

CITY OF BRUNSWICK

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

Cornell L. Harvey, Mayor
Felicia M. Harris, Mayor Pro Tem
John A. Cason III, Commissioner
Julie T. Martin, Commissioner
Vincent T. Williams, Commissioner

City Attorney
Brian D. Corry

City Manager
Regina M. McDuffie

AGENDA

BRUNSWICK CITY COMMISSION MEETING
WEDNESDAY, AUGUST 18, 2021 AT 5:30 P.M.
HYBRID MEETING

1229 NEWCASTLE STREET, 2nd FLOOR

&

VIRTUAL TELECONFERENCE VIA ZOOM
STREAMED LIVE AT THE BELOW WEB ADDRESSES:

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

or

<https://cityofbrunswick-ga-gov.zoom.us/j/99490428307>

CALL TO ORDER **INVOCATION **PLEDGE OF ALLEGIANCE

PUBLIC HEARING

1. City of Brunswick Proposed 2021 Millage Rate. *(R. McDuffie)*

PRESENTATION(S)

2. City Manager Regina McDuffie to give a Presentation Regarding the American Rescue Plan Act Funding Proposal. **(Encl. 1)**
3. City Manager Regina McDuffie to give a Presentation Regarding Plans for Georgia Cities Week Activities. **(Encl. 2)**

APPOINTMENT(S)

4. Committee and Board
 - I. Audit Committee – Two Appointments
 - II. Tree Board – One Appointment

ITEM(S) TO BE CONSIDERED FOR APPROVAL

5. Consider Approval of August 4, 2021 Regular Scheduled Meeting Minutes. *(subject to any necessary changes.) (N. Atkinson) (Encl. 3)*
6. Consider Approval of Resolution No. 2021-12 – Setting of 2021 Millage Rate. *(R. McDuffie) (Encl. 4)*
7. Consider Approval of Agreement with GHD for Environmental Monitoring and Reporting Services at Fourth Street Landfill. *(G. Alberson) (Encl. 5)*

8. Consider Approval of Salary Increase for City Manager Regina McDuffie. *(Commission)* **(Encl. 6)**

COMMISSONER CASON(S) ITEM

9. Update on Contract for Household Garbage, Yard Debris and Recycling.

EXECUTIVE SESSION



AMERICAN RESCUE PLAN ACT

CITY OF BRUNSWICK

PROPOSED STRATEGY AND APPROACH

FY 2021- 2024



2 ARPA: FACTS

- Signed March 11, 2021
- \$1.9 trillion package
- \$362 billion in state and local aid
- \$65 billion for counties
- \$9.212 million for City of Brunswick (Initial allotment - \$4,606,131)

3 ARPA: USES - BROADLY DEFINED

- Respond to or mitigate the public health emergency with respect to the COVID-19 emergency
- Revenue recovery
- Water, sewer and broadband
- Premium pay

4 ARPA: RESTRICTIONS/LIMITATIONS

- Can't be used for pension funds
- Can't be used as non-Federal match where prohibited
- Can't be used directly to service debt, satisfy a judgment or settlement, or contribute to a "rainy day" fund
- Periodic reports required
- Failure to follow guidance means returning funds to the U.S. Treasury Department

5 ARPA: DEADLINES AND GUIDELINES

- Funds were sent directly to the City
- First allotment received on June 07, 2021
- Second allotment – June 07, 2022
- Deadline for obligations to be incurred December 31, 2024
- Funds must be fully expended by December 31, 2026.
- Treasury Final Interim Rules and reporting requirements will guide decision-making.

6 ARPA: CITY OF BRUNSWICK STRATEGY AND ASSUMPTIONS

- Treasury Guidance - likely to be no more restrictive than the CARES Act
- Funds will be deposited in separate account; possibly moved later to another banking institution
- No movement of funds will be made until Treasury guidance is finalized and reviewed.

7 ARPA: CITY OF BRUNSWICK RECOMMENDED FUNDING USES/PURPOSES

- Continue drainage improvements in critical neighborhood areas
- Improve technological infrastructure through Broadband enhancements
- Refuel the local economy through support for small businesses
- Support a multi-faceted approach to housing improvements in the community
- Maintaining liquidity and recovering revenue shortfalls

8 ARPA: RECOMMENDED USES

Summary of Funding Sources & Uses			Expenditure By Fiscal Year		
FUNDING SOURCES	\$\$ Amount		FY2022	FY2023	FY2024
2022 Fund Distribution	4,606,131.00				
2023 Fund Distribution	4,606,131.00				
TOTAL ESTIMATED FUNDING	9,212,262.00		\$ 4,606,131	\$ 4,606,131	\$ -
FUNDING USES					
College Park Storm Drainage	1,000,000.00		0	\$ 1,000,000	0
Broadband Initiative	3,000,000.00		\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Business Support / Relief	1,700,000.00		\$ 1,000,000	\$ 700,000	0
Housing Relief	2,500,000.00		\$ 1,500,000	\$ 500,000	\$ 500,000
Revenue Recovery	1,000,000.00		\$ 500,000	\$ 500,000	0
TOTAL FUNDING USES	9,200,000.00		4,000,000.00	3,700,000.00	1,500,000.00
			606,131.00	906,131.00	(1,500,000.00)
Remaining Undesignated Funds	12,262.00			\$ 1,512,262	\$ 12,262

9 INFRASTRUCTURE IMPROVEMENTS

- **College Park Drainage**

- Funds to be used to supplement funding from the CDBG-DR program for drainage improvements in the College Park Neighborhood; Phase 1 – 4 is projected to cost approximately \$10.5 million. These funds along with funds from DCA will ensure completion of the project.

- **Broadband Initiative**

- The City proposes to invest in a physical broadband network that provides *last- mile connections that meet or exceed current *reliably standards to unserved, underserved households or businesses. The intended capital will focus on funding last-mile projects or ensuring that funded middle-mile projects have the ability to leverage partners with a middle-mile network.

10 COMMUNITY ASSISTANCE

- **Business Support / Relief “Don’t Slow Our Roll”**
 - Capital Assistance and Relationship Lending
 - aims to foster lender relationships with downtown business and financial institutions, as well as provide emergency low interest rate financing in times of need.
 - Property Stabilization and Market Ready
 - designed to stimulate redevelopment and encourage commercial occupancy.
 - Community Group Investment Fund
 - to mediate obstacles by providing grants on a matching basis for business expansion and innovation, and a lump-sum grant for workforce development.

II MORE COMMUNITY ASSISTANCE

- **Housing Disaster Relief Program**

- To provide aid to persons impacted by the March 13, 2020, declaration of a nationwide emergency due to the Coronavirus Disease 2019 (COVID-19) pandemic. HDRP intends to help with housing renovation and reconstruction and is designated to assist developers acquiring properties conveyed through the Brunswick/Glynn County Landbank.
- Persons affected through the loss of employment, health, or eviction will be given first right of refusal to rent newly renovated or reconstructed “affordable” properties.
- Assistance may also be made available to support immediate needs including emergency sheltering and food subsidies.

12 ARPA: CITY OF BRUNSWICK JUSTIFICATIONS

Why Community aid for small businesses and housing when other ARPA funds may be available?

Business strengthening and development and housing are critical aspects that support and promote the health of our community. Other sources of funds are competitive and do not provide the immediate relief that is necessary to rejuvenate our economy.

Why not more to infrastructure / drainage projects?

The City hopes to regain funding through the Special Purpose Local Option Sales Tax to support major expenditures for drainage and road improvements. If SPLOST funds are not available, then consideration will be given to using ARPA funds.

13 DIRECT TO THE CITY

- **Revenue Recovery**

- \$500,000 budgeted in FY 2022 and FY 2023 (proposed) to support shortfalls in areas that were impacted by changes in operation during FY 2021. The city lost revenue from franchise fees, excise taxes and court fines and fees. However, sales taxes and property taxes remained stable allowing the city to maintain staffing levels and operations.



CONCLUSION

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- The City of Brunswick hopes to have a lasting impact from the use of the American Rescue act funds by promoting prosperity through its support of local businesses, employment and housing improvements, bridging the technology gap with increased broadband capacity and stabilization of city finances and infrastructure.



Suggested Activities

Level I Activities

This category allows for **inexpensive, simple celebrations** of Georgia Cities Week. Cities may want to hold just one event or do several throughout the week.

Adopt a Resolution

City Council adopts a resolution (sample provided) announcing Georgia Cities Week at a regular council meeting.

Display City Equipment

Display city equipment, such as fire trucks, police cars, garbage trucks in one place (possibly a city park) where the public can view them.

- Have department head/mayor/councilmember on hand to answer questions
- Announce through local and social media when the event will take place
- Let residents know how city funds are spent by posting cost and years purchased on the equipment
- Set up poster board displays that indicate:
 - City staff (who they are, responsibilities; required education/training)

Tours

Arrange tours of city hall and facilities for school groups.

- Contact local elementary schools and offer tours
- Have a designated "tour guide" to lead tours through city hall
- Discuss ongoing projects and any upcoming projects

Visits/Guest Speakers

Department heads and city officials can visit local schools/civic clubs to discuss services the city provides or the value of cities in general.

- Contact local schools/civic clubs to offer to visit classes
- Firefighters, police officers may go to lower grades to explain fire/police protection service the city provides
- City officials, city manager/clerk may want to discuss city government in general with higher grades

Clean-up Day

A one-day litter pick-up throughout the city or limited to the downtown area

- Contact civic groups to ask for participation, particularly Garden Club or Keep Georgia Beautiful*
- Announce through local and social media the dates and times
- Send out announcements on utility bills
- Post information at city hall
- Ask city officials to head up “divisions” based on their districts

Facts Sheet

Create a one-page flier on facts about the city to give to students. You can also use GMA’s Value of Cities infographic.

- Include information on the history of the city (incorporation date; how the city got its name, interesting facts, etc.); budget information, form of government; who to call at city hall for which services
- Make copies for students to take home to parents

Move Council Meeting to School

Hold a regularly scheduled city council meeting at the local high school or junior high to show how council operates.

- Contact school principal to see if an assembly can be arranged for the designated day
- Notify public of meeting change (at least two weeks in advance)
- Notify all department heads and media of change of venue
- Be prepared to take questions from students following the meeting

Town Hall Meeting

Invite the public to a town hall meeting at a location other than city hall, such as a recreation center or community center, to discuss the community in general, the plans the city has for the future and on-going projects and get community input.

- Find an appropriate location
- Set a time and a date for the meeting (evenings are usually better, allowing working people to attend.)
- Advertise the meeting through your local newspaper and social media. Include information on who from the city will be attending the town hall meeting (e.g. mayor and councilmembers, city manager, city clerk, public works supervisor, police chief, etc.)

Invite Other Groups to City Hall

During the week, invite civic clubs to hold their meetings at city hall.

* Resource information on planning a clean up day available through Keep Georgia Beautiful

Essay Contest

Conduct an essay contest around the theme “If I Were Mayor, I Would . . .” or create your own.

- Select a grade to write essays (recommend 6th or 8th)
- Set deadline for essays to be turned in
- Choose selection panel to select winning essay(s)
- Recognize student(s) and parents at council meeting and, if possible, award prizes

Press Visits

Make appearances on local radio/television shows to discuss city government.

- Schedule appearances at least one week in advance
- Be prepared to discuss the importance of city government, services provided, city’s history, etc.

Newspaper Coverage

- Submit a guest column from the mayor
- Encourage local paper to prepare a special series or section of paper on the city and services it provides or on the history of the cities in the area

Be Sure You Notify Media Well in Advance of Your Activities!

Level II

These activities take a little more time to plan and employee/funding resources.

Open House

Invite the public to an open house at city hall.

- Publicize event well in advance
- Have appropriate staff on hand to offer guided tours and answer questions
- Provide flyers summarizing city department responsibilities and a tip sheet on who to call within city government
- Provide cookies/punch for the public (may want to ask a local retailer or Chamber of Commerce to sponsor refreshments)
- If holding an art contest, (see next item) display art on walls during the open house

Art Contest

Sponsor an art contest for children ages 5-12; display artwork at city hall.

- Ask local media to partner on this project
- Ask local businesses to promote the contest through posters/flyers
- Six weeks ahead, begin soliciting art in the paper
- Set a one-month deadline
- Use the enclosed black and white Georgia Cities Week art or create your own theme such as:
 - “How My City Unites”

- “How I See My City”
- “Historical Buildings in the City” (or designate a historical building)
- “Services Cities Provide”
- Select committee (city employees, business owners, media, etc.) to pick winners
- Select winners according to age groups
- Honor winners at City Council meeting

Home Ownership Seminar

Sponsor a seminar on homeownership for residents.

- Invite banks/lending agencies, realtors and neighborhood associations to participate
- Invite local garden clubs/Extension Service agents to talk about seasonal plantings and creating attractive yards
- Hold the event at a central location
- Discuss how to become a homeowner and responsibilities of ownership
- Provide information on services the city provides (trash pickup, recycling, zoning, etc.)

Parade

Hold a parade of city equipment, departments.

- Invite civic groups, schools to participate
- Publicize event well in advance
- May want to conclude with a picnic in a city park

Trivia Quiz

Sponsor a City Trivia Quiz throughout the week

- Create trivia questions for the week; may want to include city’s history, form of government, budget, services, etc.
- Partner with local media—radio, newspaper or television—to ask questions
- Ask Downtown businesses to donate prizes for winners (line up prizes at least one month in advance)

Use Social Media

If your city has a social media pages, use it to celebrate!

- Where in Your City photo contest—post a photo of some item in your city (a plaque, monument, etc.) and ask the city’s followers to identify the item
- Post trivia questions on Facebook and Twitter
- Promote all your other Georgia Cities Week Events

Put the Spotlight on Your City History

Work with your local Historical Society to identify significant historic events or people.

- Ask your local media to do a series of articles or special section highlighting the tales of the city founders and events that shaped the city
- If your city has a cemetery, do historical tours where city founders “come to life” to tell their histories

Be Sure You Notify Media Well in Advance of Your Activities!

Level III

This level requires more elaborate planning and/or funding.

Shadowing

Work with a junior high or high school to allow students to “shadow” city officials at work

- Contact civics/government teacher to discuss using shadowing as an aid to teaching local government
- Pick one day where the students will be matched up with a department director (more than one student may be matched with city staffer)
- Week before date, provide students with job descriptions/requirements for city positions
- Begin the day with a briefing at city hall and have the student(s) follow the department director in his/her duties for the morning
- Meet again at lunch for a debriefing and a Q&A session

Mock City Council Meeting[±]

One of the most common forms of participation, allows students to experience city government.

- Begin with an election among junior/senior high school students for positions in city government. Or, teacher may assign positions
- Students are given a real-life scenario and the various positions interested parties would have on the issue
- Public officials, business leaders, neighborhood associations may visit classrooms in the week before the mock council meeting to discuss how they would respond to the scenario
- The mock council meeting is usually held during a school assembly, with student “elected” officials conduct meeting, and participation of students designated as “department heads,” “public” and “press”
- City officials and city staff may want to be present for mock council meeting to add support, visibility.

Mock City Council Meeting II

Another way of doing this is for elected officials to either go to the schools or invite students to city hall for a mock meeting conducted by the city officials.

- Cities may want to prepare an agenda that highlights some of the issues students are most concerned with, such as debate about a curfew or parks and recreation.
- Prepare the agenda well in advance and allow students an opportunity to review it (usually at least a week in advance of meeting)
- If students are to play the roles of department heads, the public and the press at the council meeting, give them job descriptions, what their roles at the meeting would be and concerns each group might have about items on the agenda

[±] See insert on Mock City Council Meeting for timeline, design of Mock Council Meetings

Storytelling Contest

Invite members of your community, or specific age groups such as 15-24-year olds, to tell their story of your city through video, pictures or in words. You can use the theme of Georgia Cities Week, "Cities in the Spotlight" as the theme for the contest, i.e., tell the story of a person who was instrumental in your city's development or tell the story of a place in the city that holds special meaning to the individual. Or you may choose a different or no theme for the contest.

- Feature the entries on your website and/or Facebook page
- For video entries, consider a "screening" party where the community can get together to view the entries.
- Decide how winners will be selected: An open community vote or judges?
- Celebrate the winners!

Quiz Show

Host a quiz show for area teens.

May be used for junior high or high school students

Contact teacher to discuss the Quiz Show plan and format

- Select date/time and place for quiz show (maybe at school assembly, civic club meeting, etc.)
- Select emcee to read questions
- Develop questions, focusing on role and responsibility of city government and its services, city history and facts about the city.
- The format for the show may run as follows:
 - Two teams with three "contestants" each
 - Each contestant has a bell to ring to signify an answer
 - Emcee asks the question, first team to ring in can answer
 - Contestants may consult with team members, but can't go over 30 seconds
 - If the answer is incorrect, the other team has 30 seconds to answer
 - Points should be awarded for each correct answer; no points given for incorrect or incomplete answers
 - Winners are determined by the highest number of points
 - The winning team should be honored at the next City Council meeting
 - Local businesses may be willing to donate additional prizes for the winners and "runners up"
- May be aired on local access television station, where available

Career Day

Introduce high school students to the career opportunities available in city government.

- Schedule a career day at the high school through the school counselor's office or find out if a career day is already scheduled for juniors and seniors and if the city may participate
- Work with City Manager or Human Resources Department to gather job descriptions/requirements for positions within city government
- Ask department heads/employees to be on hand at career day to answer questions concerning what they do, what education/training is required

Scavenger Hunt

10 -

Send your residents on a scavenger hunt for information and history about your city.

- Create a form with questions for residents to answer, such as “According to the monument in the town square, where did General Whatshisface go after founding the City of Celebration?”
- Locations to send them to can include city cemeteries, utility departments, recreational facilities, etc.
- Ask for a signature from a downtown merchant on the form
- Make forms available at a central location, such as city hall or visitors center or at several merchants
- Correctly completed forms should be turned in to the city and a drawing held to award a prize or prizes.

On-Line Scavenger Hunt

If your city has a website, you may want to adapt the scavenger hunt to help educate your residents about the website and accustom them to finding information on your site.

- Create a form that can either be picked up in a central location or downloaded from the website.
- Ask questions such as, “What is the City of Celebration’s average police response rate?” and give information on where to find the information on the site.
- Be sure to ask for a signature on the form from a downtown business!
- Forms should be turned into city hall and a winner drawn from the correctly completed forms.

City 5K-Fun Run

Get your people moving! Organize a fun-run and/or 5K that shows off your downtown and your Parks and Rec. Department. Invite local clinics or hospitals to provide wellness screenings after the race and information on good nutrition, proper exercise and the importance of seeing a doctor regularly. If your event ends in a city park, you may want to combine this with an equipment display or city festival.

Be Sure You Notify Media Well in Advance of Your Activities!

Capitol Ideas

Georgia Cities Week also allows city leaders to show state legislators what's going on in their hometowns. Here are some activities specifically designed for legislators that you may want to incorporate into your Georgia Cities Week events:

City Tours

Take your senator and representatives on a tour of your city. Show them how grant funds have been used and progress the city has made; point out how your city addresses issues such as annexation, police and fire services, redevelopment and infrastructure improvements. While you will want to focus on the positive, don't be afraid to also indicate where your city needs the state's assistance. If there is more than one city in your county, you may want to team up to take your legislators on a tour of all the cities—make sure you coordinate in preparing an agenda, so you don't duplicate efforts! Also, invite someone from GMA's Governmental Relations Staff to accompany the tour.

Develop

Legislative Appreciation Luncheon/Dinner

Host a lunch or dinner as a "thank you" to your legislative delegation. Point out some of the ways in which the state and local governments have partnered together to improve the community (through streetscapes, GEFA loans, DCA grants and loans, etc). Thank the legislators for any specific piece of legislation that they have sponsored or supported that has helped your city or cities in general. GMA Governmental Relations staff can give you some ideas for this if needed.

Special Invitations

Send special invitations to your state leaders to include them in your other Georgia Cities Week events as well. If you are honoring city employees or community volunteers, your legislators may also want to be present to express their congratulations as well. Also invite them to facility tours, equipment displays, open houses or any other event that will help them better understand how cities operate, and the many services cities provide. **Be sure to include GMA as well! GMA's Government Relations staff should attend events with city officials and legislators.**

Mayor
Comm
Hogan
McNeil
Warren
Local NEA
School
Hospital
Chamber
DDT
URA

Booker
County Comm

Friday 10:00am

Walking Tour

11:30am
Lunch at The
Library

runs smoothly. The mayor will have the same authority and voting privilege as other council members.

Councilmembers: Councilmembers set policy for the city, using input from the city administrator/manager, department heads, citizens and other groups. The students in this role will analyze the situation, ask questions of city staff, get input from other groups and citizens and make a decision based upon their vision of the city and what is right for the community as a whole.

City Manager: The city manager handles the day-to-day operations of the city. He or she is called on to present facts, do research, make recommendations and carry out the policies set by the council. The student in this role will be responsible for presenting the overall view of the city and calling upon the city department heads for input into the issue.

City Clerk: The city clerk is responsible for taking minutes at the meeting and maintaining records and archives for the city. The student in this role will take and transcribe the minutes of the meeting.

City Attorney: The city attorney serves as a legal advisor to the city, giving legal opinions on issues affecting the city. The city attorney also drafts ordinances for the city and keeps the council informed on any laws or rulings that may affect the city. The student in this role will be responsible for ensuring that parliamentary procedures are followed in the mock city council meeting.

Other Appropriate Staff

Audience Roles

Residents

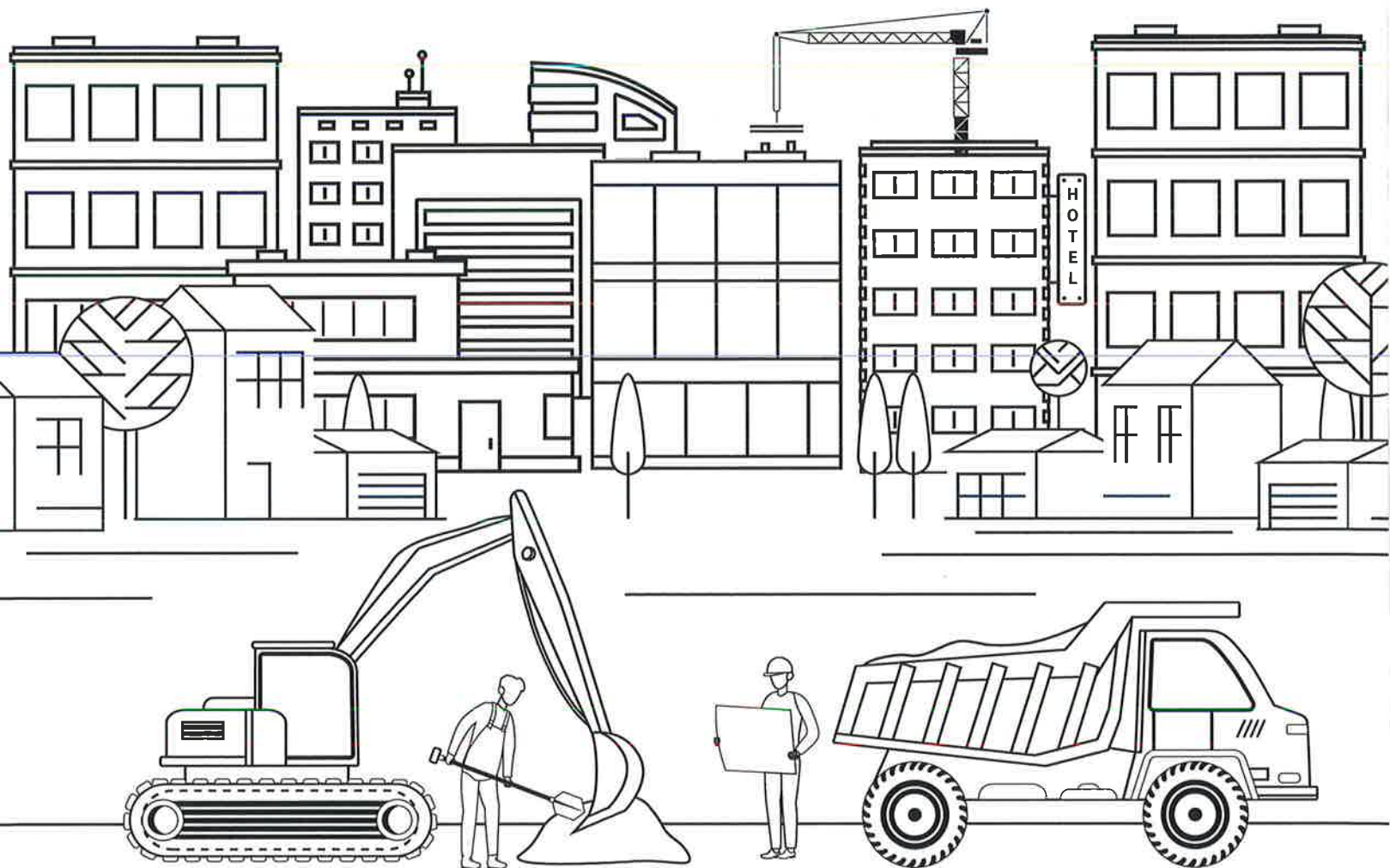
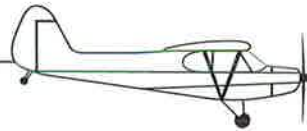
Reporters

Residents can present self-interest type issues or complaints under a Public Forum item on the agenda.



Georgia Cities Shaping the Future

October 3-9, 2021





Resource Kit Contents

This kit is your guide to planning activities for Georgia Cities Week. Each kit should contain:

- Welcome Letter
- Mission Statement
- 2021 Georgia Cities Week Overview
- Sponsor List
- Sample Resolution
- Sample Press Release
- Sample Letter to the Editor
- Value of Cities Infographic
- Planning for Georgia Cities Week
- Ideas for Publicizing Your Activities
- Suggested Activities – Levels I, II and III
- Capitol Ideas
- Three (3) Georgia Cities Week Posters
- Thirty (30) Georgia Cities Week Stickers
- Black and White Georgia Cities Week Artwork for Coloring Pages

If any items are missing or to request extra copies of any part of the Resource Kit, contact Dana Goodall at 678-686-6220 or email dgoodall@gacities.com.

Most of the Resource Kit content can also be found on the Georgia Cities Week page at www.gacities.com.

Hello Georgia Cities Week Participant!

On behalf of the Georgia Municipal Association, I'd like to thank you for your participation in this state-wide event. Your participation can help ensure the success of this program!



Enclosed are materials you may find helpful as you plan for your celebration. These materials are simply meant to be used as a guide. You may vary or alter the activities to create a celebration of city government that is uniquely yours. I encourage you to participate in any way your city can, even if it's as simple as adopting the resolution recognizing Georgia Cities Week.

In addition, if your city would like extra "hands on deck" for any of the events—from serving food to city employees to picking up trash—let GMA know. GMA staff enjoy getting out into the cities they serve and would love to be a part of your Georgia Cities Week activities!

With questions and for more information, please contact Dana Goodall at 678-686-6220 or via email at dgoodall@gacities.com. Dana will also provide you with additional posters, stickers and the logo for reproducing if you need them.

Thank you again for your participation in Georgia Cities Week!

Tifton Mayor Julie Smith
Chair, Georgia Cities Week



Planning for Georgia Cities Week

Getting Started:

The first step, of course, is to block off the week of October 3-9 on the city calendar and to make sure key city officials and employees will be able to participate.

Designate one person at city hall as the contact for Georgia Cities Week. Circulate Georgia Cities Week information among city employees and ask for feedback on ideas for activities.

We also advise cities to create a Georgia Cities Week Planning Committee to help plan activities. Along with city employees, you may want to include representatives from the following groups:

- Chamber of Commerce
- Downtown Merchants
- Education
- Media
- Historical Society
- Garden Club
- Neighborhood Groups
- Civic Clubs
- Boy Scouts/Girl Scouts

Develop a timeline for Georgia Cities Week, listing the dates by which certain tasks need to be completed.

Publicity Opportunities:

Some ideas for publicizing your events include:

- Print Georgia Cities Week activities on utility bills or publish them on your local access cable channel
- Adopt a resolution recognizing "Georgia Cities Week"
- Write a letter to the editor about city government
- Write an op-ed piece for your local paper, telling your city's "story." This could be about its founding, parts of its history or the next chapter—where your city is going in the future or stories highlighting specific city projects or services
- Use the enclosed press release to let media outlets know of your plans
- Appear on local radio and television stations to educate the public about city government
- Ask your local paper to sponsor a coloring contest for younger children. Entries can be displayed in city hall.
- If you have a city website and/or social media, be sure to post all activities and information there as well.

Ideas and Tips for Publicizing Your Activities



To enhance statewide media coverage of Georgia Cities Week, please inform GMA about your local activities so we can help spread the word. Contact Kelli Bennett at kbennett@gacities.com.

Meet with the editor/publisher of your local newspaper(s), radio and television stations as well as the reporter(s) who typically cover city government, to brief them on Georgia Cities Week.

1. Discuss the reasons for Georgia Cities Week and the activities your city will sponsor.
2. Explore opportunities to partner with the media to help promote your activities.
3. Encourage the newspaper(s) to publish stories on different aspects of city government. The stories can run before Georgia Cities Week and/or during the week.
4. Continue to keep them regularly informed about Georgia Cities Week activities.

Timeline: Begin in Mid-August to early September.

Contact local radio/television stations (typically, the producers of news and talk shows) to schedule appearances for city officials to discuss city government.

For best results, it's recommended to schedule appearances during Georgia Cities Week or the week before. Call the assignment editor at the radio/television station to pitch them on covering specific activities during Georgia Cities Week.

Timeline: At least three (3) to four (4) weeks in advance of the desired appearance date on talk and/or news show. Call the assignment editor one (1) to three (3) days in advance of a specific activity, as well as the day of the activity.

Write a guest editorial that talks about Georgia Cities Week and the importance of cities, and submit it to your newspaper(s) editor or opinion page editor for use during Georgia Cities Week.

Timeline: Submit the guest editorial at least two (2) weeks in advance.

Send a media advisory to alert media of upcoming activities and a press release(s) to publicize your activities. (A sample press release is provided. You are encouraged to adapt it as needed.)

Timeline: Send one (1) to three (3) days in advance of an event, subject to deadlines.

Place and highlight your activities on your website with a link to GMA's Georgia Cities Week webpage. Note: Be sure to put your website address on ALL communications with the media!

Timeline: As soon as activities are formalized and announced

Take photographs and/or videos of your activities. Submit them to your local newspaper(s) and to GMA for Georgia Cities Week coverage.

Timeline: During and after Georgia Cities Week

Sample Letter to the Editor for Georgia Cities Week

To the Editor:

During the week of October 3-9 (CITY NAME) will join other cities across Georgia in celebrating Georgia Cities Week. This week has been set aside to recognize the many services city governments provide and their contribution to a better quality of life in Georgia. Our theme, "Shaping the Future" reflects the role cities play in the state's history, economy and culture.

City government is truly government of, by and for the people – the people who are making the decisions about our community are your neighbors, business owners and community leaders. We are in this together, and we want our city to thrive.

We recognize that throughout our lifetimes, the average person will have more direct contact with local governments than with state or federal governments. Because of this, we feel a responsibility to ensure that the public knows how the city operates and feels connected to their city government.

During this week, we want to recognize the role city government plays in our lives: from historic preservation to trash collection to public safety to promoting the area's culture and recreation. We hope you will join us in this celebration and learn more about your city and how it operates for you.

Sincerely,

Mayor

Note: If you are doing additional Georgia Cities Week Activities, you will want to include an invitation to the public to attend those events.

Preparing for Mock City Council Meeting

Suggested age group – Junior or Senior High School students

If there is more than one school in a municipality, establish criteria to select the school. You could also start with a random selection of those schools that are interested.

The Mock Council meeting will be held at school assembly (30-40 minutes). If possible, have the council meeting videotaped.

Invite the participating students to the next regular city council meeting, where the students will be presented with a certificate of participation by the mayor.

Teachers may also want to use this as an opportunity to teach students about the voting process, using the “Notice of Candidacy and Affidavit” and “Voter Registration” information from the Georgia Secretary of State’s Office.

Two weeks prior to your event, do the following:

- Provide students with handouts explaining Georgia’s city government overall
- Provide students with information on your city’s government structure
- Discuss with students:
 - Federal, state and local (county and municipal) levels of government
 - The roles of elected city government positions and appointed positions
 - Your city’s organizational structure
 - Budget
 - Types of issues with which the council deals
 - Municipal departments and how they affect citizens' lives
- Read and discuss the scenario, including some of the possible responses of citizens, business, elected and appointed officials
- If students are running for offices, hold an election at least one week before the mock council meeting

Other Options:

- Students may be encouraged to visit city hall and the city departments for a better understanding of how the city operates
- Invite representatives from throughout the community—including homeowner associations and local businesses—to discuss the scenario and how they might represent their perspectives on the issue.

The Meeting

Municipal Roles

Mayor: In a council-manager form of government, the mayor is the ceremonial head of the city, presiding over meetings and making appointments to city boards. The student assigned to this role will preside over the meeting, ensuring that it moves along and



October 3 – 9, 2021

Our Mission:

The Georgia Municipal Association (GMA) is sponsoring Georgia Cities Week from October 3-9, 2021 to showcase and celebrate cities and the many services they provide.

Cities provide an elevated level of service than most governments, are generally rated higher by the public than any other level of government, and yet, many residents are unaware of how city services impact their lives. Through Georgia Cities Week, GMA and related organizations hope to heighten the public's awareness of city government's role in enhancing the quality of life in communities.

GMA's Georgia Cities Week is part of an ongoing effort to raise public awareness about the services that cities perform and to educate the public on how city government works. Cities are encouraged to involve their local schools, businesses, legislators, Chambers of Commerce, media and civic clubs in planning Georgia Cities Week activities.



October 3-9, 2021

Georgia Cities Week is sponsored by the Georgia Municipal Association in cooperation with the following organizations:

Department of Community Affairs/Keep Georgia Beautiful	404-679-4998
Georgia Association of Chiefs of Police	770-495-9650
Georgia City/County Managers Association	706-542-9525
Georgia Chapter, American Public Works Association	404-375-6209
Georgia Downtown Association	678-686-6295
Georgia Fire Chiefs Association	888-488-4462
Georgia Municipal Clerks Association	678-686-6241
Georgia Rural Water Association	770-358-0221
Georgia Recreation & Park Association	770-760-1403
Georgia Association of Water Professionals	770-618-8690
MEAG Power	770-563-0300
Municipal Gas Authority of Georgia	770-590-1000

Sample Resolution

**GEORGIA CITIES WEEK
OCTOBER 3-9, 2021**

**A RESOLUTION OF THE CITY OF _____ RECOGNIZING
GEORGIA CITIES WEEK, OCTOBER 3-9, 2021, AND ENCOURAGING
ALL RESIDENTS TO SUPPORT THE CELEBRATION AND
CORRESPONDING ACTIVITIES.**

WHEREAS, city government is the closest to most citizens, and the one with the most direct daily impact upon its residents; and

WHEREAS, city government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and

WHEREAS, Georgia Cities Week is a very important time to recognize the important role played by city government in our lives; and

WHEREAS, this week offers an important opportunity to spread the word to all the citizens of Georgia that they can shape and influence this branch of government which is closest to the people; and

WHEREAS, the Georgia Municipal Association and its member cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

WHEREAS, Georgia Cities Week offers an important opportunity to convey to all the citizens of Georgia that they can shape and influence government through their civic involvement.

NOW, THEREFORE BE IT RESOLVED THAT THE CITY OF _____
DECLARES OCTOBER 3-9, 2021 AS GEORGIA CITIES WEEK.

BE IT FURTHER RESOLVED THAT THE CITY OF _____
ENCOURAGES ALL CITIZENS, CITY GOVERNMENT OFFICIALS AND
EMPLOYEES TO DO EVERYTHING POSSIBLE TO ENSURE THAT THIS WEEK
IS RECOGNIZED AND CELEBRATED ACCORDINGLY.

PASSED AND ADOPTED by the City of _____.

Sample Press Release for Georgia Cities Week

FOR IMMEDIATE RELEASE

(DATE)

CONTACT: (YOUR SPOKESPERSON'S NAME AND PHONE NUMBER HERE)

(CITY/TOWN) OFFICIALS CELEBRATE GEORGIA CITIES WEEK

(CITY/TOWN—Date) ___ officials announced the city will be celebrating “Georgia Cities Week” October 3-9. The city will hold a variety of events throughout the week, including (LIST SOME ACTIVITIES HERE). The theme of this year’s Georgia Cities Week is “Shaping the Future.”

“We’re very proud of our city and the services we provide that make it attractive to residents and visitors,” said Mayor (INSERT NAME HERE). “Cities provide the services and infrastructure to help businesses grow and set the stage for events where families and individuals can gather as a community.”

Events planned for the week are: (LIST ACTIVITIES, DATE, TIME AND LOCATIONS).

Cities across Georgia will be celebrating Georgia Cities Week, sponsored by the Georgia Municipal Association (GMA), to showcase and celebrate cities and the many services they provide. Based in Atlanta, GMA is a voluntary, non-profit organization that provides legislative advocacy, educational, employee benefit and consulting services to its 538 member cities.

Note: Please enter specific information about your city, keeping information to the point and brief. Press releases are more effective when limited to one or two pages. Also, you may want to follow up with phone calls to your local media representatives to personally invite them to your city’s events.

OFFICIAL MINUTES
COMMISSION OF THE CITY OF BRUNSWICK, GEORGIA
REGULAR SCHEDULED MEETING
WEDNESDAY, AUGUST 4, 2021
VIRTUAL TELECONFERENCE VIA ZOOM
STREAMED LIVE AT THE BELOW WEB ADDRESSES:

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

or

<https://cityofbrunswick-ga-gov.zoom.us/j/97911757315>

PRESENT: Honorable Mayor Cornell Harvey, Mayor Pro-Tem Felicia Harris, Commissioner John Cason III, Commissioner Julie Martin, and Commissioner Vincent Williams

CALL TO ORDER: Mayor Cornell Harvey - *meeting began at 5:03 p.m.*

INVOCATION: Mayor Pro Tem Harris

PLEDGE OF ALLEGIANCE: Recited by Mayor Harvey

UPDATE

1. Jim Ritchey with Whitman, Requardt & Associates, LLP to Provide a PowerPoint Presentation on Progress of Transit Program Update.

Information only; no action required.

APPOINTMENT

2. Board (*N. Atkinson*)

1) Tree Board – One Appointment

Commissioner Williams made a motion to appoint Joanna Lee to the above-referenced board, filling the unexpired term of Cecelia Lampkin until October 1, 2021; seconded by Commissioner Martin. Motion passed unanimously by a vote of 5 to 0.

ITEM(S) TO BE CONSIDERED FOR APPROVAL

3. Consider Approval of July 21, 2021 Regular Scheduled Meeting Minutes. (*subject to any necessary changes.*) (*N. Atkinson*)

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

4. Consider Approval of Financial Reports as of June 30, 2021. (*K. Mills*)

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

5. Consider Approval of Renewal of Additional Flood Insurance. (*L. Velie*)

Mayor Pro Tem Harris made a motion to approve the renewal of the above-referenced flood insurance policy; seconded by Commissioner Williams. Motion passed unanimously by a vote of 5 to 0.

6. Consider Approval of Fiscal Year 2021-2022 Congregate Meals & Adult Day Care Services Contract. (*R. McDuffie*)

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

7. Consider Approval of Glynn-Brunswick 911 Services Agreement for External Entities. (*R. Mobley*)

Commissioner Williams made a motion to approve the above-referenced agreement; seconded by

Commissioner Martin. Motion passed unanimously by a vote of 5 to 0.

CITY ATTORNEY'S ITEM(S)

8. Consider Approval of the Second Amendment to the Amended and Restated Oglethorpe Conference Center Memorandum of Understanding.

Commissioner Martin made a motion to approve the above-referenced memorandum of understanding; seconded by Commissioner Williams. Motion passed unanimously by a vote of 5 to 0.

9. Consider Approval of Submitting Comments in Response to the Georgia Department of Transportation Proposed Rule 672-11-04.

Commissioner Williams made a motion to approve the submission of the above-referenced comments; seconded by Commissioner Martin. Motion passed unanimously by a vote of 5 to 0.

EXECUTIVE SESSION

Commissioner Williams made a motion to adjourn to executive session to discuss litigation and personnel; seconded by Commissioner Martin. Motion passed unanimously by a vote of 5 to 0.

RECONVENE FROM EXECUTIVE SESSION

Mayor Harvey announced no action was taken.

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

MEETING ADJOURNED – *meeting adjourned at 8 8:07 p.m.*

/s/Cornell L. Harvey
Cornell L. Harvey, Mayor

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

RESOLUTION 2021-12

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-one dollars and eighty-four cents (\$31.837) per one thousand dollars (\$1,000.00) of assessed valuation is hereby levied and assessed for the calendar year 2021 upon all tangible property that is subject to taxation within the City. Pursuant to O.C.G.A. Section 48-8-91, it is further resolved that said Millage rate of thirty-one and eight hundred and thirty-seven one thousandths (31.837) mils shall be reduced by eighteen and six hundred and eighteen thousandths (18.618) 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 2020, leaving a net Millage rate of thirteen and two hundred nineteen one thousandths (13.219) mils, which shall be the net Millage rate upon which each taxpayer's bill shall be based.

IT IS FUTHER RESOLVED that payment of 2021 Ad Valorem Taxes shall be due no later than November 19, 2021.

SO RESOLVED this 18th day of August 2021 upon motion duly made and seconded by the Mayor and Commissioners of the City of Brunswick.

Cornell L. Harvey, Mayor

Attest: _____
Naomi D. Atkinson, City Clerk



**SUBJECT: AGREEMENT FOR LANDFILL MONITORING AND REPORTING –
FOURTH STREET LANDFILL**

COMMISSION ACTION REQUESTED ON: August 18, 2021

PURPOSE:

Approval of a proposal from GHD for environmental monitoring and reporting services at the Fourth Street Landfill

HISTORY:

The Fourth Street Landfill is a municipal landfill which was owned and operated by the City of Brunswick, Glynn County, and the Glynn County Board of Education. The landfill was closed in 1988 and was listed on Georgia EPD's Hazardous Sites Inventory (HSI) in 1994. Due to the landfill's inclusion on the HSI, many of the costs for post-closure monitoring and care of the landfill are reimbursable from EPD's Hazardous Waste Trust Fund.

Based on ownership and operation agreements of the landfill, the City is responsible for 50% of the compliance costs related to the landfill. Glynn County and the Glynn County Board of Education are each responsible for 25% of the costs.

FACTS AND ISSUES:

Following closure of a landfill site, the Georgia Environmental Protection Division (EPD) typically requires environmental monitoring to confirm that methane and other pollutants are not leaving the landfill site. EPD also requires annual reporting of the monitoring data. The monitoring and reporting of the site conditions at the Fourth Street Landfill are being conducted in accordance with the Corrective Action Plan, Addendum 2, dated June 2012. This corrective action plan, approved by EPD, requires monitoring of the landfill soil cap competency, execution of restrictive covenants, groundwater and methane monitoring, and site access control. GHD has provided the post-closure services for this site since 2016 and is very familiar with the site and its history.

BUDGET INFORMATION:

The services listed in this proposal will total approximately \$34,000 for the City of Brunswick. These services will be spread over the FY 22 and FY 23 budget years. Funding for these services is budgeted annually in the Sanitation Fund.

OPTIONS:

1. Approve the proposal from GHD for environmental monitoring and reporting services at the Fourth Street Landfill.
 2. Do not approve the proposal from GHD for environmental monitoring and reporting services at the Fourth Street Landfill.
 3. Take no action at this time.
-

DEPARTMENT RECOMMENDATION ACTION:

Approve the proposal from GHD for environmental monitoring and reporting services at the Fourth Street Landfill.

DEPARTMENT: Engineering

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

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Approve the proposal from GHD for environmental monitoring and reporting services at the Fourth Street Landfill.

Regina M. McDuffie

City Manager

8/10/2021

Date

3075 Breckinridge Boulevard, Suite 470
Duluth, Georgia 30096
United States
www.ghd.com



Our ref: 044144-PRO-1

May 28, 2021

4th Street Landfill Group

Garrow Alberson, City Engineer, City of Brunswick
Aaron W. Mumford, County Attorney, Glynn County
Andrew Lakin, Glynn County School System
Brian Corry, Williams Litigation Group, P.C.

Proposal for Landfill Monitoring and Reporting 4th Street Landfill Site – Brunswick, Glynn County, Georgia

GHD is pleased to provide this proposal to continue monitoring and reporting support for the landfill property located at 4th Street in Brunswick, Georgia (Site). The landfill property is currently in a post-closure monitoring period. Remediation and/or monitoring of Site conditions is currently being conducted in accordance with the Corrective Action Plan (CAP) Addendum 2, dated June 2012, which required monitoring of soil cap competency, execution of restrictive covenants, groundwater and methane monitoring, and Site access control.

1. Scope of Work

The scope of work discussed below covers a period of June 2021 through September 2022. The below planned work encompasses all routine monitoring and maintenance at the Site as well as regulatory reporting.

1.1 Annual Landfill Cover Inspection

GHD will inspect the soil cover of the landfill footprint annually to identify any of the following indicators of landfill cap concerns:

- Erosion of soils or exposed underlying waste materials;
- Settlement or ground depression formation;
- Disturbed or distressed vegetation;
- Leachate seeps;
- Ponded water; and
- Ground disturbance by vehicles or machinery;

In addition to the above landfill cap integrity indicators, the landfill and surrounding property will be inspected for fencing and access gate damage, signage, vandalism, trash dumping, and other signs of Site disturbance.

A landfill inspection form for the Site will be filled out by field personnel during the inspection and the findings will be included in the Annual Monitoring Report. Any damage noted in the inspection form will be communicated to the Group and may be addressed under a separate proposal for repairs.

The Annual Landfill Cover Inspection for 2021 was previously completed in March 2021 and will be presented in the Annual Monitoring Report due on September 1, 2021. This proposal's scope of work covers the Annual Landfill Cover Inspection for 2022, which is currently scheduled for March 2022.

1.2 Methane Monitoring

Methane concentrations in all vent wells located within the landfill footprint and in all compliance wells on the perimeter of the landfill will be monitored semi-annually in accordance with the Methane Monitoring Plan (MMP) submitted on June 9, 2017 and approved by EPD on July 27, 2019. Methane and oxygen concentrations will be recorded on Methane Monitoring Forms, which will be provided with the Annual Monitoring Report.

Methane monitoring will be performed in accordance with the established protocols in the Georgia EPD September 2015 Guidance Document for Methane Monitoring at Solid Waste Disposal Facilities. This guidance calls for the use of a handheld methane and oxygen monitoring meter, such as a LANDTEC GEM™ 3000 or GEM™ 5000.

The first of the two semi-annual methane monitoring events for 2021 was completed in March 2021 and the second semi-annual event is scheduled for late July 2021. The two 2021 monitoring events will be presented in the Annual Monitoring Report due on September 1, 2021. This proposal's scope of work covers the second 2021 methane monitoring event and two semi-annual methane monitoring events planned for 2022.

1.3 Groundwater Monitoring

Groundwater elevation readings will be collected annually from each of the groundwater wells located on the Site. Depth to water in each of the wells will be gauged on the same day using a water level indicator and the data will be compared to previously surveyed top of casing elevations to determine a groundwater elevation for each monitoring well.

The groundwater elevation data from the wells cased within the shallow groundwater table will be used to produce a shallow/surficial groundwater contour and flow direction map. Similarly, the groundwater elevation data from the wells cased within the deeper groundwater table will be used to produce a deep groundwater contour and flow direction map. The groundwater elevation data and maps will be presented within the Annual Monitoring Report.

The annual groundwater elevation monitoring for 2021 was previously completed in March 2021 and will be presented in the Annual Monitoring Report due on September 1, 2021. This proposal's scope of work covers the annual groundwater elevation monitoring for 2022, which is currently scheduled for March 2022.

At this time, no groundwater sampling is required to be completed until November 2022, which is five years beyond the previous groundwater sampling event. Groundwater sampling and analysis for that event will be included in a subsequent proposal and will be reported within the Annual Monitoring Report due on September 1, 2023.

1.4 Monitoring Well Repair and Replacement

During recent inspections and visits to the Site, damage or destruction of several groundwater and methane monitoring wells was observed. Two of the destroyed groundwater monitoring wells (MW-10 and MW-14) are

part of the groundwater sampling program and were scheduled to be sampled during the 2022 five-year sampling event. The damaged methane well (GAS-005) is one of the compliance points for methane monitoring around the landfill perimeter. The temporary methane monitoring wells GAS-003A and GAS-003B need to be abandoned and the temporary well GAS-003C needs to be converted into a permanent methane monitoring well to serve as a compliance point.

The scope of repair work to be completed at the Site includes the following:

- Install one 2" PVC groundwater monitoring well to a depth of 18 feet below grade surface (bgs) with 15 feet of screen and 3 feet riser pipe. Finish the well installation with a locking well cap and a flush mount access port set in 2'x2' concrete pad. The groundwater well will be installed at a point between the destroyed MW-10 and MW-14.
- Abandon the damaged GAS-005 methane monitoring well (8 feet bgs) by removal of the well materials and filling the borehole with grout to the surface. Install a replacement methane monitoring well using 1" PVC pipe with 1 foot of riser pipe and 3 feet of screen with a pea gravel "sump" to 8 feet (4" borehole). Finish the well with a locking cap and flush mount access port set in a 2'x2' concrete pad.
- Abandon temporary methane monitoring wells GAS-003A and GAS-003B (7 ft deep) by removal of the well materials and filling the borehole with grout to the surface.
- Convert temporary methane well GAS-003C (7 ft bgs, 1" diameter PVC pipe) into a permanent monitoring well by installing additional riser pipe (if necessary) and a stick-up locking well casing set within a 2'x2' concrete pad.

It is anticipated that the repair work will take one day to complete, with a follow-up day to check the concrete pads and develop the groundwater monitoring well. The well repairs and maintenance activities will be described in the Annual Monitoring Report.

In addition to the well repair and replacement work, GHD anticipates installing signage

1.5 Project Management and Regulatory Reporting

The scope of work in this proposal covers the preparation and submittal of the 2021 Annual Monitoring Report and the 2022 Annual Monitoring Report, due September 1, 2021 and 2022 to the Georgia Environmental Protection Division (EPD). Comment letters and general discussion or coordination with EPD may be required during through September 2022 and have been accounted for in the project management and reporting fees. Comments are expected from EDP on the draft Universal Environmental Covenant (UEC) that will be put in place for the Site to achieve the Type 5 Risk Reduction Standards (RRS). GHD anticipates revising the UEC (if needed) following the comments and submitting it for final approval.

Annual Monitoring Reports will be marked Draft until approved by the Group for finalization and submittal to EPD. Electronic copies will be provided to the Group and EPD, along with the hard copy(s) and CDs required by EPD.

Project management will be performed out of the GHD Atlanta, Georgia office and will consist of the management of all subcontractors, overall project schedule and Site activities, and quality control of the deliverables. Terefe Mazengia and Matthew Talbert will be the primary points of contact for this project.

2. Estimated Project Fees

The estimated fees for the activities in the Scope of Work above are summarized in the table below:

Project Component	Estimated Cost Range
Semi-Annual Methane Monitoring (July 2021)	\$ 6,500 - \$ 8,000
Semi-Annual Methane Monitoring, Annual Groundwater Monitoring, Annual Landfill Cap Inspection (March 2022)	\$ 10,500 - \$ 13,000
Semi-Annual Methane Monitoring (July 2022)	\$ 6,500 - \$ 8,000
Monitoring Well Repair and Replacements (Summer/Fall 2021)	\$ 11,500 - \$ 14,000
Annual Reporting (through September 2022)	\$ 12,000 - \$ 15,000
Project Management and Regulatory Interface (through September 2022)	\$ 8,500 - \$ 10,000
Total estimated costs	\$ 55,500 - \$ 68,000

Each of the above costs are required as part of the CAP implementation and should therefore be reimbursable by the State based on GHD's prior discussions with Alan Nix of Georgia EPD.

Additional maintenance and investigative activities may be required for the Site through September 2022 based on EPD input and changes in Site conditions. Any costs to perform any activities outside of the scope of the routine monitoring, maintenance, and reporting described herein will be submitted for review and approval under a separate proposal.

3. Terms and Conditions

The Scope of Work above will be conducted in accordance with GHD's standard Terms and Conditions attached. A signed copy of the attached Authorization to Proceed and the Terms and Conditions or separate written authorization identifying the service agreement terms and conditions is required from the Group to initiate the project.

Please contact the undersigned if you have any questions or suggestions regarding the above or attached.

Regards



Terefe Mazengia
Senior Hydrogeologist / Project Manager
678.280.2140
Terefe.Mazengia@ghd.com



John DiZinno
Project Director
678.280.2121
John.DiZinno@ghd.com

cc: Matthew Talbert, GHD

**Authorization to Proceed
Proposal for Landfill Monitoring and Reporting
Fourth Street Landfill
Brunswick, Georgia**

I have reviewed GHD Proposal No. 044144-PRO-1 above and hereby authorize GHD to proceed with the outlined services in accordance with the scope, schedule, and estimated costs provided above and the Terms and Conditions.

Date

Authorized Representative

Name (print or type)

Title (print or type)

Attachment 1

Terms and Conditions

Standard Terms for Professional Services

GHD Services Inc. ("GHD") and Client (as set out below) agree that any professional services performed by GHD for Client, relating to the scope of work, will be on the following standard terms:

1. Invoices for services rendered will be issued monthly payable on receipt. Amounts due will be increased at the rate of 1 1/2 percent per month after 30 days. GHD reserves the right, without penalty, to discontinue services in the event of non-payment of undisputed amounts.
2. GHD maintains statutory workers compensation insurance, and professional, pollution, general, auto, and employers liability insurance which GHD deems adequate. Certificates of insurance shall be provided on request.
3. GHD's services are solely for Client's benefit and may not be relied upon by any third party without GHD's express written consent. Any use, change, or distribution of Work Product without the written consent of GHD shall be at Client's risk and will not give rise to liability of GHD.
4. GHD shall perform its professional services in the manner consistent with the level of care and skill ordinarily exercised by other professional firms acting under similar circumstances and at similar times. GHD makes no other warranty, implied or expressed.
5. GHD shall indemnify and hold harmless Client for its services to the extent GHD's neglect or willful misconduct causes liability for the Client. Neither party shall be liable for any consequential loss, injury or damages suffered by the other party, including but not limited to loss of use, earnings, and business interruption.
6. To the maximum extent permitted by law, GHD's liability and that of its employees, agents, directors, officers, and subcontractors to Client due to any negligent acts, errors or omissions, shall not exceed \$1,000,000, except as to damages resulting from the gross negligence or willful misconduct of GHD.
7. Client acknowledges that the pre-existing presence, if any, of pollutants, and other potentially hazardous conditions at the project site were not caused by or are not the responsibility of GHD, and that this contractual arrangement does not transfer any legal responsibilities for such conditions to GHD.
8. GHD may terminate this Agreement for nonpayment or other default by Client. Terms agreed to under this Agreement shall survive any such termination.
9. Client hereby agrees that this agreement may be assigned to another entity within the GHD group of companies that will be directly or indirectly wholly-owned by GHD Group Pty Ltd. (a "Related Entity"). Any such Related Entity shall assume all of GHD's liabilities, duties and obligations in, to, and under this Agreement. Client hereby agrees that this assignment may be effected without any further notice or action on the part of GHD. Upon request, Client agrees to execute and deliver any further documents as may be reasonably requested by GHD or its successor to evidence such consent and/or assignment.

These Terms and Conditions are hereby accepted this _____ day of _____, 201_.

Client Signature:

Name of Company: _____

Per: _____

Title: _____

I have authority to bind the Corporation



Carl Vinson
Institute of Government
UNIVERSITY OF GEORGIA

October 7, 2020

Mr. Cornell Harvey
Mayor
City of Brunswick
City Hall
601 Gloucester Street
Brunswick, GA 31520

Dear Mayor Harvey,

We developed a proposed salary ranges for the City Manager position. The recommended aged average salary range is \$116,618 - \$151,603. This salary range was developed in a similar manner to other management positions in the City of Brunswick. Furthermore, we examined several of the factors suggested by the International City/County Management Association (ICMA) to confirm the appropriateness of our recommendation. According to ICMA guidelines, the base salary for a local government manager should be based on the following items:

- Scope of services provided
- Requirements of the job
- Experience needed to successfully perform
- Market pay for comparable public sector executives
- Local government's financial position
- The individual Chief Administrative Officer's (CAO) credentials, experience, and expertise

We want to share a brief summary of some of the suggested ICMA factors that we examined. Our review started with examining the position description for the City Manager. This step was essential to ensure that the scope of work and requirements of your City Manager position are similar to other cities and counties.

As identified on the position description, the City Manager position in the City of Brunswick is "responsible for managing the day-to-day operations of the city government" and "prepares the city's annual operating, capital budgets, and short and long-range plans." The description also identifies that the work assignments are provided by the Mayor and City Commission and the position is responsible for directly supervising department directors and select staff.

Next, we reviewed the job description of the City Manager/Administrator position developed by the State of Georgia’s Department of Community Affairs. This job description is designed to be representative of the position across the State of Georgia. Here is their description of the City Manager/Administrator position:

Directs and coordinates administration of city government in accordance with policies determined by city council or other authorized elected official. Appoints department heads and staff as provided by local ordinance. Prepares annual budget and submits estimates to authorized elected officials for approval.

This description closely matches the described duties and responsibilities of the City Manager position in the City of Brunswick, which allows us to assert that the scope of work and requirements of your City Manager position are similar to other cities in the State of Georgia.

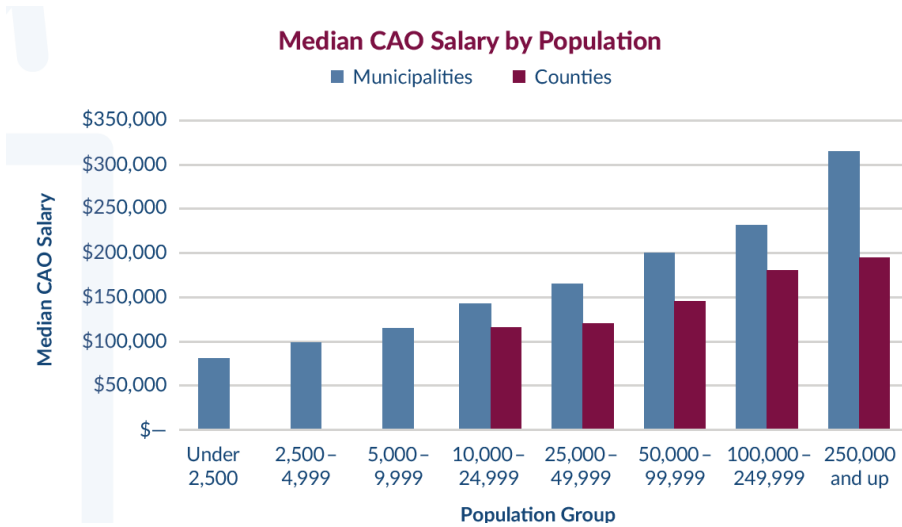
Additionally, our review involved examining the market pay for comparable public sector executives in the State of Georgia and throughout the United States. We want to first share our analysis of the pay collected by the State of Georgia’s Department of Community Affairs for incumbents in the City Manager/Administrator position from twenty-six (26) municipalities with a population between 10,000 and 24,999 (Population Group C) in the State of Georgia. The below table provides the summarized information for this survey.

Position	DCA Benchmark Position(s)	No. of DCA Population Group C Respondents	Annual Hours	Minimum Annual Mean Salary	Aged Minimum Annual Salary	Maximum Annual Rate Mean	Aged Maximum Annual Rate Mean
City Manager	City Manager/Administrator	26	2080	\$115,807	\$116,618	\$146,270	\$147,294

*The reported 2019 DCA compensation data was aged by 0.7%. The wages and salaries for the Employment Cost Index (ECI) for state and local government workforce the past 6 months (as of June 2020) was 0.7%. The ECI is calculated by the Bureau of Labor Statistics and is a quarterly measure of change in compensation costs. Aging compensation data involves increasing compensation data by a percentage assumed to be representative of wage movement.

Next, we want to provide you with our analysis of the national compensation data for the Chief Administrative Officer (CAO) position. This information was derived from the 2019 International City/County Management Association (ICMA) CAO Salary and Compensation Survey. The national median base salary for a municipal CAO at the end of 2018 was \$135,140. The below table provides CAO salary information by population size for reporting national city governments.

Mayor Harvey
October 7, 2020
Page three



We compared the median annual salaries from this survey to the proposed salary range for your City Manager position. Our analysis indicates the proposed salary range for your City Manager will match the median salary for incumbents in similarly sized city governments throughout the United States.

In conclusion, we believe the proposed salary range for the City Manager position will be competitive relative to other comparable municipal governments in the State of Georgia and adhere to the spirit of the ICMA's Guidelines for Compensation for local government managers. According to their guidelines, the compensation for a local government manager should be "fair, reasonable, transparent, and based on comparable public salaries nationally and regionally".

Finally, it is advisable for you to review additional ICMA guidelines (i.e. local government's financial position) not addressed in this letter when evaluating the compensation for your City Manager. Please contact us if you have any other questions or need additional clarification related to these recommendations.

Sincerely,

Alex Daman
Public Service Associate