

CITY OF BROOKLET 104 CHURCH ST. BROOKLET, GA 30415 PHONE (912) 842-2137 FAX (912)842-5877

L.W. (Nicky) Gwinnett, Jr. Mayor Hubert Keith Roughton, Mayor Pro-Tem Bradley Anderson, Councilman Rebecca Kelly, Councilwoman James Harrison, Councilman Sheila Wentz, Councilwoman Carter Crawford, City Manager Lori Phillips, City Clerk Melissa Pevey, Assistant Clerk Ben Perkins, City Attorney

CALLED MEETING and WORK SESSION THURSDAY, APRIL 11, 2024 6:30 PM MINUTES

- 1. Call to order and welcome Mayor Gwinnett Invocation
- 2. Pledge of Allegiance
- 3. Consideration of a motion to approve the agenda Motion to Approve

MOTION:

Brad Anderson

SECOND:

James Harrison

AYES:

Rebecca Kelly, Brad Anderson, James Harrison, and Keith Roughton

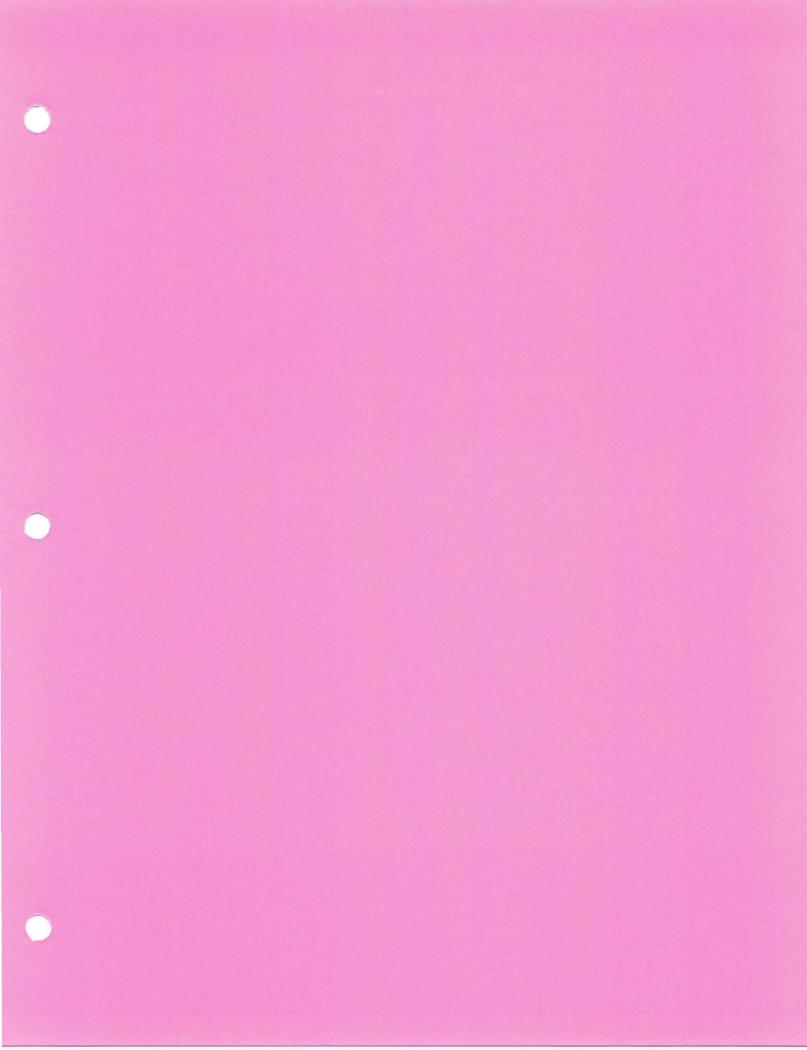
NAYES:

None

The motion carried 4-0

- 4. FIRST READING OF AN ORDINANCE TO REQUIRE CONCRETE CULVERTS FOR ACCESS DRIVEWAYS WITHIN PUBLIC RIGHTS-OF-WAY OF MUNICIPAL STREETS WITHIN THE CITY OF BROOKLET.
 - Public Comment and Discussion
 - No Discussion

5.	Sessio Motion MOTIO SECON AYES: NAYES:	n to Approve N: Rebecca Kelly D: James Harrison Rebecca Kelly, Brad Anderson, James Harrison, and Keith Roughton		
6.	Work 6.1. 6.2. 6.3. 6.4. 6.5. 6.6. 6.7. 6.8.	pdate concerning the Water/Sewer system for the new school from Wesley arker, City Engineer, and Matthew Morris, City Consultant. SW Overview & Code Experience - Caleb P. Racicot eview of the invoice received from Parker Engineering, LLC. for \$3,616.25 or Utility Planning for the Future SEB High School. etter of Recommendation – Highway 80 Water Extension Project – Parker ngineering recommends the project be awarded to Y-Delta, Inc. in an mount equal to the base bid amount of \$374, 315.67. owntown Parking/Flower Beds Discussion ood Truck Ordinance Discussion armers Market Discussion eview of a Proposal from Digital Office Equipment to Lease a Brother Color Iulti-Function Copier, Printer, Scanner, and Fax for the City Clerk's Office. A 60-month lease is \$108.88 and a 48-month lease for \$121.48) eminder: Employee Evaluations are due to the City Clerk no later than ally 1, 2024.		
7.	MOTIO SECON AYES: NAYES: The mo	D: Keith Roughton Rebecca Kelly, Brad Anderson, James Harrison, and Keith Roughton		
Carter	Carpente	er, City Manager L.W. (Nicky) Gwinnett, Jr., Mayor		
Lori Ph	illips Cit	v Clerk		





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Carter Crawford, City Manager Lori Phillips, City Clerk Melissa Pevey, Assistant Clerk Ben Perkins, City Attorney

JULY 11, 2024 SPECIAL CALLED MEETING & PUBLIC HEARING 6:30 pm MINUTES

- 1. Call to Order by Mayor Nicky Gwinnett
- 2. Invocation by Councilmember Brad Anderson
- 3. Pledge of Allegiance by Councilmember Sheila Wentz
- 4. Consideration of a Motion to Approve the Agenda Motion to Approve

MOTION:

Rebecca Kelly

SECOND:

Keith Roughton

AYES:

Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and

Keith Roughton.

NAYES:

None

The motion carried 5-0

- 5. Public Hearing and consideration of a motion to approve the first reading of:
 - A. Ordinance RZ 2024-018: An ordinance to annex 278.13 acres, more or less, parcel 136 000024 000, owned by Weyerhaeuser Company, into the city limits of Brooklet. The said property shall be zoned R-3.
 - Public Comments and Discussion
 - Motion to approve the first reading
 - B. Ordinance RZ 2024-018: An ordinance to amend the zoning map of the city of

Brooklet to rezone property designated as parcel 136 000024 001, Bulloch County tax assessor's office, containing 25.87 acres, more or less, located just inside the Brooklet city limits.

- Public Comments and Discussion
- Motion to approve the first reading
- **C.** An ordinance to amend chapter 50, article ii. Water to provide new water and wastewater rates and charges in the City of Brooklet.
 - Public Comments and Discussion
 - Motion to approve the first reading
- D. An ordinance to amend section 26-181(c)(2) Regulating Food Trucks
 - Public Comments and Discussion
 - Motion to approve the first reading
- 6. Recognition of guests who have signed up to speak
- 7. Discussion Item(s):
 - 7.1. Brooklet Farmers Market, LLC. Michelle Wilson
 - 7.2. Love Tiffany Downtown Beautification Project
 - 7.3. Coastal Regional Planning Commission
 - 7.4. SPLOST
 - 7.5. Sanitation Fee
 - 7.6. Review of Quotes received for installing cameras at the Public Works Department
 - Quote # 001 Bulloch Solutions for \$1,587.94
 - Proposal # 20507 FEMAC Security Solutions for \$1,668.00
 - 7.7. Review of Quotes received for installing cameras at the Randy Newman Community Center
 - Quote # Bulloch Solutions for (waiting on quote)
 - Proposal # 20508 FEMAC Security Solutions for \$2,995.00
 - 7.8. Review of Quotes received for installing cameras with audio in the Council Chambers/Court Room at City Hall
 - Quote # 001 Bulloch Solutions for \$1,913.10
 - Proposal # 20513 FEMAC Security Solutions for \$1,943.00
- 8. Discussion and Consideration of a Motion to Approve the Amended FY2024 Budget.

Motion to Approve

MOTION:

Brad Anderson

SECOND:

lames Harrison

AYES:

Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and

Keith Roughton.

NAYES:

None

The motion carried 5-0

9. Consideration of a Motion to enter into an Executive Session to discuss "Personnel

	14-3(b) Motion to App MOTION: SECOND: AYES:	James Harrison Brad Anderson Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and Keith Roughton.
	NAYES: The motion ca	None
10.	Consideration Special Called Motion to App MOTION: SECOND: AYES: NAYES:	n of a Motion to come out of the Executive Session and enter into the I meeting. Prove Rebecca Kelly Keith Roughton Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and Keith Roughton. None
	The motion ca	arried 5-0
11.	Discussion and Motion to App MOTION: SECOND: AYES: NAYES: The motion can	Rebecca Kelly Brad Anderson Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and Keith Roughton. None
12.	Motion to Adj MOTION: SECOND: AYES: NAYES: The motion ca	Rebecca Kelly Brad Anderson Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and Keith Roughton. None
Арр	roved this	day of
Cart	er Carpenter, Ci	ty Manager L.W. (Nicky) Gwinnett, Jr., Mayor
Lori	Phillips, City Cle	erk

JULY 11, 2024 SPECIAL CALLED MEETING AND PUBLIC HEARING

In a significant move, the council approved the appointment of Carter Crawford as interim city manager, with his term set to begin on August 1st at the July 11, 2024 meeting.

Mayor Pro-Temp **Rebecca Kelly** made the motion to approve Carter Crawford as interim City Manager. The powers and duties of a city manager in Brooklet are outlined in the "2024 NEW CITY CHARTER" under section 2.33.

Crawford will be filling in for the city manager for the next six to nine months. While he's there he's work on getting everything organized and putting policies and procedures in place to help the City operate more efficiently. Along with this he will help Brooklet find a permanent city manager.

At the meeting Mayor Nicky Gwinnett and the council members addressed several key issues and began the process to make decisions that will impact the future development and infrastructure of the city.

The meeting began with a prayer led by Councilman Brad Anderson and the Pledge of Allegiance led by Councilwoman Sheila Wentz. The agenda was approved, and several significant motions were discussed and voted on.

One of the major decisions made during the meeting was the approval of the first reading of Ordinance RZ 2024-018, which involves the annexation of 278.13 acres owned by Weyerhaeuser Company into the city limits of Brooklet. The property will be zoned R-3. Additionally, another first reading of an ordinance was approved to rezone a 25.87-acre property near the city limits.

During public comments, concerns were raised about a proposed subdivision and its impact on traffic, schools, and other community resources. Cody Rogers from EMC Engineering provided insight into the development timeline and zoning considerations.

The council also approved the first reading of an ordinance to amend water rates and charges in the city to address ongoing infrastructure challenges, particularly related to outdated water pipes that are nearly a century old. Matt Morris, the city

consultant for water and sewer projects, emphasized the importance of addressing these issues as the city continues to grow.

Furthermore, the council approved an ordinance regulating food trucks, allowing for charges for parking spaces. The discussion also touched upon the Brooklet Farmers Market, LLC, with organizer Michelle Wilson presenting several proposals, including rental space changes and plans for setting up food trucks.

Other topics discussed included planning and zoning updates from the Coastal Regional Planning Commission, and upcoming meetings related to SPLOST funding and sanitation fees.

Overall, the Brooklet City Council meeting highlighted the city's commitment to managing growth, addressing infrastructure needs, and supporting community projects that will enhance the quality of life for residents. The decisions made during the meeting reflect the council's dedication to planning for the future and ensuring the continued prosperity of Brooklet.

Continue reading for more on all business covered by Brooklet City Council.

The called meeting

The July 11, 2024 meeting was called to order by Brooklet Major **Nicky Gwinnett** and was preceded by Councilman **Brad Anderson** with a prayer, and Councilwoman **Sheila Wentz** with the Pledge of Allegiance.

APPROVED 4. Consideration of a Motion to Approve the Agenda:

Public Hearing

5. Public Hearing and consideration of a motion to approve the first reading of:

What is a first reading and how does it work?

When they amend an ordinance, it requires a first reading. That way the council can discuss anything that needs to be changed before the next meeting. In the case of the annexation below, next week at the city council meeting, it will have the second reading and a vote for approval of denial of that ordinance.

Essentially, the first reading is basically just a draft of an ordinance and if they want to change anything during that meeting, it gives them that week before the next meeting to approve it for the second reading. If something significant was to come up, they wouldn't approve the first reading and make changes. If the change isn't major, then it can be changed before the second reading.

First Reading APPROVED - A. Ordinance RZ 2024-018: An ordinance to annex 278.13 acres, more or less, parcel 136 000024 000, owned by Weyerhaeuser Company, into the city limits of Brooklet. Said property shall be zoned R-3. First Reading APPROVED

First Reading APPROVED - B. Ordinance RZ 2024-018: An ordinance to amend the zoning map of the city of Brooklet to rezone property designated as parcel 136 000024 001, Bulloch County tax assessor's office, containing 25.87 acres, more or less, located just inside the Brooklet city limits.

During the public comments, Councilman **James Harrison** asked the person asking for approval of the ordinance, **Cody Rogers** (EMC Engineering), what were the concerns about the subdivision were going to be, to which Rogers mentioned two people have addressed their concerns were about the timing between the high school and the subdivision.

Rogers explained that this is looking like a 10-year process if everything goes right. The first lots won't be built for another three years. The project is split into four to five phases. They are very early in their process.

Councilman Anderson then asked about the R3 zoning being a multifamily zone, to which Rogers replied that it wasn't don't for the multifamily reason, it was for the smaller lot sizes that are allowed.

The proposed subdivision will be located off Parker Avenue, just past the Southeastern Tire Service.

Dave Bircher asked the council members about who will be funding the traffic lights, police, schools and so on, to which Mayor Gwinnett stated that it was a little premature to say at this time.

Rogers backed this up by saying, "I know working with the city engineer, we will have to submit a traffic study probably for the full development. Once we have an idea what that total yield would be. We would have multiple study intersections that

will be affected by the traffic generated with this development. They'll have to be submitted to the city engineer for review as part of the package. There are several other studies we'll have to do but we'll pick all that off concurrently."

First Reading APPROVED - C. An ordinance to amend chapter 50, article ii. - water to provide for new water and wastewater rates and charges in the City of Brooklet.

Matt Morris, city consultant for water and sewer project conversed with the council members about the different percentages that can be used to fix the water infrastructure problem that is facing Brooklet. Over the past few meetings, it has been brought up along with the water and sewer project that the water pipes in the city are outdated and some are almost 100 years old. With the city looking to grow at the rate its projecting, fixing the water pipes are on the to-do-list soon. Morris also adds that surrounding cities are also taking on debt to deal with water issues. It was decided that the Water Capital Improvement Fee on water bills from the customers consumption would be increased from 15% to 25% in order to fix the water infrastructure in the city.

First Reading APPROVED - D. An ordinance to amend section 26-181(c)(2) Regulating Food Trucks.

This will allow for food trucks to be charged for a parking space/lot.

6. Recognition of guest who have signed up to speak

No one signed up to speak at this meeting.

7. Discussion Item(s):

7.1. Brooklet Farmers Market, LLC. - Michelle Wilson

Wilson, organizer of the Brooklet Farmers Market got straight to the point and said that she had four things to talk about.

 After the rental space for the farmers market was changed to \$175, some of the money had already been given to the city for that space previously, and she asked for it back, to which the council was happy to comply.

- 2. Wants to set up rental times from April 5 Nov. 15. This is to try to avoid any scheduling issues like she has in the past.
- 3. Wants to charge food trucks
- 4. Needs a place for a freezer/cooler. This will be used to put holdover foods for people traveling to get them. Mayor Gwinnett and the council mention a place where Wilson can plug in a freezer or cooler, but will need her to sign something that states that she would be responsible if anything was stolen from the cooler.

The council agreed to all of these terms, and are allowing Wilson to receive a check or city credit with the \$175 that was given to the city, along with allowing her to charge for food truck parking spaces, allowing the rental dates, and they are allowing her to use a cooler for goods at the Randy Newman Community Center.

7.2. Love Tiffany- Downtown Beautification Project

Miss Tiffany was not in attendance for this meeting.

7.3. Coastal Regional Planning Commission

Councilman **Keith Roughton** brings up the urgency that the city needs to get the ball rolling with planning and zoning. The \$60 hourly charge is better than the \$200 hourly charge, and the council all agree that there is a need for new zoning maps, especially with the growth of Brooklet.

The plan is to hire the <u>Coastal Regional Planning Commission</u> in next week's meeting, but the council would like to for them to come and go through each of the services they provide and what the cost will be.

7.4. SPLOST

Planned a meeting about SPLOST, what it is and how it will be spent on **July 30 at 6:30pm.**

7.5. Sanitation Fee. MOVING TO NEXT WORK SESSION.

As of right now, the sanitation fee cost \$18 a month. That is for trash pick up alone, but they also provide assistance with tree limbs, sticks and other yard aid for no extra cost. The council wants to increase the fee by \$2, so that it can help cover the cost of the equipment used in getting the limbs. That goes for the out of town rate as well. The council wants to also look into a back-up truck.

7.6. Review of Quotes received for installing cameras at the Public Works Department

- Ouote# 001 Bulloch Solutions for \$1,587.94
- Proposal# 20507 FEMAC Security Solutions for \$1,668.00

7.7. Review of Quotes received for installing cameras at the Randy Newman Community Center

- Quote# Bulloch Solutions for \$3770.24
- Proposal# 20508 FEMAC Security Solutions for \$2,995.00

7.8. Review of Quotes received for installing cameras with audio in the Council Chambers/Court Room at City Hall

- Ouote# 001 Bulloch Solutions for \$1,913.10
- Proposal# 20513 FEMAC Security Solutions for \$1,943.00

The council decided to go ahead with FEMAC Security Solutions for the camera installations at the Public Works Department, Randy Newman Community Center, and cameras with audio in the Council Chambers/Courtroom at City Hall.

APPROVED Moving to the consent agenda of next meeting - 8. Discussion and Consideration of a Motion to Approve the Amended FY2024 Budget.

Executive Session

APPROVED - 9. Consideration of a Motion to enter into an Executive Session to discuss "Personnel Matters" "Real Estate" and/or "Potential Litigation" in accordance with O.C.G.A 50- 14-J(b)

- 10. Consideration of a Motion to come out of the Executive Session and enter into the Special Called meeting.
- 11. Discussion and Consideration of a Motion to Appoint an Interim City Manager.

Councilwoman **Rebecca Kelly** made the motion to appoint Carter Crawford as interim city manager to begin August 1. Motion seconded by Councilman Anderson, motion passed with all ayes.

Crawford will be filling in for the city manager for the next six to nine months. While he's here. he's work on getting everything organized and putting everything back into control where it needs to be, along with helping Brooklet find a permanent city manager.

Meeting adjourned





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Carter Crawford, City Manager Lori Phillips, City Clerk Melissa Pevey, Assistant Clerk Ben Perkins, City Attorney

Work Session October 10, 2024 6:30 PM Minutes

- 1. Call to order and welcome Mayor Gwinnett
 - Invocation by Mayor Gwinnett
 - Pledge of Allegiance by all.
- 2. Consideration of a motion to approve the agenda

There was a motion to amend the agenda to add for discussion, Item I. Agenda

Protocol.

MOTION: Brad Anderson SECOND: Sheila Wentz

AYES:

Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and Keith

Roughton

NAYES: None

3. Discussion Items:

a. Proposed Purchasing Policy

- b. Proposed Vehicle/Equipment Replacement Policy
- c. Select Comprehensive Plan Stakeholders
- d. SPLOST
- e. Appointment of Sheila Wentz for Water Committee
- f. All Green Services Invoice#63
- g. South 301 Auto Body Service Invoice for Police Vehicle Repairs h. Proposed Work Order Software
- i. Georgia Technologies Quote for Laptops
- j. Christmas Party and Employee Recognition
- k. Tree Removal on City Right-of-Ways
- l. Agenda Protocol

4. Motion to Adjourn
Motion to Approve
MOTION: Brad Anderson SECOND: Rebecca Kelly **AYES:**

Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and Keith Roughton

None NAYES:

The motion carried 5-0

Approved this	day of		·
L.W. (Nicky) Gwinn	ett. Ir. Mayor	Lori Phillip	os. City Clerk

Brooklet City Council discusses SPLOST 2024 scenarios

The Brooklet City Council's October 10, 2024, work session focused on several key issues, including preparations for the upcoming SPLOST 2024 referendum and the selection of stakeholders for the town's comprehensive plan. The council also reviewed new purchasing and vehicle replacement policies, discussed tree removal efforts, and debated how best to recognize city employees during the holidays.

The meeting started with Mayor **Nicky Gwinnett** offering a prayer focused on the town's recovery from the recent storm and the hard work of the public works team handling cleanup. The Pledge of Allegiance followed, and the agenda was approved after Councilwoman **Rebecca Kelly** requested an amendment to revisit a previously discussed public comment protocol.

Proposed Purchasing Policy

Carter Crawford, City Manager, presented a new purchasing policy aimed at making Brooklet's purchasing process more efficient while maintaining accountability. The policy outlines steps for different purchase amounts, including guidelines for competitive bidding, and makes smaller purchases easier for city departments. A minor adjustment was proposed to require City Council approval for expenditures over \$10,000 if they aren't part of the annual budget. The council appreciated the simplicity and agreed it would make day-to-day operations smoother.

Vehicle and Equipment Replacement Policy

The council discussed a proposed policy for replacing city vehicles and equipment, based on national guidelines. The policy sets up an annual review process to evaluate the condition of vehicles and equipment, using factors like age, mileage, and repair costs. The review team would consist of the city manager, police chief, and public works director. The council supported this approach, noting that it would help them plan and budget for future replacements. They agreed to move this item to the consent agenda.

Comprehensive Plan Stakeholders Selection

The city needs to form a team of 12-15 community stakeholders to assist with developing Brooklet's comprehensive plan. The team will include local residents, business owners, educators, and developers. Councilman **Bradley**

Anderson stressed the importance of selecting stakeholders who live in Brooklet, as they have a vested interest in the town's future. Councilwoman Sheila Wentz suggested including younger voices to bring in fresh perspectives. The council will submit names to the city clerk, and final selections will be discussed in the next session.

SPLOST 2024

The council reviewed several scenarios for using the upcoming \$135 million SPLOST (Special Purpose Local Option Sales Tax) funds. In Scenario 1, \$60 million is allocated for a new jail, with \$11.8 million for judicial projects, leaving fewer funds for other community needs.

Scenario 2 reduces jail funding to \$42 million, freeing up money for indoor recreation facilities in Statesboro and \$2.2 million for sewer improvements in Brooklet.

Scenario 3 also allocates \$42 million for the jail, but introduces more flexibility for community projects by further adjusting funds between the county and cities, with the possibility of additional funds if collections exceed \$145 million. The council discussed the need to gain public support for the March 2024 referendum, emphasizing that if the SPLOST doesn't pass, property taxes may need to increase to fund these projects.

State of Georgia Investment Pool

Brooklet is considering joining the Georgia Fund 1 investment pool, which would allow the city to invest surplus funds while retaining easy access to the money. The current interest rate is 5%, which the council found attractive. More information will be presented at a future meeting, but initial discussions were favorable, as this could provide a good return for the city's unused funds.

Application of Sheila Wentz for Water Committee

Sheila Wentz's application to join the Water Utility Board was approved. The board is responsible for reviewing billing adjustments and setting up payment plans for residents. The council moved her application to the consent agenda for final approval.

All Green Services Invoice

There was some confusion over a past-due invoice from All Green Services, but it was later discovered that the payment had already been processed. The council agreed to wait for final confirmation from All Green before considering the matter closed, expecting it to be resolved by the next meeting.

South 301 Auto Body Service Invoice

The council reviewed an invoice for police vehicle repairs, which totaled \$6,441.31. This amount was covered by insurance, and the council agreed to add this item to the consent agenda for approval.

Roadwork Orders Software

The city is exploring a cloud-based software system for managing public works work orders. The software would allow citizens to submit and track work orders online, helping streamline the process and reduce paperwork. While the system could improve efficiency, the council suggested delaying the purchase until January to better align with the city's budget cycle.

Georgia Technologies Quote for Laptops

The council reviewed quotes for new laptops or iPads to reduce the amount of paper used during meetings. The proposed cost for laptops was \$6,265, while iPads were quoted at \$5,250. Some council members raised concerns about spending this amount of money, given the limited number of meetings. Alternatives such as Chromebooks or shared monitors were suggested, and the decision was postponed until January for further consideration.

Core & Main Bid Proposal

This bid, related to purchasing water meters for a new subdivision, had been deferred from a previous meeting. The council agreed to move the bid to the consent agenda for final approval.

Christmas Party and Employee Recognition

The council debated whether to host a city-funded Christmas party or to redirect the funds toward employee bonuses and a community service project. Mayor Gwinnett supported holding a party as a way to thank employees, while Bradley Anderson suggested giving employees bonuses and organizing a community service event. The council leaned toward the idea of providing bonuses rather than spending city money on a party, but no final decision was made.

Tree Removal on City Right-of-Ways

The council discussed the need to remove aging, potentially dangerous trees along city right-ofways. A list of trees needing removal will be compiled, focusing on those at risk of falling and causing damage. The council recognized that many trees have been neglected for years and agreed that action should be taken before future storms cause further issues. The matter will be revisited once the list is complete.

Public Comment Protocol

Councilwoman Kelly brought up a discrepancy in the city's public comment protocol. The current form requires comments to be submitted a week in advance, but citizens don't receive the agenda until 48 hours before the meeting, creating confusion. Kelly proposed updating the form and policy to allow comments on any topic and adjust the submission timeline. The council agreed that the protocol should be revised and asked Kelly to work with the city attorney to resolve the issue.

1. Call to order and welcome - Mayor Gwinnett

- Invocation
- Pledge of Allegiance

2. Consideration of a motion to approve the agenda

 Council approves agenda and moves discussion of the public comment protocols to the end of the item list.

3. Discussion Items:

3.1 Proposed Purchasing Policy

The purchasing policy presented by Mr. Carter was based on a sample from the Georgia Municipal Association, adapted for a smaller city. It outlines various approval levels for city purchases, emphasizing streamlined processes for smaller expenses. The policy includes procedures for bidding, RFPs, and purchase orders. The council suggested an adjustment on approval levels for purchases over \$10,000. The policy was generally well-received.

Summary of the Proposed City of Brooklet Purchasing Policies

Objective

The City of Brooklet aims to ensure that taxpayer dollars are spent economically and efficiently. The purchasing policies are designed to promote open and fair competition through competitive means whenever possible. Purchasing levels are periodically reviewed and may be adjusted with City Council approval.

Use of Policy

These policies are established for the City's fiscal responsibility and benefit. They do not confer any rights, duties, or entitlements to bidders or proposers.

Key Definitions

- · Capital Asset: Property valued at \$5,000 or more with a useful life exceeding one year.
- Capital Improvement Projects: Projects involving public infrastructure, included in the City's five-year capital improvement plan.
- Competitive Bid Process: Methods like bidding, Requests for Proposals (RFPs), or Requests for Qualifications (RFQs) to secure the best price or contractor.
- Emergency Conditions: Situations severely hampering operations or risking life, health, safety, or property, as determined by the Department Director and City Manager.
- Sole Source Purchase: Procurement from a single source without soliciting multiple bids under certain conditions.

Purchasing Levels and Approval Requirements

Order Amoun	t Process Required	Approvals Needed
Less than \$100	No prior Purchase Order; submit receipt after	Department Director
	purchase.	
\$100.01 - \$2,499.99	Purchase Order required.	Department Director
\$2,500 -	Obtain minimum of three verbal quotes;	Department Director and City
\$9,999.99	Purchase Order required.	Manager
\$10,000 -	Obtain minimum of three written	City Council approval if not in
\$25,000	bids/proposals.	annual budget
\$25,000 and above	Competitive Bid Process; Contract approved by City Council.	City Council

- · Projects or purchases must not be divided to avoid higher approval levels.
- Amendments increasing costs by more than 5% or \$2,500 require additional approval.

Petty Cash Requisitions

- Used for small obligations not exceeding \$50.
- · Requires departmental supervisor approval.
- · Sales receipts must be provided within two business days.
- · Sales tax will not be reimbursed; use the City's tax-exempt number.

Purchase Orders

- Required for all purchases unless exempt.
- Departments must ensure budget availability and obtain necessary approvals.
- Exempt items include council-approved service contracts, debt service, grants, insurance, land acquisition, payroll, professional services, and utilities.

Bidding Procedures

- Informal Bids/Quotes/Proposals (Under \$50,000):
 - o \$2,500 \$9,999.99: Obtain at least three verbal guotes.
 - \$10,000 \$25,000: Obtain at least three written quotes.
- Competitive Bids (Over \$25,000):
 - Requires public advertisement and formal bid documents. o Includes Invitations to Bid, RFPs, and RFQs.
 - Steps include developing specifications, public notices, bid openings, evaluations, and City Council approvals.

Bonding and Insurance Requirements

- Bid Bonds: Typically 5-10% of bid amount; ensures bid maintenance.
- Performance Bonds: 100% of contract price for projects over \$50,000.
- Payment Bonds: 100% of contract price for projects over \$50,000.
- Insurance: Contractors must provide certificates covering general liability, automobile liability, workers' compensation, and professional liability.

Sole Source Purchases

Allowed when only one vendor can meet the specific needs.

 For purchases of \$10,000 or more, City Council must approve waiving bidding procedures.

Local Vendor Preference

- Preference given to local vendors if within 5% or \$1,000 (whichever is less) of the lowest bid.
- Applies to vendors with a valid business registration or sales tax license on file with the City.

Ethics in City Contracting

- City officials and employees must disclose any interest in contracts and recuse themselves from related decisions.
- · They may not influence decisions if they have a personal interest.

Emergency Purchasing

- Normal procedures may be waived during emergencies.
- Approval authorities during emergencies:
 - o Department Director: Up to \$50,000. o City Clerk: Up to \$50,000. o City Manager: Over \$50,000.
- A summary of emergency purchases must be submitted to the City Council.

Receiving Procedures and Check Requests

- Departments must verify receipt and condition of goods.
- · Damaged goods must be reported immediately.
- · Invoices should be sent directly to Accounts Payable.
- · All receiving documents must be submitted with check requests for payment processing.

3.2 Proposed Vehicle/Equipment Replacement Policy (Moving to Consent Agenda)

The city plans to adopt a policy for vehicle and equipment replacement based on American Public Works Association guidelines. A team will assess the condition of all city equipment annually to determine necessary replacements. The policy will be added to the consent agenda for the next meeting.

The City of Brooklet's Fleet Replacement Policy aims to ensure that city staff have the necessary tools—such as vehicles and equipment—to perform their duties safely and efficiently. The policy emphasizes cost control, maintenance, and the strategic replacement of vehicles to maximize their lifespan and value.

Objectives: The city seeks to control operating and maintenance costs, manage the fleet's size, standardize the vehicles, and accurately budget for replacements.

Maintenance: Regular preventive maintenance is essential to keep vehicles in good working condition and reduce repair costs. Escalating maintenance expenses and downtime are key indicators of when vehicles should be replaced.

Replacement: The City follows industry guidelines for vehicle replacement and maintains an updated schedule tracking age, usage, reliability, and costs. Replacement occurs when vehicles reach the end of their economic life or are no longer safe or reliable.

Disposal: Vehicles are reassigned or disposed of according to the City's asset disposal policy.

3.3 Select Comprehensive Plan Stakeholders

The city is preparing to develop a comprehensive plan and discussed selecting a team of community stakeholders to assist in the process.

Stakeholder Composition:

The plan requires the involvement of 12-15 stakeholders, including two citizens, two local business representatives, one or two education representatives, one minority representative, two local developers, two members of the city planning board, and two local ministers (one of whom should be a minority).

· Council Discussion:

Council members were tasked with submitting names of potential candidates. Bradley Anderson emphasized the importance of selecting stakeholders who reside in Brooklet, arguing that local residents and business owners have a vested interest in the town's future. Sheila Wentz suggested including younger people to ensure generational diversity. The council agreed that the composition should reflect a mix of perspectives.

Next Steps:

Council members were asked to submit their lists to the city clerk, and the final selections would be discussed at the next work session.

3.4 SPLOST 2024:

The council discussed various funding scenarios for the \$135 million Special Purpose Local Option Sales Tax (SPLOST) for 2024.

Funding Breakdown:

The first scenario allocates \$60 million for a new jail, with \$11.8 million set aside for judicial projects. Other funds would be distributed between the county and cities, including Brooklet, Statesboro, Portal, and Register.

Second Scenario:

An alternative scenario reduces jail funding to \$42 million, freeing up more money for county-wide projects like indoor recreation facilities and sewer upgrades in Brooklet.

Public Engagement:

Mayor Gwinnett stressed the need to secure public support for the SPLOST referendum, emphasizing that failure to pass it could result in higher taxes. Anderson noted that the public often misunderstands the benefits of SPLOST, which largely helps fund projects with contributions from visitors and non-residents.

· March Referendum:

The council remains on track for a March 2024 referendum, with the goal of finalizing decisions by November before county commissioners change hands. The referendum may stand alone, which could impact voter turnout.

3.5 State of Georgia Investment Pool:

The council is considering participating in the Georgia Fund 1 investment pool, a state-managed investment option for local governments.

Investment Strategy:

The pool allows local governments to invest surplus funds and withdraw them on short notice, offering more flexibility than traditional CDs. Current interest rates are at 5%, which is appealing to the council.

Next Steps:

Further details will be presented at a future meeting, but the council was generally supportive of the idea.

3.6 Application of Sheila Wentz for Water Committee:

Sheila Wentz's application for the Water Utility Board was approved. The board handles utility adjustments and meets monthly to discuss issues such as payment plans and billing adjustments.

Outcome:

Moved to the consent agenda.

3.7 All Green Services Invoice:

There was confusion over a past-due amount on an invoice from All Green Services. The issue appeared to be a clerical error, as the city had already made a payment that had crossed in the mail with the invoice.

Resolution:

The council agreed to wait for further clarification from All Green Services, with the issue expected to be resolved by the next meeting.

3.8 South 301 Auto Body Service Invoice:

The council reviewed an invoice for repairs to a police vehicle. The repairs, totaling \$6,441.31, had been covered by insurance, and the council agreed to add this item to the consent agenda.

3.9 Roadwork Orders Software:

The city is considering a cloud-based software system to manage work orders more efficiently.

Benefits:

The system would allow citizens to submit work orders online and track their progress. It also integrates with the city's water mapping system and provides detailed reporting on work order status, labor hours, and materials used.

· Council Discussion:

While the system would streamline processes and reduce paper use, some council members suggested waiting until January to implement it, aligning with the city's budget cycle.

3.10 Georgia Technologies Quote for Laptops:

The council discussed quotes for new laptops or iPads to be used during meetings, aiming to reduce paper consumption.

· Cost:

The quote for seven laptops was \$6,265, while the quote for seven iPads was \$5,250. The council debated whether this expense was justified, considering they only meet twice a month.

Alternative Solutions:

Some council members proposed looking into Chromebooks or monitors connected to a central server to save costs. The decision was delayed until January to allow more time to explore options.

3.11 Core & Main Bid Proposal:

This item, related to purchasing water meters for a new subdivision, had been deferred from a previous meeting. The council agreed to add it to the consent agenda.

3.12 Christmas Party and Employee Recognition:

The council debated whether to hold a city-funded Christmas party or to focus on employee bonuses and community service projects.

Mayor's Proposal:

Mayor Gwinnett advocated for a Christmas party as a way to thank employees and build camaraderie. However, council members expressed concerns about the cost, which could range from \$3,000 to \$5,000.

Alternative Ideas:

Bradley Anderson suggested redirecting those funds to employee bonuses and proposed organizing a community service project, such as supporting local food banks or shelters. The council leaned toward providing bonuses rather than hosting a party, though no final decision was made.

3.13 Tree Removal on City Right-of-Ways:

Council members discussed the need to remove aging and potentially dangerous trees along city right-of-ways.

Assessment Plan:

A list of trees needing removal will be compiled, focusing on those posing the greatest risk to property and public safety. The council acknowledged that many trees have been neglected for years and need to be addressed before future storms cause further damage.

Next Steps:

The list of trees will be presented at a future meeting, and funding for tree removal will be discussed.

3.14 Protocol Discussion:

Councilwoman Kelly raised concerns about discrepancies in the city's public comment protocol.

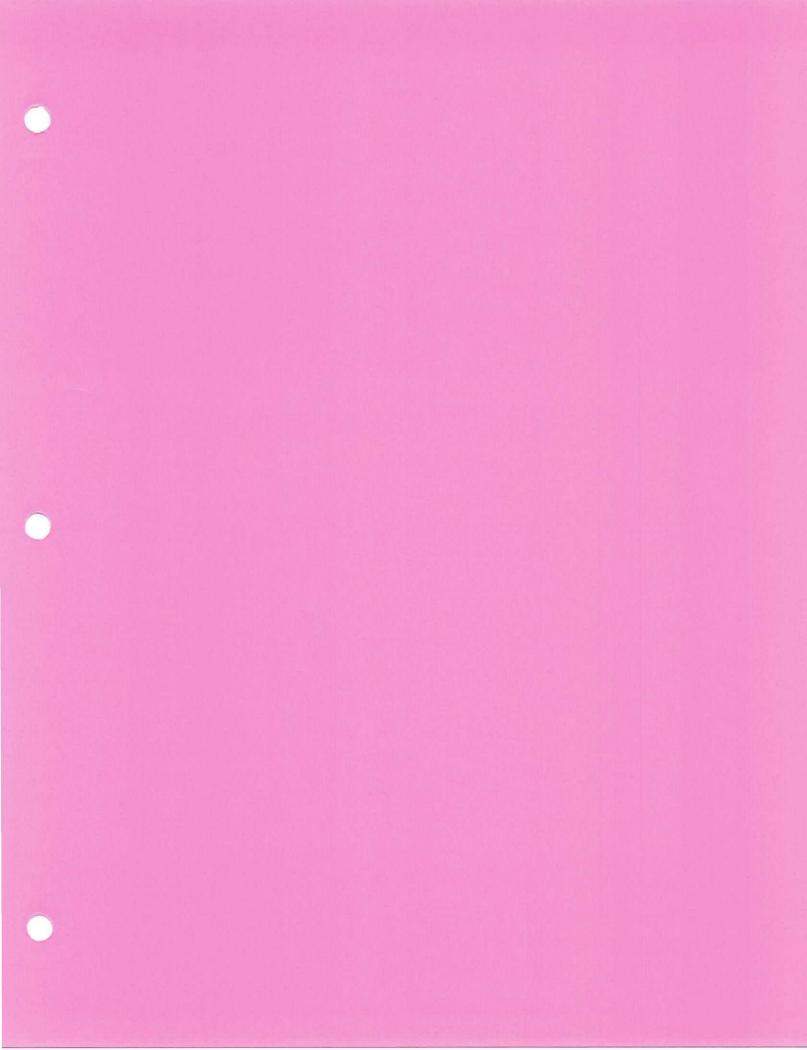
Issue:

The current protocol states that public comments are limited to topics related to city business and must be submitted one week in advance, even though the public only receives the agenda 48 hours before the meeting. This has caused confusion, as the form allows comments on topics not listed on the agenda, contradicting the protocol.

· Council's Response:

The council agreed that citizens should be allowed to speak on any topic, not just agenda items, and that the form submission timeline should be adjusted. Kelly was tasked with reaching out to the city attorney to clarify and update the protocol.

4. Motion to adjourn





CITY OF BROOKLET 104 CHURCH ST. BROOKLET, GA 30415 PHONE (912) 842-2137 FAX (912)842-5877

L.W. (Nicky) Gwinnett, Jr. Mayor Hubert Keith Roughton, Mayor Pro-Tem Bradley Anderson, Councilman Rebecca Kelly, Councilwoman James Harrison, Councilman Sheila Wentz, Councilwoman

Carter Crawford, City Manager Lori Phillips, City Clerk Melissa Pevey, Assistant Clerk Ben Perkins, City Attorney

City Council Meeting October 17, 2024 7:00 PM Minutes

- 1. Call to order and welcome Mayor Gwinnett
 - Invocation
 - Pledge of Allegiance
- 2. Consideration of a Motion to Amend the Agenda

MOTION:

Brad Anderson

SECOND:

Rebecca Kelly

AYES:

Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and

Keith Roughton.

NAYES:

None

The motion carried 5-0

Recognition of Guest(s) who have Signed Up to Speak

-Gill Howard

- 4. Recognition of Guest(s) Requested to be on the agenda:
 - a. James Holloway 238 Sara Beth Drive Services provided to some but not all residents, specifically maintenance of city easements.
- 5. Consideration of a Motion to Approve the Consent Agenda:
 - a. Proposed Purchasing Policy
 - b. Proposed Vehicle/Equipment Replacement Policy
 - c. All Green Services Invoice#63 for \$7,900.80
 - d. South 301 Auto Body Service Invoice for Police Vehicle Repairs for \$6,441.31
 - e. Proposed Work Order Software Limble Solutions, Inc., Annual Fee \$8.640.00

f. Core & Main Bid Proposal 9.12.24 for \$18,283.38

g. Appointment of Sheila Wentz for the Water Utility Board (Sec. 50-29 (b))

MOTION TO APPROVE

MOTION:

Rebecca Kelly

SECOND:

Brad Anderson

AYES:

Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and

Keith Roughton.

NAYES:

None

The motion carried 5-0

6. Consideration of a Motion to Approve the Minutes for the following Meetings:

a. September 12, 2024, Work Session

b. September 19, 2024, City Council

MOTION TO APPROVE

MOTION: James Harrison SECOND: Rebecca Kelly

AYES:

Rebecca Kelly, Sheila Wentz, Brad Anderson, James

Harrison, and Keith Roughton.

NAYES: None

The motion carried 5-0

7. Consideration of a Motion to approve the September

Financial Reports as presented.

MOTION TO APPROVE

MOTION: Brad Anderson SECOND: James Harrison

SECOND: James Harrison

AYES: Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and Keith

Roughton.

NAYES: None

The motion carried 5-0

8. Report from the City Manager

a. Carter Crawford

9. Reports from Committee Members

- a. Councilwoman Wentz
- b. Councilman Anderson
- c. Councilwoman Kelly
- d. Councilman Harrison
- e. Councilman Roughton

10. Report from City Clerk

a. Lori Phillips

11. Report from Planning & Zoning Administrator

- a. Melissa Pevey
- 12. **Report from Police Chief**
 - a. Gary M. Roberts
- 13. Report from the Safety Coordinator
 - a. Iim Stanoff
- 14. Report from the City Engineer
 - a. Wesley Parker, Parker Engineering, LLC.
- 15. Report from the Water/Sewer Consultant
 - a. Matthew Morris
- 16. Discussion Item(s):
 - Second Reading and Consideration of a motion to approve TA2024-020: An ordinance by the Mayor and City Council of Brooklet to amend the Brooklet, Georgia Subdivision Ordinance; to provide for notice; to provide for severability; to provide an effective date; to repeal all ordinances and parts of ordinances in conflict herewith; and for other purposes.

MOTION TO APPROVE

MOTION:

Brad Anderson

SECOND:

Rebecca Kelly

AYES:

Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison,

and Keith Roughton.

NAYES:

None

The motion carried 5-0

- First Reading of revised TA2024-021: An ordinance by the Mayor and City 16.2. council for the City of Brooklet, Georgia amending the Code of the City of Brooklet, Georgia at Zoning Appendix B, Article V, to amend and restate the table of permitted uses at Section 5-1, and to add Section 5-3 and Subsections 5-3.3 through 5-3.7 which provide for minimum standards in the R-3 zoning district; to provide for notice; to provide for severability; to provide an effective date; to repeal all ordinances and parts of ordinances in conflict herewith; and for other purposes.
- 16.3. Agenda/Meeting Protocol Discussion

MOTION TO APPROVE

MOTION:

Brad Anderson

SECOND:

James Harrison

AYES:

Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison,

and Keith Roughton.

NAYES:

None

The motion carried 5-0

16.4. Consideration of a motion to approve the Utility Easement Agreement with ID & LSV 109 West Lee. LLC.

MOTION TO APPROVE

MOTION:

Brad Anderson

SECOND:

Rebecca Kelly

None

AYES:

Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison,

and Keith Roughton.

NAYES:

The motion carried 5-0

16.5. Consideration of a motion to approve the Utility Easement Agreement with ID & LSGV 103 West Lee, LLC.

MOTION TO APPROVE

MOTION:

Brad Anderson

SECOND:

Rebecca Kelly

AYES:

Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison,

and Keith Roughton.

NAYES:

None

The motion carried 5-0

16.6. Discussion and consideration of a motion to approve the Sand Creek Land Construction invoice for hauling off debris for \$4,097.50.

MOTION TO APPROVE

MOTION:

James Harrison Brad Anderson

SECOND: AYES:

Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison,

and Keith Roughton.

NAYES:

None

The motion carried 5-0

16.7. Discussion and consideration of a motion to approve the Sand Creek Invoice-\$1,952.50.

MOTION TO APPROVE

MOTION:

Brad Anderson

SECOND:

Rebecca Kelly

AYES:

Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison,

and Keith Roughton.

NAYES:

None

The motion carried 5-0

16.8. Consideration of a motion to approve the Attorney Fee Agreement with Smith, Welch, Webb & White law firm to represent the city in the action pending in the Superior Court of Bulloch County, Civil Action No. SUCV2024000209, styled G3 Ventures, LLC v. City of Brooklet.

MOTION TO APPROVE

MOTION:

Brad Anderson

SECOND:

James Harrison

AYES:

Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison,

and Keith Roughton.

NAYES:

None

The motion carried 5-0

17. Consideration of a Motion to Adjourn

MOTION TO APPROVE

MOTION: SECOND:

Brad Anderson James Harrison

AYES:

Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and Keith Roughton.

NAYES:

None The motion carried 5-0

Approved this	day of	·	
L.W. (Nicky) Gwinnett	Jr., Mayor	Lori Phillips, City Clerk	

Brooklet Police Chief Gary Roberts announces retirement, Brooklet City projects progressing

Mayor Nicky Gwinnett presented Police Chief Roberts with a plaque honoring his years of service to the city. Staff also reported great progress on storm debris cleanup, the street paving project, the sewer and well project. This and more at Thursday's Brooklet City Council Meeting.

The Brooklet City Council met on Thursday evening, October 17, 2024, with **Mayor Nicky Gwinnett** calling the meeting to order. The agenda was approved with two amendments, including moving item 16.3 to the bottom and adding an invoice for Sand Creek Land Construction.

During the meeting, Police Chief Gary Roberts was recognized for his service as he announced his retirement. Mayor Gwinnett presented Chief Roberts with a congratulatory plaque, thanking him for his years of dedication to the city. Roberts, who has been a fixture in the community, will officially retire on Halloween, which will be his last day in office. He mentioned he hopes to complete pending tasks, such as securing radar permits and finalizing the animal control contract, before stepping down. Trick-or-treating will be held from 5:30 p.m. to 8:00 p.m. on October 31, with safety precautions in place.

The meeting also saw resident James Holloway address concerns about uneven city services, particularly maintenance of city easements. Holloway expressed frustration with the inconsistent upkeep in different areas, which Mayor Gwinnett acknowledged, stating the issue would be investigated.

The council approved a variety of consent agenda items, including new policies and several invoices for city services, as well as a proposal for new work order software. Additionally, the council received reports from City Manager Carter Crawford, City Clerk Lori Phillips, and City Engineer Wesley Parker, among others. Crawford highlighted the progress on storm debris cleanup, while Parker updated the council on several ongoing infrastructure projects, including street paving and water system upgrades.

The council also passed ordinances related to subdivision regulations and zoning amendments, further clarifying meeting protocols and approving utility easements

for new sewer systems. Mayor Gwinnett recused himself from discussions on one legal matter before the council adjourned.

Continue reading for all business covered at the meeting:

Mayor **Nicky Gwinnett** called the October 17 Brooklet city Council meeting to order, and the agenda was approved with two amendments: Item 16.3 was moved to the bottom of the agenda and a secondary invoice for Sand Creek Land Construction was added.

3. Recognition of Guest(s) who have Signed Up to Speak

Gill Howard expressed his gratitude for the workers that have done an excellent job of cleaning up storm debris.

4. Recognition of Guest(s) Requested to be on the Agenda:

a. **James Holloway** - 238 Sara Beth Drive - Services provided to some but not all residents, specifically maintenance of city easements.

Holloway said that he spoke to the City Manager about the matter, but was not satisfied with the answers he was given. He claims that some areas are more well kept than others, and the problem of not having enough city landscapers is not an adequate answer.

"It's a matter of manpower really," said Mayor Nicky Gwinnett, who furthered that the issue would be investigated.

During this portion of the meeting, Mayor Gwinnett also recognized Police Chief **Gary Roberts**, who recently announced his retirement. The Mayor presented Chief Roberts with a congratulatory plaque.

APPROVED 5. Consent Agenda:

- a. Proposed Purchasing Policy
- b. Proposed Vehicle/Equipment Replacement Policy
- c. All Green Services Invoice#63 for \$7,900.80
- d. South 301 Auto Body Service Invoice for Police Vehicle Repairs for \$6,441.31

- e. Proposed Work Order Software Limble Solutions, Inc., Annual Fee \$8.640.00
- f. Core & Main Bid Proposal 9.12.24 for \$18,283.38
- g. Appointment of Sheila Wentz for the Water Utility Board (Sec. 50-29 (b))

APPROVED 6. Consideration of a Motion to Approve the Minutes for the following Meetings:

- a. September 12, 2024 Work Session
- b. September 19, 2024 City Council

APPROVED 7. Consideration of a Motion to Approve the September Financial Reports as presented.

8. Report from the City Manager Carter Crawford

Crawford reports that city cleanup is going very well, with much of the debris pickup being contracted outside of the city. City staff are compiling paperwork that will secure FEMA reimbursements for storm damage.

9. Reports from Committee Members

Councilwoman **Rebecca Kelly** asked about a burn ordinance during storm cleanup in Brooklet, and worries that it is dangerous for infrastructure and air quality. Attorney Ben Perkins suggested staff can work on formalizing one.

10. Report from City Clerk Lori Phillips

Phillips said that she has talked to David Edwards with the US military vets, who said that 150 wreaths will be available for a \$17 donation.

11. Report from Planning & Zoning Administrator Melissa Pevey

Report items were listed on the agenda.

12. Report from Police Chief Gary M. Roberts

Chief Roberts said that 26 calls of service were answered this month and a recent burglary is under investigation. He said before he retires we would like to finish working on the radar permits, and continue making headway on the animal control contract. Halloween will be Robert's last day, and he said that trick or treating is from 5:30 pm to 8 pm.

13. Report from the Safety Coordinator Jim Stanoff

Stanoff reiterated precautions Chief Roberts suggested taking on Halloween, like taking extra care to watch for walking kids and hayrides. He also suggested that you do not follow cars closely.

He reports that the safety grant was submitted by the deadline, and the city will hear back soon. If approved for the grant, the city will be reimbursed \$3,000 for their safety cameras, and new safety kits for officers.

14. Report from the City Engineer Wesley Parker, Parker Engineering, LLC.

Parker reports that the Cromley land survey, archeology, and other GDOT required field work is complete, and a final report will now be written. He said that the street paving project is now complete aside from striping that should be finished soon. He reported that all that is left for the well project is to finish the propane tank, chemical feeds, and security fencing. The 12 inch water main project is 100% complete and the sewer project is being split into two phases for contracting purposes: force main and lift station.

Councilman Anderson asked if they are on track with bonds, and City Attorney Ben Perkins replied that all key documents are being prepared and an amended bond resolution will be presented to city council.

The 3 inch 'tap in' pipe design for extending sewer services to Brooklet residents is also complete.

15. Report from the Water/Sewer Consultant Matthew Morris

Not present.

Discussion Item(s):

APPROVED 16.1. Second Reading and Consideration of a motion to approve TA2024-020: An ordinance by the Mayor and City Council of Brooklet to amend the Brooklet, Georgia Subdivision Ordinance; to provide for notice; to provide for severability; to provide an effective date; to repeal all ordinances and parts of ordinances in conflict herewith; and for other purposes.

16.2. First Reading of revised TA2024-021: An ordinance by the Mayor and City council for the City of Brooklet, Georgia amending the Code of the City of Brooklet, Georgia at Zoning Appendix B, Article V, to amend and restate the table of permitted uses at Section 5-1, and to add Section 5-3 and Subsections 5-3.3 through 5-3.7 which provide for minimum standards in the R-3 zoning district; to provide for notice; to provide for severability; to provide an effective date; to repeal all ordinances and parts of ordinances in conflict herewith; and for other purposes.

MOVED TO END OF AGENDA/ APPROVED 16.3. Consideration of a motion to approve the Attorney Fee Agreement with Smith, Welch, Webb & White law firm to represent the city in the action pending in the Superior Court of Bulloch County, Civil Action No. SUCV2024000209, styled G3 Ventures, LLC v. City of Brooklet.

16.4. Agenda/Meeting Protocol Discussion

Rules about decorum in public comments were discussed in recent meetings, but new clarifications stating that attendees may talk about comments outside of city business if they choose were adopted at the October 17 meeting. They also further clarified that you can request to speak during the public comment portion of a city council meeting at any time.

APPROVED 16.5. Consideration of a motion to approve the Utility Easement Agreement with JD & LSV 109 West Lee, LLC.

Easements from these private properties will enable routing of the new sewer system. The property owners are asking for a waiver of the connection fees to the sewer system at 7 properties, which totals to essentially a \$9,000 fee waiver.

City Attorney Perkins suggested that the council make a motion to make these items subject to the attorneys approval upon their passing of the items.

APPROVED 16.6. Consideration of a motion to approve the Utility Easement Agreement with JD & LSGV 103 West Lee, LLC.

APPROVED 16.7. Discussion and consideration of a motion to approve the Sand Creek Land Construction invoice for hauling off debris for \$4,097.50. 17.

The second invoice added to the agenda totaled \$1,952.50 and was also approved

Mayor Nicky Gwinnett recused himself for item 16.3 that was moved to the bottom of the agenda, and after approving the item, the council adjourned the meeting.





CITY OF BROOKLET 104 CHURCH ST. BROOKLET, GA 30415 PHONE (912) 842-2137 FAX (912)842-5877

L.W. (Nicky) Gwinnett, Jr. Mayor Hubert Keith Roughton, Mayor Pro-Tem Bradley Anderson, Councilman Rebecca Kelly, Councilwoman James Harrison, Councilman Sheila Wentz, Councilwoman Carter Crawford, City Manager Lori Phillips, City Clerk Melissa Pevey, Assistant Clerk Ben Perkins, City Attorney

Public Hearing Work Session November 14, 2024 6:30 PM Minutes

- 1. Call to order and welcome Mayor Gwinnett
 - Invocation
 - Pledge of Allegiance
- 2. Consideration of a Motion to Approve the Agenda

MOTION:

Rebecca Kelly

SECOND:

Brad Anderson

AYES:

Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and

Keith Roughton.

NAYES:

None

The motion carried 5-0

3. Public Hearing #1:

- **3.1. Simon Hardt:** Planning Manager at Coastal Regional Commission Kickoff of the Brooklet Comprehensive Plan Meeting
 - Discussion from the Mayor & City Council
 - · Discussion & Questions from the Public

4. Public Hearing #2:

4.1. FIRST READING: AN ORDINANCE BY THE MAYOR AND CITY COUNCIL FOR THE CITY OF BROOKLET AMENDING AND RESTATING CHAPTER 10 OF THE CODE OF THE CITY OF BROOKLET, GEORGIA, TO PROVIDE FOR THE CONTROL, HEALTH,

AND TREATMENT OF ANIMALS; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

- Discussion from the Mayor & City Council
- · Discussion & Questions from the Public

5.	Motion to come out of the Public Hearing and go into	the Work Session.

MOTION:

Sheila Wentz

SECOND:

Brad Anderson

AYES:

Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and

Keith Roughton.

NAYES:

None

The motion carried 5-0

6. Work Session Discussion Items:

- 6.1. Select Comprehensive Plan Stakeholders
- 6.2. Brooklet Animal Control Agreement
- 6.3. James Holloway Question: "Is it the practice of Brooklet to provide services to some people but not to all who need it?" Example: Street Edging in Winnie Brook Subdivision
- 6.4. Georgia Fund 1 (GF1) e-Resolution Process
- 6.5. AllGreen Services Invoice #68 \$7,558.25
- 6.6. Florida Labor & Business Solutions, LLC Invoice #0000534 \$25,000.00
- 6.7. Standard and Poor's Financial Services, LLC Invoice #11485650 \$16,687.50
- 6.8. Standard and Poor's Financial Services, LLC Invoice #11485888 \$5,562.50
- 6.9. 2025 SPLOST Distribution & Draft Project List
- 6.10. Drainage Concerns
- 6.11. Bid Opening Results Brooklet to Statesboro Sewer Project (PE21193)
- 6.12. Town Hall Meeting for Sewer Project and Other Items

7. Motion to adjourn

MOTION:

Brad Anderson

SECOND:

James Harrison

AYES:

Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and

Keith Roughton.

NAYES:

None

The motion carried 5-0

Approved this	_ day of		¥
L.W. (Nicky) Gwinnett	. Jr Mavor	Lori Phillips.	City Clerk

Brooklet announces timeline for review and adoption of city Comprehensive Plan

Citizens will have the opportunity to share their thoughts about the drafts of the Comprehensive Plan with the council at four separate work sessions and during a 40day public comment period in April of next year.

The Brooklet City Council met on Thursday evening, November 14, 2024, for a work session meeting.

They opened the meeting by approving the public hearings and work session agenda as written.

Simon Hardt, the Coastal Regional Commission's planning manager, 'kicked off' the public hearings and discussion of the Brooklet Comprehensive Plan.

Hardt said the comprehensive plan is an important tool for promoting strong and healthy communities. It outlines visions and goals that help a community reach achievable futures through policies and work plans.

Comprehensive planning is required for maintaining Qualified Local Government Status, which allows for access to a special package of financial resources, including:

- Community Development Block Grants
- · Water and sewer loans from the Georgia Environmental Finance Authority
- Economic development funding from the One Georgia Authority
- Other programs from DCA and partner agencies

Brooklet attained QLG status with the adoption of the broader Bulloch County Comprehensive plan, but Hardt said there are many benefits of having city-specific plans. The Coastal Regional Commission worked with Statesboro to develop their comprehensive plan and is hopeful that it can delve deeply into the neighborhoods of Brooklet similarly.

The public will have the opportunity to make comments on the plans at each of the work sessions and during the month of April, where there will be a specified 40-day

period for public comment. The initial project timeline of the Brooklet Comprehensive Plan is as follows:

- November 14, 2024 City council meeting and announcement of Plan Update
- December 3, 2024 Work session #1
- December 17, 2024 Work session #2
- January 8, 2025 Work session #3
- January 22, 2025 Work session #4
- · March 2025 Initial draft submitted to City Stakeholders
- · April 2025 Receive all comments on the draft and finalize the document
- May 2025 Submit to DCA/City Council
- July 2025 Incorporation of final comments after review period
- July 2025 Adoption of final plan by City Council

The plan follows a five-year timeline and is reassessed at each 5-year point.

Public Hearing #2

4.1 First Reading: An ordinance by the mayor and city council for the city of Brooklet amending and restating chapter 10 of the code of the city of Brooklet, Georgia to provide for the control, health, and treatment of animals; to provide for an effective date; and for other purposes.

Mayor **Nicky Gwinnett** said that the ordinance is in intergovernmental agreement with Bulloch County to utilize the county's animal control when needed in Brooklet.

APPROVED 5) Motion to come out of the public hearing and go into the work session

Work session discussion items

6.1 - Select Comprehensive Plan Stakeholders

Mayor Pro-Tem **Rebbeca Kelly**, council member **Sheila Wentz**, and Mayor Gwinnett will form a committee to review the list of stakeholders before next Thursday.

6.2 - Brooklet animal control agreement, first reading to be voted on next week in regular session

6.3 James Holloway - Question "Is it the practice of Brooklet to provide service to some people but not to all who need it?" Example: Street Edging in Winnie Brook Subdivision

Like previous statements, Mayor Gwinnett attributed the difference in service levels across the city to a lack of manpower, which has disabled the city from trimming the edges of all rights-of-way.

Placed on Next Thursday's Consent Agenda - 6.4 Georgia Fund 1 (GF1) - e-resolution process

Placed on Next Thursday's Consent Agenda - 6.5 AllGreen Services Invoice #68 - \$7,558.25

Placed on Next Thursday's Consent Agenda - 6.6 Florida Labor and Business Solutions, LLC invoice #0000543 - \$25,000

Placed on Next Thursday's Consent Agenda - 6.7 Standard and Poor's Financial Services, LLC Invoice #11485650 - \$16,687.50

Placed on Next Thursday's Consent Agenda - - 6.8 Standard and Poor's Financial Services, LLC Invoice #11485888 - \$5,562.5

Placed on Next Thursday's Consent Agenda - 6.9 2025 SPLOST Distribution & Drat Project List

6.10 Drainage Concerns

Mayor Pro-Tem Kelly said that Lee and Lynn Street were underwater this week due to the 10 inches of rain and that the issue of drainage in this part of town has been brought up before and disregarded over time.

City Engineer **Wesley Parker** said the issue in this area is that roughly 500 acres of land have water draining through four pipes.

One solution that has been suggested is replacing the pipes with box culverts, starting on Lee Street on the lower elevation, as well as not paving further near Lee Street because it could continue to add inches of flood water.

A 'swinging guess' of the cost of constructing four box culverts could be about half a million.

6.11 Bid Opening Results - Brooklet to Statesboro Sewer Project (PE21193)

A new resolution will be voted on for the matter at a later meeting.

6.12 Town Hall meeting for Sewer Project and other items

The council agrees that residents need to be informed that the sewer project could impact the rights-of-way that are adjacent to their properties, which could impact the characteristics of their yards.

The council plans to send a letter to affected property owners detailing the right-ofway boundaries and notifying them of the town hall meeting regarding the sewage pipe installation.





CITY OF BROOKLET 104 CHURCH ST. BROOKLET, GA 30415 PHONE (912) 842-2137 FAX (912) 842-5877

L.W. (Nicky) Gwinnett, Jr. Mayor Hubert Keith Roughton, Mayor Pro-Tem Bradley Anderson, Councilman Rebecca Kelly, Councilwoman James Harrison, Councilman Sheila Wentz, Councilwoman

Carter Crawford, City Manager Lori Phillips, City Clerk Melissa Pevey, Assistant Clerk Ben Perkins, City Attorney

March 20, 2025 **City Council Meeting** 7:00 PM Minutes

Present were Mayor L.W. (Nicky) Gwinnett, Jr., Mayor Pro-Tem Hubert K. Roughton, and Councilmembers Bradley Anderson, Rebecca Kelly, and James Harrison. Also present were City Manager Carter Crawford, City Clerk Lori Phillips, City Attorney Ben Perkins, and Chief of Police Michelle Reolegio. Absent were Councilmember Sheila Wentz and Assistant City Clerk Melissa Pevey.

1. Call to order and welcome - Mayor Gwinnett

- Invocation
- Pledge of Allegiance

2. Consideration of a Motion to Approve the Agenda

Motion to Approve

MOTION: Rebecca Kelly SECOND: Brad Anderson

AYES:

NAYES: None

Rebecca Kelly, Brad Anderson, James Harrison, and Keith Roughton.

The motion carried 4-0

3. Swearing-in Ceremony - Mayor Gwinnett

- a. Chief Michelle Reolegio
- b. Officer Hadrian Wolff

Mayor Nicky Gwinnett swore in Michelle Reolegio as the city's new Police Chief and Hadrian Wolff as a full-time officer with the Brooklet Police Department.

Both appointments represent a significant step in enhancing the city's public safety presence as residents continue to express concerns about speeding and neighborhood safety.

- 4. Recognition of Guest(s) who have Signed Up to Speak
 None
- 5. Recognition of Guest(s) Requested to be on the agenda:
 - a. City Auditor Patricia Hunter, Reddick, Riggs, Hunter & Colson, P.C Audit Report FY2024 (No Show)
 - b. Paul Collins, Assured Partners Employee Health Insurance Renewal for 04/01/2025

Paul Collins of Assured Partners presented the proposed renewal for the City of Brooklet's employee health insurance plan, which goes into effect April 1, 2025. He noted that the city had received an updated packet showing a slight decrease in premium compared to earlier versions, which replaced the original packet. Collins explained that the original renewal quote reflected a 13.5% increase. However, after reviewing options and meeting with City Manager Carter Crawford, they were able to find a solution that significantly reduced the increase.

The plan moving forward includes:

- Reducing the deductible from \$4,000 to \$3,500.
- Maintaining the gap coverage plan (APL), which offsets the deductible entirely, ensuring employees effectively have a \$0 deductible.
- A revised premium increase of only 3.89%.
- A \$3 per month per employee reduction on the gap plan premium, leading to overall cost savings.
 - He emphasized that this maintains coverage essentially the same for employees, still under United Healthcare, with only slight adjustments to the numbers.
 - "We go out to market each year to make sure we're finding the best deal for the city," Collins said, adding that although they attempted to explore other options this year, none were more advantageous than the current renewal.
- c. Ed DiNello at 200 South Cromley Rd. Speed Bumps on South Cromley Road

Ed DiNello asked the Council to address excessive speeding on South Cromley Road, which he compared to a "launch pad" due to its long, open stretch. He suggested installing speed bumps—possibly smaller ones, like those on Spence Drive—to slow traffic and improve safety for children and retirees in the area. DiNello emphasized that the issue has worsened over the years and said enforcement alone could generate enough revenue to offset the city's costs. He urged the Council to consider a solution before a serious accident occurs.

d. Wayne Cox at 203 South Cromley Rd. - Residents who live on South Cromley between West Lee and Brooklet-Leefield Rd./South Parker Rd. are concerned citizens regarding the dangers to families and pets caused by excessive speeding 24/7/365 days a year.

Wayne Cox echoed concerns about speeding on South Cromley, especially during school drop-off and pick-up times. As someone who works from home, he said the constant noise and speed of cars are both distracting and dangerous. He shared an emotional story about his dog being killed by a speeding vehicle and warned that young children in the neighborhood could be following. He urged the city to consider solutions like speed bumps or more visible signage before a tragedy occurs.

6. Consideration of a Motion to Approve the Minutes as revised with the City Attorney for the following Meetings:

- a. June 5, 2024, FY25 Proposed Budget Public Hearing
- b. June 6, 2024, Called Meeting
- c. June 13, 2024, Called Meeting & Public Hearing
- d. July 18, 2024, City Council Meeting
- e. December 12, 2024, Work Session
- f. January 16, 2025, City Council Meeting
- g. February 13, 2025, Work Session

Motion to Approve

MOTION: Rebecca Kelly

SECOND: Brad Anderson

AYES: Rebecca Kelly, Brad Anderson, James Harrison, and

Keith Roughton

NAYES: None

The motion carried 4-0

7. Consideration of a Motion to approve the February Financial Reports as presented.

Motion to Approve

MOTION: James Harrison SECOND: Brad Anderson

AYES: Rebecca Kelly, Brad Anderson, James Harrison, and

Keith Roughton

NAYES: None

The motion carried 4-0

8. Report from the City Manager Carter Crawford

City Manager Carter Crawford noted that the FY2026 budget process has begun. He proposed holding a budget workshop with the Mayor and Council. He also briefly discussed the recent planning retreat, calling it productive and noting that it resulted in a work program with several items added to the city's five-year Capital Improvement Plan (CIP). Updates to the city's financial

and budget policies have already been completed. Other items, such as the zoning update and transportation study, will be put off until the comprehensive plan is updated.

9. Reports from Committee Members

- a. Councilwoman Sheila Wentz (Absent)
- b. Councilman Anderson emphasized the need for a dedicated work session to plan for the sewer rollout, giving credit to Councilman Roughton for bringing the issue to their attention. He suggested discussing how to make connection fees more manageable for residents. While acknowledging the importance of the budget and its statutory timeline, he stressed that sewer planning should be handled separately, possibly through a Saturday session. He agreed with Councilwoman Kelly that there should be two distinct workshops: one for the budget and one focused solely on sewer planning
- c. Mayor Pro-Tem Keith Roughton provided an update on the \$290,000 allocated to recreation from the 2020 SPLOST, which remains unused. He suggested partnering with the Bulloch County Recreation Department to make improvements at the Brooklet Recreation Complex, a city-owned facility managed by the county through a memorandum of understanding. Preliminary discussions have taken place with Recreation Director Dee Crosby and Tony Morgan to plan upgrades to the pavilion, restrooms, and concession areas. Roughton said this would be a good investment for the community and a productive use of the SPLOST funds.
- d. Councilman James Harrison (No Report)
- e. Councilwoman Rebecca Kelly (No Report)

10. Report from the City Clerk

City Clerk Lori Phillips reported that she and City Manager Carter Crawford attended an in-person meeting with Morris Bank to discuss offering ACH payments for utility bills and property taxes in response to customer requests. They also held a Zoom meeting with Utility Management Services and have received tax refunds from Georgia Power. Phillips noted that late fees have been applied to 2024 property taxes, and notices have been sent. She and Crawford met twice with FEMA and with an insurance adjuster, who conducted walkthroughs of City Hall and the Police Department. An insurance estimate for damages has been submitted to FEMA.

Additional updates included:

- 31 inspections scheduled
- 35 dig order requests responded to

11. Report by Planning and Zoning Administrator Melissa Pevey (Absent)

12. Report from Interim Police Chief Michelle Reolegio

Chief Reolegio reported 43 calls for service in February, an increase from 26 in January. The department made two arrests, issued 27 citations, and collected \$9,700 in fines.

13. Report from the City Engineer Wesley Parker, Parker Engineering, LLC. (Absent)

14. Discussion Item(s):

14.1. Discussion & Consideration of a motion to approve the Employee Health Insurance Renewal for 04/01/2025, as presented by Paul Collins.

Motion to Approve

MOTION:

Brad Anderson

SECOND:

Rebecca Kelly

AYES:

Rebecca Kelly, Brad Anderson, James Harrison, and Keith

Roughton

NAYES:

None

The motion carried 4-0

14.2. Discussion & Consideration of a motion to approve an Amended and Restated Intergovernmental Agreement with the City of Statesboro to allow for an increase in sewer treatment services with the City of Brooklet.

Motion to Approve

MOTION:

Brad Anderson

SECOND:

Keith Roughton

AYES:

Rebecca Kelly, Brad Anderson, James Harrison, and Keith

Roughton

NAYES:

None

The motion carried 4-0

14.3. Discussion & Consideration of a motion to approve a Municipal Court Judge. Motion to Approve the hiring of Johnny Vines as the Municipal Court Judge.

MOTION:

Rebecca Kelly

SECOND:

Brad Anderson

AYES:

Rebecca Kelly, Brad Anderson, James Harrison, and Keith

Roughton

NAYES:

None

The motion carried 4-0

14.4. Discussion & Consideration of a motion to approve a Public Defender for Municipal Court.

(The motion did not carry.)

14.5. Consideration of a motion to approve and designate the week of April 20-26, 2025, as Garden Week in Georgia Proclamation.

Motion to Approve

MOTION:

Rebecca Kelly

SECOND:

Brad Anderson

AYES:

Rebecca Kelly, Brad Anderson, James Harrison, and Keith

Roughton

NAYES:

None

The motion carried 4-0

14.6. Consideration of a motion to approve Preliminary Plat as presented by the Planning & Zoning Commission for Storage-R-Us, Inc., John Lavender.

Motion to Approve

MOTION:

Rebecca Kelly

SECOND:

James Harrison

AYES:

Rebecca Kelly, Brad Anderson, James Harrison, and Keith

Roughton

NAYES:

None

The motion carried 4-0

14.7. Second reading and motion to approve ordinance no. 2025-02-10 An ordinance by the mayor and city council for the city of Brooklet to amend chapter 38 of the code of ordinances to provide permitting requirements for the burning of lawn trash, leaves, pine straw, and rubbish; to provide for penalties; to provide for notice; to provide for severability; to provide an effective date; to repeal all ordinances and parts of ordinances in conflict herewith; and for other purposes.

Motion to Approve

MOTION:

Brad Anderson

SECOND:

Rebecca Kelly

AYES:

Rebecca Kelly, Brad Anderson, James Harrison, and Keith

Roughton

NAYES:

None

The motion carried 4-0

15. Consideration of a Motion to Adjourn

Motion to Approve

MOTION:

Brad Anderson

SECOND:

Rebecca Kelly

AYES:

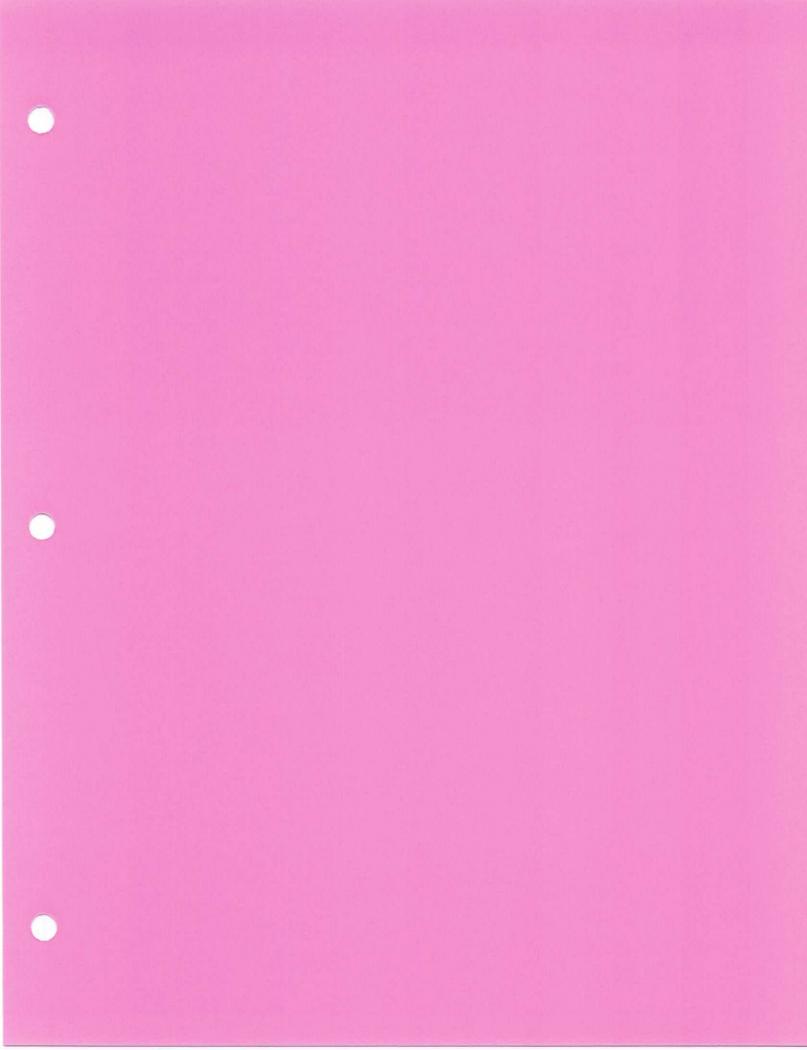
Rebecca Kelly, Brad Anderson, James Harrison, and Keith Roughton

NAYES:

None

The motion carried 4-0

Approved this	day of	
L.W. (Nicky) Gwin	nett. Ir. Mayor	Lori Phillips, City Clerk





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Carter Crawford, City Manager Lori Phillips, City Clerk Melissa Pevey, Assistant Clerk Ben Perkins, City Attorney

Brooklet Hotdog Social &

Townhall Meeting

March 27, 2025 6:30 PM

Minutes

The Randy Newman Center buzzed with community engagement on Thursday, March 27, 2025, as Brooklet residents gathered for a town hall meeting. The event aimed to foster open dialogue between town officials and citizens, addressing pressing issues and outlining plans for the growing community.

Beginning at 6:30 pm, residents enjoyed hot dogs with all the fixings to kick off the Town Hall Meeting, along with an assortment of chips, refreshing pink lemonade, sweet tea, and chilled water.

The meeting commenced at 7:15 p.m. with a warm welcome, special recognition, and an introduction by Ellen Perkins of the Brooklet Community Development Association. She introduced Pastor Patrick McElveen of Brooklet First Baptist Church, who, in his opening invocation, expressed gratitude for the opportunity to fellowship and prayed for divine guidance in the development of Brooklet.

The Blue Knights of Georgia presented the Georgia state flag and the United States flag. Following this, attendees joined in reciting the Pledge of Allegiance.

Mayor Nicky Gwinnett took the floor, expressing his deep affection for his hometown and pledging to work diligently for its future.

"I grew up in this town, was born and raised here; I love it; it means an awful lot to me," Gwinnett said. "And I promise I'll do my very best to do the best I can for this town moving into the future."

He emphasized the importance of community input and envisioned the town hall as an annual event. Gwinnett then introduced key town officials, including the city manager, Carter Crawford, city attorney, Ben Perkins, city engineer, Wesley Parker, and Jody Rogers, vice president of Y-Delta, the company contracted to install the lift station, setting the stage for a comprehensive overview of Brooklet's current state and future trajectory.

Fiscal Responsibility and Planned Growth

Gwinnett highlighted the town's fiscal prudence, noting that property taxes had remained stable for the past five years with no millage increases. This stability was attributed to strategic growth, including new housing developments and the reinstatement of trash service, which contributed to a \$100,000 budget increase. He projected that this trend would continue, with no tax increases anticipated for the upcoming year. A budget work session is scheduled for April 19 to further refine financial plans.

Acknowledging the inevitability of future growth, Gwinnett stressed the need for controlled development to maintain infrastructure integrity. He emphasized the importance of proactive planning over reactive problem-solving, drawing comparisons with other towns that had struggled to keep pace with rapid growth.

Public Safety and Infrastructure Development

The mayor announced the appointment of Michelle Reolegio as Brooklet's new police chief, expressing confidence in her leadership. He outlined the goal of restoring 24/7 police coverage, which would require hiring six to eight officers. This initiative aimed to enhance public safety and address concerns about speeding.

Infrastructure development was a central theme, with discussions focusing on public works and administration. The town had recently invested in new equipment, including a media excavator and a director and mower for ditch maintenance. However, the anticipated growth necessitated further expansion of staff and equipment, particularly regarding the upcoming sewer project.

Gwinnett acknowledged the significant workload on the town's administrative staff, particularly the city clerk, Lori Phillips. He advocated for the hiring of a full-time financial clerk and a permanent city manager to alleviate the administrative burden and ensure efficient operations.

The Landmark Sewer Project

The centerpiece of the meeting was the long-awaited sewer project, a feat Gwinnett likened to "eating an elephant, one bite at a time." He credited Charles Penny, the city manager of Statesboro, for his instrumental role in bringing the project to fruition, a project that had eluded the town for over 25 years. A work session is scheduled for May 10th to determine sewer rates for existing customers.

The mayor also addressed the ongoing force central installation, which aimed to alleviate drainage issues in downtown Brooklet. He expressed optimism that the project would be completed by the end of the year, providing much-needed relief to businesses and residents.

Water Expansion, Commercial Development, & Controlled Subdivision Growth

Complementing the sewer project, the town had completed the third well at the Brooklet First Baptist Church site, a project made possible by the church's sale of the critical 1/2 acre on which the new well now resides. The town had also secured a \$600,000 grant to expand water lines along Highway 80 and Cromley Road, enhancing water infrastructure in the high-growth area.

Gwinnett emphasized the potential for commercial development that the sewer and water projects would unlock. He envisioned a more self-sufficient Brooklet, where residents would have access to essential services and amenities within the town limits.

The town had also embarked on its first comprehensive land-use plan, a significant step toward controlling development and ensuring sustainable growth. Gwinnett highlighted the importance of aligning zoning ordinances with the land use plan to guide future commercial development.

"The only way this town will ever see that is by having this sewer system," Gwinnett remarked. "Most commercial businesses can't function on a septic system."

Recognizing the impact of new subdivisions, the town council had implemented a policy limiting development to 100 sewer taps per year. This strategy aimed to manage growth and allow for time to complete infrastructure upgrades.

Addressing Community Concerns

The meeting transitioned into an open forum, where residents voiced their concerns and posed questions to town officials. Traffic safety emerged as a primary concern, with residents advocating for speed bumps and other traffic-calming measures. Gwinnett acknowledged the issue and assured residents that the town was exploring potential future solutions, including the installation of turn lanes and traffic lights.

Other topics included the timeline for hiring a permanent city manager, the role of the city manager, and the need for increased police presence. Residents also expressed appreciation for the progress made on the sewer project and the contractors' professionalism.

Engineering Updates and Future Plans

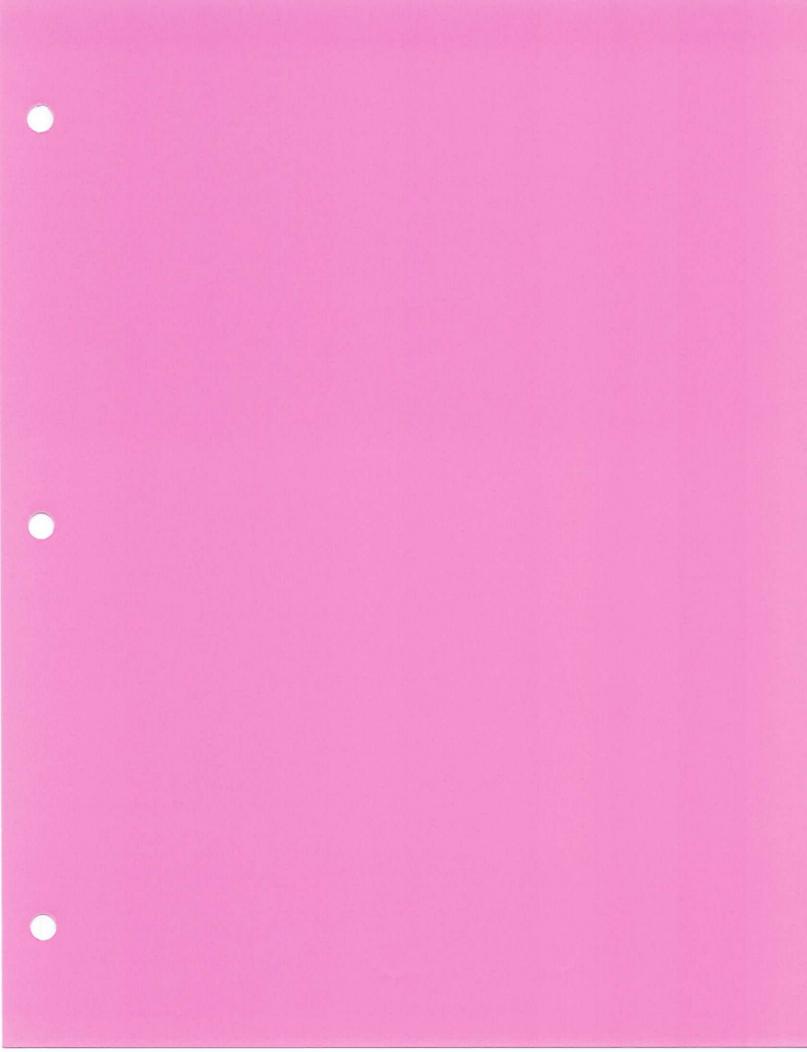
Wesley Parker, the city's engineer, provided updates on ongoing projects, including the Cromley Road Sidewalk Project and the sewer project. He emphasized the collaborative efforts with the City of Statesboro and the positive impact of the sewer project on the town's future.

A Collaborative Vision for Brooklet

The Brooklet Town Hall meeting served as a testament to the town's commitment to open communication and collaborative planning. By addressing pressing issues and outlining a clear vision for the future, town officials and residents demonstrated a shared dedication to ensuring Brooklet's continued prosperity.

The meeting concluded with gratitude to Mayor Gwinnett and the City of Brooklet Council for their hard work and dedication, leaving attendees with a sense of optimism and a renewed commitment to working together to build a vibrant and sustainable community.

Approved this	day of	
L.W. (Nicky) Gwinn	iett, Jr., Mayor	Lori Phillips, City Clerk



FY 2025 From July 1, 2024 Through March 31, 2025 Budget Financial Report

GENERAL FUND

Revenues	\$1,036,420.96
Expenses	\$738,066.98
Total	+ \$298,353.98

WATER/SEWER FUND

Revenues	\$397,591.57
Expenses	\$433,301.47
Total	- \$25,709.90

SANITATION FUND

Revenues	\$134,336.70
Expenses	\$128,228.70
Total	+\$6,228.70

Notes:

- 1. This report marks the end of the 3rd quarter of the City's current budget year.
- 2. The water/sewer fund overage in expenditures is due having to buy more supplies due to increased housing construction, but by adjusting this budget by using reserve utility funds, the overage will be balanced out.

Monday, March 31, 2025 Ending Balances

GENERAL FUND	\$ 432,064.07
WATER FUND	\$ 660,160.40
WATER CAPITAL IMPROVEMENT	\$ 243,198.40
POLICE DEPT TECH FUND	\$ 17,962.18
SANITATION FUND	\$ 174,180.30
2020 SPLOST	\$ 259,215.45
T-SPLOST	\$ 486,617.52
LMIG #67669	\$ 48,194.82
SEID #67650	\$ 1,979.53
MONEY MARKET# 31990	\$ 1,430,975.58
MMKT 1(ARPAFUNDS ACCOUNT) #44731	\$ 1,979.53
WATER/SEWER CONSTRUCTION FUND	\$ 3,737,518.34
CEMETERY CD ACCT# 97000099	\$ 35,883.60
GEFA LOAN CD ACCT# 100042363	\$ 46,211.77
COB CD ACCT# 100042364	\$ 42,729.34

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			FY 2025			
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015-WCIFUNDR	\$ 2,282.11	\$ 3,392.50	\$ 2,470.95	\$ 7,138.01	\$ 5,333.67	\$ 4,306.96
016-WCIFUNDC		\$ 554.26	\$ 447.13	\$ 1,836.73	\$ 1,229.24	\$ 1,269.05
017-WCIFUNDB	\$ 29.48	\$ 38.93	\$ 36.30	\$ 298.62	\$ 93.06	\$ 151.81
018-WCIFUNDM	\$ 44.10	\$ 44.10	\$ 44.45	\$ 134.63	\$ 132.75	\$ 133.69
019-WCIFUNDH	\$ 674.21	\$ 834.71	\$ 956.21	\$ 849.81	\$ 373.56	\$ 542.31
031-WCIFUNDE	\$ 57.41	\$ 38.55	\$ 116.21	\$ 371.06 \$	\$ 158.56	\$ 296.06
TOTAL	\$ 4,077.02	\$ 4,903.05	\$ 4,071.25	\$ 10,628.86	\$ 7,320.84	\$ 6,699.88
	JAN	FEB	MAR	APR	MAY	JUN
CHARGE DESCRIPTION	AMOUNT PAID	AMOUNT PAID	AMOUNT PAID	AMOUNT PAID	AMOUNT PAID	AMOUNT PAID
015-WCIFUNDR	\$ 4,778.07	\$ 799.33	\$ 4,813.56			
016-WCIFUNDC	\$ 846.15	\$ 765.77	\$ 846.49			
017-WCIFUNDB	\$ 125.56	\$ 36.00	\$ 284.31			
018-WCIFUNDM	\$ 132.75	\$ 132.75	\$ 133.69			
019-WCIFUNDH	\$ 542.31	\$ 244.81	\$ 260.25			
031-WCIFUNDE	\$ 283.56	\$ 521.06	\$ 183.56			

GRAND TOTAL \$ 53,430.88

TOTAL

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2,499.72 \$

6,521.86 \$

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\$15,050.00 \$10,225.00 \$340.00 \$24,070.86 \$0.00 \$700.00 \$200.00	\$12,000.00 \$19,671.61 \$0.00 \$31,671.61	\$1,553.03 \$725.00 \$2,278.03 \$782,088.52	\$16,692.50 \$14,598.00 \$162,002.47 \$193,292.97	\$390,906.13 \$0.00 \$63,419.48 \$1,527.13 \$4,281.14 \$1,068.80 \$3,080.28 \$2,253.43 \$115,398.43 \$2,928.22 \$1,654.48 \$586,517.52	Year To Date Revenue
68 44 44 96 96 2800	82 0 131	155 121 142 134	76 224 162 150	124 0 170 51 0 0 84 159 140 79 21	Bro YTD Pet
\$7,057.00 \$13,082.00 (\$340.00) \$1,036.14 \$600.00 (\$675.00) \$30.00	(\$12,000.00) \$4,436.39 \$0.00 \$0.00 (\$7,563.61)	(\$553.03) (\$125.00) (\$678.03) (\$197,736.52)	\$5,400.50 (\$8,070.00) (\$61,952.47) (\$64,621.97)	(\$76,469.13) \$500.00 (\$26,164.48) \$1,472.87 (\$4,281.14) (\$1,068.80) \$575.72 (\$833.43) (\$33,154.43) \$763.78 \$6,222.52 (\$132,436.52)	Brooklet, City Of Page 1 of 9 Budget

100 GENERAL 032 LICENSES & PERMITS

Brooklet, City Of Revenue Report

036 INVESTMENT INCOME 36000 INTEREST REVENUES 36110 INTEREST EARNED	Total FINES & FORFEITURES	Total Fines & Forfeitures	35195 PROBATION PAYMENTS	35190 FINES & FORFEITURES	35145 ADD PEN - TECHNOLOGY FUND	35100 FINES & FORFEITURES	035 FINES & FORFEITURES	Total CHARGES FOR OTHER SERVICES	Total Contributed Capital	34900 CONTRIBUTED CAPITAL 34901 SALE OF CEMETERY LOTS	Total Other Services	34930 BAD CHECK FEES	34600 OTHER SERVICES 34600 MOSQUITO SPRAYING FEES	Total General Gov	34110 GENERAL GOV 34110 GENERAL GOV	034 CHARGES FOR OTHER SERVICES	Total INTERGOVERNMENT	Total State Govern. Grants	33432 LIABILITY AND SAFETY GRANT	33431 LMIG Grant	033 INTERGOVERNMENT 33400 STATE GOVERN. GRANTS	Total LICENSES & PERMITS	Total Pen & Int Delq. Lic & Permit	32310 BUSINESS LICENSE PENALTY	32300 PEN & INT DELQ. LIC & PERMIT 32299 OTHER FEES/PERMITS	Total Non Bus Licenses & Permits	Accounts		32200 NON BUS LICENSES & PERMITS
\$250.00	\$98,350.00	\$98,350.00	\$7,000.00	\$75,000.00	\$7,850.00	\$8,500,00		\$21,531.00	\$0.00	\$0.00	\$21,031.00	\$200.00	\$20,831.00	\$500.00	\$500.00		\$27,500.00	\$27,500.00	\$0.00	\$22,000.00	\$5.500.00	\$95,984.00	\$500.00	\$200.00	\$300.00	\$71,376.00	Appropriation	Budget	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$\$ 0 0 0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Appropriation	Cimplemental	Level 4 Sum
\$250.00	\$98,350.00	\$98,350.00	\$7,000.00	\$75,000.00	\$7,850.00	\$8.500.00		\$21,531.00	\$0.00	\$0.00	\$21,031.00	\$200.00	\$20,831.00	\$500.00	\$500.00		\$27,500.00	\$27,500.00	\$0.00	\$22,000.00	\$5,500,00	\$95,984.00	\$500.00	\$200.00	\$300.00	\$71,376.00	Budget	Adiustod	Level 4 Summary for March 2025
\$5,946.99	\$5,612.00	\$5,612.00	\$1,275.00	\$2,337.00	\$1,850.00	\$150.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,964.16	\$0.00	\$0.00	\$0.00	\$3,655.24	Revenue	Current Pd	25
2379	6	თ	18	ω	24	2		0	0	0	0	0	0	0	0		0	0	0	0	0	6	0	0	0	Oi	Pct	Cin	
\$8,976.26	\$81,397.20	\$81,397.20	\$3,979.00	\$66,743.20	\$9,625.00	\$1,050.00		\$50.00	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00		\$51,473.17	\$51,473.17	\$5,976.27	\$45,496.90	\$0.00	\$83,247.87	\$990.40	\$0.00	\$990.40	\$50,585.86	Revenue	Year To Date	
3591	83	83	57	89	123	12		0	0	0	0	25	0	0	0		187	187	0	207	0	87	198	0	330	71	Pct	NTY OF	
(\$8,726.26)	\$16,952.80	\$16,952.80	\$3,021.00	\$8,256.80	(\$1,775.00)	\$7,450.00		\$21,481.00	\$0.00	\$0.00	\$20,981.00	\$150.00	\$20,831.00	\$500.00	\$500.00		(\$23,973.17)	(\$23,973.17)	(\$5,976.27)	(\$23,496.90)	\$5,500.00	\$12,736.13	(\$490.40)	\$200.00	(\$690.40)	\$20,790.14	Balance	Budget	

4/11/2025

100 GENERAL 036 INVESTMENT INCOME 36000 INTEREST REVENUES

Brooklet, City Of Revenue Report

36000 INTEREST REVENUES		Level 4 Summ	Level 4 Summary for March 2025	Oi .				
	Budget	Supplemental	Adjusted	Current Pd	Curr	Year To Date	TTD	Budget
Accounts	Appropriation	Appropriation	Budget	Revenue	Pct	Revenue	Pct	Balance
Total Interest Revenues	\$250.00	\$0.00	\$250.00	\$5,946.99	2379	\$8,976.26	3591	(\$8,726.26)
Total INVESTMENT INCOME	\$250.00	\$0.00	\$250.00	\$5,946.99	2379	\$8,976.26	3591	(\$8,726.26)
038 MISCELLANEOUS 38900 OTHER MISC REVENUE								
38110 RENT INCOME	\$7,700.00	\$0.00	\$7,700.00	\$810.00	11	\$7,020.00	91	\$680.00
38120 COMMUNITY CENTER	\$3,000.00	\$0.00	\$3,000.00	\$1,255.00	42	\$11,120.00	371	(\$8,120.00)
38900 MISC REVENUE	\$100,000.00	\$0.00	\$100,000.00	\$30.25	0	\$10,894.13	⇉	\$89,105.87
38901 CASH OVER/SHORT	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total Other Misc Revenue	\$110,700.00	\$0.00	\$110,700.00	\$2,095.25	2	\$29,034.13	26	\$81,665.87
Total MISCELLANEOUS	\$110,700.00	\$0.00	\$110,700.00	\$2,095.25	2	\$29,034.13	26	\$81,665.87
039 OTHER FINANCING SOURCES 39100 INTERFUND TRANSFERS 61120 TRANSFER IN/OUT- WATER FUND	\$40,000.00	\$0.00	\$40,000.00	\$0.00	0	\$0.00	0	\$40,000.00
Total Interfund Transfers	\$40,000.00	\$0.00	\$40,000.00	\$0.00	0	\$0.00	0	\$40,000.00
39200 PROCEEDS OF GEN. FIXED ASSET	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$0.00	0	\$1,000.00
Total Proceeds Of Gen. Fixed Asset	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$0.00	0	\$1,000.00
Total OTHER FINANCING SOURCES	\$41,000.00	\$0.00	\$41,000.00	\$0.00	0	\$0.00	0	\$41,000.00
Total GENERAL	\$979,667.00	\$0.00	\$979,667.00	\$167,945.39	17	\$1,036,267.15	106	(\$56,600.15)

33110 GRANTS		Level 4 Summa	Revenue Report Level 4 Summary for March 2025					
Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr	Year To Date Revenue	YTD Pct	Budget Balance
230 AMERICAN RESCUE PLAN FUND 033 INTERGOVERNMENT 33110 GRANTS								
33210 ARP ACT FUNDING Total Grants	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	o 0	\$0.00 \$0.00	0 0	\$0.00
Total INTERGOVERNMENT	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
036 INVESTMENT INCOME 36000 INTEREST REVENUES 36110 INTEREST EARNED Total Interest Revenues	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	o 0	\$2,167.04 \$2,167.04	o o	(\$2,167.04) (\$2,167.04)
Total INVESTMENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,167.04	0	(\$2,167.04)
038 MISCELLANEOUS 38900 OTHER MISC REVENUE 38900 MISC REVENUE Total Other Misc Revenue	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	o 0	(\$7.50) (\$7.50)	0 0	\$7.50 \$7.50
Total MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0	(\$7.50)	0	\$7.50
Total AMERICAN RESCUE PLAN FUND	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,159.54	0	(\$2,159.54)

Total TSPLOST	Total INVESTMENT INCOME	036 INVESTMENT INCOME 36000 INTEREST REVENUES 36110 INTEREST EARNED Total Interest Revenues	Total INTERGOVERNMENT	330 TSPLOST 033 INTERGOVERNMENT 33400 STATE GOVERN. GRANTS 36105 TSPLOST REVENUES Total State Govern. Grants	Accounts	330 TSPLOST 033 INTERGOVERNMENT 33400 STATE GOVERN. GRANTS
\$1,536,145.80	\$0.00	\$0.00 \$0.00	\$1,536,145.80	\$1,536,145.80 \$1,536,145.80	Budget Appropriation	
\$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00	Supplemental Appropriation	Broo Revo Level 4 Sumn
\$1,536,145.80	\$0.00	\$0.00 \$0.00	\$1,536,145.80	\$1,536,145.80 \$1,536,145.80	Adjusted Budget	Brooklet, City Of Revenue Report Level 4 Summary for March 2025
\$45,749.26	\$637.96	\$637.96 \$637.9 6	\$45,111.30	\$45,111.30 \$45,111.30	Current Pd Revenue	
ω	0	• 0	ω	ω ω	Curr	
\$435,363.98	\$6,298.25	\$6,298.25 \$6,298.25	\$429,065.73	\$429,065.73 \$429,065.73	Year To Date Revenue	
28	0	o 0	28	28 28	YTD	
\$1,100,781.82	(\$6,298.25)	(\$6,298.25) (\$6,298.25)	\$1,107,080.07	\$1,107,080.07 \$1,107 ,080.07	Budget Balance	

William Community Communit	036 INVESTMENT INCOME 36000 INTEREST REVENUES 36110 INTEREST EARNED \$0.00 \$	SPLOST SPLOST ERGOVERNMENT \$1.00 \$0.00 \$24,351.99 0 \$229,242.57 0 STATE GOVERN. GRANTS \$0.00 \$0.00 \$24,351.99 0 \$229,242.57 0 State Govern. Grants \$0.00 \$0.00 \$0.00 \$24,351.99 0 \$229,242.57 0 ERGOVERNMENT \$0.00 \$0.00 \$0.00 \$24,351.99 0 \$229,242.57 0	340 2020 SPLOST Revenue Report Grants Brooklet, City Of Revenue Report Revenue Report Appropriation Budget Brooklet, City Of Revenue Report Revenue Report Appropriation Budget Budget Brooklet, City Of Revenue Report Revenue Report Adjusted Current Pd Current Pd
	0 0	• • •	YTD
0 (\$1,380.37)	0 (\$1,380.37) 0 (\$1,380.37)	0 (\$229,242.57) 0 (\$229,242.57) 0 (\$229,242.57)	YTD Budget Pct Balance

355 SEID GRANT FUND 033 INTERGOVERNMENT 33400 STATE GOVERN. GRANTS		Broo Rev Level 4 Sumi	Brooklet, City Of Revenue Report Level 4 Summary for March 2025	OF .				
Accounts	Budget	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr	Year To Date Revenue	YTD Pct	Budget Balance
355 SEID GRANT FUND 033 INTERGOVERNMENT 33400 STATE GOVERN. GRANTS								
33435 ST GRANT CAP/INDIRECT Total State Govern. Grants	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	o o	\$0.00 \$0.00	o 0	\$0.00 \$0.00
Total INTERGOVERNMENT	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total SEID GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00

505 WATER FUND 034 CHARGES FOR OTHER SERVICES **505 WATER FUND** Total WATER FUND 34400 UTILITIES/ENTERPRISE 034 CHARGES FOR OTHER SERVICES Total MISCELLANEOUS 038 MISCELLANEOUS 036 INVESTMENT INCOME Total CHARGES FOR OTHER SERVICES Total INVESTMENT INCOME 36000 INTEREST REVENUES 38900 OTHER MISC REVENUE 34400 UTILITIES/ENTERPRISE 38901 CASH OVER/SHORT 38900 MISC REVENUE 36110 INTEREST EARNED Total Interest Revenues 34930 BAD CHECK FEES 34440 CUT OFF WATER MAIN FEE 34439 REMOVE STRAIT LINE/JUMPER FE 34438 REMOVE MTR DELIQ FEE 34437 REMOVE MID TEST METER FEE 34436 EMERGENCY CALL OUT FOR TURI 34435 WTR CAPITAL IMPROVEMENT FUN 34434 AFTER HOUR TURN ON FEE 34433 SECOND RE-READ 34432 EMER ON/OFF CALL OUT(NHV) 34431 EMERGENCY ON/OFF CALL OUT(H 34430 ADMINISTRATIVE FEE 34429 ON/OFF CUST. REQUEST(HOV) 34428 ON/OFF CUSTOMER REQ (NHV) 34427 LOCATING METER FEE 34426 ACCOUNT ESTABLISHMENT FEE 34425 SEWER CHARGES 34424 TAP IN FEES 34423 RECONNECTON FEES 34422 PENALTIES 34421 WATER REVENUES Total Other Misc Revenue Total Utilities/Enterprise Appropriation \$282,311.00 \$282,000.00 \$282,000.00 \$210,000.00 \$30,000.00 \$9,000.00 \$3,000.00 \$4,500.00 \$2,000.00 \$225.00 Budget \$225.00 \$500.00 \$225.00 \$86.00 \$86.00 \$86.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 Appropriation Supplemental Level 4 Summary for March 2025 \$0.00 Brooklet, City Of Revenue Report \$282,311.00 \$282,000.00 \$282,000.00 \$210,000.00 \$30,000.00 \$23,000.00 \$9,000.00 \$3,000.00 \$4,500.00 \$2,000.00 Adjusted \$225.00 \$225.00 \$225.00 \$500.00 Budget \$86.00 \$86.00 \$86.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 Current Pd \$38,670.32 \$38,173.69 \$38,173.69 \$22,834.55 \$1,828.00 \$5,686.14 \$2,800.00 \$1,500.00 \$2,260.00 Revenue \$496.63 \$496.63 \$315.00 \$950.00 \$496.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 Curr 577 577 190000 11 10 75 62 11 000 Year To Date \$397,591.57 \$393,889.60 \$393,889.60 \$243,318.95 \$50,726.65 \$67,900.00 \$20,660.00 \$3,329.90 \$3,225.00 \$3,329.90 \$3,329.90 \$3,564.00 \$1,500.00 \$2,820.00 Revenue \$372.07 \$372.07 \$372.07 \$115.00 \$60.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 3872 3872 3872 Pct 165 165 169 161 141 165 140 0000000 (\$115,280.57) (\$111,889.60) (\$111,889.60 (\$20,726.65) (\$63,400.00) (\$33,318.95 (\$3,243.90 (\$3,243.90) (\$1,500.00 (\$1,225.00) (\$3,243.90) \$5,436.00 \$2,340.00 (\$147.07)(\$115.00) Balance Budget (\$147.07)(\$147.07 \$180.00 \$500.00 (\$60.00) \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

TOTAL ALL FUNDS \$5	Total SANITATION	Total OTHER FINANCING SOURCES	039 OTHER FINANCING SOURCES 39200 PROCEEDS OF GEN. FIXED ASSET 39210 SALE OF EQUIPMENT Total Proceeds Of Gen. Fixed Asset	Total MISCELLANEOUS	038 MISCELLANEOUS 38900 OTHER MISC REVENUE 38900 MISC REVENUE Total Other Misc Revenue	Total INVESTMENT INCOME	036 INVESTMENT INCOME 36000 INTEREST REVENUES 36110 INTEREST EARNED Total Interest Revenues	Total CHARGES FOR OTHER SERVICES	34910 CHARGES FOR SERVICE 34930 BAD CHECK FEES Total Charges For Service	34400 UTILITIES/ENTERPRISE 34400 UTILITIES/ENTERPRISE 34411 GARBAGE COLLECTIONS FEES 34412 ADDITIONAL GARBAGE CART FEE Total Utilities/Enterprise		540 SANITATION 034 CHARGES FOR OTHER SERVICES 34400 UTILITIES/ENTERPRISE
\$2,908,153.80	\$110,030.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00	\$30.00	\$30.00 \$30.00	\$110,000.00	\$0.00 \$0.00	\$110,000.00 \$0.00 \$110,000.00	Budget Appropriation	
\$0.00	\$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00	\$0.00 \$0.00	Supplemental Appropriation	Brook Reve Level 4 Summ
\$2,908,153.80	\$110,030.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00 \$0.00	\$30.00	\$30.00 \$30.00	\$110,000.00	\$0.00	\$110,000.00 \$0.00 \$110,000.00	Adjusted Budget	Brooklet, City Of Revenue Report Level 4 Summary for March 2025
\$294,052.30	\$17,229.05	\$0.00	\$0.00	\$0.00	\$0.00	\$72.05	\$72.05 \$72.05	\$17,157.00	\$0.00 \$0.00	\$17,157.00 \$0.00 \$17,157.00	Current Pd Revenue	Ci
10	16	0	• 0	0	• 0	240	240 240	16	0 0	1 6 0	Curr	
\$2,236,341.88	\$134,336.70	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00 \$0.00	\$456.66	\$456.66 \$456.66	\$133,880.04	\$0.00 \$0.00	\$133,880.04 \$0.00 \$133,880.04	Year To Date Revenue	
77	122	0	• 0	0	o 0	1522	1522 1522	122	o o	122 0	YTD	
\$671,811.92	(\$24,306.70)	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00	(\$426.66)	(\$426.66) (\$426.66)	(\$23,880.04)	\$0.00 \$0.00	(\$23,880.04) \$0.00 (\$23,880.04)	Budget Balance	

27.5	Dana Jana	Tunandit							
0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	52381 ELECTION EXPENSE
0	(\$1,842.02)	\$0.00	0	\$1,842.02	0	\$304.50	\$0.00	\$0.00	52370 EDUCATION & TRAINING
(32)	(\$1,783.66)	\$0.00	132	\$7,283.66	o	\$345.66	\$0.00	\$5,500.00	52360 DUES, FEES, SUBSCRIPTIONS
(407)	(\$4,883.27)	\$0.00	507	\$6,083.27	112	\$1,341.35	\$0.00	\$1,200.00	52350 TRAVEL
(2)	(\$45.77)	\$0.00	102	\$2,045.77	0	\$0.00	\$0.00	\$2,000.00	52340 PRINTING & BINDING
25	\$371.85	\$0.00	75	\$1,128.15	ω	\$40.00	\$0.00	\$1,500.00	52330 ADVERTISING
0	(\$625.24)	\$0.00	0	\$625.24	0	\$24.75	\$0.00	\$0.00	52324 MERCHANT FEES
0	(\$106.55)	\$0.00	0	\$106.55	0	\$0.00	\$0.00	\$0.00	52322 BANK SERVICE CHARGE
67	\$1,142.90	\$0.00	33	\$557.10	2	\$31.40	\$0.00	\$1,700.00	52321 POSTAGE
45	\$1,306.37	\$0.00	55	\$1,593.63	5	\$159.36	\$0.00	\$2,900.00	52320 TELEPHONE & PAGER
100	\$12,889.80	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$12,889.80	52310 INSURANCE - GENERAL
									52300 OTHER PURCHASED SERVICES
(109)	(\$11,022.35)	\$0.00	209	\$21,107.78	ယ	\$290.00	\$0.00	\$10,085.43	Total Property Services
(120)	(\$2,396.50)	\$0.00	220	\$4,396.50	2	\$35.00	\$0.00	\$2,000.00	52229 REPAIRS/MAINT- RENTAL HOUSE
(25)	(\$251.26)	\$0.00	125	\$1,251.26	4	\$40.00	\$0.00	\$1,000.00	52226 REPAIRS/MAINT- BUILDING
(10)	(\$294.59)	\$0.00	110	\$3,380.02	_	\$45.00	\$0.00	\$3,085.43	52225 REPAIRS/MAINT- OTHER
(592)	(\$8,880.00)	\$0.00	692	\$10,380.00	0	\$0.00	\$0.00	\$1,500.00	52221 REPAIRS/MAINT- OFFICE EQUIP
32	\$800.00	\$0.00	68	\$1,700.00	7	\$170.00	\$0.00	\$2,500.00	52200 PROPERTY SERVICES 52210 CUSTODIAL SERVICES
(117)	(\$61,789.16)	\$0.00	217	\$114,789.16	20	\$10,543.43	\$0.00	\$53,000.00	Total Professional & Tech Service
(88)	(\$4,379.09)	\$0.00	188	\$9,379.09	35	\$1,733.55	\$0.00	\$5,000.00	52136 OTHER SERVICES
(211)	(\$13,700.00)	\$0.00	311	\$20,200.00	24	\$1,550.00	\$0.00	\$6,500.00	52135 BUILDING INSPECTOR
14	\$1,030.18	\$0.00	86	\$6,469.82	ω	\$207.43	\$0.00	\$7,500.00	52130 COMPUTER SERVICE
0	(\$1,125.00)	\$0.00	0	\$1,125.00	0	\$0.00	\$0.00	\$0.00	52124 ENGINEERING FEES
(19)	(\$3,646.00)	\$0.00	119	\$22,646.00	28	\$5,237.00	\$0.00	\$19,000.00	52121 ACCOUNTING & AUDIT
(266)	(\$39,969.25)	\$0.00	366	\$54,969.25	12	\$1,815.45	\$0.00	\$15,000.00	52100 PROFESSIONAL & TECH SERVICE 52120 LEGAL FEES
59	\$27,740.50	\$0.00	41	\$19,627.50	ø	\$2,820.23	\$0.00	\$47,368.00	Total Employee Benefits
5 6	\$1,020.00	\$0.00	. 70	\$3,007.42	, ,	\$0.00	\$0.00	\$4,114.00	512/0 INSURANCE WORKER'S COMT
27 4	\$3,111.13	\$0.00	75	\$108.85	o -	\$23.29	\$0.00	\$3,220.00	51260 UNEMPLOYMENT INSURANCE
07	\$5,790.34	\$0.00	ν σ	\$353.66		\$35.39	\$0.00	\$6,144.00	51240 EMPLOYEE RETIREMENT
2 4	\$4,143.36	\$0.00	56	\$5,316.64	ത	\$538.30	\$0.00	\$9,460.00	51220 FICA & MEDICARE CONTRIBUTION
56	\$13,669.07	\$0.00	44	\$10,760.93	9	\$2,223.25	\$0.00	\$24,430.00	51200 EMPLOYEE BENEFITS 51210 INSURANCE EMPLOYEE GROUP
6/	\$92,011.17	\$0.00	33	\$44,788.83	c	\$4,581.64	\$0.00	\$136,800.00	Total Salaries & Wages
27	\$3,550.00	\$0.00	73	\$9,450.00	00	\$1,050.00	\$0.00	\$13,000.00	51140 MAYOR & COUNCIL FEES
0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	51130 OVERTIME
71	\$88,461.17	\$0.00	29	\$35,338.83	ω	\$3,531.64	\$0.00	\$123,800.00	51110 REGULAR EMPLOYEES
									51100 SALARIES & WAGES
									100 GENERAL
Pct	Balance	Balance	Pct	Expenditures	Pct	Expenditures	Appropriation	Appropriation	Accounts
Une	Unencumbered	Encumbered	ALD	Year To Date	Curr	Current Pd	Supplemental	Budget	
f 16	Page 1 of 16				025	Level 4 Summary for March 2025	Level 4 Sum		51100 SALARIES & WAGES
of	Brooklet, City Of				4	Expenditure Report	Expen		150 ADMINISTRATION
									400 CENEDAI

100 GENERAL 150 ADMINISTRATION 52300 OTHER PURCHASED SERVICES

Brooklet, City Of Expenditure Report Level 4 Summary for March 2025

Budget Appropriation Supplemental Appropriation Current Pd Appropriation Current Pd Expenditures Supplemental Sup	e 2 of 16	Expenditure Report Page 2 of 16	Expendit	020	\$0c.1.00	020	\$00.750¢	60.00	6100.00	4/11/2025
SCONTRACT LABOR Appropriation Appropriation Appropriation Expansitures Pet	∹ ≻	(\$524)	\$0.00	625	\$624.50	625	\$624.50	\$0.00	\$287.00	5220 REPAIRS/MAINT DEFICE FOLID
CONTRACT LABOR Appropriation Appropriation Appropriation Appropriation Appropriation Appropriation Appropriation Expanditures Pet	0	\$470.0	\$0.00	77	\$1,530.00	9 9	\$170.00	\$0.00	\$2,000.00	52200 PROPERTY SERVICES 52210 CUSTODIAL SERVICES
DOUNTRACT LABOR Dudget Supplemental Current Pd Cur Year To Date PTD Encumbered Debug		(\$7,311.2	\$0.00	134	\$29,061.21	27	\$5,860.43	\$0.00	\$21,750.00	Total Professional & Tech Service
CONTRACT LABOR Appropriation Appropriation Appropriation Appropriation Courrent Pd Current Pd Expenditures Pet Expenditures Pet Balance South South </td <td></td> <td>\$45.9</td> <td>\$0.00</td> <td>99</td> <td>\$5,954.08</td> <td>23</td> <td>\$1,380.53</td> <td>\$0.00</td> <td>\$6,000.00</td> <td>52136 OTHER SERVICES</td>		\$45.9	\$0.00	99	\$5,954.08	23	\$1,380.53	\$0.00	\$6,000.00	52136 OTHER SERVICES
SCONITACT LABOR Appropriation Appropriat		(\$4,891.6)	\$0.00	138	\$17,891.69	20	\$2,664.46	\$0.00	\$13,000.00	52130 COMPUTER SERVICE
SCONITACT LABOR Appropriation Appropriat		(\$900.0	\$0.00	136	\$3,400.00	0	\$0.00	\$0.00	\$2,500.00	52122 JUDGE'S FEES
Department Debugger Department Depar		(\$1,565.4	\$0.00	726	\$1,815.44	726	\$1,815.44	\$0.00	\$250.00	52100 PROFESSIONAL & TECH SERVICE 52120 LEGAL FEES
Part		\$38,770.4	\$0.00	54	\$45,457.52	00	\$6,433.97	\$0.00	\$84,228.00	Total Employee Benefits
Part		\$1,762.8	\$0.00	83	\$8,522.19	0	\$0.00	\$0.00	\$10,285.00	51270 INSURANCE WORKER'S COMP
SCONITRACT LABOR Supplemental Current Pd Curr Year To Date YTD Encumbered Unpolition Sconit Sconit Current Pd C		\$6,275.8	\$0.00	2	\$130.14	0	\$31.72	\$0.00	\$6,406.00	51260 UNEMPLOYMENT INSURANCE
Debuget Debuget Deplemental Deplemen		\$10,471.6	\$0.00	14	\$1,728.35	_	\$172.95	\$0.00	\$12,200.00	51240 EMPLOYEE RETIREMENT
Budget Supplemental Current Pd Curre		\$7,834.8	\$0.00	58	\$10,852.18	ъ :	\$941.06	\$0.00	\$18,687.00	51220 FICA & MEDICARE CONTRIBUTION
Budget Supplementation Appropriation Expenditures Pct Expenditures Pct Balance Balance Supplementation Supplemen	434	\$12,425,3	\$0.00	o o	\$24.224.66	4	\$5.288.24	\$0.00	\$36,650,00	51200 EMPLOYEE BENEFITS 51210 INSURANCE EMPLOYEE GROUP
Supplemental Supp	Ca3	\$83,055.5	\$0.00	68	\$173,116.47	6	\$15,613.97	\$0.00	\$256,172.00	Total Salaries & Wages
Budget Supplemental Current Pd Curr Year To Date YTD Encumbered Unencurrent Pd Current Pd		\$7,316.0	\$0.00	39	\$4,683.95	თ	\$751.18	\$0.00	\$12,000.00	51130 OVERTIME
Supplemental Supp		\$75,739.41	\$0.00	69	\$168,432.52	6	\$14,862.79	\$0.00	\$244,172.00	51100 SALARIES & WAGES 51110 REGULAR EMPLOYEES
Budget Supplemental Current Pd Current Pd Pd Frobate Pd Pd Expenditures Pd Expenditu										320 POLICE
Budget Supplemental Current Pd Curre		\$41,458.0	\$0.00	87	\$266,885.16	00	\$25,889.26	\$0.00	\$308,343.23	Total ADMINISTRATION
Budget Supplemental Current Pd Curr Year To Date YTD Encumbered Unencumbered Indication I		\$0.0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	Total Contingencies
Budget Supplemental Current Pd Curre		\$0.0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	57900 CONTINGENCIES 57900 CONTINGENCIES
Budget Supplemental Current Pd Curre		\$20,000,0	\$0.00	c	\$0.00	c	\$0.00	\$0.00	\$20,000.00	Total Property
Budget Supplemental Current Pd Curr Year To Date YTD Encumbered Unencu Countract LABOR Appropriation Appropriation Expenditures Pct Expenditures Pct Balance Supplemental Supplemental Expenditures Pct Expenditures Pct Balance Supplemental Supplemental Supplemental Expenditures Pct Expenditures Pct Balance Supplemental Supplemental Supplemental Supplemental Expenditures Pct Expenditures Pct Expenditures Pct Balance Supplemental Supplemental Supplemental Expenditures Pct Expenditures Pct Balance Supplemental Supplemental Supplemental Supplemental Expenditures Pct		\$20,000.0	\$0.00	• 0	\$0.00	. 0	\$0.00	\$0.00	\$20,000.00	54260 CAPITAL ADDITIONS
Budget Supplemental Current Pd Curr Year To Date YTD Encumbered Unencumbered Appropriation Appropriation Expenditures Pct Expenditures Pct Balance Supplemental Supplemental Expenditures Pct Balance Supplemental Supplemental Supplemental Expenditures Pct Balance Supplemental Supplemental Supplemental Supplemental Supplemental Supplemental Supplemental Supplemental Expenditures Pct Balance Supplemental Supplemental Supplemental Supplemental Supplemental Expenditures Pct Balance Supplemental Supplemental Supplemental Supplemental Expenditures Pct Balance Supplemental Supplemental Supplemental Expenditures Pct Balance Supplemental Supplemental Supplemental Expenditures Pct Expenditures Pct Balance Supplemental Supplemental Supplemental Expenditures Pct Balance Supplemental Supplemental Supplemental Expenditures Pct Expenditures Pct Balance Supplemental S				C						54100 PROPERTY
Budget Supplemental Current Pd Curr Year To Date YTD Encumbered Unencumbered Unencumbered Current Pd		\$7,893.5	\$0.00	41	\$5,506.50	6	\$806.94	\$0.00	\$13,400.00	Total Supplies
Budget Supplemental Current Pd Curr Year To Date YTD Encumbered Unencumbered 5 CONTRACT LABOR \$0.00 \$0.00 \$4,600.00 0 \$39,800.00 0 \$39,800.00 0 \$30.00 (\$30,000.00 \$30,000.00 (\$30,000.00 0 \$30,000 \$30.00 (\$30,000.00 0 \$30,000 (\$30,000.00 0 \$30,000 (\$30,000.00 \$30,000		\$0.0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	53118 CHRISTMAS PARTY
Budget Supplemental Current Pd Curr Year To Date YTD Encumbered Unencumbered 5 CONTRACT LABOR \$0.00 \$0.00 \$0.00 \$4,600.00 0 \$39,800.00 0 \$0.00 \$50.00 \$50,000.00 0 \$39,800.00 0 \$0.00 \$50.00 \$50,000.00 \$0.00 \$50,000.00 \$0.00 \$50,000.00 \$0.00 \$50.00		\$2,495.9	\$0.00	29	\$1,004.06	4	\$133.28	\$0.00	\$3,500.00	53116 MISCELLANEOUS
Budget Supplemental Current Pd Curr Year To Date YTD Encumbered Unencumbered 5 CONTRACT LABOR Appropriation Appropriation Expenditures Pct Expenditures Pct Balance 5 CONTRACT LABOR \$20.00 \$0.00 \$4,600.00 0 \$39,800.00 0 \$0.00 \$5.00 0 \$0.00 \$0.00 \$5.00 0 \$0.00 \$0.		(\$147.9)	\$0.00	107	\$2,147.98	24	\$478.94	\$0.00	\$2,000.00	53112 OFFICE SUPPLIES
Budget Supplemental Current Pd Curr Year To Date YTD Encumbered Unencumbered 5 CONTRACT LABOR Appropriation Appropriation Expenditures Pct Expenditures Pct Balance \$3,980.00 \$0.00 \$39,800.00 0 \$0.00 \$5,000.00 \$0.00 \$5,000.00 \$0.00 \$5,000.00 \$130.74 3 \$1,337.34 27 \$0.00		\$1,882.8	\$0.00	35	\$1,017.12	2	\$63.98	\$0.00	\$2,900.00	53111 GENERAL SUPPLIES
Budget Supplemental Current Pd Curr Year To Date YTD Encumbered Unencumbered 5 CONTRACT LABOR Appropriation Appropriation Expenditures Pct Expenditures Pct Balance 5 CONTRACT LABOR \$0.00 \$0.00 \$4,600.00 0 \$39,800.00 0 \$0.00 (\$3 Other Purchased Services \$27,689.80 \$0.00 \$6,847.02 25 \$61,065.39 221 \$0.00 (\$3 SUPPLIES \$5,000.00 \$0.00 \$130.74 3 \$1,337.34 27 \$0.00 \$		\$0.0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	53104 ELECTRICITY-RENTAL HOUSE
Budget Supplemental Current Pd Curr Year To Date YTD Encumbered Unencusers Pct Expenditures Pct Balance \$1.00 \$0.00 \$4,600.00 0 \$39,800.00 0 \$0.00 \$0.00 \$0.00 \$0.00 \$39,800.00 0 \$39,800.00 0 \$0.00 \$		\$3,662.6	\$0.00	27	\$1,337.34	ω	\$130.74	\$0.00	\$5,000.00	53100 SUPPLIES 53103 ELECTRICITY
Budget Supplemental Current Pd Curr Year To Date YTD Encumbered Unencu Appropriation Appropriation Expenditures Pct Expenditures Pct Balance \$0.00 \$0.00 \$4,600.00 0 \$39,800.00 0 \$0.00 (\$3		(\$33,375.5	\$0.00	221	\$61,065.39	25	\$6,847.02	\$0.00	\$27,689.80	Total Other Purchased Services
Budget Supplemental Current Pd Curr Year To Date YTD Encumbered Unencu Appropriation Appropriation Expenditures Pct Expenditures Pct Balance		(\$39,800.0	\$0.00	0	\$39,800.00	0	\$4,600.00	\$0.00	\$0.00	5 CONTRACT LABOR
Supplemental Current Pd Curr Year To Date YTD Encumbered		Balanc	Balance	Pct	Expenditures	Pct	Expenditures	Appropriation	Appropriation	
		Unencumbere	Encumbered	dI.	Year To Date	Curr	Current Pd	Supplemental	Budget	

100 GENERAL
320 POLICE
52200 PROPERTY SERVICES

Brooklet, City Of Expenditure Report Level 4 Summary for March 2025

52321 POSTAGE \$50.00 \$0.00 \$0.00 0 52330 ADVERTISING \$200.00 \$0.00 \$1,083.62 542 52340 PRINTING & BINDING \$150.00 \$0.00 \$0.00 0 52350 TRAVEL \$2,000.00 \$0.00 \$244.00 12 52360 DUES, FEES, SUBSCRIPTIONS \$300.00 \$0.00 \$156.70 52 52361 PEACE OFFICERS FUND \$1,500.00 \$0.00 \$820.63 55 52362 COURT ATTENDANCE \$500.00 \$0.00 \$1,213.57 27 52363 GSCCCA-GEORGIA SUPERIOR CO \$4,500.00 \$0.00 \$1,213.57 27 52364 COURT ATTENDANCE \$4,500.00 \$0.00 \$1,213.57 27
\$0.00 \$1,083.62 \$0.00 \$244.00 \$156.70 \$820.63 \$0.00 \$1,213.57
\$84.00 \$1,496.26 \$0.00 \$1,702.60 \$1,651.30 \$4,595.26 \$0.00 \$6,598.82
168 748 0 85 550 306 0 147
\$0.00 \$0.00 \$0.00 \$0.00
(\$34.00) (\$1,296.26) \$150.00 \$297.40 (\$1,351.30) (\$3,095.26) \$500.00 (\$2,098.82)
(68) (648) 100 15 (450) (206) 100 (47)

53100 SUPPLIES 53103 ELECTRICITY 53111 GENERAL SUPPLIES	52300 OTHER PURCHASED SERVICES 52310 INSURANCE - GENERAL 52320 TELEPHONE & PAGER 52330 ADVERTISING 52350 TRAVEL 52360 DUES, FEES, SUBSCRIPTIONS 52370 EDUCATION & TRAINING 52385 CONTRACT LABOR Total Other Purchased Services	52200 PROPERTY SERVICES 52210 CUSTODIAL SERVICES 52215 STREET SWEEPING SERVICES 52220 REPAIRS/MAINT- EQUIPMENT 52222 REPAIRS/MAINT- NEHICLES 52223 REPAIRS/MAINT- VEHICLES 52225 REPAIRS/MAINT- OTHER 52226 REPAIRS/MAINT- BUILDING Total Property Services	51200 EMPLOYEE BENEFITS 51210 INSURANCE EMPLOYEE GROUP 51220 FICA & MEDICARE CONTRIBUTION 51240 EMPLOYEE RETIREMENT 51260 UNEMPLOYMENT INSURANCE 51270 INSURANCE WORKER'S COMP Total Employee Benefits 52100 PROFESSIONAL & TECH SERVICE 52120 LEGAL FEES 52121 ENGINEERING FEES 52131 MOSQUITO SPRAYING EXP 52136 OTHER SERVICES Total Professional & Tech Service	100 GENERAL 420 STREETS 51100 SALARIES & WAGES Accounts 420 STREETS 51100 SALARIES & WAGES 51110 REGULAR EMPLOYEES 51130 OVERTIME Total Salaries & Wages
\$3,000.00 \$500.00	\$6,196.00 \$750.00 \$0.00 \$500.00 \$277.00 \$500.00 \$500.00 \$8,223.00	\$2,100.00 \$0.00 \$7,000.00 \$7,000.00 \$3,500.00 \$0.00 \$19,600.00	\$0.00 \$3,100.00 \$0.00 \$1,983.77 \$2,057.00 \$7,140.77 \$1,800.00 \$7,000.00 \$5,000.00 \$5,000.00 \$13,800.00	Budget Appropriation \$22,500.00 \$1,500.00
\$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Broc Experimental Supplemental Appropriation \$0.00 \$0.00
\$42.58 \$69.08	\$0.00 \$38.00 \$82.40 \$0.00 \$22.50 \$0.00 \$142.90	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$156.50 \$156.50	\$0.00 \$394.80 \$27.01 \$17.18 \$0.00 \$438.99 \$250.00 \$2,000.00 \$2,000.00 \$2,250.00	Brooklet, City Of Expenditure Report Level 4 Summary for March 2 plemental Current Pd propriation Expenditures \$0.00 \$1,638.18 \$0.00 \$1,638.18
14 -	N 0 0 0 0 0 0 0	→ 000000	1 0 4 0 6 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	025 Curr Pet
\$1,410.46 \$883.96	\$0.00 \$568.00 \$112.40 \$0.00 \$335.90 \$0.00 \$31,050.00 \$32,066.30	\$0.00 \$0.00 \$11,115.16 \$11,791.58 \$1,879.18 \$1,304.62 \$0.00 \$26,090.54	\$4,259.20 \$3,485.35 \$269.92 \$81.93 \$3,087.42 \$11,183.82 \$10,450.00 \$10,450.00 \$10,450.00 \$17,347.51	Year To Date Expenditures \$15,495.70 \$657.71 \$16,153.41
47 177	0 76 0 0 121 0	0 0 159 168 54 0 0	0 112 0 4 150 167 0 97 0 209	YTD Pct 69
\$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Encumbered Balance \$0.00
\$1,589.54 (\$383.96)	\$6,196.00 \$182.00 (\$112.40) \$500.00 (\$58.90) \$500.00 (\$31,050.00) (\$23,843.30)	\$2,100.00 \$0.00 (\$4,115.16) (\$4,791.58) \$1,620.82 (\$1,304.62) \$0.00 (\$6,490.54)	(\$4,259.20) (\$385.35) (\$269.92) \$1,901.84 (\$1,030.42) (\$4,043.05) \$1,800.00 \$202.50 \$0.00 (\$5,450.00) (\$5,450.00) (\$3,547.51)	Unencumbered Balance \$7,004.30 \$842.29 \$7,846.59
53 (77)	100 24 0 100 (21) 100 0 (290)	100 (59) (68) 46 0	(12) (12) 96 (50) (57) 100 3 3 0 (109)	Une Pct 31 33

100 GENERAL 420 STREETS 53100 SUPPLIES

Brooklet, City Of Expenditure Report Level 4 Summary for March 2025

	440 WATER 54100 PROPERTY 54143 DRAINAGE	Total RNCC	53103 ELECTRICITY Total Property Services	53103 PROPERTY SERVICES	Total Supplies	53116 MISCELLANEOUS	53100 SUPPLIES	Total Other Purchased Services	52310 INSURANCE - GENERAL	52300 OTHER PURCHASED SERVICES	Total Property Services	52226 REPAIRS/MAINT- BUILDING	52225 REPAIRS/MAINT- OTHER	52210 CUSTODIAL SERVICES	430 RNCC 52200 PROPERTY SERVICES	Total STREETS	Total Contingencies	57900 CONTINGENCIES	Total Property	54262 DOT LMIG	54260 CAPITAL ADDITIONS	54131 BUILDING IMPROVEMENTS	54100 PROPERTY	Total Supplies	53170 UNIFORMS	53134 ELECTRICITY - STR LIGHTS	53116 MISCELLANEOUS	53115 SIGNS	53114 GAS OII & GREASE	Accounts		
	\$0.00	\$11,500.00	\$6,000.00 \$6,000.00		\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$4,500.00	\$1,500.00	\$1,000.00	\$2,000.00		\$146,863.77	\$0.00	\$0.00	\$22,500.00	\$0.00	\$22,500.00	\$0.00	\$0.00	\$51,600.00	\$0.00	\$38,000.00	\$0.00	\$2,000,00	\$8,000,00	Appropriation	Budget	
	\$0.00	\$0.00	\$0.00 \$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Appropriation	Supplemental	TO 4 10 0011
	\$0.00	\$962.07	\$781.83 \$781.83		\$0.00	\$0.00	\$0.00	\$115.24	\$0.00	\$115.24	\$65.00	\$65.00	\$0.00	\$0.00		\$8,648.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,021.99	\$0.00	\$3,772.80	\$0.00	\$0.00	\$137.53	Expenditures	Current Pd	mary for march 2
	0	00	ಪ ಪ		0	0 0	0	12	0	12	_	4	0	0		6	0	0	0	0	0	0 0	0	00	0	10	0 (0 1	N 0	Pct	Curr	040
	\$0.00	\$11,571.10	\$5,448.06 \$5,448.06		\$402.33	\$300.00	\$102 33	\$672.16	\$0.00	\$672.16	\$5,048.55	\$1,366.00	\$3,512.55	\$170.00		\$137,986.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,144.55	\$0.00	\$26,947.65	\$4.00	\$1 144 85	\$4.753.63	Expenditures	Year To Date	
	0	101	91 91		0	0 0	0	67	0	67	112	91	351	9		94	0	0	0	0	0	0 0	0	68	0	71	0 :	57	59	Pct	OTY	
1	\$0.00	\$0.00	\$0.00 \$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Balance	Encumbered	
-	\$0.00	(\$71.10)	\$551.94 \$551.94		(\$402.33)	(\$300.00)	(\$102.33)	\$327.84	\$0.00	\$327.84	(\$548.55)	\$134.00	(\$2,512.55)	\$1,830.00		\$8,877.64	\$0.00	\$0.00	\$22,500.00	\$0.00	\$22,500.00	\$0.00	\$0.00	\$16,455.45	\$0.00	\$11,052.35	(\$4.00)	\$855.15	\$3,246.37	Balance \$100.00	Unencumbered	
	0	3	9 9	ß.	0	0 0	0	33	0	33	(12)	9	(251)	92		6	0	0	100	0	100	0 (0	32	0			43	41		Une	

4/11/2025

22	\$203,640.02	\$0.00	78	\$738,066.98	9	\$82,632.45	\$0.00	\$941,707.00	Total GENERAL
0	(\$418.42)	\$0.00	0	\$418.42	0	\$0.00	\$0.00	\$0.00	Total OTHER EXPEN.
0	(\$418.42)	\$0.00	0	\$418.42	0	\$0.00	\$0.00	\$0.00	Total Operating Transfers In/Out
0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	61170 TRANSFER IN/OUT - ARPA
0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	61150 TRANSFER IN/OUT- CEMETERY FL
0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	61145 TRANSFER IN/OUT-TSPLOST FUNI
0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	61140 TRANSFER IN/OUT- SPLOST FUND
0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	61130 TRANSFER IN/OUT- SANITATION
0	(\$418.42)	\$0.00	0	\$418.42	0	\$0.00	\$0.00	\$0.00	61120 TRANSFER IN/OUT- WATER FUND
0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	61110 TRANSFER IN/OUT- GENERAL FUN
									900 OTHER EXPEN.
56	\$8,333.80	\$0.00	44	\$6,666.20	ယ	\$400.00	\$0.00	\$15,000.00	Total CEMETERY
100	\$2,500.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$2,500.00	Total Supplies
100	\$2,500.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$2,500.00	53100 SUPPLIES 53116 MISCELLANEOUS
33	\$3,333.80	\$0.00	67	\$6,666.20	4	\$400.00	\$0.00	\$10,000.00	Total Property Services
33	\$3,333.80	\$0.00	67	\$6,666.20	4	\$400.00	\$0.00	\$10,000.00	52200 PROPERTY SERVICES 52225 REPAIRS/MAINT- OTHER
0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	Total Property Services
0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	00054 PROPERTY SERVICES 54260 CAPITAL ADDITIONS
100	\$2,500.00	\$0.00	0	\$0.00	c	\$0.00	\$0.00	\$2,500.00	Total Property Services
100	\$2,500.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$2,500.00	52385 CONTRACT LABOR
									495 CEMETERY 00052 PROPERTY SERVICES
0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	Total WATER
0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	Property
Pct	Unencumbered Balance	Encumbered	Pct	Year To Date Expenditures	Pct	Current Pd Expenditures	Supplemental Appropriation	Budget Appropriation	Accounts
			i		025	Level 4 Summary for March 2025	Level 4 Sum		
						Expenditure Report	Expe		440 WATER 54100 PROPERTY
						Philat City Of			100 GENERAL

Total AMERICAN RESCUE PLAN FUND	Total OTHER EXPEN.	900 OTHER EXPEN. 61100 OPERATING TRANSFERS IN/OUT 61110 TRANSFER IN/OUT- GENERAL FUN Total Operating Transfers In/Out	Total WATER	Total Property	54143 DRAINAGE	54142 SYSTEM IMPROVEMENTS	230 AMERICAN RESCUE PLAN FUND 440 WATER 54100 PROPERTY	Accounts	230 AMERICAN RESCUE PLAN FUND 440 WATER 54100 PROPERTY
\$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Budget Appropriation	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Supplemental Appropriation	Bro Exp Level 4 Sun
\$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Current Pd Expenditures	Brooklet, City Of Expenditure Report Level 4 Summary for March 2025
0	0	o o	0	0	0	0		Curr	025
\$387,362.02	\$0.00	\$0.00 \$0.00	\$387,362.02	\$387,362.02	\$0.00	\$387,362.02		Year To Date Expenditures	
0	0	0 0	0	0	0	0		Pct	
\$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Encumbered Balance	
(\$387,362.02)	\$0.00	\$0.00 \$0.00	(\$387,362.02)	(\$387,362.02)	\$0.00	(\$387,362.02)		Unencumbered Balance	
0	0	o 0	0	0	0	0		Une	

Total TSPLOST	Total OTHER EXPEN.	900 OTHER EXPEN. 61100 OPERATING TRANSFERS IN/OUT 61110 TRANSFER IN/OUT- GENERAL FUN Total Operating Transfers In/Out	Total STREETS	Total Property	54143 DRAINAGE	54100 PROPERTY 54140 ROAD CONSTRUCTION	Total Supplies	53100 SUPPLIES 53116 MISCELLANEOUS	Total Professional & Tech Service	420 STREETS 52100 PROFESSIONAL & TECH SERVICE 52124 ENGINEERING FEES		330 TSPLOST 420 STREETS 52100 PROFESSIONAL & TECH SERVICE
\$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Budget Appropriation	
											Suppl	L _e
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Supplemental Appropriation	Broc Experivel 4 Sumi
\$14,375.00	\$0.00	\$0.00	\$14,375.00	\$13,500.00	\$0.00	\$13,500.00	\$0.00	\$0.00	\$875.00	\$875.00	Current Pd Expenditures	Brooklet, City Of Expenditure Report Level 4 Summary for March 2025
0	0	o o	0	0 0	0	0	0	0	0	0	Curr	025
\$486,486.63	\$0.00	\$0.00 \$0.00	\$486,486.63	\$480,534.13	\$0.00	\$453,723.63	\$0.00	\$0.00	\$5,952.50	\$5,952.50	Year To Date Expenditures	
0	0	o o	0	0 0	0	0	0	0	0	0	Pct	
\$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Encumbered Balance	
(\$486,486.63)	\$0.00	\$0.00	(\$486,486.63)	(\$480,534.13)	\$0.00	(\$453,723.63)	\$0.00	\$0.00	(\$5,952.50)	(\$5,952.50)	Unencumbered Balance	
0	0	o 0	0	0 0	0 0	0	0	0	0	0	Pct	

Total OTHER EXPEN.	900 OTHER EXPEN. 61100 OPERATING TRANSFERS IN/OUT 61110 TRANSFER IN/OUT- GENERAL FUN Total Operating Transfers In/Out	Total WATER	54200 MACHINERY & EQUIPMENT 54260 CAPITAL ADDITIONS Total Machinery & Equipment	440 WATER 54100 PROPERTY 54142 SYSTEM IMPROVEMENTS Total Property	Total STREETS	420 STREETS 54200 MACHINERY & EQUIPMENT 54260 CAPITAL ADDITIONS Total Machinery & Equipment	Total POLICE	57900 CONTINGENCIES Total Contingencies	320 POLICE 54200 MACHINERY & EQUIPMENT 54260 CAPITAL ADDITIONS Total Machinery & Equipment	Total ADMINISTRATION	57900 CONTINGENCIES 57900 CONTINGENCIES Total Contingencies	340 2020 SPLOST 150 ADMINISTRATION 54200 MACHINERY & EQUIPMENT 54260 CAPITAL ADDITIONS Total Machinery & Equipment	Accounts	340 2020 SPLOST 150 ADMINISTRATION 54200 MACHINERY & EQUIPMENT
\$0.00	N \$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00	\$0.00 \$0.00	\$0.00	Budget Appropriation	
\$0.00	\$0.00	\$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00	\$0.00 \$0.00	\$0.00 \$0.00	Supplemental Appropriation	Bro Exp Level 4 Sun
\$0.00	\$0.00	\$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00	\$0.00 \$0.00	\$0.00 \$0.00	Current Pd Expenditures	Brooklet, City Of Expenditure Report Level 4 Summary for March 20
0	0 0	0	00	0 0	0	0 0	0	o 0	o 0	0	o 0	0 0	Curr	2025
\$0.00	\$0.00 \$0.00	\$374,315.67	\$0.00 \$0.00	\$374,315.67 \$374,315.67	\$26,810.50	\$26,810.50 \$26,810.50	\$62,936.74	\$6,645.63 \$6,645.63	\$56,291.11 \$56,291.11	\$0.00	\$0.00 \$0.00	\$0.00 \$0.00	Year To Date Expenditures	
0	0 0	0	• 0	• 0	0	• 0	0	o o	o 0	0	0 0	0 0	YTD	
\$0.00	\$0.00 \$0.00	\$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00	\$0.00 \$0.00	\$0.00 \$0.00	Encumbered Balance	
\$0.00	\$0.00	(\$374,315.67)	\$0.00 \$0.00	(\$374,315.67) (\$374,315.67)	(\$26,810.50)	(\$26,810.50) (\$26,810.50)	(\$62,936.74)	(\$6,645.63) (\$6,645.63)	(\$56,291.11) (\$56,291.11)	\$0.00	\$0.00 \$0.00	\$0.00 \$0.00	Unencumbered Balance	
0	0 0	0	o o	• •	0	• 0	0	00	00	0	o 0	0 0	Une Pct	

4/11/2025

61100 OPERATING TRANSFERS IN/OUT 900 OTHER EXPEN.

340 2020 SPLOST

Total 2020 SPLOST

Accounts

Expenditure Report Brooklet, City Of

Level 4 Summary for March 2025

Budget Appropriation \$0.00 Appropriation \$0.00 Supplemental

Current Pd

Expenditures \$0.00 Curr

Pct

Expenditures \$464,062.91

Year To Date

Pct 0

Balance \$0.00

Balance (\$464,062.91)

Encumbered Unencumbered Pct 0

355 SEID COANT EIND			The City of						
440 WATER 53100 SUPPLIES		Exp Level 4 Sur	Expenditure Report Level 4 Summary for March 2025	2025					
	Budget	Supplemental	Current Pd	Curr	Year To Date	OL Y	Encumbered	Unencumbered	Une
Accounts	Appropriation	Appropriation	Expenditures	Pct	Expenditures	Pct	Balance	Balance	Pct
355 SEID GRANT FUND									
440 WATER									
53116 MISCELL ANEOUS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Supplies	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
54100 PROPERTY									
54142 SYSTEM IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
54145 SIDEWALKS, CURBS & GUTTERS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Property	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
57900 CONTINGENCIES									
57900 CONTINGENCIES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Contingencies	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total WATER	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
900 OTHER EXPEN.									
61110 TRANSFER IN/OUT- GENERAL FUN	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Operating Transfers In/Out	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total OTHER EXPEN.	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total SEID GRANT FUND	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0

505 WATER FUND 51100 SALARIES & WAGES 440 WATER **505 WATER FUND** Accounts 440 WATER 51100 SALARIES & WAGES 51200 EMPLOYEE BENEFITS 52100 PROFESSIONAL & TECH SERVICE 52300 OTHER PURCHASED SERVICES 52200 PROPERTY SERVICES **52210 CUSTODIAL SERVICES** 52150 CLASS III OPERATOR **52130 COMPUTER SERVICE** 52120 LEGAL FEES 51260 UNEMPLOYMENT INSURANCE 51210 INSURANCE EMPLOYEE GROUP 52320 TELEPHONE & PAGER 52310 INSURANCE - GENERAL 52227 SEWER MAINTENANCE 52225 REPAIRS/MAINT- OTHER 52223 REPAIRS/MAINT- VEHICLES 52220 REPAIRS/MAINT- EQUIPMENT 52137 GA DNR/LAB TEST **52136 OTHER SERVICES** 51270 INSURANCE WORKER'S COMP 51240 EMPLOYEE RETIREMENT 51220 FICA & MEDICARE CONTRIBUTION 51130 OVERTIME 51110 REGULAR EMPLOYEES 52385 CONTRACT LABOR 52370 EDUCATION & TRAINING 52360 DUES, FEES, SUBSCRIPTIONS **52350 TRAVEL** 52330 ADVERTISING 52324 MERCHANT FEES 52322 BANK SERVICE CHARGE 52321 POSTAGE Total Property Services Total Professional & Tech Service Total Employee Benefits Total Salaries & Wages Total Other Purchased Services Appropriation \$29,419.00 \$14,500.00 \$11,000.00 \$15,146.00 \$36,500.00 \$52,000.00 \$40,000.00 \$41,694.00 \$24,430.00 \$87,000.00 \$85,000.00 \$1,000.00 \$7,000.00 \$1,000.00 \$4,114.00 \$1,000.00 \$2,773.00 \$4,000.00 \$8,500.00 \$2,500.00 \$2,175.00 \$4,325.00 \$6,650.00 \$2,000.00 \$2,500.00 \$2,500.00 \$4,000.00 \$500.00 Budget \$0.00 \$0.00 \$0.00 \$0.00 Supplemental Appropriation Level 4 Summary for March 2025 \$0.00 **Expenditure Report** Brooklet, City Of Expenditures Current Pd \$43,586.72 \$44,916.23 \$2,215.94 \$4,754.91 \$4,462.06 \$6,964.08 \$6,217.46 \$746.62 \$549.00 \$247.85 \$720.00 \$596.87 \$496.72 \$324.00 \$170.00 \$742.50 \$443.00 \$273.00 \$78.35 \$38.01 \$37.91 \$0.00 \$0.00 \$0.00 \$7.09 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 Curr 109 Pct 10 37 0 4 4 N 0 0 0 0 20 Expenditures Year To Date \$12,251.68 \$22,185.71 \$92,409.18 \$66,000.00 \$12,465.20 \$90,571.67 \$58,689.58 \$12,802.09 \$14,980.00 \$13,441.59 \$62,074.08 \$58,671.29 \$1,163.90 \$7,118.31 \$4,451.50 \$2,621.05 \$1,615.00 \$4,100.00 \$1,605.21 \$2,303.90 \$3,402.79 \$5,524.40 \$9,122.26 \$720.00 \$480.00 \$106.55 \$378.85 \$31.37 \$77.30 \$0.00 \$0.00 \$0.00 1650 TTD 512 147 257 72 47 **75** 105 111 69 170 Pcf 96 86 71 39 37 35 3 Encumbered Balance \$0.00 Unencumbered (\$55,909.18) (\$62,000.00) (\$18,689.58) (\$14,980.00 \$15,146.00 \$38,571.67 \$10,302.09 \$15,307.74 (\$1,251.68 (\$1,615.00) \$26,328.71 (\$4,345.31) \$24,925.92 (\$1,402.79) \$4,400.00 \$1,000.00 \$1,336.10 \$1,000.00 \$5,524.40 \$2,034.80 \$6,922.70 \$2,508.79 \$2,143.63 \$3,946.15 \$4,346.10 (\$106.55 (\$451.50 (\$121.05 Balance \$280.00 \$20.00 (1550)

(412)

5

99 99

(47)

100

Une

Pct

31

29

53100 SUPPLIES

4/11/2025

(157)

28

100

4

0 (5)

90

(153)

(11)

0

99

Brooklet, City Of Expenditure Report Level 4 Summary for March 2025

Total WATER FUND	Total OTHER EXPEN.	900 OTHER EXPEN. 61100 OPERATING TRANSFERS IN/OUT 61110 TRANSFER IN/OUT- GENERAL FUN Total Operating Transfers In/Out	Total WATER	Total Contingencies	57900 CONTINGENCIES	Total Property	54260 CAPITAL ADDITIONS	54143 DRAINAGE	54142 SYSTEM IMPROVEMENTS	54100 PROPERTY	Total Supplies	53170 UNIFORMS	53117 WATER METERS	53116 MISCELLANEOUS	53114 GAS, OIL, & GREASE	53113 CHEMICALS	53112 OFFICE SUPPLIES	53111 GENERAL SUPPLIES	53103 ELECTRICITY	Accounts	
\$451,730.00	\$0.00	\$0.00 \$0.00	\$451,730.00	\$0.00	\$0.00	\$95,817.00	\$0.00	\$0.00	\$95,817.00		\$109,300.00	\$500.00	\$25,000.00	\$24,000.00	\$4,000.00	\$8,800.00	\$2,000.00	\$24,000.00	\$21,000.00	Appropriation	Budget
\$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Appropriation	Supplemental
\$62,705.39	\$0.00	\$0.00 \$0.00	\$62,705.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$3,411.23	\$0.00	\$310.86	\$0.00	\$163.37	\$0.00	\$0.00	\$0.00	\$2,937.00	Expenditures	Current Pd
14	0	0 0	14	0	0	0	0	0	0		ω	0	_	0	4	0	0	0	14	Pct	Curr
\$423,301.47	(\$418.42)	(\$418.42) (\$418.42)	\$423,719.89	\$0.00	\$0.00	\$55,107.80	\$0.00	\$0.00	\$55,107.80		\$87,929.86	\$0.00	\$53,565.48	(\$3,328.42)	\$1,442.95	\$11,918.61	\$1,169.43	\$514.84	\$22,646.97	Expenditures	Year To Date
94	0	0 0	94	0	0	58	0	0	58		80	0	214	(14)	36	135	58	2	108	Pct	YTD
\$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Balance	Encumbered
\$28,428.53	\$418.42	\$418.42 \$418.42	\$28,010.11	\$0.00	\$0.00	\$40,709.20	\$0.00	\$0.00	\$40,709.20		\$21,370.14	\$500.00	(\$28,565.48)	\$27,328.42	\$2,557.05	(\$3,118.61)	\$830.57	\$23,485.16	(\$1,646.97)	Balance	Unencumbered
6	0	0 0	6	0	0	42	0	0	42		20		(114)		64	(35)	42	98			

540 SANITATION 450 SANITATION 51100 SALARIES & WAGES

Brooklet, City Of Expenditure Report Level 4 Summary for March 2025

STIGO SALANIES & WAGES		Level 4 Sumi	Level 4 Summary for March 2025	025						
Accounts	Budget	Supplemental	Current Pd	Curr	Year To Date	PATO	Encumbered	Unencumbered Balance	Une	
540 SANITATION 450 SANITATION					,					
51100 SALARIES & WAGES	\$43 000 00	\$0.00	\$3 334 56	00	\$31.259.96	73	\$0.00	\$11.740.04	27	
51130 OVERTIME	\$1,000.00	\$0.00	\$107.70	1	\$708.68	71	\$0.00	\$291.32	29	
Total Salaries & Wages	\$44,000.00	\$0.00	\$3,442.26	00	\$31,968.64	73	\$0.00	\$12,031.36	27	
51200 EMPLOYEE BENEFITS										
51210 INSURANCE EMPLOYEE GROUP	\$0.00	\$0.00	\$2.44	0	\$21.96	0	\$0.00	(\$21.96)	0	
51220 FICA & MEDICARE CONTRIBUTION		\$0.00	\$263.33	00	\$2,445.60	74	\$0.00	\$854.40	26	
51240 EMPLOYEE RETIREMENT	\$1,500.00	\$0.00	\$27.16	2	\$271.42	18	\$0.00	\$1,228.58	82	
51260 UNEMPLOYMENT INSURANCE	\$1,100.00	\$0.00	\$11.49		\$38.00	lω	\$0.00	\$1,062.00	97	
51270 INSURANCE WORKER'S COMP	\$2,057.00	\$0.00	\$0.00	0	\$1,605.20	78	\$0.00	\$451.80	22	
Total Employee Benefits	\$7,957.00	\$0.00	\$304.42	4	\$4,382.18	55	\$0.00	\$3,5/4.82	45	
52100 PROFESSIONAL & TECH SERVICE				ří		,	;		3	
52130 COMPUTER SERVICE	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,000.00	00	
Total Professional & Tech Service	\$1,000,00	\$0.00	\$0.00	c	\$0.00	c	\$0.00	\$1,000.00		
52200 PROPERTY SERVICES	\$3,500,00	\$ 0.00	\$0.00	0	* 0 00	0	\$0.00	\$2 500 00	100	
52223 REPAIRS/MAINT- VEHICLES	\$5,700.00	\$0.00	\$0.00	0 0	\$8,128.61	143	\$0.00	(\$2,428.61)	(43)	
52225 REPAIRS/MAINT- OTHER	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100	
Total Property Services	\$8,700.00	\$0.00	\$0.00	0	\$8,128.61	93	\$0.00	\$571.39	7	
52300 OTHER PURCHASED SERVICES				6		r:				
52310 INSURANCE - GENERAL	\$6,196.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$6,196.00	100	
52360 DUES, FEES, SUBSCRIPTIONS	\$277.00	\$0.00	\$0.00	o c	\$0.00	0 0	\$0.00	\$0.00	0 0	
52385 CONTRACT LABOR	\$1,000.00	\$0.00	\$0.00	0	\$6,000.00	600	\$0.00	(\$5,000.00)	(500)	
Total Other Purchased Services	\$7,473.00	\$0.00	\$0.00	0	\$6,000.00	80	\$0.00	\$1,473.00	20	
53100 SUPPLIES										
53111 GENERAL SUPPLIES	\$499.23	\$0.00	\$0.00	0	\$241.52	48	\$0.00	\$257.71	3 52	
53114 GAS, OIL, & GREASE	\$5,000.00	\$0.00	\$0.00	0 0	\$300.00	თ მ	\$0.00	\$4,700.00	94	
53119 TIPPAGE FEES	\$26,000.00	\$0.00	\$1,132.12	4	\$23,777.96	91	\$0.00	\$2,222.04	9	
53170 UNIFORMS	\$0.00	\$0.00	\$0.00	0	\$377.21	0	\$0.00	(\$377.21)	0	
Total Supplies	\$38,499.23	\$0.00	\$1,132.12	ယ	\$29,446.80	76	\$0.00	\$9,052.43	24	
54100 PROPERTY 54260 CAPITAL ADDITIONS	\$0.00	\$0.00	\$0.00	0	\$9,248.00	0	\$0.00	(\$9,248.00)	0	
54261 TRUCK LOAN PAYMENT	\$38,933.77	\$0.00	\$0.00	0	\$38,933.77	100	\$0.00	\$0.00	0	
Total Property	\$38,933.77	\$0.00	\$0.00	0	\$48,181.77	124	\$0.00	(\$9,248.00)	(24)	

57900 CONTINGENCIES

Total SANITATION	Total OTHER EXPEN.	900 OTHER EXPEN. 61100 OPERATING TRANSFERS IN/OUT 61110 TRANSFER IN/OUT- GENERAL FUN 61120 TRANSFER IN/OUT- WATER FUND Total Operating Transfers In/Out	Total SANITATION	Total Contingencies	Accounts	540 SANITATION 450 SANITATION 57900 CONTINGENCIES
\$146,563.00	\$0.00	\$0.00 \$0.00	\$146,563.00	\$0.00	Budget Appropriation	
\$0.00	\$0.00	\$0.00 \$0.00 \$0.00	\$0.00	\$0.00	Supplemental Appropriation	Bro Exp Level 4 Sun
\$4,878.80	\$0.00	\$0.00 \$0.00	\$4,878.80	\$0.00	Current Pd Expenditures	Brooklet, City Of Expenditure Report Level 4 Summary for March 2025
ယ	0	• 0 0	ω	o 0	Curr	025
\$128,108.00	\$0.00	\$0.00 \$0.00	\$128,108.00	\$0.00	Year To Date Expenditures	
87	0	• 0 0	87	o o	YTD	
\$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00	Encumbered Balance	
\$18,455.00	\$0.00	\$0.00 \$0.00	\$18,455.00	\$0.00	Unencumbered Balance	
13	0	• • •	13	o c	Une	

560 CEMETERY 900 OTHER EXPEN. 61000 INTERFUND TRANSFER		Expe Level 4 Sum	Brooklet, City Of Expenditure Report Level 4 Summary for March 2025	025					
	Budget	Supplemental	Current Pd	Curr	Year To Date	ALD	Encumbered	Encumbered Unencumbered	Une
Accounts	Appropriation	Appropriation	Expenditures	Pct	Expenditures	Pct	Balance	Balance	Pct
560 CEMETERY									
900 OTHER EXPEN.									
61000 INTERFUND TRANSFER									
61110 TRANSFER IN/OUT- GENERAL FUN	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Interfund Transfer	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total OTHER EXPEN.	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total CEMETERY	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
TOTAL ALL FUNDS	\$1,540,000.00	\$0.00	\$164,591.64	±	\$2,627,388.01	171	\$0.00	(\$1,087,388.01)	(71)

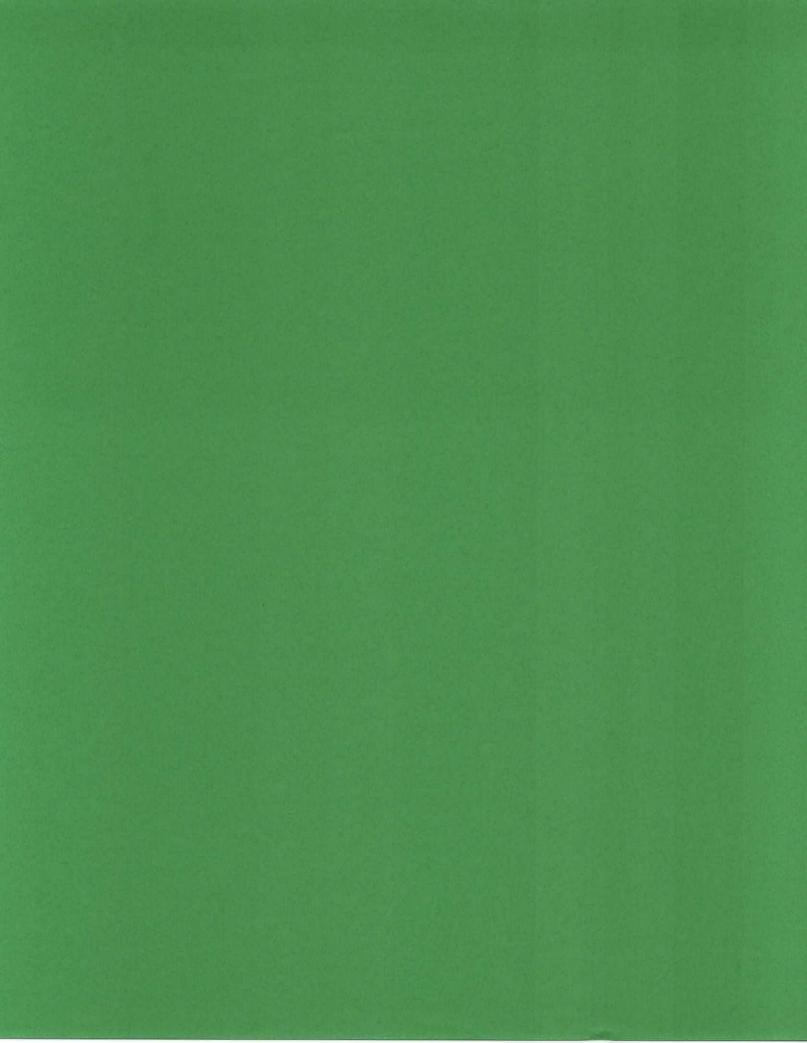
Report Summary

4 - Revenues	Type From
5 - Expenses	Type To

Skip Zero/ No Activi	Adjusted Budge	Detail Level
Activity	et Column	Level 4 sir
Z	Z	ingle
		space

Level	From	То	New Page
_	ALL		n/a
2	ALL		z
ω	ALL		z
4	ALL		z
5	ALL		n/a

Export version	Export	System version 7.1.28	Print ID	Run by	Print Time	Print Date	System Time	System Date	Period
VM-07123000	APGLXP17	7.1.28	381	LMP	12:46:35 pm	4/11/2025	12:46:15 pm	4/11/2025	09



ADMINISTRATION REPORT **MARCH 2025 MEETING** By: Lori Phillips, City Clerk

Permits and Applications:

March Applications

Electrical/Plumbing Permit

1. W.T. Lamb Investments \$75.00

2. Tim Freeman

\$ 75.00

Sign Permit

- N/A

Building Permit

 Brooklet Elementary School \$ 495.84 2. Frank Jo, LLC \$ 2,214.40

Renovation Permit

1. Brad Anderson \$75.00 2. Brad Anderson \$ 75.00 3. Brad Anderson \$ 75.00

Trailer Permit

1. George Powers \$650.00

Tap-Ins

1. Frank Jo, LLC \$ 2,800.00

Special Event Permit

1. Kiwanis Extravaganza \$80.00

Financial Institutions Tax Received

 Morris Bank \$ 14,598.00

Franchise Tax Telephone Received

Bulloch Telephone \$ 308.95

Franchise Tax - Electricity

Georgia Power \$ 115,398.53

RNCC Rental Fees

Deposits: \$ 900.00Rental: \$ 880.00

Deposits refunded: \$525.00
Cleaning Fee withheld: \$75.00

Water Deposit Refunds:

• \$510.62

Employee Payroll

All Departments \$23,775.74

Invoices Paid via Check & Online

General Fund \$72,089.09
 Water Fund \$63,253.16
 Sanatation Fund \$1,159.28
 T-SPLOST Fund \$14,375.00

Monthly Transfers

Water Capital Imp. Fee Transfer from WF -\$ 2,499.62

Sanitation Transfer from WF - \$16,483.89

Admin/Tech Fee Transfer from GF - \$1,850.00

Task:

March 1, 2025, GMA Retreat at 9:00 am: I apologize for missing the retreat.
 Unfortunately, I was very sick. After several doctor visits and a trip to the emergency room, we discovered I had salmonella.

March 3, 2025: Submitted Payroll

- March 4, 2025, FEMA Meeting at 1:30 pm: I and City Manager Carter Crawford attended.
- March 5, 2025: I attended the first class of the 2025 Municipal Revenue Administration Certificate Program in Savannah, Georgia—Ad Valorem 101.
- March 6, 2025: I attended the second class for the 2025 Municipal Revenue Administration Certificate Program in Savannah, Georgia – Delinquent Tax Collection.
- March 12, 2025: I attended the third class of the 2025 Municipal Revenue Administration Certificate Program in Savannah, Georgia, Governmental Fund Revenue Sources.

March 17, 2025: Submitted Payroll

- March 18, 2025, at 10:00 am: I attended an Employee Meeting with City Manager Carter Crawford, Melissa Pevey, Johnny Alamia, Jim Hargett, and Lisa Tollison.
- March 20, 2025, at 8:30 am: I met with Kasey Davis, Premium Auditor with Georgia Administration Services, to conduct the 2024 Workers Compensation Audit through GMA.

March 20, 2025: I prepared the agenda, packets, and council chambers for the City Council meeting at 7:00 p.m.

Council meeting at 7.00 p.m.

 March 21, 2025: I applied late penalties to the utility bills and loaded the meterreading equipment for Derrell to read the meters.

March 24, 2025: I prepared the cut-off list, applied fees for past-due water

accounts, and generated the water bills for February.

• March 25, 2025: Mrs. Pam Helton with GMA spent part of the day with me discussing what I do daily and ways I can get caught up and stay caught up with the minutes, bank reconciliations, etc.

March 26, 2025: I attended the fourth class of the 2025 Municipal Revenue Administration Certificate Program in Savannah, Georgia, on Occupational Tax,

Regulatory Fees, and Alcohol licenses.

March 27, 2025: I attended the fifth and final class of the 2025 Municipal Revenue Administration Certificate Program, Customer Service & Internal Control, in

Savannah, Georgia.

 March 31, 2025: Submitted Payroll and registered myself for the 2025 GMA Annual Convention in Savannah, Georgia, per Pam Helton to attend the Clerks Training: Human Resources class on June 20, 2025, and the Clerks Training: Professional Skills Development 101 Business Writing class on June 21, 2025. Both classes are required for Certified City Clerks.

NEWS RELEASE

For Immediate Release

Contact: Latisha Gray, (678) 686-6242

lgray@gacities.com

City of Brooklet Municipal Revenue Administration Certificate

RELEASE DATE: April 8, 2025

ATLANTA – Brooklet City Clerk Lori Phillips received a Municipal Revenue Administration Certificate from the Georgia Municipal Association (GMA). The certificate was presented on March 27, 2025, in Savannah, GA.

GMA's Municipal Revenue Administration Certificate program is designed to strengthen the understanding of city managers, city clerks, finance officers, customer service staff, elected officials, and other city employees on different municipal revenue sources and applicable laws of the administration and collection process. In order to receive the certificate, recipients must complete all program courses: Ad Valorem Tax 101, Delinquent Tax Collection, Governmental Fund Revenue Sources 101, Occupation Tax and Regulatory Fees, Alcohol Excise Tax and License Fees, Customer Service, and Internal Control.

"We are proud to have members like Lori Phillips, who commit to strengthening their understanding in a wide range of general fund revenue sources and professionalism in customer service," said GMA's CEO and Executive Director Larry Hanson.

About the Georgia Municipal Association: Based in Atlanta, GMA is a voluntary, non-profit organization that provides legislative advocacy, educational, employee benefit and consulting services to all of Georgia's 536 cities. GMA anticipates and influences the forces shaping Georgia's cities and to provide leadership, tools and services that assist municipal governments in becoming more innovative, effective and responsive. Created in 1933, the Georgia Municipal Association (GMA) is the only state organization that represents municipal governments in Georgia. For more information, visit www.gacities.com.

ART TIME: 8:00 AM

5	
EEK:	
03/03/25	
03/07/25	
ST	

3-Mar

4-Mar

5-Mar

6-Mar

7-Mar

SAT

SUN IMPORTANT TASKS

8:30 AM	8:00 AM
*Printed Daily Closeout Reports for 02/25, 02/26, 02/27, 02/28, 03/01, & 03/02 *Sent and Responded to Dig Orders *Submit Payroll *Added Penalty to 2024 Unpaid Property Taxes *Received & Replied to Emails	CIOCKED IN
*Printed Daily Closeout Reports for 03/03 *Sent and Responded to Dig Orders *Received & Replied to Emails *Scheduled Inspections	CLOCKED IN
MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA
MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA
OFF	OFF

9:00 AM

02/28, 03/01, & 03/02 02/25, 02/26, 02/27,

*Received & Replied

*Received & Replied to Emails

> SAVANNAH TRAINING MRAC

SAVANNAH TRAINING MRAC

OFF

GA

03/03

to Emails

Closeout Reports for Closeout Reports for

*Printed Daily

Schools

WEEK: 03/03/25 - 03/07/25

TIME

3-Mar

4-Mar

5-Mar

6-Mar

7-Mar

SAT

SUN

IMPORTANT TASKS

START TIME: 8:00 AM

9:30 AM Closeout Reports for Closeout Reports for Entries to GL and all 02/28, 03/01, & 03/02 02/25, 02/26, 02/27, *Received & Replied Online Payments that posted to the *Posted Journal *Printed Daily to Emails *Received & Replied Responded to Dig *Printed Daily Inspections *Scheduled *Sent and to Emails Orders 03/03 SAVANNAH TRAINING MRAC SAVANNAH TRAINING MRAC

OFF

Bank Accts.

02/28, 03/01, & 03/02 Closeout Reports for Closeout Reports for Entries to GL and all 02/25, 02/26, 02/27, *Received & Replied that posted to the Online Payments *Posted Journal *Printed Daily to Emails

10:00 AM

Bank Accts. *Received & Replied Responded to Dig *Printed Daily Inspections *Scheduled *Sent and to Emails 03/03 Orders

SAVANNAH TRAINING MRAC GA SAVANNAH TRAINING MRAC OFF

Page 2 of 9

WEEK: 03/03/25 - 03/07/25

START TIME: 8:00 AM

SUN IMPORTANT TASKS

11:30 AM	11:00 AM	10:30 AM
*Lunch	*Lunch	*Printed Daily Closeout Reports for 02/25, 02/26, 02/27, 02/28, 03/01, & 03/02 *Received & Replied to Emails *Posted Journal Entries to GL and all Online Payments that posted to the Bank Accts.
*Lunch	*Lunch	*Replied to Emails *Worked with 911 Addressing to get a physical address for Lift Station
MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA
MRAC TRAINING SAVANNAH	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH
OFF	OFF	OFF
•		

WEEK: 03/03/25 · 03/07/25

TIME

3-Mar

4-Mar

5-Mar

6-Mar

7-Mar

SAT

NUS

IMPORTANT TASKS

START TIME: 8:00 AM

	12:00 PM
	*Completed Daily Closeout Reports & *Entered Acct Bank Deposits for Payables & Printed 02/25, 02/26, 02/27, Checks 02/28, 03/01, & 03/02 *Prepared Checks *Received & Replied for the Mayor to sign to Emails
	*Completed Daily Closeout Reports & *Entered Acct Bank Deposits for Payables & Printed 02/25, 02/26, 02/27, Checks 02/28, 03/01, & 03/02 *Prepared Checks *Received & Replied for the Mayor to sign to Emails
	MRAC TRAINING SAVANNAH GA
	MRAC TRAINING SAVANNAH GA
	OF

Bank Deposits for Payables & Printed TRAINING TRAI 02/25, 02/26, 02/27, Checks 02/28, 03/01, & 03/02 *Prepared Checks SAVANNAH SAVA *Received & Replied for the Mayor to sign GA to Fmails	Checks pared Checks Mayor to sign Checks SAVANNAH GA
	AINING /ANNAH
Name and Address of the Owner, where the Owner, which is the	TRAINING SAVANNAH GA

02/28, 03/01, & 03/02 *Prepared Checks 02/25, 02/26, 02/27, *Received & Replied for the Mayor to sign Closeout Reports & **Bnak Deposits for** *Completed Daily to Emails Payables & Printed Payables & Printed *Entered Acct *Entered Acct Checks SAVANNAH TRAINING MRAC MRAC GA SAVANNAH TRAINING MRAC MRAC OFF

12:30 PM

1:00 PM Material for Class *Printed Training for the Mayor to sign *Prepared Checks Checks SAVANNAH TRAINING GA SAVANNAH TRAINING

OFF

WEEK: 03/03/25-03/07/25 START

TIME

3-Mar

4-Mar

5-Mar

6-Mar

7-Mar SAT

NUS

IMPORTANT TASKS

START TIME: 8:00 AM

2:30 PM	2:00 PM	
*Setup Notebook for Classes	*Setup Notebook for Classes	*Printed Training Material for Class Training
*FEMA Meeting with City Manager	*FEMA Meeting with City Manager	*FEMA Meeting with City Manager
MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA
MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA
OFF	OFF	OFF

Page 5 of 9

3:00 PM

*Setup Notebook for documents to the

*Submitted requested

Classes

*Answered Emails

City Auditor to

MRAC TRAINING SAVANNAH

SAVANNAH

OFF

MRAC

WEEK: 03/03/25 03/07/25

START TIME: 8:00 AM

SUN

IMPORTANT TASKS

4:30 PM	4:00 PM	3:30 PM
P	PM	PM
*Submitted requested documents to the City Auditor to finalize FY24 Budget *Answered Emails *Updated Monthly Bank Recon Spreadsheet`	*Submitted requested documents to the City Auditor to finalize FY24 Budget *Answered Emails *Updated Monthly Bank Recon Spreadsheet`	*Submitted requested documents to the City Auditor to finalize FY24 Budget *Answered Emails *Updated Monthly Bank Recon Spreadsheet*
*Submitted requested documents to the City Auditor to finalize FY24 Budget *Updated Monthly Bank Recon Spreadsheet *Answered Emails	*Submitted requested documents to the City Auditor to finalize FY24 Budget *Updated Monthly Bank Recon Spreadsheet *Answered Emails	*Submitted requested documents to the City Auditor to finalize FY24 Budget *Answered Emails
MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH	MRAC TRAINING SAVANNAH GA
MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH	MRAC TRAINING SAVANNAH GA
OFF	OFF	OFF

WEEK: 03/03/25-03/07/25

START TIME: 8:00 AM

5:00 PM			TIME	
	TUO	CLOCKED		3-Mar
	OUT	CLOCKED		4-Mar
GA	SAVANNAH	TRAINING	MRAC	5-Mar
GA	SAVANNAH	TRAINING	MRAC	6-Mar
OFF			7-Mar	
				SAT
				SUN
				IMPORTANT TASKS

NOTES

9:00 PM

8:30 PM

8:00 PM

7:30 PM

7:00 PM

6:30 PM

6:00 PM

5:30 PM

WEEK: 03/10/25 - 03/14/25 schedul

9:00 AM 8:30 AM 8:00 AM OFF OFF OFF 03/07, 03/08, 03/09 & 03/07, 03/08, 03/09 & Closeout Reports for Closeout Reports for 03/04, 03/05, 03/06, *Received & Replied 03/04, 03/05, 03/06, *Received & Replied **CLOCKED IN** Responded to Dig Responded to Dig *Printed Daily *Printed Daily *Sent and *Sent and to Emails 03/10. 03/10. Orders Orders SAVANNAH SAVANNAH SAVANNAH TRAINING TRAINING TRAINING MRAC MRAC MRAC GA Closeout Reports for Closeout Reports for Closeout Reports for Closeout Reports for *Received & Replied *Received & Replied *Received & Replied *Received & Replied Responded to Dig Responded to Dig **CLOCKED IN** 03/11 & 03/12. 03/11 & 03/12. (MP OFF) *Printed Daily *Printed Daily *Sent and "Sent and to Emails to Emails Orders Orders **CLOCKED IN** Responded to Dig Responded to Dig *Printed Daily *Printed Daily *Sent and *Sent and to Emails to Emails 03/13 Orders Orders

to Emails

TIME

10-Mar

11-Mar

12-Mar

13-Mar

14-Mar

SAT

START TIME: 8:00 AM

NUS IMPORTANT TASKS

schoolie

WEEK: 03/10/25 03/14/25

START TIME: 8:00 AM

TIME

10-Mar

11-Mar

12-Mar

13-Mar

14-Mar

OFF

9:30 AM

*Sent and 03/10.

Responded to Dig Orders

*Received & Replied to Emails

to Emails

to Emails

03/07, 03/08, 03/09 & 03/04, 03/05, 03/06, Closeout Reports for *Printed Daily

MRAC

TRAINING

SAVANNAH

Closeout Reports for Closeout Reports for *Printed Daily

*Printed Daily

03/11 & 03/12. *Sent and

Responded to Dig *Sent and 03/13

Responded to Dig

*Received & Replied *Received & Replied

TRAINING

10:00 AM

OFF

03/07, 03/08, 03/09 &

03/10.

03/04, 03/05, 03/06,

Closeout Reports for

*Printed Daily

SAVANNAH

Responded to Dig

Orders

*Sent and

Closeout Reports for

*Generated Late

*Printed Daily

MRAC

Responded to Dig 03/11 & 03/12. *Sent and 2023 Property Tax

Orders Notices and mailed to residents

*Received & Replied to Emails

*Received & Replied

to Emails

SAT

NUS

IMPORTANT TASKS

Page 2 of 9

School

WEEK: 03/10/25 03/14/25

START TIME: 8:00 AM

11:30 AM 11:00 AM 10:30 AM OFF OFF OFF 03/07, 03/08, 03/09 & 03/07, 03/08, 03/09 & Closeout Reports for 03/07, 03/08, 03/09 & Closeout Reports for Closeout Reports for 03/04, 03/05, 03/06, 03/04, 03/05, 03/06, 03/04, 03/05, 03/06, *Received & Replied *Received & Replied Received & Replied Responded to Dig Responded to Dig Responded to Dig *Printed Daily *Printed Daily *Sent and *Sent and *Sent and to Emails to Emails 03/10. 03/10. Orders Orders 03/10. Orders SAVANNAH SAVANNAH SAVANNAH TRAINING TRAINING TRAINING MRAC MRAC MRAC GA Closeout Reports for *Finished Deposit to *Finished Deposit to *Received & Replied Responded to Dig 03/11 & 03/12. go to Bank. *Printed Daily go to Bank. to Emails *Sent and Orders Notices and mailed 2023 Property Tax Notices and mailed 2023 Property Tax Notices and mailed 2023 Property Tax *Generated Late *Generated Late *Generated Late to residents to residents to residents

13-Mar 14-Mar SAT SUN

IMPORTANT TASKS

TIME

10-Mar

11-Mar

12-Mar

*Printed Daily

Page 3 of 9

School

WEEK: 03/10/25 - 03/14/25

TIME

10-Mar

11-Mar

12-Mar

13-Mar

14-Mar

SUN

IMPORTANT TASKS

START TIME: 8:00 AM

12:30 PM 12:00 PM 1:00 PM OFF OFF OFF 03/07, 03/08, 03/09 & 03/07, 03/08, 03/09 & 03/04, 03/05, 03/06, Closeout Reports for Closeout Reports for *Received & Replied 03/04, 03/05, 03/06, prepared notebook *Received & Replied Responded to Dig Responded to Dig *Printed Class *Printed Daily material and *Printed Daily *Sent and to Emails *Sent and to Emails **Orders** 03/10. Orders 03/10. SAVANNAH SAVANNAH SAVANNAH TRAINING TRAINING TRAINING MRAC MRAC MRAC receipted payments, payments from drop receipted payments, receipted payments, box and post office. payments from drop box and post office. entered all Customers, *Waited on entered all Customers, entered all Customers, "Waited on *Waited on *went to post office to mail letters, acct *went to bank to deposit money deposit to go to deposit to go to *Finished bank *Finished bank

for MRAC Training.

payments from drop

payables, and get

mail from po box

box and post office.

social stroops

WEEK: 03/10/25 - 03/14/25

TIME

10-Mar

11-Mar

12-Mar

13-Mar

14-Mar

SAT

SUN

IMPORTANT TASKS

START TIME: 8:00 AM

1:30 PM OFF prepared notebook for MRAC Training. material and *Printed Class SAVANNAH TRAINING MRAC GA payments from drop receipted payments, box and post office. entered all Customers, *Waited on

> to mail letters, acct "went to post office

*went to bank to deposit money

payables, and get

mail from po box

SAVANNAH TRAINING payments from drop receipted payments, box and post office. entered all Customers, *Waited on

payments, invoices bank reconciliation posting to general spreadsheet after *updated monthly ledger online paid online

2:00 PM

OFF

03/06, 03/07, 03/08

from 03/04, 03/05, payments received

MRAC

*Posted all online

General Ledger and

03/09, & 03/10 to

updated monthly

GA

bank recon

spreadsheet

be paid and coded *Printed invoices to *Checked emails and replied

bank reconciliation posting to general spreadsheet after *updated monthly ledger online

them. payments, invoices paid online

2:30 PM

OFF

03/06, 03/07, 03/08

03/09, & 03/10 to

from 03/04, 03/05, payments received

*Posted all online

General Ledger and

SAVANNAH

GA

TRAINING MRAC

updated monthly

bank recon

spreadsheet

Page 5 of 9

daily schedule

WEEK: 03/10/25 03/14/25

TIME

10-Mar

11-Mar

12-Mar

13-Mar

14-Mar

SUN IMPORTANT TASKS

START TIME: 8:00 AM

3:30 PM	3:00 PM
OFF	OFF
*Posted all online payments received from 03/04, 03/05, 03/06, 03/07, 03/08, 03/09, & 03/10 to General Ledger and updated monthly bank recon spreadsheet	*Posted all online payments received from 03/04, 03/05, 03/06, 03/07, 03/08, 03/09, & 03/10 to General Ledger and updated monthly bank recon spreadsheet
MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH
*Checked emails and replied *Printed invoices to be paid and coded them.	*Checked emails and replied *Printed invoices to be paid and coded them.
*Updated Allocated spreadsheets for Insurance, employee insurance, dental/vision insurance, GMA insurance & GA Power invoices	*updated monthly bank reconciliation spreadsheet after posting to general ledger online payments, invoices paid online

4:00 PM

OFF

*Counted down the

SAVANNAH TRAINING MRAC

> from 03/11 & 03/12 payments received

*Posted all online

to General Ledger

General Ledger and

from 03/13 to

updated monthly

bank recon

payments received

*Posted all online

and updated

monthly bank recon

spreadsheet

spreadsheet

Deposit

cash drawer

*Finished Bank

and school

WEEK: 03/10/25-03/14/25

TIME

10-Mar

11-Mar

12-Mar

13-Mar

14-Mar

SAT

SUN

IMPORTANT TASKS

START TIME: 8:00 AM

5:00 PM 4:30 PM OFF OFF *Counted down the *Finished Bank *CIOCKED cash drawer TUO Deposit SAVANNAH SAVANNAH TRAINING TRAINING MRAC MRAC SA monthly bank recon payments received from 03/11 & 03/12 to General Ledger *Posted all online *Clocked and updated spreadsheet TUO General Ledger and payments received updated monthly *Posted all online from 03/13 to *CIOCKED spreadsheet bank recon TUO

5:30 PM

Page 7 of 9

6:30 PM

6:00 PM

WEEK: 03/17/25 03/21/25 schoonie START TIME: 8:00 AM

TIME

8:00 AM

CLOCKED IN

17-Mar

18-Mar

19-Mar

20-Mar

21-Mar

IMPORTANT TASKS

CLOCKED IN CLOCKED IN **CLOCKED IN** (MP OFF) CLOCKED IN (MP OFF)

*Payroll Audit Begin

PAYMENTS FROM POSY OFFICE & "ENTERED ALL

DROP BOX

8:30 AM

Invoices to be Paid

Invoices to be Paid

Invoices to be Paid

Attachments of

*Printed

Attachments of

Attachments of

*Printed

*Checked Emails

*Checked Emails

*Checked Emails

*Printed

Order Request to *Forwarded Dig

Order Request to

Order Request to

Pubic Works

*Forwarded Dig

Pubic Works

*Forwarded Dig

Pubic Works

online payments for online payments for online payments for over night including over night including over night including Payments to General Payments to General Payments to General Ledger that posted to bank accounts *Posted all Ledger that posted to bank accounts *Posted all Ledger that posted to bank accounts *Posted all

citations.

daving schedule

9:30 AM	9:00 AM
*Checked Emails *Printed Attachments of Invoices to be Paid *Forwarded Dig Order Request to Pubic Works *Posted all Payments to General Ledger that posted to bank accounts over night including online payments for	*Checked Emails *Printed Attachments of Invoices to be Paid *Forwarded Dig Order Request to Pubic Works *Posted all Payments to General Ledger that posted to bank accounts over night including online payments for citations.
*Checked Emails *Checked Emails *Printed *Printed *Printed Attachments of Invoices to be Paid Invoices to be Paid *Forwarded Dig Order Request to Pubic Works *Posted all Payments to General Payments for online payments for online payments for online payments for	*Checked Emails *Checked Emails *Printed *Printed *Printed Attachments of Attachments of Invoices to be Paid Invoices to be Paid Invoices to be Paid Invoices to be Paid Prorwarded Dig *Forwarded Dig *Forwarded Dig Order Request to Pubic Works *Posted all *Posted all Payments to General Payments to General Payments to General Ledger that posted to bank accounts over night including online payments for online payments for citations. *Checked Emails *Checked Emails *Printed Attachments of Printed Payments of Paid Provided Dig *Forwarded Dig *
*Checked Emails *Printed Attachments of Invoices to be Paid *Forwarded Dig Order Request to Pubic Works *Posted all Payments to General Ledger that posted to bank accounts over night including online payments for	*Checked Emails
*Payroll Audit End	*Payroll Audit Begin
*APPLIED H20 PENALTIES *PRINTED AND PREPARED CUTOFF LIST	*ENTERED ALL PAYMENTS FROM POSY OFFICE & DROP BOX

17-Mar 18-Mar 19-Mar WEEK: 03/17/25-03/21/25 20-Mar START TIME: 8:00 AM 21-Mar SAT SUN IMPORTANT TASKS

TIME

citations.

citations.

citations.

daily schedule

WEEK: 03/17/25-03/21/25

17-Mar

START TIME: 8:00 AM

18-Mar 19-Mar 20-Mar 21-Mar SAT SUN IMPORTANT TASKS

10:30 AM	10:00 AM	
*Printed Daily Closeout Reports for 03/14, 03/15, & 03/16 *Posted Journal Entries to General Ledger *Updated monthly bank reconciliation spreadsheet. Prepared Bank Deposit for 03/14, 03/15, & 03/16.	*Checked Emails	
*Employee Meeting	*Employee Meeting	
*Printed Daily *P Closeout Reports for Closeo 03/18 *Posted 03/19 Journal Entries to Jour General Ledger Ger *Updated monthly *Upd bank reconciliation bank spreadsheet. sp Prepared Bank Pre	*Printed Daily *Pr Closeout Reports for Closeo 03/18 *Posted 03/19 Journal Entries to Journ General Ledger Gen *Updated monthly *Upd bank reconciliation bank spreadsheet. sp Prepared Bank Pre Deposit for 03/18 Depo	
*Printed Daily *Printed Daily Closeout Reports for Closeout Reports for C3/18 *Posted 03/19 *Posted Journal Entries to Journal Entries to General Ledger *Updated monthly *Updated monthly bank reconciliation bank reconciliation spreadsheet. Prepared Bank Prepared Bank Deposit for 03/18 Deposit for 03/20	*Printed Daily *Printed Daily Closeout Reports for Closeout Reports for O3/19 *Posted O3/19 *Posted Journal Entries to General Ledger *Updated monthly bank reconciliation spreadsheet. Prepared Bank Prepared Bank Deposit for 03/19	
*APPLIED H20 PENALTIES *PRINTED AND PREPARED CUTOFF LIST	*APPLIED H20 PENALTIES *PRINTED AND PREPARED CUTOFF LIST	

social schools

WEEK: 03/17/25 03/21/25

TIME

17-Mar

18-Mar

19-Mar

20-Mar

21-Mar

SAT

NUS

IMPORTANT TASKS

START TIME: 8:00 AM

12:00 PM 11:30 AM 11:00 AM 03/14, 03/15, & 03/16 Closeout Reports for bank reconciliation *Updated monthly Deposit for 03/14, **Entries to General** *Posted Journal Prepared Bank 03/15, & 03/16. spreadsheet. *LUNCH *LUNCH *Printed Daily Ledger *Employee Meeting Meeting *FEMA Begin FEMA 03/18 Closeout Reports for bank reconciliation *Updated monthly Journal Entries to fourth per Mayor, printing flyers for Aline Printing for Deposit for 03/18 Prepared Bank Hot Dog Social. General Ledger *Emailed back & spreadsheet. *LUNCH *Printed Daily *LUNCH *Posted Meeting for 03/27/25 *Emailed the Media Social & Town Hall Brooklet Hot Dog Press Release for Mayor for the *LUNCH *LUNCH *Applied \$75.00 cut PREPARED CUTOFF off fee to all water *LUNCH *LUNCH *PRINTED AND cut offs.

Meeting

School

WEEK: 03/17/25 -03/21/25

START TIME: 8:00 AM

12:30 PM 03/14, 03/15, & 03/16 Closeout Reports for Entries to General *Posted Journal *Printed Daily Ledger

TIME

17-Mar

18-Mar

19-Mar

20-Mar

21-Mar

SAT

SUN IMPORTANT TASKS

bank reconciliation *Updated monthly Deposit for 03/14, 03/15, & 03/16. Prepared Bank spreadsheet. Meeting End

email

Record - generated City Hall and Sign etter & Submitted DR-4830-GA - City *Answered via email Project 803585 to Mrs. Billy via Maintenance of Brooklet -

*FEMA

*Emailed copies of **Brooklet Flower** paid invoices to (3) property tax request from companies mortgage Shoppe

*LUNCH

03/14, 03/15, & 03/16 Closeout Reports for *Cancelled the hotel bank reconciliation *Updated monthly Entries to General *Posted Journal *Printed Daily

Training in Tifton, **Elected Officials**

reservations &

Councilwoman

GA due to

1:00 PM

Deposit for 03/14, Prepared Bank 03/15, & 03/16. spreadsheet. Sheila Wentz having *Waited on (4) Walk in customers COVID

> Record - generated letter & Submitted City Halland Sign DR-4830-GA - City Project 803585 to Mrs. Billy via Maintenance of Brooklet mail Shockley Plumbing Statesboro Sewer Pay Request# 2 -Project & issued *Signed & printed payment to Brooklet to

Closeout Reports for 03/20 bank reconciliation Journal Entries to *Updated monthly Deposit for 03/20 General Ledger Prepared Bank spreadsheet. *Printed Daily *Posted

gard schedule

WEEK: 03/17/25 03/21/25

START TIME: 8:00 AM

*Printed Daily

TIME

17-Mar

18-Mar

19-Mar

20-Mar

21-Mar

SAT

SUN

IMPORTANT TASKS

03/14, 03/15, & 03/16 Closeout Reports for bank reconciliation *Updated monthly Deposit for 03/14 Entries to General 03/15, & 03/16. Prepared Bank *Posted Journal spreadsheet. Ledger

1:30 PM

03/17 Closeout Reports for bank reconciliation Amended IGA to be City Hall to pick up Went to Statesboro *Updated monthly hard copies of the Journal Entries to Deposit for 03/17 General Ledger approved at CC Prepared Bank *Printed Daily spreadsheet. meeting. *Posted CC Meeting in order council at the April submit to city to review and

review to make any nessary changes to ordinance & asked Permit Application begin Electronially Clerks Authority to Registered with the Easements, etc... City Attorney to Vendors, printed for Food Truck **Developed a filing of FIFAS, GA, Time Extension

Mulching Project & for FEMA 4830 DR *Prepared a letter though the Grant submitted to the state and FEMA Request for Portal. Closeout Reports for 03/20 bank reconciliation Journal Entries to *Updated monthly Deposit for 03/20 General Ledger Prepared Bank spreadsheet. *Printed Daily

*CLOCKED TUO

Closeout Reports for

*Printed Daily

*Prepared a letter

discuss a Permit fee

customer locate a *Helped a walk in bank reconciliation 03/17 *Updated monthly Journal Entries to Deposit for 03/18 General Ledger Prepared Bank spreadsheet. *Posted

2:00 PM

family member

grave plot in cemetery

Mulching Project & though the Grant submitted to the state and FEMA Portal

GA, Time Extension for FEMA-4830-DR Request for Office to be mailed. Payables off at Post Bank and dropped *Took deposit to *Dropped Acct

Page 6 of 11

School

WEEK: 03/17/25 03/21/25

START TIME: 8:00 AM

customer locate a *Helped a walk in family member grave plot in *Updated monthly Journal Entries to General Ledger Prepared Bank spreadsheet. *Printed Daily

2:30 PM

TIME

17-Mar

18-Mar

19-Mar

20-Mar

21-Mar

SAT

NUS

IMPORTANT TASKS

Closeout Reports for 03/17 *Posted bank reconciliation Deposit for 03/19

cemetery

Proposal; this is the **Brooklet SiteView** email with City of replaced the GA *Followed up via Power Cameras company that downtown. Conversion website and auditor. *Scanned, Posted, & alert to residents of Ordinance and sent **Emailed Approved** minutes from CC Meeting to city *Posted to city the new Burn website Burn Ordinance

Finished Packets for CC Meeting website and auditor. *Scanned, Posted, & **Emailed Approved** minutes from CC Meeting to city Ordinance

3:00 PM

Employee Payroll

swearing in the Chief

Office form for

*Prepared and

alert to residents of Ordinance and sent

website Burn *Posted to city

the new Burn

of Police & new

Officer

*Typed an Oath of

*Submitted

Page / of 11

ray schoonie

WEEK: 03/17/25 03/21/25

START TIME: 8:00 AM

swearing in the Chief

of Police & new

Officer

3:30 PM

Employee Payroll

Dig Order Request *Responded to (1)

*Went over the

Budget with the

Court Clerk

*Submitted

*Typed an Oath of

Office form for

17-Mar

TIME

18-Mar

19-Mar

20-Mar

21-Mar

SAT

SUN

IMPORTANT TASKS

Ordinance and sent website Burn

*Posted to city

alert to residents of the new Burn

Ordinance

Finished Packets for

CC Meeting

*Prepared and

*Scanned, Posted, & **Emailed Approved**

minutes from CC

website and auditor. Meeting to city

Dig Order Request *Responded to (3)

Finished Packets for *Prepared and

CC Meeting

4:00 PM

payables to be paid

Action Plan for City

Manager to City

Auditor.

FY2024 Corrected

*Submitted the

*Opened mail and

per Bulloch County

for property taxes

and reissued tax bill

*Entered ACO's (4)

coded account

*Prepared and

*Returned phone

calls, answered

Finished Packets for CC Meeting

4:30 PM

payables to be paid

per Bulloch County

for property taxes

coded account

*Opened mail and

and reissued tax bill

*Entered ACO's (4)

emails, updated monthly bank spreadsheet. reconsiliation

Page 8 of 13

Stone

WEEK: 03/11/25 03/21/25

START TIME: 8:00 AM

5:00 PM TIME *CIOCKED 17-Mar

OUT

*CIOCKED

TUO

19-Mar

18-Mar

20-Mar

21-Mar

SAT

SUN IMPORTANT TASKS

*TOTAL CUSTOMERS =

TOTAL CUSTOMERS =

CALLS & RESPONDED 'ANSWERED PHONE

*ANSWERED PHONE CALLS & RESPONDED TO EMAILS

"RESPONDED TO (4) DIG TO EMAILS

"ENTERED (3) WORK ORDERS

ORDERS

"UPLOADED METER
READING EQUIPMENT FOR
DERRELL TO GO READ
METERS FOR BILLING *CIOCKED TUO

5:30 PM

*UPLOADED METER READING

EQUIPMENT FOR DERRELL TO GO

6:00 PM

READ METERS FOR BILLING

6:30 PM

INVOICES & PRINTED TO BE APPROVED AT *UPDATED MINUTES *ENTERED(4) OPEN SIGNED BY MAYOR. CC MEETING PER CITY ATTORNEY CHECKS TO BE

Page 9 of 11

daily schedule

WEEK: 03/17/25 - 03/21/25

START TIME: 8:00 AM

8:30 PM	8:00 PM	7:30 PM	7:00 PM	TIME
				17-Mar
				18-Mar
				19-Mar
	CLOCKED OUT	CITY COUNCIL MEETING	CITY COUNCIL MEETING	20-Mar
				21-Mar
				SAT
				SUN
			NOTES	IMPORTANT TASKS

11:30 PM

12:00 AM

12:30 AM

2:00 AM

2:30 AM

1:30 AM

1:00 AM

11:00 PM

10:30 PM

10:00 PM

9:30 PM

9:00 PM

WEEK: 03/24/25 03/28/25

24-Mar

25-Mar 26-Mar 27-Mar 28-Mar SAT

NUS

IMPORTANT TASKS

25	0
START TIME: 8:00 AM	rea
**	S

8:00 AM
at 7:00 AM *Began Water Billing Process & Cut-offs (MP OFF)
at 7:00 AM *Began *CLOCKED IN Water Billing *Opened City Process & Hall Cut-offs (MP OFF)
MRAC TRAINING SAVANNAH GA
MRAC TRAINING SAVANNAH GA
(LP OFF)

2 2 2 2 2

WEEK: 03/24/25 - 03/28/25

START TIME: 8:00 AM

customers

Process & Cut-offs *Answered Phones pick up cutoff list *Called Derrell to and waited on * Water Billing

9:00 AM

Mountain Services to Description on City Tracie Mathis with *Phone call with Technician Job Appalachian Water/Sewer Website *Posted

assist with collecting all Deliquent Session May 10, 2025 *Posted to city at 9AM - Sewer website - Work Discussion

Property Taxes.

Comprehensive Plan Update Meeting for *Posted to city website

April 2025 concerning how ordinance and explanation

payroll portal.

Responded to dig

TIME

24-Mar

25-Mar

26-Mar

27-Mar

28-Mar

SAT

SUN

IMPORTANT TASKS

*Forwarded (1) dig order request

order request

*Registered for GMA convention in June

2025

emailed employee health insurance *Signed and renewal for

copy of an amended *Emailed Melissa a 04/01/2025

municode updates the online

Wolff concerning *Emailed Hadrian missing time in Brooklet

ordinances for

(LP OFF)

dona schoole

WEEK: 03/24/25-03/28/25

START TIME: 8:00 AM

TIME

24-Mar

25-Mar

26-Mar

27-Mar

28-Mar

SAT

NUS

IMPORTANT TASKS

2025 at 9AM and Session April 19, website FY2026 *Posted to city **Budget Work**

crreated the Agenda *Signed and

submitted (2) FEMA the Grant Portal Projects through

9:30 AM

Customers paying

water bills.

Process & Cut-offs

*Waited on

Entries to General

Ledger from

overnight.

*Posted Journal

* Water Billing

through the online payroll portal for Lisa Tollison for hours sick time "Approved (8)

03/25/25.

MRAC

SAVANNAH TRAINING

(LP OFF)

10:00 AM

*fixed a typo for an document for the answered emails Oath of Office

Court Clerk

*Checked and

Process & Cut-offs

* Water Billing

*Completed the

the deposit to go to Dailey Closeout for the bank.

hours sick time for Michelle Reolegio *Approved (8)

through the online payroll portal for 03/25/2025.

SAVANNAH MRAC

TRAINING

(LP OFF)

daily schedule

WEEK: 03/24/25-03/28/25

TIME

24-Mar

25-Mar

26-Mar

27-Mar 28-Mar

SAT

SUN

IMPORTANT TASKS

START TIME: 8:00 AM

11:30 AM	11:00 AM	10:30 AM
*Printed and Posted Property Taxes paid over the weekend in	* Finished Water Billing Process & Cut- offs *Entered & Printed the check for Postage to take water bills to Post Office.	* Water Billing Process & Cut-offs *Started printing the daily closeout reports for 03/21, 03/22, & 03/23 *Printed online paid citations to enter and post in General Ledger
*Met with Pam Helton fro GMA	*Met with Pam Helton fro GMA	*Met with Pam Helton fro GMA
*Emailed proposal to City Manager, Mayor, and Council from Appalachian	*Sent emails for Interview request times & dates to the (2) qualifying students from SEB Work Study Program.	*Approved (6) hours personal time for Justin Odum through the online payroll portal for 03/17/2025.
MRAC TRAINING SAVANNAH	MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH GA
(LP OFF)	(LP OFF)	(LP OFF)

General Ledger

Mountain Services for them to review.

schoolie

WEEK: 03/24/25-03/28/25

START TIME: 8:00 AM

12:30 PM 12:00 PM TIME *Went to post office relating to the credit statement to log all monthly credit card pay the credit card spread sheet and deposit for bank deposit to bank charges on the Journal Entries *Took the bank Closeouts and card payment bill. *Entered *Printed the *Continued online. 24-Mar Helton fro GMA Helton fro GMA *Met with Pam *Met with Pam 25-Mar Dig Order Request. Manager, & Mayor. Public Works, City *Forwarded to Dig SAVANNAH *Responded to (1) Order Request to TRAINING 26-Mar MRAC SAVANNAH SAVANNAH TRAINING TRAINING 27-Mar MRAC MRAC GA (LP OFF) (LP OFF) 28-Mar SAT SUN IMPORTANT TASKS

to check po box and

mail water bills

daily schedule

WEEK: 03/24/25 - 03/28/25

START TIME: 8:00 AM

SUN

IMPORTANT TASKS

2:00 PM	1:30 PM	1:00 PM
*Printed Class Material for MRAC Training and filed in notebook.	*Answered emails, (2) dig order request, and phone calls concerning water, taxes, & business license.	*Entered payments received from post office
*Completed the unofficial minutes for March 20, 2025 City Council Meeting & posted to city website.	*Completed the unofficial minutes for March 20, 2025 City Council Meeting & posted to city website.	*Swore In Judge Johnny Vines *Located a cemetery plot for two customers and gave copy of deed and map *sent out text alert and email for Mayor Gwinnetts Hot Dog Social and Town Hall Meeting
MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH	MRAC TRAINING SAVANNAH
MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH	MRAC TRAINING SAVANNAH
(LP OFF)	(LP OFF)	(LP OFF)
		a

daving schedule

WEEK: 03/24/25 03/28/25

TIME

24-Mar

25-Mar

26-Mar

27-Mar

28-Mar

SUN

IMPORTANT TASKS

START TIME: 8:00 AM

3:30 PM	3:00 PM	2:30 PM
*Attached all receipts for credit card payment to spreadsheet to code for general ledger. *Sent Derrell an updated Cut on list for water that was turned off *Answered Emails *Updated minicode	*Scanned in all minutes approved from CC meeting to post online.	*Printed Class Material for MRAC Training and filed in notebook.
*Replied to Emails *Coded Acct Payables to be Paid	*Replied to Emails *Coded Acct Payables to be Paid	*Completed the unofficial minutes for March 20, 2025 City Council Meeting & posted to city website.
MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH	MRAC TRAINING SAVANNAH GA
MRAC TRAINING SAVANNAH GA	MRAC TRAINING SAVANNAH	MRAC TRAINING SAVANNAH GA
(LP OFF)	(LP OFF)	(LP OFF)

with Ordinance No. 2025-02-10 5:00 PM

*CIOCKED

TUO

WALKIN

CUSTOMERS

*CIOCKED

CIOCKED

TRAINING

MRAC

TUO

TUO

SAVANNAH

(LP OFF)

4:30 PM

time records for next *reviewed employee

pay period

residents via website

*Sent an alert to the

of new approved no

burn ordinance

Property Tax Report *Printed 2024 Paid

for City Manager.

SAVANNAH

SAVANNAH

(LP OFF)

GA

GA

TRAINING

TRAINING

MRAC

MRAC

sia stable

WEEK: 03/24/25 03/28/25

START TIME: 8:00 AM

25-Mar

TIME

24-Mar

26-Mar

27-Mar

28-Mar

SAT

SUN

IMPORTANT TASKS

SAVANNAH TRAINING MRAC GA SAVANNAH TRAINING MRAC

4:00 PM

approved minutes

payments to be prepared online

made April 1st.

and ordinance

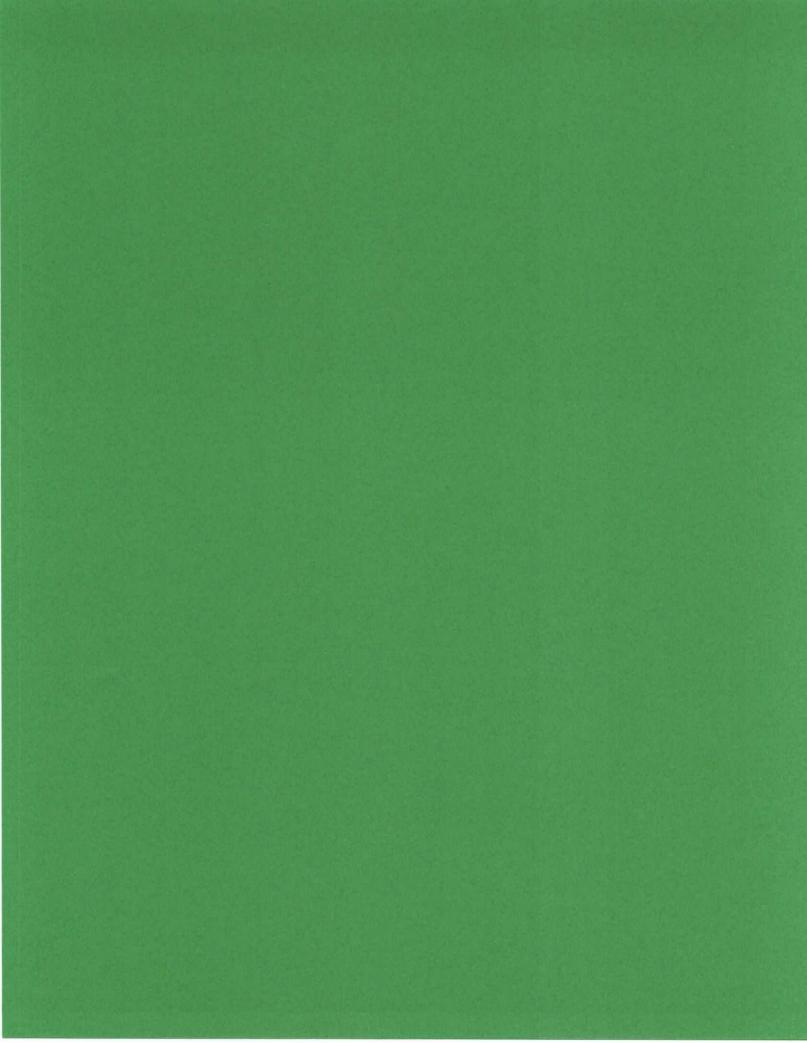
*Updated the city

*Printed and

website with

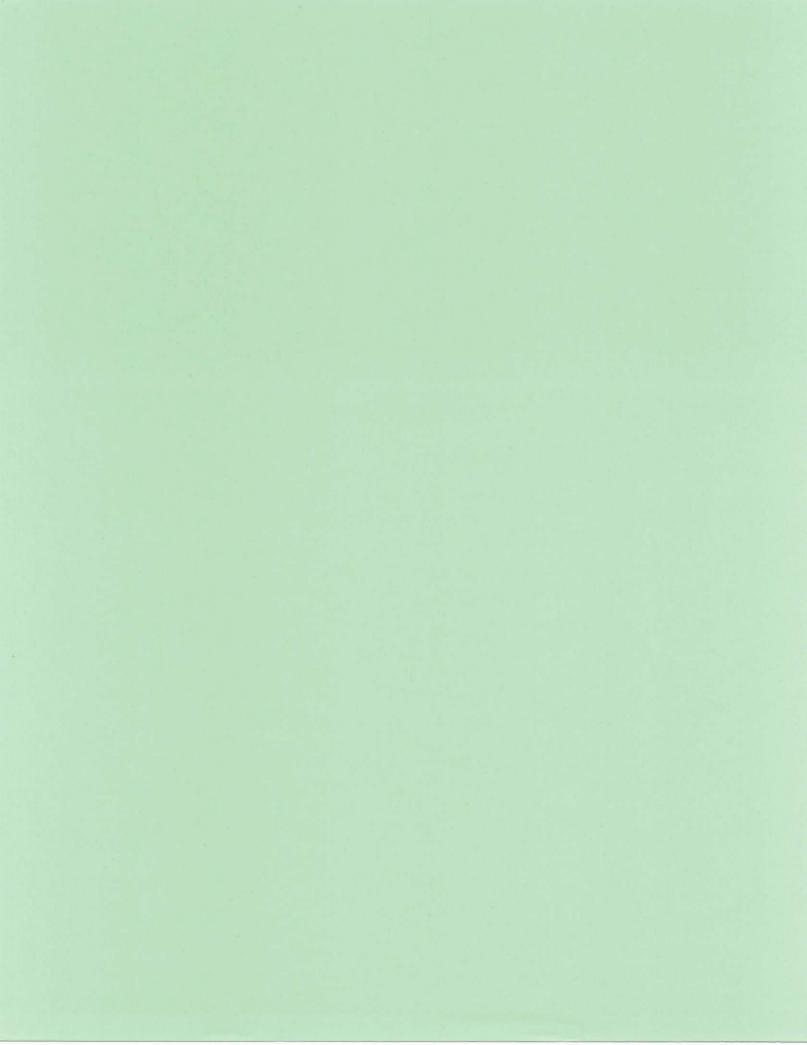
(LP OFF)

Page 8 of 10



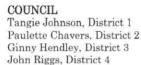
Brooklet Police Department Monthly Crime Analysis March 2025

PART ONE CRIMES	Currant Month	Last Month
Crimes Against Persons – Assault / Sexual Assault / Homicide / Robbery		
Crimes Against Property – Felony Theft / Auto Theft Burglary		
Total Part One Crimes		
PART TWO CRIMES		
Alarms – Residential / Commercial		1
Animal Complaints		
Agency Assist – EMS / Bulloch CSO / Other Agencies	9	9
City Ordinance Violations		
Civil Complaints	2	6
Crimes Against Persons - Simple Assault/Battery / Sexual Assault		1
Crimes Against Property – Theft / Shoplifting		1
Disorderly Conduct		
Drug / Narcotics Violations		
Domestic Violence	1	
Juvenile – Unruly / Truant / Curfew		2
Miscellaneous – Traffic Detail / Public Service	5	6
Scam / Fraud		1
Vandalism / Trespass / Property Damage	2	5
Total Part Two Crimes	19	32
PACE OF A STATE OF THE PACE OF		
Traffic Violations / Accidents		
Traffic Accidents	2	6
Citations Issued	49	27
Fines Collected During Current Month From Citations	\$5,612.00	\$9,702.0 0
数据的图式记录员的发展是对自己的证明的现在分词的现在分词是对自己的证明		K STANIA
Total Calls for Service	24	43
Total Officer Initiated Calls	68	31





CITY OF STATESBORO



Shari Barr, District 5



Jonathan McCollar, Mayor Charles Penny, City Manager Leah Harden, City Clerk I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348 STATESBORO, GEORGIA 30459-0348

March 28, 2025

City of Brooklet Attn: Carter Crawford, City Manager P.O. Box 67 Brooklet, GA 30415

RE: Proposed FY2026 Utility Rate Increase

At the recent City Council Retreat, the Mayor and City Council were advised of staff's recommendation of a 10% increase in utility rates for FY2026. It is our intent to increase the Sewer for Inside (Statesboro) City Limit Residential, Sewer Only rate from the current rate of \$3.51/1,000 gallons to \$3.81/1,000 gallons. Additionally, we intend to raise the Aid to Construction fee from \$4.80/gallon to \$5.25/gallon. The proposed rates will be effective July 1, 2025.

This notice is provided pursuant to the terms and conditions of the Intergovernmental Agreement for Wastewater Treatment. Please contact me should you have any questions.

Respectfully,

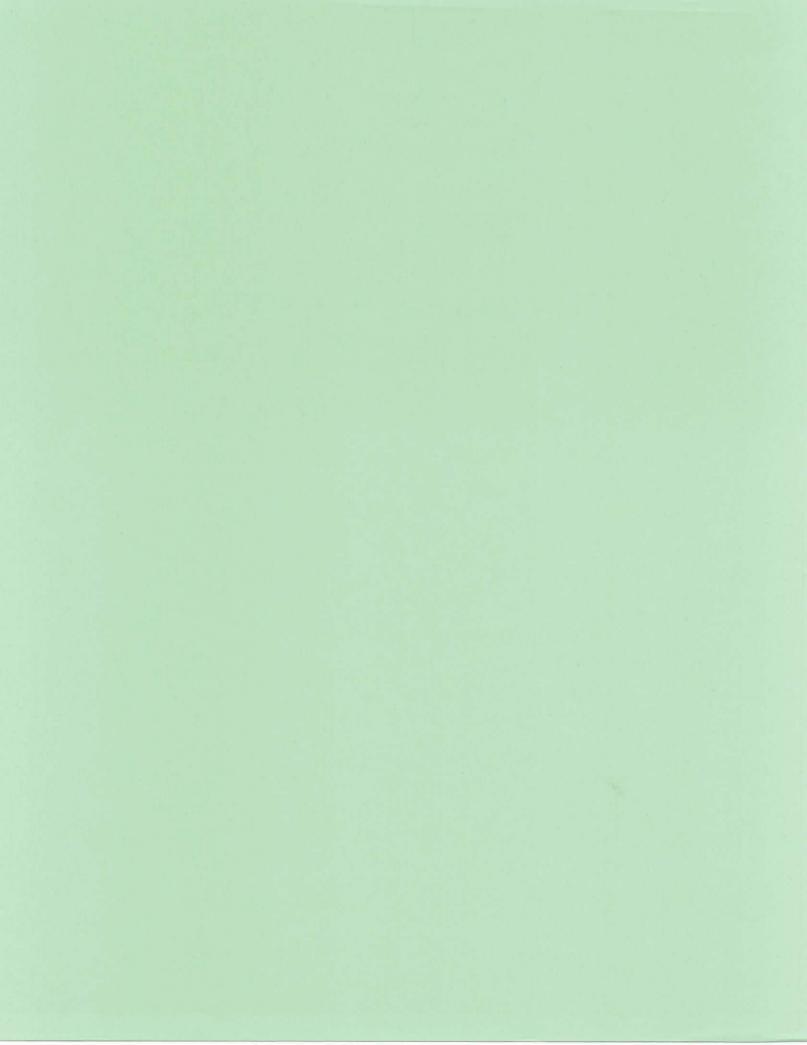
Jason Boyles

Jason Boyles, ICMA-CM Assistant City Manager

Cc: Charles Penny, City Manager, City of Statesboro

Steve Hotchkiss, Director of Public Utilities, City of Statesboro

Nicky Gwinnett, Mayor, City of Brooklet Lori Philips, City Clerk, City of Brooklet





"Tax Collection Specialist"

Proposal for the Collection of Delinquent Property taxes for City of Brooklet, Georgia



"Tax Collection Specialist"

March 24, 2025

Lori Phillips City of Brooklet 104 Church Street Brooklet Georgia 30415

RE: Proposal for the Collection of Delinquent Taxes

Thank you for the opportunity to submit Appalachian Mountain Services, Inc.'s (Appalachian) proposal for the collection of delinquent City of Brooklet Property taxes. Our program is unique because it puts emphasis first on the collection of the delinquent tax and fees with the sale of property as a last resort.

This program places the financial responsibility of collecting the delinquent tax on the delinquent taxpayer rather than the taxpayer who has paid their taxes timely. This is accomplished by using our years of collection, investigative and governmental experience to effectively increase your delinquent tax revenue. Our system stresses due diligence in all aspects of the collection process.

At Appalachian, we prefer to work with a low key, behind the scenes approach so you will always remain in control of the collection process.

If additional information is needed or if you have questions, please let me know. Again, thank you for allowing Appalachian to serve the citizens of Brooklet, Georgia.

Sincerely,

Mark E White

CEO

Enclosure:



"Tax Collection Specialist"

Mission Statement

"It is the mission of Appalachian Mountain Services, Inc. to design and tailor effective delinquent tax collection programs to meet the needs of individual governmental taxing authorities. These programs will use innovative technology and methods while complying with the laws of the state of Georgia and the Fair Debt Collections Practices Act.

Appalachian will conduct business in a professional manner that is legal, ethical and moral."

Contents

Company History
The Appalachian Difference
Appalachian Services Staff
Collection and Sale Preparation Phase
Collection and Sale Preparation Phase — Detail
The Levy and Sale Phase
The Levy and Sale Phase
The Levy and Sale Phase — Detail
Technology
Appalachian's Priority Tax Sale Program O.T.I.S.
Client Access to via APPALACHIANOTISWEB.NET
Appalachian Services, Inc. Success Rate
Pricing and Fees:
Charges to the Delinquent taxpayer are as follows:

Appendices

Property Tax Collection Rates Per 1000 Parcels (Graph)
Progression to Tax Sale Day (Graph)
Tax Sale File Summary Report (Sample)
Research Log (Sample)
Bank Program (Sample Page)
Posting Notice (Sample)
Day of Sale Forms (Sample)
Collection Levy and Sale Letters (Samples)
Clients and References (Partial List)

Company History

Appalachian Mountain Services was founded in 2000 by Mark White and Ric Baxter. The company is now owned and operated by Mark White and Ken Nealy. Our first Client was the Wilkes County Tax Commissioner. The Wilkes County Tax Commissioner is still our client. Appalachian Mountain Services, Inc. currently represents over 97 Cities and Counties in the State of Georgia.

The Appalachian Difference

At Appalachian, we have created a company that is specifically tailored to help Georgia cities and counties find an effective solution to the problem of delinquent tax collection.

With the changes in attitude of the taxpayer and the unprecedented growth in population around the state, County and City governments no longer have the luxury of hiring additional staff members as needed. As budgets have tightened, so has the revenue crunch on the County and City government. The fact is, every dollar counts.

At Appalachian, we can tailor an effective, aggressive collection program that meets Federal, State, and Local Laws. The best part of our program is that it will cost you, the City of Brooklet and the on-time taxpayers nothing. Costs incurred are passed directly to the delinquent taxpayer. We get paid if and when The City is paid.

The Appalachian Mountain Services Staff

Appalachian is owned and operated by individuals who have years of delinquent tax collection experience. We have attended the Georgia Department of Revenue's Delinquent Tax Training Course and frequently conduct training for our clients. Members of our leadership team have twenty to forty years of collections and foreclosure experience, and fifty years of locating experience. Other team members have over fifty years of investigative experience in both the public and private sectors. Some members of our staff have extensive County and City government service as well as working with the Georgia Department of Revenue. All of this experience adds up to the ability to deliver the best service possible.

Collection and Sale Preparation Phase

At Appalachian, helping you to establish an aggressive collections program is our first priority. We do that by listening to you and establishing what your needs are.

Our experience has shown that some taxpayers require a gentle nudge to get them to pay. We established our Collection letter program to provide that nudge. This gives the taxpayer a perfect opportunity to pay their delinquent taxes saving them hundreds of dollars in additional costs and help us to identify potential problem files early in the process.

Appalachian has two options available when mailing Collection and Levy Preparation notices. When deciding which option to choose from, you will want to consider whether or not you have an active delinquent tax collection program. Sometimes establishing that a third party is working to assist in the collection of delinquent taxes will help nudge that delinquent taxpayer to pay up.

Among your options are: Appalachian will mail all Collection notices on Appalachian Mountain Services, Inc. letterhead. Appalachian can also prepare and mail your intent to FIFA letters if you request. Appalachian will also assist you with the preparation and printing of your property tax FIFA's in pdf format if requested.

Also available to you: Appalachian will mail collection notices on a facsimile of your letterhead. The City letterhead is required for tax sales. This has the benefit of Appalachian taking a quiet, behind the scenes approach.

Regardless of the option you choose, our collection and levy preparation program is an effective way to give the delinquent taxpayer the opportunity to pay up and save hundreds of dollars in additional costs. In both options, all taxpayer calls and payments are directed to your office to be handled by your staff in the manner you chose.

Collection and Sale Preparation Phase - Detail

- Based on data obtained from The City or City data provider, Appalachian will prepare a delinquent database.
- Prior to assigning a file to a tax sale, databases will be searched to determine if a current Bankruptcy exists involving the property.
- Using several verification databases addresses will be verified prior to first mailing.
- Appalachian will send one or several collection letters as needed prepared in accordance with The Fair Debt Collection Practices Act
- Appalachian will receive returned mail from the United States Postal Service and attempt to locate new addresses and resend collection letters as needed.
- Additional collection efforts will be made in an effort to increase collections prior to parcels entering the Levy Phase and fees being increased.

The Levy and Sale Phase

No matter how effective a collection program may be there will be some taxpayers that will not want to pay their taxes until you put their property up for sale on the courthouse steps. We know the last thing Appalachian Services, Inc. or you want to do is sell a taxpayer's property.

However, when there is no other choice, Appalachian will be there to work through the levy process with you. Our title researchers are the best available to ensure that a quality limited title search is completed. We will review with you, possible excessive levy situations. Then we will mail out the notices, on your letterhead, by certified and regular mail to all interested parties adhering to the schedule dictated by Georgia law. Appalachian will then prepare the legal ads to be placed in the legal organ.

Finally, Appalachian will mail a final ten-day notice, again by certified and regular mail.

At all times you will retain control of the levy process. At Appalachian, we believe strongly in maintaining a low profile throughout the levy process. We are here to assist you with this difficult task, not to dictate the process to you.

Levy and Sale Phase - Detail

- Files will be prepared on Title Searches will be conducted and property prepared for sale.
- Property slated for tax sales.
- Using information developed from the title searches statutory notices will be sent. These notices include but are not limited to:

Certified Notices
Lien Holder Notices
Occupant notices
Heirs of Record
IRS Notices
Final 10 Day Notice

- Legal advertisements and legal notices will be prepared and sent to the legal organ of the City / County for publication.
- Legal advertisement will be run for four consecutive weeks prior to sale date in accordance with state statue.
- Appalachian will assist with the preparation of parcels for sale as needed.
- A summary sheet of those entitled to excess funds will be prepared as requested on property sold during the sale process.
- All reports and Journals required will be prepared as requested.
- A complete copy of the file will be printed and sent to you upon completion of the tax sale.

Taxpayers who pay their taxes on time will always be in the majority. That majority will appreciate and understand the need for the levy process. If handled properly, fairly and aggressively, Appalachian can be part of the solution to your delinquent tax problem, while reducing the budgetary impact of your collections.

Technology



Appalachian's Proprietary Tax Sale Program O.T.I.S.

Appalachian Mountain Services, Inc. over twenty-one years has developed an in-house proprietary software program named O.T.I.S. It was developed to provide the backbone for conducting delinquent tax collections and conduct non-judicial tax sales. We employ document storage software that is integrated into O.T.I.S and is used to capture and store documents in an electronic file folder for each parcel that we work. We are able to instantly access documents and information on any file we are working. We have the ability to create any letter as required by law on our letterhead or your letterhead. O.T.I.S. allows our employees to effectively work to collect the taxes on any parcel of property, mobile home or other personal property. We are currently in the third version of O.T.I.S.

The program has the added benefit to you of having a backup copy of your files and all required and related document, note and information.



Client Access to via APPALACHIANOTISWEB.NET

Our clients can access their tax sales folders using amsotisweb.net *TM*. You will be able use a simple search function to look up parcels using name, parcel number or tax sale date.

From the individual record view, you can view letters that were sent, signature cards, return mail, deeds to the property and other records that are stored for that specific parcel. Our notes are current and available for viewing in real time. AMSOTISWEB sets us apart from other companies and provides you with access to a safe and secure website.

Appalachian Mountain Services, Inc. Success Rate

Collection rates vary from client to client to client based on several factors. Age of delinquent files, value, marketability of property and previous diligence in attempts to collect the tax will have influence collectability.

The charts in the appendices of this proposal indicate average collection rates across the spectrum of all of our clients over the last Twenty years.

A few examples based on three counties and one city. PL1 is our first collection letter, PL2 is our second collection letter, PL3 is our third collection letter, PL4 is our fourth collection letter and PL5 is our last resort letter that includes a tax sale date in the letter. All of these letters are not used in all cases. The objective is to collect the delinquent tax and avoid selling a taxpayer's property.

Client	PL1	% collected	PL2	% collected	PL3	% collected	PL4	% collected	PL5
Gwinnett	3500	24.54%	2641	22.76%	2040	14.61%	1742	10.45%	1560
Clayton	5282	16.40%	4416	10.17%	3967	11.75%	3501	7.40%	3242
CO Kennesaw	493	22.11%	384	31.51%	263	11.41%	233	5.58%	220

Pricing and Fees:

Appalachian will receive payment only for taxes collected. This proposal requires no budgeted funds from any department of the City government. The operating budget cost to the City is \$0 since all cost is born by the delinquent taxpayer. The City will receive 100 percent of all taxes, penalties and interest collected in the course of our efforts. Appalachian will receive its payments from Collection fees and cost added to the delinquent account. All tax payments will be made directly to the City by the delinquent taxpayer.

Charges to the Delinquent taxpayer are as follows:

It is the intent of APPALACHIAN that its collection services not be an expense chargeable to the City's taxpayers who pay their taxes in a timely manner and that services as rendered by APPALACHIAN are paid by its collection efforts. All of APPALACHIAN fees will be paid as cost from the added administrative fee portion of the tax bill, in accordance with and as permitted by State law. At no time will any fees be assessed above the maximum allowed by law. If the City gets paid APPALACHIAN gets paid.

The following is an outline of the payment schedule allowed to APPALACHIAN:

- 1. Collection Cost: For all accounts turned over to Appalachian during the Pre-Sale process, APPALACHIAN will be paid \$60.00 for any parcel that has delinquent ad valorem taxes greater than the base amount of \$10.00.
- 2. Limited Title Search: For all accounts turned over to Appalachian during the Sale process, Appalachian will be paid \$180.00 in addition to the fee listed in item 1, for title research and Certified Mail processing and handling, and due diligence costs, in addition to the Collection Cost in 1 for all accounts. Property posting, after sale deed preparation and Notice of Sale letters are included.
- 3. **Title Search Cost:** In the event that a parcel requires an additional sale title search and Certified Mail cost will be added for each sale.

These fees are only payable when the delinquent amounts and cost are paid to City of Brooklet.

Breakdown and further explanation of Fees and Costs

- Pre-Levy Fee: \$60.00
 - o This fee covers:
 - The importation of and time required to manipulate the City data into our proprietary software.
 - Preparation of lists for approval by the City to mail delinquent tax notices to
 - Preparation of and postage for the notices
 - Processing of and remailing costs and postage for the returned mail
 - Additional letters as needed including the costs listed above.
- Levy Fee: \$180.00 includes the Pre-Levy Fee Listed above: Total \$240.00
 - o This fee covers:
 - File Setup
 - Gathering of documents for the file
 - o County Property Record Card and Parcel Map
 - City/County FIFA's
 - o Delinquent information from County Records
 - Check of Bankruptcy Court Records against the Defendant in Fi Fa of the property in question.
 - Check the Social Security Death index.
 - Check of address records against the Defendant in Fi Fa.
 - Limited Title Search
 - Examine the title history of the Parcel in question
 - Verify the Defendant in Fi Fa is in the title chain
 - Determine who the Current Record Holder of the property is
 - Determine if liens against the property exist and who they are
 - Look for Judgements or Federal, State, or County tax liens against the Defendant or Current Record Holders

- Look for transfers of interest of Liens or Judgements
- Check Probate Court records
- Review and database title examination information
- Prepare notices to all parties of interest
- Mail certified and first-class letters to all parties of interest
 - Process and re-mail returned mail
- Prepare Legal Advertising Notices as required by code (Note: The City is responsible for the advertising costs, however, they may be recovered from the delinquent tax payer)
- Attempt contact with Current Record Holders and lien holders of record
- Re-check for any additional parties of record that have been filed since the last title examination was conducted
- Send a final notice to the Defendant in Fi Fa and the Current Record Holder
- Prepare Day of Sale documents
- Send a Representative of the company to conduct the sale and assist with the paperwork for property sold.
- Prepare and mail notice of sale letters to all parties of interest
- Prepare the official file to send to the City for their records
- Additional Services: (Included in Levy Fee)
 - Property posting:
 - At the City's request a company representative will determine a route, provide the signage and stakes required and take two photos of the property. It is recommended that the City provide a representative to accompany the company representative
 - Sheriff's Deed: If requested

Appendices

Property Tax Collection Rates Per 1000 Parcels (Graph)

Progression Towards Tax Sale Day (Graph)

Tax Sale File Summary Report (Sample)

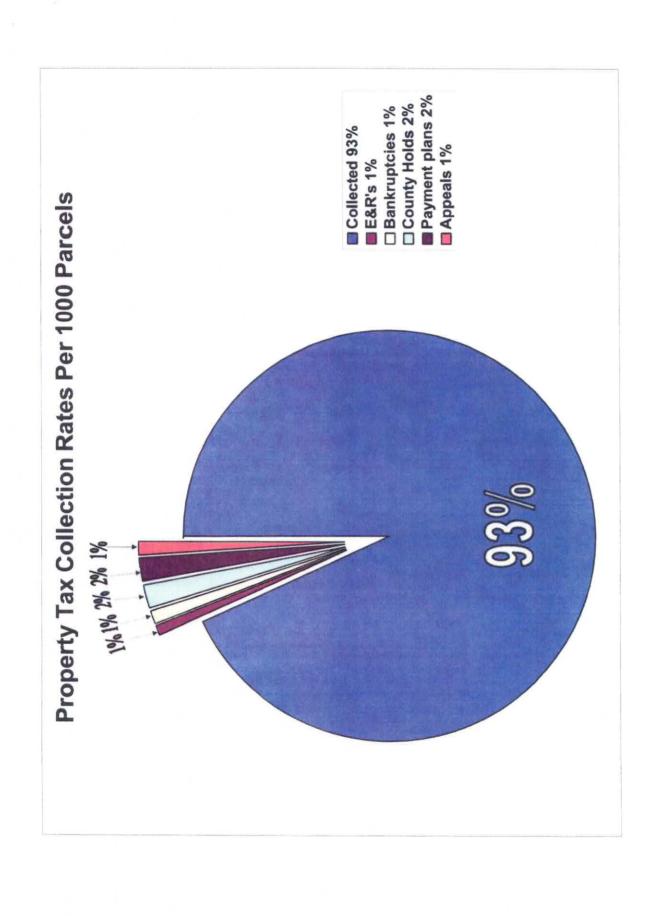
Research Log (Sample)

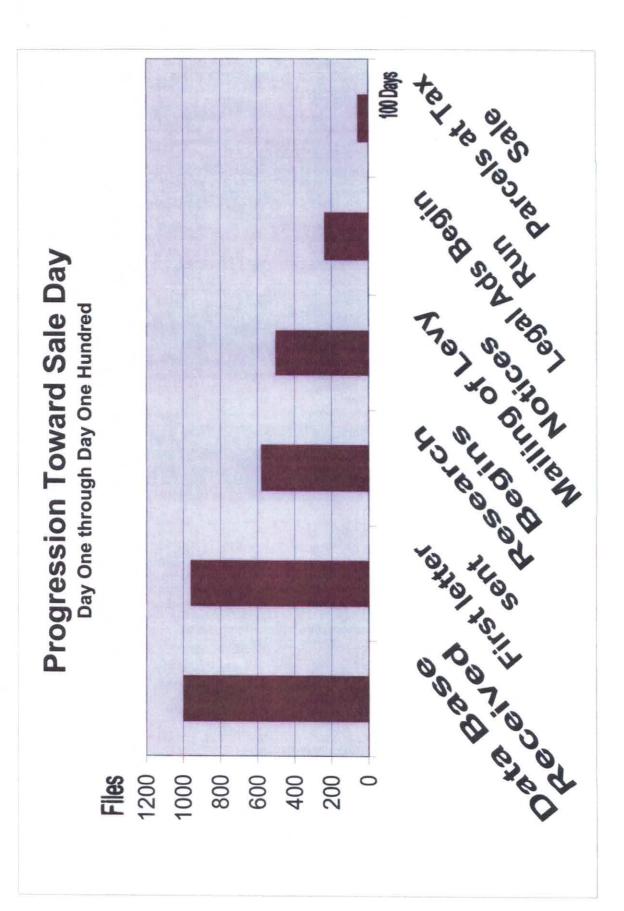
Posting Notice (Sample)

Day of Sale Forms (Sample)

Collection Levy and Sale Letters (Samples)

Clients and References (Partial List)





		Tax Sale	rue Summary	Report		
Tax Sale Coo	de:	Ref#:		Client:		Tax Sale Date:
CCRL070220	024	228455-02	3	City of Cornelia		07/02/2024
Amount Due:	085D057 \$ 1,042.21 2023,2022,2021,20		cord Holder:	Cornelia Hwy Pr	operties, LLC	
Bill #:	568, 590, 543, 550	Defendent	in FiFa:	Cornelia Hwy Pr	roperties, LLC	
Plat Bk/Pg:				General Pro	perty Description	on
Deed Bk/Pg:	1239/814			Property	y Description	
Acreage: Property Address:	0.27 Hwy 441 Busi	iness, Cornelia, GA	Habershar 0.27 acres	act of land being in t m, City of Cornelia, more or less. Or as Deed Book 1239, Pr	Land Lot 139, 10 further describe	0th District, being
Current Record H	Current Record I	Holder	of tract ly Being kno Georgia.	ing within Right-Of- own as Tax Map & P	Way of 441 Bus	iness Highway. Habersham County,
Notice to Owner	Current Record I	Holder	of tract ly Being kno Georgia. Address 155 High	ing within Right-Of-	Way of 441 Bus	
Notice to Owner Current Record H	Current Record I		Address 155 High Cornelia,	ing within Right-Of- own as Tax Map & P	Way of 441 Bus	
Notice to Owner Current Record H Cornelia Hwy Pre ☑ Advertising	Current Record I	ress	Address 155 High Cornelia,	way 441 Business GA 30531	Way of 441 Bus	
Notice to Owner Current Record H Cornelia Hwy Pro Advertising Cornelia Hwy Pro	Current Record I lolder operties, LLC Bad Addr operties, LLC Bad Addr Defendent in FiF	ress	Address 155 High Cornelia,	way 441 Business GA 30531	Way of 441 Bus	
Notice to Owner Current Record H Cornelia Hwy Pro Advertising Cornelia Hwy Pro Advertising Notice to Owner	Current Record I lolder operties, LLC Bad Addr operties, LLC Bad Addr Defendent in FiF	ress	Address 155 High Cornelia,	way 441 Business GA 30531 nmit Oaks Court eville, GA 30043	Way of 441 Bus	
Notice to Owner Current Record H Cornelia Hwy Pro Advertising Cornelia Hwy Pro Advertising Notice to Owner Notice to Lienhol Lien Holder Vinings Bank	Current Record I lolder operties, LLC Bad Addr operties, LLC Bad Addr Defendent in FiF	ress ress	Address 155 High Cornelia, 2275 Sur Lawrence	way 441 Business GA 30531 nmit Oaks Court eville, GA 30043	Way of 441 Bus Parcel 085D057,	Habersham County,

Notice to Heirs

Tax Sale File Summary Report

Tax Sale Code:

Ref#:

Client:

Tax Sale Date:

CCRL07022024

228455-02

City of Cornelia

07/02/2024

Parcel:

085D057

Current Record Holder:

Cornelia Hwy Properties, LLC

Amount Due:

\$ 1,042.21

Yrs Delinquent: 2023,2022,2021,2020

Defendent in FiFa:

Cornelia Hwy Properties, LLC

Bill#:

568, 590, 543, 550

Plat Bk/Pg: Deed Bk/Pg:

1239/814

General Property Description Property Description

Acreage:

0.27

Property Address:

Hwy 441 Business, Cornelia, GA

All that tract of land being in the: State of Georgia, County of Habersham, City of Cornelia, Land Lot 139, 10th District, being 0.27 acres, more or less. Or as further described as a portion of Tract 1 in Deed Book 1239, Page 814. Less & Except: any portion of tract lying within Right-Of-Way of 441 Business Highway. Being known as Tax Map & Parcel 085D057, Habersham County,

Georgia.

Research Comments:

Notice to Mobile Home

NOTICE

THIS PROPERTY HAS BEEN SEIZED UNDER LEVY BY THE FINANCE DIRECTOR / EX-OFFICIO SHERIFF OF CITY OF CORNELIA FOR DELINQUENT TAXES

DO NOT DAMAGE OR REMOVE UNDER PENALTY OF LAW

For more information concerning this notice contact:

Melanie Chandler City of Cornelia Finance Director Ex-Officio Sheriff 706-778-8585

Parcel: 085D057
Date of Sale: 07/02/2024

228455-02-085D057-POST

POSTED:	
Date	
Time	
By	

Greg Chalmers (Jun 5 2024 10:38AM): LH Letter mailed to 4135 Atlanta Road, Smyma, GA. Delivered, Left with Individual SMYRNA, GA 30080 May 21, 2024, 4:27 pm. ""SIGNED CARD ILLEGIBLE""

Jessica Graham (May 15 2024 2:03PM): Task Data Entry marked as complete by Jessica Graham.

Natalle Williams (Mar 28 2024 11:04AM): NO BKPT OR SSDI FOUND

Laura Sparr (Mar 28 2024 10:12AM): Moved to Tax Sale

security deed and Ih letter

Add new

Print

Cancel

X

Clients and References Partial

Cities

City of Kennesaw
Tom Jankowski
770-424-8274
tjankowski@kennesaw-ga.gov

City of Chickamauga Michael Haney 706-375-3177 mhaney@Cityofchickamauga.org

> City of Duluth Teresa Lynn 770-476-3434 tlynn@duluthga.net

City of Lincolnton
Martha Jo Austin
706-359-3239
maustin@Cityoflincolnton.com

City of Millen
Jeff Brantley
478-982-6100
jbrantley@Cityofmillenga.gov

City of Rossville Russanna Jenkins 706-866-1325 rjenkins@rossville-ga.com

City of Toccoa
Beth Rider
706-282-3225
brider@Cityoftoccoa.com

City of Washington Yoshe Jenkins 706-678-3277 yjenkins@wga.gov

City of Wrens
Cassie Bartlett
706-547-3000
cbartlett@Cityofwrens.com

Clients and References Partial

Counties

Burke County Tax Commissioner's Office Waynesboro, Georgia Marian S. Jackson, Tax Commissioner (706) 554-3223 mariandjackson@burkecounty-ga.gov

Catoosa County Tax Commissioner's Office Ringgold, Georgia Gary Autry, Tax Commissioner (706) 965-2571 taxcommissioner@catoosa.com

Cherokee County Tax Commissioner's Office
Canton, Georgia
Denise Mastroserio, Tax
Commissioner
(678) 493-6409
dmastroserio@cherokeega.com

Crisp County Tax Commissioner's Office Cordele, Georgia Deborah Lofton, Tax Commissioner (229) 276-2630 deborah.lofton@crispcounty.com

Emanuel County Tax Commissioner's Office Swainsboro, Georgia Jessica Moran, Tax Commissioner 478-237-3351 jmoran@emanuelco-ga.gov

Evans County Tax Commissioner's Office Claxton, Georgia Julie Mincey, Tax Commissioner (912) 739-1147 ectc@evanscounty.org

Franklin County Tax Commissioner's Office Carnesville, Georgia Bobby Martin, Tax Commissioner (706) 384-3455 bmartin@franklincountyga.com Glascock County Tax Commissioner's Office Gibson, Georgia Sharon Lyons, Tax Commissioner (706) 598-3151 tcssl@bellsouth.net

Gwinnett County Tax Commissioner's Office Lawrenceville, Georgia Denise Mitchell, Tax Commissioner (770) 822-7294

Habersham County Tax Commissioner's Office Clarkesville, Georgia June Black-Warren, Tax Commissioner 706-754-2516 jblack@habershamga.com

Hart County Tax Commissioner's Office
Hartwell, Georgia
Karen Martin,
Tax Commissioner
(706) 376-3944
kmartin@hartcountyga.gov

Jackson County Tax Commissioner's Office Jefferson, Georgia Candace L. Taylor-Heaton, Tax Commissioner (706) 367-6325 ctaylor@jacksoncountygov.com

Jefferson County Tax Commissioner's Office Louisville, Georgia Nancy McGraw, Tax Commissioner (478) 625-7736 nmcgraw@jeffersoncountyga.gov

Jenkins County Tax Commissioner's Office Millen, Georgia Tina Burke, Tax Commissioner 478-982-4925 christinaburke101@yahoo.com

Lincoln County Tax Commissioner's Office Lincolnton, Georgia Linda Willgus, Tax Commissioner (706) 359-5536 Long County Tax Commissioner's Office Ludowici, Georgia Becky Fowler, Tax Commissioner (912) 545-2127 taxoffices@windstream.net

Monroe County Tax Commissioner's Office Forsyth, Georgia Lori Andrews, Tax Commissioner (478) 994-7020 landrews@monroecountygeorgia.com

Montgomery County Tax Commissioner's Office
Mount Vernon, Georgia
Renee Wooten-Perry, Tax
Commissioner (912) 583-2571
rperry@montcoga.gov

Oconee County Tax Commissioner's Office Watkinsville, Georgia Jennifer T. Riddle, Tax Commissioner (706) 769-3917 jriddle@oconee.ga.us

Oglethorpe County Tax Commissioner's Office Lexington, Georgia Dawn Scarbourgh, Tax Commissioner (706) 743-8422 taxcommissioner@oglethorpecountyga.gov

Putnam County Tax Commissioner's Office Eatonton, Georgia Terrell Abernathy, Tax Commissioner (706) 485-5441 tea.pctc117@gmail.com

Rabun County Tax Commissioner's Office Clayton, Georgia Lauren Benefield, Tax Commissioner (706) 782-3613 lauren.benefield@rabun.ga.gov

Screven County Tax Commissioner's Office Sylvania, Georgia Andrea Waits, Tax Commissioner 912-564-2206 sctaxcomm@planters.net Stephens County Tax Commissioner's Office Toccoa, Georgia Dene Hicks, Tax Commissioner (706) 886-4753 dene@stephenscountytax.com

Taylor County Tax Commissioner's Office Butler, Georgia Shirley Graham, Tax Commissioner (478) 862-3637 taylortc@pstel.net

Treutlen County Tax Commissioner's Office Soperton, Georgia Penny Wheeler, Tax Commissioner 912-529-3213 pennywheeler@gmail.com

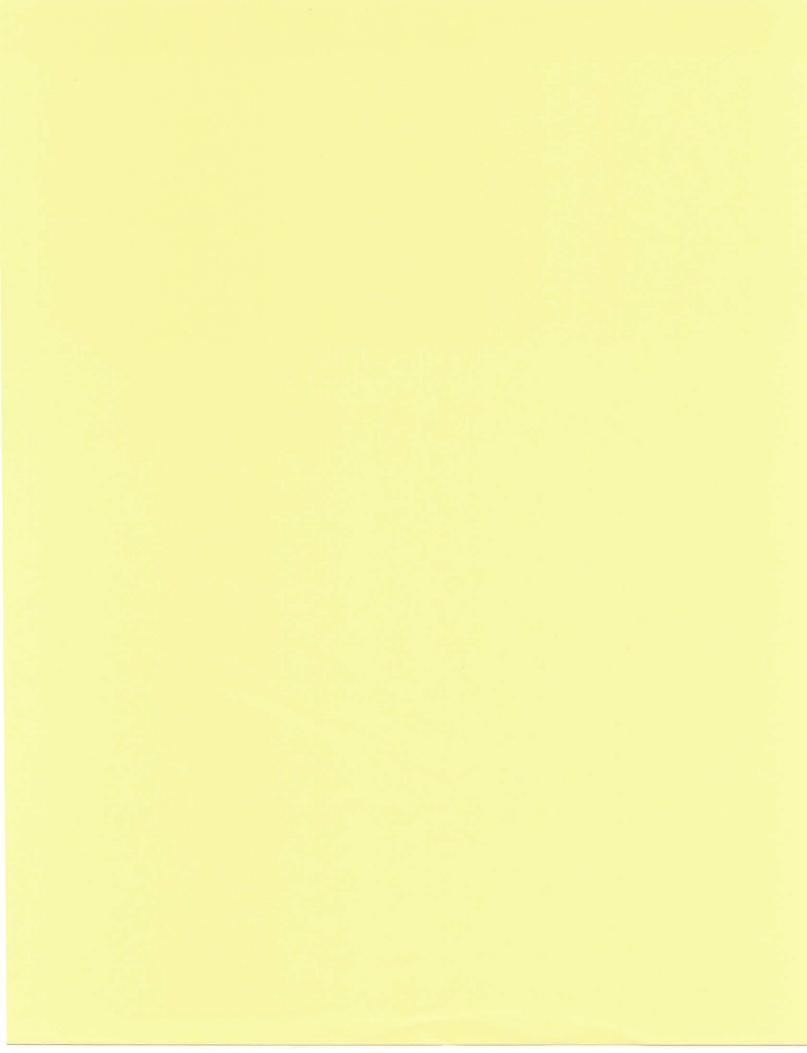
Union County Tax Commissioner's Office Blairsville, Georgia Lee Knight, Tax Commissioner 706-439-6017 taxcommissioner@uniongov.net

Walker County Tax Commissioner's Office LaFayette, Georgia Carolyn Walker, Tax Commissioner (706) 638-2929 walkertax2@windstream.net

Warren County Tax Commissioner's Office Warrenton, Georgia Leigh Jones, Tax Commissioner (706) 465-2231 wctaxcomm@classicsouth.net

Whitfield County Tax Commissioner's Office Dalton, Georgia Danny W. Sane, Tax Commissioner 706-275-7510 dsane@whitfieldcounty.ga.com

Wilkes County Tax Commissioner's Office Washington, Georgia Lisa Dozier, Tax Commissioner (706) 678-2422 taxcommissioner@washingtonwilkes.org



CONTRACT FOR THE COLLECTION OF DELINQUENT AD VALOREM TAXES FOR CITY OF BROOKLET, GEORGIA

State of Georgia County of Rabun

THIS AGREEMENT, stated by and between:

CITY OF BROOKLET, GEORGIA

Hereinafter referred to as "City", and

APPALACHIAN MOUNTAIN SERVICES, INC. 1805 Herrington Road, Building 1, Suite B Lawrenceville, Georgia 30043

Hereinafter referred to as "Appalachian". This agreement shall be known as the "Collection Agreement".

WHEREAS, the City is engaged in the billing and collection of real property and personal property ad valorem taxes, and is desirous of obtaining the services of Appalachian in an effort to quickly and efficiently collect delinquent ad valorem taxes without any additional cost to those citizens of the City who have timely submitted and paid their respective tax liabilities, and;

WHEREAS, Appalachian has submitted its proposal to assist the City with the collection of its valid and outstanding tax delinquencies with a program of payment of its fees from the additional statutory charges, which may be levied against the delinquent tax payer and the respective property, without the City incurring costs for the services performed by Appalachian, and;

WHEREAS, the proposal of such services was submitted to the Mayor, Council, and City Attorney for review and approval by all necessary parties, and;

WHEREAS, the use of the services provided by Appalachian will result in a concentrated effort to collect the delinquent taxes without the necessity of adding additional staff to the City payroll or additional equipment cost, and is expected to improve the City's tax collection ratio.

NOW, THEREFORE, in consideration of mutual benefits flowing between the parties to this agreement, it is hereby agreed between the parties as follows:

1. Obligations of the City

The City agrees to assist Appalachian in its task of fairly, quickly, and efficiently collecting and returning the outstanding tax obligations owed to the City. To accomplish this goal, the City agrees to the stipulations set out in this section. The City will supply Appalachian with a list of accounts that it wishes to collect upon. It is understood that Appalachian will act in reliance on the accuracy of the information provided by the City, and Appalachian is instructed to accept said list as a true and correct representation of the status of the respective accounts as shown on the tax records of the City. Appalachian will accept the list as presented, and immediately begin the Pre-Levy portion of the collection process. The City agrees to provide the following information:

- (a) Information concerning each delinquent ad valorem tax bill, to include the correct name and address of the owner of record, in an acceptable Excel spreadsheet format. The acceptability of the data shall be at the sole discretion of Appalachian.
- (b) The correct Map and Parcel identification number of delinquent tax bills associated with real property, account number of delinquent personal property tax bills or, prebill number of delinquent mobile home bills.
- (c) A copy of the respective tax execution (FiFa) for each delinquent tax bill turned over to Appalachian for collection.
- (d) At the time that an account is turned over to Appalachian for collection, the City must flag the respective account in its computer system to ensure that the applicable penalties, interest charges, and collection fees are added to the amount owed and collected by the City. Any collection fee collected by the City and owing to Appalachian will be disbursed to Appalachian on a monthly basis. At the end of each month, the City will notify Appalachian of the total amount of Appalachian's fees collected during the month. After receiving such notification, Appalachian will submit an invoice to the City for payment. Payment shall be made by the City within thirty (30) days of the date of invoice.
- (e) With the exception of any legally privileged information submitted by taxpayers to the City, the City will provide Appalachian with complete access to its tax and real estate records, to include mapping and prior tax appeals records.

- (f) In the event Appalachian receives a request from the taxpayer to provide copies of relevant tax records as verification of the debt—such as executions, assessment records, or tax bills—the City agrees to assist Appalachian in providing such documentation to the taxpayer without charge.
- (g) The City will promptly notify Appalachian when it receives any notice of filing of a debtor's petition in bankruptcy that affects the collection of a particular account or accounts. Upon receipt of this information, Appalachian will immediately cease any further collection effort on this account until notified by the City of the dismissal or discharge of the bankruptcy proceedings, or a relief from the stay granted in favor of the City. As part of the proof of claim filed by the City in the bankruptcy case, the City will include any costs owing to Appalachian as part of the total amount owed on the tax claim, as allowed by the court. Upon recovery of the same, Appalachian will be entitled to receive its normal fee from the collection.
- (h) When and if necessary, other City departments will cooperate with the respective City officials to ensure accurate and up to date information is provided to Appalachian.

2. Legal Representation

The City will represent itself in all legal challenges or actions involving the collection of delinquent accounts. In the event a lawsuit is filed seeking to prevent the collection of any account, or to otherwise halt or restrain the collection of said account, Appalachian will, upon request, turn over to the City a copy of its full file, detailing its collection efforts to date.

3. Obligations of Appalachian

Appalachian will accept the list given to it by the City in accordance with Section 1(a) of the Collection Agreement, and will coordinate with the City to use its best efforts in effectuating the Pre-Levy collection process. All efforts will be in accordance with approved collection procedures and all other applicable state and federal laws.

During the Pre-Levy collection process, Appalachian may mail dunning letters to give notice of the tax delinquency to the owner of record in an effort to collect on the account without the necessity of levy and sale of the property. Appalachian will begin the process of verification and skip tracing as needed. If required, a minimum of one (1) dunning letter will be sent to the owner of record in the data provided by the City to Appalachian.

In the event that the tax account is not paid to the City during the Pre-Levy collection process, Appalachian agrees, upon receipt of instruction from the City, to commence its Levy collection process. Such process may result in a levy on the property and sale of the same to satisfy the tax liability.

During the Levy collection process, Appalachian shall, when necessary:

- (a) Run a computerized search of the bankruptcy records under the owner of the property as listed in the county tax assessor's records.
- (b) Conduct an examination of the real estate records of the county to determine the present ownership of the property and all parties entitled to receive notice of the impending tax sale.
- (c) Prepare and mail a notice of levy to the defendant in FiFa, current record holder, current mortgage holder, and all other lien holders.
- (d) Conduct a diligent search of the general execution docket of the county in which the City sits.
- (e) Coordinate with the appropriate legal organ to ensure statutory advertisement of the impending sale.

In the event the City elects to proceed with the levy and sale of property, Appalachian will supply the necessary information to the person authorized to conduct the tax sale.

4. Payment of Services Rendered

It is the intent of Appalachian that its collection services not be an expense chargeable to the City's taxpayers who pay their taxes in a timely manner, and that services rendered by Appalachian are paid by its collection efforts. All of Appalachian's collection fees will be paid from the added administrative and collection cost portion of the tax bill, in accordance with and as permitted by the laws of the State of Georgia. At no time will any fee or cost be assessed above the maximum allowed by law.

The following is an outline of the fee and cost schedule agreed to by the parties:

- (a) Collection Cost: For all accounts turned over to Appalachian during the Pre-levy collection process, Appalachian will be paid \$60.00 for any parcel that has delinquent ad valorem taxes greater than \$10.00.
- (b) Limited Title Search: For all accounts turned over to Appalachian during the Levy collection process, Appalachian will be paid \$180.00 for title research, Certified Mail processing and handling, and due diligence costs,

in addition to the Collection Cost in Section 4(a) for all accounts for a total of \$240.00. Property posting and after sale deed preparation and Notice of Sale letters are included.

(c) Additional Limited Title Search Cost: In the event that an account is turned over to Appalachian for an additional Levy collection process, the cost specified in section 4(b) shall be added for each additional Levy collection process.

5. Payments Made by Taxpayers

It is intended that all payments made by the taxpayers or other interested parties on these accounts shall be made directly to the City and not to Appalachian. Under no circumstance will Appalachian accept any tax payment.

6. Cost incurred by the City

The City is responsible for recovering costs incurred for legal advertisement, Sheriff's services, recording fees, and copying charges.

7. Entire Agreement

This agreement constitutes the sole and only agreement between the parties. This written agreement correctly sets forth the obligations of all parties involved as of the date of this contract. Any supplementation or modification of this agreement must be in writing and signed by both parties.

8. Term

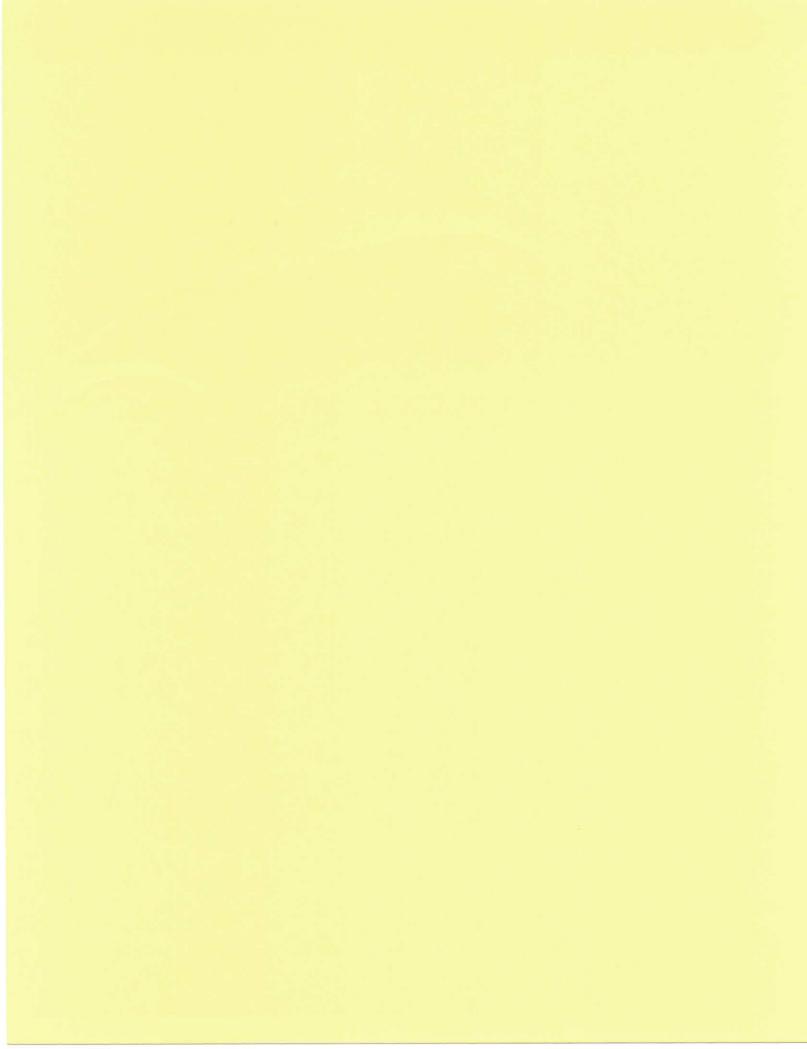
The Collection Agreement shall begin on the date this document is executed below, and continue for one year. This agreement will self-renew unless otherwise terminated. Either party may terminate this agreement, without cause, by providing thirty (30) days written notice of intent to terminate to the other party by certified mail. All collection efforts assigned at the time of termination shall immediately cease. Any costs in favor of Appalachian applied to accounts prior to the termination of this agreement shall remain in place and be payable to Appalachian upon collection by the City in accordance with section 1(d) of the Collection Agreement.

9. Miscellaneous

The section headings of this agreement are for convenience only and shall not limit or otherwise affect any of the terms hereof. The laws of the State of Georgia shall govern this agreement. As used herein, the singular number shall include the plural, the plural the singular, and the use of the masculine, feminine, or neutral gender shall

include all genders, as the context may require, and the term "person" shall include an individual, corporation, association, partnership, trust, organization and/or governing body. Invalidation of any one or more of the provisions of the Collection Agreement shall not affect the validity of the remainder of this agreement, which shall remain in full force and effect.

So, a	greed and Executed in Duplicate (Original on, 2025.
City	of Brooklet, Georgia	Appalachian Mountain Services, Inc.
Ву:	Lori M. Phillips, City Clerk	By: Mark White, CEO
Attes		



City of Brooklet

Guidelines for the Placing of Speed Humps on City Streets

Speed Humps may be installed only when all of the following conditions are met:

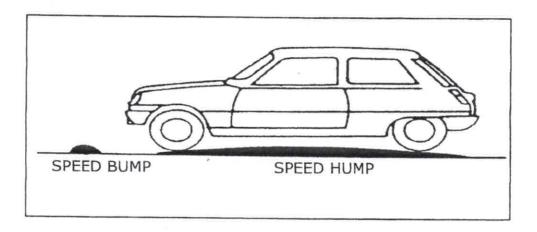
- Petition to City Manager requesting a speed hump study signed by 65% of affected owners/residents.
- 2. Classified as a local street.
- 3. Two lanes or fewer
- 4. Street widths less than 40 ft.
- 5. Roadway pavement in satisfactory condition for installation of speed humps.
- 6. Grades of less than 5% in the area of humps
- 7. Horizontal curves of no less than 300 ft. centerline radius or vertical curves with no less than safe stopping sight distance.
- 8. Posted speed limit of 30 MPH or less.
- 9. Not a designated emergency vehicle route
- 10. Low volume traffic streets (less than 1,000 vehicles per day).
- 11. Speed humps will not be installed on collector streets or through streets with a higher classification.
- 12. Streets used by relatively low volume of trucks.
- 13. Documented speeding problem

Design & Construction Considerations

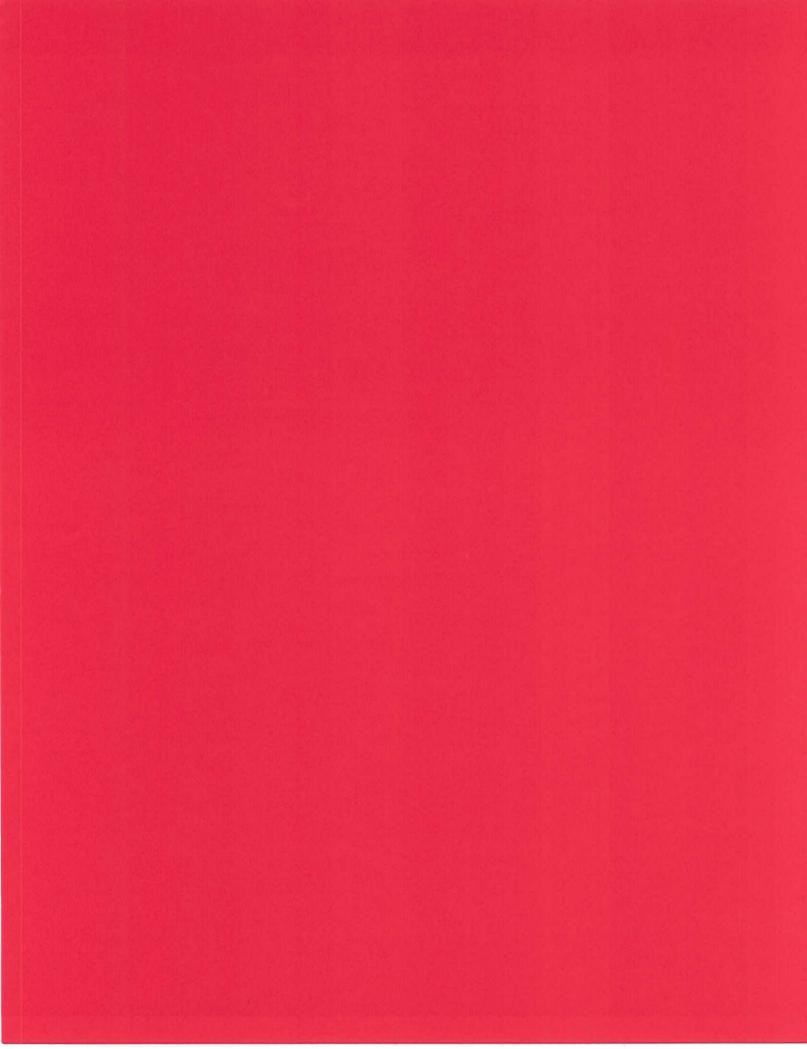
- 1. Maximum height 3 inches
- 2. Maximum length 14 feet
- 3. Warning signs at each location
- 4. Advance markings at location
- 5. Spacing between humps: 200 feet to 700 feet
- 6. Location: Minimum of 100 feet from intersections.
- 7. Sight distance: 200-300 feet for all locations
- 8. Drainage: must maintain gutter flows
- 9. Illumination: locate to take advantage of existing street lighting
- 10. Appearance: minimize visibility of signs & markings from closest homes

Avoid the Following:

- 1. Locations within intersections
- 2. Locations at driveways
- 3. Locations over utility manholes, gate valves, pull boxes, access vaults or ventilation grates
- 4. Locations at fire hydrants
- 5. Locations immediately upgrade from drainage inlets.
- 6. Locations at or adjacent to surface cross drains.



SOURCE: National Assn. of City Transportation Officials (NACTO) & City of Stamford. CT



City of Brooklet Draft Job Description

Job Title:

Water & Sewer Maintenance Technician

Reports To: City Manager or Their Designee

Dept.:

Public Works

Pay Grade: 4

Starting Pay: \$16.61 per hour

Major Duties and Responsibilities:

Maintain and repair city water/sewer systems. Maintain and repair sewer lines, manholes, and lift stations. Maintain and repair water lines, street valves, curb stops, fire hydrants, well pump houses and equipment.

Read water meters, install and replace water meters. Inspect water meters on a quarterly basis to determine those needing repair or replacement.

Inspect City fire hydrants on an annual basis to determine those needing repair or replacement.

Test and maintain emergency generators.

Operate and maintain power construction equipment used in the Public Works Dept.

Locate and mark water and sewer mains, valves, and shutoffs.

Assist in the repair and maintenance of City streets, sidewalks and drainage.

Maintain and keep up to date accurate records and reports.

Serve as public works after work hours contact on a rotating basis.

Perform other related duties as assigned.

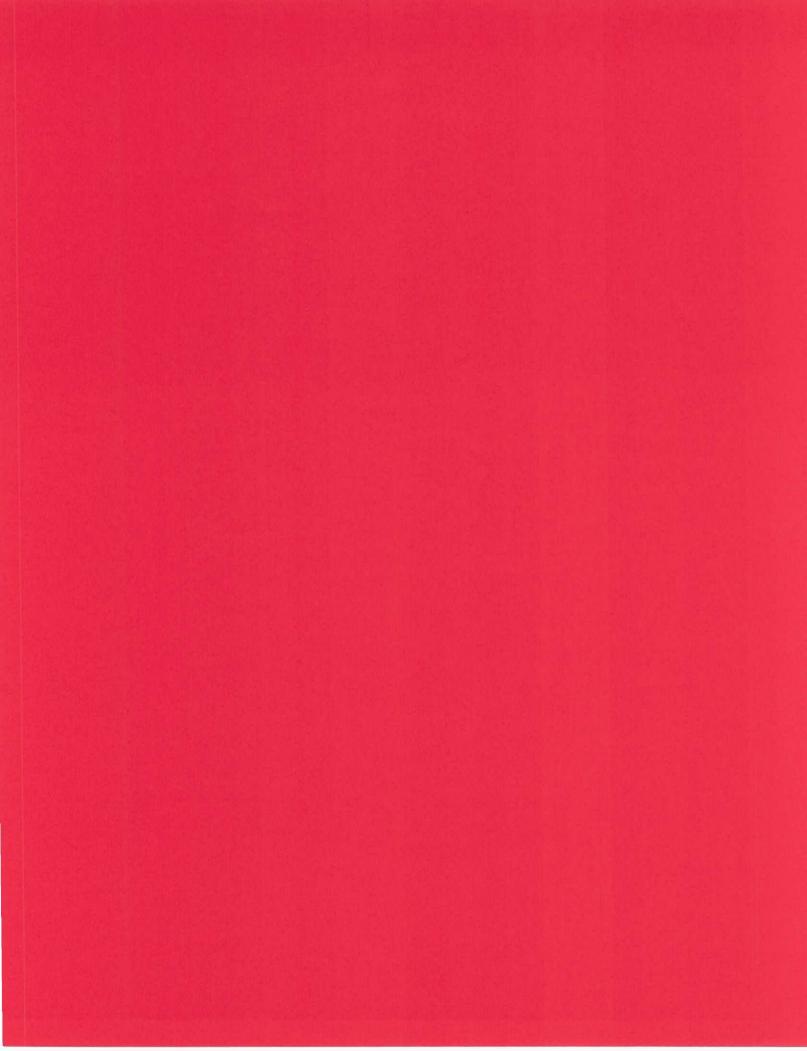
Education and Experience:

High school graduate or GED and two (2) years related experience.

Working knowledge of state and federal rules and regulations pertaining to water/sewer operations.

Working knowledge of equipment, facilities, materials, methods, and procedures used in public water and sewer systems.

Working knowledge of pipeline installation, connection and repair.





36 Courtland Street
Suite B, Statesboro GA 30458
Phone: 912-764-7722
Email: wesley@parker-engineering.com

April 9, 2025

Melissa Pevey City of Brooklet PO Box 67 104 Church Street Brooklet, GA 30415

RE: The Orchard Subdivision Infrastructure Acceptance

Dear Ms. Pevey:

Parker Engineering has evaluated the above named project for potential acceptance by the City of Brooklet of the new streets and associated lights, signage, and storm sewers, as well as the new water mains and fire hydrants, as publicly owned and maintained infrastructure. Based on the accepted design, limited construction observations, and testing information supplied by the developer, to the best of our knowledge and belief all the listed items were constructed in accordance with the minimum requirements of the City of Brooklet. As required by the City's Code of Ordinances, these items meet the following conditions:

- 1. Streets have been paved for at least one (1) year; and
- 2. At least fifty percent (50%) of the lots have been built upon.

Upon inspection, all visible items appear to be in good and working condition. Based on these findings, we have no objection to the City assuming ownership of and responsibility for maintaining the referenced infrastructure.

Please call with any questions.

Sincerely,

Wesley Parker, PE

cc: Carter Crawford, Mayor Nicky Gwinnett

