

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, DECEMBER 20, 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 December 20, 2023 Regular Scheduled Meeting Agenda.

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

2.

New Alcohol License(s)			
Name of Business	Business Owner/Manager	Business Address	Permit Type
SchroGlo	Owner: Nikki Schroeder Manager: Madison Schroeder	1305 Gloucester St.	On premise consumption of beer, wine and liquor.

UPDATE

3. Idalia Expense Report. (R. McDuffie) (Encl. 1)

ITEM(S) TO CONSIDER FOR APPROVAL

4. Consider Approval of December 6, 2023 Regular Scheduled Meeting Minutes. (subject to any necessary changes.) (N. Atkinson) (Encl. 2)
5. Consider Approval of Renewal of Stop Loss Insurance Proposal. (R. McDuffie) (Encl. 3)
6. Consider Approval for Tuesday, December 26, 2023 as an Additional Holiday for 2023. (R. McDuffie)
7. Consider Approval Consider of Thirty-Three(33) Alcohol License Renewals; and One (1) Renewal with Previous Violations. (A. Brown) (Encl. 4)
8. Consider Approval of October 31, 2023 Financial Reports. (K. Mills) (Encl. 5)
9. Consider Approval of Contract with Coastal Greenery, Inc. for Landscape Maintenance Services at City Parks and Public Areas along U.S. highway 17 Corridor. (G. Alberson) (Encl. 6)

10. Consider approval of Enterprise Zone Incentives for 1615 Reynolds Street. (M. Hill) **(Encl. 7)**

PRESENTATION(S)

POINT OF PRIVILEGE

EXECUTIVE SESSION

EXPENSE REPORT

For Office Use Only

GENERAL INFORMATION

Purpose	Expense report estimations
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Statement Number

EMPLOYEE INFORMATION

Name Alec Eaton

Position	EMA coordinator
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Department Fire Department

Manager Tim White

Date	Department	Description	Cost	Column1	Column2	Column3	Column4	Column5	Column6	Total
9/13/2023	HR	Total earnings	\$253,281.00							\$253,281.00
	DDA	ritz awning replacemt	\$3,899							\$3,899.00
										\$0.00
8/30/2023	Community Services	Food for Shelter	\$360							\$360.00
										\$0.00
	Fire department	Training tower roof linging	5000							\$5,000.00
										\$0.00
	Public works	Sandbag purchase	1800							\$1,800.00
	Public Works	Debris Disposal Tickets	24,968.14							\$24,968.14
	PW truck usage	vehicle used for debris collection	82,000							\$82,000.00
	Lissner House	2nd floor railing	3600							\$3,600.00
Total			\$374,908.14							\$374,908.14

Comments

these number are an approximation and dats is currently being gathered for an excate amount for each line

\$374,908.14

\$0.00

\$374,908.14

**OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION
REGULAR SCHEDULED MEETING
WEDNESDAY, DECEMBER 6, 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~(*attended via zoom*) and Commissioner Kendra Rolle

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

INVOCATION: Pastor Darrell Dawson, Bright Star Baptist Church

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

ADDENDUM TO AGENDA:

Commissioner Rolle made a motion to defer item number three (3) and item number five (5):

3) "*Consider Approval of October 31, 2023 Financial Reports and* 5) "*Consider approval of Coastal Greenery, Inc. for landscape maintenance services at city parks and public areas along U.S. Highway 17 corridor; and move public comment after recognitions, presentations and awards;* seconded by Commissioner Cason. Motion passed unanimously.

APPROVAL OF AGENDA

1. Adoption of December 6, 2023 Regular Scheduled Meeting Agenda.

Mayor Pro Tem Martin made a motion to adopt December 6, 2023 agenda with aforementioned addendums; seconded by Commissioner Cason. Motion passed unanimously.

PUBLIC COMMENT

1) Robert Griffin thanked Mayor Pro Tem Martin and Commissioner Cason for their service.

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

Tribute to Commissioner Julie Martin & Commissioner John Cason III for their service:

Commissioner Rolle thanked Mayor Pro Tem Martin and Commissioner Cason for their leadership and service to the City of Brunswick.

Commissioner Harris thanked Mayor Pro Tem Martin and Commissioner Cason for their leadership and service to the City of Brunswick and provided accolades to both.

Commissioner-Elect Sabbe and Commissioner-Elect Atkinson-Williams thanked both Mayor Pro Tem Martin and Commissioner Cason for their service.

City Manager McDuffie thanked Mayor Pro Tem Martin and Commissioner Cason for their service to the City of Brunswick.

Mike Martin, husband of Mayor Pro Tem Martin thanked Mayor Pro Tem Martin for the example she has been for her family; he also thanked Commissioner Cason for his service.

Jay Cason, son of Commissioner Cason thanked Commissioner Cason on behalf of the Cason family for his service and example; he also thanked Mayor Pro Tem Martin for her service.

Mayor Johnson thanked Mayor Pro Tem Martin and Commissioner Cason for their service and sacrifice to the City of Brunswick. Mayor Johnson presented proclamation and plaque to Mayor Pro Tem Martin and Commissioner Cason.

RECESS – 6:25 p.m. until 6:29 p.m.

ITEM(S) TO CONSIDER FOR APPROVAL

2. Consider Approval of November 15, 2023 Regular Scheduled Meeting Minutes. (*subject to any necessary changes.*) (N. Atkinson)

Commissioner Cason made a motion to approve November 15, 2023 regular scheduled meeting minutes; seconded by Mayor Pro Tem Martin. Motion passed unanimously.

3. Consider Approval of October 31, 2023 Financial Reports. *(K. Mills)*

~The above-referenced items was deferred until the December 20, 2023 commission meeting.~

4. Consider Approval Consider of Nine (9) Alcohol License Renewals; and Five (5) Renewal with Previous Violations. *(A. Brown) (list attached)*

Mayor Pro Tem Martin made motion to approve the nine (9) alcohol beverage license renewals *(list attached)* and the five (5) renewal with violations; seconded by Commissioner Cason. Motion passed unanimously.

5. Consider Approval of Contract with Coastal Greenery, Inc. for Landscape Maintenance Services at City Parks and Public Areas along U.S. highway 17 Corridor. *(G. Alberson)*

~The above-referenced items was deferred until the December 20, 2023 commission meeting.~

6. Consider Approval of Glynn County and City of Brunswick Emergency Operation Plan. *(A. Eaton)*

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

7. Consider Approval of Enterprise Zone Incentives for 1400-02 Newcastle Street. *(M. Hill)*

Mayor Pro Tem Martin made a motion to approve the above-referenced Enterprise Zone Incentives for fees only; seconded by Commissioner Cason. Motion passed unanimously.

8. Consider Approval of Enterprise Zone Incentives for 1615 Reynolds Street. *(M. Hill)*

Commissioner Cason made a motion to defer the above-referenced item until December 20, 2023 commission meeting, seconded by Mayor Pro Tem Martin. Motion passed unanimously.

EXECUTIVE SESSION

There was not an executive session held during this meeting.

Mayor Johnson announced that at the next meeting the commission will be bringing tax relief for property owner citizens before the commission.

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

MEETING AJOURNED – *meeting adjourned at 7:27 p.m.*

/s/Cosby H. Johnson

Cosby H. Johnson, Mayor

Attest: /s/ Naomi D. Atkinson

Naomi D. Atkinson

City Clerk



SUBJECT: Renewal of Stop Loss Insurance Proposal

COMMISSION ACTION REQUESTED ON: December 20, 2023

PURPOSE: To review and approve the renewal of the city's stop loss insurance proposal. Stop loss insurance is a method in which the city can limit the risk of high medical claims from our employees. Being self-insured, the city pays for its employees' health care costs directly, instead of buying a traditional insurance plan from a carrier. Stop loss insurance covers the city for claims that exceed a certain amount, either for an individual employee or for the entity.

HISTORY: The City is self-insured and offers medical insurance for its employees and their families. The city works to promote health and wellness and reduce cost of medical claims and prescriptions to lessen our exposure. Stop loss insurance is an additional measure that helps save money, control benefits, and customize our plan to suit the city's needs and preferences. The City customarily carries stop loss insurance with a threshold of \$80,000 per employee.

FACTS AND ISSUES: The proposed stop loss insurance is 14.78% lower than premiums for the previous year. This proposal limits our exposure and provides protection for city assets and resources. Please note: The estimated annual maximum on the proposal is slightly adjusted and does not include the administrative costs and aggregate premium shown on the comparison.

BUDGET INFORMATION: Funds budgeted in the FY24 budget for health insurance costs covers the cost of this premium.

OPTIONS:

1. Approve the renewal of the stop loss proposal as presented.
 2. Do not approve renewal of the stop loss proposal as presented.
 3. Take no action at this time.
-

DEPARTMENT RECOMMENDATION ACTION:

Approve renewal as presented.

DEPARTMENT: City Manager's Office

Prepared by: Regina M. McDuffie, City Manager

ADMINISTRATIVE COMMENTS:

Approval recommended to provide savings and reduction of risks for the city.

ADMINISTRATIVE RECOMMENDATION:

Approval recommended.

Regina M. McDuffie

11/27/2023

City Manager

Date



breckpoint

LEAD TOGETHER

Participant Stop Loss Proposal

Issued October 17, 2023 at 10:09 am

Group	City of Brunswick	Effective Date	1/1/2024	Quote	6129
Carrier	Breckpoint Insurance Company	Underwriter	Sean Rigole	Proposal	23134
Issued To	Corporate Benefit Services		CieloStar Large Group		

This proposal is valid through 1/15/2024

Specific covers Medical, Rx.

Aggregate covers Medical, Rx.

Census	Single	Family	Total
All Cvs	79	56	135

Option	Option 1
Specific Deductible*	80,000
Specific Annual Maximum	Unlimited
Specific Contract Basis	24/12
Aggregate Specific Deductible	n/a
Commission	0.00%
Specific Rates	
Single	134.39
Family	309.10

Aggregate Contract Basis	24/12
Aggregate Maximum	1,000,000
Aggregate Corridor	125%
Aggregate Premium Rate	12.78
Aggregate Accommodation	3.09
Aggregate Terminal Liability	n/a
Claims Funding Factors	
Single	653.69
Family	1,503.51

Summary

Estimated Specific Premium	335,117
Estimated Aggregate Premium	25,709
Minimum Aggregate Deductible	1,630,057
Total Composite Premium Rate	222.73
Run-In Limit	n/a
ESTIMATED ANNUAL FIXED PREMIUM	360,826
ESTIMATED ANNUAL MAXIMUM	1,990,883

Underwriter's Notes

[REDACTED]



breckpoint

MEMBER OF THE CIGNA GROUP

Proposal Contingencies

Employer **City of Brunswick**

Quote ID 6129

Eff. Date **1/1/2024**

Proposal ID 23134

The terms of this offer are tentative and subject to change based on receipt, review and approval of the following:

- This is a FINAL proposal and the binding process can be initiated via a signature of this proposal from the applicant. Final disclosure will be required. In order for this proposal to be considered sold, the application and deposit check must be submitted by the 15th of the effective month and all other outstanding requirements must be received and accepted within 31 days of the effective date. A copy of the signed Summary Plan Description (SPD) and any/all amendments must be received within 60 days of the effective date. No policy will be issued and any reimbursement for specific or aggregate claims will be denied until the signed SPD has been received, reviewed, and approved. Once issued, the medical stop loss policy will supersede the plan document in any conflict. This proposal is based on the policy provisions, limitations and exclusions, as well as any conditions specified in supplemental correspondence developed by the Underwriter. By selecting an option and initialing below, you are confirming that you understand and agree to the terms, conditions, and limitations listed in this FIRM quote

Option/Plan Selected _____

Group Initials _____

- Proposal assumes CBS administering all claims based on the following plan design(s): Current Plans Match (2)
- Proposal assumes access to the following provider network(s): CIGNA
Proposal assumes access to a pharmacy benefit manager. Phoenix PBM

[Proposal assumes that any Rx rebates will be reduced from the total reinsurance reimbursement totals, regardless of how the plan appropriates them.]

- Proposal assumes the implementation of a pharmacy benefit advocate to manage and mitigate high cost prescriptions through alternative sourcing or funding options: [RxFree 4 Me]. All applicable prescriptions would have to be managed through this vendor to be considered covered under the stop loss policy.
Proposal assumes that any Rx rebates will be reduced from the total reinsurance reimbursement totals, regardless of how the plan appropriates them.
- This proposal assumes that claim reports provided in the request for proposal reflect the same plan design as being quoted. If there are substantial differences between the historical plan design and the plan design being quoted, this quote is subject to change.
- Unless otherwise stipulated, the disclosure statement with any applicable reports or applications cannot be made earlier than 60 days prior to the effective date.
- We reserve the right to change the terms, conditions, rates or factors of this proposal if any of the information supplied by client is inaccurate or modified; including but not limited to any corresponding paid claims, unfunded or potential claims, individual health questionnaires or signed Standard Disclosure Form. Any inaccuracy in the data submitted or failure to disclose any such information can potentially void this proposal in its entirety.
- This proposal is based on the enrollment indicated in the census supplied by the client. If the actual enrollment varies by more than 10% at any time throughout the life of the policy, we reserve the right to re-underwrite which includes a full review of the census, plan, vendors and all applicable claim experience. The minimum aggregate deductible will be based on enrollment at the time of the proposal. The annual minimum premium is 90% of the estimated. We reserve the right to re-underwrite if the total amount of claims paid in any one of the three months immediately preceding the effective date exceeds 25% of the monthly average of the nine months prior annual premium based upon the applicable



Employer **City of Brunswick**
Eff. Date **1/1/2024**

Quote ID 6129
Proposal ID 23134

The terms of this offer are tentative and subject to change based on receipt, review and approval of the following:

enrollment as of the effective date.

- Proposal assumes that appropriate fees have been included and accounted for in the Specific and Aggregate claims reports provided by the TPA, where applicable. Such fees will be considered a claims expense under this contract, subject to a maximum of 10% of billed charges or 25% of savings, with caps of \$25,000 on certified claims, and \$50,000 per claimant per policy.
- Higher individual specific deductibles (lasers) may apply as part of the reimbursement terms. If they do, the additional claims liability between the group's specific deductible and the laser will not be eligible under the aggregate. Additionally, any claims liability assumed by the employer in the form of an aggregating specific corridor or deductible will not be eligible under the aggregate. Additional claims liability and funding may be required to meet the applicable aggregate deductible prior to stop loss attachment due to expenses found to be ineligible under the policy. Examples include, but are not limited to drops in enrollment, disclosure concerns, claims paid contrary to the plan, claims paid outside of contract, claims in excess of allowable amounts, or administrative fees.
- Additional claims liability and funding may be required to meet the applicable aggregate deductible prior to stop loss attachment due to expenses found to be ineligible under the policy. Examples include, but are not limited to drops in enrollment, disclosure concerns, claims paid contrary to the plan, claims paid outside of contract, claims in excess of allowable amounts, or administrative fees.

This proposal's rates and factors do not include any cost of health plan claim administration.

- The applicant, its agent and/or assignees do not have the authority to modify the terms of this proposal.
- Occupational injuries/sicknesses and gene therapies are excluded from coverage and, unless otherwise qualified, retirees and infertility services are excluded from coverage.
- This is not a binder or contract of insurance.
- We will not be bound by any typographical errors or omissions contained herein.

Health Plan Administration and Funding

The City of Brunswick

Effective Date: Jan. 1, 2024

Third Party Administrator	Corporate Benefit Services (Current)	Corporate Benefit Services (Renewal)	Corporate Benefit Services (Option 2)
Stop Loss Carrier	SkyWard	SkyWard	Breckpoint
Provider Network	CIGNA	CIGNA	CIGNA
Specific Deductible	\$80,000	\$80,000	\$80,000
Contract Basis	24/12	24/12	24/12
Lasers	\$300,000	*\$300,000	**\$300,000
TLO			
Administrative Cost			
Medical Administration	\$21.75	\$21.75	\$21.75
Direct Contract Repricing & PPO Access	\$15.55	\$15.86	\$15.86
Hospital admission precertification	\$0.00	\$0.00	\$0.00
Discharge planning and large case mgmt	\$3.00	\$3.00	\$3.00
Cobra/ HIPAA	\$1.50	\$2.00	\$2.00
TeleHealth	\$0.00	\$0.00	\$0.00
Better the COBRA	\$1.00	\$1.00	\$1.00
Broker Service Fee	\$50.00	\$50.00	\$50.00
Plan Administration (PEPM)	\$92.80	\$93.61	\$93.61
<i>Total Monthly</i>	\$12,528.00	\$12,637.35	\$12,637.35
<i>Total Annual</i>	\$150,336.00	\$151,648.20	\$151,648.20
Specific Premium			
<i>Emp</i>	\$114.94	\$122.28	\$134.39
<i>Family</i>	\$351.89	\$379.45	\$309.10
<i>Total Monthly</i>	\$29,260.00	\$31,423.66	\$28,275.83
<i>Total Annual</i>	\$351,120.00	\$377,083.92	\$339,309.96
Aggregate Premium			
<i>Composite Rate</i>	\$11.53	\$11.82	\$12.78
<i>Monthly Accommodation</i>	\$1.50	\$1.50	\$3.09
<i>Aggregate Fees</i>	\$13.03	\$13.32	\$15.87
<i>Total Monthly</i>	\$1,759.05	\$1,798.20	\$2,142.45
<i>Total Annual</i>	\$21,108.60	\$21,578.40	\$25,709.40
Aggregate Factors (claims)			
<i>Emp</i>	\$680.16	\$597.35	\$653.69
<i>Family</i>	\$2,000.05	\$1,757.51	\$1,503.51
<i>Total Monthly Aggregate</i>	\$168,375.22	\$147,931.53	\$137,537.71
<i>Total Annual Aggregate</i>	\$2,020,502.64	\$1,775,178.36	\$1,650,452.52
Total - Costs			
<i>Fixed Costs</i>	\$522,564.60	\$550,310.52	\$516,667.56
<i>Expected Claims</i>	\$1,616,402.11	\$1,420,142.69	\$1,320,362.02
<i>Expected Costs</i>	\$2,138,966.71	\$1,970,453.21	\$1,837,029.58
<i>Total Potential Costs</i>	\$2,543,067.24	\$2,325,488.88	\$2,167,120.08
Percentage Increase from Current (Total Max. Co	100.00%	-8.56%	-14.78%
Employee Count			
<i>EMP</i>	77		
<i>FAM</i>	58		
Total - Covered Employees	135		
Notes / Disclaimer			
The information shown in this presentation is an illustrative summary only. The underlying plan contract or document governs all aspects of the plan. Final rates are dependent on actual enrollment, insurance carrier or plan rules, plan selection, and eligibility criteria. Please refer to the plan document, contract, and other notices contained in this document, applications, and other corresponding communications for additional information.			
*Subject to the terms and conditions of the Stop Loss Contract and only in the event they receive an eligible IP stay > 14 days accumulative after the effective date of this Contract, the Separate Specific Deductible will be \$300,000. If the plan participant does not receive the aforementioned Treatment, their deductible shall be \$150,000 as shown on the Application.			
** \$300,000 Specific Deductible on Individual			

Alcohol License Renewals

Name of Business	Business Owner/Manager	Business Address	Permit Type
Silver Bluff	Owner: Christopher Moline; Manager: Allyson Moline	1323 Newcastle St., Brunswick, GA	Manufacture of Beer
Red Carpet Lounge	Owner: Scott Jackmore	300 F Street, Brunswick, GA	On premise consumption of beer, wine, and liquor
Bottle time	Owner: Shaili Dalal	1900 1 st Street, Brunswick, GA	Retail package sales of beer, wine, and liquor
Matted Ox	Owner: Jason Kuykendall	1510 Bay St., Brunswick, GA	On premise consumption of beer and wine
Bubba Garcia's	Owner: Connor Rankin and Allen Tullos	201 Gloucester St., Brunswick, GA	On premise consumption of beer, wine, and liquor
Pinball Palace	Owner: Robert Daniel; Manager: Karen Daniel	3303 Hopkins Ave., Brunswick GA	On premise of beer and wine
King and Prince Seafood	Owner: Patricia Gilreath	1 King and Prince Blvd., Brunswick, GA	Food prep. w/beer and wine
LoLo Mart	Owner: Nisha Patel; Manager: Pratikshaben Patel	2722 Norwich St., Brunswick, GA	Retail sales of beer and wine
Little Zooks	Owner: Jennifer Beato	1503 Newcastle St., Brunswick, GA	On premise consumption of beer, wine, and liquor
Discount Liquors	Owner: Anish Patel	1507 Gloucester St., Brunswick, GA	Retail sales of beer, wine, and liquor
Danny's corner	Owner: Dharmeshkumar Desai	2432 Newcastle St., Brunswick, GA	Retail sales of beer and wine
Schroeder's Market	Owner: Nikki Schroeder; Manager: Madison Schroeder	203 Gloucester St., Brunswick, GA	Retail sales of beer and wine
Parker's Causeway	Owner: Patrick Parker; Manager: Christy Kehler	25 Torras Causeway, Brunswick, GA	Retail sales of beer and wine
Friendly Express #54	Owner: David Turner; Manager: Cheryl Butler	2401 Gloucester St., Brunswick, GA	Retail sales of beer and wine
Friendly Express #70	Owner: David Turner; Manager: Cheryl Butler	3319 Glynn Ave. Brunswick, GA	Retail sales of beer and wine
Sunoco Food Mart	Owner: Naraj Patel	4528 Altama Ave., Brunswick, GA	Retail sales of beer and wine
1509 Restaurant Group	Owner: Kori McGraw and Peter Gosden	1509 Newcastle St., Brunswick, GA	On premise consumption of beer, wine, and liquor
Elk's Lodge	Owner: Larry Westberry	1509 Union St., Brunswick, GA	On premise consumption of beer, wine, and liquor
Jinright's Seafood House	Owner: Helen Jinright; Manager: Jennifer Lord	2815 Glynn Ave., Brunswick, GA	On premise consumption of beer, wine, and liquor
Winn Dixie #0060	Manager: Dillon Worley	1919 Glynn Ave., Brunswick, GA	Retail sales of beer and wine
Richland Rum Distillery	Owner: Erik Vonk; Manager: Rosemarie Vermeersch	1406 Newcastle St., Brunswick, GA	Manufacturer of beer, wine, and liquor

Walmart Market #2840	Manager: Charles Fleming	11 Glynn Plaza, Brunswick, GA	Retail sales of beer and wine
Del Sur Café	Owner: Alberto Llano; Manager: Hernan Stutzer	2700 Parkwood Dr., Brunswick, GA	On premise consumption of beer and wine
Arte Pizza	Owner: Hugo Acero	710 Glynn Isles, Brunswick, GA	On premise consumption of beer and wine
Arte Pizza	Owner: Hugo Acero	1518 Newcastle St., Brunswick, GA	On premise consumption of beer and wine
Target #2301	Manager: Joshua Collins	200 Glynn Isles, Brunswick, GA	Retail sales of beer and wine
Fox's Pizza	Owner: Craig Poppell	1435 Newcastle St., Brunswick, GA	On premise consumption of beer and wine
Tropical Island Meat & Grocery	Owner: Sunil Patel	2500 Norwich St., Brunswick, GA	Retail sales of beer only
The Rose Vine	Owner: Danielle Brazell	1602 Newcastle St., Brunswick, GA	Retail sales of beer and wine
Downtown Grocery	Owner: Swapnilkumar Patel	1300 Gloucester St., Brunswick, GA	Retail sales of beer and wine
Walgreens #10266	Manager: Salina McCrimon	101 Torras Dr., Brunswick, GA	Retail sales of beer and wine
Walgreens #7848	Manager: Brittany Lochstampfor	4575 Altama Ave., Brunswick, GA	Retail sales of beer and wine
Reid's Apothecary	Owner: Christopher Gantt	1618 Newcastle St., Brunswick, GA	On premise consumption of beer, wine, and liquor
Previous Violation Renewals			
Island Jerk Shack	Owner: George Morris	4420 Altama Ave. Ste 30, Brunswick, GA	On premise consumption of beer, wine, and liquor



INTEROFFICE MEMORANDUM

DATE: November 22, 2023

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

FROM: Kathy D. Mills, CPA, Finance Director

SUBJECT: Financial Reports as of October 31, 2023 33.33%

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

	Monthly	Year to Date	% of Budget	Amended Budget	% (over)under Budget
Revenues	2,555,529 *	11,368,816	56.08%	20,272,968	-22.75%
Expenditures	1,206,634	5,626,495	27.75%	20,272,968	5.58%
Net Revenues & Expenditures	1,348,895	5,742,321			
Cash Balance as of 10/31/2023	11,222,765	(Prime South \$624,999 GA Fund One \$10,597,766)			

* includes \$5,706,143 property tax billing in September
\$1,559,999 actually collected as of 10/31/2023

	LOST	LOST YTD	
Oct-23	755,836	3,534,691	August 2023 included a one-time adjustment of \$124,882 from Dept of Revenue for error on their part covering 09/22 thru 08/23
Oct-22	704,798	3,157,475	
Increase (Decrease)	51,038	377,216	
	7.24%	11.95%	

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

	Total Expended as of 10/31/2023	Reimbursements Received	City Expended as of 10/31/2023	Original Budget Amount	Amended Budget Amount	Remainder (Overage)
Highways and Streets	8,008,516	3,380,766	4,627,750	4,627,750	4,627,750	0
Storm Drainage Improvements	4,060,553	242,814	3,817,739	3,243,750	4,551,750	734,011
Highway 17 Infrastructure	479,496	330,762	148,734	215,107	215,107	66,373
Wayfindings & Gateways	155,000	0	155,000	259,500	259,500	104,500
Cemetery Restoration/Renovation	151,420	0	151,420	259,500	259,500	108,080
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)
	13,393,471	3,954,342	9,439,129	9,228,407	10,536,407	1,097,278

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

b \$242,814 from Glynn County

c \$330,762 from GADOT Highway 17

Total Cash on Hand 10/31/2023 \$1,050,601

Capital Projects - SPLOST 22
As of October 31, 2023
(04/01/2023-03/01/2029)

	Tier 1 Budget	City Expended as of 10/31/2023	(Over) Under Budget - Tier 1
Mill and Pave Various Streets	7,660,000	7,402	7,652,598
Storm Drainage Improvements	10,500,000	0	10,500,000
Sidewalk Installation and/or Replacement	850,000	7,670	842,330
City Building Improvements	500,000	0	500,000
Trails and Boardwalks	2,500,000	7,651	2,492,349
Public Works Equipment and Infrastructure Upgrades	300,000	2,775	297,225
Public Safety Replacement of Vehicles, Equipment, etc.	550,000	0	550,000
Ritz Theater Renovations	350,000	0	350,000
Mary Ross Park Development Project	3,000,000	14,378	2,985,622
Recreation Facility Improvements	2,200,000	0	2,200,000
Historic Squares Improvements	250,000	0	250,000
Cemetery Restoration	0	0	0
Orange Park Improvements	250,000	14,746	235,254
Integrated Software	250,000	0	250,000
Technology Upgrades	100,000	0	100,000
	29,260,000	54,622	29,205,378

Total Cash on Hand 10/31/2023 \$3,420,534

includes \$39,889 interest income

Norwich Street Commons Fund

Original Balance (Sale of Property 05/13/13)

Demolition Fees

Interest Income

Revenues**Expenditures**

Demolition Projects

Infrastructure

Police Substation

Expenditures

Net as of 10/31/2023

Cash @ 10/31/2023

YTD f/y/e 06/30/2024	Total since inception
0	487,500
0	8,049
6,265	37,448
6,265	532,997

YTD 06/30/2024	Total since inception
0	40,012
0	130,546
0	6,750
0	177,308
6,265	355,689

\$ 355,689

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

Revenue FYTD

Grants

Transfer from General Fund

Program Income

Contributions

Interest Income

Total Inflows

Expenditures FYTD

Net as of 10/31/2023

Cash Balance @ 10/31/2023

YTD f/y/e 6/30/2024
Cash Basis
439,347

111,857	
50,000	
3,227	
1,891	
45	Percent of Budget
167,020	38.02%
111,631	25.41%
55,389	
6,174	

ARPA Fund:

Initial Deposit received 06/07/2021

2nd Deposit received 06/21/2022

Interest Earned from inception

Total funds received as of 10/31/2023

4,606,131

4,606,131

387,063

9,599,325 *

See allocations below

Disbursements:

Infrastructure-Road Improvements

Mary Ross Park Site Improvements

Back to Business Brunswick--DDA

Back to Business Brunswick-non DDA

Covid Housing Relief

Wifi Upgrades

Revenue Recovery

Total funds disbursed as of 10/31/2023

1,450,479

121,416

611,771

117,000

40,000

9,007

1,162,000

3,511,673 **

Cash Balance as of 10/31/2023

\$6,087,652

Allocations (Preliminary)

Revenue Recovery

Storm Drainage Improvements

Housing Programs & Development

Homelessness Prevention

Business Support/Relief

Coastal Community Health Services

Transit Support

Facility Improvements

Road Improvements

Mary Ross Park Infrastructure

Unallocated Funds (includes interest earned \$359,017)

Total Funds received as of 10/31/2023

1,162,000

1,750,000

2,500,000

250,000

803,624

330,000

220,000

600,000

1,300,660

121,416

505,986

9,543,686 *

Allocations Spent

1,162,000

40,000

728,771

1,450,479

121,416

9,007

3,511,673 **

Sanitation Fund:**Year Ending 06/30/2024**

	Year to Date
Sanitation Billing	865,708
Franchise Fees	16,560
Bad Debt - recovery	-
Interest Earned (Funds)	7,893
Penalties & Interest Earned	399
Total Revenue (YTD)	890,560
Operating Exp. YTD:	446,096
Other Landfill Expenses	9,435
Total Expense (YTD)	455,531
Operating Income (Loss)	435,029
Total Available Cash on Hand @ 10/31/2023	341,474
Restricted for Landfill	199,165

	October 2023	YTD
Trash Pickup	126,473	505,736
Illegal Refuse Clean Up	13,247	41,870
Street Sweeping	1,211	3,872
	140,931	551,478

STORMWATER UTILITY FUND:**6/30/2024 (YEAR TO DATE)**

Stormwater Utility Fees	383,033
DNR Grant	900
Interest Earned	1,307
Penalties & Interest	399
Total Inflows	385,639
Expenditures:	
Operating	321,993
GMA Lease Payments	17,878
Total Outflows	339,871
Balance	45,768
Cash Balance @ 10/31/2023	\$251,055



Roosevelt Lawrence Center

Account	Account Description	Oct-23 Transactions	YTD Transactions
Function 6130 - Neighborhood & Community Service			
51			
51-1100	Salaries & Wages	2,607.18	31,883.91
51-1200	Temporary Employees	.00	.00
51-1300	Overtime	40.50	1,610.37
51-2100	Group Insurance	864.33	3,457.32
51-2200	FICA	200.12	2,521.08
51 - Totals		\$3,712.13	\$39,472.68
52			
52-1250	Contractual Expense	.00	1,856.00
52-1300	Technical Services	79.00	253.04
52-2211	Repair / Maint Equipment	.00	201.50
52-3201	Cable	172.51	710.04
52-3205	Telephone	558.86	1,117.72
52-3600	Dues and Fees	30.06	332.86
52 - Totals		\$840.43	\$4,471.16
53			
53-1100	General Supplies/Materials	.00	117.59
53-1115	Uniforms	63.65	63.65
53-1135	Custodial Supplies	357.71	357.71
53-1210	Water/Sewerage	173.28	519.84
53-1230	Electricity	.00	.00
53-1300	Food/Misc	.00	.00
53-1600	Small Equipment	.00	.00
53-1700	Other Supplies	1,512.05	1,583.75
53 - Totals		\$2,106.69	\$2,642.54
54			
54-2300	Furniture and Fixtures	.00	.00
54 - Totals		\$0.00	\$0.00
Function 6130 - Neighborhood & Community Service Totals		\$6,659.25	\$46,586.38



SUBJECT: LANDSCAPE MAINTENANCE OF CITY PARKS ALONG HIGHWAY 17 CORRIDOR

COMMISSION ACTION REQUESTED ON: December 6, 2023

PURPOSE:

Approval of a contract with Coastal Greenery, Inc. for landscape maintenance services at the city parks and public areas along the U.S. Highway 17 corridor

HISTORY:

Several of the parks and public rights-of-way along the U.S. Highway 17 corridor have been improved over the last few years in order to beautify the corridor and enhance the view for visitors and local citizens as they enter the city along Highway 17 and visit the city's public parks.

FACTS AND ISSUES:

A request for proposals was published to solicit proposals for maintenance services. The scope of the project includes Liberty Ship Park, Anchor monument, Overlook Park, Monument sign, Visitors' Club, and City Hall / Joy Ringle Park, and Oak Grove Cemetery entrance. 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.

Three responses were received in response to the RFP. One of the responses did not meet the minimum qualifications requested in the RFP. The pricing of the other two proposal is:

Coastal Greenery	\$71,760
Sea Island Landscape Services	\$74,520

The proposal from Coastal Greenery met all the minimum requirements listed in the RFP and was the lower priced proposal. Coastal Greenery also has a work history with the City of Brunswick as Coastal Greenery is currently maintaining the squares along Newcastle Street. The service from Coastal Greenery for the squares has been excellent. The Public Works department recommends moving forward with the Coastal Greenery proposal and agreement.

As part of the agreement for the landscaping services, the Public Works department will have selected staff members working closely with the contractor in order to learn more about plant care and some of the maintenance practices that are required at the City's parks and squares. This will allow the staff members to gain valuable experience and knowledge so that the department will be better equipped to handle the landscape maintenance tasks in-house.

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 \$71,760 for landscape maintenance services at the parks along the Highway 17 corridor.
2. Do not authorize the Mayor to sign a contract with Coastal Greenery, Inc. in the amount of \$71,760 for landscape maintenance services at the parks along the Highway 17 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 \$71,760 for landscape maintenance services at the parks along the Highway 17 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 \$71,760 for landscape maintenance services at the parks along the Highway 17 corridor.



City Manager

11-28-2023

Date



CLIENT AGREEMENT

THE TOTAL CARE PROGRAM

Prepared for: City of Brunswick Parks Landscape and Maintenance

Prepared by: Terry Godwin

Date: November 2, 2023





City of Brunswick Parks Landscape and Maintenance

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 10/2/2023 12:00:00 AM , by and between:

City of Brunswick Parks Landscape and Maintenance

525 Lakewood Ave.

Brunswick , Georgia 31520

(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 December 1, 2023, and shall continue until November 30, 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

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).

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

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).

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

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.

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

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).

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

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).

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

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).

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

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.

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

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.

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

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.

Note: City Hall, Oak Grove Cemetery, Liberty Park, Visitor's Center and Monument area have specific area plant healthcare.

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.

Note: City Hall, Oak Grove Cemetery, Liberty Park, Visitor's Center and Monument area have specific area plant healthcare.

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.

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.

Irrigation controllers: Oak Grove Cemetery entrance on little house, beds only. Liberty Park on block construct at base of bridge footing. Visitor's Center has controller on side of building. Monument sign area has controller on backside of monument. City Hall controller is shared with Newcastle Squares on corner of Newcastle and Gloucester.

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 shears. 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.

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.

Note: 81 palms counted as of 10/11/23. (Liberty - 2, Anchor - 8, Overlook - 39, Monument - 9, Visitor's - 19, City Hall - 4.)

Spring Mulching Anchor Monument , Monument Sign

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.

Note:

Mulching Anchor Monument , Monument Sign

Spring Pinestraw

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

Note: Straw is for Visitor's Center and Oak Grove Cemetery beds.

Fall Mulching Anchor Monument , Monument Sign

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.

Note:

Mulching Anchor Monument , Monument Sign

Fall Pinestraw

All pinestraw areas shall be replenished with pinestraw at a depth not to exceed two (2) inches. Fall pinestraw will be installed during the months of

September/October/November. Excess old pinestraw will not be removed. If this is needed, additional fees may result.

Note: Straw is for Visitor's Center and Oak Grove Cemetery beds.

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.

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
Turf Healthcare Application #1	1	\$385.87
Turf Healthcare Application #2	1	\$385.87
Turf Healthcare Application #3	1	\$385.87
Turf Healthcare Application #4	1	\$385.87
Turf Healthcare Application #5	1	\$385.87
Turf Healthcare Application #6	1	\$385.87
Turf Healthcare Application #7	1	\$385.87
Turf Healthcare Application #8	1	\$385.87
Plant/Shrub Healthcare Application #1	1	\$226.78
Plant/Shrub Healthcare Application #2	1	\$226.78
Soil Test	1	\$181.10
Water Management Services	4	\$4,742.68
Weekly Landscape Maintenance	52	\$47,525.40
Palm Pruning	1	\$3,565.71
Spring Mulching Anchor Monument , Monument Sign	1	\$5,300.55
Spring Pinestraw	1	\$801.73
Fall Mulching Anchor Monument , Monument Sign	1	\$5,300.55
Fall Pinestraw	1	\$801.76
<hr/>		
TOTAL		\$71,760.00

PAYMENT SCHEDULE

INVOICE MONTH	PRICE
December	\$5,980.00
January	\$5,980.00
February	\$5,980.00
March	\$5,980.00
April	\$5,980.00
May	\$5,980.00
June	\$5,980.00
July	\$5,980.00
August	\$5,980.00
September	\$5,980.00
October	\$5,980.00
November	\$5,980.00
TOTAL ANNUAL COST	\$71,760.00

Coastal Greenery, Inc.

**City of Brunswick Parks
Landscape and Maintenance**

By 
Terry Godwin

By _____

Date 11/2/2023

Date _____

BILLING INFORMATION:

Name: _____

Title: _____

Email Address: _____

Phone #: _____

Billing Address: _____

*****All invoices are emailed unless specified*****



SUBJECT: Enterprise Zone Incentive for 1615 Reynolds Street

COMMISSION AGENDA: December 20, 2023 Consent Agenda

PURPOSE: Consider recommendation to Commission on Enterprise Zone Incentives in the *CBD Enterprise Zone* for 1615 Reynolds Street.

HISTORY: The Commission approved Enterprise Zones in the City of Brunswick on November 19, 2014. Enterprise Zones were established under the "Enterprise Zone Employment Act of 1997" for the State of Georgia. This legislation allowed municipalities to name certain areas as "Enterprise Zones" and permit incentives for economic development in those zones. Enterprise Zones help create the proper economic and social environment to induce the investment of private resources in productive business enterprises and service enterprises.

FACTS AND ISSUES: Andi Biron raw has submitted an Enterprise Zone application for the Biron Tea Factory building rehabilitation project located at 1615 Reynolds Street. This location is in the CBD Enterprise Zone. Ms. Biron is requesting the following incentives for these new businesses & rehabilitation:

1. Abate Building Permit Fees (including plan review).
2. Abate Business License Administration Fees for the first year.
3. Abate Sign permit fees.
4. Abate City Property Taxes

BUDGET INFORMATION: Fees are waived for the first year of operation. These fees for this applicant total approximately \$2,395.00. City Property Tax abatement is for up to 10 years at the discretion of the City Commission. Property Tax abatement recommended by Commissioner Martin at the last meeting are estimated to be \$5,697.07 over 8 years.

OPTIONS: 1. Recommend the Incentives as presented. 2. Recommend an edited list of incentives. 3. Do not recommend the incentives.

DEPARTMENT RECOMMENDATION ACTION: The Enterprise Zone application has been reviewed by the Planning, Development & Codes, Engineering and Finance departments. All departments recommend approval of the incentives. The Downtown Development Authority Board of Directors reviewed the application at their November 16 meeting and recommended the incentives as applied for. The application was presented to the Finance Committee on November 27.

DEPARTMENT:

Prepared by: Mathew Hill, DDA;

MA

ADMINISTRATION

Approved by: Regina McDuffie, City Manager;

Date: *Regina M. McDuffie*

12/12/2023

Biron Tea Co.

Fee	Standard Amount				
Occupation Taxes	\$ 90.00				
Building Permit Fees	\$ 1,200.00				
Sign Permit Fees	\$ 35.00				
Business License Admin	\$ 45.00				
Planning Dept. Fees	\$ 200.00				
Fire Dept. Plan Review Fees	\$ 750.00				
Other FD Fees	\$ 75.00				
Total Fees	\$ 2,395.00				
Property tax abatement					
Values are based on estimated construction cost & reassessment value			Current value	\$ 122,400.00	
			New value (est)	\$ 192,400.00	
			New Assd (est)	\$ 76,960.00	
			City tax (est)	\$ 1,017.33	
				savings full benefit	savings recommended
Year	Full benefit	Recomm % Abated	Recomm Amount	Standard	
1 - 100%	\$ -	100	\$ -	\$ 1,017.33	\$ 1,017.33
2 - 100%	\$ -	100	\$ -	\$ 1,017.33	\$ 1,017.33
3 - 100%	\$ -	80	\$ 203.47	\$ 1,017.33	\$ 813.87
4 - 90%	\$ 101.73	80	\$ 203.47	\$ 1,017.33	\$ 813.87
5 - 80%	\$ 203.47	60	\$ 406.93	\$ 1,017.33	\$ 610.40
6 - 80%	\$ 203.47	60	\$ 406.93	\$ 1,017.33	\$ 610.40
7 - 60%	\$ 406.93	40	\$ 610.40	\$ 1,017.33	\$ 406.93
7 - 40%	\$ 610.40	40	\$ 610.40	\$ 1,017.33	\$ 406.93
9 - 20%	\$ 813.87	0	\$ 1,017.33	\$ 1,017.33	\$ -
10 - 20%	\$ 813.87	0	\$ 1,017.33	\$ 1,017.33	\$ -
Total	\$ 3,153.74		\$ 4,476.27	\$ 10,173.34	\$ 5,697.07



CITY OF BRUNSWICK

ENTERPRISE ZONE APPLICATION

1. GENERAL INFORMATION

Project Name: Biron Tea Factory		
Project Physical Address: 1615 Reynolds Street		Parcel I.D.#:01-02003
City: Brunswick	State: GA	Zip:31520
Proposed Type of Business/Service Enterprise: <input type="checkbox"/> Manufacturing <input type="checkbox"/> Warehouse/Distribution <input type="checkbox"/> Processing <input type="checkbox"/> Telecommunications <input type="checkbox"/> Tourism <input type="checkbox"/> Research & Development <input type="checkbox"/> Finance <input type="checkbox"/> Insurance <input type="checkbox"/> Real Estate <input type="checkbox"/> Retail <input type="checkbox"/> Other (SIC Code): _____		
Local Benefit Type: <input type="checkbox"/> Capital Investment/Reinvestment <input type="checkbox"/> Locate in a vacant or historic building <input type="checkbox"/> Demolish an obsolete/abandoned/ deteriorating structure <input type="checkbox"/> Enhance Area (landscape/facade improvements, or remove billboards) <input type="checkbox"/> Assemblage of multiple tracts		
Applicant Organization/Agency: Biron Organic Teas, LLC		
Federal Tax ID Number:45-0940723		SIC Code:2095
Type of Organization: <input type="checkbox"/> S-Corporation <input type="checkbox"/> C-Corporation <input type="checkbox"/> LLC <input type="checkbox"/> other: _____		
Public Corporation: <input type="checkbox"/> Yes: incorporated or formed (year): _____ <input type="checkbox"/> No		
Primary Product or Service: Tea		

2. Contact Information

Primary Business Representative:		
Title: Principal	Phone:770-322-4001	
Fax:	Email:andi@birontecas.com	
Mailing Address:5962 Zebulon Rd, #180		
City: Macon	State: GA	Zip:31210
Local Contact Person: Andi Biron		
Title :Principal	Phone:310-430-4	
Fax:	Email:andi@birontecas.com	
Mailing Address:108 Travelers Way		
City :St Simons Island	State: GA	Zip:31522

3. Project Description

Provide a description of the company's plans, including projected capital investment of the business in the zone for a 10-year project designation period (expansion, consolidation, relocation, etc.

We are relocating our factory in Macon to Brunswick. We bag our own brand of tea which we sell in several retail outlets and online, as well as pop up shops. We also copack for other small tea brands. We are adding our own tasting room and retail area. We will also offer tea tasting events and workshops. We are a WBENC women's owned business as well as certified organic. Our package is sustainable and biodegradable. We are one of the only tea brands that offers biodegradable tea bags AND overwraps. This is a must for LEED certified hotels and businesses and we are working on expanding into Jacksonville and North Florida. We are already in several Savannah Hotels.

4. Project Capital Investment:

(To be made in the Enterprise Zone over a 10-year period)

Land:	\$
Buildings:	\$ 225,000 + 70,000 in improvements
Manufacturing Machinery:	\$ 350,000
Other Machinery and Equipment:	\$
Other:	\$
Total:	\$

5. Business Description

Provide an introduction, history, and description of the qualified business, its products, services, total sales, number of employees, locations (international, national, and in Georgia), description of primary materials purchased, product transportation, etc.

Make and manufacture tea. We copack for other brands as well as bag, mix, blend, and package our own blend. We offer retail tea packages as well as package single serve options for conference centers, coffee shops, and hotels. We plan on offering tea tasting/education workshops as well. These will offer tea information, tea tastings, and tea pairings. We plan on partnering with local restaurants and GA grown food suppliers for the tastings.

Sales in past few years \$280-\$300K (online and manufacturing only)

Occasionally we ship pallets for copacking orders, but mostly a combination of large boxes for wholesale orders & copacking and small boxes for retail orders.

6. Local Significance

Explain specifically how the project will benefit Brunswick residents and attach any additional information

1. Bring tourist to downtown Brunswick for tea tastings and events
2. Will be providing organic/sustainable tea to local resorts. Already service Jekyll Island Convention Center and the Savannah Convention Center.
3. Offer jobs like: 1) tea packer, 2) machine operator, 3) cashier, 4) tea sommelier. Many of these are new to the area
4. Can partner with the local culinary college (College of Coastal GA culinary program) offering them tea education and tastings as well as internship opportunities.

7. Job Creation (Required for City Property Tax Abatement)

(Projected for 10-year Tax Abatement Period)

The City Commission will determine the Tax Abatement Schedule, if any.

The business making the investment and paying taxes must also create the jobs and be the project designee. In order to be eligible for incentives, eligible businesses must:

- * Increase employment by five or more new full-time jobs;*
- * Maintain the jobs for the duration of the tax exemption period;*
- * Whenever possible, at least 10% of the new employees filling the jobs that satisfy the job creation requirement should be low or moderate income individuals.*

***Note:** Leased, contract, temporary, and construction employees do not qualify as new employees.*

Number of New Full-Time Jobs to be Created (5 Minimum):

Number of Low/Moderate Income People Hired (10%):

A Low/Moderate Income Individual is Defined in (A-H), In Which Category(ies) Your New Employees Qualify? (Select all that apply):

- ☐ (A) Unemployed or unemployed for three of the six months prior to the date of hire;
- ☐ (B) Homeless;
- ☐ (C) A resident of public housing;
- ☐ (D) Receiving temporary assistance for needy families or who has received temporary assistance for needy families at any time during the 18 months previous to the date of hire;
- ☐ (E) A participant in the Workforce Investment Act or who has participated in the Workforce Investment Act at any time during the 18 months previous to the date of hire;
- ☐ (F) A participant in a job opportunity where basic skills are required or who has participated in such a job opportunity at any time during the 18 months previous to the date of hire;
- ☐ (G) Receiving supplemental social security income; or
- ☐ (H) Receiving food stamps.

Number of Local Residents Hired: up to 7

Estimated Amount of Payroll for YR 80K : \$

8. New Jobs Breakdown (4 YR Period Example)					
Job Title	Annual Salary or Hourly Rate	Total Jobs Year 1	Total Jobs Year 2	Total Jobs Year 3	Total Jobs Year 4
1 CEO	\$15/hr	FT	FT	FT	FT
2 Assistant	\$16/hr	FT	FT	FT	FT
3 Operator	\$13/hr	ideal	FT	FT	FT
4 Sales	\$10/hr			FT	FT
5 Event Staff	\$13/hr		PT	PT	PT
6 Sommelier	\$16/hr		PT	FT	FT
7 Packer	\$14/hr	FT	FT	FT	FT
Annual Grand Total					

CEO - Owner

Assistant - Social Media, Executive assistant, Organic compliance filing

Operator - Semi-skilled machine operator, experience with small machinery. Ideally start year 1, but likely year 2.

Sales - Outside sales rep for hotels, restaurants (co-owner)

Event Staff - part time server for events

Sommelier - starting part time, will transition to full time in partnership with CCGA

Packer - packs tins, also packs shipments for on-line orders.

Salary and hourly rates are based on statewide average.

Blending / packing operation will include house brand and outside brand packaging. Retail side will start out as a ticketed "Tea Experience" held twice on Saturday, once Sunday and Monday. This event will feature information about tea and the camellia plant, blending and similar to wine, what to look for when tasting tea. The event will have light food, and the owner is partnering with nearby restaurants to allow customers to make a reservation for the tea experience followed or preceded by a meal at the restaurant.

Sommelier will give instruction at tea experience, but also teach a class to culinary students from CCGA and continuing education students.

Retail side will also be available for special events: birthday parties, bridal luncheons, etc. The retail will expand as business increases and the area becomes more friendly to patrons.

9. Financing Plan

Describe or attach the project financing plan. Submit supporting documentation if applicable (i.e. bank commitment letters, balance sheets, and profit and loss statements).

Self Funded

Family Loans

Bank Loans

10. Additional Incentives Requested

Other incentives that may be granted will be negotiated on a case-by-case basis by the City Commission and could include exemption from any or all of the following:

- | | | |
|---|---|--|
| <input type="checkbox"/> Building Permit fees | <input type="checkbox"/> Sign Permit fees | <input type="checkbox"/> Business License Admin fees |
| <input type="checkbox"/> Occupation taxes | <input type="checkbox"/> Rezoning fees | <input type="checkbox"/> Engineering fees |

11. Project Timeline

Construction Start Date:	September 2023
Construction Completion Date:	November 2023
Operation Start Date:	November 2023
Date Begin Hiring New Employees:	February 2023
Date Purchase of Machinery/Equipment:	Already purchased
Date Other Improvements like Landscaping or Façade Material will be Incorporated:	November 2023
Tax Abatement Start Date (NLT Completion). Attach Plat with Identified Phases (if applicable):	January 1, 2024

12. Application Checklist			
	Complete	Incomplete	If Complete, Initial and Attach
Completed Application	<input type="checkbox"/>	<input type="checkbox"/>	
Financial Supporting documentation (if applicable), for example bank commitment letters, appraisal report, profit & loss statement.	<input type="checkbox"/>	<input type="checkbox"/>	
Three years of financials must include income statements/balance sheets.	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of the Brunswick Business License or application and Evidence of property access, i.e., copy of warranty deed or executed lease agreement.	<input type="checkbox"/>	<input type="checkbox"/>	
Site Plan Drawing. Include Proposed Landscaping Areas, if needed.	<input type="checkbox"/>	<input type="checkbox"/>	
Project Timeline	<input type="checkbox"/>	<input type="checkbox"/>	

13. Approval Process	
Once the application is received, it will be reviewed for completeness. Complete applications follow two approval paths detailed below:	
Project in the DDA District	Project outside the DDA District
DDA staff reviews application for completeness	Economic Development staff reviews application for completeness.
DDA Board of Directors reviews application and makes recommendation (board may recommend full or partial incentive award) DDA board meets the second Thursday of the month.	Finance Committee reviews application and makes recommendation (committee may recommend full or partial incentive award) Finance Committee meets the last Monday of the month
Finance Committee reviews application and makes recommendation (committee may recommend full or partial incentive award) Finance Committee meets the last Monday of the month	City Commission reviews application and awards incentives. The commission may make changes to any recommended award schedule. City Commission meets the first & third Wednesday of the month.
City Commission reviews application and awards incentives. The commission may make changes to any recommended award schedule. City Commission meets the first & third Wednesday of the month.	

Submit this application and all required information using one of the following:

City of Brunswick
Attn: Mathew Hill
1229 Newcastle St
P.O. Box 550
Brunswick, GA 31521

mhill@cityofbrunswick-ga.gov

14. Certification by Applicant

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief.

Signature of Authorized Official

Date

Print Name of Authorized Official

Title

15. For Official Use Only

	Reviewed by	Recommend Approval	Recommend Denial
DDA or Economic Development			
Planning Department			
Inspections and Code Enforcement			
Engineering Department			
Finance Department			
Finance Committee			