

CITY OF BRUNSWICK

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

Cosby H. Johnson, Mayor
Julie T. Martin, Mayor Pro Tem
John A. Cason III, Commissioner
Felicia M. Harris, Commissioner
Kendra L. Rolle, Commissioner

City Attorney
Brian D. Corry

City Manager
Regina M. McDuffie

AGENDA

BRUNSWICK CITY COMMISSION REGULAR SCHEDULED COMMISSION MEETING WEDNESDAY, JANUARY 18, 2023 AT 6:00 P.M. 1229 NEWCASTLE STREET, 2nd FLOOR

&

STREAMED LIVE AT THE BELOW WEB ADDRESS:

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

CALL TO ORDER **INVOCATION **PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

1. Adoption of January 18, 2023 Regular Meeting Agenda.

ANNOUNCEMENT

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

UPDATE(S)

3. 2023 Comprehensive Plan. (*J. Hunter*) **(Encl. 1)**

ITEM(S) TO CONSIDER FOR APPROVAL

4. Consider Approval of January 4, 2023 Regular Scheduled Meeting Minutes. (*subject to any necessary changes.*) (*N. Atkinson*) **(Encl. 2)**

5. Consider Approval of Resolution No. 2023-02 ~ Homelessness Prevention Assistance Program.
(*R. McDuffie*) **(Encl. 3)**

EXECUTIVE SESSION

**OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION
REGULAR SCHEDULED MEETING
WEDNESDAY, JANUARY 4, 2023**

AT 6:00 P.M.

1229 NEWCASTLE STREET, 2nd FLOOR

&

STREAMED LIVE AT THE BELOW WEB ADDRESS:

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

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

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

INVOCATION: Reverend Scott Stanfill, College Place United Methodist Church

PLEDGE OF ALLEGIANCE: Recited in unison by all in attendance

ADDENDUM TO AGENDA:

**

Commissioner Cason made a motion to add as item number four (4) “*Discussion of incident in Hanover Square*”; seconded by Commissioner Martin. Motion passed unanimously.

**

Commissioner Rolle made a motion to add to the alcohol renewal list:

Alcohol Renewals			
Reid’s Apothecary	Owner: Christopher Gantt	1618 Newcastle St.	On premise consumptions of beer, wine, and liquor

seconded by Commissioner Cason. Motion passed unanimously.

**

APPROVAL OF AGENDA

1. Adoption of January 4, 2023 Regular Meeting Agenda.

Commissioner Martin made a motion to adopt the above-referenced agenda as amended; seconded by Commissioner Cason. Motion passed unanimously.

APPOINTMENT(S)

2.

- I. Appointment of Mayor Pro Tem for 2023

Commissioner Cason made a motion to appoint Commissioner Julie Martin as Mayor Pro Tem for 2023; seconded by Commissioner Rolle. Motion passed unanimously.

- II. Pilotage Commission – Two Appointments

Commissioner Martin made a motion to re-appoint James Royal, Jr. to the above-referenced commission until January 2030; and appoint Tommy Stroud to the above-referenced commission to fill the unexpired term of Fleming Martin until January 2027; seconded by Commissioner Cason. Motion passed unanimously.

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

3.

New Alcohol License(s)			
Name of Business	Business Owner/Manager	Business Address	Permit Type
Schroeder's Market, Ltd. Co.	Owner: Nikki Schroeder Manager: Madison Schroeder	203 Gloucester St.	Retail sales of beer and wine

Mayor Johnson opened the floor for anyone wanting to speak in favor or opposition of the new license for **Schroeder's Market Ltd. Co.**

No one came forth to address the Commission.

Commissioner Martin made a motion to approve the new alcohol license for **Schroeder's Market Ltd. Co.**; seconded by Commissioner Cason. Motion passed unanimously.

4. Update regarding the incident at Hanover Square. (R. McDuffie)
Informational only.

ITEM(S) TO CONSIDER FOR APPROVAL

5. Consider Approval of December 21, 2022 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 Rolle. Motion passed unanimously.

6. Consider Approval of Resolution No. 2023-01 to Adopt Qualifying Fees for 2023 Election. (N. Atkinson)

Commissioner Martin made a motion to approve the above-referenced resolution; seconded by Commissioner Rolle. Motion passed unanimously.

7. Consider Approval of Financial Reports as of November 30, 2022. (K. Mills)

Commissioner Martin made a motion to approve the above-referenced reports as submitted; seconded by Commissioner Cason. Motion passed unanimously.

8. Consider Approval of ~~Two (2)~~ -Three (3) Alcohol License Renewals, and One (1) Alcohol License Renewal with a Violation. (A. Brown)

Commissioner Cason made a motion to approve alcohol license renewal for **Baboo Lounge**; seconded by Commissioner Martin. Motion passed unanimously.

Commissioner Cason made a motion to approve alcohol license renewal for **Island Jerk Shack**; seconded by Commissioner Martin. Motion passed unanimously.

Commissioner Cason made a motion to approve alcohol license renewal for **Reid's Apothecary**; seconded by Commissioner Martin. Motion passed unanimously.

Commissioner Cason made a motion to approve alcohol license renewal for **The Fountain Package Store**; seconded by Commissioner Martin. Motion passed unanimously.

EXECUTIVE SESSION

Commissioner Cason made a motion to adjourn to executive session to discuss litigation; seconded by Commissioner Martin. Motion passed unanimously.

RECONVENE FROM EXECUTIVE SESSION

Mayor Johnson announced no action was taken.

Commissioner Cason made a motion to adjourn; seconded by Commissioner Rolle. Motion passed by a vote of 4 to 0; Mayor Pro Tem Martin was not present to vote.

MEETING ADJOURNED – meeting adjourned at 7:42 p.m.

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

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



SUBJECT: 2023 COMPREHENSIVE PLAN UPDATE

COMMISSION ACTION REQUESTED ON: JANUARY 18, 2023

PURPOSE: The current Comprehensive Plan was prepared in 2018 and approved by the Brunswick City Commission in October 2018.

Under Georgia Law, for a municipality or county in Georgia to receive and remain eligible for certain state funding and permitting programs, it must initially adopt and update its Comprehensive Plan every five years. The Georgia Department of Community Affairs (DCA) has established guidelines and procedures municipalities and counties must follow in preparing and/or updating their Comprehensive Plan. The deadline for completing and submitting a draft of the Brunswick Comp Plan update for DCA and Coastal Regional Commission reviews is August 30, 2023. The Plan must be formally adopted by the City by October 30, 2023 to meet the State and DCA requirements.

The City of Brunswick Planning, Development and Codes staff will begin the process of updating its Comprehensive Plan following an initial Public Hearing by the City Commission on January 17, 2023. At that meeting, Staff recommends that a Steering Committee will be named by the City Commission to be made up of members of the Planning and Appeals Commission. The Committee will be charged with the responsibility of guiding the preparation of the plan update and will recommend a STAKEHOLDERS Committee to the City Commission which will provide input during the preparation process.

The process that will be followed, as prescribed by the DCA, will include multiple and significant opportunities for citizens of Brunswick to provide input into the establishment of goals, needs and opportunities to be addressed by the plan as well as alternative solutions and proposals to be included in the plan. These will include, among others:

- A. Future land use development,
- B. Community infrastructure needs and improvements (streets, drainage, sidewalks, etc.)
- C. Neighborhood revitalization (removal of vacant and dilapidated housing, rehabilitation of other housing as needed),
- D. Affordable housing programs including adoption of policies that can facilitate new housing development.
- E. Economic development,
- F. Transportation needs,
- G. And other issues identified in the plan development and citizen input process.

The final element of the Comprehensive Plan update will be a five-year work program that will specifically address the efforts and timelines that will be made to implement the plan proposals.

Opportunities for citizen review and comment will include:

- A. Public forums,
- B. Open house sessions to receive and discuss issues and plans in small groups or one-on-one,
- C. Access to on-line surveys and forums for submitting comments electronically,
- D. On-line posting of plan elements as they are developed and proposed for comment responses,
- E. And, a final Public Hearing before the Updated 2023 Comprehensive Plan is adopted by the City Commission.

Attached are a timeline of the Comprehensive Plan Update process and a list of potential Stakeholders to be considered by the PAC for recommendation to the City Commission.

DEPARTMENT RECOMMENDATION ACTION: Initiate the Comprehensive Plan Update process and designate the Planning and Appeals Commission as the Plan Steering Committee

DEPARTMENT: Planning, Development & Codes (PDC)

Prepared by: John Hunter



ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Approved - Regina McDuffie

January 5, 2023

City Manager

Date

PLAN OUTLINE FOR UPDATE OF COMPREHENSIVE PLAN

DUE DATE FOR CRC AND DCA REVIEW: BY SEPTEMBER 1, 2023

ADOPTION BY CITY COMMISSION BY OCTOBER 30, 2021

STEPS TO BE TAKEN AND PRELIMINARY WORK PLAN

STEP 1: JANUARY 2023: ESTABLISH THE PLANNING AND APPEALS COMMISSION AS THE STEERING COMMITTEE: CITY COMMISSION TO HOLD (FIRST) PUBLIC HEARING SECOND MEETING IN JANUARY TO ANNOUNCE THE COMP PLAN UPDATE, NAMING THE PAC AS THE STEERING COMMITTEE AND PROCESS TO BE FOLLOWED TO UPDATE THE COMP PLAN.

- A. PREPARE OUTLINE OF UPDATE REQUIREMENTS AND SCHEDULE OF ACTIVITIES LEADING TO SUBMISSION OF DRAFT TO DCA FOR REVIEW.
- B. JANUARY CITY COMMISSION PUBLIC HEARING – SECOND MEETING IN JANUARY:
 - a. REVIEW PROCESS THAT MUST BE FOLLOWED IN PREPARING THE UPDATE PER DCA GUIDELINES,
 - b. ASK PAC FOR RECOMMENDATIONS FOR “STAKEHOLDERS” TO BE APPOINTED TO A COMMITTEE THAT WILL REVIEW PLAN UPDATE ELEMENTS AND INCORPORATE PUBLIC COMMENT.
 - c. DISCUSS PUBLIC INPUT METHODS THAT WILL BE EMPLOYED DURING PLAN PREPARATION
 - d. REVIEW SCHEDULE OF ACTIVITIES LEADING TO SUBMISSION OF DRAFT OF PLAN UPDATE TO DCA FOR REVIEW AND APPROVAL PRIOR TO ADOPTION BY THE CITY COMMISSION.

STEP 2. FEBRUARY 2023: CITY COMMISSION TO APPOINT STAKEHOLDER COMMITTEE IN EARLY FEBRUARY USING RECOMMENDATION FROM THE STEERING COMMITTEE (PAC)

STEP 3. FEBRUARY 2023: FOLLOWING APPOINTMENT OF STAKEHOLDER COMMITTEE HOLD FIRST ORIENTATION MEETING (PUBLIC NOTICE OF MEETING(S) GIVEN)

- A. REVIEW 2018 ADOPTED COMP PLAN, COMMUNITY NEEDS AND OPPORTUNITIES, GOALS AND WORK PLAN. 2018
- B. PRELIMINARY DISCUSSION OF NEEDED CHANGES IN COMMUNITY NEEDS AND OBJECTIVES THAT WILL IMPACT THE UPDATE OF PLAN OBJECTIVES AND WORK PROGRAM. (ie. Dealing with issues like affordable housing, resiliency measures to reduce impacts from frequent flooding and more frequent adverse weather conditions).
- C. REVIEW COMMUNITY INPUT PROGRAM DURING PLAN PREPARATION PROCESS.

STEP 4. MARCH, APRIL MAY: BEGIN AND COMPLETE THE PLAN UPDATE PROCESS. PUBLIC NOTICE OF WORK SESSIONS MAY BE GIVEN (NOT REQUIRED)

- A. WORKING WITH THE STEERING COMMITTEE, COMPLETE REVIEW OF ALL ELEMENTS OF THE COMPREHENSIVE PLAN, DETERMINE UPDATES. REVISIONS AND/OR REVISIONS NECESSARY TO ALL PLAN ELEMENTS

- B. STAFF TO COMPLETE ALL UPDATES, REVISIONS OR ADDITIONS IN DRAFT FORM FOR REVIEW.
- C. WORKING WITH CITY STAFF AND CITY, PREPARE A DRAFT 2023 - 2028 WORK PROGRAM FOR REVIEW BY THE STAKEHOLDER COMMITTEE.
- D. PROVIDE CITY COMMISSION WITH PERIODIC UPDATE ON PLAN UPDATE ACTIVITIES.
- E. PREPARE MATERIALS FOR PUBLIC INPUT MEETINGS AND OTHER OPPORTUNITIES.

STEP 5: JUNE AND JULY: PUBLIC REVIEW AND INPUT PUBLIC NOTICE OF MEETING(S) REQUIRED

- A. BEGIN PUBLIC ENGAGEMENT PROGRAMS AT FORMAL PRESENTATIONS, INTEREST GROUP LISTENING SESSIONS, AND OFFER ELECTRONIC OPPORTUNITIES FOR INPUT
- B. ONCE COMPLETED, PREPARE A SYNOPSIS OF ALL PUBLIC INPUT RECEIVED.
- C. REVIEW SYNOPSIS WITH STAKEHOLDERS AND AGREE ON APPROPRIATE CHANGES TO THE DRAFT COMP PLAN AND WORK PROGRAM.

STEP 6: BY AUGUST 30: COMPLETE FINAL DRAFT OF COMP PLAN UPDATE FOR CITY COMMISSION REVIEW AND APPROVAL PRIOR TO PASSING A RESOLUTION SUBMITTING THE DRAFT FOR CRC/DCA REVIEW AND APPROVAL. SECOND PUBLIC HEARING REQUIRED PRIOR TO SUBMISSION TO CRC FOR REVIEW,

STEP 6: BY OCTOBER 30: ADOPT COMP PLAN UPDATE NO PUBLIC HEARING REQUIRED

- A. COMPLETE ANY NECESSARY AND AGREED UPON CHANGES TO THE DRAFT COMP PLAN AND WORK PROGRAM REQUIRED BY CRC OR DCA AND PREPARE THE FINAL 2023 – 2028 COMP PLAN UPDATE FOR CITY COMMISSION CONSIDERATION AND APPROVAL.
- B. CITY COMMISSION TO ADOPT THE COMP PLAN NO LATER THAN OCTOBER 30 AND SUBMIT RESOLUTION OF APPROVAL TO CRC AND DCA.
- C. FOLLOWING ADOPTION, PLAN MUST BE AVAILABLE FOR THE PUBLIC TO ACCESS.

POSSIBLE STAKEHOLDERS – BRUNSWICK COMPREHENSIVE PLAN UPDATE

1. CITY GOVERNMENT
 - a. CITY COMMISSION REPRESENTATIVE (S)
 - b. CITY MANAGER (OR ASSIST. CITY MANAGER)
 - c. DIRECTOR PLANNING, DEVELOPMENT AND CODES
 - d. DIRECTOR OF NEIGHBORHOOD SERVICES
 - e. CITY ENGINEER
 - f. BUILDINGS OFFICIAL
 - g. DOWNTOWN DEVELOPMENT AUTHORITY
 - h. URBAN REDEVELOPMENT AUTHORITY
 - i. NPA CHAIRS
2. COUNTY GOVERNMENT
 - a. COUNTY COMMISSION REPRESENTATIVE
 - b. DIRECTOR, PLANNING, DEVELOPMENT AND CODES
 - c. EMA DIRECTOR OR ASSISTANT DIRECTOR
 - d. MAINLAND PLANNING COMMISSION REPRESENTATIVE
 - e. GLYNN COUNTY DEVELOPMENT AUTHORITY
3. BRUNSWICK HOUSING AUTHORITY
4. GLYNN BRUNSWICK LAND BANK AUTHORITY
5. BRUNSWICK TREE BOARD
6. JOINT WATER AND SEWER AUTHORITY REPRESENTATIVE
7. GEORGIA POWER REPRESENTATIVE
8. REPRESENTATIVE GEORGIA PORTS AUTHORITY
9. GA DOT REPRESENTATIVE
10. GA DNR – COASTAL RESOURCES DIVISION
11. COASTAL REGIONAL COMMISSION
12. GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS
13. GLYNN COUNTY BOARD OF EDUCATION REPRESENTATIVE
14. BRUNSWICK HISTORIC PRESERVATION BOARD REPRESENTATIVE
15. COLLEGE OF COASTAL GEORGIA REPRESENTATIVE
16. SE GA. MEDICAL SYSTEM
17. PINOVA
18. DOWNTOWN MARINA REPRESENTATIVE
19. BOARD OF REALTORS REPRESENTATIVE
20. COASTAL GEORGIA HISTORICAL SOCIETY
21. COASTAL AFRICAN AMERICAN HISTORIC PRESERVATION COMMISSION
22. CHAIR CHAMBER OF COMMERCE
23. EXECUTIVE DIRECTOR OF TOURISM

24. BOYS AND GIRLS CLUB / GATHERING PLACE
25. REPRESENTATIVE(S) OF CHURCH OUTREACH PROGRAMS
26. ENVIRONMENTAL GROUPS
27. BUSINESS ENTERPRISES



SUBJECT: Homelessness Prevention Proposal

COMMISSION ACTION REQUESTED ON: January 18, 2023

PURPOSE: To provide financial and/or program assistance to prevent residents from being separated from their current residents or shelters.

HISTORY: The city and county are experiencing significant adverse impacts from the level of homelessness in the community. We are developing initiatives to combat the issues in prevention, transitioning, chronic homelessness, mental health and regulations and enforcement.

FACTS AND ISSUES: The city will contract with an outside agency to determine eligibility of candidates and award funds. Program length will be determined based on the availability of funds. Neighboring communities have engaged similar programs. The Community Action Agency is the recommended partner.

BUDGET INFORMATION: Use of \$250,000 of American Rescue Plan Act Funds

OPTIONS:

1. Approve the proposed program to provide financial assistance to combat homelessness.
 2. Do not approve the proposed program to provide financial assistance to combat homelessness.
 3. Take no action at this time.
-

DEPARTMENT RECOMMENDATION ACTION:

Approve the proposed program to provide financial assistance to combat homelessness.

DEPARTMENT: City Manager's Office

Prepared by: Regina M. McDuffie

ADMINISTRATIVE COMMENTS:

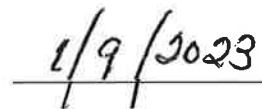
The city administration is committed to improving the quality and standard of living of residents and citizens in the City of Brunswick and believe that this will be an important part of preventing homelessness.

ADMINISTRATIVE RECOMMENDATION: Approval

Approve the proposed program to provide financial assistance to combat homelessness.



City Manager



Date



RESOLUTION NO. 2023-02

A RESOLUTION OF THE CITY OF BRUNSWICK BOARD OF COMMISSIONERS AUTHORIZING THE USE OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO SUPPORT A HOMELESSNESS PREVENTION ASSISTANCE PROGRAM AND OTHER PURPOSES;

WHEREAS, the City and County have identified the plight of homelessness to have a substantial impact on the community; and

WHEREAS, Homelessness Prevention along with Transitional/Short Term Homelessness, Chronic Homelessness, Mental Health and Regulation have been identified as critical areas to address; and

WHEREAS, the City of Brunswick supports providing assistance to citizens and residents in order to mitigate the economic impacts on the community from the Coronavirus pandemic and other factors; and

WHEREAS, the City recognizes the support of a multi-facet approach to the provision of housing as a recommended use of the American Rescue Plan Act (ARPA) funding; and

WHEREAS, the City proposes to enter into agreement with the Coastal Georgia Area Community Action Authority, Inc (CAA) to provide certain assistance as outlined in Exhibit A of the agreement in an effort to prevent citizens and residents from being evicted from their current shelter; and

WHEREAS, the services rendered by CAA will encompass case management and will be administered in conjunction with the city's Neighborhood and Community Services Department; and

NOW, THEREFORE, BE IT RESOLVED by the City of Brunswick Board of Commissioners acting in its capacity as the governing authority of the City of Brunswick, authorizes the use of \$250,000 in ARPA funds to provide assistance for the prevention of homelessness through the partnership with the CGA Community Action Authority, Inc;

RESOLVED this 18th day of January 2023.

Cosby H. Johnson, Mayor

ATTEST: Naomi D. Atkinson, City Clerk

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF BRUNSWICK, GEORGIA
AND
COMMUNITY ACTION AUTHORITY, INC.**

Whereas, the City of Brunswick, Georgia ("City") desires to engage the Community Action Authority, Inc., ("Community Partner") to provide professional caseworker services for an approximate \$250,000 Homelessness Prevention Assistance Program (HPAP); and,

Whereas, Community Partner desires to provide such services and warrants that it possesses the capabilities to satisfactorily render said services as described in "Exhibit A"; and

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties hereto do agree as follows:

A. Compensation

Compensation provided is intended to support the grants awarded for program assistance

Caseworker Services: Community Partner shall perform caseworker services for compensation in the amount of \$0 administrative costs.

Grant Funds for Program Assistance: \$250,000 for the purposes outlined in Exhibit A.

B. Time of Performance

1. This agreement shall be in force and effect for one (1) year after the full execution of this agreement. It may be extended for additional one (1) year periods at the mutual consent of each party.
 2. This agreement may be terminated by either party at any time after providing thirty (30) days written notice delivered to the other party's point of contact.
-

C. Contacts

The points of contact for each party shall be as follows:

City	Community Partner
City of Brunswick	CGA Community Action Authority, Inc.
Regina McDuffie	Tres Hamilton
City Manager	Executive Director
601 Gloucester St.	1 Community Action Dr. Ste A
Brunswick, GA 31520	Brunswick, GA 31521
(912) 267-5500	(912) 264-3281

D. Relationship

The relationship of the Community Partner to the City shall be that of an independent contract rendering professional services. The Community Partner shall have no authority to execute contracts or make commitments on behalf of the City, and nothing contained herein shall be deemed to create the relationship of employer and employee or principle and agent between the City and the Community Partner.

E. Georgia Open Records Act

All records related to this agreement shall be considered public information subject to lawful disclosure under the Georgia Open Records Act. Any material deemed by the Community Partner to constitute information not subject to the Georgia Open Records Act shall be so marked by the Community Partner.

F. Insurance

The Community Partner shall have and maintain in full force and effect for the duration of this agreement, insurance protecting against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the contractor, its agents, representatives, employees or subcontractors. All policies shall be subject to approval by the City's Attorney to form and content.

Community Partner shall maintain insurance policies with coverage and limits no less than:

- Commercial General Liability of \$5,000,000 (five million dollars) per occurrence for bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom.
- Commercial Automobile Liability (owned, non-owned, hired) of \$1,000,000 (one million dollars) per occurrence for bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom.
- Workers' Compensation limits as required by the State of Georgia and Employers Liability limits of \$1,000,000 (one million dollars) per accident or disease.
- Self-Insured Retentions: Any self-insured retentions must be declared to and approved by the City so that the City may ensure the financial solvency of the Contractor.

Insurance is to be placed with insurers with an **A. M.** Best rating of no less than **A-VII**. Community Partner shall furnish the City with certificates of insurance prior to the start of work.

G. Non-Discrimination

Community Partner agrees it shall not discriminate against any person in the provision of any services or in any terms or conditions of employment on the basis of political affiliation, race, color, religion, national origin, sex, age, disability, or handicap, and will comply with all applicable federal and state laws, rules, regulations, and guidelines prohibiting discrimination.

H. Entire Agreement; Modification

(a) This writing contains the entire Agreement of the parties, and no representations are made or relied upon by either party other than those expressly set forth.

(b) No modifications, amendment, waiver, termination, or discharge hereof shall be binding upon either party unless executed in writing by said parties.

IN WITNESS WHEREOF, the parties have hereby entered into this agreement on this ____ day of January, 2023.

CITY OF BRUNSWICK, GEORGIA

By: _____

Cosby Johnson, Mayor

ATTEST

By: _____

Naomi Atkinson, City Clerk

CCA Community Action Authority, Inc.

By: _____

Tres Hamilton, Executive Director

WITNESS

By: _____

DESCRIPTION OF SERVICES

Community Partner shall provide case management services for administration of the Homelessness Prevention Assistance Program (HPAP) as authorized by resolution of the City of Brunswick approved on January 18, 2023. The Community Partner and the City are responsible for the duties and responsibilities as outlined on Exhibit A (attached).

Community Partner will also provide clients with information about other assistance programs available that the client may qualify for as appropriate.

EXHIBIT A

Community Partner responsibilities:

1. Provide case management services and serve as contact point for services provided under this program.
2. Provide emergency funding assistance in the form of a grant made to eligible households in order to pay necessary household expenses as defined.
3. Definition of Necessary Household Expenses - An expense necessary for the habitability of a household including the following:
 - a. Prescription costs, including insulin
 - b. Utility Payments, limited to water, sewer, trash service, electricity, gas and internet (where a student enrolled school lives in the household)
 - c. Rent / Mortgage payments
 - d. Determine the eligibility of households
4. Eligible households include legal residents of the City of Brunswick who have exhausted their means for payment of necessary household expenses.
5. Process applications submitted through the established CAA program eligibility
Information should include but is not limited to: application information, statement of need, copies of bills due, affidavit of legal presence, consent form for release of information and disclosure.
6. Fully vet and investigate the eligibility of applicants and request additional information as needed to verify eligibility.
7. Administer grants up to \$2,000 to provide relief to households that have been approved for assistance.
8. Make payment directly to the company and/or entities which have been determined as owed payment on a necessary household expense.

City/ Neighborhood & Community Services Department responsibilities:

1. Serve as point of contact for the City for assistance for this program
2. Assist as needed with promotion and provision of information to the community
3. Review reports as requested from Community Partners regarding program participation
4. Review all payments made to entities under this program