

# CITY OF BRUNSWICK

601 Gloucester Street \* Post Office Box 550 \* Brunswick \* Georgia \* 31520-0550 \* (912) 267-5500 \* Fax (912) 267-5549

Cosby H. Johnson, Mayor  
Felicia M. Harris, Mayor Pro Tem  
Kendra L. Rolle, Commissioner  
Lance Sabbe, Commissioner  
Gwen Atkinson-Williams, Commissioner

City Attorney  
Brian D. Corry

City Manager  
Regina M. McDuffie

## AGENDA

\*\*\*

**BRUNSWICK CITY COMMISSION  
REGULAR SCHEDULED COMMISSION MEETING  
WEDNESDAY, AUGUST 21, 2024 AT 6:00 P.M.  
1229 NEWCASTLE STREET, 2<sup>nd</sup> FLOOR  
&  
STREAMED LIVE AT THE BELOW WEB ADDRESS:  
<https://www.facebook.com/citybwkga>**

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

### APPROVAL OF AGENDA

1. Adoption August 21, 2024 Regular Scheduled Meeting Agenda.

### PUBLIC HEARING – FINANCE

2. City of Brunswick Proposed 2024 Millage Rate. (R. McDuffie)

### PUBLIC COMMENT

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

3. Plaque Presentation to Coastal Outreach Soccer.

### UPDATE

4. City Engineer/Public Works Director Garrow Alberson to Provide Special Purpose Local Option Sales Tax Update. **Encl. 1**

### ITEM(S) TO CONSIDER FOR APPROVAL

5. Approval of August 7, 2024 Regular Scheduled Meeting Minutes and August 13, 2024 Public Hearings.(subject to any necessary charges.) (N. Atkinson) **Encl. 2**
6. Consider Approval of Resolution Number 2024-16 – Adoption of Glynn County Hazard Mitigation Plan Update. (G. Alberson) **Encl. 3**
7. Consider Approval of Amendment Number 19 of the City of Brunswick Defined Benefit Pension Plan. (R. McDuffie) **Encl. 4**
8. Consider Approval of Resolution No. 2024-15 – Setting of 2024 Millage Rate. (R. McDuffie) **Encl. 5**
9. Consider Approval of Enterprise Zone Incentives for 1420 Newcastle Street. (M. Hill) **Encl. 6**
10. Consider Approval of Enterprise Zone Incentives for 1617 Norwich Street. (M. Hill) **Encl. 7**

### CITY ATTORNEY’S ITEM(S)

11. Consider Approval of Municipal Court Judge Service Agreement. **Encl. 8**
12. Discussion ~ Proposed Redevelopment Incentive Ordinance.

**EXECUTIVE SESSION**

“Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Coordinator Rick Charnock at 912-267-5572 or email [rcharnock@cityofbrunswick-ga.gov](mailto:rcharnock@cityofbrunswick-ga.gov) . Please give at least 48 hours’ notice to allow the city to make reasonable accommodations for those persons(s).”



SPLOST – 22  
PROJECT  
UPDATE

# PROJECT CATEGORIES

STORM DRAINAGE \$11,000,000	ROADWAYS \$8,000,000	SIDEWALKS \$1,100,000
BUILDING IMPROVEMENTS \$900,00	TRAILS & BOARDWALKS \$3,500,000	PUBLIC WORKS EQUIPMENT \$900,000
MARY ROSS PARK \$4,500,000	HISTORIC SQUARES \$500,000	CEMETERIES \$150,000
	OTHER PARKS \$500,000	



# STORM DRAINAGE

\$11,500,000



## MACON-TALMADGE DRAINAGE IMPROVEMENTS

COMPLETE  
COST - \$1,486,982  
TOTAL CONTRACT - \$3,072,573

## ALBANY STREET

CONTRACT AMOUNT - \$3,610,607  
SPLOST 22 COST - \$1,457,607  
GRANT FUNDING - \$2,153,000  
CONSTRUCTION BEGINNING FALL 2024

## RIVERSIDE NEIGHBORHOOD

ESTIMATED COST - \$2,500,000  
INCLUDE TIDE CONTROL DEVICES – \$688,400  
FY 2026

## WILDWOOD DITCH

ESTIMATED COST - \$3,000,000  
FY 2029

# ROADWAYS

\$8,000,000



ALTAMA AVENUE RESURFACING &  
SIGNALS

CONSTRUCTION SUMMER 2024  
ESTIMATED COST - \$3,500,000



PARKWOOD AVENUE RESURFACING  
AND PEDESTRIAN IMPROVEMENTS

PEDESTRIAN CROSSINGS NEAR SGHS  
FY 2026



NORWICH STREET RESURFACING

FY 2029



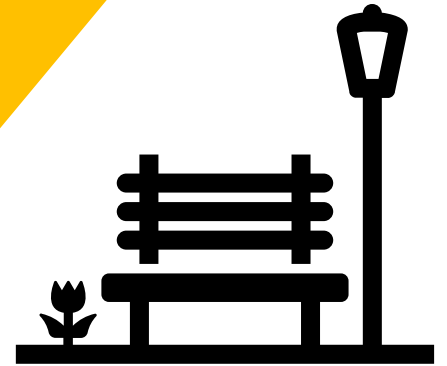
BAY-NEWCASTLE ROUNDABOUT

CURRENTLY IN DESIGN PHASE  
ESTIMATED CONSTRUCTION 2025  
ESTIMATED COST - \$3,229,000

# SIDEWALKS

\$1,100,000

- REPAIRS AT VARIOUS LOCATIONS - \$70,926
- FOURTH STREET SIDEWALK
  - ESTIMATED COST – \$500,000



# Building Improvements \$900,000

## City Hall Roof Repairs - \$60,000

- Roof Replacement
- Roof Drain Lining





# Trails & Boardwalks

## \$3,500,000

### MLK- Altama Bicycle Corridor

- Prince to Gloucester
- Contract amount - \$225,191
- Construction – Summer 2024

### MLK- Altama Bicycle Corridor

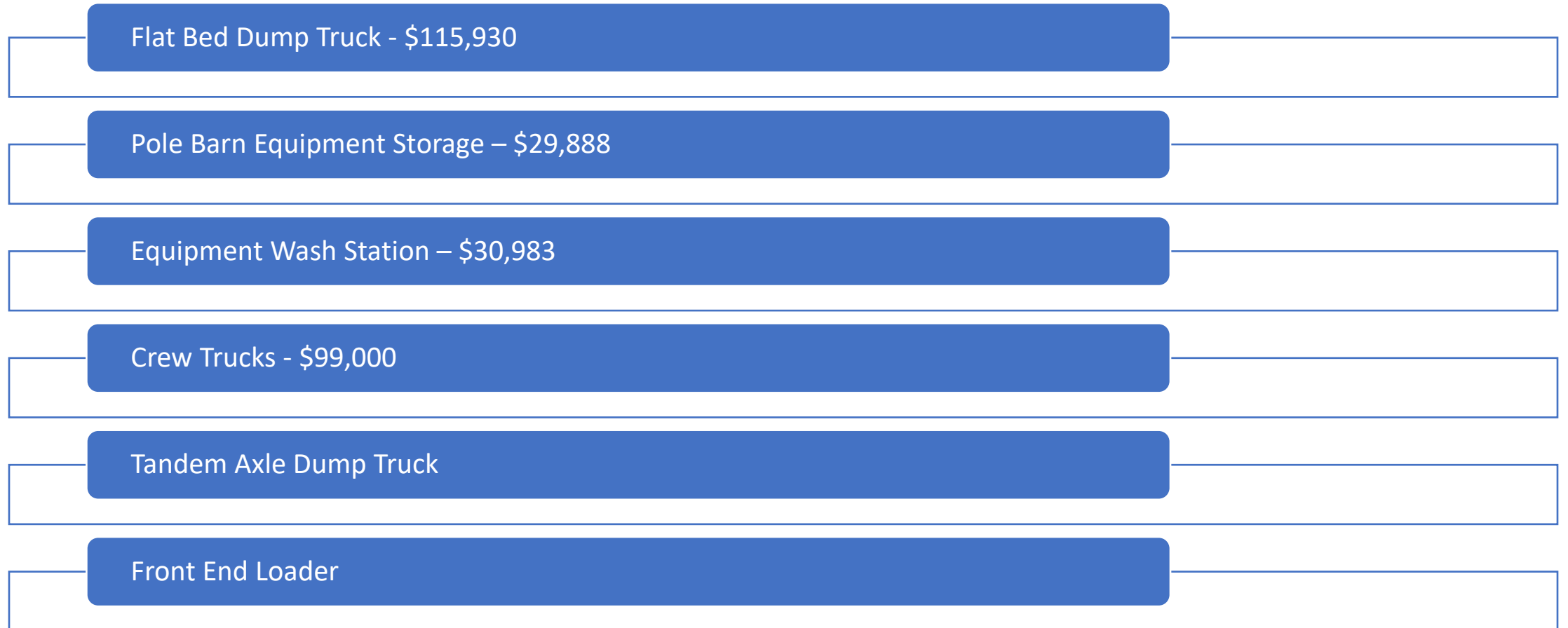
- Possible joint project with Glynn County
- Gloucester to Chapel Crossing
- Researching funding options

### Glynn Avenue Link Trail

- Revised alignment along US Hwy 17

# Public Works Equipment

\$900,000



## Mary Ross Park- \$4,500,000

- Phase II Improvements - \$xxx,xxx

## Historic Squares - \$500,000

- Boundary Surveys - \$15,007
- Grant Match for Outdoor Stewardship grant for improvements

## Cemeteries - \$150,000

## Other Parks - \$500,000

- Orange Square - \$xxx,xxx

# SCHEDULE FOR FUTURE PROJECTS – Public Works

**Revenue**

Annual	\$ 4,217,914	\$ 5,466,417	\$ 5,466,417	\$ 5,466,417	\$ 5,466,417	\$ 5,466,417
Carryover		\$ 1,442,914	\$ 9,332	\$ 1,125,749	\$ 42,166	\$ 8,583
Total Available	\$ 4,217,914	\$ 6,909,332	\$ 5,475,749	\$ 6,592,166	\$ 5,508,583	\$ 5,475,000

**Total Expenses      Available funding      Over / Under**

**Expenses**

Storm Drainage	\$2,300,000	\$2,500,000	\$2,000,000		\$1,700,000	\$3,000,000
	M-T Drainage	Albany St	Riverside (est.)		tide control?	Wildwood (est.)
Roadways	\$100,000	\$3,500,000	\$100,000	\$2,500,000		\$1,800,000
	Altama design	Altama Const.	Pkwd Design	Parkwood Const.		Norwich
Sidewalks	\$75,000	\$100,000	\$300,000	\$200,000	\$300,000	\$125,000
Building Improvements	\$100,000	\$100,000	\$300,000	\$150,000	\$250,000	
Trails & Boardwalks	\$100,000	\$600,000	\$300,000	\$2,000,000	\$500,000	
	MLK-Altama design	Bdwalk design MLK-Altama	MLK-Altama const	Bdwlk Const.		
PW Equipment	\$100,000	\$100,000	\$250,000	\$200,000	\$200,000	\$50,000
Mary Ross Park			\$1,000,000	\$1,500,000	\$1,500,000	\$500,000
Historic Squares					\$500,000	
Cemeteries					\$150,000	
Other Parks			\$100,000		\$400,000	

\$11,500,000	\$11,500,000.00	\$0
\$8,000,000	\$8,000,000.00	\$0
\$1,100,000	\$1,100,000.00	\$0
\$900,000	\$900,000.00	\$0
\$3,500,000	\$3,500,000.00	\$0
\$900,000	\$900,000.00	\$0
\$4,500,000	\$4,500,000.00	\$0
\$500,000	\$500,000.00	\$0
\$150,000	\$150,000.00	\$0
\$500,000	\$500,000.00	\$0

**Totals**

Total Expenses      \$2,775,000      \$6,900,000      \$4,350,000      \$6,550,000      \$5,500,000      \$5,475,000      \$ **31,550,000**

Over/Under Budget      \$ 1,442,914      \$ 9,332      \$ 1,125,749      \$ 42,166      \$ 8,583      \$ -



# Public Safety Equipment - FY2025

## \$561,000

Police Vehicles - \$286,000

Fire Vehicle Apparatus - \$200,000 (1<sup>st</sup> year payment)

Public Safety Facility Assessment / Study - \$75,000

[Redacted]

## Ritz Theater – \$200,000

- HVAC System Replacement

## Integrated Software - \$350,000

- Replacement of New World Accounting Software



# Schedule for Future Projects - Other

Fiscal Year	2023	2024	2025	2026	2027	2028	
<b>Revenue</b>							<b>Project Total</b>
Annual	\$ 782,086	\$ 1,013,583	\$ 1,013,583	\$ 1,013,583	\$ 1,013,583	\$ 1,013,582	\$ 5,850,000
Carryover		\$ 540,025	\$ 392,608	\$ 220,191	\$ 208,774	\$ 36,418	
Total Available	\$ 782,086	\$ 1,553,608	\$ 1,406,191	\$ 1,233,774	\$ 1,222,357	\$ 1,050,000	
<b>Expenses</b>							<b>Project Total</b>
	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	
Police Vehicle / Equipment	242,061	286,000	86,000	100,000	185,939		900,000
Fire Vehicle / Equipment		275,000	400,000	75,000			750,000
Ritz Theater		200,000	150,000	350,000	250,000		950,000
HCP / RL Ctr Facilities		150,000	250,000	500,000	750,000	1,050,000	2,700,000
Integrated Software		250,000	150,000				400,000
Technology Upgrade			150,000				150,000
Total Expenses	242,061	1,161,000	1,186,000	1,025,000	1,185,939	1,050,000	5,850,000
Over / Under Budget	540,025	392,608	220,191	208,774	36,418	-	



Questions

???

**OFFICIAL MINUTES  
BRUNSWICK CITY COMMISSION  
REGULAR SCHEDULED MEETING  
WEDNESDAY, AUGUST 7, 2024  
AT 6:00 P.M.**

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

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

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

**PRESENT:** Honorable Mayor Cosby Johnson, Mayor Pro Tem Felicia Harris ~ (Via Zoom),  
Commissioner Kendra Rolle, Commissioner Lance Sabbe and Commissioner Gwen  
Atkinson-Williams

**CALL TO ORDER:** Mayor Johnson - *meeting began at 6:12 p.m.*

**INVOCATION:** Mayor Johnson

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

**ADDENDUM TO AGENDA**

Commissioner Lance moved to add to agenda as item number six~a (6a) “Consider Confirmation of the following Directors: Henry Perry ~ Finance, Vanessa Booker ~ Parks and Recreation, Tim White ~ Fire Department, Jeremiah Berquist, Assistant City Manager and David Bravo ~ Neighborhood & Community Services”; seconded by Commissioner Rolle. Motion passed unanimously.

~

Commissioner Atkinson-Williams moved to add to agenda as item number seven~a (7a) “Consider Approval of Peachtree Governmental Services Agreement.” seconded by Commissioner Rolle. Motion passed unanimously.

~

Commissioner Atkinson-Williams moved to defer item number ten (10) ~ “Consider Approval of Enterprise Zone Incentives for 1420 Newcastle Street”; and item number eleven (11) ~ “Consider Approval of Enterprise Zone Incentives for 1617 Norwich Street until August 21, 2024 commission meeting”; seconded by Commissioner Rolle. Motion passed unanimously.

~

Commissioner Sabbe made a motion to defer item number fourteen (14) ~ “Consider Approval of Municipal Court Judge Service Agreement.”; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.

**APPROVAL OF AGENDA**

1. Adoption August 7, 2024 Regular Meeting Agenda.

Commissioner Sabbe made a motion to approve the above-referenced agenda; with the aforementioned addendums; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.

**EXECUTIVE SESSION**

Commissioner Rolle moved to hold an executive session to discuss real estate and personnel; seconded by Commissioner Sabbe. Motion passed unanimously.

## **RECONVENE FROM EXECUTIVE SESSION**

Commissioner Atkinson-Williams moved to approve the recommendation for legal action by City Attorney Corry; seconded by Commissioner Rolle. Motion passed unanimously.

## **PUBLIC COMMENT**

- 1) Vonda Womack, 709 “R” Street, addressed the commission regarding dedicating a small patch of land as “Mary Jennings Trail”.

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

2. Proclamation Presentation to Dr. Kavanaugh Chandler and Staff Recognizing the Week of August 4<sup>th</sup> – 10<sup>th</sup> as Health Center Week.  
Proclamation accepted with gratitude.

## **UPDATE**

3. Glynn-Brunswick 911 Director Cara Richardson to Provide an Update.  
Following update; the commission thanked Ms. Richardson.

## **APPOINTMENT(S)**

### 4. Commission:

- 1) **Planning and Appeals Commission** ~ (1 Alternate Appointment)

Commissioner Sabbe made a motion to re-appoint Anita Collins as an alternate to serve on the above-referenced Commission; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.

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

5. Approval of July 15, 2024 Regular Scheduled Meeting Minutes. *(subject to any necessary charges.)*  
*(N. Atkinson)*

Commissioner Atkinson-Williams moved to approve the above-referenced minutes; seconded by Commissioner Rolle. Motion passed unanimously.

6. Consider Approval of Memorandum of Understanding Between the City of Brunswick and Glynn County for the Submittal of Safe Street Grant for All Application to the Department of Transportation. *(M. Hardin)*

Commissioner Sabbe moved to approve the above-referenced Memorandum of Understanding; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.

- 6a. Consider Confirmation of the Following Directors: *(R. McDuffie.)*

- 1) Henry Perry ~ Finance

Mayor Pro Tem Harris moved to confirm Henry Perry as Finance Director; seconded by Commissioner Sabbe. Motion passed by a vote of 4 to 0 with Commissioner Rolle abstaining.

- 2) Vanessa Booker ~ Parks and Recreation

Commissioner Sabbe moved to confirm Vanessa Booker as Parks and Recreation Director; seconded by Commissioner Rolle. Motion passed by a vote of 4 to 0 with Commissioner Atkinson-Williams abstaining.

- 3) Tim White ~ Fire Department

Commissioner Rolle moved to confirm Tim White as Fire Chief; seconded by Commissioner Sabbe. Motion passed by a vote of 4 to 0 with Commissioner Atkinson-Williams abstaining.

- 4) Jeremiah Berquist ~ Assistant City Manager

Commissioner Sabbe moved to confirm Jeremiah Berquist as Assistant City Manager; seconded by Commissioner Rolle. Motion passed by a vote of 4 to 0 with Commissioner Atkinson-Williams abstaining.

- 5) David Bravo ~ Neighborhood & Community Services

Commissioner Rolle moved to confirm David Bravo as Neighborhood & Community Services; seconded by Commissioner Sabbe. Motion passed by a vote of 4 to 0 with Commissioner Atkinson-Williams abstaining.

7. Consider Approval of Grant from Southeast Crescent Regional Commission in the amount of \$600,000.00 to be Used towards Albany Street Drainage Improvement Project. *(G. Alberson)*  
Commissioner Atkinson-Williams moved to authorize Mayor Johnson to sign an agreement with the Southeast Crescent Regional Commission for a State Economic and Infrastructure Development Grant in the amount of \$600,000; seconded by Commissioner Rolle. Motion passed unanimously.
- 7a. Consider Approval of Peachtree Governmental Services Agreement. *(R. McDuffie)*  
Commissioner Sabbe made a motion to approve the above-referenced agreement subject to any revisions to agreement; seconded by Commissioner Rolle. Motion passed by a vote of 4 to 0 with Mayor Johnson abstaining.
8. Consider Approval of the Clean Water Sewer Overflow and Stormwater Municipal Reuse Grant Agreement from Georgia Environmental Finance Authority (GEFA) for \$1,653,500.00 for the Albany Street Drainage Improvement Project. *(G. Alberson)*  
Commissioner Atkinson-Williams moved to authorize Mayor Johnson to sign the above-referenced agreement; seconded by Commissioner Rolle. Motion passed unanimously.
9. Consider Approval of an Agreement with Goodwyn Mills Cawood (GMC) for Grant Administration Tasks and Contract Document Modifications Associated with Georgia Environmental Finance Authority (GEFA) Clean Water Sewer Overflow and Stormwater Municipal Reuse Grant for the Albany Street Drainage Improvement Project. *(G. Alberson)*  
Commissioner Atkinson-Williams moved to authorize Mayor Johnson to sign the above-referenced agreement; seconded by Commissioner Rolle. Motion passed unanimously.
10. Consider Approval of Enterprise Zone Incentives for 1420 Newcastle Street. *(M. Hill)*
11. Consider Approval of Enterprise Zone Incentives for 1617 Norwich Street. *(M. Hill)*  
~Items 10 and 11 referenced above were deferred until August 21, 2024 commission meeting.~
12. Consider Approval of Audit Engagement Letter with Mauldin & Jenkins CPA's and Advisors. *(R. McDuffie)*  
Commissioner Sabbe made a motion to approve the engagement letter with Mauldin & Jenkins CPA's and advisors; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.
13. Consider Approval of Financial Reports as of June 30, 2024. *(R. McDuffie)*  
Commissioner Atkinson-Williams moved to approve the above-reference financial reports; seconded by Commissioner Rolle. Motion passed unanimously.

**CITY ATTORNEY'S ITEM(S)**

14. Consider Approval of Municipal Court Judge Service Agreement.  
~The above- referenced item was deferred until August 21, 2024 commission meeting.~
15. Consider Approval of Glynn-Brunswick 911 Service Agreement for External Entities ~ The Jekyll Island-State Park Authority.  
Commissioner Sabbe made a motion to approve the above referenced agreement; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.
16. Consider Approval of Glynn-Brunswick 911 Service Agreement for External Entities ~ The Board of Regents of the University of Georgia.  
Commissioner Rolle made a motion to approve the above referenced agreement; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.
17. Consider Approval of St. Mark's Towers Preservation, LP Development Agreement.  
Commissioner Rolle made a motion to defer the above-referenced item until the August 21, 2024

commission meeting; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.

18. Discussion ~ Proposed Redevelopment Incentive Ordinance.

City Attorney Corry gave an overview of the above-referenced proposed ordinance.

**POINT OF PRIVILEGE**

Mayor Johnson acknowledge the passing of former State Senator Sheila McNeill and extended condolences to the family.

Commissioner Rolle made a motion to adjourn; seconded by Commissioner Sabbe. Motion passed unanimously.

**MEETING ADJOURNED** – *meeting adjourned at 8:48 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  
PUBLIC HEARING  
TUESDAY, AUGUST 13, 2024 AT 12:00 P.M.  
1229 NEWCASTLE STREET  
&  
STREAMED LIVE AT THE BELOW WEB ADDRESS**

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

**PRESENT:** Honorable Mayor Cosby Johnson, Mayor Pro-Tem Felicia Harris, Commissioner Kendra Rolle, and

**ABSENT:** Commissioner Gwen Atkinson-Williams and Commissioner Kendra Rolle

**CALL TO ORDER:** Mayor Johnson - *meeting began at 12:05 p.m.*

**INVOCATION:** Mayor Johnson

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

**PUBLIC HEARING – FINANCE**

1. City of Brunswick Proposed 2024 Millage Rate. *(R. McDuffie)*

City Manager McDuffie gave an overview of the proposed property tax increase and adoption of the 2024 millage rate. McDuffie stated public hearings are required by state law O.C.G.A. 48-5-32 to notify the public and provide an opportunity for public input and feedback regarding the action being proposed i.e., “the adoption of the millage rate which governs the city’s taxation”.

City Manager McDuffie gave a review of the categories and amounts from the 5-year digest statement; stating the proposed millage rate for 2024 is 13.219, which has been the same rate for the past ten (10) years. She stated the state also requires that the city calculate a rollback millage rate which equates to the millage that the city would have if the city did not have any increase in the digest. The digest increased by a net 13.1 million which included \$33.0 million in added value and a decrease of \$19.9 million in changes.

City Manager McDuffie explained if millage rate is calculated without these changes, the millage would be 12.282 mils which is .937 less than the millage rate being proposed. This represents a 7.63% difference. McDuffie stated the millage rate is not changing but the increase over the rollback millage has to be reported as an increase in taxes if it is not rolled back.

Because of the difference or increase, the state requires multiple hearings to be conducted to notify the public and review the calculated increase.

McDuffie reiterated that the millage rate is not increasing, stating that for individuals whose property values did not change; the taxes will remain the same. The only taxpayers that will be impacted by the increase are the ones whose property values increased and ones that added to their property

For a home valued at \$100,000, the difference would be approximately \$37.00 and for a home valued at \$300,000, the difference would be approximately \$112.00.

Following questions and responses:

Mayor Johnson opened the floor to anyone wanting to address the commission regarding the proposed 2024 millage rate.

The following individuals address the commission:

- 1) Sandra Martin-Mungin addressed the commission regarding blight.

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

**PUBLIC HEARING ADJOURNED** – *meeting adjourned at 12:30 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  
PUBLIC HEARING  
WEDNESDAY, AUGUST 16, 2024 AT 6:00 P.M.  
1229 NEWCASTLE STREET  
&  
STREAMED LIVE AT THE BELOW WEB ADDRESS**

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

**PRESENT:** Honorable Mayor Cosby Johnson, Mayor Pro-Tem Felicia Harris, Commissioner Kendra Rolle – *(via zoon)*, and Commissioner Gwen Atkinson-Williams

**ABSENT:** Commissioner Lance Sabbe

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

**PUBLIC HEARING – FINANCE**

**1. City of Brunswick Proposed 2024 Millage Rate. *(R. McDuffie)***

City Manager McDuffie gave an overview of the proposed property tax increase and adoption of the 2024 millage rate. McDuffie stated public hearings are required by state law O.C.G.A. 48-5-32 to notify the public and provide an opportunity for public input and feedback regarding the action being proposed i.e., “the adoption of the millage rate which governs the city’s taxation”.

City Manager McDuffie gave a review of the categories and amounts from the 5-year digest statement; stating the proposed millage rate for 2024 is 13.219, which has been the same rate for the past ten (10) years. She stated the state also requires that the city calculate a rollback millage rate which equates to the millage that the city would have if the city did not have any increase in the digest. The digest increased by a net 13.1 million which included \$33.0 million in added value and a decrease of \$19.9 million in changes.

City Manager McDuffie explained if millage rate is calculated without these changes, the millage would be 12.282 mils which is .937 less than the millage rate being proposed. This represents a 7.63% difference. McDuffie stated the millage rate is not changing but the increase over the rollback millage has to be reported as an increase in taxes if it is not rolled back.

Because of the difference or increase, the state requires multiple hearings to be conducted to notify the public and review the calculated increase.

McDuffie reiterated that the millage rate is not increasing, stating that for individuals whose property values did not change; the taxes will remain the same. The only taxpayers that will be impacted by the increase are the ones whose property values increased and ones that added to their property

For a home valued at \$100,000, the difference would be approximately \$37.00 and for a home valued at \$300,000, the difference would be approximately \$112.00.

Following questions and responses:

Mayor Johnson opened the floor to anyone wanting to address the commission regarding the proposed 2024 millage rate.

No one came forth to address the commission.

Commissioner Gwen-Atkinson-Williams made a motion to adjourn; seconded by Mayor Pro Tem Harris. Motion passed unanimously.

**PUBLIC HEARING ADJOURNED** – *meeting adjourned at 6:15 p.m.*

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

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



**SUBJECT: RESOLUTION TO ADOPT GLYNN COUNTY HAZARD MITIGATION PLAN UPDATE**

---

**COMMISSION ACTION REQUESTED ON:** August 21, 2024

**PURPOSE:**

Approval of a resolution to adopt the Glynn County Hazard Mitigation Plan update 2023-2028

**HISTORY:**

The Glynn County Emergency Management Agency and Homeland Security Agency is responsible for ensuring the safety and security of Glynn County residents through a comprehensive approach to disaster management. This includes prevention, preparedness, response, mitigation and recovery from natural disaster, acts of terrorism, and man-made disasters. The City of Brunswick partners with Glynn County in these tasks to ensure the safety and well-being of city residents along with county residents. One critical component of this mission is the development of the Hazard Mitigation Plan (HMP) which serves as a strategic framework to identify and address potential hazards that could impact the community.

**FACTS AND ISSUES:**

The HMP is a foundation document that outlines the City and County's strategit to reduce or eliminate long-term risk to human life and property from hazards. These hazards include but are not limited to hurricanes, floods, tornadoes, wildfires, and other natural or man-made events. The HMP is not only proactive measure to safeguard lives and property bus is also a requirement for certain types of federal disaster assistance.

By maintaining an up-to-date HMP, the City can ensure eligibility for pre-and post-disaster mitigation funding from the Federal Emergency Management Agency (FEMA). An updated HMP is also a key component to the Community Rating System which allows for discounts on flood insurance for property owners within special flood hazard areas inside the city.

The HMP is required to be updated on a five-year basis. The HMP has recently been updated for 2023 – 2028 and reflects the latest risk assessments, incorporates new data and builds on lessons learned from past events. This update is crucial in adapting to evolving threats and enhancing the city's resilience. It also ensures continued compliance with sates and federal regulations, which mandate periodic reviews of and updates of local HMP's.

**BUDGET INFORMATION:**

There are no costs associated with adoption of the updated Hazard Mitigation Plan

---

**OPTIONS:**

1. Approve Resolution 2024-16 authorizing the adoption of the updated Glynn County Hazard Mitigation Plan 2023-2028
  2. Do not approve Resolution 2024-16 authorizing the adoption of the updated Glynn County Hazard Mitigation Plan 2023-2028
  3. Take no action at this time.
- 

**DEPARTMENT RECOMMENDATION ACTION:**

Approve Resolution 2024-16 authorizing the adoption of the updated Glynn County Hazard Mitigation Plan 2023-2028

---

**DEPARTMENT:   Engineering**

---

Prepared by:   Garrow Alberson, P.E., City Engineer

---

**ADMINISTRATIVE COMMENTS:**

---

**ADMINISTRATIVE RECOMMENDATION:**

---

Approve Resolution 2024-16 authorizing the adoption of the updated Glynn County Hazard Mitigation Plan 2023-2028

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

8/15/24  
\_\_\_\_\_  
Date

## **Resolution 2024 - 16**

### **A RESOLUTION TO ADOPT THE UPDATED GLYNN COUNTY HAZARD MITIGATION PLAN 2023-2028**

**WHEREAS**, Glynn County and the City of Brunswick recognize that the local area is threatened by several different types of natural and man-made hazards that can result in loss of life, property loss, economic hardship and threats to public health and safety; and

**WHEREAS**, the Federal Emergency Management Agency (FEMA) has required that every county and municipality have a pre-disaster mitigation plan in place, and require the adoption of such plans in order to receive funding from the Hazard Mitigation Grant program; and

**WHEREAS**, a Hazard Mitigation Plan is a community's plan for evaluating hazards, identifying resources and capabilities, selecting appropriate actions, and developing and implementing the preferred mitigation actions to eliminate or reduce future damage in order to protect the health, safety and welfare of the residents of the community; and

**WHEREAS**, the Glynn County Hazard Mitigation Plan 2023 has been prepared in accordance with FEMA requirement at 44 CFR 201.6; and

**WHEREAS**, the Plan will be updated every five years; and

**NOW THEREFORE, BE IT RESOLVED**, by the Mayor and Commission of Brunswick, Georgia, in regular session assembled, does hereby adopt the Glynn County Hazard Mitigation Plan 2023; and

**BE IT FURTHER RESOLVED** that it is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range mitigation planning and budgeting for the City of Brunswick and its residents.

**RESOLVED** this 21st day of August, 2024.

---

Mayor Cosby H. Johnson

---

ATTEST: Naomi Atkinson, City Clerk

**Glynn County, Georgia**  
**Hazard Mitigation Plan Update**  
**2023 – 2028**



Prepared for the Glynn County Board of Commissioners

1725 Reynolds Street

Brunswick, Georgia 31520

912.554.7111

[www.glynncounty.org](http://www.glynncounty.org)



## **Glynn County's Hazard Mitigation Plan Update 2022**

This document was funded in part by the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Planning Grant awarded to Glynn County, Georgia, through the Georgia Emergency Management Agency (GEMA) to fulfill the requirements of the Federal Disaster Mitigation Act of 2000 (DMA 2000). Glynn County's 2018 Hazard Mitigation Plan was updated by the Glynn County Hazard Mitigation Plan Update Committee and was prepared by Lux Mitigation and Planning Corp. For additional information, please contact Glynn County Emergency Management Agency.

Director Andrew Leanza  
Glynn County Emergency Management and Homeland Security Agency  
1725 Reynolds Street  
Brunswick, Georgia 31520  
aleanza@glynncounty-ga.org  
912.554.7735

**Adoption Resolution – Glynn County**

**RESOLUTION – GLYNN COUNTY, GEORGIA**

**GLYNN COUNTY HAZARD MITIGATION PLAN 2023-2028**

**WHEREAS**, Glynn County, Brunswick, and Jekyll Island recognize that it is threatened by several different types of natural and man-made hazards that can result in loss of life, property loss, economic hardship and threats to public health and safety; and

**WHEREAS**, the Federal Emergency Management Agency (FEMA) has required that every county and municipality have a pre-disaster mitigation plan in place, and requires the adoption of such plans in order to receive funding from the Hazard Mitigation Grant Program; and

**WHEREAS**, a Hazard Mitigation Plan is a community’s plan for evaluating hazards, identifying resources and capabilities, selecting appropriate actions, and developing and implementing the preferred mitigation actions to eliminate or reduce future damage in order to protect the health, safety and welfare of the residents in the community; and

**WHEREAS**, the Glynn County 2023 Hazard Mitigation Plan has been prepared in accordance with FEMA requirements at 44 CFR 201.6; and

**WHEREAS**, the Plan will be updated every five years;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of Glynn County, Georgia, that:

- 1) Glynn County, Georgia, has adopted the Glynn County 2023 Hazard Mitigation Plan; and
- 2) It is intended that the Plan be a working document and is the first of many steps toward improving rational, Glynn-range mitigation planning and budgeting for Glynn County, Brunswick, and Jekyll Island.

**PASSED, APPROVED AND ADOPTED** by the Board of Commissioners of Glynn County, Georgia, in regular session this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
County Clerk

**Adoption Resolution – City of Brunswick**

Requirement §201.6(c)(5)

**RESOLUTION – CITY OF BRUNSWICK, GEORGIA**

**GLYNN COUNTY HAZARD MITIGATION PLAN 2023**

**WHEREAS**, Glynn County and its municipalities recognize that it is threatened by several different types of natural and man-made hazards that can result in loss of life, property loss, economic hardship and threats to public health and safety; and

**WHEREAS**, the Federal Emergency Management Agency (FEMA) has required that every county and municipality have a pre-disaster mitigation plan in place, and requires the adoption of such plans in order to receive funding from the Hazard Mitigation Grant Program; and

**WHEREAS**, a Hazard Mitigation Plan is a community’s plan for evaluating hazards, identifying resources and capabilities, selecting appropriate actions, and developing and implementing the preferred mitigation actions to eliminate or reduce future damage in order to protect the health, safety and welfare of the residents in the community; and

**WHEREAS**, the Glynn County Hazard Mitigation Plan 2023 has been prepared in accordance with FEMA requirements at 44 CFR 201.6; and

**WHEREAS**, the Plan will be updated every five years;

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and City Council of Brunswick, Georgia, that:

- 1) The City of Brunswick, Georgia, has adopted the Glynn County Hazard Mitigation Plan 2023; and
- 2) It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range mitigation planning and budgeting for Glynn County and its municipalities.

**PASSED, APPROVED AND ADOPTED** by the Mayor and Council of the City of

**Brunswick, Georgia, in regular session this \_\_\_\_ day of \_\_\_\_\_,**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

## Preface

### *Mitigation Vision for the Future*

Emergency Managers succeed or fail based on how well they follow the following fundamental principles of emergency management, mitigation, preparedness, response, and recovery. Purposefully, our emergency management forefathers put the word mitigation first as a “means” to prevent or minimize the effects of disasters.

Mitigation is commonly defined as sustained actions taken to reduce or eliminate long-term risk to people and property from hazards and their effects. Hazard mitigation focuses attention and resources on community policies and actions that will produce successive benefits over time. A mitigation plan states the aspirations and specific courses of action that a community intends to follow to reduce vulnerability and exposure to future hazard events. These plans are formulated through a systematic process centered on the participation of citizens, businesses, public officials, and other community stakeholders.

Mitigation forms, or should form, the very foundation of every emergency management agency. To reduce, minimize, or eliminate hazards in their communities, emergency management agencies adopt and implement mitigation practices. The Federal DMA 2000 sets the benchmark and outlines the criteria for communities with the vision to implement hazard mitigation practices in their communities.

Glynn County, Brunswick, and Jekyll Island realize the benefits achieved by the development and implementation of mitigation plans and strategies in their community. Glynn County’s elected officials, public safety organizations, planners, and many others have proven that by working together towards the development and implementation of this plan, they can reduce the loss of life and property in their communities.

The jurisdictions covered by this plan include the following:

Glynn County  
City of Brunswick  
Jekyll Island

## Table of Contents

Resolution – Glynn County	3
Resolution – City of Brunswick	4
Preface	5
<b>CHAPTER ONE – INTRODUCTION</b>	<b>9</b>
Summary of Updates for Chapter One	10
Introduction	11
Authority	12
Funding	13
Scope	13
Purpose	14
Consistency with Federal and State Mitigation Policies	14
Plan Review	16
Hazard Mitigation Plan Update Committee	18
Public Participation	26
Documentation of Public Meeting Notice	28
Multi-jurisdictional Considerations	29
Incorporation of Existing Plans, Studies, and Resources	30
<b>CHAPTER TWO – GLYNN COUNTY PROFILE</b>	<b>32</b>
Summary of Updates for Chapter Two	33
History	34
Past Hazards	36
Past Events	37
NFIP Compliance	39
Demographics	40
Social Vulnerability Information	41
Economy	45
Utilities	45
Government	46
Climate	47
Transportation	48
Municipal Information	49
<b>CHAPTER THREE – HAZARD PROFILES</b>	<b>52</b>
Summary of Updates for Chapter Three	53
Risk Assessment	55

**CHAPTER THREE – HAZARD PROFILES (CONTINUED)**

Natural Hazards	59
<i>Severe Thunderstorm</i>	59
<i>Winter Storm</i>	69
<i>Flooding</i>	75
<i>Tornado</i>	91
<i>Drought</i>	98
<i>Wildfire</i>	102
<i>Tropical Cyclone</i>	111
<i>Extreme Temperatures</i>	141
<i>Tsunamis</i>	146
Technological Hazards	149
<i>Hazardous Materials</i>	149
<i>Dam Failure</i>	151
<i>Transportation Incident</i>	153
<i>Terrorism</i>	156
<i>Infrastructure Failure</i>	159
<i>Emergent Infectious Diseases</i>	161
<i>Radiological Incident</i>	165

**CHAPTER FOUR – HAZARD MITIGATION STRATEGIES** **167**

Summary of Updates to Chapter Four	168
Goals and Objectives	169
Identification and Analysis of Mitigation Techniques	171
Mitigation Strategies	174
<i>Natural Hazards</i>	174
<i>Technological Hazards</i>	187
<i>Completed Mitigation Strategies</i>	193
<i>Deleted Mitigation Strategies</i>	193

**CHAPTER FIVE – PLAN IMPLEMENTATION AND MAINTENANCE** **194**

Summary of Updates to Chapter Five	195
Maintenance	196
Plan Distribution	198
Implementation	199
Evaluation	201
Peer Review	202
Plan Update	203
Conclusion	203

**APPENDICIES**

---

Appendix A –Hazard Mitigation Plan Update Committee Meeting Sign-In Sheets	205
Appendix B – Natural Hazard Data Tables	218
Appendix C – Glynn County Worksheet 3As	230
Appendix D – Documentation of Peer Review	242
Appendix E – Glynn County HAZUS Report	246

CHAPTER ONE  
-  
INTRODUCTION



## Summary of Updates for Chapter One

The following table provides a description of each section of this chapter and a summary of the changes that have been made to the Glynn County Hazard Mitigation Plan 2018.

<b>Chapter 1 Section</b>	<b>Updates</b>
<b>Introduction</b>	<ul style="list-style-type: none"> <li>• New Section – Not in 2018 Plan</li> </ul>
<b>Authority</b>	<ul style="list-style-type: none"> <li>• Verbiage updated</li> </ul>
<b>Funding</b>	<ul style="list-style-type: none"> <li>• New Section – Not in 2018 Plan</li> </ul>
<b>Scope</b>	<ul style="list-style-type: none"> <li>• New Section – Not in 2018 Plan</li> </ul>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Verbiage updated</li> </ul>
<b>Consistency with Federal Guidelines</b>	New Section – Not in 2018 Plan
<b>Plan Review</b>	<ul style="list-style-type: none"> <li>• Verbiage updated</li> <li>• Updated mitigation meeting dates for 2022-2023 planning process</li> </ul>
<b>Hazard Mitigation Plan Update Committee</b>	<ul style="list-style-type: none"> <li>• Updated committee list with the 2022-2023 planning participants</li> <li>• Updated to meet Federal guidelines</li> </ul>
<b>Public Participation</b>	<ul style="list-style-type: none"> <li>• New Section – Not in 2018 Plan</li> </ul>
<b>Multi-Jurisdictional Considerations</b>	<ul style="list-style-type: none"> <li>• Updated with requirement descriptions</li> </ul>
<b>Incorporation of Existing Plans, Studies, and Resources</b>	<ul style="list-style-type: none"> <li>• New Section – Not in 2018 Plan</li> </ul>

## Introduction

The Glynn County Hazard Mitigation Plan Update is the first phase of a multi-hazard mitigation strategy for the entire community. This Plan encourages cooperation among various organizations and crosses political sub-divisions. As written, this Plan fulfills the requirements of the Federal DMA 2000. DMA 2000 provides federal assistance to state and local emergency management agencies and other disaster response organizations to reduce damage from disasters. The Act is administered by GEMA and FEMA.

It is important that state and local government, public-private partnerships, and community citizens can see the results of these mitigation efforts; therefore, the goals and strategies need to be achievable. Glynn County's Hazard Mitigation Plan Update Committee adopted the following goals during plan development:

### *GOAL 1*

Maximize the use of all resources by promoting intergovernmental coordination and partnerships in the public and private sectors

### *GOAL 2*

Harden communities against the impacts of disasters through the development of new mitigation strategies and strict enforcement of current regulations that have proven effective

### *GOAL 3*

Reduce and, where possible, eliminate repetitive damage, loss of life and property from disasters

### *GOAL 4*

Bring greater awareness throughout the community about potential hazards and the need for community preparedness

This plan complies with all requirements and scope of work as described in Glynn County's Hazard Mitigation Grant application.

## Authority

In the past, federal legislation has provided funding for disaster relief, recovery, and some hazard mitigation planning. The DMA 2000 is the latest legislation to improve the planning aspect of that process; it reinforces the importance of mitigation planning and emphasizes planning for disasters before they occur. The DMA 2000 establishes a pre-disaster hazard mitigation program and designates new requirements for the national post-disaster Hazard Mitigation Grant Program (HMGP). Section 322 identifies the new requirements for planning activities and increases the amount of HMGP funds available to states that have developed a comprehensive mitigation plan prior to the disaster.

State and local communities must have an approved mitigation plan in place prior to receiving post-disaster HMGP funds. Local mitigation plans must demonstrate that their proposed mitigation measures are based on a sound planning process that accounts for the risk to and the capabilities of the individual communities. To implement the new DMA 2000 requirements, FEMA prepared an Interim Final Rule, published in the Federal Register on February 26, 2002, at 44 CFR Parts 201 and 206, which establishes planning and funding criteria for states and local communities.

Developed in accordance with current state and federal rules and regulations governing local hazard mitigation plans, Glynn County's Updated Hazard Mitigation Plan will be brought forth to each participating jurisdiction in Glynn County to be formally adopted. The Plan shall be routinely monitored and revised to maintain compliance with the following provisions, rules, and legislation:

Section 322, Mitigation Planning, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as enacted by Section 104 of the Disaster Mitigation Act of 2000 (P.L. 106-390); and

FEMA's Interim Final Rule published in the Federal Register on February 26, 2002, at 44 CFR Part 201.

## Scope

The scope of the Glynn County Hazard Mitigation Plan Update encompasses all areas of Glynn County, including the City of Brunswick and Jekyll Island. The Plan identifies all natural and technological hazards that could threaten life and property in Glynn County. The scope of this Plan includes both short and long-term mitigation strategies with implementation and possible sources of project funding.

The Hazard Mitigation Plan Update is organized to incorporate the requirements of Interim Final Rule 44 CFR 201.4.

Chapter One includes an overview of the Hazard Mitigation Plan Update, the overall goals of the plan, and details of the planning process as required by Interim Final Rule 44 CFR 201.4(c)(1).

Chapter Two of the Plan details the Glynn County profile, including the demographics, municipalities, and history of the county.

Chapter Three identifies the risk assessment process, past natural hazard events with associated losses, and current natural hazard risks. Potential losses are also analyzed as required by Interim Final Rule 44 CFR 201.4(c)(2). Additionally, Chapter Three identifies and analyzes potential technological hazards faced by Glynn County.

Chapter Four identifies Glynn County's hazard mitigation goals and objectives, mitigation strategies and actions, and sources of potential funding for mitigation projects as required by Interim Final Rule 44 CFR 201.4(c)(3).

Chapter Five identifies the maintenance and implementation strategies for the Plan. The process for evaluation of the Hazard Mitigation Plan implementation progress is also detailed as required by Interim Final Rule 44 CFR 201.4(c)(4) and (5).

## Funding

Glynn County was awarded a Hazard Mitigation Planning Grant by FEMA through GEMA for the update of Glynn County's 2018 Hazard Mitigation Plan. FEMA contributed 75% toward the total cost of the Plan Update. The Hazard Mitigation Planning Grant required a 25% match by Glynn County. This match was fulfilled entirely (100%) by In-Kind contributions; time spent by county and municipal employees, local stakeholders, representatives from organizations, and citizen volunteers updating the Plan was provided instead of cash from the County's budget.

## Purpose

The purpose of the Glynn County Hazard Mitigation Plan Update is to:

- Protect life, promote safety, and preserve property by reducing the potential for future damages and economic losses that result from natural and technological hazards;
- Make communities in Glynn County safer places to live, work, and play;
- Qualify for grant funding in both the pre-disaster and post-disaster environments;
- Speed the recovery and redevelopment process following future disaster events;
- Demonstrate a firm local commitment to hazard mitigation principles; and
- Comply with state and federal legislative requirements for local multi-jurisdictional hazard mitigation plans.

## Consistency with Federal and State Mitigation Policies

The Plan is intended to enhance and complement state and federal recommendations for the mitigation of natural and technological hazards in the following ways:

- Substantially reduce the risk of life, injuries, and hardship from the destruction of natural and technological disasters on an ongoing basis;
- Create greater public awareness about the need for individual preparedness and about the need to build safer, more disaster resistant communities;
- Develop strategies for long-term community sustainability during disasters; and
- Develop governmental and business continuity plans that will continue essential private sector and governmental activities during disasters.

FEMA publishes several guidance documents for local governments on mitigating natural disasters. The updated Glynn County Hazard Mitigation Plan recognizes, adopts, incorporates, and endorses the following principles:

- Develop a strategic mitigation plan for Glynn County;
- Enforce current building codes;

- Develop incentives to promote mitigation;
- Incorporate mitigation of natural hazards into land use plans;
- Promote awareness of mitigation opportunities and programs throughout our community on a continual basis; and
- Identify potential funding sources for mitigation projects.

It is vital that the private sector is included in mitigation efforts that are consistent with state and federal recommendations, such as the following:

- Develop mitigation incentives with insurance agencies and lending institutions;
- Encourage the creation of a business continuity plan for the continuance of commerce during and following a disaster; and
- Partner with local businesses to educate customers about potential hazards in the community and possible mitigation ideas.

Individual citizens must be made aware of the hazards they may encounter. Additionally, they must be educated on how to protect themselves from the hazards they face. They must be shown that mitigation is an important part of reducing loss of life and property in their community. Their support is critical to the success of any mitigation effort. The updated Glynn County Hazard Mitigation Plan supports the following FEMA recommendations regarding individual citizens:

- Become educated on the hazards that may impact your community;
- Become part of the process by supporting and encouraging mitigation programs that reduce vulnerability to disasters; and,
- An individual's responsibility is to safeguard his/her family, as well as themselves, prior to a disaster event.

## Plan Review

### Requirement §201.6(c)(1)

The contractor, Lux Mitigation and Planning, had the primary responsibility for collecting updated information and presenting pertinent data to the Plan Update Committee. An online, Dropbox folder was created for Glynn County's Plan Update. The approved 2018 Hazard Mitigation Plan was uploaded to the Dropbox folder, and the link to the folder was emailed to all members of the Hazard Mitigation Plan Update Committee. Each chapter of the 2018 Plan was reviewed. Hazard vulnerability and risk assessment data was updated, as was critical infrastructure information.

Special attention and consideration were given to the review and edit of mitigation strategies listed in the 2018 Plan. The Plan Update Committee examined each strategy and determined whether the strategy had been completed, needed to be modified, was in progress, or no longer applied. The Committee was highly encouraged to create new mitigation strategies to meet the current needs of Glynn County, the City of Brunswick, and Jekyll Island. Mitigation strategies from other Georgia counties were reviewed to help with the creation of new strategies. When the Committee agreed a new mitigation action would be beneficial, it was tailored to Glynn County's needs and was included in the 2023 Plan. The contractor sent the Committee, including sporadically attending participants, regular emails which contained a Dropbox link to the most updated version of the Plan and encouraged the Committee to thoroughly critique each version.

### Hazard Mitigation Plan Update Committee Meeting Dates

Friday, November 4, 2022	Public Meeting #1
Morning Session	Kick-Off Meeting; Introduction to Hazard Mitigation
Afternoon Session	Hazard Identification and Prioritization; Community Risk Assessment Analysis
Friday, December 2, 2022	Public Meeting #2
Morning Session	Essential and Critical Facilities
Afternoon Session	Review and Edit 2018 Mitigation Strategies
Friday, January 13, 2023	Public Meeting #3
Morning Session	Discuss/Create New Mitigation Strategies for 2023 Plan
Afternoon Session	Discuss Draft of 2023 Plan; Discuss Available Hazard Mitigation Grants; Discuss Other Hazard Mitigation Plan Uses

\*The public was welcome and encouraged to attend all Hazard Mitigation Plan Update meetings.

Each section of Glynn County's 2018 Hazard Mitigation Plan has been revised in some manner. Therefore, a summary of those changes will be listed in the first section of each chapter. Significant additions/modifications to this Plan include the following:

- Added drought to Natural Hazards
- Added Technological Hazards to the Glynn County Hazard Mitigation Plan
  - Terrorism
  - Hazardous Materials Incident
  - Civil Unrest
  - Transportation Incident
  - Critical Infrastructure Failure
  - Emergent Infectious Disease
  - Radiological/Nuclear Incident



**Hazard Mitigation Plan Update Participants**

Requirement §201.6(b)(2)

The following 70 participants contributed to the update of Glynn County's 2018 Hazard Mitigation Plan: (*in alphabetical order*)

**Paul Andrews**

*Engineer*

Glynn County Engineering Department

**Dave Austin**

*Director*

Glynn County Public Works

**Katie Baasen**

*Communications Director*

Glynn County Public Information Office

**Jacques S. Battiste**

*Chief of Police*

Glynn County Police Department

**Byron Bennett**

*Communications and Emergency Preparedness Specialist*

Brunswick-Glynn Joint Water and Sewer Commission

**Jeremiah W. Bergquist**

*Assistant County Manager*

City of Brunswick

**Shawn M. Boatright**

*Assistant County Manager*

Glynn County Board of Commissioners

**Cameron Brown**

*Fire Inspector*

City of Brunswick Fire Department

**Andrew Burroughs**

*Executive Director*

Brunswick-Glynn Joint Water and Sewer Commission

**Lawrence Cargile**  
*Assistant Fire Chief*  
City of Brunswick Fire Department

**John Centeno**  
*Systems Analyst II*  
Glynn County Geospatial Information System Department

**Peter Charalambous**  
*Director of Public Safety*  
Southeast Georgia Health System

**Rick Charnock**  
*Assistant Director*  
City of Brunswick Public Works Department

**Darren Scott Cook**  
*Operations Division Chief*  
Glynn County Fire Rescue

**Sharon Courson**  
*Deputy Director*  
Glynn County Emergency Management and Homeland Security

**Kelly Crane**  
*Disaster Program Manager*  
American Red Cross

**Vincent DiCristofalo**  
*Fire Chief*  
Glynn County Fire Rescue

**Jeff Dempsey**  
*Maintenance Director*  
Magnolia Manor Nursing Home – St. Simon’s Island

**Dialo Cartwright**  
*Area Manager*  
Georgia Power Company

**Jim Dillingham**  
*Commanding Officer*  
The Salvation Army

**Jamie Dunwoody**  
*Operations Coordinator*  
Glynn-Brunswick 911 Center

**Judy Edwards**  
*Citizen*  
Glynn County – St. Simon’s Island

**Rod Ellis**  
*Chief of Police; School Safety Coordinator*  
Glynn County Board of Education

**Bill Fallon**  
*County Manager*  
Glynn County

**Dennis Gailey**  
*Director of Public Safety*  
Jekyll Island Authority

**Franklin Graves**  
*Code Enforcement Officer*  
Glynn County Community Development Department

**Lisa Gurganus**  
*Director*  
Glynn County Recreation and Parks

**Olivia Hancock**  
*Operations Specialist*  
Jekyll Island Authority

**Monica Hardin**  
*Grants Manager*  
Glynn County Finance Department

**Jason Hartman**  
*Engineering Division Manager*  
Glynn County Public Works Department

**Janelle Harvey**  
*Director of Community Impact*  
United Way of Coastal Georgia

**Donnie Hendricks***Backflow Compliance Coordinator*

Brunswick-Glynn Joint Water and Sewer Commission

**Kristin Higgs***Area Five Field Coordinator*

Georgia Emergency Management Agency

**O'Neal Jackson III***Interim Chief of Police*

Glynn County Police Department

**Travis Johnson***Chief of Emergency Medical Services*

Glynn County Fire Rescue

**Kevin M. Jones***Chief of Police*

City of Brunswick Police Department

**E. Neal Jump***Sheriff*

Glynn County Sheriff's Office

**David Karwacki***Firefighter*

Glynn County Fire Rescue

**Lea King-Badyna***Executive Director*

Keep Golden Isles Beautiful

**Todd Kline***Director of Engineering*

Brunswick Glynn Joint Water and Sewer Commission

**Brandon Lambert***Fire Captain*

Glynn County Fire Rescue

**Andrew Leanza***Director*

Glynn County Emergency Management and Homeland Security

**Michelle Lee***Director*

Brantley County Emergency Management Agency

**Stefanie Leif***Planning Manager; Interim Director*

Glynn County Community Development

**Tonya Moran***Assistant to the County Manager*

Glynn County Administration

**Aaron Mumford***County Attorney*

Glynn County Administration

**Kim Munoz-Strickland***Generalist IV*

Glynn County Human Resources Department

**Wayne Neal***Chairman* – Glynn County Board of Commissioners*Commissioner* – Brunswick-Glynn County Joint Water and Sewer Commission**Ryan Neff***Firefighter; Advanced Emergency Medical Technician*

Glynn County Fire Rescue

**Robert “Bob” Nyers***Manager*

Glynn County Geospatial Information System Department

**James Ownbey***Battalion Chief*

Glynn County Fire Rescue

**Stephen L. Parker***Deputy Sheriff II*

Glynn County Sheriff’s Office

**Maurice Postal***Senior Planner*

Glynn County Community Development Department

**Walter Rafolski**

*At-large Commissioner, Post 2*  
Glynn County Board of Commissioners

**Donald “Donnie” Ray**

*Director*  
Wayne County Emergency Management Agency

**Michael Reynolds**

*System Administrator III*  
Glynn County Information Technology Department

**Cara Richardson**

*Director*  
Glynn-Brunswick 911 Center

**Lance Sabbe**

*Executive Director*  
Forward Brunswick

**James “Jay” R. Sellers**

*Director of Administration*  
Brunswick-Glynn Joint Water and Sewer Commission

**Bob Shoreman**

*Citizen*  
Glynn County

**Bryan Sipe**

*Chief of Police*  
College of Coastal Georgia

**Angela Smith**

*Assistant Chief of Administration*  
City of Brunswick Police Department

**Andrew Strickland**

*Analyst*  
Glynn County Geospatial Information System Department

**Resden Talbert**

*Procurement Officer*  
Glynn County Finance Department

**Joe Thomas***Financial Counselor II*

Southeast Georgia Health System Senior Care Center – Brunswick

**John Tyre***Deputy Chief*

City of Brunswick Fire Department

**Ronda Vakulich***County Clerk*

Glynn County Board of Commissioners

**Timothy White***Fire Chief*

City of Brunswick Fire Department

**Jeffrey C. Williams***Police Captain*

Glynn County Police Department

**Todd Wyckoff***Director of Emergency Preparedness*

Georgia Department of Public Health - Coastal Health District

The Plan Update Committee relied on their consultant to guide them through the update process. During meetings, the participants had productive discussions, expanded their professional networks, asked thoughtful questions, made important decisions, and provided critical input during key stages in the update process.

Efforts were made to involve all county and municipal departments, as well as community organizations and local businesses, which may have a role in the implementation of mitigation actions and/or policies. These efforts included sending invitations via email to attend the Kick-off Meeting, sending reminder emails before each upcoming meeting, emailing pertinent information throughout the process, and requesting the review and critique of each chapter in the updated Plan.

All neighboring counties – Brantley, Camden, McIntosh, and Wayne – were asked to peer review the 2023 Mitigation Plan draft. The Plan was sent to each County EMA office. Glynn County had significant support and contribution to the Hazard Mitigation Plan Update process from surrounding jurisdictions. Additionally, the EMA Directors from surrounding counties were asked to attend Plan Update Committee meetings in hopes they would share mitigation ideas from their own counties. The EMA Directors from Brantley County (Michelle Lee) and Wayne County (Donnie Ray) attended meetings of the Glynn County Hazard Mitigation Plan Update Committee. Both

contributed to the planning process by describing plans, resources, and programs in place in their jurisdictions that may be applicable to Glynn County. Several of these contributions were then incorporated into the Glynn County Hazard Mitigation Plan Update.



## Public Participation

Requirement §201.6(b)(1)

State Requirement Element F2

Public awareness is a key component of any community's overall mitigation strategy. As citizens become more involved in decisions that affect their safety, they may develop a greater respect for the natural hazards present in their community, and thus, may take the steps necessary to reduce potential impacts of those hazards.

The following local organizations and businesses participated in the update of Glynn County's 2018 Mitigation Plan: American Red Cross, College of Coastal Georgia, Forward Brunswick, Keep Golden Isles Beautiful, Georgia Power, Magnolia Manor Nursing Home – St. Simon's Island, Salvation Army, Southeast Georgia Health System, and the United Way of Coastal Georgia

The Plan Update Committee took it upon themselves to ensure the processes undertaken for the development, implementation, and maintenance of the 2023 Hazard Mitigation Plan adequately considered public needs and viewpoints.

A list of public outreach initiatives can be found below:

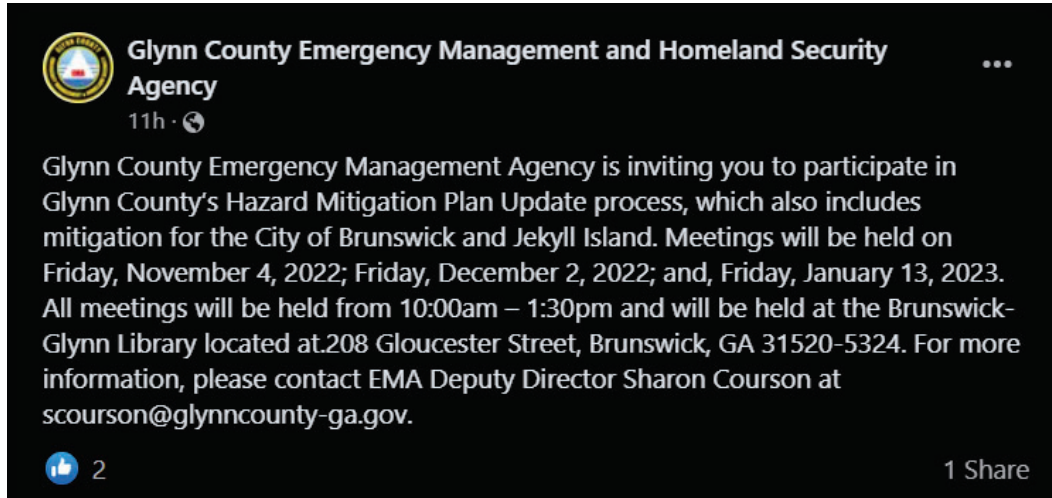
- Email reminders were sent to all Plan Update Committee members, as well as other stakeholders, prior to every meeting. Recipients were encouraged to share the meeting invitation with anyone they thought would be an asset to the Plan Update process or anyone who may want to learn more about what a Hazard Mitigation Plan is.
- Glynn County attempted to incorporate underserved and vulnerable populations in the community during the Hazard Mitigation Plan Update process. This was accomplished by inviting organizations in the community who represent, serve, and/or support vulnerable and underserved populations throughout Glynn County. The following organizations participated in the Glynn County Hazard Mitigation Plan Update: American Red Cross, Forward Brunswick, Salvation Army, and the United Way of Coastal Georgia. Additionally, all meetings of the Glynn County Hazard Mitigation planning committee were held at the Marshes of Glynn Public Library, which is commonly utilized by members of vulnerable populations for computer and internet access and bathroom facilities. This was a conscious decision to provide the general public with the greatest potential access to meetings of the Glynn County Hazard Mitigation planning committee meetings. Meetings were held with open doors to encourage anyone utilizing the facility to come in and participate.
- A Public Meeting was held on November 4, 2022 in conjunction with the regularly scheduled meeting of the Glynn County Hazard Mitigation Plan Update

Committee. This meeting was advertised through multiple medium, including on the Glynn County Emergency Management and Homeland Security Agency and Glynn County Board of Commissioners Facebook pages. One citizen attended the Glynn County Hazard Mitigation planning committee meeting. They participated in the hazard identification and threat analysis portion of the meeting. This citizen lives on St. Simon's Island.

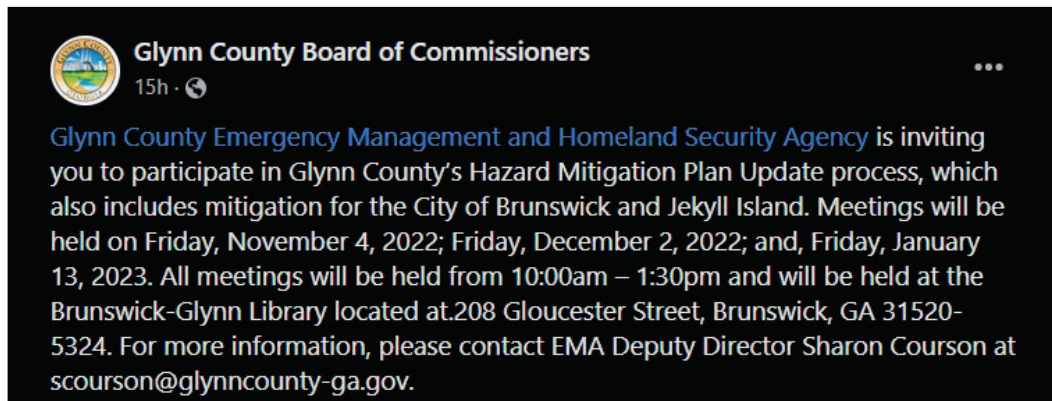
- A Public Meeting was held on December 2, 2022 in conjunction with the regularly scheduled meeting of the Glynn County Hazard Mitigation Plan Update Committee. This meeting was advertised through multiple mediums, including on the Glynn County Emergency Management and Homeland Security Agency and Glynn County Board of Commissioners Facebook pages.
- A Public Meeting was held on January 13, 2023 in conjunction with the regularly scheduled meeting of the Glynn County Hazard Mitigation Plan Update Committee. This meeting was advertised through multiple mediums, including on the Glynn County Emergency Management and Homeland Security Agency and Glynn County Board of Commissioners Facebook pages. During the meeting, a private citizen who utilized the computer resources at the Marshes of Glynn Public Library expressed interest in the Glynn County Hazard Mitigation Plan. Despite not signing in or completing forms, they engaged in significant discussions with the Glynn County Emergency Management Agency Director about the potential impact of hazards on the homeless population in Glynn County and the existing assistance measures in place. As someone who had previously experienced homelessness and currently resided with another person temporarily, the citizen expressed satisfaction with the efforts made by the Glynn County Emergency Management Agency to make the meetings accessible to residents in downtown Brunswick. The individual was a current resident of the City of Brunswick.

**Documentation of Public Meeting Notice**

*Public Meetings – Documentation of all meetings – Glynn County Emergency Management and Homeland Security Agency Facebook Page*



*Public Meetings – Documentation of all meetings – Glynn County Board of Commissioners Facebook Page*



### Multi-Jurisdictional Considerations

FEMA does not require cities and towns to adopt a local Hazard Mitigation Plan. However, the Federal DMA 2000 requires that all municipalities, wishing to be eligible to receive Hazard Mitigation Grants through FEMA, must adopt a local multi-hazard mitigation plan and must update that plan every five years. Glynn County's most recent Hazard Mitigation Plan was approved by FEMA in 2018. The 2023 Mitigation Plan is the third five-year update. This FEMA-approved 2023 Hazard Mitigation Plan makes Glynn County, the City of Brunswick, and Jekyll Island eligible for FEMA's Hazard Mitigation Grant Program, Flood Assistance Mitigation Grants, and Pre-Disaster Mitigation Grants.

As set forth by Georgia House Bill 489, the Emergency Management Agency is the implementing agency for projects pertaining to hazard mitigation. Glynn County is dedicated to work in the best interests of Glynn County, as well as the City of Brunswick and Jekyll Island. A few mitigation strategies in Glynn County's 2023 Mitigation Plan apply specifically to the City of Brunswick or Jekyll Island. Unless noted otherwise, mitigation strategies apply equally to all jurisdictions. During the creation and update of this Plan, Glynn County Emergency Management and Homeland Security Agency solicited and received participation from the following Glynn County municipalities and authorities: Brunswick and Jekyll Island.

#### *Distribution of Buildings in Glynn County*

*Source: 2023 Glynn County HAZUS Report*

**Incorporation of Existing Plans, Studies, and Resources**

Requirement §201.6(b)(3)

State Requirement Element F3

**Existing Plans**

2018 Glynn County Pre-Disaster Hazard Mitigation Plan  
2019 State of Georgia Hazard Mitigation Plan  
2014 State of Georgia Hazard Mitigation Plan  
Glynn County Local Emergency Operations Plan  
Georgia Forestry Commission's Glynn Co. Community Wildfire Protection Plan  
Glynn County Joint Comprehensive Plan  
City of Brunswick Stormwater Master Plan

**Studies**

2023 Hazard Risk Analyses (HAZUS Report)  
2022 Army Corps of Engineers South Atlantic Coastal Study – Georgia Appendix  
2017 United States Department of Agriculture Ag Census  
2010 United States Census  
2020 United States Census  
2009 Glynn County Flood Insurance Study  
Radeloff, V. C., R. B. Hammer, S. I Stewart, J. S. Fried, S. S. Holcomb, and J. F. McKeefry. 2005. *The Wildland Urban Interface in the United States*. Ecological Applications 15:799-805.

**Resources**

2014 City of Boston Natural Hazard Mitigation Plan Update  
2010 Camden County Joint Hazard Mitigation Plan Update  
2010 Northern Virginia Hazard Mitigation Plan Update  
National Climactic Data Center  
National Weather Service  
Glynn County Tax Assessor's Data  
Glynn County Website  
Georgia Mitigation Information System Database  
Colorado State University (Hurricane mapping)  
United States Geological Survey  
FEMA Flood Insurance Rate Maps  
National Flood Insurance Program  
United States Coast Guard National Response Center Data  
Georgia Department of Transportation  
Georgia Safe Dams Program  
Southern Group of State Foresters Wildfire Risk Assessment

## Application of Existing Plans and Studies

Existing Planning Mechanism	Reviewed? Yes/No	Incorporation into 2022 Mitigation Plan
<b>2018 Glynn County Hazard Mitigation Plan</b>	Yes	Baseline for the 2022 Plan; updated mitigation strategies; updated hazards; updated Glynn County information
<b>2019 State of Georgia Hazard Mitigation Plan</b>	Yes	Hazard descriptions; potential hazards; mapping mechanisms; potential mitigation strategies that could be adopted on a local level
<b>Glynn County Local Emergency Operations Plan (LEOP)</b>	Yes	Identification of current resources; identification of current capabilities
<b>Georgia Forestry's Glynn County Community Wildfire Protection Plan (CWPP)</b>	Yes	Mitigation strategies for wildfire and drought; historical data
<b>2017 USDA Agriculture Census</b>	Yes	Agricultural data regarding potential losses for drought and wildfire
<b>2020 United States Census</b>	Yes	To update Glynn County's profile information
<b>2009 Glynn County Flood Insurance Study</b>	Yes	Identify potential flood prone areas; prioritization of flood-related mitigation strategies
<b>Glynn County Comprehensive Plan</b>	Yes	To identify future development trends; identify mitigation strategies to curb trends in a direction that considers the hazards of the area
<b>Glynn County Flood Mitigation Assistance Plan</b>	Yes	Hazard Analysis; Development of Mitigation Strategies
<b>2023 Glynn County HAZUS Report</b>	Yes	Hazard Analysis
<b>Brunswick Stormwater Master Plan</b>	Yes	Hazard Analysis; Development of Mitigation Strategies
<b>2022 Army Corps of Engineers South Atlantic Coastal Study</b>	Yes	Hazard Analysis; Development of Mitigation Strategies

**AMENDMENT NO. 19 TO THE  
CITY OF BRUNSWICK  
DEFINED BENEFIT PENSION PLAN**

WHEREAS, the Plan Sponsor has determined that it is desirable to amend the Plan, and

WHEREAS, Article XIV permits the Plan Sponsor to amend the Plan at any time;

NOW, THEREFORE, the Plan is hereby amended, effective as of July 1, 2024, as follows:

Article I, Definitions and Construction, Section 1.1, Definitions, Subsection (49), Trustee, hereby is amended in its entirety with the following new Subsection 1.1(49):

“(49) Trustee: The City Manager, the Finance Director and the Human Resources Director jointly administer the Trust as Trustee, as individual members of the Trustee. If a vacancy of an individual member of the Trustee occurs (a) permanently by reason of death, resignation, disability, or other separation from service from the Plan Sponsor or Affiliated Plan Sponsor or (b) temporarily by reason of an Authorized Leave of Absence or Military Service, as set forth in Section 3.5 below, the Plan Sponsor, acting through a majority vote of its Commission, may, but is not required to, appoint an Employee to serve as a temporary replacement individual member of the Trustee. Said temporary replacement individual member of the Trustee shall serve in this capacity until the earlier of (i) the aforementioned vacancy is filled (either permanently, or temporarily such as through the appointment of an Employee to the vacant position in an acting capacity) or (ii) the Plan Sponsor, acting through a majority vote of its Commission, removes said Employee as a replacement member of the Trustee (which removal may be with or without cause), in which event the Plan Sponsor, acting through a majority vote of its Commission, may, but is not required to, appoint another temporary replacement individual member of the Trustee.”

**IN WITNESS WHEREOF**, the Plan Sponsor has hereunto caused this Amendment No. 19 to said Defined Benefit Pension Plan to be executed by its duly authorized officer and its seal to be affixed hereto, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF BRUNSWICK, ACTING  
BY AND THROUGH ITS COMMISSION**

By: \_\_\_\_\_  
COSBY H. JOHNSON, Mayor

Attest: \_\_\_\_\_  
NAOMI D. ATKINSON, City Clerk

**CITY OF BRUNSWICK**  
**DEFINED BENEFIT PENSION PLAN**

**EXPLANATION OF CHANGES**

At the behest of City of Brunswick (the “City”), acting by and through its Commission, and having its principal office in Brunswick, Georgia, as Plan Sponsor of the above-referenced qualified governmental defined benefit pension plan (the “Plan”), the Pension Committee, as Plan Administrator and in consultation with the Pension Advisory Committee, reviewed the Plan’s definition of Trustee in the event of a vacancy of one of the three individual members of the Trustee (City Manager, Finance Director and Human Resources Director), which vacancy is not filled immediately on a permanent or temporary basis. Amendment No. 19 addresses the issue of such a vacancy by granting the Plan Sponsor the authority to appoint an Employee as a temporary replacement individual member of the Trustee.

There are three specific points concerning the authority granted to the Plan Sponsor in Amendment No. 19. First, this authority is not a mandate. Accordingly, the Amendment does not mandate the Plan Sponsor to act on this authority, in the event of one or even two vacancies in the individual membership of the Trustee. Second, this authority is only to appoint a temporary replacement individual member of the Trustee. Once the respective vacant position of City Manager, Finance Director or Human Resources Director is filled on a permanent or temporary basis, the temporary replacement member of the Trustee automatically is removed as an individual member of the Trustee. Third, the Plan Sponsor is authorized to remove, with or without cause, a temporary replacement individual member of the Trustee (before the aforementioned vacant position of City Manager, Finance Director or Human Resources Director is filled), and is not required to replace that temporary replacement individual member with another temporary replacement individual member.

Amendment No. 19 has no impact on the minimum funding requirements and Unfunded Actuarial Accrued Liability (UAAL) of the Plan. Thus the Actuary has not performed a special analysis on the impact of this Amendment on said funding requirements and UAAL.

Prior to Article I, Definitions and Construction, Section 1.1, Definitions, Subsection (49), Trustee, read as follows:

“(49) Trustee: The City Manager, the Finance Director and the Human Resources Director jointly administer the Trust as Trustee.”



**RESOLUTION 2024 –**  
**AD VALOREM TAX MILLAGE RATE RESOLUTION**



**CITY OF BRUNSWICK, GEORGIA**

IT IS HEREBY RESOLVED by the City Commission of the City of Brunswick, a Georgia Municipal Corporation, that an Ad Valorem Tax of thirty-three dollars and ninety-six cents (\$33.958) per one thousand dollars (\$1,000.00) of assessed valuation is hereby levied and assessed for the calendar year 2024 upon all tangible property that is subject to taxation within the City. Pursuant to O.C.G.A. Section 48-8-01, it is further resolved that said millage rate of thirty-three and nine tenths and fifty-eight hundredths (33.958) mils shall be reduced by twenty and seven tenths and thirty-nine hundredths (20.739) mils, that being the Millage rate which, if levied against the tangible property in the City of Brunswick would produce an amount equal to the distribution of local option sales tax received by the City of Brunswick during calendar year 2023, leaving a net Millage rate of thirteen and two tenths and nineteen hundredths (13.219) mils, which shall be the net Millage rate upon which each taxpayer's bill shall be based.

IT IS FURTHER RESOLVED that payment of 2024 Ad Valorem Taxes shall be due no later than November 30, 2024.

SO RESOLVED this 21<sup>st</sup> day of August 2024 upon motion duly made and seconded by the Mayor and Commissioners of the City of Brunswick.

\_\_\_\_\_  
Cosby H. Johnson, Mayor

Attest: \_\_\_\_\_  
Naomi D. Atkinson, City Clerk



**NOTICE**

The **City of Brunswick Board of Commissioners** does hereby announce that the millage rate will be set at a meeting to be held at **Old City Hall, 1229 Newcastle Street** on **August 21, 2024 at 6:00pm** and pursuant to the requirements of **O.C.G.A. § 48-5-32** does hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

**CURRENT 2024 PROPERTY TAX DIGEST AND 5 YEAR HISTORY OF LEVY**

		COUNTY WIDE	2019	2020	2021	2022	2023	2024
C i t y w i d e	V A L U E	Real & Personal	371,363,464	385,088,879	402,105,542	458,577,360	494,655,022	480,811,374
		Motor Vehicles	4,134,850	4,256,460	2,983,240	2,358,020	2,199,480	1,933,150
		Mobile Homes	56,360	56,720	56,680	56,680	56,680	16,880
		Timber - 100%	0	0	10,209	0	0	0
		Heavy Duty Equipment			1,705		26,664	9,008
		Gross Digest	375,554,674	389,402,059	405,157,376	460,992,060	496,937,846	482,770,412
		Less Exemptions	38,796,323	39,869,182	40,503,140	52,869,677	43,553,877	16,264,802
	<b>NET DIGEST VALUE</b>	<b>336,758,351</b>	<b>349,532,877</b>	<b>364,654,236</b>	<b>408,122,383</b>	<b>453,383,969</b>	<b>466,505,610</b>	
	R A T E	Gross Maintenance & Operation Millage	31.5390	31.8520	31.8370	32.7480	32.9730	33.9585
		Less Rollback (Local Option Sales Tax)	18.3200	18.6330	18.6180	19.5290	19.7540	20.7395
<b>NET M&amp;O MILLAGE RATE</b>		<b>13.2190</b>	<b>13.2190</b>	<b>13.2190</b>	<b>13.2190</b>	<b>13.2190</b>	<b>13.2190</b>	
T A X	<b>TOTAL M&amp;O TAXES LEVIED</b>	<b>\$4,451,609</b>	<b>\$4,620,475</b>	<b>\$4,820,364</b>	<b>\$5,394,970</b>	<b>\$5,993,283</b>	<b>\$6,166,738</b>	
	Net Tax \$ Increase		\$168,866	\$199,889	\$574,605	\$598,313	\$173,455	
	Net Tax % Increase		3.79%	4.33%	11.92%	11.09%	2.89%	

## NOTICE OF PROPERTY TAX INCREASE

The City of Brunswick Commission has tentatively adopted a 2024 millage rate which will require an increase in property taxes by 7.63 percent.

All concerned citizens are invited to the public hearing on this tax increase to be held at the Old City Hall, 1229 Newcastle Street, Brunswick, Georgia on Tuesday, August 13th, 2024 at noon and 6:00 p.m.

Times and places of additional public hearings on this tax increase are at Old City Hall, 1229 Newcastle Street, Brunswick, Georgia on Wednesday, August 21, 2024 at 6:00 p.m.

The tentative increase will result in a millage rate of 13.219 mills, an increase of 0.937 mills. Without this tentative tax increase, the millage rate will be no more than 12.282. The proposed tax increase for a home with a fair market value of **\$100,000** is approximately \$37.48 and the proposed tax increase for non-homestead property with a fair market value of **\$300,000** is approximately \$112.44.

## **PRESS RELEASE ANNOUNCING A PROPOSED PROPERTY TAX INCREASE**

The City of Brunswick Commission today announces its intention to increase the 2024 property taxes it will levy this year by 7.63 percent over the rollback millage rate.

*Each year, the board of tax assessors is required to review the assessed value for property tax purposes of taxable property in the city. When the trend of prices on properties that have recently sold in the city indicate there has been an increase in the fair market value of any specific property, the board of tax assessors is required by law to re-determine the value of such property and adjust the assessment. This is called a reassessment.*

When the total digest of taxable property is prepared, Georgia law requires a rollback millage rate must be computed that will produce the same total revenue on the current year's digest that the last year's millage rate would have produced had no reassessments occurred.

The budget tentatively adopted by the City of Brunswick Commission requires a millage rate higher than the rollback millage rate; therefore, before the City of Brunswick Commission may finalize the tentative budget and set a final millage rate, Georgia law require three public hearings to be held to allow the public an opportunity to express their opinions on the increase.

All concerned citizens are invited to the public hearings on this tax increase to be held at the Old City Hall, 1229 Newcastle Street, Brunswick, Georgia on Tuesday, August 13, 2024 at noon and 6:00 p.m. and on Wednesday, August 21, 2024 at 6:00 p.m.



**SUBJECT: Enterprise Zone Incentive for 1420 Newcastle Street**

---

**COMMISSION AGENDA:** August 21, 2024 Consent Agenda

**PURPOSE:** Consider approval of Enterprise Zone Incentives in the *CBD Enterprise Zone* for 1420 Newcastle 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:** Avalon Properties has submitted an Enterprise Zone application for the building rehabilitation project located at 1420 Newcastle Street. This location is in the CBD Enterprise Zone. The owners are requesting the following incentives for the new businesses & rehabilitation:

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. The 10-year Property Tax abatement is estimated to start at \$1,480.53 annually or \$10,215.64 over 10 years.

**OPTIONS:** 1. Approve the Incentives as presented. 2. Approve an edited schedule 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 June 24<sup>th</sup> meeting and recommended the incentives as applied for. The Finance Committee reviewed the application at their July 23<sup>rd</sup> meeting.

---

**DEPARTMENT:**

---

Prepared by: Mathew Hill, DDA;

---

**ADMINISTRATION**

---

Approved by: Regina McDuffie, City Manager; *Regina M. McDuffie*

Date: 8/7/2024

---





# CITY OF BRUNSWICK

## ENTERPRISE ZONE APPLICATION

1. GENERAL INFORMATION		
Project Name: 1420 Newcastle		
Project Physical Address: 1420 Newcastle St.		Parcel I.D.#:
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 checked="" type="checkbox"/> Real Estate <input type="checkbox"/> Retail <input type="checkbox"/> Other (SIC Code): _____		
Local Benefit Type:		
<input checked="" 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: Avalon Properties Group		
Federal Tax ID Number: 26-4777080	SIC Code:	
Type of Organization:		
<input checked="" 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 checked="" type="checkbox"/> No		
Primary Product or Service: Real Estate- Residential and Commercial		

2. Contact Information		
Primary Business Representative: Thomas (Tom) E. McBride		
Title: Owner	Phone:	
Fax:	Email:	
Mailing Address: 3410 cypress Mill Rd, Suite 100		
City: Brunswick	State: GA	Zip: 31520
Local Contact Person: Same		
Title:	Phone:	
Fax:	Email:	
Mailing Address:		
City:	State:	Zip:

### 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.*

Renovate / restore commercial office in the heart of Brunswicks Historic District. The building has suffered from neglect. It needs a new roof, new A/C's, interior needs to be demod and rebuilt. It will be a real estate office and company headquarters. The company is in a growth mode and expects to add office personnel and sales representatives.

### 4. Project Capital Investment:

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

Land:	\$
Buildings:	\$ 200,000.00
Manufacturing Machinery:	\$
Other Machinery and Equipment:	\$
Other:	\$
Total:	\$ 200,000.00

### 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.*

Avalon Properties Group is a locally owned and operated full service real estate brokerage. Currently employs 11 people.



## 6. Local Significance

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

Avalon Properties Group is focused on helping local residents purchase their first home, investors acquire residential & commercial property, help homeowners and business owners divest their real estate.

**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): 26

Number of Low/Moderate Income People Hired (10%): 3

**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: 26

Estimated Amount of Payroll for YR 2028 : \$900,000

**8. New Jobs Breakdown (4 YR Period Example)**

<b>Job Title</b>	<b>Annual Salary or Hourly Rate</b>	<b>Total Jobs Year 1</b>	<b>Total Jobs Year 2</b>	<b>Total Jobs Year 3</b>	<b>Total Jobs Year 4</b>
1 Real Estate	35,000	6	6	6	6
2 Sales Consultant	19,000			1	
3 Assoc. Broker	50,000				1
4					
5					
6					
7					
8					
<b>Annual Grand Total</b>		6	6	7	7

**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).*

Prime South, a local bank, will be doing the renovation financing. Joe Riccio is the contact. ELM Construction will be doing the renovation (bid attached)

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

**11. Project Timeline**

Construction Start Date:	May, 2024
Construction Completion Date:	August, 2024
Operation Start Date:	August, 2024
Date Begin Hiring New Employees:	August, 2024
Date Purchase of Machinery/Equipment:	August, 2024
Date Other Improvements like Landscaping or Façade Material will be Incorporated:	July, 2024
Tax Abatement Start Date (NLT Completion). Attach Plat with Identified Phases (if applicable):	Nov. 2024

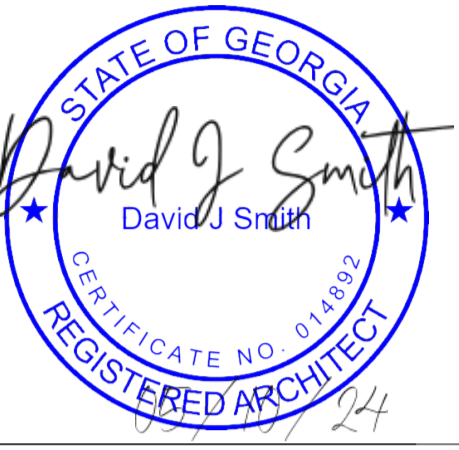
<b>12. Application Checklist</b>			
	Complete	Incomplete	If Complete, Initial and Attach
Completed Application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Financial Supporting documentation (if applicable), for example bank commitment letters, appraisal report, profit & loss statement.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bank review in process
Three years of financials must include income statements/balance sheets.	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Deed attached
Site Plan Drawing. Include Proposed Landscaping Areas, if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plans included
Project Timeline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	in application

<b>13. Approval Process</b>	
Once the application is received, it will be reviewed for completeness. Complete applications follow two approval paths detailed below:	
<b>Project in the DDA District</b>	<b>Project outside the DDA District</b>
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.	





Brunswick Finance - 1420 Newcastle, will be Avalon Properties Group Office  
Blue Cottage - 1422 Newcastle, will be retail store with tenant



**McBride  
1420 Newcastle Street,  
Brunswick, GA 31520**

COMMERCIAL PROJECT

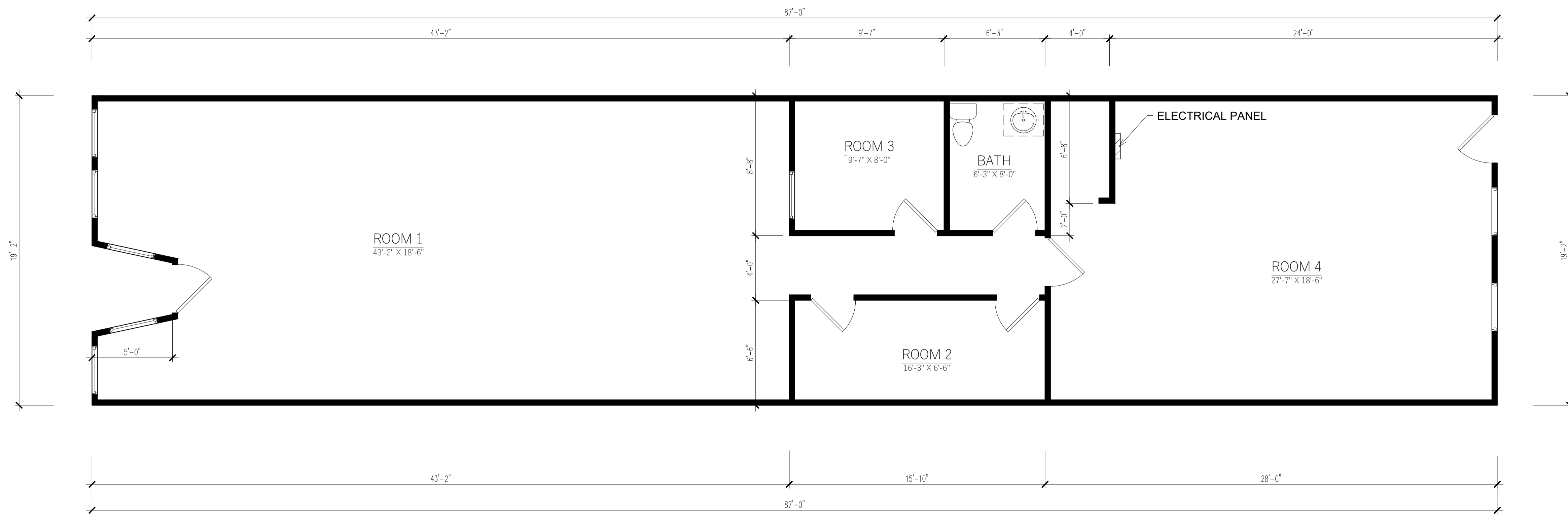
DO NOT SCALE DRAWINGS  
CONTRACTOR TO VERIFY  
ALL EXISTING CONDITIONS AND  
DIMENSIONS—NOTIFY ARCHITECT  
OF ANY DISCREPANCIES PRIOR  
TO BEGINNING CONSTRUCTION

1/4"=1'-0"

FLOORPLAN

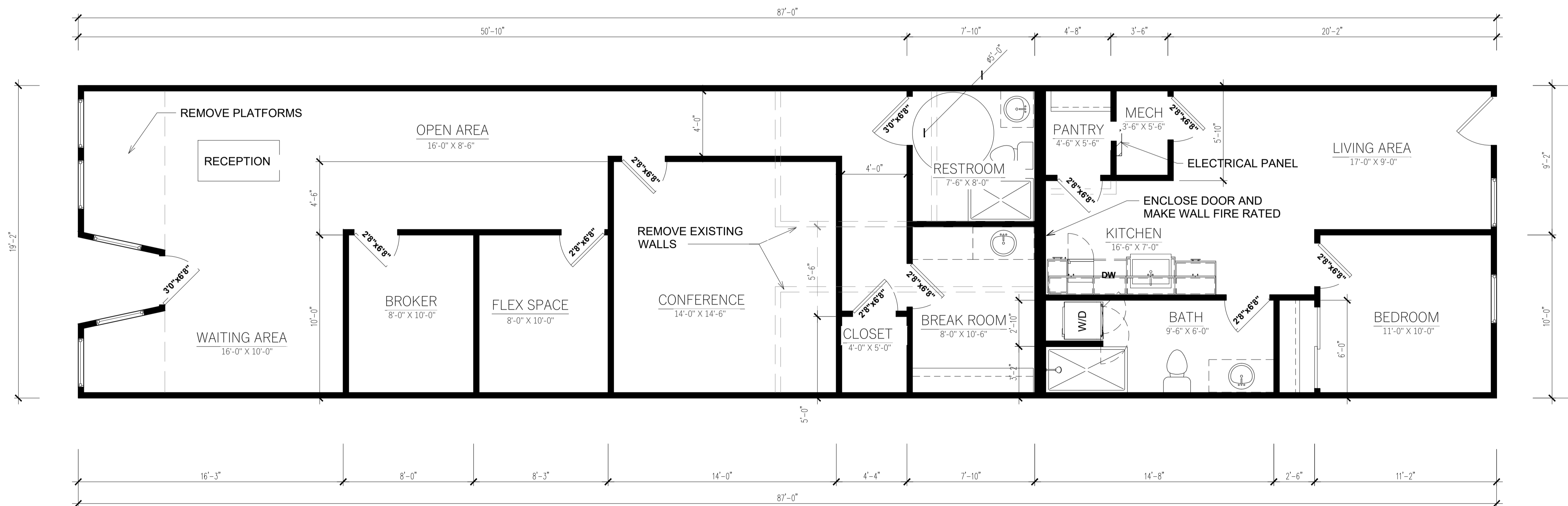
05-07-24

A2



**EXISTING FLOORPLAN**

1/4"=1'-0"



**PROPOSED FLOORPLAN**

1/4"=1'-0"



**ELM Solutions, Inc.**  
 1609 Norwich St  
 Brunswick, GA 31520 US  
 e1mobley@hotmail.com

# Estimate



ADDRESS  
 Tom McBride  
 1420 Newcastle Street  
 Brunswick, GA 31520

SHIP TO  
 Tom McBride  
 1420 Newcastle Street  
 Brunswick, GA 31520

ESTIMATE #	DATE	EXPIRATION DATE
1269	04/24/2024	05/02/2024

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	<b>Services</b> 1. Purchase (3) white vinyl glass double insulated windows with grids in same pattern as original.	1	2,466.00	2,466.00
	<b>Services</b> 2. Install (3) new windows.	1	1,400.00	1,400.00
	<b>Services</b> 3. Purchase LVP for apartment. 542 SQ. FT.	1	2,168.00	2,168.00
	<b>Services</b> 4. Install LVP flooring.	1	2,100.00	2,100.00
	<b>Services</b> 5. Purchase (4) piece shower/sliding doors.	1	1,800.00	1,800.00
	<b>Services</b> 6. Install shower unit.	1	900.00	900.00
	<b>A/C PACKAGE SYSTEMS OPTION 2</b>			
	<b>Services</b> Installation of (1) 3 Ton 15 SEER-2 Carrier heat pump condensing unit, (1) 3 Ton 15 SEER-2 Carrier air handling unit with 10 kw electric heat, emergency drain pan, EZ Trap, AG1100 condensate float switches, condenser pad with 6" risers, (1) Ecobee 3 Wi-Fi smart thermostat, and new spiral ductwork.			
	<b>Services</b> Labor warranty of 1 year. Parts warranty of 1 year. Compressor warranty of 5 years.	1	23,884.00	23,884.00
	<b>Services</b> 7. Demo drop ceiling and interior walls in preparation for build out.	1	2,100.00	2,100.00
	<b>Services</b> 8. Framing material cost.	1	4,500.00	4,500.00
	<b>Services</b> 9. Frame interior walls from floor to new ceiling approximately 9 1/2'.	1	7,500.00	7,500.00



DATE	DESCRIPTION	QTY	RATE	AMOUNT
	<b>Services</b> 10. Purchase 1/2" drywall for interior walls and ceiling.	1	3,000.00	3,000.00
	<b>Services</b> 11. Remove non useable electrical and rough in new build out. Does not include lights.	1	5,400.00	5,400.00
	<b>Services</b> 12. Material cost for interior trim including hollow core split jam doors, 3" base and door casing.	1	4,400.00	4,400.00
	<b>Services</b> 13. Labor to install trim and interior doors.	1	4,000.00	4,000.00
	<b>PLUMBING</b>			
	<b>Services</b> 14. ~ Create new water service from meter to all fixtures including water heater. ~ Rough in water and waste plumbing for two (2) lavatory sinks. ~ Rough in of water and waste for one (1) break room sink. ~ Rough in water and waste for one (1) Kitchen sink with water service for dishwasher. with Air Admittance Valve. ~ Rough in of water and waste for two (2) toilets. ~ Purchase and installation of two (2) Moen shower valves. ~ Purchase and installation of two (2) Delta Foundation comfort height elongated toilets. ~ Purchase and installation of single bowl kitchen sink with Stainless steel finish and pull down sprayer. ~ Purchase and installation of three (3) drop in sinks for bathrooms and breakroom including purchase of Delta chrome single handle faucets. ~ Top out of job to create drains, water supply lines and venting. ~ Install code required clean out on sidewalk which will take approximately 6 foot of digging down to make connection. ~ Purchase and installation of 50 gallon electric water heater with circulating system. ~ Trim out of residence to include setting fixtures including purchase of braided supply lines, angle stops, p-traps, escutcheons, etc. **NOTE: PLUMBER NOT RESPONSIBLE FOR REMOVAL OF FLOORING FOR ABOVE WORK TO BE PERFORMED.	1	16,880.00	16,880.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	<b>Services</b> 15. Purchase (2) glass panels for office walls. 96" x 84" Sitaline Wood fixed Auralast pine, double hung product. ~ Purchase (3) Sitaline Double Hung product, Sash Back Wood Fixed Auralast Pine. 31-3/8" x 84"	1	11,811.83	11,811.83
	<b>Services</b> 16. Install and trim out glass panels.	1	3,500.00	3,500.00
	<b>Services</b> 17. Purchase ~ Two (2) Interior Pine Unit Single 28 68 1-3/8 Pine 1Lt Interior Right Hand Single Bore. 4-9/16" Primed Flat Jamb. 876 Primed Stop SN Hinge. ~ Two (2) Interior Pine Unit Single 28 68 1-3/8 Pine 1Lt Interior Left Hand Single Bore. 4-9/16" Primed Flat Jamb. 876 Primed Stop SN Hinge. ~ Four (4) Interior Molded SC Unit Single 28 68 1-3/8 SC Smooth 2 PNL Flat PNL Left Hand Single Bore. 4-9/16" Primed Flat Jamb. 876 Primed Stop SN Hinge. ~One (1) Interior Molded SC Unit Single 30 68 1-3/8" SC Smooth 2 PNL Flat PNL Right Hand Single Bore. 4-9/16" Primed Flat Jamb. 876 Primed Stop SN Hinge. ~One (1) Interior Molded SC Unit Single 28 68 1-3/8" SC Smooth 2 PNL Flat PNL Right Hand Single Bore. 4-9/16" Primed Flat Jamb. 876 Primed Stop SN Hinge. ~One (1) Pine Door Unit Single 28 68 1-3/8" Pine Plantation Louver/Louver Left Hand, Blind to Hinge Side, Single Bore, 4-9/16" Primed Flat Jamb, 876 Primed SN Hinge.	1	3,511.00	3,511.00
	<b>Services</b> 18. Installation of (11) doors @ \$250.00 per door.	1	2,750.00	2,750.00
	<b>Services</b> 19. Trim package includes baseboards, window trim. Material included.	1	3,200.00	3,200.00
	<b>Services</b> 20. Paint all Interior.	1	6,900.00	6,900.00
	<b>Services</b> 21. Repairs to floor in back apartment, before new flooring can be installed. After further inspection there is a little more damage that will need to be addressed.	1	1,050.00	1,050.00

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	Services	22. Sand, repair and finish hardwood floors with (3) coat of satin Polyurethane.	1	8,450.00	8,450.00
	Services	23. Exterior door for apartment.	1	1,300.00	1,300.00
	Services	24. Note: Don't have anything for vanities, brake room, cabinets/counter tops or apartment cabinets/counter tops. Allowance	1	5,000.00	5,000.00
	Services	25. Permits	1	2,000.00	2,000.00
	Services	26. Disposal	1	820.00	820.00
		TOTAL			<b>\$132,790.83</b>

Accepted By



Accepted Date

5/7/24

ELM Solutions, Inc.  
 1609 Norwich St  
 Brunswick, GA 31520 US  
 e1moblely@hotmail.com

# Estimate

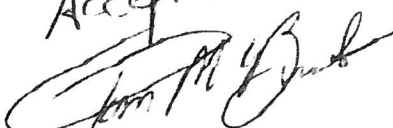


ADDRESS  
 Tom McBride  
 1420 Newcastle Street  
 Brunswick, GA 31520

SHIP TO  
 Tom McBride  
 1420 Newcastle Street  
 Brunswick, GA 31520

ESTIMATE #      DATE      EXPIRATION DATE  
 1276              05/06/2024      05/13/2024

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	<b>A/C UNIT ANNEX</b>			
	<b>Services</b> Installation of (1) 2.5 Ton 15 SEER-2 Carrier heat pump condensing unit. (2.5 Ton 15 SEER-2 Carrier air handling unit with 10kw electric heat, emergency drain pan, EZ Trap, AG1100 condensate float switched, condenser pad with 6" risers, (1) Ecobee 3 Wi-Fi smart thermostat, and any ductwork modifications needed for proper installation.			
	<b>Services</b> Labor warranty on the equipment is 3 years through Green's HVAC Doctor. Manufacture parts warranty on the equipment is 1 year parts, 5 on compressor. Manufacture parts warranty on the thermostat is 5 years.	1	8,785.00	8,785.00
	<b>Services</b> NOTE: A 5-year Labor Warranty is available for and additional \$860.00 A 10-year Labor Warranty is available for and additional \$1350.00			
	<b>TOTAL</b>			<b>\$8,785.00</b>

*Accepted*  
  
 5/7/24

ELM Solutions, Inc.  
1609 Norwich St  
Brunswick, GA 31520 US  
e1mobley@hotmail.com

# Estimate



ADDRESS  
Tom McBride  
1420 Newcastle Street  
Brunswick, GA 31520

SHIP TO  
Tom McBride  
1420 Newcastle Street  
Brunswick, GA 31520

ESTIMATE #      DATE      EXPIRATION DATE  
1270              04/25/2024      05/02/2024

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	<b>FACADE FRONT AND BACK OF BUILDING</b>			
<b>Services</b>	<b>1. FRONT</b> ~ Scrape metal columns, repair cracks. ~ Repaint all areas with Sherwin Williams Paints. NOTE INCLUDES PRESSURE WASHING.	1	2,900.00	2,900.00
<b>Services</b>	<b>2. BACK</b> ~ Scrape and repair cracks. ~ Repaint with Sherwin Williams Paints.	1	2,000.00	2,000.00
	<b>TOTAL</b>			<b>\$4,900.00</b>

Accepted By

*Tom McBride* 5/7/24

Accepted Date

**JCB Roofing II Inc.**  
 31 Fort Argyle Lane  
 Savannah, GA 31419  
 Phone: (912) 920-4364  
 www.jcb-roofing.com



PROPOSAL SUBMITTED TO			PHONE	DATE
Tom McBride			(912) 222-4403	03/04/2024
ADDRESS			JOB NAME	
1420 Newcastle Street			2402-5368970-01	
CITY	STATE	ZIP	JOB LOCATION	
Brunswick	Georgia	31520	1420 Newcastle Street	

**JCB Roofing proposes to do the following work:**

**Exterior Work**

**VERSICO 60 MIL TPO ROOFING SYSTEM:**

- To provide all permits needed to complete the roofing project.
- To provide protection at all exterior structures during roof project.
- To remove existing roofing membrane as needed and properly dispose of in dumpster provided by JCB Roofing.
- To replace damaged roof decking as needed with material to match existing up to 3 sheets per building. (\$100.00 per sheet after 3 if needed. Will take pictures)
- To furnish and install 1/2 recovery board over original roofing membrane mechanically fastened per manufactures written specifications. (if specified by manufacture)
- To furnish and install Versico 60 MIL TPO roofing system mechanically fastened per manufactures written specifications.
- To furnish and install new commercial gutter and downspouts on back of building.
- To fabricate and install all flashing's, terminations, pipe boots, drains/scuppers, and all other roofing accessories needed to complete a manufactures warranted roofing system.
- There is a 1- 3% service charge to run a credit card.
- Provide Versico 20yr material warranty & JCB Roofing 5yr workmanship warranty.

We propose hereby to finish material and labour complete in accordance with above specification for the sum of:

TOTAL FOR VERSICO 60 MIL TPO ROOFING SYSTEM. \$25,500.00

**BALANCE DUE UPON COMPLETION OF WORK**

A charge of 2% per month(24% per annum) will be made on past due balance -- \$5.00 minimum service charge

All material is guaranteed to be as specified. All work to be Signature :

completed in a workman like manner according to standard practices A five year workmanship warranty is provided. Any unsound decking will be replaced at additional charge. Any alteration or deviation from above specifications will become an additional charge over and above the estimate All agreements contingent upon strikes, accidents, or delays beyond our control. There is 2% convenience fee to run a credit card

*Trey Griner*

03/04/2024

Note: This proposal may be withdrawn if not accepted within \_\_\_\_\_ days.

Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Both parties agree

Authorized Signature

*Tom McBride* 5/7/24



**SUBJECT: Enterprise Zone Incentive for 1617 Norwich Street**

---

**COMMISSION AGENDA:** August 21, 2024 Consent Agenda

**PURPOSE:** Consider approval of Enterprise Zone Incentives in the *Norwich Enterprise Zone* for 1617 Norwich 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:** La Playa, LLC has submitted an Enterprise Zone application for the building rehabilitation project located at 1617 Norwich Street. This location is in the Norwich Enterprise Zone. The owners are requesting the following incentives for the new businesses & rehabilitation:

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. The 10-year Property Tax abatement is estimated to start at \$2,165.80 annually or \$14,944.03 over 10 years.

**OPTIONS:** 1. Approve the Incentives as presented. 2. Approve an edited schedule 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 June 24<sup>th</sup> meeting and recommended the incentives as applied for. The Finance Committee reviewed the application at their July 23<sup>rd</sup> meeting.

---

**DEPARTMENT:**

---

Prepared by: Mathew Hill, DDA;

---

**ADMINISTRATION**

---

Approved by: Regina McDuffie, City Manager;

Date: 8/7/2024

---

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				Current value	\$ 109,600.00
Values are based on estimated				New value (est)	\$ 409,600.00
construction cost & reassessment value				New Assd (est)	\$ 163,840.00
	Current City Tax	\$ 579.52		City tax (est)	\$ 2,165.80
		Full benefit		savings	
Year		abated	Standard	full benefit	
1 - 100%		\$ -	\$ 2,165.80	\$ 2,165.80	
2 - 100%		\$ -	\$ 2,165.80	\$ 2,165.80	
3 - 100%		\$ -	\$ 2,165.80	\$ 2,165.80	
4 - 90%		\$ 216.58	\$ 2,165.80	\$ 1,949.22	
5 - 80%		\$ 433.16	\$ 2,165.80	\$ 1,732.64	
6 - 80%		\$ 433.16	\$ 2,165.80	\$ 1,732.64	
7 - 60%		\$ 866.32	\$ 2,165.80	\$ 1,299.48	
8 - 40%		\$ 1,299.48	\$ 2,165.80	\$ 866.32	
9 - 20%		\$ 1,732.64	\$ 2,165.80	\$ 433.16	
10 - 20%		\$ 1,732.64	\$ 2,165.80	\$ 433.16	
Total		\$ 6,713.98	\$ 21,658.01	\$ 14,944.03	





# CITY OF BRUNSWICK

## ENTERPRISE ZONE APPLICATION

1. GENERAL INFORMATION		
Project Name: Norwich Food Truck Park		
Project Physical Address: 1617 Norwich St		Parcel I.D.#:
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 checked="" 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 checked="" type="checkbox"/> Enhance Area (landscape/facade improvements, or remove billboards) <input type="checkbox"/> Assemblage of multiple tracts		
Applicant Organization/Agency: La Playa, LLC		
Federal Tax ID Number: 99-1515082		SIC Code:
Type of Organization:		
<input type="checkbox"/> S-Corporation <input type="checkbox"/> C-Corporation <input checked="" 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: Hospitality		

2. Contact Information		
Primary Business Representative: Meredith Grill		
Title: CEO		Phone: 706-816-6352
Fax:		Email: meredithgrill26@gmail.com
Mailing Address: 1606 Norwich St		
City: Brunswick	State: GA	Zip: 31520
Local Contact Person: Same		
Title:		Phone:
Fax:		Email:
Mailing Address:		
City:	State:	Zip:

**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.*

1-2 months: Purchase property, relocation begins, construction/renovation starts.  
 2-4 months: Commissary kitchen assembly, new indoor/outdoor fixtures.  
 4-8 months: landscaping, marketing, preparing for launch date.

2025: Grand opening \$500,000 sales goal for 1st year.

Cultivating Community & encouraging diversity in a shared space to promote local businesses & residents. Open at least 4 days a week with about 5-10 food trucks offered daily with bar & market.

(business plan attached)

**4. Project Capital Investment:**  
*(To be made in the Enterprise Zone over a 10-year period)*

Land:	\$ 200,000.00
Buildings:	\$ 300,000.00
Manufacturing Machinery:	\$
Other Machinery and Equipment:	\$
Other:	\$
Total:	\$ 500,000.00

**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.

La Playa, LLC est. 2024 is a branch off of Square One on the Run LLC (est. 2023). Meredith Grill partnered with Joe Cascio to purchase & run a mobile kitchen catering business based in Georgia. We have around 10 part time employees and offer catering and rental services. We own 3 food trailers and have yearly gross sales of \$100,000.

## 6. Local Significance

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

Renovating 1617 Norwich st. into a food truck park / local market / bar / commissary kitchen will give Norwich St. the community presence & foot traffic it has been lacking. This will bring visitors from the islands and local community to partake in another food and event venue in downtown Brunswick. Renovating this dilapidated building will also improve the security and landscap of Norwich St. while providing jobs and support for local business people.

**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): 5-10

Number of Low/Moderate Income People Hired (10%): 2-5

**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: 10-20

Estimated Amount of Payroll for YR \_\_\_\_\_: \$600,000

**8. New Jobs Breakdown (4 YR Period Example)**

<b>Job Title</b>	<b>Annual Salary or Hourly Rate</b>	<b>Total Jobs Year 1</b>	<b>Total Jobs Year 2</b>	<b>Total Jobs Year 3</b>	<b>Total Jobs Year 4</b>
1 Cooks	\$12 - \$20/hr	4	6	8	10
2 Security	\$20/hr	1	2	2	2
3 Cleaners	\$20/hr	2	3	4	5
4 Maintenance	\$20/hr	2	3	4	5
5 Bartenders	\$6/hr + tips	2	4	4	4
6					
7					
8					
<b>Annual Grand Total</b>		11	18	22	26

**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).*

We currently hav an SBA loan for \$450,000 at 3.75%. We are hoping to receive a loan from the city (DDRLF) at a lower interest and/or grants in addition to these funds.

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

**11. Project Timeline**

Construction Start Date:	August, 2024
Construction Completion Date:	December, 2024
Operation Start Date:	Jan 1, 2025
Date Begin Hiring New Employees:	December, 2024
Date Purchase of Machinery/Equipment:	
Date Other Improvements like Landscaping or Façade Material will be Incorporated:	August, 2024
Tax Abatement Start Date (NLT Completion). Attach Plat with Identified Phases (if applicable):	August, 2024

<b>12. Application Checklist</b>			
	Complete	Incomplete	If Complete, Initial and Attach
Completed Application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Financial Supporting documentation (if applicable), for example bank commitment letters, appraisal report, profit & loss statement.	Type text here <input checked="" type="checkbox"/>	<input type="checkbox"/>	
Three years of financials must include income statements/balance sheets.	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Site Plan Drawing. Include Proposed Landscaping Areas, if needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Project Timeline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<b>13. Approval Process</b>	
Once the application is received, it will be reviewed for completeness. Complete applications follow two approval paths detailed below:	
<b>Project in the DDA District</b>	<b>Project outside the DDA District</b>
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.	

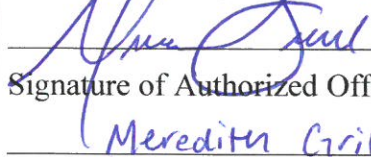
Submit this application and all required information using one of the following:

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

\_\_\_\_\_ *May 23, 2024* \_\_\_\_\_  
 Date

\_\_\_\_\_ *Meredith Grill* \_\_\_\_\_  
 Print Name of Authorized Official

\_\_\_\_\_  
 Title

**15. For Official Use Only**

	Reviewed by	Recommend Approval	Recommend Denial
DDA or Economic Development	<i>MH / Board</i>	✓	
Planning Department	<i>[Signature]</i>	✓	
Inspections and Code Enforcement	<i>[Signature]</i>	✓	
Engineering Department	<i>[Signature]</i>	✓	
Finance Department	<i>CEA.</i>	✓	
Finance Committee	<i>7/29/2024</i>		



# The Park

Food Truck Venue & Commissary Kitchen

1617-1619 Norwich St.  
Owned by Meredith Grill and Joe Cascio



# Background

---

1606 Norwich St. was purchased by La Playa LLC on March 3rd. La Playa LLC is owned by Joe Cascio and Meredith Grill and was established in 2024.

Joe Cascio and Meredith Grill also own multiple food trucks under On The Run Catering est. 2023 based in Athens Georgia.

Joe Cascio started his career as a restaurateur in Florida and has successfully owned and sold three upscale dining restaurants along with their properties. Meredith graduated from the University of Georgia in 2021 with a marketing degree and has been partnered with Joe on several business ventures since.



# Challenges

## Covid

Since before COVID, 1617 Norwich St. has been abandoned and dilapidated. This property has plenty of potential to transform Norwich St. once fixed up.

## Norwich St.

Norwich St. is in distressed condition with underutilized, undeveloped, and vacant buildings. The city includes this property in it's master plan for revitalization.

## Food Trucks

There are currently a lot of issues facing food trucks in the area in terms of health department restrictions and lack of organized locations.



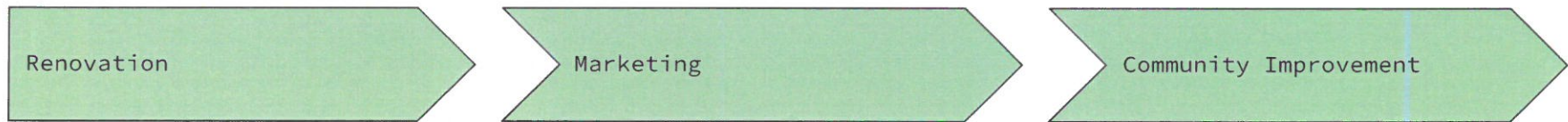
# Solution

Renovating 1617 Norwich St. into a food truck park/ local market/ bar can give Norwich St. the community presence and foot traffic it has been lacking. Not to mention, more food and venue options for downtown Brunswick.

---

# Implementation

# Implementation deep-dive



## **5-8 Months**

**Renovating the inside and outside with new fixtures, commissary kitchen appliances, lighting, etc.**

**We will be marketing across several platforms to start bringing visitors to Norwich St. from both the islands as well as Glynn County**

**Improving the property will in turn improve Norwich St. while bringing new visitors to town. We are also including several security measures to protect the property as well as surrounding areas.**



**SUNSWICK WORK PLAN**  
**VITALITY**

spac-  
street,  
ential.  
space  
: bays  
  
char-  
long  
the  
and  
ive,  
ess  
xi-  
le  
d  
1





# Overhead View



Front of Property

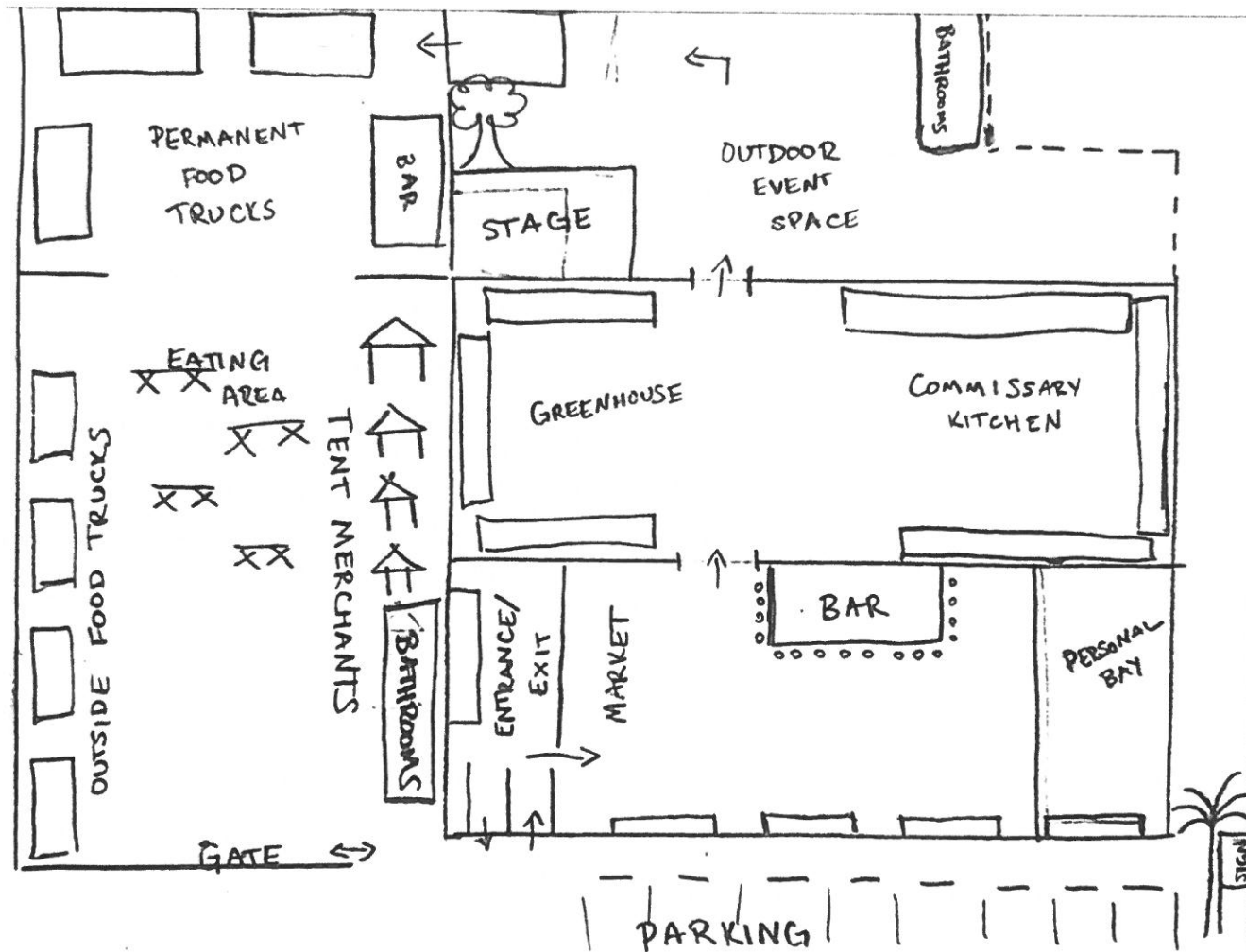
Concrete Wall

# Street View









P: 452  
 \*2024 09:02 AM  
 \*Pages: 1 Page: 516.00  
 n  
 County, Glynn County, GA  
 Doc: 694162765

NOTE: THIS PLAT IS A CORRECTED PLAT TO REPLACE PLAT RECORDED BY P.R. # 1148 OF THE PUBLIC RECORDS OF GLYNN COUNTY

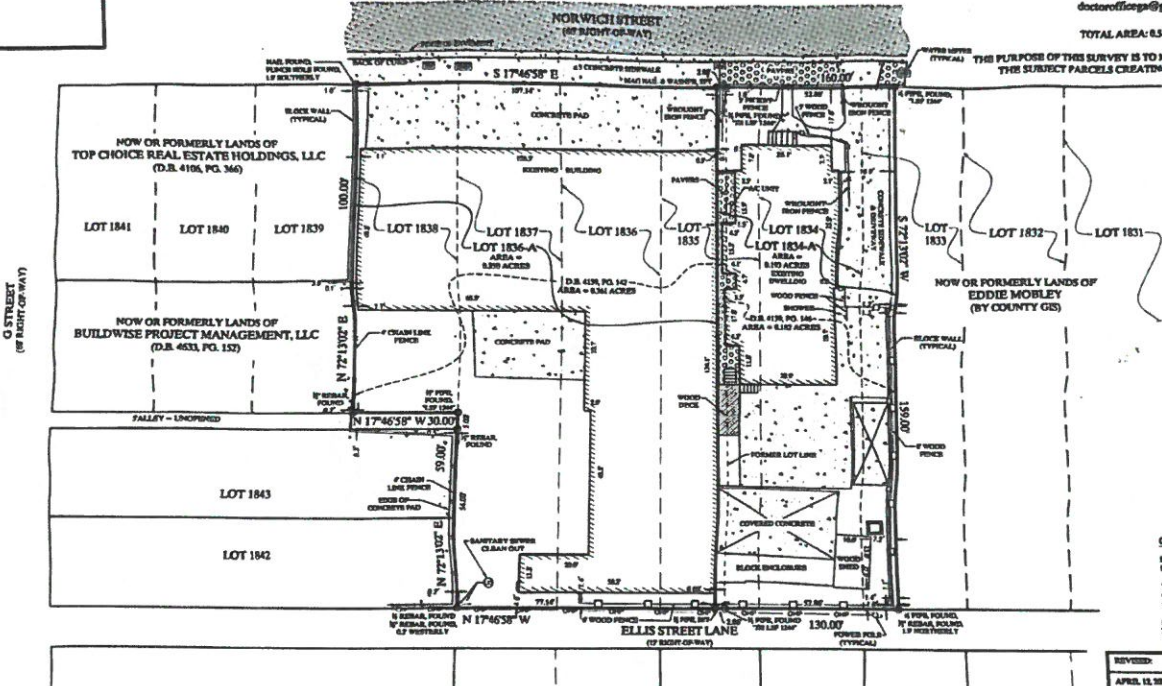
MAP TO SHOW RE-SUBDIVISION PLAT OF LOTS 1834 THRU 1838 AND PORTION OF LOT 1833, NEW TOWN SUBDIVISION, CITY OF BRUNSWICK, 2nd C.M.D., GLYNN COUNTY, GEORGIA

(ACCORDING TO DEEDS RECORDED IN D.B. 406, PGS. 162 & 163 OF THE PUBLIC RECORDS OF SAID COUNTY)

OWNER:  
 LOURDES & PETER KLEIN  
 1825 NORWICH STREET  
 BRUNSWICK, GA 31530  
 doctorofficega@gmail.com

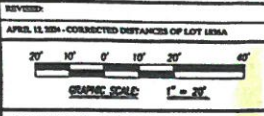
TOTAL AREA: 6.541 ACRES

THE PURPOSE OF THIS SURVEY IS TO MOVE THE LOT LINE BETWEEN THE SUBJECT PARCELS CREATING LOT 1834-A & LOT 1834-B



**CLOSURE STATEMENT:**  
 PROPERTY CORNERS SHOWN HEREON HAVE A POSITIONAL TOLERANCE OF 0.00 FEET  
 THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURES AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 500 FEET.  
 EQUIPMENT USED FOR FIELD MEASUREMENTS TRIMBLE S5 A SPECTRA SP5 (GPS)

CERTIFICATION OF APPROVAL BY THE BRUNSWICK PLANNING AND APPEALS COMMISSION  
 PURSUANT TO THE SUBDIVISION REGULATIONS OF THE CITY OF BRUNSWICK, GLYNN COUNTY, GEORGIA,  
 ALL REQUIREMENTS HAVING BEEN FULLY MET, THIS FINAL PLAT WAS GIVEN APPROVAL  
 BY THE CITY OF BRUNSWICK PLANNING AND APPEALS COMMISSION ON APR 10, 2024



DATE OF PLAT: APRIL 10, 2024  
 DATE OF FIELD SURVEY: MARCH 26, 2024

VERTICAL MEASUREMENTS BASED ON GRID NORTHERN COORDINATE DATUM FOR THE 2011 ZONE UTILIZING THE NAD 83 TIEABLE NETWORK.

NOT DONE WITHOUT THE BENEFIT OF A TITLE ABSTRACT.  
 THIS IS AN OLYNN COUNTY CD THE SUBJECT PROPERTY IS BOUND MUCH WITH 1' BOUNDARY TOLERANCE REQUIREMENTS ACCORDING TO THE CITY OF BRUNSWICK ORDINANCE.

LIABILITY IS KNOWN TO BE IN FLOOD HAZARD ZONE "D" (SHADED) AS PER 2019 FLOOD HAZARD MAP, GEORGIA, DATED JANUARY 1, 2019 MAP NO. 127000001, GRID, PANEL No. 24, SUPPL. No. II.

4/10/24  
 CHAIRMAN, BRUNSWICK PLANNING AND APPEALS COMMISSION

**SURVEYOR'S CERTIFICATION**  
 AS REQUIRED BY SUBSECTION (2) OF GEORGIA SECTION 15-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS FOR RECORDING AS INDICATED BY APPROVAL CERTIFICATES, SIGNATURES, STAMPS OR STATEMENTS HEREON. SUCH APPROVALS OR APPROPRIATIONS SHOULD BE COMPARED WITH THE APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO DETERMINE USE OF ANY PARCEL. FURTHERMORE, THIS PLAT IS NOT TO BE USED FOR ANY OTHER PURPOSES.



**JACKSON SURVEYING, INC.**  
 Surveyors and Land Planners  
 LSP001244  
 207 ROSE DRIVE  
 OAK RIDGE, TN 37830-3946

# Renovation Breakdown

Includes a few of the changes we  
will be making to the property

Est cost ~ \$300k  
(Not including the property  
purchase price)

timeline: 5-8 months

Opening before the end of the year

-New roof/supporting structures on  
half the building, leaving the rest  
open air ~ \$50 k

- commissary commercial kitchen with  
grease traps and gray water dump  
station ~ 100k

- bathroom facilities installed ~ 20k

- re- painting walls and new glass  
garage doors ~20k

- security gates and lighting ~ 50k

- electrical and plumbing ~ 25k

- natural landscaping ~5k

# Business Plan- Value Proposition

---

Value Proposition: The Park

Cultivating Community and encouraging diversity in a shared space that promotes local businesses and residents.

Our mission is to restore Norwich St. to its former industrial glory and continue to foster growth in Brunswick.

# Business Plan- Target Market

---

Our indirect target market are families that are local or traveling for the season.

Our direct target market are local food truck owners/ artisans/ merchants looking for a space to provide a consistent sales channel and amenities.

Age: 20-50

People wanting to get set up in business but don't have the resources they need.

Existing food truck owners without basic health dept. requirements such as a commissary kitchen.

Local merchants that are looking for more channels to sell their products.

# Business Plan- Operations

---

Meredith Grill will be the residing property manager to keep up with the day-to-day business operations.

We will be hiring anywhere from 15-20 employees to help run the venue.

Each business will run under a central POS system to ensure a seamless experience for paying patrons.

Food trucks/ other local merchants will rent out a space on a daily/ monthly basis for a fair price.

Our commissary kitchen will also provide us with supplemental income based off of hourly rental.

The bar will be another revenue stream as it will be owned and operated by us.



# Competition

---

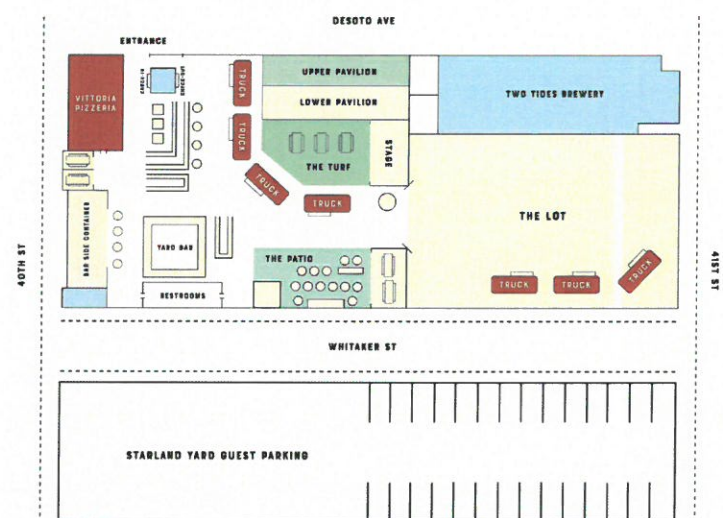
## Starland Yard- Savannah

Strengths:

- central POS system
- premium facility with amenities
- existing customer and merchant base
- full bar
- live entertainment

Weaknesses:

- far distance from Brunswick
- on site restaurants result in less diversity of food options and less of a food truck park feel
- no local market
- no community commissary kitchen





# Competition

---

## Food Truck Corner Norwich St.

### Strengths:

- existing customer base
- positive community impact and support

### Weaknesses:

- Undesirable location
- Space is not owned
- No amenities for customers
- Little to no marketing



# Competition

---

There are less than 10 restaurants in downtown Brunswick with a full bar.

There are even fewer spots that allow for food trucks to serve on their property.

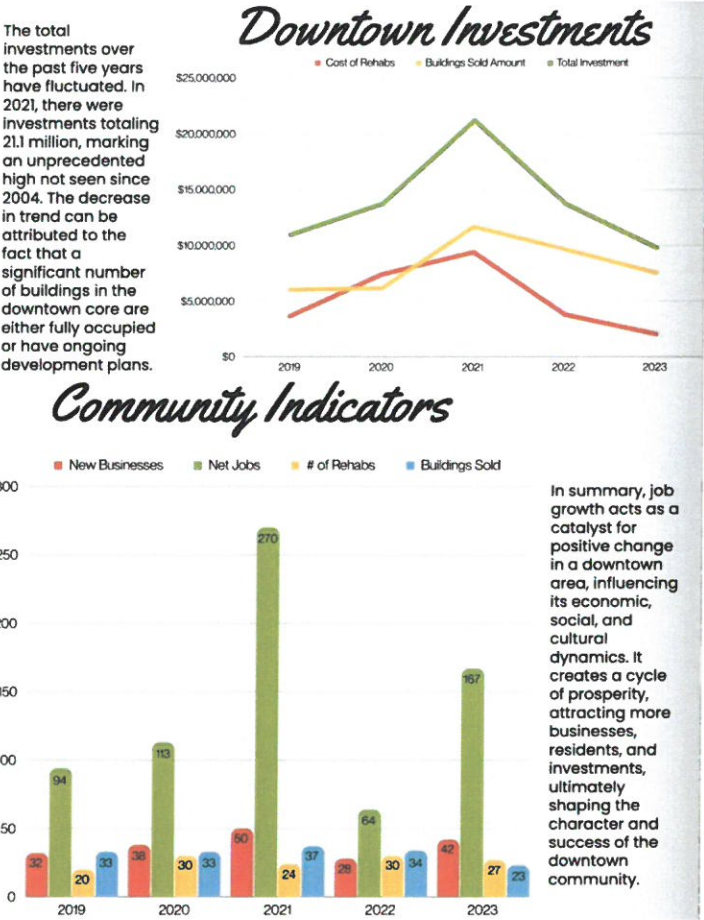
First Fridays are the only time multiple food trucks are concentrated in downtown Brunswick.

# Brunswick Businesses

---

Brunswick has continued to show exponential growth over the past few years. This has inspired us to buy property in this area especially in the Norwich opportunity zone.

Source: 2023 DDA annual report for downtown Brunswick



# Brunswick Businesses

---  
1.3 million visitors in 2023 and a 7% yearly increase represent a thriving environment.

Source: 2023 DDA annual report for downtown Brunswick





# Impact

The food truck park will attract local families both in Brunswick and on the Islands. This amount of traffic to Norwich St. will allow for more opportunities and business on Norwich St. and downtown.

Local businesses, artists, and citizens will all benefit from the implementation of the food truck park. Especially on Norwich St.

---

# Financial Projections-

Based off of the idea that we are open Thursday-Sunday to start with at least 5 food trucks- (including 3 of our own)

Our goal for the first year will be \$500,000 in revenue.

Each food truck/ merchant that is not owned by the park will be expected to report through our POS system. Each truck will owe us 10% of their sales for the day and tips will be divided evenly across the board. With the tip outs, the impact of their payout percentage will decrease to around 4%.

---



# Financial Projections-

## Food Trucks (Leased out)

Based off of the idea that we are open Thursday-Sunday to start with at least 5 food trucks- (including 3 of our own)

The goal is to set up local culinary business people to commit to our 3 personally owned stationary food trucks with a triple net lease for 2-5 yrs.

3 stationary trucks with a 2 yr lease at 8% of their gross sales.

---

# Financial Projections-

## Food Trucks (pay daily percentage)

Based off of the idea that we are open Thursday-Sunday to start with at least 5 food trucks.

The property allows for us to provide space for at least 4 other outside food trucks. A maximum amount of food trucks that would fit on the property (excluding our personally owned trucks) is about 6 outside trucks. We could possibly add 2-3 more if need be on the street in front.

If we only were to have two other food trucks rent a spot daily for 10% of their sales.

Based off only two trucks reporting \$1000 in sales for the day (excluding tips)

~ 3,200/ mo

~ 38,400/ yr

---



# Financial Projections- Tent Merchants

Based off of the idea that we are open Thursday-Sunday to start.

The property allows for us to provide space for at least 10 tent spaces where outside merchants can set up a booth to sell their goods day to day. We will provide vendors with a tent and access to electricity.

Based off of a daily rate of \$20 and a minimum of 5 tents:

~ 1,600/ mo

~ 19,200/ yr

---

# Financial Projections- Commissary Kitchen

Based off of the idea that we are open Thursday-Sunday to start.

We would rent out the commissary kitchen by the hour and require a refundable cleaning deposit. The hourly rate will include utilities.

If we rented the kitchen for only 5 hours a day, four days a week at \$100 an hour

~ 8,000/ mo

~ 96,000/ yr

---



# Comparative Chart



Initiation fee: one time payment that gets you listed on our website and other marketing platforms as well as listed on our VIP list for exclusive opportunities. FT will also be able to list us as their commissary kitchen.

Commissary Kitchen: for food trucks to list us as their commissary kitchen is \$1000/ yr and \$100 per hour of usage. Plus a refundable \$200 cleaning deposit each time to ensure the proper upkeep of our kitchen. Leased trucks will have 1 hour allotted each day for prep.

Ice: daily max 20lbs

	Tents	FT Daily	FT Leased
Initiation Fee	\$50	\$1200	\$1200
Daily Rate	\$20	10% gross sales	8% gross sales
Tip Split		✓	✓
Electrical	✓	✓	✓
Ice	\$20	\$20	✓
Commissary Kitchen	\$100/ hr	\$100/ hr	✓
Complimentary Gray & Black Water Dumping Station		✓	✓
Dedicated cooler & freezer		\$	✓
Dry Storage		\$	✓

# Financial Projections- Market/ Bar

Based off of the idea that we are open Thursday-Sunday to start.

The minimum goal for the bar would be around \$30k every month.

The market would sell items on consignment as well as other packaged foods and goods produced by our parent catering company. The goal for the market would be ~ 10k a month

---

# Financial Projections- Event Venue

The Park would also be able to be rented out for private events/ meetings.

Minimum \$2000 + \$1000/ food truck on site.

The Park's natural and relaxed indoor/outdoor atmosphere would attract wedding celebrations, business meetings, birthday celebrations, etc.

---



## Financial Needs

---

We are looking for restorative local grants to cover at least \$150,000 of our buildout cost.

The rest of the buildout will be funded by a low interest long term loan of at least \$100,000.

## **MUNICIPAL COURT JUDGE SERVICE AGREEMENT**

This Agreement by and between the City of Brunswick, a municipal corporation, hereinafter referred to as the “City,” and Jason Randall Clark hereinafter referred to as the “Municipal Court Judge” or “Judge”, is as follows:

**WHEREAS**, on July 3, 2024, the **City Commission** has appointed Jason Randall Clark to serve as Judge of the City’s Municipal Court; and

**WHEREAS**, Jason Randall Clark has accepted the appointment and confirmation; and

**WHEREAS**, Jason Randall Clark understands this is a part-time position and involves overseeing full time court staff; and

**WHEREAS**, in order to provide for the services of Judge of the Municipal Court and to establish compensation for such services, it is appropriate for the City to enter into an Employment Agreement with the Municipal Court Judge for such services;

**NOW, THEREFORE**, in consideration of the mutual covenants, conditions and terms contained herein, the City and Jason Randall Clark agree as follows:

**1. TERM OF APPOINTMENT:**

**Jason Randall Clark** accepts the position of Judge of the Municipal Court of the City in accordance with the provisions of City Ordinance Section No. 15-2 as supplemented by this Agreement for a two (2) year term commencing on July 3, 2024 and terminating on July 2, 2026, unless earlier terminated as described below.

The Judge shall be, and remain, an attorney admitted to practice law in the State of Georgia. The Judge must also be a citizen of the United States of America and the State of Georgia. The Judge must comply with all other requirements for service as a municipal court judge, including but not limited to complying with all training requirements. The Judge shall immediately report to the City Manager any change affecting his membership in good standing in the Georgia Bar Association and any training deficiencies.

**2. SCOPE OF SERVICES:**

The Judge shall perform all duties legally prescribed for a judicial officer serving as a Judge of a lawfully constituted Municipal Court according to the requirements of the Georgia Constitution, the Official Code of Georgia, the Code of Judicial Conduct, the Uniform Rules, Municipal Courts of the State of Georgia and such other rules as may be

prescribed by the Supreme Court of the State of Georgia. In addition, the Judge shall act in accordance with any published opinions of the Judicial Qualifying Committee. The Judge shall preside over all pre-trial conferences, cases, trials, and hearings or arrange for a Judge Pro Tempore to do so. The Judge also shall perform the duties described in section 3.

The Judge shall at all times faithfully and to the best of his ability administer activities of the court, assign and hear all cases and fulfill obligations of the Court as established by State or local law, rule, statute, regulation and City ordinance.

The Judge shall appoint Judges Pro Tempore for vacation, affidavits of prejudice, recusal from a pending case, illness and required judicial continuing education and training. The Judge may appoint only Judges Pro Tempore who have been approved by the City Commission to serve as Judges Pro Tempore.

The Judge shall instruct all Judges Pro Tempore concerning procedures and customary sentences in order to promote uniformity to the greatest extent possible.

The Judge shall make a reasonable effort to maintain a pool of at least two Judges Pro Tempore and shall endeavor to rotate them evenly so that all will be reasonably familiar with Municipal Court procedures should their service be necessary.

### **3. JUDICIAL INDEPENDENCE AND ADMINISTRATION:**

The Judge is independent from the City when performing judicial responsibilities and nothing contained herein shall be construed to interfere with the Judge when performing judicial duties. The Judge, or any Judge Pro Tempore serving in the absence of the Judge, is solely responsible for judicial decisions. Judicial decisions include, but are not limited to, establishment of a standard bail schedule, determination of bail in individual cases, determination of financial ability, determination of conditions of probation, determination of liability, and determination of eligibility for indigent defense and for alternatives to monetary penalties including community service and penalty or fine reductions.

Furthermore, the Judge is responsible for doing the following:

- a. In coordination with the City Attorney and the Court Clerk, approving court forms and procedures necessary for the proper exercise of constitutional rights and other compliance with the law, and updating such forms and procedures as necessary;
- b. In coordination with the City Attorney and the Court Clerk, providing proper



training of court staff and officials subject to the Judge's direction and control about court procedures and the use of approved court forms, and updating such training as necessary;

- c. Ensuring that court staff and officials subject to the Judge's direction and control use approved forms, follow approved procedures and comply with applicable provisions of the Code of Judicial Conduct, court rules, ordinances and statutes;
- d. Notifying the City Commission and/or City Attorney of additional resources necessary to ensure compliance with applicable laws and rules;
- e. Notifying the City Commission and/or City Attorney of service provider performance deficiencies; and
- f. Reviewing quarterly reports and other communications of the Georgia Department of Community Supervision Misdemeanor Probation Oversight program and taking any actions the Judge deems necessary or appropriate.

The Court Clerk shall be appointed by the City Manager and shall serve as an At-Will employee of the City. The Court Clerk and all represented court staff are City employees subject to City rules and regulations. However, they are subject to the Judge's direction and control when performing duties for the court. Their salaries, benefits, hours of work and working conditions shall be established by the City.

The Judge understands that court staff adhere to the same applicable personnel policies as other City employees. The Parties agree that the Judge will participate in the review and amendment of any such policies to ensure that they recognize the unique nature of court employment and the Judge's rights and responsibilities with respect to court employees. The Judge acknowledges the Court Clerk may perform other duties for the City that are not in conflict with the separation of powers.

The Judge will confer with the City Manager to coordinate administrative activities concerning City procedures, policies and the budget in an effort to retain and insure consistency and common practices throughout the City.

#### **4. COMPENSATION:**

- a. In consideration for the successful performance of the duties as Judge, the City agrees to compensate the Judge in the amount of \_\_\_\_\_ dollars per month for the services provided under this Agreement. Additionally, the Judge shall be entitled to mileage expenses at the prevailing I.R.S. standard rate for travel related to official duties.
- b. The Judge's salary and benefits shall be set and appropriated through the City's budget process. The Judge's compensation within the adopted budget may be

increased, but not decreased, during the Judge's term of office.

- c. The Judge's salary shall be determined annually on January 1. This salary shall constitute compensation for all responsibilities and duties in the administration of the Municipal Court.
- d. The City shall pay the cost of up to two (2) ICJE professional judicial education classes offered for judges, including registration, lodging, per diem and mileage expenses in accordance with established City travel policies.
- e. As an independent contractor, the Judge expressly understands and is aware that the City will not deduct Federal and State taxes, Social Security, or Medicare/Medicaid from compensation paid to him. The City will issue a Form 1099 to the Judge at year end and the Judge shall be solely responsible for any taxes or other deductions on compensation paid to him under this Agreement.

**5. CONTRACT ADMINISTRATION:**

This Agreement shall be administered by the City Manager and/or designee on behalf of the City and by Jason Randall Clark on behalf of the Municipal Court Judge. Any written notices to be served on either party shall be served or mailed to the following addresses:

**IF TO THE CITY:**

City of Brunswick  
Attn: City Manager  
P.O. Box 550  
Brunswick, Georgia 31521

**IF TO THE JUDGE:**

Jason Randall Clark  
Municipal Court Judge  
1229 Newcastle Street  
Brunswick, Georgia 31520

**6. TERMINATION OF AGREEMENT:**

This Agreement may be terminated during the Judge's term of office as follows:

By the Judge if he provides a minimum of 60 days written notice prior to his effective date of termination, unless otherwise mutually agreed by the parties.

By the City only as provided in O.C.G.A. Section 36-32-2.2.

**7. MERGER AND AMENDMENT:**

This Agreement contains the entire understanding of the City and the Judge with respect to the matters set forth herein, and any prior or contemporaneous understandings are merged herein. This Agreement shall not be modified except by written instruments executed by the City and Judge hereto.

This Agreement shall be governed under the laws of the State of Georgia, and any dispute regarding this Agreement shall be resolved in Glynn County Superior Court, State of Georgia.

**8. SEVERABILITY**

If any provision of this Agreement or their application to any circumstance is held invalid, the remainder of this Agreement and their application to other circumstances is not affected.

**IN WITNESS WHEREOF** the parties hereto do hereby execute this Agreement.

CITY OF BRUNSWICK, GEORGIA

MUNICIPAL COURT JUDGE

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

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

Mayor, Cosby H. Johnson

Jason Randall Clark, Municipal Court Judge

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

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

Approved as to Form:

\_\_\_\_\_

City Attorney