and other medical buildings), Board of Education, College of Coastal Georgia, Brunswick Mall, Glynn Isles Shopping Center, Glynn County, and Lanier Plaza. In addition to these properties, Brunswick contains several state highways, in which the infrastructure and drainage features are owned by the Georgia Department of Transportation. The state highways include:

Hwy 17 on the east, Hwy 25/341 on the west and south, and Hwy 25 Spur (Golden Isles Parkway) and Hwy 303 (Community Road and Cypress Mill Road) towards the northern end of the City.

The lack of dedicated financial resources has led the City to follow a very limited EOS policy for the drainage system that can be generally described as follows:

- Drainage operations and maintenance responsibility limited to public property, public rights-of-way (ROW) for City streets, and easement dedicated and accepted by the City.
- No responsibility for private stormwater control facilities, or for drainage structures without a clearly dedicated and accepted easement.

It should be noted that most local government SWMPs operate under this scenario.

3.2.2 Proposed Recommended EOS (2018): Expanded Local Responsibility

During the 2018 assessment, it was recommended that the City would transition its EOS over time and expand the EOS Policy so that it aligns more closely with the Expanded EOS Policy described below:

- Complete the drainage system inventory in ArcGIS, including condition assessment and ownership identification for the drainage system components.
- Proactively maintain stormwater infrastructure on public property, within publicly dedicated and accepted drainage easements and within public ROWs for City streets.
- Dedicate sufficient City crew resources to stormwater system maintenance in order to address the expanded EOS responsibility.
- Work with private property owners to procure drainage easements for the City to perform necessary maintenance where stormwater from the public ROW impacts private drainage systems.

The City may wish to consider future expansions as their program matures. One consideration is to expand EOS responsibility for private drainage facilities that meet one of the two following categories: (1) private systems that accept drainage and stormwater runoff from public property, i.e., drainage from City streets, and (2) critical private systems that could adversely impact the public system if a failure occurred (i.e., private detention ponds that accept stormwater runoff from public streets).

3.2.3 Current EOS & Recommended Updates

The City has made progress on all elements of the Expanded EOS Policy described in Section 3.2.2, especially proactive maintenance of the City system. One element that had limited progress and should continue to be a target in the future is to work with private property owners to procure drainage easements for the City to perform necessary maintenance where stormwater from the public ROW impacts private drainage systems.

As the City's SWMP continues to mature, it should consider expanding EOS responsibility for private drainage facilities that meet one of the two following categories: (1) private systems that accept drainage and stormwater runoff from public property, i.e., drainage from City streets, and

(2) critical private systems that could adversely impact the public system if a failure occurred (i.e., private detention ponds that accept stormwater runoff from public streets). The City Attorney should be consulted with regard to development and adoption of the future SWMP EOS Policy to ensure that the applicable legal considerations are incorporated into the EOS policy and any future City ordinances.

4. SWMP LEVEL OF SERVICE (LOS) POLICY

GMC previously reviewed the City’s LOS in 2018, as it related to the SWMP including applicable regulatory compliance, land development and services, drainage system O&M program, and CIP program. Based on this assessment, GMC and the City staff established recommendations for the future SWMP LOS, which served as the basis for the future SWMP funding analysis. Recommendations were developed regarding the most viable approach for the City to consider for implementation based on the needs and priorities of the future SWMP and the desired LOS. Five years after the initial evaluation and recommendations, progress towards the expanded LOS was reviewed and additional recommendations are provided.

The SWMP LOS Policy defines the specific types and frequencies of activities that will be provided for each SWMP operational element for which the local government will have responsibility. A clear definition of the City’s LOS for the various drainage system components makes it easier to identify the specific responsibilities of the local government SWMP and the specific tasks that will be addressed by non-local government entities (i.e., private property owners). To that end, the City should coordinate the LOS and EOS policy definition efforts as part of the SWMP development and implementation process. It should be noted that both the EOS and LOS can be incrementally expanded/modified over time as additional resources are secured and as future SWMP funding levels allow. For example, a local government that is implementing a SW Utility may slowly assume responsibility for additional private stormwater infrastructure components that are interconnected to the public system and convey “public water” as well as increase the type and frequency of drainage system O&M activities undertaken by the SWMP.

The City’s SWMP has several primary functional and operational areas that are listed below. For each area, an “Original LOS” is presented to document the activities of the SWMP in 2018 before SW Utility funding was available. Next, a “Proposed LOS” is presented to define the proposed/recommended activities from 2018 that were targeted for implementation under a SW Utility for a future, expanded SWMP. Finally, a “Current LOS & Recommended Updates” section is presented to describe progress towards the (2018) Proposed LOS and additional recommendations for continued expansion of the City’s SWMP.

Programmatic Elements

- Administration & Organization
- Regulatory Compliance
- Land Development Project Regulation

Drainage System Management Elements

- Drainage System Inventory & Condition Assessment (Inspections)
- Drainage System O&M

Drainage System CIP Elements

- Drainage Masterplanning; CIP Design & Construction

4.1. ORGANIZATION, MANAGEMENT AND OPERATION

The administrative and organizational elements are important functions of the City SWMP to ensure successful coordination of the day-to-day SWMP operations.

Organizational, Management and Operational (OMO) Options: A local government's OMO options for a SWMP generally can fall under three basic configurations:

1. *Organization within an Existing City Department* – Under this organization configuration, the SWMP is organized and operated under an existing department such as Public Works. This is the most common organizational configuration utilized by local governments for SWMP implementation.
2. *Stand-Alone Organization* – A local government SWMP (and typically a SW Utility) can be established as an independently operating City department if so desired. Under this organizational configuration, a dedicated funding source such as a stormwater user fee is typically implemented to generate a stable revenue stream for the SWMP.
3. *Multi-matrix Organization* – Under this organizational configuration, the SWMP responsibilities are shared internally among multiple departments and various local government personnel.

Original OMO (2018): The City operated a limited SWMP under several departments including: Public Works, Engineering, and Community Development. As such, the current SWMP primarily operated under OMO Configuration #3.

Proposed OMO (2018): It was recommended that the City Engineer would manage the SWMP through the appropriate departments under OMO Configuration #3, and that sufficient resources be allocated to fund its operational responsibilities: O&M, CIP, Regulatory Compliance, and SWMP Administration. As the City's SWMP matured, the City could elect to form a Stormwater Department where most of the SMWP functions would be housed, under OMO Configuration #2.

Current OMO & Recommended Updates: Since 2018, the Engineering Department merged with the Public Works Department, and the Public Works Director now manages the SWMP under OMO Configuration #3. The City formed a "Storm Water Utility" Division within the Public Works Department that is dedicated entirely to the SWMP. This Division was formed from the previous "Ditches and Drains" Division, and has expanded to 12 full-time employees (FTEs). Since the Public Works Administration and multiple divisions within Public Works are engaged in the SWMP, it is not recommended to pursue creating an independently operating City department for stormwater. The current configuration and responsibilities are as follows:

Primary SWMP Responsibility: Public Works Department, Public Works Director

- Oversee the budgeting process for the SW Utility Enterprise Fund.
- Manage the City's future SW Utility Enterprise Fund.
- Assist City's finance and accounting efforts associated with the SWMP and SW Utility.

- Lead the City's efforts related to update and implementation of the City's stormwater management ordinances and design criteria/standards.
- Support the City's land development site plan review efforts.
- Manage implementation of City's drainage CIP.
- Provide engineering assistance with design and construction of City-owned projects.
- Review proposals and construction plans for work on City projects and projects for the general public.
- Lead the City's data collection and management efforts related to the ongoing maintenance of the City's drainage system inventory and condition assessment.

Primary SWMP Responsibility: *Public Works Department, Storm Water Utility Division*

- Implement the day-to-day operational aspects of the SWMP and SW Utility.
- Conduct O&M on the City's MS4, and document activities.

Secondary SWMP Responsibility: *Public Works Department (including the following Divisions: Administration, Streets, and Equipment Support)*

- Support the operational aspects of the SWMP and SW Utility.
- Conduct O&M on the City's MS4, and document activities.
- Maintain equipment used for O&M of the MS4.
- Coordinate with the Public Works Director and Code Enforcement Officer regarding the City's field inspection efforts related to regulatory compliance and development regulation.
- Assist with the implementation of the City's SWMP public education and awareness activities.

Secondary SWMP Responsibility: *City Manager's Office*

- Oversee the activities of all staff and departments to ensure efficient operation and implementation of the SWMP on behalf of the City.
- Establish and institute City policy per the directives of the Mayor and Board of Commissioners with regard to the overall framework for the future SWMP.

Secondary SWMP Responsibility: *Planning and Zoning, Code Enforcement*

- Lead the City's regulatory compliance efforts.
- Lead the City's development regulation efforts.

Secondary SWMP Responsibility: *Finance Administration*

- Support the billing and management of the SW Utility Enterprise Fund.

Secondary SWMP Responsibility: *Information Technology*

- Provide general information technology support for the City's SWMP.

Secondary SWMP Responsibility: *Human Resources*

- Provide human resources support for employees working on the City's SWMP.

4.2. REGULATORY COMPLIANCE

The City's current and future SWMP is subject to certain regulatory requirements overseen by the Georgia Environmental Protection Division (EPD) and other agencies. The City has been designated as a NPDES Phase II MS4 Permit community, so the City must address certain stormwater management-related regulatory compliance requirements.

Original LOS (2018): The City's regulatory compliance responsibilities included the Georgia Department of Natural Resources, Environmental Protection Division's NPDES Phase II MS4 Permit, and compliance with the National Flood Insurance Program.

Proposed LOS (2018): It was recommended that the City would need to perform compliance activities associated with the programs noted above and ensure that these regulatory requirements, as well as any new requirements be addressed as part of the future SWMP. It was also recommended that the City should consider pursuing its Local Issuing Authority (LIA) status for Land Disturbing Activity (LDA) permitting and enforcement.

Current LOS & Recommended Updates: The City currently performs compliance activities associated with the programs noted above and ensures that these regulatory requirements, as well as any new requirements, are addressed as part of the SWMP. The current strategy to address the regulatory requirements discussed herein attempt to achieve compliance in the most cost-effective, systematic, and coordinated manner. This is accomplished by identifying ways to achieve compliance with different regulations that have similar requirements through coordinated efforts.

At this time, it is no longer recommended for the City to pursue its LIA status for LDA permitting and enforcement. This designation requires the City to comply with the Georgia Erosion and Sedimentation Act (GESA), which will necessitate the addition of staff.

4.2.1 NPDES Phase II MS4 Permit

The City of Brunswick has been designated as a NPDES Phase II MS4 permittee by Georgia EPD. In accordance with this permit, the City must develop a Stormwater Management Plan that complies with six minimum control measures and specific BMPs that are identified in Table 2. The City recently submitted an updated Stormwater Management Plan to comply with new requirements included within the NPDES Phase II MS4 Permit, issued in December 2022. The EPD reissues this permit, often with new requirements, every five years, and it is likely that the responsibilities associated with permit compliance will continue to expand in the future.

Table 2: NPDES Phase II MS4 Permit Requirements

Minimum Control Measures	Best Management Practices
Public Education and Outreach	Stormwater Education-Public Presentations; Passive Education Signage; Public Service Announcements; & Stormwater Website
Public Involvement / Participation	Community Litter Pick-Up Program; Recycling Event; Citizen Hotline; & Litter Prevention Public Outreach Event
Illicit Discharge Detection and Elimination (IDDE)	Legal Authority
	MS4 Outfall Map and Inventory
	IDDE Plan
	Illicit Discharge Education
Construction Site Stormwater Runoff Control ¹	Complaint Response
	Legal Authority
	Site Plan Review
	Erosion & Sedimentation (E&S) Inspections
	Enforcement Procedures for E&S Violations
Post-Construction Stormwater Management in New Development & Redevelopment	Complaint Response
	Employee E&S Certification
	Legal Authority
	Stormwater Management Structure: (1) Inventory, (2) Inspections, & (3) Maintenance
	Green Infrastructure / Low Impact Development (GI/LID): (1) Inventory, (2) Program, (3) Inspections, & (4) Maintenance
Pollution Prevention / Good Housekeeping for Municipal Operations	MS4 Control Structure: (1) Inventory and Map, (2) Inspection Program, & (3) Maintenance Program
	Street and Parking Lot Cleaning
	Employee Training
	Waste Disposal
	New & Existing Flood Management Projects Evaluated for Water Quality
	Municipal Facility Inspections
Additional Permit Requirements and Information	
Enforcement Response Plan	Enforcement Mechanisms for City Ordinances
Impaired Waters Monitoring & Implementation Plan	Monitoring of Pollutants of Concern for Impaired Waters, Assessment of Effectiveness of BMPs
Reporting Requirements	Annual Report by February 15 th
	Updated SWMP (every 5 years)

¹ Most BMPs under this Minimum Control Measure are not required because the City is not a LIA.

4.2.2 National Flood Insurance Program (NFIP)

The City will continue to participate in the NFIP, administered by the Federal Emergency Management Agency (FEMA). The Public Works Director is the Floodplain Manager, and the Public Works Department administers NFIP and Floodplain Management Program within City limits in compliance with the requirements of FEMA and EPD.

Services included in this program can include the following:

- Grant writing for repetitive loss properties
- Issuance of Elevation Certificates
- Floodplain/way determination letters
- Review site plans for compliance with the Flood Damage Prevention Ordinance
- Implementation of a local floodplain management/flood damage prevention program that meets the applicable standards of Georgia EPD and the NFIP
- Participation in the Glynn County's emergency planning and preparedness activities
- Maintenance of digital flood insurance rate maps (DFIRM)

The City also participates in the Community Rating System (CRS) program for the NFIP. The CRS program allows property owners to secure a reduction in their flood insurance rate premiums if their community implements floodplain management activities that exceed the minimum NFIP standards. Prior to implementing the SW Utility, the City had a CRS Rating of '9' which entitled all residents to a 5% discount on their flood insurance premiums. With the additional resources available from the SW Utility, the City improved its CRS Rating to a '6' which entitles all residents to a 20% discount on their flood insurance premiums (both within and outside Special Flood Hazard Areas). Continued implementation of a dedicated stormwater funding source for the City's SWMP will provide the resources and programmatic elements necessary to achieve additional CRS credits, thus improving the CRS Rating and qualifying residents for additional discounts on flood insurance. The Public Works Director is the CRS Coordinator.

4.3. LAND DEVELOPMENT REGULATION

The City's land development regulation activities related to stormwater management consist of site plan review, ordinance enforcement and field inspection activities that are undertaken by City staff or their contractors to regulate land development projects within the City. The land development regulation activities are performed primarily by in-house City personnel within the Planning and Zoning Department, with the exception of engineering site plan review, which is performed by the Public Works Department.

Since the City is not a LIA, EPD and the Natural Resources Conservation Service (NRCS) are responsible for reviewing all Erosion, Sedimentation, and Pollution Control (ES&PC) Plans for qualifying and development projects.

Original LOS (2018): The City's ordinances regulated land development primarily related to:

- Stormwater Runoff Control
- Flood Damage Prevention
- Soil Erosion, Sedimentation, and Pollution Control

Proposed LOS (2018): It was recommended that the future LOS for this programmatic area would be expanded through the adoption of more comprehensive post-construction stormwater management regulations, engineering design criteria, and construction standards as well as the associated site plan review and approval process.

Current LOS & Recommended Updates: The LOS for this programmatic area was expanded through the adoption of more comprehensive post-construction stormwater management regulations, engineering design criteria, and construction standards as well as the associated site plan review and approval process. The City's Stormwater Management Ordinance was updated to adopt the CSS and ensure design criteria and performance standards are consistent with the latest version of the GSMM. This ordinance update also requires a Stormwater Management Facility Operation and Maintenance Agreement (Agreement) be executed for all private, on-site stormwater controls. The Agreement requires that the property owner assume responsibility for the ongoing maintenance of stormwater control facilities. The Agreement includes language that allows City staff (or their designated representative) to access the site for inspection purposes. Execution of the Agreement is addressed as part of the site plan review and approval process.

4.4. DRAINAGE SYSTEM INVENTORY & CONDITION ASSESSMENT

In order to implement a successful drainage system O&M program that will proactively address the drainage system priorities and needs, a complete inventory and regular inspections of the entire public drainage system (and critical parts of the private system) is necessary. The inventory and condition assessment serve as the foundation for not only the O&M program but the CIP as well because it provides information about upstream and downstream infrastructure and conditions.

Original LOS (2018): The City had information regarding the location and condition for a majority of the drainage system components; however, there were still several unverified structures that did not have a condition assessment. Inspections of drainage system components as part of the NPDES Phase II MS4 permit as well as citizen complaints had been used to determine maintenance needs.

Proposed LOS (2018): It was recommended that once the inventory was complete, the City could utilize this data in ArcGIS to begin implementation of a complete and proactive O&M program that would improve the functionality of the City drainage system and network. It was also recommended that the City strive to maintain and update the inventory database so that it could serve as a valuable tool regarding ongoing drainage system O&M and to better address recurring flooding issues within the City. This approach would allow the SWMP to focus its available financial resources on those drainage system components that were the highest priority need for action/attention.

Current LOS & Recommended Updates:

The City has a detailed drainage system inventory in ArcGIS, and funding to actively manage this layer for tracking inspections, maintenance needs, and infrastructure updates is supported through the SW Utility. For the inventory as a whole, there are still a few gaps and missing connectivity that the City is actively working to update in 2023. The City strives to maintain and update the inventory database so that it serves as a valuable tool regarding ongoing drainage system O&M and to better understand recurring flooding issues within the City.

During the previous 5-year NPDES Phase II MS4 Permit, from 2018 to 2022, the City inspected 100% of the City-owned stormwater infrastructure – 1,857 inlets, 33.49 miles of pipes, 7.73 miles of ditches. Inspections were documented through a field collection application that is downloaded on City-owned smart phones and/or tablets and are recorded within the City's GIS layer. The Public Works Director and Administration can view the results on a "Stormwater Dashboard" webpage to track ongoing inspections and major maintenance needs associated with sediment, debris, and structural damage. The dashboard, shown in Figure 2, was also funded through the SW Utility. As the inspection data is accessible in GIS and the dashboard, the City has been utilizing it to implement a more proactive O&M program to improve the functionality of the City drainage system and network. This approach allows the SWMP to focus its available financial resources on those drainage system components that are the highest priority need for action/attention.

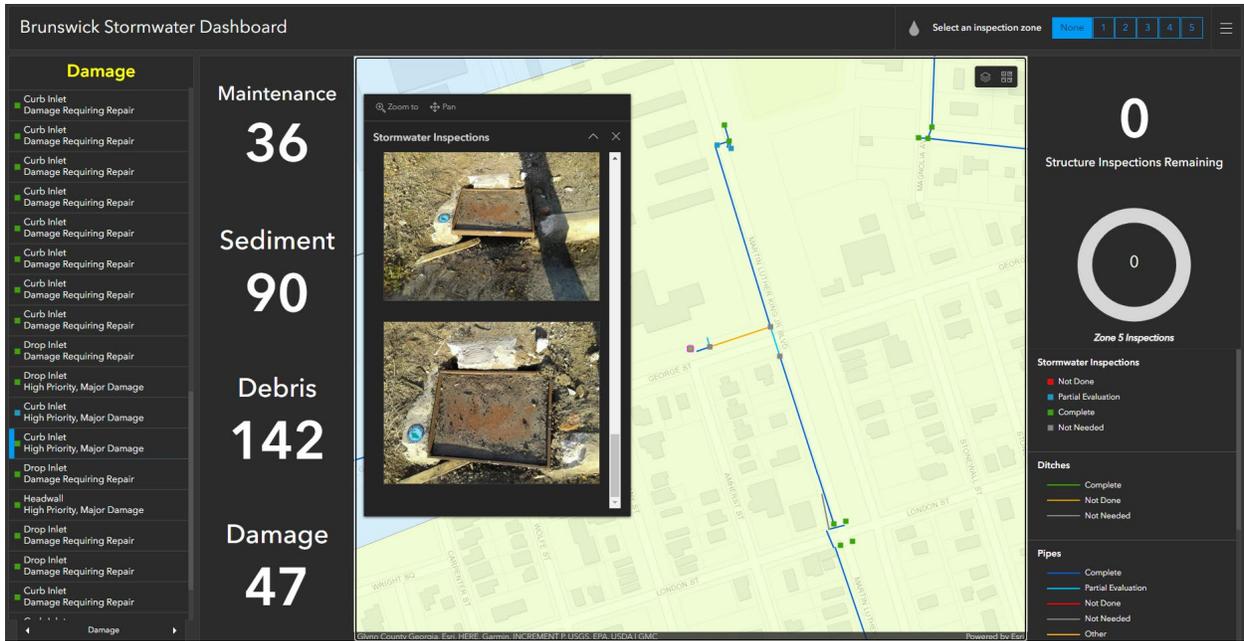


Figure 2: Desktop View of “Stormwater Dashboard” Webpage.

4.5. DRAINAGE SYSTEM O&M

The ongoing O&M of the various drainage system components is one of the most critical elements of a successful SWMP. O&M activities include maintaining and cleaning of catch basins, inlets, ditches, swales, culverts, detention ponds and other structural stormwater controls. Other activities include street sweeping, system inspections, and pollution prevention/good housekeeping for municipal operations. Inadequate or ineffective O&M of the drainage system can reduce both the hydraulic capacity and pollutant removal efficiency of stormwater controls and conveyance systems. However, implementation of an enhanced LOS for the SWMP O&M elements will assist the local government in achieving the following O&M goals and objectives:

- Reduce non-point source pollutant discharges to the public drainage system and Waters of the United States
- Reduce flooding and pollution and improve the City's responsiveness to citizen complaints
- Enhance the conveyance capacity of drainage system components
- Extend the life cycle of the drainage system infrastructure components

Original LOS (2018): The City's drainage system O&M program was implemented primarily by the City's Public Works staff and had mostly been reactive. The O&M program was primarily focused on citizen complaint-driven maintenance with some proactive tasks being undertaken, such as sweeping of City streets.

In general, a primarily reactive O&M program is defined as a program whereby maintenance is performed as a result of complaints and/or system failures which often results in unacceptable consequences such as flooding, pollution discharge, etc. The drainage system maintenance efforts were under "Highways and Streets" of Public Works Department. This group was responsible for streets, storm water drainage systems, tree trimming, sidewalk maintenance, and heavy equipment operations. There were two divisions "Ditches and Drains" and "Streets" that conducted stormwater-related activities. According to City staff, the "Ditches and Drains" crew spent 100% of their time on drainage O&M issues, and the "Streets" crew spent 25%. The "Ditches and Drains Division" had 8 positions, although only 5 were filled, and the "Streets Division" staff consisted of a 7-person crew. Maintenance of equipment used for stormwater-related activities was supported under the "Maintenance and Shop" category of Public Works, and specifically, the "Equipment Support Division." City staff estimated that about 10% of its time was used to maintain equipment used for drainage O&M issues.

Proposed LOS (2018): The primary goal of the future SWMP was to transition the current O&M program from primarily reactive to primarily proactive over time. City staff indicated that transition to a more proactive O&M program could be accomplished if additional resources and funding were made available. The benefit of moving to a more proactive O&M program was a reduction in the future potential cost of capital improvement projects, capital maintenance projects, and emergency repairs. As such, this approach would extend the life cycle of the drainage system components. The City indicated that they wanted to fill all positions with the "Ditches and Drains Division" as well as adding two additional positions by FY2020 to allocate more resources to begin implementing a proactive maintenance program.

The LOS policy for the various system components are dependent on several factors including ownership, condition, priority and cost. The following was a summarized list of drainage system O&M program recommendations related to the City's future SWMP. Implementation of the following list of recommendations was to enable the City to move towards a more proactive O&M program that would result in a long-term cost savings to the City over time.

- Complete the drainage structure inventory and condition assessment of the public drainage system as well as the key private infrastructure components that could adversely impact the public system if they failed.
- Review, categorize and prioritize the drainage system components inventoried on an ongoing basis for routine maintenance, replacement, and/or structural repair.
- Set O&M zones to more effectively schedule inspections and maintenance of the drainage system.
- Perform routine inspections of public drainage systems and periodically inspect high priority private drainage system components.
- Perform more frequent drainage system O&M in flooding hot spots around the City.
- Develop a SOP related to drainage system O&M to ensure: (1) acceptable system operation and (2) citizen/customer issues are addressed.
- Implement the drainage complaint program to be more responsive to citizen issues.
- Develop an inventory of City-dedicated and accepted drainage easements, as well as drainage systems for which the City would like to procure an easement and attempt to work with property owners regarding the legal aspects of these issues.
- Formalize the City's emergency response procedures and provide training to City staff on the implementation strategy for critical systems in the event of a major flooding event (e.g., City-specific Emergency Response Plan for high priority drainage systems).
- Comply with applicable regulatory requirements and enforce ordinances, design standards, and maintenance agreements.
- Provide technical assistance to private property owners regarding drainage system and water quality issues

Current LOS & Recommended Updates:

With the new SW Utility, funds dedicated entirely towards the SWMP were available. The City used the new funding source to invest in new drainage system O&M equipment and add more staff to establish a more proactive drainage O&M program. In 2019, the City purchased a TYMCO street sweeper and Vactor truck, and in 2020, they added three new staff positions. Based on annual reports submitted to EPD for the City's NPDES Phase II MS4 Permit, the City swept 8,061 miles of streets and collected 3,014 tons of material from 2018 to 2022 (Table 3). During this same period, the City cleaned/mowed 73.73 miles of ditches and cleaned 23.86 miles of pipes.

In comparing the years before and after the three new crew members were added the City increased their annual length of ditches cleaned/mowed by 280% from 6.95 miles per year from 2018-2020 to 26.44 miles per year from 2021-2022. Since the City's inventory is 7.73 miles of ditches, this is comparable to an increase of cleaning/mowing each ditch once per year to three times per year. As a note, priority ditches are addressed more frequently. Likewise, in comparing

the years before and after the Vactor truck was purchased, the City increased their annual length of pipes cleaned by 334% from 1.30 miles in 2018 to 5.64 miles per year from 2019-2022.

Table 3: Summary of Drainage System O&M from 2018-2022

Reporting Period	Street Sweeping (miles)	Material Removed (tons)	Ditches Cleaned/Mowed (miles)	Pipes Cleaned (miles)
2018	1,656	467.0	7.06	1.30
2019	1,479	538.1	7.47	3.72
2020	2,153	719.3	6.32	10.79
2021	1,648	788.4	25.01	3.64
2022	1,125	501.2	27.87	4.41
2018-2022 Total	8,061	3,014.0	73.73	23.86

Through the NPDES Phase II MS4 Permit, the City is required to inspect all of the City-owned infrastructure. As City staff completed these regular inspections, they created work orders when maintenance needs were identified. Overall, the City has made significant progress on all drainage system O&M elements recommended in the (2018) Proposed LOS. Many of the recommendations are ongoing targets for the new and current LOS. A few specific items that still need additional work include:

- Develop an inventory of City-dedicated and accepted drainage easements, as well as drainage systems for which the City would like to procure an easement and attempt to work with property owners regarding the legal aspects of these issues.
- Expand regular inspection of high-priority private drainage system components.
- Formalize a City-specific Emergency Response Plan for high priority drainage systems.

4.6. DRAINAGE MASTERPLANNING AND CIP

The foundation of a well-planned and comprehensive CIP is a detailed and comprehensive masterplanning effort. Masterplanning is a tool which enables a local SWMP to assess current and future drainage conveyance LOS issues and to analyze/identify potential capital improvements within each drainage basin. A comprehensive drainage masterplan for each basin within a community also can result in a reduction in the long-term capital and O&M costs for the basin drainage system through reduced flooding, optimal conveyance system sizing and reduced non-point source pollution discharge.

Original LOS (2018): The City did not have a comprehensive drainage masterplan but was in the process of finalizing a comprehensive inventory and condition assessment of the public drainage system. The City utilized available inventory data and local knowledge regarding areas prone to flooding and drainage deficiencies to formulate an initial CIP project list.

Proposed LOS (2018): The City identified 9 CIPs with a projected cost for engineered solutions of more than \$17 million. The recommended solutions for the currently identified CIPs included capital improvements, capital maintenance, and/or further engineering study. It was anticipated that additional projects existed within the City, but they had not yet been identified. Completing the inventory and condition assessment as well as creating a Stormwater Masterplan would result in identifying additional CIP project needs.

Current LOS & Recommended Updates:

In 2020, the City developed a comprehensive Stormwater Masterplan using SW Utility funds. This plan identified 15 large, priority drainage CIPs that need to be addressed by the future SWMP. The locations were identified by City staff and a consultant based on local knowledge of hotspot areas prone to flooding. Each project included a preliminary cost assessment, as presented in Section 2. Engineering designs have been prepared for the four highest priority CIPs, and the updated total CIP is estimated to cost approximately \$25.2M.

From a water quality perspective, the City developed a “*Rethinking Runoff Plan*” (“RR Plan”) in 2022 that identifies “shovel-ready” green infrastructure stormwater projects positioned for implementation. This document outlines green infrastructure opportunities and includes site layouts for GI/LID practices at 28 sites. Other information included for each site were construction cost estimates and annual runoff reduction. Three projects have funding allocated through grants, but there are still 25 projects, totaling \$3.2M, that are not funded. Therefore, between the Stormwater Masterplan CIPs and “RR Plan” green infrastructure projects, there is a total of \$28.4M in stormwater projects identified within the City.

It is recommended that as the City continues with its Stormwater Capital Improvement Program, it ensures that capital drainage projects are protected from the impacts of additional development (Section 4.3). Additionally, the City should continue to explore opportunities to construct and operate regional detention facilities at strategic locations to better manage the control of stormwater runoff quantity and quality.

4.7. SWMP LEVEL OF SERVICE (LOS) SUMMARY

Table 4 provides a summary of the Original and Proposed LOS from 2018 for the following major SWMP elements: (1) Program Administration/Regulatory Compliance, (2) Development Regulation, (3) Operations and Maintenance, and (4) Capital Improvement Program.

Table 4: SWMP LOS Summary (from 2018 Report)

Level of Service	Program Coordination/Regulatory Compliance	Development Regulation	Operations and Maintenance	Capital Improvement Program
Original LOS (2018)	<ul style="list-style-type: none"> • NFIP Participation • NFIP Community Rating System (CRS) Participation • NPDES Phase II MS4 Permit Compliance 	<ul style="list-style-type: none"> • Existing stormwater ordinance and standards • Development review and construction inspections 	<ul style="list-style-type: none"> • Reactive O&M • Complaint response • Emergency response • O&M record keeping • Majority of a GIS inventory/condition assessment 	<ul style="list-style-type: none"> • SPLOST Annual Budget allocation • Critical projects only • Deferred capital project funding
Proposed LOS (2018)	<ul style="list-style-type: none"> • Formal organization structure • Improve CRS Rating • LIA compliance • Address new NPDES permit requirements and regulations 	<ul style="list-style-type: none"> • Adopt Coastal Stormwater Supplement <ul style="list-style-type: none"> ○ Encourage GI/LID ○ Private Stormwater Control Maintenance Agreements 	<ul style="list-style-type: none"> • Complete comprehensive GIS inventory / condition assessment • Routine and proactive O&M of open and closed systems • Increase enforcement of private system maintenance responsibility 	<ul style="list-style-type: none"> • Expand CIP Program • Drainage Masterplan • Implement prioritized CIP

Based on the 2018 Proposed LOS, the following items have been **accomplished**:

- *Program Administration/Regulatory Compliance*
 - Created a SW Utility Division within the Public Works Department to implement the day-to-day operational aspects of the SWMP and SW Utility.
 - Improved CRS Rating from a '9' to a '6' resulting in an additional 15% reduction for flood insurance for all residents with flood insurance policies
 - Addressed new NPDES permit requirements and regulations that were included in the 2017-2022 NPDES MS4 Permit, including ordinance updates and development of a GI/LID Program.
- *Development Regulation*
 - Revised the City's Stormwater Management Ordinance to adopt the Coastal Stormwater Supplement as a guidance document, which will encourage green

infrastructure and low impact development (GI/LID) stormwater management approaches

- Through the ordinance update, the City also formalized maintenance agreements for all private stormwater control structures (retention/detention ponds and GI/LID practices) associated with new development and redevelopment projects.
- *Operations and Maintenance*
 - Completed a comprehensive condition assessment of the stormwater system over the 5-year permit period using a GIS-online platform that allows for real-time tracking by Public Works Administration to view results from their desktop
 - The City purchased a new TYMCO street sweeper (\$242,044) and Vactor truck (\$369,670) in 2019 and added 3 staff positions in 2020 to improve routine and proactive O&M of open and closed systems. The City, as a whole, had substantial pay adjustments in FY2022 to help with staff retention, as well as regular cost-of-living adjustments in other years.
 - With the addition of staff members in the SW Utility Division, the average length of ditches cleaned and mowed per year increased by 280% from 2018-2019 to 2020-2022.
 - With the purchase of a new Vactor truck for cleaning storm pipes, the average length of pipes cleaned per year increased by 334% from 2018 to 2019-2022.
- *Capital Improvement Program*
 - The SW Utility funded a drainage masterplan that was completed in 2020 and included a prioritized list of capital projects.
 - SW Utility funds contributed \$1.216M towards stormwater improvements for Magnolia Park Neighborhood during years when SPLOST had lapsed.
 - The City funded the design of the top four CIPs using SLOST VI, and with funding that has recently started to arrive in 2023, from SPLOST VII, the City has a plan and funding available to construct these major drainage improvement projects.

Remaining items to continue to make progress with for the future SWMP include:

- *Program Administration/Regulatory Compliance*
 - Continue to strive to further improve the City's CRS Rating to provide additional insurance savings to residents and better overall floodplain management practices citywide.
- *Operations and Maintenance*
 - Continue to enhance GIS inventory by fixing connectivity issues and updating the database with survey-grade information as it is available.
 - With the new Maintenance Agreement template in place, the City will have a stronger mechanism to enforce maintenance of private stormwater systems.
- *Capital Improvement Program*
 - Continue to implement priority drainage CIPs with available funding and pursue grant opportunities, where appropriate.

5. SWMP COST OF SERVICE ANALYSIS

The SWMP Cost of Service (COS) Analysis is a critical part of the overall funding needs assessment. The future COS establishes the SWMP budget that will be utilized to implement the future comprehensive SWMP at the desired LOS. The enhanced LOS correlates to an increased COS for the SWMP, and the increased LOS and COS serves as a basis for the future SWMP funding needs of the City. The City anticipates that the future needs of the SWMP will continue to expand and that the current funding levels are not adequate to fund the desired LOS for the City's SWMP. Review of the current and future LOS issues outlined in this document indicates that the City SWMP will require additional funding in the future to address ongoing O&M needs as well as the identified drainage CIPs.

GMC conducted an analysis of the SWMP spending in FY2018, the year prior to implementation of the SW Utility, and during the first five years of the SW Utility Program, FY2019 to FY2023, to establish the baseline program COS. GMC then conducted a future COS analysis in order to establish the future funding needs of the City's SWMP. A projection of the total cost to provide SWMP services at the recommended LOS was developed for the next five-year SWMP planning period of FY2024 to FY2028.

5.1. CURRENT SWMP COS

As discussed above, the City provides an enhanced LOS through implementation of a SW Utility Program for the last five years. The COS for the City's existing SWMP was developed through discussions with City staff and an analysis of the budget for the current fiscal year (FY2024). There are currently no formal financial or operational organization or tracking system for the entire SWMP. Therefore, expenses for personnel, operating costs, capital operating costs, and General Fund services from each City Department cost center are allocated to the SWMP in accordance with the departmental responsibilities that can be attributed to SWMP functions. The allocations are presented in Table 5 as a percentage and follow the same percentages allocated in the *2018 Stormwater Utility Rate Study*. The Public Works Director confirmed that these are still appropriate.

Table 5 includes a summary of the COS for the SWMP in FY2024. Based on this current SWMP COS, the City will spend approximately \$4.1 million on SWMP operations in the current fiscal year (FY24). This total summarized by funding source includes:

- SW Utility: \$1,173,051 to fund the SW Utility Division, capital equipment expenses, and other infrastructure from small pipe improvement projects
- General Fund: \$589,550 for services and support provided by other departments and other divisions within Public Works.
- SPLOST/ARPA: \$2,300,000 for CIP implementation

Table 5: Current SWMP COS

Line No.	Line Item	Stormwater Allocation	Annual Cost (FY2024)	FY2024
	Personnel Costs¹			
1	Public Works Administration	50%	\$486,835	\$243,418
2 ¹	SWU Division	100%	\$684,101	\$684,101
3	Streets Crew	25%	\$285,674	\$71,419
4	Personnel Subtotal			\$998,937
	Operating Costs			
5	Keep Golden Isles Beautiful	100%	\$7,500	\$7,500
6	PW Admin Technical Services	50%	\$45,850	\$22,925
7	PW Admin Supplies/Materials	50%	\$52,000	\$26,000
8	Streets Repair/Maint. Building	25%	\$6,500	\$1,625
9	Streets Supplies & Materials	25%	\$47,500	\$11,875
10	Streets Machinery & Equipment	25%	\$15,000	\$3,750
11 ¹	SWU Consultants	100%	\$195,700	\$195,700
12 ¹	SWU Supplies/Materials	100%	\$74,250	\$74,250
13	Operating Subtotal			\$343,625
	Capital Improvement Program			
14 ²	Capital Project Implementation	Cost Implication	Varies	\$2,300,000
15 ¹	SWU Capital Equipment Expense	Cost Implication	\$189,000	\$189,000
16 ¹	SWU Other Infrastructure	100%	\$30,000	\$30,000
17	Capital Subtotal			\$2,519,000
	General Fund Services			
18	City Manager's Office	5%	\$486,381	\$24,319
19	Finance Administration	10%	\$413,952	\$41,395
20	Information Technology	5%	\$589,486	\$29,474
21	Human Resources	5%	\$222,306	\$11,115
22	Equipment Support	10%	\$487,733	\$48,773
23	P&Z Code Enforcement	20%	\$229,809	\$45,962
24	General Fund Service Subtotal			\$201,039
25	Total Annual Expense			\$4,062,601

¹ Categories that are funded by the SW Utility (green shaded cells).

² Capital Project Implementation is currently funded through ARPA and SPLOST, and a large project is planned for FY2024.

5.2. FUTURE SWMP COS RECOMMENDATIONS

The future SWMP COS was developed through review of the departmental SWMP responsibilities, future recommended SWMP LOS, discussions with the City staff, and budgetary information provided by the City. This proposed budget takes into consideration the following SWMP recommendations:

- Maintain the drainage system O&M efforts at the current levels, which were a significant expansion from levels in FY2018.
- Capital equipment maintenance and replacements, as needed.
- Maintain enhanced LOS for other SWMP elements that have recently been expanded through implementation of the SW Utility.
- Costs for personnel to manage the planned \$11.5M in drainage CIPs that are being funded over the next six years with SPLOST and ARPA funds.
- Continue to design and implement other priority CIPs.

Based on review of the future LOS and SWMP needs of the City and the associated implementation activities identified under the proposed future LOS designation, a preliminary five-year COS has been developed for the planning period (FY2024 to FY2028) as shown in Table 6. The future COS includes cost allocations for the staffing, equipment, resources and technical assistance needed to implement the future proposed LOS for each element of the SWMP outlined in this document. The proposed LOS and associated COS should be adequate to ensure that the City can accomplish the following key needs: (1) maintain the proactive program for drainage system O&M through sufficient staff and functional equipment and (2) manage the planned CIPs and pursue design and implementation of other priority CIPs that do not currently have funding allocated. Excluding SPLOST funds for Capital Project Implementation, the SWMP budget from General Fund and SW Utility funds is anticipated to grow from \$1.76M to \$1.94M over the next five years. Of the extra \$176,000, \$120,000 is due to increases in the SW Utility line items.

Table 6: Future SWMP COS

Line No.	Line Item	¹FY2024	¹FY2025	¹FY2026	¹FY2027	¹FY2028
	Personnel Costs¹					
1	Public Works Administration	\$243,418	\$250,720	\$258,242	\$265,989	\$273,969
2 ²	SWU Division	\$684,101	\$704,624	\$725,763	\$747,536	\$769,962
3	Streets Crew	\$71,419	\$73,561	\$75,768	\$78,041	\$80,382
4	Personnel Subtotal	\$998,937	\$1,028,905	\$1,059,772	\$1,091,565	\$1,124,312
	Operating Costs					
5	Keep Golden Isles Beautiful	\$7,500	\$7,613	\$7,727	\$7,843	\$7,960
6	PW Admin Technical Services	\$22,925	\$23,269	\$23,618	\$23,972	\$24,332
7	PW Admin Supplies/Materials	\$26,000	\$26,390	\$26,786	\$27,188	\$27,595
8	Streets Repair/Maint. Building	\$1,625	\$1,649	\$1,674	\$1,699	\$1,725
9	Streets Supplies & Materials	\$11,875	\$12,053	\$12,234	\$12,417	\$12,604
10	Streets Machinery & Equipment	\$3,750	\$3,806	\$3,863	\$3,921	\$3,980
11 ²	SWU Consultants	\$195,700	\$198,636	\$201,615	\$204,639	\$207,709
12 ²	SWU Supplies/Materials	\$74,250	\$75,364	\$76,494	\$77,642	\$78,806
13	Operating Subtotal	\$343,625	\$348,779	\$354,011	\$359,321	\$364,711
	Capital Improvement Program					
14	Capital Project Implementation	\$2,300,000	\$2,500,000	\$2,000,000	\$0	\$1,700,000
15 ²	SWU Capital Equipment Expense	\$189,000	\$174,000	\$174,000	\$174,000	\$205,000
16 ²	SWU Other Infrastructure	\$30,000	\$30,450	\$30,907	\$31,370	\$31,841
17	Capital Subtotal	\$2,519,000	\$2,704,450	\$2,204,907	\$205,370	\$1,936,841
	General Fund Services					
18	City Manager's Office	\$24,319	\$24,684	\$25,054	\$25,430	\$25,811
19	Finance Administration	\$41,395	\$42,016	\$42,646	\$43,286	\$43,935
20	Information Technology	\$29,474	\$29,916	\$30,365	\$30,821	\$31,283
21	Human Resources	\$11,115	\$11,282	\$11,451	\$11,623	\$11,797
22	Equipment Support	\$48,773	\$49,505	\$50,247	\$51,001	\$51,766
23	P&Z Code Enforcement	\$45,962	\$46,651	\$47,351	\$48,061	\$48,782
24	General Fund Service Subtotal	\$201,039	\$204,055	\$207,115	\$210,222	\$213,375
25	Total Annual Expense	\$4,062,601	\$4,286,189	\$3,825,805	\$1,866,479	\$3,639,240

¹ CPI increase is calculated annually at 1.5%; personnel costs are assumed to have an annual increase of 3.0%

² Categories that are funded by the SW Utility (*green shaded cells*).

5.2.1 Future COS Discussion

The future SWMP COS breakdown above includes a line number for each expenditure. The following discussion addresses each of these line items.

Line Items 1-3: (Personnel): These costs are associated with the Public Works Administration, Public Works Stormwater Utility Division, and Public Works Streets Crew to conduct SWMP activities. The Stormwater Utility Division is funded through the SW Utility, and the other groups are funded through the General Fund.

Line Items 5-12: (Operating Costs): These costs represent operating costs associated with implementation of the SWMP. These costs include costs for engineering design, drainage system improvements, regulatory compliance, supplies/materials, and operations. The Stormwater Utility Division is funded through the SW Utility (Lines 11-12), and the other lines are funded through the General Fund.

Line Items 14-16: (Capital Improvement Program): These costs include CIP Implementation of priority projects from the Stormwater Masterplan (Line 14), capital maintenance equipment (Line 15), and smaller infrastructure projects that are completed in-house (Line 16).

- Line 14: the following drainage projects and estimate costs are planned with SPLOST/ARPA funds: \$2.3M in FY2024 for Macon-Talmadge, \$2.5M in FY2025 for Albany Street, \$2.0M in FY2026 for Riverside Drive, \$1.7M in FY2028 for tide control, and \$3.0M in FY2029 for Wildwood Ditch.
- Line 15:
 - FY2024: \$189,000 includes principal and interest for Vactor truck, street sweeper, camera truck, and mini excavator. FY2024 is the final payment for Vactor truck and street sweeper.
 - FY2025: after removing the Vactor truck and street sweeper payments, a new charge of \$25,000 per year for additional maintenance was added as most of the larger equipment is getting older and no longer has warranty. Additionally, \$87,000 per year was added to purchase a tandem dump truck and front-end loader (totaling \$375,000 combined) that is amortized for 5 years at 6.0%.
 - FY2026: no changes
 - FY2027: final payment on camera truck and mini excavator this year.
 - FY2028: after removing the camera truck and mini excavator payments, a new charge of \$93,000 per year was added to purchase a replacement Vactor truck (\$400,000) that is amortized for 5 years at 6.0%. The Vactor truck and street sweeper are the same age, and it is expected that this one will need to be replaced first, but if not, these two can swap and the other can be replaced in FY2030.

Line Item 18-23: (General Fund Services): These line items represent contribution from other City staff to support the SWMP, including, the City Manager's Office, Finance Administration, Information Technology, Human Resources, Equipment Support, and Code Enforcement.

6. STORMWATER UTILITY FUTURE REVENUE ANALYSIS

Based on our assessment of the City of Brunswick's SWMP and future funding needs, we recommend that the City continue implementing a SW Utility and user fee to fund the SWMP at the desired LOS. A SW Utility is the most fair, equitable and stable method to fund the SWMP in Brunswick. The preceding sections of this document elaborate on the future recommended SWMP within the City, the cost associated with the recommended SWMP LOS, as well as the various funding options including implementation of a SW Utility and user fee. This section provides the following information regarding the specific policies associated with a future SW Utility set up and implementation.

Over the last 20 years, numerous local governments in Georgia have implemented the SW Utility concept as the favored approach for SWMP funding and operation. In 2004, approximately six SW Utilities were in operation in Georgia and by 2023 that number has increased to over 65.

6.1. STORMWATER UTILITY USER FEE RATE DESIGN AND DEVELOPMENT

A SW Utility is typically funded by a user fee system that is based on a sound rate structure and methodology. The rate methodology should attempt to quantify the use of the City's drainage system by the different parcels or "customers" connected to that drainage system. Use of the City drainage system can be defined by utilizing two methods. The first and most common method is to define the demand that a property places on the storm drainage system. The demand is directly related to the amount of runoff leaving the property (i.e., the larger the impervious area and corresponding rate and volume of runoff, the greater the demand that is placed on the drainage conveyance system). The conveyance system and facilities assist in protecting the customer's property and downstream properties by safely conveying the flows into the receiving waters. As the flow rate and volume increase and the demand on the system increases, the user fee becomes larger. An example of a large parcel generating a significant amount of runoff would be a shopping center. Clearly, a shopping center should pay a higher user fee as compared to a single-family residence since the shopping center generates significantly more runoff. The second method for defining use of the drainage system is to determine the services received by the property. Each property owner benefits, either directly or indirectly, from reduced flooding, improved water quality, etc. as a result of the services provided by the local SWMP.

6.1.1 Stormwater Utility Rate Methodology Options

Creation of the rate methodology must follow several legal parameters. It must have a detailed and sound SWMP COS as its basis. In adopting a rate methodology, the City must be fair and equitable. In order to be perceived as fair and equitable to customers, the preferred rate methodology should be easy to understand as well as technically defensible. Both public and judicial acceptance will be predicated primarily on whether the basic rate concept is perceived by the customer as a fair and equitable means of distributing the costs of stormwater management.

The nexus or relationship between the runoff (i.e., demand) and the corresponding user fee charge needs to be maintained (i.e., the greater the demand the higher the fee). The primary rate methodology that has been implemented in Georgia is the impervious area methodology, whereby stormwater utility customers are charged per unit area of impervious surface on their property. This methodology is considered the most equitable and easiest for SW Utility customers to understand. Essentially, the more impervious surface existing on a developed parcel, the more stormwater runoff will be generated and directed to the City's MS4. The more stormwater runoff directed to the City's MS4, the more the benefit (direct or indirect) the customer receives from the City's SWMP, and the higher their corresponding user fee should be.

Rate modification factors are often used to enhance equity or improve ease of SW Utility implementation and management without unduly sacrificing equity. Typical modification factors might include:

- A flat rate single-family residential (SFR) charge;
- A base rate for certain costs which are fixed per account;
- Credits against the monthly service charge for properties that reduce their impact on the SWMP.

6.1.2 Stormwater User Fee Credits

The SW Utility should provide a mechanism for customers to secure credits against the stormwater user fee charge where appropriate. The primary intent of credits is to recognize reductions in the cost to the City to deliver stormwater services that can be attributed to the customer's properly designed, constructed and maintained stormwater controls and activities. Credits are typically conditional and allowed when a customer demonstrates that they have mitigated the runoff contribution impacts from their parcel or otherwise reduced their cost burden on the City's SWMP.

Stormwater user fee credits are most commonly provided for parcels/customers that have onsite detention ponds or similar runoff mitigation controls. These types of stormwater controls mitigate the impacts of downstream discharges and theoretically reduce the downstream systems costs associated with conveyance. These controls may, if properly designed and maintained, enhance downstream water quality as well. This is especially true with regard to non-residential parcels that conduct industrial type activities onsite, or similar. Credits have also been issued to selected customers (such as local school systems) that augment the ongoing water resources education efforts of the local government as required by applicable regulatory permit requirements.

Stormwater user fee credit policies should reflect local conditions and stormwater program needs and can be designed to encourage the types of stormwater behavior desired by an individual community. For example, credits for tree plantings and low impact development have been offered by several SW Utilities who place a value on these types of practices, in recognition of the benefit afforded to the SWMP by implementation of these features.

6.1.3 Rate Methodology Considerations and Preliminary Recommendation

The Columbia County SW Utility successfully utilized the impervious area methodology, and this rate methodology was upheld by both the Columbia County Superior Court and Georgia Supreme Court rulings in 2003 and 2004. In 2013, the Athens Clarke County SW Utility, which also utilizes an impervious surface rate methodology, received an equally favorable ruling from the Georgia Supreme Court. As such, we recommend that an **impervious area rate methodology** should be utilized, if the City elects to implement a SW Utility in the future. It is our recommendation that the City utilize and impervious methodology for the following reasons:

- Impervious area is directly correlated to the amount of stormwater runoff contributed by a parcel to the drainage system. It is therefore the most equitable way to quantify the demands placed by a parcel on the drainage system and the services provided by the SWMP to that parcel.
- The City has sufficient GIS data available to identify the amount of impervious area on individual parcels.
- It is a straight forward methodology that should be easy for future SW Utility customers to understand (i.e., the more you pave the more you pay).

6.2. STORMWATER UTILITY RATE STUDY

6.2.1 Stormwater Utility ERU Development

In a SW Utility, the base billing unit is often referred to as the Equivalent Residential Unit (ERU). The ERU is based upon the median amount of impervious area for a typical single family residential (SFR) parcel. The ERU value is used to calculate the charges for the non-single family (NSFR) properties by equating the NSFR parcel as an equivalent number of residential parcels or ERUs. Based on the analysis that was performed on the impervious area of 4,067 SFR parcels, that ranged in size from 250 to 11,000 square feet. The results of this analysis determined that the median impervious area for the SFR parcels within the City is approximately 2,220 square feet (Table 7). As such, an ERU value of 2,220 square feet has been established for the purposes of the analysis shown below.

Table 7: Impervious Area Data Analysis

Data	SFR
Median Impervious Area =	2,221 ft ²
Recommended ERU =	2,220 ft ²
Parcels/Records Evaluated =	4,067

Many utilities in Georgia utilize an impervious surface methodology with a flat rate charge of 1.0 ERU for SFR customers. This concept is similar to a flat-rate sanitation charge for residential customers. Under such a flat rate user fee structure, SFR customers would typically pay 1.0 ERU. However, in some communities, there can be such a wide distribution in the SFR housing stock

(or impervious surface footprint) that a single flat rate user fee charge is not sufficient to maintain equity. In these instances, the establishment of flat rate residential “tiers” may be a more equitable means of billing the stormwater user fee.

However, based on the data for the City of Brunswick, it does not appear to be necessary for the City to implement SFR “tiered” user fee because the majority of SFR parcels hover around the median or calculated ERU of 2,220 square feet. Therefore, for the proposed ERU projection, we have assumed that the City will utilize a flat rate structure of 1.0 ERU for all SFRs.

6.2.2 ERU Calculation

Utilizing the impervious area data developed as part of the initial project in 2018, annual updates were conducted based on new construction and demolitions. The current ERUs from the City's 2023 property tax database were reviewed. There a total of 19,142 billing units (ERUs). Of that total there was 4,361 SFR and 14,781 NSFR ERUs. Since this is a user fee system and not a tax, the City offers credits for properties that limit their impact of stormwater on the City's system. As of 2023, there have been a total of 1,242 ERUs of credits awarded, which represents 6.1% of the citywide billing units of 20,385.

6.2.3 Preliminary Stormwater Utility Revenue Projection & User Fee Rate

As stated earlier in this report, the City would need to move towards an annual SW Utility budget of \$1.29M per year within the next five years to achieve the desired SWMP LOS. Table 8 contains the preliminary rate model that was developed to assess the capacity of a Stormwater User Fee to fund the SWMP at the desired LOS. The data/assumptions that were utilized to create this model are as follows:

1. The ERU is established at 2,220 square feet.
2. The number of ERUs is 20,385 or billing units, based on data from FY2023.
3. The initial user fee rate will increase from the current rate of \$4.50/ERU/month to \$5.25 in FY2024 and \$5.50 in FY2026.
4. The delinquency rate for stormwater user fees will be 2%, and 25% of delinquencies will be collected in the same year they occur, 25% of delinquencies will be collected in the next year, and the remaining 50% of delinquencies will be written off.
5. Stormwater User Fee Credits will reduce gross revenues by 6.5% per year based on data from FY2023 and anticipated new credits.
6. User fee revenues will increase by 0.5% per year due to new development based on trends over the first five years.
7. SPLOST and other grant sources (ARPA) will cover all Capital Improvement Program costs, and the current SPLOST will bring in revenue for the duration of the 5-year period of this model.

Table 8: Stormwater Utility User Fee Revenue Model

	Total Revenue FY2024	Total Revenue FY2025	Total Revenue FY2026	Total Revenue FY2027	Total Revenue FY2028
ERU	20,385	20,487	20,589	20,692	20,796
Rate	\$5.25	\$5.25	\$5.50	\$5.50	\$5.50
Gross Revenue	\$1,284,255	\$1,290,676	\$1,358,898	\$1,365,692	\$1,372,521
Delinquencies (2%)	\$25,685	\$25,814	\$27,178	\$27,314	\$27,450
Credits (6.5%)	\$83,477	\$83,894	\$88,328	\$88,770	\$89,214
Collections	\$6,421	\$8,059	\$8,809	\$9,031	\$9,120
Net SW Utility Revenue	\$1,181,515	\$1,189,027	\$1,252,201	\$1,258,639	\$1,264,977
SPLOST Allocation ²	\$2,300,000	\$2,500,000	\$2,000,000	\$0	\$1,700,000
General Fund Allocation	\$589,550	\$603,116	\$617,027	\$631,292	\$645,922
Program Cost	\$4,062,601	\$4,286,189	\$3,825,805	\$1,866,479	\$3,639,240
Net Annual Income	\$8,464	\$5,954	\$43,422	\$23,452	(\$28,341)
Fund Balance	\$8,464	\$14,418	\$57,840	\$81,292	\$52,951

If the City were to increase the user fee charge from \$4.50 to \$5.25 per ERU per month in FY2024 and continue to grow it to \$5.50 over the next five years, our preliminary analysis has indicated that the City would likely generate approximately \$1.181M – \$1.265M per year of net user fee revenue as shown above. This rate structure and funding approach would be sufficient to fund the SMWP over the 5-year period of this model.

From the previous 5-year model, the City’s implementation of the SW Utility followed the recommended path of starting at \$3.95/ERU in FY2019, and then an increase to \$4.50/ERU in FY2020. However, due to COVID and other issues, the City never followed the next step to increase the rate to \$4.75 in FY2021. The City kept the same SW Utility rate of \$4.50 for four consecutive years, despite increases in personnel and operating costs.

6.2.4 SW Utility User Fee Rate Comparison

Table 9 compares the current and proposed City of Brunswick user fee rate for an average residential customer and a 50,000 square foot NSFR customer to some other existing stormwater user fee rates in Georgia, including coastal and southern Georgia municipalities. Of the coastal Georgia municipalities, Brunswick’s monthly billing rate of \$4.50/ERU is the lowest of the group – Richmond Hill and Garden City at \$4.75/ERU, Statesboro at \$5.00/ERU, and Hinesville at \$6.42/ERU.

Table 9: Georgia SW Utility User Fee Rates Comparison

Community	Monthly Billing Rate	ERU/ Billing Unit (Sq. Ft.)	Typical Monthly Residential Bill	Example NSFR Monthly Bill (50,000 Sq. Ft. impervious)
Valdosta	\$3.50/ERU	3,704	\$3.50	\$47.25
Camilla	\$4.00/ERU	3,360	\$4.00	\$59.52
Americus	\$4.00/ERU	3,000	\$4.00	\$66.67
Centerville	\$4.25/ERU	3,900	\$4.25	\$54.49
Brunswick (current)	\$4.50/ERU	2,220	\$4.50	\$101.35
Richmond Hill	\$4.75/ERU	3,300	\$4.75	\$71.97
Garden City	\$4.75/ERU	3,000	\$4.75	\$79.17
Macon/Bibb Co.	\$4.99/ERU	2,200	\$4.99	\$113.40
Statesboro	\$5.00/ERU	3,200	\$5.00	\$78.13
Perry	\$5.00/ERU	3,300	\$5.00	\$75.76
Decatur	\$5.00/ERU	2,900	\$5.00	\$86.21
<i>Brunswick (proposed)</i>	<i>\$5.25/ERU</i>	<i>2,220</i>	<i>\$5.25</i>	<i>\$118.12</i>
Griffin	\$5.36/ERU	2,200	\$5.36	\$121.82
Augusta	\$6.40/ERU	2,200	\$6.40	\$145.45
Hinesville	\$6.42/ERU	2,635	\$6.42	\$121.82
Albany	\$6.73/ERU	2,700	\$6.73	\$124.63
Peachtree City	\$6.89/ERU	4,600	\$6.89	\$74.89

7. CONCLUSIONS AND RECOMMENDATIONS

The City has completed an audit of the SW Utility Program over the first five years in operation. The assessment identified the SWMP issues, priorities and needs as well as the funding considerations associated with current and future SWMP implementation. Overall, the addition of the SW Utility and dedicated stormwater funding source has resulted in many accomplishments and an expanded LOS for the City's SWMP, including:

- Proactive drainage system O&M program.
- Stormwater Masterplan with prioritized CIP list.
- Funded \$1.216M in drainage CIPs (Magnolia Park Neighborhood) and purchased of street sweeper (\$242K) and Vactor truck (\$370K) for drainage system O&M needs.
- Improved CRS Rating from a Class '9' to a '6' which resulted in a savings of 15% on all City resident's flood insurance policies.
- *See detailed list of accomplishments in Section 4.7.*

The primary issues that the City SWMP must continue to address include the following:

- Continued proactive drainage system O&M
- Continued regulatory compliance and satisfy new requirements
- Citywide drainage CIP implementation to address flooding
- Strive to continue to enhance floodplain management program and CRS rating

Capital drainage projects dominate the City's SWMP budget. A few important notes include:

- The City currently has a list of 15 large, priority drainage CIPs, and the estimated cost to address and remedy the current project list is approximately \$25.2M.
- The highest priority CIPs are being funded through SPLOST.
- Another 25 green infrastructure projects were identified within the City that focus on water quality improvements for approximately \$3.2M.
- Additional capital projects and O&M activities will continue to be added to the current list as the drainage system condition assessment continues and the system continues to expand, age and deteriorate over time.
- The City should continue to identify and endeavor to secure appropriate secondary funding sources, such as grants, when applicable.

It is recommended to continue implementing the SW Utility but a rate increase is needed:

- The monthly stormwater user fee charge billing rate should increase from \$4.50/ERU to \$5.25/ERU in FY2024 and grow to \$5.50/ERU over the next five years to a fund the proposed SWMP LOS outlined herein.
- Based on the estimated number of ERUs (or billing units), the proposed rate increase in FY2024 would generate approximately \$1.18M per year compared with \$1.01M if no rate change occurs. With the proposed rate increase to \$5.50/ERU in FY2026, the SW Utility is expected to generate \$1.265M in FY2028.



SUBJECT:

COMMISSION ACTION REQUESTED ON: First Reading August 2, 2023

PURPOSE:

Revise Public Tree Ordinance to

- 1) Add Sec 28-6.1 – Permit Review, which Provides a process for applicants to voluntarily pay City for the replacement of public trees with approval from the Tree Board.
- 2) Revise Sec 28-6 – Permitting, Enforcement and Penalties, expanding on and clarifying public notice requirements for proposed public tree removal.

HISTORY:

The existing ordinance requires a developer to replant any Public Trees removed or damaged by development. This has presented challenges for development of commercial lots where the City has approved zoning actions which eliminate setbacks.

The proposed ordinance revisions have been reviewed by the Tree Board who voted unanimously to recommend approval.

FACTS AND ISSUES:

Development can be limited by Public Tree requirements, especially where the proposed construction eliminates setbacks or includes right-of-way improvements such as driveways, parking, and sidewalks.

Replanting Trees on the private property of is not always feasible.

Replanted species and size would be proposed by staff and approved/ revised by the Tree Board.

Tree would need to be warrantied by applicant for period of at least 1 year from planting.

Applicant would be able to appeal any decision by the Tree Board to the Commission.

Summarized public notice requirements, at least 15 days prior to Tree Board meeting: post signage near the subject tree, mail nearby property owners, and publish a notice on the website.

BUDGET INFORMATION:

No anticipated effect on budget. Any fees collected from the applicant should be proportionate to the cost of replanting by the city. The new public notice requirements may generate negligible postage costs.

OPTIONS:

No Action at this time.

DEPARTMENT RECOMMENDATION ACTION:

Staff recommends approval of the revisions as proposed.

DEPARTMENT: Planning Development and Codes

Prepared by: Christopher Jones, Building Official

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Regina M. McDuffie

City Manager

7/21/23

Date

ORDINANCE NO. 10__

AN ORDINANCE TO AMEND THE CHAPTER 28 OF THE CODE OF ORDINANCES OF THE CITY OF BRUNSWICK TO AMEND THE NOTICE REQUIREMENTS; TO AMEND THE PERMITTING PROCESS; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

SECTION ONE:

The Code of Ordinances of the City of Brunswick, Georgia, is hereby amended by adding a chapter, to be numbered Chapter 28 "Tree Ordinance" which reads as follows:

Sec. 28-6. Permitting, enforcement and penalties.

(a) *Permit to remove, destroy, injure, or relocate public trees.*

- (1) Applications for permission to remove, destroy, injure, or relocate a tree shall be submitted to the tree board as prescribed by the administrative authority.

At least 15 days but not more than 45 days prior to the public hearing before the Tree Board, the City shall place a sign or signs stating the date, time, and place of the public hearing. One such sign shall be placed in a conspicuous location along the closest street in relation to the subject tree. If the property has no street frontage, the sign shall be placed in a conspicuous location as close to the subject tree as possible.

- ~~(2) Upon the submission of an application, a notice of proposed tree removal shall be obviously posted on site as close to the tree(s) in question as possible.~~

- ~~(2) At least 15 days prior to the Tree Board public hearing, the Administrative Authority shall cause a notice to be mailed to all persons owning property located abutting or across any street for the property containing the tree(s) in question. The written notice shall be mailed to the property owners as such names and addresses appear on the county's ad valorem tax records. The notice shall state the approximate location, the species, and the DBH of the subject tree.~~

- ~~(3) At least 15 days prior to the Tree Board public hearing, the Administrative Authority shall cause notice to be placed on the City website. The notice shall include the approximate location, species, and DBH of the tree.~~

- (4) The authorization of the removal, replacement, or relocation of a tree shall be subject to a determination by the administrative authority. Prior to authorization by the administrative authority, the tree board shall submit a recommendation determining

whether the removal, replacement, or relocation of a tree conforms to all regulations set forth herein and elsewhere in this chapter.

- (5) Within 30 days of receipt of the tree board recommendation, the city shall approve the application, deny the application, or remand the application to the tree board for further review and consideration.
 - (6) Permits authorizing the removal, replacement, or relocation of a tree shall be valid only for that particular tree.
- (b) *Permit compliance.*
- (1) Approved permits are to be posted on site, legible and visible from the street prior to commencement and throughout completion of the work.
 - (2) All protected trees proposed for removal are to be designated on site in a nonpermanent, harmless, and plainly visible manner so that city personnel can easily locate such trees during a site inspection.
- (c) *Enforcement.* The city code enforcement officers, administrative authority, the department of planning, development and codes shall be charged with the enforcement of this article. The administrative authority may place conditions on the issuance of construction, demolition, and other land development permits when necessary to safeguard protected trees during the execution of such permits or when recommended as a condition of approval for a tree removal permit. The administrative authority shall have the authority to review and approve, deny, or require changes to the proposed replacement tree species to encourage species diversity.
- (d) *Penalties.*
- (1) Any person who shall injure, damage, or destroy any public tree situated on the public right-of-way of any street, alley, sidewalk, park, or other public property within the city limits shall promptly notify the administrative authority of such fact and all, within such a reasonable time as specified by the city, repair or replace the same to the satisfaction of the administrative authority. Species must be native or noninvasive, regionally adapted, and comply with the acceptable city planting list, and all other city standards, and shall not be on the prohibited species list.
 - (2) Should the person or entity fail or refuse to repair or replace the damaged or destroyed trees within such a reasonable time, the city shall do, or cause to be done, the necessary repairing or replacement and the costs of this work shall be recovered from the person or entity responsible for the damage or destruction by a proper action of law. In addition, the city may recover for any other damages or losses to which it is entitled by law. Each tree removed or destroyed in violation of this article represents a separate offense.
- (e) *Criteria for removal, destruction, injury of relocation.*
- (1) *Minimum canopy coverage standards.* The city desires to maintain the current tree canopy cover across all land uses within the city's jurisdiction.

- a. The spacing of trees will be in accordance with the species size classes and no trees may be planted closer together than the following: small ornamental trees, 30 feet; large trees; 40—50 feet; except in special plantings designed or approved.
- b. The distance trees may be planted from curbs or curb lines and sidewalks will be in accordance with the species size classes listed and no trees may be planted closer to any curb or sidewalk than the following:
 Small trees Two feet; and
 Large trees Four feet.
- c. Replacement trees shall have a trial period of one year from the final inspection date. At the end of the trial period, the applicant shall request an inspection of all replacement trees. Those trees, as determined by the administrative authority, that are in a poor or unhealthy condition shall be replaced in accordance with the tree permit with a new trial period of one year.
- d. Regardless of caliper or diameter at breast height, replacement trees shall not subsequently be removed or destroyed without a permit.

(2) *Replacement trees.* The following list constitutes the official approved replacement trees.

Large shade trees

Acer floridanum	Florida Maple
Acer rubrum	Red Maple
Betula nigra	River Birch
Carpinus caroliniana	American Hornbeam
Carya illinoensis	Pecan
Carya ovata	Shagbark Hickory
Catalpa bignonioides	Southern Catalpa
Cedrus atlantica	Blue Atlas Cedar
Cedrus deodara	Deodar Cedar
Celtis laevigata	Sugarberry
Cryptomeria japonica	Japanese Cedar
Cunninghamia lanceolata	China Fir
Cupressus sempervirens	Italian Cypress
Diospyros virginiana	Persimmon
Ginkgo biloba	Ginkgo (Male Only)
Halesia carolina	Carolina Silverbell'
Juniperus virginiana	Eastern Red-Cedar
Liquidambar styraciflua	Sweetgum (Male)
Magnolia grandiflora	Southern Magnolia
Metsoquoia glyptostroboides	Dawn Redwood

Nyssa sylvatica	Black Tupelo
Ostrya carpinifolia	Hop Hornbeam
Pinus glabra	Spruce Pine
Quercus alba	White Oak
Quercus falcata	Southern Red Oak
Quercus laurifolia	Laurel Oak
Quercus lyrata	Overcup Oak
Quercus marilandica	Blackjack Oak
Quercus michauxii	Swamp Chestnut Oak
Quercus phellos	Willow Oak
Quercus stellata	Post Oak
Quercus virginiana	Live Oak
Taxodium ascendens	Pond Cypress
Taxodium distichum	Bald Cypress
Ulmus americana (hybrids only)	American Elm
Ulmus parvifolia	Chinese Elm or Lacebark Elm

Small to medium trees, maximum of 35 feet.

Aesculus pavia	Red Buckeye
Amelanchier arborea	Downy Serviceberry
Cercis canadensis	Eastern Redbud
Chionanthus virginicus	Fringetree
Cornus florida	Dogwood
Eriobotrya japonica	Loquat
Ilex casseine	Dahoon Holly
Ilex opaca	American Holly
Ilex vomitoria	Yaupon Holly
Ilex x attenuata 'east palatka'	East Palatka Holly
Lagerstroemia fauriei	Japanese Crape Myrtle
Lagerstroemia indica	Crape Myrtle
Magnolia virginiana	Sweetbay Magnolia
Magnolia x soulangeana	Saucer Magnolia
Vitex agnus-castus	Chaste Tree
X Cuprocyparis leylandii	Leyland Cypress
Zelkova serrata	Japanese Zelkova

- (f) *Protection of existing trees.* Protection of existing individual trees shall be incorporated as a required portion of initial design and project layout through project completion.

- (1) The city shall have the right to plant, prune, maintain and remove trees within the lines of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such public grounds.
- (2) *Utility companies/authorities.* Unless otherwise set forth in any franchise agreement, utility companies and authorities acting as utility companies shall provide 30 days' written notice to the administrative authority of any and all tree work or work impacting trees performed within the city prior to such work commencing, or as set forth in any franchise agreement. Utility companies shall provide written evidence to the administrative authority of adherence to established utility specialist guidelines (as recommended by the International Society of Arboriculture) for line clearance work. These guidelines shall cover the following areas:
 - a. *Tree trimming/pruning.* Topping is not permitted within the city;
 - b. Tree removal, especially historic and specimen trees;
 - c. Brushing;
 - d. Right-of-way clearance for new utility conveyors on private right-of-way; and
 - e. Chemical brush control and appropriate precautions.
- (3) *Construction sites.* Protected trees located on or adjacent to property on which construction, renovation or other land disturbing activity is underway, shall be shielded from any potential negative impacts as a result of the construction, renovation or land disturbing activity.
- (4) The administrative authority shall supervise the tree related portion of all projects as necessary and may regulate or halt the project when it is deemed to be detrimental to any protected tree or when the cutting exceeds what is needed for continued utility service.

(Ord. No. 1067, § 1, 7-15-2020)

Sec. 28-6.1 Permitting Review.

- (a) Permits for construction, renovation, demolition. Permits to remove, destroy, or injure a Public Tree for construction, renovation or demolition shall be obtained by making application in a form prescribed by the Administrative Authority.
- (b) Application review; notice of preliminary approval or denial of permit to remove, destroy, or injure trees. Upon receipt of a complete application by the city to remove, destroy, or injure trees for construction, renovation, demolition, landscaping, silviculture, or other non-safety related purposes, the Tree Board shall review the application pursuant to the requirements of this article. The Tree Board shall either give a notice of preliminary approval of the application if the application meets the requirements of this article, or shall give a notice of denial of the application if the application fails to meet the requirements of this article. The Tree Board may impose conditions to the issuance of the

permit consistent with this article. An applicant may submit a new application at any time after a notice of denial of an application under this chapter. An applicant may appeal the notice of denial to the City of Brunswick Board of Commissioners as provided in this article. Any person aggrieved by the notice of preliminary approval may also appeal to the City of Brunswick Board of Commissioners.

- (c) A property owner responsible for a land-disturbing activity that causes damage to Protected or Public Property Tree which affects the health or growth of such tree, or requires removal of a tree, shall compensate the city for such tree loss or damage as set forth below.

The Administrative Authority shall establish the replacement cost of the removed or damaged tree. The property owner responsible for the land-disturbing activity which caused the removal or damage to such tree shall compensate the city for such tree loss or damage under one of the following options, subject to the approval of the Tree Board.

1. Plant or preserve additional trees on the development site that equals or exceeds the assessed replacement value of the removed or damaged tree.
2. Plant trees on adjacent city rights-of-way equal to or exceeding the replacement costs that were assessed for the removed or damaged tree.
3. Make payment to the Administrative Authority as assessed for the replacement of the removed or damaged tree.
4. Meet any equivalent combination of the above as approved by the Tree Board.

SECTION TWO:

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

SECTION THREE:

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

SECTION FOUR:

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

SO ORDAINED BY THE CITY COMMISSION OF BRUNSWICK THIS _____ DAY OF

_____, 20__.

Cosby H. Johnson, Mayor

ATTEST: _____
Naomi Atkinson, City Clerk